	<p style="text-align: center;"><b>City Council Meeting</b>  <b>September 4, 2018 - 7:00 PM</b>  <b>City Hall Council Chambers</b>  <b>AGENDA</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**
- B. **Roll Call**

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

- A. Proclamation - National Recovery Month  
Mayor Backus to proclaim September 2018 as "National Recovery Month" in the city of Auburn.
- B. SAO Cyber Security Presentation

**III. APPOINTMENTS**

- A. Auburn Tourism Board  
City Council to confirm the appointment of Lara Mae Chollette to the Auburn Tourism Board for a term to expire December 31, 2020.

**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 November 14, December 12, 2016 and August 27, 2018 Study Session
- B. Minutes of the August 20, 2018 Regular Council Meeting, August 14, 2018, August 16, 2018 and August 28, 2018 Special City Council Meeting
- C. Claims Vouchers (Coleman)  
Claim voucher 450424 through 450592 in the amount of \$548,533.65 and six wire transfers in the amount of \$692,589.51 and dated September 18th, 2018.
- D. Payroll Vouchers (Coleman)  
Payroll check numbers 538070 through 538086 in the amount of \$498,521.98, electronic deposit transmissions in the amount of \$1,984,828.99 for a grand total of \$2,483,350.97 for the period covering August 16, 2018 to August 29, 2018.
- E. Public Works Project No. CP1811 (Gaub)  
City Council to award Contract No. 18-06, to Doolittle Construction on their low bid of \$120,850.00 for Project No. CP1811 – 2018 Arterial Crack Seal project

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

#### **VIII. UNFINISHED BUSINESS**

#### **IX. NEW BUSINESS**

#### **X. RESOLUTIONS**

- A. Resolution No. 5380 (Gaub)  
A Resolution of the City Council of the City of Auburn, Washington, clarifying when facility extension fees will be paid, and amending the City's fee schedule

**(RECOMMENDED ACTION: Move to adopt Resolution No. 5380.)**

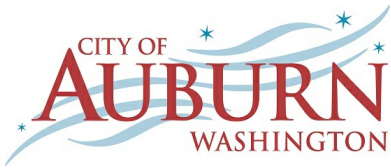
#### **XI. MAYOR AND COUNCILMEMBER REPORTS**

*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

**Agenda Subject:**

Minutes of the November 14, December 12, 2016 and August 27, 2018 Study Session

**Date:**

August 22, 2018

**Department:**

Administration

**Attachments:**

[Nov 14, 2016 Study Session Minutes](#)

[Dec 12, 2016 Study Session Minutes](#)

[Aug 8, 2018 Study Session Minutes](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

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

**Meeting Date:** September 4, 2018

**Staff:**

Item Number: CA.A



**City Council Study Session**  
November 14, 2016 - 5:30 PM  
City Hall Annex - 1 East Main Street  
MINUTES

**I. CALL TO ORDER**

Deputy Mayor Largo Wales called the meeting to order at 5:30 p.m. in City Hall Annex Conference Room 2 located at 1 East Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Pelozo, Yolanda Trout-Manuel, and Rich Wagner.

Department directors and staff members present included: Parks, Arts and Recreation Director Daryl Faber, Community Development and Public Works Director Kevin Snyder, Innovation and Technology Director Paul Haugan, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Finance Director Shelley Coleman, City Attorney Daniel B. Heid, Police Commander Mark Caillier, Arts and Events Manager Julie Krueger, and City Clerk Danielle Daskam.

**B. Announcements**

There was no announcement.

**C. Agenda Modifications**

There was no change to the agenda.

**II. CONSENT AGENDA**

There was no Consent Agenda item.

**III. DISCUSSION ITEMS**

**A. Valley Communication Annual Report (10 Minute Presentation)**  
Executive Director Lora Ueland

Lora Ueland, Executive Director of Valley Communications, presented the Council with an update on the King County Regional E911 Strategic Plan. Valley Com is one of 12 Public Safety Answering Points (PSAP).

Due to technology advancements and the use of cell phones, an upgrade to the 911 system is necessary to ensure a safe and resilient IP network. An IP based system allows digital information to flow seamlessly from the public, through the 911 network and on to the emergency responders. The process requires thoughtful planning. Most of the cost for the upgrade will be borne by the PSAP members.

Ms. Ueland reported the scoping plan was completed and forwarded to King County in May 2016. The strategic planning is due to be complete in Dec 2017.

The current 911 levy is \$0.95 per month per phone line, which is shared with the state.

**B. Resolution No. 5252 (10 Minute Presentation) (Faber)**  
Presentation from the Auburn Symphony Orchestra regarding the 2015-16 and 2016-17 performing

art seasons and inclusion of the 2017 draft contract related to operating support for the Auburn Symphony Orchestra.

Parks, Arts and Recreation Director Faber presented Resolution No. 5252, authorizing an agreement between the City and the Auburn Symphony Orchestra for a specific scope of services that outlines sponsorship services, marketing, outreach and audience building in 2017. Director Faber noted the symphony satisfied all criteria for last year's scope.

Linda Bielejec, Chair of the Board of Directors for the Auburn Symphony Orchestra and Lee Valenta, General Manager for the Auburn Symphony Orchestra, were also in attendance and expounded on the symphony's annual report. Mr. Valenta spoke about new music director selection, guest conductors, education and outreach.

Ms. Bielejec updated the Council on the status of the new music director selection. Twenty-nine applicants were invited to apply. There are four finalist candidates, it is hoped the position will be filled by January 2018.

C. Ordinance No. 6621 (5 Minute Presentation) (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, adopting the 2017-2018 Biennial Budget for the City of Auburn, Washington

Finance Director Coleman presented Ordinance No. 6621, adopting the 2017-2018 Biennial Budget.

Director Coleman noted two public hearings have been held and Council held several budget workshops on the biennial budget. The ordinance will be presented to the Council at their next regular meeting for action.

D. Ordinance No. 6628 (5 Minute Presentation) (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, establishing the levy for regular property taxes by the City of Auburn for collection in 2017 for general City operational purposes in the amount of \$20,962,812.00

Finance Director Coleman presented Ordinance No. 6628, establishing the property tax levy for the year 2017. Council conducted their public hearing on the property tax levy in October.

Director Coleman noted the City's 2017 assessed valuation is \$9,387,700,988 which is a 6.4% increase over the 2016 assessed valuation and is now at a pre-recession level. The total 2017 property tax levy will be distributed to the General Fund to support general government operations.

The ordinance will be before the Council for approval at the next regular Council meeting.

