	Special City Council Meeting March 4, 2024 - 6:00 PM City Hall Council Chambers AGENDA
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I. CALL TO ORDER

II. LAND ACKNOWLEDGEMENT

We would like to acknowledge the Federally Recognized Muckleshoot Indian Tribe, the ancestral keepers of the land we are gathered on today. We thank them for their immense contributions to our state and local history, culture, economy, and identity as Washingtonians.

III. PUBLIC PARTICIPATION

1. Public Participation

The Auburn Special City Council Meeting scheduled for Monday March 4, 2024 at 6:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To view or listen to the meeting virtually please click the below link, or call into the meeting at the phone number listed below.

Telephone: 253 205 0468

Toll Free: 888 475 4499

Zoom: <https://us06web.zoom.us/j/81238303968>

A. Pledge of Allegiance

IV. ROLL CALL

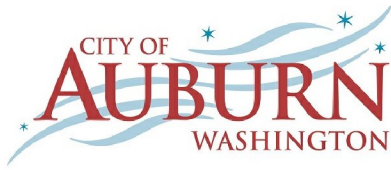
V. DISCUSSION ITEMS

A. Department Overview - Administration (Hinman) (30 Minutes)

B. Department Overview - Legal (Boesche) (30 Minutes)

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:

Department Overview - Administration (Hinman) (30 Minutes)

Department:

Administration

Attachments:

[Administration Overview Presentation](#)

Date:

February 28, 2024

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:**

Councilmember: Cheryl Rakes

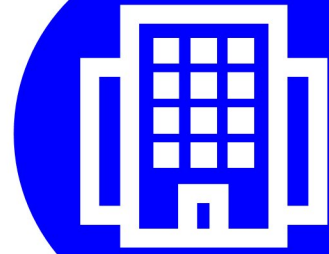
Meeting Date: March 4, 2024

Staff:

Dana Hinman

Item Number:

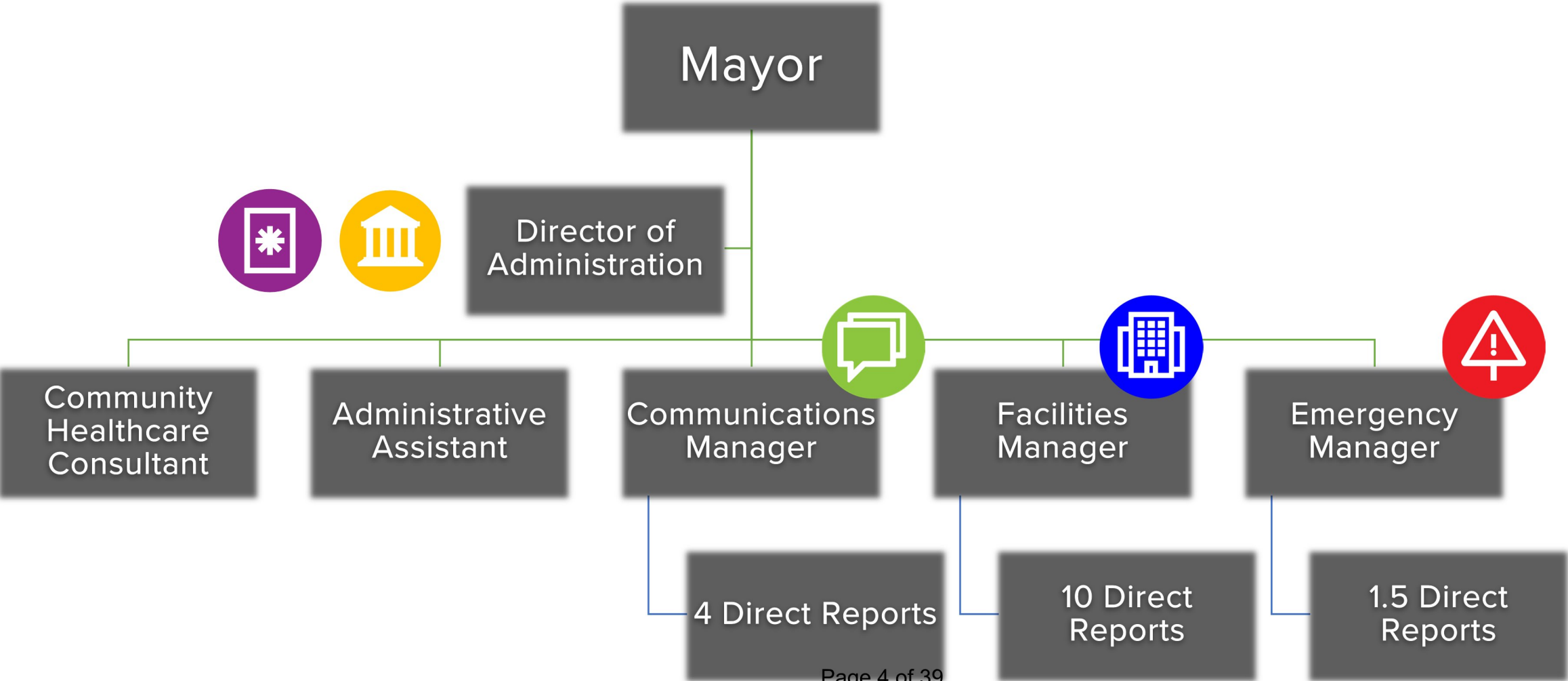
DI.A



Get to know the

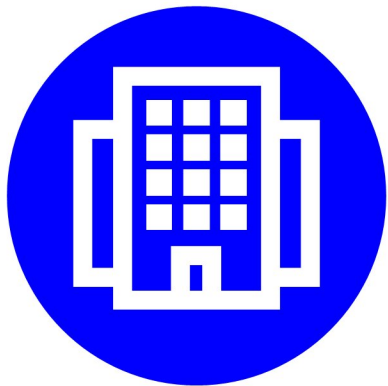
Department of Administration

Department of Administration Organizational Chart



Department Overview

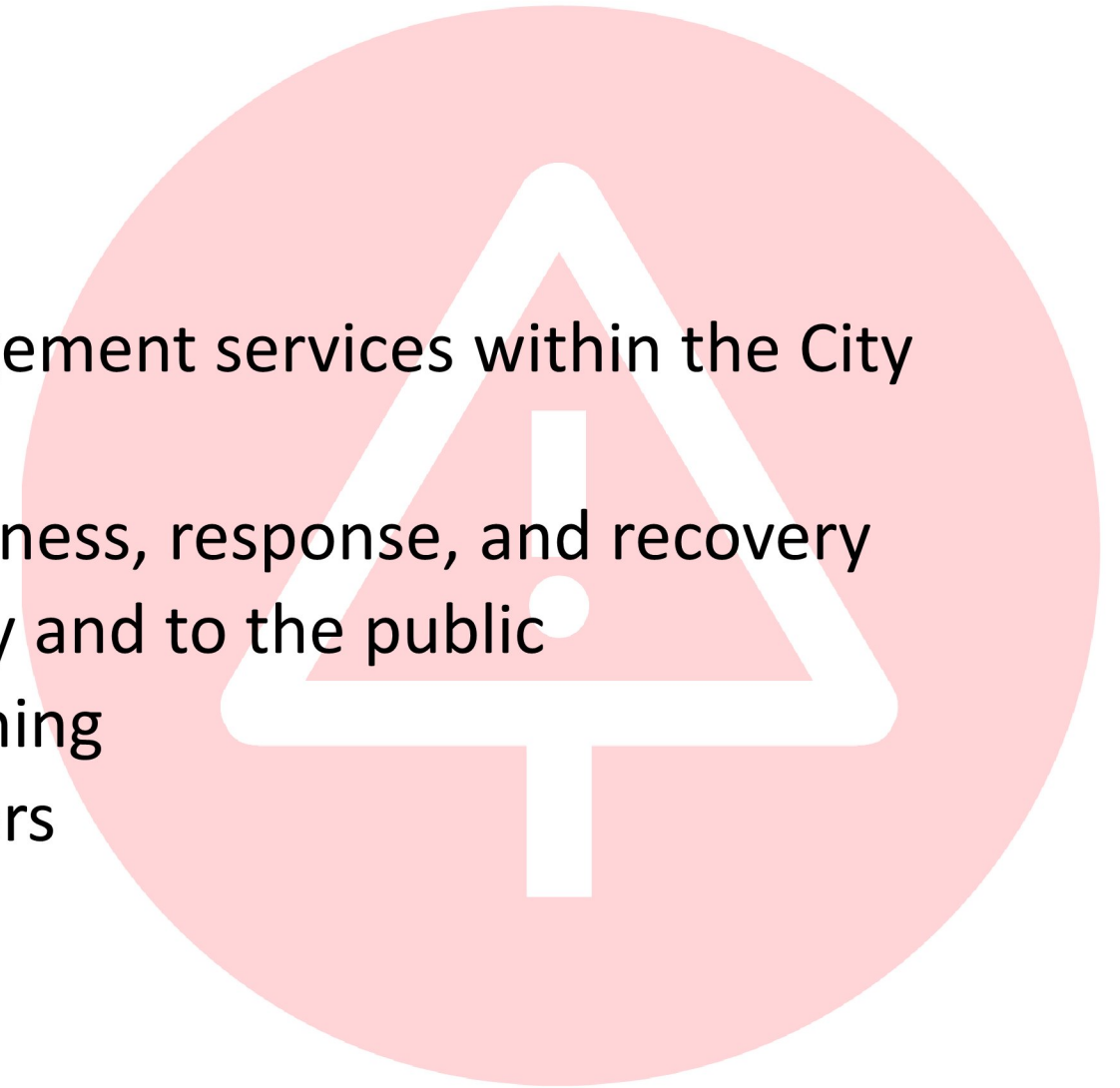
- The Department of Administration operates out of the Mayor's office
- Department accounts for less than 5% of general fund expenditures
- The department consists of three divisions:
 - Emergency Management
 - Facilities
 - Multimedia/Communications
- The department has 22.5 FTE





Emergency Management

- Provides full-cycle emergency management services within the City
- Assists with disaster mitigation
- Leads the City's emergency preparedness, response, and recovery
- Provides disaster education internally and to the public
- Participates in regional disaster planning
- Have trained over 800 CERT volunteers
- 2.5 FTE

