

City Council Study Session

June 27, 2016 - 5:30 PM

Auburn City Hall

AGENDA

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I. CALL TO ORDER

A. Roll Call

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6608 (20 Minute Presentation/10 Minute Q&A)* (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, amending Ordinance No. 6533, the 2015-2016 Biennial Budget Ordinance, as amended by Ordinance No. 6558, Ordinance No. 6563, Ordinance No. 6570, Ordinance No. 6571, Ordinance No. 6580, and Ordinance No. 6592, authorizing amendment to the City of Auburn 2015-2016 Budget as set forth in Schedule "A" and Schedule "B"

B. Resolution No. 5238 (10 Minute Presentation/10 Minute Q&A)* (Snyder)

A Resolution of the City Council of the City of Auburn, Washington approving a logo for the Auburn Municipal Airport

C. Animal Control Policies (10 Minute Presentation/10 Minute Q&A)* (Lee)

Discussion of Ordinance No. 6304 as it pertains to dangerous and potentially dangerous dogs.

D. Traffic School Presentation (10 Minute Presentation/10 Minute Q&A)* (Lee)

Discussion on establishing a Traffic School with the Auburn Police Department to promote traffic safety within the City of Auburn.

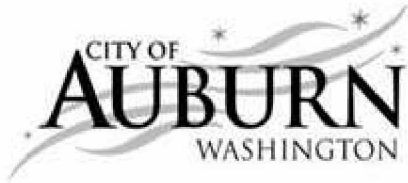
E. Resolution No. 5240 (10 Minute Presentation/10 Minute Q&A)* (Heid)

A Resolution of the City Council of the City of Auburn, Washington, amending the City Council Rules of Procedure as adopted by Ordinance No. 5802 and amended by Resolution Numbers 4282, 4429, 4467, 4615, 4686, 4740, 4813, 4909, 5105, 5112, 5115 and 5217

IV. ADJOURNMENT

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.

**Denotes attachments included in the agenda packet.*



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6608 (20 Minute Presentation/10 Minute Q&A)

Date:

June 21, 2016

Department:

Finance

Attachments:

[Memo](#)

[Ordinance No. 6608](#)

[Schedule A](#)

[Schedule B](#)

Budget Impact:

\$16,522,425

Administrative Recommendation:

City Council discuss Ordinance No. 6608.

Background Summary:

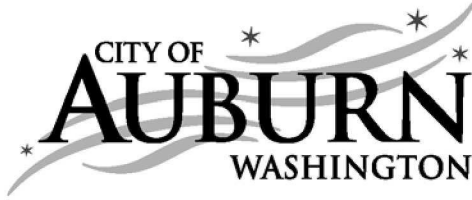
Ordinance No. 6608 (Budget Amendment #6) represents the sixth budget amendment for the 2015-2016 biennium and the third budget amendment for 2016. For details, see the attached transmittal memorandum and supporting materials.

Reviewed by Council Committees:**Councilmember:****Staff:**

Coleman

Meeting Date: June 27, 2016

Item Number: DI.A



Interoffice Memorandum

To: City Council
From: Shelley Coleman, Finance Director
CC: Nancy Backus, Mayor
Date: June 27, 2016
Re: Ordinance #6608 – 2015-2016 Budget Amendment #6

The City's biennial 2015-2016 budget is approved by Council as two one-year appropriations. Budget Amendments #1 through #3 amended the budget for calendar year 2015. Budget Amendments #4 and #5 amended the budget for calendar year 2016.

Budget Amendment #6 is the third budget amendment for calendar year 2016. The main purpose of this budget amendment is to adjust budgeted 2016 beginning fund balances to match actual 2016 beginning fund balances per accounting records. Additional items included in this amendment represent requests for additional budget authority for projects. Requested changes to each fund are provided in the accompanying *Schedule A, Summary of 2016 Budget Adjustments by Fund*.

Proposed amendments to the 2016 budget include:

Fund Balance Adjustments: This amendment adjusts City-wide 2016 budgeted beginning fund balances to reflect actual ending balances as of the end of 2015. City-wide beginning fund balances are adjusted by a net increase of \$14.6 million.

Project Funding Adjustments: Project funding requests included in this budget amendment transfer spending authority between projects or establish additional or reduced spending authority for existing projects. Total project expenditure requests net to \$801,000, which is partially offset by grant revenues and contributions totaling \$698,500.

Significant project funding requests include:

- Auburn Way South Improvements (CP 1118 and CP 1119): This amendment adjusts 2016 estimated revenues upward by \$189,000, recognizing the expected receipt of reimbursements from WSDOT, TIB, and the Muckleshoot Indian Tribe for higher than expected reimbursable project costs.
- Funding for Council Chamber Remodel (CP 1518): This amendment increases the appropriation for the Council Chamber Remodel by \$480,000, including \$350,000 for audio/visual upgrades that would be fully funded by capital-related cable TV franchise fees. This amendment also increases non-technology infrastructure costs by \$130,000 for design and construction.

- Arterial Street Preservation Projects: This amendment would:
 - Reduce budgeted funding from three projects - \$150,000 from the West Main Street Corridor Improvements Project (cp1415), \$200,000 from the South 277th Street Corridor Improvements Project (c222a0), and \$90,000 from the B Street Reconstruction Project (cp1520); and
 - Transfer \$150,000 from the annual City Sidewalk Repair and Replacement Program (gcbb01) to the M St SE Storm Improvements Project (cp1511) in the Arterial Streets Preservation Fund. (The project is a partnership between City utilities and the Arterial Streets Preservation program).
- Increase Budget for M Street SE Storm Improvements Project: This amendment would increase expenditures for this project (cp1511) in the Water Fund by \$171,000 to replace galvanized service connections.
- Les Gove Master Plan Implementation (CP 1605): This amendment adjusts the 2016 budgeted revenue for Fund 321 upward by \$547,000 to reflect the award of a grant from King County Conservation Futures, to be used for the acquisition and park development of the Herr Properties located adjacent to Les Gove Park. The expenditure of the funds is anticipated in 2016-2017 as part of the Les Gove Master Plan implementation.

Other Requests:

• Allocate funds to the Livable City Year Program – pilot year	75,000
• Funding for downtown façade improvements	61,600
• Purchase of twelve replacement police vehicles	85,000
• Carry forward budget for human services programs	245,000
• Adjust Tourism budget (net impact)	16,200
• Funding for design phase of 2017 Local Street Preservation Program	300,000
• Replace City Hall generator	80,000
TOTAL	\$ 862,800

The following table summarizes the current and revised budget as a result of this amendment.

Table 1: 2016 Budget as Amended

2016 Budget as Previously Amended	\$ 285,280,495
Budget Amendment #6 (Ord #6608)	<u>16,522,425</u>
Revised Budget as Amended	\$ 301,802,920

Attachments:

- ❖ 1. Proposed Ordinance #6608 (Budget Adjustment #6)
- ❖ 2. Summary of proposed 2016 budget adjustments by fund and department (Schedule A)
- ❖ 3. Summary of proposed changes to adopted 2016 budget by fund (Schedule B)

ORDINANCE NO. 6608

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING ORDINANCE NO. 6533, THE 2015-2016 BIENNIAL BUDGET ORDINANCE, AS AMENDED BY ORDINANCE NO. 6558, ORDINANCE NO. 6563, ORDINANCE NO. 6570, ORDINANCE NO. 6571, ORDINANCE NO. 6580, AND ORDINANCE NO. 6592, AUTHORIZING AMENDMENT TO THE CITY OF AUBURN 2015-2016 BUDGET AS SET FORTH IN SCHEDULE "A" AND SCHEDULE "B"

WHEREAS, the Auburn City Council at its regular meeting of December 1, 2014, adopted Ordinance No. 6533 which adopted the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of April 6, 2015, adopted Ordinance No. 6558 (BA#1) which amended Ordinance No. 6533 which adopted the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of July 6, 2015, adopted Ordinance No. 6563 (BA#2) which amended Ordinance No. 6558 which amended the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of December 7, 2015, adopted Ordinance No. 6570 (BA#3) which amended Ordinance No. 6563 which amended the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of December 7, 2015, adopted Ordinance No. 6571 (BA#4) which amended Ordinance No. 6570 which amended the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of January 19, 2016, adopted Ordinance No. 6580 (Comprehensive Plan) which amended Ordinance No. 6571 which amended the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of April 4, 2016, adopted Ordinance No. 6592 (BA#5) which amended Ordinance No. 6580 which amended the City of Auburn 2015-2016 Biennial budget; and

WHEREAS, the City of Auburn deems it necessary to appropriate additional funds to the various funds of the 2016 budget as outlined in this Ordinance (BA#6); and

WHEREAS, this Ordinance has been approved by one more than the majority of all councilpersons in accordance with RCW 35A.34.200.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment of the 2015-2016 Biennial Budget. The 2015-2016 Biennial Budget of the City of Auburn is amended pursuant to Chapter 35A.34 RCW, to reflect the revenues and expenditures as shown on Schedule "A" attached hereto and incorporated herein by reference. The Mayor of the City of Auburn, Washington is hereby authorized to utilize revenue and expenditure amounts shown on said Schedule "A" and Schedule "B". A copy of said Schedule "A" and Schedule "B" is on file with the City Clerk and available for public inspection.

Section 2. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held to be invalid, the remainder of such code, ordinance or regulation or the application thereof to other person or circumstance shall not be affected.

Section 3. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 4. Effective Date. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

PUBLISHED: _____

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
General Fund (#001)				
2016 Adopted Budget	10,547,126	59,354,240	64,735,529	5,165,837
Previous Budget Amendments	5,270,527	742,613	3,043,040	2,970,099
2016 Amended Budget	15,817,653	60,096,853	67,778,569	8,135,936
BA#6 (Ordinance #6608, Proposed):	3,749,113	61,626	754,958	3,055,781
Administration Department:				
Carry Forward Budget for Human Services Programs	245,000	-	245,000	-
Community Development:				
Allocate Funds to Livable City Year Program - Pilot Year	-	-	75,000	(75,000)
Non-Departmental:				
Adjust Beginning Fund Balance	3,504,113	-	-	3,504,113
Transfer In from Fund 124 for Downtown Façade Improvements	-	61,626	-	61,626
Purchase of Twelve Replacement Vehicles for Police (Transfer to F560)	-	-	84,958	(84,958)
Transfer Cable Fees for Council Chamber A/V Upgrades (cp1518) (T/F to F568)	-	-	350,000	(350,000)
Revised 2016 Budget - Fund 001	19,566,766	60,158,479	68,533,527	11,191,717

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Arterial Street Fund (#102)				
2016 Adopted Budget	1,108,704	12,088,787	12,320,712	876,779
Previous Budget Amendments	1,216,354	5,674,977	6,484,926	406,405
2016 Amended Budget	2,325,058	17,763,764	18,805,638	1,283,184
BA#6 (Ordinance #6608, Proposed):	80,763	188,762	-	269,525
In-Fund Adjustment for Traffic Signal Safety Improvements Project (cp1501)	-	-	-	-
Adjustment to cp1501			10,000	
Adjustment to asbd07			(10,000)	
In-Fund Adjustment for 22nd & I St. NE Intersection Improvements Project (cp1513)	-	-	-	-
Adjustment to cp1513			25,000	
Adjustment to asbd08			(25,000)	
Adjust Auburn Way S. (Fir to Hemlock) Budget for Reimbursable Work (cp1119)	-	106,154	-	106,154
Adjust Auburn Way S. (Dogwood to Fir) Budget for Reimbursable Work (cp1118)	-	82,607	-	82,607
Adjust Beginning Fund Balance	80,763	-	-	80,763
Revised 2016 Budget - Fund 102	2,405,821	17,952,526	18,805,638	1,552,709

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Local Street Fund (#103)				
2016 Adopted Budget	348,568	1,602,500	1,600,000	351,068
Previous Budget Amendments	1,001,201	160,000	964,398	196,803
2016 Amended Budget	1,349,769	1,762,500	2,564,398	547,871
BA#6 (Ordinance #6608, Proposed):	730,921	-	300,000	430,921
Use Fund Balance for Design Phase of 2017 Local Street Preservation Program	-	-	300,000	(300,000)
Adjust Beginning Fund Balance	730,921	-	-	730,921
Revised 2016 Budget - Fund 103	2,080,691	1,762,500	2,864,398	978,793
Hotel/Motel Tax Fund (#104)				
2016 Adopted Budget	148,031	94,940	86,000	156,971
Previous Budget Amendments	6,905	-	110,000	(103,095)
2016 Amended Budget	154,936	94,940	196,000	53,876
BA#6 (Ordinance #6608, Proposed):	46,358	15,310	31,500	30,168
Adjust Beginning Fund Balance	46,358	-	-	46,358
Revise Budget per Adopted Tourism Board Request	-	15,310	31,500	(16,190)
Revised 2016 Budget - Fund 104	201,293	110,250	227,500	84,043
Arterial Street Preservation Fund (#105)				
2016 Adopted Budget	461,200	3,127,300	3,351,390	237,110
Previous Budget Amendments	1,845,728	(129,274)	1,935,183	(218,729)
2016 Amended Budget	2,306,928	2,998,026	5,286,573	18,381
BA#6 (Ordinance #6608, Proposed):	(363,063)	150,000	(290,000)	76,937
In-Fund Adjustment & Transfer Budget for M St. SE Storm Improvements (cp1407)	-	150,000	150,000	-
Decrease Budget for South 277th Street Corridor Improvements Project (c222a0)	-	-	(200,000)	200,000
Decrease Budget for West Main Street Corridor Improvements Project (cp1415)	-	-	(150,000)	150,000
Adjust Beginning Fund Balance	(363,063)	-	-	(363,063)
Decrease Budget for B Street Reconstruction Project (cp1520)	-	-	(90,000)	90,000
Revised 2016 Budget - Fund 105	1,943,864	3,148,026	4,996,573	95,317