E. Ordinance No. 6629 (5 Minute Presentation) (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, amending Ordinance No. 6533, the 2015-2016 Biennial Budget Ordinance, as amended by Ordinance No. 6558, Ordinance No. 6563, Ordinance No. 6570, Ordinance No. 6571, Ordinance No. 6580, Ordinance No. 6592, and Ordinance No. 6608, authorizing amendment to the City of Auburn 2015-2016 Budget as set forth in Schedule "A" and Schedule "B"

Ordinance No. 6629 (budget amendment 7) represents the final budget amendment for the 2015-2016 biennium. Director Coleman reviewed the amendments, which include acceptance of grants, facilities expenses, and fund transfers.

F. Gambling Tax Overview (5 Minute Presentation) (Coleman)

Finance Director Coleman provided the Council with a brief background on the City's gambling

tax.

The City taxes social card rooms. In 2010, the City was approached by the owner representative of the only non-tribal card room in the city requesting the City Council lower the gross tax on social card rooms to 4% from the then current 12% tax. The non-tribal card room was struggling to survive in a down economy and due to competition from the Muckleshoot Casino. The City Council reduced the social card room tax to 4% from July 1, 2010 through June 30, 2012. The card room also entered into a promissory note for back taxes owed. Through June 2012, the card room paid on the installment note and maintained their quarterly payments from activities. When the reduced tax rate sunset, the rate went back to 12%. Again the card room struggled to make the tax payments and asked Council to revisit the tax rate. In October 2012, the City Council reduced the tax rate to 4%. Director Coleman reported the card room's note is due in full on October 1, 2019.

Director Coleman stated the City also receives gambling tax on punch cards and pull tabs. In 2012, the Council passed an ordinance changing the tax from 5% of gross receipts to 10% of net receipts.

Director Coleman directed the Council's attention to a summary of City taxes on gambling taxes, tax rates in surrounding communities and revenue history from each of the sectors.

G. Innovation & Technology Strategic Initiative Update (5 Minute Presentation) (Haugan)  
Council Strategic Goal # 2: Digital Parity

Innovation and Technology Director Haugan presented information on the Council's goal to achieve digital parity.

Director Haugan reported the first expansion of the Auburn Access public wi-fi has been initiated in the neighborhood bounded by 29th Street SE, 30th Street SE, R Street SE and O Street SE. The first hot spots are live.

The network has been extended to the Airport. Planning is underway for adding wireless capabilities at the Airport.

Mesh networking is the network architecture of choice and microwave technology has been added as a method for extending the network into neighborhoods more cost effectively.

The golf course network expansion project is still in environmental review.

The work plan for the fourth quarter includes major infrastructure expansion on Lea Hill, bringing the police substation on line, as well as fiber optics to the Lakeland Hills area and to the border of King and Pierce Counties.

IT is working on expansion of wireless in the downtown area east toward Auburn High School and north in to the neighborhoods.

Director Haugan also reported the Community Connectivity Consortium will go live soon and will connect to the region and assists Maple Valley, Covington, Algona and Pacific. Discussions continue with each on connecting to the Consortium ring.

Director Haugan displayed a map of the current wireless coverage. Director Haugan estimated the cost of providing digital parity city-wide is \$1.5 million.

H. Engineering Design Standards (20 Minute Presentation) (Snyder)

Deputy Mayor recessed the meeting at 7:03 for a brief intermission for approximately seven minutes. The meeting was reconvened at 7:07 p.m.

Assistant Director of Engineering Services/City Engineer Gaub presented information on Engineering Design Standards, specifically transportation standards, related to low impact development. Three areas of discussion have been identified for possible policy revision:

Number of Residential Units on Dead-end Roads  
Private Access Tracts/Easement Standards  
Landscaping Strip Standards

The City of Auburn requires a second emergency access at 26 units, while the Valley Regional Fire Authority (VRFA) requires a second emergency access at 31 units. Staff recommends increasing the threshold to 30 units. This reduces how frequently additional hard surface may be required and the change is consistent with emergency services needs.

Also, the current standards require a second full road access at 76 units. Staff is recommending a change that would require a second full road access at 101 units. Additional standards that would apply with the change include a secondary pedestrian/non-motorized access when determined appropriate, increase the maximum length from 600 feet to 800 feet, and require an additional roadway connection when determined by the City Engineer that roadway connectivity is needed regardless of number of units. The benefits of the change include reduced hard surfaces and flexibility to address connectivity needs for a more walkable community.

Assistant Director Gaub proposed changes related to access tracts/easements: require one form of access tract standard, serves up to 6 lots new or existing, require 20 feet of pavement marked as a fire lane, require one 5 foot pedestrian access separated from the driveway by a curb or striping, allow for deviations to fit existing conditions where constrained by previous development, and address accessory dwelling units.

Councilmember Holman proposed an ad hoc committee to review access tract standards. Councilmembers Wagner and DaCorsi agreed to serve as the ad hoc committee.

Assistant Director Gaub proposed changes to the landscape strip standards. The proposed changes for commercial areas are: incentivize the use of meandering sidewalks in commercial areas, allow developers to meet on-site landscaping within the meandered path, allow irrigation in the right-of-way when appropriate with clear responsibilities of the owner of the irrigation system, allow use of the landscape strip to meet LID requirements only when frontage improvements are required. The proposed changes for residential areas are: allow an alternative cross section of the roadway that provides ability to use for LID features and potential to provide traffic calming elements, require that all landscape strip areas must be a minimum square foot area, allow irrigation in the right-of-way when appropriate with clear owner responsibilities, allow use of the landscape strip to meet LID requirements when also used to meet roadway drainage needs, reduce maximum residential driveway width to 18 feet.

#### I. City Council Organization Committee/Study Session Hybrid

Councilmember Wagner introduced a chart of a suggested hybrid of the Auburn City Council study sessions with a refreshed committee system.

Deputy Mayor Wales spoke in favor of the proposal as it spreads out the work and gives opportunities for chairmanships.

Councilmember Holman expressed opposition to standing committees stating they are less efficient and Councilmembers lose the ability to speak one on one to other Councilmembers. He stated the Council hasn't taken full advantage of the ad hoc committees.

Councilmember Pelosa spoke in favor of returning to the standing committee system.

Department directors spoke regarding the duplication of efforts and increased staff time created by the standing committee system.

Councilmember DaCorsi stated he does not prefer the committee structure, and he expressed concern with potential violations of open public meeting law under the committee system. He stated additional meetings are overkill, and the Council should build on the study session structure.

Councilmember Trout-Manuel expressed support for the Council committee system.

Councilmember Baggett expressed concern the committee system will require additional staff and resources. He stated the study session structure could be improved.

Councilmember Holman suggested using a matrix for future study session items.

Councilmember DaCorsi suggested a change in Council rules to allow the Deputy Mayor and Council create the study session agenda.

Deputy Mayor Wales requested that Council discuss changes in the study session format at the next study session meeting.

#### J. City Council Travel Budget

Councilmembers discussed the Council budget and their travel budget in particular.

Deputy Mayor Wales stated there is an issue with Councilmembers' ability to attend conferences and professional leadership.

Councilmember Wagner stated he believes the City underspends on attendance at National League of Cities and overspends on other programs.

