CITY OF AUBURN WASHINGTON	**City Council Study Session Muni Services SFA** **March 28, 2022 - 5:30 PM** **City Hall Council Chambers and Virtual** **AGENDA** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

A. Public Participation

The Auburn City Council Study Session Meeting scheduled for Monday, March 28, 2022 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To attend the meeting virtually please click one of the below links, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

Zoom: https://us06web.zoom.us/j/83410094133

The public can also view the meeting on YouTube:

https://www.youtube.com/user/watchauburn/live/?nomobile=1

To join this meeting by phone, please use the below call-in information:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 834 1009 4133

B. Roll Call

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6853 (Tate) (5 Minutes)

An Ordinance amending Section 14.22.060 of the Auburn City Code (ACC) to create an exception to the Comprehensive Plan Amendment process for Annexations

B. Legislative Update (Hinman) (30 Minutes)

C. 4th Quarter 2021 Financial Report Update (Thomas) (20 Minutes)

IV. MUNICIPAL SERVICES DISCUSSION ITEMS

A. Ordinance No. 6856 (Caillier) (10 Minutes)

An Ordinance amending Section 10.36.268 of the Auburn City Code (ACC) related to vehicle parking for persons with disabilities

B. Police Annual Reports (Caillier) (30 Minutes)

Presentation of two Police Annual Reports; 2021 Annual Use of Force Review and 2021 Annual CIA Review

V. NEW BUSINESS

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.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6853 (Tate) (5 Minutes)

Date:
March 23, 2022

Department:
Community Development

Attachments:
Draft Ordinance No. 6853

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

Schedule Ordinance No. 6853 for action by City Council on April 4, 2022

Background for Motion:

Background Summary:

Chapters 35.10 and 35.13 of the Revised Code of Washington (RCW) establish the procedures and requirements that govern annexations. Within both RCW's there is recognition that a comprehensive plan may be amended in conjunction with the process for annexation. Auburn City Code (ACC) Chapter 14.22 establishes the process for amending Auburn's Comprehensive plan. ACC 14.22.060 sets for the exceptions to the comp plan amendment process. Amendments associated with an annexation are not included in the list of exceptions. Ordinance 6853 seeks to correct ACC 14.22.060 by recognizing that comp plan amendments that are associated with an annexation do not need to follow the amendment procedures outlined in Chapter 14.22 ACC.

Reviewed by Council Committees:

Councilmember: Stearns

Staff: Tate

Meeting Date: March 28, 2022

Item Number:

ORDINANCE NO. <u>6853</u>

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING SECTION 14.22.060 OF THE AUBURN CITY CODE TO CREATE AN EXCEPTION TO THE COMPREHENSIVE PLAN AMENDMENT PROCESS FOR ANNEXATIONS.

WHEREAS, Chapter 35.13 RCW establishes the procedures and requirements that govern annexation of unincorporated areas into incorporated areas; and

WHEREAS, Chapter 35.10 RCW establishes the procedures and requirements that govern annexation or transfer of areas from one city to another city; and

WHEREAS, Chapter 35A.14 RCW establishes the procedures and requirements that govern annexation of unincorporated areas into incorporated code cities; and

WHEREAS, Chapter 14.22 of the Auburn City Code ("ACC") establishes the local procedures and requirements for amending the comprehensive plan; and

WHEREAS, Section 14.22.060.C ACC lists the exceptions to the procedures for amending the comprehensive plan and does not identify annexation as an exception; and

WHEREAS, amendments to Section 14.22.060.C ACC are necessary in order to establish annexation as an exception to the comprehensive plan amendment process.

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

<u>Section 1.</u> **Amendment to City Code.** That Section 14.22.060 of the Auburn City Code is amended to read as attached in Exhibit A.

Section 2. **Constitutionality and Invalidity**. If any section, subsection sentence, clause, phrase, or portion of this Ordinance, is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

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

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

ATTEST:

____
NANCY BACKUS, Mayor

____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

____
Kendra Comeau, City Attorney
Published:

14.22.060 Amendments and exceptions.

A. The comprehensive plan may only be amended pursuant to this chapter, no more frequently than once each calendar year as part of the annual cycle established herein, except as provided in subsection C of this section.

B. All amendments shall be considered concurrently so as to assess their cumulative impact.

C. *Exceptions.* Pursuant to Chapter 35A.70 RCW, under the following circumstances, amendments may be processed separately and in addition to the annual amendment cycle:

1. If an emergency exists, which is defined as an issue of community-wide significance that addresses the public health, safety, and general welfare;

2. To resolve an appeal of a comprehensive plan filed with the Growth Management Hearings Board or with the court;

3. To adopt or amend a shoreline master program under the procedures set forth in Chapter 90.58 RCW;

4. The initial adoption of a subarea plan or new element to the comprehensive plan;

5. The amendment of the capital facilities plan may occur concurrently with the adoption or amendment of the city budget.

6. Amendments of the comprehensive plan that are conducted in conjunction with an annexation as set forth in Titles 35 and 35A RCW.

AGENDA BILL APPROVAL FORM

Agenda Subject:
4th Quarter 2021 Financial Report Update (Thomas) (20 Minutes)

Date:
March 15, 2022

Department:
Finance

Attachments:
Financial Report Through December 2021

Budget Impact:

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Reviewed by Council Committees:

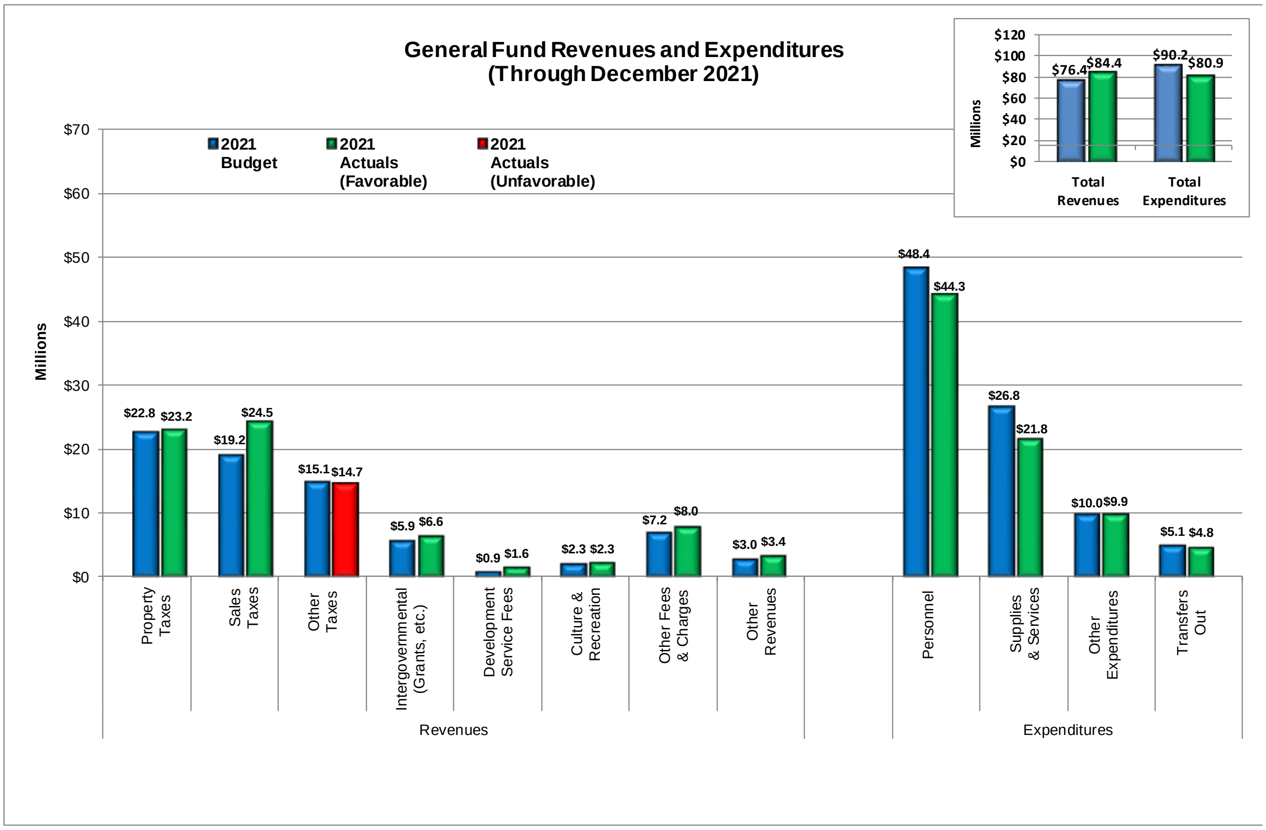
Councilmember: Baggett

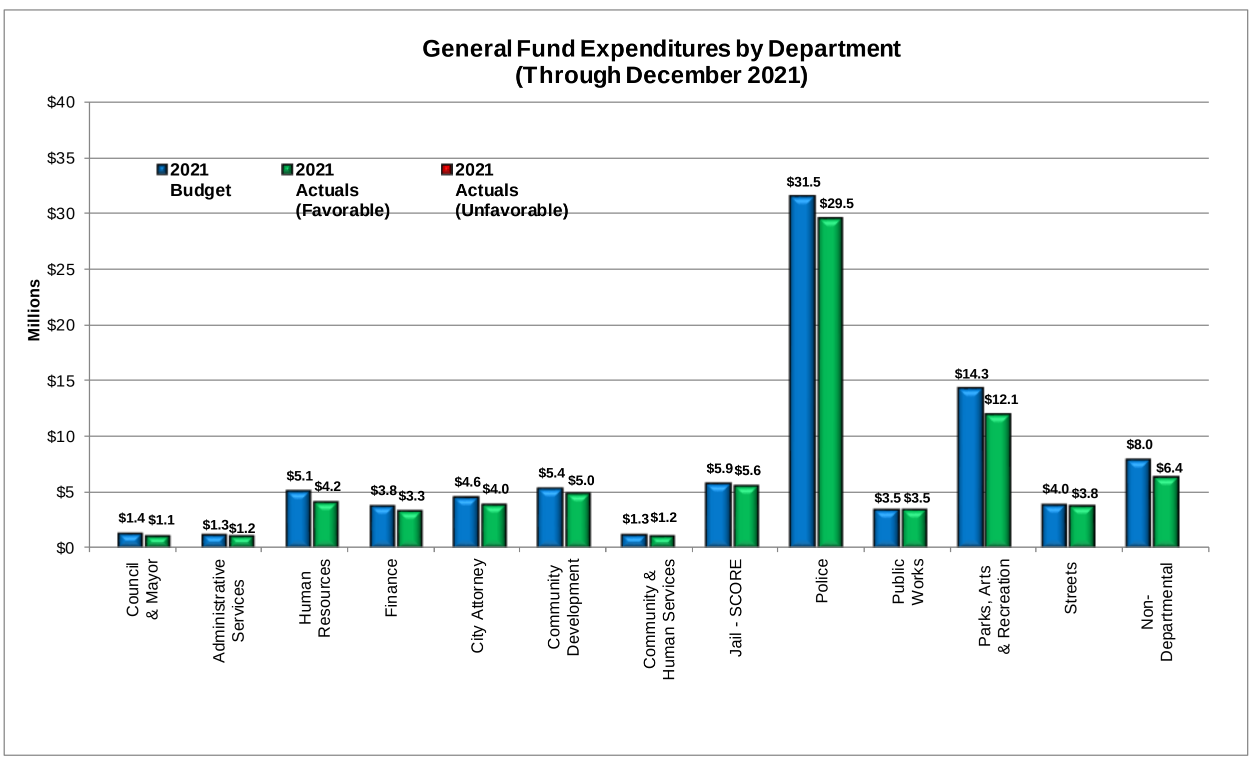
Staff: Thomas

Meeting Date: March 28, 2022

Item Number:

General Fund Summary





General Fund Summary of Sources and Uses	Page Ref	2021 Annual Budget	2021 YE Budget	2021 YE Actual	2020 YE Actual	2021 YE Budget vs. Actual Favorable (Unfavorable) Amount	Percentage
Operating Revenues							
Property Tax	6	$ 22,842,300	$ 22,842,300	$ 23,234,591	$ 22,445,340	$ 392,291	1.7 %
Retail Sales Tax	3, 6-8	16,947,000	16,947,000	21,602,471	18,855,889	4,655,471	27.5 %
Affordable Housing Sales Tax Credit		123,700	123,700	155,794	149,445	32,094	25.9 %
Sales Tax - Pierce County Parks		99,700	99,700	129,875	111,038	30,175	30.3 %
Criminal Justice Sales Tax		2,034,000	2,034,000	2,614,952	2,265,134	580,952	28.6 %
Brokered Natural Gas Tax		130,000	130,000	151,567	151,369	21,567	16.6 %
City Utilities Tax	3, 8-10	6,471,400	6,471,400	6,372,408	4,540,292	(98,992)	(1.5) %
Admissions Tax	10	320,000	320,000	169,752	209,091	(150,248)	(47.0) %
Electric Tax	8-10	3,723,200	3,723,200	3,790,297	4,206,456	67,097	1.8 %
Natural Gas Tax	8-10	1,116,900	1,116,900	1,082,748	1,254,700	(34,152)	(3.1) %
Cable Franchise Fee		876,900	876,900	912,416	902,977	35,516	4.1 %
Cable Utility Tax		960,000	960,000	962,553	1,149,682	2,553	0.3 %
Cable Franchise Fee - Capital		60,000	60,000	57,104	61,346	(2,896)	(4.8) %
Telephone Tax	8-10	765,400	765,400	679,925	1,122,804	(85,475)	(11.2) %
Solid Waste Tax (external)	8-10	112,500	112,500	196,733	231,046	84,233	74.9 %
Leasehold Excise Tax		210,000	210,000	222,050	224,090	12,050	5.7 %
Gambling Excise Tax	11	307,000	307,000	124,965	109,986	(182,035)	(59.3) %
Taxes sub-total		**$ 57,100,000**	**$ 57,100,000**	**$ 62,460,200**	**$ 57,990,683**	**$ 5,360,200**	**9.4 %**
Business License Fees	11-12	$ 385,400	$ 385,400	$ 424,315	$ 353,802	$ 38,915	10.1 %
Building Permits	12-13	858,400	858,400	1,293,979	835,588	435,579	50.7 %
Other Licenses & Permits		785,600	785,600	1,218,809	897,189	433,209	55.1 %
Intergovernmental (Grants, etc.)	4, 14	5,927,620	5,927,620	6,589,515	10,223,904	661,895	11.2 %
Charges for Services:	15-17						
General Government Services	15	3,474,060	3,474,060	3,329,054	2,971,348	(145,006)	(4.2) %
Public Safety	15	929,900	929,900	1,270,737	1,109,581	340,837	36.7 %
Development Services Fees	15-16	896,100	896,100	1,626,502	955,824	730,402	81.5 %
Culture and Recreation	15-17	2,282,630	2,282,630	2,339,300	1,638,185	56,670	2.5 %
Fines and Penalties	17-18	722,200	722,200	434,042	635,209	(288,158)	(39.9) %
Fees/Charges/Fines sub-total		**$ 16,261,910**	**$ 16,261,910**	**$ 18,526,253**	**$ 19,620,631**	**$ 2,264,343**	**13.9 %**
Interest and Investment Earnings	19	$ 138,800	$ 138,800	$ 95,542	$ 506,385	$ (43,258)	(31.2) %
Rents and Leases	19	924,700	924,700	1,127,408	432,432	202,708	21.9 %
Contributions and Donations	19	28,000	28,000	31,182	30,945	3,182	11.4 %
Other Miscellaneous	19	217,800	217,800	241,751	200,414	23,951	11.0 %
Transfers In		1,595,900	1,595,900	1,538,372	2,081,527	(57,528)	(3.6) %
Insurance Recoveries - Capital & Operating		100,000	100,000	406,067	189,322	306,067	306.1 %
Other Revenues sub-total		**$ 3,005,200**	**$ 3,005,200**	**$ 3,440,323**	**$ 3,441,025**	**$ 435,123**	**14.5 %**
Total Operating Revenues		**$ 76,367,110**	**$ 76,367,110**	**$ 84,426,776**	**$ 81,052,339**	**$ 8,059,666**	**10.6 %**
Operating Expenditures							
Council & Mayor		$ 1,372,602	$ 1,372,602	$ 1,130,366	$ 950,412	$ 242,236	17.6 %
Administration		1,302,028	1,302,028	1,195,017	3,408,641	107,011	8.2 %
Human Resources		1,981,431	1,981,431	1,745,216	1,598,724	236,215	11.9 %
Municipal Court & Probation		3,160,261	3,160,261	2,473,775	2,675,734	686,486	21.7 %
Finance		3,833,612	3,833,612	3,342,944	3,086,689	490,668	12.8 %
City Attorney		4,624,809	4,624,809	3,959,192	2,360,532	665,617	14.4 %
Community Development		5,435,908	5,435,908	4,970,932	4,294,915	464,976	8.6 %
Community & Human Services (Comm Devel)		1,294,797	1,294,797	1,188,683	992,927	106,114	8.2 %
Jail - SCORE		5,851,600	5,851,600	5,583,799	4,565,099	267,801	4.6 %
Police		31,522,421	31,522,421	29,535,230	28,456,544	1,987,191	6.3 %
Public Works		3,529,062	3,529,062	3,450,243	3,628,787	78,819	2.2 %
Parks, Arts & Recreation		14,307,108	14,307,108	12,050,998	10,770,987	2,256,110	15.8 %
Streets		3,992,068	3,992,068	3,786,304	3,546,286	205,764	5.2 %
Non-Departmental		7,971,570	7,971,570	6,449,917	2,750,054	1,521,653	19.1 %
Total Operating Expenditures		**$ 90,179,277**	**$ 90,179,277**	**$ 80,862,617**	**$ 73,086,331**	**$ 9,316,660**	**10.3 %**

Executive Summary

This report provides an overview of the City's overall financial position for the fiscal period ending December 31, 2021, reflecting financial data available as of February 10, 2022.

General Fund:

Due to the COVID-19 pandemic, some General Fund revenues were lower than the pre-pandemic levels. During 2021, various restrictions were implemented at the state and local level in terms of occupancy limits, vaccination requirements, and mask mandates, all of which are thought to have either directly or indirectly affected the local economy.

In late March, both King and Pierce counties advanced to Phase III of the state's Healthy Washington Roadmap to Recovery plan. Phase III allowed businesses to have indoor dining occupancy up to 50%; retail, fitness and competitive sports at 50% occupancy; and indoor entertainment venues like theaters, concerts, museums, bowling alleys, cardrooms, zoos, etc. were allowed to reopen with restrictions. At the end of June, Washington state reopened under the Washington Ready plan. Industry sectors previously covered by the Roadmap to Recovery or the Safe Start plan (with limited exceptions) were allowed to return to usual capacity and operations. Throughout the third quarter of 2021, businesses were able to resume normal operations but some businesses continued to have modified hours and/or capacity restrictions. Effective in October 2021, all restaurants in King County were to require indoor dining patrons to show proof of vaccination. The indoor mask mandate also continued throughout Q4-2021.

Note: In 2020 to help close the revenue gap due to the COVID-19 pandemic, the City implemented several short-term policy changes in 2020. All of those policy changes were discontinued in 2021.

Overall, General Fund revenues collected through Q4-2021 totaled $84.4 million as compared to a year end budget of $76.4 million, and were $8.1 million, or 10.6% above budget expectations.

Notable variances to the 2021 budget include:

- Retail Sales Tax: The sales tax report through December 2021 (which is provided as an attachment to this report) reflects amounts remitted to the City of Auburn based on sales from November 2020 through October 2021. Total retail sales tax revenue collected through December 2021 totaled $21.6 million and was $4.7 million, or 27.5%, above budget. Collections in 2021 were $2.7 million, or 14.6%, more than what was collected in 2020. The retail trade, automotive, and the services categories reported the highest increases in sales in 2021. **[*pages 6-8*]**

- In 2021, City Council increased the City utility tax rate from 7.0% to 10.0%. 1.0% of utility tax revenue continued to support the Arterial Street Preservation Fund while this change increased General Fund tax revenues for Water, Sewer, Storm and Solid Waste services from the previous 6.0% to 9.0%. City utility tax revenues through Q4-2021 were $0.1 million unfavorable to budget although they were $1.8 million higher than what was collected in 2020. **[*pages 8-10*]**

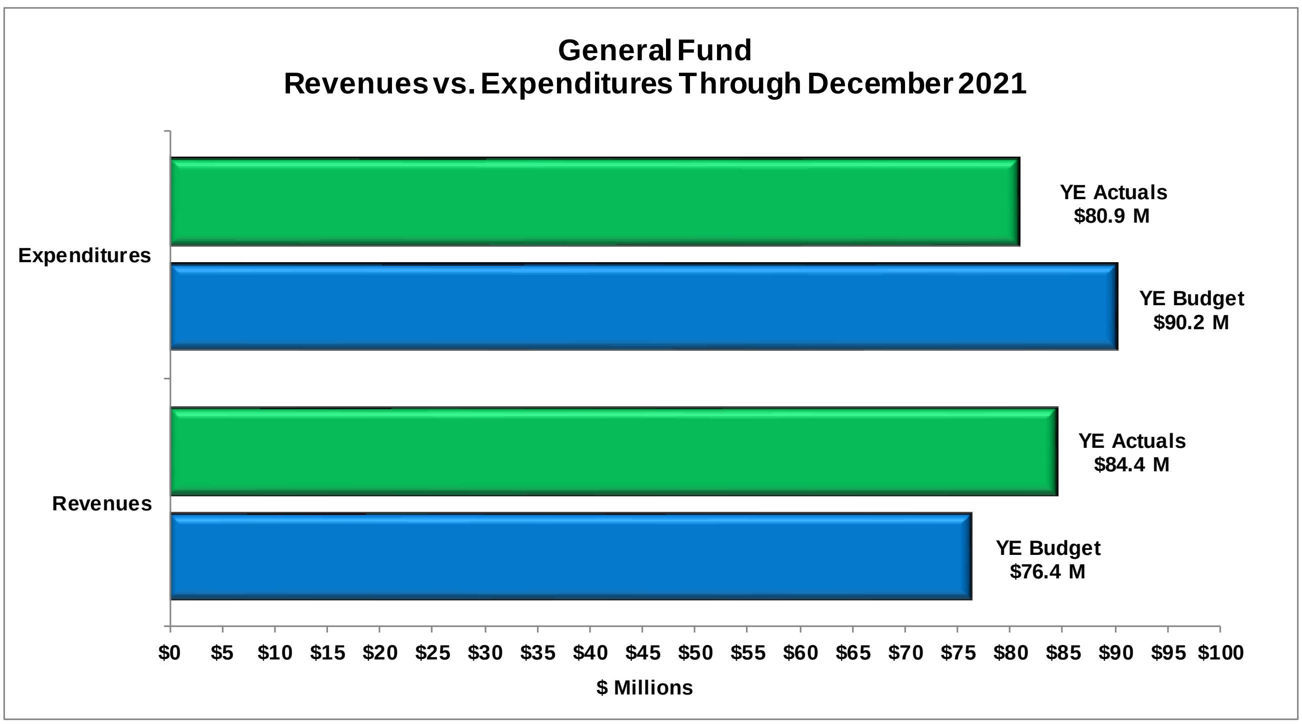
- Building permit revenues collected in 2021 totaled $1.3 million and were $436,000, or 50.7%, above budget. There were four significant commercial projects in the City that contributed to higher-than-anticipated revenues this year, including the replacement of two elementary schools. The total number of building permits issued in 2021 totaled 515, which is 40 more (8.4%) than the number issued in 2020. **[*pages 12-13*]**

- Intergovernmental revenues collected in 2021 totaled $6.6 million and were $662,000 favorable to budget. The majority of this variance was due primarily to the unbudgeted receipt of $500,000 in Streamlined Sales Tax mitigation monies. **[*page 14*]**

- Development services revenues collected in 2021 totaled $1.6 million and were $730,000 higher than budget. This variance was primarily due to higher than anticipated revenues received for plan check fees; these totaled $887,000, representing the highest year of revenues collected since 2015. **[*pages 15-16*]**

General Fund expenditures through Q4-2021 totaled $80.9 million compared to a budget of $90.2 million, representing a $9.3 million favorable variance to budget. All departments operated within their budgets in 2021.

