	<p align="center"> <b>City Council Meeting</b>  <b>December 3, 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**

**III. APPOINTMENTS**

A. **Parks and Recreation Board**

City Council to confirm the appointment of Katie Helton to the Parks and Recreation Board for a three-year term to expire December 31, 2021.

**IV. AGENDA MODIFICATIONS**

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

A. **Public Hearings**

1. **Public Hearing on 2019-2020 Preliminary Biennial Budget**

City Council to conduct a final public hearing to receive public comments, proposals and suggestions on the 2019-2020 Preliminary Biennial Budget. (See Ordinance No. 6693 and Ordinance No. 6694 for additional materials)

**(RECOMMENDED ACTION: City Council conduct the public hearing.)**

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 May 8, 2017, May 22, 2017, October 29, 2018, November 13, 2018 Study Session
- B. Minutes of the October 29, 2018 Special City Council Meeting
- C. Minutes of the November 19, 2018 Regular Council Meeting
- D. Claims Vouchers (Coleman)  
Claim voucher 451602 through voucher 451772 in the amount of \$907,653.05 and four wire transfers in the amount of \$718,333.67 and dated December 3, 2018.
- E. Payroll Vouchers (Coleman)  
Payroll check numbers 538181 through 538258 in the amount of \$625,383.68, electronic deposit transmissions in the amount of \$2,018,086.88 for a grand total of \$2,643,470.56 for the period covering November 15, 2018 to November 28, 2018.
- F. Recology Contract (Coleman)  
City Council to approve an agreement between the City of Auburn and Recology Cleanscapes for a litter control and recycling program

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

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

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

- A. Selection of the Deputy Mayor  
City Council to elect a Deputy Mayor
- B. Seating Assignments for City Council Meetings  
Discussion of seating arrangements for Council business meetings and study sessions

#### **X. ORDINANCES**

- A. Ordinance No. 6703 (Coleman)  
An Ordinance of the City Council of the City of Auburn, Washington, amending the 2017-2018 Biennial Budget Ordinance

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6703.)**

- B. Ordinance No. 6693 (Coleman)  
An Ordinance of the City Council of the City of Auburn, Washington, adopting the 2019-2020 Biennial Operating Budget for the City of Auburn, Washington

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6693.)**

C. Ordinance No. 6694 (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, adopting the 2019-2020 Biennial Capital Budget for the City of Auburn, Washington

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6694.)**

**XI. RESOLUTIONS**

A. Resolution No. 5391 (Faber)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute an agreement between the City of Auburn and the Auburn Symphony Orchestra for tourism promotion services

**(RECOMMENDED ACTION: Move to adopt Resolution No. 5391.)**

B. Resolution No. 5392 (Gaub)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute an amendment to the lease agreement between the City of Auburn and Classic Helicopter Corporation

**(RECOMMENDED ACTION: Move to adopt Resolution No. 5392)**

C. Resolution No. 5393 (Gaub)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute an amendment to the lease agreement between the City of Auburn and Spanaflight, LLC.

**(RECOMMENDED ACTION: Move to adopt Resolution No. 5393.)**

D. Resolution No. 5394 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, adopting 2019 Community Development Block Grant Action Plan for the Consolidated Plan Years 2015-2019

**(RECOMMENDED ACTION: Move to adopt Resolution No. 5394.)**

**XII. MAYOR AND COUNCILMEMBER REPORTS**

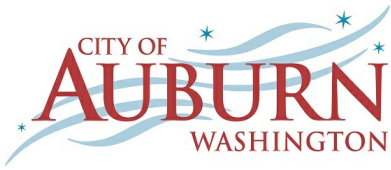
*At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.*

A. **From the Council**

B. **From the Mayor**

**XIII. 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:**

Public Hearing on 2019-2020 Preliminary Biennial Budget

**Date:**

November 27, 2018

**Department:**

Finance

**Attachments:**

**No Attachments Available**

**Budget Impact:****Administrative Recommendation:**

City Council to conduct a final public hearing to receive public comments, proposals and suggestions on the 2019-2020 Preliminary Biennial Budget.

**Background Summary:**

All persons interested are encouraged to participate in this public hearing by making comments, proposals, and suggestions to the City Council and Mayor to consider prior to adoption of the City of Auburn's 2019-2020 Biennial Budget.

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

Coleman

**Meeting Date:** December 3, 2018

Item Number:

PH.1



## AGENDA BILL APPROVAL FORM

Agenda Subject:

Minutes of the May 8, 2017, May 22, 2017, October 29, 2018,  
November 13, 2018 Study Session

Date:

November 20, 2018

Department:

Administration

**Attachments:**

[05-08-2017 Minutes](#)

[05-22-2017 Minutes](#)

[10-29-2018 Minutes](#)

[11-13-2018 Minutes](#)

Budget Impact:

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Meeting Date: December 3, 2018

Staff:

Item Number: CA.A



**CITY COUNCIL STUDY SESSION AND  
SPECIAL FOCUS AREA  
MAY 8, 2017 – 5:30 PM  
Auburn City Hall  
MINUTES**

**I. CALL TO ORDER**

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

**A. Roll Call**

Councilmembers present: Deputy Mayor Wales, Bob Baggett, Claude DaCorsi, Bill Peloza, Yolanda Trout-Manuel and Rich Wagner. Councilmember Holman arrived at 5:31 p.m.

Department directors and staff members present included: City Attorney Daniel B. Heid, Assistant City Attorney Jessica Leiser, Police Chief Bob Lee, Assistant Police Chief William Pierson, Community Development and Public Works Director Kevin Snyder, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Assistant Director of Community Development Services Jeff Tate, Director of Administration Dana Hinman, Human Resources and Risk Management Director Roscoe, Innovation and Technology Director Paul Haugan, and Deputy City Clerk Shawn Campbell.

**II. ANNOUNCEMENT, REPORTS AND PRESENTATIONS**

At 5:31 p.m., Deputy Mayor Wales recessed the meeting to executive session for approximately 20 minutes in order to discuss pending or potential litigation pursuant to RCW 43.30.110(1)(i). City Attorney Heid, Assistant City Attorney Leiser, Director Snyder, Director Roscoe, and Assistant Director Tate attended the executive session.

The meeting reconvened at 5:51 p.m.

### III. AGENDA ITEMS FOR COUNCIL DISCUSSION

#### A. Audubon Society – Solar Power

Jen Syrowitz, Chapter Conservation Manager for the Audubon Society, Ben Silesky, Field Organizer for the Audubon Society, Bonnie Frye Hemphill, Solar Design Consultant, and Shane Nesbitt, Commercial Project Developer for A & R Solar, presented information on the advantages of solar power in the Northwest.

Ms. Syrowitz spoke about the effect of climate change on birds and the need to reduce carbon emissions through the use of solar power.

Mr. Silesky spoke about the economic trajectory of solar and a menu of options for solar, including: residential, community centers, schools, public buildings, community solar projects, commercial projects, updating the environmental action plan and implementing a climate action plan.

Ms. Frye Hemphill spoke about the number of solar related jobs across the state. She stated there are currently 3,700 solar related jobs in Washington and 100 in Auburn. Solar in Washington produces 85 megawatts of electricity and is used in over 13,000 homes and businesses across the state.

Mr. Nesbitt spoke about the financial benefit of solar in the Northwest. He stated that solar panels actually work better in cooler climates and the long, sunny summer days in Washington are beneficial. He showcased some of the projects performed in the state. Mr. Nesbitt spoke about the cost/benefit of using solar and the current tax incentives and solar grants available.

Councilmember Pelosa inquired about installing solar at the Community Center. Mr. Nesbitt estimated the cost to install solar at the Community Center is \$100,000 to \$115,000. He indicated a commerce grant could pay for half of the cost.

In response to questions from Councilmember DaCorsi, Mr. Nesbitt estimated the return on investment for a commercial project is around eight to twelve years.

Deputy Mayor Wales asked if one can sell excess power back to the grid. Mr. Nesbitt explained the use of a net meter.

Ms. Frye Hemphill spoke about the solar jobs bill that is under consideration in the state legislature this year.

**B. Potential Code Changes for Improved Development Processes**

Mayor Backus stated she recently asked Community Development and Public Works staff to identify currently adopted regulations that are frequent concerns for developers and that regularly challenge the efficiency and flexibility of the staff's work effort in conducting development review.

Community Development and Public Works Director Snyder presented the Council with a matrix that highlights key sections of the city code previously adopted by the Council and their impacts on development review activities. He requested the Council's feedback on whether staff should initiate code update efforts for some or all of the code sections.

Deputy Mayor Wales stated her concerns about the process include: timeliness, sidewalks in industrial areas, street lights, mitigation fees, and flower boxes.

Councilmember Pelosa also stated his concern over timeliness in permitting.

Director Snyder stated there is a give and take in the review and permitting process, and sometimes the City is waiting for the client to respond. The department has been working on a lean process. Staff members are seeking feedback from developers of completed projects to learn where improvements in the process can be made.

Assistant Director Tate reviewed each of the code sections proposed for modification.

Section 18.02.065 defines the method for calculating residential density. A number of residential developers have expressed concern over the number of lots that are lost as a result of the current method for calculating density. It has led to several mid-sized lots (5 acres) being deemed unviable for subdivision.

Chapter 18.25 establishes "infill" development standards. While the standards allow some flexibility, the public right-of-way standards do not provide flexibility and often times the public right-of-way improvements make development of the site cost



prohibitive. By granting relief from some or all of the public right-of-way improvements two and three-lot short plats could become more viable. Infill is important for achieving Growth Management Act objectives.

Section 18.52.050(B)(2) requires a 40-foot setback for drive aisle throat depth. Any deviance must go through the variance process via the Hearing Examiner. The deviance process costs money and time. Staff suggests either eliminating the section and moving it to the Engineering Design Standards or modifying it to reference the Engineering Design Standards.

Section 18.68.030(B)(1)(b) currently requires all Comprehensive Plan map changes to go before the Planning Commission and City Council. It also requires all rezones to go before the Hearing Examiner and City Council. Staff proposes that when a Comprehensive Plan Map is allowed the requirement for the rezone to go before the Hearing Examiner should be eliminated so that the City Council can take action on both items at the same time.

Section 12.64A.020(A) and (B) defines when new development or re-development will be required to construct half-street improvements. Triggers for re-development include the value of the improvements compared to the property value based on the current County Assessor records, additional parking, or additional new driveway access points. This also impacts infill development.

Chapter 13.32A defines when new development or re-development will be required to underground the overhead wiring. Concerns are similar to those stated above.

Councilmembers expressed support for the proposed changes to encourage development. Councilmembers urged staff to further review other areas of the code for potential changes to make the development process easier for developers.

**C. Safer Cities/Inclusive Cities Ad Hoc Presentation**

Councilmember Trout-Manuel, chair of the ad hoc committee on inclusive cities, reported on behalf of the committee consisting of herself and Councilmembers DaCorsi and Baggett. She reported that following the last regular meeting the ad hoc committee met to review current City resolution and policy regarding safer and inclusive cities.

Councilmember Trout-Manuel stated she has listened to many opinions about the issue.

Councilmember DaCorsi stated he has concern with creating a piece of legislation that the federal government will not abide by, and it could put police officers in a difficult position. The current police policy and procedures do not ask for immigration status. The police department does not detain or arrest anyone without probable cause.

Councilmember Baggett agreed with Councilmember DaCorsi. He expressed support for the proposed resolution rather than an ordinance.

Councilmember Trout-Manuel stated she favors public safety and does not want legislation that will tie police officers' hands.

City Attorney Heid explained the proposed resolution and ordinance. The resolution was originally patterned after the National League of Cities inclusive cities resolution. The proposed resolution is now focused on the issues in Auburn. It acknowledges and states the provisions of the Fourteenth Amendment. The resolution states a commitment to a diverse and inclusive community. It provides policy and direction that the City Council and personnel shall not interrogate people based solely on their civil immigration status, race, religion, inability to speak English or their inability to understand City personnel or its officers.

City Attorney Heid explained the proposed ordinance creates a code section that states the same policy and direction as contained in the resolution.

In response to questions from Deputy Mayor Wales, City Attorney Heid responded that neither the resolution or ordinance impedes the police from providing mutual aid. Deputy Mayor Wales stated she feels the issue deserves more attention than a resolution.

Councilmember Wagner commented the ordinance contains many specifics, including participating in mutual aid, which the resolution does not. City Attorney Heid stated the resolution provides policy direction. The police have a separate mutual aid policy.

Councilmember DaCorsi noted that according to Assistant Chief of Police Pierson, ICE has come in to the Auburn community twice in

the last 36 years. He also stated that regardless of whether a resolution or ordinance is adopted, the federal government will take whatever actions they are authorized to perform. He spoke in favor of the proposed resolution.

Councilmember Pelosa spoke in favor of the proposed ordinance.

Councilmember Wagner stated the resolution only repeats the resolution from 2008 and adds reference to the Fourteenth Amendment. He spoke in favor of the proposed ordinance.

Assistant Chief Pierson assured Council that police officers will respond regardless of the person's immigration status. He stated police officers will not enforce immigration laws.

Councilmember Baggett spoke in favor of a resolution establishing the City's policy rather than the proposed ordinance. He stated the police are here to serve all of the residents regardless of immigration status.

Deputy Mayor Wales suggested looking at providing funding for human services for supportive services.

At 7:45 p.m., Deputy Mayor Wales recessed the meeting for a 15-minute intermission. The meeting was reconvened at 8:00 p.m.

Deputy Mayor Wales announced that the resolution and ordinance will come before the Council at their next regular meeting for consideration.

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

Councilmember Trout-Manuel, chair of the Health and Human Services Special Focus Area, presided over the meeting during discussion of the Health and Human Services agenda items.

##### **A. Auburn Day Shelter/Overnight Shelter Project Status**

Director of Administration Hinman updated the Council on homeless sheltering. She informed the Council that the City expanded the number of days the inclement weather shelter was open.

Also, the City, in partnership with Valley Cities and the Auburn Food Bank, will be operating a day shelter and overnight shelter at the Valley Cities location at 2536 I Street NE. The shelter's

operating hours will be Monday-Friday with the intention of growing to seven days a week. Valley Cities donated the temporary use of a vacant lot on their property to provide for the day shelter structure that the City of Auburn is leasing and is also providing the use of their Common Building to be utilized for nighttime services. Puget Sound Energy has expedited work to provide temporary power to the site. Valley Cities will be reallocating current outreach worker staff to support the shelter clients, and the Auburn Food Bank will be providing staff, food and resource connections for the day sheltering operation.

Director Snyder spoke briefly about the temporary use permitting process for the site.

The average use for the inclement weather shelter was 35-40 people, but there is more capacity at the proposed shelter.

Councilmember Wagner spoke in favor of the proposal.

Director Hinman indicated a budget amendment will be coming in the next cycle to fund the shelter. Mayor Backus reported there is \$30,000 in the budget for homelessness; if additional funding is needed, a budget amendment will be requested.

Deputy Mayor Wales suggested looking at a solution for storage for the homeless.

**B. Ordinance No. 6652 – Regulation of Fair Housing Practices**

City Attorney Heid introduced the two versions of an ordinance prohibiting rental housing discrimination based on source of funds.

The difference between the two versions is that one version creates a separate new chapter (Chapter 5.40) to the city code providing for fair housing practices, and adding regulations that prohibit source of income discrimination for rental housing related to multi-family residential properties. The other ordinance seeks to do the same, but seeks to do so by adding a new section to the existing Chapter 5.22 of the city code, the city's rental business license. Business licenses are enforced through code enforcement, whereas the separate chapter (Chapter 5.40) has a penalty and an appeal process that would fall within the purview of the City Administration Department.

City Attorney Heid indicated there is a fair amount of variation in

what cities do in these regards. In evaluating the different approaches cities have taken, staff felt that rather than creating expanded civil liabilities, it would be sufficient for the City to either provide for a penalty for violations of source of income discrimination, or enforce it through business licensing, where there is already an existing framework for licensing criteria and enforcement. Either way, both ordinances limit their application to multi-family residential rental units (the ordinances would not apply to single family residential structures, duplexes, etc.).

Mr. Heid recommended the business licensing approach should be simpler because the multi-family residential property owners should already be licensed, and rather than seeking to impose a penalty, the city could, were violations to occur, seek revocation or suspension of business licenses. Because the licensing enforcement process already exists, it would probably also be a quicker enforcement route.

Councilmembers discussed the merits of the business license model.

Councilmember Pelosa requested a briefing on license fees from neighboring cities.

Councilmembers indicated they would like to consider the business licensing model for regulations prohibiting rental housing discrimination based on source of income.

**V. OTHER DISCUSSION**

There was no other discussion.

**VI. NEW BUSINESS**

See the matrix for new business items.

**VII. MATRIX**

The following items were added to the matrix:

- Business Licensing (Municipal Services)
- Council Chambers security discussion (Municipal Services)
- \$20 car tab fee
- Services for those who may be undocumented (Health and Human Services)

**VIII. 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 AND  
SPECIAL FOCUS AREA  
MAY 22, 2017 – 5:30 PM  
Auburn City Hall  
MINUTES**

**I. CALL TO ORDER**

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

**A. Roll Call**

Councilmembers present: Deputy Mayor Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, and Yolanda Trout-Manuel. Councilmember Rich Wagner arrived at 5:32 p.m.

Mayor Nancy Backus and the following department directors and staff members present included: Innovation and Technology Director Paul Haugan, Police Commander Steve Stocker, Community Development and Public Works Director Kevin Snyder, Assistant City Attorney Doug Ruth, City Engineer Jacob Sweeting, Traffic Engineer James Webb, Assistant Director of Community Development Services Jeff Tate, Project Engineer Ryan Vondrak, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Director of Administration Dana Hinman, Assistant Director of Innovation and Technology Ashley Riggs, and City Clerk Danielle Daskam.

**II. ANNOUNCEMENTS, REPORTS AND PRESENTATIONS**

**A. NEXUS Presentation on Youth Homelessness (15 Minutes)**

Michael Jackson with Nexus Youth and Families spoke about youth homelessness in the Auburn area. He spoke about the need for shelter and providing nutritious food to homeless youth during the day.

Nexus has a 12-bed shelter for homeless children and young adults. He spoke about providing homeless youth hope through education and employment opportunities.



Mr. Jackson spoke briefly about the Indigenous Institute's work on a suicide prevention program in the Native American communities.

Mr. Jackson also spoke briefly about Severson House where youth from the age of 13 to 24 years learn life skills and job skills.

Councilmember Baggett stated the YMCA has transitional housing for young adults coming out of foster care. Mr. Jackson agreed the YMCA program is very similar to services provided by Nexus.

Councilmembers thanked Mr. Jackson for the work he does for the youth of the community.

**B. Junior City Council Report on Youth Homelessness (10 Minutes)**

Immediately following roll call, the Junior City Council presented their report to the City Council on youth homelessness. Junior City Councilmembers presenting this evening included Sydney Campbell, Jon Kosaka, and Matthew St. George.

Sydney Campbell, chair of the Junior City Council, stated homeless youth face three main issues: basic necessities, knowing how to ask for help, and education.

Junior City Councilmember Jon Kosaka stated some homeless youth lack basic necessities such as food and shelter. This can have a damaging effect on their health and well-being. Often looked down upon by society and are therefore neglected. Being homeless also means lack of access medical services and to proper hygiene such as shower and grooming. Lack of proper hygiene can contribute to lack of opportunity to improve life, such as finding a job.

Junior City Councilmember Matthew St. George spoke about how homeless youth may lack the ability to know how to ask for help. Some of the kids don't live with their parents and may live with a relative or may live on the streets. Some of the kids that need transportation are too shy to ask for help or are too embarrassed about their situation. Some homeless children don't have the paperwork needed to be enrolled in school.

Junior City Council Chair Campbell stated that some of the obstacles homeless youth experience in getting an education is lack of resources to obtain school supplies. If they cannot afford

school supplies, they will be less likely to attend school. Also, homeless youth are unable to participate in sports due to the required fees.

Junior City Councilmembers spoke regarding bullying that homeless youth experience at school.

### III. AGENDA ITEMS FOR COUNCIL DISCUSSION

#### A. Deputy Mayor Selection Ad Hoc Committee Report

Councilmember DaCorsi stated the Deputy Mayor Selection Ad Hoc Committee, comprised of himself and Councilmembers Trout-Manuel and Pelosa, reviewed several local jurisdictions processes for designating their Deputy Mayor/Council President. The Committee compared the cities of Tukwila, Lacey, Renton, Walla Walla, Federal Way, Puyallup, Burien, SeaTac, and Kent.

Using a PowerPoint, Councilmember DaCorsi and Councilmember Trout-Manuel provided the following information:

##### Auburn – Mayor/Council form of government

Selects Deputy Mayor annually, nominations by Council, elected by majority vote of Council, and can serve more than one term if elected to do so.

##### Tukwila – Mayor/Council form of government

Selects Council President annually on a rotation basis by seniority of greatest consecutive years served. Councilmembers may opt out of selection.

##### Lacey – Council/Manager form of government

Selects Mayor and Deputy Mayor annually, nominations by Council, elected by majority vote.

##### Renton – Mayor/Council form of government

Selects Council President annually at the second regular Council meeting in November. The Council President is selected from the nominations by Council and upon a majority vote of the Councilmembers present.

##### Walla Walla – Council/Manager form of government

Walla Walla does not have any written procedures. The Mayor and Mayor Pro Tem are selected at the first regular meeting in January

of even years, nominations by Council, and elected by majority vote.

Federal Way – Mayor/Council form of government

The Deputy Mayor is selected annually by a majority vote.

Puyallup – Council/Manager form of government

The Mayor and Deputy Mayor are selected biennially at the first meeting of the new Council. The Councilmember with the highest number of continuous years on the Council is selected to serve as Mayor, and the Deputy Mayor is selected from nominations by Council and majority vote.

Burien – Council/Manager form of government

The Mayor and Deputy Mayor are elected from the ranks of the Council at the first regular meeting in January. Nominations are made by Council and elected by majority vote.

SeaTac – Council/Manager form of government

The Chairperson/Mayor and Deputy Mayor are selected biennially at the first meeting of the Council by majority vote.

Kent – Mayor/Council form of government

The Council President is elected every two years, nominations by Council and elected by majority vote.

Councilmember Pelosa distributed proposed revisions to section 12.1 of the Council Rules of Procedure in which the title would be changed to “Council President”. The revisions to the Council Rules call for the designation of the Council President on a seniority basis on an annual basis. Seniority would be determined by number of consecutive years served, the number of consecutive years and months served and the number of votes received in the general election. Councilmember Pelosa also reviewed the process when a Councilmember declines the appointment.

Councilmember Pelosa reviewed the Mayor Pro Tem duties and the Council President duties. Mayor Pro Tem Duties: 1) In the event of the absence or incapacitation of the Mayor, the Council President shall become the Mayor Pro Tem and shall perform the duties of the Mayor; 2) The Mayor Pro Tem Shall not have authority to appoint, remove, replace or take other similar action on any director and/or employee of the City; 3) the Mayor Pro Tem shall not have veto authority for actions that may be taken by the

Council; 4) Be aware of City, regional and intergovernmental policies and activities in order to properly execute the role of Mayor.

Council President duties include: 1) The Council President shall serve as the head of the legislative branch of City Government; 2) In cooperation with the Mayor and Special Focus Area groups chairpersons and with assistance from Administration, create and establish agendas for all study sessions; 3) Serve as the chair and presiding officer for all Council study sessions; 4) Preserve the decorum and order at all Council study sessions; 5) Serve as the ex-officio member of Council ad-hoc committees; 6) Serve as the Councilmember overseeing the activities of and providing guidance to the Junior City Council; 7) Assist in new Councilmember training; 8) Serve as the liaison between the City Council and the Mayor and be a conduit between the City Council and the Mayor on issues or concerns of the Council; 9) Facilitate any issue related to Councilmembers conduct and/or actions that may be inappropriate or that may be in violation of the Council Rules of Procedure.

Councilmember Wagner noted ten cities were compared, but only one city selected the Deputy Mayor/Council President on a seniority system. He stated he does not see the value of selecting a Deputy Mayor/Council President on a seniority basis.

Deputy Mayor Wales requested a definition for the absence or incapacitation of the Mayor.

Mayor Backus stated there is a difference between being out of the office on business and being on vacation.