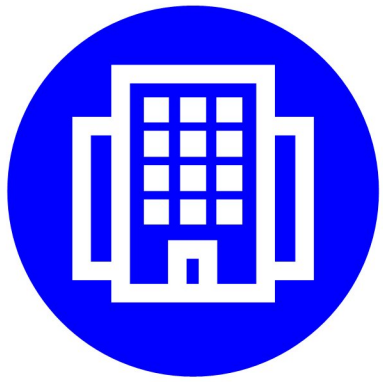




Multimedia & Communications

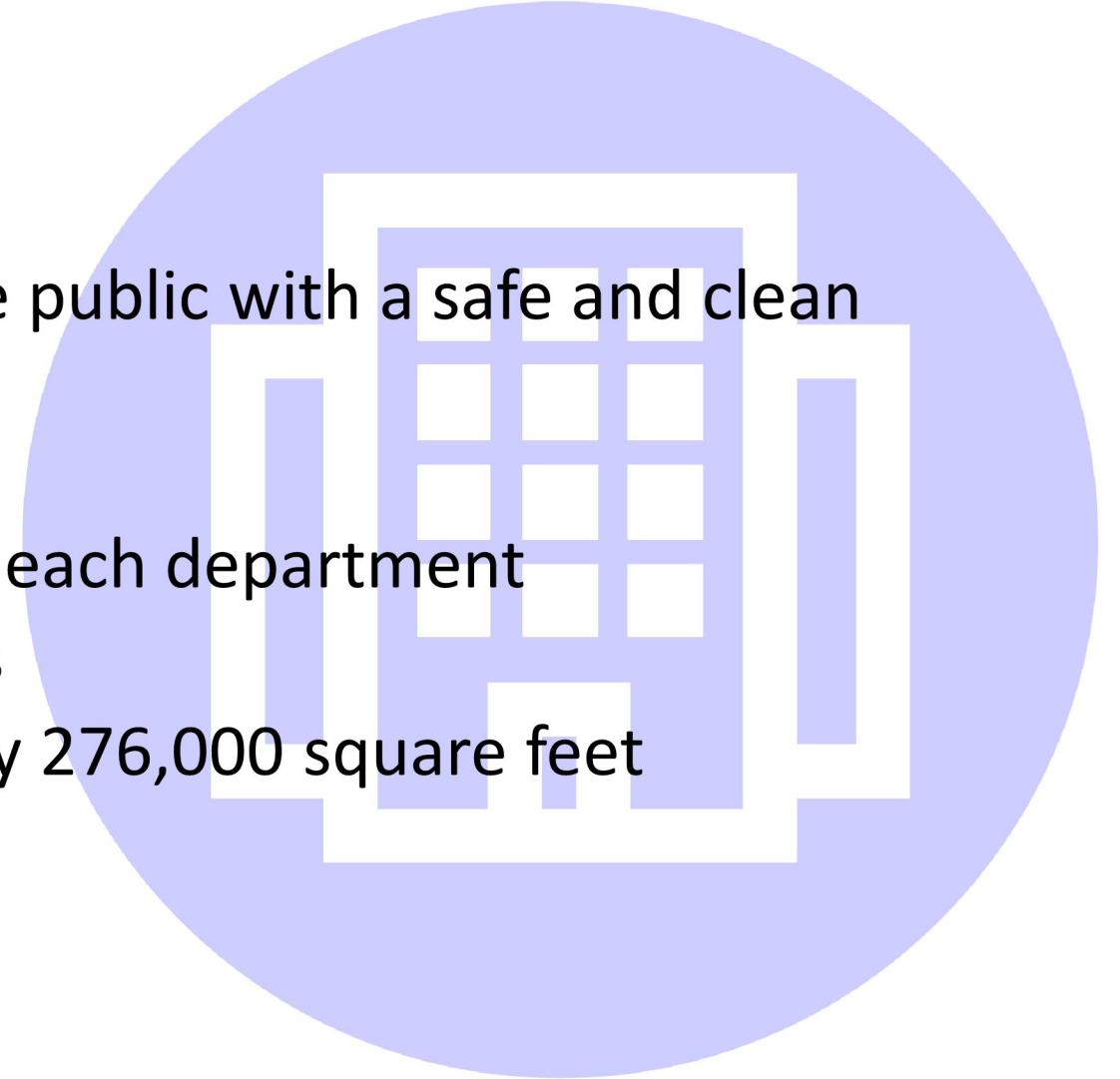
- Oversees the City's multimedia staff and programs
- Directs the efforts of the public relations, public education, media relations and acts in the role of City spokesperson when needed
- Assists departments in public involvement using the City's information and communications programs
- Fulfills over 2,000 employee requests per year
- 5 FTE





Facilities

- Provides all City departments and the public with a safe and clean environment
- Preserves City-occupied facilities
- Provides building support services to each department
- Provides facility construction services
- Supports 23 assets and approximately 276,000 square feet
- 11 FTE

