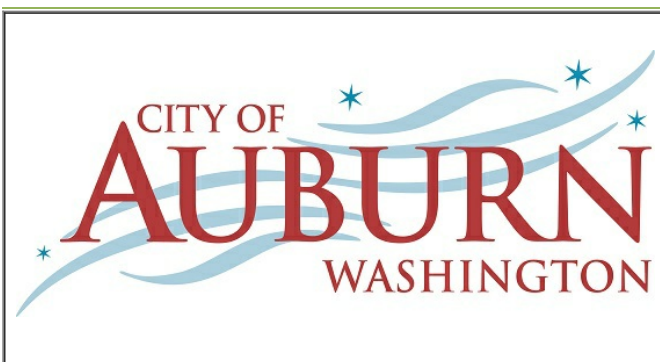


	City Council Meeting November 20, 2017 - 7:00 PM City Hall Council Chambers AGENDA Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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I. CALL TO ORDER

A. Pledge of Allegiance

B. Roll Call

II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

III. APPOINTMENTS

IV. AGENDA MODIFICATIONS

V. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE

A. Public Hearings

1. 2017-2018 Mid Biennial Budget Public Hearing No. 1

City Council to conduct a hearing on the 2017-2018 Mid Biennial Budget Public Hearing No. 1

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

2. 2018 Property Tax Levy Public Hearing

City Council to conduct a hearing on the 2018 Property Tax Levy Public Hearing

***(RECOMMENDED ACTION: City Council conduct the public hearing.
For further action on this item, see Ordinance No. 6664.)***

B. Audience Participation

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

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

VI. COUNCIL AD HOC COMMITTEE REPORTS

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

VII. CONSENT AGENDA

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

A. Minutes of the November 6, 2017 City Council Meeting

B. Claims Vouchers

Claim Voucher No. 446444 through 446640 in the amount of \$8,207,993.91 and four wire transfers in the amount of \$525,151.58 and dated November 20, 2017.

C. Payroll Vouchers

Payroll check numbers 537587 through 537609 in the amount of \$251,331.17, electronic deposit transmissions in the amount of \$1,873,851.26 for a grand total of \$2,125,182.43 for the period covering November 2, 2017 to November 15, 2017.

D. 2018 Annual On-Call Agreements

City Council to approve the 2018 On-Call Professional Services Agreements

(RECOMMENDED ACTION: City Council approve the Consent Agenda.)

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. ORDINANCES

A. Ordinance No. 6659 (Heid)

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

(RECOMMENDED ACTION: City Council adopt Ordinance No. 6659.)

B. Ordinance No. 6664 (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 2018 for general city operational purposes in the amount of \$21,548,429.00

(RECOMMENDED ACTION: City Council adopt Ordinance No. 6664.)

XI. RESOLUTIONS

A. Resolution No. 5317 (Coleman)

A Resolution of the City Council of the City of Auburn, Washington, approving the grant management administrative policy

(RECOMMENDED ACTION: City Council adopt Resolution No. 5317.)

B. Resolution No. 5319 (Heid)

A Resolution of the City Council of the City of Auburn, Washington, amending the City of Auburn Fee Schedule to adjust for 2018 fees

(RECOMMENDED ACTION: City Council adopt Resolution No. 5319.)

C. Resolution No. 5326 (Coleman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute an addendum to the agreement with the Auburn Valley Humane Society to provide animal licensing services

(RECOMMENDED ACTION: City Council adopt Resolution No. 5326.)

D. Resolution No. 5327 (Hinman)

A resolution of the City Council of the City of Auburn, Washington, authorizing and supporting its grant funding application to the Port of Seattle for Economic Development Partnership Program funds

(RECOMMENDED ACTION: City Council adopt Resolution No. 5327.)

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.aubumwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

AGENDA BILL APPROVAL FORM

Agenda Subject:

2017-2018 Mid Biennial Budget Public Hearing No. 1

Date:

November 15, 2017

Department:

Finance

Attachments:

No Attachments Available

Budget Impact:**Administrative Recommendation:**

City Council to conduct a public hearing to receive public comments and suggestions with regard to proposed modifications to the 2017-2018 Biennial Budget.

Background Summary:

This is the initial public hearing held prior to the review of the 2017-2018 mid-biennial budget correction. The purpose of the correction is to evaluate and assess any changes needed to the budget for the remainder of the 2017-2018 biennium. This public hearing provides an opportunity for any citizens to make comments or suggestions prior to publication of the mid-biennial correction. A second public hearing is scheduled for December 4, where citizens will have an additional opportunity to make comments or suggestions.

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

Coleman

Meeting Date: November 20, 2017

Item Number:

PH.1

AGENDA BILL APPROVAL FORM

Agenda Subject:

2018 Property Tax Levy Public Hearing

Date:

November 15, 2017

Department:

Finance

Attachments:

No Attachments Available

Budget Impact:**Administrative Recommendation:**

City Council to conduct a public hearing to receive public comments and suggestions with regard to possible increases in property taxes.

Background Summary:

This public hearing provides an opportunity for any citizens to make comments or suggestions regarding revenue estimates and possible increases in property taxes.

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

Coleman

Meeting Date: November 20, 2017

Item Number:

PH.2

AGENDA BILL APPROVAL FORM

Agenda Subject:

Minutes of the November 6, 2017 City Council Meeting

Date:

November 15, 2017

Department:

Administration

Attachments:

[Minutes](#)

Budget Impact:

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Meeting Date: November 20, 2017

Staff:

Item Number: CA.A



CITY COUNCIL MEETING MINUTES

November 6, 2017 7:00 PM

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, and led those in attendance in the Pledge of Allegiance.

B. Roll Call

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

Mayor Nancy Backus was in attendance, and the following department directors and staff members were also present: Finance Director Shelley Coleman, City Attorney Daniel B. Heid, Assistant City Attorney Jessica Leiser, Chief of Police Bob Lee, Innovation and Technology Director Paul Haugan, Assistant Director of Innovation and Technology Ashley Riggs, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Community Development and Public Works Director Kevin Snyder, Human Resources and Risk Management Director Rob Roscoe, Real Property Analyst Josh Arndt, Director of Administration Dana Hinman, Economic Development Manager Doug Lein, Human Services Program Coordinator Duanna Richards, Parks, Arts and Recreation Director Daryl Faber, and City Clerk Danielle Daskam.

II. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

A. Entrepreneurship Week Proclamation

Mayor Backus to proclaim November 13-19, 2017 as "Entrepreneurship Week" in the city of Auburn.

Mayor Backus read and presented a proclamation declaring November 13-19, 2017 as Entrepreneurship Week in the city of

Auburn to Auburn Mountainview High School students Emily Cookston, Emily Watling and Simran Sandhu.

B. Small Business Saturday Proclamation

Mayor Backus to proclaim Saturday, November 25, 2017, as Small Business Saturday in the city of Auburn.

Mayor Backus read and presented a proclamation declaring November 25, 2017, as Small Business Saturday in the city of Auburn to Auburn Area Chamber of Commerce president and chief executive officer, Julia Jordan. Mayor Backus urged all residents to support small businesses and merchants on November 25 and throughout the year.

C. GIS Day Proclamation

Mayor Backus to proclaim November 15, 2017 as GIS Day in the city of auburn.

Mayor read and presented a proclamation declaring November 15, 2017 as GIS Day in the city to City of Auburn Assistant Director of Innovation and Technology Ashley Riggs.

D. Introduction of Special Guests from Tamba, Japan

Mayor Backus welcomed several special guests from the City's Sister City, Tamba, Japan. The group included members of the Tamba International Association, who help coordinate the annual Youth Ambassador exchange program, as well as businessmen and economic development staff from Tamba City. Mr. Glenn Tamai introduced each guest:

Mr. Naoki Yamaguchi – Chairman, Tamba International Association

Mr. Takeshi Kamei – Vice Chairman, Tamba International Association

Mrs. Midori Kamei – Spouse

Mr. Masami Yamoto – Board member, Tamba International Association

Mr. Yoshiyuki Yamaguchi – Board member, Tamba International Association/travel agency

Ms. Noriko Kondo – City official/in charge of Economic Development

Ms. Yumi Adachi – City official/economic development

Mr. Shuzo Nishiyama – Businessman/sake maker

Mr. Kyohei Hanada – Businessman/restaurant owner

Ms. Miwako Hata – Parent of former yearlong exchange student

Ms. Harumi Asai – Parent of former Tamba Youth Ambassador

Ms. Kondo, Tamba Economic Development Manager, read a letter from Mayor Shinichi Taniguchi to Mayor Backus.

Also present was Mr. Hideaki Kawachi, Executive Director of the Hyogo Business and Cultural Center in Seattle. Tamba is located in the Hyogo prefecture, which has a Sister State relationship with Washington State.

III. APPOINTMENTS

There was no appointment for Council consideration.

IV. AGENDA MODIFICATIONS

Resolution Nos. 5328 and 5329 were added to the agenda.

V. CITIZEN INPUT, PUBLIC HEARINGS & CORRESPONDENCE

A. Public Hearings

1. Public Hearing on Ordinance No. 6658 and Intent to Modify the Business Improvement Area (BIA) Special Assessment

City Council to conduct a hearing on the proposed modification to the exemptions to the BIA special assessment to address itinerant businesses, home occupations, large-scale nonprofit organizations, and nested businesses

Economic Development Manager Lein explained Ordinance No. 6658 is an amendment to the original BIA ordinance that was adopted in 1988. The BIA Committee of Ratepayers has recommended revisions to clarify exemptions.

Mayor Backus opened the public hearing at 7:29 p.m.

Terri Danz, business location at 102 West Main, Auburn
Ms. Danz spoke against the BIA special assessment. She stated the BIA does not serve her type of business which serves customers worldwide. Ms. Danz stated she would rather support the Auburn Area Chamber of Commerce.

Renee Clark, 3420 Scenic Drive, Auburn

Ms. Clark stated she currently has an art studio in Kent, and she is a member of the small business incubator in Auburn with hopes to have a storefront in Auburn in the future. She compared the cost of doing business in Kent versus Auburn. She spoke against the BIA assessment stating it is a hardship for small start-up businesses.

Julia Jordan, CEO and President of the Auburn Area Chamber of Commerce, Auburn

Ms. Jordan spoke of the difference between the role of the Chamber, the Auburn Downtown Association, and the BIA. She stated the BIA uses its funds to promote the downtown core area.

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

Paula Golbienio, 1815 22nd Way NE, Auburn

Ms. Golbienio spoke about a dangerous dog incident in which her grandson's dog was killed by a pitbull. She spoke in favor of banning pitbulls and submitted a letter regarding the incident.

Alex Ryncarz, 2516 I Street NE, Auburn

Mr. Ryncarz spoke about homeless and Valley Cities Counseling and Consultation. He stated he was thankful for the help he received from Valley Cities but stated the new management is oppressive.

Betty Brun, 2516 I Street NE, Auburn

Ms. Brun also spoke regarding homeless and Valley Cities Counseling and Consultation. She expressed concern for those who are disabled and homeless.

Steve Small, 201 O Street NE, Auburn

Mr. Small spoke regarding the Business Improvement Area (BIA). He spoke in favor of the BIA. Mr. Small also expressed concern with the location of the new Sound Transit parking garage in the downtown area. He stated that an additional parking garage near the Sound Transit station will create significant congestion for those in the downtown area.

C. Correspondence

There was no correspondence for Council review.

VI. COUNCIL AD HOC COMMITTEE REPORTS

Councilmember Baggett, chair of the Finance ad hoc committee that reviews claims and payroll vouchers, reported he and Councilmember Wagner reviewed the payroll vouchers and electronic deposits in the approximate amount of \$2.2 million and claims vouchers and wire transfers in the amount of approximately \$2.6 million for the periods Oct 12, 2017 to Nov 1, 2017 and November 6, 2017, respectively. The ad hoc committee recommends approval of the claims and payroll vouchers as described on the Consent Agenda.

VII. CONSENT AGENDA

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

A. Minutes of the June 27, 2016 and July 11, 2016 Study Session Meetings**B. Minutes of the October 16, 2017 Regular City Council Meeting****C. Claims Vouchers**

Claims vouchers 446223 through 446443 in the amount of \$1,905,669.29 and eight wire transfers in the amount of \$691,615.12 and dated November 6, 2017.

D. Payroll Vouchers

Payroll check numbers 537565 through 537586 in the amount of \$432,492.71, electronic deposit transmissions in the amount of \$1,806,549.00 for a grand total of \$2,239,041.71 for the period covering October 12, 2017 to November 1, 2017

E. Call for Public Hearing – 2018 Property Tax Levy Public Hearing

City Council to call for a public hearing to be held on November 20, 2017, to receive public comments and suggestions with regard to possible increases in property taxes

F. Call for Public hearings – Mid-Biennial Review and Modification of the 2017-2018 Biennial Budget

City Council to call for public hearings to be held November 20 and December 4, 2017 to receive public comments and suggestions

with regard to the proposed modifications to the 2017-2018 Biennial Budget, including revenue estimates and possible increases in property taxes

G. Public Works Project No. CP1406

City Council award Contract No. 17-28 to West Coast Signal, Inc. on their low bid of \$448,492.50 for Project No. CP1406, Main Street Signal Upgrades project.

H. Public Works Project No. CP1417

City Council approve Final Pay Estimate No. 5 to Contract No. 16-04 to R.L. Alia in the amount of \$10,883.00 and accept construction of Project No. CP1417, West Hill Springs Improvements Project.

I. Public Works Project No. CP1511

City Council approve Final Pay Estimate No. 3 to Contract No. 17-12 in the amount of \$488,335.14 and accept construction of Project No. CP1511, M Street SE Improvements.

Deputy Mayor Wales moved and Councilmember Holman seconded to approve the Consent Agenda.

MOTION CARRIED UNANIMOUSLY. 6-0

VIII. UNFINISHED BUSINESS

There was no unfinished business.

IX. NEW BUSINESS

A. Sound Cities Association Legislative Agenda

(For clarification of these minutes, this item was discussed after action on Resolution No. 5329.)

City Attorney Heid reminded that earlier today in a special meeting, the City Council discussed the Sound Cities Association (SCA) legislative agenda for 2018. He inquired whether Council would be making any motion regarding the SCA legislative agenda.

Councilmember Wagner moved and Councilmember Holman seconded to adopt in full the Sound Cities Association legislative agenda for 2018.

Councilmember Pelosa memorialized the SCA legislative agenda to include the following topics: 1) Adjust the property tax cap, 2) invest in public health services, and 3) address the housing and homeless crisis. Councilmember Pelosa spoke in favor of the motion and the SCA legislative agenda. Councilmember Pelosa noted that if the property tax cap adjustment is passed by the state legislature, each individual city would make their own decision on whether to increase the property tax cap.

Deputy Mayor Wales expressed support for public health services and housing and homelessness. Deputy Mayor Wales stated that to raise the taxing limit at this time is irresponsible.

Councilmember Wagner moved to amend the motion to exclude the topic of the property tax cap adjustment. Motion was seconded by Deputy Mayor Wales.

Councilmember Holman noted the subject is a legislative agenda that will be forwarded to the legislature and advocated by the Sound Cities Association.

Councilmember Baggett stated he is not in favor of increasing taxes. He noted that the motion is to approve a legislative agenda that the Sound Cities Association can take to the legislature. The property tax cap adjustment may be a revenue that the City may need in the future.

MOTION TO AMEND FAILED. 3-3 Councilmembers Baggett, Holman and Pelosa voted no.

MOTION TO APPROVE THE SCA LEGISLATIVE AGENDA PASSED. 4-2 Deputy Mayor Wales and Councilmember Trout-Manuel voted no.

X. ORDINANCES

A. Ordinance No. 6658

An Ordinance of the City Council of the City of Auburn, Washington, creating a new chapter of the Auburn City Code related to the Auburn Business Improvement Area

Councilmember Wagner moved and Councilmember Baggett seconded to adopt Ordinance No. 6658.

Councilmember Wagner spoke in favor of the ordinance. Councilmember Wagner wondered why the BIA Committee of Ratepayers did not consider start-up businesses as part of the amendments. Councilmember Wagner also questioned whether global businesses that have no store front and are not retail or service should be subject to the BIA assessment.

Deputy Mayor Wales also questioned whether start-up businesses should be addressed in the ordinance.

Councilmember Holman requested clarification on the changes to the ordinance.

Economic Development Manager Lein stated there are 190 businesses within the boundaries of the BIA. The purpose of the BIA is to generate economic activity by, among other things, providing security for public spaces and sponsoring public events in the downtown area. The intent of the ordinance is to create an “environment” in the downtown area. The BIA Committee of Ratepayers’ first action was to review the existing ordinance and remedy the inequity in fees. There were 185 businesses paying fees with five to six businesses that were not. The hospital is exempt under the current ordinance. Businesses in the small business incubator are exempt from the BIA assessment.

Megan White, Chair of the BIA Committee of Ratepayers
Ms. White stated she is the owner of a business at 225 Auburn Way North. She spoke in support of the ordinance. She stated that before becoming a member of the BIA Committee of Ratepayers, she was skeptical of the reason for the BIA and the special assessment. She spoke in favor of the proposed ordinance as “baby-steps” to create an ordinance that is more equitable.

In response to a question from Councilmember Trout-Manuel, Economic Development Manager Lein confirmed that payment of the BIA assessment is a condition for obtaining a business license for any business located in the BIA boundaries.

There was brief discussion regarding the timing of the ordinance and the business license renewal process that begins next month and is the means for collecting the BIA assessment.

Deputy Mayor Wales questioned the use of the BIA assessment fees and suggested reducing the business license fee to \$1.00.

Councilmember Holman recommended adopting Ordinance No. 6658 with the caveat that the BIA Committee of Ratepayers look into the rate scheme for small business start-ups.

Councilmember Pelosa recommended referring the ordinance back to the Committee of Ratepayers and address small business start-ups and global businesses.

Councilmember Wagner suggested tabling the ordinance to a date certain in two weeks. He suggested more clarity on the advisory role of the BIA Committee of Ratepayers for improvements in the downtown area.

City Attorney Heid noted there is language in the current and proposed ordinance that allows the BIA Committee of Ratepayers to make recommendations to the City Council on a diverse collection of issues (ACC Section 2.98.090).

Economic Development Manager Lein stated the BIA assessment for a typical small businesses is typically around \$150.00 to \$175.00 per year. He estimated that Main Street storefront businesses pay approximately \$300.00 per year. There are only five or six businesses that would pay the maximum assessment of \$1,500.00 per year. Also, businesses in the small business incubator are exempt.

Councilmember Wagner moved and Councilmember Holman seconded to amend the original motion to include the following: "Council has expressed some interest in other improvements in the ordinance and request the BIA Committee of Ratepayers return with those improvements and an updated ordinance within three months."

City Attorney Heid clarified that the intent of the motion is to pass Ordinance No. 6658 this evening and that the Committee return other proposed amendments within three months. Councilmember Wagner confirmed.

MOTION TO AMEND PASSED. 4-2 Deputy Mayor Wales and Councilmember Trout-Manuel voted no.

MOTION, AS AMENDED, PASSED. 4-2 Deputy Mayor Wales and Councilmember Trout-Manuel voted no.

XI. RESOLUTIONS

A. Resolution No. 5320

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

Deputy Mayor Wales moved and Councilmember Baggett seconded to adopt Resolution No. 5320.

MOTION CARRIED UNANIMOUSLY. 6-0

B. Resolution No. 5324

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute an Interlocal Agreement between the City of Auburn and the City of Federal Way relating to the leasing of Auburn property for joint police task-force

Councilmember Pelosa moved and Councilmember Holman seconded to adopt Resolution No. 5324.

MOTION CARRIED UNANIMOUSLY. 6-0

C. Resolution No. 5325

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to accept state grant funds from the King County Flood Control District for the 37th Street NW Flood Control Project

Councilmember Baggett moved and Councilmember Holman seconded to adopt Resolution No. 5325.

MOTION CARRIED UNANIMOUSLY. 6-0

D. Resolution No. 5328

A Resolution of the City Council of the City of Auburn, Washington, approving Addendum No. 1 to the Collective Bargaining Agreement between the City of Auburn and the Auburn Police Sergeants' Association for 2016-2018

Deputy Mayor Wales moved and Councilmember Baggett seconded to adopt Resolution No. 5328.

MOTION CARRIED UNANIMOUSLY. 6-0

E. Resolution No. 5329

A Resolution of the City Council of the City of Auburn, Washington, approving Addendum No. 1 to the Collective Bargaining Agreement between the City of Auburn and the Auburn Police Guild for 2016-2018

Councilmember Holman moved and Councilmember Pelosa seconded to adopt Resolution No. 5329.

MOTION CARRIED UNANIMOUSLY. 6-0

XII. MAYOR AND COUNCILMEMBER REPORTS

A. From the Council

Deputy Mayor Wales reported that she met with organizations supporting disabled veterans, and she reminded that the Veterans Day Parade will be held Saturday, November 11th.

Councilmember Wagner reported on his attendance at the Pierce County Regional Council where the topic of discussion was the Puget Sound Regional Council's effort to redefine regional growth centers.

Councilmember Trout-Manuel reported on her attendance at a Joint Policy Summit on Gang Prevention and Intervention in Tacoma. The policy summit was sponsored by the Governor's Office, Attorney General's Office, Washington State Association of Counties, and others.

Councilmember Pelosa reported on the governance plan for the veterans, seniors and vulnerable population levy. Councilmember Pelosa reported on his attendance at the Regional Policy Committee where members discussed veteran advocacy in outreach programs. Councilmember Pelosa also reported on his attendance at the Metropolitan Water Pollution Abatement Advisory Committee meeting.

B. From the Mayor

Mayor Backus reported on the swearing-in of two new police officers during the past two weeks, Nate Fry and Trent Dow. Mayor Backus also reported on her attendance at the River Estates 40th

anniversary celebration, the White River Valley Museum Tailgate Fundraiser, the Arthur Jacobsen Elementary School Trunk or Treating event, Halloween Harvest Festival at Les Gove Park and Community Center, the Battlefield Addiction Fundraiser, a ribbon cutting ceremony for Painting with a Twist, the 24th Annual Harvest Breakfast for the Auburn Food Bank, and the Auburn Area Chamber of Commerce Holiday Auction. Mayor Backus reported Robertson Properties Group (RPG) has announced pre-leasing opportunities for the RPG Auburn Gateway project.

XIII. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 9:18 p.m.

APPROVED THE _____ DAY OF _____, 2017.