Councilmember Baggett inquired regarding succession should the Mayor be incapacitated for a long term and not able to fulfill the position. Councilmember DaCorsi stated the Deputy Mayor would become the Mayor Pro Tem, until the next general election.

Councilmember Holman noted most of the Council/Mayor forms of government elect their Deputy Mayor/Council President by majority vote rather than by seniority. Councilmember Holman spoke in favor the existing system for selecting Deputy Mayor.

Councilmember Wagner stated seniority is not a good measurement of someone's ability to serve as Deputy Mayor.

Councilmember Pelosa spoke in favor of seniority basis and noted the City of Tukwila process has worked for approximately twenty years.

Councilmember Wagner stated the City of Tukwila is a much smaller city and is not a good comparison.

Councilmember DaCorsi questioned whether existing provisions should include some qualifications as part of the selection process.

Deputy Mayor Wales spoke in favor of the committee's proposal as it avoids competition among the Councilmembers.

Councilmember Baggett stated seniority should not automatically entitle one to the position of Deputy Mayor. He suggested a qualification process.

Councilmember DaCorsi agreed with Councilmember Baggett and spoke about qualifications for Deputy Mayor.

Councilmember Trout-Manuel expressed support for Councilmember Pelosa and the proposed Deputy Mayor selection system.

Councilmember Holman spoke in favor of retaining the existing process.

Deputy Mayor Wales suggested looking at possible qualifications as well as seniority. Deputy Mayor Wales asked the City Attorney to prepare options for Deputy Mayor selection by seniority and have the ad hoc committee pursue possible qualifications.

Councilmember DaCorsi, chair of the ad hoc committee, stated the ad hoc committee would review options for qualifications before it comes back to Council at the June 12<sup>th</sup> Study Session.

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

At this time, Councilmember Wagner, chair of the Public Works and Community Development Special Focus Area, presided over the following special focus area discussion items.

##### **A. IT Digital Parity Update**

Innovation and Technology Director Haugan presented an update on the Council digital parity project.

He asked the Council for guidance on the intended goals for coverage—what percentage of the city coverage is the goal: full city coverage, coverage for all students, or coverage of low-income students based on Auburn School District data. The answers will help determine the project cost projections.

Currently wireless coverage is: five percent of the city in area, six percent of students, eight percent of residents, and 11 percent of low-income students.

Councilmember Pelosa urged Director Haugan to present the costs associated with all the options for WIFI so that Council can make a decision.

Councilmember Wagner stated it appears digital parity will cost \$1.2 million to cover 28 percent of students and \$3 million to provide 80 percent of the students with wireless coverage.

Councilmember Holman stated the goal for achieving digital parity is to give low income students a fair playing field.

Director Haugan reviewed Option 1 for digital parity, which is a five-year plan with funding of \$250,000 per year and focusing on low income in the Auburn School District.

Councilmember Wagner suggested Director Haugan provide costs associated with annual maintenance.

Director Haugan spoke about the Community Connectivity Consortium and its benefits to the City of Auburn.

At 7:18 p.m. the meeting recessed for 10 minutes for a brief intermission. The meeting reconvened at 7:25 p.m.

**B. Final Plat Approvals**

Assistant Director of Community Development Services Tate presented a proposal to amend the City's final plat approval process.

This year, Senate Bill 5674 was signed into law amending Chapter 58.17 RCW by establishing an option for local government to change final plat approval from a City Council action to an administrative action. Advantages to shifting authority from the City

Council to an administrative action saves the final plat applicant approximately six to eight weeks. This is due to the time it takes to prepare an ordinance, present the final plat at a study session, present the final plat ordinance to Council for adoption, publish the ordinance, and wait the five days after publication for the ordinance to be in effect. The administration action will also save staff time in preparation of the ordinance and agenda items.

Councilmembers indicated interest in pursuing the code change and requested the ordinance appear on the June 12<sup>th</sup> study session agenda and subsequent Council meeting

**C. Capital Project Status Report**

Assistant City Engineer Sweeting and Capital Projects Manager Vondrak reviewed the capital projects program.

The Capital Projects Group of Community Development and Public Works is currently managing 34 active capital projects with a total cost of \$62 million. Of these projects, 18 are under construction, 16 are in design, and nine additional projects will enter construction phase this year.

The following projects were reviewed in detail: Project CP1218, the Auburn Way South Corridor Safety Improvements (Muckleshoot Plaza to Dogwood Street); Project C222A, the South 277<sup>th</sup> Corridor Capacity and Non-motorized Trail Improvements; Project CP1507, Auburn Way North Preservation; Project CP1107, Fulmer Wellfield Improvements; Project CP1415, West Main Street Multi-modal Corridor and ITS Improvements; Project CP1511, M Street SE Improvements (3<sup>rd</sup> Street SE to East Main); Project CP1522, 30<sup>th</sup> Street NE Storm Improvements; and Project CP1606, H St SE Extension.

Other projects that will start in 2017 include: Lake Tapps Parkway Preservation, 37th and A Street SE Traffic Signal, 22nd and I Street NE Intersection Improvements, M&O Building Roof Replacement, B Street NW Reconstruction Project, Lea Hill PRV Stations, 2017 Local Street Reconstruction, Auburn Way South - ITS Dynamic Message Sign, and City-wide Sidewalk Repair and Replacement.

Council also discussed Project MS1510, 104<sup>th</sup> Avenue Building Demolition; Project CP1407, Marchini Meadows; Project CP1416, F Street SE Non-motorized Improvements; Project CP1316, East

Ridge Manor Storm Improvements; Project CP1406, Main Street Signal Upgrades; Project CP1513, 22<sup>nd</sup> Street NE and I Street NE Intersection Improvements; Project CP1520, B Street NW Reconstruction; and the South Hangar – Row 3 Door Improvements.

**D. TIP Update Discussion**

Traffic Engineer Webb presented the Council with the first review of the 2018-2023 Transportation Improvement Program. A more detailed review will be presented at the June 12<sup>th</sup> Council Study Session.

Engineer Webb reviewed the annual TIP update process. He reviewed the two new projects that will be added to the TIP as well as a modification to TIP 14. The new projects include: Auburn Way South (SR164) – Hemlock Street to Poplar Street to extend the five-lane roadway section and A Street Loop – A Street SW to A Street SE, to add a one-way westbound connection with an unsignalized right-turn at A Street SE.

**V. OTHER DISCUSSION**

Councilmember Pelosa inquired regarding a new overlay on Riverview Drive NE between 14<sup>th</sup> and 22<sup>nd</sup>. Assistant Director Gaub stated the new overlay is likely related to levy work by the county and is not Auburn's project.

**VI. NEW BUSINESS**

There was no new business.

**VII. MATRIX**

Councilmember Pelosa expressed dissatisfaction with the current Special Focus Area schedule. He believes the Special Focus Areas need to meet more often. Councilmember Trout-Manuel concurred.

Councilmember Wagner suggested the Special Focus Area chair and vice chair meet with department directors to go over status of topics for the Special Focus Area portion of study sessions.

Councilmember Trout-Manuel requested the following be placed on the next Human Services Special Focus Area: 1) Grant parameters for 2019-2020; 2) Staff Resources for Regional Domestic Violence Committee.

Councilmember Pelosa requested the following topics on the Municipal Services Special Focus Area: 1) Airport Briefing; 2) District Court Briefing



**VIII. ADJOURNMENT**

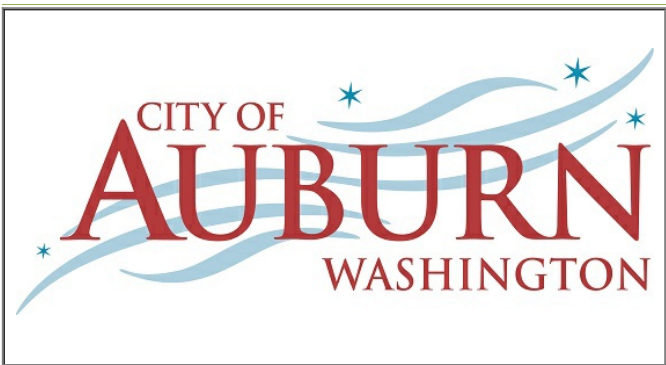
There being no further discussion, the meeting adjourned at 9:11 p.m.

APPROVED THIS 3<sup>rd</sup> DAY OF DECEMBER, 2018.

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

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



	<p><b>City Council Study Session</b>  <b>October 29, 2018 - 5:30 PM</b>  <b>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, Yolanda Trout-Manuel and Largo Wales. Councilmember Bill Peloza arrived at 5:33 p.m.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Steven Gross, Director of Finance Shelley Coleman, Police Chief Bill Pierson, Director of Public Works Ingrid Gaub, Director of Community Development Jeff Tate, Director of Administration Dana Hinman and City Clerk Shawn Campbell.

## II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There was no announcement, report or presentation.

## III. AGENDA ITEMS FOR COUNCIL DISCUSSION

### A. Sound Transit Update

Director Gaub introduced Kati Drell, Jason Suzaka and Mellissa Flores Saxe from Sound Transit.

Ms. Flores Saxe explained the Auburn Access Project is for a new Sound Transit parking garage and increased access to transit.

Mr. Suzaka provided Council with an update on the proposed Sound Transit parking garage in Auburn and access to transit. Sound Transit will hold a public open house on October 30, 2018 and one in the spring of 2019. He provided Council with an overview of the services Sound Transit offers, the plan for the south sound project, the public involvement to date, the schedule for the project, the early garage concept, how people would access the proposed garage from the station and the non-motorized improvements.

Councilmembers discussed additional parking stalls, bike lockers, restrooms, garage security additional parking, charging for parking.

Mayor Backus noted the site that Sound Transit chose is the site with the highest potential parking stalls. The Sound Transit board will continue to discuss plans for permit parking in the garage.

#### B. Road Ad Hoc Committee Report

Councilmember DaCorsi thanked staff for their help and work on this project.

Director Coleman and Director Gaub provided Council with the background for the Roads Ad Hoc Committee. They reviewed the street funding status, the 2019-2027 TIP and the Transportation Improvement Plan summary, the Pavement Condition Index (PCI), the City's current average PCI for surface streets is 70, for arterials it is 61 and local streets is 77, the preservation summary for arterial streets, financing for local street preservation, the types of projects and the consideration for projects, the revenue options available, the debt services costs, the two types of Levy lid lifts and special election options.

Councilmember DaCorsi explained they went through the various sources of revenue. The Ad Hoc Committee suggests the Council move toward a voter initiative to have voters give authorization to get the funds for the maintenance of the roads.

Councilmembers discussed providing input from the public with a long campaign, consider adding the police station and court house to a bond issue, ensuring the revenue source moving forward

Deputy Mayor Baggett stated the funding is set for the 2019-2020 budget. The Council will need to consider how to budget for future needs.

#### IV. OTHER DISCUSSION ITEMS

#### V. NEW BUSINESS

Councilmember Wales wanted to know about the timeframe with dealing with an anonymous letter regarding the fire department.

Mayor Backus stated the letter was anonymous and the Fire Department Board of Governance will have to decide how to respond to the letter.

#### VI. MATRIX

##### A. Matrix

Councilmembers discussed the matrix, They requested funding for the

Allenmore Mental Health Hospital and Multi Care Mental Health Facility be added to a future study session.

## VII. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:17 p.m.

Approved this 3rd day of December, 2018.

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

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

*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.*

	<p><b>City Council Study Session Muni Services SFA</b>  <b>November 13, 2018 - 7:00 PM</b>  <b>Council Chambers - City Hall</b>  <b>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 7:00 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 and Bill Peloza. Councilmember Yolanda Trout-Manuel was excused and Largo Wales was unexcused.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Steve Gross, Director of Finance Shelley Coleman, Director of Human Resources & Risk Management Candis Martinson, Commander Daniel O'Neil, Director of Public Works Ingrid Gaub, Senior Planner Thaniel Gouk, Planner II Alexandria Teague, Engineering Manager Lisa Tobin, Assistant Director of Engineering Jacob Sweeting, Sewer Utility Engineer Robert Elwell, Director of Community Development Jeff Tate, Parks & Recreation Director Daryl Faber and Deputy City Clerk Teresa Mattingly.

## II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

### A. Community Court Presentation (Martinson) (20 Minutes)

Donna Tucker Chief Presiding Judge and Callista Welbaum Collaborative/Therapeutic Court Planner with the King County District Court provided Council with a Community Court Presentation, the purpose of Community Court, identifying and addressing challenges of court participants, community partners and services provided, eligibility criteria and future goals, including selection of a third court location.

Council discussed what type of low level incidents could be handled at Community Court, what the recidivism rates are and if veterans can participate. Judge Tucker advised Council that the court processes misdemeanor cases only, that the program has not run long enough to obtain data on recidivism rates and that veterans can participate.

### III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Resolution No. 5388 (Gross) (5 Minutes)

A Resolution of the City Council of the City of Auburn, Washington, amending the City of Auburn fee schedule to adjust for 2019 fees

Director Gaub and Director Tate presented Council with information on the proposed changes to the annual fee schedule, cost recovery fee, business license fees and the recommended increase of the System Development Charges (SDCs).

B. Ordinance No. 6702 (Coleman) (10 Minutes)

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 2018 for general City operational purposes in the amount of \$21,948,599.00

Director Coleman presented Council with information on the proposed changes to the annual property tax levy for 2019, including; a 1% increase over last years levy, estimated new construction, estimated refund levy and the total estimated property tax levy.

C. Ordinance No. 6704 (Gaub) (10 Minutes)

City of Auburn, Washington, amending sections 13.20.010, 13.20.040, 13.20.080, 13.20.090, 13.20.095, 13.20.120, 13.20.182, 13.20.200 and 13.20.230 of the Auburn City Code relating to maintenance and repair responsibilities for public and private portions of the sewage collection system; and removing inapplicable code requirements

Manager Tobin and Engineer Elwell provided Council with a presentation on Sewer Code Revisions, cleaning up language to clarify the City's and the property owner's responsibilities for the maintenance and repair of side sewers, who is responsible for tree roots, construction permit requirements for sewer work within a right-of-way, removing the requirement to connect to sewer on abandoned or vacant properties and clarifying various definitions.

Council discussed the importance of having septic tanks clean and were advised that failed septic tanks can be repaired, but they are regulated by the Health Department.

D. Ordinance No. 6705 (Gaub) (15 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington amending Chapter 12.64A of the Auburn City Code related to Public Right-Of-Way Improvements

Assistant Director Sweeting presented Council with information on the proposed revisions to the City's development standards, what triggers public right-of-way improvements, how the modification will ensure smaller projects are not overburden with public improvements and clarification on what public improvements are required.

E. Ordinance No. 6701 (Tate) (5 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington, approving the rezone of Parcel No. 1921059037 from R-7, Residential Zone – seven dwelling units per acre to P-1, Public Use District

Planner Teague provided Council with a presentation on rezoning parcel number 1921059037 currently owned by the Auburn School District from R-7 residential zone to P-1 public use district.

F. Ordinance No. 6688 (Tate) (15 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington, amending Chapter 18.04 and amending sections Table 18.23.030, and 18.57.040, of the City Code, creating a new definition for Youth Community Support Facilities , adding Youth Community Support Facilities as a permitted use in the C-1, Light Commercial Zoning District, and adding an additional Specific Land Use Standard for the siting of Youth Community Support Facilities

Senior Planner Gouk provided Council with a presentation adding the term "Youth" to the zoning code definition in order to not place an age limit for providing homeless services within the City.

Council discussed that a communal residence would not be allowed as a stand alone use in the light commercial district.

G. Ordinance No. 6706 (Gross) (5 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington related to insufficient check fees; making those fees consistent with the City's adopted fee schedule and amending sections 6.01.210, 13.06.511, and 13.52.040 of the Auburn City Code

City Attorney Gross presented Council updates on amending the City Code to refer to the Fee Schedule for specific fees in relation to checks returned for insufficient funds, provisions for animal licenses, certain water permits, and the amount a landlord could charge a tenant when "splitting" a master utility bill.

#### IV. MUNICIPAL SERVICES DISCUSSION ITEMS

A. Auburn Avenue Theater Update (Faber) (15 Minutes)

Director Faber provided Council with a presentation on the Auburn Avenue Theater to discuss the value of having a theater in Auburn, number and types of shows, size and location of the theater and future goals including; renegotiate current lease, purchase and remodel theater, develop a new theater in a different location or enter into a partnership agreement with a potential developer.

Council discussed renegotiating the lease, purchase options, extending the location, and renovation costs.



B. Park Rules (Faber) (15 Minutes)

Presentation related to Parks Rules and Signage

Director Faber provided Council with information on park rules signs, the purpose of the signs, international symbols and sign locations.

Council discussed how signs are mounted, having bi-lingual signs and accessing park rules via smartphones to prevent sign pollution.

C. Fireworks Season Review (Pierson) (15 Minutes)

Analysis of the fireworks season including the 4<sup>th</sup> of July.

Commander O'Neil provided Council with a presentation on the 2018 Fireworks Season Review from June 1st to July 5th, covering zero tolerance for possession and discharge, efforts to improve communication with representative from the Muckleshoot Indian Tribe, proactive fireworks patrol, staffing, major incidents, confiscated fireworks, calls for service, 2018 objectives and 2019 goals.

Council discussed concerns with District 2 and District 6 having the highest number of service calls and options to address this issue. Commander O'Neil advised Council that these districts are the busiest and most populated areas of the City which contributes to the amount of calls and they will look at adding additional patrols next year.

V. OTHER DISCUSSION ITEMS

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

A. Matrix

Council discussed the Matrix and requested that Tenant Protection Measures and Inspection Requirements be added, with the date to be determined.

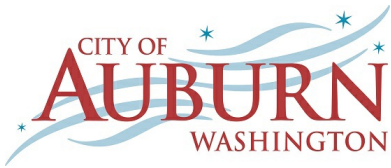
VIII. ADJOURNMENT

There being no further discussion, the meeting was adjourned at 8:49 p.m.

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BOB BAGGETT, DEPUTY MAYOR Teresa Mattingly, Deputy City Clerk

*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 October 29, 2018 Special City Council Meeting

**Date:**

November 27, 2018

**Department:**

Administration

**Attachments:**

[10-29-2018 Minutes](#)

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

**Meeting Date:** December 3, 2018

**Staff:**

Item Number: CA.B



**CITY COUNCIL  
SPECIAL MEETING**

**October 29, 2018 3:00 PM  
Auburn City Hall – Executive Conference  
Rm**

**MINUTES**

A special meeting of the City Council was convened at 3:00 p.m. on Monday, October 29, 2018 in the Auburn City Hall executive conference room located at 25 West Main Street in Auburn. The meeting was a Washington State Auditor's Office Exit Conference.

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

Mayor Nancy Backus and the following staff members were present: Finance Director Shelley Coleman, Assistant Finance Director Kevin Fuhrer, Accounting Manager Janice Davies, City Attorney Steve Gross and City Clerk Shawn Campbell.

Director Coleman introduced Joanne Klein, Audit Manager, Lacey Scott, Audit Manager and Leah Hafterson, , Assistant Audit Manager from the Washington State Auditor's Office.

**II. DISCUSSION ITEMS**

**A. Washington State Auditor's Office Exit Conference**

Ms. Scott reviewed the scope of the full exit conference. The Washington State Auditor's Office performed an Accountability Audit, a Financial Statement Audit and a Federal grant compliance audit and a Comprehensive Annual Final Report opinion letter for the fiscal year 2017.

Ms. Scott reviewed the process the Washington State Auditor's Office went through for each audit.

Ms. Hafterson review the management letter that was issued to the City regarding the Golf Course receipts.

**III. ADJOURNMENT**

There being no further discussion, the meeting adjourned at 3:51 p.m.

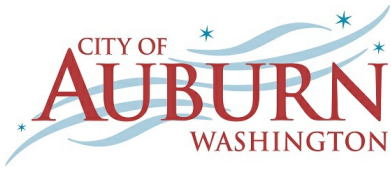
APPROVED this 3<sup>th</sup> day of August, 2018.

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NANCY BACKUS, MAYOR

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Shawn Campbell, City Clerk



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Minutes of the November 19, 2018 Regular Council Meeting

**Date:**

November 28, 2018

**Department:**

Administration

**Attachments:**

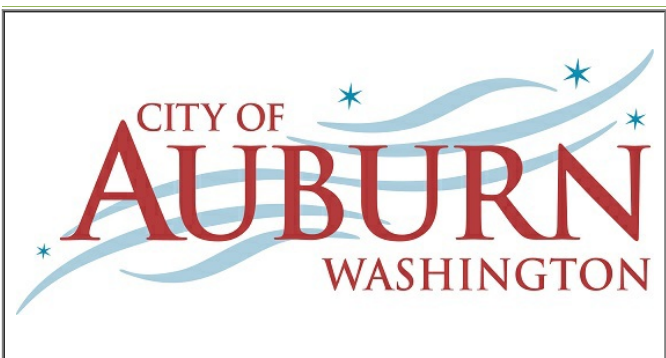
[11-19-2018 Minutes](#)

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

**Meeting Date:** December 3, 2018

**Staff:**

Item Number: CA.C

	<p style="text-align: center;"><b>City Council Meeting</b>  <b>November 19, 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.

### B. **Roll Call**

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

Department directors and staff members present included: City Attorney Steve Gross, Director of Finance Shelley Coleman, Police Chief Bill Pierson, Director of Public Works Ingrid Gaub, Assistant Director of Engineering Services Jacob Sweeting, Project Engineer Kim Truong, Director of Innovation and Technology David Travis, Director of Parks, Art and Recreation Daryl Faber, Director of Community Development Jeff Tate, Director of Administration Dana Hinman, and City Clerk Shawn Campbell.

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

### A. **Proclamation - DECA Month (Auburn High School)**

Mayor Backus to proclaim November 2018 as "DECA Month" in the city of Auburn.

Mayor Backus read and proclaimed November 2018 as DECA Month. Auburn High School Students Diego Izquierdo and Karla Cardenas thanked the Mayor and Council for their support and shared the positive impact of DECA.

### B. **Proclamation - Global Entrepreneurship Week (Auburn High School)**

Mayor Backus to proclaim November 11-17, 2018 as "Global Entrepreneurship Week" in the city of Auburn.

Mayor Backus read and proclaimed November 11-17, 2018 as Global Entrepreneurship Week. Auburn High School Students Karla

Cardenas and Diego Izquierdo thanked the Mayor and Council for their support and shared their experience with DECA.

C. **Proclamation - Entrepreneurship Week (Auburn Mountainview High School)**

Mayor Backus to proclaim November 19 - 23, 2018 as "Entrepreneurship Week" in the city of Auburn.

Mayor Backus read and proclaimed November 19-23, 2018 as Entrepreneurship week in the City of Auburn. Auburn Mountainview High School Students Andrea Guiton and Emily Guiton thanked the Mayor and Council for their support and stated their vision to share entrepreneurship with elementary school children.

D. **Proclamation - Small Business Saturday**

Mayor Backus to proclaim Saturday, November 24, 2018 as "Small Business Saturday" in the city of Auburn.

Mayor Backus read and proclaimed Saturday November 24, 2018 as Small Business Saturday. Auburn Downtown Association Brittiany Karlson thanked the Mayor and Council for their support.

III. **APPOINTMENTS**

There were no appointments.

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.*

Ken Holden, 3611 I ST NE, Auburn

Mr. Holden shared a concern regarding the stop sign in his neighborhood.

Bob Zimmerman, 33029 46th Place South, Auburn

Mr. Zimmerman shared he has been expressing his concerns regarding code enforcement for almost nine years.

Waylan Menzina, 719 R Street NE, Auburn

Mr. Menzia thanked the Mayor and Council for their hard work.

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

## 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 February 13, 2017, February 27, 2017, March 27, 2017 and October 22, 2018 Council Study Session
- B. Minutes of the November 5, 2018 Regular Council Meeting
- C. Claims Vouchers (Coleman)  
Claims voucher 451442 through 451601 in the amount of \$6,463,378.57 and four wire transfers in the amount of \$1,138,505.47 and dated November 19, 2018.
- D. Payroll Vouchers (Coleman)  
Payroll check numbers 538163 through 538180 in the amount of \$232,981.48, electronic deposit transmissions in the amount of \$1,966,587.99 for a grand total of \$2,199,569.47 for the period covering November 1, 2018 to November 14, 2018.
- E. Artwork Donation (Faber)  
Council consideration of artwork to be donated to the City of Auburn's Public Art Collection
- F. Call for Public Hearing on 2019-2020 Preliminary Biennial Budget (Coleman)
- G. Public Works Project No. CP1521 (Gaub)  
City Council to approve Change Order No. 01 in the amount not to exceed \$575,000.00 to Contract No. 18-03 for work on Project No. CP1521, 15th Street NE/NW Preservation

Deputy Mayor Baggett moved and Councilmember Trout-Manuel seconded to approve the consent agenda.

