CITY OF AUBURN WASHINGTON	**City Council Meeting** **September 21, 2020 - 7:00 PM** **Virtual** **AGENDA** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. **CALL TO ORDER**

II. **VIRTUAL PARTICIPATION LINK**

1. Virtual Participation Link

The Auburn City Council Meeting scheduled for Monday, September 21, 2020 at 7:00 p.m. will be held virtually and telephonically. To attend the meeting virtually please click the link or enter the meeting ID into the Zoom app or call into the meeting at the phone number listed below.

Per the Governor's Emergency Proclamation 20-28, the City of Auburn is prohibited from holding an in-person meeting at this time.

City of Auburn Resolution No. 5533, designates City of Auburn meeting locations for all Council, Board and Commission meetings as virtual.
All meetings will be held virtually and telephonically until King County enters into Phase 3 of Governor Inslee's Safe Start — Washington's Phased Reopening plan.

The link to the Virtual Meeting or phone number to listen to the Council Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/j/96063481906

Or join by phone:
253 215 8782
888 475 4499 (Toll Free)

Webinar ID: 960 6348 1906

A. **Pledge of Allegiance**

B. **Roll Call**

III. **ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

IV. **AGENDA MODIFICATIONS**

V. **NEW BUSINESS**

VI. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE

A. Public Hearings

1. Public Hearing for Right-of-Way Vacation No. V1-20 (Gaub)

   A Public Hearing to consider Right-of-Way Vacation No. V1-20

   Any interested person is invited to submit written comments and/or suggestions to the address provided below. All written comments must be received prior to 4:00 p.m. on September 21, 2020.

   Auburn Public Works Department
   Attn: Amber Price
   25 West Main Street
   Auburn, WA 98001-4998

   or fax to (253) 931-3053 or email to aprice@auburnwa.gov

B. Audience Participation

This is the place on the agenda where the public is invited to speak to the City Council on any issue.

1. Virtual Participation

   Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 p.m. on the day of the scheduled meeting and must be 350 words or less.

   Please mail comments to:
   City of Auburn
   Attn: Shawn Campbell, City Clerk
   25 W Main St
   Auburn, WA 98001

   Please fax comments to:
   Attn: Shawn Campbell, City Clerk
   Fax number: 253-804-3116

   Email comments to:
   scampbell@auburnwa.gov

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

VII. 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.

1. Finance Ad Hoc Committee (Chair Baggett)

VIII. 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 September 8, 2020 Regular Council Meeting

B. Minutes of he September 12, 2020 and September 14, 2020 Special City Council Meeting

C. Claim Vouchers (Thomas)

Claim voucher list dated September 21, 2020 which includes voucher numbers 460449 through 460810 in the amount of $4,010,114.31 and one wire transfer in the amount of $381,046.25

D. Payroll Vouchers (Thomas)

Payroll check numbers 538971 through 538977 in the amount of $77,777.91, and an electronic deposit transmissions in the amount of $2,100,559.77, for a grand total of $2,178,377.68 for the period covering September 1, 2020 to September 16, 2020

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

IX. UNFINISHED BUSINESS

X. ORDINANCES

A. Ordinance No. 6782 (Gaub)

An Ordinance vacating Right-of-Way of G Street NE, south of South 277th Street

(RECOMMENDED ACTION: Move to adopt Ordinance No. 6782.)

B. Ordinance No. 6789 (Thomas)

An Ordinance authorizing the issuance of one or more series of Limited Tax General Obligation Refunding Bonds for the purpose of refunding certain outstanding limited tax general obligation bonds of the City; approving the sale of the bonds; and delegating the authority to approve the final terms of the bonds

(RECOMMENDED ACTION: Move to adopt Ordinance No. 6789.)

XI. RESOLUTIONS

A. Resolution No. 5547 (Tate)

A Resolution approving the South King Housing and Homelessness Partners (SKHHP) 2020-2021 Work Plan

(RECOMMENDED ACTION: Move to adopt Resolution No. 5547.)

B. Resolution No. 5548 (Tate)

A Resolution approving the South King Housing and Homelessness Partners' (SKHHP) 2021 Budget

(RECOMMENDED ACTION: Move to adopt Resolution No. 5548.)

C. Resolution No. 5550 (Hinman)

A Resolution finding that the Coronavirus Pandemic Emergency continues and necessitates the Mayor to waive competitive bidding for a contract for the installation of Needlepoint Bipolar Ionization equipment in the HVAC systems of City buildings

(RECOMMENDED ACTION: Move to adopt Resolution No. 5550.)

D. Resolution No. 5551 (Travis)

A Resolution authorizing the Mayor to execute an agreement between the City of Auburn and Ednetics Network for Managed Network Services

(RECOMMENDED ACTION: Move to adopt Resolution No. 5551.)

E. Resolution No. 5552 (Faber)

A Resolution authorizing application submission for grant funding assistance for the White River Trail Pedestrian Bridge Trail Connection Project to the Recreation and Conservation Funding Board as provided in 79A.25 RCW, WAC 286, and other applicable authorities

(RECOMMENDED ACTION: Move to adopt Resolution No. 5552.)

F. Resolution No. 5553 (Faber)

A Resolution authorizing application submission for grant funding assistance for the Jacobsen Tree Farm Park Development Project to the Recreation and Conservation Funding Board as provided in 79A.25 RCW, WAC 286, and other applicable authorities

(RECOMMENDED ACTION: Move to adopt Resolution No. 5553.)

XII. MAYOR AND COUNCILMEMBER REPORTS

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

A. **From the Council**

B. **From the Mayor**

XIII. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (http://www.auburnwa.gov), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Public Hearing for Right-of-Way Vacation No. V1-20 (Gaub)

Date:
August 17, 2020

Department:
Public Works

Attachments:
No Attachments Available

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

Administrative Recommendation:

City Council to hold a public hearing in consideration of Right-of-Way Vacation No. V1-20. See Ordinance No. 6782 for further action on this item.

Background Summary:

Per Auburn City Code Chapter 12.48 a public hearing shall be held to consider the proposed right-of-way vacation for V1-20 for the right-of-way of G Street NE, south of South 277th Street.

The date of the public hearing was set by Resolution No. 5538 (council vote, consent, Resolution No. 1234, etc.) on August 17, 2020.

Reviewed by Council Committees:

Councilmember: Brown
Staff: Gaub
Meeting Date: September 21, 2020
Item Number: PH.1

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of the September 8, 2020 Regular Council Meeting

Date:
September 16, 2020

Department:
City Council

Attachments:
09-08-2020 Minutes

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

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: September 21, 2020

Item Number: CA.A

CITY OF AUBURN WASHINGTON	**City Council Meeting** **September 8, 2020 - 7:00 PM** **Virtual** **MINUTES** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

II. VIRTUAL PARTICIPATION LINK

1. Virtual Participation Link
   The City Council Meeting was held virtually in the Council Chambers.

A. Pledge of Allegiance

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

B. Roll Call

Councilmembers virtually present: Deputy Mayor Claude DaCorsi, Bob Baggett, Larry Brown, James Jeyaraj, Robyn Mulenga, Chris Stearms and Yolanda Trout-Manuel.

Mayor Nancy Backus and the following department directors and staff members were present: Innovation and Technical Support Specialist Danika Olson, Director of Innovation and Technology David Travis, Chief of Police Dan O'Neil and City Clerk Shawn Campbell.

The following department directors and staff members attended the meeting virtually: Senior City Staff Attorney Harry Boesche, Director of Public Works Ingrid Gaub, Director of Community Development Jeff Tate, Director of Finance Jamie Thomas, Director of Parks, Arts, and Recreation Daryl Faber, Director of Administration Dana Hinman, Director of Human Resources and Risk Management Candis Martinson, Assistant Finance Director Kevin Fuhrer, Financial Planning Manager Bob Brooks and Outreach Program Administrator Kent Hay.

III. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

A. Mayor's Proclamation: National Recovery Month

Mayor Backus to proclaim September 2020 as "National Recovery Month" in the City of Auburn

Mayor Backus read and proclaimed September 2020 as National Recovery Month in the City of Auburn.

B. Mayor's Proclamation: Constitution Week

Mayor Backus to proclaim the week of September 17-23, 2020 as “Constitution Week" in the City of Auburn

Mayor Backus read and proclaimed September 17-23, 2020 as Constitution Week in the City of Auburn.

C. Mayor's Proclamation: Suicide Prevention Awareness Month

Mayor Backus to proclaim September 2020 as "Suicide Prevention Awareness Month" in the City of Auburn

Mayor Backus read and proclaimed September 2020 as Suicide Prevention Awareness Month in the City of Auburn.

IV. AGENDA MODIFICATIONS

There were no modifications to the agenda.

V. NEW BUSINESS

There was no new business.

VI. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE

A. Public Hearings

1. Virtual Participation

2. Public Hearing for Pending Ordinance No. 6770 Sewer Payback Agreement for a Utilities Developer's Extension (Gaub)

   A Public Hearing to consider proposed Ordinance 6770 which authorizes the Mayor to execute Sewer Payback Agreement PBK No. 18-0002 - Utilities Developer’s Extension

   Mayor Backus opened the public hearing at 7:13 p.m. There were no comments submitted, she closed the hearing.

3. Public Hearing for Pending Ordinance No. 6771 Water Payback Agreement for Utilities Developer's Extension (Gaub)

   A Public Hearing to consider Proposed Ordinance 6771 which authorizes the Mayor to execute Payback Agreement PBK No. 18-0003 – Utilities (Water) Developer's Extension

   Mayor Backus opened the public hearing at 7:15 p.m. There were no comments submitted, she closed the hearing.

4. Public Hearing for Pending Ordinance No. 6772 Street Payback Agreement for Traffic Signal (Gaub)

   A Public Hearing to consider proposed Ordinance No. 6772 which authorizes the Mayor to execute Street Payback Agreement PBK No. 18-0004 – Traffic Signal

   Mayor Backus opened the public hearing at 7:15 p.m. There were no comments submitted, she closed the hearing.

B. **Audience Participation**

This is the place on the agenda where the public is invited to speak to the City Council on any issue.

1. Virtual Participation

Brian Pickrell expressed concerns about City Leadership and Police training.

Edmund Witter from King County Bar Association spoke in support of Ordinance No.6786.

Rob Davis expressed concerns for bikers safety.

Terri Anderson with the Tenants Union of Washington State expressed support for Ordinance No. 6786.

Chad Keck spoke in opposition of Ordinance No. 6786.

Bob Zimmerman expressed concerns regarding the City's readiness for a natural disaster.

C. **Correspondence**

There was no correspondence for Council to review.

VII. 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.

1. Finance Ad Hoc Committee (Chair Baggett)

   Councilmember Baggett, Chair of the Finance ad hoc committee, reported he and Councilmember Stearns have reviewed the claims and payroll vouchers described on the Consent Agenda this evening and recommended their approval.

VIII. 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 August 17, 2020 Regular City Council Meeting

B. Minutes of the August 24, 2020 and August 31, 2020 Study Session

C. Minutes of the August 27, 2020 Special City Council Meeting

D. Claim Vouchers (Thomas)

   Claim voucher list dated September 8, 2020 which includes voucher numbers 460034 through 460448 in the amount of $4,225,888.04 and seven wire transfers in the amount of $941,673.90

E. Payroll Vouchers (Thomas)

   Payroll check numbers 538965 through 538970 in the amount of $526,694.17, and an electronic deposit transmissions in the amount of $1,949,435.34, for a grand total of $2,476,129.51 for the period covering August 13, 2020 to August 31, 2020

   Deputy Mayor DaCorsi moved and Councilmember Jeyaraj seconded to approve the consent agenda.

   MOTION CARRIED UNANIMOUSLY. 7-0

IX. UNFINISHED BUSINESS

There was no unfinished business.

X. ORDINANCES

A. Ordinance No. 6757 (O'Neil)

An Ordinance amending Section 6.35.030 of the Auburn City Code relating to the restraint and registration of potentially dangerous dogs

Deputy Mayor DaCorsi moved and Councilmember Stearns seconded to suspend City Council Procedure Rule 3.1(N)(2) requiring any Ordinance to be included on a Study Session agenda prior to being included in a Council Meeting agenda for consideration.

MOTION CARRIED UNANIMOUSLY. 7-0

Deputy Mayor DaCorsi moved and Councilmember Stearns seconded to adopt Ordinance No. 6757.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Ordinance No. 6770 (Gaub)

An Ordinance authorizing the Mayor to execute a Sewer Payback Agreement for a Utilities Developer's Extension between the City of Auburn and DCT Hudson Distribution Center, LLC

Councilmember Mulenga moved and Councilmember Brown seconded to adopt Ordinance No. 6770.

MOTION CARRIED UNANIMOUSLY. 7-0

C. Ordinance No. 6771 (Gaub)

An Ordinance authorizing the Mayor to execute a Water Payback Agreement for a Utilities Developer's Extension between the City of Auburn and DCT Hudson Distribution Center, LLC

Councilmember Brown moved and Councilmember Trout-Manuel seconded to adopt Ordinance No. 6771.

MOTION CARRIED UNANIMOUSLY. 7-0

D. Ordinance No. 6772 (Gaub)

An Ordinance authorizing the Mayor to execute a Street Payback Agreement for a Traffic Signal between the City of Auburn and DCT Hudson Distribution Center, LLC

Councilmember Stearns moved and Deputy Mayor DaCorsi seconded to adopt Ordinance No. 6772.

MOTION CARRIED UNANIMOUSLY. 7-0

E. Ordinance No. 6781 (Tate)

An Ordinance relating to camping and occupying public property, and amending Chapters 2.22.210, 2.22.220, 9.50.020, 9.78.010, 12.32.020, 13.12.020, and 13.48.170 and adding a new Section to Chapter 9.50 of the Auburn City Code

Director Tate provided Council with a presentation on Ordinance No. 6781. He reviewed the changes to the proposed ordinance over the last several meetings.

Councilmember Stearns moved and Councilmember Jeyaraj seconded to amend the ordinance to remove the criminal penalties in Section 2.22.220(A) and Section 9.50.030(E) and make them civil infractions, by adding the following language, "Violation of this section constitutes Class 1 civil infraction pursuant to Chapter 7.80 RCW".

Council discussed criminal penalties, civil infractions, local shelters, officers discretion during homeless interactions, substance abuse, employment opportunities for people with criminal records, mental illness, the homelessness lifestyle, resources for homeless residents and options for breaking the cycle of homelessness. Council also requested data on the impacts of homelessness when this Ordinance goes into effect.

Administrator Hay provided Council with a typical interaction with a homeless individual and how having accountability would assist him.

MOTION CARRIED 4-3 Deputy Mayor DaCorsi, Councilmember Baggett and Councilmember Brown voted no.

Councilmember Stearns moved and Councilmember Trout-Manuel seconded to amend Section 9.50.030(C) by adding a new exception under exception number 2 and changing exception 3 to 4 and 4 to 5. Exception number 3 would state the following, "That the City staff will implement administrative practices where housing, mental health, drug addition, employment, and other types of services are offered prior to punitive enforcement action.

Councilmember Stearns and Councilmember Trout-Manuel agreed to withdrawal the motion to amend Section 9.50.030(C).

Councilmember Stearns moved and Councilmember Trout-Manuel seconded to amend Section 2.22.210 by striking the first sentence, "Unless for a city-permitted event, no person shall erect, maintain, use or occupy in any City of Auburn park a tent or shelter that does not have an unobstructed view through such tent or shelter from at least two sides.

Council discussed shelters, protection from the elements and privacy and safety concerns.

Director Faber shared concerns with tents in open space parks.

MOTION CARRIED UNANIMOUSLY. 7-0

Councilmember Stearns moved and Deputy Mayor DaCorsi seconded to adopt Ordinance No. 6781 as amended.

MOTION CARRIED UNANIMOUSLY. 7-0

F. Ordinance No. 6776 (Gaub)

An Ordinance updating Section 10.36.191 of the Auburn City Code, related to the parking of Recreational Vehicles in the right-of-way

Councilmember Mulenga moved and Councilmember Jeyaraj seconded to adopt Ordinance No. 6776.

MOTION CARRIED UNANIMOUSLY. 7-0

G. Ordinance No. 6783 (Thomas)

An Ordinance amending Ordinance No. 6693, the 2019-2020 biennial budget Ordinance, as amended by Ordinance No. 6712, Ordinance No. 6719, Ordinance No. 6720, Ordinance No. 6751, and Ordinance No. 6764, authorizing amendment to the City of Auburn 2019-2020 budget as set forth in Schedule “A” and Schedule “B”

Councilmember Baggett moved and Councilmember Brown seconded to adopt Ordinance No. 6783.

MOTION CARRIED UNANIMOUSLY. 7-0

H. Ordinance No. 6785 (Thomas)

An Ordinance amending Sections 3.40.020, 3.41.010, 3.42.020, 3.84.040 and 3.88.040 of the Auburn City Code relating to the use of taxes imposed on utilities

Deputy Mayor DaCorsi moved and Councilmember Baggett seconded to adopt Ordinance No. 6785.