Councilmember Holman stated Council should set the criteria for membership on committees, and Council should make the decision on which Councilmembers attend conferences and training.

Councilmember DaCorsi recommended the Deputy Mayor manage the Council budget.

Deputy Mayor Wales suggested that the City Attorney draft a policy that would allow the Deputy Mayor to authorize expenditures for travel.

#### IV. ADJOURNMENT

There being no further discussion, the meeting adjourned at 9:11 p.m.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.



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BOB BAGGETT, DEPUTY MAYOR

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City Clerk



**City Council Study Session**  
December 12, 2016 - 5:30 PM  
Auburn City Hall Annex - 1 East Main Street  
MINUTES

I. CALL TO ORDER

Deputy Mayor Wales called the meeting to order at 5:30 p.m. in the City Hall Annex Room 2, 1 East Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel, and Rich Wagner. Mayor Nancy Backus and the following department directors and staff members were present: Community Development and Public Works Director Kevin Snyder, Assistant Director of Engineering Services/City Engineer Ingrid Gaub; Chief of Police Bob Lee, City Attorney Daniel B. Heid, Human Resources and Risk Management Director Rob Roscoe, Assistant Director of Community Development Services Jeff Tate, Director of Administration Dana Hinman, and City Clerk Danielle Daskam.

B. Announcements

There was no announcement.

C. Agenda Modifications

There was no change to the agenda.

II. CONSENT AGENDA

There was no Consent Agenda item to consider.

III. DISCUSSION ITEMS

A. King County Boundary Review Board Process (20 Minute Presentation) (Snyder)  
Presentation by Lenora Blauman, King County Boundary Review Board

Councilmember Holman introduced Lenora Blauman, Executive Secretary for the Washington State Boundary Review Board for King County. Ms. Blauman distributed a handout on annexation processes. She briefly spoke about the Growth Management Act and the steps for annexation. She explained the four methods for annexation, from resolution method to petition methods and island method annexation. She explained the Boundary Review Board (BRB) operates under RCW 36.93, and reviewed the role of the Boundary Review Board in the annexation process.

Ms. Blauman explained jurisdiction can be invoked by any jurisdiction, or it could be 5% of registered voters in the annexation area or 5% of registered voters within a quarter mile, and then a public hearing is held by the BRB. Once a decision is issued by the BRB, there is a 30 day appeal period in which the decision can be appealed to Superior Court.

Ms. Blauman stated BRB staff offer pre-application services prior to submission of notice of intention.

Councilmember Holman displayed an aerial map and pointed out the Thomas and Stuck areas and

a peninsula area in the Lakeland area. Councilmember Holman proposed a Council resolution to annex the areas.

Ms. Blauman explained the annexation could be accomplished through an interlocal with King County or by resolution.

B. Council Discussion on Retreat Goals - Affordable Housing (15 Minute Presentation)  
Presented by Sean Martin External Affairs for Rental Housing Association of Washington

Director Hinman introduced Sean Martin, External Affairs Director for the Rental Housing Association of Washington State (RHAWA), who provided Council with a presentation on tenant protection issues.

He explained Section 8 is a federally funded voucher program and pays 80 percent or more of rent. Some cities have provided Section 8 housing voucher holders as a protected class so that voucher holders are screened to the same criteria as all others and the rental decision is not based on the voucher. Concerns of the RHAWA are inspection issues and setting/increasing rents can be problematic. RHAWA proposes a landlord liaison project, landlord mitigation fund and streamlining of the Section 8 rental process.

Director Hinman stated the largest group of Section 8 holders is comprised of seniors and disabled persons.

Mr. Martin also outlined the RHAWA concerns over source of income ordinances from Seattle and Vancouver.

C. City Council Organization Committee/Study Session

At 7:15 p.m., Deputy Mayor Wales recessed the meeting for a five minute intermission. The meeting was reconvened at 7:20 p.m.

Councilmember Wagner, chair of the ad hoc committee on Council meeting structure and study session format, presented a proposal for a hybrid study session arrangement. He presented a handout for review.

The City Council study sessions, held the second and fourth Mondays of the month and the fifth Monday of the month, would include a general topics agenda and a special focus area agenda on a rotating basis. The suggested special focus areas are: Public Works/Community Development/Economic Development, Municipal Services, Health and Human Services, Finance, and Committee of the Whole. Councilmember Wagner reviewed the five special focus areas and their scope of discussion topics. The general topics portion of the agenda would be chaired by the Deputy Mayor and the special focus area portion of the agenda would be chaired by the chair of the special focus area.

There was brief discussion of the authority for setting the agenda.

Upon further discussion, the Council ad hoc committee agreed to review the proposal further and bring the subject back to the next study session.

D. Engineering Design Standards (5 Minute Presentation) (Snyder)

Assistant Director of Engineering Services/City Engineer Gaub reported on the recommendation of the Council ad hoc committee on access tracts.

The ad hoc committee's general recommendations are:

- Require one form of residential access tract standard that serves two to six residential units (both new and existing) with consistent standards for all tracts and remove the variety in the current standards
- For the purpose of access tracts, consider Accessory Dwelling Units as equivalent to 0.5 residential units
- When considering deviations from the Standards, the City Engineer will also consider the effect on buildable lands within the city

E. Accessory Dwelling Units - Overview of Regulations and Fees (10 Minute Presentation) (Snyder)

Assistant Director of Community Development Services Tate briefed the Council on the rules, regulations, procedures and costs associated with creation of Accessory Dwelling Units (ADU); as well as identifying challenges and barriers associated with establishing and implementing ADU's in Auburn.

Assistant Director Tate explained that an ADU can be a separate structure that is detached from the primary residence, or it can be internal to the primary residence. The city code establishes the standards for each.

The maximum is 950 square feet or 50% of the primary whichever is less. The homeowner of the primary residence must live on the property, the ADU cannot be sold as a separate house, interior garage conversions must also include replacing the garage door with exterior materials matching the rest of the house, an additional on-site parking space must be provided, and a restriction on the title of the property that informs future owners of the limitations associated with the ADU must be recorded.

Assistant Director Tate reviewed the permit fees associated with the construction of an ADU. He stated the City has issued 13 ADU permits over the past ten years. It is staff's impression that once a customer learns the costs associated with creating an ADU, they opt not to proceed forward. Impact fees and SDC charges tend to be the most expensive fees for ADU's.

Assistant Director Tate stated the information is provided for information only and staff has not initiated an effort to propose changes in city code.

F. Auburn Municipal Airport Strategic Business Plan (15 Minute Presentation) (Snyder)

Director Snyder introduced John Theisen, chair of the Airport Advisory Board. Director Snyder and Mr. Theisen commented on the Airport's 2017-2020 Strategic Business Plan.

Mr. Theisen reported this is the airport's first strategic plan, and it supports the Airport Master Plan, which was updated in 2012.