Councilmember Pelosa asked about the change order for CP1521. Project Manager Kim Truong explained the project area is a high use area and traffic control in that area is extremely important. The additional costs



are due to a recent strike and natural gas explosion in which the project was delayed. The work had to be expedited so it could be completed before the end of the construction season. Additionally during the grind down process some of the roadway failed and needed to be replaced and some unanticipated replacement of curbs and gutters.

Mayor Backus explained the scenario of complications with this project could not be anticipated.

Councilmember Wales asked what part of the extra work is paid for by the contractor. Director Gaub explained since the strike was beyond the contractors control the City has to pay for the extra work.

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. 6688 (Tate)**

An Ordinance of the City Council of the City of Auburn, Washington related to land use regulation, creating a new definition for youth community support facilities, as a permitted use in the C-1, Light Commercial Zoning District, adding an additional specific land use standard for the siting of youth community support facilities, and amending Chapter 18.04, Table 18.23.030, and Section 18.23.030, and Section 18.57.040, of the City Code

Deputy Mayor Baggett moved and Councilmember Peloza seconded to approve Ordinance No. 6688.

Councilmember Trout-Manuel asked where the youth live after the allowed two years. Director Tate explained the format of the program is to prepare and help the young adults live independently.

Councilmember Wales asked if there was any impact on the Valley Cities facilities. Director Tate explained this is solely for a youth based program. Councilmember Wales asked if this will make it easier to open in neighborhoods and near schools. Director Tate explained this will give parameters for NEXUS House to operate.

MOTION CARRIED UNANIMOUSLY. 5-0

##### **B. Ordinance No. 6701 (Tate)**

An Ordinance of the City Council of the City of Auburn, Washington, approving the rezone of Parcel No. 1921059037 from R-7, Residential Zone – seven dwelling units per acre to P-1, Public Use District

Deputy Mayor Baggett moved and Councilmember Holman seconded to approve Ordinance No. 6701.

Councilmember Pelozo asked how many units the R7 zone allows. Director Tate explained this would allow 7 units per acre.

Councilmember Wales asked about the allowed use for the public use area. Director Tate explained the School District could add an additional business for public use.

MOTION CARRIED UNANIMOUSLY. 5-0

C. Ordinance No. 6702 (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 2019 for general City operational purposes in the amount of \$22,007,247.00

Councilmember Holman moved and Deputy Mayor Baggett seconded to adopt Ordinance No. 6702.

MOTION CARRIED UNANIMOUSLY. 5-0

D. Ordinance No. 6704 (Gaub)

City of Auburn, Washington, amending Sections 13.20.010, 13.20.040, 13.20.080, 13.20.090, 13.20.095, 13.20.120, 13.20.182, 13.20.200 And 13.20.230 of the Auburn City Code relating to maintenance and repair responsibilities for public and private portions of the sewage collection system; and removing inapplicable code requirements

Councilmember Pelozo moved and Councilmember Holman seconded to adopt Ordinance No. 6704.

MOTION CARRIED UNANIMOUSLY. 5-0

E. Ordinance No. 6705 (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington amending Chapter 12.64A of the Auburn City Code related to Public Right-Of-Way Improvements

Deputy Mayor Baggett moved and Councilmember Holman seconded to adopt Ordinance No. 6705.

Director Gaub requested the Council amend the draft ordinance to be accessory and not auxiliary.

Councilmember Holman moved and Councilmember Trout-Manuel seconded to amend the Ordinance to remove the word auxiliary and replace it with accessory.

MOTION TO AMEND CARRIED UNANIMOUSLY. 5-0

AMENDED MOTION CARRIED UNANIMOUSLY. 5-0

F. Ordinance No. 6706 (Gross)

An Ordinance of the City Council of the City of Auburn, Washington related to insufficient check fees; making those fees consistent with the City's adopted fee schedule and amending sections 6.01.210, 13.06.511, and 13.52.040 of the Auburn City Code

Councilmember Holman moved and Deputy Mayor Baggett seconded to approve Ordinance No. 6706.

MOTION CARRIED UNANIMOUSLY. 5-0

**XI. RESOLUTIONS**

A. Resolution No. 5388 (Gross)

A Resolution of the City Council of the City of Auburn, Washington, amending the City of Auburn fee schedule to adjust for 2019 fees

Councilmember Holman moved and Councilmember Trout-Manuel seconded to adopt Resolution No. 5388.

Councilmember Wales asked for an explanation for the lot line elimination task. Director Tate explained it is to allow people to eliminate the lot line to combine two lots.

Councilmember Trout-Manuel asked if the City is comparable to the neighboring cities. Director Tate explained the City is on average at or below for most fees.

Councilmember Wales asked about the fee for false alarm fees. Chief Pierson explained that has been the fee since inception of the program.

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 the King County Emergency Management meeting, the ribbon cutting for Windermere Reality.

Councilmember Trout-Manuel reported she attended the National League of Cities Conference.

Councilmember Wales reported she attended the Career and Technical Education Forum.

Councilmember Holman reported he attended the National League of Cities Conference, the Sound Cities Association PIC Meeting and the Forensic Investigation Council meeting.

**B. From the Mayor**

Mayor Backus reported she attended the Veterans Day Luncheon, a panel for the Fire Chief Conference on the expectations for a Fire Board, the 53rd Annual Veterans Day Parade, the Regional Homelessness Governance meeting, the All Home Board executive session, the Northwest University Police and Command Graduation, the 50th CERT Class graduation and the Civics Academy Graduation.

**XIII. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 8:21 p.m.

Approved this 3rd day of December, 2018.

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NANCY BACKUS, MAYOR

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Shawn Campbell, City Clerk

*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:**

Claims Vouchers (Coleman)

**Date:**

November 28, 2018

**Department:**

Finance

**Attachments:**

No Attachments Available

**Budget Impact:****Administrative Recommendation:**

Approve Claims Vouchers

**Background Summary:**

Claim voucher 451602 through voucher 451772 in the amount of \$907,653.05 and four wire transfers in the amount of \$718,333.67 and dated December 3, 2018.

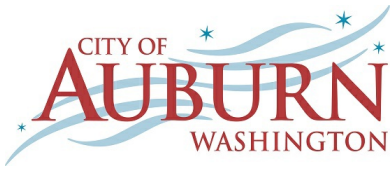
**Reviewed by Council Committees:****Councilmember:****Staff:**

Coleman

**Meeting Date:** December 3, 2018

**Item Number:**

CA.D



## AGENDA BILL APPROVAL FORM

---

**Agenda Subject:**

Payroll Vouchers (Coleman)

**Date:**

November 28, 2018

**Department:**

Administration

**Attachments:**

No Attachments Available

**Budget Impact:****Administrative Recommendation:**

Approve Payroll Vouchers.

**Background Summary:**

Payroll check numbers 538181 through 538258 in the amount of \$625,383.68, electronic deposit transmissions in the amount of \$2,018,086.88 for a grand total of \$2,643,470.56 for the period covering November 15, 2018 to November 28, 2018.

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

Coleman

**Meeting Date:** December 3, 2018

**Item Number:**

CA.E



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Recology Contract (Coleman)

Date:  
November 27, 2018

Department:  
Finance

**Attachments:**  
[Agreement](#)

Budget Impact:

Administrative Recommendation:

Approve Service Agreement SW19-L-012 with Recology CleanScapes, Inc.

Background Summary:

SW19-L-012 is a service agreement between the City of Auburn and Recology CleanScapes, Inc. to continue the litter control program in 2019. This agreement with Recology is for \$193,369.68 in 2019, which is a 5% increase over 2018 costs. Recology staff will continue to provide litter removal and litter can services along 85 miles of roads in the City of Auburn. Recology staff also service the recycle cans at many of our City parks. This item is included in the 2019 budget.

Reviewed by Council Committees:

Councilmember:

Staff:

Coleman

Meeting Date: December 3, 2018

Item Number:

CA.F

**CITY OF AUBURN  
AGREEMENT FOR SERVICES  
SW19-L-012**

THIS AGREEMENT made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the **City of Auburn**, a municipal corporation of the State of Washington, hereinafter referred to as "City" and **Recology CleanScapes Inc.**, 117 S. Main Street, Suite 300, Seattle, WA 98104, hereinafter referred to as the "Provider."

**RECITALS:**

1. The City is in need of the services of individuals, employees or firms for litter control and recycling program work.
2. The City wants to hire the Provider to provide these services in connection with the City's work.
3. The Provider is qualified and able to provide services in connection with the City's needs for this work, and is willing and agreeable to provide the services on the terms and conditions in this Agreement.

**AGREEMENT:**

In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Scope of Services  
The Provider agrees to perform in a good and professional manner the tasks described in Exhibit "A." The Provider shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.
2. Additional Services  
If additional services with respect to related work are required beyond those specified in the Scope of Work, and not included in the compensation listed in this Agreement, the parties will amend this Agreement before the Provider performs the additional services. However, Provider agrees that it shall perform additional services on the written request of an authorized representative of the City pending execution of an Amendment.
3. Provider's Representations  
The Provider represents and warrants that it has all necessary licenses and certifications to perform the services provided for in this Agreement, and is qualified to perform those services.



4. City's Responsibilities

The City shall do the following in a timely manner so as not to delay the services of the Provider:

- a. Designate in writing a person to act as the City's representative with respect to the services. The City's designee shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services.
- b. Furnish the Provider with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- c. Arrange for access to the property or facilities as required for the Provider to perform the services provided for herein.
- d. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Provider and render decisions regarding such documents in a timely manner to prevent delay of the services.

5. Acceptable Standards

The Provider shall be responsible to provide, in connection with the services contemplated in this Agreement, work products and services of a quality and professional standard acceptable to the City.

6. Compensation

As compensation for the Provider's performance of the services provided for in this Agreement, the City shall pay the Provider the fees and costs specified on Exhibit "B." The Provider shall submit to the City an invoice or statement of time spent on tasks included in the scope of work, and the City upon acceptance of the invoice or statement shall process the invoice or statement in the next billing/claim cycle following receipt of the invoice or statement, and shall remit payment to the Provider, subject to any conditions or provisions in this Agreement or Amendment. The Agreement number must appear on all invoices or statements submitted. The not-to-exceed amount for this agreement is \$193,369.68.

7. Time for Performance and Term of Agreement

The Provider shall not begin any work under this Agreement until authorized in writing by the City. The Provider shall perform the services in accordance with the direction and scheduling provided on Exhibit "A" unless otherwise agreed to in writing by the parties. All work under this Agreement shall be completed between January 1, 2019, and December 31, 2019.

8. Ownership and Use of Documents

All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Provider as part of his performance of this Agreement (the "Work Products") shall be owned by and become the property of the City, and may be used by the City for any purpose beneficial to the City.

9. Records Inspection and Audit

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by the City for a period of up to three (3) years from the final payment for work performed under this Agreement.

10. Continuation of Performance

In the event that any dispute or conflict arises between the parties while this Contract is in effect, the Provider agrees that, notwithstanding such dispute or conflict, the Provider shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities.

11. Administration of Agreement

This Agreement shall be administered by Kevin Kelly, on behalf of the Provider, and by the Mayor of the City, or designee, on behalf of the City. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

City of Auburn  
Joan Nelson  
Solid Waste & Recycling Supervisor  
25 West Main Street  
Auburn, WA 98001-4998  
Phone: 253-931-5103  
Fax: 253-876-1900  
E-mail: jenelson@auburnwa.gov

Recology CleanScapes Inc.  
Kevin Kelly  
General Manager  
117 S. Main Street, Suite 300  
Seattle, WA 98104  
Phone: 206-764-8994  
Fax: 206-859-6701  
E-mail: kkelly@recology.com

12. Notices

All notices or communications permitted or required to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, postage prepaid, and addressed, if to a party of this Agreement, to the address for the party set forth above.

Either party may change his, her or its address by giving notice in writing to the other party.

13. Insurance

The Provider shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Provider, or the Provider's agents, representatives, employees, or subcontractors.

Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Provider to the coverage provided by such

insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

The Service Provider shall obtain insurance of the types described below:

- a. Automobile Liability insurance, covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. Provider shall maintain automobile insurance with minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident.
- b. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project aggregate limit using ISO form CG 25 03 05 09 or equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage. Commercial General Liability insurance shall be written with limits no less than \$1,000,000.00 each occurrence, \$2,000,000.00 general aggregate, and a \$2,000,000.00 products-completed operations aggregate limit.
- c. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

- a. The Provider's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Provider's insurance and shall not contribute with it.
- b. The Provider shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

Insurance is to be placed with an authorized insurer in Washington State. The insurer must have a current A.M. Best rating of not less than A:VII.

Provider shall furnish the City with certificates of insurance and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Provider before commencement of the work. The City reserves the right to require that complete, certified copies of all required insurance policies be submitted to the City at any time. The City will pay no progress payments under Section 7 until the Provider has fully complied with this section.

If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

14. Indemnification/Hold Harmless

The Provider shall defend, indemnify and hold the City and its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Provider and the City, its officers, officials, employees, and volunteers, the Provider's liability hereunder shall be only to the extent of the Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

15. Assignment

Neither party to this Agreement shall assign any right or obligation hereunder in whole or in part, without the prior written consent of the other party hereto. No assignment or transfer of any interest under this Agreement shall be deemed to release the assignor from any liability or obligation under this Agreement, or to

cause any such liability or obligation to be reduced to a secondary liability or obligation.

16. Nondiscrimination

The Provider may not discriminate regarding any services or activities to which this Agreement may apply directly or through contractual, hiring, or other arrangements on the grounds of race, color, creed, religion, national origin, sex, age, or where there is the presence of any sensory, mental or physical handicap.

17. Amendment, Modification or Waiver

No amendment, modification or waiver of any condition, provision or term of this Agreement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or such party's or parties' duly authorized representative(s) and specifying with particularity the nature and extent of such amendment, modification or waiver. Any waiver by any party of any default of the other party shall not affect or impair any right arising from any subsequent default.

Nothing herein shall limit the remedies or rights of the parties hereto under and pursuant to this Agreement.

18. Termination and Suspension

Either party may terminate this Agreement upon written notice to the other party if the other party fails substantially to perform in accordance with the terms of this Agreement through no fault of the party terminating the Agreement.

The City may terminate this Agreement upon not less than seven (7) days written notice to the Provider if the services provided for herein are no longer needed from the Provider.

If this Agreement is terminated through no fault of the Provider, the Provider shall be compensated for services performed prior to termination in accordance with the rate of compensation provided in Exhibit "B" hereof.

19. Parties in Interest

This Agreement shall be binding upon, and the benefits and obligations provided for herein shall inure to and bind, the parties hereto and their respective successors and assigns, provided that this section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Agreement. This Agreement is for the exclusive benefit of the parties hereto and it does not create a contractual relationship with or exist for the benefit of any third party, including contractors, sub-contractors and their sureties.

20. Costs to Prevailing Party

In the event of such litigation or other legal action, to enforce any rights, responsibilities or obligations under this Agreement, the prevailing parties shall be entitled to receive its reasonable costs and attorney's fees.

21. Applicable Law

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be in of the county in Washington State in which the property or project is located, and if not site specific, then in King County, Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Provider of the services.

22. Captions, Headings and Titles

All captions, headings or titles in the paragraphs or sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement or act as a limitation of the scope of the particular paragraph or sections to which they apply. As used herein, where appropriate, the singular shall include the plural and vice versa and masculine, feminine and neuter expressions shall be interchangeable. Interpretation or construction of this Agreement shall not be affected by any determination as to who is the drafter of this Agreement, this Agreement having been drafted by mutual agreement of the parties.

23. Severable Provisions

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

24. Entire Agreement

This Agreement contains the entire understanding of the parties hereto in respect to the transactions contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such subject matter.

25. Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be one and the same Agreement and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed effective the day and year first set forth above.

**CITY OF AUBURN**

**RECOLOGY CLEANSCAPES INC.**

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Nancy Backus, Mayor

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Signature

Name: Kevin Kelly

Title: General Manager

Federal Tax ID No: 91-1852894

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Approved as to form:

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Steven L. Gross, City Attorney

## **EXHIBIT A**

### **SCOPE OF WORK**

The purpose of this Agreement is to contract with the Provider on a clean-up program for the City of Auburn.

#### **Litter Crew**

The Provider shall make available a Litter Crew consisting of two (2) employees and two (2) pickup trucks.

The Provider's Litter Crew shall perform the following services within the City:

#### **1. Specific Tasks**

The Provider's Litter Crew will collect and remove litter, trash, and debris from the shoulders of City public ways (including but not limited to streets, roads, alleys, paths, and parkways), public parking lots, and other designated public areas. Tasks include the following:

- a. Litter clean-up
  - i. Blow and sweep building edge to curb line in core area as needed.
  - ii. Bio hazard removal (urine, vomit, feces, sharps)
- b. Designated public place litter can service as determined by the City.
- c. Roadside litter patrols as determined by the City.

City shall ensure that the tasks to be performed by the Litter Crew and the schedule for completion are reasonable. The Provider shall not be required to remove materials of a size, type or quantity that cannot reasonably be removed by such a crew.

#### **2. Examination of Work Sites**

The Provider shall examine all work sites thoroughly before commencing work at the site. It shall be the responsibility of the Provider to verify all the duties, assignments, and job sites. All existing conditions at the job site will be noted and copies with verification noted, given to the City's Solid Waste and Recycling Supervisor on a monthly basis.

#### **3. Hours**

- The Provider shall perform tasks to completion between the hours of 6:30 AM and 2:30 PM Monday through Friday (seven (7) service hours per employee per day, subject to required meal and break periods).
- The Provider shall observe New Year's Day, Thanksgiving Day, and Christmas Day.



**EXHIBIT B**  
**RESPONSIBILITIES**

**PROVIDER**

The Provider shall be responsible for the following:

1. The performance of all work as provided in this Agreement with its own employees. Individuals who perform work under this Agreement must be carried on the Provider's payroll. The Provider is responsible for administering and paying employee wages, benefits, and all other employee-related costs. Although the Provider's company headquarters may be located outside of Auburn, Washington, the Provider shall provide a full-time supervisor who will continuously oversee the Provider's employee work and will have authority to represent the Provider in the day-to-day activities. The Provider will present the supervisor's name, address, and telephone number to the City's Solid Waste and Recycling Supervisor at the beginning of the contract period.
2. The Provider is responsible for the safety of its employees at the sites where assigned tasks are performed. If the City provides tools, equipment, safety gear, traffic control devices, and any other items for the Provider's use in the performance of contracted duties, the Provider shall be responsible for the condition and return of the tools while they are in the possession of the Provider and its employees. No equipment or supplies will be removed from City premises except as required for the performance of assigned duties.
3. Monthly reports shall be provided to the City's Solid Waste and Recycling Supervisor on a monthly basis. Monthly reports shall include the following:
  - a. Bag count
  - b. Bios collected
  - c. Litter can overflow
  - d. Graffiti removals (if any)
  - e. Location and hours of requested pressure washing (if any)
  - f. Event service (if any)
4. The Provider shall supply a motor vehicle to transport its employees to and from the designated work sites. The Provider's vehicle shall be well identified with signs and equipped with safety warning lights and emergency flashers.
5. The Provider shall supply litter bags, safety gear, rain gear, foul weather gear, footwear as required, and clothing as needed for its employees.

6. The Provider shall follow accepted safety practices in the performance of all work.
7. The following additional services are not included in the pricing set forth in Exhibit C, but may be provided under this Agreement at the request of the City. The services may be initiated by an email or other written request from the City to the Provider and are not subject to the Additional Services requirement of Section 2, but are subject to all other provisions of this Agreement. The cost of such services shall be as indicated below, or if not so indicated, then as agreed by the parties at the time of the request.

<u>Service</u>	<u>Cost</u>
Pressure Washing Spinner and Wand service	\$100/hr.*
Additional Streetscapes Services (1 employee and 1 pickup truck; tasks as described in Section 1 of Exhibit A)	\$52.50/hr.
Graffiti Removal (graffiti removed or painted over within 5 days of request; grey stain-blocking primer used to paint over)	TBD
Event Service (delivery and removal of carts; event day litter removal; post-event cleanup)	TBD
Bulky Item Removal (large furniture, white goods (appliances), large piles of loose debris, other oversize items beyond scope of normal litter service)	TBD

\* Assuming waste water can be dumped at City M&O at no cost to Provider.

## **CITY**

The City shall be responsible for the following:

1. The City shall supply the Provider and its Auburn supervisor a copy of the daily work schedule and any change notices to use as a basic guide for the distribution of work each week. The work schedule may be changed as deemed appropriate by the City and a copy of such changes provided to the Provider and the City. The City shall determine the priority of the various assignments. The City shall verify that all services are satisfactorily performed as scheduled.

2. The City shall supply the Provider with a location map of the public place litter cans and the frequency that they shall be serviced.
3. The City shall at no cost to the Provider provide disposal for all materials collected by the Provider during services performed under this Agreement. The Provider shall deliver all such materials to the City's Maintenance and Operations Division facility located at 1305 C Street SW, Auburn, WA ("City M&O").

**EXHIBIT C**

**2019 FEE SCHEDULE**

	<u>Monthly Fee</u>	<u># of Months</u>	<u>Not-To-Exceed Amount</u>
Litter Crew	\$16,114.14	12	\$193,369.68
<b>Total Not To Exceed Amount:</b>			<b><u>\$193,369.68</u></b>



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Selection of the Deputy Mayor

Date:  
November 28, 2018

Department:  
City Council

**Attachments:**  
No Attachments Available

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

Administrative Recommendation:

Background Summary:

Council Rule 12.1 says that "[a]nnually or more often as deemed appropriate, the City Council, by majority vote, shall designate one of their members as Deputy Mayor for a one year time period...."

Selection is by nomination. A Council member who has served the most consecutive time but has not previously been Deputy Mayor is automatically nominated. Council members may nominate other Council members or themselves. Council members may vote for themselves.

A nominee must receive a majority of the votes cast by the entire Council.

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: December 3, 2018

Item Number: NB.A



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Seating Assignments for City Council Meetings

Date:  
November 28, 2018

Department:  
Administration

**Attachments:**  
No Attachments Available

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

### Administrative Recommendation:

Council to appoint an ad hoc committee of three Council members to recommend the seating arrangements.

### Background Summary:

Rule 2.1 applies to business meetings, The Mayor sits at the center of the dais, with the Deputy Mayor on the Mayor's immediate left. 2.1 calls for an ad hoc committee of three Council members to recommend a seating arrangement to the full Council.

Rule 2.2E says that "[n]o particular seating arrangement shall be required..." for study sessions. Council may refer study session seating to the ad hoc committee for a recommendation, or decide the matter without referring it to a committee.

### Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: December 3, 2018

Item Number: NB.B



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Ordinance No. 6703 (Coleman)

Date:  
November 27, 2018

Department:  
Finance

**Attachments:**

[Transmittal Memo](#)  
[Ordinance No. 6703](#)  
[Schedule A](#)  
[Schedule B](#)

Budget Impact:

**Administrative Recommendation:**

City Council to introduce and adopt Ordinance No. 6703, amending the 2018 budget

**Background Summary:**

Ordinance No. 6703 (Budget Amendment #7) represents the seventh and final budget amendment for the 2017-2018 biennium and the fourth budget amendment for 2018. For details, see the attached transmittal memorandum and supporting materials.

Reviewed by Council Committees:

Councilmember:

Staff:

Coleman

Meeting Date: December 3, 2018

Item Number:

ORD.A



## Interoffice Memorandum

**To:** City Council  
**From:** Shelley Coleman, Finance Director  
**CC:** Nancy Backus, Mayor  
**Date:** November 21, 2018  
**Re:** Ordinance #6703 – 2017-2018 Budget Amendment #7

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The City's biennial 2017-2018 budget was approved by Council as two one-year appropriations. Budget Amendments #1 through #3 amended the budget for calendar year 2017. Budget Amendments #4 through #6 amended the budget for calendar year 2018. This amendment is the seventh and final budget amendment for the biennium and the fourth budget amendment for calendar year 2018.