NANCY BACKUS, MAYOR

Danielle Daskam, City Clerk

City Council agendas and minutes are available to the public at the City Clerk's Office, on the City website, and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

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

AGENDA BILL APPROVAL FORM

Agenda Subject:

Claims Vouchers

Date:

November 15, 2017

Department:

Finance

Attachments:

No Attachments Available

Budget Impact:**Administrative Recommendation:**

Approve Claims Vouchers

Background Summary:

Claim Voucher No. 446444 through 446640 in the amount of \$8,207,993.91 and four wire transfers in the amount of \$525,151.58 and dated November 20, 2017.

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

Coleman

Meeting Date: November 20, 2017

Item Number:

CA.B



AGENDA BILL APPROVAL FORM

Agenda Subject:

Payroll Vouchers

Date:

November 15, 2017

Department:

Finance

Attachments:

No Attachments Available

Budget Impact:**Administrative Recommendation:****Background Summary:**

Payroll check numbers 537587 through 537609 in the amount of \$251,331.17, electronic deposit transmissions in the amount of \$1,873,851.26 for a grand total of \$2,125,182.43 for the period covering November 2, 2017 to November 15, 2017.

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

Meeting Date: November 20, 2017

Item Number: CA.C

AGENDA BILL APPROVAL FORM

Agenda Subject:

2018 Annual On-Call Agreements

Date:

November 14, 2017

Department:

CD & PW

Attachments:

[2018 Amended On-Call Agreements](#)

Budget Impact:**Administrative Recommendation:**

City Council to approve the Annual On-Call Professional Service Agreements for 2018.

Background Summary:

The annual on-call agreements are used to supplement the City's staff resources or to perform specialized services not available within the City. Having these resources available provides the City with the flexibility to complete tasks or projects in an efficient and timely manner as they are needed throughout the year.

Each agreement is written to provide the total "Not to Exceed" amount for the year, however, actual expenditures under each agreement are authorized by the City through specific Task Orders. Each Task Order provides a specific Scope of Work, Schedule, and Budget for the work to be completed by the consultant or service provider. All expenditures associated with these agreements will be in conformance with authorized budgets for the related projects or tasks.

Attached is a table that shows existing agreements that require amendments to increase the "Not to Exceed" amount to accommodate task orders anticipated in 2018. Amendments for agreements that are being amended for time only are not listed.

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

Snyder

Meeting Date: November 20, 2017

Item Number:

CA.D

On Call / Annual Agreements - 2018 Amendments

Agreement File #	Consultant Name	Project Name / Services	Amount Encumbered in 2017*	BALANCE* (unencumbered funds)	End of 2017 Action Needed
AG-C-478	KPG, Inc.	Roadway Design	\$271,110.76	\$78,889.24	Amend - extend to 2018 and Add \$100,000.00
AG-C-479	DKS Associates, Inc.	Signal, Lighting, & ITS Design	\$67,092.50	\$13,589.33	Amend - extend to 2018 and Add \$25,000.00
AG-C-481	Material Testing & Consulting, Inc.	Testing/Inspection Services	\$32,855.00	\$0.00	Amend - extend to 2018 and Add \$50,000.00
AG-C-482	Reid Middleton, Inc.	Structural Design	\$11,500.00	\$2,701.26	Amend - extend to 2018 and Add \$50,000.00
AG-C-494	Parametrix	SCADA Support Services	\$200,426.00	\$12,650.00	Amend - extend to 2018 and Add \$200,000.00

*Amounts as of 9/27/17



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6659 (Heid)

Date:

November 14, 2017

Department:

City Attorney

Attachments:

[Ord 6659](#)

Budget Impact:**Administrative Recommendation:**

Review SODA Ordinance.

Background Summary:

Ordinance No. 6659 proposes to add a new Chapter 9.24 to the City Code. This chapter, patterned after a similar code provisions in cities across the state, seeks to identify certain areas within the City as being subject to an anti-drug emphasis. Those portions of the City that are identified as anti-drug emphasis areas could be used as an enforcement tool for people engaging in illegal drug activity in certain areas could be ordered to stay out of those areas, and there failing to do so could constitute a public nuisance and a violation of the law for which penalties could be assessed. Samples of similar ordinances are included here with, including samples from Tacoma, Lakewood, Marysville, Everett, Bothell, Shoreline, University Place and Arlington (proposed). Each of these ordinances, seeks to accomplish the same thing that Auburn's proposed ordinance seeks to accomplish. Checking with prosecutors involved with some of these jurisdictions, the assessment, we received was that this is a valuable tool for the police, prosecutors, and courts to address recurring illegal drug activities in certain areas. This ordinance would/could result in additional prosecution to address illegal drug activity, but it gives the police an additional tool that would not otherwise be available. If a person were convicted of a crime involving illegal drug activity in a certain area of the city that has been identified as a drug emphasis area, the court order in the violation could include a provision that restricts the violator from returning to that area. Other than where the violator lives within one of the identified drug enforcement areas, it would be advantageous for the city, the police and neighbors to have people restricted from returning to locations where drug activities were occurring. Again, the cities with whom we were able to check regarding their similar ordinances expressed support for the use of such an ordinance.

Also, in connection with Ordinance No. 6659, although the drug emphasis areas are defined in the ordinance, to assist in visualizing where those drug emphasis areas are within the city, maps showing the identified drug emphasis areas and city parks (also drug emphasis areas) are included as well.

Reviewed by Council Committees:

Councilmember:

Staff:

Heid

Meeting Date: November 20, 2017

Item Number:

ORD.A

ORDINANCE NO. 6 6 5 9

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, AMENDING SECTION 1.24.010
OF THE AUBURN CITY CODE AND CREATING A NEW
CHAPTER 9.24 OF THE AUBURN CITY CODE RELATING TO
NEW GROSS MISDEMEANOR VIOLATIONS CONCERNING
DRUG-RELATED ACTIVITIES

WHEREAS, the current provisions of the Auburn City Code include prohibitions on certain drug-related activities but do not, at this point, identify target areas for enforcement - identifying those areas where drug-related activities are most problematic; and

WHEREAS, in connection with a more effective enforcement of illegal drug related activities and an intent to target those areas most adversely affected by such activities, it is appropriate for the City to establish areas where illegal drug enforcement should be emphasized and procedures for such enforcement; and

WHEREAS, under a Stay Out of Designated Area (SODA) ordinance, citizens convicted of drug- related crimes may be prevented from entering a specific area of the city known for drug problems, and judges would be able to issue these SODA orders which would be effective for designated periods of time, during which time, the person could be arrested if the order is violated.

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

SECTION 1. AMENDMENT TO CITY CODE. Section 1.24.010 of the Auburn city code be, and the same hereby is, amended to read as follows:

1.24.010 Criminal penalties generally.

A. Unless a specific penalty is expressly provided, for all violations of ordinances of the city which are identified as misdemeanors, upon conviction, such violations are punishable by imprisonment in the appropriate city or county jail for a period of up to ninety (90) days and a fine of up to \$1,000.00, or by both such fine and imprisonment.

B. Unless a specific penalty is expressly provided, for all violations of ordinances of the city which are identified as gross misdemeanors, upon

conviction, such violations are punishable by imprisonment in the appropriate city or county jail for a period of up to three hundred sixty-four (364) days and a fine of up to \$5,000.00, or by both such fine and imprisonment.

C. Any violations of ordinances of the city that are identified as criminal violations, including being punishable by criminal penalties, but not identified as to whether they are misdemeanors or gross misdemeanors, shall be deemed misdemeanors or gross misdemeanors, as follows:

1. Criminal violations that are punishable by up to and including imprisonment in the appropriate city or county jail for a period of up to three hundred sixty-four (364) days and a fine of up to \$5,000.00, or by both such fine and imprisonment, shall be deemed gross misdemeanors; provided, that criminal violations that are punishable by not more than imprisonment in the appropriate city or county jail for a period of up to ninety (90) days and a fine of up to \$1,000.00, or by both such fine and imprisonment, shall be deemed misdemeanors;

2. Criminal violations that are adopted by reference from state statutes, or extrapolated with the same or substantially the same language from state statutes, shall be classified as misdemeanors or gross misdemeanors consistent with their classification by state statutes, and shall be punishable accordingly;

3. Criminal violations that are not identifiable as either misdemeanors or gross misdemeanors shall be deemed misdemeanors and shall be punishable accordingly.

D. In addition, a defendant may be assessed court costs, jury fees and such other fees or costs as may be authorized in statute or court rules. In any court proceeding to enforce this section, the city shall have the burden of proving by evidence beyond a reasonable doubt that a violation occurred. In a proceeding under this section a defendant shall be accorded each and every right protected under the Constitutions of the United States of America and the state of Washington, all applicable federal, state and local laws, and applicable court rules promulgated by the Washington Supreme Court and the inferior courts under the authority of the Washington Supreme Court. (Ord. 5677 § 1, 2002; Ord. 4285 § 2, 1988; Ord. 3618 § 1, 1981; Ord. 2754 § 1, 1973.)

SECTION 2. NEW CHAPTER TO CITY CODE. A new Chapter 9.24 is hereby created and added to the Auburn City Code, to read as follows:

Chapter 9.24
DRUG RELATED ACTIVITIES

Sections:

- | | |
|----------|---|
| 9.24.010 | Loitering with the intent of engaging in drug-related activity. |
| 9.24.020 | Designation of anti-drug emphasis areas. |
| 9.24.030 | Violation of conditions of release, suspension or deferral as separate crime. |
| 9.24.040 | Places of illegal drug activity declared public nuisances. |
| 9.24.050 | Evidence of use for illegal drug purposes. |

- 9.24.060 Conviction as prima facie evidence.
- 9.24.070 Penalties for maintenance of public nuisance.
- 9.24.080 Violation - Penalty.

9.24.010 Loitering with the Intent of engaging in drug-related activity.

A. It is unlawful for any person to loiter in or near any public rights-of-way, or any public or private property in a manner and under circumstances manifesting the intent to engage in illegal drug-related activity contrary to RCW chapters 69.41, 69.50, 69.53 or 69.53, or to chapter 9.22 of the city code.

B. Among the circumstances which may be considered in determining whether such intent is manifested are the following:

1. Such person is a known unlawful drug user, possessor, or seller. For purposes of this chapter, a "known unlawful drug user, possessor, or seller" is a person who has been convicted in any court within this state of any violation involving the use, possession, or sale of any of the substances referred to in chapters 69.41, 69.50, 69.52 and 69.53 RCW, or substantially similar laws of any political subdivision of this state or of any other state; or who is known to have been arrested for a drug related violation not resulting in a conviction because the person participated in a diversionary program, deferral program, drug court or a similar program; or a person who displays physical characteristics of drug intoxication or usage, such as "needle tracks"; or who possesses marijuana in a manner not authorized by RCW 69.50.4013 (1), RCW 69.50.4013 (2) and or in amounts that exceed those set forth in RCW 69.50.360(3);

2. Such person is currently subject to an order from any court prohibiting his/her presence in a high drug activity geographic area;

3. Such person behaves in such a manner as to raise a reasonable suspicion that he or she is about to engage in or is then engaged in an unlawful drug-related activity, including by way of example only, such person acting as a "lookout";

4. Such person is physically identified by a police officer, based on articulable factors, as a member of a "gang," or an association which engages in illegal drug activity. Factors that support an officer physically identifying a person as a member of such a gang or association include, but are not limited to clothing, tattoos, known association and/or affiliation with such gang or association, specific and observed acts or circumstances consistent with drug related activity, and gestures, signs, greetings and movements that are consistent with gang related activity, provided that clothing alone shall not be sufficient, without more, to support an officer physically identifying a person as a member of such a gang or association;

5. Such person transfers small objects or packages for currency in a furtive fashion;

6. Such person takes flight upon the appearance of a police officer;

7. Such person manifestly endeavors to conceal himself or herself or any object which reasonably could be involved in an unlawful drug-related activity;

8. The area involved is by public repute known to be an area of unlawful drug use and trafficking;

9. The premises involved are known to have been reported to law enforcement as a place suspected of drug activity pursuant to chapter 69.53 RCW.

10. Any vehicle involved is registered to a known unlawful drug user, possessor, or seller, or a person for whom there is an outstanding warrant for a crime involving drug-related activity.

9.24.020 Designation of anti-drug emphasis areas.

A. Certain areas of the city shall be designated as and identified to be anti-drug emphasis areas based on the repeat incidents of illegal drug activities occurring therein, and enhanced penalties shall be applied in event of conviction of unlawful drug related acts or loitering for drug purposes, within the said areas. The areas to be so designated shall be identified by the city council in an ordinance or resolution passed after consultation with the mayor, city attorney and the chief law enforcement officer of the city, and the list identifying such areas shall be kept on file in the office of the city clerk. Additional areas may also be identified by the judge of the municipal or district court hearing drug related cases arising from within the city. If a defendant is convicted of a drug related case occurring from within an area designated as an anti-drug emphasis area, a condition or term of sentence, deferral, or suspension, shall be that such defendant shall stay out of all areas of the city designated as an anti-drug emphasis areas, unless there are significant and substantial extenuating circumstances in the defendant's particular case justifying avoidance of the requirement for such condition or term of sentence, deferral, or suspension. In such case, the significant and substantial extenuating circumstances shall be identified and recited in the record of the case.

B. The following areas, generally depicted (for illustrative purposes only) on the maps appended hereto as Exhibits "A" and "B," are hereby designated as and identified to be anti-drug emphasis areas:

AREA I. DOWNTOWN AREA:

BEGINNING AT THE INTERSECTION OF E STREET NE AND 23RD STREET NE; THENCE EASTERLY TO THE INTERSECTION OF N STREET NE AND 24TH STREET NE; THENCE CONTINUING ALONG SAID TANGENT EAST TO THE GREEN RIVER; THENCE EASTERLY, SOUTHERLY AND WESTERLY ALONG THE GREEN RIVER TO A POINT THAT IS EAST OF 14TH STREET NE; THENCE WEST ALONG 14TH STREET NE, AS EXTENDED, TO AUBURN WAY NORTH; THENCE SOUTHERLY ALONG AUBURN WAY NORTH TO 4TH STREET NE; THENCE EASTERLY ALONG 4TH STREET NE TO J STREET NE; THENCE SOUTHERLY ALONG J STREET NE AND SE AS EXTENDED TO STATE HIGHWAY 18; THENCE EASTERLY ALONG STATE HIGHWAY 18 TO M STREET SE; THENCE SOUTH ALONG M STREET SE TO 8TH STREET SE; THENCE WESTERLY ALONG 8TH STREET SE TO A POINT THAT IS SOUTH OF J STREET SE, AS EXTENDED; THENCE SOUTHERLY ALONG SAID J STREET SE EXTENSION TO 9TH STREET SE; THENCE WESTERLY ALONG 9TH STREET SE TO H STREET SE; THENCE SOUTH ALONG H STREET SE TO THE ALLEY SOUTH OF AND RUNNING GENERALLY PARALLEL TO 9TH

STREET SE; THENCE WESTERLY ALONG SAID ALLEY TO ITS INTERSECTION WITH AUBURN WAY, SOUTH; THENCE NORTHWESTERLY ALONG AUBURN WAY SOUTH TO ITS INTERSECTION WITH F STREET SE; THENCE NORTHEASTERLY ALONG F STREET SE TO ITS INTERSECTION WITH 9TH STREET SE; THENCE WESTERLY ALONG 9TH STREET SE, AS EXTENDED, TO THE INTERURBAN TRAIL; THENCE NORTHERLY ALONG THE INTERURBAN TRAIL TO 2ND STREET NW; THENCE EASTERLY ALONG 2ND STREET NW TO C STREET NW; THENCE NORTHERLY TO A POINT THAT IS WEST OF 18TH STREET NE, AS EXTENDED, THENCE EAST TO E STREET NE; THENCE NORTHERLY ALONG E STREET NE TO THE POINT OF BEGINNING.

AREA II. THE OUTLET COLLECTION:

BEGINNING AT THE INTERSECTION OF 15TH STREET SW AND STATE HIGHWAY 167; THENCE NORTHERLY ALONG STATE HIGHWAY 167 TO STATE HIGHWAY 18; THENCE EASTERLY ALONG STATE HIGHWAY 18 TO THE INTERURBAN TRAIL; THENCE SOUTHERLY ALONG THE INTERURBAN TRAIL TO 15TH STREET SW; THENCE WESTERLY ALONG 15TH STREET SW TO THE POINT OF BEGINNING.

AREA III. MUCKLESHOOT CASINO:

BEGINNING AT THE INTERSECTION OF AUBURN WAY SOUTH (STATE HIGHWAY 164) AND 17TH STREET SE; THENCE EASTERLY ALONG 17TH STREET SE TO R STREET SE; THENCE NORTHERLY ALONG R STREET SE, AS EXTENDED, A DISTANCE OF 1170 FEET; THENCE EAST TO THE INTERSECTION OF ELM STREET SE AND SCENIC DRIVE SE; THENCE NORTHERLY ALONG THE MOST NORTHERLY WEST LINE OF THE PLAT OF SHERMAN ACRES, VOLUME 71, PAGE 94, RECORDS OF KING COUNTY, TO THE MOST NORTHWEST CORNER OF SAID SHERMAN ACRES; THENCE EASTERLY ALONG THE NORTH LINE OF SAID SHERMAN ACRES TO THE NORTHWEST CORNER OF THE PLAT OF FOREST VILLA NO. 3, VOLUME 68, PAGE 49, RECORDS OF KING COUNTY; THENCE SOUTHEASTERLY ALONG THE PLAT BOUNDARY OF SAID FOREST VILLA NO. 3 TO THE MOST NORTHERLY CORNER OF LOT 5 OF SAID FOREST VILLA NO. 3; THENCE SOUTHERLY ALONG THE EAST LINE OF SAID FOREST VILLA NO. 3, AS EXTENDED, TO AUBURN WAY SOUTH (STATE HIGHWAY 164); THENCE WESTERLY ALONG AUBURN WAY SOUTH (STATE HIGHWAY 164) TO HEMLOCK STREET SE THENCE SOUTHERLY ALONG THE CENTERLINE OF HEMLOCK STREET SE AND ITS SOUTHERLY EXTENSION A DISTANCE OF 1000 FEET; THENCE WEST TO THE INTERSECTION OF DOGWOOD STREET SE AND FOREST RIDGE DRIVE SE; THENCE NORTHERLY ALONG DOGWOOD STREET SE TO AUBURN WAY S. (STATE HIGHWAY 164); THENCE WESTERLY ALONG AUBURN WAY SOUTH (STATE HIGHWAY 164) TO RIVERWALK DRIVE SE; THENCE SOUTHERLY AND SOUTHWESTERLY ALONG RIVERWALK DRIVE SE TO HOWARD ROAD; THENCE NORTHWESTERLY ALONG HOWARD ROAD ITS INTERSECTION WITH R STREET SE; THENCE NORTHWESTERLY TO THE POINT OF BEGINNING.

AREA IV. SOUTH END:

BEGINNING AT THE INTERSECTION OF THE WHITE RIVER AND A STREET SE; THENCE NORTHERLY ALONG A STREET SE TO 21ST STREET SE; THENCE EASTERLY ALONG 21ST STREET SE TO R STREET SE; THENCE SOUTHERLY ALONG R STREET SE TO 29TH STREET SE; THENCE WESTERLY ALONG 29TH STREET SE TO M STREET SE.; THENCE SOUTHERLY ALONG M STREET SE, AS EXTENDED, TO THE WHITE RIVER; THENCE SOUTHWESTERLY ALONG THE WHITE RIVER TO THE POINT OF BEGINNING.

AREA V. CITY PARK PROPERTY:

ALL CITY PARK PROPERTY THROUGHOUT THE CITY IS DESIGNATED AS AN ANTI-DRUG EMPHASIS AREA. FOR THE PURPOSES HEREOF, CITY PARK PROPERTY INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING PARK PROPERTIES AND ALL FACILITIES, AMENITIES AND COMPONENTS THEREIN:

Park	Address	Proximate Acres
21st Street Playground	405 21 st St. SE	0.17
104th Ave SE (Green River Park)	31495 104 th Ave. SE	14.73
Auburndale	31802 108 th Ave. SE	9.64
Auburndale II	29725 118 th Ave. SE	9.34
Auburn Environmental Park	413 Western Ave. NW	120
Auburn Golf Course	29630 Green River RD SE	180
Ballard	1612 37 th Way SE	0.66
Bicentennial Park	502 Auburn Way S.	1.07
B Street Plaza	148 E. Main Street	0.10
Brannan	1019 28 th St. NE	26.63
Cameron	3727 Lemon Tree Lane	3.83
Cedar Lanes	1002 25 th St. SE	8.27
Centennial Viewpoint	402 Mountain View Dr.	0.7
City Hall Plaza	25 West Main Street	1.10
Clark Plaza	1420 Auburn Way N.	0.25
Park	Address	Proximate Acres

Clark Property	1300 block, Oravetz Road - Parcel No. 302105-9025 SE ¼ OF SE ¼ Lying South of Stuck River, less Roads, Sec. 30, Twp. 21 N., Rge. 5 E. WM	26.68
Community Garden	1030 8 th Street NE	1.04
Dorothy Bothell Park	1087 Evergreen Way SE	4
Dykstra	1487 22 nd St. NE	1.78
Fenster Nature Park	2033 4 th St. SE	12.58
Forest Villa	1647 Fir St. SE	0.23
Fulmer Park	1101 5 th St. NE	5.13
Gaines Park	1008 Pike St. NW	1.34
Game Farm	3030 R St. SE	53.0
Game Farm Wilderness	2401 Stuck River Dr. SE	72.0
GSA Park	413 15 th St. SW	6.13
Indian Tom Park	1316 6 th St. NE	0.43
Isaac Evans	29827 Green River RD SE	19.87
Jacobsen Tree Farm	29387 132 nd Ave. SE	29.3
Jornada Park	1433 U Ct. NW	1.89
Kersey Way A	5480 Charlotte Ave. SE	2.73
Kersey Way B	5530 Udall Ave. SE	0.79
Lakeland Hills	1401 Evergreen Way SE	5.05
Lea Hill	31693 124 th Ave. SE	9.0
Lea Hill Tennis Courts	32121 105 th Pl. SE	1.18
Les Gove	910 9 th St. SE	20.86
Mary Olson Farm	28728 Green River RD SE	67
Mill Pond	4582 Mill Pond Dr. SE	4
Park	Address	Proximate Acres

Mountain View Cemetery	2020 Mountain View Dr.	60
Pioneer Cemetery	8 th St. NE & Auburn Way North	0.76
Plaza Park	2 West Main Street	0.19
Riverpoint Park	1450 32 nd St. NE	3.8
Riversands Park	5014 Pike St. NE	1.76
Roegner Park	601 Oravetz Road SE	21.25
Rotary Park	2635 Alpine St. SE	4.14
Scottie Brown Park	1403 Henry Rd. NE	1.34
Shaughnessy Park	3302 21 st St. SE	3.46
Slaughter Memorial	2988 Auburn Way N.	0.02
Sunset park	1420 69 th St. SE	15
Terminal Park	1292 C St. SE	1.2
Veterans Memorial	405 E St. NE	7.65
Village Square Park	12111 SE 310 th St.	1.10
West Hill Lake Property	32054 58 th Ave. S	9.25

In addition to the above described park properties, the city park property anti-drug emphasis area includes any and all properties, whether owned by the city or not on which any part thereof is used for trail and/or recreational purposes and which is maintained, in whole or in part, by the city of Auburn, including but not limited to the following:

- (a) Interurban Trail: This trail parallels the Union Pacific Railroad for much of its length. The Interurban Trail currently runs north to south through Tukwila, Kent, Auburn, Algona and Pacific, and is approximately 17 miles long, with 4.5 miles in Auburn.
- (b) White River Trail: The White River Trail, within Roegner Park, extends along the White River to the Game Farm Wilderness Park for 2.25 miles.
- (c) Lakeland Linear Trail: Lakeland Linear Trail meanders from Evergreen Way along Lakeland Hills Way connecting to Sunset Park.
- (d) Reddington Levee Trail: This trail goes from Brannan Park/Brannan St., North to I St. along the Green River, for 1.7 miles.