MOTION CARRIED UNANIMOUSLY. 7-0

I. Ordinance No. 6786 (Tate)

An Ordinance creating a new Chapter 5.23 of the City Code regarding a City of Auburn Rental Housing Policy

Director Tate provided Council with an update on Ordinance No. 6786 and discussed public comments that were received.

Council discussed protections for tenants and the option of adding language regarding single family properties.

Councilmember Jeyaraj moved and Councilmember Stearns seconded to adopt Ordinance No. 6786.

MOTION CARRIED UNANIMOUSLY. 7-0

J. Ordinance No. 6787 (Comeau)

An Ordinance amending Sections 10.36.360 and 10.40.010 of the Auburn City Code relating to vehicle impounds

Councilmember Mulenga moved and Councilmember Jeyaraj seconded to adopt Ordinance No. 6787.

MOTION CARRIED UNANIMOUSLY. 7-0

K. Ordinance No. 6788 (Thomas)

An Ordinance amending Ordinance No. 6777, extending the temporary waiver of late fees for Utility Accounts and Airport Fees, superseding certain Sections of Auburn City Code requiring payment of such late fees as set forth in Auburn City Code 12.56.045; 13.06.300; 13.06.511; 13.20.390; and 13.48.120, in light of a declared public health emergency related to COVID-19

Councilmember Jeyaraj moved and Councilmember Baggett seconded to adopt Ordinance No. 6788.

MOTION CARRIED UNANIMOUSLY. 7-0

XI. RESOLUTIONS

A. Resolution No. 5543 (Comeau)

A Resolution amending the City Council Rules of Procedure

Councilmember DaCorsi moved and Councilmember Brown seconded to adopt Resolution No. 5543.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Resolution No. 5542 (Faber)

A Resolution authorizing the Mayor to execute a Capital Grant agreement with King County, Washington for Youth and Amateur Sports Grant Funds, and to appropriate and expend the grant funds

Councilmember Mulenga moved and Councilmember Jeyaraj seconded to adopt Resolution No. 5542.

MOTION CARRIED UNANIMOUSLY. 7-0

C. Resolution No. 5545 (Hinman)

A Resolution in support of the Mayor's appointment nomination of Fife Mayor Kim Roscoe to the Pierce Transit Board

Councilmember Brown moved and Councilmember Stearns seconded to adopt Resolution No. 5545.

MOTION CARRIED UNANIMOUSLY. 7-0

XII. MAYOR AND COUNCILMEMBER REPORTS

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

A. From the Council

Deputy Mayor DaCorsi thanked Councilmember Trout-Manuel, Councilmember Jeyaraj, City Attorney Comeau and former City Attorney Heid for their work on the Council Rules of Procedure.

Councilmember Stearns reported that the King County Flood Control District approved Auburn as a member. He also stated he appreciated the Mayor's proclamation on National Recovery Month.

Councilmember Jeyaraj thanked City staff for their work on setting up a COVID-19 testing site in Auburn.

B. From the Mayor

There was no report from the Mayor.

XIII. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 9:35 p.m.

APPROVED this 21st day of September, 2020.

NANCY BACKUS, MAYOR	Shawn Campbell, City Clerk

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (http://www.auburnwa.gov), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of he September 12, 2020 and September 14, 2020 Special City Council Meeting

Date:
September 16, 2020

Department:
City Council

Attachments:
09-12-2020 Minutes
09-14-2020 Minutes

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

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: September 21, 2020

Item Number: CA.B

Special City Council Meeting
September 12, 2020 - 9:00 AM
Virtual
MINUTES

I. CALL TO ORDER

Mayor Nancy Backus called the meeting to order at 9:12 a.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

A. Virtual Participation Link

1. Virtual Participation Link
   The City Council Meeting was held virtually in the Council Chambers.

B. Roll Call

Councilmembers virtually present: Deputy Mayor Claude DaCorsi, Larry Brown, James Jeyaraj, Robyn Mulenga, Chris Stearns and Yolanda Trout-Manuel. Councilmember Bob Baggett arrived at 11:08 a.m.

Mayor Nancy Backus and the following staff member were present: Equity Program Manager Brenda Goodson-Moore.

II. DISCUSSION ITEMS

A. Inclusive Auburn Initiative Training for City Council

Inclusive Auburn Initiative Training
Bernardo Ruiz, Racing to Equity Consulting Group

Mayor Backus introduced Bernardo Ruiz and Ms. Hoover with Racing to Equity Consulting Group, who facilitated session two of the Auburn Inclusive Initiative training.

Council discussed racial equity, implicit bias, institutional and structural racism and community engagement.

III. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 1:12 p.m.

APPROVED this 21st day of September, 2020.

NANCY BACKUS, MAYOR	Shawn Campbell, City Clerk

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Special City Council Meeting
September 14, 2020 - 5:30 PM
VIRTUAL
MINUTES

I. CALL TO ORDER

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

II. Virtual Participation Link

A. Virtual Participation Link

The City Council Meeting was held virtually in the Council Chambers.

B. **Roll Call**

Councilmembers virtually present: Deputy Mayor Claude DaCorsi, Bob Baggett, Larry Brown, James Jeyaraj, Robyn Mulenga and Yolanda Trout-Manuel. Councilmember Chris Stearns arrived at 5:33 p.m.

Mayor Nancy Backus and the following department directors and staff members were present: Innovation and Technical Support Specialist Danika Olson, Director of Innovation and Technology David Travis, Chief of Police Dan O'Neil and City Clerk Shawn Campbell.

The following department directors and staff members attended the meeting virtually: City Attorney Kendra Comeau, Director of Public Works Ingrid Gaub, Director of Community Development Jeff Tate, Director of Finance Jamie Thomas, Director of Parks, Arts, and Recreation Daryl Faber and Assistant Director of Innovation and Technology Ashley Riggs.

III. ORDINANCES

A. Ordinance No. 6791 (Gaub)

An Ordinance Providing a Temporary Waiver of Right-Of-Way Use Permit Fees for Outside Restaurant Seating, in Response to the Phased Opening of Commercial Businesses Following the COVID-19 Declared Public Health Emergency

Deputy Mayor DaCorsi moved and Councilmember Stearns seconded to suspend City Council Procedure Rule 3.1(N)(2) requiring any Ordinance to be included on a Study Session agenda prior to being included in a Council Meeting agenda for consideration.

MOTION CARRIED UNANIMOUSLY. 7-0

Deputy Mayor DaCorsi moved and Councilmember Brown seconded to adopt Ordinance No. 6791.

MOTION CARRIED UNANIMOUSLY. 7-0

IV. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:34 p.m.

APPROVED this 21st day of September, 2020.

_____ _____

NANCY BACKUS, MAYOR Shawn Campbell, City Clerk

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AGENDA BILL APPROVAL FORM

Agenda Subject:
Claim Vouchers (Thomas)

Date:
September 14, 2020

Department:
Finance

Attachments:
No Attachments Available

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

Administrative Recommendation:

Approve Claim Vouchers.

Background Summary:

Claim voucher list dated September 21, 2020 which includes voucher numbers 460449 through 460810 in the amount of $4,010,114.31 and one wire transfer in the amount of $381,046.25.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: September 21, 2020

Item Number: CA.C

AGENDA BILL APPROVAL FORM

Agenda Subject:
Payroll Vouchers (Thomas)

Date:
September 14, 2020

Department:
Finance

Attachments:
No Attachments Available

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

Administrative Recommendation:

Approve Payroll Vouchers.

Background Summary:

Payroll check numbers 538971 through 538977 in the amount of $77,777.91, and an electronic deposit transmissions in the amount of $2,100,559.77, for a grand total of $2,178,377.68 for the period covering September 1, 2020 to September 16, 2020.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: September 21, 2020

Item Number: CA.D

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6782 (Gaub)

Date:
August 17, 2020

Department:
Public Works

Attachments:
Ordinance No. 6782
Exhibits A & B
Staff Report
Vicinity Map

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

Administrative Recommendation:

City Council to adopt Ordinance No. 6782.

Background Summary:

Copper Gate North, LLC has applied to the City for vacation of the right-of-way of G Street NE, south of South 277th Street. The applicant currently owns adjacent parcels #9360600323 to the northeast and #9360600330 to the west and is proposing to incorporate the right-of-way into development of the adjacent property and cleanup right-of-way and parcel lines.

The proposed vacation area was originally conveyed to King County as right-of-way by Quit Claim Deed on April 21, 1965.

The application has been reviewed by City staff and utility purveyors who have an interest in this right-of-way. Through this review City staff has determined that the right-of-way is no longer necessary to meet the needs of the City and could be vacated.

Ordinance No. 6782, if adopted by City Council, approved ROW Vacation No. V1-20 and vacates the right-of-way subject to conditions outlined in the Ordinance.

Reviewed by Council Committees:

Councilmember: Brown **Staff:** Gaub

Meeting Date: September 21, 2020 Item Number: ORD.A

ORDINANCE NO. 6782

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN WASHINGTON, VACATING RIGHT-OF-WAY OF G STREET NE, SOUTH OF SOUTH 277TH STREET, WITHIN THE CITY OF AUBURN, WASHINGTON

WHEREAS, the City of Auburn, Washington ("City"), has received a petition signed by at least two-thirds (2/3) of the owners of property abutting to right-of-way located at G Street NE, south of South 277th Street, within the City, requesting vacation of the right-of-way; and,

WHEREAS, as required by Chapter 12.48 of the Auburn City Code, a public hearing was held in connection with the possible vacation, with notice having been provided pursuant to statute; and,

WHEREAS, the City Council has considered all matters presented at the public hearing on the proposed vacation, held on the 21st day of September, 2020, at the Auburn City Council Chambers in Auburn, Washington.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON DO ORDAIN as a non-codified ordinance as follows:

Section 1. Vacation. That the right of way located at G Street NE, south of South 277th Street located within the City of Auburn, Washington, legally described as follows:

THE EAST 30 FEET OF THE RIGHT-OF-WAY FOR G STREET NORTHEAST AS DEDICATED BY QUIT CLAIM DEED RECORDED UNDER AUDITOR'S FILE NO. 5869551, FOR RECORDS OF KING COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE W.A. COX DONATION LAND CLAIM NO. 38;
THENCE N88°59'52"W, ALONG THE NORTHLINE OF SAID DONATION LAND CLAIM, 420.19 FEET;
THENCE S01°48'09"W 58.34 FEET TO A POINT ON THE EASETERLY RIGHT-OF-WAY MARGIN OF G STREET NORTHEAST AND THE POINT OF BEGINNING;
THENCE S01°48'09"W, ALONG SAID EASTERLY MARGIN, 781.69 FEET TO AND ANGLE POINT WITH THE SOUTHERLY RIGHT-OF-WAY MARGIN OF G STREET NORTHEAST;
THENCE N89°13'51"W, ALONG SAID SOUTHERLY MARGIN, 30.00 FEET TO AN ANGLE POINT WITH THE WESTERLY RIGHT-OF-WAY MARGIN OF G STREET NORTHEAST;
THENCE N01°48'09"E, ALONG SAID WESTERLY MARGIN, 781.81 FEET TO AN ANGLE POINT WITH THE SOUTHERLY RIGHT-OF-WAY MARGIN OF SOUTH 277TH STREET;
THENCE S88°59'48"E 30.00 FEET TO THE POINT OF BEGINNING.

CONTAINS 23,452± SQUARE FEET (0.5384± ACRES)

[Also identified as Exhibit "A".]

and as shown on the survey, a copy of which is attached, marked Exhibit "B", is vacated and the property lying in the right-of-way described, shall inure and belong to those persons entitled to receive the property in accordance with RCW 35.79.040, conditioned upon the following:

A. Reservation in favor of the City of a perpetual Nonexclusive Easement under, over, through and across the vacated right-of-way as described above for the purpose of laying, maintaining, and installing future and existing storm water facilities and wetland mitigation site and including a reservation in favor of the City of the

right to grant easements for utilities over, under and on all portions of the vacated right-of-way as described above.

The City shall have the absolute right, at times as may be necessary for immediate entry upon said Easement Area for the purpose of maintenance, inspection, construction, repair or reconstruction of the above improvements without incurring any legal obligation or liability.

The City shall have the absolute right to place any type of driving surface within said Easement Area deemed necessary by the City.

The owners of the adjacent properties agree and shall not in any way block, restrict or impede access and egress to or from said Easement Area, and /or in any way block, restrict or impede full use of the real property within the Easement Area by the City for the above described purposes. No building, wall, rockery, fence, trees, or structure of any kind shall be erected or planted, nor shall any fill material be placed within the boundaries of said Easement Area, without the express written consent of the City. No excavation shall be made within three feet of said facilities and the surface level of the ground within the Easement Area shall be maintained at the elevation as currently existing.

This easement shall be a covenant running with the adjacent property parcels and burden said real estate, and shall be binding on the successors, heirs and assigns of all parties.

B. It is provided, however that such reserved or granted utility and access

easements as set out in Paragraph A above may be modified to accommodate a removal, relocation and sitting of the affected utility lines and facilities if the City and the property owners on whose property the utility lines and facilities are located agree to the removal relocations and sitting being paid by said property owners and with the removal relocation and sitting being done in conformity with applicable standards.

Section 2. **Constitutionality or Invalidity.** If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provisions to other persons or circumstances shall not be affected.

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

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

Section 5. **Recordation.** The City Clerk is directed to record this Ordinance with the office of the King County Auditor.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

PUBLISHED: _____

CORE DESIGN, INC.
BOTHELL WA 98011

CORE PROJECT NO: 19116
01/24/2020

EXHIBIT "A"

LEGAL DESCRIPTION – RIGHT-OF-WAY VACATION

THE EAST 30 FEET OF THE RIGHT-OF-WAY FOR G STREET NORTHEAST AS DEDICATED BY QUIT CLAIM DEED RECORDED UNDER AUDITOR'S FILE NO. 5869551, RECORDS OF KING COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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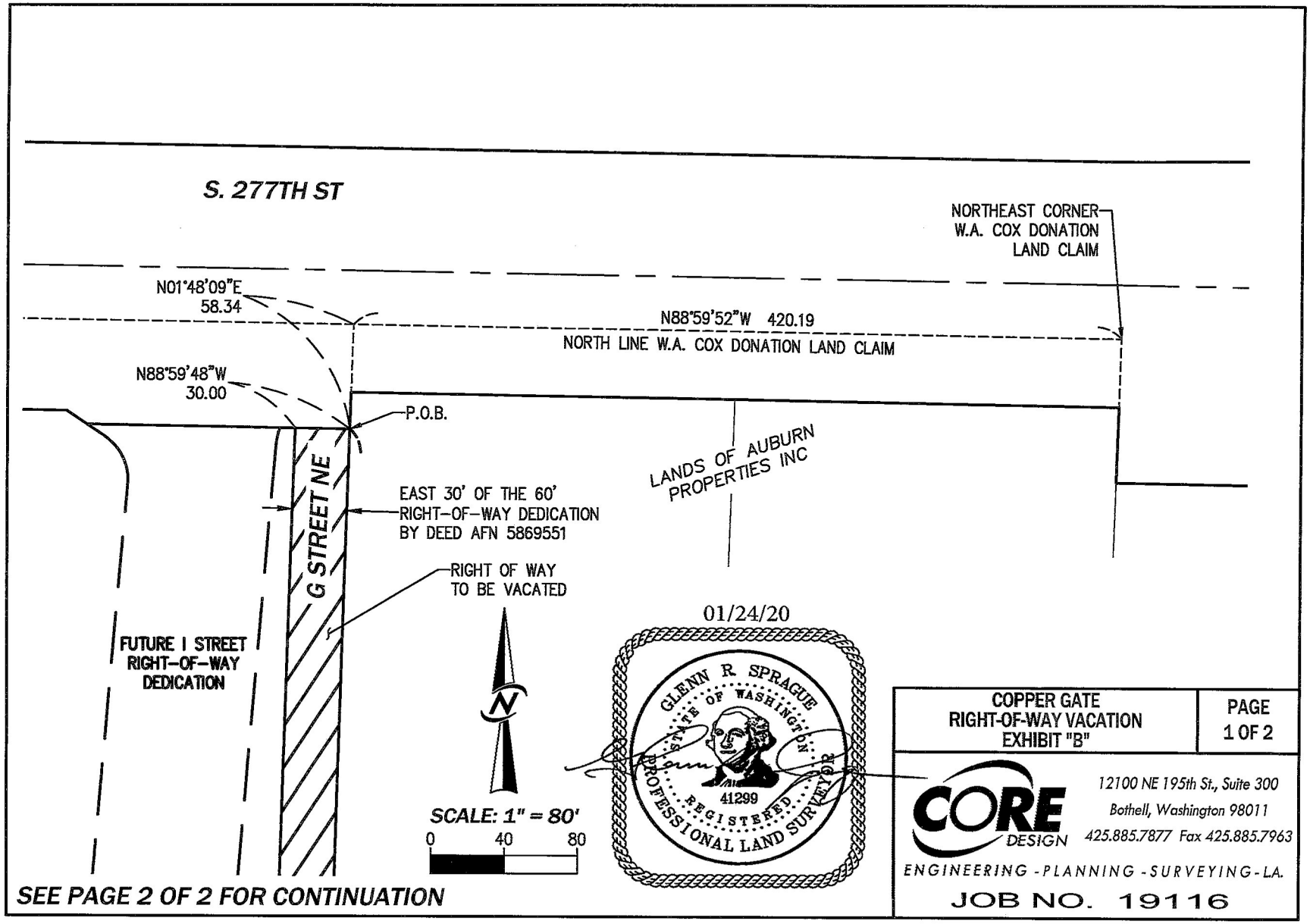
THENCE S88°59'48"E 30.00 FEET TO THE **POINT OF BEGINNING**.

