	Special City Council Meeting January 16, 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 Tuesday January 16, 2024 at 6:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To view the meeting virtually please click the below link, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

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

To listen to the meeting by phone or Zoom, please call the below number or click the link:

Telephone: 253 205 0468

Toll Free: 888 475 4499

Zoom: <https://us06web.zoom.us/j/89209093966>

A. Pledge of Allegiance

IV. ROLL CALL

V. DISCUSSION ITEMS

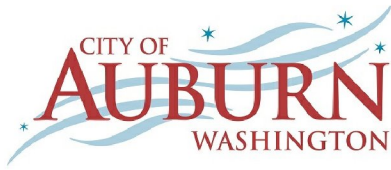
A. Department Overview - Community Development (Tate) (30 Minutes)

B. Department Overview - Finance (Thomas) (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 - Community Development (Tate) (30 Minutes)

Date:

January 10, 2024

Department:

Community Development

Attachments:

[Department Overview Presentation](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

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

Councilmember: Tracy Taylor

Staff:

Tate

Meeting Date: January 16, 2024

Item Number:

DI.A

OVERVIEW OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT

CITY COUNCIL
JANUARY 16, 2024

Department of Community Development
Planning • Building • Development Engineering • Permit Center
Economic Development • Community Services • Code Enforcement

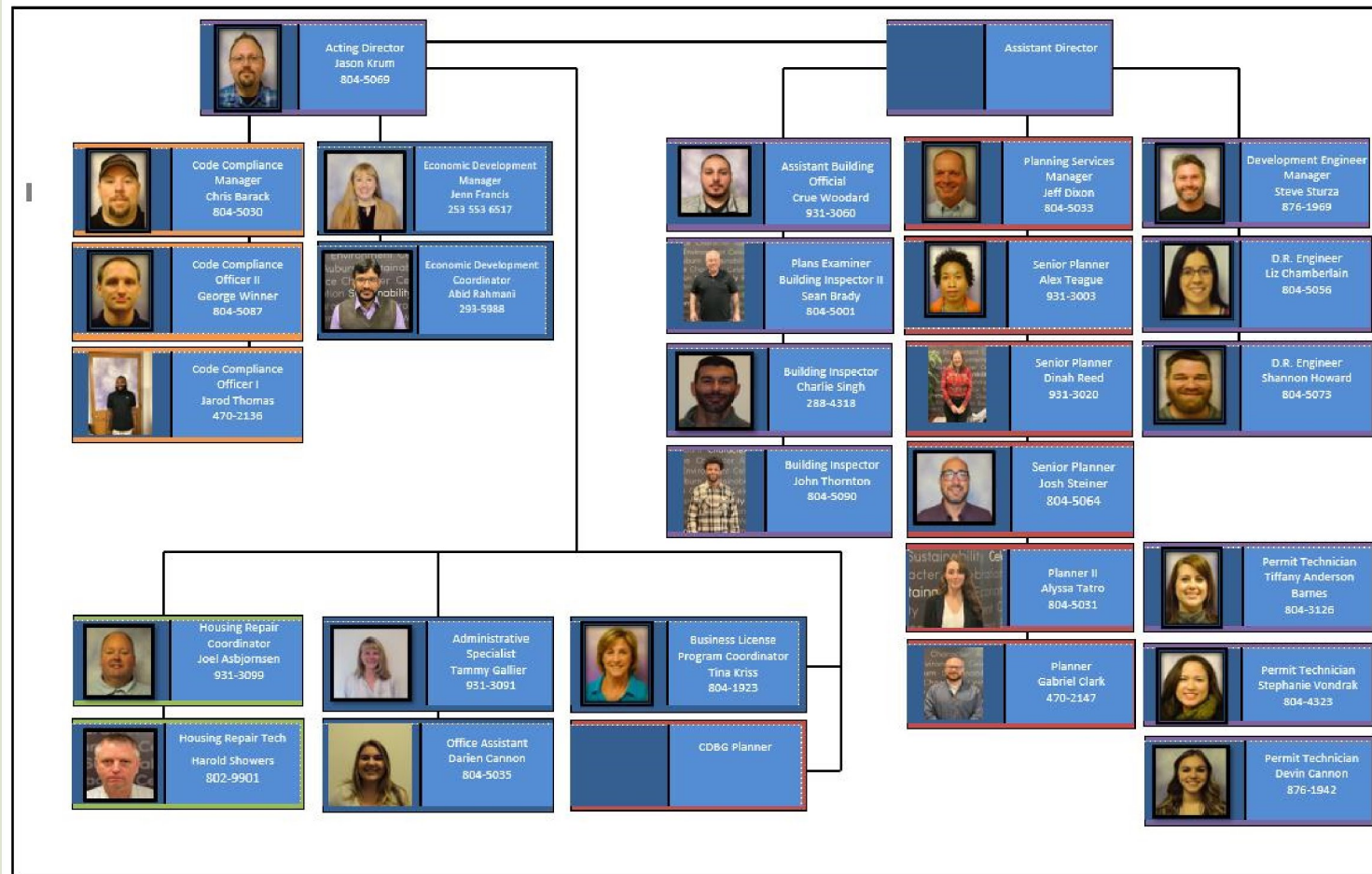
Page 4 of 47

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

COMMUNITY DEVELOPMENT

WHO WE ARE



COMMUNITY DEVELOPMENT

WHAT WE DO

- | | |
|---|--|
| <ul style="list-style-type: none">■ We draft and present land use policies, zoning maps, & city codes for consideration by Planning Commission & City Council■ We review development proposals for adherence to city codes■ We work very closely with Public Works during the review of new development■ During construction, we inspect against approved plans■ We respond to concerns raised about what is happening on private property■ We review and issue city business licenses | <ul style="list-style-type: none">■ We support Planning Commission, Hearing Examiner, Tourism Board, Business Improvement Area Board, and Human Services Committee■ Liaison to Community Wellness SFA and Public Works & Community Development SFA■ We make repairs to private homes in order to help prevent homelessness and improve living conditions■ We engage and partner with the business community, Downtown Auburn Cooperative, and the Chamber |
|---|--|