Proposed amendments to the 2018 budget are as follows:

**FTE Additions:** No new positions are being requested in this amendment.

**Project Funding Requests.** Project funding requests included in this budget amendment add spending authority for new projects or establish additional spending authority for existing projects. Total project funding requests total \$927,000.

Significant project funding requests include:

- **Fund quantity overruns on 15th Street NE/NW Preservation project (cp1521):** This amendment provides an additional \$575,000 in funding for the 15th Street NE/NW Preservation project. The project has experienced significant quantity overruns, mostly related to the union strike that occurred in late summer and the natural gas pipeline explosion in British Columbia that caused construction to be shut down for several weeks.
- **Increase funding for Brannan Park synthetic infield (cp1817):** This amendment provides an additional \$210,000 in funding for the project; the increase is needed based on engineer's estimates that have increased since the project was originally scoped and budgeted 2½ years ago.



- Fund 2018 Citywide Patch & Overlay project (cp1725) project contingency:  
This amendment adds \$72,000 to fully fund the project contingency that was identified in the award process. The project was awarded in June 2018.

**Other Requests.** Other requests included in this budget amendment establish spending authority for new items such as contracts for service, account for the receipt and expenditure of grant revenues, recognize increased revenues and associated expenditures, and provide funding for purchases of vehicles and equipment and transfers from operating to capital funds. Other requests total \$2,142,100. Significant items in this category include:

- Transfer funds from Water operating sub fund (Fund 430) to the capital sub fund (Fund 460) to provide funding for capital projects \$ 1,350,000
- Increase Solid Waste rolloff revenue and expenditure to reflect increased quantities 600,000
- Grant funding for interior and exterior improvements at the White River Valley Museum 479,200
- Transfer authority to purchase mowers from the General Fund to the Equipment Rental Fund 105,000
- Grant funding for program improvements at the Senior Activity Center 68,100
- Replace commercial kitchen equipment at the Senior Center 65,000
- Increase funding for the demolition for caretaker house at Game Farm Park 43,000
- Replace stolen HVAC equipment at the Arts & Cultural Building (partly covered by an insurance reimbursement) 30,900
- Fund replacement of one of the vehicle gates at the Auburn Municipal Airport 30,000

The following table summarizes the current and revised budget as a result of this amendment.

**Table 1: 2018 Budget as Amended**

2018 Amended Budget	<b>\$ 328,875,171</b>
Budget Amendment #7 (Ord #6703)	<b><u>3,069,100</u></b>
2018 Budget as Amended	<b>\$ 331,944,271</b>

**Attachments:**

- ❖ 1. Proposed Ordinance #6703 (budget adjustment #7)
- ❖ 2. Summary of proposed 2018 budget adjustments by fund Schedule A)
- ❖ 3. Summary of approved changes to adopted 2018 budget by fund (Schedule B)

## ORDINANCE NO. 6703

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE 2017-2018 BIENNIAL BUDGET ORDINANCE

WHEREAS, the Auburn City Council adopted the City of Auburn 2017-2018 Biennial budget in Ordinance No. 6621 at its November 21, 2016 meeting; and

WHEREAS, the Council has amended the budget six times by Ordinances 6646 (BA#1), 6656 (BA#2), 6665 (BA#3), 6666 (BA#4), 6680 (BA#5), and 6684 (BA#6); and

WHEREAS, the Council has determined that it necessary to appropriate additional funds to the various funds of the 2018 budget as outlined in this Ordinance (BA#7); and

WHEREAS, this Ordinance has been approved by one more than the majority of all councilpersons in accordance with RCW 35A.34.200.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON DO ORDAIN AS FOLLOWS:

**Section 1. Amendment of the 2017-2018 Biennial Budget.** As authorized by Chapter 35A.34 RCW, the 2017-2018 Biennial Budget of the City of Auburn is amended to reflect the revenues and expenditures shown on Schedule “A,” attached. The Mayor is authorized to use revenue and expenditure amounts shown on Schedule “A” and Schedule “B,” copies of which are on file with the City Clerk and available for public inspection.

**Section 2. Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directions of this legislation.

**Section 3. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application of it to any person or circumstance will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4. Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: \_\_\_\_\_  
PASSED: \_\_\_\_\_  
APPROVED: \_\_\_\_\_

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

ATTEST:

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

APPROVED AS TO FORM:

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

Published: \_\_\_\_\_

**Schedule A**  
**Summary of 2018 Budget Adjustments by Fund**  
**Budget Amendment #7 (Ordinance #6703)**

	Beg. Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
<b>General Fund (#001)</b>				
2018 Adopted Budget	12,623,309	66,091,810	72,860,044	5,855,075
Previous Budget Amendments	10,020,367	1,416,200	4,654,600	6,781,967
2018 Amended Budget	22,643,676	67,508,010	77,514,644	12,637,042
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	193,100	183,100	10,000
<b>Parks Department:</b>				
4Culture grant for sound equipment at the Auburn Avenue Theater	-	7,500	7,500	-
Aging & Disability Services grant for the Senior Activity Center	-	3,000	3,000	-
Grant funding for native plants at Fenster Nature Park to improve wildlife habitat	-	18,200	18,200	-
Grant funding for program improvements at the Senior Center	-	68,100	68,100	-
Increase facility rental revenues and associated expenditures	-	40,000	30,000	10,000
Transfer authority to purchase mowers from the Gen'l Fund to Equipment Rental	-	-	-	-
001.98.597.100.55 OPERATING TRANSFERS OUT			105,000	
001.33.576.100.64 MACHINERY & EQUIPMENT			(105,000)	
<b>Community Development Department:</b>				
Accept State DOE grant for shoreline management master program (SMP)	-	25,000	25,000	-
<b>Police Department:</b>				
Increase budget for WA Traffic Safety Commission (WTSC) traffic safety grant	-	19,000	19,000	-
Budget WTSC grant for high visibility enforcement and distracted driving patrol	-	6,000	6,000	-
Budget for WASPC traffic equipment grant for handheld radar equipment	-	6,300	6,300	-
<b>Revised 2018 Budget - Fund 001</b>	<b>22,643,676</b>	<b>67,701,110</b>	<b>77,697,744</b>	<b>12,647,042</b>
<b>Arterial Street Fund (#102)</b>				
2018 Adopted Budget	1,376,814	6,215,417	6,643,292	948,939
Previous Budget Amendments	1,207,322	(904,100)	74,500	228,722
2018 Amended Budget	2,584,136	5,311,317	6,717,792	1,177,661
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	-	30,000	(30,000)
Fund A St. SE Corridor Signal Safety Improvements (cp 1707) project contingency	-	-	30,000	(30,000)
Move funding from Pedestrian Accessibility Prgm to Sidewalk Imprvmnt project	-	-	-	-
102.00.597.100.55 OPERATING TRANSFERS OUT			40,000	
102.00.594.420.65 CONSTRUCTION PROJECTS			(40,000)	
<b>Revised 2018 Budget - Fund 102</b>	<b>2,584,136</b>	<b>5,311,317</b>	<b>6,747,792</b>	<b>1,147,661</b>

**Schedule A**  
**Summary of 2018 Budget Adjustments by Fund**  
**Budget Amendment #7 (Ordinance #6703)**

	Beg. Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
<b>Arterial Street Preservation Fund (#105)</b>				
2018 Adopted Budget	366,008	3,067,340	2,880,440	552,908
Previous Budget Amendments	1,673,829	2,757,400	3,436,500	994,729
2018 Amended Budget	2,039,837	5,824,740	6,316,940	1,547,637
<b>BA#7 (Ordinance #6703, Proposed):</b>				
Fund 2018 Citywide Patch & Overlay project project contingency (cp1725)	-	-	72,000	(72,000)
Fund S. 277th Street Preservation project project contingency (cp1718)	-	-	40,000	(40,000)
Fund quantity overruns on 15th Street NE/NW Preservation project (cp1521)	-	-	575,000	(575,000)
Revised 2018 Budget - Fund 105	2,039,837	5,824,740	7,003,940	860,637
<b>Drug Forfeiture Fund (#117)</b>				
2018 Adopted Budget	193,981	87,100	253,221	27,860
Previous Budget Amendments	191,073	-	-	191,073
2018 Amended Budget	385,054	87,100	253,221	218,933
<b>BA#7 (Ordinance #6703, Proposed):</b>				
Additional budget for salaries and benefits for 2018 COLA, overtime	-	-	18,700	(18,700)
Revised 2018 Budget - Fund 117	385,054	87,100	271,921	200,233
<b>Mitigation Fees Fund (#124)</b>				
2018 Adopted Budget	4,429,481	1,520,200	1,219,817	4,729,864
Previous Budget Amendments	7,022,274	400,000	1,616,100	5,806,174
2018 Amended Budget	11,451,755	1,920,200	2,835,917	10,536,038
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	-	210,000	(210,000)
Revised 2018 Budget - Fund 124	11,451,755	1,920,200	3,045,917	10,326,038

**Schedule A**  
**Summary of 2018 Budget Adjustments by Fund**  
**Budget Amendment #7 (Ordinance #6703)**

	Beg. Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
<b>Parks Construction Fund (#321)</b>				
2018 Adopted Budget	282,116	664,590	872,000	74,706
Previous Budget Amendments	735,916	1,570,500	2,113,900	192,516
2018 Amended Budget	1,018,032	2,235,090	2,985,900	267,222
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	689,200	689,200	-
Increase funding for Brannan Park synthetic infield (cp1817)	-	210,000	210,000	-
Grant funding for interior/exterior imprvmnts at the White River Valley Museum	-	479,200	479,200	-
Revised 2018 Budget - Fund 321	1,018,032	2,924,290	3,675,100	267,222
<b>Capital Improvements Fund (#328)</b>				
2018 Adopted Budget	7,797,299	3,869,857	4,015,148	7,652,008
Previous Budget Amendments	3,474,546	1,715,300	2,923,100	2,266,746
2018 Amended Budget	11,271,845	5,585,157	6,938,248	9,918,754
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	130,900	135,900	(5,000)
Replace stolen HVAC equipment at the Arts & Cultural Building (insurance reimb)	-	25,900	30,900	(5,000)
Move funding from Pedestrian Accessibility Prgm to Sidewalk Imprvmnt project	-	40,000	40,000	-
Replace commercial dishwasher at the Senior Center	-	25,000	25,000	-
Replace commercial freezer/cooler at the Senior Center	-	40,000	40,000	-
Revised 2018 Budget - Fund 328	11,271,845	5,716,057	7,074,148	9,913,754
<b>Water Fund (#430)</b>				
2018 Adopted Budget	4,675,993	15,432,455	15,464,336	4,644,112
Previous Budget Amendments	898,979	1,196,600	1,592,200	503,379
2018 Amended Budget	5,574,972	16,629,055	17,056,536	5,147,491
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	-	1,350,000	(1,350,000)
Transfer funds from operating sub fund to capital sub fund for capital projects	-	-	1,350,000	(1,350,000)
Revised 2018 Budget - Fund 430	5,574,972	16,629,055	18,406,536	3,797,491

**Schedule A**  
**Summary of 2018 Budget Adjustments by Fund**  
**Budget Amendment #7 (Ordinance #6703)**

	Beg. Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
<b>Solid Waste Fund (#434)</b>				
2018 Adopted Budget	4,233,901	16,065,850	15,691,927	4,607,824
BA#7 (Ordinance #6703, Proposed):	-	600,000	600,000	-
Increase rolloff revenue and expenditure to reflect increased quantities	-	600,000	600,000	-
Revised 2018 Budget - Fund 434	5,083,854	15,652,950	15,570,227	5,166,577
<b>Water Capital Fund (#460)</b>				
2018 Adopted Budget	946,053	5,000,000	5,086,586	859,467
Previous Budget Amendments	538,957	1,549,200	2,045,200	42,957
2018 Amended Budget	1,485,010	6,549,200	7,131,786	902,424
BA#7 (Ordinance #6703, Proposed):	-	1,350,000	-	1,350,000
Transfer funds from operating sub fund to capital sub fund for capital projects	-	1,350,000	-	1,350,000
Revised 2018 Budget - Fund 460	1,485,010	7,899,200	7,131,786	2,252,424
<b>Airport Capital Fund (#465)</b>				
2018 Adopted Budget	111,743	1,741,667	1,853,334	76
Previous Budget Amendments	149,229	(911,200)	(905,300)	143,329
2018 Amended Budget	260,972	830,467	948,034	143,405
BA#7 (Ordinance #6703, Proposed):	-	-	30,000	(30,000)
Fund replacement of one of the Airport vehicle gates	-	-	30,000	(30,000)
Revised 2018 Budget - Fund 465	260,972	830,467	978,034	113,405

**Schedule A**  
**Summary of 2018 Budget Adjustments by Fund**  
**Budget Amendment #7 (Ordinance #6703)**

	Beg. Fund Balance	2018 Revenues	2018 Expenditures	Ending Fund Balance
<b>Facilities Fund (#505)</b>				
2018 Adopted Budget	1,285,575	3,875,400	3,911,293	1,249,682
Previous Budget Amendments	456,349	(99,400)	435,000	(78,051)
2018 Amended Budget	1,741,924	3,776,000	4,346,293	1,171,631
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	900	108,900	(108,000)
Grant funding for repairs at the Senior Center	-	900	900	-
Increase cost of demolition for caretaker house at Game Farm Park	-	-	43,000	(43,000)
Replace commercial dishwasher at the Senior Center	-	-	25,000	(25,000)
Replace commercial freezer/cooler at the Senior Center	-	-	40,000	(40,000)
Revised 2018 Budget - Fund 505	1,741,924	3,776,900	4,455,193	1,063,631
<b>Equipment Rental Capital Fund (#560)</b>				
2018 Adopted Budget	1,376,943	1,703,631	1,506,851	1,573,723
Previous Budget Amendments	2,076,865	930,858	909,200	2,098,523
2018 Amended Budget	3,453,808	2,634,489	2,416,051	3,672,246
<b>BA#7 (Ordinance #6703, Proposed):</b>				
	-	105,000	105,000	-
Transfer authority to purchase mowers from the Gen'l Fund to Equipment Rental	-	105,000	105,000	-
Revised 2018 Budget - Fund 560	3,453,808	2,739,489	2,521,051	3,672,246
<b>Grand Total - All Funds</b>				
2018 Adopted Budget	82,595,207	184,276,400	192,349,311	74,522,296
Previous Budget Amendments	50,869,964	11,133,600	26,284,300	35,719,264
2018 Amended Budget	133,465,171	195,410,000	218,633,611	110,241,560
<b>TOTAL BA#6 (Ordinance #6703, Proposed)</b>	-	3,069,100	4,147,800	(1,078,700)
Revised 2018 Budget	133,465,171	198,479,100	222,781,411	109,162,860
		331,944,271		331,944,271



## Schedule B

### 2018 Appropriations by Fund

Fund	2018 Adopted Budget	BA#4 (Ord #6666)	BA#5 (Ord #6680)	BA#6 (Ord #6684)	BA#7 (Ord #6703)	Total Amendments	Revised Budget
General Fund (#001)	78,715,119	3,394,221	693,300	7,349,046	193,100	11,629,667	90,344,786
Arterial Street Fund (#102)	7,592,231	(3,928,125)	4,440,900	(209,553)	-	303,222	7,895,453
Local Street Fund (#103)	2,802,243	459,491	803,300	787,416	-	2,050,207	4,852,450
Hotel Motel Fund (#104)	197,744	60,502	35,600	20,225	-	116,327	314,071
Arterial Street Preservation Fund (#105)	3,433,348	3,701,817	522,200	207,212	-	4,431,229	7,864,577
Drug Forfeiture Fund (#117)	281,081	95,555	-	95,518	-	191,073	472,154
Housing & Community Development Grant Fund (#119)	512,455	(10,001)	596,200	147,450	-	733,649	1,246,104
Recreation Trails Fund (#120)	64,338	164	-	364	-	528	64,866
Business Improvement Area Fund (#121)	103,916	9,956	-	35,801	-	45,757	149,673
Cumulative Reserve Fund (#122)	7,387,199	2,121,600	-	1,811,013	-	3,932,613	11,319,812
Mitigation Fees Fund (#124)	5,949,681	4,593,782	1,593,100	1,235,392	-	7,422,274	13,371,955
1998 Library Fund (#229)	282,150	-	-	-	-	-	282,150
2010 Annex A&B Bond Debt Fund (#230)	1,675,120	-	-	-	-	-	1,675,120
2010 C&D Local Revitalization Debt Fund (#231)	589,595	-	-	11,396	-	11,396	600,991
SCORE Debt Service Fund (#238)	2,021,294	-	-	-	-	-	2,021,294
LID Guarantee Fund (#249)	-	1,588	-	-	-	1,588	1,588
LID #350 (#275)	19,771	(1,349)	-	(2,527)	-	(3,876)	15,895
Golf/Cemetery 2016 Refunding (#276)	554,367	-	-	19	-	19	554,386
Municipal Park Construction Fund (#321)	946,706	1,300,460	1,297,500	(291,544)	689,200	2,995,616	3,942,322
Capital Improvements Fund (#328)	11,667,156	2,069,486	1,324,700	1,795,660	130,900	5,320,746	16,987,902
Local Revitalization Fund (#330)	-	41,100	300,000	33,866	-	374,966	374,966
Water Fund (#430)	20,108,448	1,454,006	1,406,600	(765,027)	-	2,095,579	22,204,027
Sewer Fund (#431)	9,472,380	887,957	52,000	1,434,710	-	2,374,667	11,847,047
Storm Drainage Fund (#432)	11,097,882	(227,307)	99,800	1,260,644	-	1,133,137	12,231,019
Sewer Metro Fund (#433)	20,509,418	232,317	-	482,655	-	714,972	21,224,390
Solid Waste Fund (#434)	20,299,751	(519,566)	-	356,619	600,000	437,053	20,736,804
Airport Fund (#435)	1,153,965	45,635	-	71,808	-	117,443	1,271,408
Cemetery Fund (#436)	1,427,709	16,243	-	254,636	-	270,879	1,698,588
Water Capital Fund (#460)	5,946,053	(22,498)	3,420,300	(1,309,645)	1,350,000	3,438,157	9,384,210
Sewer Capital Fund (#461)	8,421,219	3,881,858	774,300	(10,186)	-	4,645,972	13,067,191
Storm Drainage Capital Fund (#462)	12,147,143	1,097,153	932,600	1,027,992	-	3,057,745	15,204,888
Airport Capital Fund (#465)	1,853,410	620,692	342,400	(1,725,063)	-	(761,971)	1,091,439
Cemetery Capital Fund (#466)	157,301	174,332	-	2,404	-	176,736	334,037
Insurance Fund (#501)	1,085,709	743,711	-	187,580	-	931,291	2,017,000
Workers Compensation Self Insurance Fund (#503)	2,096,845	227,246	-	404,729	-	631,975	2,728,820
Facilities Fund (#505)	5,160,975	(338,903)	307,100	388,752	900	357,849	5,518,824
Innovation and Technology Fund (#518)	7,033,455	1,475,967	284,300	201,121	-	1,961,388	8,994,843
Equipment Rental Fund (#550)	5,532,812	440,448	-	186,934	-	627,382	6,160,194
Equipment Rental Capital Fund (#560)	3,080,574	1,296,652	433,900	638,113	105,000	2,473,665	5,554,239
IT Capital Fund (#568)	1,284,683	360,194	103,400	321,308	-	784,902	2,069,585
Fire Pension Fund (#611)	2,408,182	(48,293)	-	41,905	-	(6,388)	2,401,794
Cemetery Endowment Fund (#701)	1,798,179	23,330	-	29,900	-	53,230	1,851,409
<b>Total</b>	<b>266,871,607</b>	<b>25,731,421</b>	<b>19,763,500</b>	<b>16,508,643</b>	<b>3,069,100</b>	<b>65,072,664</b>	<b>331,944,271</b>



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Ordinance No. 6693 (Coleman)

**Date:**

November 27, 2018

**Department:**

Finance

**Attachments:**

[Budget Memorandum](#)

[Budget in Brief](#)

[Ordinance No. 6693](#)

**Budget Impact:**

\$227,842,971 - 2019

\$230,208,514 - 2020

**Administrative Recommendation:**

City Council to introduce and adopt Ordinance No. 6693, establishing the City's operating budget for 2019-2020.

**Background Summary:**

Budget Process: In April, the City began the process of developing the budget for the 2019-2020 biennium. This included budget workshops as follows:

- June 5: Fund and budget process overview (workshop #1)
- August 14: Street Capital and Enterprise Funds (workshop #2)
- August 16: General, Proprietary, Capital and Special Revenue Funds (workshop #3)
- August 28: General, Proprietary, Capital and Special Revenue Funds (workshop #4)

During these presentations and workshops, Council provided input and policy guidance to staff.

2019-2020 Preliminary Budget: A copy of the 2019-2020 Preliminary Budget was filed with the City Clerk, distributed to Council, and made available to the public on October 15, 2018.

Capital Budget: Council will adopt the City's 2019-2020 biennial capital budget separately, with the approval of Ordinance No. 6694.

Ordinance No. 6693: Council's approval of Ordinance No. 6693 will establish the City's 2019-2020 biennial operating budget. As the operating budget has been reviewed by Council during the budget workshops, adoption of Ordinance No. 6693 is scheduled as follows:

- October 15: First public hearing.
- November 5: Second public hearing

- December 3: Council adoption.

Staff recommends Council approval of Ordinance No. 6693.

**Reviewed by Council Committees:**

**Councilmember:**

**Staff:**

Coleman

**Meeting Date:** December 3, 2018

Item Number:

ORD.B

Date: October 10, 2018  
To: Auburn City Council  
Re: 2019 – 2020 Budget

The purpose of this Budget Memorandum is to summarize the key processes, decisions and changes to the operating and capital programs included in the 2019-2020 Preliminary Budget.

### **2019-2020 Budget Policy and Process**

Development of the City's budget is guided by a set of budget policies and Citywide goals and strategies based upon the City's long-term vision. The City's budget policies are directed at conserving fiscal resources while supporting programmatic strategies. The City maintains a stable financial condition by managing expenditure budgets to available revenue streams. All funds contain adequate reserve balances, and the City's debt is manageable. Budget recommendations reflect a long-range analysis of fiscal trends. These policies and practices have not only averted serious funding problems in the past, but have enabled the General Fund to remain on firm financial footing during down times.

Due to continued uncertainty regarding in the economic recovery and recent decisions by the State Legislature that affect distributions and costs to local governments, departments were provided the following policy guidance in developing their budgets:

- Departments should assume no significant change in the current level of service.
- Departments should assume no new FTEs or programs unless they are required by State law or City policy and the additional responsibility cannot be absorbed by existing staff resources, or department responsibilities to meet current levels of service cannot be carried out by existing staff. Priority funding of new FTEs would be given to requests that are supported with offsetting revenues and/or cost savings or that will result in economic development or increased revenue generation.

The City's budget development process began in April with the departments submitting and entering their data into the City's budget module. The Mayor met with each department and Finance during the month of July to review each department's requests and provided policy guidance and/or make administrative changes. Finance provided the salary and benefit portion of each department based upon updated position allocations from each department. The Mayor's recommended budget was prepared following these meetings and presented to Council during a series of public hearings and budget workshops that started in June as follows:

1. June 5: Fund and budget process overview (workshop #1)
2. Aug 14: Street Capital and Enterprise Funds (workshop #2)
3. Aug 16: General, Proprietary, Capital and Special Revenue Funds (workshop #3)
4. Aug 28: General, Proprietary, Capital and Special Revenue Funds (workshop #4)
5. Oct 15: Public Hearing and General Fund Revenue Trends

The Preliminary 2019-2020 Budget attached to this budget memorandum represents the results and decisions from these meetings and workshops. The total Citywide Preliminary Budget is \$315,500,679 in 2019 and \$297,361,591 in 2020. The 2019 budget is 4.1% less than the 2018 budget and the 2020 budget is 5.7% less than the 2019 budget. Sections 1 and 5 include a detailed presentation of the City's budget.

The remainder of this memorandum summarizes the key changes included in the 2019-2020 Preliminary Budget.

## 2019-2020 Preliminary Budget

### Salaries and Benefits

The City budgets all positions at 100% for each year and all fund salaries and benefits include step increases. All affiliated group salary concessions lapse at the end of 2018 except for the Teamsters, which goes through 2019. Unaffiliated salary increases in 2019 and 2020 are assumed to be commensurate with labor contracts.