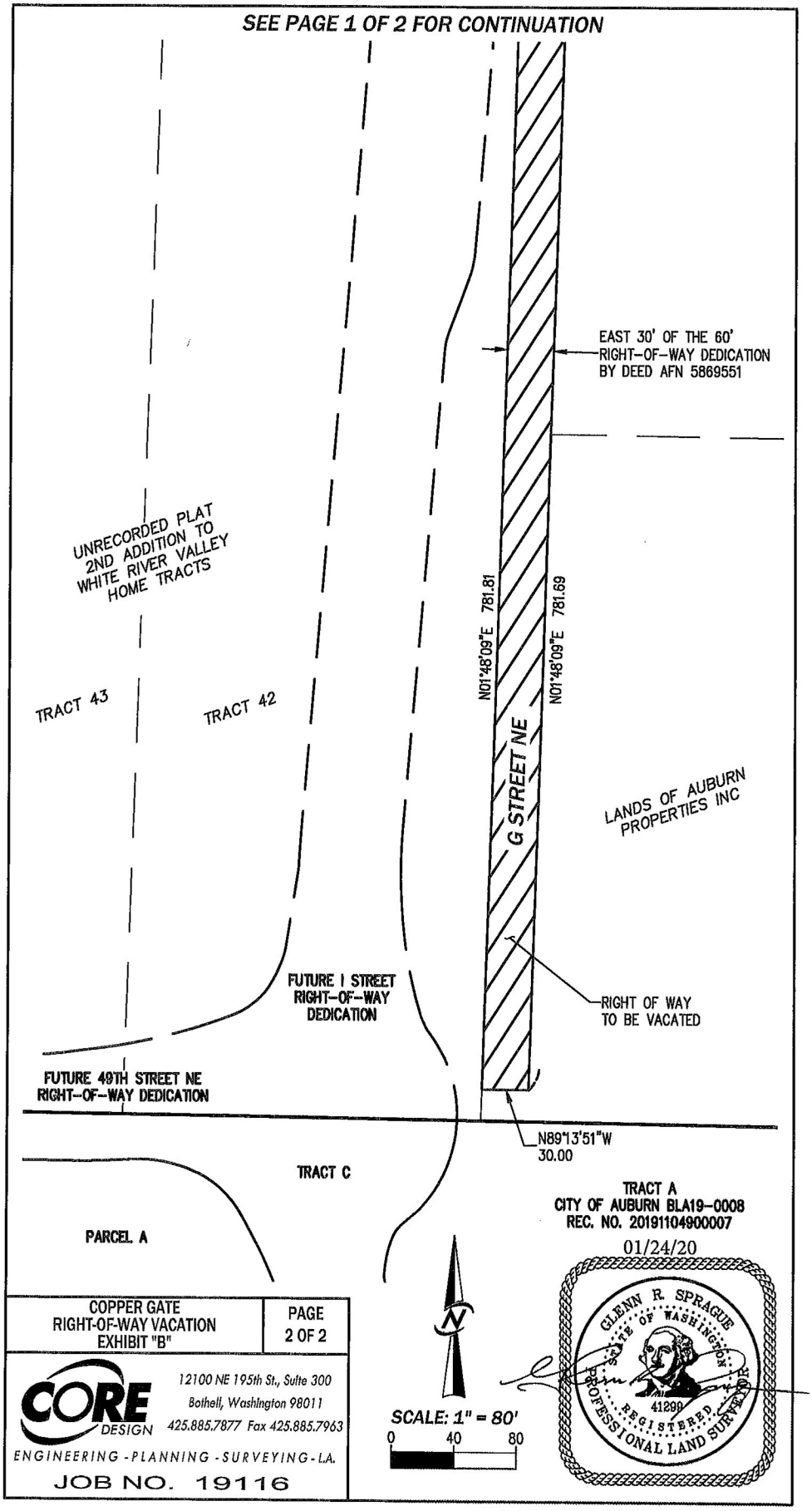
CONTAINS 23,452± SQUARE FEET (0.5384± ACRES)

01/24/20



SEE PAGE 2 OF 2 FOR CONTINUATION

SEE PAGE 1 OF 2 FOR CONTINUATION



RIGHT-OF-WAY VACATION STAFF REPORT

Right-of-Way (ROW) Vacation Number V1-20

Applicant: **Copper Gate North, LLC**

Property Location: **Right-of-Way located at G Street NE, south of South 277th Street.**

Description of right-of-way:
This ROW proposed for vacation consists of G Street NE, south of South 277th street. The proposed ROW is adjacent to Parcel No. 9360600330 on the west and south, Parcel No. 93606003323 and 9360600325 on the east, and City right-of-way to the north. The total proposed area of ROW for vacation is approximately 23,452± square feet and consists mostly of vegetation and gravel.

The proposed ROW vacation area was originally conveyed to King County as right-of-way by Quit Claim Deed under Recording No. 5869551 on April 21, 1965 and subsequently become City ROW by annexation in 1970.

See Exhibits "A" and "B" for legal description and survey.

Proposal:
Parcel No. 9360600330 is currently being developed by the applicant who is proposing to incorporate the area proposed for vacation into the development and cleanup right-of-way and parcel lines.

Applicable Policies & Regulations:
- RCW's applicable to this situation - meets requirements of RCW 35.79.
- MUTCD standards - not affected by this proposal.
- City Code or Ordinances - meets requirements of ACC 12.48.
- Comprehensive Plan Policy - not affected.
- City Zoning Code - not affected.

Public Benefit:
- The vacated area may be subject to property taxes.
- The street vacation decreases the Right-of-Way maintenance obligation of the City.

Discussion:
The vacation application was circulated to Puget Sound Energy (PSE), Comcast, CenturyLink, and City staff.

1. Puget Sound Energy (PSE) – PSE has no facilities or equipment in the proposed vacation area and do not require an easement.
2. Comcast – Comcast has no cable service facilities in the ROW Vacation area and require easements.
3. CenturyLink – CenturyLink has no objections to the Vacation of G St NE and do not require an easement.
4. Engineering –
5. Transportation – Extension of the I Street NE corridor has been dedicated and there are no traffic operations facilities located in G St NE so it is not needed for transportation purposes.
6. Water – No comments. An easement is not needed as there are no water facilities in the proposed vacation area.
7. Sewer – No Comments. An easement is not needed as there are no sewer facilities in the proposed vacation area.
8. Storm – An easement will be needed over the proposed vacation area for access to the City wetlands mitigation site and storm drainage facilities. Additionally, an access easement on Parcel No. 936060-0330 would be needed between the newly dedicated I St NE alignment and G St NE. If this easement is not provided as part of the FAC project, it will need to be a condition of the vacation.
9. Planning – The Vacation request is supported as it is consistent with achieving the site development plan that has been the subject of a revised and amended development agreement approved by the City Council. It is consistent with the realigned location of I St NE ROW alignment. An access easement across the proposed vacation area to inspect and maintain the watercourse, stream mitigation for the S 277th St widening project and its inlet, and to access the south side of the floodplain conveyance channel under s 277th St should be required.
10. Fire – No comments.
11. Police – No comments.
12. Streets – No comments.
13. Construction –No comments.
14. Innovation and Technology – No comments

Assessed Value:
ACC 12.48 states “The city council may require as a condition of the ordinance that the city be compensated for the vacated right-of-way in an amount which does not exceed one-half the value of the right-of-way so vacated, except in the event the subject property or portions thereof were acquired at public expense or have been part of a

dedicated public right-of-way for 25 years or more, compensation may be required in an amount equal to the full value of the right-of-way being vacated. The city engineer shall estimate the value of the right-of-way to be vacated based on the assessed values of comparable properties in the vicinity. If the value of the right-of-way is determined by the city engineer to be greater than $2,000, the applicant will be required to provide the city with an appraisal by an MAI appraiser approved by the city engineer, at the expense of the applicant. The city reserves the right to have a second appraisal performed at the city's expense."

RCW 35.79.030 states the vacation "shall not become effective until the owners of property abutting upon the street or alley, or part thereof so vacated, shall compensate such city or town in an amount which does not exceed one-half the appraised value of the area so vacated. If the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the city or town may require the owners of the property abutting the street or alley to compensate the city or town in an amount that does not exceed the full appraised value of the area vacated."

An appraisal by an MAI appraiser of the subject right-of-way was required to be submitted by the applicant. The appraisal was reviewed and found to be acceptable. The appraisal values the right-of-way in a "Fee Simple Market Value" at $20,000.00. The right-of-way has been right-of-way for more than 25 years and was originally acquired through Quit Claim Deed on April 21, 1965

Recommendation:
Staff recommends that the street vacation be granted subject to the following conditions:

1. An easement shall be reserved for access to City wetlands mitigation site and storm drainage facilities on adjacent properties.
2. Staff recommends that compensation for the value of the right-of-way not be required as it was acquired through Quit Claim Deed at no cost to the City and the City has made very minimal improvement and incurred very little, if any, maintenance costs. In addition, the Applicant has dedicated a significant amount of new right-of-way at no cost to the City to provide for an extension of I St NE to S 277th St.

ROW Vacation #V1-20 G Street NE

Printed Date: 7/23/2020
Map Created by City of Auburn eGIS
Imagery Date: May 2015

752.3 0 376.2 752.3 Feet

NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 376 ft 1: 4,514

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

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6789 (Thomas)

Date:
September 15, 2020

Department:
Finance

Attachments:
Ordinance No. 6789

Budget Impact:

Administrative Recommendation:

City Council to adopt Ordinance No. 6789

Background Summary:

Ordinance No. 6789 seeks City Council authorization to refund outstanding 2010B and 2010D Limited Tax General Obligation (LTGO) Bonds.

Similar to the refunding of the outstanding utility system revenue bonds in June, current market conditions present an attractive opportunity to recognize future interest cost savings for these outstanding LTGO Bonds. To lend context to this statement, as of July 30 the net present value savings of refunding the current outstanding LTGO Bonds was approximately $4.6M or 18-20% savings. The City's policy dictates a minimum 4% savings. The financing team which assisted staff with the revenue bond refunding has been retained for this issue.

In closing, the City as a matter of practice has routinely engaged in these types of transactions in the past.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: September 21, 2020

Item Number: ORD.B

CITY OF AUBURN, WASHINGTON

LIMITED TAX GENERAL OBLIGATION REFUNDING BONDS, 2020

ORDINANCE NO. 6789

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE ISSUANCE OF ONE OR MORE SERIES OF LIMITED TAX GENERAL OBLIGATION REFUNDING BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED $24,000,000 FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING LIMITED TAX GENERAL OBLIGATION BONDS OF THE CITY; APPROVING THE SALE OF THE BONDS; AND DELEGATING THE AUTHORITY TO APPROVE THE FINAL TERMS OF THE BONDS.

Passed September 21, 2020

PREPARED BY:
PACIFICA LAW GROUP LLP
Seattle, Washington

CITY OF AUBURN
ORDINANCE NO. 6789
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Exhibit A: Form of Bond

* This Table of Contents is provided for convenience only and is not a part of this ordinance.

CITY OF AUBURN, WASHINGTON

ORDINANCE NO. 6789

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE ISSUANCE OF ONE OR MORE SERIES OF LIMITED TAX GENERAL OBLIGATION REFUNDING BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED $24,000,000 FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING LIMITED TAX GENERAL OBLIGATION BONDS OF THE CITY; APPROVING THE SALE OF THE BONDS; AND DELEGATING THE AUTHORITY TO APPROVE THE FINAL TERMS OF THE BONDS.

WHEREAS, the City of Auburn, Washington (the "City") has outstanding its Limited Tax General Obligation Bonds, 2010B (Taxable Build America Bonds – Direct Payment) (the "2010B Bonds") and Limited Tax General Obligation Bonds, 2010D (Taxable Build America Bonds – Direct Payment) (the "2010D Bonds"), issued on May 13, 2010, pursuant to Ordinance No. 6305 passed by the City Council (the "Council") on May 3, 2010 (the "2010 Bond Ordinance"); and

WHEREAS, the outstanding 2010B Bonds and the 2010D Bonds may be defeased and/or refunded prior to maturity as provided in the 2010 Bond Ordinance; and

WHEREAS, the 2010B Bonds and the 2010D Bonds were issued as taxable Build America Bonds with a direct federal interest subsidy payment to the City; and

WHEREAS, upon the legal defeasance of the 2010B Bonds and the 2010D Bonds, such bonds will no longer qualify as Build America Bonds, the City will no longer be able to collect federal interest payment subsidies in connection with such bonds, and the defeased 2010B Bonds and 2010D Bonds will be taxable obligations eligible for refunding on a tax-exempt basis; and

WHEREAS, the Council deems it in the best interest of the City to issue one or more series of limited tax general obligation refunding bonds (the "Bonds") to redeem and/or defease all or a portion of the outstanding 2010B Bonds and 2010D Bonds and to pay costs of issuing the Bonds; and

WHEREAS, the City wishes to delegate authority to the Designated Representatives specified herein, for a limited time, to select the 2010B Bonds and the 2010D Bonds for defeasance and/or refunding and to approve the interest rates, maturity dates, redemption terms and principal maturities for the Bonds within the parameters set by this ordinance; and

WHEREAS, the City expects to receive a purchase contract from Piper Sandler & Co. (the "Underwriter") to underwrite the Bonds, and now desires to issue and sell the Bonds to the Underwriter as set forth herein;

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

Section 1. Definitions and Interpretation of Terms.

(a) *Definitions.* As used in this ordinance, the following words shall have the following meanings:

Acquired Obligations means the Government Obligations acquired by the City under the terms of this ordinance and the Escrow Agreement to effect the defeasance and/or refunding of the Refunded Bonds, but only to the extent that the same are acquired at Fair Market Value.

Beneficial Owner means any person that has or shares the power, directly or indirectly, to make investment decisions concerning ownership of any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries).

Bond Counsel means Pacifica Law Group LLP or an attorney at law or a firm of attorneys, selected by the City, of nationally recognized standing in matters pertaining to the tax exempt nature of interest on bonds issued by states and their political subdivisions.

Bond Fund means the "Bond Redemption Fund" authorized to be created pursuant to this ordinance.

Bond Purchase Contract means the contract for the purchase of the Bonds between the Underwriter and City, executed pursuant to this ordinance.

Bond Register means the registration books showing the name, address and tax identification number of each Registered Owner of the Bonds, maintained for the Bonds in the manner required pursuant to Section 149(a) of the Code.

Bond Registrar means, initially, the fiscal agent of the State, for the purposes of registering and authenticating the Bonds, maintaining the Bond Register, effecting transfer of ownership of the Bonds and paying interest on and principal of the Bonds.

Bonds means the Limited Tax General Obligation Refunding Bonds, 2020 authorized to be issued by the City in one or more series pursuant to this ordinance.

Call Date means the call date for the Refunded Bonds selected by a Designated Representative and set forth in the Escrow Agreement.

City means the City of Auburn, Washington, a municipal corporation duly organized and existing under the laws of the State.

City Attorney means the duly appointed and acting City Attorney of the City, including anyone acting in such capacity for the position, or the successor to the duties of that office.

City Clerk or ***Clerk*** means the duly appointed and acting City Clerk or the successor to the duties of that office.

City Council or ***Council*** means the City Council of the City as the general legislative authority of the City, as duly and regularly constituted from time to time.

Closing means the date of delivery of the Bonds to the Underwriter.

Code means the Internal Revenue Code of 1986, as in effect on the date of issuance of the Bonds or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the date of issuance of the Bonds, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance, published, under the Code.

Commission means the United States Securities and Exchange Commission.

Continuing Disclosure Certificate means the written undertaking for the benefit of the owners and beneficial owners of the Bonds as required by Section (b)(5) of the Rule.

Designated Representative means the Mayor and the Finance Director of the City and any successor to the functions of such offices, and their designees. The signature of one Designated Representative shall be sufficient to bind the City.

DTC means The Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York.

Escrow Agent means the trust company or state or national bank having powers of a trust company selected by the City to serve as escrow agent pursuant to this ordinance.

Escrow Agreement means the Escrow Deposit Agreement between the City and the Escrow Agent to be dated as of the date of Closing of the Bonds.

Escrow Fund means the fund or account established by the Escrow Agent under the Escrow Agreement executed in connection with the defeasance and redemption of the Refunded Bonds.