The Strategic Business Plan is intended to be a "living document" with a four year planning horizon and provides a specific plan of action to move the airport forward. Mr. Theisen stated the Auburn Airport is the third busiest airport in the state, and enjoys 100% occupancy. The airport is profitable and is currently managed by Aviation Management Group.

Council reviewed the Key Result Areas. The Key Result Areas are broad-based goals and are re-evaluated annually and incorporated within the four-year Strategic Business Plan.

There was brief discussion regarding the term of the airport management contract.

Councilmember Pelozo inquired regarding the Jet-A Fuel pilot program. Director Snyder responded that staff are still talking with a vendor and the Department of Ecology regarding type of service and method of delivery.

Deputy Mayor Wales inquired about more enclosed hangars. Jamelle Garcia of Aviation Management Group LLC, stated he would not recommend enclosing existing open air hangars so as to not displace those tenants to tie-down spots. As an alternative he recommended the possibility of leasing land for a new facility or construction of a new enclosed hangar.

Councilmembers spoke in favor of conducting an airport market analysis.

Director Snyder stated a resolution will be presented at the next City Council meeting to adopt the Airport Strategic Business Plan.

G. Airport Management Services Contract (10 Minute Presentation) (Snyder)

Director Snyder presented a new airport management services agreement between the City and Aviation Management Group (AMG). The City recently issued a Request for Proposals for airport management services, and the AMG proposal was the sole response to the RFP. Director Snyder spoke about the City's long relationship with AMG. The new airport management services agreement provides for a two year term ending December 31, 2018.

Councilmember Holman disclosed he leases hangar space at the airport.

Deputy Mayor Wales requested a comparison of the changes to the agreement from the previous years.

Councilmember Pelozo questioned the term of the agreement at only two years. Director Snyder stated the City will be looking over the next two years at strategies for bringing the management of the airport in-house or to continue using an outside management services provider.

Councilmember Pelozo also questioned the management fee tied to CPI for 2017 and 2018. He asked to have a performance clause added that would be tied to incentive of performance with monetary value attached. Councilmember Holman stated a performance clause needs more discussion, and he does not want to delay the proposed agreement any further. There was consensus to review performance incentives over the next contract period.

Resolution No. 5262 will be presented to the Council at their next regular meeting for approval of the services agreement with AMG.

IV. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:45 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_  
BOB BAGGETT, DEPUTY MAYOR

\_\_\_\_\_  
Shawn Campbell, City Clerk



**City Council Study Session PWCD SFA  
August 27, 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, John Holman, Yolanda Trout-Manuel and Largo Wales. Councilmember Bill Pelosa was excused.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Steve Gross, Director of Engineering Services/City Engineer Ingrid Gaub, Director of Community Development Services Jeff Tate, Police Commander Dan O'Neil, Assistant City Engineer Jacob Sweeting, Capital Projects Manager Ryan Vondrak, Project Engineer Matt Larson and Deputy City Clerk Shawn Campbell.

**II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

**A. Draft Climate Action Plan (Tate) (15 Minute Presentation)**

Director Tate introduced Kendra White from Cascadia Consulting Group, the consultant who drafted the City of Auburn's Draft Climate Action Plan.

Ms. White summarized the City's Draft Climate Action Plan. She reviewed the greenhouse gas emissions from 2008 to 2015, climate change impact in the region, the climate action focus areas, recommendations for reductions to City and community operations for energy, transportation, material and waste emissions. She described the proposed path forward and timeframe for implementation.

Councilmember DaCorsi asked what the City is doing to adopt additional efficiencies in the City owned buildings. Director Tate stated the City has some buildings that could have additional efficiencies, but the Facilities Department is proactively working toward efficiencies in City buildings. The City is not currently tracking the progress made in efficiencies very well.

Director Tate stated staff will be bringing the plan back to Council for action in the future.

Councilmember Wales requested the recommendations compiled on one sheet.

B. King County-Cities Climate Collaboration (K4C) (Tate) (15 Minute Presentation)

Director Tate introduced Megan Smith Director of Climate and Energy Initiative and Rachel Brombaugh, Energy Policy and Partnership Specialist for King County in the K4C Division.

Ms. Smith explained the purpose of K4C is to help cities share resources for climate change. She reviewed the climate impacts that are happening in the region, the climate impact on health and economy and why local governments need to take action on climate change.

Ms. Brombaugh reviewed a case study of local government action, the K4C collaboration program, who is in K4C currently and the required resource commitment from each partner.

The Council consensus is to have Director Tate move forward with joining in the K4C. Director Tate said there is a small financial and staff commitment, he believes it would be beneficial to the City.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. We Care Clinic (Tate) (20 Minute Presentation)

MIT to provide a presentation of the We Care Clinic concept

Director Tate introduced Joe Olukic from the Muckleshoot Indian Tribe, We Care Clinic. The purpose of the clinic is to provide opioid treatment. He explained the program uses a medically assisted treatment plan. He reviewed the goal of the program including increased access, saving lives and improving communities. He reviewed the Tribe's commitment to patient-centered care. He explained the location of the facility, the benefits of the location and the safety and security focus of the program.

Council discussed facility security, communication from the Tribe to the neighborhoods, hours of operation, population served by the clinic and the benefits to the participants, families and community.

B. Airport Runway Enhancement Update (Gaub) (30 Minute Presentation)

Director Gaub and Assistant City Engineer Sweeting provided Council with a status update on the FAA's position regarding the extension of the runway at the Auburn Municipal Airport. The FAA will allow a runway to be extended to a total length of 3,841 feet including displaced thresholds. She reviewed the three options presented to the Airport Board. The Board recommended the City build the runway to the 3,841 feet, improve the

airport facilities and build the additional runway length when the FAA allows the additional feet.

#### IV. PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

##### A. Capital Project Status Report (Gaub) (20 Minute Presentation)

Councilmember DaCorsi recessed the meeting at 6:55 p.m. for 5 minutes. He reconvened the meeting at 7:04 p.m.

Capital Project Manager Ryan Vondrak and Project Manager Larson presented Council with the Capital Project Status update. Project Manager Larson provided Council with a feature project update for the Auburn Way South Sidewalk Improvement Project.

Capital Project Manager Vondrak provided Council with the remainder of the Capital Projects status.

##### B. UW Livable City Update (Tate) (20 Minute Presentation)

Provide a one year check in for all of the UW projects

Director Tate provided Council with the UW Livable Cities update on the status of the 15 projects that were a part of the Livable Cities program.

#### V. OTHER DISCUSSION ITEMS

##### A. Follow up on Identity Theft Questions (Gross) (10 Minute Presentation)

City Attorney Gross requested Council share questions or concerns they would like staff to clarify regarding the City charging identity theft as a gross misdemeanor if the County declines to charge it as a class C felony.

