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| CITY OF AUBURN WASHINGTON | **City Council Study Session**<br>**March 30, 2020 - 5:30 PM**<br>**City Hall Council Chambers**<br>**AGENDA**<br><br>**Watch the meeting video**<br><br>Meeting videos are not available until 72 hours after the meeting has concluded. |

I. CALL TO ORDER

II. Virtual Presentation Link

A. The City Council Meeting will be held virtually and telephonically. To attend the meeting please click on the link or enter the meeting ID into the Zoom app or call into the meeting at the phone number listed below.

Per the Governor's Emergency Proclamation 20-28, the City of Auburn is prohibited from holding any in-person meetings at this time. All meetings will be held virtually and telephonically.

Join Zoom Meeting
https://zoom.us/j/868758405

Meeting ID: 868 758 405

One tap mobile
+16699009128,,868758405#

Dial by your location
+1 669 900 9128

B. Roll Call

III. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

IV. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6764 (Thomas)(20 Minutes)

An Ordinance amending Ordinance No. 6693, the 2019-2020 biennial budget Ordinance, as amended by Ordinance No. 6712, Ordinance No. 6719, Ordinance No. 6720, and Ordinance No. 6751, authorizing amendment to the City of Auburn 2019-2020 budget as set forth in schedule “A” and schedule “B"

B. Planning Commission and Land Use Legislative Process (Tate)(20 Minutes)

Overview of Planning Commission role in local land use legislative process

V. OTHER DISCUSSION ITEMS

VI. 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.*

CITY OF AUBURN WASHINGTON

# AGENDA BILL APPROVAL FORM

**Agenda Subject:**
Ordinance No. 6764 (Thomas)(20 Minutes)

**Date:**
March 24, 2020

**Department:**
Finance

**Attachments:**
Transmittal Memo
Ordinance No. 6764
Schedule A
Schedule B

**Budget Impact:**

## Administrative Recommendation:

For discussion only.

## Background Summary:

Ordinance No. 6764 (Budget Amendment #6) represents the sixth budget amendment for the 2019-2020 biennium and the second budget amendment for 2020. For details, see the attached transmittal memorandum and supporting materials.

## Reviewed by Council Committees:

**Councilmember:**

**Staff:** Thomas

**Meeting Date:** March 30, 2020

Item Number:

# Interoffice Memorandum

**To:** City Council

**From:** **Jamie Thomas, Finance Director**

**CC:** Nancy Backus, Mayor

**Date:** March 24, 2020

**Re:** Ordinance #6764 – 2019-2020 Budget Amendment #6

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The City's biennial 2019-2020 budget was approved by Council as two one-year appropriations. Budget Amendments #1, #2, #3, and #4 amended the budget for calendar year 2019. Budget Amendment #5, which was adopted in November 2019, amended the 2020 budget

This amendment will be the sixth budget amendment for the biennium and the second budget amendment for calendar year 2020. The purpose of this amendment is to 1) realign significant revenue sources; 2) carry forward remaining 2019 budget authority for identified programs and costs that were budgeted in 2019 but not completed; 3) adjust capital project budgets as needed; and 4) add budget authority for new programs and other expected changes in 2020.

**Realign Significant Revenue Sources.** This category recognizes changes to revenue budgets to more closely align with expected collections as well as new grant revenues. Total general fund revenue adjustments equal a net increase of $19,200 and include:

- Reduce telephone utility tax revenues to reflect a historical decline (−$275,200)
- 2020 King County Veterans, Seniors and Human Services levy ($202,400)
- Recognize new revenue due to the renegotiation of the Iron Hose Casino promissory note ($57,000)
- Other grants ($35,000)

**Carry forward unspent expenditure spending authority from 2019:** This amendment enables the completion of various contracts in 2020 by carrying forward unspent resources at the end of 2019. Note that carry forwards in capital funds are not included in this budget amendment due to the adoption of multi-year capital budget, as approved in Ordinance No. 6682. Total requested carry forwards equal $2,017,740.

Significant items requested to be carried forward include:

- General Fund – Grant funding to increase residential housing capacity ($200,000);
- General Fund – Funding for the Façade Improvement program ($130,000);
- General Fund – Budget for homelessness response ($129,300);
- General Fund – Funding for Inclusive Auburn program ($108,400);
- Fund 328 – Budget for the purchase of the Auburn Avenue Theater ($647,050); and
- Fund 431 – Funds for the Large Diameter Pipe Assessment project ($790,300).

**Adjust capital project budgets.** These requests represent changes to project budgets, excluding unspent capital project budgets from 2019 that are automatically carried forward into 2020.

Total requested adjustments to capital projects equal $3,801,640. Significant project adjustments included in this budget amendment include:

- Fund 105 – 2nd St SE Preservation (cp2003), funded by state transportation grants ($590,250)
- Fund 105 – Lea Hill Bridge Deck Preservation (cp2007), funded by federal grants ($547,850)
- Fund 105 – 3rd St SW Bridge Deck Preservation (cp2006), funded by federal grants ($523,540)
- Fund 102 – M St SE Sidewalk Improvements (cp2012), funded by state transportation grants ($450,000)
- Fund 460 – Acquisition of property for Lea Hill Pump Station replacement ($400,000)
- Fund 460 – Loop dead end main (cp1619) for 104th Ave Park development ($300,000)
- Fund 461 – Sewer Pump Station Electrical Improvements (cp1812) ($950,000)

**Add budget authority for new programs and other expected changes in 2020.**These include requests for increased funding for existing programs and funding requests for new projects or programs. New requests include:

- General Fund – Remove non-departmental contra-expenditure ($2,000,000)
- General Fund – Adjust Parks budget to reflect new state minimum wage for "intermittent" employees ($85,900)
- Fund 119 – Align budget with 2020 Community Development Block Grant award ($289,780)
- Fund 560 – Unscheduled purchase of two Police cars, funded by insurance recoveries ($109,000)

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

**Table 1: 2020 Budget as Amended**

| | |
|---|---|
| 2020 Amended Budget | $ 349,792,293 |
| Budget Amendment #6 (Ord #6764) | 5,916,660 |
| 2020 Budget as Amended | $ 355,708,953 |

Attachments:

- ❖ Ordinance # 6764
- ❖ Schedule "A" – Summary of 2020 Budget Adjustments by Fund
- ❖ Schedule "B" – 2020 Appropriations by Fund

**ORDINANCE NO. 6764**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING ORDINANCE NO. 6693, THE 2019-2020 BIENNIAL BUDGET ORDINANCE, AS AMENDED BY ORDINANCE NO. 6712, ORDINANCE NO. 6719, ORDINANCE NO. 6720, AND ORDINANCE NO. 6751, AUTHORIZING AMENDMENT TO THE CITY OF AUBURN 2019-2020 BUDGET AS SET FORTH IN SCHEDULE “A” AND SCHEDULE “B”

WHEREAS, the Auburn City Council at its regular meeting of December 3, 2018, adopted Ordinance No. 6693 which adopted the City of Auburn 2019-2020 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of April 1, 2019, adopted Ordinance No. 6712 (BA#1) which amended Ordinance No. 6693 which adopted the City of Auburn 2019-2020 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of May 20, 2019, adopted Ordinance No. 6719 (BA#2) which amended Ordinance No. 67102 which amended the City of Auburn 2019-2020 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of July 15, 2019, adopted Ordinance No. 6720 (BA#3), which amended Ordinance No. 6719 which amended the City of Auburn 2019-2020 Biennial budget; and

WHEREAS, the Auburn City Council at its regular meeting of December 4, 2019, adopted Ordinances Nos. 6752 (BA#4) and 6751 (BA#5), both of which amended Ordinance No. 6720 which amended the City of Auburn 2019-2020 Biennial budget; and

WHEREAS, the City of Auburn deems it necessary to appropriate additional funds to the various funds of the 2020 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 2019-2020 Biennial Budget.** The 2019-2020 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.** 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 of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 3.** **Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

**<u>Section 4.</u>** **Effective Date.** This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _______________

PASSED: ____________________

APPROVED: _________________

____________________________
NANCY BACKUS, MAYOR

ATTEST:

____________________________
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_______________________________
Kendra Comeau, City Attorney

PUBLISHED:__________________

## Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **General Fund (#001)** | | | | |
| 2020 Adopted Budget | 12,394,863 | 75,249,867 | 80,586,405 | 7,058,325 |
| Previous Budget Amendments | 2,856,654 | 1,742,520 | 298,720 | 4,300,454 |
| 2020 Amended Budget | 15,251,517 | 76,992,387 | 80,885,125 | 11,358,779 |
| BA#6 (Ordinance #6764, Proposed): | 718,800 | 513,550 | 3,533,620 | (2,301,270) |
| **General Fund Revenues:** | | | | |
| Reduce budgeted telecomm revenues to reflect historical trends | - | (275,200) | - | (275,200) |
| **Administration Department** | | | | |
| Carry forward funding for homelessness response | 129,300 | - | 129,300 | - |
| Carry forward budget for marketing at industry and business trade shows | 20,000 | - | 20,000 | - |
| Carry forward budget for the Buy Local Auburn program | 40,000 | - | 40,000 | - |
| **Community Development Department:** | | | | |
| Carry fwd grant funding and expenditures to increase residential capacity | - | 200,000 | 200,000 | - |
| C/F funds for the AWS/SR18 bridge lighting project and corridor planning | 105,000 | - | 105,000 | - |
| C/F funds for the Façade Improvement grant program | 130,000 | - | 130,000 | - |
| Carry forward contracted funds for franchise code update | 29,000 | - | 29,000 | - |
| **Public Works Department** | | | | |
| Carry forward budget for Local Road Safety Plan | 35,000 | - | 35,000 | - |
| Traffic signal pole replacements (insurance funded) and emergency contract | - | 125,000 | 141,000 | (16,000) |
| Carry forward funds to refresh thermoplastic pavement markings | 56,000 | - | 56,000 | - |
| **Human Resources Department** | | | | |
| Carry forward remaining budget for the Inclusive Auburn program | 108,400 | - | 108,400 | - |
| **Parks Department:** | | | | |
| King Conservation District grant for Auburn International Farmers Market | - | 20,000 | 20,000 | - |
| 4Culture grant for historic preservation sustained support | - | 3,000 | 3,000 | - |
| 4Culture grant for arts re-grant and arts programming | - | 12,000 | 12,000 | - |
| C/F 2019 King County Veterans, Seniors and Human Services Levy funding | - | 101,400 | 101,400 | - |
| Adjust budget for seasonal Parks workers to reflect new state minimum wage | - | - | 85,900 | (85,900) |
| 2020 King County Veterans, Seniors and Human Services Levy | - | 202,400 | 191,420 | 10,980 |
| Provide services to Pacific re:Senior Resource Hub via VSHSL grant | - | 67,950 | 60,100 | 7,850 |

# Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **Non-Departmental:** | | | | |
| Adjust budget to reflect new promissory note with Iron Horse Casino | - | 57,000 | - | 57,000 |
| Remove contra-expenditure from General Fund budget | - | - | 2,000,000 | (2,000,000) |
| Carry forward funding for cyber security management project | 35,500 | - | 35,500 | - |
| C/F budget for AutoCAD, BlueBeam, CRM and Password Manager projects | 30,600 | - | 30,600 | - |
| **Revised 2020 Budget - Fund 001** | **15,970,317** | **77,505,937** | **84,418,745** | **9,057,509** |

## Arterial Street Fund (#102)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **2020 Adopted Budget** | **1,344,477** | **3,694,600** | **3,995,900** | **1,043,177** |
| **Previous Budget Amendments and CIP Carry-Forwards** | (165,419) | 4,455,000 | 5,075,000 | (785,419) |
| **2020 Amended Budget** | **1,179,058** | **8,149,600** | **9,070,900** | **257,758** |
| **BA#6 (Ordinance #6764, Proposed):** | - | 450,000 | 450,000 | - |
| Alloc Transportation Imprvmnts Board grant to M St SE Sidewalk Imprvmnts | - | 450,000 | 450,000 | - |
| **Revised 2020 Budget - Fund 102** | **1,179,058** | **8,599,600** | **9,520,900** | **257,758** |

## Arterial Street Preservation Fund (#105)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **2020 Adopted Budget** | **1,369,417** | **3,832,640** | **3,967,840** | **1,234,217** |
| **Previous Budget Amendments and CIP Carry-Forwards** | (536,021) | 800,000 | 618,000 | (354,021) |
| **2020 Amended Budget** | **833,396** | **4,632,640** | **4,585,840** | **880,196** |
| **BA#6 (Ordinance #6764, Proposed):** | - | 1,606,240 | 1,661,640 | (55,400) |
| Reduce budgeted telecomm revenues to reflect historical trends | - | (55,400) | - | (55,400) |
| Allocate Transportation Improvements Board grant to 2nd St SE Preservation | - | 590,250 | 590,250 | - |
| Allocate federal grant funds to Lea Hill Bridge Deck Preservation (cp2007) | - | 547,850 | 547,850 | - |
| Alloc federal grant funds to 3rd Street SW Bridge Deck Preservation (cp2006) | - | 523,540 | 523,540 | - |
| **Revised 2020 Budget - Fund 105** | **833,396** | **6,238,880** | **6,247,480** | **824,796** |

## Drug Forfeiture Fund (#117)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **2020 Adopted Budget** | **233,460** | **152,000** | **310,956** | **74,504** |
| **Previous Budget Amendments** | 71,297 | - | 14,300 | 56,997 |
| **2020 Amended Budget** | **304,757** | **152,000** | **325,256** | **131,501** |
| **BA#6 (Ordinance #6764, Proposed):** | - | - | 104,200 | (104,200) |
| Purchase Dragon voice remote dictation software from Federal seizure funds | - | - | 104,200 | (104,200) |
| **Revised 2020 Budget - Fund 117** | **304,757** | **152,000** | **429,456** | **27,301** |

## Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **Housing & Comm Develop Fund (#119)** | | | | |
| **2020 Adopted Budget** | **36,458** | **539,970** | **539,970** | **36,458** |
| **Previous Budget Amendments** | 6,446 | - | - | 6,446 |
| **2020 Amended Budget** | **42,904** | **539,970** | **539,970** | **42,904** |
| **BA#6 (Ordinance #6764, Proposed):** | **-** | **289,780** | **289,780** | **-** |
| **Align budget to 2020 CDBG award and action plan** | **-** | **289,780** | **289,780** | **-** |
| **Revised 2020 Budget - Fund 119** | **42,904** | **829,750** | **829,750** | **42,904** |
| **Parks Construction Fund (#321)** | | | | |
| **2020 Adopted Budget** | **365,772** | **590,100** | **470,000** | **485,872** |
| **Previous Budget Amendments and CIP Carry-Forwards** | 120,757 | 1,311,800 | 1,311,800 | 120,757 |
| **2020 Amended Budget** | **486,529** | **1,901,900** | **1,781,800** | **606,629** |
| **BA#6 (Ordinance #6764, Proposed):** | **-** | **758,050** | **656,790** | **101,260** |
| **Increase King County Parks Levy revenue to reflect current allocation** | **-** | **111,000** | **-** | **111,000** |
| **Carry fwd 2019 budget and add additional funds to purchase Auburn Theater** | **-** | **647,050** | **656,790** | **(9,740)** |
| **Revised 2020 Budget - Fund 321** | **486,529** | **2,659,950** | **2,438,590** | **707,889** |
| **Capital Improvements Fund (#328)** | | | | |
| **2020 Adopted Budget** | **7,679,377** | **2,605,200** | **3,944,300** | **6,340,277** |
| **Previous Budget Amendments and CIP Carry-Forwards** | 3,153,110 | 2,705,900 | 5,497,000 | 362,010 |
| **2020 Amended Budget** | **10,832,487** | **5,311,100** | **9,441,300** | **6,702,287** |
| **BA#6 (Ordinance #6764, Proposed):** | **647,050** | **40,000** | **687,050** | **-** |
| **Funding for sewage wet well pump and motors at City Hall (T/F from F505)** | **-** | **40,000** | **40,000** | **-** |
| **Carry fwd 2019 budget and add additional funds to purchase Auburn Theater** | **647,050** | **-** | **647,050** | **-** |
| **Revised 2020 Budget - Fund 328** | **11,479,537** | **5,351,100** | **10,128,350** | **6,702,287** |

## Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **Water Fund (#430)** | | | | |
| 2020 Adopted Budget | 5,131,610 | 16,323,800 | 14,408,831 | 7,046,579 |
| Previous Budget Amendments and CIP Carry-Forwards | 3,885,549 | 6,676,400 | 12,838,066 | (2,276,117) |
| 2020 Amended Budget | 9,017,159 | 23,000,200 | 27,246,897 | 4,770,462 |
| BA#6 (Ordinance #6764, Proposed): | 88,000 | - | 147,000 | (59,000) |
| Carry forward funding for cyber security management project | 7,000 | - | 7,000 | - |
| Increase budget to reflect impact of new Teamsters' contract | - | - | 39,000 | (39,000) |
| Carry forward budget for hydraulic monitoring services | 75,000 | - | 75,000 | - |
| Add budget to purchase hydraulic modeling software | - | - | 20,000 | (20,000) |
| C/F budget for AutoCAD, BlueBeam, CRM and Password Manager projects | 6,000 | - | 6,000 | - |
| Revised 2020 Budget - Fund 430 | 9,105,159 | 23,000,200 | 27,393,897 | 4,711,462 |
| **Sewer Fund (#431)** | | | | |
| 2020 Adopted Budget | 5,528,686 | 9,394,700 | 7,777,448 | 7,145,938 |
| Previous Budget Amendments and CIP Carry-Forwards | 1,175,475 | - | 280,667 | 894,808 |
| 2020 Amended Budget | 6,704,161 | 9,394,700 | 8,058,115 | 8,040,746 |
| BA#6 (Ordinance #6764, Proposed): | 211,250 | - | 234,150 | (22,900) |
| Carry forward funding for cyber security management project | 5,600 | - | 5,600 | - |
| Increase budget to reflect impact of new Teamsters' contract | - | - | 22,900 | (22,900) |
| Carry forward budget for Large Diameter Pipe Assessment Project | 200,850 | - | 200,850 | - |
| C/F budget for AutoCAD, BlueBeam, CRM and Password Manager projects | 4,800 | - | 4,800 | - |
| Revised 2020 Budget - Fund 431 | 6,915,411 | 9,394,700 | 8,292,265 | 8,017,846 |
| **Storm Drainage Fund (#432)** | | | | |
| 2020 Adopted Budget | 4,151,402 | 10,399,200 | 8,831,070 | 5,719,532 |
| Previous Budget Amendments and CIP Carry-Forwards | 2,148,731 | - | 280,667 | 1,868,064 |
| 2020 Amended Budget | 6,300,133 | 10,399,200 | 9,111,737 | 7,587,596 |
| BA#6 (Ordinance #6764, Proposed): | 54,640 | - | 94,040 | (39,400) |
| Carry forward funding for cyber security management project | 6,400 | - | 6,400 | - |
| Increase budget to reflect impact of new Teamsters' contract | - | - | 39,400 | (39,400) |
| Carry forward budget for contracted storm modeling services | 42,840 | - | 42,840 | - |
| C/F budget for AutoCAD, BlueBeam, CRM and Password Manager projects | 5,400 | - | 5,400 | - |
| Revised 2020 Budget - Fund 432 | 6,354,773 | 10,399,200 | 9,205,777 | 7,548,196 |

## Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **Cemetery Fund (#436)** | | | | |
| 2020 Adopted Budget | **264,098** | **1,187,000** | **1,343,743** | **107,355** |
| Previous Budget Amendments | 261,627 | - | - | 261,627 |
| 2020 Amended Budget | **525,725** | **1,187,000** | **1,343,743** | **368,982** |
| BA#6 (Ordinance #6764, Proposed): | - | - | 7,800 | (7,800) |
| Increase budget to reflect impact of new Teamsters' contract | - | - | 7,800 | (7,800) |
| Revised 2020 Budget - Fund 436 | 525,725 | 1,187,000 | 1,351,543 | 361,182 |
| **Water Capital Fund (#460)** | | | | |
| 2020 Adopted Budget | **2,562,724** | **2,070,200** | **4,282,305** | **350,619** |
| Previous Budget Amendments and CIP Carry-Forwards | 992,643 | 12,457,400 | 9,926,400 | 3,523,643 |
| 2020 Amended Budget | **3,555,367** | **14,527,600** | **14,208,705** | **3,874,262** |
| BA#6 (Ordinance #6764, Proposed): | - | - | 700,000 | (700,000) |
| Purchase land for new location for Lea Hill pump station | - | - | 400,000 | (400,000) |
| Loop dead end water main at 104th Ave Park development (cp1619) | - | - | 300,000 | (300,000) |
| Revised 2020 Budget - Fund 460 | 3,555,367 | 14,527,600 | 14,908,705 | 3,174,262 |
| **Sewer Capital Fund (#461)** | | | | |
| 2020 Adopted Budget | **9,049,491** | **750,500** | **1,265,000** | **8,534,991** |
| Previous Budget Amendments and CIP Carry-Forwards | 685,814 | - | 436,500 | 249,314 |
| 2020 Amended Budget | **9,735,305** | **750,500** | **1,701,500** | **8,784,305** |
| BA#6 (Ordinance #6764, Proposed): | - | - | 950,000 | (950,000) |
| Increase budget for Sewer Pump Station Electrical Improvements (cp1812) | - | - | 950,000 | (950,000) |
| Revised 2020 Budget - Fund 461 | 9,735,305 | 750,500 | 2,651,500 | 7,834,305 |

## Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **Facilities Fund (#505)** | | | | |
| 2020 Adopted Budget | 1,050,811 | 4,034,500 | 4,115,862 | 969,449 |
| Previous Budget Amendments | 34,743 | (20,700) | 95,000 | (80,957) |
| 2020 Amended Budget | 1,085,554 | 4,013,800 | 4,210,862 | 888,492 |
| BA#6 (Ordinance #6764, Proposed): | 224,300 | - | 340,500 | (116,200) |
| Carry forward budget for JACE 4 upgrades | 120,900 | - | 120,900 | - |
| Carry forward budget to replace electrical panels at City Hall | 103,400 | - | 103,400 | - |
| Funding for sewage pump and motors and elevator upgrade at City Hall | - | - | 95,000 | (95,000) |
| Increase budget to reflect impact of new Teamsters' contract | - | - | 21,200 | (21,200) |
| Revised 2020 Budget - Fund 505 | 1,309,854 | 4,013,800 | 4,551,362 | 772,292 |
| **Innovation & Technology Fund (#518)** | | | | |
| 2020 Adopted Budget | 2,564,974 | 6,724,153 | 7,182,511 | 2,106,616 |
| Previous Budget Amendments | (76,838) | 20,000 | - | (56,838) |
| 2020 Amended Budget | 2,488,136 | 6,744,153 | 7,182,511 | 2,049,778 |
| BA#6 (Ordinance #6764, Proposed): | 73,700 | 121,300 | 275,000 | (80,000) |
| Carry forward funding for cyber security management project | - | 54,500 | 54,500 | - |
| Add budget to produce the quarterly Auburn Magazine | - | - | 80,000 | (80,000) |
| Add budget to purchase hydraulic modeling software | - | 20,000 | 20,000 | - |
| C/F budget for AutoCAD, BlueBeam, CRM and Password Manager projects | 73,700 | 46,800 | 120,500 | - |
| Revised 2020 Budget - Fund 518 | 2,561,836 | 6,865,453 | 7,457,511 | 1,969,778 |
| **Equipment Rental Fund (#550)** | | | | |
| 2020 Adopted Budget | 2,352,641 | 2,075,495 | 2,785,735 | 1,642,401 |
| Previous Budget Amendments | 164,875 | 9,900 | 103,800 | 70,975 |
| 2020 Amended Budget | 2,517,516 | 2,085,395 | 2,889,535 | 1,713,376 |
| BA#6 (Ordinance #6764, Proposed): | - | - | 12,100 | (12,100) |
| Increase budget to reflect impact of new Teamsters' contract | - | - | 12,100 | (12,100) |
| Revised 2020 Budget - Fund 550 | 2,517,516 | 2,085,395 | 2,901,635 | 1,701,276 |

## Schedule A
## Summary of 2020 Budget Adjustments by Fund
## Budget Amendment #6 (Ordinance #6764)

| | Beg. Fund Balance | 2020 Revenues | 2020 Expenditures | Ending Fund Balance |
|---|---|---|---|---|
| **Equipment Rental Capital Fund (#560)** | | | | |
| **2020 Adopted Budget** | **3,302,654** | **1,594,605** | **1,331,000** | **3,566,259** |
| **Previous Budget Amendments and CIP Carry-Forwards** | 14,722 | 857,500 | 1,140,000 | (267,778) |
| **2020 Amended Budget** | **3,317,376** | **2,452,105** | **2,471,000** | **3,298,481** |
| **BA#6 (Ordinance #6764, Proposed):** | **-** | **-** | **109,000** | **(109,000)** |
| **Adjust budget to reflect unscheduled purchase of two Police vehicles in 2019** | **-** | **-** | **109,000** | **(109,000)** |
| **Revised 2020 Budget - Fund 560** | **3,317,376** | **2,452,105** | **2,580,000** | **3,189,481** |
| **SKHHP Fund (#654)** | | | | |
| **2020 Adopted Budget** | **-** | **-** | **-** | **-** |
| **Previous Budget Amendments** | 78,250 | 256,500 | 312,820 | 21,930 |
| **2020 Amended Budget** | **78,250** | **256,500** | **312,820** | **21,930** |
| **BA#6 (Ordinance #6764, Proposed):** | **-** | **120,000** | **120,000** | **-** |
| **Carry fwd grant funding and expenditures to increase residential capacity** | **-** | **120,000** | **120,000** | **-** |
| **Revised 2020 Budget - Fund 654** | **78,250** | **376,500** | **432,820** | **21,930** |
| **Grand Total - All Funds** | | | | |
| **2020 Adopted Budget** | **108,311,321** | **189,050,270** | **199,654,274** | **97,707,317** |
| **Previous Budget Amendments** | 17,840,982 | 34,589,720 | 46,711,567 | 5,719,135 |
| **2020 Amended Budget** | **126,152,303** | **223,639,990** | **246,365,841** | **103,426,452** |
| **TOTAL BA#5 (Ordinance #6764, Proposed)** | **2,017,740** | **3,898,920** | **10,372,670** | **(4,456,010)** |
| **Revised 2020 Budget** | **128,170,043** | **227,538,910** | **256,738,511** | **98,970,442** |
| | | **355,708,953** | | **355,708,953** |