Benefits include a 15% allowance for increases in medical care and 5% increases in dental and vision care in 2019 and 2020. Labor and Industries represents an increase of 7.0% in 2019 and 2020. PERS 2 and 3 employer pension rates include a rate increase from 12.67% in 2018 to 13.23% effective July 1, 2019.

All staffing changes are noted on page 20 with total authorized FTEs of 450.6 in 2019 and 2020. This includes the addition of five new FTEs as part of approved Program Improvements:

- Housing Repair Technician (Administration Department)
- Custodian (Facilities)
- IT Support Lead – Finance Department (Innovation & Technology Department)
- Records Clerk (Legal Department)
- Maintenance Worker (Water Fund)

The net effect of all staffing changes and salary increases will increase Citywide annual salaries and wages from \$41.7 million in 2018 to \$43.0 million in 2019 and \$44.6 million in 2020. Citywide benefits will increase from \$20.3 million in 2018 to \$21.7 million in 2019 and \$23.8 million in 2020.

### General Fund Budget Highlights

The total General Fund budget, including fund balance, is \$90.2 million for 2019 and \$87.6 million for 2020. The 2019 budget is essentially unchanged from 2018; the 2020 budget is a 2.8% decrease from 2019.

[page 92]

General Fund revenue and expenditure highlights include:

- **Revenues:**
  - **Property taxes** –The City plans a 1% levy increase plus new construction in both 2019 and 2020. [page 58]
  - **Sales taxes** – Fiscal improvement is projected to continue for the local, regional, and national economies in 2019 and 2020, affecting the City's sales tax revenues. Sales taxes are projected to grow by an average of about 3.8% per year from 2018 to 2020, representing an average of \$0.5 million in new revenue annually. This is largely due to growth as well as new Marketplace Fairness Act (internet sales) tax revenues, which are expected to replace a portion of the Streamlined Sales Tax mitigation payments that end in September 2019. In addition, approximately \$2.0 million per year in estimated sales tax on construction will be retained in the General Fund, as opposed to being used as funding for the Save Our Streets program, which will now be funded from Real Estate Excise Taxes (REET). [pages 57-58]
  - **Interfund revenues** – Beginning in 2019, the City has changed the process for charging for support services provided by the General Fund to other funds. This will result in charges to these other funds totaling \$2.5 million in 2019 and \$2.7 million in 2020 [page 60]
  - **Other revenues** – Building permits and plan check revenues are projected to decline by a combined \$0.8 million in 2019 and continue at that reduced level in 2020 as a result of lower development activity. [page 61]

- **Expenditures:**

- **General Fund budget** – The General Fund budget, exclusive of fund balance, totals \$77.8 million after taking into consideration expected staff vacancies of \$1.5 million in 2019 and totals \$80.6 million after taking into consideration expected staff vacancies of \$2.0 million in 2020, as compared to a budget of \$77.5 million in 2018.
- **Fund balance** – The projected General Fund fund balance decreases in 2019 and again in 2020 with the following estimated ending fund balances:

	Estimated Ending Fund Balance	Minimum Ending Fund Balance (8%)	Over (Under) Minimum	Target Ending Fund Balance (12%)	Over (Under) Target
2018	\$18,037,042	\$5,871,533	\$12,165,509	\$8,807,299	\$9,229,743
2019	12,394,863	6,223,053	6,171,810	9,334,580	3,060,283
2020	7,058,325	6,446,912	611,413	9,670,369	(2,612,044)

- **Future Challenges** – Several potential challenges may impact the City and affect available revenues after adoption of the 2019-2020 budget. These include:
  - **Continued economic growth** – The local, regional, and national economies are all growing at a moderate pace. Nationally, projected growth in gross domestic product (GDP) is expected to be about 2.7% in 2019 and 1.9% in 2020. Regionally, growth as measured by increases in sales tax receipts is expected to be 2.9% in 2019 and 2.6% in 2020. Growth in the number of jobs in the City of Auburn is expected to average 2.7% per year over the next two years. Meanwhile, the City has been adding new business licenses at an annual rate of about 4%. The City will continue to monitor the economic outlook on an ongoing basis.
  - **State legislative action** - The State's 2019 Legislative Session will include the adoption of a two-year budget. Issues to be addressed by the Legislature in 2019 continue to include transportation funding and the billions of dollars needed to meet the State Supreme Court's order mandating spending increases for K-12 education. As of the writing of this budget, it is not known if the State Legislature will need to cut local government revenues further in order to balance the State budget.

The General Fund's Non-Departmental expenses include budgets for retirement contingencies, LEOFF 1 medical obligations, payments for general contracts and services, and budgeting of General Fund ending fund balance.

### Special Revenue Fund Highlights

- The **Arterial Street Fund** supports major street capital projects. Major projects for 2019 and 2020 include the Lea Hill Safe Routes to Schools project, Lake Tapps Parkway ITS expansion, A Street loop, and SE 320<sup>th</sup> Street/116<sup>th</sup> Avenue SE roundabout project. Funding for arterial street projects comes from fund balance, motor vehicle fuel taxes, traffic impact fees, real estate excise taxes, federal/state grants, and developer contributions. This fund's budget totals \$1.8 million in 2019 and \$4.0 million in 2020. *[page 199]*
- The **Local Street Fund** supports the City's Save Our Streets local street transportation program. Funding for the SOS program in 2019 and 2020 is from Real Estate Excise Taxes (REET). In addition, the City's water, sewer and storm drainage utilities each provide \$50,000 per year to support utility projects related to local street improvements. *[page 200]*
- The **Arterial Street Preservation Fund** supports arterial street repairs. Major projects include the annual Arterial Street Preservation program; Auburn Way North Preservation project, Phases 2 and 3; and the A Street Preservation project. This fund is supported by a 1% utility tax on water, sewer, storm, garbage, telephone, cable, gas and electric utility services as well as grants. The fund's budget totals \$3.2 million in 2019 and \$4.0 million in 2020. *[page 201]*

- The **Community Development Block Grant (CDBG) Fund** is funded with an annual grant from CDBG which averages \$565,000 over the two-year period as well as other grant funds as available *[page 114]*. The 2019-2020 budget reflects a change in the mechanism for providing minor home repair services, adding a Housing Repair Technician FTE to perform services that were previously delivered by outside contractors; this will result in more households being served and reduced wait times for community members in need of these services *[page 290]*.
- The **Cumulative Reserve Fund** serves as the City's general savings or rainy-day fund. This fund is budgeted to end 2020 with \$6.3 million. Budgeted items in this fund for 2019-2020 include transfers out to support Cemetery cash flow, as needed, and a one-time transfer to the General Fund in 2020. *[page 143]*

### Capital Project Fund Highlights

- The **Capital Improvements Fund** budget totals \$9.2 million in 2019 and \$4.7 million in 2020, excluding ending fund balance. A significant portion of these expenditures are transfers of REET monies to other funds for street and other construction projects. Major projects in this fund include the Downtown Auburn Arts Center project, 104<sup>th</sup> Avenue Park development, and the City Street Light Retrofit project. *[page 156]*
- The **Municipal Parks Construction Fund** budget totals \$2.0 million in 2019 and \$0.5 million in 2020. Major projects include Sunset Park Improvements, Mary Olson Farm – Watts property acquisition, and Game Farm Park improvements. *[page 254]*

### Enterprise Fund Highlights

- **Water, Sewer and Storm Drainage utilities** are funded from user fees and charges, system development charges, interest earnings, and miscellaneous revenues. Funding in the water utility also includes \$7.2 million in planned new debt financing for planned capital projects in 2019. Major utility projects in the water utility include: the Coal Creek Springs Transmission Main Replacement project, the Green River Pump Station Emergency Power project, and meter vault replacements; in the sewer utility: the Large Diameter Pipe Assessment project, pump station electrical improvements, and annual repair/replacement projects; and in the storm drainage utility: the Vegetation Sorting Facility project and annual repair/replacement projects. At the end of 2020, the water utility is budgeted to end with \$7.4 million in working capital; the Sewer utility with \$15.7 million; and the Storm Drainage utility with \$14.9 million. *[pages 206, 211, 216]*
- The **Airport Fund** expects to receive about \$2.1 million in Federal Aviation Administration grants during 2019-2020 to support the runway enhancement project. This fund is budgeted to end 2020 with \$516,000 in working capital. *[page 222]*
- Revenues at the **Cemetery Fund** are expected to remain essentially flat in 2019 and 2020. Transfers from the Cumulative Reserve Fund are budgeted and can be made, if needed, to support the cash flow needs of this fund in 2019 and 2020. A significant capital project in this fund is the repair and overlay of cemetery roads that are in poor condition. This fund is budgeted to end 2020 with \$118,000 in working capital. *[page 257]*

### Internal Service Funds

- **Equipment Rental and Replacement Fund (ERR)** has an anticipated ending working capital balance of \$5.2 million in 2020. Major projects in 2019-2020 include improvements to the vehicle storage bay, fuel tank replacement, and the construction of an additional vehicle maintenance bay. Major equipment costs for 2019-2020 include the replacement of City vehicles, the purchase of a mower for the Golf Course; and the purchase of a tractor, ATV, and fuel truck for the Airport. *[page 226]*
- The **Facility Fund** is budgeted to end 2020 with \$1.0 million. Significant facility maintenance efforts include the upgrade of HVAC controls and painting, siding, and lighting projects. *[page 120]*

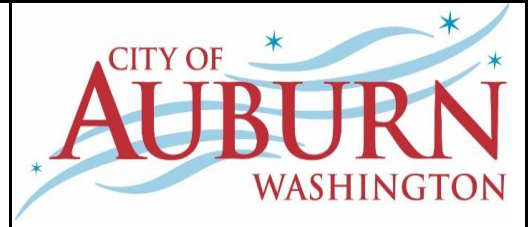
- The **Innovation and Technology Fund** is projected to end 2020 with \$2.3 million in working capital. Significant IT projects in 2019-2020 include new infrastructure installations, new fiber and wireless expansion, broadband expansion for digital parity, and a data storage equipment refresh. *[page 264]*

#### **Program Improvements**

- A summary and detail of the funded **program improvements** are included in this budget. *[page 286]*



# 2019 – 2020 Budget in Brief



**Mission:** To provide a service-oriented government that meets the needs of our residents, citizens, and business community  
**Vision:** Your Premier Community with Vibrant Opportunities  
**Core Values:** Safety, Economy, Environment, Character, Diversity, and Service

## City Goals:



### SAFETY

We will build and maintain an environment that promotes public safety and healthy lifestyle options.



### CELEBRATE / LIVABLE COMMUNITY

We will celebrate diversity and come together to teach, learn, and have fun. We will create and maintain high-quality neighborhoods, places, and spaces.



### THRIVING LOCAL ECONOMY

We will provide a diverse and vibrant local economy with opportunities for residents and businesses.



### INFRASTRUCTURE

We will balance natural resource protections, economic prosperity, and cultural vibrancy in order to build a thriving and long-lasting community.



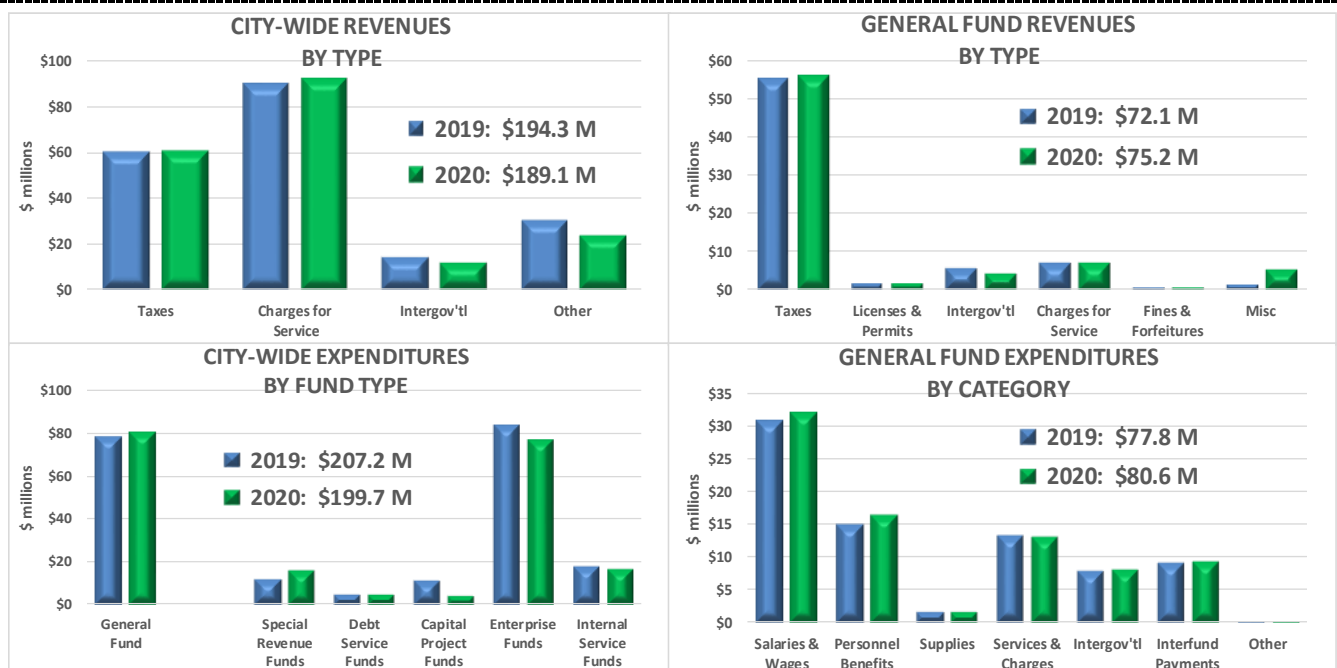
### RESPONSIBLE GOVERNMENT

We will be an efficient, transparent, dedicated, hardworking, ethical, approachable, and responsive city government.

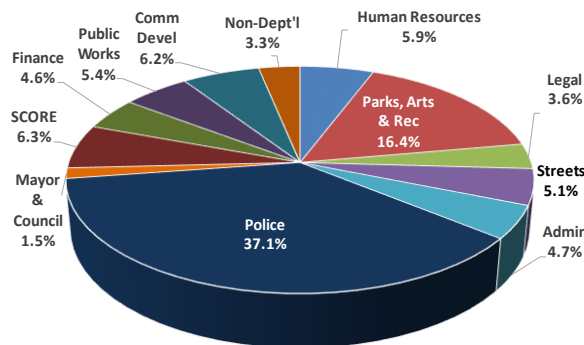
## BUDGET HIGHLIGHTS:

Key issues affecting the 2019-2020 budget process include maintaining the City's ability to provide current levels of service, ensuring that all new programs were aligned with the Mayor's and Council's priorities, and providing adequate fund balances and reserves. Major budget highlights include:

- Sales tax revenue growth is projected to average 3.3% per year for the biennium.
- Property tax growth is limited to 1% plus new construction; all banked property tax has been levied.
- Losing two significant sources of General Fund revenue (annexation sales tax credits and streamlined sales tax mitigation payments).
- Demand for services – including public safety, human services, and transportation – is increasing faster than expected revenue growth.
- Salaries and benefits represent 60% of the General Fund budget. Overall, about 87% of General Fund expenditures are non-discretionary.
- Police labor contracts are up for renegotiation at the end of 2018, and the Teamsters' contract at the end of 2019.



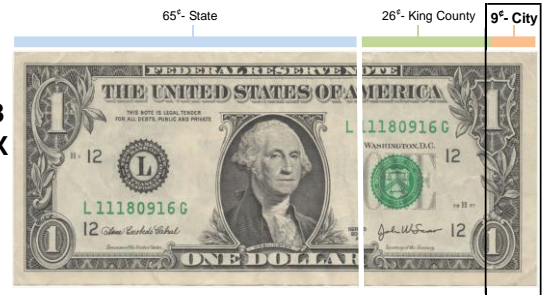
## GENERAL FUND EXPENDITURES BY DEPARTMENT:



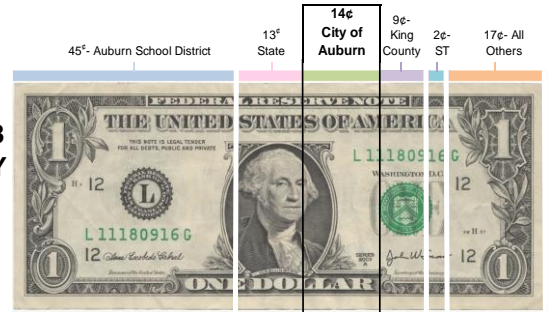
## GENERAL FUND EXPENDITURES BY ACTIVITY:

Public Safety	48%
Transportation	5%
Culture & Recreation	16%
General Government	18%
Health & Human Services	1%
All Other	12%
Total	100%

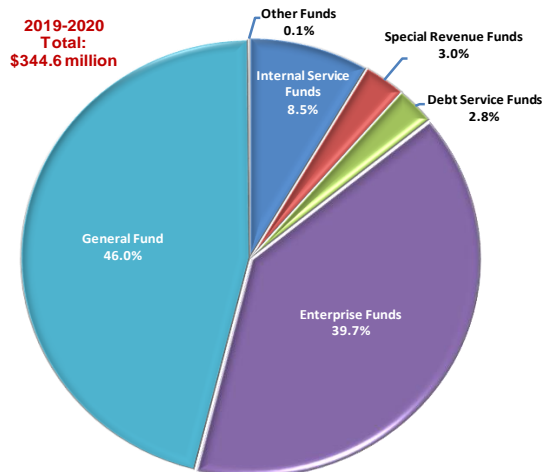
## WHERE YOUR 2018 SALES TAX DOLLAR GOES:



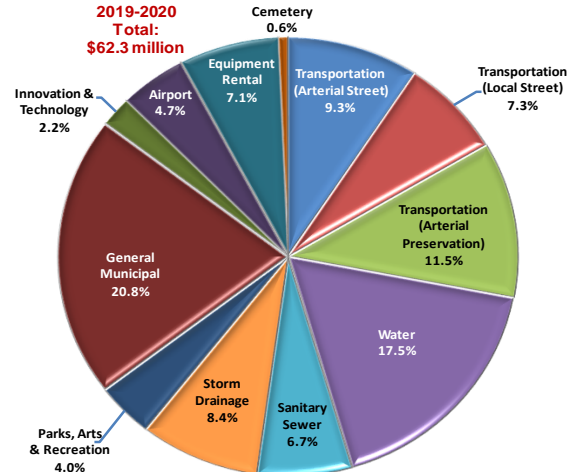
## WHERE YOUR 2018 PROPERTY TAX DOLLAR GOES:



## OPERATING BUDGET SUMMARY (2019-2020):



## CAPITAL BUDGET SUMMARY (2019-2020):



## Major Projects Planned for 2019-2020:

### Street Projects

Local Street Improvement Program	\$ 4.5 M
Auburn Way N Preservation Phase 3	2.0 M
Auburn Way N Preservation Phase 2	1.6 M
A Street SE Preservation Program	1.6 M
Lea Hill Safe Routes to Schools	1.4 M
Lake Tapps Parkway ITS Expansion	1.1 M
SE 320th St / 116th Ave SE Roundabout	0.4 M
A Street Loop	0.4 M
Auburn Way S Poplar Curve Safety Improvements	0.3 M

### Other Projects

Coal Creek Springs Transmission Main Replacement	\$ 2.1 M
Airport Runway Enhancements	1.8 M
Auburn Farm & Culture Center Renovation	1.5 M
Game Arts Park Improvements	1.2 M
Sewer Pipeline Repair & Replacement Program	1.1 M

## SIGNIFICANT NEW PROGRAMS AND INITIATIVES:

Department	Program Title	Duration	2019 Cost	2020 Cost
Engineering	Annual Traffic Signal Replacement/Improvement	ongoing	\$ 175,000	\$ 200,000
Engineering	City Street Light LED Retrofit	one-time	1,850,000	-
Engineering	Citywide ADA & Sidewalk Improvements	ongoing	200,000	200,000
Facilities	City Hall Roof Replacement	one-time	-	350,000
Facilities	Citywide HVAC Upgrades	one-time	334,700	-
Mayor's Office	Homeless Response	ongoing	500,000	500,000
Various	New FTEs (5) – Net Cost	ongoing	384,000	367,000

For more details, the City of Auburn's preliminary 2019-2020 budget is posted on the City's website at:

<http://www.auburnwa.gov/BiennialBudget>

**ORDINANCE NO. 6693**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
AUBURN, WASHINGTON, ADOPTING THE 2019-2020  
BIENNIAL OPERATING BUDGET FOR THE CITY OF  
AUBURN, WASHINGTON

THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

**Section 1.** As required by Chapter 35A.34 RCW, the Mayor of the City of Auburn has completed and placed on file with the City Clerk of the City of Auburn a preliminary biennial operating budget for 2019-2020. Notice was published, as required by law, stating that: a) the Mayor had completed and placed the preliminary operating budget on file; b) a copy would be provided at the office of the City Clerk to any taxpayer who requested a copy; c) the City Council of the City of Auburn would meet on December 3, 2018 at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street, Auburn, Washington for the purpose of fixing the budget and any taxpayer might appear at such time and be heard for or against any part of the budget; d) the Mayor provided a suitable number of copies of the detailed preliminary operating budget to meet the reasonable demands of taxpayers; e) The Mayor and the City Council met at the time and place designated in the notice and all taxpayers of the City were given full opportunity to be heard for or against the budget; f) the City Council has conducted public hearings on October 15, 2018, November 5, 2018, and December 3, 2018 to consider this preliminary operating budget; g) at the meeting held by the City Council on the December 3, 2018 the City Council considered modifications of the proposed operating budget and approved the 2019-2020 biennial

budget for the City of Auburn as adopted by this Ordinance as shown on Schedule A.

