	<p align="center"> <b>City Council Meeting</b>  <b>August 6, 2018 - 7:00 PM</b>  <b>City Hall Council Chambers</b>  <b>AGENDA</b>  <b>Watch the meeting LIVE!</b> </p> <p align="center"> <b>Watch the meeting video</b>  Meeting videos are not available until 72 hours after the meeting has concluded. </p>
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**I. CALL TO ORDER**

- A. **Pledge of Allegiance**
- B. **Roll Call**

**II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

- A. Special Olympics Recognition
- B. National Farmers Market Week: Auburn International Farmers Market  
Mayor Backus to proclaim August 5 - 11, 2018 as "National Farmers Market Week" in the city of Auburn.

**III. APPOINTMENTS**

- A. Planning Commission Appointment  
City Council to confirm the appointment of Sunil Khanal to the Planning Commission for a term to expire December 31, 2020.

*(RECOMMENDED ACTION: Move to approve appointment of Sunil Khanal to the Planning Commission.)*

**IV. AGENDA MODIFICATIONS**

**V. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE**

- A. **Public Hearings - (No public hearing is scheduled for this evening.)**
- B. **Audience Participation**

*This is the place on the agenda where the public is invited to speak to the City Council on any issue. Those wishing to speak are reminded to sign in on the form provided.*

- C. **Correspondence - (There is no correspondence for Council review.)**

**VI. COUNCIL AD HOC COMMITTEE REPORTS**

**Council Ad Hoc Committee Chairs may report on the status of their ad hoc Council Committees' progress on assigned tasks and may give their recommendation to the**

**City Council, if any.**

**VII. CONSENT AGENDA**

*All matters listed on the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion in the form listed.*

- A. Minutes of the July 16, 2018 City Council Meeting
- B. Minutes of the April 30, 2018; May 14, 2018; June 11, 2018; July 23, 2018 City Council Study Session
- C. Claims Vouchers (Coleman)  
Voucher numbers 449882 through 450196 in the amount of \$1,318,541.51 and five wire transfers in the amount of \$752,151.01 and dated August 6, 2018
- D. Payroll Vouchers (Coleman)  
Payroll check numbers 538029 through 538049 in the amount of \$500,188.12, electronic deposit transmissions in the amount of \$2,096,250.39 for a grand total of \$2,596,438.51 for the period covering July 12, 2018 to August 1, 2018.
- E. Public Works Contract No. 18-18  
City Council award Contract No. 18-18 to McKinstry in the amount of \$184,651.00

*(RECOMMENDED ACTION: Move to approve the Consent Agenda.)*

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. RESOLUTIONS**

- A. Resolution No. 5379  
A Resolution of the City Council of the City of Auburn, Washington, authorizing the mayor to negotiate and execute a grant agreement with King County, Washington for funds from the veterans, seniors, and human services levy, and to appropriate and expend the grant funds

*(RECOMMENDED ACTION: Move to adopt Resolution No. 5379.)*

**XI. MAYOR AND COUNCILMEMBER REPORTS**

*At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.*

- A. **From the Council**
- B. **From the Mayor**

**XII. 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

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**Agenda Subject:**

Minutes of the July 16, 2018 City Council Meeting

**Department:**

Administration

**Attachments:**

[Minutes](#)

**Date:**

July 18, 2018

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

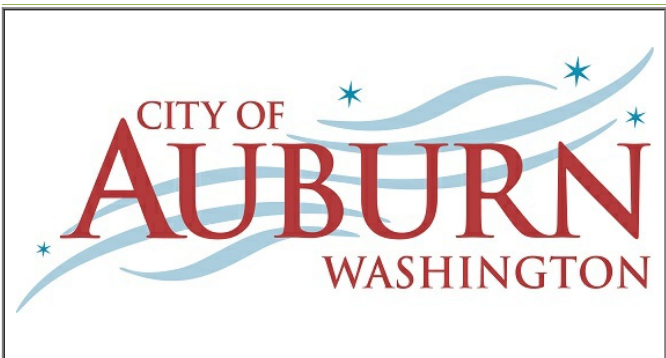
Revised Budget: \$0

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

**Meeting Date:** August 6, 2018

**Staff:**

**Item Number:** CA.A

	<p style="text-align: center;"><b>City Council Meeting</b>  <b>July 16, 2018 - 7:00 PM</b>  <b>City Hall Council Chambers</b>  <b>MINUTES</b>  <b>Watch the meeting LIVE!</b></p> <p style="text-align: center;"><b>Watch the meeting video</b>  Meeting videos are not available until 72  hours after the meeting has concluded.</p>
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## **I. CALL TO ORDER**

### **A. Pledge of Allegiance**

Mayor Nancy Backus called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn. After presentation of the flag by the Auburn Police Color Guard, Mayor Backus led those in attendance in the Pledge of Allegiance.

### **B. Roll Call**

Councilmembers present: Deputy Mayor Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, and Yolanda Trout-Manuel. Councilmembers Larry Brown and Largo Wales were excused.

Department directors and staff members present included: City Attorney Steven L. Gross, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Assistant Director of Community Development Services Jeff Tate, Human Resources and Risk Management Director Candis Martinson, Finance Director Shelley Coleman, Parks, Arts and Recreation Director Daryl Faber, Director of Administration Dana Hinman, Utilities Engineering Manager Lisa Tobin, Real Property Analyst Josh Arndt, Chief of Police William Pierson, and City Clerk Danielle Daskam.

## **II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

### **A. Official Swearing-in of Chief of Police William Pierson**

Mayor Backus administered the oath of office to William Pierson, appointed Auburn Chief of Police effective June 25, 2018.

Mayor Backus stated Chief Pierson was originally hired by the City in 1990 and assigned to the Police patrol division, during which time he was awarded the medal of distinction. In 1993, Chief Pierson became the department's first community policing bicycle officer. In 1994, he was appointed as a narcotics detective and served on the swat team as a marksman for five years. Chief Pierson was promoted to the rank of sergeant in 1997, promoted to commander in 2005, and promoted to Deputy Chief in 2010.

Chief Pierson thanked Mayor Backus and the City Council for their support. He expressed gratefulness to his wife, Debra, and family for their support throughout his career. Chief Pierson commended the current Auburn Police Department members for their commitment to community trust and partnerships.

### **III. APPOINTMENTS**

#### **A. Board and Commission Appointments Lodging Tax Advisory Board**

City Council to confirm the appointment of Reggie Matto to the Auburn Lodging Tax Advisory Committee for a term to expire December 31, 2020.

Councilmember Holman moved and Deputy Mayor Baggett seconded to confirm the appointment of Reggie Matto to the Auburn Lodging Tax Advisory Committee.

MOTION CARRIED UNANIMOUSLY. 5-0

#### **B. Board and Commission Appointments Transportation Advisory Board**

City Council to confirm the following appointments to serve on the Transportation Advisory Board for terms expiring December 31, 2020:

- Sarah Shaw
- Peter Di Turi

Councilmember Pelosa moved and Councilmember DaCorsi seconded to confirm the appointment of Sarah Shaw and Peter DiTuri to the Transportation Advisory Board.

MOTION CARRIED UNANIMOUSLY. 5-0

### **IV. AGENDA MODIFICATIONS**

There was no change to the agenda.

### **V. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE**

#### **A. Public Hearings**

##### **1. Public Hearing for Johnston Sewer Payback Agreement (Gaub)**

City Council to conduct a public hearing to receive public comments and suggestions with regard to the proposed Ordinance No. 6685 - Johnston Sewer Payback Agreement

At 7:16 p.m., Mayor Backus opened the public hearing on proposed

Ordinance No. 6685 authorizing a Payback Agreement with Jeff and Gwenn Johnston. No one in the audience requesting to speak regarding the Payback Agreement and the hearing was closed.

**B. Audience Participation**

*This is the place on the agenda where the public is invited to speak to the City Council on any issue. Those wishing to speak are reminded to sign in on the form provided.*

Michael Tymon, 29718 52nd Avenue S., Auburn

Mr. Tymon spoke regarding the abundance of fireworks in his neighborhood over the 4th of July holiday. He expressed frustration and concern and questioned the effectiveness of the City's fireworks ordinance.

Bob Zimmerman, 33029 46th Place South, Auburn

Mr. Zimmerman spoke regarding a propane tank located on his neighbor's property, which he believes is a safety concern for the neighborhood.

**C. Correspondence**

There was no correspondence for City Council review.

**VI. COUNCIL AD HOC COMMITTEE REPORTS**

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

Councilmember Holman, vice chair of the Finance ad hoc committee, reported he and Councilmember Brown reviewed the claims and payroll vouchers described on the Consent Agenda this evening and recommend their approval.

Councilmember DaCorsi, chair of the Road Projects ad hoc committee, and Deputy Mayor Baggett and Councilmember Trout-Manuel met July 3, 2018. The committee is reviewing all Transportation Improvement Program projects in detail and will make a recommendation to the Council on priority projects. The next meeting of the ad hoc committee has yet to be scheduled.

**VII. CONSENT AGENDA**

*All matters listed on the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion in the form listed.*

- A. Minutes of the June 18, 2018 Regular City Council Meeting
- B. Minutes of the June 25, 2018 Special City Council Meeting
- C. Minutes of the July 9, 2018 City Council Study Session

D. Claims Vouchers (Coleman)

Claims vouchers 449294 through 449488 in the amount of \$945,432.00 and five wire transfers in the amount of \$697,222.35 and dated July 2, 2018; and

Claims vouchers 449489 through 449881 in the amount of \$4,849,682.07 and three wire transfers in the amount of \$542,704.80 and dated July 16, 2018.

E. Payroll Vouchers (Coleman)

Payroll check numbers 537969 through 537997 in the amount of \$509,598.87 and electronic deposit transmissions in the amount of \$1,953,412.93 for a grand total of \$2,463,011.80 for the period covering June 14, 2018 to June 27, 2018; and

Payroll check numbers 537998 through 538028 in the amount of \$241,286.17 and electronic deposit transmissions in the amount of \$2,383,449.87 for the period covering June 28, 2018 to July 11, 2018.

F. Public Works Project No. CP1718

City Council approve award of Contract No. 18-05, to Miles Resources, LLC on their low bid of \$1,172,110.00 for Project No. CP1718 - South 277th Street Preservation Project

Deputy Mayor Baggett moved and Councilmember Trout-Manuel seconded to approve the Consent Agenda.

In response to questions from Councilmember DaCorsi regarding Public Works Project CP1718, Assistant Director of Engineering Services/City Engineer Gaub responded that staff consider the bid climate and adjust the engineer's estimates for projects. Assistant Director Gaub stated currently there is a significant escalation in the amount of paving work occurring in the area making it difficult for staff to estimate bids.

MOTION CARRIED UNANIMOUSLY. 5-0

**VIII. UNFINISHED BUSINESS**

There was no unfinished business.

**IX. NEW BUSINESS**

There was no new business.

**X. ORDINANCES**

A. Ordinance No. 6685 (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute a Payback Agreement between the City of Auburn and Jeff and Gwen Johnston for a utility extension

Councilmember Holman moved and Councilmember Pelozo seconded to adopt Ordinance No. 6685.

MOTION CARRIED UNANIMOUSLY. 5-0

B. Ordinance No. 6686 (Tate)

An Ordinance of the City Council of the City of Auburn, Washington, relating to a construction sales tax exemption, re-enacting the exemption, and amending Chapter 3.60 of the Auburn City Code

Councilmember Holman moved and Councilmember DaCorsi seconded to adopt Ordinance No. 6686.