Councilmember Wales asked what the neighboring jurisdictions have done regarding this charging, the definition of identity theft and forgery, how this would increase the workload to the City.

Councilmember Holman noted the County will decline a certain number of cases, this would allow the City to charge the actual crime instead of charging it as an attempt.

#### VI. NEW BUSINESS

There was no new business.

#### VII. MATRIX

##### A. Matrix

Councilmembers discussed the matrix. Council requested an update on the Auburn Avenue Theater, a discussion on banning plastic bags in the City and a Blue Ribbon Committee update.



## VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:07 p.m.

APPROVED this 4th day of September, 2018.

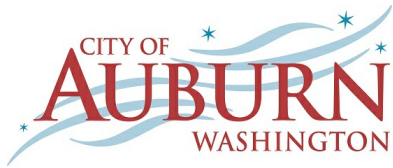
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BOB BAGGETT, DEPUTY MAYOR

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Shawn Campbell, City Clerk

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## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Minutes of the August 20, 2018 Regular Council Meeting,  
August 14, 2018, August 16, 2018 and August 28, 2018  
Special City Council Meeting

**Date:**

August 28, 2018

**Department:**

Administration

**Attachments:**

[08-20-2018 Minutes](#)

[08-14-2018 Special](#)

[08-16-2018 Special](#)

[08-28-2018 Special](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

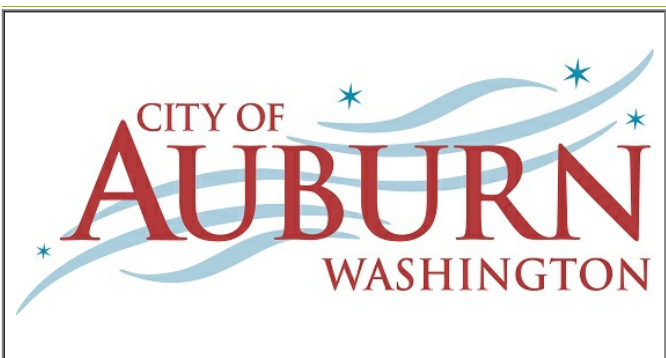
Revised Budget: \$0

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

**Meeting Date:** September 4, 2018

**Staff:**

Item Number: CA.B

	<p align="center"> <b>City Council Meeting</b>  <b>August 20, 2018 - 7:00 PM</b>  <b>City Hall Council Chambers</b>  <b>MINUTES</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

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.

### B. Roll Call

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

Department directors and staff members present included: City Attorney Steven L. Gross, Finance Director Shelley Coleman, Director of Administration Dana Hinman, Police Commander Dan O'Neil, Director of Public Works Ingrid Gaub, Records Clerk Teresa Mattingly and Deputy City Clerk Shawn Campbell.

## II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There was no announcement, proclamation or presentation.

## III. APPOINTMENTS

There was no appointment.

## IV. AGENDA MODIFICATIONS

There was no modification to the agenda.

## 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.*

Bob Zimmerman, 33029 46th Place South, Auburn

Mr. Zimmerman stated he appreciated the response he received from Council regarding his safety concerns. He spoke about his concern regarding fires danger on the West Hill.

**C. Correspondence**

There was no correspondence for Council to 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 Brown, chair of the Finance ad hoc committee, reported he and Councilmember Holman 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 stated the committee met with staff and will have several more meetings prior to a presentation to the full Council on October 29th.

**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 May 23, August 29, September 12, October 10, 2016 and August 13, 2018 Study Sessions
- B. Minutes of the August 6, 2018 Regular Council Meeting
- C. Claims Vouchers (Coleman)  
Claim vouchers 450197 through 450423 in the amount of \$5,553,613.60 and two wire transfers in the amount of \$591,008.75 and dated August 20, 2018.
- D. Payroll Vouchers (Coleman)  
Payroll check numbers 538050 through 538069 in the amount of \$232,162.66, electronic deposit transmissions in the amount of \$1,998,636.05 for a grand total of \$2,230,798.71 for the period covering August 2, 2018 to August 15, 2018.
- E. Public Works Project No. CP1707  
City Council to award Contract No. 18-08, to Titan Earthwork, LLC on their low bid of \$364,775.00 for Project No. CP1707 – A Street SE Corridor Signal Safety and Operations Improvements
- F. Public Works Contract No. 18-22  
City Council to award Contract No. 18-22 to Great Floors for the Senior Center Kitchen

Floor Replacement in the amount of \$133,467.57

Deputy Mayor Baggett moved and Councilmember Brown seconded to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY. 7-0

#### **VIII. UNFINISHED BUSINESS**

There was no unfinished business.

#### **IX. NEW BUSINESS**

There was no new business.

#### **X. ORDINANCES**

##### **A. Ordinance No. 6689 (Gross)**

An ordinance of the City Council of the City of Auburn, Washington relating to criminal offenses; amending Chapters 9.14, 9.22, and 9.62 of the Auburn City Code

Councilmember Holman moved and Deputy Mayor Baggett seconded to adopt Ordinance No. 6689.

Councilmember Holman stated King County frequently declines to prosecute class C felony charges. The proposed ordinance will allow the City to charge the offender with a gross misdemeanor.

Councilmember DaCorsi stated he does not want to have crimes charged at a lower charge. He thinks the City should require the County Prosecutor to prosecute these felonies.

Mayor Backus explained the City would only charge the offender with a gross misdemeanor if King County declines prosecution. If the City did not charge the offender with a gross misdemeanor the offender would not have any charges filed once King County declines to charge.

Councilmember Wales moved to amend Ordinance 6689 striking Section 3B relating to identity theft. Councilmember DaCorsi seconded the motion.

MOTION TO AMEND CARRIED UNANIMOUSLY. 7-0

MOTION TO APPROVE THE AMENDED ORDINANCE CARRIED UNANIMOUSLY. 7-0

#### **XI. RESOLUTIONS**

##### **A. Resolution No. 5381 (Gaub)**

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to accept, if awarded, grant funds in the amount of \$500,000.00 from the Federal Aviation Administration, and execute the administration's grant agreement

Councilmember Brown moved and Councilmember DaCorsi seconded to approve Resolution No. 5381.

MOTION CARRIED UNANIMOUSLY. 7-0

## **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 the graduation for the 49th Community Emergency Response Team (CERT) class, the Tacoma Pierce County Board of Health meeting and the Pierce County Cities and Towns Committee meeting.

Councilmember DaCorsi reported he participated in the first annual Glow Golf event at the Auburn Golf Course.

Councilmember Brown attended National Night Out and the Special City Council meeting regarding the 2019-2020 Biennial Budget.

Councilmember Trout-Manuel reported she met with two boy scouts regarding homelessness and emergency management.

Councilmember Pelozo reported he attended the Water Resource Inventory Area (WRIA) No. 9 meeting.