Of this favorable variance to budget, $4.5 million was due to underspends in services and charges, including charges for 911 services paid to Valley Communications, payments to the King County District Court for services rendered, reduced expenditures in the Parks Department due to suspended and/or reduced services due to the pandemic, as well as cost savings in travel expenditures also due to the pandemic. An additional $4.1 million of the favorable variance was due to staff vacancies and medical and dental benefit cost savings.



Street Funds:

The City's three street funds are special revenue funds wherein the revenue sources and expenditures are legally restricted. These funds are used for street capital construction projects, as well as local and arterial street repair and preservation projects. Historically, the majority of expenditures in all three street funds occur during the second half of the year when weather conditions are optimal for pavement construction. Variances in budget and actuals between years are generally due to the schedule and level of activity on projects in the fund, and the timing of grant reimbursements and other funding.

In 2021, **Arterial Street Fund** revenues totaled $3.5 million as compared to revenues of $2.6 million in 2020, while expenditures totaled $3.7 million as compared to expenditures of $3.1 million in 2020. **[pages 22–23]**

Local Street Fund revenues of $1.5 million compare to revenues of $1.9 million in 2020. Expenditures in 2021 were $1.5 million as compared with $1.2 million in 2020. **[pages 24–25]**

Lastly, **Arterial Street Preservation Fund** revenues totaled $3.5 million in 2021. Expenditures totaled $4.0 million compared to $2.3 million through last year. **[pages 26–27]**

Enterprise Funds:

The City's enterprise funds account for operations with revenues primarily provided from user fees, charges or contracts for services.

The **Water Fund** ended 2021 with operating income of $4.9 million, approximately $541,000 below the same period last year due to increased expenditures. **[page 29]**

The **Sewer Fund** had operating income of $1.1 million in 2021 versus $1.9 million last year. Increased consumption revenues were offset by interfund utility taxes and increased personnel costs, leading to a decrease in operating income from 2020. **[page 30]**

Through December 2021 the **Stormwater Fund** had operating income of $2.3 million compared to $3.3 million in 2020; this variance is largely due to increased interfund utility taxes, personnel costs, fleet and support costs. **[page 30]**

The **Solid Waste Fund** had an operating loss of $2.4 million in 2021 compared to a loss of $114,000 in 2020; higher service revenues were offset by increased payments to the City's primary solid waste vendor and interfund utility taxes. **[pages 30-32]**

The **Airport Fund** experienced operating income of $347,000 through December 2021, compared to $604,000 last year. This variance is largely attributable to fuel inventory purchases, as well as personnel, fleet, and repair and maintenance costs. **[page 32]**

The **Cemetery Fund** had operating income of $597,000 in 2021, compared with operating income of $228,000 last year. This increase in largely attributable to increased sales revenues. **[page 32]**

Internal Service Funds:

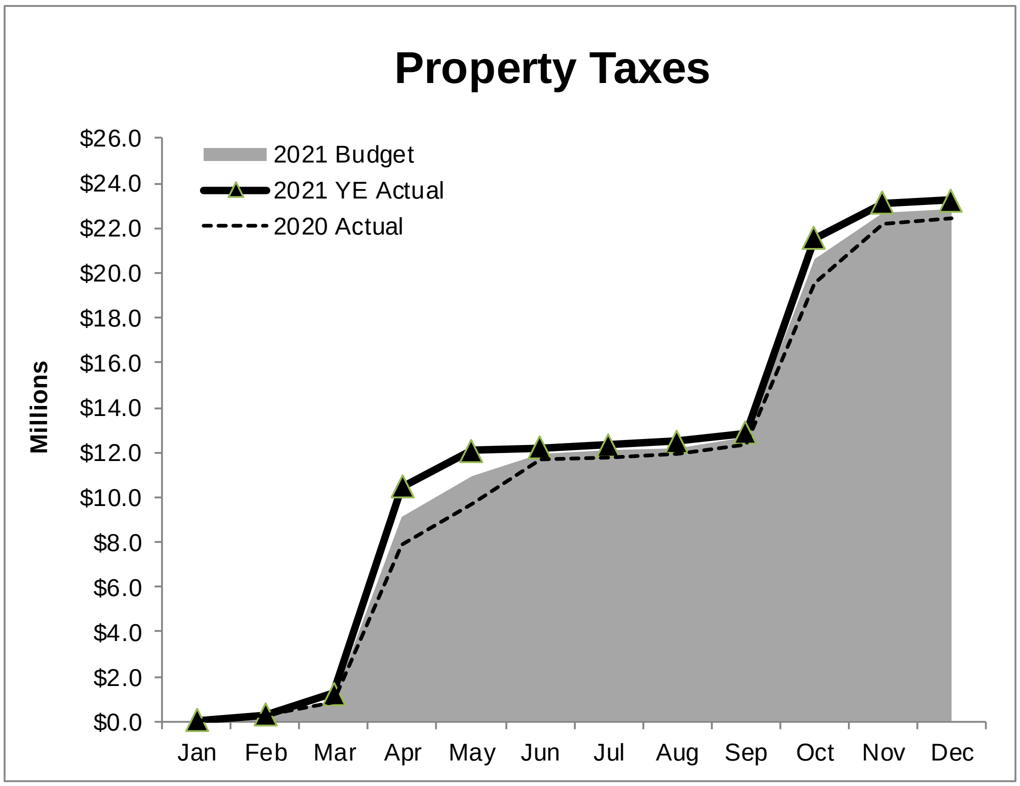
Internal service funds provide services to other City departments and include functions such as Insurance, Worker's Compensation, Facilities, Innovation & Technology, and Equipment Rental. No significant variances were reported in these funds in 2021. **[page 32]**

General Fund

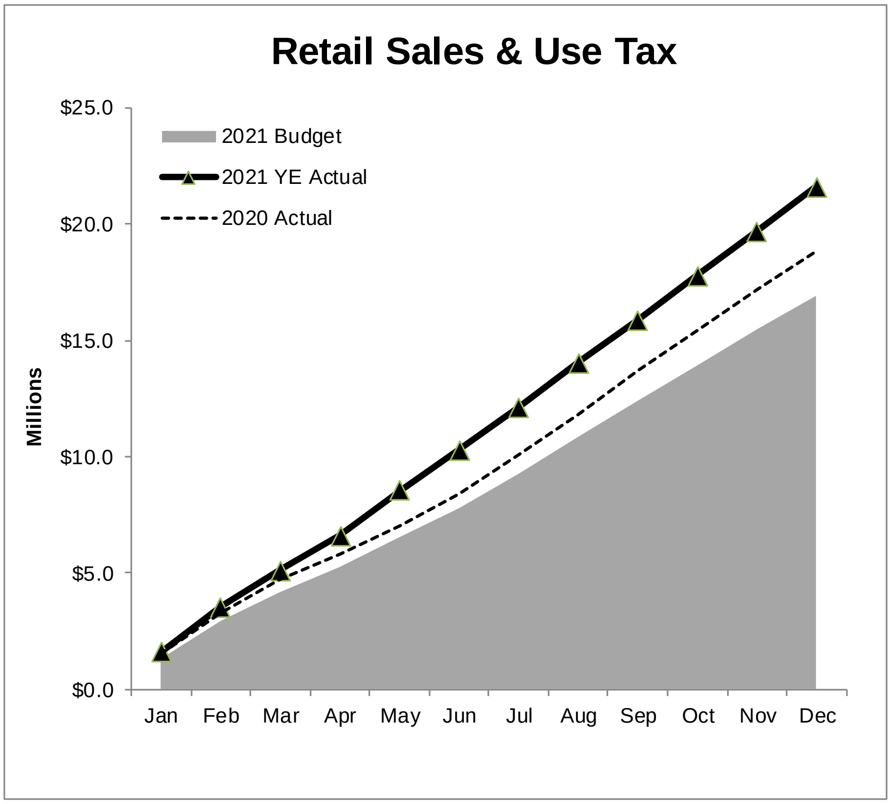
Revenues

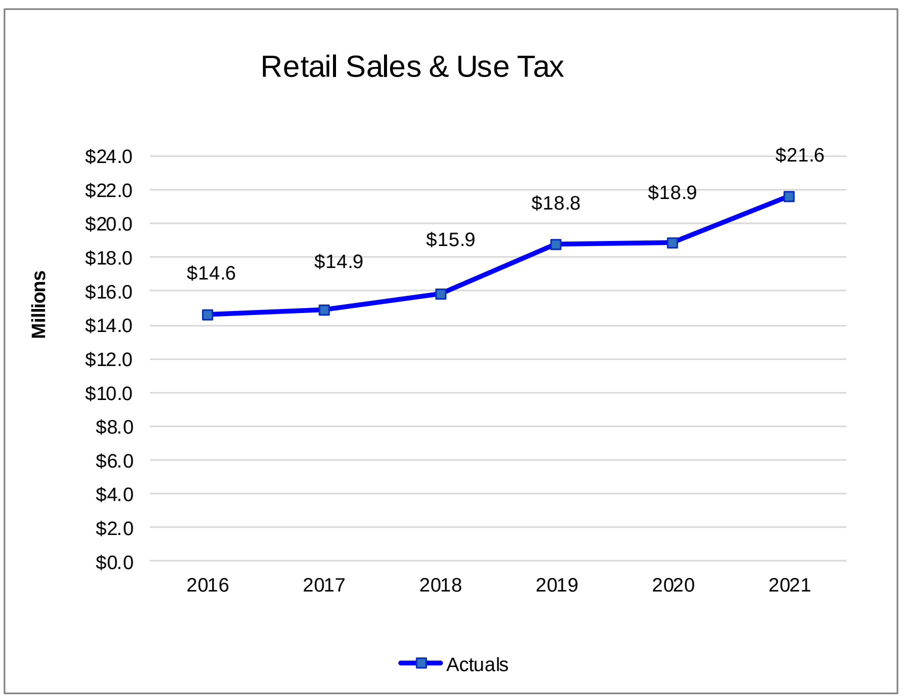
The combined total of property, sales/use, utility, gambling, and admissions taxes provides over 70% of all resources supporting general governmental activities. The following section provides additional information on these sources.

Property Tax collections in 2021 totaled $23.2 million as compared to a budget of $22.8 million. As depicted in the graphic below, the majority of property taxes are collected during the months of April and October, coinciding with the due dates for the County property tax billings. The COVID-19 pandemic had minimal, if any, impact to property tax revenues.



Retail Sales Tax collections through Q4-2021 totaled $21.6 million, representing taxes remitted to the City of Auburn based on sales from November 2020 through October 2021. Due to the COVID-19 pandemic, the 2021 retail sales tax revenue projection was reduced to account for expected business closures and/or occupancy restrictions combined with a slower economy due to higher than usual unemployment rates. However, due to stronger than anticipated sales in several categories (including retail trade, automotive and services), sales tax revenues collected in 2021 were $4.7 million, or 27.5%, higher than budgeted. As depicted on the graphic on the following page, 2021 sales tax revenues were higher than the prior five years – and, in fact, 2021 sales tax collections were the highest on record for the City of Auburn.





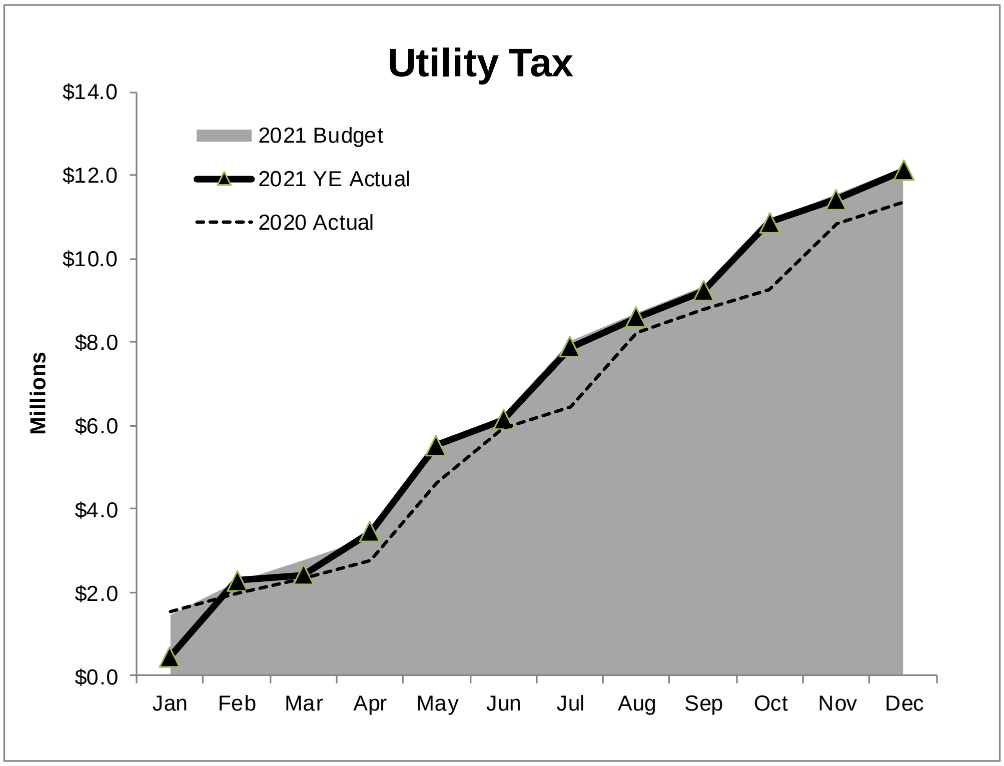
Note: *The increase in sales tax revenue from 2018 to 2019 was primarily due to a policy change whereby sales tax on construction revenue is retained in the General Fund; previously, a portion was transferred to street funds. Of the year-over-year increase in sales tax revenue depicted in the graphic above from 2018 to 2019, $2.2 million of the $2.9 million increase was due to this policy change.*

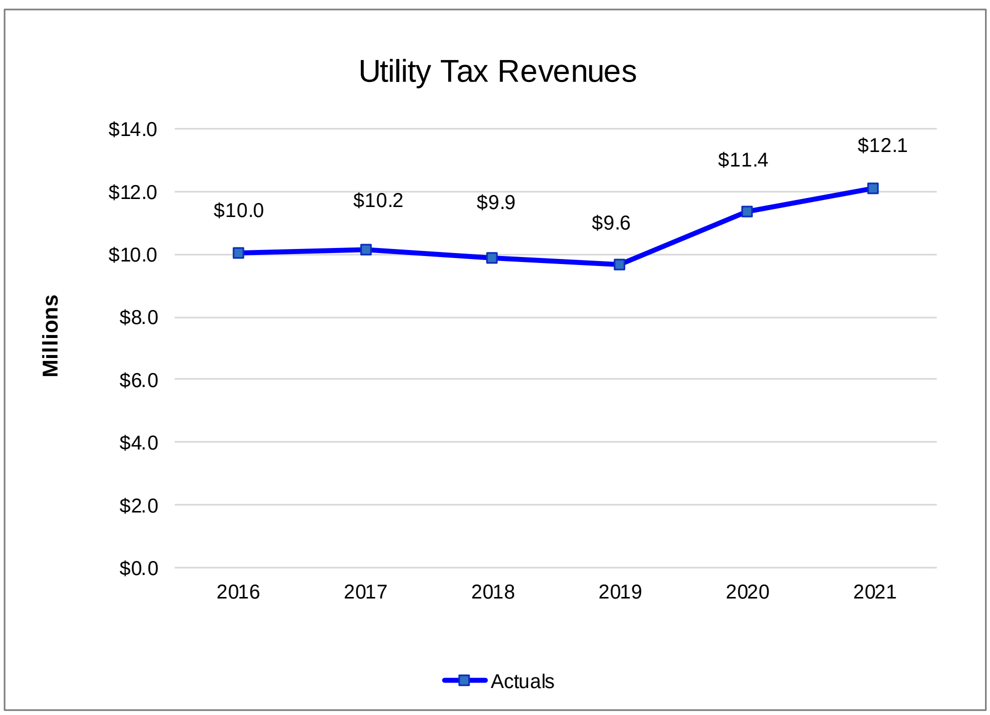
The following table breaks out the City's retail sales taxes by major business sector.

Comparison of Retail Sales Tax Collections by Group Through December				
Component Group	**2020 Actual**	**2021 Actual**	**Change from 2020**	
			Amount	**Percentage**
Construction	$ 3,068,164	$ 3,034,111	$ (34,053)	(1.1) %
Manufacturing	389,637	501,480	111,843	28.7 %
Transportation & Warehousing	197,189	373,108	175,919	89.2 %
Wholesale Trade	1,346,271	1,423,595	77,323	5.7 %
Automotive	3,826,981	4,555,224	728,244	19.0 %
Retail Trade	5,499,535	6,461,966	962,431	17.5 %
Services	4,220,223	4,924,232	704,009	16.7 %
Miscellaneous	307,887	409,506	101,619	33.0 %
YE Total	$ 18,855,888	$ 21,683,222	$ 2,827,334	15.0 %

Citywide retail sales tax revenues collected in 2021 were $2.8 million, or 15.0%, more than collections in 2020. The greatest year-over-year revenue increases were in the retail trade and automotive sectors.

Utility Taxes consist of interfund taxes on City utilities (Water, Sewer, Storm and Solid Waste) and taxes on external utilities (Electric, Natural Gas, Telephone and Solid Waste). As noted on page 3 of this report, Council increased the City utility tax rate from 7.0% to 10.0% effective in 2021. While 1.0% of this tax revenue continues to support the Arterial Street Preservation Fund, this change increased General Fund tax revenue for Water, Sewer, Storm and Solid Waste services from the previous 6.0% to 9.0%. Overall, City utility tax revenues collected through December 2021 were $1.8 million more than what was collected through December 2020. The year-over-year increase was predominately due to the rate change.

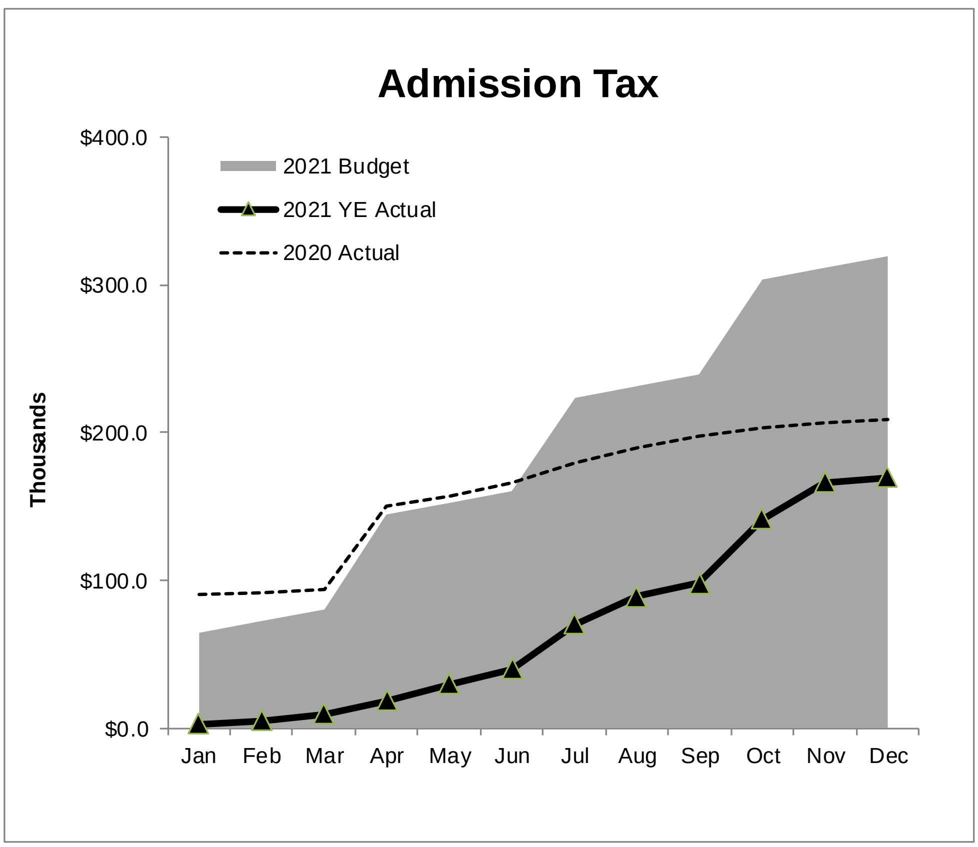

Utility Tax
$14.0
$12.0
$10.0
$8.0
$6.0
$4.0
$2.0
$0.0
Millions
2021 Budget
2021 YE Actual
2020 Actual
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec


Utility Tax Revenues
$14.0
$12.0
$10.0
$8.0
$6.0
$4.0
$2.0
$0.0
Millions
$10.0
$10.2
$9.9
$9.6
$11.4
$12.1
2016
2017
2018
2019
2020
2021
Actuals

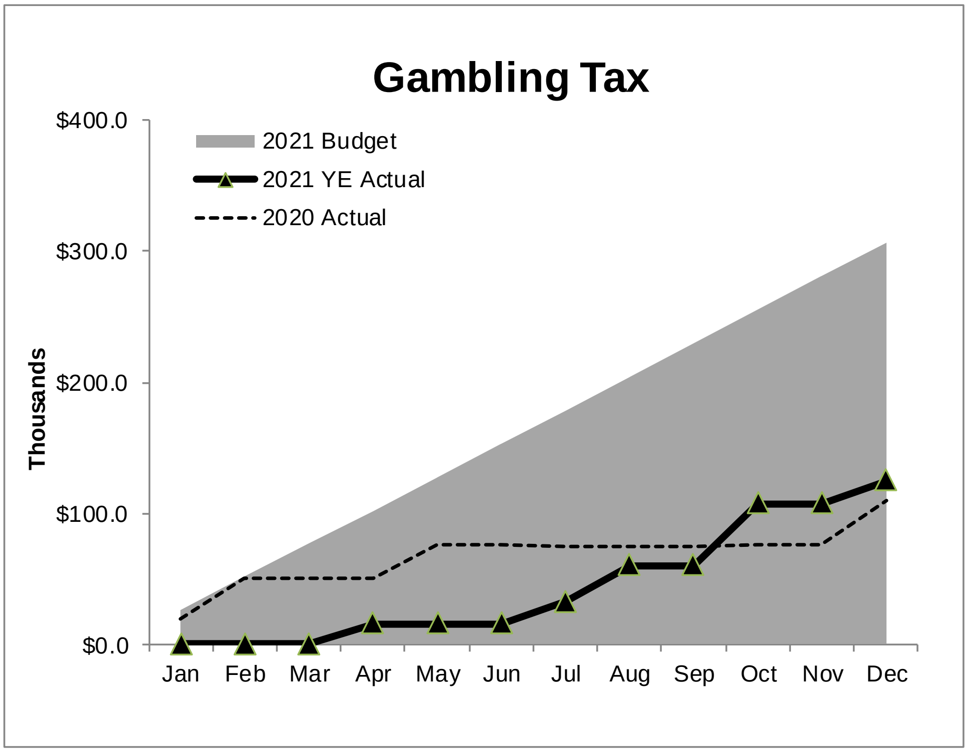
The table below demonstrates the various utility tax revenues and show actual revenues compared to budget.