(e) C Street Trail: The C Street Trail extends from Ellingson Road SW, along C Street SW, to 15th Street SW.

C. Each of the above described/designated anti-drug emphasis areas includes all rights-of-way located within the described areas and also includes any and all rights-of-way adjacent to the outer perimeter thereof.

D. Each of the above described/designated anti-drug emphasis areas includes the total real estate parcel area of all parcel where any part of which is located within any of the above described designated anti-drug emphasis areas.

9.24.030 Violation of conditions of release, suspension or deferral as separate crime.

The presence of any person within an anti-drug emphasis area in violation of court-imposed conditions of release or conditions of suspension or deferral of any sentence shall constitute a separate crime hereby designated a gross misdemeanor and any such person may be apprehended and arrested without the necessity for any warrant or additional court order. Upon conviction, any person so violating the conditions of release or conditions of suspension or deferral shall be punished by imprisonment in jail for a maximum term fixed by the court of not more than three hundred sixty-four days, or by a fine in an amount fixed by the court of not more than five thousand dollars (\$5,000.00), or by both such imprisonment and fine.

9.24.040 Places of illegal drug activity declared public nuisances.

Any building, structure or place within the city used for drug related activity or for loitering with the intent of engaging in drug-related activity as defined in this chapter is hereby declared to be a public nuisance.

9.24.050 Evidence of use for illegal drug purposes.

A. Two or more criminal convictions of persons for drug related offenses in a building, structure or place, within the one-year period preceding the commencement of an action under this chapter shall give rise to a rebuttable presumption that the building, structure or place has been used for illegal drug purposes and is a public nuisance. In any action under this chapter, evidence of the common fame and general reputation of the building or place, of the inmates or occupants thereof, or of those resorting thereto, shall be admissible as evidence to prove the existence of the public nuisance but must be supported by additional evidence. Evidence of the general reputation of the building or place, or of the inmates or occupants thereof that is sufficient to establish the existence of the public nuisance, shall be prima facie evidence of knowledge thereof and acquiescence and participation therein and responsibility for the nuisance by persons or legal entities having an interest in the property. Responsibility for the nuisance shall extend to the owners, lessors, lessees and all those in interest in any form in the property, real or personal, used in conducting or maintaining the public nuisance.

B. Evidence of cooperation by owners, agents or managers of a building or place with police investigations or operations to control drug related activity may be used to rebut the presumptions created in this chapter.

9.24.060 Conviction as prima facie evidence.

Any conviction of any owner, manager, operator, agent or employee for any illegal drug activity, or for loitering with the intent of engaging in drug-related activity, when such offense was related to any business or commercial enterprise, shall be prima facie evidence that the building, structure or place upon or in which business or commercial enterprise is or was conducted, was used for illegal drug activities.

9.24.070 Penalties for maintenance of public nuisance.

Maintenance of a public nuisance as declared herein, in addition to any other civil or criminal penalties, shall result in a civil penalty not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00) for a first conviction of maintaining a public nuisance and by abatement by closure of such business or commercial enterprise for the period of thirty (30) days for each subsequent conviction of maintaining a public nuisance, the enforcement of which shall be in accordance with the procedures identified in chapter 1.25 of the city code.

9.24.080 Violation - Penalty.

Unless otherwise specifically provided otherwise, any person who violates the provisions of this chapter is guilty of a gross misdemeanor and, upon conviction, shall be imprisoned in jail for a period of up three hundred sixty-four days or fined an amount of not more than \$5,000.00 or both such jail time and fine.

SECTION 3. IMPLEMENTATION. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

SECTION 4. 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 5. EFFECTIVE DATE. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

Introduced: _____

Passed: _____

Approved: _____

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

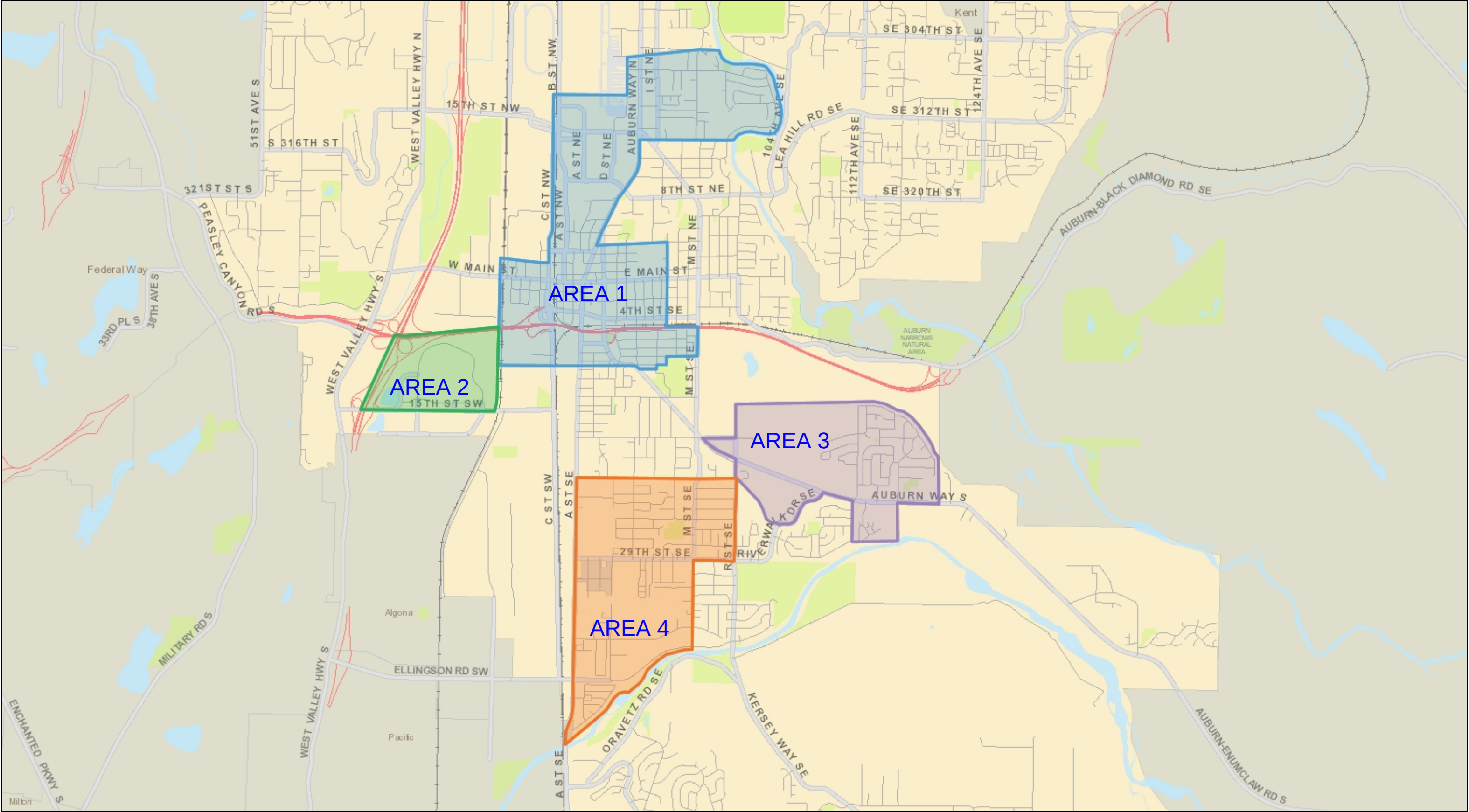
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



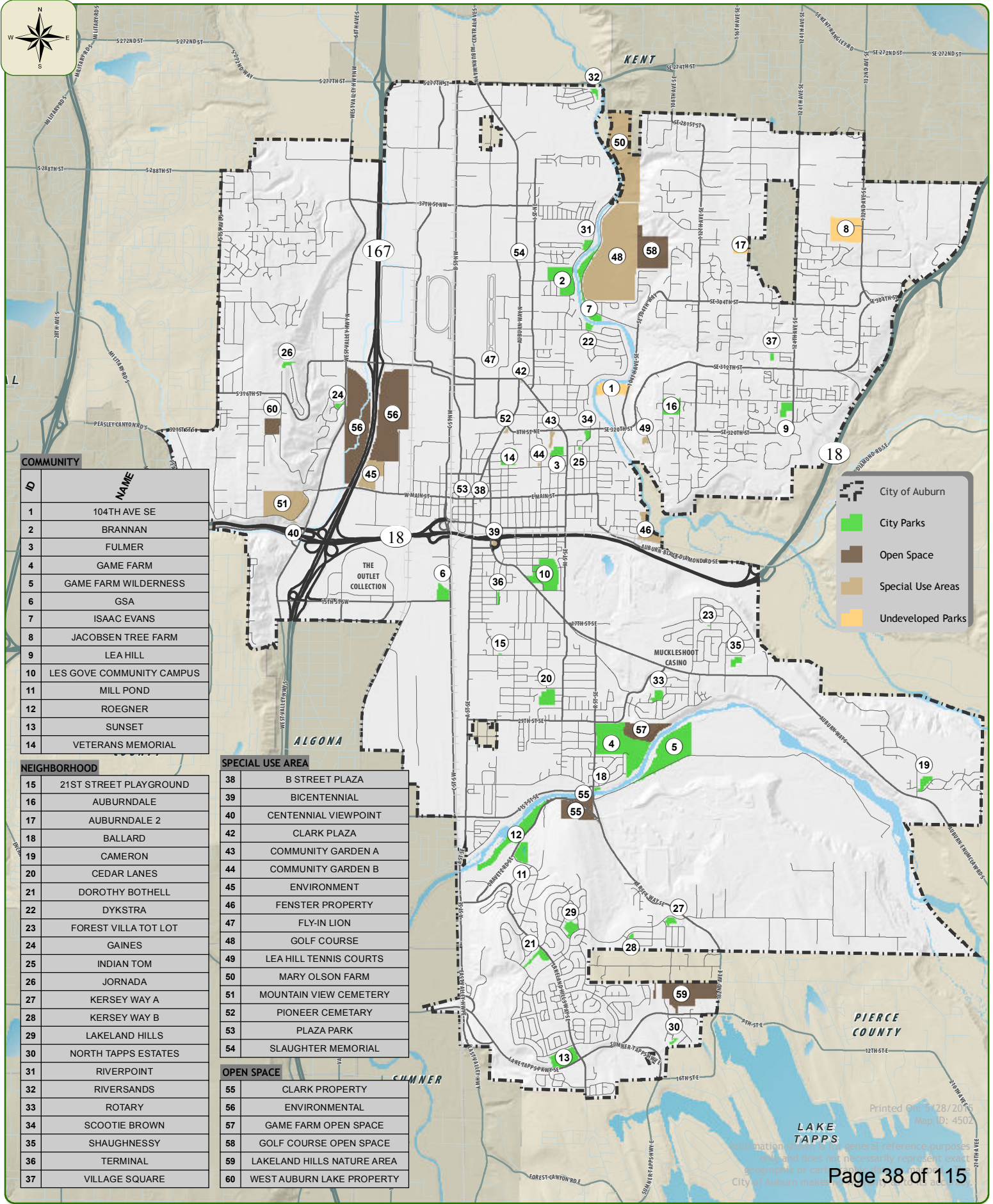
Daniel B. Heid, City Attorney

PUBLISHED: _____



Ordinance No. 6659 Exhibit "B"

City of Auburn Parks Inventory Map



COMMUNITY	
ID	NAME
1	104TH AVE SE
2	BRANNAN
3	FULMER
4	GAME FARM
5	GAME FARM WILDERNESS
6	GSA
7	ISAAC EVANS
8	JACOBSEN TREE FARM
9	LEA HILL
10	LES GOVE COMMUNITY CAMPUS
11	MILL POND
12	ROEGNER
13	SUNSET
14	VETERANS MEMORIAL

NEIGHBORHOOD	
15	21ST STREET PLAYGROUND
16	AUBURNDALE
17	AUBURNDALE 2
18	BALLARD
19	CAMERON
20	CEDAR LANES
21	DOROTHY BOTHELL
22	DYKSTRA
23	FOREST VILLA TOT LOT
24	GAINES
25	INDIAN TOM
26	JORNADA
27	KERSEY WAY A
28	KERSEY WAY B
29	LAKELAND HILLS
30	NORTH TAPPS ESTATES
31	RIVERPOINT
32	RIVERSANDS
33	ROTARY
34	SCOOTIE BROWN
35	SHAUGHNESSY
36	TERMINAL
37	VILLAGE SQUARE

SPECIAL USE AREA	
38	B STREET PLAZA
39	BICENTENNIAL
40	CENTENNIAL VIEWPOINT
42	CLARK PLAZA
43	COMMUNITY GARDEN A
44	COMMUNITY GARDEN B
45	ENVIRONMENT
46	FENSTER PROPERTY
47	FLY-IN LION
48	GOLF COURSE
49	LEA HILL TENNIS COURTS
50	MARY OLSON FARM
51	MOUNTAIN VIEW CEMETERY
52	PIONEER CEMETARY
53	PLAZA PARK
54	SLAUGHTER MEMORIAL

OPEN SPACE	
55	CLARK PROPERTY
56	ENVIRONMENTAL
57	GAME FARM OPEN SPACE
58	GOLF COURSE OPEN SPACE
59	LAKELAND HILLS NATURE AREA
60	WEST AUBURN LAKE PROPERTY

- City of Auburn
- City Parks
- Open Space
- Special Use Areas
- Undeveloped Parks



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6664 (Coleman)

Date:

November 15, 2017

Department:

Finance

Attachments:

[Memo](#)

[Ord 6664](#)

Budget Impact:**Administrative Recommendation:**

City Council to introduce and adopt Ordinance No. 6664, establishing the Property Tax levy for calendar year 2018

Background Summary:

Proposed Ordinance No. 6664 establishes the 2018 Property Tax Levy based upon preliminary information from King County. It represents an increase over the 2017 levy of \$209,894 plus the increase due to new construction and refund levy. King County will not finalize the City's assessed valuation (AV), new construction, and refund levies until December. Therefore, the levy is based upon preliminary information as it is scheduled for Council adoption on November 20, 2017. The following table summarizes the 2018 Property Tax levy:

Table 1. 2018 Property Tax Levy Calculations	
2017 property tax levy	\$ 20,989,379
1.000% increase	209,894
Estimated new construction	329,502
Estimated refund levy	19,654
Total Estimated property tax levy	\$ 21,548,429

As of this date the County has preliminarily established the 2018 assessed valuation (including estimated new construction) for the City of Auburn at \$10.551 billion which is a 10.4% increase over the 2017 level of \$9.555 billion. The total 2018 Property Tax Levy will be distributed to the General Fund to support general governmental operations.

Reviewed by Council Committees:

Planning And Community Development

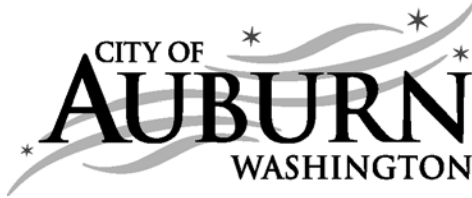
Councilmember:**Staff:**

Coleman

Meeting Date: November 20, 2017

Item Number:

ORD.B



Interoffice Memorandum

To: City Council
From: Shelley Coleman, Finance Director
CC: Nancy Backus, Mayor
Date: November 7, 2017
Re: 2018 Property Tax Ordinance No. 6664

Attached is proposed Ordinance No. 6664, establishing the 2018 Property Tax Levy. The 2018 Property Tax Levy is based upon preliminary information from King County as of November 7, 2017, and represents an increase over the 2017 levy of \$209,894, not including new construction and the refund levy.

The estimated increase on new construction is \$329,502 and the refund levy is \$19,654. King County will not finalize the City's assessed valuation (AV) and new construction until December therefore the levy will be based upon preliminary information as it is scheduled for Council adoption on November 27, 2017. The following table summarizes the 2018 Property Tax levy:

Table 1. 2018 Property Tax Levy Calculations

2017 property tax levy	\$ 20,989,379
1.000% increase	209,894
Estimated new construction	329,502
Refund levy	19,654
Estimated Property Tax Levy	\$ 21,548,429

As of this date the County has preliminarily established the 2018 assessed valuation (including estimated new construction) for the City of Auburn at \$10,551,422,027 which is a 10.4% increase over the 2017 level of \$9,555,039,113.

The total 2018 Property Tax Levy will be distributed to the General Fund to support general governmental operations.

Attachments:

- ❖ 1. Ordinance No. 6664

ORDINANCE NO. 6 6 6 4

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 \$21,548,429.00

WHEREAS, the City Council of the City of Auburn has met and considered its budget for the calendar year 2018; and

WHEREAS, pursuant to RCW 84.55.120 the City Council held public hearings on November 20, 2017 and December 4, 2017, after proper notice was given, to consider the City of Auburn's 2018 budget and the regular property tax levy to support it; and

WHEREAS, the City Council of the City of Auburn, after public hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Auburn requires property tax revenue and any increase of new construction and improvements to property, any increase in the value of state-assessed property, annexations, and any refund levies in order to discharge the expected expenses and obligations of the City and in its best interest; and

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

Section 1. Regular property taxes for collection in the City of Auburn for the year 2018 are authorized in the amount of \$21,548,429.00. Not including

the addition of new construction and improvements to property, any increases related to the value of state assessed property, and any refund levies available, the regular property tax levy for 2018 collection represents an increase from regular property taxes levied for collection in 2017 of \$209,894 which is a 1.0% increase in revenue from the previous year.

Section 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Ordinance, as it being hereby expressly declared that this Ordinance and each section, subsection, sentence, clause or phrase hereof would have been prepared, proposed, adopted and approved and ratified irrespective of the fact that any one or more section, subsection, sentence, clause or phrase be declared invalid or unconstitutional.

Section 3. **Implementation.** The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

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: _____

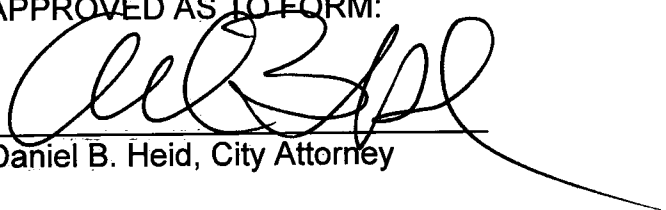
APPROVED: _____

NANCY BACKUS
MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

PUBLISHED: _____



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5317 (Coleman)

Date:

November 15, 2017

Department:

Finance

Attachments:

[Res 5317](#)

[Grants Policy](#)

Budget Impact:**Administrative Recommendation:**

City Council to adopt Resolution No. 5317.

Background Summary:

Federal awards for local government were previously audited under the provisions of Circular Nos. A-87, A-102, and A-133. The new guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Title 2 of the Code of Federal Regulations (2 CFR 200) supersedes requirements from these circulars by way of consolidation into a streamlined format to improve transparency.

The “uniform requirements” place heavy emphasis on written policies and procedures. To meet the new federal requisites, it is necessary to revise the City’s existing administrative policy.

The focus and intent of these policies and procedures is to ensure that those within the organization who carry out the objectives of the award understand:

- the federal statutes, regulations, and terms and conditions of the award,
- how to evaluate and properly monitor compliance, and
- the steps to take if noncompliance is identified.

Section 4.9 **Code of Conduct** pertains to all elected officials, employees, and agents of the City and therefore requires Council approval. The new policy must be approved prior to December 14, 2017 in order to avoid an audit finding.

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

Coleman

Meeting Date: November 20, 2017

Item Number:

RES.A

RESOLUTION NO. 5317

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, APPROVING
AND ADOPTING THE CITY OF AUBURN GRANT
MANAGEMENT POLICY**

WHEREAS, the City regularly receives federal grant awards for a variety of purposes; and

WHEREAS, the federal Office of Management and Budget (OMB) has issued new uniform guidance to streamline the federal grant process; and

WHEREAS, OMB's uniform guidance requires nonfederal entities to have certain written policies and procedures to address the management of grant award funds; and

WHEREAS, these requirements aim to reduce the risk of fraud, waste, and abuse of federal funds.

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

Section 1. That the Grant Management Policy, as set forth in the draft administrative policy and procedure a copy of which is attached hereto, marked as Exhibit "A" and incorporated herein by this reference, is approved and adopted, and the Mayor is authorized to execute this Resolution.

Section 2. That the Mayor is authorized to implement such policy, as an administrative policy and procedure of the City, under index number 100-25, and the Mayor is further authorized to take such other action as may be necessary to carry out the directives of this legislation.

Section 3. That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Dated and Signed this _____ day of _____, 2017.

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

Exhibit A



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: GRANT MANAGEMENT ADMINISTRATIVE POLICY			SUBJECT: FINANCE	
			INDEX NUMBER: 100-25	
EFFECTIVE DATE	SUPERSEDES 11/1/2011	PAGE 1 OF 10	PREPARED BY: FINANCE DEPARTMENT	MAYOR'S APPROVAL

1.0 PURPOSE

To establish and maintain policy and internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of Auburn will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT) for Federal Highway Administration (FHWA) funding, and other specific grant requirements or guidance documents published by the Federal Granting Agency such as the United States Department of Housing and Urban Development (HUD) and the Federal Aviation Administration (FAA) as applicable.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions receiving Federal Awards.