COMMUNITY DEVELOPMENT COUNCIL INTERFACE

PW&CD SFA

- Planning Commission recommendations
- Changes in adopted policy and law for:
 - Zoning, land use, development standards.
 - Environment, shorelines, floodplains.
 - Growth management, urban growth boundaries, density, annexation.
 - Downtown planning, sub area plans, corridor planning.
 - Business license criteria and standards.
 - Public nuisance standards.
- Regional growth issues:
 - Climate change
 - Puget Sound Regional Council
 - Green River Corridor

Community Wellness SFA

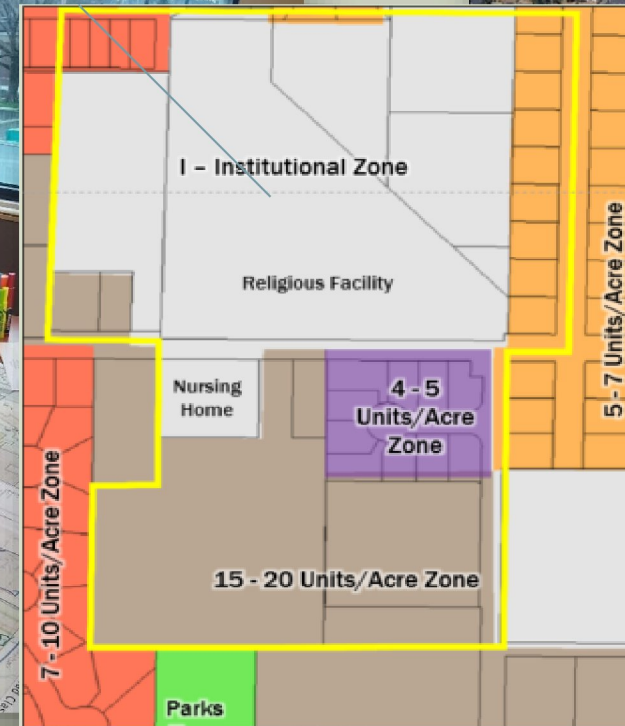
- Human Service Committee recommendations.
- Human Service priorities and funding.
- Coordination with local and regional non-profit organizations.
- Housing condition, rental property standards, tenant protections, housing affordability.
- Housing home repair.
- Neighborhood programs.
- Community Development Block Grant (CDBG).

COMMUNITY DEVELOPMENT – PLANNING

Jeff Dixon – Planning Services Manager

- Comprehensive Plan
- Long Range Planning, Growth Management, Housing Density
- Façade Improvement Program
- Zoning Administration
 - Allowed Land Uses, Landscaping, Signs, Parking, Outdoor Lighting, Design
- Land Division
- Environment & Shorelines
- Staff to Planning Commission & Hearing Examiner



[illegible]

COMMUNITY DEVELOPMENT – PLANNING

Current Planning: Review of Projects,
Inspections, Customer Service



COMMUNITY DEVELOPMENT – PLANNING

Environmental Review – Adherence to Environmental & Shorelines Regulations



COMMUNITY DEVELOPMENT – PLANNING

Other Planning Programs: Façade Improvement & Downtown

2007 2021



Calvo Building (2 B Street SE)



Painted lower brick and added upper facade



Buena Vista Apartments (125 A Street NW)



Repainted building with period paint colors, added awning, and sign with wood from removed tree

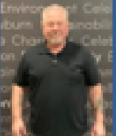
COMMUNITY DEVELOPMENT – BUILDING AND PERMITTING



Assistant Building
Official
Crue Woodard
931-3060



Permit Technician
Tiffany Anderson
Barnes
804-3126



Plans Examiner
Building Inspector II
Sean Brady
804-5001



Permit Technician
Stephanie Vondrak
804-4323



Building Inspector
Charlie Singh
288-4318



Permit Technician
Devin Cannon
876-1942



Building Inspector
John Thornton
804-5090

Crue Woodard – Assistant Building Official

- Building Plan Review & Inspections
 - Structural
 - Plumbing
 - Mechanical
- Fire and Building Code Administration
- All City Permitting
- Adult Family Homes
- Responding to Structural Damage from Fire and Car Accidents

COMMUNITY DEVELOPMENT – BUILDING AND PERMITTING

Pre-Application • Final Short Plat • Restricted Parking Zone • FAC • Building • Mechanical • Plumbing Deviation • Special Exception • Floodplain Development Design Review • Preliminary Short Plat • Boundary Line Adjustment • Temporary Development • Comprehensive Plan Amendment • Stormwater Management • Business Improvement District • Tenant Construction • Sign • Sewer • Variance • Conditional Use • Stock Plan • Home Occupation • Shoreline • Street Deferral Request • SEPA Zoning Certification Letter • Adult Family Home • Water Backflow • Critical Areas • Zoning Code Amendment