Fair Market Value means the price at which a willing buyer would purchase an investment from a willing seller in a bona fide, arm's length transaction, except for specified investments as described in Treasury Regulations § 1.148-5(d)(6), including United States Treasury obligations, certificates of deposit, guaranteed investment contracts, and investments for yield restricted defeasance escrows. Fair Market Value is generally determined on the date on which a contract to purchase or sell an investment becomes binding, and, to the extent required by the applicable regulations under the Code, the term "investment" will include a hedge.

Federal Tax Certificate means the certificate executed by a Designated Representative setting forth the requirements of the Code for maintaining the tax exemption of interest on the Bonds, and attachments thereto.

Finance Director means the Finance Director or the successor to such officer.

Government Obligations mean those obligations now or hereafter defined as such in chapter 39.53 RCW constituting direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America, as such chapter may be hereafter amended or restated.

Letter of Representations mean the Blanket Issuer Letter of Representations given by the City to DTC, as amended from time to time.

Local Option Sales and Use Tax means the local option sales and use tax levied and imposed by the City as authorized by RCW 82.14.505 and RCW 82.14.510 and Ordinance No. 6301.

Local Option Sales and Use Tax Revenue means the Local Option Sales and Use Tax credit revenues received by the City in an aggregate annual amount of approximately $250,000.

LRF Projects mean the construction or reconstruction of the downtown improvements described in Resolution No. 4502, including, but not limited to, improvements to sidewalks, crosswalks, pedestrian street lighting, utility upgrades and other street improvements within the Revitalization Area.

Mayor means the duly elected Mayor of the City or the successor to such officer.

MSRB means the Municipal Securities Rulemaking Board or any successors to its functions.

Official Statement means the disclosure documents prepared and delivered in connection with the issuance of the Bonds.

Projects mean the capital projects refinanced with proceeds of the Refunded Bonds.

Record Date means the close of business for the Bond Registrar that is 15 days preceding any interest and/or principal payment or redemption date.

REET 1 means the real estate excise tax authorized under RCW 82.46.010(2), which is imposed, collected and allocated to expenditures for capital projects by Ordinance No. 3814 of the City.

REET 2 means the real estate excise tax authorized under RCW 82.46.035(2), which is imposed, collected and allocated to expenditures for capital projects by Ordinance No. 4871 of the City.

Refunded Bonds mean the Refunding Candidates selected by a Designated Representative for defeasance and/or refunding pursuant to this ordinance.

Refunding Account means the account by that name established pursuant to this ordinance.

Refunding Candidates mean all or a portion of the 2010B Bonds and the 2010D Bonds.

Registered Owner means the person named as the registered owner of a Bond in the Bond Register. For so long as the Bonds are held in book-entry only form, DTC shall be deemed to be the sole Registered Owner.

Revitalization Area means the Auburn Revitalization Area designated by the City as a "local revitalization area" within the meaning of chapter 39.104 RCW as provided for in City Resolution No. 4502.

Rule means the Commission's Rule 15c2-12 under the Securities Exchange Act of 1934, as the same may be amended from time to time.

State means the State of Washington.

Underwriter means Piper Sandler & Co., and its successors.

2010 Bond Ordinance means Ordinance No. 6305 passed by the Council on May 3, 2010.

2010B Bonds mean the Limited Tax General Obligation Bonds, 2010B (Taxable Build America Bonds – Direct Payment) of the City, issued pursuant to the 2010 Bond Ordinance as described in the recitals of this ordinance.

2010D Bonds mean the Limited Tax General Obligation Bonds, 2010D (Taxable Build America Bonds – Direct Payment) of the City, issued pursuant to the 2010 Bond Ordinance as described in the recitals of this ordinance.

(b) *Interpretation.* In this ordinance, unless the context otherwise requires:

(1) The terms "hereby," "hereof," "hereto," "herein," "hereunder" and any similar terms, as used in this ordinance, refer to this ordinance as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this ordinance;

(2) Words of a gender shall mean and include correlative words of any genders and words importing the singular number shall mean and include the plural number and vice versa;

(3) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(4) Any headings preceding the text of the several articles and sections of this ordinance, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this ordinance, nor shall they affect its meaning, construction or effect; and

(5) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Findings; Purpose and Authorization of the Bonds.

(a) *Purpose and Authorization of Bonds.* For the purpose of defeasing and/or refunding the Refunded Bonds and paying related costs of issuance, the City is hereby authorized to issue and sell one or more series of limited tax general obligation refunding bonds in an aggregate principal amount not to exceed $24,000,000 (the "Bonds").

The Bonds shall be general obligations of the City, shall be designated "City of Auburn, Washington, Limited Tax General Obligation Refunding Bonds, 2020," with any series or other designation as determined by a Designed Representative. The Bonds of each series shall be dated as of the date of Closing; shall be fully registered as to both principal and interest; shall be in the denomination of $5,000 each, or any integral multiple thereof, within a series and maturity; shall be numbered separately in such manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification; shall bear interest from their date payable on the dates and commencing as provided in the Bond Purchase Contract; and shall be subject to optional and/or mandatory redemption and mature on the dates and in the principal amounts set forth in the Bond Purchase Contract.

Section 3. Registration, Exchange and Payments.

(a) *Bond Registrar/Bond Register*. The City hereby specifies and adopts the system of registration approved by the Washington State Finance Committee from time to time through the appointment of a State fiscal agent. The City shall cause a Bond Register to be maintained by the Bond Registrar. So long as any Bonds remain outstanding, the Bond Registrar shall make all necessary provisions to permit the exchange or registration or transfer of Bonds at its designated office. The Bond Registrar may be removed at any time at the option of the Finance Director upon prior notice to the Bond Registrar and a successor Bond Registrar appointed by the Finance Director. No resignation or removal of the Bond Registrar shall be effective until a successor shall have been appointed and until the successor Bond Registrar shall have accepted the duties of the Bond Registrar hereunder. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of such Bonds and this ordinance and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Certificate of Authentication of the Bonds.

(b) *Registered Ownership*. The City and the Bond Registrar, each in its discretion, may deem and treat the Registered Owner of each Bond as the absolute owner thereof for all purposes (except as provided in the Continuing Disclosure Certificate), and neither the City nor the Bond Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 3(g), but such Bond may be transferred as herein provided. All such payments made as described in Section 3(g) shall be valid and shall satisfy and discharge the liability of the City upon such Bond to the extent of the amount or amounts so paid.

(c) *DTC Acceptance/Letters of Representations*. The Bonds initially shall be held by DTC acting as depository. The City has executed and delivered to DTC a Blanket Issuer Letter of Representations. Neither the City nor the Bond Registrar shall have any responsibility or

obligation to DTC participants or the persons for whom they act as nominees (or any successor depository) with respect to the Bonds in respect of the accuracy of any records maintained by DTC (or any successor depository) or any DTC participant, the payment by DTC (or any successor depository) or any DTC participant of any amount in respect of the principal of or interest on Bonds, any notice which is permitted or required to be given to Registered Owners under this ordinance (except such notices as shall be required to be given by the City to the Bond Registrar or to DTC (or any successor depository)), or any consent given or other action taken by DTC (or any successor depository) as the Registered Owner. For so long as any Bonds are held by a depository, DTC or its successor depository or its nominee shall be deemed to be the Registered Owner for all purposes hereunder, and all references herein to the Registered Owners shall mean DTC (or any successor depository) or its nominee and shall not mean the owners of any beneficial interest in such Bonds.

(d) *Use of Depository*.

(1) The Bonds shall be registered initially in the name of "Cede & Co.", as nominee of DTC, with one Bond of a series maturing on each of the maturity dates for the Bonds in a denomination corresponding to the total principal therein designated to mature on such date. Registered ownership of such Bonds, or any portions thereof, may not thereafter be transferred except (A) to any successor of DTC or its nominee, provided that any such successor shall be qualified under any applicable laws to provide the service proposed to be provided by it; (B) to any substitute depository appointed by the Finance Director pursuant to subsection (2) below or such substitute depository's successor; or (C) to any person as provided in subsection (4) below.

(2) Upon the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository or a determination by the Finance Director to discontinue the system of book-entry transfers through DTC or its successor (or any substitute depository or its successor), the Finance Director may hereafter appoint a substitute depository. Any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it.

(3) In the case of any transfer pursuant to clause (A) or (B) of subsection (1) above, the Bond Registrar shall, upon receipt of all outstanding Bonds together with a written request on behalf of the Finance Director, issue a single new Bond for such series for each maturity then outstanding, registered in the name of such successor or such substitute depository, or their nominees, as the case may be, all as specified in such written request of the Finance Director.

(4) In the event that (A) DTC or its successor (or substitute depository or its successor) resigns from its functions as depository, and no substitute depository can be obtained, or (B) the Finance Director determines that it is in the best interest of the beneficial owners of the Bonds that such owners be able to obtain physical Bond certificates, the ownership of such Bonds may then be transferred to any person or entity as herein provided, and shall no longer be held by a depository. The Finance Director shall deliver a written request to the Bond Registrar, together with a supply of physical Bonds, to issue Bonds as herein provided in any authorized denomination. Upon receipt by the Bond Registrar of all then outstanding Bonds together with a written request on behalf of the Finance Director to the Bond Registrar, new Bonds of such

series shall be issued in the appropriate denominations and registered in the names of such persons as are requested in such written request.

(e) *Registration of Transfer of Ownership or Exchange; Change in Denominations*. The transfer of any Bond may be registered and Bonds may be exchanged, but no transfer of any such Bond shall be valid unless it is surrendered to the Bond Registrar with the assignment form appearing on such Bond duly executed by the Registered Owner or such Registered Owner's duly authorized agent in a manner satisfactory to the Bond Registrar. Upon such surrender, the Bond Registrar shall cancel the surrendered Bond and shall authenticate and deliver, without charge to the Registered Owner or transferee therefor, a new Bond (or Bonds at the option of the new Registered Owner) of the same series, date, maturity, and interest rate and for the same aggregate principal amount in any authorized denomination, naming as Registered Owner the person or persons listed as the assignee on the assignment form appearing on the surrendered Bond, in exchange for such surrendered and cancelled Bond. Any Bond may be surrendered to the Bond Registrar and exchanged, without charge, for an equal aggregate principal amount of Bonds of the same series, date, maturity, and interest rate, in any authorized denomination. The Bond Registrar shall not be obligated to register the transfer of or to exchange any Bond during the period from the Record Date to the redemption or payment date.

(f) *Bond Registrar's Ownership of Bonds*. The Bond Registrar may become the Registered Owner of any Bond with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as a member of, or in any other capacity with respect to, any committee formed to protect the right of the Registered Owners or beneficial owners of Bonds.

(g) *Place and Medium of Payment*. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. Interest on the Bonds shall be calculated on the basis of a year of 360 days and twelve 30-day months. For so long as all Bonds are held by DTC, payments of principal thereof and interest thereon shall be made to Registered Owners as of the Record Date as provided in accordance with the operational arrangements of DTC referred to in the Letter of Representations. In the event that the Bonds are no longer held by DTC or other depository, interest on the Bonds shall be paid by check or draft mailed to the Registered Owners at the addresses for such Registered Owners appearing on the Bond Register on the Record Date, or upon the written request of a Registered Owner of more than $1,000,000 of Bonds (received by the Bond Registrar at least by the Record Date), such payment shall be made by the Bond Registrar by wire transfer to the account within the United States designated by the Registered Owner. Principal of the Bonds shall be payable upon presentation and surrender of such Bonds by the Registered Owners at the designated office of the Bond Registrar.

If any Bond is duly presented for payment and funds have not been provided by the City on the applicable payment date, then interest will continue to accrue thereafter on the unpaid principal thereof at the rate stated on the Bond until the Bond is paid.

Section 4. Redemption Prior to Maturity and Purchase of Bonds.

(a) *Mandatory Redemption of Term Bonds and Optional Redemption, if any*. The Bonds of each series shall be subject to optional redemption on the dates, at the prices and under the terms set forth in the Bond Purchase Contract. The Bonds of each series shall be subject to mandatory redemption to the extent, if any, set forth in the Bond Purchase Contract.

(b) *Purchase of Bonds*. The City further reserves the right and option to purchase any or all of the Bonds offered to it at any time at any price acceptable to the City plus accrued interest to the date of purchase.

(c) *Selection of Bonds for Redemption*. For as long as the Bonds are held in book-entry only form, the selection of particular Bonds within a series and maturity to be redeemed shall be made in accordance with the operational arrangements then in effect at DTC. If the Bonds are no longer held in book-entry form, the selection of such Bonds to be redeemed and the surrender and reissuance thereof, as applicable, shall be made as provided in the following provisions of this subsection (c). If the City redeems at any one time fewer than all of the Bonds of a series having the same maturity date, the particular Bonds or portions of Bonds of such maturity to be redeemed shall be selected by lot (or in such manner determined by the Bond Registrar) in increments of $5,000. In the case of a Bond of a denomination greater than $5,000, the City and the Bond Registrar shall treat each Bond as representing such number of separate Bonds each of the denomination of $5,000 as is obtained by dividing the actual principal amount of such Bond by $5,000. In the event that only a portion of the principal sum of a Bond is redeemed, upon surrender of such Bond at the designated office of the Bond Registrar there shall be issued to the Registered Owner, without charge therefor, for the then-unredeemed balance of the principal sum thereof, at the option of the Registered Owner, a Bond or Bonds of like maturity and interest rate in any of the denominations herein authorized.

(d) *Notice of Redemption.*

(1) Official Notice. For so long as the Bonds are held in book-entry form, notice of redemption (which notice may be conditional) shall be given in accordance with the operational arrangements of DTC as then in effect, and neither the City nor the Bond Registrar will provide any notice of redemption to any Beneficial Owners. Thereafter (if the Bonds are no longer held in book-entry form), notice of redemption shall be given in the manner hereinafter provided. Unless waived by any owner of Bonds to be redeemed, official notice of any such redemption (which redemption may be conditioned by the Bond Registrar on the receipt of sufficient funds for redemption or otherwise) shall be given by the Bond Registrar on behalf of the City by mailing a copy of an official redemption notice by first class mail at least 20 days and not more than 60 days prior to the date fixed for redemption to the Registered Owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such Registered Owner to the Bond Registrar.

All official notices of redemption shall be dated and shall state: (A) the redemption date, (B) the redemption price, (C) if fewer than all outstanding Bonds are to be redeemed, the identification by maturity (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed, (D) any conditions to redemption, (E) that (unless such

notice is conditional) on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date, and (F) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the designated office of the Bond Registrar.

On or prior to any redemption date, unless any condition to such redemption has not been satisfied or waived or notice of such redemption has been rescinded, the City shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

The City retains the right to rescind any redemption notice and the related optional redemption of Bonds by giving notice of rescission to the affected registered owners at any time on or prior to the scheduled redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and the Bonds for which the notice of optional redemption has been rescinded shall remain outstanding.

(2) Effect of Notice; Bonds Due. If an unconditional notice of redemption has been given and not rescinded, or if the conditions set forth in a conditional notice of redemption have been satisfied or waived, the Bonds or portions of Bonds to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and, if the Bond Registrar then holds sufficient funds to pay such Bonds at the redemption price, then from and after such date such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. All Bonds which have been redeemed shall be canceled by the Bond Registrar and shall not be reissued.

(3) Additional Notice. In addition to the foregoing notice, further notice shall be given by the City as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as above prescribed. Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (A) the CUSIP numbers of all Bonds being redeemed; (B) the date of issue of the Bonds as originally issued; (C) the rate of interest borne by each Bond being redeemed; (D) the series and maturity date of each Bond being redeemed; and (E) any other descriptive information needed to identify accurately the Bonds being redeemed. Each further notice of redemption may be sent at least 20 days before the redemption date to each party entitled to receive notice pursuant to the Continuing Disclosure Certificate and with such additional information as the City shall deem appropriate, but such mailings shall not be a condition precedent to the redemption of such Bonds.

(4) Amendment of Notice Provisions. The foregoing notice provisions of this Section 4, including but not limited to the information to be included in redemption notices and the persons designated to receive notices, may be amended by additions, deletions and changes in order to maintain compliance with duly promulgated regulations and recommendations regarding notices of redemption of municipal securities.

Section 5. Form of Bonds. The Bonds shall be in substantially the form set forth in Exhibit A, which is incorporated herein by this reference, with such changes thereto as may be approved by a Designated Representative, consistent with the provisions of Section 10 hereof.

Section 6. Execution of Bonds. The Bonds shall be executed on behalf of the City with the manual or facsimile signature of the Mayor, and shall be attested by the manual or facsimile signature of the Clerk, and shall have the seal of the City impressed or a facsimile thereof imprinted, or otherwise reproduced thereon.

In the event any officer who shall have signed or whose facsimile signatures appear on any of the Bonds shall cease to be such officer of the City before said Bonds shall have been authenticated or delivered by the Bond Registrar or issued by the City, such Bonds may nevertheless be authenticated, delivered and issued and, upon such authentication, delivery and issuance, shall be as binding upon the City as though said person had not ceased to be such officer. Any Bond may be signed and attested on behalf of the City by such persons who, at the actual date of execution of such Bond shall be the proper officer of the City, although at the original date of such Bond such persons were not such officers of the City.