3.0 REFERENCES

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Title 2 Code of Federal Regulations (2 CFR 200); State and Local guidelines will also apply based on awarding organization.

4.0 POLICY

4.1 General: This policy describes the procedure for the administrative responsibility of awards received as grants (or grant-like loans such as low-interest loans provided by the Washington State Public Works Board). The City, through designated staff and City officials, solicits and accepts awards from a variety of organizations for funding City programs and projects. Awards frequently require close coordination between different City departments and adherence to strict guidelines and requirements. This policy outlines the procedures and departmental roles and responsibilities to centrally coordinate and track citywide efforts in grant management and administration.

4.1.1 The Department that is requesting and/or administering the grant award shall be responsible for maintaining accurate and current information and complying with the general and specific guidelines and requirements of the grant award. This will include:

- being knowledgeable of grant award requirements,
- ensuring the City complies with said requirements,

ADMINISTRATIVE POLICY AND PROCEDURE	TITLE: GRANT MANAGEMENT ADMINISTRATIVE POLICY	INDEX NO: 100-25	PAGE 2 OF 10
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- providing accurate information to the Finance Department in the preparation of reports and requests for reimbursement of eligible costs, and
- maintaining the proper written and electronic documentation and financial records consistent with said requirements.

4.1.2 In the event more than one Department is involved in requesting or administering a grant award, the Departments involved will agree upon a designated lead Department. The lead Department will have overall responsibilities for administering the grant award consistent with this policy.

4.2 Internal Controls: The City of Auburn will maintain effective internal control over the Federal Award providing reasonable assurance that the City is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

4.2.1 The City will take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

4.2.2 The City will take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

4.2.3 The City will follow the process workflow outlined in section 6.1.

4.3 Certification: To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

4.4 Advance Payments and Reimbursements: Payment methods must minimize the time elapsing between transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of Auburn whether the payment is made by electronic transfer, or issuance or redemption of checks, warrants, or payment by other means.

4.4.1 Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash needs of the City to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.

4.4.2 The City shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

4.5 Allowable Costs: Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute.

ADMINISTRATIVE POLICY AND PROCEDURE	TITLE: GRANT MANAGEMENT ADMINISTRATIVE POLICY	INDEX NO: 100-25	PAGE 3 OF 10
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- 4.5.1 Be necessary and reasonable for the performance of the Federal award.
- 4.5.2 Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- 4.5.3 Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the City.
- 4.5.4 Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- 4.5.5 Be determined in accordance with generally accepted accounting principles (GAAP).
- 4.5.6 Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period.
- 4.5.7 Be adequately documented.
- 4.6 Procurement: When procuring goods and services under a Federal award, the City will follow 2 CFR §200.318 General Procurement Standards through §200.326 Contract Provisions or City of Auburn purchasing procedures (Auburn City Code Chapters 3.10, 3.12, and 3.14), whichever is more restrictive.
 - 4.6.1 Contracts for more than the simplified acquisition threshold currently set at \$150,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
 - 4.6.2 Contracts and sub-grants of amounts in excess of \$150,000 requires that the City will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.
 - 4.6.3 The City will monitor procurements to avoid duplicative purchases. The City will continue to enter into inter-entity agreements to realize cost savings for shared goods and services when possible.
 - 4.6.4 The City will verify and document that vendors are not suspended or debarred from doing business with the Federal government.
- 4.7 Single Audit Act: The City, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all Federal and State statutes and regulations.
- 4.8 Closure: A project agreement end date will be established in accordance with 2 CFR §200.309. Any cost incurred after the project agreement end date are not eligible for Federal reimbursement.
- 4.9 Code of Conduct: The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

ADMINISTRATIVE POLICY AND PROCEDURE	TITLE: GRANT MANAGEMENT ADMINISTRATIVE POLICY	INDEX NO: 100-25	PAGE 4 OF 10
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- 4.9.1 The Code of Conduct applies to all elected officials, employees or agents of the City engaged in the award or administration of contracts supported by federal grant funds.
- 4.9.2 No elected official, employee or agent of the City shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:
- The City employee, elected official, or agent; or
 - Any member of their immediate family; or
 - Their partner; or
 - An organization which employs, or is about to employ any of the above.
- 4.9.3 The City of Auburn's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.
- 4.9.4 To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City's elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

5.0 PROCEDURES

The purpose of these procedures is to ensure inter-departmental coordination in the identification of grant opportunities, to ensure consistency in the management of grants the City receives, and oversight in management and compliance with the guidelines and restrictions as required by the grantor.

5.1 Grant Application

- 5.1.1 Request to Apply. Prior to submitting an application for an award, the Department pursuing the grant award shall obtain the required approval signatures (i.e. Department Director, Mayor).
- 5.1.2 Legal Review. If necessary, the responsible Department will review the grant and grant application with the City's Legal Department to identify any potential legal issues that the City should be aware of.
- 5.1.3 Submittal of Award Application. Once approval or direction is received to pursue the award, the Department charged with the responsibility for implementing the award will prepare the necessary application paperwork and, if necessary, seek approval of the City Council.

5.2 Grant Award, Obligation and Management

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5.2.1 Award Review and Acceptance. Once the award is received, the responsible Department will accept the award only if the grantor's terms and conditions can be satisfactorily met by the City. Administrative and Legislative acceptance of an award will be subject to the following limitations:

- Department Directors may approve awards up to and including \$10,000.00.
- Mayoral approval is required for awards between \$10,001.00 up to and including \$50,000.00.
- Council approval is required for awards of \$50,001.00 and up.

5.3 Project Number. The responsible Department will request the Finance Department establish a project number. The purpose of the project number is to enable the accurate accounting of revenues and expenses related to the project. No project can be started or executed without a project number.

5.4 Reporting. The responsible Department will serve as the single point of contact with the grantor and will be responsible for the preparation and submittal of reports to the grantor and for complying with the guidelines and requirements of the award. The responsible Department will maintain a detailed project folder that will contain, at a minimum, all official correspondence concerning the award including City memoranda, resolutions or ordinances; award letter; grantor guidelines and restrictions; written communications between the City and the grantor including copies of emails and any other documents necessary for the effective management of the award.

5.4.1 The Finance Department will be the responsible department in preparing the necessary financial information for reimbursements and any reports that are necessary for reimbursements.

5.5 Matches – City budget identified. Some awards prescribe a matching requirement in which the City must provide a financial match to qualify for the award. In the event of a required match, the responsible Department will work with the Finance Department to ensure sufficient budget is identified, and if necessary, to request a budget amendment.

5.6 Award Compliance - Issues. Periodically, compliance issues associated with award guidelines and conditions may occur. The Department charged with administering the award will be responsible for keeping the Mayor and Finance Department informed of any award compliance issues and resolution undertaken to address the issue. Resolution will be documented in the City's grant award files.

5.7 Loans. Loans represent a strategic means for the City to leverage its limited cash resources to fund programs and projects. However, as a loan represents a liability that must be repaid by the City, the responsible Department will coordinate with the Finance Department to ensure sufficient resources are available to repay the loan. If necessary, a budget amendment will be prepared to appropriate resources to repay the loan.

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6.0. Process Flow Chart

Figure 6.1 generally describes the process under which awards will be tracked.

Figure 6.1: Process Flow Diagram

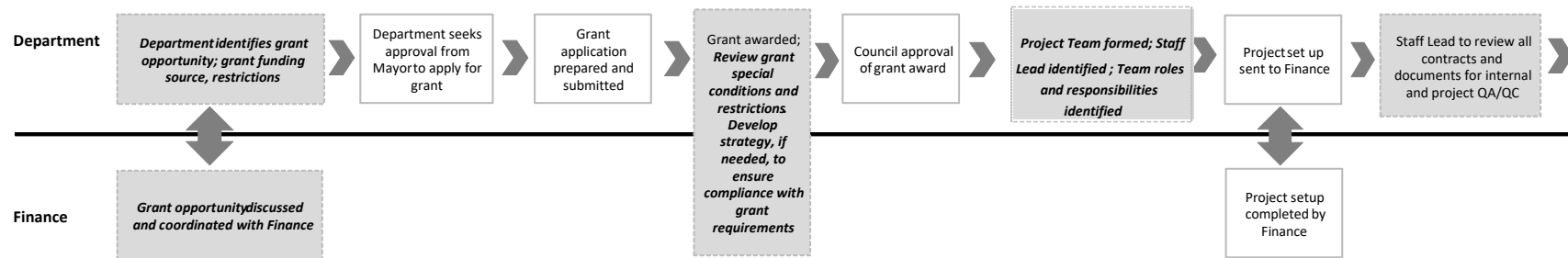
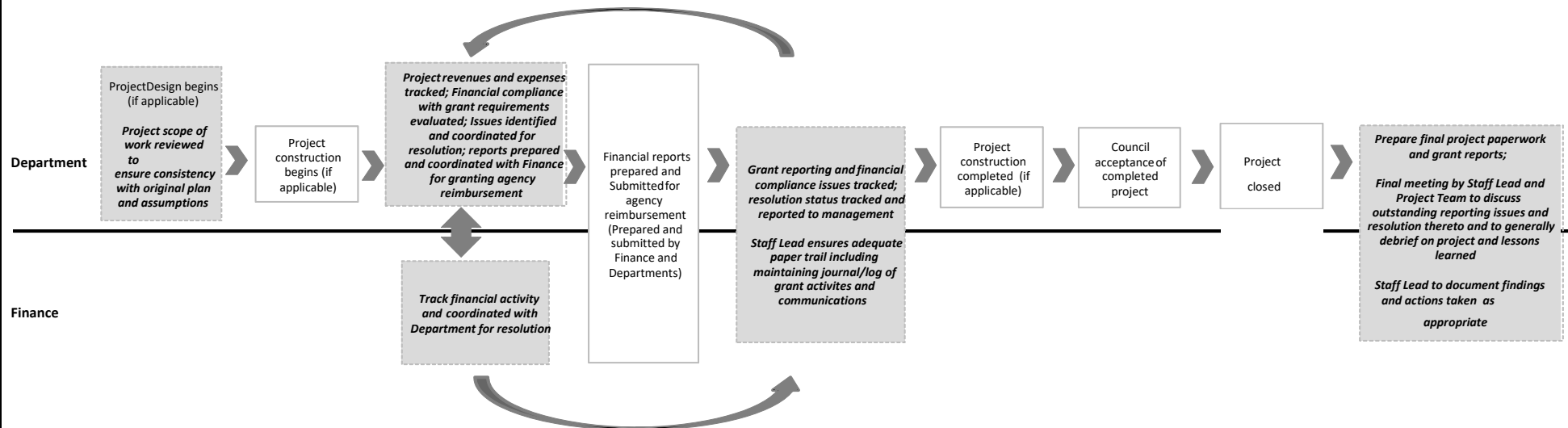


Figure 6.1: Process Flow Diagram (continued)



ADMINISTRATIVE POLICY AND PROCEDURE	TITLE: GRANT MANAGEMENT ADMINISTRATIVE POLICY	INDEX NO: 100-25	PAGE 9 OF 10
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7.0. Glossary

The following is a summary of key references and terms used in this policy.

References

Title 2 of the Code of Federal Regulations (2 CFR 200). Developed by the Office of Management and Budget (OMB), this guidance establishes uniform administrative requirements, cost principles, and audit requirements for federal awards. The requirements aim to reduce the risk of fraud, waste, and abuse of federal funds and places heavy emphasis on written policies and procedures. The focus of these policies and procedures should be to ensure that those in the organization who carry out the objectives of the award understand:

- The federal statutes, regulations, and terms and conditions of the award
- How to evaluate and properly monitor compliance
- The steps to take if non-compliance is identified

For further information, refer to:

<https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/pdf/CFR-2017-title2-vol1-part200.pdf>

Specific state and local regulations may also apply. These regulations can vary based upon the unique conditions and circumstances of each grant award. City staff should take due care in determining the specific state and local applicable regulations that apply to their respective project and to appropriately document, understand, and comply with the conditions and restrictions within these regulations.

Terms

Award – An award refers to financial resources provided to the City in the form of a loan, grant or contract from a federal, state, regional or local government or private for-profit or non-profit entity.

Award Compliance – This term refers to the general and specific requirements and provisions that must be satisfactorily met by the City and demonstrated to the awarding agency. Fulfilling the award requirements as provided by the awarding agency is important as variances thereto can become subject to an audit finding.

Department – This term refers to any, singular or in combination, of the City's operating Departments.

ADMINISTRATIVE POLICY AND PROCEDURE	TITLE: GRANT MANAGEMENT ADMINISTRATIVE POLICY	INDEX NO: 100-25	PAGE 10 OF 10
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Finance Department – This term refers to the City's Finance Department.

General and Specific Audit Requirements – General audit requirements refers to federal, state and local audit compliance requirements. Specific audit requirements typically are specific to individual awards and can vary in complexity based upon the awarding agency. The responsible department should take due care to carefully review and comply with the general and specific requirements of the award in question.

Program or Project – This term refers to the City operating program or capital facilities project that is supported by the award.

Responsible Department – This term refers to the City operating department that is designated as the lead City department responsible for managing the program or project funded by the award.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5319 (Heid)

Date:

November 15, 2017

Department:

City Attorney

Attachments:

[Res 5319](#)

[Fee schedule](#)

Budget Impact:**Administrative Recommendation:**

Approve Resolution No. 5319

Background Summary:

Consistent with the city's process of reviewing, setting, and identifying fees associated with city services, a review of the current fees has been completed with the intention of identifying the amounts of such fees as consistent with the cost of the city (so that the fees cover city expenses).

Amendments of the fee schedule have, thus, then included in the attachment to Resolution number 5319, to be effective in 2018. Each of the departments within the city, which has fees for which the department is responsible has participated in the evaluation of fee levels and recommendations set forth in the resolution.

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

Heid

Meeting Date: November 20, 2017

Item Number:

RES.B

RESOLUTION NO. 5 3 1 9

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, AMENDING
THE CITY OF AUBURN FEE SCHEDULE TO
ADJUST FOR 2018 FEES**

WHEREAS, in connection with the municipal functions and operations of the City of Auburn, the City provides various services, a number of which entail fees; and

WHEREAS, the City Council provided for the adoption of a Fee Schedule with the passage of Ordinance 5707; and

WHEREAS, in the course of reviewing City fees, and in keeping with the philosophy of setting City fees in amounts reflective of actual costs, and in further keeping with the intent to make City fees and charges consistently accessible, it is appropriate to review and amend the fees and charges for City applications and activities for which fees are charged to adjust for changes to be effective January 2018.

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

Section 1. The City of Auburn Fee Schedule is hereby amended as set forth in the attached "Exhibit A" and

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

Section 3. That this Resolution shall take effect and be in full force upon passage and signatures hereon and on January 1, 2018.

Dated and Signed this _____ day of _____, 2017.

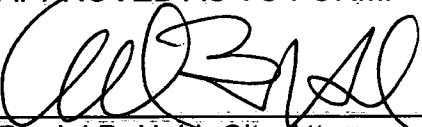
CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

Exhibit “A”

CITY OF AUBURN FEE SCHEDULE FEES FOR CITY PERMITS, LICENSES, PUBLICATIONS, AND ACTIONS Effective January 1, 2018

A. PLANNING FEES (Per Ordinance No. 5707, Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4070, Resolution No. 4117, Resolution No. 4143, Ordinance No. 6077, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Ordinance No. 6295, Resolution No. 4868, Resolution No. 4880, Resolution 4964, Ordinance 6477, Resolution No. 5016, Resolution 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5228, Resolution No. 5255, ~~and~~ Resolution No. 5312, and Resolution No. 5319.)

1. Application Fees: Applications for any action identified below shall not be accepted for filing, unless otherwise noted, until the fees per the below schedule have been paid to the City. ¹	
Additional Meeting Fee (beyond the specified number)	\$267 <u>275</u> .00 per meeting
Additional Re-submittal Fee (covers one re-submittal for all land use actions <u>applied after 3 city reviews of the application</u>)	\$65 <u>67</u> .00 per re-submittal
<u>Address Assignment</u>	\$107.00 <u>per address</u>
Administrative Use Permits (covers 1 meeting with staff after which additional meeting fees apply)	\$906 <u>933</u> .00
Appeal of Administrative Decisions issued under Chapter 1.25, Title 15, Title 16, Title 17 or Title 18 to Hearing Examiner ¹ . Hearing Examiner costs are included within the appeal fee and are therefore not billed separately.	\$1,030 <u>1,061</u> .00
Binding Site Plan ² (covers 2 meetings with staff after which additional meeting fees apply)	\$1,173 <u>1,208</u> .00 + \$646 .00/lot
Boundary Line Adjustment ¹ :	
Residential	\$534 <u>550</u> .00
Non-Residential (includes mixed use projects)	\$880 <u>906</u> .00
Boundary Line Elimination ¹	\$515 <u>530</u> .00
Comprehensive Plan Map Amendments ³ (covers 2 meetings with staff after which additional meeting fees apply)	\$2,132 <u>2,196</u> .00 (includes rezone application fee)
Comprehensive Plan Text Amendments ³ (covers 2 meetings with staff after which additional meeting fees apply)	\$1,030 <u>1,061</u> .00
Conditional Use Permits ^{1, 6} (covers 2 meetings with staff after which additional meeting fees apply)	
Residential	\$1,030 <u>1,061</u> .00 + Hearing Examiner expenses.

¹ Please note that the City of Auburn may collect a review fee on behalf of the Valley Regional Fire Authority for certain land use and/or environmental reviews which fee is collected in addition to the City's required fees.

² Per Auburn City Code, a modification to an approved binding site plan shall be processed in the same manner as the original binding site plan approval. Therefore, the specified fee shall apply to a new or modified binding site plan approval request.

³ Fees for amendments to text or maps of the Comprehensive Plan apply only where an applicant seeks an amendment affecting specific properties rather than the City generally or property within the City generally.

All Other (includes mixed use projects)	\$2,060 <u>2,122</u> .00 + Hearing Examiner expenses.
Conditional Use Permits ⁴ – Minor Adjustment (covers 1 meeting with staff after which additional meeting fees apply) Residential All Other (includes mixed use projects)	\$426 <u>439</u> .00 \$571 <u>588</u> .00
Critical Areas Review: Required on-site mitigation, monitoring & reporting ⁵ Critical Areas Reasonable Use Determination City review of environmental studies, plans or reports (whether submitted with another city application or not and includes one re-submittal) Critical Areas Variance – administrative Critical Areas Variance – hearing examiner ^{1, 6}	\$309 <u>318</u> .00 + actual costs for inspection and report preparation by contracted professional. \$267 <u>275</u> .00 \$267 <u>275</u> .00/study, plan or report \$267 <u>275</u> .00 \$1000 <u>1,030</u> .00 + total hourly charge for Hearing Examiner + associated expenses to be paid by applicant prior to issuance of final decision.
Current Use Taxation (covers 1 meeting with staff after which additional meeting fees apply)	\$824 <u>849</u> .00
Development Agreement – Amendment	\$2,266 <u>2,334</u> .00 + \$626 <u>4</u> .00/lot or dwelling unit
Downtown Urban Center Design Review <u>and/or Major Modifications to Already Issued Design Review Decisions</u> (covers 1 meeting with staff after which additional meeting fees apply)	\$1,173 <u>1,208</u> .00
<u>Downtown Urban Center Design Review Minor Modification (applies to already issued design review decisions)</u>	\$196 <u>.00</u>
Environmental Review (covers 1 meeting with staff after which additional meeting fees apply) SEPA Checklist review ¹ (includes City issuance of DNS, MDNS, or DS as appropriate)	\$826 <u>851</u> .00 + \$267 <u>275</u> .00 /required study

⁴ Per Auburn City Code, a major adjustment to an approved conditional use permit shall be processed in the same manner as the original conditional use permit approval. Therefore, the specified fee shall apply to a new request for conditional use permit approval or a request for a major adjustment to a previously approved conditional use permit approval.

⁵ For monitoring required over multiple years, the total monitoring fee for the required monitoring period shall be paid prior to final plat approval or issuance of Certificate of Occupancy or release of required financial security.

Revised or Supplemental SEPA Checklist review ¹ (includes City issuance of Addendum, if appropriate)	\$360 <u>371</u> .00 + \$267 <u>275</u> .00 /required study
SEPA 3 rd Party Review	Actual costs
Environmental Impact Statement	\$826 <u>851</u> .00 + actual costs for preparation of draft & final statements including labor, materials, mailing & other actual costs relating to the drafting & circulating of the EIS.
Final Plats – Subdivisions (covers 2 meetings with staff after which additional meeting fees apply and 1 re-submittal)	\$1,564 <u>1,611</u> .00 + \$54 <u>56</u> .00/lot
Final Plats – Short Plats (covers 1 meeting with staff after which additional meeting fees apply and 1 re-submittal)	\$773 <u>796</u> .00 + \$26 <u>27</u> .00/lot
Flexible Development Alternatives Application Review (covers 1 meeting with staff after which additional meeting fees apply and 1 re-submittal)	\$1,173 <u>1,208</u> .00
Hearing Examiner – Conduct of Hearing and Preparation of Decision ⁶	Total hourly charge for hearing examiner plus associated expenses to be paid by applicant prior to issuance of final decision
Floodplain Development Permit: <u>Level One</u>	\$267 <u>275</u> .00
<u>Floodplain Development Permit: Level Two – Habitat impact Assessment Floodplain Habitat Impact Assessment Report Review</u>	\$540 <u>.00</u>
<u>Floodplain Development Permit: Level Three – Habitat Impact Assessment & Hydraulic Analysis (Hydraulic Analysis to be Conducted by Outside Third Party Consultant) Floodplain Habitat Mitigation Plan Review</u>	\$258 <u>540</u> .00 + <u>Third Party Review Fees</u>
<u>Mitigation Plan Review Associated with a Floodplain Development Permit Combined Floodplain Habitat Assessment/Mitigation Plan Review</u>	\$515 <u>275</u> .00
City Acknowledgement Review of FEMA Flood Map Revision Application	\$103 <u>106</u> .00
Mining Permits (covers 3 meetings with staff after which additional meeting fees apply)	\$3,732 <u>3,844</u> .00
Miscellaneous Administrative Decisions (i.g. sign area deviation, written interpretations)	\$515 <u>530</u> .00
Multi-Family/Mixed Use Design Standards Compliance Review (application covers 1 meeting with staff after which additional fees apply)	\$1,173 <u>1,208</u> .00

⁶ The total cost for the Hearing Examiner is the responsibility of the applicant and is in addition to the relevant application fee for applications requiring a public hearing before the Hearing Examiner (e.g. conditional use permit). The applicant will be billed separately for Hearing Examiner fees after the Hearing Examiner has provided an invoice to the City that itemizes expenses incurred as a result of their services.