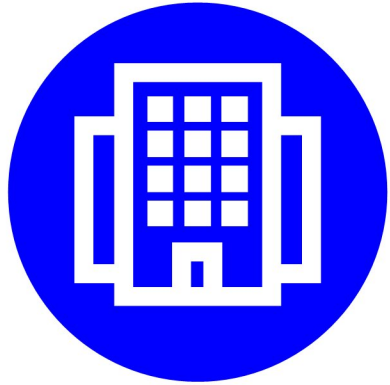




Other duties as assigned

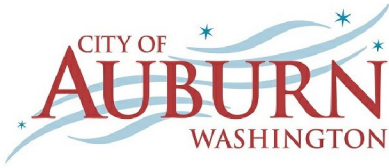
- Various Regional Initiatives
- Government Relations
- Mayoral Special Initiatives
- Oversee contracts for:
 - State and Federal Legislative Consultation
 - Healthy Auburn Initiative





Department of Administration

The Switzerland of the Organizational Chart



AGENDA BILL APPROVAL FORM

Agenda Subject:

Department Overview - Legal (Boesche) (30 Minutes)

Department:

City Attorney

Attachments:

[Department Overview - Legal](#)

Date:

February 28, 2024

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:**

Councilmember: Cheryl Rakes

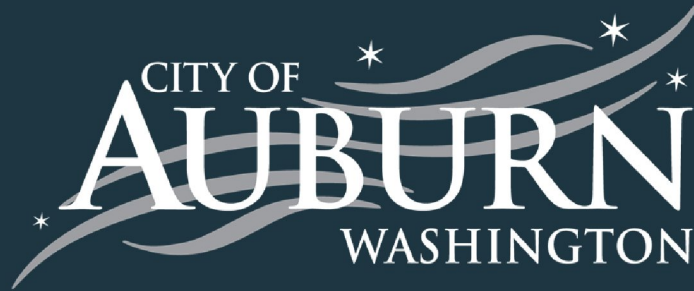
Meeting Date: March 4, 2024

Staff:

Harry Boesche

Item Number:

DI.B



LEGAL DEPARTMENT

AUBURN VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

LEGAL DEPARTMENT DIVISIONS:

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



LEGAL DEPARTMENT PERSONNEL

20 current employees

HARRY BOESCHE—Acting City Attorney

CIVIL (2 employees)	REAL ESTATE (1 employee)	PROSECUTION (8 employees)	CITY CLERK (8 employees)
1 Civil Attorney 1 Civil Paralegal	JOSH ARNDT—Real estate manager	CHARLOTTE STOREY— Chief Prosecutor 4 Prosecutors 1 DV paralegal 2 Legal assistants	SHAWN CAMPBELL—City Clerk 2 Deputy Clerks 5 Records Clerks

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CIVIL DIVISION

CIVIL DIVISION RESPONSIBILITIES

- Draft/review of ordinances and resolutions
 - City code amendments
- Draft/review/approval of contracts, leases & other legal documents
- Attendance at City Council & board/commission meetings
- Review of council agendas for publication
- Legal advice to the Mayor, City Council, and City departments
- Legal training as needed
 - Litigation management
- City representation in civil claims and lawsuits
 - Legal advisor to SKHHP (Auburn is administering agency)

CITY CLERK'S DIVISION



CITY CLERK'S OFFICE RESPONSIBILITIES

- Management of City Council agenda
- Management of City records and archiving
- Management of City electronic contract process
- Responding to public records requests
- Passport services
- Issuance of public notifications
- Attendance at public meetings
- Training to City Councilmembers and staff regarding OPMA, parliamentary procedure

CITY CLERK'S OFFICE RESPONSIBILITIES

2023 HIGHLIGHTS:

Responded to over **5,000** records requests

Attended over **50** public meetings

Processed **988** passports

Issued over **150** public notices

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CITY CLERK'S OFFICE RESPONSIBILITIES

CITY DOCUMENT ARCHIVE MANAGEMENT

- Archives currently holds over **5,000 boxes** of documents and **1,000 rolls of building plans**
- Clerk directs records destruction or transfer to State Archives per State retention law (**486 boxes of documents destroyed and 4 transferred in 2023**)