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

**Section 3. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4. Effective Date.** This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

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

ATTEST:

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

APPROVED AS TO FORM:

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

PUBLISHED:\_\_\_\_\_

# Schedule A

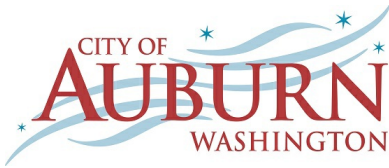
## 2019 OPERATING FUNDS BUDGET SUMMARY

Fund		Beginning Fund Balance	2019 Resources	2019 Expenditures	Ending Fund Balance
GENERAL FUND		\$18,037,042	\$72,145,986	\$77,788,165	\$12,394,863
SPECIAL REVENUE FUNDS	Hotel/Motel Tax	108,571	153,600	160,050	102,121
	Drug Forfeiture	376,497	155,000	298,037	233,460
	Housing & Community Development	36,458	590,000	590,000	36,458
	Business Improvement Area	109,473	55,200	90,000	74,673
	Cumulative Reserve	10,124,312	180,200	142,200	10,162,312
DEBT SERVICE	City Hall Annex 2010 A&B Bond	-	1,664,900	1,664,900	-
	Local Revitalization 2010 C&D Bond	11,396	590,300	589,800	11,896
	LID #249	1,618	30	-	1,648
	LID #350	8,709	7,350	7,400	8,659
	Golf / Cemetery 2016 Refunding	-	374,100	374,100	-
	SCORE 2009 A&B Bond	-	2,129,800	2,129,800	-
ENTERPRISE FUNDS	Water	3,787,175	15,678,500	14,334,065	5,131,610
	Sewer	4,267,149	9,104,200	7,842,663	5,528,686
	Sewer Metro	3,184,467	18,372,500	18,215,600	3,341,367
	Storm Drainage	2,859,814	10,156,900	8,865,312	4,151,402
	Solid Waste	5,556,175	16,249,100	16,296,306	5,508,969
	Airport	434,633	1,218,600	1,395,593	257,640
	Cemetery	441,060	1,187,000	1,363,962	264,098
INTERNAL SERVICE FUNDS	Insurance	1,928,070	21,000	180,600	1,768,470
	Workers' Compensation	2,128,988	1,171,200	818,115	2,482,073
	Facilities	1,412,874	3,532,500	3,894,563	1,050,811
	Innovation and Technology	2,573,504	6,429,110	6,437,640	2,564,974
	Equipment Rental	3,091,626	2,007,606	2,746,591	2,352,641
FIDUCIARY FUNDS	Fire Pension	2,205,369	120,900	215,120	2,111,149
PERMANENT FUNDS	Cemetery Endowment Care	1,817,409	45,000	33,000	1,829,409
TOTAL OPERATING BUDGET		\$64,502,389	\$163,340,582	\$166,473,582	\$61,369,389
TOTAL OPERATING BUDGET		\$227,842,971		\$227,842,971	

## Schedule A

### 2020 OPERATING FUNDS BUDGET SUMMARY

Fund		Beginning Fund Balance	2020 Resources	2020 Expenditures	Ending Fund Balance
GENERAL FUND		\$12,394,863	\$75,249,867	\$80,586,405	\$7,058,325
SPECIAL REVENUE FUNDS	Hotel/Motel Tax	102,121	164,000	170,310	95,811
	Drug Forfeiture	233,460	152,000	310,956	74,504
	Housing & Community Development	36,458	539,970	539,970	36,458
	Business Improvement Area	74,673	55,200	90,000	39,873
	Cumulative Reserve	10,162,312	197,800	4,100,000	6,260,112
DEBT SERVICE	City Hall Annex 2010 A&B Bond	-	1,658,400	1,658,400	-
	Local Revitalization 2010 C&D Bond	11,896	575,100	574,600	12,396
	LID #249	1,648	40	-	1,688
	LID #350	8,659	100	-	8,759
	Golf / Cemetery 2016 Refunding	-	376,000	376,000	-
	SCORE 2009 A&B Bond	-	2,117,000	2,117,000	-
ENTERPRISE FUNDS	Water	5,131,610	16,323,800	14,408,831	7,046,579
	Sewer	5,528,686	9,394,700	7,777,448	7,145,938
	Sewer Metro	3,341,367	18,549,300	18,397,800	3,492,867
	Storm Drainage	4,151,402	10,399,200	8,831,070	5,719,532
	Solid Waste	5,508,969	16,351,600	16,684,052	5,176,517
	Airport	257,640	1,258,800	1,097,901	418,539
	Cemetery	264,098	1,187,000	1,343,743	107,355
INTERNAL SERVICE FUNDS	Insurance	1,768,470	23,100	180,600	1,610,970
	Workers' Compensation	2,482,073	1,261,900	833,415	2,910,558
	Facilities	1,050,811	4,034,500	4,115,862	969,449
	Innovation and Technology	2,564,974	6,724,153	7,182,511	2,106,616
	Equipment Rental	2,352,641	2,075,495	2,785,735	1,642,401
FIDUCIARY FUNDS	Fire Pension	2,111,149	125,100	222,320	2,013,929
PERMANENT FUNDS	Cemetery Endowment Care	1,829,409	45,000	-	1,874,409
TOTAL OPERATING BUDGET		\$61,369,389	\$168,839,125	\$174,384,929	\$55,823,585
TOTAL OPERATING BUDGET		\$230,208,514		\$230,208,514	



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Ordinance No. 6694 (Coleman)

**Date:**

November 27, 2018

**Department:**

Finance

**Attachments:**

[Ordinance No. 6694](#)

**Budget Impact:**

\$87,657,708 – 2019

\$67,153,077 – 2020

**Administrative Recommendation:**

City Council to introduce and adopt Ordinance No. 6694, establishing the City's capital budget for 2019-2020.

**Background Summary:**

Budget Process: In April, the City began the process of developing the budget for the 2019-2020 biennium. This included budget workshops as follows:

- June 5: Fund and budget process overview (workshop #1)
- August 14: Street Capital and Enterprise Funds (workshop #2)
- August 16: General, Proprietary, Capital and Special Revenue Funds (workshop #3)
- August 28: General, Proprietary, Capital and Special Revenue Funds (workshop #4)

During these presentations and workshops, Council provided input and policy guidance to staff.

2019-2020 Preliminary Budget: A copy of the 2019-2020 Preliminary Budget was filed with the City Clerk, distributed to Council, and made available to the public on October 15, 2018.

Operating Budget: Council will adopt the City's 2019-2020 biennial operating budget separately, with the approval of Ordinance No. 6693.

Ordinance No. 6694: Council's approval of Ordinance No. 6694 will establish the City's 2019-2020 biennial capital budget. As the capital budget has been reviewed by Council during the budget workshops, adoption of Ordinance 6694 is scheduled as follows:

- October 15: First public hearing.
- November 5: Second public hearing
- December 3: Council adoption.



Staff recommends Council approval of Ordinance No. 6694.

\*See Ordinance No. 6693 Budget Memo and Budget in Brief.

**Reviewed by Council Committees:**

**Councilmember:**

**Staff:**

Coleman

**Meeting Date:** December 3, 2018

Item Number:

ORD.C

**ORDINANCE NO. 6694**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
AUBURN, WASHINGTON, ADOPTING THE 2019-2020  
BIENNIAL CAPITAL BUDGET FOR THE CITY OF AUBURN,  
WASHINGTON

WHEREAS, in Ordinance No. 6682, the City Council created Chapter 3.06 of the Auburn City Code to repurpose special capital funds and establish a multi-year capital budgeting process.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1.** As required by Chapter 35A.34 RCW, the Mayor of the City of Auburn has completed and placed on file with the City Clerk of the City of Auburn a preliminary biennial capital budget for 2019-2020. Notice was published, as required by law, stating that: a) the Mayor had completed and placed the preliminary capital budget on file; b) a copy would be provided at the office of the City Clerk to any taxpayer who would requested a copy; c), the City Council of the City of Auburn would meet on December 3, 2018 at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street, Auburn, Washington for the purpose of fixing the budget and any taxpayer might appear at such time and be heard for or against any part of the budget; d) the Mayor provided a suitable number of copies of the detailed preliminary capital budget to meet the reasonable demands of taxpayers; e) the Mayor and the City Council met at the time and place designated in the notice and all taxpayers of the City of Auburn were given full opportunity to be heard for or against the budget; f) the City Council has conducted public hearings on October 15, 2018, November 5, 2018, and December 3, 2018 to consider this preliminary capital budget; g) at the

meeting held by the City Council on the December 3, 2018 the City Council considered modifications of the proposed capital budget and approved the 2019-2020 biennial budget for the City of Auburn as adopted by this Ordinance as shown on Schedule A.

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

**Section 3. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4. Effective Date.** This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

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

ATTEST:

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

APPROVED AS TO FORM:

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

PUBLISHED: \_\_\_\_\_

## Schedule A

### 2019 CAPITAL FUNDS BUDGET SUMMARY

Fund		Beginning Fund Balance	2019 Resources	2019 Expenditures	Ending Fund Balance
SPECIAL REVENUE FUNDS	Arterial Street	\$1,492,777	\$1,633,100	\$1,781,400	\$1,344,477
	Local Street	1,650,780	1,912,000	2,605,900	956,880
	Arterial Street Preservation	1,582,337	2,959,320	3,172,240	1,369,417
	Recreational Trails	64,326	7,100	-	71,426
	Mitigation Fees	10,886,137	1,196,200	2,980,350	9,101,987
CAPITAL PROJECTS	Municipal Park Construction	310,222	2,070,550	2,015,000	365,772
	Capital Improvements	10,404,627	5,775,300	8,500,550	7,679,377
	Local Revitalization	380,500	104,000	484,500	-
ENTERPRISE FUNDS	Water	138,010	9,037,400	6,612,686	2,562,724
	Sewer	11,210,691	734,700	2,895,900	9,049,491
	Storm Drainage	13,328,488	569,900	3,196,900	10,701,488
	Airport	146,405	2,093,700	2,140,500	99,605
	Cemetery	261,037	133,000	358,100	35,937
INTERNAL SERVICE FUNDS	Innovation and Technology	1,169,997	-	869,300	300,697
	Equipment Rental	3,663,110	2,741,994	3,102,450	3,302,654
TOTAL CAPITAL BUDGET		\$56,689,444	\$30,968,264	\$40,715,776	\$46,941,932
TOTAL CAPITAL BUDGET		\$87,657,708		\$87,657,708	

# Schedule A

## 2020 CAPITAL FUNDS BUDGET SUMMARY

Fund		Beginning Fund Balance	2020 Resources	2020 Expenditures	Ending Fund Balance
SPECIAL REVENUE FUNDS	Arterial Street	\$1,344,477	\$3,694,600	\$3,995,900	\$1,043,177
	Local Street	956,880	1,902,000	1,916,300	942,580
	Arterial Street Preservation	1,369,417	3,832,640	3,967,840	1,234,217
	Recreational Trails	71,426	7,100	-	78,526
	Mitigation Fees	9,101,987	1,306,700	741,600	9,667,087
CAPITAL PROJECTS	Municipal Park Construction	365,772	590,100	470,000	485,872
	Capital Improvements	7,679,377	2,605,200	3,944,300	6,340,277
	Local Revitalization	-	-	-	-
ENTERPRISE FUNDS	Water	2,562,724	2,070,200	4,282,305	350,619
	Sewer	9,049,491	750,500	1,265,000	8,534,991
	Storm Drainage	10,701,488	581,800	2,063,900	9,219,388
	Airport	99,605	775,700	778,000	97,305
	Cemetery	35,937	-	25,100	10,837
INTERNAL SERVICE FUNDS	Innovation and Technology	300,697	500,000	500,300	300,397
	Equipment Rental	3,302,654	1,594,605	1,331,000	3,566,259
TOTAL CAPITAL BUDGET		\$46,941,932	\$20,211,145	\$25,281,545	\$41,871,532
TOTAL CAPITAL BUDGET		\$67,153,077		\$67,153,077	



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Resolution No. 5391 (Faber)

Date:  
November 7, 2018

Department:  
Parks/Art and Recreation

**Attachments:**  
[Res #5391](#)  
[Auburn Symphony Orchestra Contract](#)

Budget Impact:  
Current Budget: \$75,000  
Proposed Revision: \$0  
Revised Budget: \$0

Administrative Recommendation:  
City Council approve Resolution 5391

### Background Summary:

The City of Auburn has supported the Auburn Symphony Orchestra for the past several years to assist in promoting and marketing Auburn as a destination for arts and events that in turn contribute to the economy. Performing art programs serve as an economic driver and the activities of the Auburn Symphony Orchestra assists in attracting visitors to Auburn. For 2019, it is proposed that the City enters into a contract with the Auburn Symphony Orchestra with a specific scope of services for marketing, outreach and audience building, and organization efforts that assist in showcasing Auburn as a destination for arts and events.

Reviewed by Council Committees:

Councilmember:  
Meeting Date: December 3, 2018

Staff: Faber  
Item Number: RES.A

**RESOLUTION NO. 5391**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AUBURN, WASHINGTON, AUTHORIZING THE MAYOR  
TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF  
AUBURN AND THE AUBURN SYMPHONY ORCHESTRA  
FOR TOURISM PROMOTION SERVICES

WHEREAS, the City is interested in promoting and marketing Auburn as a tourist  
Destination; and

WHEREAS, there are activities located and occurring within the corporate  
boundaries of the City the promotion of which would be beneficial to the City and to the  
residents and businesses of the City; and

WHEREAS one source of such activities is the Auburn Symphony Orchestra, the  
Service Provider, herein; and

WHEREAS, a program of advertising for such events would help to insure the  
success of such activities by informing people about them encouraging people to attend  
and attracting tourists to the City; and

WHEREAS, in order to advertise the City, attract visitors, and encourage tourism  
it would be advantageous for the City to contract with the Service Provider for  
promotional services in connection therewith.

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

Section 1. The Mayor is authorized to execute an Agreement between the City  
and the Auburn Symphony Orchestra for tourism promotion services, which agreement  
shall be in substantial conformity with the agreement attached as Exhibit A.



Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. This Resolution will take effect and be in full force on passage and signatures.

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

CITY OF AUBURN

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

ATTEST:

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

APPROVED AS TO FORM:

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



**CITY OF AUBURN and AUBURN SYMPHONY ORCHESTRA  
CONTRACT FOR SERVICES**

THIS CONTRACT is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the CITY OF AUBURN, a municipal corporation of the State of Washington, hereinafter referred to as the "City," and the AUBURN SYMPHONY ORCHESTRA, a not-for-profit corporation organized pursuant to 26 U.S.C. 501 (C)(3), hereinafter referred to as the "Service Provider" or "ASO," on the following terms and conditions.

1. **SCOPE OF SERVICES BY SERVICE PROVIDER** The Service Provider shall engage, enrich and inspire our community through artistically vibrant performances; will uphold the highest artistic and professional standards; will present a broad range of repertoire; will serve a wide and diverse audience; and will provide quality educational experiences for all ages. Service Provider will provide classical music opportunities to area youth through reduced ticket prices to concerts as well as outreach to Auburn area schools. Service Provider will actively participate in community events and include City of Auburn logo in all applicable promotional materials. Service Provider will comply with requirements listed in Attachment 'A'.
2. **TERM OF CONTRACT:** The Term of this Contract shall be from January 1, 2019, through December 31, 2019.
3. **COMPENSATION TO SERVICE PROVIDER:**
  - a. The parties understand that the Service Provider operates on a fiscal year that runs from July 1 through the following June 30, and that its concert season is consistent with its fiscal year. The City's fiscal year is from January 1 through the following December 31. The parties agree that the marketing services provided throughout the year are adequate consideration for the City to pay the Service Provider its full consideration due for the calendar year by the end of June each year in order to support the Service Provider's budget cycle.
  - b. The total contract is for \$75,000 per calendar year. For 2019, the first payment of \$25,000.00 will be paid on January 31, 2019. The second payment of \$25,000.00 will be paid on March 29, 2019. The third payment of \$25,000.00 will be paid on June 3, 2019.
  - c. **Invoicing and Reports.** The Service Provider will submit invoices and reports not later than 30 calendar days before payment is due. For each reporting period, the Service Provider will provide report outlining how the Service Provider met the performance measures set forth in this Agreement.
4. **NON-APPROPRIATION OF FUNDS:** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to

make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

5. RECORDS INSPECTION AND AUDIT: All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced and all records and books of accounts pertaining to any work performed under this Contract shall be subject to inspection and audit by the City for a period of up to three 3 years from the final payment for work performed under this Contract.
6. CONTRACT ADMINISTRATION: This Contract shall be administered by Auburn Symphony Orchestra Manager Lee Valenta on behalf of the Service Provider and by Mayor or designee on behalf of the City. Any written notices required by terms of this Contract shall be served or mailed to the following addressees unless changed by written notice to the other party:

If to the City: City of Auburn, 25 West Main Street, Auburn WA 98001

If to the Service Provider: Auburn Symphony Orchestra, P.O. Box 2186, Auburn WA 98071

7. NOTICES: All notices or communications permitted or required to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail postage prepaid for mailing by certified mail return receipt requested and addressed if to a party of this Contract to the address set forth next to such party's signature at the end of this Contract or if to a person not a party to this Contract to the address designated by a party to this Contract in the foregoing manner. Any party may change his or its address by giving notice in writing stating his or its new address to any other party all pursuant to the procedure set forth in this section of the Contract.
8. INSURANCE: The Service Provider shall be responsible for maintaining during the term of this Contract and at its sole cost and expense insurance coverages in amounts not less than the amounts set forth herein below. The Service Provider shall furnish evidence satisfactory to the City of all such policies during the term hereof the Service Provider shall take out and maintain in full force and effect the following insurance policies:
  - a. Comprehensive general liability insurance including automobile and property damage insuring the City and the Service Provider against loss or liability for damages for personal injury death or property damage arising out of or in connection with the performance by the Service Provider of its obligations hereunder with minimum liability limits of \$1,000,000.00 combined single limit for personal injury death or property damage in anyone occurrence.
  - b. Such workmen's compensation and other similar insurance as may be required by law.

9. INDEMNIFICATION: The Service Provider shall indemnify and hold harmless the City and its officers agents and employees or any of them from any and all claims actions suits liability loss costs expenses and damages of any nature whatsoever by any reason of or arising out of the negligent act or omission of the Service Provider its officers agents employees or any of them relating to or arising out of the performance of this Contract. If a final judgment is rendered against the City its officers agents employees and or any of them or jointly against the City and the Service Provider and their respective officers agents and employees or any of them the Service Provider shall satisfy the same to the extent that such judgment was due to the Service Providers negligent acts or omissions.
10. RESTRICTION AGAINST ASSIGNMENT: Service Provider shall not assign this Contract or any interest herein nor any money due or to become due hereunder without first obtaining the written consent of the City nor shall the Service Provider subcontract any part of the services to be performed hereunder without first obtaining the written consent of the City.
11. AMENDMENT MODIFICATION OR WAIVER: No amendment modification or waiver of any condition provision or term of this Contract shall be valid or of any effect unless made in writing signed by the party or parties to be bound or such party s or parties duly authorized representative s and specifying with particularity the nature and extent of such amendment modification or waiver Any waiver by any party of any default of the other party shall not effect or impair any right arising from any subsequent default Nothing herein shall limit the remedies or rights of the parties hereto under and pursuant to this Contract.
1. TERMINATION AND SUSPENSION: Either party may terminate this Contract upon Ninety (90) days written notice to the other party It is provided however that if the Service Provider has performed services pursuant to the Contract the Service Provider shall be compensated for such services in accordance with the rate of compensation provided herein.
13. PARTIES IN INTEREST: This Contract shall be binding upon and the benefits and obligations provided for herein shall inure to and bind the parties hereto and their respective successors and assigns provided that this section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Contract This Contract is for the exclusive benefit of the parties hereto and it does not create a contractual relationship with or exist for the benefit of any third party including contractors sub contractors and their sureties.
14. COSTS TO PREVAILING PARTY: In the event of litigation or other legal action to enforce any rights responsibilities or obligations under this Contract the prevailing parties shall be entitled to receive its reasonable costs and attorney's fees.
15. APPLICABLE LAW: This Contract and the rights of the parties hereunder shall be governed by the interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be King County State of Washington provided however that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Service Provider of the services.

16. CAPTIONS HEADINGS AND TITLES: All captions headings or titles in the paragraphs or sections of this Contract are inserted for convenience of reference only and shall not constitute a part of this Contract or act as a limitation of the scope of the particular paragraph or sections to which they apply As used herein where appropriate the singular shall include the plural and vice versa and masculine feminine and neuter expressions shall be interchangeable Interpretation or construction of this Contract shall not be affected by any determination as to who is the drafter of this Contract this Contract having been drafted by mutual agreement of the parties.

17. SEVERABLE PROVISIONS: Each provision of this Contract is intended to be severable If any provision hereof is found by a court of competent jurisdiction to be illegal or invalid or not applicable to any person or circumstance for any reason whatsoever such illegality invalidity or non applicability shall not affect the legality or validity of the remainder of this Contract or its applicability to other persons or circumstances.

18. ENTIRE AGREEMENT: This Contract contains the entire understanding of the parties hereto in respect to the transactions contemplated hereby and supersedes all prior agreements contracts and understandings between the parties with respect to such subject matter.

19. COUNTERPARTS: This Contract may be executed in multiple counterparts each of which shall be one and the same Contract and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed effective the day and year first set forth above:

AUBURN SYMPHONY ORCHESTRA

CITY OF AUBURN

\_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Nancy Backus, Mayor

Date: \_\_\_\_\_

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven Gross, City Attorney

**ATTACHMENT A**  
**Scope of Services**

**Scope of Work:**

1. Auburn Symphony Orchestra (ASO) will engage, enrich and inspire our community through artistically vibrant performances; will uphold the highest artistic and professional standards; will present a broad range of repertoire; will serve a wide and diverse audience; and will provide quality educational experiences for all ages.
2. ASO will produce, at the minimum, three full symphony programs, four chamber concerts, three summer concerts each performing arts season.
3. ASO will conduct outreach into Auburn public schools and offer reduced price student tickets.
4. Conduct outreach to new audiences through programming and marketing efforts.
5. Participate in community events and/or festivals through hosting a booth and/or partnering to present programming as part of the event program.

**Service Provider Agrees to:**

1. Credit the City of Auburn in all appropriate public announcements, programs, advertising, and other forms of notice relating to the activity and service covered under this agreement and produced by, for, and under the direction of the organization. Where possible, the City of Auburn logo should be used. If logo is not appropriate, ASO may list the funder as : City of Auburn.
2. Provide access to members of the City Council and Auburn Arts Commission for purposes of evaluation to at least three performances each year.
3. Meet with the City Council, Arts Commission, or the Arts Coordinator once during the contract period, to provide information regarding programming and administration of the programs.
4. Provide the City of Auburn reports and data as outlined as part of the payment schedule.
5. Make available to the City of Auburn the service providers financial and other records, upon request, to determine compliance with this agreement.
6. Include City Council members and Arts Commissioners in their mailing list

**Payment Schedule**

Phase I: To be completed by January 31, 2019. NTE \$25,000.00 upon receipt or completion of the following:

- Full execution of this contract
- Receipt of completed invoice
- Receipt of schedule of activities and programming for 2018-19 performing arts season

- Submission of all printed material and copies of paid advertisements completed between June 2018 and January 2019<sup>1</sup>.
- Attendance reports for concerts; including zip code demographic summary of patrons and student discount tickets claimed, and tracking of new versus returning attendees.
- Outline summary of outreach activities and community participation efforts
- Receipt of annual report from prior ASO fiscal year
- Submission of marketing plan and budget for ASO 2018-2019 performing arts season

Phase II: To be completed by March 29, 2019. NTE \$25,000.00 upon receipt or completion of the following:

- Receipt of completed invoice
- Submission of all printed material and copies or documentation of paid advertisements completed between January 2019 and March 2019
- Attendance reports for ASO concerts; including zip code demographic summary of patrons and student discount tickets claimed, and tracking of new versus returning attendees.
- Outline summary of outreach activities and community participation efforts

Phase III: To be completed by June 3, 2019. NTE \$25,000.00 upon receipt or completion of the following:

- Receipt of completed invoice
- Submission of all printed material and copies of paid advertisements completed between March 2019 and June 2019.
- Attendance reports for ASO concerts; including zip code demographic summary of patrons and student discount tickets claimed, and tracking of new versus returning attendees.
- Outline summary of outreach activities and community participation efforts
- Summary of annual fundraiser

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<sup>1</sup> NOTE: While this Contract covers performances in 2018 and 2019, references are made to the ASO's 2018-2019 season, which includes periods covered in this Contract.



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Resolution No. 5392 (Gaub)

**Date:**

November 27, 2018

**Department:**

Public Works

**Attachments:**

[Resolution No. 5392](#)

[Exhibit A](#)

[Exhibit B](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

Adoption of Resolution No. 5392.

**Background Summary:**

**Summary: Resolution No. 5392 authorizes the Mayor to amend the current lease with Classic Helicopter Corp. to address Classic Helicopters inability to meet the Development Agreement terms and to provide office space for the City's Airport Management staffing.**

Background: The City of Auburn and Classic Helicopter Corporation entered into a Lease Agreement for office space in the 506 building and land, which commenced on June 10, 2016 and was approved under Resolution 5227. Incorporated as part of the Lease Agreement as Exhibit C the Parties entered into a separate "Future Development Agreement" which required Classic to meet certain performance measures by previously agreed to timelines moving toward Classics development of permanent space on the Airport. Failure to do so represented a breach of contract.

On September 7, 2017 the Parties agreed to amend the Future Development Agreement postponing the timelines for all performance measures by one year. Classic failed to meet the amended timeline for the first performance measure and as a result, on June 30, 2018 became in default of the Lease Agreement.

Throughout the entirety of the Lease Agreement Classic has maintained good standing and timeliness regarding all other provisions of the Agreement, including lease payments. Classic further wishes to remain operational at the Auburn Airport through the 12/31/2019 expiration of the Lease term.

In 2018 the City and Council decided to bring the management of the Auburn Airport in-house. In an effort to provide office space for the new Airport Manager, Classic expressed a willingness to relinquish a portion of the office space they have been occupying in return for removal of the Future Development Agreement and any requirements of that Agreement from the Lease and addition of language concerning any potential complaints to FAA regarding aviation verses non-aviation use of the lease space upon the expiration of the lease.



Because the City values its relationship with Classic Helicopter and Classic has remained in good standing with all provisions of the Lease Agreement with exception to those required in the Future Development Agreement and Classic is willing to relinquishing space to the City for the incoming Airport Manager, it is in the best interest of the City to amend the Lease Agreement with Classic Helicopter Corporation.