Utility Tax by Type Through December 2021							
	2020	2021	2021	2021 vs. 2020 Actual		2021 vs. Budget	
Utility Tax Type	YE Actual	YE Budget	YE Actual	Amount	Percentage	Amount	Percentage
City Interfund Utility Taxes	$ 4,540,292	$ 6,471,400	$ 6,372,408	$ 1,832,116	40.4 %	$ (98,992)	(1.5) %
Electric	4,206,456	3,723,200	3,790,297	(416,159)	(9.9) %	67,097	1.8 %
Natural Gas	1,254,700	1,116,900	1,082,748	(171,952)	(13.7) %	(34,152)	(3.1) %
Telephone	1,122,804	765,400	679,925	(442,879)	(39.4) %	(85,475)	(11.2) %
Solid Waste (external)	231,046	112,500	196,733	(34,313)	(14.9) %	84,233	74.9 %
YE Total	$ 11,355,297	$ 12,189,400	$ 12,122,110	$ 766,813	6.8 %	$ (67,290)	(0.6) %

An **Admission Tax** of 5.0% is placed on charges for general admission, season tickets, cover charges, etc. Admission tax revenues collected through December 2021 totaled $170,000 and were $150,000 unfavorable to budget. This is due in part to COVID-19 restrictions, whereby some entertainment businesses did not reopen until the second quarter of 2021. For example, the primary remitter of admission tax to the City of Auburn is the Auburn Regal Cinema at the Outlet Collection mall. The theater was closed during the first quarter of this year, and taxes that were remitted in the remaining quarters were approximately ½ of the pre-pandemic collection rate.

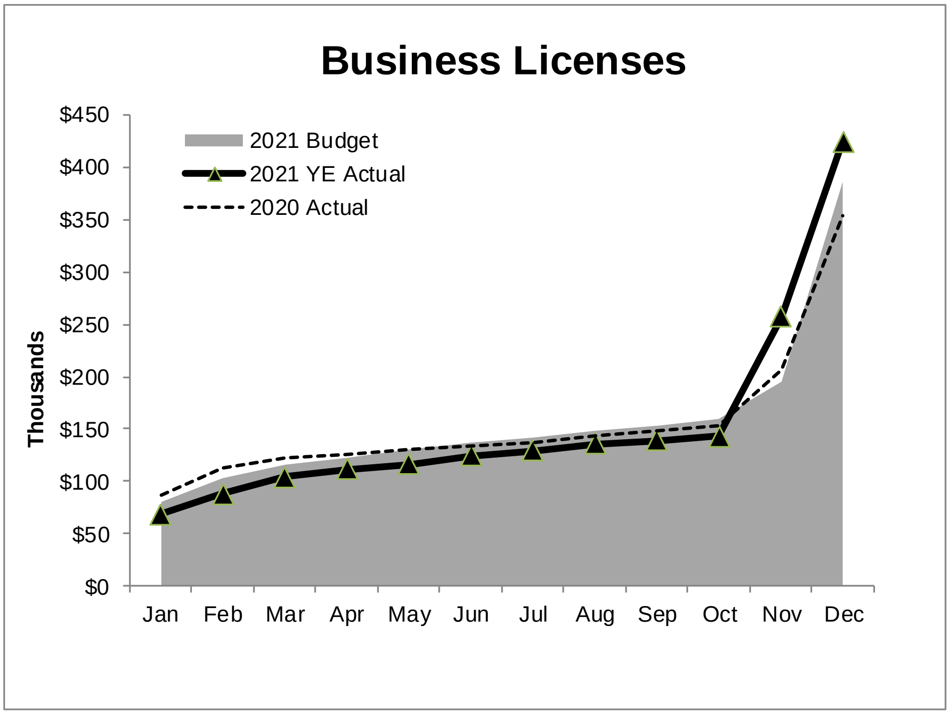


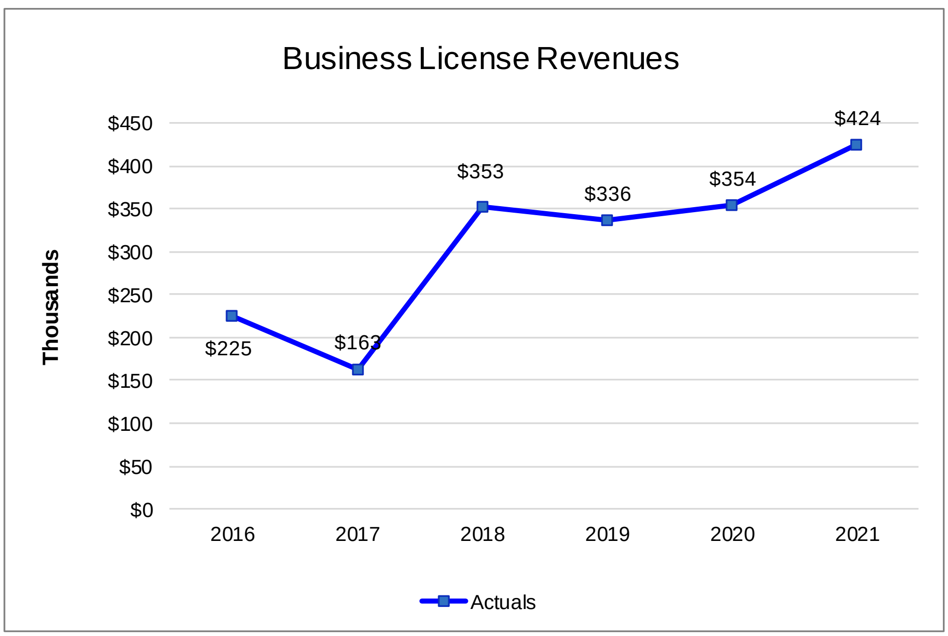
Gambling Tax applies to all card games, punch board games, pull tabs, bingo games, raffles and amusement games played within City limits. Due to COVID-19 occupancy limitations, some of these establishments did not reopen for business until the latter part of Q1-2021 and many opened at a reduced capacity. While capacity limitations were lifted at the end of Q2, the effects on these entertainment style activities continue to be evident due to reduced receipts compared to normal levels.



Licenses and Permits include business licenses, building permits, plumbing, electric and other licenses and permit fees. Building permit fees and business licenses make up approximately 70% of the annual budgeted revenue in this category.

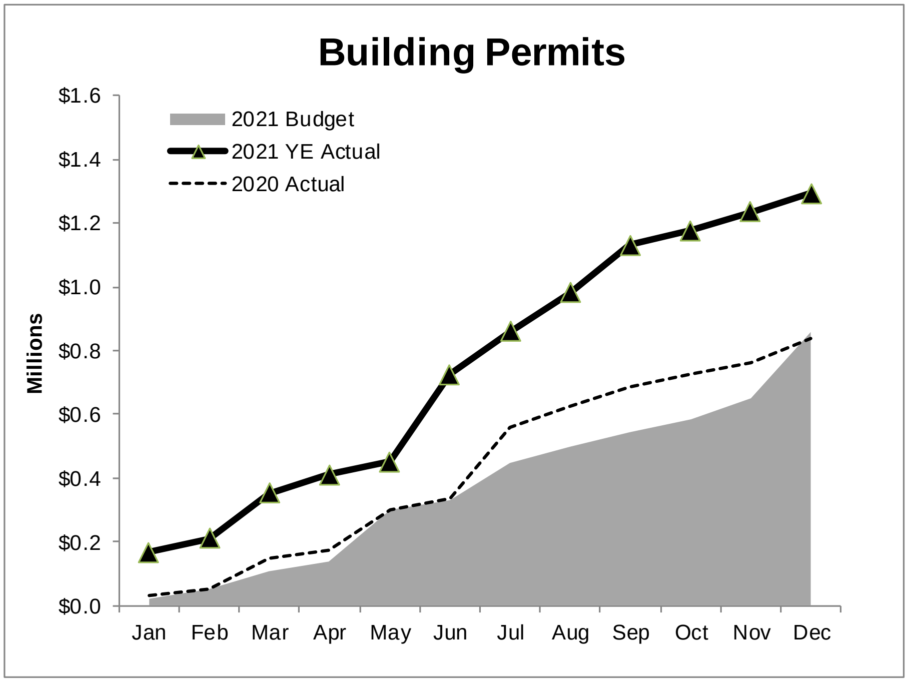
The City charges an annual fee of $100 for a **Business License** for each business that is located within the City. The City typically sends out the renewals for the following year around December of each year. Therefore, the majority of these revenues are collected in December for the following year or in January in the current year. Business license revenues collected through Q4-2021 totaled $424,000 and were $39,000, or 10.1%, favorable to budget.

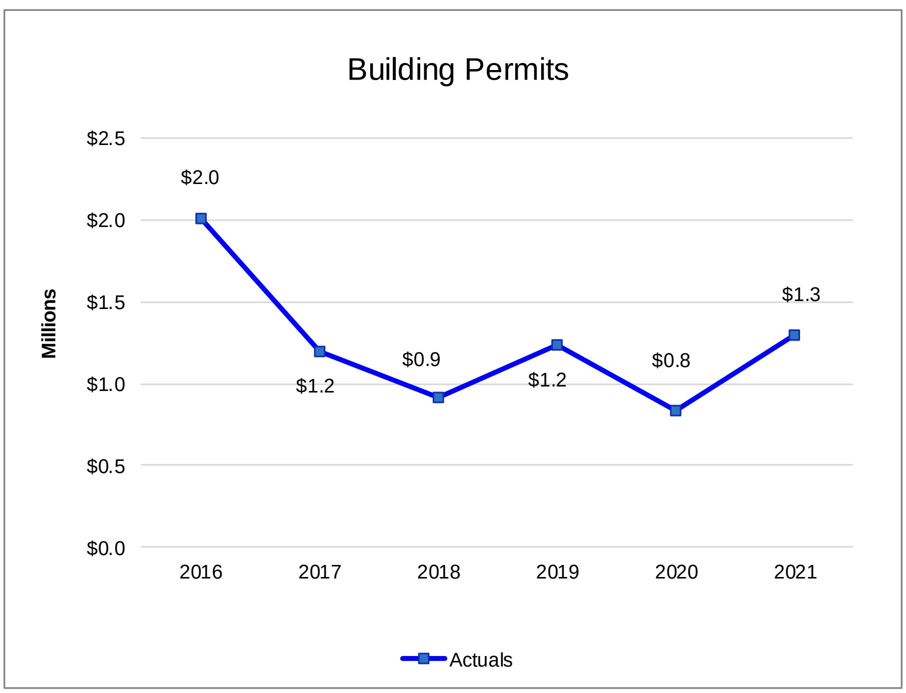




Building Permit revenues collected in 2021 totaled $1.3 million and were $436,000 favorable to budget. A total of 515 building permits were issued in 2021 compared to 475 building permits issued in 2020, representing an 8.4% increase in permitting volumes. Of the building permit revenues collected in 2021, 61% were attributable to commercial projects and the remaining 39% were predominately single-family housing permits.

There were several large projects that contributed to the building permit revenues in 2021 – most notably the permitting for the new Logisticenter and Prologis businesses in Auburn. In addition, 2021 included the permitting for the replacement of Lea Hill Elementary School and the replacement of Chinook Elementary School as well as numerous building permits for Boeing. There were also dozens of new homes permitted in the City in 2021 including several homes in North Ridgeview Estates, Forest Glen, Huntington Woods and the Aston Park community. As depicted in the graphic below, building permit revenues collected in 2021 were the highest seen since 2016.

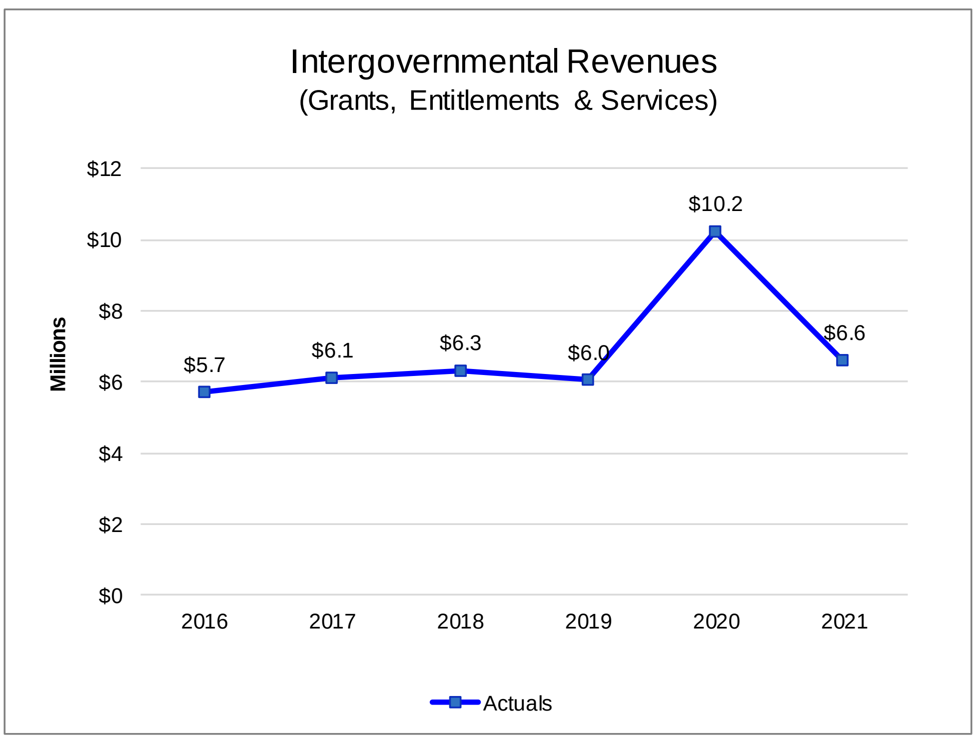




Intergovernmental revenues include grants and stimulus monies (direct and indirect federal, state and local), revenue from the Muckleshoot Indian Tribe (MIT) compact as well as state shared revenues. Collections through Q4-2021 totaled $6.6 million and were $662,000 favorable to budget expectations. Most of this favorable variance was due to the unbudgeted receipt of $500,000 for Streamlined Sales Tax mitigation monies collected in September and December 2021.

Intergovernmental Revenues (Grants, Entitlements & Services)
Through December 2021

Revenue	2020 YE Actual	2021 YE Budget	2021 YE Actual	2021 vs. 2020 Actual Amount	2021 vs. 2020 Actual % Change	2021 vs. Budget Amount	2021 vs. Budget % Change
Federal Grants	$ 4,098,926	$ 139,580	$ 118,696	$(3,980,230)	(97.1) %	$ (20,884)	(15.0) %
State Grants	155,813	260,800	88,035	(67,777)	(43.5) %	(172,765)	(66.2) %
Interlocal Grants	468,349	489,840	440,385	(27,964)	0.0 %	(49,455)	(10.1) %
Muckleshoot Casino Services	1,721,249	925,000	1,157,990	(563,259)	(32.7) %	232,990	25.2 %
One-Time Allocation (SB 5092)	0	331,500	331,542	331,542	N/A %	42	0.0 %
State Shared Revenues:							
Streamlined Sales Tax	494,830	1,000,000	1,500,237	1,005,408	203.2 %	500,237	50.0 %
Motor Vehicle Fuel Tax	1,498,329	1,046,300	1,046,790	(451,539)	(30.1) %	490	0.0 %
Criminal Justice - High Crime	228,428	212,200	250,148	21,720	9.5 %	37,948	17.9 %
Criminal Justice - Population	25,601	26,600	27,323	1,722	6.7 %	723	2.7 %
Criminal Justice - Special Prog.	91,623	97,400	97,288	5,665	6.2 %	(112)	(0.1) %
Marijuana Excise Tax	172,010	183,600	189,789	17,779	10.3 %	6,189	3.4 %
State DUI	11,878	11,800	13,602	1,724	14.5 %	1,802	15.3 %
Fire Insurance Tax	85,819	87,500	98,371	12,552	14.6 %	10,871	12.4 %
Liquor Excise	515,087	465,500	581,922	66,835	13.0 %	116,422	25.0 %
Liquor Profit	655,964	650,000	647,396	(8,568)	(1.3) %	(2,604)	(0.4) %
Total State Shared:	3,779,568	3,780,900	4,452,866	673,298	17.8 %	671,966	17.8 %
YE Total	$ 10,223,904	$ 5,927,620	$ 6,589,515	$(3,634,390)	(35.5) %	$ 661,895	11.2 %



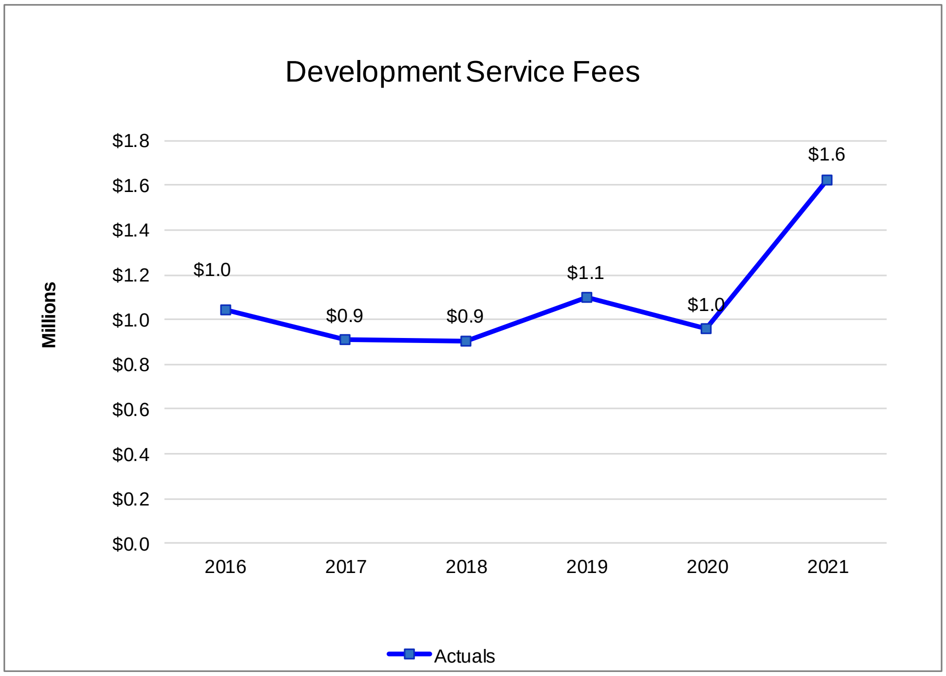
Charges for Services consist of general governmental service charges, public safety charges, development service fees, and culture and recreation fees. Total charges for services collected in 2021 totaled $8.6 million and was $983,000, or 13.0%, more than budgeted.

Charges for Services by Type Through December 2021							
	2020	2021	2021	2021 vs. 2020 Actual		2021 vs. Budget	
Revenue	YE Actual	YE Budget	YE Actual	Amount	Percentage	Amount	Percentage
General Government	$ 2,971,348	$ 3,474,060	$ 3,329,054	$ 357,706	12.0 %	$ (145,006)	(4.2) %
Public Safety	1,109,581	929,900	1,270,737	161,156	14.5 %	340,837	36.7 %
Development Services	955,824	896,100	1,626,502	670,678	70.2 %	730,402	81.5 %
Culture & Recreation	1,638,185	2,282,630	2,339,300	701,115	42.8 %	56,670	2.5 %
YE Total	$ 6,674,939	$ 7,582,690	$ 8,565,593	$ 1,890,654	28.3 %	$ 982,903	13.0 %

The General Government revenue category primarily includes the interfund assessment for the salary and benefit costs for support departments (Finance, Human Resources and the Legal Department). Salary and benefit costs for these support departments are charged to the respective General Fund home department and a portion of those costs are recouped from other funds via interfund charges. General Government revenues also include revenues for passport services, reimbursement from cities participating in the South King Housing and Homelessness Partners (SKHHP), as well as transportation projects. The majority of the unfavorable variance to budget in the general government category through Q4-2021 was due to a transportation project that was discontinued and did not result in revenues in 2021.

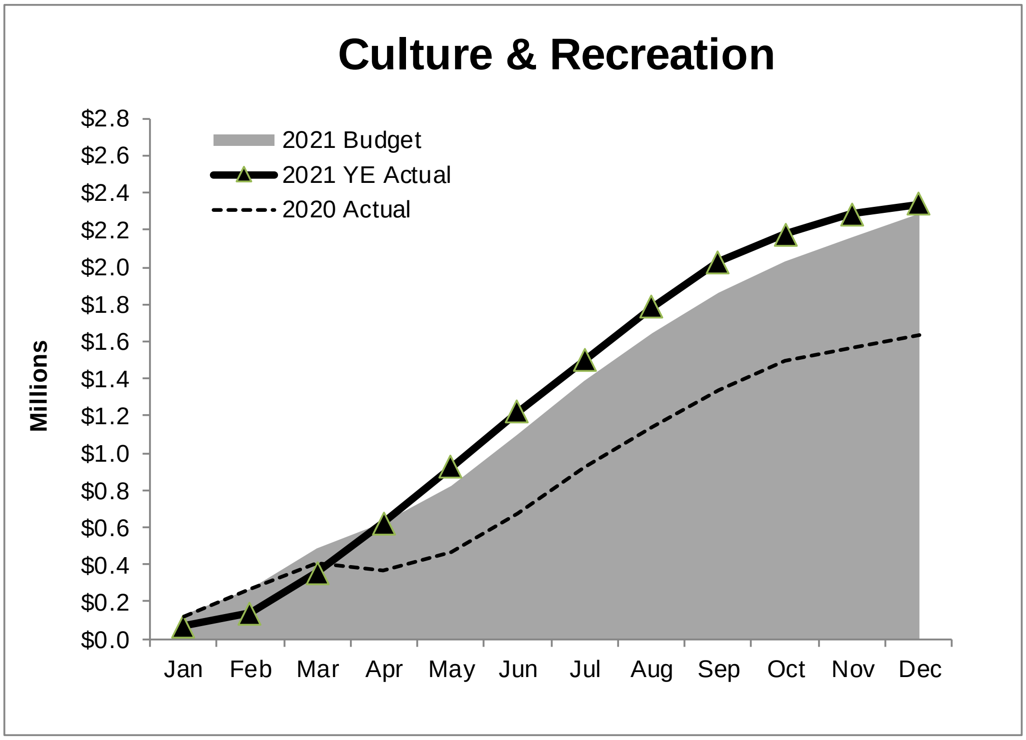
Public safety revenues mostly consist of revenues for law enforcement services, which are extra duty security services whereby police officers are contracted for and reimbursement is made by the hiring agency. This category also includes reimbursements from the Muckleshoot Indian Tribe (MIT) for a full-time dedicated police officer and associated expenditures as well as monies collected from the Auburn School District for services rendered. Public safety revenues collected in 2021 totaled $1.3 million and were $341,000 favorable to budget primarily due to stronger than anticipated requests for extra duty security services.