Only such Bonds as shall bear thereon a Certificate of Authentication manually executed by an authorized representative of the Bond Registrar shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance. Such Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this ordinance.

Section 7. Application of Bond Proceeds; Plan of Refunding.

(a) *Plan of Refunding*. The City proposes to defease and/or refund the Refunded Bonds as set forth herein. A portion of the proceeds of the Bonds shall be deposited, with other available funds of the City, if any, with the Escrow Agent pursuant to the Escrow Agreement to be used immediately upon receipt thereof to defease the Refunded Bonds as authorized by the 2010 Ordinance to the maturity date or Call Date and to pay costs of issuance and administrative costs of the refunding.

The proceeds of the Bonds deposited with the Escrow Agent shall be used to defease the Refunded Bonds and discharge the obligations thereon by either holding such funds uninvested as cash or by the purchase of Acquired Obligations bearing such interest and maturing as to principal and interest in such amounts and at such times which, together with any necessary beginning cash balance, will provide for the payment of interest on the Refunded Bonds due at maturity or on and prior to the Call Date, and the principal amount due (100% of par) on such date. Such Acquired Obligations shall be purchased at a yield not greater than the yield permitted by the Code and regulations relating to acquired obligations in connection with refunding bond issues.

(b) *Escrow Agent; Escrow Agreement*. The Designated Representative is hereby authorized to solicit proposals from and to select an Escrow Agent. A beginning cash balance and the Acquired Obligations, if any, shall be deposited irrevocably with the Escrow Agent in an amount sufficient to defease and/or redeem the Refunded Bonds. The proceeds of the Bonds

remaining after acquisition of the Acquired Obligations and provision for the necessary cash balance shall be used to pay expenses of the acquisition and safekeeping of the Acquired Obligations and costs of issuance of the Bonds and the administrative costs of the refunding. In order to carry out the purposes of this section, the Designated Representative is authorized and directed to execute and deliver the Escrow Agreement to the Escrow Agent.

(c) *Call for Redemption of Refunded Bonds*. The City hereby sets aside available funds of the City and sufficient funds out of the proceeds of the Bonds and the purchase of Acquired Obligations, if any, from proceeds of the Bonds to make the payments described above. The City further calls the callable Refunded Bonds for redemption on the Call Date in accordance with the provisions of the 2010 Ordinance authorizing the redemption and retirement of the Refunded Bonds prior to their fixed maturities. Said defeasance and call for redemption of the Refunded Bonds shall be irrevocable after the issuance of the Bonds and delivery of cash and/or Acquired Obligations to the Escrow Agent. The Escrow Agent is hereby authorized and directed to provide for the giving of notices of defeasance and/or redemption of the Refunded Bonds in accordance with the applicable provisions of the 2010 Ordinance. The costs of publication of such notices shall be an expense of the City.

The Escrow Agent is hereby authorized and directed to pay to the paying agent for the Refunded Bonds, sums sufficient to pay, when due, the payments specified in this section. All such sums shall be paid from the moneys and Acquired Obligations deposited with the Escrow Agent, and the income therefrom and proceeds thereof. All such sums so paid shall be credited to the Refunding Account (which is hereby authorized to be created) or other funds created under the Escrow Agreement. All moneys and Acquired Obligations deposited with the Escrow Agent and any income therefrom shall be held, invested (but only at the direction of the Finance Director) and applied in accordance with the provisions of this ordinance, the Escrow Agreement, and with the laws of the State for the benefit of the City and owners of the Refunded Bonds. The City will take such actions as are found necessary to see that all necessary and proper fees, compensation and expenses of the Escrow Agent for the Refunded Bonds shall be paid when due.

Section 8. Tax Covenants. The City will take all actions necessary to assure the exclusion of interest on the Bonds from the gross income of the owners of the Bonds to the same extent as such interest is permitted to be excluded from gross income under the Code as in effect on the date of issuance of the Bonds, including but not limited to the following:

(a) *Private Activity Bond Limitation*. The City will assure that the proceeds of the Bonds are not so used as to cause the Bonds to satisfy the private business tests of Section 141(b) of the Code or the private loan financing test of Section 141(c) of the Code.

(b) *Limitations on Disposition of Project*. The City will not sell or otherwise transfer or dispose of (i) any personal property components of the projects financed with proceeds of the Refunded Bonds (the "Projects") other than in the ordinary course of an established government program under Treasury Regulation 1.141-2(d)(4) or (ii) any real property components of the Projects, unless it has received an opinion of Bond Counsel to the effect that such disposition will not adversely affect the treatment of interest on the Bonds as excludable from gross income for federal income tax purposes.

(c) *Federal Guarantee Prohibition*. The City will not take any action or permit or suffer any action to be taken if the result of such action would be to cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(d) *Rebate Requirement*. The City will take any and all actions necessary to assure compliance with Section 148(f) of the Code, relating to the rebate of excess investment earnings, if any, to the federal government, to the extent that such section is applicable to the Bonds.

(e) *No Arbitrage*. The City will not take, or permit or suffer to be taken any action with respect to the proceeds of the Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Bonds would have caused the Bonds to be an "arbitrage bonds" within the meaning of Section 148 of the Code.

(f) *Registration Covenant*. The City will maintain a system for recording the ownership of the Bonds that complies with the provisions of Section 149 of the Code until the Bonds have been surrendered and canceled.

(g) *Record Retention*. The City will retain its records of all accounting and monitoring it carries out with respect to the Bonds for at least three years after the Bonds mature or are redeemed (whichever is earlier); however, if the Bonds are redeemed and refunded, the City will retain its records of accounting and monitoring at least three years after the earlier of the maturity or redemption of the obligations that refunded the Bonds.

(h) *Compliance with Federal Tax Certificate*. The City will comply with the provisions of the Federal Tax Certificate with respect to the Bonds, which are incorporated herein as if fully set forth herein.

The covenants of this section will survive payment in full or defeasance of the Bonds.

Section 9. Pledge of Funds; General Obligation.

(a) *General*. The City hereby authorizes the creation of a fund to be used for the payment of debt service on the Bonds, designated as the "Bond Redemption Fund" (the "Bond Fund"). No later than the date each payment of principal of or interest on the Bonds becomes due, the City shall transmit sufficient funds, from the Bond Fund or from other legally available sources, to the Bond Registrar for the payment of such principal or interest. Money in the Bond Fund may be invested in legal investments for City funds.

(b) *Pledge of Full Faith and Credit*. The City hereby irrevocably covenants and agrees for as long as the Bonds are outstanding and unpaid that each year it will include in its budget and levy an *ad valorem* tax upon all the property within the City subject to taxation in an amount that will be sufficient, together with other revenues and money of the City legally available for such purposes, to pay the principal of and interest on the Bonds when due.

The City hereby irrevocably pledges that the annual tax provided for herein to be levied for the payment of such principal and interest shall be within and as a part of the tax levy permitted to cities without a vote of the people, and that a sufficient portion of each annual levy

to be levied and collected by the City prior to the full payment of the principal of and interest on the Bonds will be and is hereby irrevocably set aside, pledged and appropriated for the payment of the principal of and interest on the Bonds. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of said taxes and for the prompt payment of the principal of and interest on the Bonds when due.

(c) *Pledge of REET 1*. The City hereby further pledges the proceeds of REET 1, as necessary, to the series of Bonds or the portion of a series of Bonds allocated to pay costs of the defeasance and/or refunding of all or a portion of the 2010B Bonds, and related costs of issuance.

(d) *Pledge of REET 2*. The City hereby further pledges the proceeds of REET 2, as necessary, to the series of Bonds or the portion of a series of Bonds allocated to pay costs of the defeasance and/or refunding of all or a portion of the 2010D Bonds, and related costs of issuance.

(e) *Pledge of Local Option Sales and Use Tax Revenues*. The City hereby further irrevocably pledges all Local Option Sales and Use Tax Revenues to the series of Bonds or the portion of a series of Bonds allocated to pay costs of the defeasance and/or refunding of all or a portion of the 2010D Bonds allocated to the financing of the LRF Projects, and related costs of issuance. The City further covenants to impose the Local Option Sales and Use Tax, collect the Local Option Sales and Use Tax Revenues under and in accordance with RCW 82.14.505 and RCW 82.14.510, and apply Local Option Sales and Use Tax Revenues to pay debt service on such series of Bonds or the portion of a series of Bonds.

(f) *Multipurpose Bond Issue*. In the event that the Bonds authorized herein are issued as a single series or combined with other limited tax general obligation bonds of the City and sold as a single series, REET 1 and REET 2 and Local Option Sales and Use Tax Revenues shall be pledged to the portion of the combined series of bonds allocable to the defeasance and/or refunding of all or a portion of the 2010B Bonds and the 2010D Bonds, respectively.

Section 10. Sale of Bonds.

(a) *Bond Sale*. The Bonds shall be sold by negotiated public sale to the Underwriter pursuant to the terms of a Bond Purchase Contract. The Council has determined that it would be in the best interest of the City to delegate to each Designated Representative, for a limited time, the authority to select the Refunded Bonds from the Refunding Candidates, to authorize the Bonds to be issued in one or more series, and to approve the final interest rates, maturity dates, redemption terms and principal maturities for each series of Bonds.

(b) *Sale Parameters*. Subject to the terms and conditions set forth in this Section 10, each Designated Representative is hereby authorized to select the Refunded Bonds from the Refunding Candidates, to authorize the Bonds to be issued in one or more series, and to approve the final interest rates, aggregate principal amount, principal maturities, and redemption rights for the Bonds in the manner provided hereafter so long as:

(1) the aggregate principal amount of all Bonds issued under this ordinance does not exceed $24,000,000,

(2) the final maturity date for the Bonds is no later than December 1, 2039,

(3) the aggregate purchase price for the Bonds shall not be less than 95% or more than 140% of the aggregate stated principal amount of the Bonds,

(4) the true interest cost for the Bonds (in the aggregate) does not exceed 3.00%,

(5) the Bonds are sold for a price that results in net present value debt service savings over the Refunded Bonds (in the aggregate) of at least 4.0%, as adjusted for the federal subsidy net of the sequestration factor in effect at the time of such sale, and

(6) the Bonds conform to all other terms of this ordinance.

Subject to the terms and conditions set forth in this section, each Designated Representative is hereby authorized to execute the Bond Purchase Contract on behalf of the City. The signature of one Designated Representative shall be sufficient to bind the City.

Following the execution of the Bond Purchase Contract, a Designated Representative shall provide a report to the Council describing the final terms of the Bonds approved pursuant to the authority delegated in this section. The authority granted to each Designated Representative by this Section 10 shall expire 180 days after the effective date of this ordinance. If a Bond Purchase Contract for the Bonds has not been executed within 180 days after the effective date of this ordinance, the authorization for the issuance of the Bonds shall be rescinded, and the Bonds shall not be issued nor their sale approved unless such Bonds are re-authorized by ordinance of the Council. The ordinance re-authorizing the issuance and sale of such Bonds may be in the form of a new ordinance repealing this ordinance in whole or in part or may be in the form of an amendatory ordinance approving a Bond Purchase Contract or establishing terms and conditions for the authority delegated under this Section 10.

(c) *Delivery of Bonds; Documentation.* Upon the passage and approval of this ordinance, the proper officials of the City, including the Designated Representatives, are authorized and directed to undertake all action necessary for the prompt execution and delivery of the Bonds to the Underwriter and further to execute all closing certificates and documents required to effect the closing and delivery of the Bonds in accordance with the terms of the Bond Purchase Contract. Such documents may include, but are not limited to, documents related to a municipal bond insurance policy delivered by an insurer to insure the payment when due of the principal of and interest on all or a portion of the Bonds as provided therein, if such insurance is determined by a Designated Representative to be in the best interest of the City.

(d) *Preliminary and Final Official Statements.* The Finance Director is hereby authorized to ratify and to deem final the preliminary Official Statement relating to the Bonds for the purposes of the Rule. The Finance Director is further authorized to ratify and to approve for purposes of the Rule, on behalf of the City, the final Official Statement relating to the issuance and sale of the Bonds and the distribution of the final Official Statement pursuant thereto with such changes, if any, as may be deemed to be appropriate.

Section 11. Undertaking to Provide Ongoing Disclosure. The City covenants to execute and deliver at the time of Closing a Continuing Disclosure Certificate consistent with the Rule. Each Designated Representative is hereby authorized to execute and deliver a Continuing Disclosure Certificate upon the issuance, delivery and sale of the Bonds with such terms and provisions as such officer shall deem appropriate and in the best interest of the City.

Section 12. Defeasance. In the event that money and/or noncallable Government Obligations, maturing at such time or times and bearing interest to be earned thereon in amounts (together with such money, if necessary) sufficient to redeem and retire part or all of the Bonds in accordance with their terms, are set aside in a special account of the City to effect such redemption and retirement, and such money and the principal of and interest on such Government Obligations are irrevocably set aside and pledged for such purpose, then no further payments need be made into the Bond Fund for the payment of the principal of and interest on the Bonds so provided for, and such Bonds shall cease to be entitled to any lien, benefit or security of this ordinance except the right to receive the money so set aside and pledged, and such Bonds shall be deemed not to be outstanding hereunder. The City shall give or cause to be given written notice of defeasance in accordance with the Continuing Disclosure Certificate.

Section 13. Lost, Stolen or Destroyed Bonds. In case any Bond or Bonds shall be lost, stolen or destroyed the Bond Registrar may execute and deliver a new Bond or Bonds of like series, date, number and tenor to the Registered Owner thereof upon the Registered Owner's paying the expenses and charges of the City and the Bond Registrar in connection therewith and upon his/her filing and the City evidence satisfactory to the City that such Bond was actually lost, stolen or destroyed and of his/her ownership thereof, upon furnishing the City and/or the Bond Registrar with indemnity satisfactory to the City and the Bond Registrar.

Section 14. Severability; Ratification. If any one or more of the covenants or agreements provided in this ordinance to be performed on the part of the City shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements of this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Bonds. All acts taken pursuant to the authority granted in this ordinance but prior to its effective date are hereby ratified and confirmed.

Section 15. Corrections by Clerk. Upon approval of the City Attorney and Bond Counsel, the City Clerk is hereby authorized to make necessary corrections to this ordinance, including but not limited to the correction of clerical errors; references to other local, state or federal laws, codes, rules or regulations; ordinance numbering and section/subsection numbering; and other similar necessary corrections.

Section 16. Effective Date of Ordinance. This ordinance will become effective five days from and after its passage, approval and publication.

PASSED by the City Council of the City of Auburn, Washington, at a regular meeting of the City Council held on September 21, 2020.

FIRST READING: _____
SECOND READING: _____
PASSED: _____
APPROVED: _____

CITY OF AUBURN, WASHINGTON

_____
Nancy Backus, Mayor

ATTEST:

_____
Shawn Campbell, City Clerk

APPROVED AS TO FORM:

_____
Pacifica Law Group LLP, Bond Counsel

EXHIBIT A

FORM OF BOND

[DTC LANGUAGE]

UNITED STATES OF AMERICA

NO. ____ $_____

STATE OF WASHINGTON
CITY OF AUBURN
LIMITED TAX GENERAL OBLIGATION REFUNDING BOND, 2020[__]

INTEREST RATE: % MATURITY DATE: CUSIP NO.:
REGISTERED OWNER: CEDE & Co.
PRINCIPAL AMOUNT: _____ NO/100 DOLLARS

The City of Auburn, Washington (the "City"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, the Principal Amount indicated above and to pay interest thereon from _____, 20__, or the most recent date to which interest has been paid or duly provided for until payment of this bond at the Interest Rate set forth above, payable on _____ 1, 20__, and semiannually thereafter on the first days of each succeeding _____ and _____. Both principal of and interest on this bond are payable in lawful money of the United States of America. The fiscal agent of the State of Washington has been appointed by the City as the authenticating agent, paying agent and registrar for the bonds of this issue (the "Bond Registrar"). For so long as the bonds of this issue are held in fully immobilized form, payments of principal thereof and interest thereon shall be made as provided in accordance with the operational arrangements of The Depository Trust Company ("DTC") referred to in the Blanket Issuer Letter of Representations (the "Letter of Representations") from the City to DTC.

The bonds of this issue are issued under and in accordance with the provisions of the Constitution and applicable statutes of the State of Washington and Ordinance No. _____ duly passed by the City Council on _____, 2020 (the "Bond Ordinance"). Capitalized terms used in this bond have the meanings given such terms in the Bond Ordinance.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Ordinance until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar or its duly designated agent.

This bond is one of an authorized issue of bonds of like series, date, tenor, rate of interest and date of maturity, except as to number and amount in the aggregate principal amount of $_____ and is issued pursuant to the Bond Ordinance to provide a portion of the funds necessary (a) to defease and refund certain limited tax general obligation bonds of the City, and (b) to pay costs of issuance and costs related to the administration of the refunding. [Simultaneously with the issuance of this bond, the City is also issuing its Limited Tax General

Obligation Refunding Bonds, 2020[__] pursuant to the Bond Ordinance to defease and refund certain limited tax general obligation bonds of the City.]