Plat Alteration or Vacation ⁶ (application covers 1 meeting with staff after which additional fees apply)	\$1,030 <u>\$1,060</u> .00/request + Hearing Examiner expenses.
Plat Modification (application covers 1 meeting with staff after which additional fees apply)	\$1,030 <u>\$1,060</u> .00/request
Preliminary Plats – Subdivisions ^{1, 6} (application covers 3 meetings with staff after which additional fees apply)	\$3,090 <u>\$3,183</u> .00 + \$124 <u>\$128</u> .00/lot + Hearing Examiner expenses.
Preliminary Plats – Short Plats ¹ (application covers 1 meeting with staff after which additional fees apply)	\$1,492 <u>\$1,537</u> .00 + \$62 <u>\$64</u> .00/lot
Preliminary Site Plan Review (non-PUD) (application covers 1 meeting with staff after which additional fees apply)	\$1,066 <u>\$1,098</u> .00
Pre-application Meeting (application covers 1 meeting with staff after which additional fees apply)	\$267 <u>\$275</u> .00 – fee will be applied towards any related application made within six months <u>one year</u> of the date the pre-application meeting was held
PUD – Major Adjustment ⁷ (application covers 2 meetings with staff after which additional fees apply)	\$2,635 <u>\$2,714</u> .00
Public Notice Boards: 2' x 4' public notice board 4' x 4' public notice board	\$83 <u>\$85</u> .00 \$140 <u>\$144</u> .00
Rezone – (zoning map amendment) ⁸ (<u>application covers 2 meetings with staff after which additional fees apply</u>)	\$1,813 <u>\$1,867</u> .00
School Impact Fee Collection: ⁹ Per Single Family Dwelling Unit Per Multi-Family Dwelling Unit	\$54 <u>\$56</u> .00 \$27 <u>\$28</u> .00
Shoreline (application covers 1 meeting with staff after which additional fees apply): Shoreline Exemption Determination Shoreline Conditional Use Permit ⁶ Shoreline Substantial Development Permit ⁶ Shoreline Variance ⁶	\$221 <u>\$228</u> .00 \$1,173 <u>\$1,208</u> .00 + Hearing Examiner expenses. \$1,173 <u>\$1,208</u> .00 + Hearing Examiner expenses. \$1,173 <u>\$1,208</u> .00 + Hearing Examiner expenses.
Short Plat Modification (application covers 1 meeting with staff after which additional fees apply)	\$267 <u>\$275</u> .00/requested modification

⁷ A prior City Code amendment eliminated Planned Unit Developments (PUD). The PUD fees included herein are applicable only to the existing previously approved PUDs.

⁸ ~~Application fee covers 2 meetings with staff after which additional meeting fees apply.~~

⁹ The City collects an application fee to cover the reasonable cost of administration of the school impact fee program.

<u>Sign Permit</u> ¹⁰	<u>\$103.00</u>
Site Plan Approval – PUD, Residential ⁹ (application covers 1 meeting with staff after which additional fees apply)	\$1,173 <u>1,208</u> .00 + \$646 <u>6</u> .00/lot or unit
Site Plan Approval - PUD, Non-residential ⁹ (application covers 1 meeting with staff after which additional fees apply)	\$1,173 <u>1,208</u> .00 + \$646 <u>6</u> .00/lot or unit
Special Home Occupation Permits	\$267 <u>275</u> .00
<u>Third Party Review of Reports</u>	<u>\$172.00 + Actual Costs of Consultant</u>
Three-Party Outside Utility Extension Agreement - Site Specific Review (application covers 1 meeting with staff after which additional fees apply)	\$1,066 <u>1,098</u> .00 + plus the City's actual costs in performing under the terms of the agreement as negotiated between the parties
Type I Temporary Use Permit	\$99 <u>102</u> .00 + \$50 <u>52</u> .00 per extension request
Type II Temporary Use Permit	\$148 <u>153</u> .00 + \$50 <u>52</u> .00 per extension request
Variance ¹ (inclusive of Special Exceptions): Per each residence on a single family lot Administrative Variance before Hearing Examiner	\$267 <u>275</u> .00 \$592 <u>610</u> .00 \$1,000 <u>1,030</u> .00
Water/Sewer Certificate ¹ (outside of city limits for other than <u>one</u> single-family <u>residence</u>)	\$320 <u>330</u> .00
Zoning Certification Letter: Residential Non-Residential (includes mixed use development)	\$54 <u>56</u> .00 \$107 <u>110</u> .00
Zoning Code Text Amendment (application covers 1 meeting with staff after which additional fees apply)	\$1,066 <u>1,098</u> .00
2. BOOKS, MAPS, MATERIALS: ¹¹ (pursuant to Resolution No. 3953)	
Comprehensive Plan	Cost of Production
Downtown Plan	Cost of Production
Downtown Plan Appendices	Cost of Production
Copies of Codes and Ordinances	Cost of Production
Maps	Cost of Production
3. LAND CLEARING, GRADING AND FILLING FEES (Per Ordinance No. 6146, Resolution No. 4272 Resolution No. 4424, and Resolution No. 5255, and Resolution No. 5319.)	
Land Clearing: Base Fee (for up to 1 acre) 1 to 5 acres Over 5 acres	\$320 <u>330</u> .00 Base Fee + \$117 <u>121</u> .00/acre Base Fee + \$86 <u>89</u> .00/acre
Grading and Filling Fees: <u>Base Fee without FAC (for up to 500 cubic yards)</u> Base Fee <u>with FAC</u> (for up to 500 cubic yards) 500 to 250,000 cubic yards Over 250,000 cubic yards	<u>\$552.00</u> \$320 <u>330</u> .00 Base Fee + \$0.12/cubic yard Base Fee + \$0.02/cubic yard

¹⁰ ~~The City collects an application fee to cover the reasonable cost of zoning compliance review in addition to the building permit application fee identified in Table 1-A, below.~~

¹¹ Prices for printed materials do not include any taxes.

4. BUILDING FEES (per Ordinance 5715, Ordinance 5819, Resolution No. 3773, Resolution No. 3797, Resolution No. 3818, Resolution No. 3953, Resolution No. 4143, Ordinance No. 6146, Resolution No. 4272, Resolution No. 4424, Resolution No. 5134, ~~and~~ Resolution No. 5255, and Resolution No. 5319.)

- a. Building Permit Fees:** Building permit fees are based upon a project's construction valuation as set forth by the International Code Council (ICC). ICC's construction valuation table is hereby incorporated into the City of Auburn's fees schedule. Construction valuations will be updated on January 1st of each year. The fee for each International Building Code, International Residential Code, Washington State Energy Code or Washington State Indoor Air Quality Code building permit shall be as set forth in Table 1-A, below.¹²

¹² Please note that the City of Auburn may collect a review fee for the Valley Regional Fire Authority for certain permit applications that is collected in addition to the City's required fees.

Table 1-A BUILDING PERMIT FEES	
TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$32.00
\$501.00 to \$2,000.00	\$32.00 for the first \$500.00 plus \$6.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$122.00 for the first \$2,000.00 plus \$18.60 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$549.80 for the first \$25,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$899.80 for the first \$50,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,399.80 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,999.80 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$8,999.80 for the first \$1,000,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof
Other Inspections and Fees: 1. Inspections outside of normal business hours..... \$6365.00 per hour ¹ (minimum charge – two hours) 2. Reinspection fees assessed under provisions of Section 109.4.13 \$6365.00 per hour ¹ 3. Inspections for which no fee is specifically indicated \$6365.00 per hour ¹ (minimum charge – one half hour) 4. Additional plan review required by changes, additions or revisions to plans \$6365.00 per hour ¹ (minimum charge – one half hour) 5. For use of outside consultants for plan checking and inspections, or both Actual costs ²	
FOOTNOTES: ¹ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. ² Actual costs include administrative and overhead costs.	
b. Mechanical Permit Fees: The fee for each permit issued under provisions of the International Mechanical Code, International Fuel Gas Code, NFPA 54 (National Fuel Gas Code), NFPA 58 (Liquefied Petroleum Gas Code), or the mechanical device provisions of the International Residential Code shall be as set forth in Table 2-A, below. For new single-family dwellings a flat rate permit fee of \$185.00 may be charged in lieu of fees as prescribed in Table 2-A. For new multi-family dwellings, a flat rate permit fee of \$125 <u>129</u> .00 may be charged in lieu of fees prescribed in Table 2-A.	
Table 2-A MECHANICAL PERMIT FEES	
Permit Issuance and Heaters: 1. For the issuance of each mechanical permit..... \$2526 .00 2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized \$9 .00 32. In addition to the base mechanical permit fee, each mechanical fixture shall include a charge of.....\$12.00	
Other Inspections and Fees: 1. Inspections outside of normal business hours, per hour (minimum charge -- two hours) \$6365.00 2. Reinspection fees assessed under provisions of Section 109.4.13 \$61.003. Inspections for which no fee is specifically indicated, per hour (minimum charge -- one-half hour) \$6365.00 3. Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge -- one-half hour) \$6365.00 * Or the total cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
c. Plumbing Code Permit Fees: For new single-family dwellings a flat rate permit fee of \$185 <u>191</u> .00 may be charged in lieu of fees as prescribed in Table 3-A. For new multi-family dwellings, a flat rate permit fee of \$125.00 may be charged in lieu of fees prescribed in Table 3-A.	

Table 3-A PLUMBING PERMIT FEES

Permit Issuance:	
1. For issuing each permit	\$2526.00
2. For issuing each supplemental permit	\$12.00
32. In addition to the base mechanical permit fee, each mechanical fixture shall include a charge of.....	\$10.00
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$6365.00
2. Reinspection fee	\$6365.00
3. Inspections for which no fee is specifically indicated	\$6365.00
4. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - one-half hour)	\$6365.00
*Per hour for each hour worked or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of all the employees involved.	
d. Demolition Permit Fees: Demolition permits shall be charged a base fee of \$126 130.00.	
Fees: Permit fees shall be assessed in accordance with this section. Fees specified shall be adjusted for inflation each year based upon the Seattle Consumer Price Index. Fees shall be rounded down to nearest whole dollar.	
Appeal Fees: The fee for appeals of codes adopted pursuant to ACC Chapter 15 shall be \$110 113.00 plus total hearing examiner costs.	
Plan Review Fees: When submitted documents are required by Section 106.3 of the Construction Administrative Code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.	
Temporary Certificate of Occupancy Fees: There shall be a fee equal to \$260.00 ten percent of the building permit fee for issuance of a temporary certificate of occupancy <u>and a fee of \$130.00 for any subsequent extensions requested.</u>	
5. ADMINISTRATIVE PROCEDURES AND MISCELLANEOUS INSPECTIONS: In addition to any other fees specified in this chapter, there shall be a fee schedule for certain administrative procedures not otherwise included as set forth in the following schedule of fees:	
Adult Family Home Inspection	\$160 165.00
Demolition, permit and inspections	Per Table 1-A
Relocation (pre-inspection)	Per Table 1-A
Housing Inspection	Actual City Cost, minimum \$21.00
Change of Use	Per Table 1-A
Sign Permits	Unless except by Ch. 18.56 ACC, the fee shall accompany each application for a sign permit. The amount of the fee shall be based upon the value of the sign pursuant to Table 1-A.
6. RENTAL HOUSING BUSINESS LICENSE FEES (Per Resolution No. 4601, Ordinance No. 5882, Resolution No. 4272, Resolution No. 4424 and Ordinance 6477):	
a. The fee for a license to operate rental housing businesses in the City, as defined in Chapter 5.22 of the Auburn City Code (ACC) shall be based on the total number of units as follows: One to four dwelling units Five to 24 dwelling units Twenty-five or more dwelling units Communal residence	 \$53.00/year \$106.00/year \$212.00/year \$150.00/year
b. The fee for a license to operate rental housing businesses in the city shall be for the license year from January 1 to December 31, and each applicant must pay the full fee for the	

current license year or any portion thereof during which the applicant has engaged in the operation of rental housing businesses.
c. The rental housing business license fee required by this chapter is in lieu of, and not in addition to, the general business license fee required by Chapters 5.05 and 5.10 of the Auburn City Code (ACC); provided, however, that any person required to obtain a rental housing business license must also obtain a general business license, at no cost, pursuant to Chapters 5.05 and 5.10 of the Auburn City Code (ACC).
d. Notwithstanding the provisions of sub-section (1) of this section, the fee for operating rental housing facilities for any single individual, partnership, corporation or entity shall not exceed \$424.00 per license period.
Rental housing business license renewals shall be for the period January 1 through December 31 of each year.

B. ENGINEERING AND PUBLIC WORKS FEES

1. Transportation Impact Fee Rate Schedule: (Per Ordinance No. 5763 as amended by Resolution No. 3953, Ordinance No. 6005, Resolution No. 4103, Resolution No. 4424, Resolution 4964, Resolution No. 5114, Resolution No. 5181, <u>and Resolution No. 5255, and Resolution No. 5319.</u>)					
Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
Industrial					
General Light Industrial	110	sf/gfa	0.97	\$7.888.02	-
General Heavy Industrial	120	sf/gfa	0.68	\$6.196.30	-
Industrial Park	130	sf/gfa	0.85	\$6.917.03	-
Manufacturing	140	sf/gfa	0.73	\$3.563.62	-
Warehousing	150	sf/gfa	0.32	\$3.643.70	-
Mini-Warehouse/Storage	151	sf/gfa	0.26	\$1.941.98	-
Residential					
Single-Family (detached)	210	du	1.00	\$4,459.894,537.89	\$3,612.513,675.69
Multi-Family	220-233	du	0.62	\$2,923.142,974.26	\$2,367.742,409.15
Mobile Home	240	du	0.59	\$2,105.072,141.88	-
Senior Housing	251, 252	du	0.27	\$963.34980.18	\$780.30793.95
Lodging					
Hotel	310	room	0.60	\$3,058.213,111.69	\$2,477.152,520.47
Motel	320	room	0.47	\$2,395.602,437.49	-
Recreational					
Movie Theater	444, 445	seat	0.08	\$199.29202.78	\$147.48150.06
Health Club	492, 493	sf/gfa	3.53	\$10.4610.64	\$7.747.88

Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
Institutional					
Elementary School	520	student	0.15	\$259.95264.49	\$192.36195.73
Middle School/Jr. High	522	student	0.16	\$440.38448.08	\$325.88331.58
High School	530	student	0.13	\$490.33498.91	\$362.85369.19
Church	560	sf/gfa	0.55	\$2.592.64	\$1.921.95
Day Care Center	565	sf/gfa	12.34	\$23.5924.00	\$17.4517.76
Library	590	sf/gfa	7.30	\$11.8612.07	\$8.788.93
Medical					

Hospital	610	sf/gfa	0.93	\$4.744.82	\$3.843.91
Asst. Living, Nursing Home	254, 620	bed	0.22	\$784.94 <u>798.67</u>	-
Office					
General Office	710, 715, 750	sf/gfa	1.49	\$8.728.87	\$5.936.03
Medical Office	720	sf/gfa	3.57	\$16.38 <u>16.66</u>	\$11.14 <u>11.33</u>
Post Office	732	sf/gfa	11.22	\$18.23 <u>18.55</u>	\$12.40 <u>12.61</u>
Retail					
Free Standing Discount Superstore	813	sf/gla	4.35	\$8.388.53	\$6.206.31
Free Standing Discount Store	815	sf/gla	4.98	\$11.06 <u>11.26</u>	\$8.198.33
Hardware/Paint Store	816	sf/gla	4.84	\$7.76 <u>7.90</u>	\$5.745.84
Shopping Center	820	sf/gla	3.71	\$6.55 <u>6.67</u>	\$4.854.93
Car Sales – New	841	sf/gla	2.59	\$12.15 <u>12.36</u>	\$8.999.14
Car Sales – Used	N/A	space	0.28	\$1,312.99 <u>1,355.95</u>	\$971.61 <u>988.61</u>
Automobile Parts Sales	843	sf/gla	5.98	\$7.38 <u>7.51</u>	\$5.465.56
Tire Store	848	sf/gla	4.15	\$8.388.52	\$6.206.31
Supermarket	850	sf/gla	9.48	\$16.24 <u>16.52</u>	\$12.01 <u>12.22</u>
Convenience Market	851	sf/gla	52.41	\$33.86 <u>34.45</u>	\$25.06 <u>25.49</u>
Home Improvement Store	862	sf/gla	2.33	\$3.24 <u>3.30</u>	\$2.40 <u>2.44</u>
Drugstore w/o Drive-Through	880	sf/gla	8.40	\$8.55 <u>8.70</u>	\$6.33 <u>6.44</u>
Drugstore w/ Drive-Through	881	sf/gla	9.91	\$10.95 <u>11.14</u>	\$8.108.24
Furniture Store	890	sf/gla	0.45	\$0.46 <u>0.47</u>	\$0.34 <u>0.35</u>

Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
Services					
Drive-in Bank	912	sf/gfa	24.30	\$24.62 <u>25.05</u>	\$18.22 <u>18.54</u>
Quality Restaurant	931	sf/gfa	7.49	\$18.17 <u>18.49</u>	\$13.45 <u>13.68</u>
High Turnover Restaurant	932	sf/gfa	9.85	\$16.46 <u>16.74</u>	\$12.18 <u>12.39</u>
Fast Food Restaurant w/o Drive-Through	933	sf/gfa	26.15	\$33.99 <u>34.58</u>	\$25.15 <u>25.59</u>
Fast Food Restaurant w/ Drive-Through	934	sf/gfa	32.65	\$42.44 <u>43.18</u>	\$31.40 <u>31.95</u>
Espresso Stand w/ Drive-Through	938	sf/gfa	75.00	\$32.49 <u>33.06</u>	\$24.05 <u>24.47</u>
Auto Care Center	942	sf/gfa	3.11	\$6.10 <u>6.21</u>	\$4.52 <u>4.60</u>

Service Station	944	vfp	13.87	\$17,426.45 <u>17,731.23</u>	\$12,895.58 <u>13,121.11</u>
Service Station w/ Mini-Mart	945	vfp	13.51	\$12,876.94 <u>13,102.15</u>	\$9,528.93 <u>9,695.59</u>
Lakeland PUD (Per Ordinance No. 4867 as amended by Resolution No. 2955, Ordinance No. 6176 and Resolution No. 5181.)					
Detached Single-Family Residential Unit	N/A	du	n/a	\$1,273.93 <u>1,307.06</u>	-
Attached Single-Family/Multi-Family Unit	N/A	du	n/a	\$826.87 <u>848.37</u>	-
Senior-Family Unit	N/A	du	n/a	\$284.14 <u>291.53</u>	-
Commercial/Retail Units	N/A	sf/gfa	n/a	\$3.31 <u>3.39</u>	-
Administrative Fee for Independent Fee Calculation					\$200.00
Notes: A. Basic trip rates are based on the ITE Trip Generation Manual, 9th Edition. B. Impact fee rate calculation is based upon the following methodology: – Basic Trip Rate = PM Peak Hour Trip Generation (per unit of measure) – Basic Trip Rate x Percent of New Trips x Trip Length Adjustment x Per Trip Fee/(divide by) 1,000 for rate per square foot (where applicable) = Impact Fee Rate (per unit of measure) C. For land uses not specifically identified here, trip generation rates could be derived from ITE or a special study by the applicant. D. sf/GFA= Square feet Gross Floor Area; sf/GLA= Square Feet Gross Leasable Area; VFP=Vehicle Fueling Position. E. Projects eligible for the Downtown Fee Rate are those located entirely within the boundary identified on Figure 1.					

2. Truck-Dependant Land Use Supplementary Transportation Impact Fee Rate Schedule:
(Per Resolution No. 4122, Resolution No. 4424, ~~and Resolution No. 5181~~, and Resolution No. 5319.)

Land Use	ITE Land Use Code	Independent Variable	Truck Trip Rate	Impact Fee Rate (per sf)
Industrial				
Light Industry/Manufacturing	110, 130, 140	sf/gfa	\$0.06	\$0.11 <u>0.12</u>
Heavy Industry	120	sf/gfa	\$0.04	\$0.09 <u>0.07</u>
Retail				
Shopping Center	820	sf/gla	\$0.01	\$0.01 <u>0.02</u>
Car Sales	841	sf/gfa	\$0.09	\$0.16 <u>0.14</u>
Supermarket	850	sf/gfa	\$0.33	\$0.64 <u>0.62</u>
Free-Standing Discount Store	813, 815, 861, 863, 864	sf/gfa	\$0.10	\$0.19 <u>0.19</u>
Home Improvement Store	862	sf/gfa	\$0.37	\$0.70 <u>0.70</u>

Land Use	ITE Land Use Code	Independent Variable	Truck Trip Rate	Impact Fee Rate (per sf)
Services				
Restaurant	931, 932	sf/gfa	0.63	\$1.20 <u>1.18</u>
Fast Food Restaurant	933, 934	sf/gfa	2.87	\$5.51 <u>5.41</u>

Notes:

- A. ITE Land Use Code based on ITE Trip Generation, 9th Edition
- B. Impact fee rate calculation is based upon the following methodology:
 - Truck Trip Rate = Daily Truck Trip Generation (per unit of measure)
 - Truck Trip Rate x Per Trip Fee = Impact Fee Rate (per unit of measure)
- C. For land uses not specifically identified in the table, trip generation rates could be derived from a special study by the applicant.
- D. sf /gfa=square feet of gross floor area

3. Impact Fees By Land Use – Revenue Credit = 20% (Per Ordinance No. 5977, Resolution 3953, and Resolution No. 4022)

Land Use	Total Fire & EMS Cost per Unit of Development	Adjustment (Revenue Credit) at 20%	Fire and EMS Impact Fee per Unit of Development
Residential – All calculations below are per dwelling unit – Total x Number of Units			
Single Family, Duplex, Mobile Home	\$362.66	\$72.53	\$290.13
Multi-Family	\$383.09	\$76.62	\$306.47
Non-Residential – All calculations below are per square foot - Total x Square Feet			
Hotel/Motel	\$0.53	\$0.11	\$0.42
Hospital/Clinic	\$1.05	\$0.21	\$0.84
Group Living	\$2.63	\$0.53	\$2.10
Office	\$0.29	\$0.06	\$0.23
Retail	\$0.62	\$0.12	\$0.50
Restaurant/Bar/Lounge	\$1.62	\$0.32	\$1.30
Industrial/Manufacturing	\$0.11	\$0.02	\$0.09

Leisure/Outdoors	\$1.08	\$0.22	\$0.86
Agriculture	\$0.71	\$0.14	\$0.57
Church	\$0.38	\$0.08	\$0.30
Schools/Colleges	\$1.07	\$0.21	\$0.86
Government/Public Buildings	\$1.81	\$0.36	\$0.86
Casino	\$3.78	\$0.77	\$3.01
Jails	\$21.99	\$4.40	\$17.59

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

The Facility Extension Application Fee is \$~~569~~52.00, plus \$~~172~~67.00 for each Facility (Water, Sanitary Sewer, Storm Drainage, Street, private street and private storm systems within private streets).