64,000+
members

more than
350 highly qualified staff members

Nearly 2 billion
people impacted by I-Codes

15 international codes

evaluates **85,000+** products to over **5,000+** codes/standards
ES

IAS
20 accreditation programs

Over 55 countries in which our ICC Family of Companies are active

377 chapters worldwide

COMMUNITY DEVELOPMENT – BUILDING AND PERMITTING



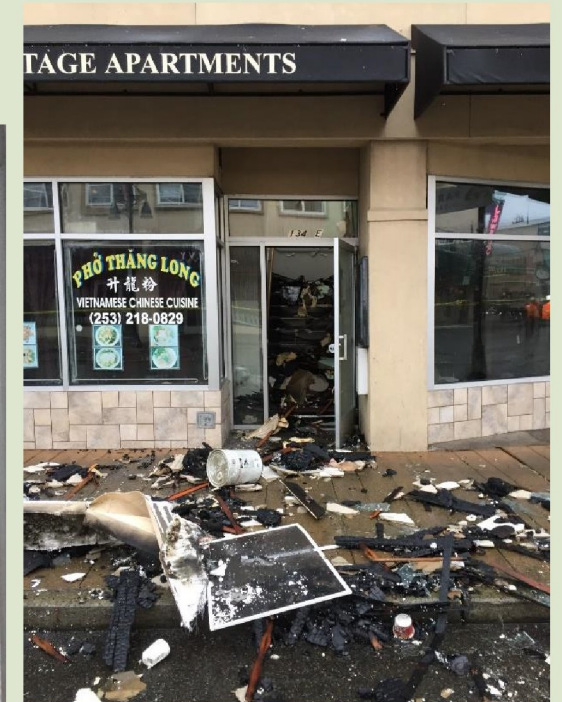
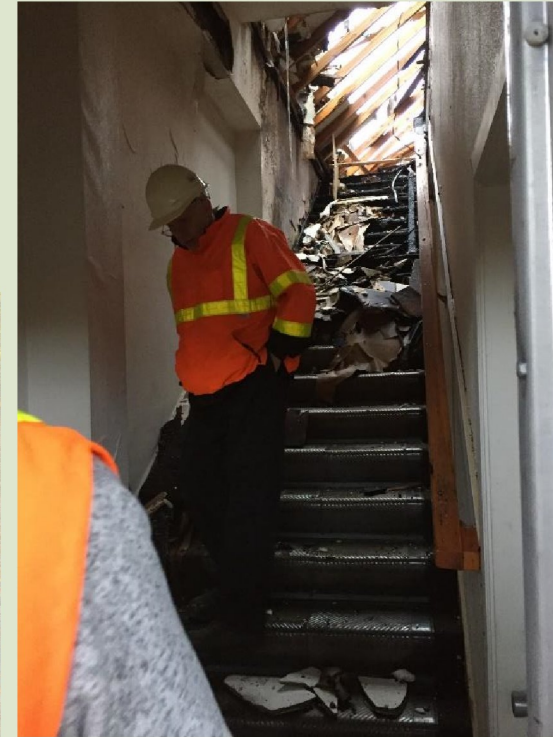
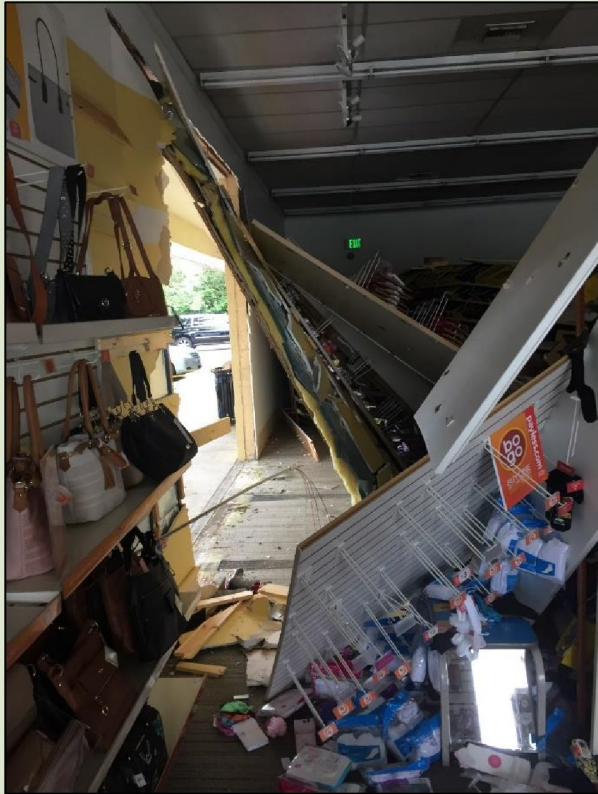
Permit Submittal, Review and Issuance



COMMUNITY DEVELOPMENT – BUILDING AND PERMITTING



COMMUNITY DEVELOPMENT – BUILDING AND PERMITTING



COMMUNITY DEVELOPMENT – DEVELOPMENT ENGINEERING

Steve Sturza – Development Engineering Manager

- Reviewing Transportation, Utility and Other Public Infrastructure Associated with New Development
- Reviewing Grading and Clearing Plans
- Reviewing Stormwater Management Associated with New Development
- Floodplain Management
- Coordinate all development activities with Public Works



Development Engineer
Manager
Steve Sturza
876-1969 (ssturza@)