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Drug Forfeiture Fund (#117)				
2016 Adopted Budget	298,057	97,100	273,028	122,129
Previous Budget Amendments	34,416	-	-	34,416
2016 Amended Budget	332,473	97,100	273,028	156,545
BA#6 (Ordinance #6608, Proposed):	111,351	-	-	111,351
Adjust Beginning Fund Balance	111,351	-	-	111,351

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Housing & Comm Develop Fund (#119)				
2016 Adopted Budget	37,371	450,000	440,000	47,371
Previous Budget Amendments	17,533	715,398	715,398	17,533
2016 Amended Budget	54,904	1,165,398	1,155,398	64,904
BA#6 (Ordinance #6608, Proposed):	(10,000)	-	-	(10,000)
Adjust Beginning Fund Balance	(10,000)	-	-	(10,000)
Revised 2016 Budget - Fund 119	44,904	1,165,398	1,155,398	54,904
Recreation Trails Fund (#120)				
2016 Adopted Budget	43,847	7,130	-	50,977
Previous Budget Amendments	(761)	-	-	(761)
2016 Amended Budget	43,086	7,130	-	50,216
BA#6 (Ordinance #6608, Proposed):	(558)	-	-	(558)
Adjust Beginning Fund Balance	(558)	-	-	(558)
Revised 2016 Budget - Fund 120	42,529	7,130	-	49,659
BIA Fund (#121)				
2016 Adopted Budget	41,272	55,060	55,000	41,332
Previous Budget Amendments	(9,841)	-	-	(9,841)
2016 Amended Budget	31,431	55,060	55,000	31,491
BA#6 (Ordinance #6608, Proposed):	17,025	-	-	17,025
Adjust Beginning Fund Balance	17,025	-	-	17,025
Revised 2016 Budget - Fund 121	48,456	55,060	55,000	48,516
Cumulative Reserve Fund (#122)				
2016 Adopted Budget	6,238,304	14,200	1,917,084	4,335,420
Previous Budget Amendments	1,537,696	1,500,000	36,214	3,001,482
2016 Amended Budget	7,776,000	1,514,200	1,953,298	7,336,902
BA#6 (Ordinance #6608, Proposed):	209,297	-	-	209,297
Adjust Beginning Fund Balance	209,297	-	-	209,297

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Revised 2016 Budget - Fund 122	7,985,297	1,514,200	1,953,298	7,546,199
Mitigation Fees Fund (#124)				
2016 Adopted Budget	2,614,431	994,890	1,221,827	2,387,494
Previous Budget Amendments	1,654,746	400,000	2,328,182	(273,436)
2016 Amended Budget	4,269,177	1,394,890	3,550,009	2,114,058
BA#6 (Ordinance #6608, Proposed):	1,585,192	-	61,626	1,523,566
Transfer Out School Impact Fees (Downtown Façade Improvement)	-	-	61,626	(61,626)
Adjust Beginning Fund Balance	1,585,192	-	-	1,585,192
Revised 2016 Budget - Fund 124	5,854,370	1,394,890	3,611,635	3,637,625

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Parks Construction Fund (#321)				
2016 Adopted Budget	507,236	9,016,000	9,155,000	368,236
Previous Budget Amendments	182,493	(1,816,282)	(1,661,955)	28,166
2016 Amended Budget	689,729	7,199,718	7,493,045	396,402
BA#6 (Ordinance #6608, Proposed):	(25,789)	546,906	546,906	(25,789)
New Grant From KC Conservation Futures for Les Gove Master Plan	-	546,906	546,906	-
Adjust Beginning Fund Balance	(25,789)	-	-	(25,789)
Revised 2016 Budget - Fund 321	663,940	7,746,624	8,039,951	370,613

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Capital Improvements Fund (#328)				
2016 Adopted Budget	8,627,868	1,756,036	5,561,324	4,822,580
Previous Budget Amendments	1,618,256	2,351,710	3,578,602	391,364
2016 Amended Budget	10,246,124	4,107,746	9,139,926	5,213,944
BA#6 (Ordinance #6608, Proposed):	1,567,358	80,000	210,000	1,437,358
Adjust Beginning Fund Balance	1,567,358	-	-	1,567,358
Transfer In to Replace City Hall Generator (T/F from F505)	-	80,000	80,000	-
T/F Budget from Pavement Patching/Overlay Project to Sidewalk Repair (to F105)	-	-	-	-
Transfer to F105 (cp1511)	-	-	150,000	-
Adjustment to gcdb01	-	-	(150,000)	-
Increase Budget for Council Chamber Remodel excl. Tech Infrastructure (cp1518)	-	-	130,000	(130,000)
Revised 2016 Budget - Fund 328	11,813,482	4,187,746	9,349,926	6,651,302
Local Revitalization Fund (#330)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	464,551	-	135,101	329,450
2016 Amended Budget	464,551	-	135,101	329,450
BA#6 (Ordinance #6608, Proposed):	0	-	-	0
Adjust Beginning Fund Balance	0	-	-	0
Revised 2016 Budget - Fund 330	464,551	-	135,101	329,450
Water Fund (#430)				
2016 Adopted Budget	5,374,953	14,264,636	15,748,910	3,890,679
Previous Budget Amendments	523,296	(1,864,490)	(2,283,412)	942,218
2016 Amended Budget	5,898,249	12,400,146	13,465,499	4,832,897
BA#6 (Ordinance #6608, Proposed):	(193,823)	-	-	(193,823)
Adjust Beginning Fund Balance	(193,823)	-	-	(193,823)
Revised 2016 Budget - Fund 430	5,704,426	12,400,146	13,465,499	4,639,074

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Sewer Fund (#431)				
2016 Adopted Budget	8,825,703	8,171,011	9,793,077	7,203,637
Previous Budget Amendments	739,711	(2,402,000)	(2,367,123)	704,834
2016 Amended Budget	9,565,414	5,769,011	7,425,954	7,908,471
BA#6 (Ordinance #6608, Proposed):	(3,142,858)	-	-	(3,142,858)
Adjust Beginning Fund Balance	(3,142,858)	-	-	(3,142,858)
Revised 2016 Budget - Fund 431	6,422,556	5,769,011	7,425,954	4,765,613
Storm Drainage Fund (#432)				
2016 Adopted Budget	7,781,286	9,576,161	9,784,730	7,572,717
Previous Budget Amendments	440,514	(1,152,158)	(1,896,561)	1,184,917
2016 Amended Budget	8,221,800	8,424,003	7,888,169	8,757,634
BA#6 (Ordinance #6608, Proposed):	(4,680,395)	-	-	(4,680,395)
Adjust Beginning Fund Balance	(4,680,395)	-	-	(4,680,395)
Revised 2016 Budget - Fund 432	3,541,405	8,424,003	7,888,169	4,077,239
Sewer Metro Sub Fund (#433)				
2016 Adopted Budget	2,492,148	16,333,387	16,317,200	2,508,335
Previous Budget Amendments	(346,911)	-	-	(346,911)
2016 Amended Budget	2,145,237	16,333,387	16,317,200	2,161,424
BA#6 (Ordinance #6608, Proposed):	213,281	-	-	213,281
Adjust Beginning Fund Balance	213,281	-	-	213,281
Revised 2016 Budget - Fund 433	2,358,518	16,333,387	16,317,200	2,374,705

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Solid Waste Fund (#434)				
2016 Adopted Budget	2,858,461	13,427,400	13,040,602	3,245,259
Previous Budget Amendments	223,816	-	164,310	59,506
2016 Amended Budget	3,082,277	13,427,400	13,204,912	3,304,765
BA#6 (Ordinance #6608, Proposed):	395,110	150,000	-	545,110
Adjust Beginning Fund Balance	395,110	-	-	395,110
Increase Rolloff Revenues to Offset Increased Expenditures in BA#5	-	150,000	-	150,000
Revised 2016 Budget - Fund 434	3,477,387	13,577,400	13,204,912	3,849,875
Airport Fund (#435)				
2016 Adopted Budget	292,109	881,900	826,807	347,202
Previous Budget Amendments	(18,274)	(133,031)	99,601	(250,906)
2016 Amended Budget	273,835	748,869	926,408	96,296
BA#6 (Ordinance #6608, Proposed):	42,769	-	-	42,769
Adjust Beginning Fund Balance	42,769	-	-	42,769
Revised 2016 Budget - Fund 435	316,605	748,869	926,408	139,065
Cemetery Fund (#436)				
2016 Adopted Budget	156,448	1,178,300	1,098,229	236,519
Previous Budget Amendments	196,936	(12,699)	8,131	176,106
2016 Amended Budget	353,384	1,165,601	1,106,360	412,625
BA#6 (Ordinance #6608, Proposed):	(235,039)	-	-	(235,039)
Adjust Beginning Fund Balance	(235,039)	-	-	(235,039)
Revised 2016 Budget - Fund 436	118,346	1,165,601	1,106,360	177,587
Water Capital Fund (#460)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	3,586,381	5,734,527	9,316,541	4,367
2016 Amended Budget	3,586,381	5,734,527	9,316,541	4,367
BA#6 (Ordinance #6608, Proposed):	170,394	-	171,000	(606)
Adjust Beginning Fund Balance	170,394	-	-	170,394

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
In-Fund Adjustment for AWS - Muckleshoot Plaza to Dogwood Project (cp1218)	-	-	-	-
Adjustment to cp1218			200,000	
Adjustment to cp0915	460,000,590,100.65	CONSTRUCTION PROJECTS	(200,000)	

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
In-Fund Adjustment for 2016 Local Street Reconstruction (cp1515)	-	-	-	-
Adjustment to cp1515			95,000	
Adjustment to cp 0915			(95,000)	
In-Fund Adjustment for Muckleshoot Indian Tribe Master Meters Project (cp1411)	-	-	-	-
Adjustment to cp1411			66,000	
Adjustment to cp0915			(50,000)	
Adjustment to cp1202			(16,000)	
In-Fund Adjustment for 22nd Street NE & I Street NE Intersection Project (cp1513)	-	-	-	-
Adjustment to cp1513			40,000	
Adjustment to cp0915			(40,000)	
In-Fund Adjustment to Auburn Way North Preservation Project (cp1507)	-	-	-	-
Adjustment to cp1507			28,000	
Adjustment to cp0915			(20,000)	
Adjustment to cp1118			(8,000)	
In-Fund Adjustment to S. 277th Street Corridor Improvements Project (c222a0)	-	-	-	-
Adjustment to c222a0			135,000	
Adjustment to cp0915			(135,000)	
Increase in Budget for CP1511 (M Street SE Storm Improvements) (cp1511)	-	-	171,000	(171,000)

Revised 2016 Budget - Fund 460

3,756,775	5,734,527	9,487,541	3,761
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Sewer Capital Fund (#461)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	590,823	3,552,000	4,138,460	4,363
2016 Amended Budget	590,823	3,552,000	4,138,460	4,363
BA#6 (Ordinance #6608, Proposed):	4,699,480	-	-	4,699,480
Adjust Beginning Fund Balance	4,699,480	-	-	4,699,480
Revised 2016 Budget - Fund 461	5,290,303	3,552,000	4,138,460	4,703,843

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Storm Drainage Capital Fund (#462)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	1,630,362	3,158,424	4,783,512	5,274
2016 Amended Budget	1,630,362	3,158,424	4,783,512	5,274
BA#6 (Ordinance #6608, Proposed):	7,771,155	-	-	7,771,155
Adjust Beginning Fund Balance	7,771,155	-	-	7,771,155
Revised 2016 Budget - Fund 462	9,401,517	3,158,424	4,783,512	7,776,429
Airport Capital Fund (#465)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	184,621	278,321	270,411	192,531
2016 Amended Budget	184,621	278,321	270,411	192,531
BA#6 (Ordinance #6608, Proposed):	15,379	-	-	15,379
Adjust Beginning Fund Balance	15,379	-	-	15,379
Revised 2016 Budget - Fund 465	200,000	278,321	270,411	207,910
Cemetery Capital Fund (#466)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	-	12,699	12,699	-
2016 Amended Budget	-	12,699	12,699	-
BA#6 (Ordinance #6608, Proposed):	257,301	-	-	257,301
Adjust Beginning Fund Balance	257,301	-	-	257,301
Revised 2016 Budget - Fund 466	257,301	12,699	12,699	257,301

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Insurance Fund (#501)				
2016 Adopted Budget	1,395,231	1,000	218,900	1,177,331
Previous Budget Amendments	40,926	-	-	40,926
2016 Amended Budget	1,436,157	1,000	218,900	1,218,257
BA#6 (Ordinance #6608, Proposed):	94,432	-	-	94,432
Adjust Beginning Fund Balance	94,432	-	-	94,432
Revised 2016 Budget - Fund 501	1,530,588	1,000	218,900	1,312,688
Workers' Comp Fund (#503)				
2016 Adopted Budget	166,499	863,100	854,310	175,289
Previous Budget Amendments	317,004	-	-	317,004
2016 Amended Budget	483,503	863,100	854,310	492,293
BA#6 (Ordinance #6608, Proposed):	294,730	-	-	294,730
Adjust Beginning Fund Balance	294,730	-	-	294,730
Revised 2016 Budget - Fund 503	778,233	863,100	854,310	787,023

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Facilities Fund (#505)				
2016 Adopted Budget	1,346,478	3,598,400	3,797,528	1,147,350
Previous Budget Amendments	1,023,385	113,800	701,520	435,664
2016 Amended Budget	2,369,863	3,712,200	4,499,048	1,583,014
BA#6 (Ordinance #6608, Proposed):	(172,909)	-	80,000	(252,909)
Transfer Out to Replace City Hall Generator (T/F to F328)	-	-	80,000	(80,000)
Adjust Beginning Fund Balance	(172,909)	-	-	(172,909)
Revised 2016 Budget - Fund 505	2,196,954	3,712,200	4,579,048	1,330,105