# Schedule B
# 2020 Appropriations by Fund

| Fund | 2020 Adopted Budget | BA#5 (Ord #6751) | CIP Carry Forwards | BA#6 (Ord #6764) | Total Amendments | Revised Budget |
|---|---|---|---|---|---|---|
| General Fund (#001) | 87,644,730 | 4,599,174 | - | 1,232,350 | 5,831,524 | 93,476,254 |
| Arterial Street Fund (#102) | 5,039,077 | 4,109,581 | 180,000 | 450,000 | 4,739,581 | 9,778,658 |
| Local Street Fund (#103) | 2,858,880 | 249,701 | - | - | 249,701 | 3,108,581 |
| Hotel/Motel Tax Fund (#104) | 266,121 | 52,454 | - | - | 52,454 | 318,575 |
| Arterial Street Preservation Fund (#105) | 5,202,057 | (536,021) | 800,000 | 1,606,240 | 1,870,219 | 7,072,276 |
| Drug Forfeiture Fund (#117) | 385,460 | 71,297 | - | - | 71,297 | 456,757 |
| Housing & Comm Develop Fund (#119) | 576,428 | 6,446 | - | 289,780 | 296,226 | 872,654 |
| Recreation Trails Fund (#120) | 78,526 | 1,550 | - | - | 1,550 | 80,076 |
| BIA Fund (#121) | 129,873 | 940 | - | - | 940 | 130,813 |
| Cumulative Reserve Fund (#122) | 10,360,112 | 33,754 | 42,200 | - | 75,954 | 10,436,066 |
| Mitigation Fees Fund (#124) | 10,408,687 | (69,211) | 1,944,100 | - | 1,874,889 | 12,283,576 |
| 1998 GO Library Bond Fund (#229) | - | - | - | - | - | - |
| City Hall Annex 2010 A&B Bond Fund (#230) | 1,658,400 | - | - | - | - | 1,658,400 |
| Local Revitalization 2010 C&D Bond Fund (#231) | 586,996 | 3,436 | - | - | 3,436 | 590,432 |
| SCORE Debt Service Fund (#238) | 2,117,000 | - | - | - | - | 2,117,000 |
| LID Guarantee Fund (#249) | 1,688 | 15 | - | - | 15 | 1,703 |
| LID 350 Fund (#275) | 8,759 | (4,956) | - | - | (4,956) | 3,803 |
| Golf/Cemetery 2016 Refunding Fund (#276) | 376,000 | 19 | - | - | 19 | 376,019 |
| Parks Construction Fund (#321) | 955,872 | 120,757 | 1,311,800 | 758,050 | 2,190,607 | 3,146,479 |
| Capital Improvements Fund (#328) | 10,284,577 | 362,010 | 5,497,000 | 687,050 | 6,546,060 | 16,830,637 |
| Local Revitalization Fund (#330) | - | - | 290,500 | - | 290,500 | 290,500 |
| Water Fund (#430) | 21,455,410 | 8,307,683 | 3,230,666 | 88,000 | 11,626,349 | 33,081,759 |
| Sewer Fund (#431) | 14,923,386 | 894,808 | 280,667 | 211,250 | 1,386,725 | 16,310,111 |
| Storm Drainage Fund (#432) | 14,550,602 | 1,868,064 | 280,667 | 54,640 | 2,203,371 | 16,753,973 |
| Sewer Metro Sub Fund (#433) | 21,890,667 | 383,462 | - | - | 383,462 | 22,274,129 |
| Solid Waste Fund (#434) | 21,860,569 | 91,608 | - | - | 91,608 | 21,952,177 |
| Airport Fund (#435) | 1,516,440 | 236,582 | - | - | 236,582 | 1,753,022 |
| Cemetery Fund (#436) | 1,451,098 | 261,627 | - | - | 261,627 | 1,712,725 |
| Water Capital Fund (#460) | 4,632,924 | 9,187,643 | 3,286,000 | - | 12,473,643 | 17,106,567 |
| Sewer Capital Fund (#461) | 9,799,991 | 249,314 | 436,500 | - | 685,814 | 10,485,805 |
| Storm Drainage Capital Fund (#462) | 11,283,288 | (1,394,955) | 829,800 | - | (565,155) | 10,718,133 |
| Airport Capital Fund (#465) | 875,305 | 3,028,414 | - | - | 3,028,414 | 3,903,719 |
| Cemetery Capital Fund (#466) | 35,937 | (7,685) | 380,400 | - | 372,715 | 408,652 |
| Insurance Fund (#501) | 1,791,570 | 4,456 | - | - | 4,456 | 1,796,026 |
| Workers' Comp Fund (#503) | 3,743,973 | (963,880) | - | - | (963,880) | 2,780,093 |
| Facilities Fund (#505) | 5,085,311 | 14,043 | - | 224,300 | 238,343 | 5,323,654 |
| Innovation & Technology Fund (#518) | 9,289,127 | (56,838) | - | 195,000 | 138,162 | 9,427,289 |
| Equipment Rental Fund (#550) | 4,428,136 | 174,775 | - | - | 174,775 | 4,602,911 |
| Equipment Rental Capital Fund (#560) | 4,897,259 | (267,778) | 1,140,000 | - | 872,222 | 5,769,481 |
| IT Capital Fund (#568) | 800,697 | 356,536 | 661,527 | - | 1,018,063 | 1,818,760 |
| Fire Pension Fund (#611) | 2,236,249 | 22,922 | - | - | 22,922 | 2,259,171 |
| SKHHP Fund (#654) | - | 334,750 | - | 120,000 | 454,750 | 454,750 |
| Cemetery Endowment Fund (#701) | 1,874,409 | 56,978 | 55,400 | - | 112,378 | 1,986,787 |
| | | | | | | |
| **Total** | **297,361,591** | **31,783,475** | **20,647,227** | **5,916,660** | **58,347,362** | **355,708,953** |

CITY OF AUBURN WASHINGTON

# AGENDA BILL APPROVAL FORM

| | | |
|---|---|---|
| **Agenda Subject:**<br>Planning Commission and Land Use Legislative Process (Tate) (20 Minutes) | | **Date:**<br>March 23, 2020 |
| **Department:**<br>Community Development | **Attachments:**<br>Memorandum | **Budget Impact:**<br>Current Budget: $0<br>Proposed Revision: $0<br>Revised Budget: $0 |

**Administrative Recommendation:**

For discussion only.