MOTION CARRIED UNANIMOUSLY. 5-0

**XI. RESOLUTIONS**

A. Resolution No. 5374 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute the Real Estate Easement Agreement between the City of Auburn and Puget Sound Energy for conveyance of a utility easement

Councilmember Pelosa moved and Councilmember Trout-Manuel seconded to adopt Resolution No. 5374.

MOTION CARRIED UNANIMOUSLY. 5-0

**XII. MAYOR AND COUNCILMEMBER REPORTS**

*At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.*

**A. From the Council**

Deputy Mayor Baggett reported he attended ribbon cutting ceremonies for the new Habitat for Humanity Store on Auburn Way South and Battleground Coffee.

Councilmember DaCorsi reported he attended the Association of Washington Cities (AWC) Conference, and, as a member of the AWC Board of Directors, attended two Board meetings and the federal legislative priorities committee meeting.

Councilmember Trout-Manuel reported she toured the West Point Treatment Plant which is part of the King County regional wastewater treatment system. Councilmember Trout-Manuel reported she is also hosting three sister-city exchange students.

Councilmember Pelosa reported on his attendance at the Regional Policy Committee, the Metropolitan Solid Waste Management Committee, and the National League of Cities summer conference in Little Rock, Arkansas.

**B. From the Mayor**



Mayor Backus announced the passing of former City Councilmember Gene Cerino. Mr. Cerino died the morning of July 13, 2018 surrounded by family. Mr. Cerino served three terms on the City Council from 1995 to 1999 and 2002 to 2009. While on the City Council, he never shied away from challenging topics, such as dangerous dogs.

Mr. Cerino was a proud World War II veteran. He lived in Alaska while it was still a territory and where he worked construction and had a commercial fishing boat. After leaving Alaska, Mr. Cerino obtained his bachelor's degree from Washington State University, and in 1954 began his 27 year career as a teacher. He retired from Auburn School District in 1982. He served as Auburn High School's wrestling coach for twenty years and was inducted into the Washington Interscholastic Activities Association Wrestling Hall of Fame in 2012. He was a substitute teacher for many years after his retirement.

Mr. Cerino was a frequent participant and attendee at the Auburn Senior Center where he led the Auburn Senior Wellness Team and was named volunteer emeritus in 2012.

### **XIII. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 7:54 p.m.

Approved this 6th day of August, 2018.

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NANCY BACKUS, MAYOR

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Danielle Daskam, City Clerk

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## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Minutes of the April 30, 2018; May 14, 2018; June 11, 2018;  
July 23, 2018 City Council Study Session

**Date:**

July 19, 2018

**Department:**

Administration

**Attachments:**

[04-30-2018 Minutes](#)

[05-14-2018 Minutes](#)

[06-11-2018 Minutes](#)

[07-23-2018 Minutes](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0


Revised Budget: \$0

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

**Meeting Date:** August 6, 2018

**Staff:**

**Item Number:** CA.B

	<p><b>City Council Study Session</b>  <b>April 30, 2018 - 5:30 PM</b>  <b>Auburn City Hall - Council Chambers</b>  <b>MINUTES</b></p> <p><b>Watch the meeting video</b></p> <p>Meeting videos are not available until 72 hours after the meeting has concluded.</p>
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## I. CALL TO ORDER

Deputy Mayor Bob Baggett called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

### A. Roll Call

Councilmembers present: Deputy Mayor Bob Baggett, Larry Brown, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel and Largo Wales.

Mayor Nancy Backus and the following department directors and staff members were in attendance: City Attorney Daniel B. Heid, Assistant Chief of Police William Pierson, Finance Director Shelley Coleman, Director of Administration Dana Hinman, Innovation and Technology Director Paul Haugan, Employee Relations and Compensation Manager Aaron Barber, Solid Waste and Recycling Supervisor Joan Nelson, and City Clerk Danielle Daskam.

## II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There was no announcement, report or presentation.

## III. AGENDA ITEMS FOR COUNCIL DISCUSSION

### A. Ordinance No. 6681 - Salary Commission (Roscoe)

Compensation and Employee Relations Manager Aaron Barber presented Ordinance No. 6681 amending the Auburn City Code to include the Mayor's salary in the salary setting responsibilities of the Independent Salary Commission. The Human Resources Department recommends the ordinance as it alleviates any potential perception of bias or conflict of interest in staff and/or the Mayor setting the salary of the Mayor.

Manager Barber reported the cities of Renton, Kent, Redmond and Federal Way also use an Independent Salary Commission to set the salaries for both the Council and the Mayor.

Councilmember Peloza spoke in favor of the ordinance.

In response to a question from Councilmember Wales, Manager Barber explained the Mayor's salary has been adjusted by the same cost-of-living adjustment granted to other unaffiliated or non-represented staff.

Councilmember Wales questioned whether it is a conflict of interest for the Mayor to appoint the Independent Salary Commission, which would set the salaries of the Council and Mayor. City Attorney Heid noted the Independent Salary Commission is an independent board and receives no compensation. The Council confirms the appointments to the Salary Commission. Also, the decision of the Salary Commission is subject to referendum.

Councilmember Wales expressed support for additional members on the Independent Salary Commission, if allowed.

B. Resolution No. 5366 - Solid Waste Collection Contract (Coleman)

Finance Director Coleman presented a proposal to procure a new solid waste collection contract through a competitive proposal process.

Using a PowerPoint, Director Coleman and Solid Waste and Recycling Manager Joan Nelson reviewed the current contract terms and pros and cons of extension of the current contract, negotiation with the current contractor, and pursuing a competitive process.

Manager Nelson reviewed the current contract terms. She noted King County's tipping fee increased in 2017 was not passed along to the customers; the customers have not received an increase in rates since 2014. Waste Management's annual contract inflator was 2.83% in 2018, which was not passed on to the customers. There is no minimum or maximum CPI inflator. The current contract with Waste Management is eligible for a second two-year extension upon 90 days written notice.

In 2016, the City invited bid proposals for solid waste and recycling services. Waste Management was the sole bidder. Since that time, Waste Management requested the City return their bid bond and the bidding process is no longer on the table.

Manager Nelson spoke briefly regarding the cost of recycling and the impact of the China Sword policy, where China has restricted or banned certain recyclables from entering their country.

Councilmember DaCorsi spoke in favor of a two year extension of the current contract and pursue a Request for Proposal (RFP) process.

Councilmember Wales requested an opportunity to brainstorm on the additional services to be included in the RFP.

Councilmember DaCorsi requested copies of other cities' RFPs and scoring criteria.

Councilmembers recommended modifying the proposed resolution to reflect the RFP process and a two-year extension of the current contract.

C. Resolution No. 5367 - Council Rules of Procedure (Heid)

City Attorney Heid presented Resolution No. 5367, amending the Council Rules of Procedure based on suggestions by Registered Parliamentarian Ann Macfarlane related to voting for ordinances and resolutions, preservation of order and decorum for those in the audience who disrupt meetings, motions for reconsideration, as well as use of social media and electronic equipment during Council meetings, refraining from actions detracting from department of the Council, absence from Council meetings, and Councilmember use of city equipment and facilities.

Councilmember Wales suggested adding verbiage to Sections 4.1, 4.2 and 4.3 to include any need to leave early from a meeting.

Councilmember Wales suggested department directors attend Council meetings through the end of the meeting. Councilmembers Pelosa and Trout-Manuel agreed. Mayor Backus stated it is an administrative choice as to which Councilmembers attend meetings.

Resolution No. 5367 will be presented at the next regular Council meeting for consideration.

D. Ordinance No. 6683 - Relating to Boards and Commissions (Heid)

City Attorney Heid presented Ordinance No. 6683. Not too long ago, the Council changed the city code to restrict the number of boards or commissions one person could serve on. Currently no member shall be on more than one board or commission for more than six months. It is recommended that in order to provide the most flexibility and fill vacancies on boards and commission, that the limitation be repealed. City Attorney Heid noted the Mayor appoints members to boards and commissions with the Council confirming the appointments.

Councilmember Trout-Manuel spoke against the proposed ordinance. She believes there are many in the community who would like to volunteer to serve on boards and commissions.

Councilmember Wales spoke in favor of the exception for some committees that meet once or twice a year. Councilmember Wales also suggested term limits for some of the board and commission memberships. City Attorney Heid stated that some boards and commission (ie Salary Commission) have term limits.

Mayor Backus reported the process for applying for membership on a board or commission has changed in the last year or so. Applicants must apply on line, and there are numerous ways the vacancies are promoted in the community. Applicants are interviewed by department directors,

members of the board or commission and the Mayor. The Council receives the applicant application and background information prior to the Council's confirmation of the appointment.

Deputy Mayor Baggett noted recent information Council received about current vacancies on Boards.

Councilmember Wales spoke in favor of more diversity on boards and commissions.

Councilmember Brown suggested that those applicants who have incomplete applications be notified of the status of their application.

#### IV. OTHER DISCUSSION ITEMS

There was no other discussion.

#### V. NEW BUSINESS

Councilmember Brown announced it is his 40th wedding anniversary on this date.

#### VI. ADJOURNMENT

There being no further discussion, the meeting adjourned at 7:28 p.m.

APPROVED this 6th day of August, 2018.

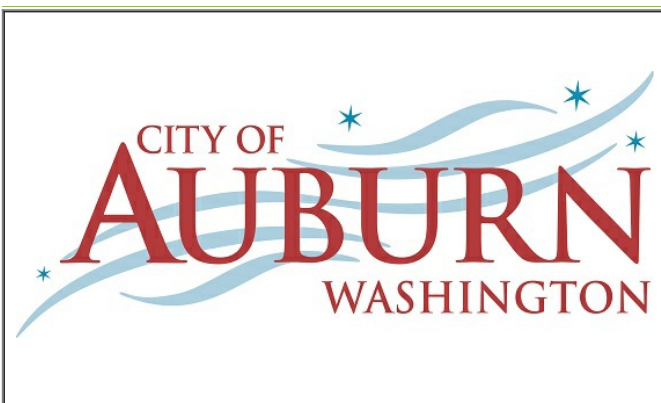
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BOB BAGGETT, DEPUTY MAYOR

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Danielle Daskam, City Clerk

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	<p><b>City Council Study Session Muni Services SFA May 14, 2018 - 5:30 PM Council Chambers - City Hall AGENDA</b></p> <p><b>Watch the meeting video</b></p> <p>Meeting videos are not available until 72 hours after the meeting has concluded.</p>
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## I. CALL TO ORDER

Deputy Mayor Bob Baggett called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

### A. Roll Call

Councilmembers present: Deputy Mayor Bob Baggett, Larry Brown, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel and Largo Wales.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Dan Heid, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Assistant City Engineer Jacob Sweeting, Project Engineer Luis Barba, Police Chief Bob Lee, Police Commander Mark Caillier, Police Commander Mike Hirman, Innovation and Technology Director Paul Haugan, Assistant Director of Public Works Services Randy Bailey, Fleet/General Services Manager Tyler Thompson, Director of Human Resources and Risk Management Rob Roscoe, Director of Administration Dana Hinman, and Deputy City Clerk Shawn Campbell.

## II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There was no announcement, report or presentation.

## III. AGENDA ITEMS FOR COUNCIL DISCUSSION

### A. Capital Project Status Report (20 Minutes) (Gaub)

Assistant City Engineer Sweeting and Project Engineer Barba presented Council with the Capital Project Status Report.

Assistant City Engineer Sweeting reviewed the duties of the Capital Projects Group for the City and the planned construction activities for the summer of 2018.