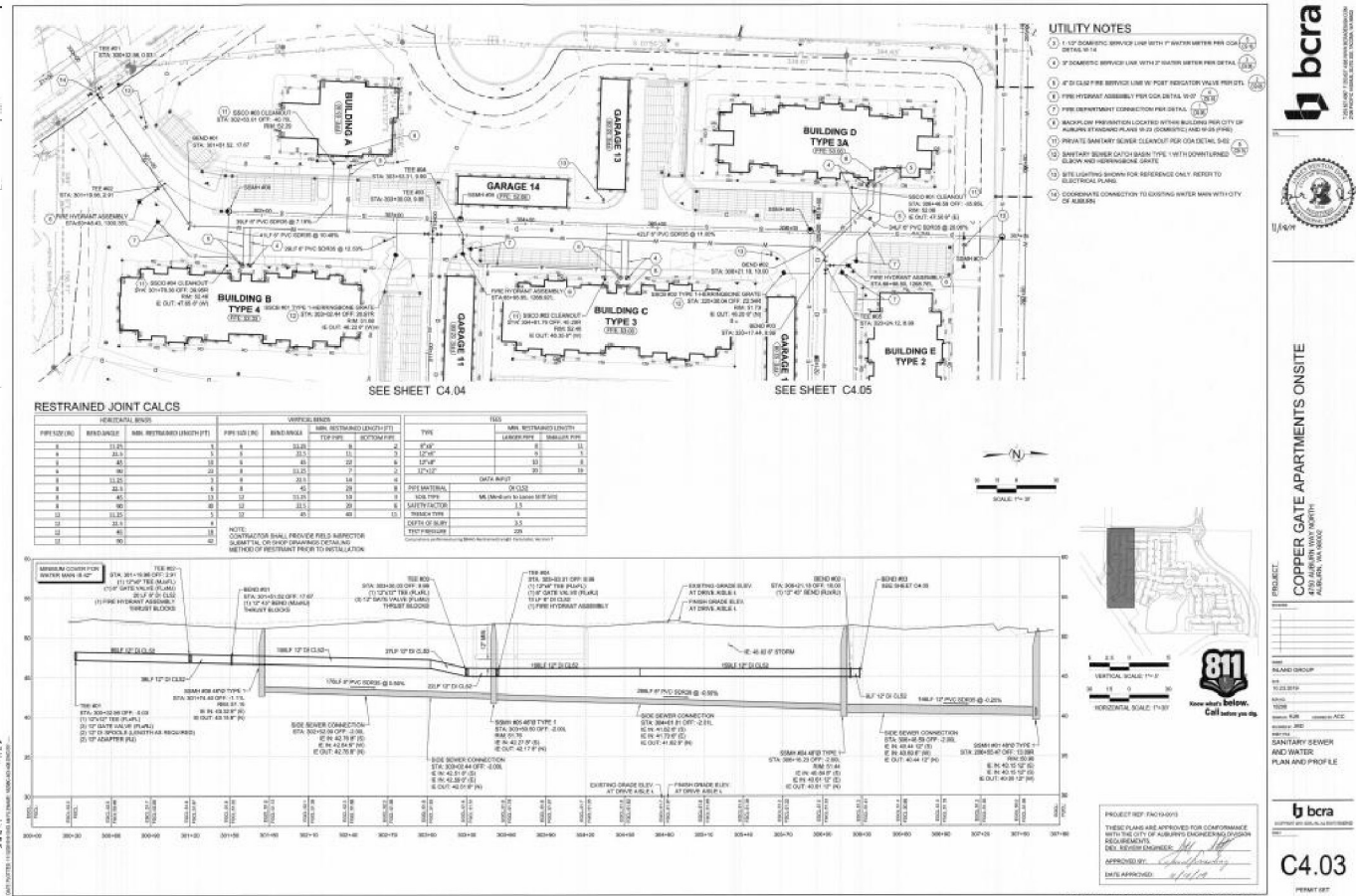
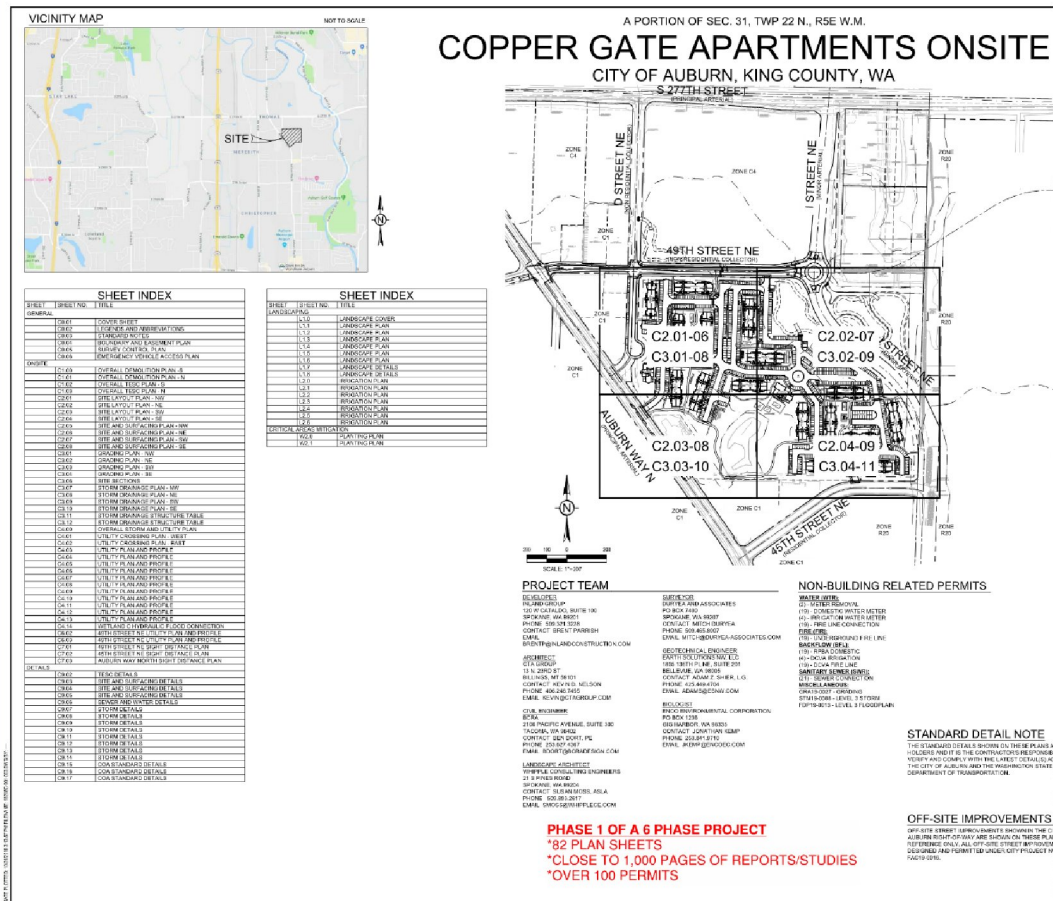


D.R. Engineer
Liz Chamberlain
804-5056
(emchamberlain@)