Development services fee collections consist primarily of plan check fees, facility extension charges, and zoning and subdivision fees. Through Q4-2021, development service fees collected totaled $1.6 million and were $730,000 favorable to budget expectations. This variance was seen primarily in plan check revenues which generated $887,000 in revenues in 2021 as compared to $375,000 collected in 2020. The year-over-year increase in plan check revenues represents an increase of 236%. Plan check revenues in 2021 included plan review revenues for Logisticenter, Prologis, Boeing, the replacement of Terminal Park Elementary School, Lea Hill Elementary School and Chinook Elementary School. In addition, there were permits issued for multiple other commercial projects as well as numerous residential projects including plans for dozens of new single-family homes in the City.



The majority of culture and recreation revenues are derived from greens fees and pro shop sales at the Auburn Golf Course, recreational classes, ticket sales at the Auburn Avenue Theater, senior programs, and special events.

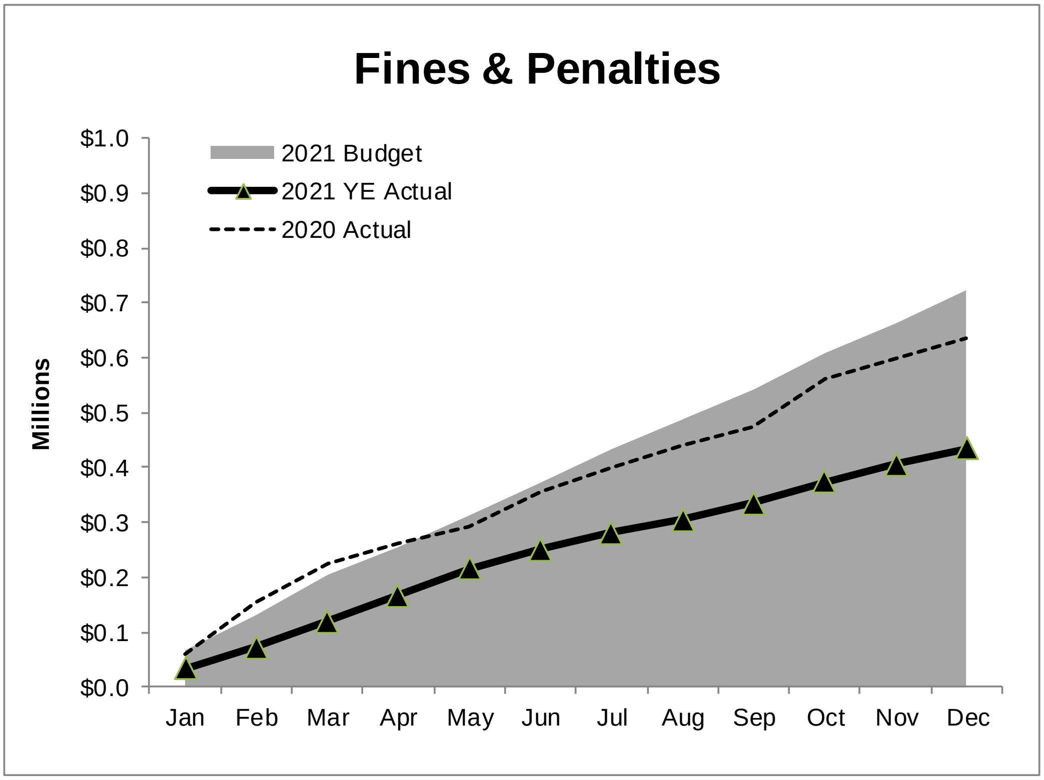
Overall, these revenues exceeded budget by $57,000, or 2.5%. Of revenues collected in 2021, nearly all revenues related to recreation classes, cultural arts, theater and special events performed unfavorably to budget; these variances were offset by positive variances in green fee revenues collected at the Auburn Golf Course, which totaled $1.5 million and were $350,000 higher than budgeted. A number of factors contributed to lower-than-expected revenues within this category, including the COVID-19 pandemic (where many of these activities were halted and/or modified during 2021) as well as a large fire occurred in July to a mixed-use building on Main Street, affecting the Auburn Avenue Theatre. The theater was eventually “red tagged” in December due to unsafe conditions and continues to be closed for business.

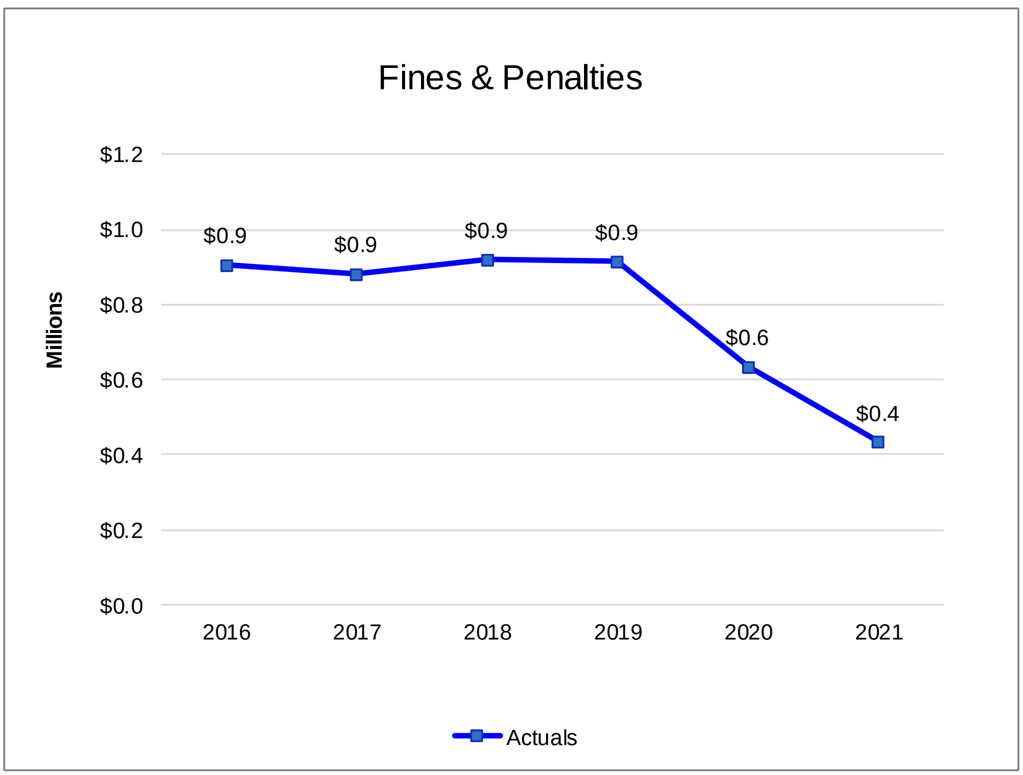


Fines & Penalties include civil penalties (such as code compliance fines), parking and traffic infraction penalties, criminal fines (including criminal traffic, criminal non-traffic and other criminal offenses) as well as non-court fines such as false alarm fines. Total revenues collected in 2021 totaled $434,000 as compared to a budget of $722,000 and were 39.9% below budget expectations primarily due to lower-than-budgeted collections in civil infraction penalties and parking infractions.

Fines & Penalties by Type
Through December 2021

Month	2020 YE Actual	2021 YE Budget	2021 YE Actual	2021 vs. 2020 Actual Amount	2021 vs. 2020 Actual Percentage	2021 vs. Budget Amount	2021 vs. Budget Percentage
Civil Penalties	$ 22,436	$ 25,200	$ 20,090	$ (2,346)	(10.5) %	$ (5,110)	(20.3) %
Civil Infraction Penalties	270,885	412,000	194,953	(75,932)	(28.0) %	(217,047)	(52.7) %
Redflex Photo Enforcement	1,411	0	3,413	2,001	141.8 %	3,413	N/A %
Parking Infractions	69,073	120,000	78,685	9,611	13.9 %	(41,315)	(34.4) %
Criminal Traffic Misdemeanor	26,197	40,000	36,173	9,976	38.1 %	(3,827)	(9.6) %
Criminal Non-Traffic Fines	23,752	31,000	20,127	(3,625)	(15.3) %	(10,873)	(35.1) %
Criminal Costs	19,547	12,000	25,675	6,128	31.4 %	13,675	114.0 %
Non-Court Fines & Penalties	201,907	82,000	54,925	(146,982)	(72.8) %	(27,075)	(33.0) %
YE Total	$ 635,209	$ 722,200	$ 434,042	$ (201,168)	(31.7) %	$ (288,158)	(39.9) %

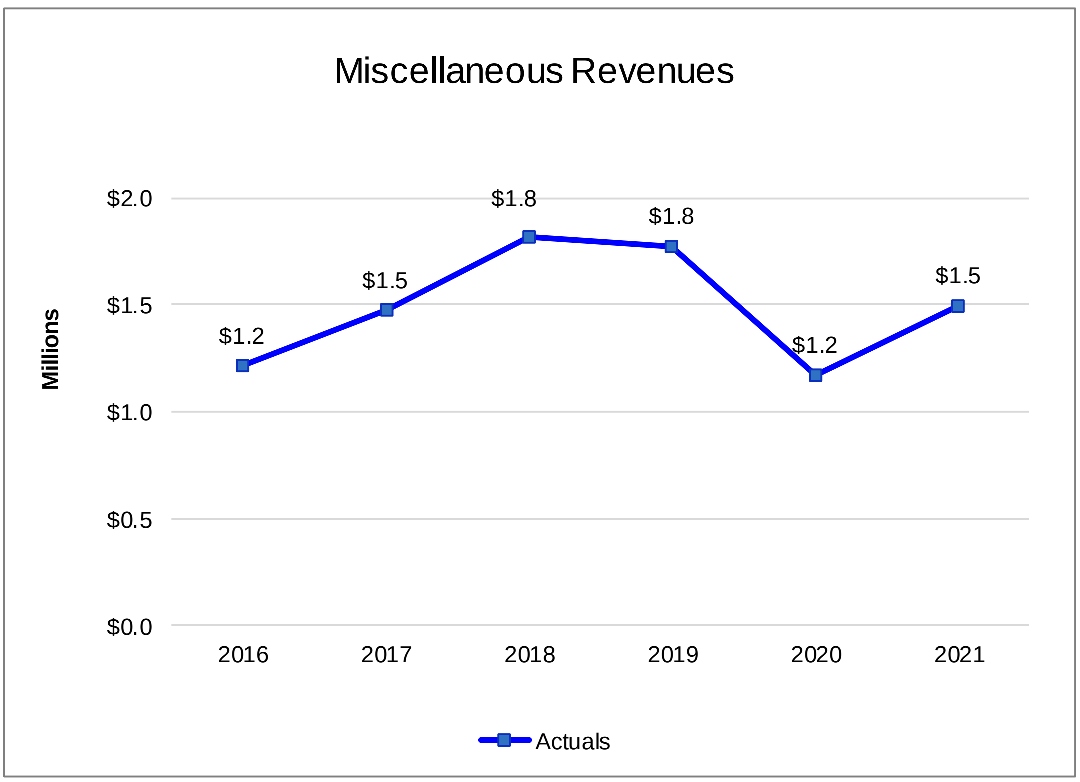

Fines & Penalties
Millions
$1.0
$0.9
$0.8
$0.7
$0.6
$0.5
$0.4
$0.3
$0.2
$0.1
$0.0
2021 Budget
2021 YE Actual
2020 Actual
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec


Fines & Penalties
Millions
$1.2
$1.0
$0.8
$0.6
$0.4
$0.2
$0.0
$0.9
$0.9
$0.9
$0.9
$0.6
$0.4
2016
2017
2018
2019
2020
2021
Actuals

Miscellaneous Revenues consist of investment earnings, income from facility rentals, revenue collected for golf cart rentals at the Auburn Golf Course, contributions and donations, and other income including the quarterly purchasing card (P-card) rebate monies.

Miscellaneous Revenues by Type Through December 2021							
	2020	2021	2021	2021 vs. 2020		2021 vs. Budget	
Month	YE Actual	YE Budget	YE Actual	Amount	Percentage	Amount	Percentage
Interest & Investments	$ 506,385	$ 138,800	$ 95,542	$ (410,843)	(81.1) %	$ (43,258)	(31.2) %
Rents & Leases	432,432	924,700	1,127,408	694,976	160.7 %	202,708	21.9 %
Contributions & Donations	30,945	28,000	31,182	238	0.8 %	3,182	11.4 %
Other Miscellaneous Revenue	200,414	217,800	241,751	41,337	20.6 %	23,951	11.0 %
YE Total	$ 1,170,176	$ 1,309,300	$ 1,495,884	$ 325,708	27.8 %	$ 186,584	14.3 %

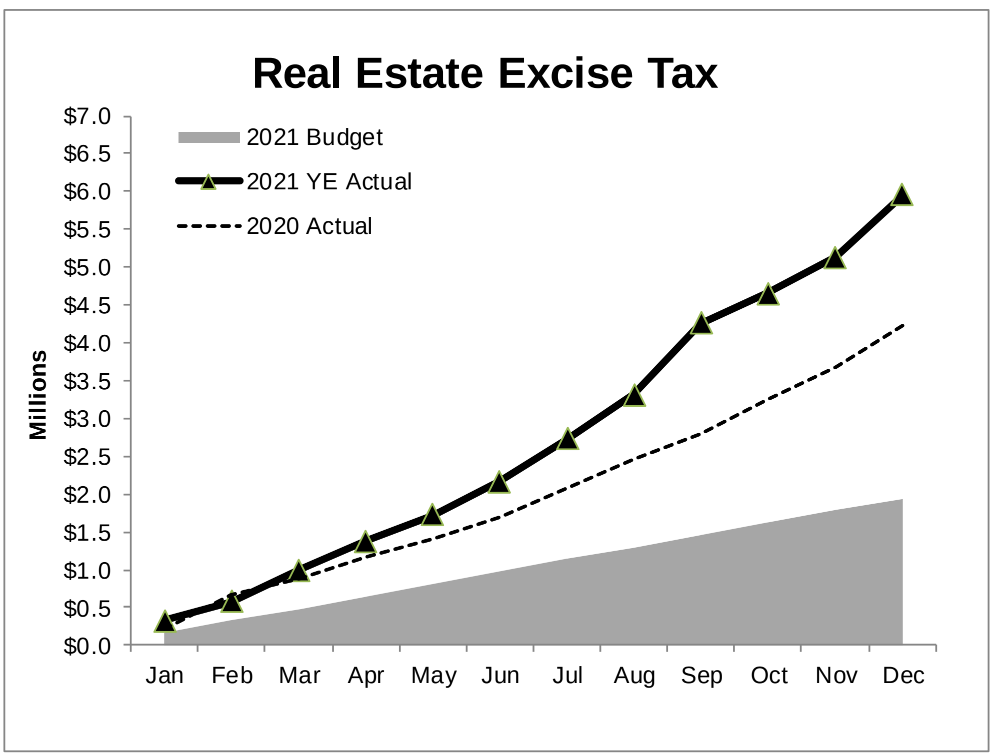
Revenues collected in 2021 in this category totaled $1.5 million and were $187,000 favorable to budget. The majority of the favorable variance to budget was in the rents and leases category, largely due to increased revenues collected for golf cart rentals.

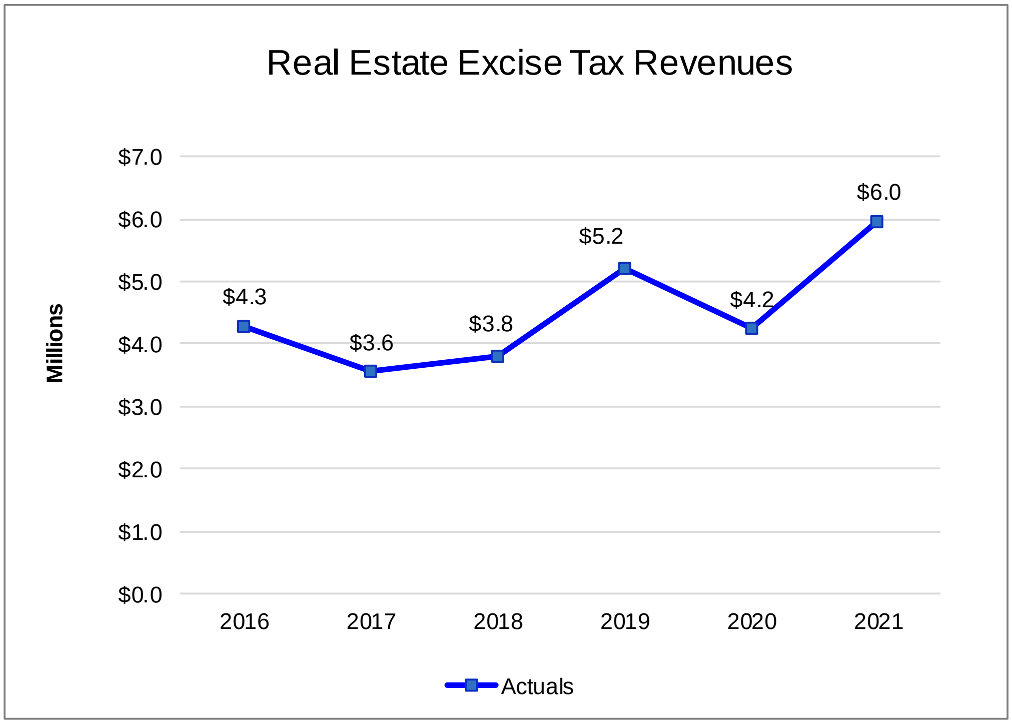


Real Estate Excise Tax (REET) revenues are taxes on the sale of both commercial properties and single-family residences, and are receipted into the Capital Improvement Projects Fund and used for governmental capital projects. REET revenues collected in 2021 totaled $6.0 million, exceeding budget expectations by $4.0 million. Sales activity in the fourth quarter of 2021 included the sale of numerous commercial businesses such as a large condo complex, a mobile home park, multiple industrial properties, warehouses, several multifamily properties, vacant land, and numerous single-family homes. REET revenue collections in 2021 were the highest on record for the City of Auburn.

Real Estate Excise Tax Revenues
December 2021

Month	2020 Actual	2021 Budget	2021 Actual	2021 vs. 2020 Amount	2021 vs. 2020 Percentage	2021 vs. Budget Amount	2021 vs. Budget Percentage
Jan	$ 214,936	$ 162,000	$ 328,140	$ 113,204	52.7 %	$ 166,140	102.6 %
Feb	455,986	162,000	244,189	(211,797)	(46.4) %	82,189	50.7 %
Mar	214,029	162,000	423,532	209,502	97.9 %	261,532	161.4 %
Apr	273,949	162,000	385,966	112,017	40.9 %	223,966	138.3 %
May	245,815	162,000	339,074	93,259	37.9 %	177,074	109.3 %
Jun	288,495	162,000	447,063	158,568	55.0 %	285,063	176.0 %
Jul	392,753	162,000	563,422	170,669	43.5 %	401,422	247.8 %
Aug	368,252	162,000	585,227	216,975	58.9 %	423,227	261.3 %
Sep	346,819	162,000	946,209	599,390	172.8 %	784,209	484.1 %
Oct	444,623	162,000	393,570	(51,053)	(11.5) %	231,570	142.9 %
Nov	439,428	162,000	474,992	35,564	8.1 %	312,992	193.2 %
Dec	554,308	162,500	825,919	271,611	49.0 %	663,419	408.3 %
YE Total	$ 4,239,394	$ 1,944,500	$ 5,957,304	$ 1,717,910	40.5 %	$ 4,012,804	206.4 %




Real Estate Excise Tax Revenues
Millions
$7.0
$6.0
$5.0
$4.0
$3.0
$2.0
$1.0
$0.0
$4.3
$3.6
$3.8
$5.2
$4.2
$6.0
2016
2017
2018
2019
2020
2021
Actuals

Street Funds

This section provides a financial overview of the City's three street funds for the period ending December 30, 2021. The City's street funds are the Arterial Street Fund (Fund 102), the Local Street Fund (Fund 103), and the Arterial Street Preservation Fund (Fund 105).

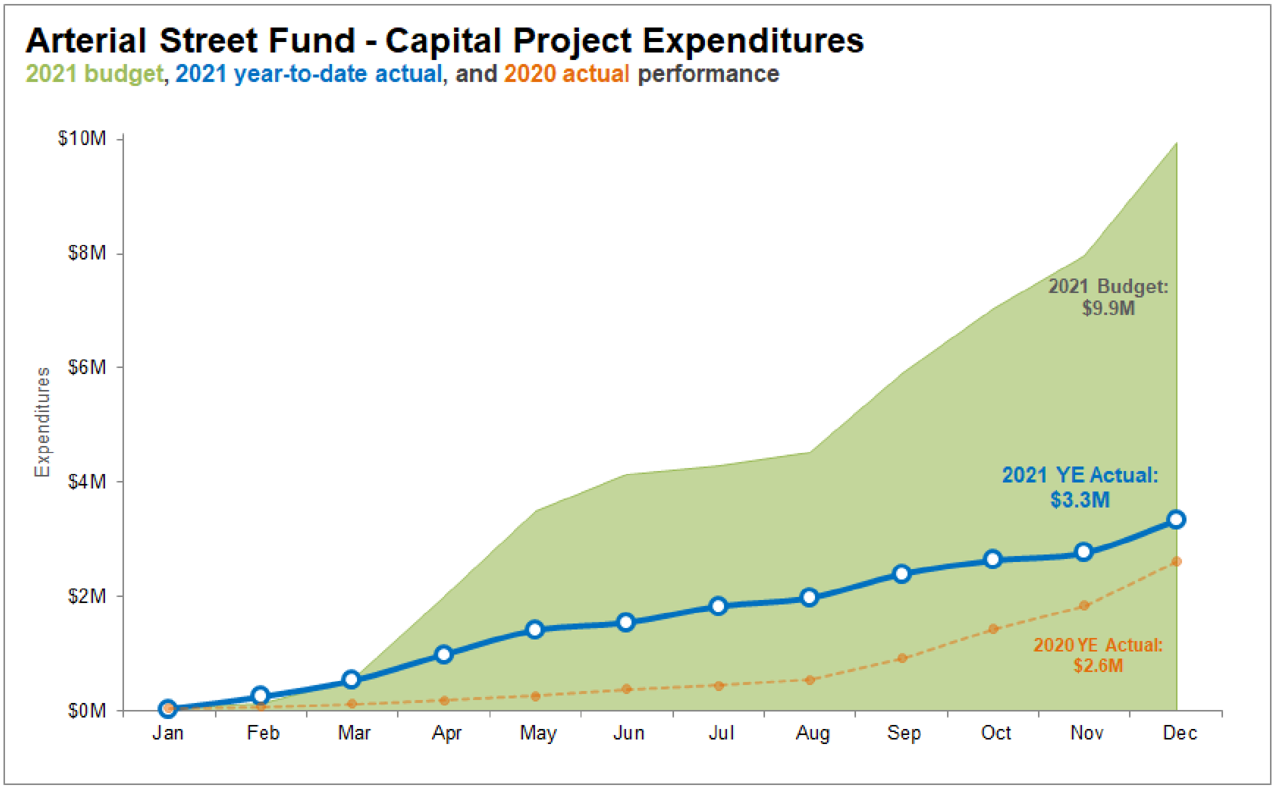
Fund 102 – Arterial Street Fund

The Arterial Street Fund is a special revenue fund that is funded by transportation grants, traffic impact fees, a portion of the City's gas tax receipts, Public Works Trust Fund loans, developer contributions, and other sources. As of December 31, 2021 there were 20 separate street projects budgeted in this fund.