**Reviewed by Council Committees:**

**Councilmember:**

**Staff:**

Gaub

**Meeting Date:** December 3, 2018

Item Number:

RES.B

## **RESOLUTION NO. 5 3 9 2**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT BETWEEN THE CITY OF AUBURN AND CLASSIC HELICOPTER CORPORATION

WHEREAS, the City and Classic Helicopter Corporation ("Classic") entered into a Lease Agreement for building and land, which commenced on June 10, 2016 and was approved by Resolution 5227; and

WHEREAS, the lease required Classic to develop hangar space, periodically meeting performance measures and timelines; and

WHEREAS, Classic has not met the required performance measures and timelines, and no longer desires to improve the land; and

WHEREAS, the City desires to convert a portion of the building that is currently leased to Classic to an office for the Airport Manager; and

WHEREAS, it is in the City's interest to amend the lease to achieve both objectives.

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

Section 1. The Mayor is authorized to execute an amendment to the lease agreement between the City of Auburn and Classic Helicopter Corporation dated June 10, 2016, which amendment shall be in substantial conformity to the "1<sup>st</sup> Addendum" to the Lease Agreement," which is attached as Exhibit "A'.

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. This Resolution will take effect and be in full force on passage and signatures hereon.

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

CITY OF AUBURN

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

ATTEST:

\_\_\_\_\_  
Shawn M. Campbell, MMC, City Clerk

APPROVED AS TO FORM:

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

**1<sup>ST</sup> ADDENDUM TO THE LEASE AGREEMENT  
BETWEEN THE CITY OF AUBURN AND CLASSIC HELICOPTER CORPORATION  
RELATING TO THE AUBURN MUNICIPAL AIRPORT**

**THIS ADDENDUM** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the **CITY OF AUBURN**, a municipal corporation of the State of Washington (“City”), and **Classic Helicopter Corporation** (“Lessee”).

**W I T N E S S E T H:**

WHEREAS, The City and Classic Helicopter Corporation entered into a Lease Agreement for building and land, which commenced on June 10, 2016 and was approved under Resolution 5227; and

WHEREAS, The parties also executed a separate “Future Development Agreement,” which was incorporated into the Lease Agreement as Exhibit C; and

WHEREAS, The Future Development Agreement set forth certain performance measures and timelines Lessee was required to meet to stay in compliance with the Lease Agreement; and

WHEREAS, On September 7, 2017 the Parties executed an addendum to the Future Development Agreement to delay the timelines for all performance measures by one year; and

WHEREAS, Lessee did not meet the revised performance measure timelines and defaulted on the amended lease on June 30, 2018; and

WHEREAS, The City desires to take back a portion of the office space in the 506 building currently leased to Lessee for the future office of The City’s Airport Manager; and

WHEREAS, The City values its relationship with Classic Helicopter Corporation and Classic Helicopter Corporation values its relationship with the City,

NOW THEREFORE in consideration of their mutual covenants, conditions and promises, the PARTIES HERETO HEREBY AGREE as follows:

Upon execution of this Addendum or December 10, 2018, whichever is later, the following paragraphs and/or exhibits shall be replaced, amended, stricken and/or added as follows:

*1. Paragraph 1.1 shall be replaced with the following:*

For and in consideration of the rent and faithful performance by Lessee of the terms and conditions and the mutual covenants hereof, City does hereby lease to Lessee, and Lessee does hereby lease from Lessor, 1,050 square feet in the 506 building which shall include: Back East Room/510, Bathroom in the Back East Room, Instr. 1, Instr. 2, and the Flight Planning Room (collectively, the “Improvements”), and Seventeen thousand square feet (17,000) of land legally

described in Exhibit A, attached hereto and incorporated herein, hereinafter referred to as the “Premises”, which Premises consist of approximately eighteen thousand, fifty (18,050) combined square feet of office and land, as depicted on the Site Plan(s) attached hereto as Exhibits B-1.2 (506 building) and B-2 (Land Area) incorporated by this reference. The Premises are situated in the County of King, State of Washington, and are located at the Auburn Municipal Airport (the “Airport”).

*2. Paragraph 1.5 “Common Areas” shall be replaced with the following:*

Common Areas - Certain areas totaling 707 square feet located within the 506 building are defined as “Common Areas” and are depicted in Exhibit B, these areas include: The front lobby (190 sqft), corridors (242 sqft), public restrooms (146 sqft), storage closet (41 sqft), kitchen area (77 sqft) and coat closet (11 sqft). Common Areas are assessed a maintenance fee of \$12.81 per square foot per year. Lessees are charged a percentage of the total per square foot maintenance fee in accordance with each Lessees percentage of the total leased space, excluding the common areas. Classic Helicopters percentage of the total leased space per there leased space in the 506 building is be 51% and shall therefore be assessed \$6.53 per square foot, per year for the common area maintenance. Maintenance items included for the common areas shall include but not be limited to: Maintenance of common areas including paint, carpet, wall repair, ceilings, light fixtures, bulb replacement, bathroom supplies and toiletries, kitchen area maintenance and janitorial services of the common areas. Adjustments for assessment charged for the common area space shall be adjusted based upon the annual CPI adjustment and in the same manner outlined in Section 3.2.

3. Exhibit B-1 and all references thereto shall be replaced with Exhibit B-1.2. A copy of which is hereby attached to this addendum and incorporated into the Lease Agreement by this reference.

4. Article 8, Airport Future Development Agreement, any addendums to the Future Development Agreement and Exhibit C are stricken from the Lease Agreement.

5. A new paragraph 20.13 is added to the Lease to read as follows:

“Lessee promises not to make, in any form or manner, a complaint or report to the FAA regarding Lessor’s operation, management, or use of the Airport once this Lease expires or terminates. The parties acknowledge that this provision was specifically bargained for by each, and Lessee agrees that its obligation under this paragraph shall survive expiration and termination of the Lease.”

ALL OTHER TERMS AND CONDITIONS AGREED TO IN THE LEASE AGREEMENT BETWEEN THE CITY OF AUBURN AND CLASSIC HELICOPTER CORPORATION IN LEASE AGREEMENT DATED JUNE 10, 2016 SHALL REMAIN THE SAME.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

*[Signatures on the following pages]*



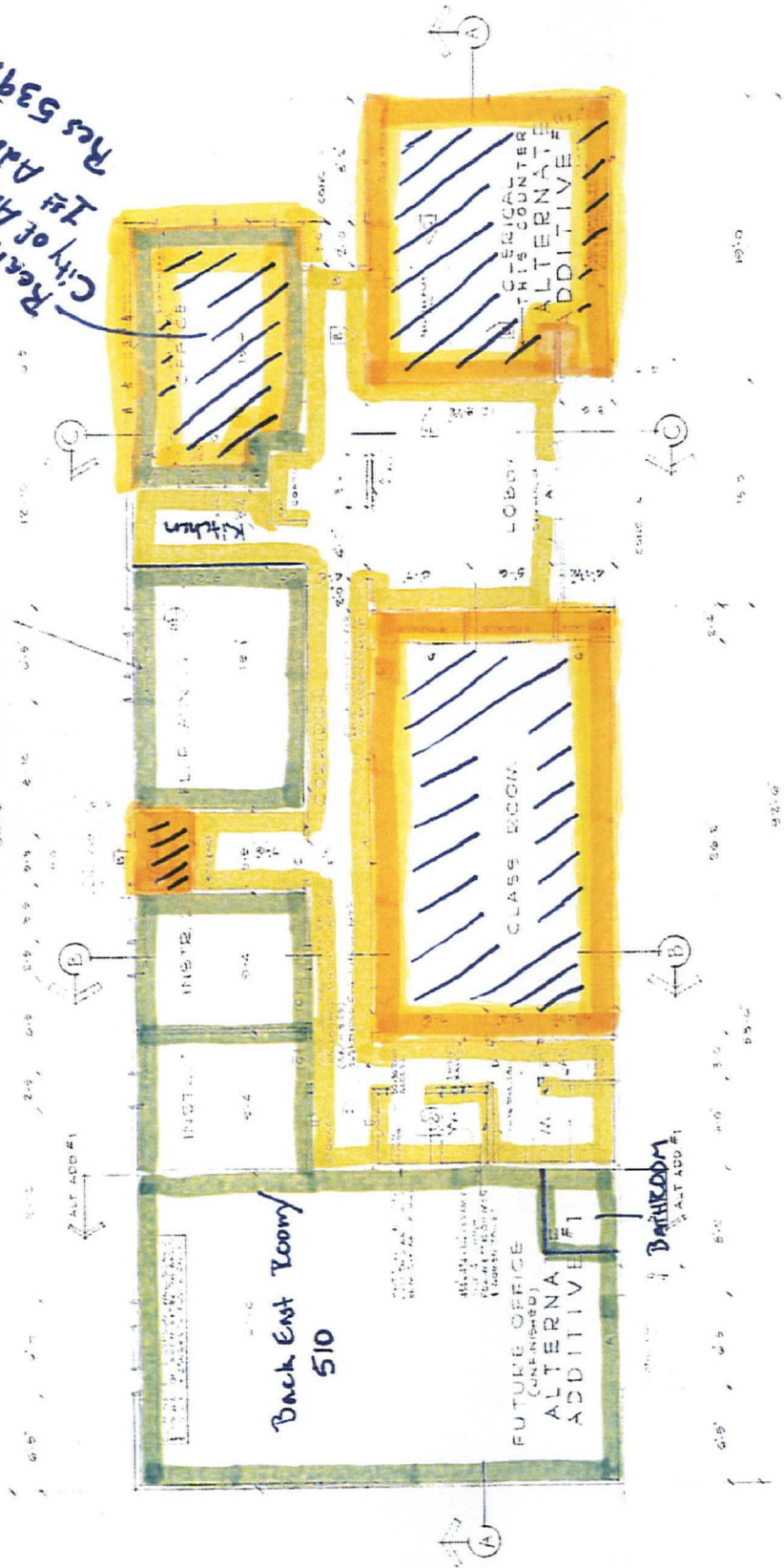




# 506 Building

## Exhibit B-2.2

Reallocated to  
City of Auburn per  
Res 5392



Classic Helicopter

~~AAG~~ City of Auburn

Common Area



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Resolution No. 5393 (Gaub)

Date:  
November 27, 2018

Department:  
Public Works

**Attachments:**  
[Resolution No. 5393](#)  
[Exhibit A](#)

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

Administrative Recommendation:  
Adoption of Resolution No. 5393.

Background Summary:

**Summary: Resolution No. 5393 authorizes the Mayor to enter into a lease extension with SpanaFlight LLC for office space and airplane tie-downs at the Auburn Airport.**

Background: SpanaFlight LLC, has leased office space and airplane tie-downs out at the Auburn Airport since July 2016 (RES 5232) for fixed-wing flight training operations. The current term is set to expire December 31, 2018. SpanaFlight has approached the City expressing interest in extending the lease through the 2020 calendar year. City staff believe that it is in the best interest of the public to extend the lease with SpanaFlight LLC, based in substantial conformity to the following addendum.

Reviewed by Council Committees:

Councilmember:  
Meeting Date: December 3, 2018

Staff: Gaub  
Item Number: RES.C

## **RESOLUTION NO. 5 3 9 3**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT BETWEEN THE CITY OF AUBURN AND SPANAFLIGHT, LLC.

WHEREAS, the City and SpanaFlight, LLC (“SpanaFlight”) entered into a Lease Agreement for building and tie-downs, which commenced on July 1, 2016 and was approved by Resolution 5232; and

WHEREAS, On December 20, 2016 the City and SpanaFlight elected to extend the term of the Lease through December 31, 2017 with an additional option to extend again through December 31, 2018; and

WHEREAS, On November 17, 2017 and November 20, 2017 emails were sent, first by SpanaFlight with a response by the City of both Parties desire to exercise the option to extend the lease through December 31, 2018; and

WHEREAS, Both the City and SpanaFlight desire to extend the Lease yet again;

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

Section 1. The Mayor is authorized to execute an amendment to the lease agreement between the City of Auburn and SpanaFlight, LLC dated June 22, 2016, which amendment shall be in substantial conformity to the “3<sup>rd</sup> Addendum” to the Lease Agreement,” which is attached as Exhibit “A’.

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. This Resolution will take effect and be in full force on passage and signatures hereon.

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

CITY OF AUBURN

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

ATTEST:

\_\_\_\_\_  
Shawn M. Campbell, MMC, City Clerk

APPROVED AS TO FORM:

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

**3rd ADDENDUM TO THE LEASE AGREEMENT  
BETWEEN THE CITY OF AUBURN AND SPANAFLIGHT LLC**

**THIS ADDENDUM** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the **CITY OF AUBURN**, a municipal corporation of the State of Washington (hereinafter referred to as the “City”), and **SpanaFlight LLC** (hereinafter referred to as “Lessee”), as an addendum to the Lease Agreement between the parties for space located on the Auburn Municipal Airport commencing on the 1<sup>st</sup> day of \_\_\_\_ July \_\_, 2016.

W I T N E S S E T H:

WHEREAS, The City and SpanaFlight LLC entered into a Lease Agreement for building space and two (2) airplane tie-downs, on June 22, 2016 approved under Resolution 5232; and

WHEREAS, The Lease Agreement commenced on July 1, 2016 and expired on December 31, 2016; and

WHEREAS, On December 20, 2016 The City and SpanaFlight LLC agreed to extend the lease beginning January 1, 2017 until December 31, 2017 with an option to extend until December 31, 2018 memorialized in the Second Addendum to the Lease Agreement; and

WHEREAS, On November 17, 2017 SpanaFlight sent an email to City of Auburn Real Property Analyst, Josh Arndt expressing their wishes to exercise the 2018 option allowed in the second addendum; and

WHEREAS, On November 20, 2017 The City sent a response to SpanaFlight accepting of SpanaFlight’s desire to exercise the 2018 option; and

WHEREAS, On November 2, 2018 following communication between the City and SpanaFlight, SpanaFlight indicated a desire to extend their lease for an additional 2 year period ending December 31, 2020;

NOW THEREFORE in consideration of their mutual covenants, conditions and promises, the PARTIES HERETO HEREBY AGREE as follows:

1. This Lease shall be extended beginning January 1, 2019 through December 31, 2019. All other terms and conditions set forth in Section 2.1 shall apply.
2. Section 2.2 shall be amended to read: Unless either party provides written notice of the contrary to the other party no later than September 30, 2019, the term of this lease shall automatically extend an additional twelve (12) months beginning January 1, 2020 and expiring December 31, 2020 (renewal term). Written notice shall be in the form of certified mail, return receipt requested, or via electronic transmission (email) sent to those persons identified in Article 12. If either party does provide written or electronic notice not to exercise the renewal term Lessee agrees to vacate the premises peacefully by the

end of the current term. Further, Lessor shall have the right to market the Premises to future prospective tenants beginning sixty (60) days prior to the end of the current term. Marketing of the Premises shall include, but not be limited to: posting of signs on the Premises or its improvements, photographs and tours of the Premises and its improvements. Entering upon the Premises for the purpose of tours shall be conducted in accordance with Article 13.

3. Section 3.1 shall be amended to read: For Lease Payments due January through December 2019, Lessee agrees to pay to the City of Auburn a Base Rent of \$925.00 per month. For Lease payments due in the Renewal Term (January – December, 2020), Lessee agrees to pay to the City of Auburn a Base Rent of \$950.00 per month. In addition to the Base Rent, Lessee shall pay a monthly security fee of \$10.00 per door and a statutory leasehold excise tax of 12.84% of the monthly base rent and security fee combined, imposed by RCW Chapter 82.29. The base rent, security fee and leasehold tax (together “Rent”) shall equal \$1,055.05 per month January through December 2019 and \$1,083.26 per month January through December 2020. Rent shall be paid in full at the office of the Airport Manager or at such other office as may be directed in writing by the City, on the 1<sup>st</sup> calendar day of the month in advance. Rent shall be paid without notice, demand, offset, abatement or deduction of any kind. If commencing or extending on a date other than the first (1<sup>st</sup>) day of the month then the Rent shall be prorated on a per diem basis and paid in full through the end of the current month upon commencement of the Lease.
4. Notices sent in accordance with Article 12 shall be amended to the following recipients:

To the City:                      City of Auburn  
   Attn: Josh Arndt – Real Property Analyst  
   25 W Main  
   Auburn, WA 98001  
   [Jarndt@auburnwa.gov](mailto:Jarndt@auburnwa.gov)

And

City of Auburn  
Attn: Ingrid Gaub – Director of Public Works  
25 W Main  
Auburn, WA 98001  
[Igaub@auburnwa.gov](mailto:Igaub@auburnwa.gov)

To Lessee:                      SpanaFlight, LLC  
   Attn: Doug Miller  
   16705 103<sup>rd</sup> Ave Ct E  
   Puyallup, WA 98374  
   [Doug@Spanaflight.com](mailto:Doug@Spanaflight.com)

This addendum shall take effect January 1, 2019 at which time the above shall amend and supersede the above referenced sections of the original Lease which commenced on July 1, 2016.

ALL OTHER TERMS AND CONDITIONS AGREED TO IN THE LEASE AGREEMENT BETWEEN THE CITY OF AUBURN AND SPANAFLIGHT LLC IN LEASE AGREEMENT DATED JUNE 22, 2016 AND COMMENCING ON JULY 1, 2016 SHALL REMAIN THE SAME.

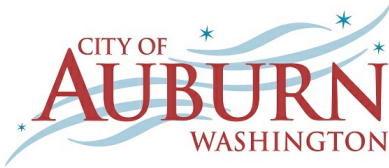
**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

*[Signatures on the following pages]*









## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Resolution No. 5394 (Hinman)

**Date:**

November 28, 2018

**Department:**

Administration

**Attachments:**

[Resolution No. 5394](#)

[2019 CDBG Annual Action Plan](#)

**Budget Impact:****Administrative Recommendation:**

City Council adopt Resolution No. 5394

**Background Summary:**

The Housing and Urban Development (HUD) Annual Action Plan is a requirement of all Community Development Block Grant (CDBG) entitlement jurisdictions to receive their annual fund allocation. The 2019 Action Plan details what projects will be undertaken using CDBG funds in Auburn during the 2019 program year.

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

Hinman

**Meeting Date:** December 3, 2018

**Item Number:**

RES.D

**RESOLUTION NO. 5394**

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF AUBURN, WASHINGTON, ADOPTING  
2019 COMMUNITY DEVELOPMENT BLOCK GRANT  
ACTION PLAN FOR THE CONSOLIDATED PLAN  
YEARS 2015-2019.

WHEREAS, the City of Auburn was designated as an entitlement community by the U.S. Department of Housing and Urban Development (HUD) for its Community Development Block Grant (CDBG) Program; and

WHEREAS, the primary objection of the Consolidated Plan and CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low income and moderate income; and

WHEREAS, to be eligible for funding, the City of Auburn must annually update the action plan for its Consolidated Plan that serves as a federally required planning document to guide the City of Auburn's human service and community development efforts; and

WHEREAS, the planning process to develop the Consolidated Plan involved citizen participation and guidance from non-profit and governmental agencies serving low income residences in the community; and

WHEREAS, the City Council of the City of Auburn heard and considered public comment about its proposed 2018 Action Plan.

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

Section 1. As required by 24 CFR 91, the City adopts the 2019 Action Plan for the Consolidated Plan for years 2015-2019.

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. This Resolution will take effect and be in full force on passage and signatures hereon.

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

CITY OF AUBURN

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

ATTEST:

\_\_\_\_\_  
Shawn M. Campbell, MMC, City Clerk

APPROVED AS TO FORM:

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

## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

#### **1. Introduction**

Each year the City of Auburn executes specific actions to implement the goals and strategies of the Consolidated Plan for Years 2015-2019. Actions that will be undertaken in 2019 are outlined in this Annual Action Plan.

The City of Auburn anticipates the receipt of approximately \$604,000 in Community Development Block Grant (CDBG) funds in 2019. In addition to CDBG funds, the City allocates 0.76% of the City's General Funds to Human Services. Human Services oversees and is responsible for providing and managing financial resources to more than 30 non-profit agencies that serve the Auburn community, administering the local housing repair program, and developing collaborations among community partners to strengthen the response to residents in need.

The 2019 Action Plan proposes to allocate \$90,000 of CDBG funds to public services. Most of those funds (\$60,000) will be used to provide dental and medical care to uninsured or under insured low income Auburn residents. \$20,000 will be allocated to overnight shelter and homelessness intervention services for youth and young adults, in keeping with our Consolidated Plan priorities. The remaining \$10,000 will be used for employment training.

Approximately \$100,000 of the CDBG funds will be allocated to program administration, which includes planning and citizen participation. The remaining \$414,000 will be allocated to residential rehabilitation, including an internal program service delivery shift to increase program efficiency.

The City of Auburn is committed to continuing to focus on achieving solutions to recurring social problems and achieving a greater collaboration among service providers. Overall the implementation of the Consolidated Plan is progressing as planned and all of the activities included are underway.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This Action Plan allocates a total of \$604,000 dollars in anticipated 2019 Community Development Block Grant funds, to support the Community Development Block Grant program. With the overall goal of reducing the number of people living in poverty within the City of Auburn, the following objectives and outcomes will be employed:

1. Support decent, affordable housing for low income residents

2. Support homelessness intervention strategies targeting youth
3. Support low- and moderate-income neighborhoods
4. Support accessibility to affordable health care
5. Administer the Community Development Block Grant program to meet the community needs and HUD requirements

To accomplish these outcomes and objectives, the City invests in programs that meet the community basic needs, increase self-sufficiency, provide economic opportunity and develop a safe community.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

During the past year Auburn has accomplished significant achievement on its programs and impacted the lives of thousands of residents. In 2017 alone, projects funded by the City completed the following:

- 52 low- to moderate-income Auburn homeowners received housing repair services. Roughly 70% of these homeowners were seniors.
- 18 Low-income Auburn residents received job training assistance. At least half obtained and maintained their job.
- Over 100 low to moderate income residents received free or low cost medical and/or dental care

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The city is engaged in a public participation process for the 2019 Annual Action Plan, as outlined below:

- Drafts of the Action Plan have been made available for public at City Hall and notices of its public view were publicized in the local newspaper as of October 10, 2018
- Request for public comment was emailed to service agencies on October 11, 2018 seeking input through November 9, 2018
- A public hearing was provided on November 5, 2018, during the City Council meeting to receive input on the 2019 Annual Action Plan

The City of Auburn in conjunction with the Consortium consulted with multiple public and private agencies during the development of the consolidated plan. Agencies that participated in consultations included: the King County Housing Authority, King County All Home, other government human service providers and nonprofit agencies delivering services in Auburn and the sub-region.

In addition to conducting consultations during the development of the plan, the City of Auburn collaborates and works closely with numerous coalitions, committees and government entities.

**5. Summary of public comments**

No public comments were received.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

No public comments were received.

**7. Summary**

## PR-05 Lead & Responsible Agencies - 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	AUBURN	
CDBG Administrator		
ESG Administrator		

Table 1 – Responsible Agencies

### Narrative

#### Consolidated Plan Public Contact Information

Joy Scott

Human Services Manager

25 West Main Street

Auburn, WA 98001

253-876-1965

jfscott@auburnwa.gov





## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Auburn recognizes the importance of citizen participation in the development and implementation of the annual Action Plan. During the process of development, city staff consulted with multiple public and private agencies. Agencies that participated in consultations included: the King County Department of Community and Human Services, King County Human Services Planners, nonprofit agencies delivering services in Auburn and the sub-region as well as City of Auburn internal partnerships.

In addition to conducting consultations during the development of the plan, the City of Auburn collaborates and works closely with numerous coalitions, committees and government entities on an ongoing basis in efforts to enhance strategies and systems to meet established goals and objectives designated in the plan.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The City of Auburn works closely with partnering King County jurisdictions, public housing authorities and health providers to develop systems in order to improve the quality of service and access for low-income residents as well as the community as a whole within the city and throughout the region.

Additionally, the City participates in monthly meetings with staff from King County Department of Community and Human Services, Public Health King County, the Housing Development Consortium, Valley Cities, the Multi-Service Center, and the King County Housing Authority to review program progress and delivery of services funded through regional efforts. This regional collaboration work is supported by the South King Housing and Homelessness Partnership, which Auburn and other South King County Cities contribute to in order to fund a full time position to address issues related to housing and homelessness in the South King County region.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

King County's regional Continuum of Care (CoC) aims to make homelessness in our region rare, brief, and one-time. In Coordination with the CoC, Auburn supported funding programs such as the Valley Cities Landing, Nexus Youth and Families Severson House and the YWCA Auburn Transitional Housing Program. All programs provide housing and supportive services to homeless persons (including homeless Veterans, families, chronically homeless individuals and unaccompanied youth).