D.R. Engineer
Shannon Howard
804-5073 (showard@)

COMMUNITY DEVELOPMENT – DEVELOPMENT ENGINEERING



COMMUNITY DEVELOPMENT – DEVELOPMENT ENGINEERING



Subdivision

Raw Land

Mass Grading and Contouring

Utilities and Roads

Sidewalks, Lighting, Landscaping

Houses

COMMUNITY DEVELOPMENT – DEVELOPMENT ENGINEERING

Multifamily Development

Raw Land

Clearing, Grading, Contouring

Utilities, Foundations, Buildings

Paving, Lighting, Landscaping

As-Builts and Maps



COMMUNITY DEVELOPMENT – CODE ENFORCEMENT

Chris Barack – Code Compliance Supervisor



- Property Abatement
- Public Nuisances – i.e. vegetation
- Signs and Sign Clean Up
- Junk and Outdoor Storage
- Business License Enforcement
- Multifamily, SAFER, and Rental Property Programs
- Vacant Property Registration
- Outreach and Education
- Auburn Magazine Content
- Graffiti Response

COMMUNITY DEVELOPMENT – CODE ENFORCEMENT



Junk, Vegetation, Inoperable Vehicles...



Signs...

COMMUNITY DEVELOPMENT – CODE ENFORCEMENT



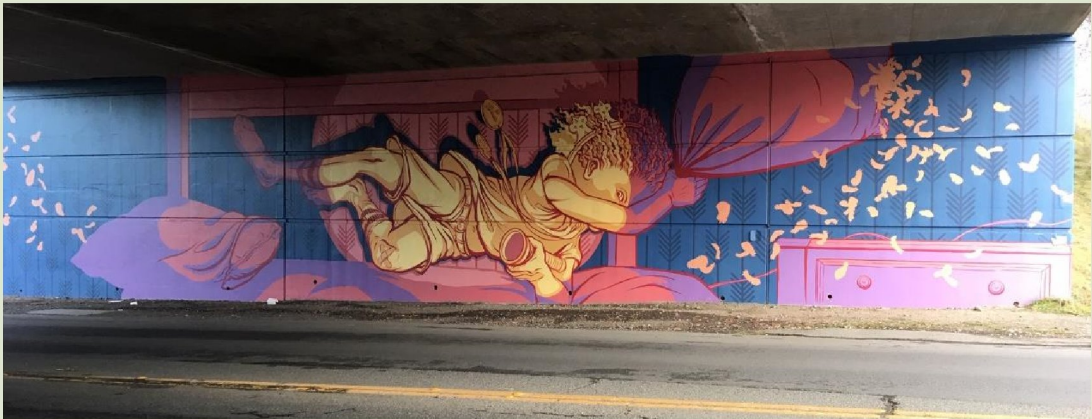
Graffiti



Clean Up Efforts



F Street Mural



Utility
Cabinet
Wraps



COMMUNITY DEVELOPMENT – CODE ENFORCEMENT

Mediator &
Educator



What is important to know about the work we do:

- We are compassionate and understanding. Our clients are humans just like us
- We often act as mediators between private property owners
- We look at the overall condition of the property, as it is a great indicator of how well, or how poorly someone is doing in the community
- We might be the first to recognize the “red flags” relating to a decline in function, and that something deeper might be going on
- We share the same clientele as police and fire, usually for different reasons, which adds a potential for dangerous situations

COMMUNITY DEVELOPMENT – CODE ENFORCEMENT

Results oriented with a primary objective of compliance and community enhancement



What is a misconception about the work we do:

- We do not enforce all City Codes (Police, Parks, etc.)
- Code is black and white, every situation is unique
- We rule with a heavy hand. We are not driven by collecting fines or penalties. We strive for compliance and rarely implement escalated enforcement actions
- We only deal with the defiant, law hating people. Often, it is just a lack of information/knowledge or circumstances that residents are currently facing

COMMUNITY DEVELOPMENT – OTHER SERVICES



Business License
Program Coordinator
Tina Kriss
804-1923

CDBG Planner



Housing Repair
Coordinator
Joel Asbjornsen
931-3099

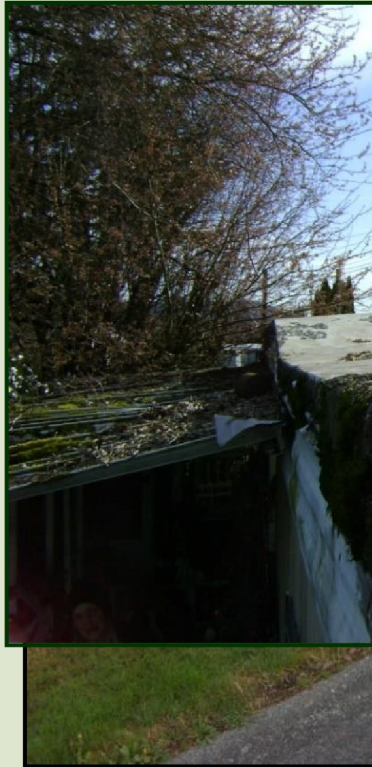


Housing Repair Tech
Harold Showers
802-9901

- **Business Licensing**
 - Business Licensing (6,000+ businesses)
 - Engagement with State Department's of Revenue and Licensing
- **Community Development Block Grant (CDBG)**
 - Annual federal HUD allocation of about \$600,000
 - Human services to sidewalk repair to home repair
- **Housing Home Repair**
 - About 70 homes per year
 - Focus is on water, heat, accessibility, safety

COMMUNITY DEVELOPMENT – COMMUNITY SERVICES

Housing Home Repair



Rebuilt
Porch
Before



COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT

Jennifer Francis –Economic Development Manager

- Business Engagement
- Recruitment and Retention
- Tourism and Events
- Downtown and the Business Improvement Area
- Downtown Planning
- Ec Dev Grant and Contract Management
- Liaison to Green River College & Small Business Center
- Partnerships with Downtown Auburn Cooperative, Auburn Area Chamber, Greater Seattle Partnership, King and Pierce Chambers