**Background Summary:**

Overview of Planning Commission role in local land use legislative process.

**Reviewed by Council Committees:**

| | | | |
|---|---|---|---|
| **Councilmember:** | Brown | **Staff:** | Tate |
| **Meeting Date:** | March 30, 2020 | Item Number: | |

CITY OF AUBURN WASHINGTON

# Memorandum

**To:** City Council Members

**From:** Jeff Dixon, Planning Services Manager

**CC:** Mayor Nancy Backus
Jeff Tate, Director of Community Development

**Date:** March 12, 2020

**Re:** Introduction to the Planning Commission Land Use Legislative Process

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## What is a Planning Commission?

At its most brief, the Planning Commission is a city volunteer board that provides citizen review and recommendations on land use planning-related matters to the City Council as part of the City Council's decision making process. Hearings before the Planning Commission are typically in regard to planning related legislation such as zoning code changes, comprehensive plan amendments, and other land use regulations.

## The Planning Commission & WA State Planning Enabling Legislation

The laws of the State of Washington ***(*****RCW 35A.63.060)** direct that each code city must adopt a Comprehensive Plan. Specifically it provides that:

> *Every code city, by ordinance, shall direct the planning agency to prepare a comprehensive plan for anticipating and influencing the orderly and coordinated development of land and building uses of the code city and its environs. The comprehensive plan may be prepared as a whole or in successive parts. The plan should integrate transportation and land use planning* (Emphasis added)."

To carry out this directive, it defines the related terms of:

> *"Planning agency" means any person, body, or organization designated by the legislative body to perform a planning function or portion thereof for a municipality, and includes, without limitation, any commission, committee, department, or board together with its staff members, employees, agents, and consultants* (Emphasis added)".
>
> *"Comprehensive plan" means the policies and proposals approved by the legislative body as set forth in RCW 35A.63.060 through 35A.63.072 of this chapter and containing, at least, the elements set forth in RCW 35A.63.061* (Emphasis added)."

So, in this context "Planning Agency" refers to the authority to establish a Planning Commission as assisted by City staff. It specifies that the duties of the Planning Commission shall be established by ordinance and the Commission shall consist of between 3-12 members appointed by the Mayor and confirmed by the City Council. The Commission members serve without respect to political affiliation and without compensation. The Commission must elect a chairperson, schedule monthly meetings, adopt rules for the conduct of business, and keep a written record of meetings and actions **(RCW 35A.63.020 through.040).**

The City Council through adoption of an ordinance provides for the Planning Commission to prepare, adopt and enforce coordinated plans for the physical development of the City, generally this is known as the '**Comprehensive Plan**'. More specifically, as provided in state law in the interest of public health, safety, morals, and general welfare, the Planning Commission can recommend to the City Council regulations governing the following issues:

- The location and use of buildings, structures, and land;
- The height, size, construction, and design of buildings and other structures;
- The size of yards and open spaces within a lot or tract;
- The residential density of population;
- The setback of buildings along rights-of-way, parks, and public water frontages;
- The subdivision and development of land;
- Eliminate the minimum gross floor area requirements of single family detached dwellings and or reduce the requirements of the state building code; and
- Encourage and protect access to sunlight for solar energy systems. **(RCW 35.63.080)**

In addition to the preparation of this policy-level guidance as may be contained in the Comprehensive Plan, under state law the Planning Commission is charged with providing recommendations on **development regulations** that must be consistent with the Comprehensive Plan and focus on:

- Encourage the most appropriate use of land in the city
- Lessen traffic congestion and accidents
- Secure safety from fires
- Provide adequate light and air
- Prevent overcrowding of land, avoid undue concentration of population,
- promote coordinated development of unbuilt areas
- encourage the formation of neighborhood or community units
- secure enough land in new development for requirements of community life
- conserve and restore natural beauty and natural resources,
- encourage and protect sunlight for solar energy systems,
- Facilitate adequate provision of transportation, water, sewerage and other public uses and requirements including groundwater and public water supplies.
- And identify corrective actions related to drainage, flooding and stormwater to mitigate and cleanse surface waters **(RCW 35.63.090)**

**<u>Relationship to Auburn-Specific Provisions</u>**

Since at least the year 1952, the City has had both a Planning Commission and a Comprehensive Plan. Having a Comprehensive Plan was progressive at the time, since many jurisdictions did not one and there was no requirement or guidance on how the documents were organized, what they addressed, and also there was little reliance on the contents.

The City code section that establishes and governs the Planning Commission is found at ACC 2.45, (Planning Commission). See Attachment.

Since most of the Planning Commission format and responsibility is prescribed by State Planning Enabling laws, the City Code section is short (Only 3 paragraphs) and deals with the subject of how it will be constituted for the City of Auburn. The Commission will be composed of 7 members. The City has the ability to add an eighth member, but is generally not exercised since the odd number of members facilitates decision-making. The Commissioners serve for 3-year terms and may be re-appointed. The Planning Commission is subject to the same attendance and dismissal requirements as any other city-organized board (ACC 2.30, (Boards and Commissions Generally)).