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Innovation & Technology Fund (#518)				
2016 Adopted Budget	1,828,866	5,639,465	5,582,583	1,885,748
Previous Budget Amendments	1,694,538	(1,103,479)	166,199	424,860
2016 Amended Budget	3,523,404	4,535,986	5,748,782	2,310,608
BA#6 (Ordinance #6608, Proposed):	(81,192)	-	-	(81,192)
Adjust Beginning Fund Balance	(81,192)	-	-	(81,192)
Revised 2016 Budget - Fund 518	3,442,212	4,535,986	5,748,782	2,229,416
Equipment Rental Fund (#550)				
2016 Adopted Budget	3,184,883	3,669,480	4,638,014	2,216,349
Previous Budget Amendments	1,257,847	(2,212,300)	(1,127,565)	173,112
2016 Amended Budget	4,442,730	1,457,180	3,510,449	2,389,461
BA#6 (Ordinance #6608, Proposed):	879,034	-	-	879,034
Adjust Beginning Fund Balance	879,034	-	-	879,034
Revised 2016 Budget - Fund 550	5,321,765	1,457,180	3,510,449	3,268,496
Equipment Rental Capital Fund (#560)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	-	3,313,265	3,313,265	-
2016 Amended Budget	-	3,313,265	3,313,265	-
BA#6 (Ordinance #6608, Proposed):	597,355	84,958	316,800	365,513
Adjust Beginning Fund Balance	597,355	-	-	597,355
Purchase of Twelve Replacement Vehicles for Police	-	84,958	316,800	(231,842)
Revised 2016 Budget - Fund 560	597,355	3,398,223	3,630,065	365,513

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
IT Capital Fund (#568)				
2016 Adopted Budget	-	-	-	-
Previous Budget Amendments	-	1,229,579	1,229,579	-
2016 Amended Budget	-	1,229,579	1,229,579	-
BA#6 (Ordinance #6608, Proposed):	262,983	350,000	350,000	262,983
Adjust Beginning Fund Balance	262,983	-	-	262,983
Increase Budget for Council Chamber Remodel to Include A/V Upgrades (cp1518)	-	350,000	350,000	-
Revised 2016 Budget - Fund 568	262,983	1,579,579	1,579,579	262,983

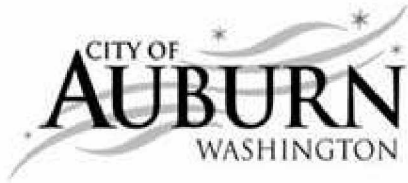
Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6608)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Fire Pension Fund (#611)				
2016 Adopted Budget	2,486,300	76,000	170,659	2,391,641
Previous Budget Amendments	28,981	-	-	28,981
2016 Amended Budget	2,515,281	76,000	170,659	2,420,622
BA#6 (Ordinance #6608, Proposed):	(2,724)	-	-	(2,724)
Adjust Beginning Fund Balance	(2,724)	-	-	(2,724)
Revised 2016 Budget - Fund 611	2,512,557	76,000	170,659	2,417,898
Cemetery Endowment Fund (#701)				
2016 Adopted Budget	1,697,864	34,200	-	1,732,064
Previous Budget Amendments	(24,016)	-	-	(24,016)
2016 Amended Budget	1,673,848	34,200	-	1,708,048
BA#6 (Ordinance #6608, Proposed):	12,432	-	-	12,432
Adjust Beginning Fund Balance	12,432	-	-	12,432
Revised 2016 Budget - Fund 701	1,686,280	34,200	-	1,720,480
Grand Total - All Funds				
2016 Adopted Budget	70,939,707	169,297,448	185,515,218	54,721,937
Previous Budget Amendments	26,931,740	18,111,600	34,198,657	10,844,682
2016 Amended Budget	97,871,447	187,409,048	219,713,875	65,566,619
TOTAL BA#6 (Ordinance #6608, Proposed)	14,894,863	1,627,562	2,532,790	13,989,635
Revised 2016 Budget	112,766,311	189,036,609	222,246,665	79,556,254
		301,802,920	-	301,802,920

Schedule B

2016 Appropriations by Fund

Fund	2016 Adopted Budget	BA#4 (Ord #6571)	CFP (Ord #6580) and Set Up of Capital Funds			Total Amendments	Revised Budget
			BA#5 (Ord #6592)	BA#6 (Ord #6608)			
General Fund (#001)	69,901,366	2,993,307	-	3,019,833	3,810,739	9,823,879	79,725,245
Arterial Street Fund (#102)	13,197,491	3,701,861	-	3,189,470	269,525	7,160,856	20,358,347
Local Street Fund (#103)	1,951,068	236,856	-	924,345	730,921	1,892,123	3,843,191
Hotel Motel Fund (#104)	242,971	6,905	-	-	61,668	68,572	311,543
Arterial Street Preservation Fund (#105)	3,588,500	(203,936)	-	1,920,390	(213,063)	1,503,390	5,091,890
Drug Forfeiture Fund (#117)	395,157	34,416	-	-	111,351	145,767	540,924
Housing and Community Development Grant Fund (#119)	487,371	17,533	-	715,398	(10,000)	722,931	1,210,302
Recreation Trails Fund (#120)	50,977	(761)	-	-	(558)	(1,318)	49,659
Business Improvement Area Fund (#121)	96,332	(9,841)	-	-	17,025	7,184	103,516
Cumulative Reserve Fund (#122)	6,252,504	3,017,482	-	20,214	209,297	3,246,993	9,499,497
Mitigation Fees Fund (#124)	3,609,321	801,664	-	1,253,082	1,585,192	3,639,939	7,249,260
1998 Library Fund (#229)	285,100	-	-	-	-	-	285,100
2010 Annex A&B Bond Debt Fund (#230)	1,688,444	-	-	-	-	-	1,688,444
2010 C&D Local Revitalization Debt Fund (#231)	592,472	-	-	-	-	-	592,472
Golf Course Debt Service Fund (#237)	351,553	-	-	-	-	-	351,553
LID Guarantee Fund (#249)	22,589	-	-	-	-	-	22,589
LID #350 (#275)	15,130	1,995	-	-	-	1,995	17,125
Municipal Park Construction Fund (#321)	9,523,236	(2,971,834)	-	1,338,045	521,117	(1,112,672)	8,410,564
Capital Improvements Fund (#328)	10,383,904	(763,636)	156,710	4,576,892	1,647,358	5,617,324	16,001,228
Local Revitalization Fund (#330)	-	329,450	-	135,101	0	464,551	464,551
Water Fund (#430)	19,639,589	3,560,046	(4,887,989)	(13,251)	(193,823)	(1,535,017)	18,104,572
Sewer Fund (#431)	16,996,714	726,461	(2,371,137)	(17,613)	(3,142,858)	(4,805,147)	12,191,567
Storm Drainage Fund (#432)	17,357,447	477,264	(1,175,657)	(13,251)	(4,680,395)	(5,392,039)	11,965,408
Sewer Metro Fund (#433)	18,825,535	(346,911)	-	-	213,281	(133,630)	18,691,905
Solid Waste Fund (#434)	16,285,861	223,816	-	-	545,110	768,926	17,054,787
Airport Fund (#435)	1,174,009	(18,274)	-	(133,031)	42,769	(108,535)	1,065,474
Cemetery Fund (#436)	1,334,748	184,237	-	-	(235,039)	(50,801)	1,283,947
Water Capital Fund (#460)	-	-	4,905,785	4,415,123	170,394	9,491,302	9,491,302
Sewer Capital Fund (#461)	-	-	3,552,000	590,823	4,699,480	8,842,303	8,842,303
Storm Drainage Capital Fund (#462)	-	-	2,850,618	1,938,168	7,771,155	12,559,941	12,559,941
Airport Capital Fund (#465)	-	-	351,237	111,705	15,379	478,321	478,321
Cemetery Capital Fund (#466)	-	-	-	12,699	257,301	270,000	270,000
Insurance Fund (#501)	1,396,231	40,926	-	-	94,432	135,357	1,531,588
Workers Compensation Self Insurance Fund (#503)	1,029,599	317,004	-	-	294,730	611,734	1,641,333
Facilities Fund (#505)	4,944,878	618,685	-	518,500	(172,909)	964,276	5,909,154
Innovation and Technology Fund (#518)	7,468,331	404,683	(480,000)	666,376	(81,192)	509,867	7,978,198
Equipment Rental Fund (#550)	6,854,363	528,598	(1,169,254)	(313,797)	879,034	(75,419)	6,778,944
Equipment Rental Capital Fund (#560)	-	-	1,738,048	1,575,217	682,313	3,995,578	3,995,578
IT Capital Fund (#568)	-	-	480,000	749,579	612,983	1,842,562	1,842,562
Fire Pension Fund (#611)	2,562,300	28,981	-	-	(2,724)	26,257	2,588,557
Cemetery Endowment Fund (#701)	1,732,064	(24,016)	-	-	12,432	(11,584)	1,720,480
Total	240,237,155	13,912,960	3,950,362	27,180,018	16,522,425	61,565,765	301,802,920



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5238 (10 Minute Presentation/10 Minute Q&A)

Date:

June 20, 2016

Department:

Planning and Development

Attachments:

[Resolution No. 5238](#)

Budget Impact:

\$0

Administrative Recommendation:

City Council review and discuss Resolution No. 5238 that proposes a new logo for the Auburn Municipal Airport.

Background Summary:

The Auburn Municipal Airport has been in existence as a public general aviation airport since 1969. The City of Auburn is the airport owner (sponsor) of record of the Auburn Municipal Airport. The Auburn Municipal Airport accommodates a wide variety of aeronautical activity, including small single and multi-engine aircraft, civilian helicopters, and occasional business class turbine aircraft. The Auburn Municipal Airport has several commercial tenants providing aircraft maintenance and other services.

The Airport Advisory Board is a volunteer advisory body to the Auburn City Council whose members are appointed by the Mayor of Auburn and confirmed by the City Council. The Airport Advisory Board provides advisory input and information to the Mayor of Auburn and Auburn City Council on a variety of airport related issues and concerns. Recently, the Airport Advisory Board has investigated the development of a logo for the Auburn Municipal Airport. The Airport Advisory Board held several duly advertised meetings between the months of February 2016 and May 2016 to discuss and review different logo design options developed by City staff. On May 25, 2016, the Airport Advisory Board reached consensus on the preferred airport logo design for the Auburn Municipal Airport. On June 14, 2016, the Airport Advisory Board voted to recommend to the City Council its acceptance and approval of the preferred airport logo design.

Reviewed by Council Committees:

Councilmember:

Staff:

Snyder

Meeting Date: June 27, 2016

Item Number: DI.B

RESOLUTION NO. 5 2 3 8

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF AUBURN WASHINGTON APPROVING A LOGO FOR
THE AUBURN MUNICIPAL AIRPORT**

WHEREAS, the Auburn Municipal Airport has been in existence as a public general aviation airport since 1969; and

WHEREAS, the City of Auburn is the airport owner (sponsor) of record of the Auburn Municipal Airport; and,

WHEREAS, the Auburn Municipal Airport accommodates a wide variety of aeronautical activity, including small single and multi-engine aircraft, civilian helicopters, and occasional business class turbine aircraft; and,

WHEREAS, the Auburn Municipal Airport has several commercial tenants providing aircraft maintenance and other services; and,

WHEREAS, Airport Advisory Board is an volunteer advisory body to the Auburn City Council whose members are appointed by the Mayor of Auburn and confirmed by the City Council; and

WHEREAS, the Airport Advisory Board provides advisory input and information to the Mayor of Auburn and Auburn City Council on a variety of airport related issues and concerns; and,

WHEREAS, the Airport Advisory Board has investigated the development of a logo for the Auburn Municipal Airport; and,

WHEREAS, the Airport Advisory Board held several duly advertised meetings between the months of February 2016 and May 2016 to discuss and review different logo design options developed by City staff; and,

WHEREAS, on May 25, 2016, the Airport Advisory Board reached consensus on the preferred airport logo design for the Auburn Municipal Airport; and,

WHEREAS, on June 14, 2016, the Airport Advisory Board voted to recommend to the City Council its acceptance and approval of the preferred airport logo design.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Approval and Utilization of New Airport Logo. The logo for the Auburn Municipal Airport as shown in Exhibit "A" is hereby approved and shall be the official logo of the Auburn Municipal Airport and shall be utilized in all airport related marketing, branding and public communication efforts.

Section 3. Implementation. That the Mayor is hereby authorized to take necessary steps and actions to implement the utilization of the airport logo authorized by this Resolution.

Section 4. Effective Date. This Resolution shall be in full force and effect upon passage and signatures hereon.