The City hereby irrevocably covenants and agrees with the owner of this bond that it will include in its annual budget and levy taxes annually, within and as a part of the tax levy permitted to the City without a vote of the electorate, upon all the property subject to taxation in amounts sufficient, together with other money legally available therefor, to pay the principal of and interest on this bond as the same shall become due on and after such date. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest.

[The City has further irrevocably pledged all Local Option Sales and Use Tax Revenues to the portion of the bonds of this issue allocable to refinancing the LRF Projects. The City further covenanted to impose the Local Option Sales and Use Tax, collect the Local Option Sales and Use Tax Revenues under and in accordance with RCW 82.14.505 and RCW 82.14.510, and apply Local Option Sales and Use Tax Revenues to pay debt service on the portion of the bonds of this issue allocable to refinance the LRF Projects.

[The City has further irrevocably pledged certain real estate excise taxes to pay the principal of and interest on this bond.]

The pledge of tax levies for payment of principal of and interest on the bonds may be discharged prior to maturity of the bonds by making provision for the payment thereof on the terms and conditions set forth in the Bond Ordinance.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist and to have happened, been done and performed precedent to and in the issuance of this bond exist and have happened, been done and performed and that the issuance of this bond and the bonds of this issue does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Auburn, Washington, has caused this bond to be executed by the manual or facsimile signatures of the Mayor and the City Clerk and the seal of the City imprinted, impressed or otherwise reproduced hereon as of this _____ day of _____, 2020.

[SEAL]

CITY OF AUBURN, WASHINGTON

By _____/s/_____
Mayor

ATTEST:

_____/s/_____
City Clerk

The Bond Registrar's Certificate of Authentication on the Bonds shall be in substantially the following form:

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within-mentioned Bond Ordinance and is of the Limited Tax General Obligation Refunding Bonds, 2020[__], of the City of Auburn, Washington, dated _____, 2020.

WASHINGTON STATE FISCAL AGENT, as
Bond Registrar

By _____

CERTIFICATE

I, the undersigned, City Clerk of the City of Auburn, Washington, DO HEREBY CERTIFY:

1. That the attached is a true and correct copy of Ordinance No. ___ (the "Ordinance") of the City, duly passed at a regular meeting of the City Council (the "Council") of the City held on September 21, 2020.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, including but not limited to Washington State Governor Inslee's emergency proclamation No. 20-28 issued on March 24, 2020, as amended and supplemented, temporarily suspending portions of the Open Public Meetings Act (chapter 42.30 RCW), due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Council voted in the proper manner for the passage of said Ordinance; that all other requirements and proceedings incident to the proper passage of said Ordinance have been fully fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of September, 2020.

_____

City Clerk

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5547 (Tate)

Date:
September 15, 2020

Department:
Community Development

Attachments:
Resolution No. 5547
Memo - Resolution to approve SKHHP 2020-2021 Work Plan
SKHHP 2020-2021 Work Plan

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

Administrative Recommendation:

City Council to adopt Resolution No. 5547.

Background Summary:

Resolution 5547 was presented to City Council during the September 14, 2020 Study Session and Council agreed to move it forward for Council action.

See attached memo

Reviewed by Council Committees:

Councilmember:	Trout-Manuel	**Staff:**	Tate
Meeting Date:	September 21, 2020	Item Number:	RES.A

RESOLUTION NO. 5547

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING THE SOUTH KING HOUSING AND HOMELESSNESS 2020-2021 WORK PLAN

WHEREAS, on February 19, 2019 the Auburn City Council enacted Resolution 5408 which authorized the Mayor to enter into an Interlocal Agreement (ILA) with 8 other south King County cities and King County to form the South King Housing and Homelessness Partners (SKHHP); and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve an annual work plan each year to guide the work of SKHHP staff; and

WHEREAS, due to the timing and hiring of SKHHP staff and consistency with the Interlocal Agreement timeline for adopting annual work plans, the 2020 and 2021 annual work plans are included together; and

WHEREAS, the purpose of the annual work plan is to provide management and budget guidance; and implement the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2020-2021 work plan includes three major streams of work: governance and administration; policy and planning; and outreach and education; and

WHEREAS, the governance and administration work stream includes program-wide management activities including establishing decision-making protocols and reporting procedures; and convening an advisory board; and

WHEREAS, the policy and planning work stream includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to

enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security; and

WHEREAS, the outreach and education work stream includes representing South King County at all applicable decision tables; and furthering the understanding of the spectrum of affordable housing options and related needs and opportunities; and

WHEREAS, on July 24, 2020 the SKHHP Executive Board adopted Resolution 2020-02 enacting the 2020-2021 Work Plan upon approval by the legislative body of each party.

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

Section 1. City Council adopts the SKHHP 2020-2021 Work Plan as shown in Attachment A.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Memorandum

To: Auburn City Council

From: Angela San Filippo, SKHHP Executive Manager

Date: September 14, 2020

RE: Resolution 5547 to adopt South King Housing and Homelessness Partners (SKHHP) 2020-2021 Work Plan

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SUMMARY

The South King Housing and Homelessness Partners (SKHHP) 2020-2021 Work Plan is a two-year work plan, subsequent work plans will be developed annually. Consistent with the SKHHP Interlocal Agreement, the SKHHP work plan must be approved by each legislative body and adopted by the SKHHP Executive Board. A draft of the 2020-2021 SKHHP Work Plan was presented to each partner jurisdiction for review and feedback prior to SKHHP Executive Board adoption on July 24, 2020, see attachment to the proposed resolution. Auburn City Council reviewed the draft work plan during the June 8 study session.

BACKGROUND

The 2020-2021 work plan operationalizes the priority action items identified by the Executive Board and staff work group in 2019; incorporates actions necessary to address opportunities created by the 2019 legislative session; and incorporates feedback from partner jurisdictions. The work plan reflects the intention to hire a Program Coordinator and also identifies key allies with goals and activities that align with SKHHP that will augment staff capacity. The work plan is structured into three work areas: governance and administration; policy and planning; and outreach and education.

Governance and administration includes start-up procedures, program-wide management activities, the annual work plan and budget process, and establishing an Advisory Board. Once established, the Advisory Board will provide recommendations to the Executive Board that will help to ensure equitable and informed decision making. The key outcomes for this work area are:

- Functioning and collaborative entity with clear measures of success.
- Implementation that supports equitable outcomes across jurisdictions, community members, and stakeholders.

Policy and Planning includes establishing a SKHHP Housing Capital Fund, inventorying affordable housing vulnerable to market pressures, supporting development of housing action plans, and collaborating to enhance local policies and programs that accelerate access, protect existing housing stock, and provide housing security. The key outcomes for this work area are:

- Pooled local resources dedicated to affordable housing in South King County.
- Increased number of South King County cities with comprehensive housing action plans.
- Number of jurisdictions with new or enhanced legislation or programs to support affordable housing strategies.

Outreach and Education includes representing South King County at local and regional forums, furthering stakeholders' and elected officials understanding of housing options and the range of needs and opportunities, and developing state and federal advocacy priorities. The key outcomes for this work area are:

- South King County is heard, considered, and supported by regional and state stakeholder groups and policy makers.
- Changes in policies, programs, and funding streams that support affordable housing and homelessness programs in South King County.
- Increased interest in South King County from non-profit and for-profit housing developers.

RECOMMENDATION

Approve Resolution No. 5547 adopting the 2020-2021 SKHHP Work Plan. This recommendation is based on the following:

1. The 2020-2021 SKHHP Work Plan is consistent with the Interlocal Agreement between Auburn, Burien, Covington, Des Moines, Federal Way, Normandy Park, Renton, Tukwila, and King County.
2. The 2020-2021 SKHHP Work Plan operationalizes the agreed upon priorities by the SKHHP Executive Board to implement the Interlocal Agreement by acting cooperatively to formulate housing policies and strategies that address housing stability, foster efforts to preserve and provide affordable housing by combining public funding and private-sector resources, and support implementation of other local policies and programs relating to affordable housing.

ATTACHMENT:

1. Resolution 5547

RESOLUTION NO. 2020-02

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2020-2021 WORK PLAN

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan each year to guide the work of SKHHP staff; and

WHEREAS, the purpose of the annual work plan is to provide management and budget guidance; and implement the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, due to the timing of hiring SKHHP staff and consistency with the Interlocal Agreement timeline for adopting annual work plans, the 2020 and 2021 annual work plans are included together; and

WHEREAS, the 2020-2021 work plan includes three major streams of work: governance and administration; policy and planning; and education and outreach; and

WHEREAS, the governance and administration work stream includes program-wide management activities including establishing decision-making protocols and reporting procedures; and convening a community advisory board; and

WHEREAS, the policy and planning work stream includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security; and

WHEREAS, the outreach and education work stream includes representing South King County at all applicable decision tables; and furthering the understanding of the spectrum of affordable housing options and related needs and opportunities; and

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the SKHHP 2020-2021 Work Plan as shown in Attachment A.

Section 2. This Resolution will take effect and be in full force upon approval by the legislative body of each party.

Dated and Signed this 29th day of July, 2020.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

Nancy Backus

NANCY BACKUS, CHAIR

RESOLUTION 2020-02 – ATTACHMENT A

SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

2020-2021 DRAFT WORK PLAN

Purpose: Establish a 2020-2021 SKHHP Work Plan that is consistent with the SKHHP Interlocal Agreement and shaped by member jurisdictions. The 2020-2021 SKHHP Work Plan reflects individual jurisdiction needs and interests while furthering the overall purpose of SKHHP to increase the available options for South King County residents to access affordable housing and preserve existing affordable housing stock.

Introduction: The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock.

The SKHHP 2020-2021 work plan includes three major areas of work that will facilitate implementation of the SKHHP Interlocal Agreement: governance and administration; policy and planning; and education and outreach. These three major work areas are broken into five objectives.

Governance and administration is covered in Objective 1 and includes program-wide management activities that will be completed annually including developing and adopting an annual work plan and budget. This work area also includes start-up procedures including establishing decision-making protocols and reporting procedures, and convening a community advisory board.

Policy and planning is covered in Objectives 2 and 3 and includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security.

Outreach and education is covered in Objectives 4 and 5 and includes representing South King County and its unique affordable housing needs at all decision tables; and furthering the understanding of the spectrum of affordable housing options and the range of related needs and opportunities.

Background: During 2018 and 2019 staff of member jurisdictions discussed a wide range of work plan ideas for SKHHP; the goal was to identify objectives and action items for an 18-month work plan. In June 2019, each jurisdiction was asked what SKHHP "must do", "should do", or "could do" during the course of the first 18-months. In

June 2019, the SKHHP Executive Board reviewed and approved the list by focusing on the "must do" and "should do" items.

The 2020-2021 work plan operationalizes the list approved by the SKHHP Executive Board in 2019 and incorporates the HB 1406 sales tax credit and the sub-regional housing assessment made possible by HB 1923 grant funds. The sub-regional housing assessment is being coordinated by six of the nine SKHHP partner cities (SoKiHo). The 2020-2021 work plan also identifies allies like the Housing Development Consortium (HDC) and King County with goals that align with SKHHP that will augment staff capacity. The 2020-2021 work plan prioritizes the "must do" and "should do" activities for 2020. Activities that were part of the 2019 list of activities will be reassessed for possible incorporation in the 2022 work plan.

In February 2020 King County had its first reported case of COVID-19, the disease caused by the coronavirus. Since February, the pandemic has continued to expand and we have yet to see the full extent of the virus. On March 23, 2020 Governor Inslee announced a statewide order requiring everyone in the state to stay home for two weeks. The order required everyone to stay home except to pursue essential activities, banned all gatherings for social, spiritual, and recreational purposes, and closed all businesses except those deemed essential. The Stay Home, Stay Healthy initiative has since been extended through May, 2020 with a four phase approach to opening businesses that will begin on May 5, 2020.

In response to the impacts of the COVID-19 crisis, federal, state, and local governments have mobilized emergency operations centers, implemented temporary policies to prevent residential and business evictions, and passed unprecedented stimulus packages in the hopes to lessen the impacts of COVID-19 to individuals and businesses. The impacts of this crisis are still unfolding and much of the recovery effort has yet to be determined. During this unprecedented time, staff capacity and local resources may need to adapt. This may require SKHHP to reanalyze priorities and/or shift the timeline for the work identified in the work plan.

Progress reports: Consistent with the Interlocal Agreement, the SKHHP Executive Manager will submit quarterly budget performance and progress reports on the status of the work plan elements to the SKHHP Executive Board and the legislative body of each member jurisdiction. To be consistent with the administering agency's finance department, quarterly progress reports will be provided as follows:

- Quarter 1: May
- Quarter 2: August
- Quarter 3: November
- Quarter 4: February

Next steps: In accordance with the Interlocal Agreement, the 2020-2021 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the

SKHHP Executive Board. The timeline for review and adoption of the 2020 SKHHP Work Plan is as follows:

- **May-June** – Draft 2020-2021 SKHHP Work Plan and Draft 2021 operational budget reviewed by legislative body of each jurisdiction and SKHHP Executive Board.
- **July-August** – review and adoption of 2020-2021 SKHHP Work Plan and 2021 operational budget by SKHHP Executive Board.
- **August-October** – adoption of 2020-2021 SKHHP Work Plan and 2021 operational budget by legislative body of each jurisdiction.

Acronyms: The 2020-2021 work plan includes several acronyms or abbreviations defined as follows:

AdvBrd:	SKHHP Advisory Board to be formed during 2020 made up of 12 to 15 community members appointed by the Executive Board to provide advice and recommendation to the Executive Board.
EB:	SKHHP Executive Board
Enterprise:	Enterprise Community Partners
HDC:	Housing Development Consortium
SKC:	South King County
SKCJPD:	South King County Joint Planners and Developers group convened by HDC
SoKiHo:	South King County housing group (six of the nine SKHHP cities) managing the sub-regional housing needs and policy assessment

GOVERNANCE AND ADMINISTRATION

Objective 1: Establish SKHHP's governance and decision making structure, foster collaboration between partners, and provide direction to staff on implementation of the SKHHP Interlocal Agreement.

Outcomes:

1) Functioning and collaborative entity with clear measures of success.

2) Implementation supports equitable outcomes across jurisdictions, community members, and stakeholders.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Develop Annual Work Plan** (SKHHP adoption by June 1)	SKHHP staff, work group, & EB	In progress																								
1a	Partner jurisdiction review and adoption	SKHHP staff, work group, & EB	In progress																								
2	**Develop Annual Budget** (SKHHP adoption by June 1)	SKHHP staff, work group, & EB	In progress																								
2a	Partner jurisdiction review and adoption	SKHHP staff, work group, & EB	In progress																								
3	**Establish decision-making protocols**	SKHHP staff & EB	In progress																								
4	**Develop quarterly reporting procedures**	SKHHP staff & EB	In progress																								
4a	Quarterly progress and budget reports	SKHHP staff	Ongoing																								
5	**Establish SKHHP Advisory Board**	SKHHP staff & EB	Not started																								

POLICY AND PLANNING

Objective 2: Establish South King County Housing Capital Fund, develop an administration plan, and build funding support.

Outcomes:

1) Increase resources dedicated to affordable housing preservation, rehabilitation, and production in South King County.
2) Pool resources to address the growing affordable housing and homelessness needs in South King County.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Coordinate City commitment to pool HB 1406 funds**	SKHHP staff, work group, & EB	In progress																								
2	**Inventory and assess existing local affordable housing funds**	SKHHP staff & EB	Not started																								
3	**Create inventory of expiring tax credit developments and naturally occurring affordable housing vulnerable to market pressures**	SKHHP staff, SoKiHo	In progress (ongoing)																								
4	**Assess physical conditions of existing subsidized and naturally occurring affordable housing stock**	SKHHP staff, work group	In progress (ongoing)																								
5	**Create portfolio of potential uses and allocation strategies**	SKHHP staff, work group, & EB	Not started																								
6	**Develop marketing materials by audience to build funding support**	SKHHP staff, work group, & EB	Not started																								
7	**Develop administration plan for SKHHP Housing Capital Fund that supports populations disproportionately impacted by housing cost burden**	SKHHP staff, AdvBrd, & EB	Not started																								
8	**Build funding support through advocacy with philanthropic and private corporations**	SKHHP staff, work group, AdvBrd, & EB	In progress (ongoing)																								

Objective 3: Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.