The City also participates in the annual Point in Time count of unsheltered individuals in King County, organized by our CoC.

Coordinating services and funding is critical to our region's implementation of the King County All Home strategic plan on homelessness which aims to help individuals and families experiencing homelessness meet three goals:

- achieve residential stability
- increase their skill levels and/or incomes
- strengthen their ability to influence decisions that affect their lives

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

All projects receiving CoC funding are required by HUD to apply for support through a local Continuum of Care. For King County, the Continuum of Care encompasses programs and activities within the borders of King County. Each continuum sets funding priorities and need for its community. The King County CoC priorities are set by All Home King County. Auburn staff contribute to the CoC by working collaboratively with All Home on efforts for King County to ensure coordination efforts between the two entities.

## **2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	KING COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As our Urban County Consortium lead, King County is an invaluable partner of the City of Auburn in consultation efforts. We meet regularly with the County and our consortium city partners to discuss best practices and new developments in citizen participation, data collection, fair housing, and homeless services. We collaborate on identifying regional needs and consistently evaluate our progress towards our consolidated plan goals. In the 2018 and 2019 program years, we will be working even more closely as we develop our 2020-2024 Consolidated Plan and conduct our local and regional Analysis of Impediments to Fair Housing.
2	<b>Agency/Group/Organization</b>	City of Kent
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	We meet regularly with our consortium city partners to discuss best practices and new developments in citizen participation, data collection, fair housing, and homeless services. We work closely with our Human Services planners in King County to identify and respond to emerging community needs. We collaborate on identifying regional needs and consistently evaluate our progress towards our consolidated plan goals. In the 2018 and 2019 program years, we will be working even more closely as we develop our 2020-2024 Consolidated Plan and conduct our local and regional Analysis of Impediments to Fair Housing.
3	<b>Agency/Group/Organization</b>	City of Federal Way
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	We meet regularly with our consortium city partners to discuss best practices and new developments in citizen participation, data collection, fair housing, and homeless services. We work closely with our Human Services planners in King County to identify and respond to emerging community needs. We collaborate on identifying regional needs and consistently evaluate our progress towards our consolidated plan goals. In the 2018 and 2019 program years, we will be working even more closely as we develop our 2020-2024 Consolidated Plan and conduct our local and regional Analysis of Impediments to Fair Housing.
4	<b>Agency/Group/Organization</b>	City of Bellevue
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	We meet regularly with our consortium city partners to discuss best practices and new developments in citizen participation, data collection, fair housing, and homeless services. We work closely with our Human Services planners in King County to identify and respond to emerging community needs. We collaborate on identifying regional needs and consistently evaluate our progress towards our consolidated plan goals. In the 2018 and 2019 program years, we will be working even more closely as we develop our 2020-2024 Consolidated Plan and conduct our local and regional Analysis of Impediments to Fair Housing.

5	<b>Agency/Group/Organization</b>	Housing Development Consortium of Seattle-King County
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn participates in the South King Housing and Homelessness Partnership, coordinated by the Housing Development Consortium of Seattle-King County. We participate in monthly meetings convened by HDC on homeless response needs and strategy in SKC, and bimonthly meetings focused on affordable housing data and developments. The information collected by HDC helps to inform multiple pieces of our Action Plan, particularly those strategies related to homelessness and affordable housing in our community.
6	<b>Agency/Group/Organization</b>	King County Bar Association
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburns Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
7	<b>Agency/Group/Organization</b>	DOMESTIC ABUSE WOMEN'S NETWORK (DAWN)
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburns Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
8	<b>Agency/Group/Organization</b>	SOLID GROUND
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-homeless Services-Education Services-Employment Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburn's Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
9	<b>Agency/Group/Organization</b>	Mary's Place Seattle
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburn's Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
10	<b>Agency/Group/Organization</b>	DESC
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburn's Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
11	<b>Agency/Group/Organization</b>	Valley Cities Counseling & Consultation
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburn's Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
12	<b>Agency/Group/Organization</b>	GREEN RIVER COMMUNITY COLLEGE
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburn's Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.</p>
13	<b>Agency/Group/Organization</b>	SEATTLE-KING COUNTY YWCA
	<b>Agency/Group/Organization Type</b>	<p>Housing  Services - Housing  Services-Children  Services-Elderly Persons  Services-Persons with Disabilities  Services-Persons with HIV/AIDS  Services-Victims of Domestic Violence  Services-homeless  Services-Education  Services-Employment  Service-Fair Housing</p>

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The YWCA provides specialized and culturally-specific homeless services for African-American families/families of color. 12 transitional housing units are available in Auburn through Coordinated Entry. They are an active participant in Continuum of Care and partner with All Home and King County Housing Authority. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
14	<b>Agency/Group/Organization</b>	NEXUS YOUTH AND FAMILIES
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-homeless Services-Education Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Nexus (formerly Auburn Youth Resources) provides services (showers, laundry, meals, counseling, crisis outreach, misc. basic needs) for youth & young adults experiencing homelessness; centrally located near the Citys Community & Event Center and the Auburn Public Library. They collaborate with these partners as well as APD and have been noticeably visible at recent meetings (SKC Forum on Homelessness, Auburn Roundtable, etc.). Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
15	<b>Agency/Group/Organization</b>	MULTISERVICE CENTER
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Regional organization



	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	MSC provides help to families through case management, shelter and transitional housing. Housing and case management staff participate in SKC Forum on Homelessness meetings, HAC meetings, and the Auburn Roundtable. As a CDBG subgrantee, Auburn works very closely with MSC to track trends and needs for employment services for homeless individuals. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
16	<b>Agency/Group/Organization</b>	Auburn Respite Program
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn Respite Program provides community-based social adult day care (social engagement with peers, meals, etc.) for dependent seniors cared for by family members. The program takes place on Fridays at the Auburn Senior Activity Center; its purpose is to allow for a day of respite for fulltime caregivers. Their proximity to the Les Gove Community Campus is convenient for an array of activities for both the caregiver and family member. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
17	<b>Agency/Group/Organization</b>	Christ Community Free Clinic
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Christ Community Free Clinic provides medical and dental needs to uninsured and underinsured residents while connecting them to other local existing health-focused partners. They hold walk-in clinics on various days of the month and also provide some emergency dental work. They collaborate with HealthPoint, SKC Public Health. Their ED has played a role in both the Auburn Mayors Homelessness Task Force as well as the Blue Ribbon Committee, a health-focused community engagement group. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
18	<b>Agency/Group/Organization</b>	Pregnancy Aid of Auburn
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Pregnancy Aid Provides immediate and confidential help to women and families, including formula, baby food, diapers and car seats. All services and goods are provided free of charge. Centrally located near the Les Gove Campus. Often referred by WIC as they provide services that are not eligible through WIC vouchers (strollers, diapers, etc.). Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.

19	<b>Agency/Group/Organization</b>	Orion Industries
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Orion Industries supports Auburn residents that experience barriers to employment due to disability, criminal histories, low income, language barriers, lack of transportation, etc. by providing hands-on training, case management and job placement to help them move toward self-sufficiency. They participate in numerous job fairs locally. Members/participants of numerous local organizations and partnerships, including L&I, the VA, SKCHS, Community Employment Alliance, and the Auburn Roundtable. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
20	<b>Agency/Group/Organization</b>	SOUND
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Persons with Disabilities Services-homeless Services-Health Health Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Sound provides mental health and chemical dependency services. The PATH program administers various outreach methods to serve homeless persons in South King County. They have played a large role in the annual Point in Time count of homeless persons for numerous years. They collaborate with many local partners, including All Home, Seattle King County Coalition on Homelessness, the Auburn Mayors Homelessness Task Force, HAC, SKC Forum on Homelessness, etc. They attend the Auburn Roundtable and are often at Auburns Free Community Meals program held at rotating locations throughout the week. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.
21	<b>Agency/Group/Organization</b>	Auburn Food Bank
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless

<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Auburn Food Bank Provides food, emergency assistance, free meals, financial help and referrals to residents in need. Regionally they collaborate with Northwest Harvest and Food Lifeline, and locally with the Auburn Public Library, Nexus Youth & Families, Communities in Schools of Auburn, Hyde Shuttle, Trillium Employment Services, etc. They play a role in the Auburn Roundtable, the annual Point in Time Count, and the Auburn Mayors Homelessness Task Force. The food bank also operates a day center and night shelter for homeless individuals in Auburn, in partnership with Valley Cities. Auburn contracts with this agency and engages regularly through quarterly evaluations, monitoring, and regular check ins that provide an overview of service needs in these areas and inform the development of our Annual Action Plan. This agency also received a draft version of the plan via email during the public comment period.

22	<b>Agency/Group/Organization</b>	Auburn Human Services Committee
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Other government - Local Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburns Human Services Committee meets monthly throughout the year to provide oversight and strategic direction for the citys Human Services funding. The committee participates in agency visitations, reviews funding applications and provides CDBG and General Fund funding recommendations, and tracks emerging service needs and trends in the community. The committee has identified a need for deeper analysis of human service needs in Auburn, and will be working in the 2019 program year to identify a consultant and carry out the work.
23	<b>Agency/Group/Organization</b>	Washington State Department of Veterans Affairs
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Other government - Federal Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Auburn convenes and chairs a monthly meeting of service providers in South King County who work with individuals and families experiencing homelessness in our region. These meetings provide an opportunity to discuss emerging service needs, gaps in services regionally, best practices, and training needs. While every meeting is an opportunity to collaborate on our strategic direction in Auburns Consolidated Plan, the city also sends out the draft action plan as part of our citizen participation process and includes a discussion at a scheduled meeting to identify gaps and opportunities and gather feedback. No specific Action Plan comments were received during the development of this plan, but the group did have a robust discussion on the ongoing regional shelter and health needs for individuals experiencing homelessness.
24	<b>Agency/Group/Organization</b>	Regional Affordable Housing Task Force
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Regional Affordable Housing (RAH) Task Force was created by King County to bring leaders from across the county together to collaboratively develop a countywide affordable housing strategy. King County Motion 14873 created the Task Force and defines its structure and objectives. The RAH Task Force will build upon previous and ongoing work of jurisdictions and non-profits to identify ideas and solutions that can be implemented at the regional level. This Work Plan provides an overview of work related to the RAH Task Force throughout 2017 and 2018. Auburn staff sits on the Regional Affordable Housing Task Force Staff Workgroup. Data and feedback from the Task Force is used to identify local and regional gaps and needs related to housing, and develop strategy for the current and future Action Plans.</p>
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#### **Identify any Agency Types not consulted and provide rationale for not consulting**

The City of Auburn consulted with all types of organizations that primarily serve the populations focused on in the Action Plan and implemented programs that addressed the greatest need in the community.

The only types of organizations not consulted with were corrections facilities. The rationale for not consulting with these facilities is that the City does not host either type of organization in the region.

#### **Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	King County	The goals of Auburn's Strategic Plan overlap with the goals of the CoC to address the needs of homeless residents in the community and reduce the risk of homelessness.

**Table 3 - Other local / regional / federal planning efforts**

## Narrative

## AP-12 Participation - 91.401, 91.105, 91.200(c)

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen participation plays a crucial role in the success of the City's Annual Action Plan. The goals are to hear the community's feedback and recommendations on how CDBG funds should be invested and how services can coordinate to achieve the greatest impact. In addition to the targeted outreach listed below, the City regularly engages service providers and stakeholders in discussions regarding human services and local economic development needs. Organizations funded by the city are monitored throughout the year and report quarterly on progress, trends, and challenges. City staff co-host a monthly meeting of service providers working with individuals and families experiencing homelessness in the region to gather feedback and support increased capacity building through broad collaboration of regional providers. In addition, City staff meet regularly with other cities in the area and other funders to evaluate gaps in services and seek solutions to local and regional community development challenges.

#### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community		No comments were received		
2	Email	Service providers in Auburn		No comments were received		

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

The City of Auburn anticipates funding for the duration of the Consolidated Plan from

- CDBG
- City of Auburn General Fund allocation for Human Services

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	604,000	0	0	604,000	604,000	
General Fund	public - local	Public Services	490,000	0	0	490,000	490,000	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Auburn relies on CDBG funds to support community and economic development projects and activities in efforts to support low to moderate income populations to become self-sufficient and sustain affordable housing. However, CDBG funds are not the only source of funds the City uses to support community projects and activities.

The City's general funds are used to support direct services benefitting Auburn's at risk populations in addition to CDBG funds.

CDBG funds do not require matching funds.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

#### **Discussion**

The City of Auburn will use CDBG funds to support all eligible projects and activities that align with CDBG guidelines and regulations.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	End Homelessness	2015	2019	Homeless		Homeless Prevention and Intervention	CDBG: \$90,000	Homelessness Prevention: 150 Persons Assisted Jobs created/retained: 15 jobs  Homeless intervention: 5 youth served with overnight shelter or transitional housing
2	Ensure Decent, Affordable Housing	2015	2019	Affordable Housing Public Housing		Affordable Housing Development and Preservation Neighborhood Revitalization	CDBG: \$414,000	Homeowner Housing Rehabilitated: 45 Household Housing Unit
3	Planning and Administration	2015	2015	Planning and Administration		Homeless Prevention and Intervention Affordable Housing Development and Preservation Neighborhood Revitalization Economic Opportunity	CDBG: \$100,000	Other: 0 Other

**Table 6 – Goals Summary**

## Goal Descriptions

1	Goal Name	End Homelessness
	Goal Description	
2	Goal Name	Ensure Decent, Affordable Housing
	Goal Description	
3	Goal Name	Planning and Administration
	Goal Description	



## AP-35 Projects - 91.420, 91.220(d)

### Introduction

Auburn's Annual Action Plan provides descriptions of proposals of how funds will be prioritized to achieve goals identified in the Consolidated Plan. Projects funded by the City will address the priority needs of providing assistance to prevent homelessness, ensure affordable housing and a suitable living environment. Projects and programs are selected through a competitive application process to ensure optimal quality services is provided to the community in use of the funds.

#	Project Name
1	HOUSING REPAIR
2	ADMINISTRATION
3	HEALTHPOINT
4	EMPLOYMENT TRAINING PROGRAM
5	FRIENDS OF YOUTH

**Table 7 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocations proposed are based on the assessment of Auburn's needs, the resources available in the region, the availability of other funds also focusing on needs, and the purpose of Consolidated Plan funds.

Should CDBG revenues exceed the proposed amount, the additional resources shall be allocated in accordance to the following guidelines:

- Fill gaps in human services primarily healthcare, homeless prevention and intervention and affordable housing accessibility.
- Increase funding for community development projects and activities including housing, community facilities and economic development.

If increases are not significant enough to enhance projects or activities funds may be placed in contingency for programming later in the year or the following program year.

Should CDBG revenues come in lower than anticipated; the City will continue with its planned policy and to the extent allowed reduce funding allocations in homeowner rehabilitation projects and administrative activities.

Should CDBG revenues come in less than originally proposed, the City will continue managing the programs with decreased resources to the extent possible and reduce funding allocations in administrative activities and not public services.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	HOUSING REPAIR
	<b>Target Area</b>	
	<b>Goals Supported</b>	End Homelessness Ensure Decent, Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing Development and Preservation Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$414,000
	<b>Description</b>	Maintain the affordability of decent housing for low-income Auburn residents by providing repairs necessary to maintain suitable housing for low income Auburn homeowners.
	<b>Target Date</b>	12/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 45 low to moderate income families will benefit from the housing repair program. As the City's largest homeless prevention program, housing repair ensures the sustainability of a safe home for some of Auburn's most vulnerable residents. Of the 45 low to moderate income residents who apply for the program, over half of them are of the senior and disabled population. CDBG funds will support this program transitioning from contracted services only to a combination of contracted services and services provided by in-house staff. Building on best practices from neighboring entitlement communities that have instituted this model, we expect that this transition will allow us in future years to serve a greater number of Auburn residents with significantly shorter wait times.
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	Activities include minor home repairs.
2	<b>Project Name</b>	ADMINISTRATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Homeless Prevention and Intervention Affordable Housing Development and Preservation Neighborhood Revitalization Economic Opportunity
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	General administration and project management
	<b>Target Date</b>	12/31/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	General planning and administration of the CDBG programs include: management of the housing repair program, management of all CDBG related finances, all grant reporting, monitoring of subrecipients and providing guidance of program implementation in Auburn.
<b>3</b>	<b>Project Name</b>	HEALTHPOINT
	<b>Target Area</b>	
	<b>Goals Supported</b>	End Homelessness
	<b>Needs Addressed</b>	Homeless Prevention and Intervention
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	Providing healthcare services which include medical and dental to 150 or more low to moderate income, Auburn residents. This project is a public service activity.
	<b>Target Date</b>	12/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 150 low to moderate income Auburn residents will have benefitted from the proposed activities.
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	EMPLOYMENT TRAINING PROGRAM
	<b>Target Area</b>	
	<b>Goals Supported</b>	End Homelessness
	<b>Needs Addressed</b>	Homeless Prevention and Intervention
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Provide employment training supportive services to approximately 15 low to moderate income Auburn residents so that at least half of them can find and sustain a job. This project is a public service activity.
	<b>Target Date</b>	12/31/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 low to moderate income Auburn residents will benefit from the employment training program.
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	Planned activities include employment training supportive services to Auburn residents.
5	<b>Project Name</b>	FRIENDS OF YOUTH
	<b>Target Area</b>	
	<b>Goals Supported</b>	End Homelessness
	<b>Needs Addressed</b>	Homeless Prevention and Intervention
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Provide outreach, transitional housing and shelter services to youth and young adults (ages 16-24) experiencing homelessness.
	<b>Target Date</b>	12/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 homeless youth and/or young adults will benefit from the proposed activities.
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	Planned activities include outreach and drop-in services, transitional housing and shelter provisions for homeless youth and young adults.

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Auburn intends on distributing funds throughout the jurisdiction.

#### **Geographic Distribution**

Target Area	Percentage of Funds

**Table 8 - Geographic Distribution**

#### **Rationale for the priorities for allocating investments geographically**

Due to the fact that all areas of Auburn have low to moderate income families dispersed throughout the entire City, the City intends on investing throughout the entire jurisdiction to ensure that all populations throughout the region have access to beneficial programs and housing opportunities.

#### **Discussion**

Due to the fact that all areas of Auburn have low to moderate income families dispersed throughout the the entire City, the City intends on investing throughout the entire jurisdiction to ensure that all populations throughout the region have access to beneficial programs and housing opportunities.



## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

The City of Auburn will continue to work with service providers, the housing authority and residents in coordination to fully address and develop systems and strategies to promote their efforts in providing sustainable, affordable housing.

Auburn's partnerships with organizations such as the King County Housing Authority and the Housing Development Consortium of Seattle King County have allowed the City to explore new and innovative strategies to continue to offer affordable housing to its current and prospective residents.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Auburn will continue to look at policies that remove barriers to affordable housing. The City of Auburn's Comprehensive Land Use Plan includes several policies and objectives that will guide the city toward achieving its affordable and fair housing goals. These policies include maintaining flexibility in land use to achieve a balanced mix of affordable housing opportunities. The City will continue to pursue mixed use developments that are consistent with the transportation oriented developments located in Auburn's downtown. The City will look for opportunities with public and private agencies to implement policies and offer programs that help alleviate physical and economic distress, conserve energy resources, improve the quality and quantity of community services, and eliminate conditions that are detrimental to health, safety and public welfare.

In 2017 the City of Auburn passed an ordinance that does not allow landlords of multifamily units to discriminate against potential renters based on their source of income. The Auburn City Council has expressed interest in exploring further opportunities to discuss and adopt tenant protections in 2019.

### **Discussion**



## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The City of Auburn will continue to work with service providers throughout the region in coordination to develop systems and strategies to promote their efforts in providing optimal, easily accessible services. The City will work to reduce the number of families in poverty, sustain relationships with employment training agencies, and work to preserve the affordable housing stock in our community.

### **Actions planned to address obstacles to meeting underserved needs**

By establishing a strong foundation of networks between local service providers, stakeholders and government agencies through committees and coalitions, the City will work in partnership to address obstacles and ameliorate barriers to meeting underserved needs. The collaborated organizations will develop detailed strategic plans that will delegate tasks, build systems and ongoing assessment of service delivery.

### **Actions planned to foster and maintain affordable housing**

The City will continue to maintain the affordability of decent housing for low income Auburn residents by allocating over \$400,000 of CDBG funds to the City's Housing Repair Program. The program provides emergency repairs necessary to maintain safe housing for at least 45 Auburn homeowners, many of whom are senior citizens and/or are experiencing barriers to safely accessing their homes due to physical disabilities.

In addition to Auburn's Housing Repair program, the City will maintain affordable housing by continuing to engage and partner with coalitions, committees and other government agencies to integrate and enhance efforts on the issue.

Auburn has been participating in a robust regional effort to coordinate affordable housing activities in South King County. The South King County Housing and Homeless Partnership is a network of municipal land use and human services staff, nonprofit housing and homeless organizations working to address affordable housing and homelessness needs in South King County. The city has taken a lead role in discussions to make this partnership permanent with an interlocal agreement between SKC municipalities. Cities in South King County, including Auburn, will be voting on this issue in the first quarter of 2019.

### **Actions planned to reduce lead-based paint hazards**

The City of Auburn includes language in its CDBG contracts that require agencies to comply with HUD Lead-Based Paint Regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4831, et seq.) requiring prohibition of the use of lead-based paint whenever CDBG funds are used. In addition, the City notifies residents of potential lead-based paint

hazards when it awards a Housing Repair grant. A copy of the pamphlet – "Protect Your Family from Lead In Your Home" is provided each Housing Repair client when the City conducts the initial inspection of their home.

The city takes additional measures when the age of the home indicates a possible presence of lead-based paint. Before housing repair work commences, the city contracts with a certified provider to undertake lead paint testing. When lead-based hazards are positively identified, the city works with the housing repair client and contractors certified in RRP Lead Abatement to implement the necessary mitigation and safety strategies.

### **Actions planned to reduce the number of poverty-level families**

The City of Auburn's planned actions to reduce the number of poverty- level families include but are not limited to:

- Allocating \$10,000 to employment and training programs
- Allocating \$60,000 to healthcare services targeted at families who are uninsured or underinsured
- Participate and partner with coalitions, committees and agencies that provide antipoverty services to develop and enhance strategies and efforts to reduce poverty level families
- Supporting the development and sustainability of affordable multi-family housing in Auburn

Support and continue to fund programs serving families living in poverty

### **Actions planned to develop institutional structure**

The City's planned actions to address the gaps and weaknesses identified in the strategic plan include:

- Maintaining partnerships with and participating in the South King County Housing and Homelessness Partnership, All Home of King County and other regional human service providers, coalitions and committees who address homeless issues. The City will also continue to work collaboratively with partnering organizations and groups to integrate and enhance services to provide optimal services to individuals and families currently experiencing or at risk of homelessness. In addition the City plans to allocate \$250,000 to emergency shelters and homelessness intervention services, and more than \$60,000 to emergency services such as food, financial assistance, clothing and healthcare.
- Take a comprehensive approach to consolidated and comprehensive planning to include all internal City departments, commissions, committees and task force.

### **Actions planned to enhance coordination between public and private housing and social**

## **service agencies**

The City of Auburn has heavily contributed and intends to continue cultivating relationships between public and private housing and social service agencies. In addition the City will continue to participate in collaborations with the South King County Forum on Homelessness, the South King County Council of Human Services, Seattle-King County Housing Development Consortium and the King County Joint Planners Meeting.

In 2016 the City of Auburn started participating in Affordable Housing Week through the Housing Development Consortium along with other public and private housing agencies in King County to continue our partnerships in providing affordable housing in the region. The City will continue its participation in this annual event and look for other similar opportunities to raise build partnerships to support the preservation and enhanced affordability of housing in our community.

## **Discussion**

The expressed goal of the City's Consolidated Plan is to reduce the number of people living in poverty within Auburn. The City intends to give funding priority to programs that in addition to complying with federal regulations and address a priority a outlined in the Consolidated Plan are consistent with all of the goals and objectives identified.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

#### Introduction

The City of Auburn will use all CDBG funds to support projects and activities benefiting low and moderate income residents. Funds will be used for Public Services and Planning and Administration with the remaining balance intended for housing rehab services.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## **Discussion**

The City of Auburn will continue to use all of its funds to support residents of low/moderate income while maintaining a focus on underserved and special populations.