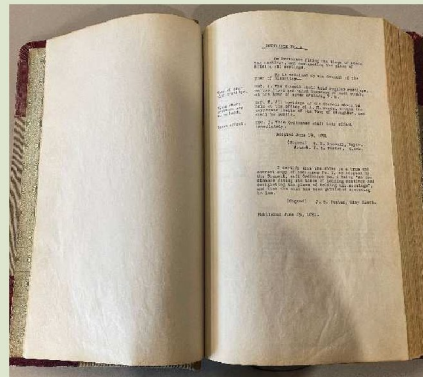


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CITY CLERK'S OFFICE RESPONSIBILITIES

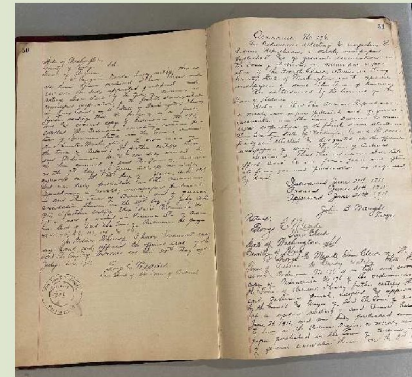


City Clerk's Office stores historical City legislation and meeting minutes in the City Clerk's Office Vault



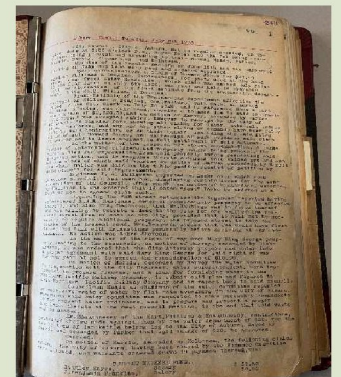
Ordinance No. 1 – Establishing times & location for City Council Meetings

June 19, 1891



Handwritten Ordinance

June 21, 1911



City Council Meeting Minutes

July 6, 1926

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REAL ESTATE DIVISION

REAL ESTATE DIVISION

- Protects and negotiates the City's interest in real estate matters:
 - Real property leases and dispositions
 - Property analysis and management
 - Special City real estate projects
- Manages the City's general fund real estate assets
- Offers 3rd party management services for real estate owned and/or controlled by other City departments

REAL ESTATE DIVISION

- Negotiates and manages the City's purchase and/or disposal of real property
- Responsibilities include developed sites with existing structures and undeveloped sites



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REAL ESTATE DIVISION—PROPERTY ANALYSIS

Protection of City Property Rights

- Researching property rights granted to or by the City
- Ensuring compliance with granted property rights

Obtaining or Granting of Property Rights on behalf of the City

- Negotiations
- Drafting documents
- Presentation to Council
- Recording

REAL ESTATE DIVISION—PROPERTY MANAGEMENT



Tree Removal



**Encampment
Clean Up**



**Real Estate
Litter Crew**



**Property
Beautification**



**Light Repair and
Adding Lights**



Fencing

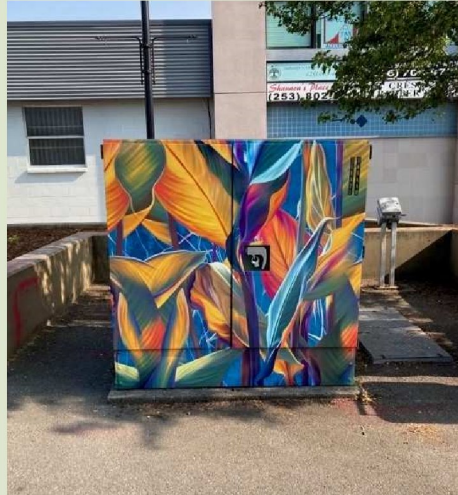


**City Parking
Lots**

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REAL ESTATE DIVISION—PROPERTY MANAGEMENT

- Downtown art:
 - Wrapped 5 utility boxes
 - Mural around trash enclosure



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REAL ESTATE DIVISION—SPECIAL PROJECTS