Facility Extension Fees are the summation of the following categories (a+b+c+d), or \$~~1,710~~660.00, whichever is greater.

- a. For the combined linear footage of water, sewer, storm drainage and private storm drainage within private streets:

The first 0 lineal feet (LF) to 1000 LF is charged at \$~~5.70~~50 per LF plus,
The next 1001 LF to 2500 LF is charged at \$~~2.90~~80 per LF plus,
Any additional over 2500 LF is charged at \$~~1.70~~65 per LF.

- b. For the linear footage of streets and private streets:

The first 0 LF to 500 LF will be charged at \$~~76.10~~90 per LF plus,
The next 501 LF to 1000 LF will be charged at \$~~4.20~~10 per LF plus,
Any additional over 1000 LF will be charged at \$1.10 per LF.

- c. For non-linear extensions such as pump stations or traffic signals, the extension fee will be determined by the City Engineer based on an estimate of the City's labor Cost associated with the plan review, inspection, and administration of the application.

- d. For that portion of the water or sewer facility located outside City Limits, but within existing County (King or Pierce) right-of-way, an additional fee of \$~~457~~44.00 plus \$~~5.10~~90 per LF of the combined water and sewer extension located in the existing County right-of-way applies.

Facility Extension Fees will be paid as follows:

- a. Forty percent (40%) at the time of execution of the facility extension agreement.
b. Sixty percent (60%) upon the City's approval of the construction drawings and prior to the start of construction.

Additional Review:

Each additional plan review beyond a 3rd review prior to plan approval will require an additional fee of \$~~527~~12.00 be paid at the time of the additional review submittal. If the review requires more than 8 hours of staff time to complete an additional fee of \$~~64~~4.00 per hour will be charged and must be paid prior to plan approval.

Additional plan review required by changes, additions or revisions to plans during construction will require an additional fee of \$~~264~~56.00 be paid at the time the additional review is submitted and prior to any review being completed. If the review requires more

than 4 hours of staff time to complete an additional fee of \$64.00 per hour will be charged and must be paid prior to plan approval.	
5. Right-of-Way Use Permit Fees: (Per Ordinance No. 6125, and Resolution No. 5255, and Resolution No. 5319.)	
Type A – Banner	\$5 20.00
Type B – Short Term	\$6 20.00
Type C – Long Term	\$25 80.00 for the 1 st year (or any term longer than 30 days and less than 1 year)/ \$10 30.00 for each additional year (or portion thereof) up to 5 years
Type D – Hauling	\$10 30.00 + estimated staff time @ \$5 2.00 per hour
Street Closure – Type B or C	\$9 30.00
Sidewalk Closure – Type B or C	\$6 20.00
Parking Closure – Type B or C	\$6 20.00
6. Franchise Agreements: (Per Ordinance No. 6546, Resolution No. 5114, and Resolution No. 5255, and Resolution No. 5319.)	
Application/Renewal/Amendment Application Fee (ACC 13.36.040, ACC 20.06.120, ACC 20.06.130)	\$5, 150000.00 Nonrefundable Initial Fee + plus the City's actual costs incurred in excess of \$5, 150000.00 . Initial Fee is due at time of application any additional costs beyond the initial fee is due prior to the effective date of the agreement.
Annual Administration Fee (ACC 20.04.170)	Actual City Costs
Annual CATV Franchise Fee (ACC 13.36.230)	5% of Gross Revenue for the prior three months.
Other Annual Franchise Fee (ACC 20.06.100)	Statutorily Permissible Percent of Gross Revenue
7. Public Way Agreements: (Per Ordinance No. 6546, Resolution No. 5114, and Resolution No. 5319.)	
Application/Renewal Application Fee (ACC 20.04.020, ACC 20.04.120)	\$5, 015000.00 nonrefundable Initial Fee + plus the City's actual costs incurred in excess of \$5, 150000.00 . Initial Fee is due at time of application any additional costs beyond the initial fee is due prior to the effective date of the agreement.
Annual Fee (ACC 20.04.170)	Actual City Costs
8. Right-of-Way Vacations: (Per Resolution No. 4143, and Resolution No. 5114, and Resolution No. 5319.)	
Application Fee	\$1,5 4500.00
Land Value Compensation	Per ACC 12.48.085
9. Utility System Development Fees: (Per Ordinance No. 5819 and amended by Resolution No. 3797, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5114, Resolution No. 5134, Resolution No. 5181, and Resolution No. 5255, and Resolution No. 5319.) For all utilities, a charge in lieu of assessment or payback charges may be applicable for the proportional share of the utility line being connected to.	

a. Water Utility: Connection fees are comprised of a Water Service Installation Permit Fee and the System Development Charge as follows:

Meter Size (In Inches)	Water Service Installation Permit Fee			System Development Charge (SDC)
		Water Service & Meter Box Installed by City ^{(2)**}		
		Paved Street	Unpaved Street	
¾ or less	\$375 345.00	\$3,700 3,660.00 ^{#(3)}	\$2,150 2,125.00	\$6,630 6,519.00
1	\$430 405.00	\$3,750 3,720.00 ^{#(3)}	\$2,200 2,185.00	\$6,630 6,519.00
1-1/2	\$1,010 915.00	\$5,300 5,185.00 ^{#(3)}	\$3,800 3,650.00	\$22,077 21,708.00
2	\$1,080 975.00	\$5,750 5,625.00 ^{#(3)}	\$4,200 4,090.00	\$35,336 34,745.00
3	Actual Cost	By Applicant Actual Cost	By Applicant Actual Cost	\$70,738 69,556.00
4	Actual Cost	By Applicant Actual Cost	By Applicant Actual Cost	\$110,516 108,669.00
6	Actual Cost	By Applicant Actual Cost	By Applicant Actual Cost	\$220,968 217,274.00
8	Actual Cost	Actual Cost By Applicant	By Applicant Actual Cost	\$353,562 347,652.00
10	Actual Cost	By Applicant Actual Cost	By Applicant Actual Cost	\$508,298 499,801.00

^{(1)*} Installation of a water meter done by the City and the service either already exists or has been installed by the ~~developer~~Applicant.

^{(2)**} Installation of the entire water service is done by the City.

^{(3)#} If meter installation or retrofit involves installation of a fire sprinkler line, fee is Actual Cost.

b. Sanitary Sewer Utility: Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Type	Permit Fee	System Development Charge (SDC)*
New Connection ^{(4)*}	\$ 190 185.00	\$ 2,460 2,419.00 Per RCE ^{(5)**}
Side Sewer Repair on Private Property	\$78.00	
Side Sewer Repair in Right-of-Way*	\$155.00	
Grinder <u>P</u> ump (<u>New Connection</u>) ⁽⁴⁾	\$ 265 255.00	\$ 2460.00 per RCE ⁽⁵⁾
Demolition Cap (cap side sewer before building demolition)	\$78.00	
Tenant Improvement ⁽⁴⁾	\$ 60 55.00	\$ 2,460 2,419.00 Per <u>n</u> et increase in RCE's ^{(5)**}

^{(4)*} All construction is the responsibility of the Applicant. If a new connection or repair requires work within City right-of-way, a Construction Permit (EXC - see Section 11) is required in addition to the Sewer Permit. If a new connection requires work within City right-of-way, a construction permit is required in addition to the sewer permit.

^{(5)**} RCE, Residential Customer Equivalent - An RCE shall be as defined by the King County Department of Natural Resources.

NOTE: In addition to City sanitary sewer connection fees, King County will impose a there shall be a sanitary sewer connection fee (King County Capacity Charge) imposed by King County for improvements in King County's regional sewer system, in accordance with King County Code 28.84.050. King County will bill customers directly for this charge once the sewer work is complete.

~~This charge is not to be paid to the City. to pay Capital Improvement fees to King County per the King County Rate Schedule.~~

c. Storm Drainage Utility: (Per Resolution No. 4566 and amended by Resolution No. 5181, ~~and Resolution No. 5255, and Resolution No. 5319.~~)

Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Type	<u>Permit Fee⁽⁶⁾</u>		System Development Charge (SDC)
	<u>Level 1</u>	<u>\$215.00</u>	
	<u>Level 2</u>	<u>\$415.00</u>	
	<u>Level 3 ⁽⁷⁾</u>	Base Fee = \$1,485.00 for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + \$415.00 for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + \$105.00 per whole or partial Acre disturbed over 1 Acre	
	<u>Level 1</u>	<u>\$215.00</u>	
	<u>Level 2</u>	<u>\$415.00</u>	
	<u>Level 3 ⁽⁷⁾</u>	Base Fee = \$1,485.00 for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + \$415.00 for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + \$105.00 per whole or partial Acre disturbed over 1 Acre	

~~*ESU, Equivalent Service Unit – A configuration of development of hard surfaces¹³ estimated to contribute an amount of runoff to the City's storm drainage system which is approximately equal to that created by the average single family residential parcel. One ESU is considered equal to 2,600 square feet of parcel coverage by hard surfaces. Per ACC 13.48.010.~~

~~When calculating the total SDC, a credit will be applied for the existing hard surface area (New total SDC minus calculated SDC for existing hard surface area using the definition of hard surface as given in ACC 13.48.010).~~

STORM PERMIT FEE

Permit Level**	Permit Fee
<u>Level 1</u>	<u>\$210.00</u>
<u>Level 2</u>	<u>\$400.00</u>
<u>Level 3</u>	Base Fee + the Cumulative Additional Fees as indicated below: Base Fee = \$1,440.00 for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + \$400.00 for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + \$100.00 per Acre for each additional disturbed Acre over 1 Acre

^{(6)**}Permit levels are determined as follows:

- Level 1 permits are for all projects that are not located in a Critical Area and add or replace less than 2,000 square feet of hard surface area; and/or disturb less than 7,000 square feet of land.

¹³ ~~Hard Surfaces include impervious surfaces, permeable pavements, and vegetated roofs.~~

Note: Single-family residential projects disturbing 500 square feet or less may not require a permit.

- Level 2 permits are for all projects that add or replace 2,000 to 4,999 square feet of hard surface area; or disturb 7,000 square feet or more of land.
- Level 3 permits are for all projects that add 5,000 square feet or more of hard surface area, or convert ¾ acres or more of native vegetation to lawn/landscaped area, or convert 2.5 acres or more of native vegetation to pasture, or the new plus replaced hard surface area is 5,000 square feet or more and the value of improvements exceeds 50% of the assessed value of existing improvements.

(7) Level 3 permit is calculated as the Base Fee plus the Cumulative Additional Fees described herein.

(8) ESU, Equivalent Service Unit - A configuration of development of hard surfaces (which include impervious surfaces, permeable pavements, and vegetated roofs) estimated to contribute an amount of runoff to the City's storm drainage system which is approximately equal to that created by the average single family residential parcel. Although gravel surfaces are considered a hard surface under ACC 13.48.010, existing gravel surfaces are not included in the calculation of the SDCs. One ESU is considered equal to 2,600 square feet of parcel coverage by hard surfaces. Per ACC 13.48.010.

When calculating the total SDC, a credit will be applied for the existing hard surface area except existing gravel surfaces (e.g., new total SDC minus calculated SDC for existing hard surface area using the definition of hard surface as given in ACC 13.48.010).

10. Other Utility Fees: *(Per Ordinance No. 5819, Ordinance No. 5944, Resolution No. 3797, Resolution No. 3953, Resolution No. 4424, Resolution No. 5114, Resolution No. 5134, and Resolution No. 5255, and Resolution No. 5319.)*

Fireline Connection Permit (≤ 3-inch fire service line)	\$140 135.00
Hydrant Permit and Inspection Fee	\$245 238.00
Hydrant Meter Monthly Rate	\$48.04
Fire Hydrant Meter Wrench – Refundable Deposit ¹⁴⁽¹⁾	\$40 38.00
Refundable Deposit —Hydrant Meter with RPBA, Valve, and Wrench — Refundable Deposit ^{(1) (2)2}	\$2,045 1,985.00
<u>Hydrant Meter Water Use Charge (if equipment not returned for final reading)</u>	<u>\$700.00</u>
Water Meter Test Fee, 2" or less	\$225 217.00
Water Meter Test Fee, greater than 2"	At Actual Cost
Water Meter Removal Fee (3/4" to 1") – (service line remains)	\$310 300.00
Water Meter Removal Fee (1-1/2" to 2") – (service line remains)	\$925 900.00
Water Meter Removal Fee (3" and larger) – (service line remains)	At Actual Cost
Water Service Abandonment/Removal Permit (<u>City</u> abandons <u>s</u> at main, removes <u>s</u> meter and box)	\$2,990 2,900.00
<u>Water Meter Relocation Permit by City</u>	<u>Same as Water Service Installation Permit Fee, see 9.a.</u>
<u>Meter Damage/Tamper Repair Permit</u>	<u>\$500.00 plus Meter Cost, if applicable</u>
<u>Water Service Alteration/Repair Permit on Private Property (by Applicant)</u>	<u>\$80.00</u>
<u>Backflow Permit for Premises Isolation (internal or external)</u>	<u>\$80.00</u>
<u>Re-Locate Fee (if <45 days from initial locates)</u>	<u>\$200.00</u>

¹⁴ ~~If the equipment is not returned or is returned in a damaged condition, the deposit amount shall be forfeited.~~

Side Sewer Repair Permit on Private Property	_____ <u>\$80.00</u>
Side Sewer Repair Permit in Right-of-Way⁽³⁾	_____ <u>\$160.00</u>
Demolition Cap Permit (cap side sewer before building demolition)	_____ <u>\$80.00</u>
Side Sewer Relocation/Replacement Permit	_____ <u>\$130.00</u>
Oil/Water Separator Permit	_____ <u>\$205.00</u>
Grease Interceptor Permit⁽³⁾	_____ <u>\$205.00</u>
Storm Drainage Repair Permit – Existing Private System on Private Property	\$80.75 <u>.00</u>
Storm Drainage Repair Permit – Existing System in Public Right-of-Way/Easement ¹⁵⁽³⁾	\$160.25 <u>.00</u>
Payback Administration Fees: (per Ordinance No. 5954)	
Application Fee	\$5 1500 <u>.00</u>
Processing Fee	\$1,0 3000 <u>.00</u>
Area of Special Benefit Analysis	\$5 1500 <u>.00</u>
Transaction/Collection Fee	\$3 1000 <u>.00</u>
Recording Fee	<u>\$84.00</u>
Outside Professional Services	Time & Materials
Convenience shut off	_____ <u>\$25.00</u>
Delinquent shut off	_____ <u>\$25.00</u>
Late charge	1% per month of outstanding bill or \$15.00 minimum, whichever is greater
Unauthorized turn on/off	_____ <u>\$60.00</u>
Delinquent meter pull	_____ <u>\$65.00</u>
Unauthorized fire line or water hook up	\$100.00 a day fine from date of discovery
Returned checks each	_____ <u>\$20.00</u>
Refusal of access per day	_____ <u>\$30.00</u>
Closing final read	_____ <u>\$30.00</u>
New account setup	_____ <u>\$25.00</u>
Bill tenant	_____ <u>\$25.00</u>
After-hours water turn on/off	_____ <u>\$30.00</u>
Escrow estimates	_____ <u>\$25.00</u>
⁽¹⁾ If the equipment is not returned or is returned in a damaged condition, the deposit amount shall be forfeited. ⁽²⁾ Each year, the hydrant meter with RPBA, Valve, and Wrench must be returned to City no later than December 1 for maintenance and final annual meter reading. The deposit amount shall be forfeited if the equipment is not returned to the City by the deadline. ⁽³⁾ If repair or new construction requires work within City right-of-way, including a new connection to the City's system, a Construction Permit (EXC - see Section 11) is required in addition to the permit.	
11. Construction Permits: (Per Ordinance No. 5817, Resolution No. 3953, Resolution No. 4272, and Resolution No. 4424, and Resolution No. 5319.)	
Basic Fee (BF)	\$1540.500
Hourly Inspection Rate (HIR):	

¹⁵ ~~If a repair requires work within City right-of-way, a construction permit is required in addition to the storm drainage repair permit.~~

Normal Business Hours		\$5 4 ² .00
After Hours (includes weeknights, weekends, and holidays and will be charged at the after hours HIR x the duration of the work)		\$8 3 ⁹ .00
For Excavation Type Work:		Additional Fee (AF)
Length of Excavation (feet)		
31 – 100 feet of excavation length		\$5 4 ² .00
101 – 250 feet of excavation length		\$1 60 ⁵⁵ .00
251 – 500 feet of excavation length		\$2 67 ⁵⁹ .00
501 – 750 feet of excavation length		\$3 73 ⁶² .00
751 – 1000 feet of excavation length		\$4 80 ⁶⁶ .00
Fee Calculation:		
Permit Fee = BF + AF (for the appropriate length of excavation)		
If the excavation exceeds 1,000 linear feet		
Permit Fee = BF + \$4 80 ⁶⁶ .00 + (HIR x (length of excavation – 1000/100))		
For Non-Excavation Type Work: This work includes any work in the public right-of-way that is not covered by any other permits and includes such things as overhead utility work, geotechnical borings, horizontal directional drilling and vault installation.		
Permit Fee = BF + (HIR x Permit Duration in Days)		
In Lieu of Fee: In lieu of the above standard rates, the city engineer or his/her designee may calculate the fee based upon current labor rates for administrative and inspection staff after developing an estimate of staff effort involved. For projects that are expected to involve significantly more than 1,000 feet of street excavation or when the scope or duration cannot be accurately estimated, the city engineer may establish a deposit account to manage permittee deposits in advance of permit issuance for reimbursing actual labor costs of administering the permit. Such deposit accounts will not be interest bearing and will be closed at the end of the permitted work when a final accounting of the permit administration cost shall be calculated and a final bill or credit issued to the permittee.		
12. Memorial Sign Program: (Per Ordinance No. 6137, and Ordinance No. 6149, <u>and Resolution No. 5319</u>)		
Memorial Sign		\$15 5 ⁹ .00
13. Special Permits: (Per Ordinance No. 5817 and amended by Resolution No. 3953, Resolution No. 4272, and Resolution No. 4424, <u>and Resolution No. 5319.</u>)		
Permit Type	Base Fee	Additional Per Linear Foot
Sidewalk	\$5 6 ⁴ .00	\$1.10/foot for each foot over 25 linear feet
Residential Driveway	\$5 6 ⁴ .00	\$1. 70 ⁶⁵ /foot for each foot over 20 linear feet*
Commercial Driveway	\$1 10 ⁹⁷ .00	\$2.20/foot for each foot over 48 linear feet*
*Driveway widths are based on the width of the driveway apron in the right-of-way.		
14. Street Payback Agreements: (Per Ordinance No. 6319, and Resolution No. 4624, <u>and Resolution No. 5319.</u>)		
Application Fee		\$5 15 ⁹⁹ .00
Processing Fee		\$1,0 30 ⁰⁰ .00
Assessment Reimbursement Area Analysis		\$1,0 30 ⁰⁰ .00
Transaction/Collection Fee		\$3 10 ⁰⁰ .00
<u>Recording Fee</u>		<u>\$84.00</u>
Outside Professional Services (when needed)		Time and Materials

C. ANIMAL LICENSING FEES AND PENALTIES (Per Resolution No. 4868):

1. Animal License Fees		
Type	Comments	Cost
Juvenile	8 weeks to 6 months of age	\$15.00
Altered	Proof of spay/neuter required	\$30.00
Unaltered		\$60.00
Senior	Proof that pet is altered and proof that owner is 62 years of age or older consistent with ACC 13.24 is required.	\$15.00
Disabled	Proof that pet is altered and proof of disability required	\$15.00
Service Animal	With a signed statement, on the City Form, indicating that the owner of the animal has a disability and that the animal is a service animal, no license fee shall be charged by the City.	\$0
Replacement Tag		\$5.00
2. Late Payment Penalty		
Days Past Expiration	Type	Additional Cost
45-90	Late Fee	\$15.00
91-135	Late Fee	\$20.00
136-364	Late Fee	\$30.00
365 or more	Late Fee	\$30.00 + prior year's license fee

D. AUBURN MUNICIPAL AIRPORT FEES (Per Ordinance No. 5707, amended by Ordinance No. 5715 and Ordinance No. 5819, and amended by Resolution No. 3784, Resolution 3797, Resolution No. 3841, Resolution No. 3953, Resolution No. 4117, Resolution No. 4270, Resolution No. 4414, Resolution 4734, Resolution No. 4880, Resolution No. 5016, Resolution No. 5114, Resolution No. 5181, Resolution No. 5213, ~~and~~ Resolution No. 5255, and Resolution No. 5319.)

1. Lease Fees

Lease Type:

Open G-D	\$200.00 <u>210.00</u>
Open C	\$234.00 <u>250.00</u>
Closed J	\$335.00 <u>372.00</u>
Closed H	\$375.00 <u>401.00</u>
Closed Y & Z	\$435.00 <u>465.00</u>
Closed Y1 & Z22	
Outside Tiedowns	\$560.00 <u>599.00</u>
Storage Rows H-D	\$75.00 <u>80.00</u>
Storage Units (185 sq. ft. – Buildings Y&Z)	\$126.00 <u>135.00</u>
Storage Units (298 sq. ft.)	\$111.00 <u>119.00</u>
Storage Units (380 sq. ft. – Buildings Y&Z)	\$135.00 <u>144.00</u>
	\$170.00 <u>182.00</u>

A security surcharge of \$10.00 per month is charged, in addition to the base monthly rental fees provided in this section, for each tie-down, each hangar door and each storage rental area, which security surcharge fees are to be used for the provision of increased security at the Auburn Municipal Airport (approved by Ordinance No. 5500 on January 16, 2001). For the purposes hereof, each tie-down consists of the structures/facilities necessary to accommodate one (1) regular sized light aircraft. Furthermore, the hangar doors to which the security surcharge applies includes all hangars located at the Auburn Municipal Airport, including those hangars built on land owned by the City but leased to private parties, and those hangars owned in a condominium type ownership.