Outcomes:

1) Increased number of South King County cities with comprehensive housing strategy plans that embed racial equity into strategies and programs.
2) Number of jurisdictions that adopt new or enhanced legislation or programs that support equitable affordable housing production and preservation strategies.
3) Increased number of affordable rental housing units in participating programs.
4) Improved collective efforts to address systemic and institutional racism and create greater racial equity and justice in housing.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Support creation of housing policy assessment tool**	SoKiHo & SKHHP staff	In progress																								
2	**Support development of housing strategy/action plans that embed racial equity into strategies and programs and track racial equity**	SKHHP staff & SoKiHo	Not started																								
3	**Maintain inventory & assessment of existing city preservation programs for affordable rental & ownership housing**	SKHHP staff & work group	In progress																								
4	**Assist cities in enacting policies and strategies that address tenant protections through anti-displacement, fair housing, and healthy housing**	SKHHP staff & work group	Ongoing																								
5	**Coordinate SKC participation in identification of potential locations for future TOD to include affordable housing**	SKHHP staff, Sound Transit, King County, Enterprise	Not started																								
6	**Catalog successful affordable housing development projects**	SKHHP staff	Ongoing																								
7	**Develop examples of potential design standards and desired requirements**	SKHHP staff & work group	Not started																								

OUTREACH AND EDUCATION

Objective 4: Represent South King County and its unique affordable housing needs at all decision tables.

Outcomes:

1) Establish credibility of SKHHP with potential partners and funders.
2) South King County is authentically heard, considered, and supported by regional and state stakeholders and policy makers.
3) Changes in policies, practices, and funding streams that support affordable housing and homelessness programs in South King County.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Create schedule of priority meetings and designate SKC representatives**	SKHHP staff, work group & EB	Not started																								
2	**Represent SKHHP at local & regional meetings and forums.**	SKHHP staff	In progress (ongoing)																								
3	**Develop SKHHP State advocacy priorities**	SKHHP staff, work group & EB	In progress																								
4	**Develop SKHHP Federal advocacy priorities**	SKHHP staff, work group & EB	In progress																								
5	**Develop advocacy presentation and messaging toolkit**	SKHHP staff, work group & EB	Not started																								
6	**Conduct work sessions with state legislators**	SKHHP staff, work group & EB	Not started																								

Objective 5: Further strengthen regional stakeholders' understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system .

Outcomes:

1) South King County decision makers are informed and prepared to act based on current information and facts.
2) Increased interest from nonprofit and for-profit developer to partner with South King County cities to produce affordable housing.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing**	SKHHP staff, SKCJPD, HDC	**In progress (ongoing)**																								
2	**Support SKC engagement and elected official participation in affordable housing development tours**	SKHHP staff & HDC	**In progress (ongoing)**																								
3	**Coordinate monthly educational topics that promote understanding of the full housing system and practices that have led to inequities in the system, and opportunities to address racial equity and justice.**	SKHHP staff & work group	**Ongoing**																								
4	**Develop affordable housing and homelessness awareness presentation toolkit**	SKHHP staff, AdvBrd & EB	**In progress**																								

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5548 (Tate)

Date:
September 15, 2020

Department:
Community Development

Attachments:
Resolution No. 5548
Memo - Resolution to approve SKHHP 2021 Budget
SKHHP 2021 Budget

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

Administrative Recommendation:

City Council to adopt Resolution No. 5548.

Background Summary:

Resolution 5548 was presented to City Council during the September 14, 2020 Study Session and Council agreed to move the matter forward for Council action.

See attached memo

Reviewed by Council Committees:

Councilmember: Trout-Manuel **Staff:** Tate

Meeting Date: September 21, 2020 Item Number: RES.B

RESOLUTION NO. 5548

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING THE SOUTH KING HOUSING AND HOMELESSNESS 2021 BUDGET

WHEREAS, on February 19, 2019 the Auburn City Council enacted Resolution 5408 which authorized the Mayor to enter into an Interlocal Agreement (ILA) with 8 other south King County cities and King County to form the South King Housing and Homelessness Partners (SKHHP); and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, the operating budget allows for implementation of the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, each Party's contribution(s) will be transmitted to SKHHP on an annual basis during the first quarter of the calendar year; and

WHEREAS, on July 24, 2020 the SKHHP Executive Board adopted Resolution 2020-04 enacting the 2021 SKHHP Budget upon approval by the legislative body of each party.

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

Section 1. City Council adopts the SKHHP 2021 Budget as shown in Attachment A.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Memorandum

To: Auburn City Council

From: Angela San Filippo, SKHHP Executive Manager

Date: September 14, 2020

RE: Resolution 5548 to adopt South King Housing and Homelessness Partners (SKHHP) 2021 Budget

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SUMMARY

The South King Housing and Homelessness Partners (SKHHP) 2021 Budget provides an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services. Consistent with the SKHHP Interlocal Agreement, the SKHHP budget must be approved by each legislative body and adopted by the SKHHP Executive Board. The SKHHP Executive Board adopted the 2021 Budget on July 24, 2020, see attachment to proposed resolution.

BACKGROUND

The draft 2021 SKHHP budget was presented to each member jurisdiction for feedback. Auburn City Council reviewed the draft budget during the June 8 study session. The 2021 SKHHP Budget maintains current contribution rates for each participating jurisdiction. The jurisdiction contributions are based on population size. As shown in the resolution, Auburn's 2021 contribution is $26,000.

In light of the revenue shortfalls and budget uncertainties in all jurisdictions because of the pandemic, maintaining current jurisdiction contributions was a priority for the SKHHP Executive Board. Maintaining jurisdiction contributions is made possible by personnel cost savings from 2019 and 2020. Personnel costs savings in 2019 are a result of SKHHP Executive Manager hire date in January 2020. Projected personnel cost savings in 2020 are a result of hiring a three-quarter time second position and delaying hiring this position until fall of 2020. Salary and benefit projections, cost savings in 2019, and projected cost savings in 2020, indicate the current jurisdiction contributions can maintain current staffing capacity through 2022. Any changes to staff capacity or increases in the operational budget will require an increase in jurisdiction contributions.

RECOMMENDATION

Approve Resolution No. 5548 adopting the 2021 SKHHP Budget.

ATTACHMENTS:

1. Resolution 5548
2. SKHHP 2021 Budget

RESOLUTION NO. 2020-04

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2021 SKHHP BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board adopts an annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption, the annual budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, each Party's contribution(s) will be transmitted to SKHHP on an annual basis during the first quarter of the calendar year.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the SKHHP 2021 Budget as shown in Attachment A.

Section 2. This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and Signed this 29th day of July, 2020.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

Nancy Backus

NANCY BACKUS, CHAIR

ATTACHMENT A

2021 SKHHP BUDGET

Projected beginning fund balance	**$249,095.00**
REVENUES	
Auburn	$26,000
Burien	$15,000
Covington	$7,500
Des Moines	$7,500
Federal Way	$26,000
Kent	$34,000
Normandy Park	$4,000
Renton	$34,000
Tukwila	$7,500
Unincorporated King County	$34,000
King County Housing Authority	$15,000
King County*	$41,000
Office space (in-kind donation)	$12,000
Contributions & Donations	$ -
TOTAL	**$263,500**

*Total King County contribution is $75,000, includes line item for unincorporated King County and King County

EXPENSES	
Executive Manager	$131,914
Program Coordinator (30 hrs w/ benefits)	$110,146
Misc. - travel, phone, postage	$12,000
Office space (in-kind donation)	$12,000
Interfund IT	$25,800
Subtotal	***$291,860***
COA 10% Administrative Fee*	$28,000
TOTAL	**$319,860**
Estimated ending fund balance	**$192,735**

*10% Administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carryforwards

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5550 (Hinman)

Date:
September 11, 2020

Department:
Administration

Attachments:
RES 5550 - Needlepoint Bipolar Ionization Equipment
Global Plasma Brochure
Reopening Guidance for General Office Settings

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

Administrative Recommendation:

City Council to adopt Resolution No. 5550.

Background Summary:

Installation of Needlepoint Bipolar Ionization (NPBI) technology will utilize federally allocated CARES funding in response to the COVID pandemic and will improve air quality in buildings as employees and the public begin to return to their regular work environments in City-owned facilities.

NPBI technology works to safely clean the air inside industrial, commercial and residential buildings. The patented technology uses an electronic charge to create a plasma field filled with a high concentration of + and - ions. As these ions travel with the air stream they attach to particles, pathogens and gas molecules. The ions help to agglomerate fine submicron particles, making them filterable. The ions kill pathogens by robbing them of life-sustaining hydrogen. The ions breakdown harmful VOCs with an Electron Volt Potential under twelve (eV<12) into harmless compounds like O2, CO2, N2, and H2O. The ions produced travel within the air stream into the occupied spaces, cleaning the air everywhere the ions travel, even in spaces unseen.

Reviewed by Council Committees:

Councilmember:

Staff: Hinman

Meeting Date: September 21, 2020

Item Number: RES.C

RESOLUTION NO. 5550

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, FINDING THAT THE CORONAVIRUS PANDEMIC EMERGENCY CONTINUES AND NECESSITATES THE MAYOR TO WAIVE COMPETITIVE BIDDING FOR A CONTRACT FOR THE INSTALLATION OF NEEDLEPOINT BIPOLAR IONIZATION EQUIPMENT IN THE HVAC SYSTEMS OF CITY BUILDINGS

WHEREAS, the City of Auburn, Washington, is presently facing a health emergency due to COVID-19, a respiratory disease that can result in serious illness and death; and

WHEREAS, on February 29, 2020, Washington State Governor Jay Inslee issued a proclamation declaring a State of Emergency in all counties of the state of Washington in response to new cases of COVID-19, and further exercising the Governor's emergency powers under RCW 43.06.220; and

WHEREAS, on March 6, 2020, the Mayor proclaimed an emergency due to COVID-19 and issued Emergency Proclamation 2020-02; and

WHEREAS, state law exempts from competitive bidding requirements public works contracts that address an emergency, provided the governing body finds that the emergency continues to exist within two weeks of the award of the contract; and

WHEREAS, the most recent epidemiological evidence reveals that the coronavirus is transmitted by aerosols in the air and that filtering and air purification protect against transmission in closed areas such as office spaces; and

WHEREAS, on September ___, 2020 the City of Auburn executed a contract with MacDonald Miller to install needlepoint bipolar ionization equipment in the HVAC systems of city buildings.

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

Section 1. The Auburn City Council finds that the Mayor's Emergency Proclamation 2020-02 is still effective.

Section 2. The Auburn City Council further finds that the coronavirus pandemic that is the subject of the Mayor's proclamation continues to present an emergency condition which the installation of needlepoint bipolar ionization equipment in city building will address.

Section 3. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 4. This Resolution will take effect and be in full force on passage and signatures.

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

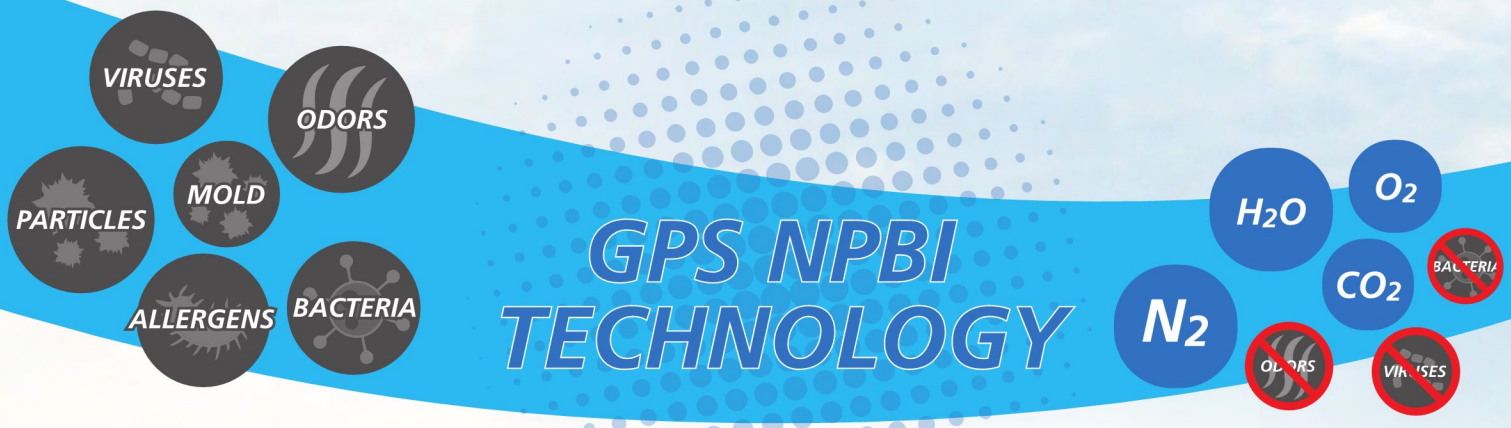
GPS®

GLOBAL PLASMA SOLUTIONS

Engineering Air for a Cleaner World™

How Ionization Works

GPS' NPBI technology works to safely clean the air inside industrial, commercial and residential buildings. The patented technology uses an electronic charge to create a plasma field filled with a high concentration of + and - ions. As these ions travel with the air stream they attach to particles, pathogens and gas molecules. The ions help to agglomerate fine sub-micron particles, making them filterable. The ions kill pathogens by robbing them of life-sustaining hydrogen. The ions breakdown harmful VOCs with an Electron Volt Potential under twelve (eV<12) into harmless compounds like O_2, CO_2, N_2, and H_2O. The ions produced travel within the air stream into the occupied spaces, cleaning the air everywhere the ions travel, even in spaces unseen.



What is an Ion you may ask?

An ion is a molecule or atom that is positively or negatively charged, meaning that it has electrons to give or needs electrons to become uncharged, thus becoming stable.

Mother Nature's Way of Cleaning

GPS' technology generates the same ions as Mother Nature creates with lightning, waterfalls, and ocean waves. Mother Nature uses energy to break apart molecules. It is nature's way of cleansing the air naturally and creating a healthy environment. The only difference is that GPS' technology does it without forming ozone or other harmful byproducts.

GPS FACT: GPS can be installed in any system in any building...

- Agriculture
- Airports
- Animal Care
- Arenas & Stadiums
- Banks
- Casinos
- Child Care
- Convention Centers
- Fitness
- Food Service
- Healthcare
- Hospitality
- Hospitals
- Institutional
- Manufacturing
- Office Building
- Retail
- Schools & Universities
- Senior Care
- Transportation
- Theater
- Worship

GPS' NPBI technology has been certified by UL 867 and UL 2998 to be ozone free.

Truly a revolutIONIZER

A pioneer with many innovations:

1st

... with universal power supply
... with auto-cleaning
... duct-mounted design
... to use carbon fiber brush needlepoint emitters
... with ionization bar
... with flexible ionization strip
... modular ionization bar
... to achieve UL 867 Ozone Standard
... AND ONLY to pass the RCTA DO-160 standard for aircraft
... to be installed on a commercial jet
... to be certified by FAA
... to be installed in commercial hand driers
... AND ONLY to receive UL 2998 Ozone Free Certification
... to receive OSPHD seismic (OSP) certification

GPS DELIVERS P.O.P.E.

PARTICLES REDUCED

Particle Reduction

The GPS NPBI technology reduces airborne particles (i.e., dust, pet dander, pollen) through agglomeration. The ions attach to the airborne particles. The particles are subsequently attracted to one another, effectively increasing their mass and size. The air filtration system easily captures the larger particles, increasing the capture efficiency of your HVAC system.

PATHOGENS KILLED

Pathogen Reduction

During the GPS cleaning process the NPBI technology attacks and kills viruses, mold spores and bacteria. The ions steal away hydrogen from the pathogens, leaving them to die, and leaving you with clean and healthy indoor air.

ODORS NEUTRALIZED

Odor Reduction

During the GPS cleaning process chemical, pet, cooking, and other odors are broken down into basic harmless compounds, leaving the indoor air fresh smelling and free of odor causing VOCs.

ENERGY SAVED

Energy Saving

GPS' environmentally friendly cleaning process allows commercial buildings to significantly reduce the amount of outdoor air required to operate. This equates to a safer, more comfortable environment reduing outside air intake by up to 75%.

THE GPS ADVANTAGE

	GPS NPBI	OTHER BPI	CORONA DISCHARGE	HEPA FILTERS	CARBON FILTERS	ULTRAVIOLET (UV)	UV-PCO
Produces Harmful Byproducts	None	Yes	Yes	No	No	Yes	Yes
Reduces Airborne Particles	✔	Yes	Yes	Yes	No	No	No
Destroys VOCs	✔	Yes	Yes	No	Captures	No	Yes
Kills Pathogens	✔	Yes	Yes	No	Captures	Yes	Yes
Reduces Energy Cost	30%	Yes	Yes	No	No	No	No
UL 2998 No-Ozone Certified	✔	No	No	N/A	N/A	N/A	N/A
Treats In-Room Air	✔	Yes	Yes	No	No	No	No
No Replacement Parts	✔	No	No	No	No	No	No
Auto Self-Cleaning	✔	No	No	No	No	No	No
Simple to Install	✔	No	No	No	No	No	No
Low Total Cost	✔	Yes	No	No	No	No	No

AUTO-CLEANING NPBI

GPS-FC48-AC™

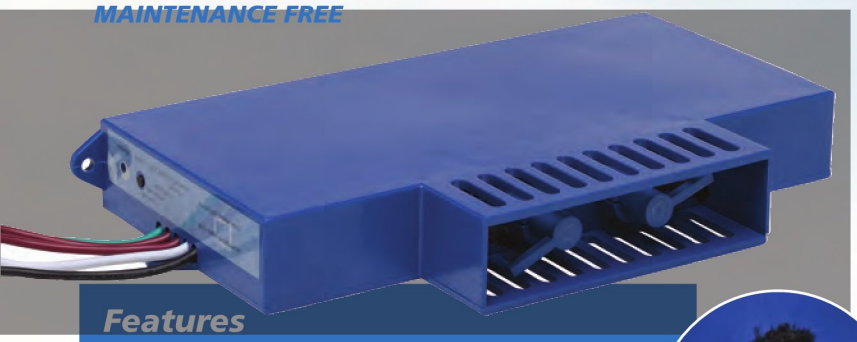
An automatic self-cleaning, lightweight NPBI system that handles up to **4,800 CFM or 12 tons**. Designed for multiple mounting options including fan inlet, interior duct walls or floors. The composite construction allows for mounting in corrosive environments.