Revenues collected in 2021 totaled $3.5 million as compared to 2020collections of $2.6 million. Total expenditures in 2021 were $3.7 million compared to $3.1 million last year. Variances in revenues and expenditures are largely due to the timing of capital expenditures and any subsequent reimbursement via grants and/or operating transfers. Expenditure timing is generally determined by the current phase of each individual capital project; expenditures tend to increase as projects move from design phase into construction.

Fund 102 - Arterial Street	2021			2020	2021 YE Budget vs. Actual	
Summary of Sources and Uses	2021	2021 YE	2021 YE	2020 YE	Favorable (Unfavorable)	
Report Period: December 2021	Budget	Budget	Actual	Actual	Amount	Percentage
Revenues						
Federal Grants	$ 3,713,508	$ 3,713,508	$ 1,170,024	$ 292,049	$ (2,543,484)	(68.5) %
State And Local Grants	419,980	419,980	34,417	30,020	(385,563)	(91.8) %
Motor Vehicle Fuel and Multimodal Taxes	620,000	620,000	641,460	111,399	21,460	3.5 %
Miscellaneous Revenue	700,000	700,000	982,046	194,065	282,046	40.3 %
Operating Transfer In	3,296,915	3,296,915	688,073	1,953,492	(2,608,842)	(79.1) %
Investment Income	6,200	6,200	1,302	7,660	(4,898)	(79.0) %
Total Revenues	**$ 8,756,603**	**$ 8,756,603**	**$ 3,517,323**	**$ 2,588,685**	**$ (5,239,280)**	**(59.8) %**
Expenditures						
Salary and Benefits	$ 350,000	$ 350,000	$ 549,996	$ 531,846	$ (199,996)	(57.1) %
Capital Outlay	9,577,598	9,577,598	2,775,327	2,083,399	6,802,271	71.0 %
Subtotal - Capital Project Expenditures	9,927,598	9,927,598	3,325,323	2,615,245	6,602,275	66.5 %
Services and Charges	280,000	280,000	129,884	173,854	150,116	53.6 %
Interfund Payments for Services	69,050	69,050	69,050	80,100	(0)	(0.0) %
Debt Service Principal and Interest	206,900	206,900	206,733	207,428	167	0.1 %
Operating Transfer Out	-	-	-	-	-	
Total Expenditures	**$ 10,483,548**	**$ 10,483,548**	**$ 3,730,990**	**$ 3,076,626**	**$ 6,752,558**	**64.4 %**
Net Change in Fund Balance	**$ (1,726,945)**	**$ (1,726,945)**	**$ (213,667)**	**$ (487,941)**	**$ 1,513,278**	**87.6 %**

Beg. Fund Balance, January 2021	$ 2,284,075
Net Change in Fund Balance, December 2021	(213,667)
Ending Fund Balance, December 2021	$ 2,070,408
2021 Budgeted Ending Fund Balance	$ 557,130



The table below presents the status of the projects with the most significant budget impact on the fund. Many capital projects are budgeted over multiple years; what is displayed below is the 2021 portion of each project's budget and year-to-date expenditures.

Fund 102 - Arterial Street

Capital Projects Status *

Name	2021 Budget	YE Actual	Remaining
AWS Improvements - Hemlock St SE to Poplar St SE	$2.1M	$0.2M	$1.9M
F Street SE Non-Motorized Improvements	$1.4M	$1.1M	$0.3M
Signal Replacement at Auburn Way N. and 1st St. NE	$1.1M	$0.4M	$0.7M
All Other Projects (17 Others Budgeted)	$5.4M	$1.6M	$3.7M
Total	**$9.9M**	**$3.3M**	**$6.6M**

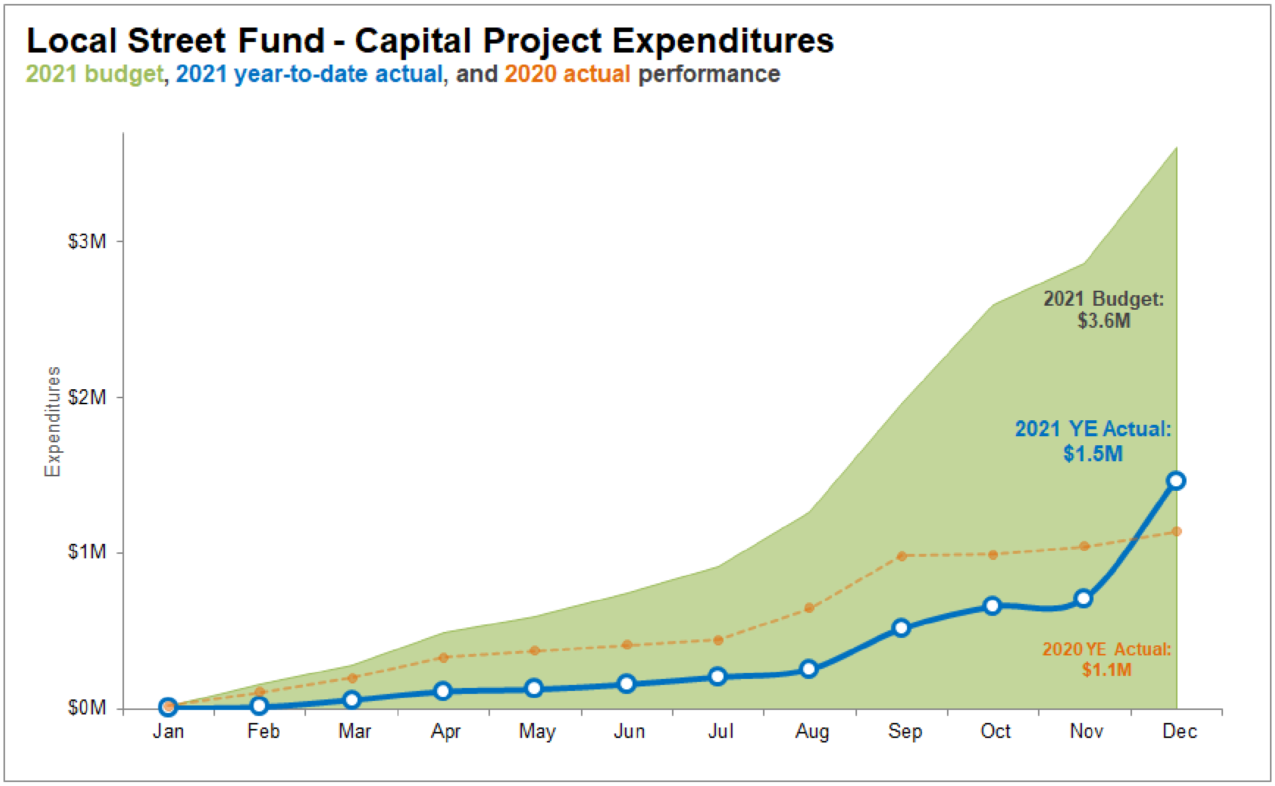
**Components may not sum to total due to rounding.*

Fund 103 – Local Street Fund

The Local Street Fund is a special revenue fund used for local street repair. The fund is currently funded by interfund transfers on a project-reimbursement basis; in 2019 and 2020, it was funded at a specific annual amount by real estate excise tax (REET 2). Expenditures through December 2021 were $1.5 million as compared to expenditures of $1.2 million through the fourth quarter of 2020. Highlighted in the table below and shown in the following graph are the fund's total expenditures related to capital projects.

Fund 103 - Local Street Fund	2021			2020	2021 YE Budget vs. Actual	
Summary of Sources and Uses	2021	2021 YE	2021 YE	2020 YE	Favorable (Unfavorable)	
Report Period: December 2021	Budget	Budget	Actual	Actual	Amount	Percentage
Revenues						
Operating Transfer In	2,350,000	2,350,000	$ 1,539,177	1,900,000	(810,823)	(34.5) %
Interest Earnings	10,600	10,600	$ 3,341	10,301	(7,259)	(68.5) %
Total Revenues	**$ 2,360,600**	**$ 2,360,600**	**$ 1,542,518**	**$ 1,910,301**	**$ (818,082)**	**(34.7) %**
Expenditures						
Capital Salary and Benefits	235,000	235,000	99,955	120,657	135,045	57.5 %
Capital Outlay	3,372,269	3,372,269	1,361,612	1,016,935	2,010,657	59.6 %
Subtotal - Capital Project Expenditures	3,607,269	3,607,269	1,461,568	1,137,592	2,145,701	59.5 %
Admin Salary and Benefits	-	-	-	19,745	$ -	
Admin Services and Charges	700	700	-	361	700	100.0 %
Interfund Payments for Services	13,250	13,250	13,250	15,600	(0)	(0.0) %
Total Expenditures	**$ 3,621,219**	**$ 3,621,219**	**$ 1,474,818**	**$ 1,173,297**	**$ 2,146,401**	**59.3 %**
Net Change in Fund Balance	**$ (1,260,619)**	**$ (1,260,619)**	**$ 67,700**	**$ 737,004**	**$ 1,328,319**	**105.4 %**

Beg. Fund Balance, January 2021	$ 3,288,572
Net Change in Fund Balance, December 2021	67,700
Ending Fund Balance, December 2021	$ 3,356,273
2021 Budgeted Ending Fund Balance	$ 2,027,953



The table below presents the status of the projects with the most significant budget impact on the fund. Many capital projects are budgeted over multiple years; what is displayed below is the 2021 portion of each project's budget and year-to-date expenditures.

Fund 103 - Local Street

Capital Projects Status*

Name	2021 Budget	YE Actual	Remaining
2021 Local Street Preservation	$2.5M	$1.4M	$1.2M
Lead Service Line Replacement	$0.8M	$0.1M	$0.7M
2022 Local Street Preservation	$0.2M	$0.0M	$0.1M
All Other Projects (2 Others Budgeted)	$0.1M	$0.0M	$0.1M
Total	**$3.6M**	**$1.5M**	**$2.1M**

Components may not sum to total due to rounding.

Fund 105 – Arterial Street Preservation Fund

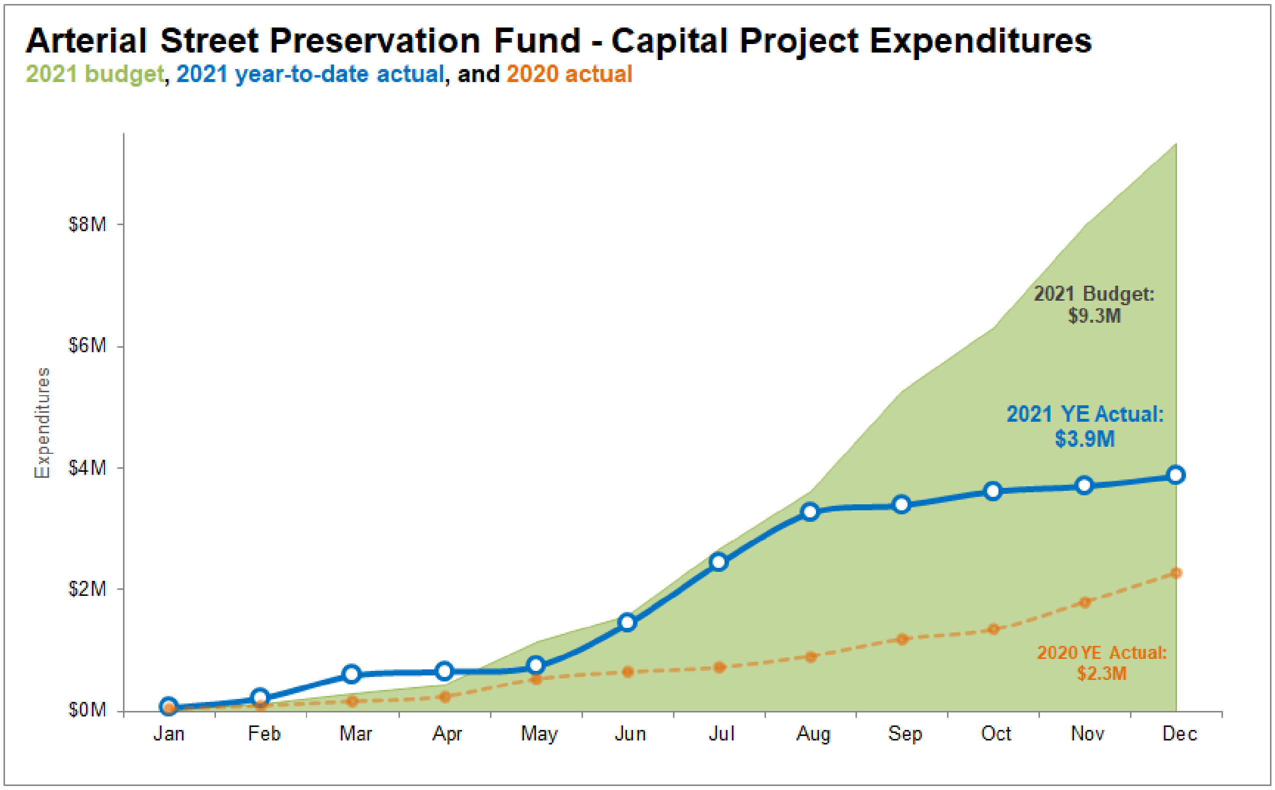
The Arterial Street Preservation Fund is a special revenue fund that is primarily funded by a 1.0% utility tax that was adopted by Council in 2008; these utility tax revenues are restricted for arterial street repair and preservation projects. In 2020, due to COVID-19 impacts, the funding source was transfers-in of REET 2 revenues while the 1.0% utility tax was retained in the General Fund.

Major projects budgeted within the Arterial Street Preservation Fund in 2021 include 4th Street SE Preservation, Lakeland Hills Way Preservation, and AWN Preservation Phase 2 (8th Street SE to 22nd). Through December 2021, revenues totaled $3.5 million, which is significantly higher than the same period in 2020. This is primarily due to the change in funding source, which resulted in artificially low revenues in the fund. Revenues and expenditures also fluctuate due to the timing associated with construction projects and their subsequent cost reimbursements from grants and transfers-in.

Expenditures through December 2021 totaled $4.0 million as compared to $2.3 million through December 2020. Historically, the majority of this fund's expenditures occur in the second half of each year due to the weather sensitivity of pavement construction (this work needs to be done primarily in the summer and early fall). Highlighted in the table below and shown in the following graph are the fund's total expenditures related to capital projects.

Fund 105 - Arterial Street Preservation	2021			2020	2021 YE Budget vs. Actual	
Summary of Sources and Uses Report Period: December 2021	2021 Budget	2021 YE Budget	2021 YE Actual	2020 YE Actual	Favorable (Unfavorable) Amount	Percentage
Revenues						
City Utility Tax	$ 725,100	$ 725,100	$ 708,045	$ 0	$ (17,055)	(2.4) %
Electric Utility Tax	744,600	744,600	758,059	0	13,459	1.8 %
Natural Gas Utility Tax	223,400	223,400	216,550	-	(6,850)	(3.1) %
Cable TV Tax	175,400	175,400	192,511	(0)	17,111	9.8 %
Telephone Utility Tax	153,100	153,100	135,985	0	(17,115)	(11.2) %
Garbage Utility Tax (External Haulers)	18,800	18,800	32,789	-	13,989	74.4 %
Grants	5,016,622	5,016,622	1,032,754	741,557	(3,983,868)	(79.4) %
Operating Transfer In	437,946	437,946	437,946	2,142,224	-	0.0 %
Interest Earnings	12,400	12,400	2,742	7,297	(9,658)	(77.9) %
Total Revenues	**$ 7,507,368**	**$ 7,507,368**	**$ 3,517,380**	**$ 2,891,078**	**$ (3,989,988)**	**(53.1) %**
Expenditures						
Salary and Benefits	$ 188,000	$ 188,000	$ 481,007	$ 546,715	$ (293,007)	(155.9) %
Capital Outlay	9,143,141	9,143,141	3,393,360	1,734,348	5,749,781	62.9 %
Subtotal - Capital Project Expenditures	9,331,141	9,331,141	3,874,368	2,281,063	5,456,773	58.5 %
Supplies	-	-	-	-	-	
Services and Charges	51,000	51,000	22,365	985	28,635	56.1
Operating Transfer Out	68,500	68,500	68,500	-	-	0.0
Total Expenditures	**$ 9,450,641**	**$ 9,450,641**	**$ 3,965,233**	**$ 2,282,047**	**$ 5,485,408**	**58.0 %**
Net Change in Fund Balance	**$ (1,943,273)**	**$ (1,943,273)**	**$ (447,853)**	**$ 609,031**	**$ 1,495,420**	**77.0 %**

Beg. Fund Balance, January 2021	$ 3,385,926
Net Change in Fund Balance, December 2021	(447,853)
Ending Fund Balance, December 2021	$ 2,938,073
2021 Budgeted Ending Fund Balance	$ 1,442,653



The table below presents the status of the projects with the most significant budget impact on the fund. Many capital projects are budgeted over multiple years; what is displayed below is the 2021 portion of each project's budget and year-to-date expenditures.

Fund 105 - Arterial Street Preservation

Capital Projects Status*

Name	2021 Budget	YE Actual	Remaining
4th Street SE Preservation	$1.9M	$0.2M	$1.7M
Lakeland Hills Way Preservation	$1.5M	$1.3M	$0.2M
AWN Preservation Phase 2 - 8th St SE to 22nd	$1.4M	$0.6M	$0.8M
All Other Projects (11 Others Budgeted)	$4.5M	$1.7M	$2.8M
Total	**$9.3M**	**$3.9M**	**$5.5M**

**Components may not sum to total due to rounding.*

Fund 124 – Mitigation Fees

The Mitigation Fees Fund is a special revenue fund funded from revenues from fees for new development that are assessed at the time applications are received for development activity. These revenues are used to address costs associated with City growth.

The fund houses two types of revenues: mitigation fees and impact fees. Mitigation fees are variable charges collected as a result of State Environmental Policy Act (SEPA) reviews and the City's determination that a project must pay additional fees to compensate for a unique effect that it has on the community. Impact fees are set charges collected automatically for a variety of projects. These fees are adopted annually by the City Council based on projects anticipated in the Capital Facilities Plan over the next six years.

In 2021, the City received $2.9 million in mitigation and impact revenues, largely driven by commercial transportation impact fees paid for by two large warehouses. As a result, revenues exceeded budget, while expenditures were significantly below budget due to the timing of multiple capital projects funded by mitigation and/or impact fee revenues.

Fund 124 - Mitigation Fees Summary of Sources and Uses	BUDGET			YE Actuals		
Report Period Through: December 2021	Revenues	Expenditures	Ending Fund Balance	Revenues	Expenditures	Ending Fund Balance
Transportation Impact Fees	$ 818,000	$ 3,037,315	$ 5,565,242	$ 2,422,971	$ 628,473	$ 9,579,055
Traffic Migitation Fees	-	100,000	37,806	-	-	137,806
Fire Impact Fees	148,300	550,000	178,530	122,193	550,000	152,423
Fire Mitigation Fees	-	-	81	-	-	81
Parks Impact Fees	158,500	3,970,422	1,726,858	322,000	285,974	5,574,806
Parks Mitigation Fees	-	-	186,352	-	-	186,352
School Impact Admin Fees	5,600	-	94,816	5,876	-	95,092
Wetland Mitigation Fees	-	36,600	36,272	-	-	72,872
Interest and Investment Income	87,160	-	87,160	14,945	-	14,945
Fees in Lieu of Improvements	-	-	27,128	-	-	27,128
Permit Processing Fees	-	44,200	(44,200)	-	-	-
Total	**$ 1,217,560**	**$ 7,738,537**	**$ 7,896,045**	**$ 2,887,985**	**$ 1,464,447**	**$ 15,840,560**

Beginning Fund Balance, January 2021	$ 14,417,022
Net Change in Fund Balance, December 2021	1,423,538
Estimated Ending Fund Balance, December 2021	$ 15,840,560
2021 Budgeted Ending Fund Balance	$ 7,896,045

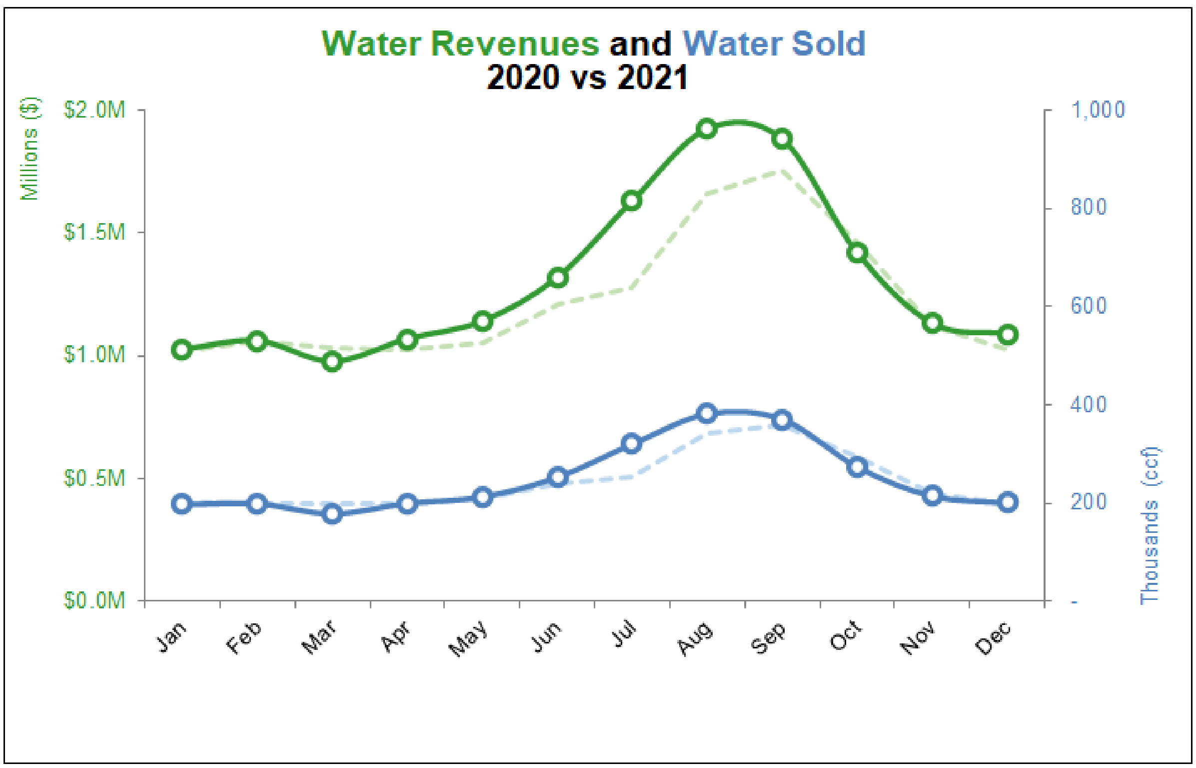
Enterprise Funds

Detailed income and expense statements for Enterprise and Internal Service funds can be found in an attachment at the end of this report. The attachment provides operating and – as applicable – capital fund reports for these funds showing budget, actuals, and variances. Operating funds house all the operating costs along with debt service and financing obligations. Capital funds show costs associated with capital acquisition and construction. Both the operating and capital funds have a working capital balance. This approach isolates those funds available for capital and cash flow needs for daily operations, and project managers will know exactly how much working capital is available for current and planned projects.