SIGNED and DATED this _____ day of _____, 2016

CITY OF AUBURN

NANCY BACKUS, Mayor

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

FULL LOGO

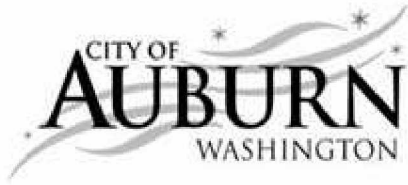


AIRPORT ICON



LOGO SHOWN IN SMALL FORMAT AND BLACK & WHITE OPTION





AGENDA BILL APPROVAL FORM

Agenda Subject:

Animal Control Policies (10 Minute Presentation/10 Minute Q&A)

Date:

June 10, 2016

Department:

Police

Attachments:

[Ordinance No. 6304](#)
[2016 1st Quarter Animal Control Report](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Lee

Meeting Date: June 27, 2016

Item Number: DI.C

ORDINANCE NO. 6304

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, AMENDING
SECTION 6.35.030 OF THE AUBURN CITY CODE
RELATING TO DANGEROUS DOGS**

WHEREAS, the current provisions of the Auburn City Code include requirements for fencing and securing dangerous dogs and potentially dangerous dogs as defined therein; and

WHEREAS, the current parameters for fencing of potentially dangerous dogs does not specify the types of fence other than to reference a requirement that the fence be reasonably designed to prevent the dog from running free and unrestrained; and

WHEREAS, in order to adequately secure the safety of persons who may be in the vicinity of a fenced in or enclosure area containing a potentially dangerous dog, it is appropriate to specify certain minimum fence criteria, to wit: requiring the fence to either be six feet tall, as measured from the ground, or requiring the enclosure area to have a secure top.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. That section 6.35.030 of the Auburn City Code be and the same hereby is amended to read as follows:

6.35.030 Dangerous dogs and potentially dangerous dogs – Requirements for restraint.

A. It is unlawful for an owner of a dangerous dog to permit the dog to be outside the proper enclosure, as defined and described in ACC 6.35.010(D), unless the dog is muzzled and restrained by a substantial chain or leash and under physical restraint of a responsible person. The muzzle shall be made in a

manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any person or animal.

B. It is unlawful for an owner of a potentially dangerous dog to permit the dog to be allowed or permitted to run free and unrestrained or off leash or not otherwise under physical restraint of a responsible person, unless within a fenced yard or similar restraint reasonably designed to prevent the dog from running free and unrestrained. It is provided, however, that the top of such fence shall be six feet in height as measured from the ground level, unless there is secured top – full enclosure – to the fenced-in area; and it is further provided that such fence or enclosure area shall comply with all applicable City Codes.

C. It is unlawful for an owner of a dangerous dog or a potentially dangerous dog to permit the dog to be walked outside the proper enclosure by anyone under the age of 16 years.

D. The owners of dangerous dogs and potentially dangerous dogs are responsible for taking all reasonable measures to assure that the dogs do not escape the above restraints, the failure of which responsibility shall constitute a violation of this chapter, punishable pursuant to ACC 6.35.040. The failure of the owner of a dangerous dog to comply with the requirements for dangerous dog registration shall also constitute a violation of this chapter, punishable pursuant to ACC 6.35.040. (Ord. 6244 § 3, 2009; Ord. 5996 § 1, 2006; Ord. 5829 § 1, 2004.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

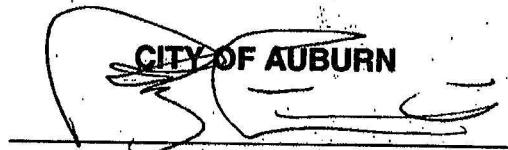
Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: APR 19 2010

PASSED: APR 19 2010

APPROVED: APR 19 2010


CITY OF AUBURN

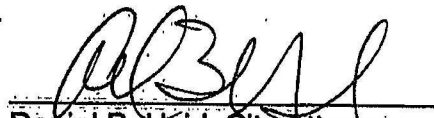
PETER B. LEWIS
MAYOR

ATTEST:



Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

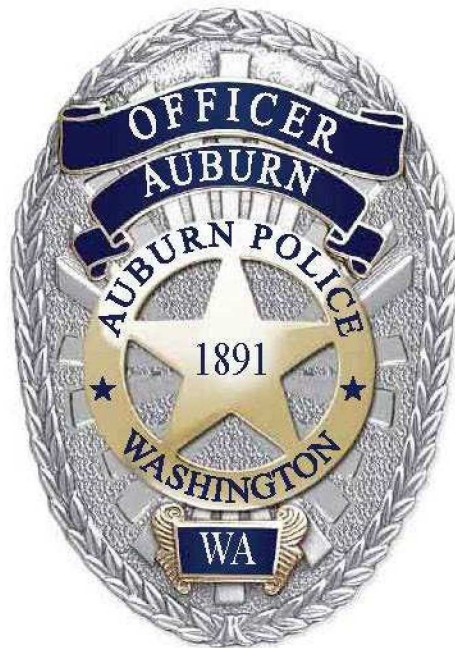
Published: 4-22-2010



AUBURN POLICE DEPARTMENT

340 E Main Street, Auburn, WA 98002

ANIMAL CONTROL OPERATIONS 1ST QUARTER REVIEW JANUARY – MARCH 2016





The purpose of the Auburn Animal Control Unit is to support the Department's mission of serving and protecting persons and property in the City of Auburn. The Animal Control Unit's primary responsibilities are enforcing animal control ordinances, assuring proper licensing of applicable animals, and educating the public in matters related to animal care and control.

Below is an overview of the quarterly activity generated by our Animal Control Officer.

ANIMAL CONTROL-RELATED CALLS FOR SERVICE

	1st Qtr. 2015	2nd Qtr. 2015	3rd Qtr. 2015	4th Qtr. 2015	1st Qtr. 2016	% Increase/Decrease from 1st Qtr. 2015 to 1st Qtr. 2016
911 Dispatch Calls	100	98	206	116	117	17.0%
Calls made to officer	123	101	124	104	109	-11.4%
Self-Initiated Calls	137	43	53	38	56	-59.1%
Wildlife-Related Calls	7	3	5	6	1	-85.7%
Officer-Assist Calls	27	20	44	42	25	-7.4%
Deceased Animal Calls	18	8	7	5	8	-55.6%
TOTAL	412	273	273	311	316	

911 Dispatched calls – Calls For Service (CFS) that were received through the 911 emergency system

Calls made directly to officer – CFS received directly by our Animal Control Officer from citizens

Self-initiated calls – CFS that were self-initiated by our Animal Control Officer

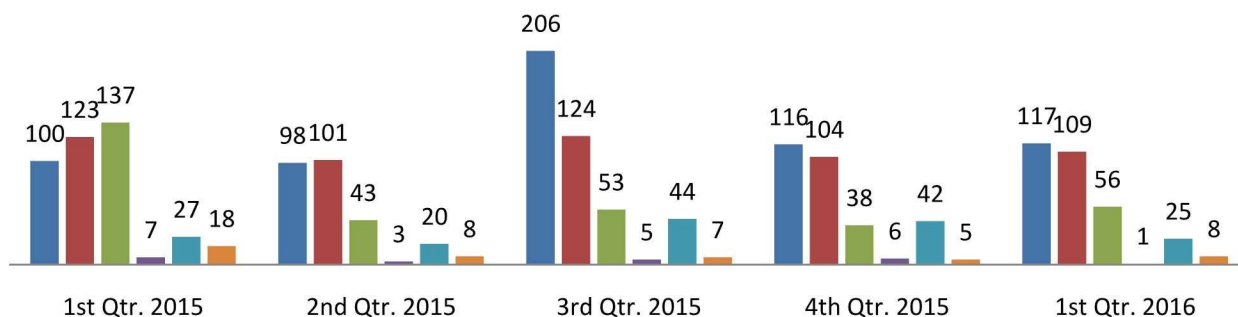
Wildlife-related calls – CFS that involved non-domestic animals

Officer Assist Calls – CFS made by other APD Officers directly to the Animal Control Officer

Deceased Animal Calls – CFS involving deceased domestic animals

Animal Control-Related Calls for Service

■ 911 Dispatch Calls
 ■ Calls made to officer
 ■ Self-Initiated Calls
■ Wildlife-Related Calls
 ■ Officer-Assist Calls
 ■ Deceased Animal Calls



Wildlife Details:

DI.C • 03-01-16: An injured crow in a backyard was taken to South Sound Critter Care. Page 39 of 91



ANIMAL CONTROL REPORTS, CITATIONS, AND INFRACTIONS

	1st Qtr. 2015	2nd Qtr. 2015	3rd Qtr. 2015	4th Qtr. 2015	1st Qtr. 2016	% Increase/Decrease from 1st Qtr. 2015 to 1st Qtr. 2016
Citizen Contacts	133	286	187	141	149	12.0%
Case Reports	84	65	90	98	70	-16.7%
Animals Impounded	56	30	90	66	53	-5.4%
Criminal Citations	1	8	19	17	7	600.0%
Infractions	128	135	136	81	78	-39.1%
Written Warnings	77	35	76	52	48	-37.7%
TOTAL	479	558	598	455	405	

Citizen Contacts – Contact with citizens in person, by phone, or via email

- These were for information (eg: non-complaint related)

Case Reports – Police Reports written

Animals Impounded – Animals impounded due to a violation

Infractions – Number of infractions issued to Auburn citizens

The most common infractions are:

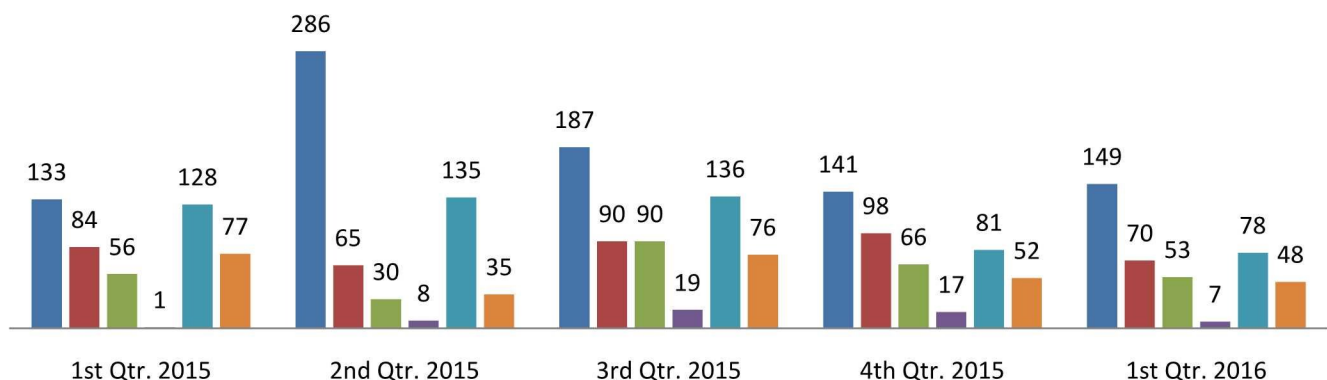
- Failure to License (\$50) – 21 infractions
- Animal At-Large, (1st) (\$50) – 9 infractions
- Dog Off Leash, (1st) (\$50) – 9 infractions

Written Warnings – Number of written warnings given to Auburn citizens

- Typically, Officer Winner leaves warning notices at owner's residences when he can't make direct contact regarding a complaint.
- The most common issues this quarter were Stray/Feral Cats, Cruelty Complaints and Animal Noise.

Animal Control Reports, Citations & Infractions

■ Citizen Contacts ■ Case Reports ■ Animals Impounded ■ Criminal Citations ■ Infractions ■ Written Warnings





AUBURN POLICE DEPARTMENT

340 E Main Street, Auburn, WA 98002



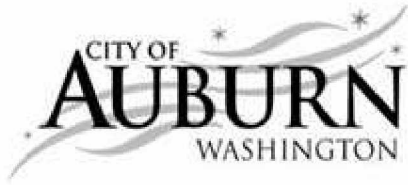
Animal related calls between January 1, 2016 and March 31, 2016:

Total Number: 488

Animal Control Officer: 316 (64% of the calls)

Patrol Officers: 172 (35% of the calls)

As of 3/31/16, there are still 14 outstanding issues and 14 pending voice mails needing attention.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Traffic School Presentation (10 Minute Presentation/10 Minute Q&A)

Date:

June 10, 2016

Department:

Police

Attachments:

[Traffic School PowerPoint Presentation](#)
[Ordinance No. 6607](#)

Budget Impact:

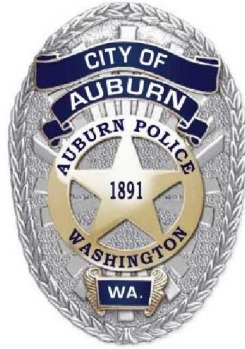
\$0

Administrative Recommendation:**Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Lee

Meeting Date: June 27, 2016

Item Number: DI.D



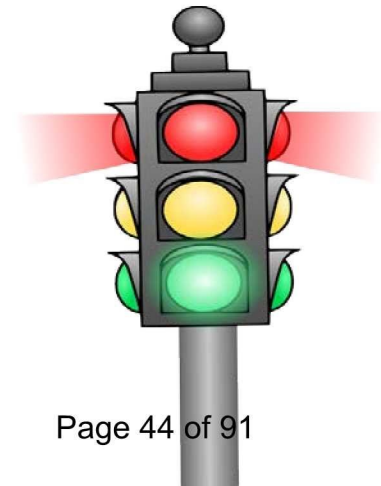
Auburn Traffic School

Auburn Police Department

Auburn Traffic School

▶ Intent:

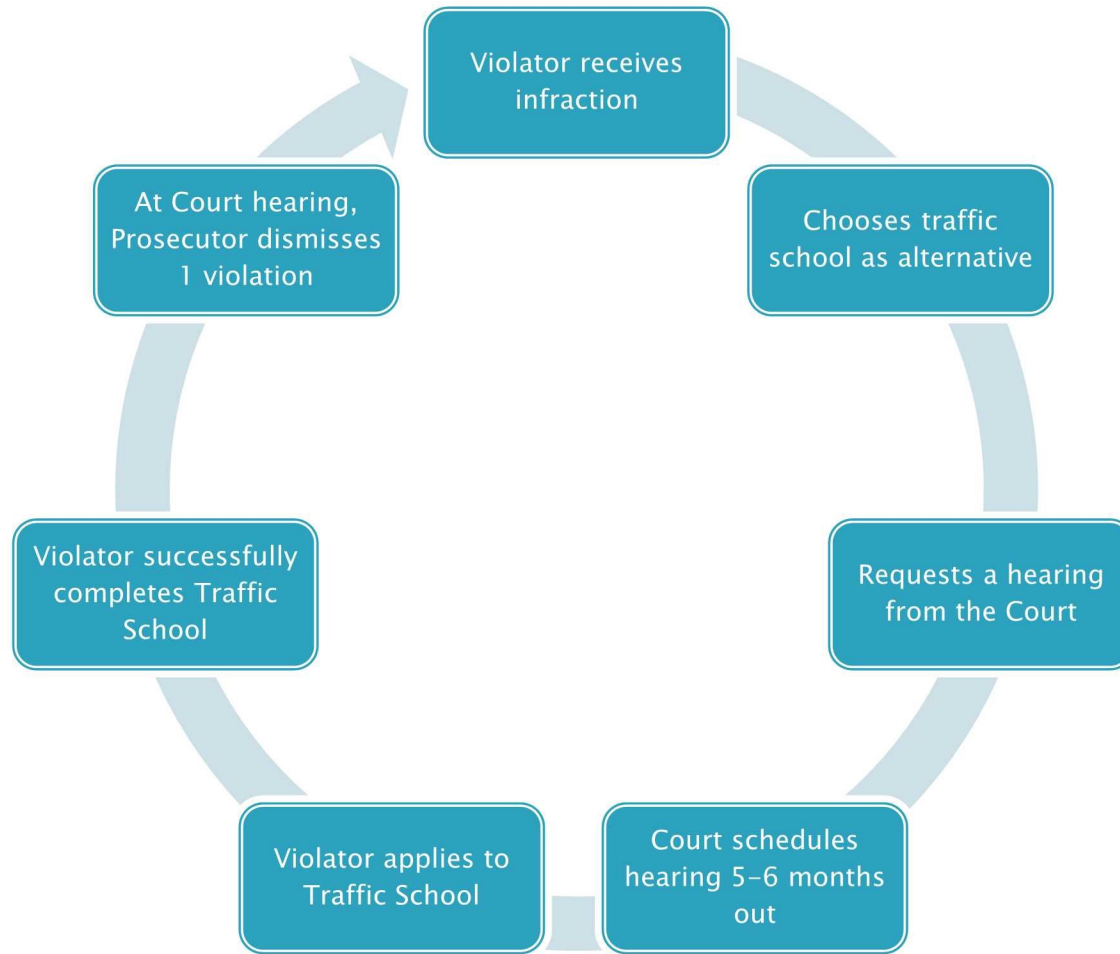
- To provide information on current driving laws and Auburn specific traffic safety issues; make drivers more aware and knowledgeable about driving safely
- Instruct, educate and inform all persons in the proper, lawful and safe operation of motor vehicles



Auburn Traffic School

- ▶ Advantages to the
 - Driver: keep driving record clean, insurance costs down, receives a review of traffic laws
 - City: keeps drivers informed of laws, increased compliance
 - Court: reduces number of mitigated and/or contested hearings
 - Department: reduce officer court time, increases adherence to traffic laws, potential funding for traffic safety efforts

How it works



Proposed Operation

- ▶ APD Administrative Assistant will be the coordinator and schedule classes.
- ▶ Modify City of Auburn/Police Department web page to accommodate applications.
- ▶ Implement a dedicated telephone line.
- ▶ Have a dedicated email for on-line applications.
- ▶ Hold two classes per month to start with the intention to increase to four per month.

Instructors

- ▶ Classes taught by current/former APD Traffic Officers.
- ▶ Traffic Supervisor would develop curriculum.
- ▶ Classes would be taught on overtime or shift adjust Officers to instruct.

Proposed Expenses

- ▶ Class Materials
- ▶ Infraction Stickers
- ▶ Printing
- ▶ Postage/Envelopes
- ▶ Instructor Salaries

Total Expenses

- ▶ Instructor Cost – (2) per class – \$152.00/officer
 - \$304 for 4 hours
- ▶ Court Filing Fee – \$26.00
 - 40 Students x \$26.00 = \$1,040.00
 - Instructor Salary = 304.00
 - Class Materials (est.) = 50.00
 - Total Expenses \$1,394.00

Student/Violator Costs

- ▶ Class Fee

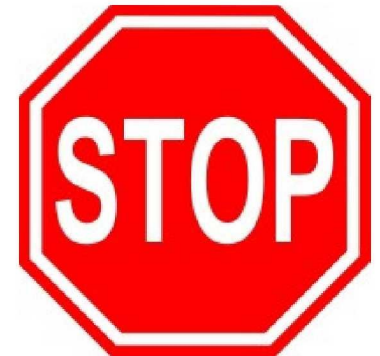
- ▶ 40 students x \$100.00 class fee = \$4,000.00

- ▶ Cost = 1,394.00

- ▶ Total Revenue (per class) = \$2,606.00

Use of funds

- ▶ Traffic School supplies
- ▶ Provide safe driver education materials, programs, promotions and advertising
- ▶ Traffic Unit Equipment, Radar/Lidar Units, PBT's
- ▶ Law enforcement operating costs
- ▶ Officer training
- ▶ Costs related to investigation and enforcement of traffic related offenses



Moving Forward

- ▶ New ordinance to be approved by City Council
- ▶ Logistics: Create curriculum, train instructors, add traffic school information to web site, IT to set up dedicated telephone line/email address, coordinate with Finance on receiving payments.
- ▶ Educate officers on procedure when issuing a ticket
- ▶ Create curriculum
- ▶ Start class

ORDINANCE NO. 6607

AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, CREATING A
NEW CHAPTER 10.10 OF THE AUBURN CITY
CODE ESTABLISHING A TRAFFIC SAFETY
SCHOOL TO PROMOTE TRAFFIC SAFETY WITHIN
THE CITY OF AUBURN

WHEREAS, the Police Department of the City of Auburn enforces the
traffic laws within the incorporated boundary, and;

WHEREAS, the City of Auburn recognizes the importance of traffic safety
for the health, safety and welfare of its citizens, and;

WHEREAS, a Traffic Safety School can provide the instruction, education
and information for the proper, lawful and safe operation of motor vehicles; and

WHEREAS, the City Council finds that the establishment of a Traffic
Safety School is in the best interest of its citizens; and

WHEREAS, the City is authorized, through its broad municipal powers
found in Title 35A of the Revised Code of Washington, to maintain and operate a
traffic safety school.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,
WASHINGTON, DO ORDAIN as follows:

Section 1. Creating New Chapter to City Code. That a new chapter
10.10 of the Auburn City Code is hereby created as follows:

Chapter 10.10
Traffic Safety School

Sections

10.10.010 Traffic Safety School Authorized.

10.10.020 Purpose.

10.10.030 Fee.

Section 10.10.010 Traffic Safety School Authorized.

The Traffic Safety School is hereby authorized. The Traffic Safety School shall be administered and operated by the Police Department.

Section 10.10.020 Purpose

The purpose of the Traffic Safety School is to create a foundation for safe driving habits by educating participants in the proper, lawful, and safe operation of motor vehicles upon the roadway, the rules of the road, and the challenges of driving safely among bicyclists and pedestrians, and the consequences of unsafe driving practices.

Section 10.10.030 Fee

The Police Department shall charge a fee to attend the Traffic Safety School. The amount of the fee shall be established or amended by the City Council by resolution. Fees collected to attend the Traffic Safety School may be used to:

- A. Reimburse the City for the costs of administering the Traffic Safety School;
- B. Provide for safe driver education materials, programs, promotions and advertising;
- C. Pay ongoing law enforcement operating costs, including, but not limited to, the training of law enforcement officers; or
- D. Pay the costs related to the investigation and enforcement of traffic related offenses and criminal laws.

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

CITY OF AUBURN

NANCY BACKUS, MAYOR

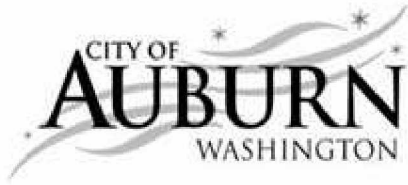
ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

Published: _____



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5240 (10 Minute Presentation/10 Minute Q&A)

Date:

June 22, 2016

Department:

City Attorney

Attachments:

[Resolution No. 5240](#)

Budget Impact:

\$0

Administrative Recommendation:

City Council discuss Resolution No. 5240.

Background Summary:

The current language of the Rules of Procedure of the City Council of the City of Auburn provides that meetings of the City Council may be canceled by a majority vote of the City Council. However, there is a long-standing past practice of meetings that need to be canceled being canceled by the Mayor, who is responsible for assembling the agenda and distributing the meeting packets.

Meetings may need to be canceled either because there are no agenda items that are ready to be acted upon at a meeting or because there is no quorum of City Councilmembers who would be available to attend a meeting.

If a meeting needed to be canceled and there was no intervening City Council meeting (at which members of the City Council could vote to cancel the meeting), it may be difficult to cancel the meeting if to do so required a vote of the City Council.

It would, therefore, be appropriate to amend the City Council Rules of Procedure to allow meetings to be canceled either by (1) the Mayor, with the concurrence of the Deputy Mayor - or in the absence of the Mayor or Deputy Mayor - by the Mayor or Deputy Mayor, whosoever is available; or (2) by a majority vote of the City Council.

Not only would such a change to the rules accommodate the circumstances where the City Council meeting is not scheduled in time to allow a vote by the City Council, it is also consistent with the long-standing past practice of allowing the Mayor [or Deputy Mayor] to cancel such meeting.

Reviewed by Council Committees:

Councilmember:

Staff: Heid

Meeting Date: June 27, 2016

Item Number: DI.E

RESOLUTION NO. 5 2 4 0

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE CITY COUNCIL RULES OF PROCEDURE AS ADOPTED BY ORDINANCE NO 5802 AND AMENDED BY RESOLUTION NUMBERS. 4282, 4429, 4467, 4615, 4686, 4740, 4813, 4909, 5105, 5112, 5115 AND 5217

WHEREAS, on February 2, 2004, the Auburn City Council adopted Ordinance No. 5802 approving the Rules of Procedure of the City Council; and

WHEREAS, Ordinance No. 5802 also provided that future amendments or modifications to the City Council Rules of Procedure could be accomplished by Resolution properly introduced and passed by the City Council; and

WHEREAS, since Ordinance No. 5802, the City Council passed Resolution Numbers 4282, 4429, 4467, 4615, 4686, 4740, 4813, 4909, 5105, 5112, 5115 and 5217, which Resolutions adopted certain modifications to the City Council Rules of Procedure; and

WHEREAS, it was recently necessary for a regularly scheduled meeting of the Auburn City Council to be canceled; and

WHEREAS, in the past, when City Council meetings needed to be canceled, that was consistently done by the Mayor, who is responsible for setting the agendas for such meetings; and

WHEREAS, after this most recent City Council meeting cancellation, it was noted that according to the City Council Rules of Procedures, cancellation such meetings would require a vote of the city Council, notwithstanding long-standing past practice; and

WHEREAS, particularly where it may be prudent to cancel a City Council meeting for which there are no agenda items or when a quorum of the City Council would not be available, if there is no City Council meeting in advance of the meeting

sought to be canceled - at which the City Council could vote to cancel the meeting - there is the disconnect between the language of the City Council Rules of Procedure and the cancellation of the meeting; and

WHEREAS, it would, therefore, be appropriate to amend the City Council Rules of Procedure to allow meetings to be canceled by the Mayor and or Deputy Mayor, consistent with the long-standing past practice.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, IN A REGULAR MEETING DULY ASSEMBLED, HERewith RESOLVES AS FOLLOWS:

Section 1 The Rules of Procedure of the City Council, as adopted by Ordinance No. 5802 on February 2, 2004, amended by Resolution No 4282 on December 12, 2007, Resolution No. 4429 on December 15, 2008, Resolution No. 4467 on April 6, 2009, Resolution No. 4615 on July 6, 2010, Resolution No. 4686 on February 22, 2011, Resolution No 4740 on August 15, 2011, Resolution No 4813 on May 21, 2012, Resolution No. 4909 on February 19, 2013, Resolution No. 5105 on November 3, 2014, Resolution No. 5112 on December 1, 2014, Resolution No. 5115 on December 15, 2014, and Resolution No. 5217 on May 2, 2016, are hereby amended as set forth in Exhibit "A", attached hereto and incorporated herein.

Section 2. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 3. This Resolution shall take effect and be in full force and effect upon passage and signature hereon.

DATED and SIGNED this ____ day of _____, 2016.

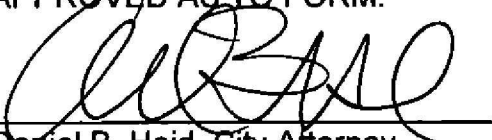
CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

Resolution No. 5240
June 3, 2016
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RULES OF PROCEDURE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON

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RULES OF PROCEDURE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON

SECTION 1 - AUTHORITY

The Auburn City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by resolution of Council and until such time as they are amended or new rules are adopted in the manner provided by these rules.

SECTION 2 - COUNCIL MEETINGS

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30.

The City Clerk shall be responsible for preparing agendas for all City Council meetings pursuant to the authority of Section 2.03.100 of the City Code¹

The City Clerk shall cause to be prepared action minutes of all of the Council meetings, which minutes shall contain an account of all official actions of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law

2.1 Regular Meetings - In accordance with Sections 2.06.010(A) and 2.06.020 of the City Code, the regular meetings of the City Council shall held on the first and third Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington. The regular meeting location may be changed by a majority vote of the City Council.

Regular Council meetings will begin at the hour of 7:00 p.m.

A quorum shall constitute four or more Councilmembers for the transaction of business.

In the event that a scheduled Regular Council meeting falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday

The Presiding Officer shall be as set forth in Section 5.1 herein.