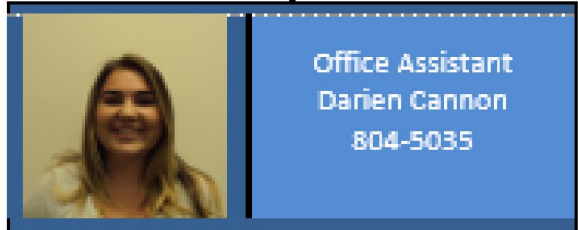
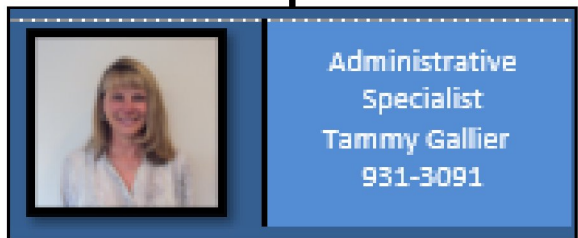


COMMUNITY DEVELOPMENT - ADMINISTRATION

Jason Krum – Acting Director



- Budget
- General Department Oversight
- Addressing
- Parking Permits
- Pet Licensing
- General Department Support
- Support to Planning Commission and Hearing Examiner



COMMUNITY DEVELOPMENT FINANCIAL INFO (2024)

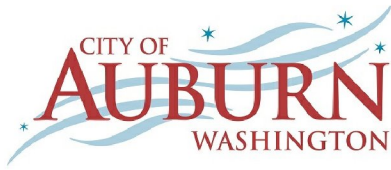
	Admin	Building	Planning	Economic Development	Total
Total Budget	\$1,908,911	\$2,322,893	\$1,223,778	\$737,466	\$6,193,048
Salary/ Benefits	\$850,911 (44.6%)	\$2,022,623 (87%)	\$928,878 (75.9%)	\$316,966 (43%)	\$4,119,378 (66.5%)
Interfund	\$892,500 (46.8%)	\$0 (0%)	\$75,800 (6.2%)	\$0 (0%)	\$968,300 (15.6%)
Other*	\$165,500 (8.6%)	\$300,270 (13%)	\$219,100 (17.9%)	\$420,500 (57%)	\$1,105,370 (17.8%)
*Notes about "Other"	SKHHP SHAAP PSRC PSCAA WRIA \$0 remaining	Code Enforcement Abatement = \$50,000 Paypal Fees - \$85,000 \$165,000 remaining	Façade Grants = \$100,000 H.E. = \$25,000 \$94,100 remaining	GSP DAC Chamber Port Grant \$290,500 remaining	Operating remaining = \$549,600 (supplies, signs, furniture, training, memberships, etc.)

COMMUNITY DEVELOPMENT – BY THE NUMBERS (2023)

Permits Issued	2,694	Human Service Grants Awarded	52	Total Business Licenses	6,361
Inspections Performed	4,013	Agencies Funded	45	Code Enforcement Cases	1,881
Total Value of 2023 Construction Activity	\$91,688,443	Human Service Grant Funding Budget	\$1,100,000	Housing Home Repair Projects Completed	70
New Residential Lots Created	95	Federal CDBG Allocation	\$600,000	Housing Home Repair Total Investment (CDBG)	\$326,431
Total Development Fees Collected	\$6,008,404	Human Service Funding Awarded	\$1,272,000	Housing Home Repair Average Spent/House	\$5,181
Avg. Permit Review	2.5 weeks	From General Fund	\$680,000		
Avg. Project Review	3.5 weeks	From CDBG	\$92,000		
Customer Service Interactions	50,000+	From ARPA	\$500,000		

COMMUNITY DEVELOPMENT – OVERVIEW

Questions?



AGENDA BILL APPROVAL FORM

Agenda Subject:

Department Overview - Finance (Thomas) (30 Minutes)

Date:

January 4, 2024

Department:

Finance

Attachments:

[2024 New Council Orientation - Finance](#)

[Department](#)

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

Councilmember: Kate Baldwin

Staff:

Thomas

Meeting Date: January 16, 2024

Item Number:

DI.B



CITY OF AUBURN | FINANCE

WHAT DOES FINANCE DO?

Banking and
Investment
Management

Financial Operations:
Accounts Payable,
Accounts Receivable,
and Payroll

Liaison and Support
for Annual State Audit
(Financial, Single, and
Accountability)

Safeguard Cash and
Assets and Internal
Control Monitoring

Water, Sewer,
Storm and Garbage
Billing and
Customer Service

Administer
Debt Financing

Annual Financial
Report
Preparation
(ACFR)

Financial
Forecasting and
Analysis

Biennial Budget
Development and
Monitoring

WHAT DOES FINANCE DO?

Financial Operations

- A/P, Payroll, A/R

Financial Reporting and Accounting

- Banking, investments, debt issuance and compliance, Financial Statement preparation (ACFR)

Financial Planning

- Develop the biennial budget and Capital Facilities Plan, grants, financial forecasting, budget monitoring