Project Engineer Barba reviewed the Auburn Way North Sidewalk

Improvement Project (Project No. CP1804). This is a grant funded project to improve the safety and efficiency of Auburn Way North by constructing missing sections of sidewalk, constructing ADA improvements, constructing a Rectangular Rapid Flashing Beacon (RRFB) at the intersection of Auburn Avenue and 5<sup>th</sup> Street NE, and installing LED lighting. It is anticipated that this project will begin construction in late summer of 2018.

Councilmember Pelozo requested 4th St SE from M Street to Auburn Way South be added to the construction projects. Assistant City Engineer Sweeting explained that due to the condition of 4th Street SE it will require a complete rebuild of the road including utility improvements. The City has not received any grant funding for this project and at this time it is currently not funded.

Councilmember Wales requested an update on the project on 8th Street. Assistant City Engineer Sweeting stated the 8th Street project is a grinding and overlay of the street surface. Councilmember Wales requested sidewalks be added to the project and inquired to the cost of adding them. Assistant Director Gaub stated the issue with adding sidewalks is the City does not own the additional right of way required for sidewalks. The land would need to be purchased.

**B. Electric Vehicle Charging Stations (15 Minutes) (Bailey)**

Assistant Director Bailey and Fleet/General Services Manager Thompson present Council with the options for electric vehicle charging stations for the proposed City owned electric vehicles.

Council discussed the replacement schedule and costs for new electric vehicles, the benefits to the City and the infrastructure in Washington State for travel outside of the City.

Manager Thompson reviewed the vehicle charging site options and challenges.

Council discussed the options for electric vehicle charging stations and it was the Council consensus to add the charging stations to the area reserved for Council parking at City Hall.

**C. IT Update - Digital Parity (15 Minutes) (Haugen)**

Continuation of the discussion on the percentage coverage and project timeline for Council's Digital Parity project.

Director Haugen requested Council provide direction on the coverage percentage the Council wanted to achieve and the timeframe for completion.

Councilmember Pelozo stated he is concerned about the costs of adding additional coverage. He would like the funds allocated to roads that



need repairs.

Councilmember Wales stated the City needs to budget for roads but also balance with other community needs. She supports the 50% goal. The project is supposed to help families that need assistance.

Councilmember Brown stated the children in Auburn need the City to invest in them.

Councilmember DaCorsi and Councilmember Trout-Manuel stated they support the 50% goal.

Councilmember Holman stated without the access to the technology there is an underclass being developed in the population. The residents of Auburn need access to technology to be able to develop skills needed to succeed. If the Council only supports the 50% goal then 50% of students will not have access to technology.

D. Resolution No. 5368 (10 Minutes) (Hinman)

An Interlocal Agreement with Green River College to render services at the business incubator

Director Hinman reviewed Resolution No. 5368, an agreement with Green River College for the Business Incubator program. She explained the program will be fully funded by a grant.

IV. MUNICIPAL SERVICES DISCUSSION ITEMS

A. Police Department 2017 Annual Reports (1Hour) (Lee)

Deputy Mayor Baggett recessed the meeting for 10 minutes at 6:57 p.m. Deputy Mayor Baggett reconvened the meeting at 7:06 p.m.

Police Commander Caillier and Police Commander Hirman presented Council with the Police Department Annual Report. The report includes pursuit analysis which reviews the number of pursuits, days and times and the City's pursuit policy; the CIA (Commendations, Inquiries and Allegation of Misconduct) Summary, reviewing the Police Departments commendations, internal investigations, supervisory inquiries and combined discipline for 2017; the collisions and corrective action for collisions; the Use of Force Reports including the force types, if the force was effective, the time of day for Use of Force and the reasons for force; and the 2017 Bias Based Profiling Analysis made up from officer initiated contacts.

B. Airport Management Discussion (15 Minutes ) (Gaub)

Assistant Director Gaub reviewed the status of Airport Management Groups (AGM) contract. She explained AGM will not be renewing their contract at the end of 2018. She explained the City has the option to bring the management of the airport in-house or pursuing a new vendor to

manage the airport. She reviewed the cost comparisons for the two options and explained most smaller municipal airports are operated with in-house staff.

Council discussed the options and the consensus was to move forward with converting the management of the Auburn Municipal Airport to in-house staff.

#### V. OTHER DISCUSSION ITEMS

There was no other discussion item.

#### VI. NEW BUSINESS

There was no new business.

#### VII. MATRIX

##### A. Matrix

Councilmembers discussed the Matrix. The firearms discussion will be added to the July 9th Municipal Services Agenda. Councilmember Trout-Manuel requested Judge Tucker present Council with a discussion on consolidating court fees at a later date. Council requested the Airport Board be invited to the August 27, 2018 Study Session to discuss the changes at the Airport.

#### VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:24 p.m.

APPROVED this 6th day of August, 2018.

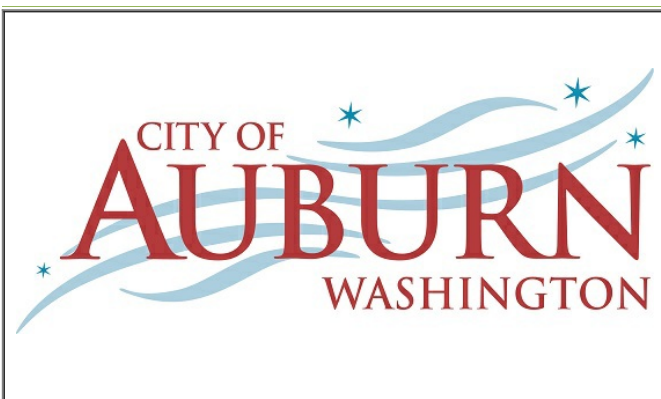
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BOB BAGGETT, DEPUTY MAYOR

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Shawn Campbell, Deputy City Clerk

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	<p><b>City Council Study Session Finance - Econ Dev SFA June 11, 2018 - 5:30 PM Council Chambers - City Hall MINUTES</b></p> <p><b>Watch the meeting LIVE!</b></p> <p><b>Watch the meeting video</b> Meeting videos are not available until 72 hours after the meeting has concluded.</p>
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## I. CALL TO ORDER

Deputy Mayor Bob Baggett called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

### A. Roll Call

Councilmembers present: Deputy Mayor Bob Baggett, Claude DaCorsi, John Holman, Bill Pelosa, and Largo Wales. Councilmembers Larry Brown and Yolanda Trout-Manuel were excused.

Mayor Nancy Backus and the following department directors and staff members were present: Finance Director Shelley Coleman, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Utilities Engineering Manager Lisa Tobin, Financial Planning Manager Bob Brooks, Assistant Chief of Police Bill Pierson, City Attorney Daniel B. Heid, Innovation and Technology Director Paul Haugan, Assistant Finance Director Kevin Fuhrer, Compensation and Employee Relations Manager Aaron Barber, Traffic Engineer James Webb, and City Clerk Danielle Daskam.

## II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There was no announcement, report or presentation.

## III. AGENDA ITEMS FOR COUNCIL DISCUSSION

### A. Utility Rate Study Presentation (Coleman) (20 Minutes)

Finance Director Coleman introduced the consultants from the FCS Group, Angie Sanchez, Principal, and Sergey Tarasov, Project Manager.

Ms. Sanchez and Mr. Tarasov reviewed the cost of service analysis, rate design and bill impacts for each utility and each alternative rate structure.

The overall revenue increase needs are:

UTILITY	2019	2020	2021	2022
Water	3.4%	3.4%	3.4%	3.4%

Sewer	2.4%	2.4%	2.4%	2.4%
Storm	1.7%	1.7%	1.7%	1.7%

The sewer cost of service results indicate single family customers are paying 104 percent of full cost of service while non-single family customers are paying 97 percent of full cost.

Sewer rate design considerations included:

- One proposed rate structure
- Fix inequities by moving rates toward cost of service
- Achieve full cost of service by 2022

The sewer rate design proposal provides for a 1.1 percent increase for single family customers for each year 2019 through 2022. Non-single family customers would receive a 3.5 percent increase for each year 2019 through 2022.

Stormwater rate design alternatives include:

- Option 1: COSA Rates
  - Fix inequities by reducing the size of non-single family (NSF) rate credits
  - Eliminate the base rate
  - Reduce rate for single family, increase rates for non-single family
  - Can have large impacts on some non-single family customers
  - Achieve full cost of service by 2022
- Option 2: One ESU Rate
  - Move towards a single rate based on amount of impervious area (Equivalent Service Unit or ESU)
  - Simplify since all customers must meet same stormwater management requirements
  - Grandfather existing non-single family customers until redevelopment or change of ownership occurs
  - Eliminate the base rate
  - Convert all existing customers to "per ESU" rate by 2023
  - Most common rate structure approach used by most other storm utilities

The consultants reviewed the water cost of service results and four alternatives for water rate design:

- Option 1: Existing classes - no meter sizes
- Option 2: Condensed classes - no meter sizes
- Option 3: Existing classes - with different per month charges for each meter size (meter size differential)
- Option 4: Condensed classes - with meter size differential

Meter size differential alternatives:

- Addresses intra-class equity - larger meters require additional infrastructure up-sizing, higher maintenance and replacement costs
- Customers with larger meters will pay more

The consultant summarized with the following utility options:

- Sewer: Phase in towards COSA by 2022
- Storm: Two alternatives for consideration
  - Full COSA by 2022
  - One ESU charge for all classes by 2023
- Water: Four alternatives for consideration
  - Existing classes and account-based rate structure
  - Condensed classes, existing account-based rate structure
  - Existing classes and meter based rate structure
  - Condensed classes, meter-based rate structure

Councilmember DaCorsi spoke in favor of simplifying the rates.

Councilmember Wales spoke in favor of phasing in by 2020 and the ESU charge and condensed rates.

Finance Director Coleman proposed Option 1 for Storm to get to full cost of service by 2022 and one ESU by 2023. For Water, Director Coleman recommended existing classes and the meter based rate structure moving towards a condensed class and a meter-based rate in 2023.

Councilmember Pelozo and Holman concurred with Finance Director Coleman's comments.

**B. SR18 & SR164 East Auburn Access (Gaub) (30 Minutes)**

[Jeanne Acutanza of the Transpo Group](#), consultant for the Muckleshoot Indian Tribe (MIT), updated the Council on the SR 164 East Auburn Access - Improved Mobility project. The Council was last updated in the fall of 2017.

Ms. Acutanza discussed the purpose of the first round of open houses and outreach for the project. At the open houses, the project will be introduced to the community, including project history and review of the current process with the hope to gain feedback and build public interest in the project. Ms. Acutanza reviewed the elements of the open house. The first open house will be scheduled this summer.

**C. 2019-2024 Transportation Improvement Plan Annual Update (Gaub) (20 Minutes)**

Assistant Director of Engineering Services/City Engineer Gaub presented a memo addressed to Mayor Backus and City Council from Traffic Engineer James Webb dated June 8, 2018, regarding arterial preservation

project summary and the impact of adding the reconstruction of 4th Street SE between Auburn Way South and M Street SE into the 2019 Capital Program. Director Gaub also distributed a map of the City of Auburn 2019-2024 Transportation Improvement Program (TIP) projects.

Assistant Director Gaub reviewed the estimated costs of the 4th Street SE reconstruction and the arterial street preservation projects currently programmed/planned between the years 2018 and 2022. The projects programmed between 2018 and 2020 have already been awarded federal grant funds and are committed to being completed within the year of their awards. Federal grant funding was applied for in 2018 for the 2021/2022 planned projects. These projects were identified as the best scoring projects based on the grant criteria. The City will find out later this summer if the grant applications are successful or not.