The above lease and security surcharge amounts are subject to applicable leasehold taxes, which shall be paid by the tenant. The total charges, including the above lease rates plus lease hold tax and surcharge shall be reflected in monthly billing rates. Tenants shall be given notice as required by Ordinance or lease agreements. The Airport Lease rates shall be effective January 1, ~~2017~~2018.

Payments. Payments are due on the first of each month, past due as of the 5th and late as of the 15th. Payments not received by the 15th incur a \$25.00 late fee. Payments not received after 30 days from the due date incur an additional \$25.00 delinquency fee each month payment is delinquent.

Automatic gate electronic cards. One automatic gate electronic card will be issued to each City rental tenant free of charge. Any additional electronic cards requested by a tenant are subject to a \$25.00 fee. A \$15.00 fee refund applies to all serviceable returned cards. An additional \$25.00 replacement fee will be assessed against the tenant for all lost or damaged electronic cards. All electronic cards must be returned to the airport at the time of lease expiration.

Each lease shall include an initial payment of first and last months' rent plus a damage deposit in the amount of two times the monthly base rate. Each lease agreement shall also include terms that authorize the city to apply the damage deposit to outstanding charges on termination.

2. Daily Transient Parking (overnight)

Tie Down	\$5.00
Open "T"	\$25.00
Enclosed Hangar	\$35.00

3. Base Parking Fee – Designated Spaces

A base vehicle parking fee of ~~\$57.00~~\$61.00 per month per designated space is charged. There are ten designated spaces available on a first come basis for pilots to park or store a vehicle for an extended period of time. All airport rules and regulations apply. A Vehicle Storage Permit must be completed and appropriate fees paid. The storage of vehicles is for convenience for the users of the Auburn Airport and is month-to-month.

4. Additional Airport Fees

Gate Cards (each lease gets one card at no charge. Additional cards cost \$25.00. A \$15.00 refund applies to all serviceable returned cards.) Limit 2 Cards per space.	\$25.00
Annual Aeronautical Business License (<i>includes listing of your business on airport signs and airport webpage.</i>)	\$250.00
Hangar Waitlist Fee	\$50.00

5. Waiver of Fees for Governmental Entities or Governmental Affiliated Entities

The Mayor is authorized to waive a portion or all of any (otherwise) required fees for hangar space rental - if space is available - for governmental entities or government affiliated entities that provide community service(s) and public benefit(s) to residents, citizens and businesses of Auburn.

E. POLICE DEPARTMENT FEES *(Per Ordinance No. 5715 amended by Ordinance No. 6216, 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4117, Resolution No. 4272, Resolution No. 4424, Ordinance 6216, Ordinance 6276, Resolution No. 4552, Resolution No. 5016, Resolution No. 5114, and Resolution No. 5255. False Alarm fees per Ordinance No. 6216 amended by Ordinance Nos. 6252 and 6345.)*

Type	Fees
Police Report/Collision Report (fee not charged where requested by victim or party involved)	\$13.25
Visa Letter	\$10.00
Fingerprinting Fees (fee not charged where taking of fingerprints is required by city)	as set by the FBI
Laminated Concealed Pistol License	\$3.50
Annual Alarm Registration Fees:	
Residential	\$24.00
Commercial	\$24.00
Residential Low Income Senior Citizen/Disabled Citizen	\$12.00
Late Registration Fee	\$25.00
Auburn Security Alarm License	\$10.00/each registered alarm user to a maximum of \$100.00 annually
Late License Fee	\$25.00
Reinstatement Fee	\$100.00 plus \$10.00/permitted user
False Alarm Service Fees	
Burglar False Alarm Service Fee*	\$100.00
Robbery, Panic and Burglary Crime in Progress False Alarm Fee*	\$200.00
Supplemental Fee for Non-permitted Alarm System, each alarm	\$200.00
Fee for false alarm caused by Monitoring Company or Alarm Installation Company employee	\$100.00
First Dispatch Report during time of suspension	
Each dispatch thereafter	\$25.00
Late Fee	\$25.00
Appeals	\$25.00

*The alarm administrator will waive the first false alarm fee following the installation of an alarm system at a particular address.

F. CITY CLERK FEES *(Per Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 4244, Resolution No. 5016, Resolution No. 5114 and Resolution No. 5312.)*

Type	Fees
Fees for public records – collection	
Non-certified photocopies of public records, printed copies of electronic public records when requested by the person requesting records	\$0.15 per page plus postage
Certified copies of public records	\$5.00 per document plus copying fees
Scanned public records into an electronic format	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery	\$0.05 per each 4 electronic files
Transmission of public records in an electronic format	\$0.10 per gigabyte
Digital Storage Media or Device; Container or Envelope Used to Mail Copies to Requestor, and Postage	Actual Cost
	\$
	\$
Fees for Auburn City Code book and supplements	
Copy of Auburn City Code book (with latest supplement)	\$100.00 per code book
Supplements to the Auburn City Code book	\$11.00 per copy

G. CITY CEMETERY FEES (Per Ordinance 5715, Resolution No. 3797, Resolution No. 3953, Resolution No. 4027, Resolution No. 4103, Resolution No. 4117, Resolution No. 4272 Resolution No. 4424, Resolution No. 4552, Resolution No. 4675, Resolution 4778, Resolution No. 4880, Resolution 5114, Resolution No. 5134, Resolution No. 5181, ~~and~~ Resolution No. 5255, and Resolution No. 5319.)

Type	Fees
Graves	
Section 9A and 9B	\$2,795.00
All other adult graves	\$2,295.00 <u>\$2,395.00</u>
Child's Place	\$300.00
Double Depth (includes 2 burial spaces / 2 liners)	\$4,690.00 <u>\$4,790.00</u>
Section 9A and 9B (Quads and Upright monument plots)	
Section 9B (Plaza Estates)	\$5,995.00 each
	\$9,995.00 each
Ground Cremation Plots	
Centennial Um Garden (single)	\$995.00
Centennial Um Garden (double)	\$1,895.00
Section 9 Upright Section Um Plots (up to 4 urns)	\$3,195.00
Niches	
Mausoleum (top rows available only) – single	\$Sold Out
Centennial Columbarium II (1 or 2 urns) – Row 2	\$2,295.00
Centennial Columbarium II (1 or 2 urns) – Row 1	\$1,895.00 <u>\$1,995.00</u>
Chapel of Memories – Interior Niches* Range From	
12 x 12 Single	\$2,695.00 - \$3,995.00
12 x 18 Double	\$3,695.00 - \$6,495.00
12 x 24 Family (up to 3 urns)	\$6,995.00 - \$8,695.00
*The above niche prices include one bud vase per niche.	
Inurnment will be \$695.00 per occasion. See guidelines for additional pertinent information. A single inscription on the glass front is \$240 plus tax. Urn's to be purchased separately.	
Chapel of Memories – Exterior Niches*	
Rows 4, 5, & 6	\$2,695.00
Rows 2 & 3	\$2,295.00
Rows 1, 7, & 8	\$1,895.00 <u>\$1,995.00</u>
*If the niche (external) is to be used as a double niche, the inurnment, inscription and tax will be due when a second urn is placed. (Row 1 is the bottom row)	
OVERTIME WILL BE CHARGED AT \$175.00 PER HOUR AFTER 4:30 P.M., MONDAY THROUGH FRIDAY. THE SATURDAY SERVICE CHARGE IS \$795.00 FOR FULL INTERMENT AND \$425.00 FOR CREMATION SERVICES.	
Extended Land Use	\$495.00
Memorial Plaque - \$175 additional for inscription + tax	\$295.00
Services	
"Chapel of Memories" rental for services	\$350.00
Opening and Closing – Ground Burials	
Liner/Vault	\$1,495.00
Children's Place	\$490.00
Opening and Closing – Cremation	
ForestWalk	
Cremation Plot	\$795.00
Niche	\$695.00

Opening and Closing – Entombment

\$1,295.00

Marker Services

Flat Grass:	\$240.00 <u>\$265.00</u> + tax
Inscription	\$295.00 + tax
Setting Fee	\$150.00 + tax
Resetting Fee	\$175.00
New Inspection Fee for outside sales	
Upright	\$475.00 + tax
Setting Fee	\$390.00 + tax
Inscription	\$325.00
Resetting Fee	\$45.00 + tax
Vase Setting Fee	\$100.00
Recording Fee	\$175.00
Overtime Charge – per hour	
Saturday Service Fee	\$795.00
Full Interment	\$425.00 <u>\$450.00</u>
Cremation	

Materials

Flower Vases: (prices include vase setting fee)	
Standard	\$150.00
Deluxe Cast Zinc (gray or bronze zinc)	\$250.00
Deluxe Wall (brass)	\$250.00
Liners: Concrete Liner	\$795.00 + tax
Mountain View Vault	\$1,495 <u>\$1,695.00</u> + tax
Vault Installation	\$595.00 + tax
Double Depth	\$895.00 <u>\$995.00</u> + tax
<u>Urn Encasement</u>	\$250.00
Urn Encasement	<u>\$300.00</u> + tax

Forestwalk Informal Cremation Garden

Phase I: Single 3' Single Ground Plot	\$1,495.00
Phase I: Double 4' Plots	\$2,295.00
Phase II: Double 4' Double Ground Plot	\$2,195.00 <u>\$2,295.00</u> --
Wishing Well Scattering	\$3,995.00
Granite Memorials Start At	\$295.00
	\$395.00 + tax

H. PARKS, ARTS AND RECREATION (Per Resolution No. 3797 and amended by Resolution No. 3953, Resolution No. 4117, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Resolution No. 4880, Resolution No. 5016, Resolution No. 5181, Resolution No. 5228, ~~and~~ Resolution No. 5255, and Resolution No. 5319.)

LES GOVE <u>MULTI-PURPOSE</u> BUILDING	Resident	Non-Resident		
3-hour minimum <u>Monday – Sunday Seven days a week 9 a.m. – 11 p.m.</u>	\$20 <u>\$60.00/hour</u> <u>Per 3 hr block</u>	\$25 <u>\$75.00/hour</u> <u>Per 3 hr block</u>		
LES GOVE GYMNASIUM	Resident	Non-Resident	<u>Auburn Non-Profit</u>	<u>Other Non-Profit</u>
Gymnasium (athletics practice, birthday parties, etc.)	\$30 <u>\$45.00/hour</u> <u>+ Hourly Facility Attendant Fee When Required</u>	\$40 <u>\$55.00/hour</u> <u>+ Hourly Facility Attendant Fee When Required</u>	<u>\$35.00/hour</u>	<u>\$45.00/hour</u>
Gymnasium (tournaments, trade shows, fairs, etc.)	\$60 <u>\$75.00/hour</u> <u>+ Hourly Facility Attendant Fee When Required</u>	\$75 <u>\$90.00/hour</u> <u>+ Hourly Facility Attendant Fee When Required</u>	<u>\$60.00/hour</u>	<u>\$75.00/hour</u>
Damage Deposit	\$300.00	\$300.00	<u>\$300</u>	<u>\$300</u>
Optional Cleaning Fee	\$275.00	\$275.00	<u>\$275</u>	<u>\$275</u>
SENIOR ACTIVITY CENTER	Resident	Non-Resident	<u>Auburn Non-Profit</u>	<u>Other Non-Profit</u>
Full Facility Millennium Room (includes basic kitchen use) Available Friday evenings, Saturday and Sunday. Tables and chairs for up to 200 people max. 3 hr. minimum, 5:30-11 p.m. (Friday eve.); 5 hr. minimum, 9 a.m.-11 p.m. (weekend) Additional cleanup time is available after 11 p.m.	\$80.00/hour	\$100.00/hour	<u>\$60.00/hour</u>	<u>\$80.00/hour</u>

<u>Full Facility</u> Rental Package Friday night & Saturday: 4 hours Friday and up to 12 hours of <u>active</u> use on Saturday	\$1,200.00	\$1,500.00	<u>\$900.00</u>	<u>\$1,200.00</u>
<u>Full Facility</u> Rental Package Full Day Saturday or Full Day Sunday: up to 12 hours of <u>active</u> use on either day	\$1,000.00	\$1,300.00	<u>\$750.00</u>	<u>\$1,000.00</u>
<u>1/3 Millennium Rooms</u> <u>Friday only, 3 hour minimum, 5:30 – 11 p.m.,</u> <u>63 people per room maximum, 3 rooms</u> <u>available; weekend options available within</u> <u>60 days or less</u>	\$45.00/hour	\$55.00/hour	<u>\$35.00/hour</u>	<u>\$45.00/hour</u>
<u>Lions & Rotary Rooms</u> <u>Monday – Friday, 2 hour minimum, 5:30 – 11</u> <u>p.m., 40 people per room maximum;</u> <u>weekend options available within 60 days or</u> <u>less</u>	\$20 <u>\$35.00/hour wee</u> <u>kdays</u> \$35.00/hour <u>weekends</u>	\$25 <u>\$45.00/hour</u> <u>weekdays</u> \$45.00/hour <u>weekends</u>	<u>\$25.00/hour</u>	<u>\$35.00/hour</u>
*Additional Cleanup time available 11:00 p.m. – midnight	\$80.00	\$100.00	<u>\$60.00</u>	<u>\$80.00</u>
Damage & Cleaning Deposit (for Full Facility and Millennium room rentals) without alcohol	\$300.00	\$300.00	<u>\$300.00</u>	<u>\$300.00</u>
Damage & Cleaning Deposit (for Full Facility and Millennium room rentals) with alcohol (\$1,000,000.00 excess liability insurance required)	\$500.00	\$500.00	<u>\$500.00</u>	<u>\$500.00</u>
Optional cleaning fee (fee required with use of alcohol in facility)	\$275.00	\$275.00	<u>\$275.00</u>	<u>\$275.00</u>
Commercial kitchen <u>Kitchen added on to</u> existing-with <u>room rental.</u>	\$50.00 <u>\$20.00 (1-4</u> <u>hours)</u> \$80.00 (5-12 hours) <u>\$80.00 (5-12 hours)</u>	\$50.00 <u>\$20.00 (1-4</u> <u>hours)</u> \$80.00 (5-12 hours) <u>\$80.00 (5-12 hours)</u>	<u>\$20.00 (1-4 hours)</u> <u>\$80.00 (5-12 hours)</u>	<u>\$20.00 (1-4 hours)</u> <u>\$80.00 (5-12 hours)</u>
Use of dishes, tableware, pots, etc. added on to an existing room rental.	\$50.00	\$50.00		
Commercial kitchen and cookware during Senior Center operating hours.	\$15/hour	\$20/hour		

Commercial kitchen and cookware when Senior Center is closed (3 hour minimum)	\$25/hour	\$25/hour		
Basic Kitchen – Private and Commercial Use	\$205.00/hour	\$25.00/hour	\$20.00/hour	\$25.00/hour
AUBURN COMMUNITY & EVENT CENTER	<u>Resident</u>	<u>Non-Resident</u>	<u>Auburn Non-Profit</u>	<u>Other Non-Profit</u>
Full Community Room	<u>\$120.00/hour</u>	<u>\$150.00/hour</u>	<u>\$90.00/hour</u>	<u>\$120.00/hour</u>
2/3 Rooms of <u>Full Community Room</u>	<u>\$90.00/hour</u>	<u>\$120.00/hour</u>	<u>\$70.00/hour</u>	<u>\$90.00/hour</u>
1/3 Room of <u>Full Community Room</u>	<u>\$60.00/hour</u>	<u>\$80.00/hour</u>	<u>\$45.00/hour</u>	<u>\$60.00/hour</u>
Full Community Room (up to 12 hours)	<u>\$1,200.00</u>	<u>\$1,500.00</u>	<u>\$900.00</u>	<u>\$1,200.00</u>
Classroom <u>Classroom</u>	<u>\$20.00/hour</u>	<u>\$25.00/hour</u>	<u>\$15.00/hour</u>	<u>\$20.00/hour</u>
Kitchen (No residency requirement) with room rental.	\$50.00 <u>\$20.00 (1-4 hours)</u> <u>\$80.00 (5-12 hours)</u>	\$50.00 <u>\$20.00 (1-4 hours)</u> <u>\$80.00 (5-12 hours)</u>	<u>\$20.00 (1-4 hours)</u> <u>\$80.00 (5-12 hours)</u>	<u>\$20.00 (1-4 hours)</u> <u>\$80.00 (5-12 hours)</u>
<u>Kitchen – Private and Commercial Use</u>	<u>\$20.00/hour</u>	<u>\$25/hour</u>	<u>\$20.00/hour</u>	<u>\$25.00/hour</u>
Damage & Cleaning _Deposit for Full Facility without alcohol	<u>\$300.00</u>	<u>\$300.00</u>	<u>\$300.00</u>	<u>\$300.00</u>
Damage & Cleaning Deposit for Full Facility with alcohol (\$1,000,000.00 excess liability insurance required)	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
Optional cleaning fee (fee required with use of alcohol in facility)	<u>\$275.00</u>	<u>\$275.00</u>	<u>\$275.00</u> <u>\$275.00</u>	<u>\$275.00</u> <u>\$275.00</u>
THE RECEC	<u>\$90.00 per hour</u>	<u>\$120.00 per hour</u>	<u>\$70.00 per hour</u>	<u>\$90.00 per hour</u>
<u>Full Facility (Includes Rec Room & Lobby)</u>	<u>\$90.00/hour</u>	<u>\$120.00/ hour</u>	<u>\$70.00/ hour</u>	<u>\$90.00/ hour</u>
<u>Rec Room</u>	<u>\$60.00/hour</u>	<u>\$75.00/hour</u>	<u>\$45.00/hour</u>	<u>\$60.00/hour</u>

WILLIAM C. WARREN BUILDING	Resident	Non-Resident		
	\$40.00/hour	\$50.00/hour		
<u>BACKYARD IDEA GARDEN</u>	<u>\$60.00/Half Day</u>	<u>\$75.00/Half Day</u>		
	<u>\$100.00/Full Day</u>	<u>\$125.00/Full Day</u>		
BASEBALL/SOFTBALL/GRASS FIELDS (Reservations made in 1.5 hour increments)	Resident	Non-Resident		
Youth	\$107.00/1.5 hour	\$1310.00/1.5 hour		
Adult	\$2315.00/1.5 hour	\$320.00/1.5 hour		
Field Lights	\$320.00/1.5 hour	\$320.00/1.5 hour		
Field Maintenance	\$30.00 per field	\$30.00 per field		
BASEBALL/SOFTBALL/ FASTPITCH TOURNAMENTS (Reservations made for 1 or 2 day tournaments)	1 Day	2 Day		
Youth	\$700.00	\$1,000.00		
Adult	\$900.00	\$1,300.00		
Field Lights	\$320.00/1.5 hour	\$320.00/1.5 hour		
SYNTHETIC TURF FIELDS (Reservations made in 1.5 hour increments)	Resident	Non-Resident		
Youth	\$4530.00/1.5 hour	\$6040.00/1.5 hour		
Adult	\$640.00/1.5 hour	\$750.00/1.5 hour		
Field Lights	\$320.00/1.5 hour	\$320.00/1.5 hour		
GAME FARM WILDERNESS PARK CAMPGROUNDS	Resident	Non-Resident		
Daily, Open year round 7 nights maximum	\$25.00/night	\$25.00/night		
GAME FARM WILDERNESS PARK DAY CAMP Area	Resident/ Non-Resident	Non-Profit		
April 1 – October 15 Minimum Rental: 1 day	\$75.00/day	\$50.00/day		
PICNIC SHELTERS	Auburn Residents	Non-Residents		
GAME FARM PARK	Half Day*	Full Day*	Half Day*	Full Day*
Single quadrant (max: 25)				
Monday – Friday	\$30.00	\$50.00	\$40.00	\$65.00
Saturday - Sunday	N/A	N/A	N/A	N/A
Full day				
Mon-Sun (Full Shelter) 1-99	\$120.00	\$200.00	\$150.00	\$250.00
Mon-Sun (Full Shelter) 100-199	\$180.00	\$300.00	\$225.00	\$375.00
Mon-Sun (Full Shelter) 200+ (must also rent amphitheater)	N/A	\$375.00	N/A	\$475.00
Amphitheater	\$75.00	\$125.00	\$100.00	\$175.00
ISAAC EVANS PARK	\$60.00	\$100.00	\$75.00	\$125.00

LEA HILL PARK	\$60.00	\$100.00	\$75.00	\$125.00
ROEGNER PARK	\$60.00	\$100.00	\$75.00	\$125.00
GAME FARM WILDERNESS PARK	\$60.00	\$100.00	\$75.00	\$125.00
LES GOVE PARK	\$60.00	\$100.00	\$75.00	\$125.00
SUNSET PARK				
Mon-Sun Single Quadrant (max: 25)	\$30.00	\$50.00	\$40.00	\$65.00
Mon-Sun (Full Shelter) 1-99	\$120.00	\$200.00	\$150.00	\$250.00
Mon-Sun (Full Shelter) 100-199	\$180.00	\$300.00	\$225.00	\$375.00
Mon-Sun (Full Shelter) 200+	NA	\$375.00	NA	\$475.00
PLAZA PARK *	Resident Group		Non-Resident Group	
Hourly rate	\$60.00		\$75.00	
Full day rate	\$360.00		\$450.00	
* Additional hourly fees may be applied based on event/staffing needs				
Rental Rate Schedule for AUBURN AVE THEATER	Resident		Non-Resident	
Weekdays Mon-Thur	\$170.00		\$215.00	
Weekend Days (Fri., Sat., and Sun.)	\$270.00		\$340.00	
Rate Schedule considers one day to be an 8 hour block of time.				
Damage deposit. The terms and conditions for full or partial refund of deposit apply to approval of Check-Out List, including theater, equipment plot restoration.	\$300.00		\$300.00	
Hourly commercial rate for meetings 2 hour min. for “4-wal” only of lobby, auditorium, and stage	\$35.00/hour		\$45.00/hour	
Equipment not included: Use of any theatrical equipment additional charge	\$35.00/hour		\$45.00/hour	
\$1,000,000 excess liability insurance required	Upon request		Upon request	
Custodial Fee	\$130.00		\$130.00	
Sound & Light Technician	\$30.00/hour		\$3530.00/hour	
Stage Hand	\$15.00/hour		\$15.00/hour	
Rental Rate Schedule for Commercial Filming	Resident		Non-Resident	
Permit Fee	\$50.00			
Still Photography/Training and Industrial Films, etc	\$50.00 per 1/2 day		\$100.00 per day	
Broadcast, Film, TV, Commercial, etc.	\$75.00 per 1/2 day		\$150.00 per day	
Electricity/Water Access, Park Maintenance Staff, Vehicle Access	Hourly staff cost			
Damage Deposit	\$100.00			
Impact Fees:				
Park Impact Fees	\$3,500.00 per residential dwelling unit			

I. MULTIMEDIA DUPLICATION *(Per Resolution No. 3953 and Resolution No. 4552.)*

Product	Cost
DVD Copy	\$10.00 per disk
CD Copy	\$5.00 per disk

J. INFORMATION SERVICES AND GIS¹⁶ (Per Resolution No. 4272, Ordinance 6276, Resolution No. 4552, and Resolution No.4593 .) Much of the City's geographic data is available for sale per the prices below plus Washington State sales tax. A signed public records request form is required. Most public records requests can be completed within seven to ten business days and will be delivered in ESRI Shapefile format without Metadata.