The Presiding Officer shall be seated at the center of the dais, and the Deputy Mayor shall be seated to the Presiding Officer's immediate left. When the Deputy Mayor is acting as the Presiding Officer, in the absence of the Mayor, the Deputy Mayor shall be seated in the center of the dais. The seating arrangement for the other members of the Council shall be as directed by the City Council pursuant to a motion duly made and seconded and approved by a majority of the City Council, following the recommendation of an ad hoc committee of three Councilmembers called for that purpose.

¹ 2.03.100 Meeting coordination duties.

The mayor or the mayor's designee shall be responsible for the preparation of agendas for the meetings of the council and of the various boards, commissions and committees of the city, and for including in those agendas the items and issues forwarded by the city council and/or or by the ad hoc committees designated to act on behalf of the city council, and for including in those agendas the items and issues proposed by the mayor and city administration, for consideration by the council. The mayor or the mayor's designee shall also be responsible for publishing notices for meetings and for public hearings for the meetings of the council and the various boards, commissions and committees of the city, and for setting the dates and times for said public hearings, except in those instances when setting dates and times for public hearings is required by statute to be done through council resolution. (Ord. 6405 § 1, 2012; Ord. 5761 § 1, 2003.)

[See ACC 2.06.010 (Ord. 3916 § 1, 1983, 1957 code § 1 04 010), ACC 2.06.020 (Ord. 3759 § 1, 1982; 1957 code § 1 04 020); ACC 2.06.030 (1957 code § 1 04.060); ACC 2.06.080 (1957 code § 1.04 090).]

2.2 Study Sessions - In accordance with Sections 2.06.010(B) and 2.06 020 of the City Code, Study Sessions of the City Council shall held on the second, fourth and fifth Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington. The regular meeting location of Study Sessions may be changed by a majority vote of the City Council. Study Sessions shall be subject to the following:

- A. The Deputy Mayor shall preside over Study Sessions.
- B. Study Sessions will begin at the hour of 5:30 p.m.
- C. A quorum shall constitute four or more Councilmembers for the transaction of business.
- D. In the event that a scheduled Study Session falls on a legal holiday, the meeting shall be held at 5:30 p.m. on the first business day following the holiday
- E. No particular seating arrangement shall be required for the Deputy Mayor or other members of the Council, or for the Mayor or any other persons invited to sit at the table of Study Sessions.

2.3 Regular Meeting Times:²

The regularly scheduled meetings of the City Council shall be held at the following times, unless re-scheduled and/or reset to different times.

- A. First Monday of the month - Regular Council Meeting - - 7:00 PM
- B. Second Monday of the month - Council Study Session - - 5:30 PM
- C. Third Monday of the month - Regular Council Meeting - - 7:00 PM.
- D. Fourth Monday of the month - Council Study Session - - 5 30 PM
- E. Fifth Monday of the month - Council Study Session_ - - 5:30 PM.

2.4 Special Meetings - In accordance with Section 2.06.040 of the City Code and Section 35A.12.110 RCW, a special meeting of the City Council may be called by the Mayor or any three members of the Council by written notice delivered to each member of the Council at least 24 hours before the time specified for the

² Any of these regularly scheduled meetings may be cancelled if not needed.

proposed meeting; provided, however, that no ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed, at any special meeting unless public notice of such meeting has been given by such notice to the local press, radio and television as will be reasonably calculated to inform the city's inhabitants of the meeting.

[See ACC 2.06.040 (1957 code § 1 04 070).]

2.5 Emergency Meetings - Emergency meetings may be called by the Mayor, in accordance with Section 42.30.070 RCW, when by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by the City Council to meet the emergency, in which case, the meeting site notice requirements otherwise applicable shall not apply

2.6 Executive Sessions - A Council meeting that is closed except to the Council, the Mayor, City Attorney and authorized staff members and/or consultants authorized by the Mayor. The public is restricted from attendance.

Executive sessions may be held during Regular and Special meetings of the City Council, and will be announced by the Presiding Officer. Executive session subjects are limited to considering such matters as permitted by State law

[See former ACC 2.06 070 (1957 code § 1 04.080).]

2.7 Cancellation of Meetings - Meetings may be canceled by the Mayor with the concurrence of the Deputy Mayor or, in the absence of either, by the Mayor or the Deputy Mayor, or by a majority vote of the City Council, and proper notice given by the City Clerk.

SECTION 3 - ORDER OF BUSINESS OF REGULAR COUNCIL MEETING AGENDA

All items to be included on the Council's agenda for consideration should be submitted to the City Clerk, in full by 12:00 Noon on the Tuesday preceding each regular Council meeting. The City Clerk shall then prepare a proposed agenda according to the order of business, for approval by the Mayor, or his/her designee. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

3 1 The agenda format of the Regular City Council meeting shall be as follows:

A. Call to order

The Presiding Officer shall call the meeting to order

B. Pledge of Allegiance.

The Presiding Officer, Councilmembers and, at times, invited guests will lead the Pledge of Allegiance.

C Roll call.

The City Clerk will call the roll. Councilmembers may request to be excused from a meeting by requesting the same of the Mayor in advance of the meeting. The reason for the request shall be given at the time of the request.

D Announcements, Proclamations and Presentations

A proclamation is defined as an official announcement made by the Presiding Officer or the City Council regarding a non-controversial event, activity or special interest group which has a major city-wide impact.

E. Appointments

Appointing individuals to various committees, boards and commissions. Confirmation of appointments, where confirmation is called for, may be preceded by discussion in executive session, where appropriate.

F Agenda modifications

Changes to the Council's published agenda are announced at this time.

G. Public Hearings and Appeals

Individuals may comment on public hearing and appeal items, provided that when an appeal is a closed record appeal, the matter shall be considered based on information, evidence and documents in the record. Argument on the appeal shall refer only to matters, information, documents and evidence presented at the underlying hearing from which the appeal is taken, and no new information, evidence or documents may be added, and argument on the appeal may only deal with information, evidence and documents in the record. The Presiding Officer will state the public hearing and/or appeal procedures before each hearing.

H. Audience Participation

Members of the audience may comment on items relating to any matter related to City business under the Audience Participation period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic. Groups who have a designated speaker

may have a total of ten (10) minutes to speak. Public comments sign-up forms will be available at the City Clerk's desk at each meeting for use of those citizens wishing to address the Council. The City Clerk shall serve as timekeeper. The Presiding Officer may make exceptions to the audience participation time restrictions when warranted, in the discretion of the Presiding Officer.

Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Council as requested by the Presiding Officer.

I. Correspondence

J. Council Ad Hoc Committee Reports

Council ad hoc Committee Chairs may report on the status of their ad hoc Council Committees' progress on assigned tasks and may give their recommendations to the City Council, if any.

K. Consent Agenda

Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

1. Approval of minutes.
2. Fixing dates for public hearings and appeals.
3. Approval of claims and vouchers, bid awards and contracts.
4. Approval of surplus property.
5. Other items designated by the City Council.

L. Unfinished Business

Unfinished business of a general nature and that it was removed from the Consent Agenda for separate discussion and action.

M. New Business

Business, other than ordinances and resolutions, that has not been previously before the City Council.

N. Ordinances

1. All ordinances shall be in writing, and the titles thereof shall be read aloud by the City Attorney prior to a vote being called on their adoption, provided that any councilmember may upon request, have a full reading of the text of a proposed ordinance prior to the vote on its adoption. It shall not require a second to the request for a full reading of an ordinance. It is further provided, however, that the requirement for a reading of the title of the proposed ordinance, or a full reading of the text of the proposed ordinance may be waived upon a motion duly made, seconded and approved by a majority of the councilmembers in attendance at the council meeting.
2. Prior to any ordinance being considered for adoption by the City Council, the ordinance shall be included on a Study Session agenda, for review and discussion as provided in Section 16.1 (C)(5); Provided, however, that if the Mayor believes that special, emergency or exigent circumstances exist regarding the need to consider adoption of an ordinance without the ordinance having been placed on a Study Session agenda, the Mayor may place the ordinance on a Regular or Special City Council Meeting agenda with a request that the City Council consider adoption of the ordinance at such Regular or Special Meeting of the City Council. If there is not agreement among members of the City Council as to whether the ordinance should be considered for adoption at the Regular or Special Meeting of the City Council, the matter shall be presented for a separate vote at the Regular or Special City Council Meeting, and decided by majority vote of the members of the City Council at said meeting.
 - a. If a majority of the City Council members vote in favor of considering adoption of the ordinance, the consideration of the adoption of the ordinance shall be the next matter before the City Council.
 - b. If a majority of the City Council votes in favor of reviewing and discussing the ordinance at a Study Session prior to voting on its adoption, the ordinance shall be placed on an upcoming Study Session agenda for review and discussion.

After a motion to adopt an ordinance has been made and seconded, the Councilmember making the motion is encouraged to give a very brief description of the issues involved with the ordinance, without simply repeating the ordinance title as read by the City Attorney and may choose

to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on ordinances will be held prior to the vote on an ordinance. Councilmembers shall decide whether or not to amend the ordinance, or direct staff to further review the proposed ordinance.

An ordinance shall be adopted by a majority vote of a quorum of the City Council, provided that adoption of any ordinance that grants or revokes a franchise or license shall require the affirmative vote of at least a majority of the whole membership of the Council, and provided that public emergency ordinances require a vote of a majority plus one of the whole Council membership. A public emergency ordinance is one designated to protect public health and safety, public property, or public peace.

O Resolutions

All resolutions shall be in writing, and the titles thereof shall be read aloud by the City Attorney prior to a vote being called on their passage, provided that any councilmember may upon request, have a full reading of the text of a proposed resolution prior to the vote on its passage. It shall not require a second to the request for a full reading of a resolution. It is further provided, however, that the requirement for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived upon a motion duly made, seconded and approved by a majority of the councilmembers in attendance at the council meeting.

After a motion to pass a resolution has been made and seconded, the Councilmember making the motion is encouraged to give a very brief description of the issues involved with the resolution without simply repeating the resolution title as read by the City Attorney, and the councilmember may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on resolutions will be held prior to the vote on a resolution. Councilmembers shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution.

A resolution shall be passed by a majority vote of a quorum of the Council, Provided that passage of any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council.

P Mayor and Councilmember Reports

The Mayor and Councilmembers may report on their significant City-related activities since the last regular meeting. The Mayor and Councilmembers shall limit their reports to not more than three (3) minutes, with sensitivity to avoiding duplicate reporting.

Q. Adjournment

3.3. Recess - The foregoing agenda may be interrupted for a stated time as called by the Presiding Officer to recess for any reason, including executive sessions.

3 4 Amendment to Agenda - The sequence of handling items on the agenda of a particular Regular Council Meeting may be amended from order listed on the printed/approved agenda as follows:

A. Motion to Suspend the Rules. Any member of the City Council may move to suspend the rules so as to provide that an item on the agenda may be taken out of order - considered at a different order or placement in the agenda. Such motion shall require a second, and upon approval by a majority of Councilmembers in attendance at the meeting, the item shall be considered at the point in the agenda as indicated in the approved motion.

B. Adjustment of Agenda by Mayor If the Mayor, as the presiding official, determines that an item on the agenda of a Regular Council Meeting should be taken out of order - considered at a different order or placement in the agenda.as set forth in the agenda - to accommodate members of the City Council or others at the Council Meeting, the Mayor may call for the amendment of the agenda to accomplish such adjustment. Such action by the Mayor does not require a motion or vote by the City Council; provided that if the City Council does not wish to have the item moved - agenda adjusted - as directed by the Mayor, the City Council may, by motion duly made, seconded and approved by a majority of Councilmembers in attendance at the meeting keep the agenda unchanged.

[See former ACC 2.06.110 (Ord. 5687 § 1, 2002; Ord. 4166 § 2, 1986); ACC 2.06.120 (1957 code § 1 04 120); ACC 2.06.140 (1957 code § 1 04 140); ACC 2.06.170 (1957 code § 1 04 190); ACC 2.06 180 (Ord. 5635 § 2, 2002; 1957 code § 1 04.200).]

SECTION 4 - COUNCILMEMBER ATTENDANCE AT MEETINGS

4 1 Councilmembers shall attend Regular Council meetings and Study Sessions. Councilmembers shall inform the Mayor or the City Clerk if they are unable to attend any Regular Council meeting or Study Session, or if they knowingly will be

late to any such meetings. If a Councilmember has informed the Mayor or City Clerk that he or she is unable to attend such meeting, the minutes for that meeting will show the Councilmember as having an excused absence for that meeting. Provided that excessive, continued or prolonged absences may be addressed by the City Council on a case by case basis.

[See ACC 2.06.050 and RCW 35A.12.060]

- 4.2 Councilmembers are expected to attend the meetings of the Ad Hoc Council Committees to which they are assigned. Councilmembers should inform the Chair of such Ad Hoc Council Committees or the City Clerk if they are unable to attend any meetings of such Ad Hoc Council Committees, and should inform the Chair or City Clerk if they expect to be late to any such Ad Hoc Council Committee meeting. If a Councilmember has informed the Chair or City Clerk that he or she is unable to attend such Ad Hoc Committee meeting, the minutes for that meeting, if minutes are required and/or taken, shall show the Councilmember as having an excused absence for that meeting. Provided that excessive, continued or prolonged absences may be addressed by the City Council on a case by case basis.
- 4.3 Councilmembers shall attend the Special Meetings of the City Council. Councilmembers, shall inform the Mayor or the City Clerk if they are unable to attend any such meetings, or shall so inform the Mayor or City Clerk if they expect to be late to any such Special meeting. If a Councilmember has informed the Mayor or City Clerk that he or she is unable to attend such Special meeting, the minutes for that meeting shall show the Councilmember as having an excused absence for that meeting. Provided that excessive, continued or prolonged absences may be addressed by the City Council on a case by case basis.
- 4.4 Attendance at Ad Hoc Council Committee meetings and Special meetings will not be considered "regular meetings" for the purposes of RCW 35A.12.060, applicable to Regular City Council meetings. However, in addition to the application of RCW 35A.12.060 to Regular City Council meetings, unexcused absences from any Regular or Special meetings, or Ad Hoc Committee meetings, shall constitute a violation of these Rules of Procedure.