### **B. From the Mayor**

Mayor Backus reported she attended National Night Out, the Tamba Japan Sister City visit, Community Picnics, Sumner Cruz In, the Slick Watts 3 on 3 Basketball Classic.

Mayor Backus shared the memorial service for former Councilmember Gene Cerino will be held Tuesday, August 21st at Tahoma National Cemetery.

## **XIII. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 7:43 p.m.

Approved this 4th day of September, 2018.

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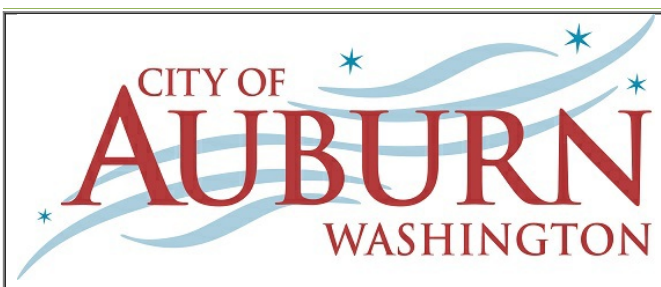
NANCY BACKUS, MAYOR

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Shawn Campbell, Deputy City Clerk

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*at the City Clerk's Office.*



**Special City Council Meeting  
August 14, 2018 - 1:00 PM  
City Hall Council Chambers  
AGENDA**

**I. CALL TO ORDER**

Mayor Nancy Backus called the meeting to order at 1:09 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**Roll Call**

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

Department directors and staff members present included: City Attorney Steven Gross, Assistant Director of Public Works Ingrid Gaub, 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, Chief of Police William Pierson, Assistant Finance Director Kevin Fuhrer, Financial Planning Manager Bob Brooks, Financial Analyst Frank Downard, Assistant Public Works Director Randy Bailey, Utilities Engineering Manager Lisa Tobin, Traffic Engineer James Webb and Deputy City Clerk Shawn Campbell.

**II. DISCUSSION ITEM - 2019-2020 BIENNIAL BUDGET REVIEW**

**A. 2019-2020 Biennial Budget Review**

Director Coleman presented Council with the Preliminary 2019-2020 Biennial Budget overview for Capital Street Funds, Utility Funds, the Auburn Municipal Airport, Equipment Rental and Innovation and Technology.

Council discussed the contracts for the various bargaining groups within the City, the airport improvements, Capital Projects, employee benefits, bond issues, cost of outside water sources, stormwater, the Equipment Rental Fund, outside Innovation and Technology contracts, City organizational charts, WIFI deployment and Innovation and Technology training requirements.

**III. ADJOURNMENT**

There being no further business to come before the Council, the meeting



adjourned at 3:17 p.m.

Approved this 4th day of September, 2018.

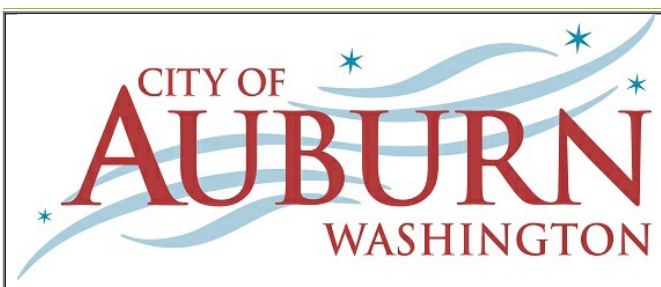
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NANCY BACKUS, MAYOR

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Shawn Campbell, City Clerk

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**Special City Council Meeting  
August 16, 2018 - 9:00 AM  
City Hall Council Chambers  
AGENDA**

**I. CALL TO ORDER**

Mayor Nancy Backus called the meeting to order at 9:00 a.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**Roll Call**

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

Department directors and staff members present included: City Attorney Steven Gross, Assistant Director of Public Works Ingrid Gaub, 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, Chief of Police William Pierson, Assistant Finance Director Kevin Fuhrer, Financial Planning Manager Bob Brooks, Financial Analyst Frank Downard, Assistant Public Works Director Randy Bailey and Deputy City Clerk Shawn Campbell.

**II. DISCUSSION ITEM - 2019-2020 BIENNIAL BUDGET REVIEW**

**A. 2019-2020 Biennial Budget Review**

Director Coleman presented Council with the Preliminary 2019-2020 Biennial Budget overview on the General Fund, Public Works Engineering, Public Works Streets, the Community Development Department, the Finance Department and the Parks Department.

Council discussed the General Fund, environmental services, utility billing, street funding, REET 1 and REET 2 funding options, maintenance costs to City buildings and infrastructure, park maintenance, the Park's Department expenditures and revenue, solid waste and the cemetery.

**III. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 11:11 a.m.

Approved this 4th day of September, 2018.

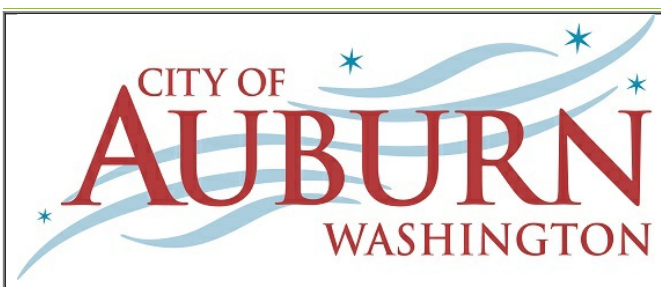
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NANCY BACKUS, MAYOR

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Shawn Campbell, City Clerk

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**Special City Council Meeting  
August 28, 2018 - 9:00 AM  
City Hall Council Chambers  
AGENDA**

**I. CALL TO ORDER**

Mayor Nancy Backus called the meeting to order at 9:00 a.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**Roll Call**

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

Department directors and staff members present included: City Attorney Steven Gross, Assistant Director of Public Works Ingrid Gaub, 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, Chief of Police William Pierson, Assistant Finance Director Kevin Fuhrer, Financial Planning Manager Bob Brooks, Financial Analyst Frank Downard, Assistant Public Works Director Randy Bailey and Deputy City Clerk Shawn Campbell.

**II. DISCUSSION ITEM - 2019-2020 BIENNIAL BUDGET REVIEW**

**A. 2019-2020 Biennial Budget Review**

Director Coleman presented Council with the Preliminary 2019-2020 Biennial Budget for the Police Department, the Administration Department, Human Resources and the Mayor and Council budgets.

Council discussed the SCORE jail, new City buildings, building maintenance, homelessness costs, cost of collective bargaining contracts and benefits, public defender contacts, L&I, additional staff in the Clerk's Office and the Junior City Council.

Director Coleman stated there will be public hearings for the Preliminary 2019-2020 Biennial Budget. The proposed budget is anticipated to go before Council for consideration on December 3, 2018

**III. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 10:47 a.m.

Approved this 4th day of September, 2018.