Through December 2021 the **Water Utility** had operating income of $4.9 million (operating revenues less operating expenditures), approximately $541,000 below the same period last year. Water Fund operating revenues were $801,000 or 6.6% higher than 2020; the majority of this variance was due to stronger performance in water sales revenue, which was offset by lower interest and other earnings. Operating expenditures increased by $1.3 million mainly due to an increase of the City utility interfund tax rate from 7% to 10%, increased debt service payments, higher personnel costs, and increased interfund service charges.

Billable water consumption through December 2021 totaled 3.0 million hundred cubic feet (ccf), an increase of 95,000 ccf (3.3%) over last year. With the exception of manufacturing and wholesale, all customer classes saw an increase in consumption compared to last year.

There is also a trend of decreased year-over-year consumption on a *per account* basis due largely to conservation efforts and appliance efficiency improvements, which are anticipated in the Utilities Comprehensive Plan.



Through December 2021, the **Sewer Utility** finished with operating income of $1.1 million as compared to $1.9 million through December 2020. Operating revenues were up $362,000 or 4.2% from last year due to stronger performance in charges for City sewer service. Operating expenses were up $1.1 million due to an increase in the City interfund utility tax rate, as well as increased personnel and interfund service costs.

Year-to-date billable consumption by volume was up 85,000 ccf, or 5.6% from 2020 due to increases in commercial consumption, which was previously impacted by severe COVID-19 mitigation efforts that have been relaxed (but not eliminated) in 2021.

Through December 2021, the **Stormwater Utility** had operating income of $2.3 million compared with $3.3 million in the same last year. Operating revenues were up $178,000 compared to 2020 due to charges for City storm service. As most Stormwater Utility charges are based on a flat rate, COVID-19 did not have a significant effect on service revenue.

Operating expenditures in the Stormwater Utility were up $1.1 million compared to 2020. This increase was mainly due to the interfund the utility tax rate increase, as well as increased personnel costs, fleet and support charges.

Prior to October 2021, the City of Auburn’s **Solid Waste Utility** services had been outsourced to Waste Management and to Republic Services, who managed the contract for the annexed areas. Beginning in October 2021, all of the City’s solid waste services are handled by Waste Management based on a newly-signed contract.

Through December 2021, the Solid Waste Utility Fund experienced an operating loss of $2.4 million. In 2020, both revenues and expenditures were low compared to prior years, with 2021 returning to expected levels of service. Operating revenues have increased by $515,000 compared to last year, while operating expenditures have increased by $2.8 million.

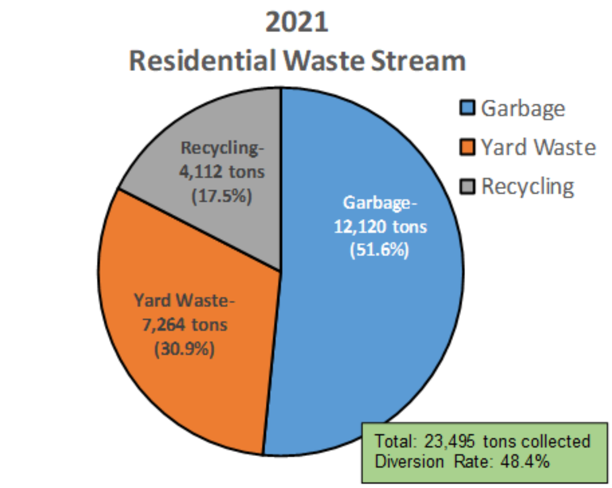
The majority of the revenue increase is attributable to a higher volume of services provided compared to the previous year. Expenditures increased due to higher payments to the City’s solid waste vendor following implementation of the new contract, as well as the increased interfund utility tax rate.

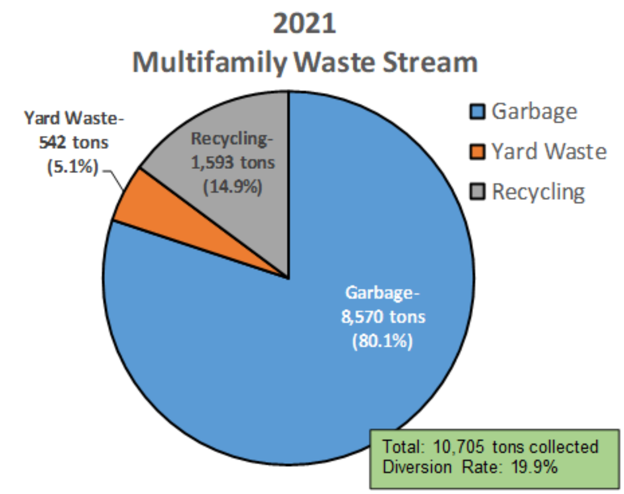
The current mix of solid waste customer account types (rounded) is:

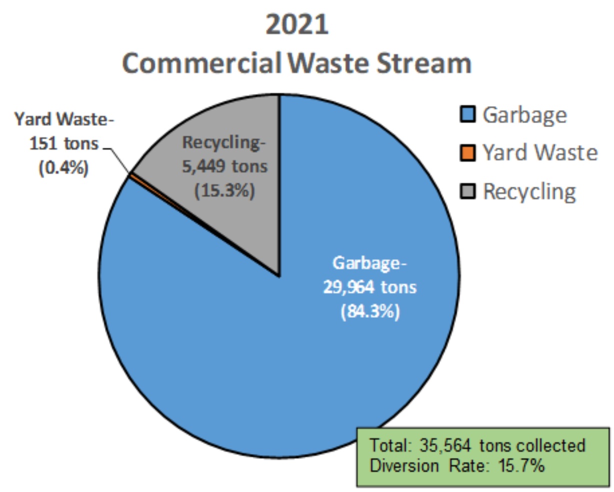
- 90.7% Residential
- 7.6% Commercial
- 1.7% Multifamily

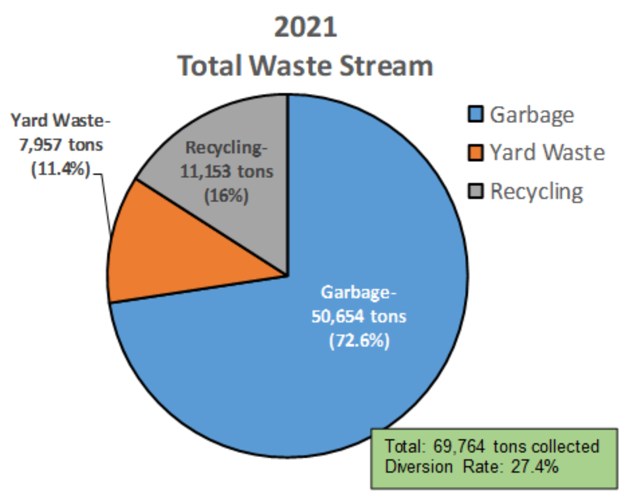
The “diversion rate” is a measure of how much generated waste is not sent to the landfill; i.e., waste that is either recycled or collected yard waste. Through December 2021, the total diversion rate was 27.4%, which represents a total of 19,100 tons of waste that was diverted from landfills.

2021 Tons Collected and Diversion Rates

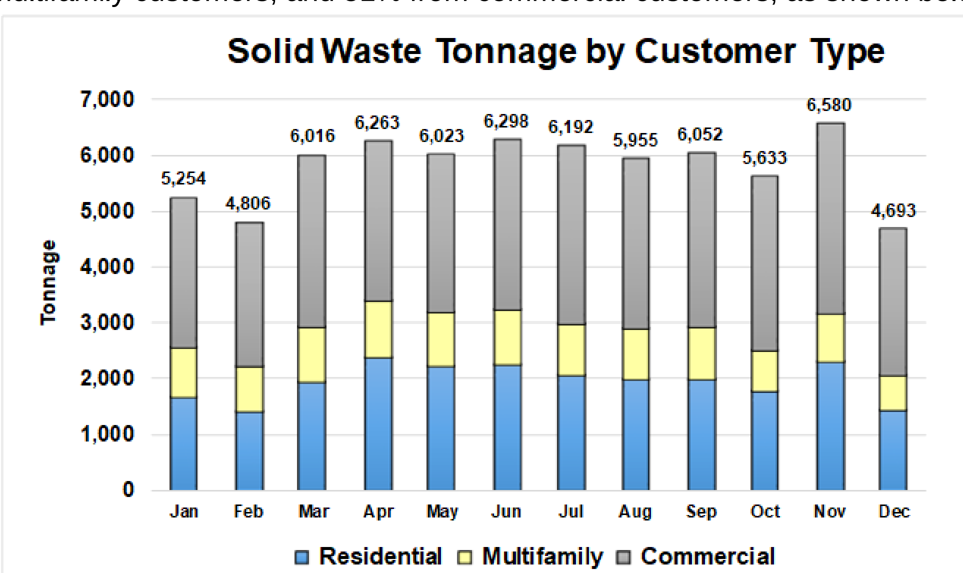








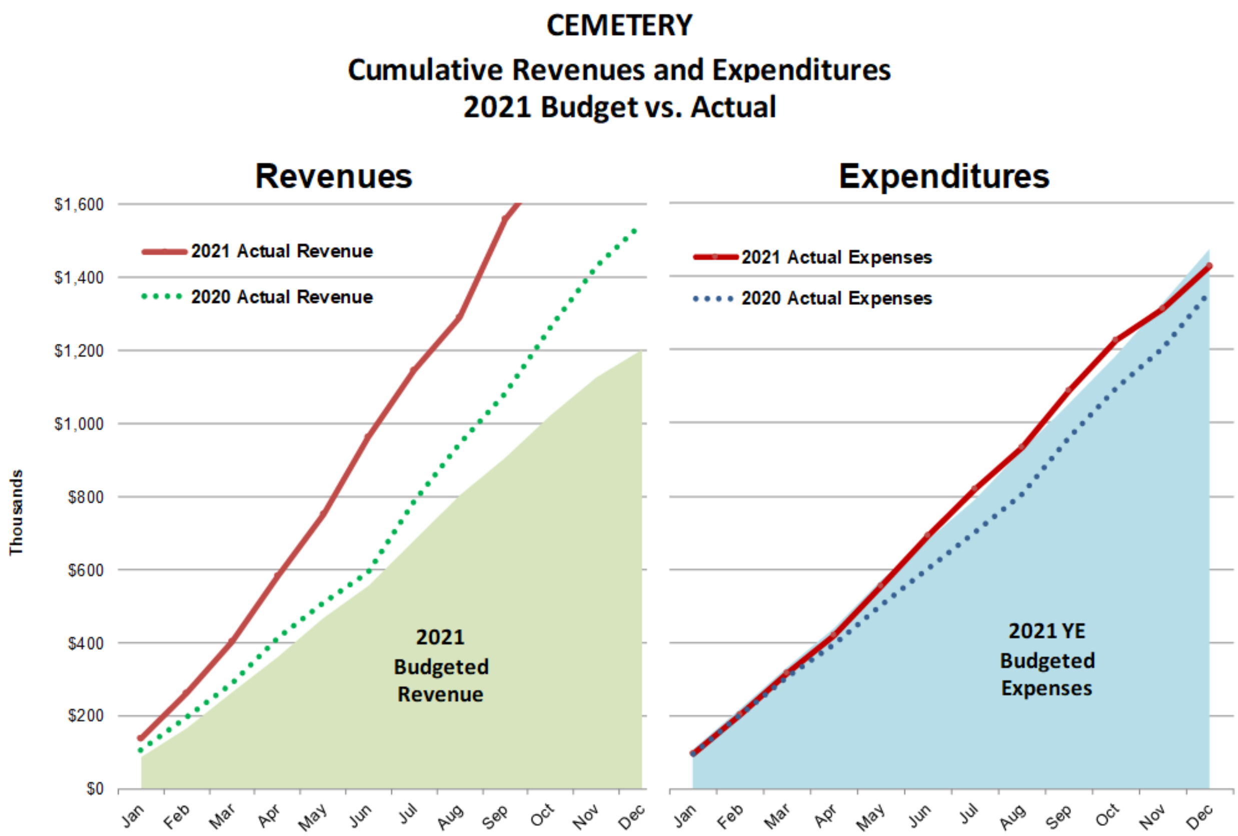
Of the total tonnage collected through December 2021, 34% was from residential customers, 15% from multifamily customers, and 51% from commercial customers, as shown below:



Through December 2021, the **Airport Fund** had operating income of $347,000 as compared with operating income of $604,000 in 2020. Operating revenues in the Airport Fund were $85,000 more than last year due to increased revenues from aviation fuel sales and property leases.

Operating expenditures in the Airport Fund were $343,000 more than the same period of last year. Much of this variance consisted of fuel inventory expenses, but also included increased personnel costs, repairs and maintenance, and fleet costs.

In 2021, the **Cemetery Fund** realized net operating income of $597,000 as compared with operating income of $228,000 in 2020. Total sales revenues were up $443,000, or 28.7%, from 2020 due to significant increases in lot sales, markers, and openings and closings. Operating expenditures were up $72,000 or 5.5% from last year due mostly to inventory and grounds maintenance purchases, as well as increased personnel costs.



Internal Service Funds

Operating expenditures within the **Insurance** Fund represent the premium cost pool that will be allocated monthly to other City funds over the course of the year. As a result, the expenditure balance gradually diminishes each month throughout the year.

No significant variances are reported in the **Workers' Compensation, Facilities, Innovation & Technology**, or **Equipment Rental** Funds.

Contact Information

This report is prepared by the Finance Department. Additional financial information can also be viewed at our website: http://www.auburnwa.gov/. For any questions about this report please contact Jamie Thomas at jdthomas@auburnwa.gov.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6856 (Caillier) (10 Minutes)

Date:
March 23, 2022

Department:
Police

Attachments:
Ordinance No. 6856
Exhibit A, Ordinance No. 6856

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

Discussion only

Background for Motion:

This ordinance will update Auburn City Code to correct outdated language and RCW references pertaining to vehicle parking for persons with disabilities. This ordinance will ensure that any issued citations and/or resulting vehicle impounds are based on solid legal authority.

Background Summary:

This ordinance updates language to be consistent with RCW in defining valid permits, with specific reference to the applicable RCW. It also adds clarity on blocking access aisles, crosshatched areas, and required distance from wheel chair ramps. The ordinance adds further clarity to when impounds for violations would be authorized and references the specific governing RCW.

Reviewed by Council Committees:

Councilmember: Jeyaraj

Staff: Chief Caillier

Meeting Date: March 28, 2022

Item Number:

ORDINANCE NO. 6856

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING SECTION 10.36.268 OF THE AUBURN CITY CODE RELATED TO VEHICLE PARKING FOR PERSONS WITH DISABILITIES

WHEREAS, section 10.36.268 of the Auburn City Code (ACC) sets forth regulations and restrictions on vehicle parking for persons with disabilities, and in doing so adopts portions of the Revised Code of Washington (RCW) by reference;

WHEREAS, since the City last updated ACC 10.36.268, its adopted RCW provisions have moved to elsewhere in the State code, leaving ACC 10.36.268 with incorrect State law references;

WHEREAS, ACC 10.36.268 is otherwise in need of revision to update its language for precision and clarity.

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

Section 1. **Amendment to City Code.** Section 10.36.268 of the Auburn City Code is amended to read as set forth in Exhibit A to this Ordinance.

Section 2. **Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directives 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 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 4. **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: ____________________

EXHIBIT A—ORDINANCE NO. 6856

ACC 10.36.268 ~~Disabled p~~Parking for persons with disabilities – Violations, penalties.

A. Parking spaces indicated for persons with disabilities. A parking space or stall for a person with disabilities ~~physically disabled person~~ shall be indicated by a vertical sign placed ~~,~~ between 48 and 60 inches from the ~~off the~~ ground. The sign shall display ~~, with~~ the RCW 70.92.120 international symbol of access ~~described under RCW 70.92.120 displaying the notice "State disabled parking permit required"~~ and include language indicating that ~~a warning that other~~ vehicles parked in the space or stall without a license plate, placard or card described in this section may be impounded.~~permits are subject to impound.~~

B. Parking for vehicles transporting persons with disabilities; exception.

1. Vehicles transporting ~~Any~~ persons meeting the RCW 46.19 ~~who meets the~~ criteria for special parking privileges ~~under Chapter 46.16 RCW shall be~~ are allowed without ~~free of~~ charge to park ~~a vehicle being used to transport that person~~ in otherwise time-restricted parking zones or areas ~~that are otherwise restricted as to the length of time parking is permitted~~. To be eligible for this parking privilege, ~~T~~the vehicle ~~person~~ must~~shall obtain and~~ display the license plate, placard or card as described in RCW 46.19. ~~a special card, decal, or license plate under Chapter 46.16 RCW to be eligible for the privileges set forth in this section. The display card must be hung from the rearview mirror and be visible through the windshield, or placed in a clearly visible location, face up on the dashboard.~~

2. This subsection B does not apply to parking ~~those~~ zones or areas that prohibit all vehicles from ~~in which the~~ stopping, parking or standing, ~~of all vehicles is prohibited~~ or that restrict parking to ~~which are reserved for~~ special vehicle types ~~of vehicles~~. ~~The person shall obtain and display a special card, decal, or license plate under Chapter 46.16 RCW to be eligible for the privileges set forth in this section. The display card must be hung from the rearview mirror and be visible through the windshield, or placed in a clearly visible location, face up on the dashboard.~~

C. Violations.

1. Improper parking in a space or stall indicated for persons with disabilities. No person may ~~shall~~ stop, stand or park a vehicle in a ~~properly posted and marked~~ parking space or stall indicated for a person with disabilities~~physically disabled person as provided in subsection A of this section~~ for any purpose or length of time unless the ~~such~~ vehicle displays the license plate, placard or card as described in RCW 46.19. ~~a special license~~

~~plate, card or decal indicating that the vehicle is being used to transport a disabled person as defined under Chapter 46.16 RCW.~~

2~~D~~. Vehicles blocking access aisles for persons with disabilities. No person may ~~shall~~ stop, stand, or park a vehicle to block or make inaccessible ~~in~~ any access aisle or crosshatched area immediately adjacent to a ~~properly posted and marked~~ parking space or stall indicated for a person with disabilities~~physically disabled person as provided in subsection A of this section~~.

3.~~F.~~ Vehicle parking within 20 feet of wheelchair ramps. No person may ~~shall~~ stop, stand or park a vehicle ~~in front of or~~ within 20 feet of a wheelchair ramp on a public street unless lawfully parking in a space or stall indicated for persons with disabilities. ~~, except for marked, disabled parking stalls.~~

D. Penalties.

1. Infraction. Any violation of this section is an infraction with a maximum penalty of $300.00.

2. Vehicle impound. ~~E.~~ The chief of police or designee may impound any vehicle:

a. parked in violation of subsection C.1 of this section, whether the space or stall is on public property or on private property without charge; or

b. parked upon a public right of way or other publicly owned or controlled property in violation of any other provision of this section.

The redemption of an impounded vehicle shall be governed by RCW 46.55 and other applicable law.

~~A vehicle may be impounded with a parking citation to its owner when a vehicle without a special license plate, card, or decal indicating that the vehicle is being used to transport a disabled person as defined under Chapter 46.16 RCW is parked in a stall or space clearly and conspicuously marked therefor whether the space is provided on private property without charge or on public property, as signed and marked as set forth in subsection A of this section. The issuance of a previous parking citation to said vehicle for violation of the terms of this section shall constitute said prior notice.~~

~~F. No person shall stop, stand or park a vehicle in front of or within 20 feet of a wheelchair ramp on a public street, except for marked, disabled parking stalls.~~

~~G. Any violation of this section shall be an infraction and punishable by a monetary penalty of $300.00.~~

AGENDA BILL APPROVAL FORM

Agenda Subject:
Police Annual Reports (Caillier) (30 Minutes)

Date:
March 23, 2022

Department:
Police

Attachments:
2021 Annual Use of Force Review
2021 Annual CIA Review

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

No recommended action items.

Background for Motion:

No motions for consideration.

Background Summary:

Presentation of two Police Annual Reports; 2021 Annual Use of Force Review and 2021 Annual CIA Review.

Open for question and answer dialog following each presentation.

Reviewed by Council Committees:

Councilmember: Jeyaraj

Staff: Chief Caillier

Meeting Date: March 28, 2022

Item Number:

CITY OF AUBURN WASHINGTON

2021
ANNUAL USE OF FORCE REVIEW

Auburn Police Department

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

DAVE COLGLAZIER
INSPECTIONAL SERVICES COMMANDER

DCOLGLAZIER@AUBURNWA.GOV
253-804-3125

AUBURN POLICE DEPARTMENT

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

USE OF FORCE REVIEW

The purpose of this annual report is to document and summarize all Uses of Force that were completed by Auburn Officers during the 2021 calendar year. This report compares statistics from previous years through 2021, which adds context and helps us identify trends that we can address in future training. The report will compare Use of Force incidents vs. Use of Force Allegations; types of injuries sustained by both suspect and officer; and force used when presented with different scenarios (i.e. officer about to be assaulted, suspect fled, etc.).

In 2021, Auburn Police Officers responded to 72,944 CAD incidents (73,998 in 2020) and completed 15,295 case reports (15,299 in 2020). Officers made 2990 arrests (3,629 in 2020) with 1067 of those arrestees being booked into SCORE (1,652 in 2020), and issued 3,820 infractions/citations (8,110 in 2020).

There were 83 incidents where officers were required to use force. Of the 83 incidents there were 130 Use of Force reports completed by officers in 2021 compared to 231 in 2020. Force reports exceed incidents because at times multiple officers used force on one suspect. Of the 83 incidents, there were 45 reported injuries by the suspect. All injuries were photographed and noted and most were minor scrapes, bruises, small lacerations, K-9 contacts, and complaints of pain with no visible injury.

CONTACTS VS USE OF FORCE INCIDENTS

It is important to understand that there are times when it takes two or more officers using force on one suspect in order to gain compliance and get the suspect in custody. When that occurs each officer is required to complete a force report which then generates multiple force reports for one incident. Table #1 below depicts the ratios in comparison to the force incidents.

Only .11 of subjects contacted resulted in force being used.

Table 1	2020	2020 Ratio (179)	2021	2021 Ratio (83)
CAD	73,998	1/413 (.24%)	72,944	1/879 (.11%)
Cases	15,299	1/85 (1.2%)	15,295	1/184 (.54%)
Arrests	3,629	1/20 (5%)	2,990	1/36 (2.78%)
Bookings	1,652	1/9 (11%)	1,067	1/13 (7.78%)

The above table effectively shows that our officers use de-escalation techniques well. As you can see only 83 subjects out of 72,944 who were contacted, compelled the officer to use force.

CONTACTS VS USE OF FORCE INCIDENTS

Table #2 below shows the ratio comparison from 2020 regarding force reports completed.

Only .18% of contacts resulted in a use of force report being completed.