Product	Cost
Maps	
Existing Map	\$5.00 + tax
Custom Maps (any non-existing map)	\$50.00 per hour ¹⁷ + tax
Data	
Digital Data Requests	\$50.00 per hour ¹⁸ + tax
Miscellaneous	
CD-Rom	\$5.00 + tax
All other requests for data or information not specifically listed	\$50.00 per hour + tax

¹⁶ Hourly charge to complete any of the below (one hour minimum charge).

¹⁷ Hourly charge includes the cost of processing and providing custom map requests.

¹⁸ Hourly charge includes the cost of processing and providing digital data requests.

K. WAIVER OF FEES (*Per Resolution No. 5181*).

1. The Mayor is authorized to waive any fees for permits, licenses, publications and actions as authorized by Sections 2.03.030, 5.10.030 and 12.60.020 of the City Code.

2. The Mayor is also authorized to reduce, and is vested with to discretion to reduce in compelling cases, by up to 50% any fees for permits, publications and actions where the applicant – the party responsible for payment of such fees – is an organization exempt from taxation under 26 US 501(c)(3), and where the permit(s), publication(s) and/or action(s) relate directly to the provision of charitable services to residents of the City of Auburn. Charitable services are defined as events or services provided to the residents of Auburn free of charge and where the City is a sponsor of the specific event or service. For the purposes hereof, “compelling cases” mean instances where there is an extraordinary need (greatly beyond current and ordinary need) for the charitable services that would be able to be provided. The intent of this authorization is to empower the Mayor with sole discretion to waive some fees in unique situations where there is a greatly increased need for new charitable services to be provided, and where the reduction of fees to the City will not detrimentally impact the City’s ability to provide municipal services. This waiver does not include Impact Fees, System Development Charges, any fees related to Franchise or Public Way Agreements, Right-of-way Vacations, Right-of-Way Use Permits, Facility Extensions, Police Department Fees, Animal Licensing Fees and Penalties, Banner Permit Fees, or Cemetery or Parks fees.

AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5326 (Coleman)

Date:

November 15, 2017

Department:**Attachments:**

[Res 5326 and addendum](#)

Budget Impact:**Administrative Recommendation:**

City Council to adopt Resolution No. 5326

Background Summary:

The City of Auburn entered into an agreement with Auburn Valley Humane Society (AVHS) to operate an animal shelter and related services beginning January 1, 2012. The agreement runs through December 31, 2019. The City currently administers the animal licensing and would like to have AVHS provide those services through the remaining term of their contract. Attached is a resolution to authorize the Mayor to execute an amendment to the contract. The amendment to the contract is noted as Exhibit A to the resolution.

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

Coleman

Meeting Date: November 20, 2017

Item Number:

RES.C

RESOLUTION NO. 5 3 2 6

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN ADDENDUM TO THE AGREEMENT WITH THE AUBURN VALLEY HUMANE SOCIETY TO PROVIDE ANIMAL LICENSING SERVICES.

WHEREAS, the City has contracted for Animal Control Authority in the operation of an animal shelter and related services with the Auburn Valley Humane Society; and

WHEREAS, each appreciates that contracting for such services provides a number of mutually beneficial advantages; and

WHEREAS, in order to provide further advantages for each of the parties they agree that the Agreement referred above should be amended to include an addendum for animal licensing services;

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

Section 1. That the Mayor is hereby authorized to execute an addendum to the Agreement between the City and the Auburn Valley Humane Society to include animal licensing services. The addendum to the Agreement shall be in substantial conformity with the addendum attached hereto as Exhibit A and incorporated herein by this reference.

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

Section 3. That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Dated and Signed this _____ day of _____, 2017.

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

**ADDENDUM TO THE AGREEMENT
BETWEEN THE CITY OF AUBURN AND THE AUBURN VALLEY HUMANE
SOCIETY RELATING TO ANIMAL LICENSING SERVICES**

THIS ADDENDUM is made and entered into this _____ day of _____, 20____, by and between the **CITY OF AUBURN**, a municipal corporation of the State of Washington (hereinafter referred to as the "City"), and the **AUBURN VALLEY HUMANE SOCIETY**, a Washington nonprofit corporation, whose address is 4910 A Street SE, Auburn, Washington (hereinafter referred to as the "AVHS"), as an Addendum to the Agreement (hereinafter referred to as the "Addendum") between the parties for Animal Control Authority in the operation of an animal shelter executed on the 1st day of January, 2012.

W I T N E S S E T H:

WHEREAS, the parties hereto have heretofore contracted for Animal Control Authority in the operation of an animal shelter and related services and each appreciates that contracting for such services provides a number of mutually beneficial advantages, and in order to provide further advantages for each of the parties, they agree that the Agreement referred to above should be amended as provided hereinbelow.

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

ITEM ONE REVISION TO Section II. Term of Addendum: That Section of the Agreement is amended to read as follows:

Add the following language: The initial term of the Addendum regarding Animal Licensing Services (in addition to the Animal Control Services specified in the original agreement) shall commence on the _____ after the date of execution and shall expire on the 31st day of December, 2019. If AVHS is not in default of this Addendum, AVHS shall have the right to seven (7) twelve month renewal options. For each subsequent year of this Addendum, the

minimum annual amount for the annual fixed payment shall increase by an amount equal to the previous year's annual Seattle-Tacoma-Bremerton CPI-W (August to August) with a minimum increase of three percent (3%). Extensions may be exercised based on the mutual written agreement of both AVHS and City with no less than 90 days' notice of intent to renew by AVHS.

ITEM TWO REVISION TO Section III. AVHS Fees: That Section of the Agreement is amended to read as follows:

In return for services (in addition to the Animal Control Services specified in the original agreement) provided by AVHS, as described in the Addendum, the City shall pay to AVHS \$140,250.00 (One Hundred Forty Thousand Two Hundred Fifty) annually as a fixed payment and a onetime \$7,500.00 (Seven Thousand Five Hundred) cost for set up which will not be reoccurring in future years. An additional Payment for variable costs in the amount of \$5.55 per license issued will also be made. AVHS will provide reports showing the number of licenses issued. Payments shall be made quarterly with the first payment scheduled to begin on January 1, 2018.

ITEM THREE REVISION TO Section IV. A. Operations and Service: That Section of the Agreement is amended to read as follows:

Amend item 4 to include new paragraph: AVHS will make available to the City, for inspection or audit, all work related records and documents associated with Animal Licensing Services during normal business hours.

Add new paragraph 17: AVHS will provide animal licensing services for the City of Auburn as listed in Exhibit A – Scope of Services.

Add new paragraph 18: AVHS will begin processing licenses ____ days after the date the contract commencement date.

- a. AVHS will obtain historical license data files (Data) within ____ days after the contract is executed and enter the Data into their proprietary database.

Add new paragraph 19: AVHS will increase license sales at an average of 18% (Eighteen) year over year during the initial term of this addendum or a total of 36% for two years.

Add new paragraph 20: AVHS agrees that it will not use personal data collected on behalf of City for any purposes other than for performance of the services and other purposes under this Addendum without the express written consent of City, except as provided in the Addendum or applicable laws. AVHS specifically agrees that it will not intentionally sell, transfer, or release personal data it has collected in fulfilling the terms of this Addendum to any third party. AVHS agrees that any intentional sales, transfer or release of animal licensing data represents an event of default and City has the right to terminate this Addendum.

In the event that this Addendum is terminated in accordance with Section XI. G, Termination of Licensing Services, AVHS agrees to return and/or transfer all animal licensing Data to City within ten (10) days after receiving payment in full at the completion of the final term of this Addendum. AVHS will provide licensing Data to City in a readily importable format.

AVHS agrees that records it acquires or creates as a result of this Addendum are subject to Washington State's Public Records Act (PRA), Chapter 42.56 of the Revised Code of Washington. AVHS will not release any records, but will instead refer any person requesting Data related to this Addendum to the Auburn City Clerk's Office. AVHS will respond to any request from the City within 2 working days. If AVHS believes that any records in its possession are exempt from disclosure under the PRA, it must notify the City Clerk of the basis for the exemption. If the exemption is based on trade secrets or proprietary information AVHS agrees to defend and indemnify and hold the City harmless from all costs, including fines and attorney's fees, that the City may incur based on asserting those exemptions.

ITEM FOUR REVISION TO Section XI. Termination: That section of the agreement is amended to read as follows:

Add new language to paragraph G:

- a. Termination of Animal Licensing Services for cause: City may, at its option and without prejudice to any other remedy it may be entitled by law or in equity, or in equity, or elsewhere under this agreement, terminate further work under this Addendum due to a material default by AVHS in the performance of the services under this Addendum, but if and only if AVHS fails to cure the default within 30 days after being given written notice of such default by City.
- b. Termination for convenience. City may terminate this Addendum without cause upon ninety (90) days written notice to AVHS. AVHS may also terminate the Addendum without cause upon ninety (90) days written notice to the City.
- c. In the event of termination, AVHS will be paid for those services through the date this Addendum expires or as of the effective date of the termination. AVHS will be reimbursed for any supplies ordered before the date of the notice of termination.
- d. In the event this Addendum is terminated in accordance with Termination: Section XI.G (a) or (b), AVHS agrees to return and/or transfer all animal licensing data to City within ten (10) days after receiving payment in full at the completion of the final term of this Addendum. AVHS will provide licensing data to the City in a readily-importable format.

ITEM FIVE REMAINING TERMS UNCHANGED: That all other provisions of the Agreement between the parties for Animal Control Authority in the operation of an animal shelter and related services executed on the 1st day of January, 2012, shall remain unchanged, and in full force and effect.

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

AUBURN VALLEY HUMANE SOCIETY

CITY OF AUBURN

By: _____

By: _____

Its: _____

Nancy Backus, Mayor

Attest:

By: _____

Its: _____

Approved as to form:

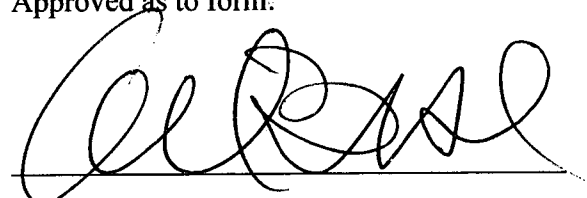
Attorney for Auburn Valley Humane Society

Attest:

By: _____

Danielle E. Daskam, Auburn City Clerk

Approved as to form:



Daniel B. Heid, Auburn City Attorney

Exhibit 1-Scope of Services

1. Manage the daily operations of animal licensing including the processing of licensing mail from pet owners, processing license sales reports, entering licensing data, providing customer service and depositing licensing revenue.
2. Provide authorized registrars (City, veterinarian's, humane society's, for example) with reasonable quantities of supplies necessary to sell license tags. License tag supplies are to be printed in one color with the design and layout to be determined by AVHS
3. AVHS is responsible for ordering license tags to AVHS's specifications. The cost to purchase tags and to ship tags to AVHS and authorized registrar's will be paid directly by AVHS.
4. AVHS is responsible to work with current licensing vendor to obtain license information (Data) and enter data into their database.
5. Enter all new and renewal licenses into AVHS's proprietary database.
6. Process and mail license tags within ten business days after receipt of the licensing payment.
7. Issue replacement tags to residents whose tags have been lost, stolen or damaged.
8. Mail renewal and reminder notices to pet owners who have a prior license. Mailing timelines to be mutually agreed upon.
9. Track and report monthly sales from authorized registrar's participating in the animal licensing program and keep records of all registrar's tag inventories and provide this information on the monthly report to the City. AVHS will communicate directly with registrar's as requested by the City.
10. Provide a monthly report, by the 10th business day of the subsequent month, of all animals licensed during the month. Format of the report is to be mutually agreed upon but should include a summary of the types and number of licenses issued, receipts for each type of license and detail of each license number issued and the amount receipts for each license.
11. Provide statistical reports as requested within a timely manner. Depending on the type of information requested, AVHS can provide most reports within five business days.
12. Provide access to licensing data online to appropriate personnel via AVHS's proprietary website, Pet Point, at no additional charge.
13. Respond to and communicate with animal control officer inquiries or animal owners requests in timely manner, usually 48 hours.
14. Communicate with residents by phone, mail or email as needed.
15. Comply with Auburn City Code governing animal licensing.
16. Deposit all animal license receipts collected for pet licenses into the City's bank account. AVHS shall deposit receipts no less than once per week on the same business day each week. All transaction information related to the deposit, via a cash receipts report, shall be provided to the City, along with the deposit slip, within 24 hours after the deposit. For example, a Monday deposit will include all transactions from the previous week, Sunday through Saturday. All credit card receipts will be directed to the City's

bank account and the City will be responsible for transaction fees associated with credit card receipts. For each day there are credit card transactions, AVHS will provide the detail of the transaction(s) to the City within 24 hours. The City will supply AVHS with deposit slips and bags.

17. AVHS will be responsible for ensuring all transactions via credit card meet PCI (Payment Card Industry) and DSS (Data Security Standards) requirements.
18. AVHS will provide to the city within one business day of deposit the deposit slip, detailed cash receipt reports from their POS system showing daily by payment type (cash/checks/CC), credit card batch settlement tape, and a cover sheet showing the reconciliation of deposit to their POS system generated reports.
19. AVHS will be responsible to set up a separate merchant account with BlueFin to be used solely for credit card transactions for Pet Licensing. The merchant account will be associated with/linked to the City's bank account. The city will have the ability to log into the account online to research any issues and print monthly credit card statement.
20. AVHS will respond within one business day to questions by the city with regards to any discrepancies between deposit slip, supporting reports, and banking/CC information. AVHS will be responsible to assist the city with any reconciliation issues.
21. For any bank returned checks that were deposited by AVHS related to the licensing revenue the city will provide to AVHS a copy of returned items. It is the responsibility of AVHS to contact the customer and attempt to rectify the returned item. At the time the check is returned from the bank to the City the City Pet License Revenue account will be charged the amount of the returned check.
22. For other locations AVHS sets up for Pet Licensing stations, the licensing revenue will be receipted in by AVHS and be part of the AVHS deposit to the city's bank account. Receipts made at a City Pet Licensing location will be processed through the City cash receipting system and be charged to the animal licensing revenue account. The City will provide to AVHS the Animal Licensing Application.
23. AVHS will provide to the City, by September 30th of each year, the marketing plan and estimated cost for the subsequent year. (Marketing is any media or other special event. It will not include outreach efforts by AVHS staff to coordinate licensing with other similar agencies or amnesty programs. These are considered part of the Animal Licensing Services performed by AVHS.) The City, along with AVHS, will approve the plan and budget for the estimated cost. AVHS will deploy the marketing plan and administer all contracts associated with the marketing plan.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5327 (Hinman)

Date:

November 15, 2017

Department:

Administration

Attachments:

[Res 5327](#)

[Res 5327 application form](#)

Budget Impact:**Administrative Recommendation:**

Adoption of Resolution No. 5327 authorizing the Mayor to enter into an agreement with the Port of Seattle for grant funds in the amount of \$65,000.00

Background Summary:

The Port of Seattle has authorized a 2nd round of grant funding for an Economic Development Partnership Program. More than \$962,000 is available to cities in King County as 2 to 1 matching funds. The grant funds are available on a \$1.00 per capita ratio with a maximum of \$65,000.00. As part of the program Cities receiving funding from the Port of Seattle are required to match \$0.50 on the dollar of Port grant monies, equating to \$32,500.00 for the City of Auburn.

The City of Auburn participated in the first round of the partnership program last year where among other things the City established and opened up a Business Incubator located in the Auburn Transit Station.

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

Meeting Date: November 20, 2017

Item Number: RES.D

RESOLUTION NO 5 3 2 7.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING AND DIRECTING THE MAYOR TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THE 2017 ECONOMIC DEVELOPMENT PARTNERSHIP PROGRAM GRANT

WHEREAS, the Port of Seattle has authorized an Economic Development Partnership Program to support local economic development activities; and

WHEREAS, more than \$962,000 in matching funds is available to King County cities; and

WHEREAS, the City of Auburn has applied for a grant through this program from which it would receive, if approved, \$65,000, for the following eligible activities: business recruitment initiatives designed to attract new companies to a region or city; small business development (including incubator/accelerator projects); industry retention and expansion assistance (ex. Maritime, Aerospace, etc.); tourism development; downtown revitalization; commercial or industrial property development; and other community or economic development projects that support new investment and job creation; and cities may collaborate or aggregate regionally to enhance impact; and

WHEREAS, the City of Auburn received word that it's grant application was approved, it and it is, now, incumbent upon the City to negotiate a contract for such grant.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

Section 1. The Mayor is hereby authorized and directed to negotiate and execute an agreement with the Port of Seattle, in conformity with the scope of work and parameters of its application to the Port of Seattle for a grant through the 2017 Econo 53

mic Development Partnership Program, a copy of which application is attached hereto, marked as Exhibit "A" and Incorporated herein by this reference.

Section 2. Implementation. The Mayor is further authorized to take such other steps and implement such administrative procedures as may be necessary to carry out the directives of this resolution.

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

Dated and Signed this ____ day of _____, 2017.

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney



Port of Seattle Century Agenda

2017 Economic Development Partnership Program City Application

City:	Auburn, WA
Federal Tax Number:	91-6001228
Contact:	Douglas Lein
Telephone:	253-804-3101
Fax:	253-288-3132
Email:	dlein@auburnwa.gov
Address:	25 West Main Street
City, State, Zip:	Auburn, WA 98001-4998
Website:	www.auburnwa.gov & www.IPZauburn.com

Declaration: I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE PORT OF SEATTLE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Responsible Official:	
Print or Type Name and Title:	Douglas Lein, Economic Development Manager
Date:	9/14/2017

Submit application via email to:
ashcraft.t@portseattle.org

Port of Seattle Economic Development Partnership Program 2017 Funding Application

The Port of Seattle (POS) is implementing a cooperative economic development program to help fund local economic development initiatives across King County. The program is designed to support City specific economic development projects that create jobs, foster business growth, and support the Port's business interests*.

Project Description and Budget

1. Summarize the project(s) or initiative(s) you plan to support through the economic development partnership program. Please attach resolution of support from local jurisdiction.

The City of Auburn plans to build upon initiatives launched as a result of last year's partnership agreement. These initiatives include program support for Auburn's business incubator, as well as further development and marketing of the searchable buy-local-database and www.ipzAuburn.com website.

2. Outline project goals, related strategies, desired outcomes and timelines using the table below (attach additional information if necessary):

Goals:	Strategies:	Outcomes:	Timelines:
PROFESSIONAL SERVICES: Cultivate business-to-business actives in Auburn by showcasing available resources, products, and services within city limits. Foster buy-local synergy among business owners, and citizens, to foster activity and increase local tax revenues and jobs.	Further improve Auburn's business licensing process. Round 1 of the Port Partnership grant allowed for the development of a buy-local database. Round 2 of the Port Partnership grant will allow for the buy-local database to be populated. [License renewals take place annually between November and January each year.]	Ensure the City of Auburn's licensing system is in sync with the newly created searchable database, and populates as business owners renew their licenses for 2018.	3/15/2018
	Once the buy-local database is populated; market the database functions to local businesses and the community. Establish means and benchmarks for promoting and tracking activities to ensure efforts have tangible metrics.	Push out an on-line marketing campaign via www.IPZauburn.com , www.ExploreAuburn.com , Chamber of Commerce, and 3NoNetworking events, to promote awareness of local products, services and tourism retail.	4/30/2018

Port of Seattle Economic Development Partnership Program
2017 Funding Application

Support Auburn's business incubator to advance the Port of Seattle's Century Agenda, and the City's goal, of increasing middle-wage jobs through economic growth by helping companies get established and become contributors to the overall vitality, diversity, and growth of the local economy.	Offer business assistance workshops and resources to incubator members, start-ups, local businesses and interested community members.	Partner with like-minded organizations to create and deliver programming events and resources. Develop an informal entrepreneur resource network (i.e. mentors, attorneys, venture capitalists, angel investors, bankers, public sector resources).	5/31/18
	Ensure incubator is properly staffed and performance is tracked.	Activities per the established incubator business plan include: Maintaining an active Advisory Board, documenting job creation, capital invested, salaries paid and revenues earned.	5/31/18
BUSINESS INCUBATOR OPERATIONS	Ensure operations, rent collections and expenses are kept current.	Manage membership agreements, facility expenses, tenant access, and amenity functions/operations.	5/31/18

3. Explain how your project benefits the Port and ties to POS business interests?

The establishment and strengthening of a Small Business Incubator will help new Start-up

Port of Seattle Economic Development Partnership Program 2017 Funding Application

business establish themselves during there most fragile time, eventually becoming contributors to the overall vitality of the local economy through the creation of new jobs which is in direct alignment of the Port's Century Agenda of creating 100,000 new jobs over the next 25 years. Completing and marketing of the buy-local database will cultivate busines-to-business activities which will increase the local tax revenues as well as create new jobs, again aligning with the Port's Century Agenda

**Port business interests tie closely to the health of aviation, maritime/logistics, manufacturing and construction/trades clusters. Tourism is another important industry to the Port.*

4. Identify project budget and match funds using the table below:

Category:	Port of Seattle Funds:	Matching Funds:	Total Funds:
<i>Example: Staffing CITY OF AUBURN, ECONOMIC DEVELOPMENT STAFF, PROGRAM MANAGEMENT</i>		18,000.00	18,000.00
<i>Example: Consultants BUY LOCAL PROGRAM/MARKETING</i>	30,000.00	15,000.00	45,000.00
<i>Example: Goods and Services BUSINESS INCUBATOR OPERATIONS</i>	35,000.00	17,500.00	52,500.00
<i>Example: Marketing</i>			

5. If you plan to use consultants or contractors to complete all or part of the project, please identify the firm or type of firm you plan to hire for this project.

The following types of firms have been identified as potential consultants/contractors, possibly needed to complete parts of the City of Auburn's ED Partnership Program:
Technical web support/development, social media marketing, local Chamber of Commerce, Green River SBDC.