Assistant Director Gaub advised the 4th Street SE reconstruction project would cost approximately \$4.6 million with \$2.4 million needed from the Arterial Preservation Fund (105). The annual budget for the Arterial Preservation Fund is approximately \$1.7 to \$1.9 million, therefore the 4th Street SE reconstruction would require more than a single year's budget and other projects, already supported by grants, would need to be removed.

Traffic Engineer Webb reviewed his 2019-2024 Transportation Improvement Program Annual Update memo, which was reviewed at the last Council study session. He noted the projects added to the TIP and the change in the project numbering conventions.

There was brief discussion regarding TIP I-7, the SE 320th Street/116th Avenue SE Roundabout project.

Councilmember DaCorsi, chair of the Roads Project ad hoc committee, talked about the work of the ad hoc committee, which includes reviewing the TIP projects in detail. Councilmember DaCorsi also spoke about the need to increase revenue for the Arterial Preservation Fund.

Councilmember DaCorsi requested a list of all street rebuilds needed as of this date. Assistant Director Gaub reported the State of Our Streets Report is in process.

D. Ordinance No. 6659 Stay Out of Designated Areas (Heid) (20 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington, amending Section 1.24.010 of the Auburn City Code and creating a new Chapter 9.24 of the Auburn City Code relating to new gross misdemeanor violations concerning drug-related activities

Deputy Mayor Baggett recessed the meeting at 7:42 p.m. for approximately eight minutes for a brief intermission. The meeting was reconvened at 7:53 p.m.

City Attorney Heid presented Ordinance No. 6659, Stay Out of

Designated Areas, for Council review. City Attorney Heid stated the ordinance has been revised to eliminate areas within the Muckleshoot Indian Tribe reservation.

In response to Councilmember Pelloza's questions, City Attorney Heid noted that Section 9.24.090 of the codified ordinance requires evaluation and review within 24 months after its implementation. City Attorney Heid also indicated he would add verbiage to Section 9.24.090(B) for periodic reports to the City Council.

Councilmember Wales suggested the possibility of SODA signage.

Councilmember Pelloza suggested the subject of park rules be included in an upcoming study session.

#### IV. FINANCE AND ECONOMIC DEVELOPMENT DISCUSSION ITEMS

At this time, Councilmember John Holman, chair of the Finance and Economic Development Special Focus Area, presided over the Finance discussion items.

##### A. Ordinance No. 6684 (Coleman) (20 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington, amending Ordinance No. 6621, the 2017-2018 Biennial Budget Ordinance, as amended by Ordinance No. 6646, Ordinance No. 6656, Ordinance No. 6665, Ordinance No. 6666, and Ordinance No. 6680, authorizing amendment to the City of Auburn 2017-2018 Budget as set forth in Schedule "A" and Schedule "B"

Finance Director Coleman presented Ordinance No. 6684, representing budget amendment number six. The budget amendment includes adjusted fund balances to match actual 2018 fund balances. The amendment also includes a new police officer to backfill for the school resource officer, three new employees to manage and operate the Auburn Municipal Airport, and temporary Records Clerk for the City Clerk's Office. The amendment also includes acknowledgement of grants and transfer of \$1.5 from the General Fund to the Cumulative Reserve Fund.

##### B. Ordinance No. 6682 (Coleman) (15 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington, establishing Multi-Year Capital Budgeting, repurposing certain funds as Special Funds within the context of RCW 35A.34.270, and establishing guidelines for transferring funds between projects within capital funds

Finance Director Coleman presented a PowerPoint on the multi-capital budgeting process. The multi-capital budgeting process will eliminate the need for annual project carry forwards and provide a mechanism to allow movement of budget from completed projects that were under budget to ongoing projects that are expected to go over budget. Ordinance No. 6682 will establish the multi-capital budgeting process.

##### C. Position Budgeting (Coleman) (15 Minutes)

Finance Director Coleman presented a PowerPoint relating to the proposed changes to position budgeting for support departments.

Currently, salary and benefit budgets for employees in General Fund support departments (Human Resources, Finance and Legal) are partially allocated to other funds reflecting services they provide to those funds. As a result, department budgets don't show full staff costs because a portion of these costs are included in the budgets of "receiving" funds. To more effectively manage these budgets, it is proposed that each employee in support departments be fully accounted for in the departmental budget and that an interfund charge be assessed to other funds for services provided.

Support department budgets will show 100 percent of personnel costs that they manage and receiving funds will continue to pay their fair share of support costs. The net result will be a zero impact on fund balances for all funds.

## V. OTHER DISCUSSION ITEMS

There was no other discussion.

## VI. NEW BUSINESS

### A. Executive Session

At 5:31 p.m. and immediately after roll call, Deputy Mayor Baggett recessed the meeting for approximately ten minutes in order to discuss potential litigation pursuant to RCW 42.30.110(1)(i). City Attorney Heid, Assistant Director of Engineering Services/City Engineer Gaub, and Compensation and Employee Relations Manager Barber attended the executive session. No action was anticipated as a result of the executive session.

Deputy Mayor Baggett reconvened the meeting at 5:43 p.m.

## VII. MATRIX

### A. Matrix

Councilmembers reviewed the matrix. Deputy Mayor Baggett noted three items do not have scheduled dates for discussion.

City Attorney Heid stated he believes the Human Resources Department was working on the Consolidated Court Fees presentation.

Councilmember Pelosa suggested adding a discussion item regarding Park Rules to the Municipal Services Special Focus Area.

Councilmember Holman stated all items scheduled for this evening should be deleted from the matrix and the remaining items under the Finance and Economic Development Special Focus Area have yet to be scheduled.



Councilmember DaCorsi reported the Livable Cities discussion item is scheduled for August 27th and the Airport Advisory Board Update is scheduled for August 13, 2018.

#### VIII. ADJOURNMENT

There being no further discussion, the meeting was adjourned at 8:32 p.m.

APPROVED this 6th day of August, 2018.

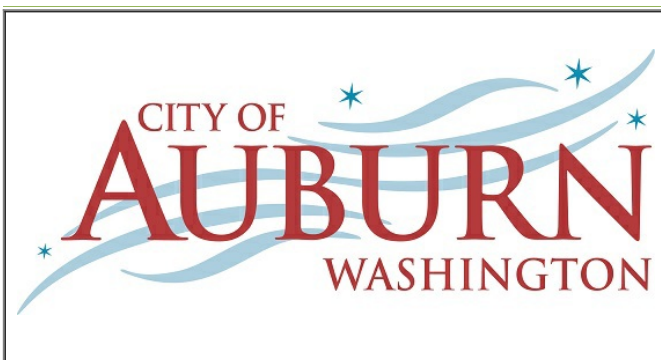
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BOB BAGGETT, DEPUTY MAYOR

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Danielle Daskam, City Clerk

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**City Council Study Session HHS SFA  
July 23, 2018 - 5:30 PM  
Council Chambers - City Hall  
MINUTES**

**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**

Deputy Mayor Bob Baggett called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Bob Baggett, Larry Brown, Claude DaCorsi, Bill Peloza and Yolanda Trout-Manuel. Councilmembers John Holman and Largo Wales were excused.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Steve Gross, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Police Chief Bill Pierson, Assistant Director of Community Development Services Jeff Tate, Human Resources and Risk Management Director Candis Martinson, Director of Administration Dana Hinman, and Deputy City Clerk Shawn Campbell.

**II. ANNOUNCEMENTS REPORTS AND PRESENTATIONS**

The agenda was modified to add Item D - Letter of Support for the King County Solid Waste Comprehensive Plan to the Agenda Items for Council Discussion.

**III. AGENDA ITEMS FOR COUNCIL DISCUSSION**

**A. Introduction of New Department Directors (10 Minutes)**

City Attorney Gross introduced himself and provided Council with a brief history of his career and experience.

Director Martinson introduced herself and provided Council her background and experience.

Chief Pierson introduced himself and shared with Council his background and experience.

Mayor Backus noted there were three director level positions in the City recently filled. She wanted Council to meet each new director and any

new directors in the future.

B. 1st Quarter 2018 Financial Report (Coleman) (15 Minutes)

Director Coleman provided Council with the First Quarter Financial Report. She stated the report was delayed due to budget preparation. She reviewed the general fund revenues and expenditures, property taxes revenues, sales and use tax revenues not from construction, sales tax revenues on construction, utility tax revenue, cable franchise fees, cable utility taxes, business license revenue, building permit revenue, intergovernmental revenues for grants entitlement and services, charges for services, development service fees, culture and recreation revenues, fines and penalties revenue, miscellaneous revenues, real estate excise Tax revenue, pet licensing revenue, capital projects expenditures from Fund 102, Fund 103 and 105, transportation and park impact fees, water revenues from water, solid waste, cemetery revenues and expenditures, purchase order and p-card transactions.

C. Auburn City Code Chapter 12.64A Half Street Improvement Requirements (Gaub) (30 Minutes)

Assistant Director Gaub presented the proposed amendments to the half street code. She reviewed the code requirements, when improvements are required, the current authority of the City Engineer to authorize deferral of improvements. She reviewed various concerns with deferring improvements and requiring they be completed.

Assistant Director Gaub reviewed the staff recommendations including keeping the language for new or additional residential, commercial or industrial unit created, keep the new access point requirements along with exemptions, adding criteria that an existing single family residence is allowed without improvements, add criteria for commercial industrial addition that is based on square footage, add criteria to address change in vehicular or pedestrian trip generation, clarify remodel of internal structure does not create a new unit, clarify replacement of homes or commercial property that was damaged does not require the improvements, remove all property valuation criteria, remove addition of 5 parking stall criteria and continuing to explore fee in lieu options.

Assistant Director Gaub requested Council consider the City's future practices around calling in deferrals, the policy of the standards for complete streets and accepting the financial burden of completing the street frontage improvements on small in fill developments.

D. Letter of Support for King County Solid Waste Comprehensive Plan

Director Coleman presented Council with the proposed letter of support to

King County on the Comprehensive Solid Waste Management Plan. After King County adopts the plan, the plan will come back to the City for approval then back to the County for submittal to the EIS Commission.

Councilmember Peloza requested Pat McLaughlin and the Council be copied on the letter.

#### IV. HEALTH AND HUMAN SERVICES DISCUSSION ITEMS

A. Affordable Housing - Local and Regional Overview (Hinman) (20 Minutes)

Staff from the Housing Development Consortium of Seattle-King County will provide a presentation of Housing Affordability in Auburn: Growing Need and Opportunity

Councilmember Trout-Manuel recessed the meeting for five minutes at 7:04 p.m. She called the meeting back to order at 7:11 p.m.

Director Hinman introduced Patience Malaba and Sara Wamsley from the King County Housing Development Consortium. Ms. Malaba explained what the King County Housing Development Consortium is and their mission. Ms. Wamsley explained what is considered affordable housing, reviewed the types of households struggling with housing costs, the levels of housing cost burdened households. She explained having a high cost burdened population affects a city as a whole. The rent increases in South King County have risen over 34% over the last five years. She reviewed the tools a City can use to help cost burdened households attain affordable housing, including land use, tenant preservation, inclusionary zoning, multifamily tax exemption and code compliance loans.

B. Count Us In Presentation (Hinman) (30 Minutes)

Staff from All Home will present on King County's Annual Point in Time Count of people experiencing homelessness.