SECTION 5 - PRESIDING OFFICER - DUTIES

5.1 Conduct of Meetings

The Presiding Officer at all Regular Meetings of the Council shall be the Mayor and in the absence of the Mayor, the Deputy Mayor will act in that capacity. If both the Mayor and Deputy Mayor are absent and a quorum is present, the Council shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor. Additionally, the Deputy Mayor shall serve

as the presiding officer for Council Study Sessions. It is further provided that, though not the Presiding Officer of Study Sessions, the Mayor is encouraged to attend Study Sessions.

[See former ACC 2.06.090 (1957 code § 1.04.100).]

5.2 The Presiding Officer

- A. Shall preserve order and decorum at all meetings of the Council and cause the removal of any person from any meeting for disorderly conduct;
- B. Shall observe and enforce all rules adopted by the Council;
- C. Shall decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember;
- D. Shall recognize Councilmembers in the order in which they request the floor, giving every councilmember who wishes an opportunity to speak, provided that the mover of a motion shall be permitted to debate it first, and provided that the Presiding Officer may also allow discussion of an issue prior to the stating of a motion when such discussion would facilitate wording of a motion;
- E. May affix approximate time limit for each agenda item;
- F. When matters on the agenda are placed, or are able to be placed under more than one classification or category, as defined by the Order of Business, and the matters involve or are closely related to other subject matter, then the Presiding Officer may, in the Presiding Officer's discretion, present such matters before the Council, for discussion, consider and vote, at a different place in the agenda without the necessity of any vote thereon, notwithstanding their initial different placement on the written agenda.

[See former ACC 2.06.100 (1957 code § 1.04.170.); ACC 2.06.190 (1957 code § 1.04.210).]

SECTION 6 - COUNCILMEMBERS

- 6.1 Remarks. - Councilmembers desiring to speak shall address the presiding officer, and when recognized, shall confine himself/herself to the question under debate.
- 6.2 Questioning. - Any member of the Council, including the Presiding Officer, shall have the right to question any individual, including members of the staff, on matters germane to the issue properly before the Council for discussion. Under

no circumstances shall such questioning be conducted in a manner to the extent that such would constitute a cross-examination of or an attempt to ridicule or degrade the individual being interrogated.

- 6.3 Obligation to the Public Agency. - Notwithstanding the right of Councilmembers to express their independent opinions and exercise their freedom of speech, Councilmembers should act in a way that reflects positively on the reputation of the City and of the community. Councilmembers shall also interact with other members of the City Council and City staff in ways that promote effective local government.
- 6.4 Council Training. - Councilmembers are expected to participate in training offered by individuals, agencies, entities and organizations including but not limited to the Association of Washington Cities and the State of Washington, so as to afford the Councilmembers the opportunity to better understand their roles as City Councilmembers.
- 6.5 Participation in Committees, Agencies and Organizations. - To better represent the interests of the City of Auburn, Councilmembers are encouraged to participate in assignments to local, regional, state and national committees, agencies and organizations.

[See former ACC 2.06 130 (1957 code § 1 04 130).]

SECTION 7 - DEBATES

- 7.1 Speaking to the Motion. - No member of the Council, including the Presiding Officer, shall speak more than twice on the same motion except by consent of the Presiding Officer or a majority of the Councilmembers present at the time the motion is before the Council.
- 7.2 Interruption. - No member of the Council, including the Presiding Officer, shall interrupt or argue with any other member while such member has the floor, other than the Presiding Officer's duty to preserve order during meetings as provided in Section 5.2.A of these rules.
- 7.3 Courtesy - All speakers, including members of the Council, which includes the Presiding Officer, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

- 7.4 Transgression. - If a member of the Council shall transgress these rules on debates, the Presiding Officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Presiding Officer shall transgress these rules on debate or fail to call such member to order, any other member of the Council may, under a point of order, call the Presiding Officer or such other member to order, in which case the Presiding Officer or such member, as the case may be, shall be silent except to explain or continue in order.
- 7.5 Challenge to Ruling. - Any member of the Council, including the Presiding Officer, shall have the right to challenge any action or ruling of the Presiding Officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, including the Presiding Officer, shall govern.

[See former ACC 2.06.130 (1957 code § 1 04 130).]

SECTION 8 - PARLIAMENTARY PROCEDURES AND MOTIONS

- 8.1 All City Council meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).
- 8.2 If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore a second is not needed.
- 8.3 A motion that receives a tie vote is deemed to have failed, provided that except where prohibited by law, the Mayor, as Presiding Official, shall be allowed to vote to break a tie vote.
- 8.4 When making motions, Councilmembers shall be clear and concise and not include arguments for the motion within the motion.
- 8.5 After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote.
- 8.6 If any Councilmember wishes to abstain, from a vote on the motion pursuant to the provisions of Section 9 hereof, that Councilmember shall so advise the City Council, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Councilmember perceives a need to abstain, provided that, prior to the time that a Councilmember gives advice of an intent to abstain from an issue, the Councilmember shall confer with the City Attorney to determine if the basis for the Councilmember's intended abstention conforms to

the requirements of Section 9 If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the City Council. If that cannot be done, the Councilmember should advise the City Council that he/she has an "abstention question" that he/she would want to review with the City Attorney, in which case, a brief recess would be afforded the Councilmember for that purpose.

- 8.7 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council.
- 8.8 A motion to table is nondebatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Councilmembers' consideration of the matter then before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a two-thirds' majority vote.
- 8.9 A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special City Council meeting.
- 8.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 8.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.
- 8.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 8.13 Motions that cannot be amended include: Motion to adjourn, lay on the table (table), roll call vote, point of order, reconsideration and take from the table.
- 8.14 Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 8.15 Debate of the motion only occurs after the motion has been moved and seconded.

- 8.16 The Presiding Officer, City Attorney or City Clerk should repeat the motion prior to voting.
- 8.17 The City Clerk will take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law
- 8.18 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration. In order to afford Councilmembers who voted in the majority the potential basis for a motion for reconsideration, Councilmembers who voted in the majority may inquire of Councilmembers who voted with the minority as to the reasons for their minority vote, if not stated during debate prior to the vote.
- 8.19 The City Attorney shall act as the Council's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Council meeting.
- 8.20 These rules may be amended, or new rules adopted, by a majority vote of the full Council.

[See former ACC 2.06.160 (1957 code § 1 04 180); ACC 2.06.170 (1957 code § 1 04 190.); ACC 2.06.200 (1957 code § 1 04.220); ACC 2.06.210 (1957 code § 1 04.230).]

SECTION 9 - VOTING

- 9.1 Voice vote - A generalized verbal indication by the Council as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Council. Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness.
- 9.2 Roll call vote - A roll call vote may be requested by the Presiding Officer or by any Councilmember
- 9.3 Abstentions - It is the responsibility of each Councilmember to vote when requested on a matter before the full Council. However, a Councilmember may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
- 9.4 Votes by Mayor - Except where prohibited by law, the Mayor, as Presiding Official, shall be allowed to vote to break a tie vote.

[See former ACC 2.06 150 (1957 code § 1 04 150)]

SECTION 10 - COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

- 10.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes, in addition to filling out the speaker sign-in sheet available at the City Clerk's desk. All remarks will be addressed to the Council as a whole. The City Clerk shall serve as timekeeper. The Presiding Officer may make exceptions to the time restrictions of persons addressing the Council when warranted, in the discretion of the Presiding Officer.
- 10.2 Any person making personal, impertinent or slanderous remarks while addressing the Council shall be barred from further audience participation by the Presiding Officer, unless permission to continue is granted by a majority vote of the Council.

[See former ACC 2.06 130 (1957 code § 1.04 130).]

SECTION 11 - PUBLIC HEARINGS AND APPEALS

- 11.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:
- A. The Department Director of the department (most) affected by the subject matter of the hearing, or said Director's designee, will present the City's position and findings. Staff will be available to respond to Council questions.
 - B. The proponent spokesperson shall speak first and be allowed (10) minutes. Council may ask questions.
 - C. The opponent spokesperson shall be allowed ten (10) minutes for presentation and Council may ask questions.
 - D. Each side shall then be allowed five (5) minutes for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.
 - E. The City Clerk shall serve as timekeeper during these hearings.
 - F. After each proponent and opponent spokesperson have used their speaking time, Council may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.

11.2 Public hearings where a general audience is in attendance to present arguments for or against a public issue:

- A. The Department Director or designee shall present the issue to the Council and respond to questions.
- B. A person may speak for three (3) minutes. No one may speak for a second time until everyone who wishes to speak has had an opportunity to speak. The Presiding Officer may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Presiding Officer
- C The City Clerk shall serve as timekeeper during these hearings.
- D After the speaker has used their allotted time, Council may ask questions of the speaker and the speaker may respond, but may not engage in further debate.
- E. The hearing will then be closed to public participation and open for discussion among Councilmembers.
- F The Presiding Officer may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Council.

SECTION 12 - DEPUTY MAYOR

12.1 Annually or more often as deemed appropriate, the members of the City Council, by majority vote, shall designate one of their members as Deputy Mayor for such period as the Council may specify

- A. Any member of the City Council may be nominated for the position of Deputy Mayor by having that Councilmember's name placed in nomination by a Councilmember [The nomination of a councilmember for this position does not require a second, and a councilmember may nominate him or herself]
- B. The Councilmember receiving a majority of the votes cast by the members of the City Council shall be elected Deputy Mayor A Councilmember may vote for him or herself
- C The names of all nominees for the position of Deputy Mayor shall be included in the vote.
- D If no single Councilmember received a majority of the votes cast, a second vote/ballot, between the two nominees who received the largest number of votes,

would be needed. In the second vote/ballot, whichever of these two nominees received the larger number of votes would be elected to the position of Deputy Mayor³

[See RCW 35A.12.065.]

12.2 The Deputy Mayor shall perform the following duties:

A. Intra-Council Relations

- 1 Serve as the Chair of the Council Study Sessions**
- 2. Serve as an ex-officio member of all other ad hoc committees of the City Council**
- 3. Assist in new councilmember training**
- 4 Support cooperative and interactive relationships among council members**
- 5. Work with Administration to prepare agendas for Council Study Sessions**

B. Mayor-Council Relations

- 1 Help maintain a positive and cooperative relationship between the Mayor and the City Council**
- 2. Act as conduit between the Mayor and the City Council on issues or concerns relating to their duties**

C. Intergovernmental and Community Relations

- 1 Act in absence of Mayor as requested and/or as required**
- 2. Be aware of all City regional and intergovernmental policies and activities in order to be prepared to step into the role of Mayor if necessary**
- 3. Serve as the Chair of the City's Emergency Management Compensation Board**

³ It may be that if there were a larger number of nominees in the initial election, there would not be (only) two councilmembers who received the largest number of votes. For instance, if one nominee received three votes a second nominee received two votes and a third nominee also received two votes, it might be appropriate to have an initial run off between the second and the third nominees to determine who would be included in the final run-off against the first nominee.

[See former ACC 2.06.090 (1957 code § 1 04 100).]

SECTION 13 - COUNCIL POSITION VACANCY OR ABSENCE

- 13.1 In the event that an unexpired Council position becomes vacant, the City Council has ninety (90) days from the occurrence of the vacancy to appoint, by majority vote of a quorum of the Council, a qualified person to fill the vacancy pursuant to State law. The Council may make such appointment at its next regular meeting, or at a special meeting called for that purpose. If the Council does not appoint a person within the ninety (90) day period, the Mayor may make the appointment from among the persons nominated by members of the Council.
- 13.2 In the event of extended excused absences or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

SECTION 14 - COUNCIL MEETING STAFFING

- 14.1 Department Directors shall attend all meetings of the Council unless excused.
- 14.2 The City Attorney shall attend all meetings of the Council unless excused, and shall upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian. The Assistant City Attorney shall attend meetings when the City Attorney has been excused.

[See former ACC 2.06.060 (1957 code § 1 04 160).]

SECTION 15 - COUNCIL RELATIONS WITH STAFF

- 15.1 There will be mutual courtesy and respect from both City staff and Councilmembers toward each other and of their respective roles and responsibilities.
- 15.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.
- 15.3 It is the intent of Council that all pertinent information asked for by individual Council members shall be made available to the full Council.
- 15.4 Individual Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits. Councilmembers may, at the request of the Mayor, participate in discussions and decisions related to these matters.

- 15.5 Other than through legislative action taken by the Council as a whole, individual Councilmembers shall not interfere with the operating rules and practices of any City department.
- 15.6 No individual Councilmember shall direct the Mayor to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council. This provision, however, does not prohibit individual Councilmembers from discussing issues with the Mayor or making individual requests or suggestions to the Mayor. The Mayor shall endeavor to advise and update the Councilmember(s) on the status or follow-up of such issues.
- 15.7 All councilmember requests for information, other than requests for legal advice from the City Attorney's Office, shall be directed through the Mayor in order to assign the task to the proper staff. The Deputy Mayor may work with the Mayor's designated staff to prepare Study Session agendas and facilitate Study Session work.
- 15.8 Any written communication with staff shall also include the Mayor as a recipient.