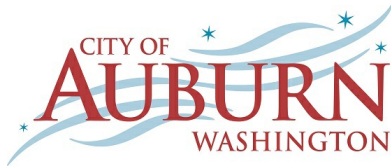
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NANCY BACKUS, MAYOR

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Shawn Campbell, City Clerk

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## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Claims Vouchers (Coleman)

**Date:**

August 28, 2018

**Department:**

Administration

**Attachments:**

**No Attachments Available**

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

Approve claim vouchers.

**Background Summary:**

Claim voucher 450424 through 450592 in the amount of \$548,533.65 and six wire transfers in the amount of \$692,589.51 and dated September 18th, 2018.

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

**Meeting Date:** September 4, 2018

Item Number: CA.C



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Payroll Vouchers (Coleman)

Date:  
August 28, 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 538070 through 538086 in the amount of \$498,521.98, electronic deposit transmissions in the amount of \$1,984,828.99 for a grand total of \$2,483,350.97 for the period covering August 16, 2018 to August 29, 2018.

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: September 4, 2018

Item Number: CA.D



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Public Works Project No. CP1811 (Gaub)

Date:  
August 22, 2018

Department:  
Public Works

**Attachments:**

[Budget Status Sheet](#)

[Bid Tab Summary](#)

[Vicinity Map](#)

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

**Administrative Recommendation:**

City Council award Contract No. 18-06, to Doolittle Construction on their low bid of \$120,850.00 for Project No. CP1811 2018 Arterial Crack Seal project.

**Background Summary:**

The City received 2 responsive bids and the low bid was approximately 21% below the engineer's estimate. Staff has performed reference checks and other verifications to determine that Doolittle Construction meets the responsible bidding criteria and recommends award.

The project will apply sealant material to cracks in various arterial and collector streets throughout the City to prolong the life of the existing pavement. It is estimated that the project will start in September and be completed in October.

A project budget contingency of \$34,987.00 remains in the 105 Arterial Street Fund.

Reviewed by Council Committees:

Councilmember:

Staff:

Gaub

Meeting Date: September 4, 2018

Item Number:

CA.E



## BUDGET STATUS SHEET

<b>Project No:</b> CP1811	<b>Project Title:</b> 2018 Citywide Crack Sealing Project
---------------------------	---

**Project Manager:** Aleksey Koshman

Project Initiation (PMP) Date: February 6, 2018

Advertisement Date: August 16, 2018

Award Date: September 4, 2018

Updated: August 21, 2018

- ☐ Project Initiation

☐ Permission to Advertise

☒ Contract Award

☐ Change Order Approval

☐ Contract Final Acceptance

The "Future Years" column indicates the projected amount to be requested in future budgets.

### Funds Budgeted (Funds Available)

Funding	2017	2018	2019	Future Years	Total
105 Fund - Arterial & Collector Preservation	0	200,000	0	0	200,000
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>200,000</b>

### Estimated Cost (Funds Needed)

Activity	2017	2018	2019	Future Years	Total
Design Engineering - City Costs	0	9,993	0	0	9,993
Construction Contract	0	120,850	0	0	120,850
Construction Contingency (20%)	0	24,170	0	0	24,170
Construction Engineering - City Costs	0	10,000	0	0	10,000
<b>Total</b>	<b>0</b>	<b>165,013</b>	<b>0</b>	<b>0</b>	<b>165,013</b>

### 105 Arterial Street Budget Status

	2017	2018	2019	Future Years	Total
*105 Funds Budgeted ( )	0	(200,000)	0	0	(200,000)
105 Funds Needed	0	165,013	0	0	165,013
<b>*105 Fund Project Contingency ( )</b>	<b>0</b>	<b>(34,987)</b>	<b>0</b>	<b>0</b>	<b>(34,987)</b>
<b>105 Funds Required</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* ( # ) in the Budget Status Sections indicates Money the City has available.

ENG-270, Revised 12/17

## Bid Tabulation - Bid Totals Summary

Project: CP1811, 2018 Arterial Crack Seal Project , 18-06

Prepared By: City of Auburn

Bid Date: Aug. 16, 2018

	W/O Tax	Inc. Tax	
<b>ENGINEER'S ESTIMATE:</b>	<b>\$152,975.00</b>	<b>\$152,975.00</b>	(not including tax)
<b>AVERAGE BID AMOUNT:</b>	<b>\$147,635.00</b>	<b>\$147,635.00</b>	

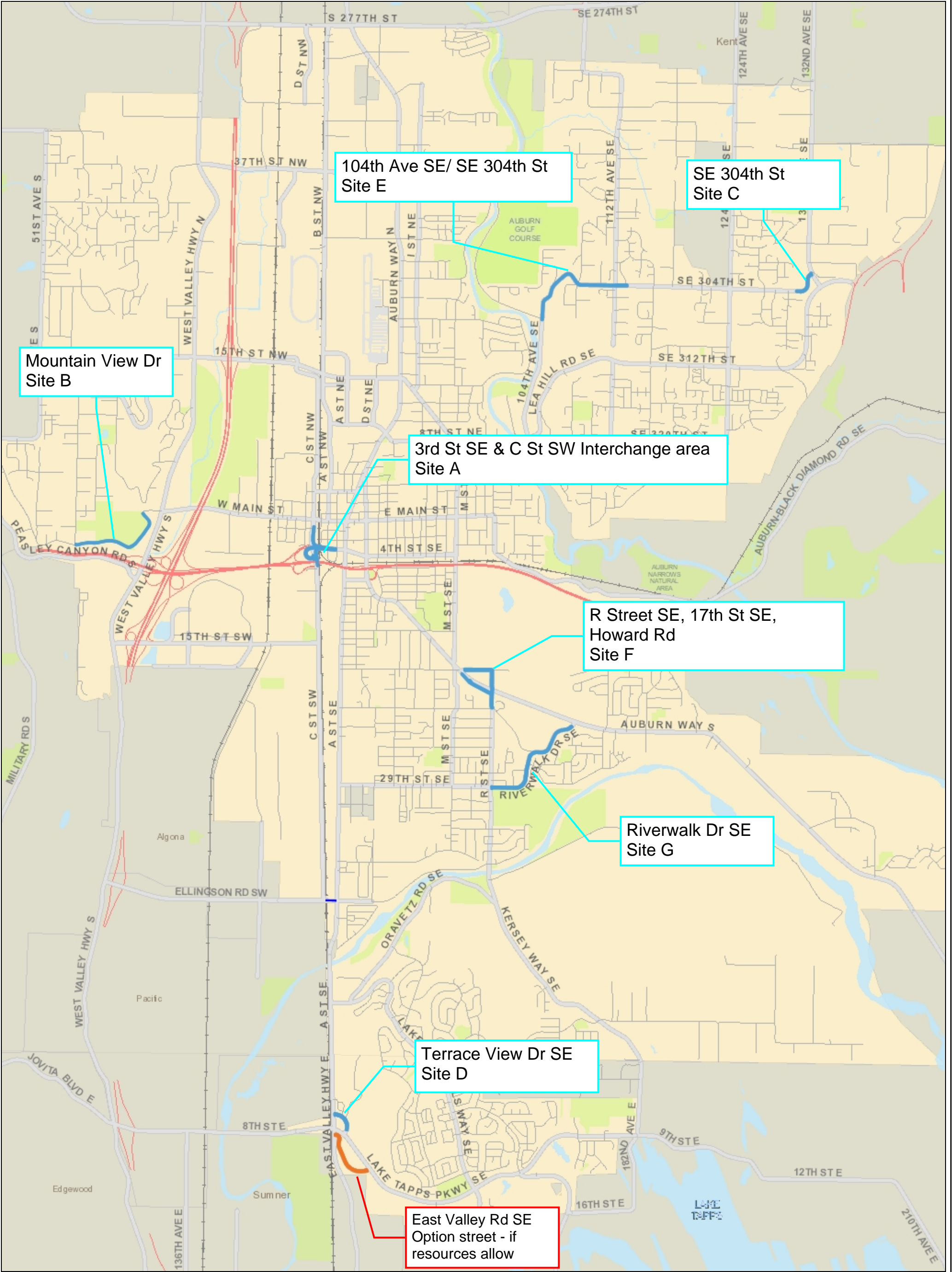
		Basic BID Amount	Total BID Amount	Total BID Spread \$	Total BID Spread %
<b>LOW BIDDER:</b>	<b>Doolittle Construction</b>	<b>\$120,850.00</b>	<b>\$120,850.00</b>	<b>-\$32,125.00</b>	<b>-21.00%</b>
<b>Second Bidder:</b>	<b>CR Contracting LLC</b>	<b>\$174,420.00</b>	<b>\$174,420.00</b>	<b>\$21,445.00</b>	<b>14.02%</b>