Director Hinman introduced Danielle Winslow from All Home. Ms. Winslow stated one of the items for the continuum of care is a Point in Time Count. This counts people who are homeless on one specific night. There are various components to the Point in Time Count, a general street count, a youth and young adult count, a sheltered count and a peer conducted survey. Ms. Winslow reviewed the Point in Time counts methodology and how the data collected is only one data point collected to give a full picture of the homelessness issue in the area.

Ms. Winslow reviewed the results in the 2018 King County Point in Time Count. She noted there was a decrease in veterans and youth homelessness, the landscape where people are staying is shifting from tents to vehicles, homelessness was not a choice for those asked, homeless people need rental assistance, homelessness disproportionately impacts people of color and other historically marginalized populations.

C. Homeless Task Force Update (Hinman) (15 Minutes)

On June 21, Mayor Backus and staff reconvened the Homeless Task Force to update them on the progress of the work and to identify the future of the Task Force.

Director Hinman presented Council with a report on the Auburn Task Force on Homelessness. Mayor Backus reconvened the Taskforce to share the progress made on the action plan and move forward on areas that have not been completed.

Director Hinman reviewed the original process for the Homelessness Task Force, and the criteria of each recommendation. She provided a status for each of the 15 Priority Recommendations.

1. Create a program where homeless are hired daily to help clean the community – EXPLORING
2. Ensure police have information to provide service and shelter referrals to homeless individuals - DONE
3. Open additional shelter in City –more than just the existing winter shelter for cold nights – DONE!
4. Expand shelter services to youth under the age of 18 – AVAILABLE, MORE NEEDED
5. Increase the supply of low-barrier shelter beds in the City – IN PROGRESS
6. Create a hygiene center / day center with storage, showers, laundry and access to resources. Explore siting in an existing vacant building – AVAILABLE, MORE NEEDED
7. Expand programs, facilities and services available to address behavioral health issues of homeless individuals – IN PROGRES
8. Provide additional subsidized housing for single adults without disabilities, children, or veteran status: currently, there are very limited resources for this population – IN PROGRESS
9. Provide landlord assistance for damages as well as rent guarantee / support the countywide Landlord Liaison Program - EXPLORING
10. Implement a program to help educate residents about homelessness - ONGOING
11. Continue to expand City's involvement with county, state and the federal government to better support funding for and awareness of homelessness in South King County - ONGOING
12. Advocate for more state funding for all types of behavioral health services-- mental health, substance abuse, detox beds, etc. - ONGOING
13. Advocate for funding for individuals without state insurance/on disability to access mental health and substance abuse treatment - ONGOING
14. Advocate to require utilities to expand subsidy for low income customers - ONGOING
15. Create best practice training for all systems to build connections between agencies – EXPLORING/CURRENT PRACTICE IN AUBURN?

V. OTHER DISCUSSION ITEMS

There was no other discussion item.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

A. Matrix

Councilmembers discussed the matrix. Councilmember DaCorsi requested a presentation on abandoned houses be added to the projected agenda.

VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:33 p.m.

APPROVED this 6th day of August, 2018.

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BOB BAGGETT, DEPUTY MAYOR

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Shawn Campbell, Deputy City Clerk

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## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Claims Vouchers (Coleman)

**Date:**

July 31, 2018

**Department:**

Administration

**Attachments:**

**No Attachments Available**

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

Approve Claims Vouchers

**Background Summary:**

Voucher numbers 449882 through 450196 in the amount of \$1,318,541.51 and five wire transfers in the amount of \$752,151.01 and dated August 6, 2018

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

Coleman

**Meeting Date:** August 6, 2018

**Item Number:**

CA.C



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Payroll Vouchers (Coleman)

**Date:**

July 31, 2018

**Department:**

Administration

**Attachments:**

**No Attachments Available**

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

Approve payroll vouchers

**Background Summary:**

Payroll check numbers 538029 through 538049 in the amount of \$500,188.12, electronic deposit transmissions in the amount of \$2,096,250.39 for a grand total of \$2,596,438.51 for the period covering July 12, 2018 to August 1, 2018.

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

Coleman

**Meeting Date:** August 6, 2018

**Item Number:**

CA.D





## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Public Works Contract No. 18-18

**Department:**

Administration

**Attachments:**

[Executive Summary](#)

**Date:**

August 1, 2018

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

Move to approve the Consent Agenda

**Background Summary:**

The purpose of this project upgrade the pneumatic controls to direct digital controls. Currently the Council Chambers air handler unit operates 24/7 in occupied mode. Upgrading will allow scheduling for after-hours events, monitoring and diagnostics. In addition, it will allow for occupant comfort and energy savings (see attached executive summary).

McKinstry has a US Communities contract with the Port of Portland. The original contract and amendment allows for cooperative purchasing under RCW 39.34 and allows the City to issue a contract directly to McKinstry to construct the energy upgrades recommended by the energy audit, without another competitive bid (the umbrella contract was already competitively bid).

This is a budgeted project.

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

**Meeting Date:** August 6, 2018

**Staff:**

Hinman

Item Number:

CA.E

# Executive Summary

## OUTCOME SNAPSHOT

This project represents an excellent opportunity to significantly improve facilities while saving energy and trimming utility spending. McKinstry looks forward to making this project a success.

McKinstry estimates these **savings** if proposed facility improvement measures (FIMs) are installed:



**\$3,772**  
Utility cost savings/year



**\$500**  
Operations & maintenance costs/year



**39,200**  
Guaranteed kWh/year



**1,386**  
Therms/year

*Carbon dioxide emissions reductions would equal:*



**9**  
Acres of trees planted



**76,350**  
lbs. CO<sub>2</sub>/year

## Overview

McKinstry has completed an extensive study and investigation of energy upgrades for the City of Auburn. Our Directed Engineering Study presents a holistic project solution for improving the overall facility efficiency and operation. Our proposed solutions will result in lower utility use and cost along with improved building system performance and occupant productivity.

## Current Situation

### CHALLENGES

The existing City Hall Building has over the years mostly been upgraded to DDC controls. However, there is approximately 7,000 Sq feet on the First floor that still operates on pneumatic controls. The pneumatic controls create the following issues for the City of Auburn:

- The Council Chambers cannot be effectively scheduled and the AHU that serves this area runs 24/7.
- The Council Chambers and adjacent spaces are not accessible on the DDC frontend
- The AHU that serves these areas has old pneumatic actuators and VAV boxes that are approaching the end of their useful life and difficult to operate and maintain.

### GOALS

The goal of this project is to upgrade the Council Chambers to DDC so that the area can be scheduled appropriately for Council meeting and other events.

## Solutions

This project includes:

### FIM 04.01 ACH – UPGRADE PNEUMATIC CONTROLS TO DDC

The HVAC controls at City Hall building are a mix of new digital and older pneumatic controls at the main AHU and terminal level. The existing Building Automation System (BAS) is JCI Metasys. The controls on AHU and terminal devices serving the Council Chambers and adjoining hallway are pneumatic with no visibility on existing BAS frontend. The Council Chambers AHU operates 24x7 in occupied mode. This measure proposes to upgrade these controls with new digital controls. Frontend visibility will allow scheduling of after-hours events, monitoring and diagnostics ability will reduce maintenance efforts. At the same time it will also ensure occupant comfort. Energy savings will be realized by running the system only when the space is in use. There are additional terminal boxes of AHU-2 that were left as-is when the AHU controls were upgraded to DDC by the City. These will also be upgraded to DDC.

# Executive Summary

## Summary of Benefits

### COMPANY AT-A-GLANCE

- Established 1960
- Over 1,700 employees
- 23 offices
- 55+ Professional Engineers
- 80+ LEED Accredited Professionals

### MCKINSTRY EXPERIENCE

**\$20  
million**

Customer  
utility  
savings  
guaranteed

**\$100  
million**

Grants &  
rebates  
secured for  
clients

**636  
million**

Kilowatt  
hours saved

**453  
thousand**

Metric tons  
of CO<sub>2</sub>  
saved

**91  
million**

Gas Therms  
saved

*CO<sub>2</sub> emission reductions  
resulting from McKinstry  
projects have environmental  
impacts equal to:*

**3,167  
acres**

Forest acres  
saved from  
destruction

**51.5  
million**

Gallons of  
gas not  
used

**83+  
thousand**

Cars taken  
off the road

**40+  
thousand**

Homes  
taken off  
the power  
grid

### FINANCIAL BENEFITS

Section 4 of this document provides a detailed look at the project financials. Including sales tax the final project cost is \$187,651. The annual energy savings are \$3,772. Operational and maintenance savings have been included in the cash flows - these projections are based on reduced repair costs and represent \$500 in annual savings. Total first-year savings are estimated at \$4,272..

### ENVIRONMENTAL BENEFITS

By taking the necessary steps to reduce energy consumption through the implementation of the various facility improvement measures detailed in this report, The City of Auburn will attain the savings outlined in the outcome snapshot on the left. This is equivalent to:

- 3 average-sized homes being removed from the power grid; or
- 954 light bulbs (13.5 Watt LED) not energized; or
- 129,408 miles not driven by an average size vehicle.

### NEXT STEPS

City of Auburn to review proposal and upon acceptance issue a purchase order to McKinstry that references US Communities Contract# 1158.

## McKinstry Differentiators

### COMPANY OVERVIEW

McKinstry has over 50 years of experience assessing and improving facilities in the Pacific Northwest. With more than 1,500 successful energy and facility improvement projects completed in the past 15 years, McKinstry has the expertise to offer comprehensive solutions to the City of Auburn. McKinstry is more than just another energy services company, we believe in serving as your trusted advisor "For the Life of Your Building."

### MCKINSTRY APPROACH ADVANTAGES

- Vendor- and product-neutral for truly consultative role
- Transparent pricing
- Total cost of ownership consideration
- No "shared savings" model
  - Single point turnkey procurement and a needs based project that will generate annual energy savings.



## AGENDA BILL APPROVAL FORM

---

**Agenda Subject:**

Resolution No. 5379

**Date:**

July 31, 2018

**Department:**

Parks/Art and Recreation

**Attachments:**

[Res 5379](#)

[Draft Contract](#)

[grant application](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

Move to adopt Resolution 5379

**Background Summary:**

City of Auburn Parks, Arts and Recreation successfully applied for a grant from the King County Veterans, Seniors and Human Services Levy in November of 2017. Funds were requested to make various programmatic and physical improvements to the Auburn Senior Center including a social service assistance, repairs to the kitchen floor and the addition of a looped hearing system for the hearing impaired.

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

Faber

**Meeting Date:** August 6, 2018

Item Number: RES.A

**RESOLUTION NO. 5 3 7 9**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A GRANT AGREEMENT WITH KING COUNTY, WASHINGTON FOR FUNDS FROM THE VETERANS, SENIORS, AND HUMAN SERVICES LEVY, AND TO APPROPRIATE AND EXPEND THE GRANT FUNDS

WHEREAS, King County voters approved the Veterans, Seniors, and Human Services Levy (VSHSL) in November, 2017; and

WHEREAS, The King County Council adopted Ordinance 2018-0173 on July 16, 2018, adopting an implementation plan for the Levy; and

WHEREAS, the Parks, Arts, and Recreation Department submitted a grant application for funds to increase programing, provide social service assistance, repair the kitchen floor and add a looped hearing assistance system at the Senior Center; and

WHEREAS, the implementation plan includes a grant of up to \$118,062.20 to the City; and

WHEREAS, the Mayor recommends Council authorize the administration to negotiate and execute a grant agreement with the County, and to expend the grant funds in accordance with that agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, HEREBY RESOLVES as follows:

**Section 1.** The Mayor is authorized to negotiate and execute a grant agreement with King County in an amount granted under the VSHSL Levy Implementation Plan.