Table 2	2020	2020 Ratio (231)	2021	2021 Ratio (130)
CAD	73,998	1/320 (.31%)	72,944	1/561(.18%)
Cases	15,299	1/66 (1.5%)	15,295	1/118 (.85%)
Arrests	3,629	1/16 (6.3%)	2,990	1/23 (4.3%)
Bookings	1,652	1/7 (14%)	1,067	1/8 (12%)

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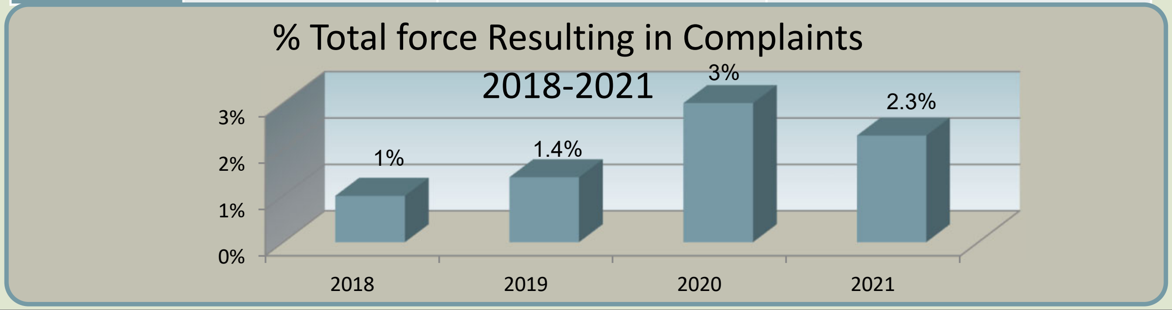
FORCE COMPLAINTS

Force Report Comparison 2018-2021

In 2021, we received 3 allegations of inappropriate and/or excessive applications of force. All incidents were investigated and 2 were determined to have no misconduct and were within policy. Table #3 shows there were 3 incidents that resulted in allegations of excessive force. Table #4 then reflects these same numbers in a percentage of allegations which is 2.3 % in 2021.

Year	Use of force reports	Excessive Force Allegations	Sustained Allegations
2018	252	2	0
2019	214	3	0
2020	231	7	2
2021	130	3	1



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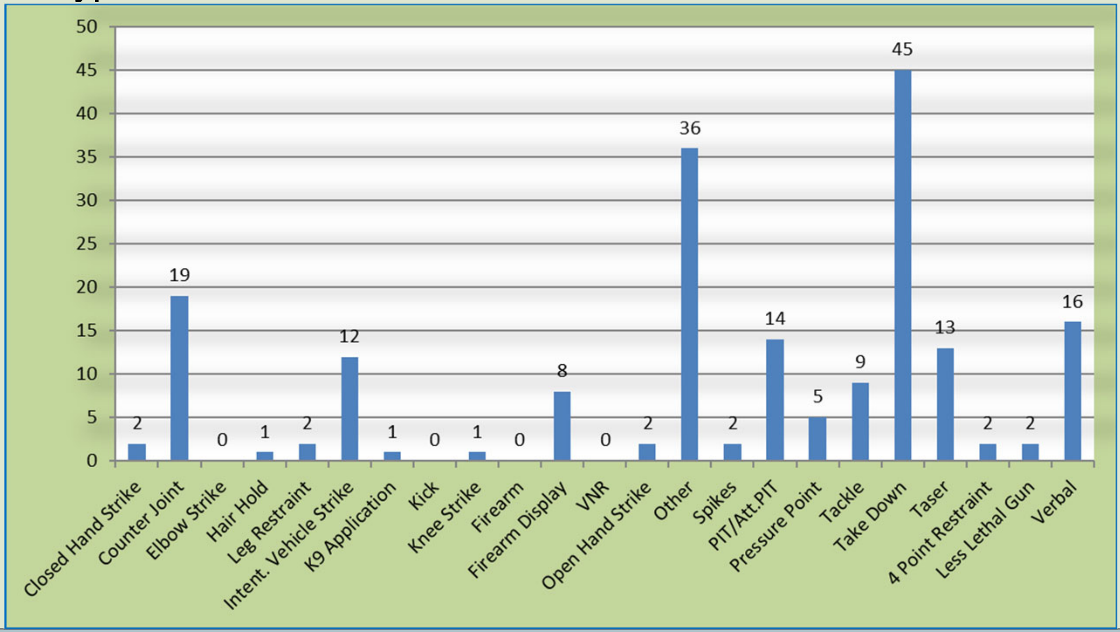
FORCE TYPES

The use of force types listed below are techniques that the officers are trained to use depending on the type of resistance the subjects are exhibiting. Take Down is the most used type of force our officers use which is also the least invasive type of force. **VNR** is Vascular Neck Restraint which is not considered a “choke hold” and was widely used across the country. VNR is used often in some sporting events such as many martial arts types events. VNR has been a very successful and useful tool for our officers in the past reducing the need for officers to escalate the force incident. In the middle of 2020 the VNR policy was paused and currently can only be used under lethal force considerations. **PIT** is Pursuit Immobilization Technique which is used during pursuits in an attempt to end the pursuit as quickly as possible in order to reduce potential injury and take the suspect into custody. An **Intentional Vehicle Strike** is authorized by policy in certain situations which entails the officer striking a suspect vehicle with his/her patrol car at slow speed in order to pin the vehicle so that it cannot continue to flee.

FORCE TYPES CONT.

Force Types Used in 2021

Table #5 below shows each force type that can be used by an officer, and shows the number of times that particular type of force was used in 2021.



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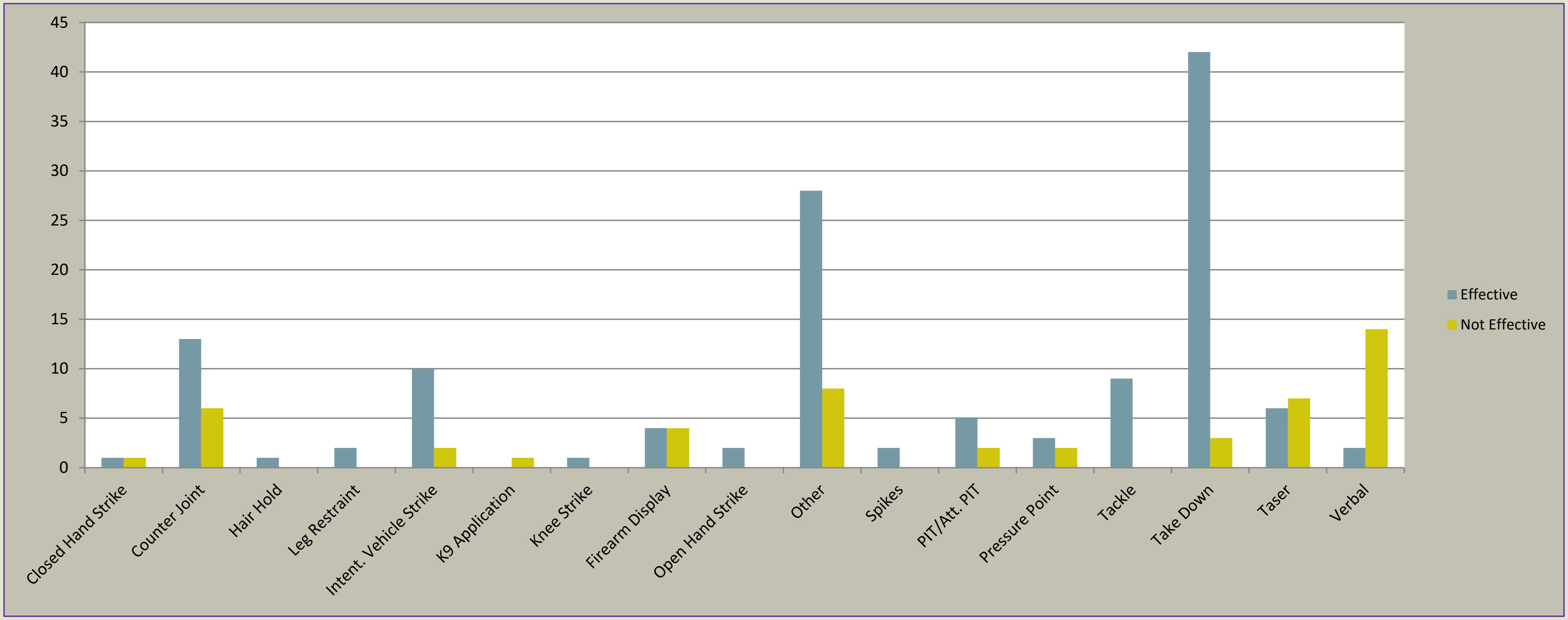
EFFECTIVE VS NOT EFFECTIVE



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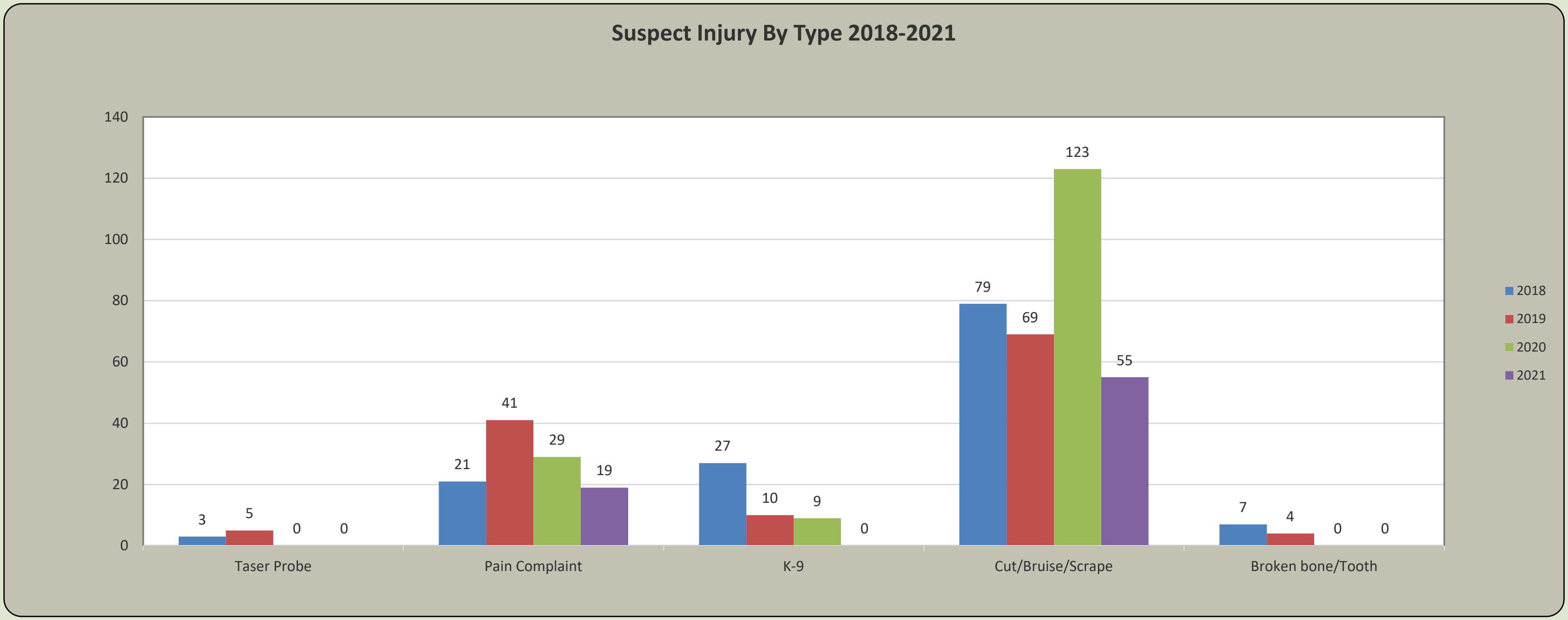
FORCE RESULTING IN INJURY

Force Used Resulting in Injuries

In 2021, injuries were reported by the suspect in 49% of all uses of force. Officers received minor injuries in 15% of the incidents. Injuries to suspects can include abrasions, contact from K9's, or general complaints of pain. All complaints of injuries are required to be documented and photographed. Officer injuries included bruising, minor punctures, scrapes and scratches. Table #7 and #8 compare these numbers to previous years.

Table 7	Total Force Reports	Suspects Injured	Officers Injured	% of total of suspects injured
2018	252	87	35	35%
2019	214	84	31	39%
2020	231	88	35	38%
2021	130	63	19	48%

FORCE RESULTING IN INJURY CONT.



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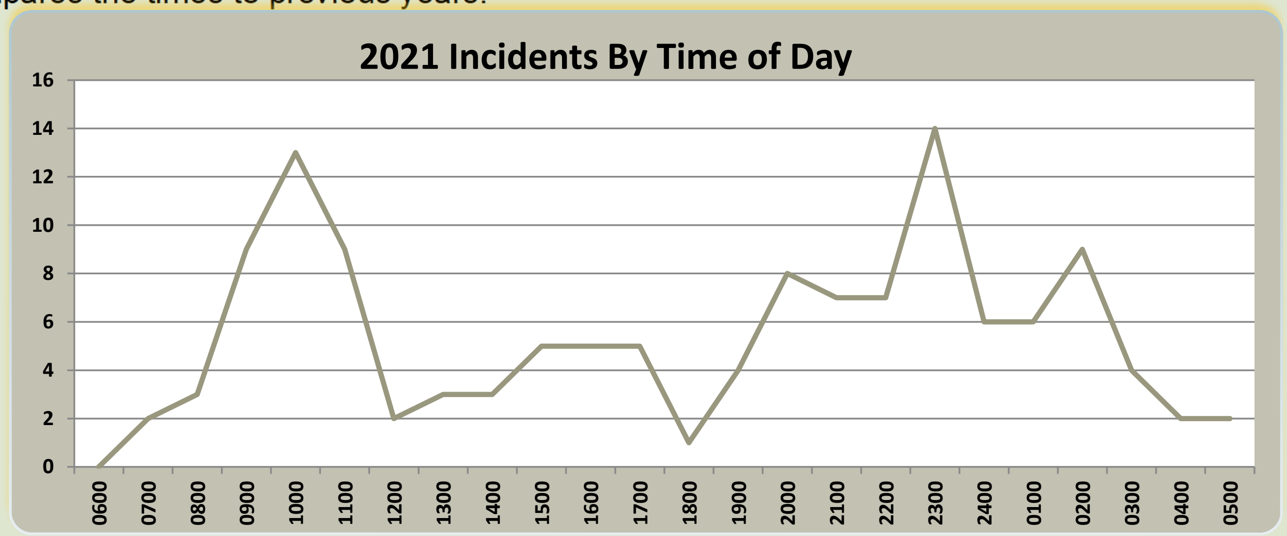
TIME OF DAY

Time of Day

The below tables depict the Auburn Police Departments use of force incidents by time of day. As in previous years documented, the majority of the occasions that officers are compelled to use force occur between the hours of 8:00 PM and 2:00 AM. This year also showed an increase in the late morning between 9:00 AM and 11:00 AM. Table #9 focuses on the year 2021 only and Table #10 compares the times to previous years.



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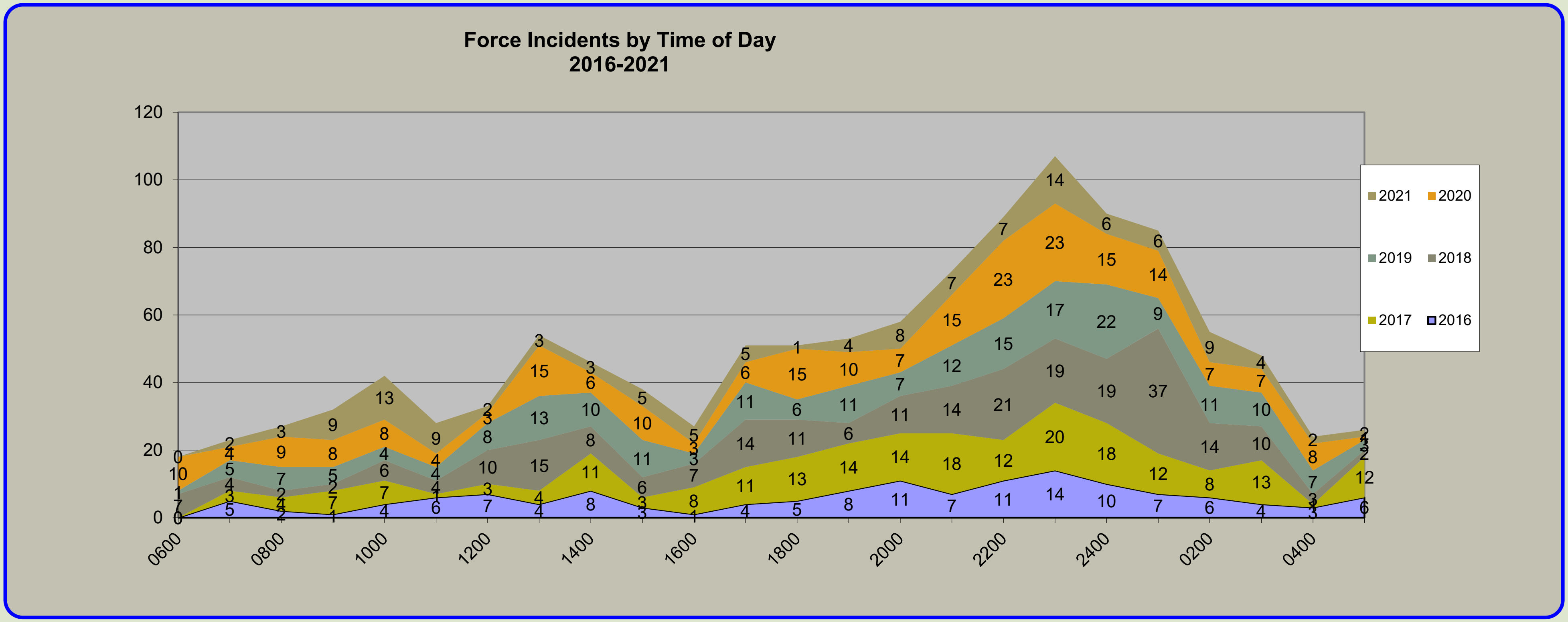
TIME OF DAY CONT.



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REASON FOR FORCE

Reason for Use of Force

Table #11 below shows the reasons that an officer(s) were compelled to begin to use force resulting in the 130 force reports.

	Officer Assaulted	Officer About to be Assaulted	Other About to be Assaulted	Subject With Weapon	Attempting to Escape	Refusing Commands	Other
2017	18	17	6	5	80	71	17
2018	13	28	8	2	112	76	11
2019	16	26	4	2	77	76	13
2020	23	21	4	3	92	78	10
2021	9	10	5	8	43	44	10

RESISTANCE DURING FORCE ENCOUNTER

Table #12 below shows the different resistance citizens were giving to an officer during a use of force encounter. Most of the time there are multiple types of resistance provided by a subject during a force encounter. In 2021, there were 376 documented forms of resistance during force encounters.

	Officer Assaulted/Threat to be Assaulted	Fighting Stance	Other About to be Assaulted	Muscular Tension/Pulled Away	Subject Trying to Flee	Refusing Commands	Other
2017	52	16	14	219	82	162	37
2018	47	27	14	247	117	170	31
2019	48	27	10	268	66	183	21
2020	49	31	10	274	75	173	40
2021	35	23	7	135	44	95	37

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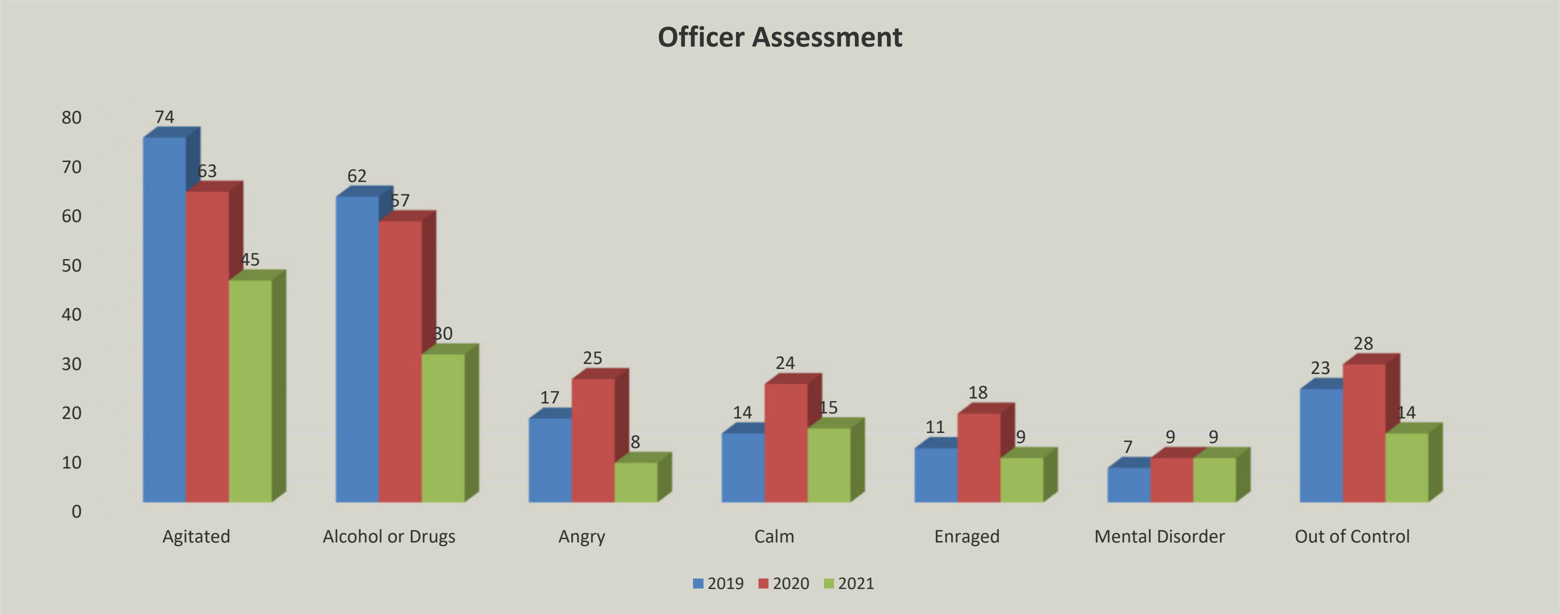
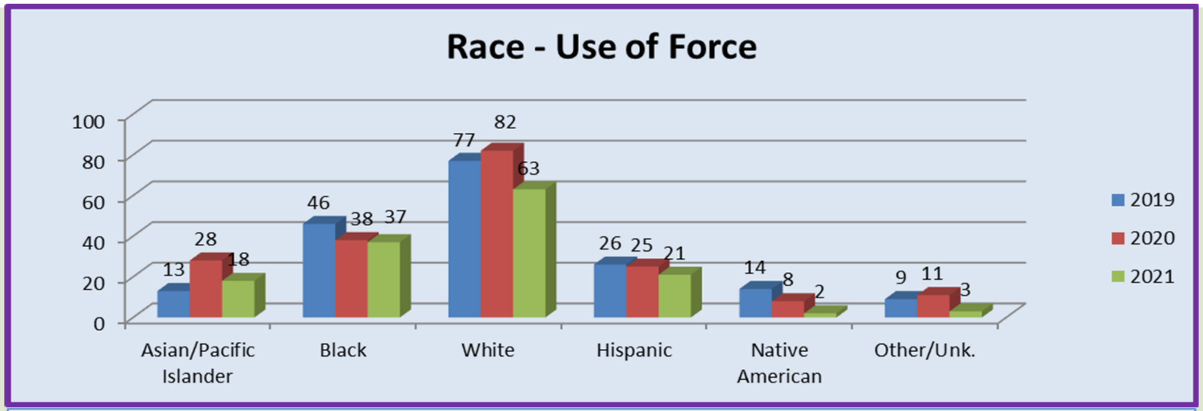
OFFICER ASSESSMENT PRIOR TO FORCE

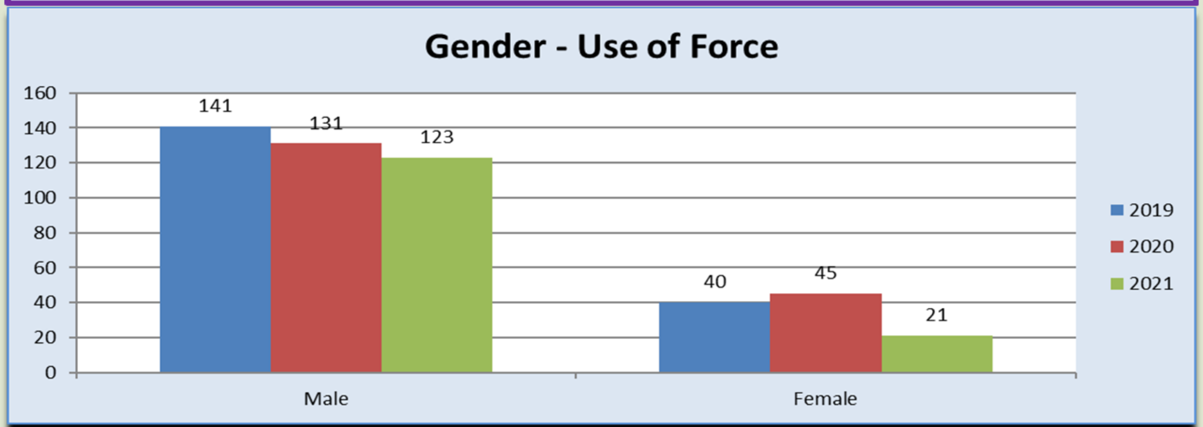
Officer Assessment of Citizen Prior to Force Being Used

The below table is what the officer was observing or perceiving of the citizen prior to being compelled to use force.