The City's code also allows an "ex officio youth representative" but this has not been implemented. The youth representative would be an Auburn School district high school student in good standing that can participate in the proceedings but not vote on recommendations to be acted upon by the City Council.

In Auburn, the Planning Commission's responsibility is mainly **legislative actions**. A legislative action is one which will affect the entire community, not just an individual property owner or single piece of land. Examples include updating or revising the comprehensive plan and adopting zoning code text amendment ordinances. In these situations of changing the community's comprehensive plan or zoning code, the rules change for everyone. No one is seeking or being granted special consideration.

By contrast, a **quasi-judicial action** is an action which the decision maker is sitting "like a judge," evaluating a specific case or proposal submitted by an individual party or property owner. Examples include applications for variances, special use permits, and subdivisions. In each case, you are being asked to make a decision that affects an individual (or family, partnership, or corporation), but not the entire community. The only quasi-judicial actions the Planning Commission regularly addresses are changes to the adopted Comprehensive Plan map designation that affects a parcel or a few parcels (known as Comprehensive Plan map amendment) because it is a component of the Comprehensive Plan. Most quasi-judicial actions are the responsibility of the City's Hearing Examiner.

**Function of the Planning Commission**

Being a Planning Commissioner requires a serious time commitment because of the required preparation in advance of the meetings/hearings such as reviewing pages of information, drafts and analysis prepared by City staff and for the time spent participating in evening meetings and public hearings using parliamentary procedures.

The Planning Commission assists in helping to set the long-term direction or vision for the community's future. Although the Planning Commission is an advisory body and does not make final decisions, it is one of the most important groups in local government. In recent years, growth management, housing and environmental legislation have emphasized the importance of land use issues. The Planning Commission advises the community on these issues through recommendations on adoption or amendment of the comprehensive plan, and recommendations on city's subdivision, zoning, and shoreline and other development regulations. The public hearing conducted by the Planning Commission is the key opportunity for public participation.

Generally, an amendment of the comprehensive plan, or change to the city's subdivision, zoning, and shoreline regulations is identified by a City staff or by the City Council (except in the case of Comprehensive plan map amendments) and then the topic is scheduled for discussion by the Planning Commission on their monthly meeting agenda. At this discussion, staff may present analysis and information on different approaches and options, a comparison to other jurisdictions, a history of the topic and factors to considered, etc. Often during these discussions, the Planning Commission requests additional information to be provided by City staff at a subsequent meeting, to ensure that the Commission has a complete understanding of the topic.

When the subject is ready, the topic is scheduled for a public hearing to be conducted by the Planning Commission and staff completes the public noticing required by City code in advance of the public hearing (Land use action signs, mailers, newspaper ads, etc.). On the evening of the public hearing, the topic is introduced by a City staff presentation. Then, the Planning Commission opens the public hearing and invites verbal and written testimony on the topic. The Planning Commission understands that their role is to be open to all viewpoints and input and takes this responsibility very seriously. After taking all the testimony, the Planning Commission considers if they have enough information to make a recommendation and if they do, they close the public hearing and then deliberate to come up with a formal recommendation and the findings which support their recommendation. This recommendation and findings are then subsequently presented by City staff to the City Council to reach a final decision.

As notable from the steps outlined above, the public hearing conducted by the Planning Commission is the vital opportunity for community participation in the City's land use decision-making.

Attachment: Auburn City Code Section 2.45, Planning Commission

Chapter 2.45

PLANNING COMMISSION

Sections:



For statutory provisions on the creation of city planning commissions, see RCW 35.63.020 and 35.63.030; for provisions authorizing code cities to provide by ordinance for a planning agency, see RCW 35A.63.020.

**2.45.010 Membership– Term of office.**

A. The city planning commission shall consist of seven members to be appointed by the mayor and confirmed by the city council; provided, that the planning commission membership may be increased to eight members upon the mayor appointing and the city council confirming an eighth member. Members shall serve for a period of six years and expiration shall be designated to provide the fewest possible terms will expire in any one year; provided, that the term of office for any commission members appointed or reappointed after December 1, 2004, shall be three years from the date of appointment or reappointment. The planning commission will have such duties and responsibilities as set forth in Chapter 35A.63 RCW as amended. Copies shall be on file with the city clerk and made available at the public's request, the number in such manner as required by law.

B. There is established an ex officio youth representative position on the planning commission. This position shall be filled by the appointment of the mayor of a youth residing within the city's municipal limits who is a senior in high school, is in good scholastic standing, has no criminal record and is nominated by the superintendent of the Auburn school district from interested students attending a public or private high school located within the city. This position shall be nonvoting, but shall have all rights and privileges of a voting member to participate in all activities and functions of the commission except votes taken to recommend an action to the city council. A youth representative shall be appointed annually by the mayor, with the annual period of service to run from June of one year to June of the subsequent year. (Ord. 6290 § 1, 2010; Ord. 6159 § 1, 2008; Ord. 5879 § 3, 2004; Ord. 4676 § 1, 1994; 1957 code § 1.10.020.)

**2.45.020 Removal of members.**

Members of the commission shall be subject to removal in accordance with the provisions of Chapter 2.30 ACC as it currently exists or as it may be amended hereafter. Ex officio youth representatives of the commission shall also be subject to removal in accordance with the provisions of Chapter 2.30 ACC as it currently exists or as it may be amended hereafter. (Ord. 6290 § 1, 2010; Ord. 5803 § 7, 2003.)