**Section 2.** The Mayor is authorized to expend the grant funds and implement such administrative procedures as may be necessary to carry out the directives of this legislation. The grant amount shall be included in a future budget amendment.

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

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

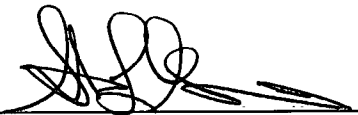
CITY OF AUBURN

\_\_\_\_\_  
NANCY BACKUS, MAYOR

ATTEST:

\_\_\_\_\_  
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Steven L. Gross, City Attorney

**DRAFT**  
**EXHIBIT II**  
**AUBURN SENIOR ACTIVITY CENTER**  
**SENIOR CENTER PROGRAM**

**I. WORK STATEMENT**

The Contractor shall increase participation and inclusion, update organizational infrastructure, complete minor capital improvements and facility repairs, provide enhanced services including referrals for King County's Property tax Exemption for older persons in accordance with the terms and conditions described hereinafter and in the attached application for the Spring 2018 Senior Center Request for Qualifications, Attachment A. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$118,062 in County funds during the period July 1, 2018 through December 31, 2018. The contract period may be extended at the discretion of King County based on its evaluation of circumstances such as a capital project that cannot be completed by December 31, 2018 due to circumstances beyond the control of the Contractor.

**II. PROGRAM DESCRIPTION**

**A. Outcomes:**

The senior center increases short-term stability through one-time investment that:

1. Increases senior center participation and inclusion;
2. Updates Organizational Infrastructure;
3. Maintains the Center's facility through maintenance or minor capital projects; and/or

Sustains or Enhances senior center programming without creating ongoing funding requirements

**B. Indicators**

1. Formulate and implement strategies to increase participation and inclusion of previously underserved groups
2. Update organization infrastructure as described in the Contractor's RFQ application, Attachment A
3. Complete capital investment projects to enhance or maintain the facility as described in the RFQ application
4. Maintain or enhance programming as described in the RFQ application
5. Market, educate participants, refer and have available applications for the King County Property Tax Exemption program.



C. Eligibility

This contract's funding must be used to provide capital and/or regional health and human services for persons who are 55 years old or older or their caregivers. King County encourages particular focus on older adults who live on low-incomes, who are people of color, who are geographically, physically, culturally, or linguistically isolated, or whose primary language is not English. No otherwise eligible person may be required to pay to receive services or access facilities funded by this contract, although contractors may provide the opportunity for persons to provide donations.

D. Definitions

1. "Sustain or Enhance Programming" means investments that will extend operations of or enhance basic services such as Health Promotion, Wellness and Fitness; Education, Recreation, Socialization; Social Work Services and Outreach Activities. Social work services include assistance provided by, or under the supervision of a qualified social worker including one-on-one counseling, home visits, group sessions to older adults or caregivers.
2. "Increase Participation and Inclusion" means obtaining the participation of new and more diverse older adults such as underserved, homeless, homebound, isolated, rural or marginalized older adult populations and caregivers or those with mobility issues. It may include a variety of strategies to locate, recruit older adults or assess the best strategies to accomplish increased participation and inclusion of older adults residing in their service area, but not currently participating in at the senior center.
3. "King County Property Tax Exemption Outreach" for King County senior citizens is defined as marketing, educating participants, making referrals to the King County Assessor's Office and having available applications for low income older adults to apply for a reduction in property taxes.
4. "Legal Counseling" is defined as activities delivered by volunteer attorneys, trained legal interns, or other trained volunteers to provide clients with individual or group education, information, or advice on legal issues.
5. "Minor Capital Investments" to Enhance or Maintain the Facility means repairs, physical improvements, maintenance, vehicle repairs, or equipment purchases not exceeding \$49,999. A variety of projects and/or purchases may be proposed under this category.
6. "Partnerships with Small Nutrition Sites" means senior center's establishing a relationship with nutrition sites that do not meet the definition of senior center and to foster a relationship between the two agencies, enhance services available at the small nutrition site(s) such as expanded programming, increased days of operation and assistance to connect participants to the broader network of services available to older adults in King County.
7. "Schedule of Activities" is defined as a list that shows the names, dates and times of activities and programs offered specifically targeting and without charge to individuals age 55 and older.



8. "Senior Center Survey" is defined as a measurement tool designed to assess whether senior center participants received benefit and/or saw positive changes in their lives as a result of attending the senior center.
9. "Small Nutrition Site" means an agency listed in Attachment 2, Aging and Disability Services Congregate Nutrition Sites, that does not provide qualifying services for seniors three days a week for a minimum of 15 hours a week.
10. "Transportation Services" are defined as activities to provide mobility to clients by means of providing transportation directly, collaborating with organizations that provide transportation, or assisting clients to access transportation when they cannot drive.
11. "Update Organizational Infrastructure" means developing, maintaining or repairing the organization's systems, staff capacity and information technology infrastructure that allows the senior center to function well and effectively and efficiently serve seniors.

E. Program Requirements

1. Minimum Performance Requirements

The Contractor shall meet the following minimum performance requirements during the term of this Exhibit and shall complete the reporting requirements set out in Section IV of this Exhibit:

- a. Increase senior center participation and inclusion:
  - i. Maintain a partnership with SeaMar, a Latino-based community health-based organization, and increase frequency of their programming to at least once a weekly
  - ii. Fund, schedule and hold [redacted] diversity education classes focusing on respect and managing cultural diversity
  - iii. Market through a variety of media the activity center's senior programming and availability of transportation through the Hyde Shuttle.
- b. Update organizational infrastructure through a variety of purchases including:
  - i. Installation a hearing loop system
  - ii. Update software, ACTIVE NET to include questions relevant to data requests
  - iii. Staffing to input data into updated software.
- c. Implement minor capital investments to enhance or maintain the facility including:

- i. Replacement of kitchen floor
  - ii. Purchase of two power lift chairs
- d. Sustained or enhanced programming including:
  - iii. Subcontract with a behavioral health agency such as Valley Cities Behavioral Health agency for a minimum of 10 social work hours a week to provide a variety of services and programs including case management, Be Well workshops, grief and life transition support, individuals counseling, support groups and referrals and coordination of services.
  - iv. Publicize availability of social work services through a variety of media.
  - v. Offer at least [REDACTED] free Contemporary Ethics lecture services on a variety of topics such as the Ethics of War and End of Life Ethics.
  - vi. Free Stay Active and Independent for Life (SAIL) classes offered a minimum of twice a week with instruction offered by trained SAIL program leaders.
- d. Provide King County Property Tax Exemption Outreach to older adults including the following services:
  - i. Agency shall publicize and provide information to older adults participating at the senior center about the availability of the King County Senior Property Tax Exemption.
  - ii. Agency shall have paper applications for the senior property tax exemption available to interested individuals.
  - iii. Agency shall provide interested seniors with referral information on how to contact King County Assessor and apply for the senior property tax exemption.
  - iv. Agency will include the number of individuals referred to the King County Assessor's office in their monthly report.

### **III. COMPENSATION AND METHOD OF PAYMENT**

#### **A. Billing Invoice Package**

1. The Contractor shall submit a Billing Invoice Package monthly that consists of an invoice statement, receipts and other reporting requirements as stated in Section IV., REPORTING REQUIREMENTS, of this Exhibit in a format and

method approved by the County. The Billing Invoice Package is due within ten working days after the end of each month.

2. A hard copy of the invoice statement shall be submitted with original signatures. Accompanying reports as stated in Section IV. shall be submitted electronically.

B. Method of Payment

1. The monthly payment for Contractor expenses incurred for Updating Organizational Infrastructure and implementing Capital Improvements and Minor Facility Repairs shall be made upon submission of documentation of actual cost of equipment, labor, and services.

Reimbursement for these expenses shall not exceed: \$82,704

2. The monthly payment schedule for Increased Participation, Enhanced Programming and King County Property Tax Exemption Outreach shall be:

July – December 2018 \$5,893

Reimbursement for these services shall not exceed: \$35,358

3. Reimbursement for this contract shall not exceed: \$118,062.
4. The Contractor shall advise the County quarterly of any changes in revenues from sources other than the County that are used to provide services funded under this Exhibit. The Contractor agrees to renegotiate performance requirements if the County determines that such changes are substantial.
5. Payment to the Contractor may be withheld for any month in which the Contractor has not submitted the contractually required reports.

**IV. REPORTING AND EVALUATION REQUIREMENTS**

The Contractor shall submit the following reports electronically in a format and method approved by the County:

- A. Narrative Report, in a format approved by the County, identifying which of the services specified in Section II.D.1., Minimum Performance Requirements, the Contractor provided with each monthly invoice. The number of individuals referred to the King County Assessor's Office will be included in this report.
- B. Agencies that received funds for Minor Capital Investments will include in their monthly updates progress made towards completion of their capital projects and purchases.
- C. Contractor shall report to the County by December 10, 2018 on the progress of any capital projects and indicate whether the project(s) will be completed by December 31, 2018. An extension to the contract for the purpose of completing the project(s) can be considered at that time.

- D. A monthly schedule of activities and programs shall be submitted with the Narrative Report identifying names, dates and times of activities and programs offered specifically targeting and without charge to individuals age 55 and older.
- E. The six-month Senior Center Participant Report, Attachment B, on unduplicated participants for the contract period July 1, 2018 – December 31, 2018. It will include cumulative data on referrals make to the King County Assessor's Office for Property Tax Exemptions.
- F. A six-month narrative report that shall describe the specific results of each of the services specified in Section II.D.1., Minimum Performance Requirements, and how each of those services increased the senior center's short-term stability.

DRAFT

King County, WA

Dept of Community &amp; Human Services

**King County Spring 2018 Senior Center RFQ**

6/7/2018 deadline

**Auburn Senior Activity Center - City of Auburn****Auburn Senior Activity Center-King County Spring 2018 RFQ**

**USD\$ 105,562.20** Requested  
USD\$ 30,562 Amount over \$75,000 requested

**Project Contact**

Radine Lozier

[rlozier@auburnwa.gov](mailto:rlozier@auburnwa.gov)

Tel: 253-288-7440

**Additional Contacts**[kbrady@auburnwa.gov](mailto:kbrady@auburnwa.gov), [jkrueger@auburnwa.gov](mailto:jkrueger@auburnwa.gov)**Auburn Senior Activity Center -  
City of Auburn**

808 9th ST SE  
Auburn, WA 98002  
United States

**Mayor**

Nancy Backus

[nbackus@auburnwa.gov](mailto:nbackus@auburnwa.gov)

Telephone	253-931-3016
Fax	253-288-7444
Web	<a href="http://auburnwa.gov">auburnwa.gov</a>
EIN	91-6001228
DUNS	#032942575
SAM Expires	

**Application Questions****AGENCY BACKGROUND INFORMATION****1. Organization Type:**

- ☐ Non-Profit
- ☐ For Profit
- ☒ Public Agency
- ☐ Other:

**2. WA Business License Number:**

BUS-08667

**3. Current Days and Hours of Operation:**

Please specify the number of days and total number of hours the senior center provides services (ex: Open 4 days per week for a total of 32 hours per week).