USE OF FORCE DEMOGRAPHICS





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SUMMARY

It is clear from the review that Auburn Officers contact many subjects throughout the year and make many arrests. New police legislation throughout 2021 significantly impacted/limited circumstances in which officers were allowed to contact and detain suspects. Subsequently, force incidents continue to be low compared to the amount of contacts our officers make each year. VNR was not used in 2021 as a type of force our officers can use except in a deadly force encounter. This may be one reason why officer "Take Downs" remain the highest category for type of force.

The most compelling statistics in this review are that the calls for service, arrests, and bookings are high numbers and by percentage the use of force does not occur often. In 2021, only .11% of CAD incidents required force to be used on a subject. Officers continue to receive annual defensive tactics/use of force training, as well as training on de-escalation techniques. This training encompasses classroom, hands-on, and scenario based training. Each Officer has completed the 40 hour Crisis Intervention Training as well as completing yearly refresher training as required.

At the start of 2021 we created a Use of Force Committee which is comprised of Commanders and Sergeants who are highly trained in police use of force encounters. We also are now part of the Department of Justice FBI Use of Force database. Uses of force that result in serious bodily injury (as defined by the Department of Justice) or death will be reported in the FBI database. Any use of force that results in great bodily harm (as defined by the Revised Code of Washington), death, or appears to be out of policy, will be reviewed by the Use of Force Committee who will then provide a report to the chief. The goal of the Force Committee is to provide a more detailed analysis, focusing more case by case, than is already done and to analyze force trends in order to enhance training, reduce injuries and ensure our citizens remain protected.

SUMMARY CONT.

As we move into 2022, body worn cameras will be fully implemented by April 1st. Departmental policy has been updated regarding their usage, and they will be an additional resource in the documentation of force incidents.

CITY OF AUBURN WASHINGTON

AUBURN POLICE DEPARTMENT 2021 ANNUAL CIA REVIEW

Auburn Police Department

AUBURN VALUES

SERVICE

ENVIRONMENT

ECONOMY

CHARACTER

SUSTAINABILITY

WELLNESS

CELEBRATION

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AUBURN POLICE DEPARTMENT

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ANNUAL CIA REVIEW

This annual analysis of the CIA (Commendations, Inquiries, and Allegations) investigations provides the administration of the agency and the public we serve a review of agency personnel conduct from an analytical perspective and possibly through the eyes of our community. As outlined in the Auburn Police Department Manual of Standards, the CIA system provides a standardized means of reporting, investigating, and documenting Commendations, Inquiries, Internal Investigations and Collision Reviews.

Our ***Vision Statement*** calls for us to be a premier agency that is trusted, supported, and respected. Our ***Mission Statement*** requires that our department will "provide professional Law Enforcement services to our community." To meet these demands, we must be a disciplined and a well-regulated organization. One method by which to determine our success is to evaluate our CIA process. This report illustrates how well the Auburn Police Department is perceived to be following our Vision and Mission statements, as well as our Manual of Standards.

Summary of 2021

In 2021, Auburn Police Officers responded to 72,944 CAD incidents (73,998 in 2020) and completed 15,295 case reports (15,299 in 2020). Officers made 2,990 arrests (3,629 in 2020) with 1,067 of those arrestees being booked into SCORE (1,652 in 2020), and issued 3,820 infractions/citations (8,110 in 2020). All of this activity accounts for only a portion of the personal contacts with our community members that are made by our police officers throughout the year.

COMMENDATIONS

A ***Commendation*** is used to recognize actions or performance by members of the police department who act or perform in a manner that is outstanding or beyond what is normally expected. The Commendation process recognizes employees for Professionalism, Exemplary Job, Exemplary Actions, Life Saving and Heroism.

The majority of our commendations come from citizens who took the time to recognize one or more officers due to their exemplary and professional work. These commendations range from officers conducting school speeches, helping someone change a tire or going above and beyond to investigate someone’s case.

MEDAL OF VALOR

The **Medal of Valor** will be awarded to department personnel for acts that meet all of the following conditions.

1. When the act conspicuously displays extreme courage, beyond the normal demands for police service.

2. When failure to take such action would not justify official censure.

3. When substantial risk to their physical safety actually existed and the individual was unquestionably conscious of this imminent threat.

4. When the objective was logically believed to be of sufficient importance to justify the risk taken.

MEDAL OF DISTINCTION

The **Medal of Distinction** will be awarded to department personnel for acts which meet all of the following criteria.

1. When personnel manifest courage in the performance of duty under circumstances less than those required for the Medal of Valor.

2. When a risk to the individual's physical safety actually existed, or when there was reason to believe that such a risk was present.

3. When the act indicated that the individual was conscious of the imminent danger to their personal safety, or when a reasonable and prudent person would normally assume such a danger was present.

4. When the objective was reasonably believed to be of sufficient importance to justify the risk taken.

5. When the individual accomplished the objective, or was prevented from doing so by circumstances beyond his/her control.

LIFESAVING MEDAL

The **Lifesaving Medal** shall be awarded to department personnel for acts that meet all of the following criteria.

1. When the acts were personally performed by the officer.

2. When affirmed by competent medical authority, an individual saved a human life or prolonged life beyond the day of extraordinary circumstances.

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MERIT MEDAL

The **Merit Medal** shall be awarded to department personnel for acts that meet all of the following criteria.

1. When individuals who distinguish themselves by excellence in events which involve tactical action.

2. When the event involves some risk to the individual.

HONORABLE TACTICAL DE-ESCALATION MEDAL

The **Honorable Tactical De-escalation Medal** shall be awarded to department personnel for acts that meet all of the following criteria.

1. When the acts were personally performed by the department member.

2. When the department member utilized exceptional tactical skills or verbal approaches and techniques to de-escalate any deadly force situation resulting in the saving or sustaining of a human life.

3. When the deadly force and de-escalation factors can be independently verified.

COMMENDATIONS

Year	Total Commendations	Letter of Commendation	Medal of Distinction	Life Saving	Medal of Valor	Medal of Merit	Tactical Medal
2018	71	1	0	7	1	0	0
2019	93	7	0	11	0	4	0
2020	167	16	3	10	0	0	0
2021	124	2	0	7	2	2	1

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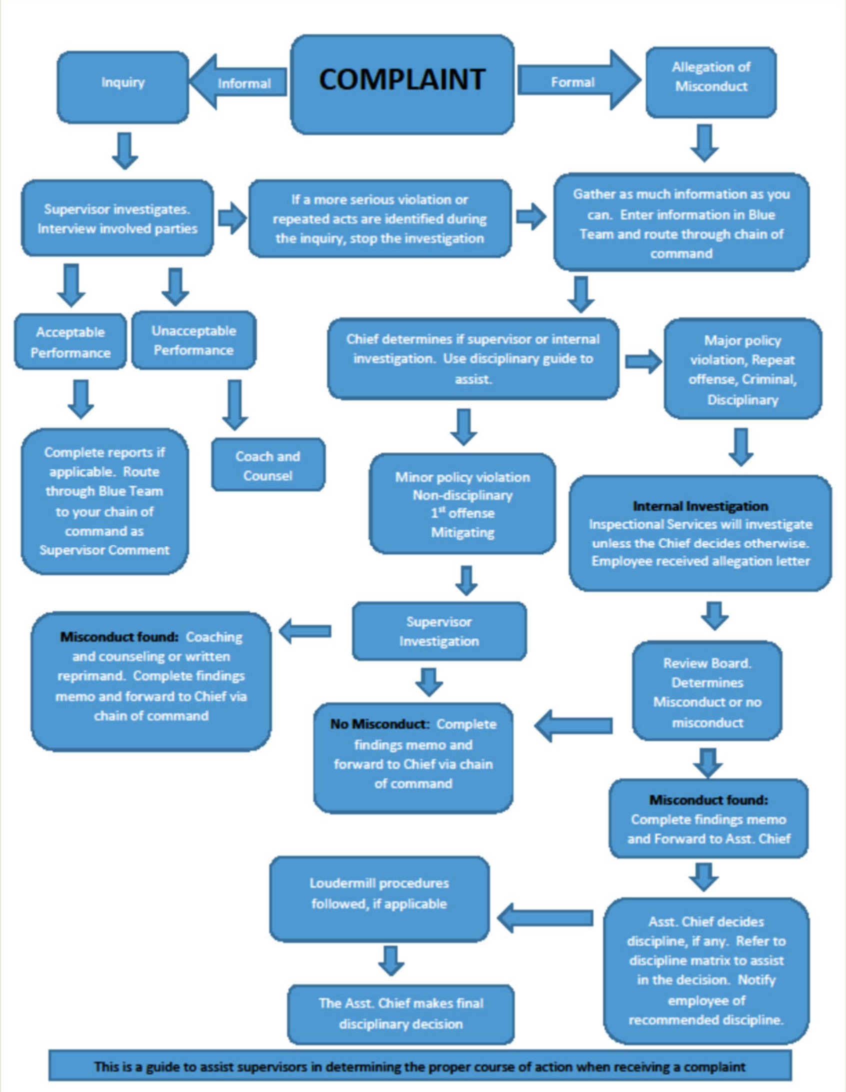
EMPLOYEE INVESTIGATIONS

There are two ways a complaint can be categorized and investigated: Supervisory Investigation and Internal Investigation.

A Supervisory Investigation involves a complaint made regarding the quality of service delivery. These complaints vary in degree from complaints regarding an employee's demeanor, tardiness, complaints related to customer service, or the nature of a department practice. This may also be a complaint of a minor policy violation. The employee's immediate supervisor typically handles this type of complaint, but a commander might also take charge of it.

An Internal Investigation involves a complaint of a possible violation of department standards, written directives, City policies or applicable Civil Service Rules. These allegations include, but are not limited to, complaints of bias based policing, excessive force, alleged corruption, insubordination, breach of civil rights, false arrest, and other types of allegations of serious misconduct. In the event that an allegation of criminal misconduct is reported and appears to have merit, a simultaneous **criminal investigation** will be initiated.


COMPLAINT
Informal
Formal
Inquiry
Allegation of Misconduct
Supervisor investigates. Interview involved parties
If a more serious violation or repeated acts are identified during the inquiry, stop the investigation
Gather as much information as you can. Enter information in Blue Team and route through chain of command
Acceptable Performance
Unacceptable Performance
Chief determines if supervisor or internal investigation. Use disciplinary guide to assist.
Major policy violation, Repeat offense, Criminal, Disciplinary
Complete reports if applicable. Route through Blue Team to your chain of command as Supervisor Comment
Coach and Counsel
Minor policy violation Non-disciplinary 1st offense Mitigating
Internal Investigation Inspectional Services will investigate unless the Chief decides otherwise. Employee received allegation letter
Misconduct found: Coaching and counseling or written reprimand. Complete findings memo and forward to Chief via chain of command
Supervisor Investigation
Review Board. Determines Misconduct or no misconduct
No Misconduct: Complete findings memo and forward to Chief via chain of command
Misconduct found: Complete findings memo and Forward to Asst. Chief
Loudermill procedures followed, if applicable
Asst. Chief decides discipline, if any. Refer to discipline matrix to assist in the decision. Notify employee of recommended discipline.
The Asst. Chief makes final disciplinary decision
This is a guide to assist supervisors in determining the proper course of action when receiving a complaint

INTERNAL INVESTIGATIONS

Year	CAD Incidents	Internal Investigations	Inv. With Misconduct	Total Employees	Emp. With Misconduct
2018	96,884	7 (.007%)	6	9	7
2019	86,062	18 (.02%)	11	17	13
2020	73,998	9 (.01%)	6	9	6
2021	72,944	6 (.008%)	5	7	5

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INTERNAL INVESTIGATIONS

Internal Investigations generated by internal and external sources

	External Sources	Internal Sources	Total Combined
Total Investigations	4	2	6
Sustained Misconduct	3	2	5

In examining the above tables, Internal Investigations generated internally usually resulted in a finding of actual misconduct. The above table shows that both of the Investigations received from internal sources resulted in a finding of misconduct. During these types of investigations, statements, photographs, videos, police reports, and any other potential documentation are examined. The investigation is then forwarded to a supervisory review board to determine findings.

SUPERVISORY INVESTIGATIONS

Supervisory Investigations

These numbers continue to be very low compared to the amount of contacts with the public. This would appear to indicate that our officers conduct themselves most of the time in a professional manner due to the fact that inquiries are complaints regarding an officer's demeanor, tardiness, and customer service. (These were labeled as Supervisory Inquiries prior to 2021)

Year	CAD Incidents	Supervisory Inv/ Inquiries	Inquiries with Unacceptable Performance	Involved Employees	Employees with Unacceptable Performance
2018	96,884	20 (.02%)	10	20	12
2019	86,062	11 (.01%)	7	12	6
2020	73,998	21 (.03%)	12	21	11
2021	72,944	10 (.01)	2	14	2

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ALLEGATIONS

The following table depicts the total combined allegations by category for all Supervisor Investigations and Internal Investigations for 2021. It should be noted that Supervisor Investigations can result in findings of Acceptable Performance or Unacceptable Performance, and Internal Investigations can result in findings of Misconduct or No Misconduct, among others.

Allegation	Total	No Misconduct/ Acceptable Performance	Misconduct/ Unacceptable performance	No Conclusion/ Pending
Violation of General Policy	4	3	1	0
Discourtesy	6	6	0	0
Code of Conduct	6	4	2	0
False Arrest	3	3	0	0
Excessive Force	3	2	1	0
ACCESS Violation	1	0	1	0
Conduct Unbecoming	1	0	1	0
Core Values	1	0	1	0
Fail to Meet Job Expectations	1	0	1	0
Foot Pursuit Policy	1	0	1	0
Vehicle Pursuit Policy	1	0	1	0
Totals	28	18	10	0

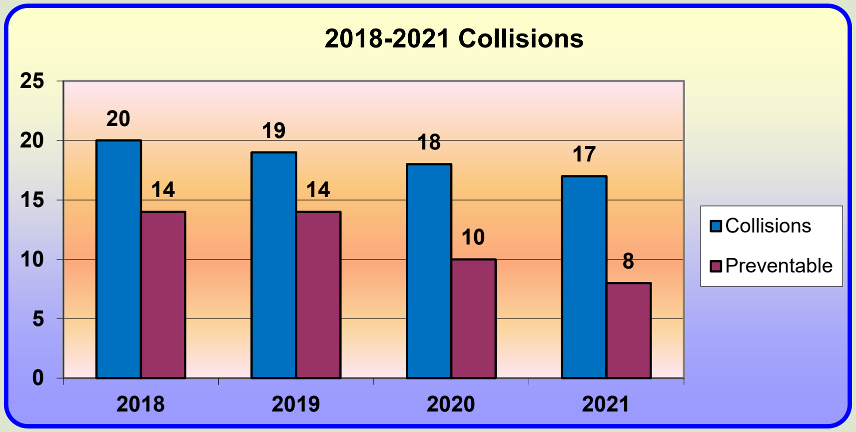
COLLISIONS

In 2021, there were 17 collisions involving APD employees. Eight of the 17 collisions were determined to be preventable on the part of the officer. The median years of service of the officers involved in collisions is 5.5 and the median age of the officer was 35.5. Eight of the collisions that occurred were officers who have 5 years or less of service with Auburn PD. The preventable collisions were attributed to officers with a median of 9.5 years of service. In examining the number of collisions, it is important to note that the department determines a collision to be any time an employee in control of a department vehicle has any contact with another vehicle, object, or person. Damage caused by a specific maneuver (PIT, intentional strike, etc.) is not considered a collision under our department policy. The majority of these collisions did not meet the state definition of a reportable collision.

In reviewing the 8 collisions which were determined by a Collision Review Board to be preventable, “driver inattention” was apparent in most cases, by either watching for suspects or looking at vehicle equipment inside the car. If the drivers had been more attentive, they would not have collided with another vehicle, curb, tree, etc. All 2021 collisions (preventable and non-preventable) are categorized as follows:

COLLISIONS CONT.

- 7 - Driver Inattention
- 0 - Improper Backing
- 0 - Fail to Clear Intersection
- 8 - Other driver at fault
- 2 - Poor tactics



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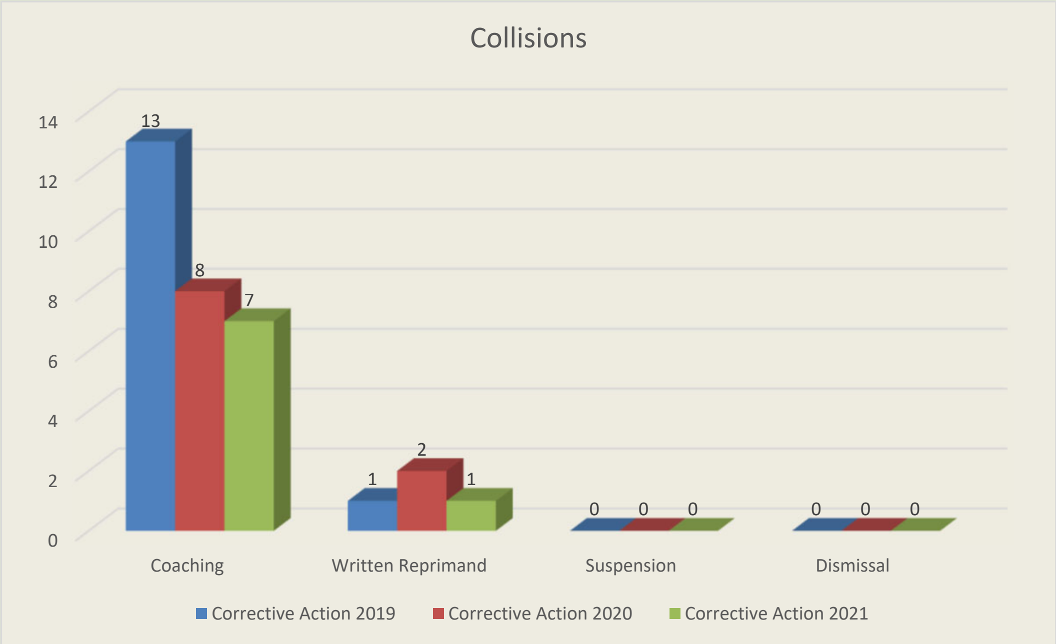
COLLISIONS CONT.

The below chart depicts the corrective action dispensed to the employees in preventable collisions. Some officers also received additional training where it was appropriate.



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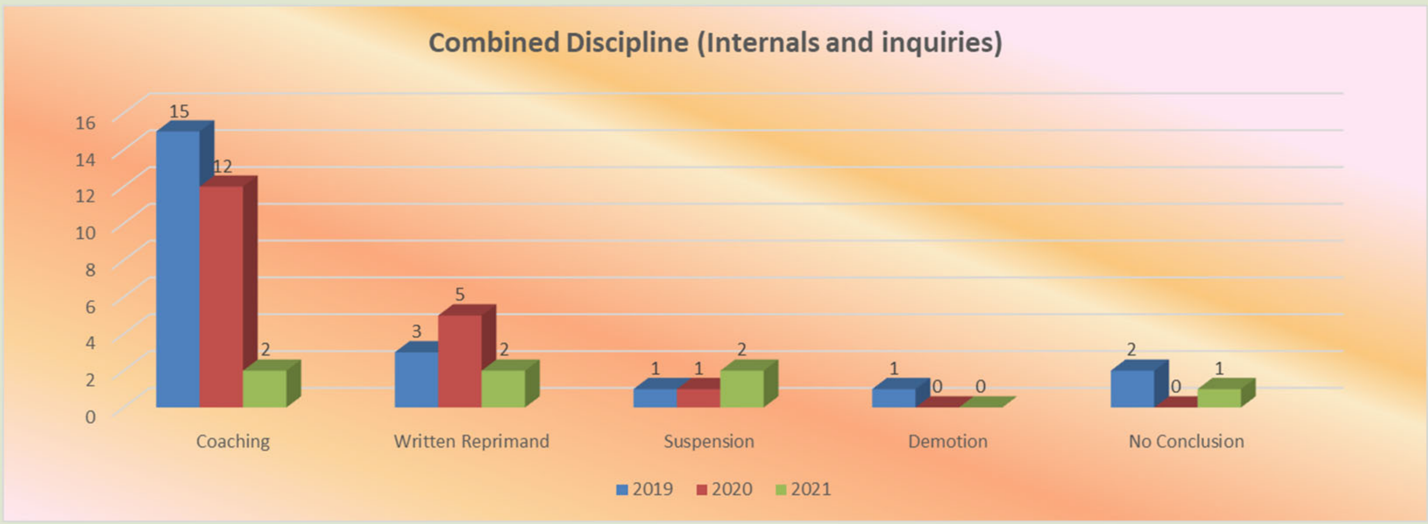
COMBINED DISCIPLINE

Actions Taken Internal Investigations

The following chart depicts action taken for misconduct, whether from an Internal Investigation or Supervisory Investigation, for each employee involved.



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OUTSIDE AGENCY INVESTIGATIONS

To ensure that our investigations are unbiased, there are times when an outside agency may be asked to investigate serious allegations of misconduct made against agency staff, especially those that may be of a criminal nature. This provides Auburn citizens with confidence and allows for unbiased transparency into actions, activities, and decisions made by the Auburn Police Department. In 2021 there was one allegation of criminal misconduct investigated by the King County Prosecutors Office. No criminal charges were filed in this case.

GRIEVANCES

One of the Internal Investigations that concluded during 2021 was grieved to a level 3, which is reviewed by the Mayor. This Internal Investigation involved a finding of Actual Misconduct. The discipline was lowered from a Written Reprimand to Coaching and Counseling by the Mayor at the level 3 grievance.

CONCLUSION

A review of the frequency of incidents for 2021 regarding alleged misconduct by employees of the Auburn Police Department does not appear to raise any specific concerns. The number of allegations and found misconduct when compared to the actual number of contacts Auburn Police Officers encounter each year is extremely low. This illustrates and confirms that we take all complaints seriously and train our employees regularly, and when necessary use corrective action depending on the severity of the allegation.