SECTION 16 - COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS

- 16.1 In addition to the regularly scheduled City Council meetings (Regular Council Meetings) scheduled on the first and third Mondays of the month, City Council shall regularly schedule Council Study Sessions on the second, fourth and fifth Mondays of the month for review of matters that would come back before the City Council at Regular Council Meetings. Different than the format for Regular Council Meetings (identified in Section 3 hereof), Study Sessions shall be less formal than Regular Council Meetings and shall give the City Council the opportunity to discuss and debate issues coming before it for action at Regular Council meetings. The format for these meetings shall be as follows.

A. Meeting Times:

Study Sessions shall be scheduled as set forth in Section 2.3, above.

B Study Sessions should conform to the following:

- 1 Meeting facilitation - the Deputy Mayor shall preside over/conduct Study Sessions.
2. Four or more Councilmembers shall constitute a quorum for Study Sessions.
3. Two and one half hours maximum timeframe (goal)

- 4 Maximum of five agenda items (goal)
5. Timeframe per agenda item - up to 30 to 40 minutes.
6. Agenda items should relate to future policy-making, strategic planning or key state or federal issues affecting current or future city operations.
- 7 Agenda items should be substantive only (e.g., traffic impact fee increase proposals, comprehensive plan updates, rather than day-to-day operational issues. [Non-substantive items (e.g., accepting a grant, authorizing contract bidding, etc.) should go directly to the Regular City Council meeting.

C Study Session Meeting Format⁴

1 Call to Order

The Presiding Officer shall call the meeting to order

2. Roll call

The City Clerk will call the roll. Councilmembers may request to be excused from a meeting by requesting the same of the Mayor or City Clerk in advance of the meeting. The reason for the request shall be given at the time of the request.

3. Announcements, Reports and Presentations

The Presiding Officer shall provide any announcements, reports or presentations that need to be shared with the City Council in advance of the agenda discussion items. After that these announcements, reports or presentations, City Council members may have questions or wish to discuss the issues at this time or request that they be put on a future Study Session agenda for further discussion.

4 Agenda items for Council Discussion.

The Presiding Officer shall announce each of the various items that are on the agenda for Council discussion, and, as warranted, request a preliminary report from staff or a consultant or other

⁴ It is the intention of the City Council that Study Sessions shall be televised on the City's public access channel if reasonably possible.

individual(s) involved in the issue. The Presiding Officer shall endeavor to call upon the members of the City Council in the order of their requests to discuss the Agenda Item.

After such report(s), if any, the Presiding Officer shall open the floor for Council discussion on the agenda items in their order on the agenda, unless a different order is approved by a majority of the Councilmembers present.

Council discussion shall be in conformity with the provisions of Section 7 of these rules, other than the requirement that there be a motion before Council discussion.

At the conclusion of the discussion, or at the point the Council feels its questions have been answered and discussion vetted, the Presiding Officer shall move the attention of the Council to the next discussion item on the agenda; provided that if, after a lengthy discussion on a particular agenda item, the Presiding Officer concludes that discussion should be continued to a later date, the Presiding Officer may conclude discussion on that agenda item and schedule the matter for a later Study Session.

With the support of a consensus of Councilmembers, the Deputy Mayor shall call for Study Session agenda items requiring formal Council action to be included in agendas for upcoming Regular Council Meetings.

5 Ordinances

Prior to an ordinance being included for adoption on the agenda of a Regular or Special Meeting of the City Council, the ordinance shall be included on the agenda of a Study Session for Council review and discussion.

- a. The Study Session ordinance review requirement shall be met even if the version to be considered at an upcoming City Council Meeting is amended from the version included on the Study session agenda following review and discussion at the Study Session.
- b. If, after City Council review and discussion of an ordinance at a Study Session, the City Council is not ready to vote on a proposed ordinance, the ordinance may be included on another Study session agenda for further review and discussion. If there is not agreement among members of the City Council as to whether the ordinance should next come

before the City Council at a regular or Special Meeting of the City Council for consideration of adoption or whether it should return for further review and discussion at a Study Session, the matter shall be presented for a vote at the Study Session, and decided by majority vote of the members of the City Council at the Study Session.

6. Other Discussion Items

The Presiding Officer and/or members of the City Council may bring up other discussion items to be discussed at this time or to be scheduled for discussion at a future Study Session; provided that if the Presiding Officer concludes that there is not sufficient time to discuss or continue discussing the topic, the Presiding Officer may defer discussion or continued discussion to a future Study Session.

7 Adjournment

The Presiding Officer shall adjourn the Study Session after conclusion of discussion on the agenda items.

16.2 The Mayor or a majority of the City Council may establish such ad hoc committees as may be appropriate to consider special matters that require special approach or emphasis. Such ad hoc committees may be established and matters referred to them at study sessions, without the requirement that such establishment or referral take place at a regular City Council meeting. The Mayor shall appoint Council representatives to intergovernmental councils, boards and committees, provided that the Deputy Mayor shall appoint Councilmembers to Council ad hoc committees. It is further provided that the Mayor shall appoint members to Council ad hoc committees if the Deputy Mayor is disabled or precluded from acting in that capacity. Councilmember appointments to intergovernmental councils, boards and committees, including ad hoc committees, shall be periodically reviewed to determine which councilmembers could best be able to represent the City on such councils, boards and committees.

16.3 Ad hoc council committees shall consider all matters referred to them. The chair of such ad hoc committee shall report to the City Council the findings of the committee. Committees may refer items to the Council with a committee recommendation or with no committee recommendation.

16.4 Advisory Boards, Committees and Commissions established by ordinance, consisting of citizens appointed pursuant to the establishing Ordinance and serving in the capacity and for the purposes indicated in the Ordinance, shall act as an advisory committee to the City Council.

- 16.5 Committee Chairpersons shall have broad discretion in conducting their meetings. They will generally follow Roberts Rules of Order, Newly Revised.
- 16.6 Unless otherwise expressly provided for an ad hoc committee of the City Council, such committees shall not receive public testimony or allow audience participation in connection with or related to the agenda item being discussed by the Committee,. Unless otherwise expressly provided for such ad hoc committee, it is the intention of the City Council that such ad hoc committees function informally and not in any way that takes action in lieu of or on behalf of the full City Council. The purpose and function of such ad hoc committees shall be to review matters in advance of their consideration by the full City Council, and perhaps record and make recommendations to the full City Council. With that, it is the intention that these committees operate informally, without the need for compliance with the Open Public Meetings Act (Chapter 42.30 RCW).
- 16.7 Committee Chairpersons shall approve all agenda items and may, at their discretion, remove or add agenda items during the course of the meeting.

SECTION 17 - COUNCIL REPRESENTATION & INTERNAL COMMUNICATION

- 17.1 If a Councilmember meets with, attends a meeting or otherwise appears on before individuals, another governmental agency, a community organization, or a private entity or organization, including individuals, agencies, or organizations with whom or with which the City has a business relationship, and makes statements directly or through the media, commenting on an issue that does or could affect the City, the Councilmember shall state the majority position of the City Council, if known, on such issue. Personal opinions and comments which differ from those of the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the City Council's position, and the statements are those of the Councilmember as an individual. Additionally, before a Councilmember discusses anything that does or could relate to City liability, the Councilmember should talk to the City Attorney or the City's Risk Manager, so that the Councilmember would have a better understanding of what may be said or how the discussion should go to control or minimize the City's liability risk and exposure.
- 17.2 Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another government agency or community organization.
- 17.3 Councilmembers shall not knowingly communicate with an opposing party or with an opposing attorney in connection with any pending or threatened litigation in which the City is a party or in connection with any disputed claim involving the City without the prior approval of the City Attorney, unless the Councilmember is individually a party to the litigation or is involved in the disputed claim separate from the Councilmember's role as a City official.

17.4 Communication among Councilmembers shall conform to the following parameters:

- A. Except in connection with Council members meeting, informally, in committees not subject to the Open Public Meetings Act, to assure that communication on agenda items occurs to the greatest extent possible at the public meetings, and to avoid even the perception that email is being used in a way that could constitute a public meeting, e.g., successive communications on City Council topics that involve a quorum of the Councilmembers. Councilmembers should refrain from emailing Councilmembers about such agenda items. Councilmembers should be prepared to communicate about matters that are on upcoming Council agendas at the public meetings. If Councilmembers wish to share information with other councilmembers about matters that are on upcoming agendas, the councilmembers should forward that information to the Mayor for distribution in the council meeting packets.**
- B. Councilmembers may communicate via email to other Councilmembers, including to a quorum of the full City Council about matters within the scope of the City Council's authority or related to City business, but not yet scheduled on upcoming Council agendas, to indicate a desire that certain items be included on upcoming meeting agendas; provided that Councilmembers shall never ask for responses from the other Councilmembers in that communication.**
- C. Email communication among Councilmembers relating to City operations should also include the Mayor as a recipient/addressee.**
- D. Councilmembers may email the Mayor about City business without limitations or restrictions.**

17.5 Internet & Electronic Resources/Equipment Use.

- A. Policy It is the policy of the City Council that Internet and electronic resources equipment use shall conform to and be consistent with the requirements of City of Auburn Administrative Policy and Procedure 500-03, "Internet & Electronic Resources/Equipment Use – Elected Officials" adopted hereby and incorporated herein by this reference.**

It is important to note that all letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with exceptions stated by the Public Records Act (RCW 42.56), are public records.

B Electronic Communications.

- 1 Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record. Users should delete these messages once their administrative purpose is served.
2. All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.
3. Electronic communications that are intended to be shared among a quorum of the City Council or of an ad hoc Council Committee, whether concurrently or serially, must be considered in light of the Open Public Meetings Act, if applicable. If the intended purpose of the electronic communication is to have a discussion that should be held at an open meeting, the electronic discussion shall not occur. Further, the use of electronic communication to form a collective decision of the Council shall not occur.
- 4 Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.
- 5 Electronic communication between Councilmembers and between Councilmembers and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the City Clerk.
- 6 As a cautionary note, if an elected public official uses his or her personal home computer to send electronic communications dealing with City business, the electronic communications and electronic records may be subject to discovery demands and public disclosure requests. That possibility amplifies the need for caution in how one uses electronic communication for City business.

17.6 Council Relations with City Boards and Commissions.

A Council Liaisons.

Different than where a City Councilmember is appointed by the City Council or the Mayor to serve as a member of a board, commission, committee, task force or any other advisory body, the City Council may, on limited occasions or under unusual circumstances, appoint a Councilmember to serve as a non-member Liaison to a board, commission, committee, task force or any other advisory body. Anytime a Councilmember is appointed as such a Liaison, the position or role of Liaison is subordinate to that of Councilmember, and the Councilmember's responsibility is first and foremost to the City and to the City Council. The role and responsibility of the Councilmember-Liaison is to keep the City Council apprised of the activities, positions and actions of the entity or organization to which the Councilmember has been appointed Liaison, and not to communicate to the board, commission, committee, task force or other advisory body a statement as the position of the City Council, except as authorized or directed by the City Council. Insofar as a Council Liaison position does not give all councilmembers equal access to the activities, functions and information of or about a board, commission, committee, task force or any other advisory body, appointments to Council Liaison positions should be reserved to those instances where a Report to the Council by the board, commission, committee, task force or any other advisory body would not be convenient or practical.

B. Reports to the Council.

Each board, commission, committee, task force or any other advisory body of the City shall be requested to present a report to the City Council at a Regular Meeting or a Study Session of the City Council, as scheduled by the Mayor or Deputy Mayor. Such reports shall be scheduled for a Regular Council Meeting or a Council Study Session, and shall be delivered by the chair of the board, commission, committee, task force or any other advisory body or designee. The reports shall inform the City Council of the activities, functions and information with which the board, commission, committee, task force or any other advisory body has been involved since the previous report, and shall include the opportunity for questions by Councilmembers.

- 17.7 Whenever a member of the City Council attends any meeting of any other entity or organization, he or she should endeavor to be prudent in what he or she says or does at such meeting. Further, the Councilmember should avoid attending such meeting if that attendance would impose an interference with the meeting or the operations of the other entity or organization, or of the operations of the City.

SECTION 18 - TRAVEL AUTHORIZATION

- 18.1 In accordance with the City of Auburn travel policy, approvals or expenditure of travel related costs and/or approval of specific travel events or activities by

Councilmembers beyond the authority provided in the travel policy and budget shall be as follows: the requesting Councilmember shall submit his/her request to expend travel related costs and/or request for authorization for specific travel purposes to the Mayor to be included on an upcoming Council meeting agenda in advance of the date(s) of such expenditure or travel. The City Council may pursuant to a motion, approve the request by a majority vote of a quorum of the City Council at the meeting in which the matter is considered.

SECTION 19 - CONFIDENTIALITY

- 19 1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered by the exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION 20 – ENFORCEMENT OF RULES OF PROCEDURE

- 20 1 Councilmembers shall conform their conduct to the requirements, standards and expectations set forth in these Rules of Procedure. In addition to and notwithstanding whatever other enforcement mechanisms may exist for legal, ethical or practical obligations on Councilmember performance or conduct, violations of these Rules of Procedure by Councilmembers may be enforced by action of the City Council through sanctions such as votes of censure or letters of reprimand, and such other action as may be permitted by law

City Council Rules of Procedure:

Adopted: February 2, 2004

Ordinance No. 5802

Amended by Resolution No. 4282, December 17, 2007

Amended by Resolution No. 4429, December 15, 2008

Amended by Resolution No. 4467, April 6, 2009

Amended by Resolution No. 4615, July 6, 2010

Amended by Resolution No. 4686, February 22, 2011

Amended by Resolution No. 4740, August 15, 2011

Amended by Resolution No. 4813, May 21, 2012

Amended by Resolution No. 4909, February 19, 2013

Amended by Resolution No. 5105, November 3, 2014

Amended by Resolution No. 5112, December 1, 2014

Amended by Resolution No. 5115, December 15, 2014

Amended by Resolution No. 5217, May 2, 2016