Monday-Thursday, 8am-9 pm; Friday, 8am-5pm; Total 61 hours per week

**4. Days of week Meal provided (if any):**

Monday, Tuesday, Wednesday, Thursday, Friday

**5. Services currently provided:**

Check all that are currently being provided

- ☒ Food / Nutrition
- ☒ Health / Fitness
- ☒ Education / Socialization
- ☐ Social Work
- ☒ Outreach
- ☐ None of the above

**6. Do you oversee the provision of nutrition services at multiple senior centers?**

☐ Yes

☒ No

**7. Number older adults 55+ served in 2017:**

Number older adults 55+ served in 2017

**TOTAL**

**8. Numbers served by race/ethnicity in 2017 (if known):**

American Indian / Alaskan Native

Black / African American

Hispanic / Latino

White

Asian

Hawaiian Native / Pacific Islander

Multi-racial

Other

**TOTAL**

**9. Summary of proposed program:**

*In four sentences describe in what program areas you will request funding and briefly what you will provide and/or purchase. What populations will you focus on to increase program participation.*

The Auburn Senior Activity Center seeks to increase participation & inclusion by installing a looping system to allow hearing impaired participants to hear better in the facility banquet room, classroom and TV room. The Center will expand a partnership with the Latino-based organization, Sea Mar, from once monthly to once a week and offer a new Diversity Education Series of classes for 4 weeks focusing on bullying and inclusion among seniors. Additionally, the Center will advertise with the Auburn Reporter about Center options and promote Hyde Shuttle as a free transportation option.

The Center will update organizational software, ACTIVE NET, to ask appropriate and relevant customer questions to gather data required as part of a grant award.

Two minor capital investments are sought. The first is replacing the kitchen floor, originally installed in 2001. Catholic Community Services oversees the Nutrition Site at the Center, operated daily, Mon-Fri. 19,644 meals served in 2017. The other request is for two power lift chairs for the classroom used every Friday by Auburn Respite, an Adult Day Care program.

To enhance programming, the Center will establish a contract with Valley Cities Behavioral Health for a 10 hour/week social worker to provide services at the Center from Aug-Dec 2018. The Center will offer a free Contemporary Ethics Lecture Series and the twice weekly evidence-based SAIL Fall Prevention Program, which will be offered for free to participants.

**POTENTIAL PARTICIPANTS**

Which communities or population(s) of older adults reside in your service area? Review Attachment 5 - Zip Code Demographics Table that provides data on poverty, race/ ethnicity, etc. in King County by zip codes. Estimate those zip codes or portions of zip codes that are in your service area and use the Table to approximate the number of older adults in each of the groups listed below that your program you may be able to serve. For example, if you believe you may serve all of one zip code and a portion of another use your best judgement to estimate how many potential participants in that particular community or population you might serve.

**10. What zip codes do you estimate that your program serves including what percent of each zip code?**

*Please separate each zip code by a comma followed by the estimated percent served within each zip code (Example: 98101 25%, 98102 5%, 98111 13%, etc.)*

The Auburn Senior Activity Center generally serves the following King County Zip Codes  
98001 30%; 98002 32%; 98092 38%

**11. What small nutrition sites exist in your service area?**

*Include Name, Address, and City for each site. See Attachment 6\_ 2018 ADS Senior Congregate Nutrition Sites for addresses and Attachment 11 Links to Demographic Maps to help locate the small nutrition sites in King County.*

We have no small nutrition sites in the Auburn Senior Activity Center service area

## DEMOGRAPHICS

**12. Race/ethnicity:** For this question you must click on the "Questions Formatted as Tables" tab above and fill out the Demographics table. Refer to Attachment 5 Zip Code Demographics Table to complete. Please confirm below this has been completed.

☒ Yes, I have filled out the demographics table

**13. Age Group and Type of Service:**

Please type (in the boxes provided below) the approximate number in your potential service area

Ages 55+

Ages 55-64

Ages 65-74

Ages 75-84

Ages 85+

**TOTAL**

**14. Low Income:**

Please type (in the box provided below) the approximate number in your potential service area

Less than 100% Federal Poverty Level

**TOTAL**

**15. Percent Who Speak a Language other than English at Home:**

Please type (in the box provided below) the approximate percent (%) of older adults in your potential service area

Primary language other than English

**TOTAL**

**16. Additional categories:**

If Other applies, please specify the other population. If no additional categories, select Not Applicable.

- ☐ Ability / Disability
- ☐ LGBTQ+
- ☐ Other, please explain:
- ☒ Not Applicable

**17. What area(s) will you serve with this program?**

Check Attachment 12 Link to King County Regions map if you are uncertain of what regions you will serve. If "Other" selected, please use the following question to provide a list of another city, neighborhood or other areas in King County.

- ☐ North King County Suburban
- ☐ North King County Rural
- ☐ North King County Urban
- ☐ East King County Suburban
- ☐ East King County Rural
- ☐ East King County Urban
- ☒ South King County Suburban
- ☒ South King County Rural
- ☒ South King County Urban
- ☐ City of Seattle (specify neighborhoods in Question 18 below)
- ☒ Unincorporated King County
- ☐ Other (specify other below in Question 18 below)

**18. Specific Neighborhoods and or other areas within King County to be served by this program.**

Type Not Applicable if necessary

Not Applicable

## ATTACHMENT 2 - PROGRAM NARRATIVE - SCOPE OF WORK

See Attachment 2 for a description of each question and rating criteria that will be used to evaluate your response. You may

answer questions 19 through 23 below by creating your own Word document and copying and pasting your answer in the appropriate box, or type your answer directly into the box that appears below each question. Be sure to check the number of characters in your answer, so each is no more than 6000 characters. In Word you can do this by clicking Review / Word Count on the menu bar.

### **19. Capacity and Experience - Required (30 points)**

*See Attachment 2 -Program Narrative - Scope of Work and provide the information requested in a. through g. in a maximum of 6000 characters. Upload requested documents under the Upload Documents Tab.*

The Auburn Senior Activity Center has been providing services to older adults in King County since the early 70's. The Center is owned and operated by the City of Auburn with 4.5 FTE's (Center Supervisor, Coordinator, Specialist, Office Assistant, & .5 Facility Assistant) and a part-time clerical support position.

The Auburn Senior Activity Center enhances the quality of life of senior adults in the Auburn community through social, recreational, health and wellness, educational, and nutritional services and programs. Located at 808 Ninth Street SE, the Center serves individuals age 50 and over with a variety of activities and social needs. The Center is open from Monday-Friday from 8 a.m. – 5 p.m. with extended evening offerings Monday-Thursday from 5 p.m. – 9 p.m. The Center is also rented by community groups and organizations on various evening and weekend hours.

The Center produces a quarterly activity brochure that lists upcoming classes, activities and events and also offer opportunities to get involved either as a volunteer or a participant.

Recreational opportunities include hiking and nature walks, dance and exercise classes, day and overnight travel opportunities, volleyball, Pickle ball and drop-in play in the pool room. There is also music and dancing four times a month.

The Senior Activity Center hosts a variety of special events and luncheon celebrations. There is a daily lunch program operated by Catholic Community Services, a monthly social dinner, and a monthly coffee hour with the Mayor and Auburn City Councilmembers. A food pantry is offered twice a month and provides access to a wide variety of items such as cereals, grains, cheeses, spices, raisins, juice, and soup at bulk discount prices.

Educational and learning opportunities are offered through book club, driver's safety, Spanish classes, art classes, and lectures on Thursdays. A variety of health and wellness programs are offered, including foot care, blood pressure clinics, massage, acupuncture, and dental cleaning. On-going social time at the center includes games such as Mah Jongg, Scrabble, Bingo, Dominoes, Pinochle, Contract Bridge, and puzzles as well as a coffee bar and movie days.

The Senior Center falls under the City of Auburn, which is audited yearly by the Office of the Washington State Auditor. The most recent audit, for the period January 1, 2016-December 31, 2016, is attached.

The City of Auburn Finance Department's major responsibilities include: financial and budgetary policy development, long-term financing and cash management, utility billing and customer service, payroll, purchasing, accounts payable, and accounts receivable. Other duties include providing analytical support, accounting and budgeting advice to city departments, and overseeing the six-year Capital Facility Plan. The department is authorized 24 FTE.

City management has developed and evaluated a comprehensive internal control structure that is designed to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with generally accepted accounting principles. Because the cost of internal controls should not outweigh the benefits, the City's internal control structure is designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement. The City's system of internal controls, adherence to generally accepted accounting principles and compliance with Governmental Accounting Standards Board (GASB) pronouncements, and determination as to the fair presentation of its financial statements are subject to an annual review performed by the Washington State Auditor's Office.

The City uses Tyler Technologies' Eden Inforum Gold for payroll and general ledger accounting. The City has established policies and procedures to govern financial activities regarding purchasing, investments, grants management, cash receipts, business related travel, fixed assets, and debt compliance.

The City of Auburn uses ACTIVE Net for participant registration and data collection. We collect, analyze and report general participant data on a yearly basis for budgeting, annual reports and nutrition site requirements.

### **20. Increase Participation and Inclusion - Required (30 points)**

*See Attachment 2 and respond to the information requested in no more than 6000 characters. If partnering with a small senior nutrition site(s), provide the Nutrition Partner information requested under the Questions in Table Format tab.*

The Auburn Senior Activity Center seeks to expand outreach efforts to socially isolated individuals and different ethnic groups living in the Auburn community.



We seek to help engage older adults who may be socially isolated due to hearing loss in our programming by installing a looping system to allow our hearing impaired participant to hear better in the facility banquet room (lunch room), classroom, and TV room. A looping system is a special type of sound system that provides a magnetic, wireless signal that is picked up by the hearing aid when it is set to a special setting. The hearing loop consists of a microphone to pick up the sounds; an amplifier which processes the signal which is then sent through the final piece; the loop cable, a wire placed around the perimeter of a specific area to act as an antenna that radiates the magnetic signal to the hearing aid. We will work to identify the seniors that currently participate in our programming to inform them of the enhanced hearing system that will allow them to more fully participate in programs and activities. We will also promote the new system in our quarterly brochure, through our electronic newsletters and city publications, and through senior living facilities to notify seniors that may not come to or participate in Center programming because of hearing impairments. The Center is requesting \$28,798 in grant funds for the Looping System which will be installed in August 2018. (This is priority #1 in the overall grant request).

To engage and increase participation from our ethnically diverse populations, the Center is seeking to expand a partnership with the Latino-based community health-based organization, Sea Mar. Sea Mar currently brings approximately 20 Spanish-speaking seniors from around Auburn to the Senior Center for a once monthly visit. They participate in exercise classes, the lunch program, and other center activities. Sea Mar provides a programming assistant to help with language barriers and interaction amongst all seniors at the Center. The Center is seeking to establish the popular program on a weekly basis instead of a monthly basis. The grant funding would cover a professional service contract for the Sea Mar programming staff and their client transportation from August-December 2018. Program cost for the five months would be \$4,225. (This is priority #5 in the overall grant request).

The Center also is seeking grant funds to offer a Diversity Education Series of classes for 4 weeks focusing on bullying and inclusion among seniors. This would be offered free of charge to all participants and teach participants strategies for promoting harmonious living, practicing mutual respect and managing cultural diversity. Overall cost for series is \$500. (This is priority #6 in the overall grant request).

The Center will target socially isolated and low-income populations to increase awareness about Auburn Senior Activity Center programs and donation-based transportation options provided to the Center through the Hyde Shuttle that is provided via a partnership between King County Metro and Sound Generations. While this transportation option has been available for a few years, many participants are still unaware of the service. The Center will advertise with the Auburn Reporter, will market the program in the City's Auburn Magazine (mailed to all Auburn households), the Senior Activity Center Quarterly Brochure, and the City's website and social media sites. Marketing costs will be \$1,000. (This is priority #9 in the overall grant request).