Utility Billing

- Billing and Customer Service, Cash Receipting

Tax

- Compliance and enforcement: B&O, admissions, utility, gambling,

*Internal controls, audit liaisons



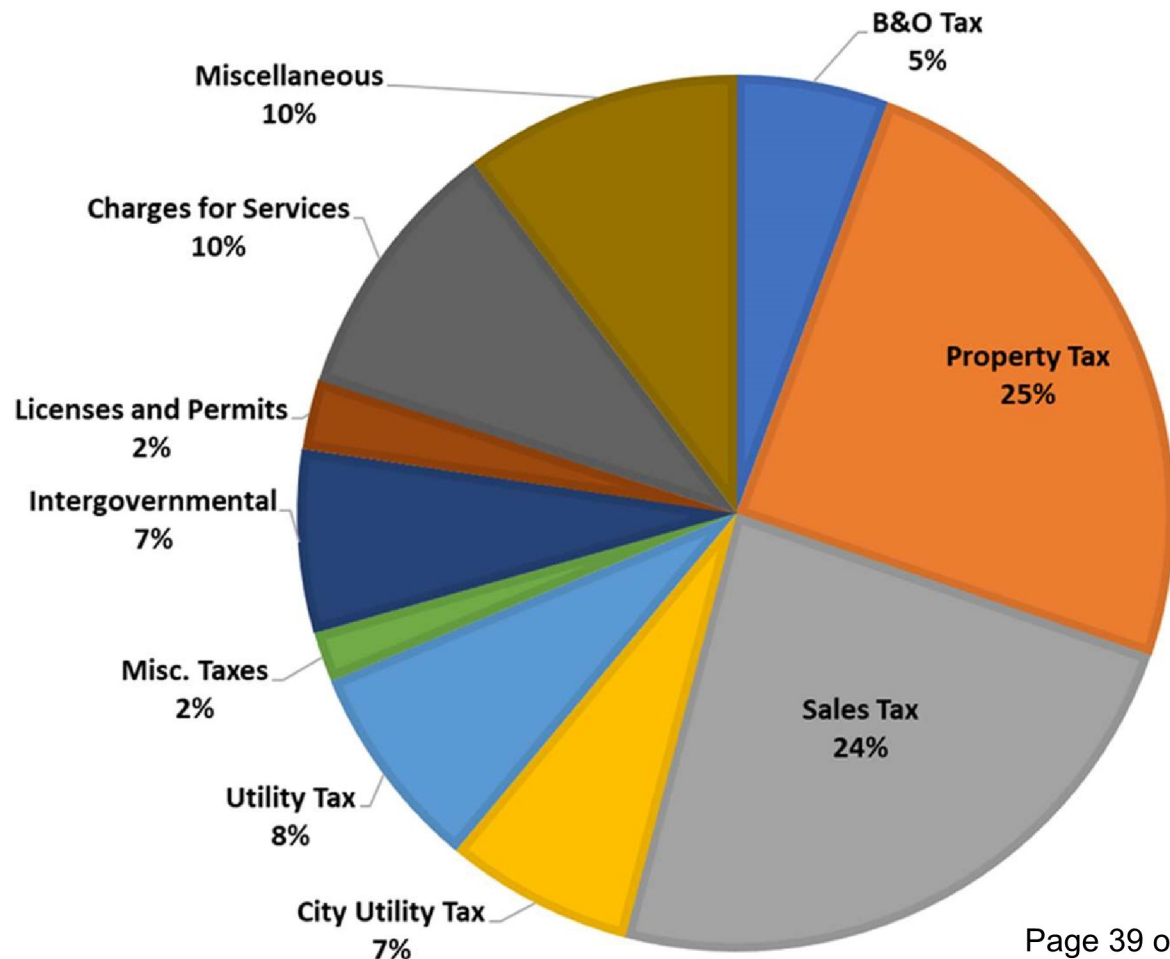
REVENUES

Where does the
money come from?

GENERAL FUND REVENUE

\$97.5 Million in General Fund revenue breakdown:

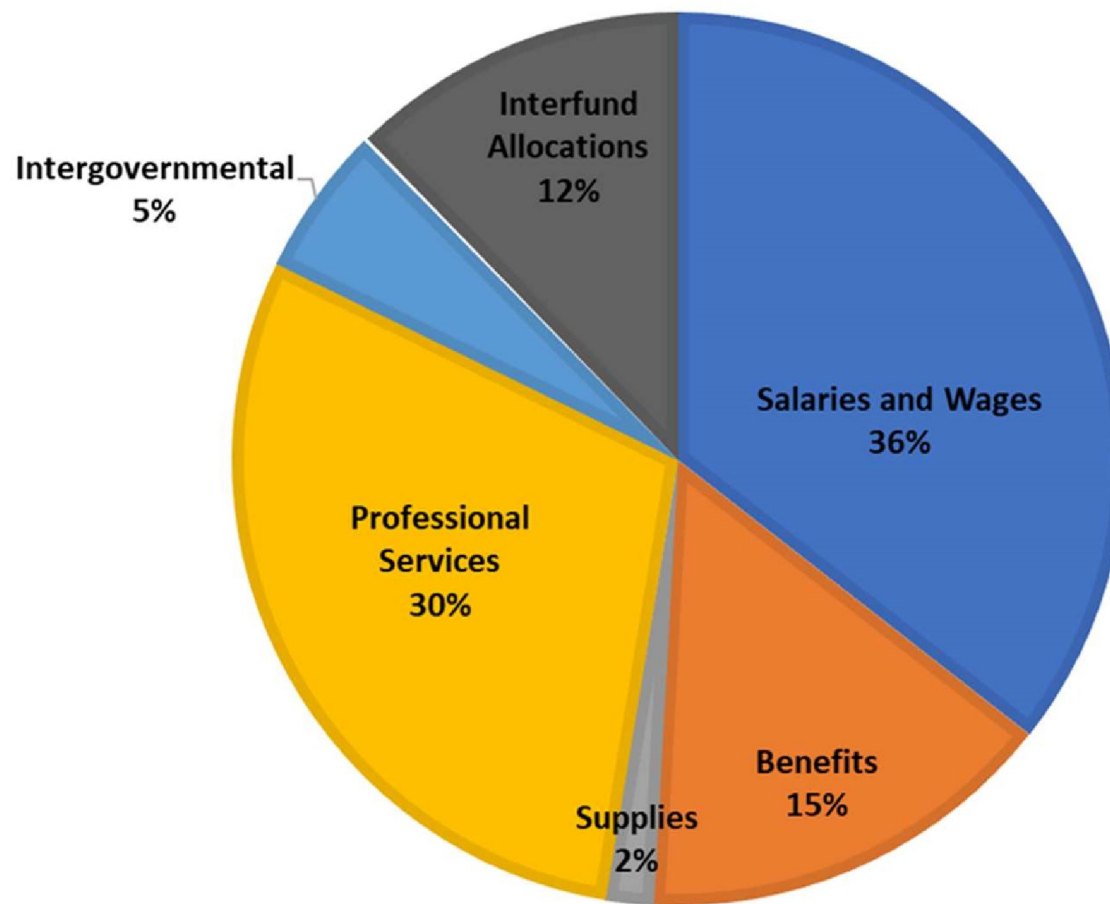
2023 Budgeted General Fund Revenue





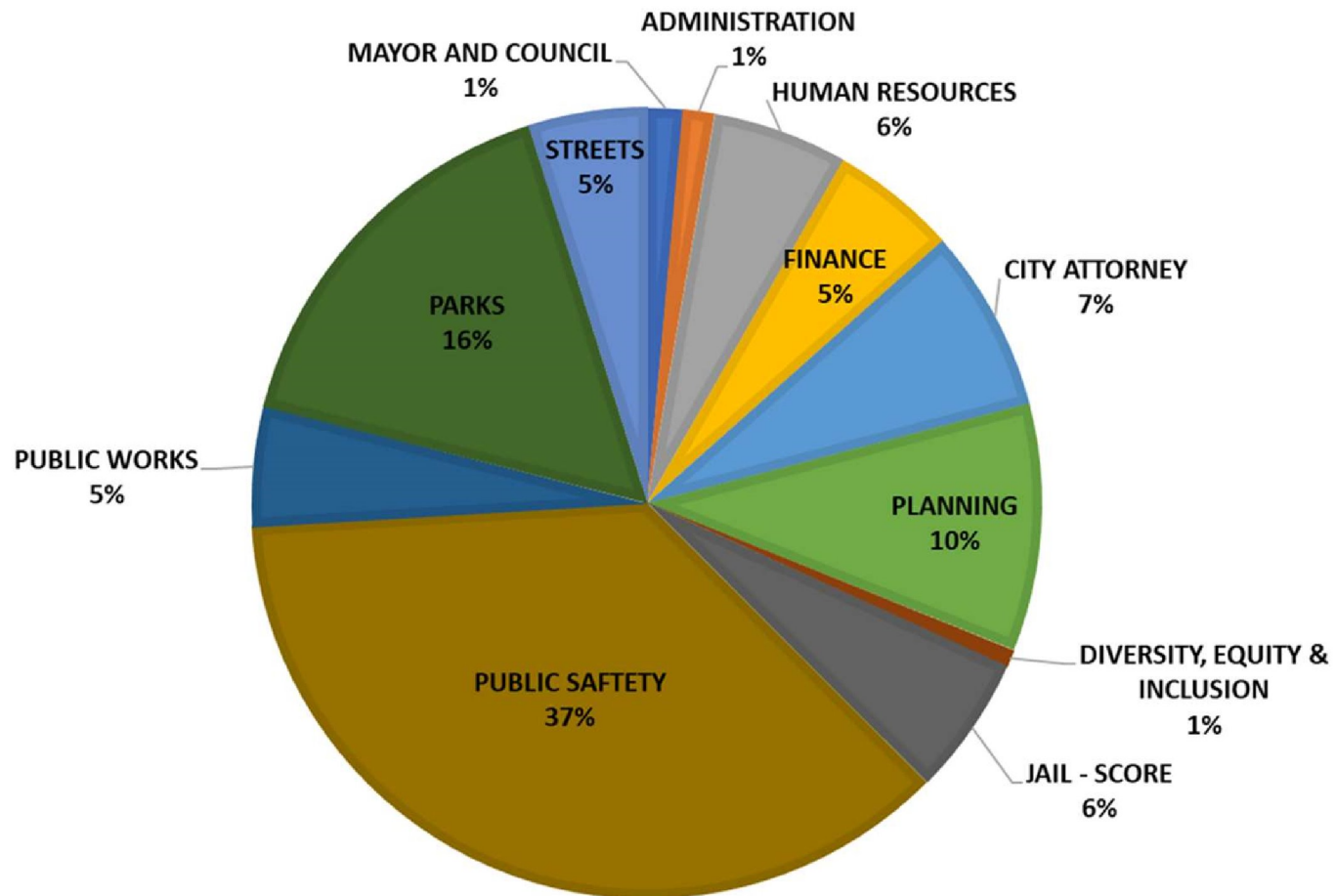
GENERAL FUND EXPENDITURES BY FUNCTION

2023 General Fund Budget – By Function



GENERAL FUND EXPENDITURES BY DEPARTMENT

2023 General Fund Budget – By Department





BUDGETING

How is the budget
made?

BUDGET CALENDAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

Finance Prepares “base budget” (impact of non-discretionary)

- Salaries and Wages (COLA's, medical insurance, PERS contributions)
- Utilities
- Insurance

Departments prepare funding requests

- Continuation of existing programs and services
- New or supplemental programs and services

Finance compiles all the requests and costs into a preliminary budget document

BUDGET CALENDAR

APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV

Department directors and Mayor review available funding and needs/program requests

Alignment with City goals, policies and priorities

The budget agreed upon by the Directors is prepared by Finance for Council review

BUDGET CALENDAR

APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV

Meetings with City Council

- Each department presents their budget

After Council review and comments received in September, Finance prepares the preliminary budget document.

The preliminary budget is posted to City website mid-October.

Public hearings are held in October and November.

- Setting the Biennial Budget
- Property Tax Levy (done annually)

Budget is adopted by Council on the third Monday in November.

Beyond November

- Budget amendments
- Mid-biennial true up