	Basic BID (Tax not included)	Total BID (Including tax)
1. Doolittle Construction	\$120,850.00	\$120,850.00
2. CR Contracting LLC	\$174,420.00	\$174,420.00

**NOTE:** An evaluation of whether a bidder is responsible or non-responsible was only made for the low bidder. This does not indicate, one way or the other, how other bidders would be considered if they were the low bidder.

2018 Arterial Crack Seal Project

Printed Date: 2/14/2018  
Map Created by City of Auburn eGIS  
Imagery Date: May 2015



6,018.7 0 3,009.33 6,018.7 Feet

NAD\_1983\_StatePlane\_Washington\_North\_FIPS\_4601\_Feet

1 in = 3,009.33 ft  
1:36,112



Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Resolution No. 5380 (Gaub)

**Date:**

August 9, 2018

**Department:**

Public Works

**Attachments:**

[Resolution 5380](#)

[Exhibit A - Fee Schedule Excerpt](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

City Council adopt Resolution No. 5380

**Background Summary:**

Resolution No. 5380 amends the City's adopted fee schedule for permits, licenses, publications, and actions to clarify when facility extension fees must be paid. The changed language establishes that 40% of the facility extension fees are due when a developer submits the application (plans) for 2<sup>nd</sup> review. This allows an estimate of the extension fees to be developed by the City during the 1<sup>st</sup> review of the plans. If a 2<sup>nd</sup> review is not required, 40% of the estimated extension fees are due before the City approves the plans. Once the developer's plans are approved, the remaining balance of the extension fees are due prior to the City issuing notice to proceed with construction.

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

Gaub

**Meeting Date:** September 4, 2018

Item Number:

RES.A

**RESOLUTION NO. 5380**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF AUBURN, WASHINGTON, CLARIFYING  
WHEN FACILITY EXTENSION FEES WILL BE PAID,  
AND AMENDING THE CITY'S FEE SCHEDULE**

WHEREAS, The City's Fee Schedule, establishes fees for Facility Extensions for certain water, sewer, storm, and street improvements; and

WHEREAS, based on Public Works staff's experience, developers are not clear when some of those fees must be paid; and

WHEREAS, staff recommends clarifying this matter.

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

Section 1. Section B.4 "Facility Extension Fees" is amended as set forth in Exhibit A.

Section 2. The Mayor is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

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

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

CITY OF AUBURN

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

ATTEST:

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

  
Steven L. Gross, City Attorney

## Resolution 5380 Exhibit A

### **4. Facility Extension Fees:** *(Per Ordinance No. 5791 and amended by Ordinance No. 5819, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5114, and Resolution No. 5319.)*

The Facility Extension Application Fee is \$569.00, plus \$172.00 for each Facility (Water, Sanitary Sewer, Storm Drainage, Street, private street and private storm systems within private streets).

Facility Extension Fees are the summation of the following categories (a+b+c+d), or \$1,710.00, whichever is greater.

- a. For the combined linear footage of water, sewer, storm drainage and private storm drainage within private streets:  
The first 0 lineal feet (LF) to 1000 LF is charged at \$5.70 per LF plus,  
The next 1001 LF to 2500 LF is charged at \$2.90 per LF plus,  
Any additional over 2500 LF is charged at \$1.70 per LF.
- b. For the linear footage of streets and private streets:  
The first 0 LF to 500 LF will be charged at \$7.10 per LF plus,  
The next 501 LF to 1000 LF will be charged at \$4.20 per LF plus,  
Any additional over 1000 LF will be charged at \$1.10 per LF.
- c. For non-linear extensions such as pump stations or traffic signals, the extension fee will be determined by the City Engineer based on an estimate of the City's labor Cost associated with the plan review, inspection, and administration of the application.
- d. For that portion of the water or sewer facility located outside City Limits, but within existing County (King or Pierce) right-of-way, an additional fee of \$457.00 plus \$5.10 per LF of the combined water and sewer extension located in the existing County right-of-way applies.

#### **Facility Extension Fees will be paid as follows:**

- a. Forty percent (40%) ~~at the time of execution of the facility extension agreement~~ of the estimated fee will be paid when the applicant applies for second review or, if no second review is needed, before the City issues a notice of plan approval.
- b. The remaining balance will be paid by the applicant before the City signs the facility extension agreement. Sixty percent (60%) upon the City's approval of the construction drawings and (After plan approval, but prior before to the start of construction.)

#### **Additional Review:**

Each additional plan review beyond a 3<sup>rd</sup> review prior to plan approval will require an additional fee of \$527.00 be paid at the time of the additional review submittal. If the review requires more than 8 hours of staff time to complete an additional fee of \$66.00 per hour will be charged and must be paid prior to plan approval.

Additional plan review required by changes, additions or revisions to plans during construction will require an additional fee of \$264.00 be paid at the time the additional review is submitted and prior to any review being completed. If the review requires more than 4 hours of staff time to complete an additional fee of \$66.00 per hour will be charged and must be paid prior to plan approval.