## **21. Update Organizational Infrastructure (30 points)**

*See Attachment 2 and respond to items a. through c. in a maximum of 6000 characters.*

The Center will need to update organization software, ACTIVE NET, to ask appropriate and relevant customer questions to gather data required as part of a grant award. This update will require a clerical staff member (at the rate of \$19.42/hour) to spend 160 hours to work with volunteers to input data for approximately 2,200 unduplicated customers into the updated software system. The total grant funds request will be \$3,107.20. The new data tracked will include the following required information as is necessary for grant reporting: Client ID; Date of Birth; Zip Code; Race/Ethnicity (categories to include American Indian/Alaskan Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, White, More Than one Race, Other Race); Gender; Home Language; Veteran Status; Veteran Family Member; Household Size; Household Income Range; and Enrollment Date. (This is priority #2 in the overall grant request).

## **22. Minor Capital Investments to Enhance or Maintain the Facility (30 points)**

*See Attachment 2 and respond to items a. through f. in a maximum of 6000 characters. Upload any estimates under the Upload Documents tab.*

Two minor capital investments are sought for the Auburn Senior Activity Center.

The first is the replacement of a kitchen floor, originally installed in 2001. The kitchen at the Center is utilized for lunch every Monday-Friday by Catholic Community Services to operate the Older Americans Act-funded Senior Congregate Meal Site. In 2017, 19,644 meals were served at the site, the largest site for Catholic Community Services in King County. The total cost for replacement is \$121,334. The Auburn Senior Activity Center is seeking \$49,999 in grant funds (the maximum allowed for a Minor Capital Investment). The City Facilities Department will fund the rest of the replacement costs, \$79,335. It is anticipated that the new kitchen floor would be installed in August 2018. With the current floor, water is getting trapped between the floor surfacing and the concrete sub-floor, causing warps and peeling. The lunch site serves approximately 75 seniors in need on a daily basis. The kitchen needs to be operational and in good condition for all staff and volunteers to continue this much-needed service for area seniors. (This is priority #4 in the overall grant request).

The other Minor Capital Investment is for the purchase of two power lift chairs, purchase price approximately \$400 per chair for a total of \$800. The chairs would be purchased immediately upon receiving approval of grant funds. These chairs will be placed in the classroom at the Auburn Senior Activity Center. The classroom is used every Friday by Auburn Respite. This non-profit service organization provides adult day care for seniors afflicted with dementia, Parkinson's Disease, stroke, and other conditions.

health. While the senior enjoys a day of stimulation, activities, and reminiscing with peers; his unpaid family care giver is given a day of respite. Participation in the program helps keep seniors healthier longer, delaying or avoiding the need for costlier out of home care. The relief, both mental and physical, that is provided for families living with degenerative brain diseases is immeasurable. The Auburn Respite Program has successfully served the Auburn community for over thirty years on an extremely modest budget and volunteer man power. There is a nominal fee charged for the service and currently they serve 13 clients each week. The power lift recliners will provide clients with a comfortable resting place and allow participants to get from a sitting position to a standing position with ease and dignity. (This is priority #7 in the overall grant request).

### **23. Maintain and Enhance Programming (30 points)**

*See Attachment 2 and respond to items a. through d. in a maximum of 6000 characters.*

The center will be enhancing socialization, personal growth, fitness, wellness and mental health by establishing new programs and enhancing an existing evidence-based program.

The Auburn Senior Activity Center is centrally located in Auburn and serves as a community hub. The Center receives daily requests from seniors, as well as request for assistance from others in the community related to senior social service needs. The seniors that utilize the Center, often request social services and need assistance navigating the social service system. Currently, there are no formal social work services offered at the Center.

The Auburn Senior Activity Center is seeking grant funds to contract with Valley Cities Behavioral Health to provide a social worker for the Senior Center. The social worker will be on site at the Center, working with the senior population, for 10 hours a week from Aug-Dec 2018. The Center will provide needed equipment and a confidential meeting room for the contracted staff member of Valley Cities Behavioral Health Care. The proposed fee for this contracted service is \$13,333. (This is priority #3 in the overall grant request).

The most current census reflects that Auburn has a senior population (older adults age 55+) of 26,155. A social worker that is adept in case management and can help seniors navigate available social services can assist Auburn seniors (and their families) reduce or prevent health and safety issues, as well as increasing their quality of life. Of Auburn's total senior population, 18% are over the age of 75, and often in need of the services that a Social Worker can provide.

The 10 hours a week may include services and programs such as case management; Be Well workshops, grief and life transition support, individual counseling appointments, senior homelessness, and other support groups as identified and needed. The social worker will be helpful in connecting senior center volunteers and staff with isolated homebound seniors in need of social support and encouragement. The social worker will help seniors by identifying and coordinating a variety of available services necessary to maintain independent living; provide supportive counseling and advocacy for clients; monitor and verify services provided to each client by outside referrals.

A major goal of adding a social worker to the Auburn Senior Activity Center is to empower seniors in regards to their health, safety, independent living, and overall quality of life.

The Center will be collecting data on those seniors that use the social worker services to get a needs assessment to apply for future funding when the 2019-2023 VETERANS, SENIORS & HUMAN SERVICE LEVY RFP is released.

Promotion of the availability of the social worker will be accomplished through Auburn Senior Activity Center marketing materials, including, but not limited to, the quarterly brochure, flyers, referrals from City of Auburn Human Services department, referrals from Community Living Connections, referrals from Senior affordable housing facilities, City of Auburn web site and social media sites.

The Center will offer a free Contemporary Ethics Lecture Series. The 4-week series will be offered in November and include the following topics: Moral Theories; The Ethics of War; The End of Life Ethics (Suicide, Physician-aided Dying, Termination of Life Support, and Euthanasia); Gun Rights and Gun Control. The lectures will cover both the moral and legal aspects of each issue and will be given by Dr. David E. Smith of the Osher Institute at the University of Washington. The lectures will be offered free to participants and the grant funds, \$800, will cover the cost of the lecturer. (This is priority #10 in the overall grant request).

The Center will be offering the SAIL (Stay Active and Independent for Life) class. It is a twice weekly class and is offered free of charge to participants. Currently, the City pays for SAIL program leaders; but is seeking grant funds to cover the cost of the instructor. The grant funds request of \$3,000 would cover the program from August-December 2018. (This is priority #8 in the overall grant request).

SAIL is an evidence-based strength, balance and fitness program for adults 65 and older. Performing exercises that improve strength, balance and fitness is the single most important activity adults can do to stay active and reduce their chances of falling. The entire curriculum of activities in the SAIL program can help improve strength and balance, if done regularly.

SAIL classes are conducted by fitness, exercise science and healthcare professionals who have completed SAIL program

leader training. All program leaders are carefully selected for their ability to deliver effective and efficient training, while adhering to the core components of the SAIL program. Leaders work with participants to help achieve the best results from the fitness classes to prevent falls.

## Budget

<b>Proposed Program Budget</b>	<b>Requested Funding Amount</b>
Increase Participation & Inclusion	USD\$ 34,523.00
Update Organizational Infrastructure	USD\$ 3,107.20
Minor Capital Investments	USD\$ 50,799.00
Enhance Programming	USD\$ 17,133.00
	USD\$ 0.00
<b>Total</b>	<b>USD\$ 105,562.20</b>

<b>Capital Expenses</b>	<b>Requested Funding Amount</b>	<b>Other Funding (If any)</b>	<b>Other Funding (If any)</b>	<b>Total Capital Project Cost</b>
Auburn Senior Center - Kitchen Floor	USD\$ 49,999.00	USD\$ 71,333.00		USD\$ 121,334.00
Power Lift Chairs - Qty. 2	USD\$ 800.00	USD\$ 0.00		USD\$ 800.00
<b>Total</b>	<b>USD\$ 50,799.00</b>	<b>USD\$ 71,333.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 122,134.00</b>

## Budget Narrative

Increase Participation and Inclusion (See Question 20 for additional justification)

Looping System: \$28,798.00

SeaMar Partnership: \$4,225.00

Diversity Education: \$500.00

Transportation Access to Senior Center Promotion: \$1,000.00

Update Organizational Infrastructure (See Question 21 for additional justification)

Data Collection: \$3,107.20

Minor Capital Investments (see Question 22 for additional justification)

Flooring in commercial kitchen: Grant Request \$49,999.00; City of Auburn funds \$71,333

Two Power Lift Chairs: \$800.00

Maintain or Enhance Programming (See Question 23 for additional justification)

Valley Cities Behavioral Health Social Service Worker: \$13,333.00

Contemporary Ethics Lecture Series: \$800.00

SAIL Fall Prevention Program: \$3,000.00

## Questions in Table Format

## Partner Nutrition Sites (if applicable)

Site Name	Contact Name	Title	Address	Email	Phone Number	Description of proposed activities
1.						
2.						
3.						
4.						
5.						

## Total

## Demographics

Race/Ethnicity	Check which reside in potential service area	Name of Tribe (s)	Approx. # in your potential service area
American Indian or Alaska Native	✓	Muckleshoot	381
Asian	✓		2,259
Black or African American	✓		670
Hispanic or Latino/a	✓		980
Native Hawaiian or Pacific Islander	✓		188
Multi-Racial	✓		379
White	✓		21,300
Another race/ethnicity, specify	€		
<b>Total</b>			<b>26,157</b>

## Senior Center Personnel

Position Title	%FTE	Annual Based Salary	% of time attributable to senior center	Benefits	Total Time attributable to senior center
1. Supervisor	100 %	\$ 91,578	100 %	\$ 46,053	\$ 137,630
2. Coordinator	100 %	\$ 84,314	100 %	\$ 39,570	\$ 123,834
3. Specialist	100 %	\$ 65,813	100 %	\$ 26,056	\$ 91,869
4. Program/Admin Assistant	100 %	\$ 57,540	100 %	\$ 38,445	\$ 95,985
5. Facility Assistant	50 %	\$ 27,037	50 %	\$ 12,216	\$ 39,253
6. Clerical	69 %	\$ 23,538	100 %	\$ 4,237	\$ 32,011
7.	%	\$	%	\$	\$
8.	%	\$	%	\$	\$
9.	%	\$	%	\$	\$
10.	%	\$	%	\$	\$
	%	\$	%	\$	\$
<b>Total</b>	<b>519 %</b>	<b>\$ 349,820</b>	<b>550 %</b>	<b>\$ 166,576</b>	<b>\$ 520,583</b>

## Upload Documents

### Documents Requested \*

Upload a one month calendar of senior center activities. If you are a community center exclude non-senior activities or multi-month catalog of activities.

If you have a capital project planned and the requested senior center funds will be combined with funds from other sources, upload a Letter of Commitment from the other entity(ies).

If you are partnering with a small senior nutrition site, upload a Letter of Partnership from the small nutrition site(s).

If you have an estimate for your capital project, upload it here.

Miscellaneous documents may be uploaded here.

### Required? Attached Documents \*



[1 month calendar](#)

[Kitchen Floor Replacement - City Support Letter](#)

[Kitchen Floor Replacement - City of Auburn](#)

[Power Lift Chairs Bid - Auburn Senior Center](#)

[Looping System Bid Auburn Senior Center](#)

Miscellaneous documents may be uploaded here  
such as SAM number applications (if any), proof of  
DUNS number if not verified in SAM, etc.

[City of Auburn IRS Tax Status Letter](#)

[City of Auburn Financial Audit](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 113918

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