Pet Relief Area



Mural Lot Lights



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REAL ESTATE DIVISION—SPECIAL PROJECTS



12th Street Project:

site acquisition for future new public safety building

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PROSECUTION DIVISION

PROSECUTION DIVISION

The Legal Department's Prosecution Division represents the whole Auburn community—it does not represent individuals. The prosecution division is responsible for the prosecution of:

- Criminal misdemeanors and gross misdemeanors (including DUI, assaults, theft, criminal trespass and property damage, DV offenses)
- Claims for victim restitution in City criminal cases
- Traffic Infractions (speeding, no insurance, fail to signal, etc.)
- Code Enforcement violations (City license violations, junk vehicles, unsafe structures, etc.)

PROSECUTION DIVISION

- In 2023, City Prosecutors handled:
 - **over 2,400** criminal matters (over 12,000 individual case hearings) and
 - **nearly 500** infraction hearings

PROSECUTION DIVISION

Additional prosecution responsibilities:

- Reviewing and approving police search warrants
- Reviewing and certifying crime victim U-Visa requests
- RALJ appeals to superior court
- Police department criminal law and legal procedure training
- Defending the City in police vehicle impound cases

PROSECUTION DIVISION

DOMESTIC VIOLENCE

- **The Domestic Violence Paralegal coordinates DV criminal case-related issues with victims (including: outline of process, maintaining contact, no contact orders, court dates/subpoena service, victim impact statements, restitution claims)**
- **Community Development contracts with non-profit agencies to provide domestic violence *community advocate* services**

AUBURN COMMUNITY COURT



Community court is an alternative, problem-solving court for some non-violent misdemeanor cases

Community court cases involve referrals to community resources that address a participant's underlying needs that likely led to criminal activity

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AUBURN COMMUNITY COURT ELIGIBILITY



AUBURN COMMUNITY COURT ELIGIBILITY CRITERIA

Effective August 13, 2021, the City of Auburn adopts the following criteria for defendant community court eligibility:

Eligible crimes:

Criminal trespass 1
Theft 3
Criminal trespass 2
Unlawful Bus conduct
Prostitution
Disorderly conduct
Interference with HCF
SODA Order Violation
Possession of auto theft tools
Possession of burglary tools
Vehicle trespass
Unlawful camping
Possession of controlled substance
Possession of drug paraphernalia (prior to May 2021)

Other potentially eligible crimes:

All other crimes are potentially eligible, provided that the offense is not listed as ineligible in these criteria, and the defendant needs services and would benefit from a structured and supportive environment in obtaining those services

Crimes not eligible:

- DUI
- Other traffic offenses
- Assault DV charges involving intimate partners
- VNCO
- Crimes against persons when the victim does not support a community court resolution

Page | 1



Strict Disqualifiers:

- RCW 9A.030(55) violent offense convictions within the past 5 years
- Pending RCW 9A.030(55) violent offense charges
- Sex offense convictions or pending sex offense charges (including juvenile cases)
- Known gang membership or affiliation
- Officer caution noted in police records
- Hate crimes

Discretionary Disqualifiers:

- Pending charges and convictions for:
 - Class A felonies
 - Violent crimes
 - Assault of City Officer
 - Stalking
 - Violation of a no contact order, protection order, sexual assault order
 - Crimes against children and vulnerable adults
 - Escape
 - Crimes enhanced by sexual motivation
 - Crimes involving firearms
 - Human trafficking
 - Kidnapping
- Active warrants out of any jurisdiction of 5K or more

Page | 2

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AUBURN COMMUNITY COURT

- Recent community court case numbers (last 6 months):
- 20 participants
 - 12 successful graduates
 - 4 active participants
 - 2 participants currently attending inpatient treatment
 - 2 participants terminated for noncompliance

AUBURN COMMUNITY COURT COMPLIANCE MONITORING



- Weekly treatment progress reports
- UA results
- Attendance at classes and required appointments
- Completion of City work crew hours

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QUESTIONS?

AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N