UNIVERSAL VOLTAGE

Features

- > 400 Million + and – Ions Per cc/sec
- Universal Voltage Input (24 – 240 VAC)
- Programmable Auto-Cleaning Cycle
- Carbon Fiber Brush Emitters
- Alarm Contacts

MAINTENANCE FREE



GPS-FC24-AC™

An automatic self-cleaning, lightweight NPBI system that handles up to **2,400 CFM or 6 tons**. Designed for multiple mounting options including fan inlet, interior duct walls or floors. The composite construction allows for mounting in corrosive environments.

Features

- > 300 Million + and – Ions Per cc/sec
- Universal Voltage Input (24 – 240 VAC)
- Programmable Auto-Cleaning Cycle
- Carbon Fiber Brush Emitters
- Alarm Contacts

CARBON FIBER EMITTERS

APPLICATIONS

- Agriculture
- Airports
- Animal Care
- Arenas & Stadiums
- Banks
- Casinos
- Child Care
- Convention Centers
- Fitness
- Food Service
- Healthcare
- Hospitality
- Hospitals
- Institutional
- Manufacturing
- Office Building
- Retail
- Schools & Universities
- Senior Care
- Transportation
- Theaters
- Worship

GPS-DM48-AC™

The world's first automatic self-cleaning, duct mounted, lightweight NPBI electronic air cleaner. The maintenance free unit is designed for indoor or outdoor duct mounting and can handle up to **4,800 CFM or 12 tons**.

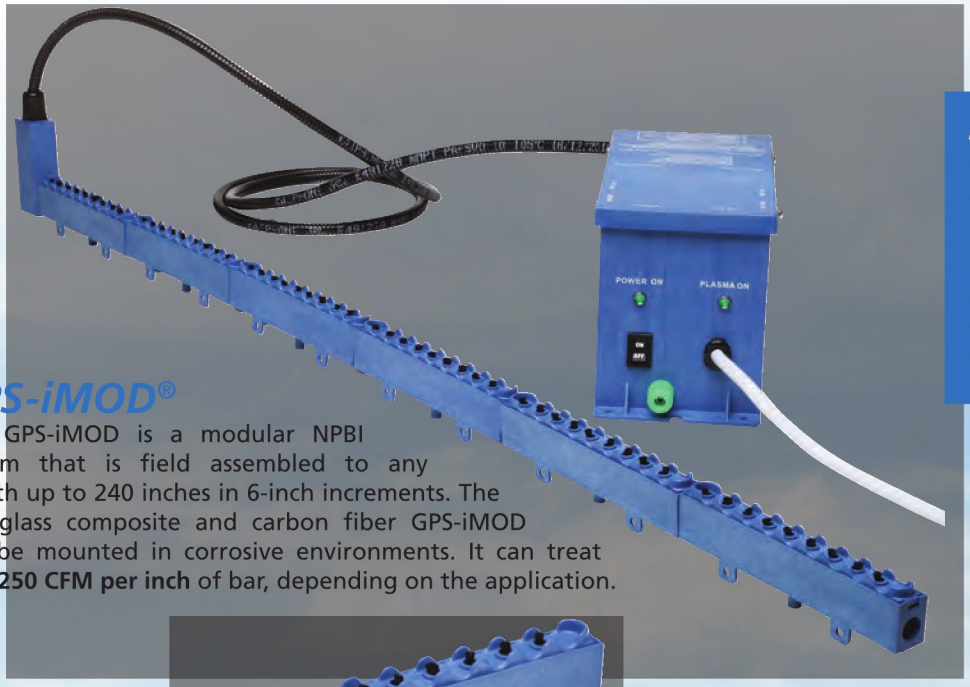
SELF-CLEANING

Features

- > 400 Million + and – Ions Per cc/sec
- Universal Voltage Input (24 – 240 VAC)
- Programmable Auto-Cleaning Cycle
- Carbon Fiber Brush Emitters
- Alarm Contacts
- 3/4 Quick-Turn Duct Adapter

2016 IAQ GOLD AWARD WINNER

BARS & STRIPS

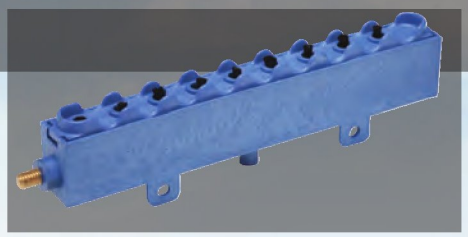


GPS-iMOD®

The GPS-iMOD is a modular NPBI system that is field assembled to any length up to 240 inches in 6-inch increments. The fiberglass composite and carbon fiber GPS-iMOD can be mounted in corrosive environments. It can treat **50 – 250 CFM per inch** of bar, depending on the application.

Features

- > 140 Million + and - Ions Per Inch/cc/sec
- Universal Voltage Selector Switch
- Six HV Output Ports
- Alarm Contacts
- Illuminated On/Off Switch
- Plasma on Indication Light
- UL 2998 Ozone Free



OSHPD

UL VALIDATED

• ZERO OZONE EMISSIONS - MEASURED OZONE EMISSIONS FROM GPS IMOD DURING USE PHASE DOES NOT EXCEED 0.005 PPM AS TESTED BY UL 2998

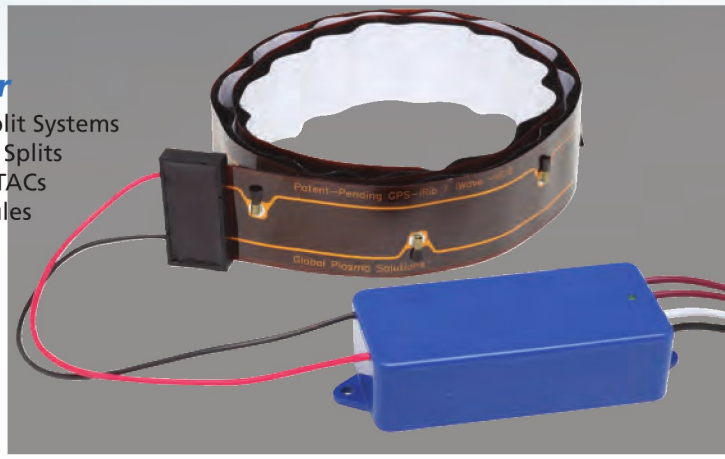
UL.COM/ECV

GPS-iRIB® 18/36

The GPS-iRIB is available in 18" and 36" lengths. They are made from a flexible chemical, heat and cold resistant Kapton® material containing a circuit with special carbon fiber ion emitters soldered into the circuit traces. This mechanism is engineered to deliver the highest level of ionization with the least amount of energy in the most compact size. **Designed for 3200 CFM or 8 tons.**

Perfect For

- Traditional Split Systems
- Ductless Mini Splits
- Heat Pump PTACs
- Ducted Modules
- Fan Coils



Features

- > 35 Million + and - Ions Per Foot/cc/sec
- Fold-To-Length Circuit
- Local LED Power Indication
- Integral Control Relay for BAS Interface
- Velcro® for Easy Installation
- Voltage Input 110VAC to 240VAC

GPS-NEMA4-OE

The GPS-NEMA4-OE is a NEMA 4X-rated fiberglass enclosure designed to house one GPS-iMOD power supply. The panel adds a superior finished look to any project while providing the required protection against foreign substances, such as water and dust, when power supplies are mounted in non-NEMA 1 rated environment.

COMPACT NPBI

GPS-FC-1™ / GPS-FC-2™

The GPS-FC series is designed to be mounted inside fan coils, heat pumps, PTACs, ductless mini-splits and air handlers up to **1,200 CFM or 3 tons**. Their compact size allows them to be mounted almost anywhere in just a few minutes.

Features

- > 25 Million + and – Ions Per cc/sec
- GPS-FC-1 Powered by 110 - 120 Volts AC
- GPS-FC-2 Powered by 208 – 240 Volts AC
- Carbon Fiber Brushes
- LED Operation Status
- Carbon Fiber Brush Emitters

GPS-FC-3-BAS™

The GPS-FC-3-BAS unit is designed to be mounted inside fan coils, heat pumps, PTACs, ductless mini-splits, and air handlers up to **3,200 CFM or 8 tons**. Its compact size and simple mounting requirements allow it to be quickly mounted almost anywhere.

Features

- > 170 Million + and – Ions Per cc/sec
- Powered by 24 Volts AC
- Carbon Fiber Brush Emitters
- BAS Alarm Contacts
- LED Operation Status

SENSORS & MEASUREMENTS

GPS-iMEASURE™

The GPS-iMEASURE is the first commercially available ion detector that can be permanently mounted in the space to measure ion levels in real time and report back to a BAS.

MONITOR IONIZATION LEVELS REMOTELY

- Auto Calibration/Auto Zero
- 0 – 1,000,000 Ions/cc

GPS-iMEASURE-D™

The GPS-iMEASURE-D ion detector is permanently mounted in the duct downstream of any GPS ionization device. It measures ion levels in real time and reports back to a BAS. It includes three sensitivity levels: 20,000/200,000/2,000,000 ions/cc/sec that can be set based on the application and in-duct location.

MONITOR IN-DUCT IONIZATION LEVELS

- 20,000 to 2M Ions/cc
- Input Voltage 12 to 24V AC or DC
- LED Operation Status

GPS-iDETECT-P™

The GPS-iDETECT-P is a plenum-mounted ionization detector that confirms the output from the GPS-iMOD. The GPS-iDETECT-P provides the ability to monitor ionization status in a plenum to confirm that the ionization equipment is working properly.

Features

- Universal Voltage Input
- 1,000 – 200,000,000 Ions/cc (+ or -)
- 0-100% Humidity

REDUCING THE SPREAD OF DISEASE
Through Better Indoor Air

GPS clears the air of particles faster

Particulate matter includes pollutants, dust, allergens, mold, bacteria – and viruses. GPS' technology constantly generates a high concentration of positively and negatively charged ions. These ions travel through the air continuously seeking out and attaching to particles. Larger by virtue of combination, they are more easily captured by the ventilation and filtration systems or become too heavy to remain suspended in the air.

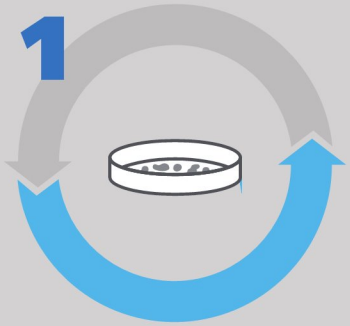
GPS Inactivates Pathogens

When ions come into contact with pathogens, they steal away hydrogen from the pathogens, reducing the infectivity of the virus.

GPS is Safe

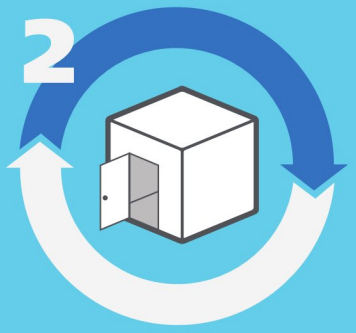
Our needlepoint bipolar ionization is OZONE free and safe to use across commercial, industrial and residential buildings. Traditional bipolar ionization systems produce harmful ozone as a byproduct.

SENSITIVITY TESTING



A petri dish containing a pathogen is placed underneath a laboratory hood, then monitored to assess the pathogen's reactivity to NPBI over time. This controlled environment allows for comparison across different types of pathogens.

SIMULATION TESTING



Counts of airborne pathogens are taken before and after aerosolizing them into a sealed, unoccupied laboratory environmental room installed with NPBI technology. The larger space more closely resembles a real-world environment.

Norovirus†

TIME IN CHAMBER **30 MINUTES**

RATE OF REDUCTION **93.5%**

† Surrogate for Norovirus, actual strain tested was Feline Calicivirus, ATCC VR-782, Strain F-9

ATS LABS

Tuberculosis

TIME IN CHAMBER **60 MINUTES**

RATE OF REDUCTION **69.0%**

EMSL

Human Coronavirus††

TIME IN CHAMBER **60 MINUTES**

RATE OF REDUCTION **90.0%**

†† Surrogate for Human Coronavirus SARS-CoV-2, actual strain tested was Human Coronavirus 229E

ALG

MRSA

TIME IN CHAMBER **30 MINUTES**

RATE OF REDUCTION **96.2%**

EMSL

Legionella

TIME IN CHAMBER **30 MINUTES**

RATE OF REDUCTION **99.7%**

EMSL

Staphylococcus

TIME IN CHAMBER **30 MINUTES**

RATE OF REDUCTION **96.2%**

EMSL

Clostridium Difficile

TIME IN CHAMBER **30 MINUTES**

RATE OF REDUCTION **86.8%**

EMSL

E.coli

TIME IN CHAMBER **15 MINUTES**

RATE OF REDUCTION **99.6%**

EMSL

***DISCLAIMER:** Global Plasma Solutions (GPS) uses multiple data points to formulate performance validation statements. GPS technology is used in a wide range of applications across diverse environmental conditions. Since locations will vary, clients should evaluate their individual application and environmental conditions when making an assessment regarding the technology's potential benefits.

The use of this technology is not intended to take the place of reasonable precautions to prevent the transmission of pathogens. It is important to comply with all applicable public health laws and guidelines issued by federal, state, and local governments and health authorities as well as official guidance published by the Centers for Disease Control and Prevention (CDC) (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html), including but not limited to social distancing, hand hygiene, cough etiquette, and the use of face masks.

GPS PRODUCT CHART

AUTO-CLEANING LINE	VOLTAGE	CFM RATING	IONS/cc/sec
GPS-FC24-AC	24-240 VAC	2,400	> 300 million
GPS-FC48-AC	24-240 VAC	4,800	> 400 million
GPS-DM48-AC	24-240 VAC	4,800	> 400 million
COMPACT LINE	**VOLTAGE**	**CFM RATING**	**IONS/cc/sec**
GPS-FC-1	110-120 VAC	1,200	> 25 million
GPS-FC-2	208-240 VAC	1,200	> 25 million
GPS-FC-3-BAS	24 VAC	3,200	> 170 million
BARS & STRIPS LINE	**VOLTAGE**	**CFM RATING**	**IONS/cc/sec**
GPS-iMOD	24-240 VAC	50-250 CFM/inch	> 140 million/in
GPS-iRIB-18	110-240 VAC	3,200	> 35 million/ft
GPS-iRIB-36	110-240 VAC	3,200	> 35 million/ft

GPS FACT: Aviation Application

GPS' technology is the only active air purification system that has been designed and approved to operate in commercial and private aircraft. Aviation applications require passing the stringent RTCA DO-160 test proving the technology does not generate EMF, line noise or interfere with the avionics in any way. This is important to note because GPS' technology is used in many healthcare applications and will not cause interference with the imaging equipment.

RTCA

DO-160

GPS®

GLOBAL PLASMA SOLUTIONS

Engineering Air for a Cleaner World™

980-279-5622

www.GlobalPlasmaSolutions.com

All technical information and advice given here are based on GPS previous experiences and/or test results. GPS gives this information to the best of its knowledge but assumes no legal responsibility. Customers are asked to check the suitability and usability in the specific application, since the performance of the product can only be judged when all necessary operating data are available. The above information is subject to change.

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AIHA®

Protecting Worker Health

Reopening: Guidance for General Office Settings

Guidance Document

aiha.org

Photo courtesy of Getty Images

Version 3 | May 26, 2020

Overview

Companies across all industries and sectors have been affected to some extent during the COVID-19 pandemic. Many were deemed "non-essential" in the United States (U.S.) by state and federal governments, resulting in employers halting operations and closing workplaces. The reopening of office workplaces should be conducted in a thorough manner accounting for several factors before employees are allowed to return. Employers in office settings should not only address preparing the workplace for operations to occur during a pandemic (e.g., enhanced disinfection measures), but also the indoor environmental quality (IEQ) of the workspace. For such businesses with indoor workplaces, IEQ is a concern for buildings that have been unoccupied and/or dormant for extended periods. Employers should also consider the comfort of employees as they return to work because they may be in a heightened state of concern. Putting in place thoughtful measures to ensure employees are well-positioned to transition back to work with minimal disruption is important.

With restrictions beginning to lift, employers are challenged with difficult questions pertaining to preparing the office to reduce the risk of COVID-19 transmission during operations and addressing IEQ concerns before reopening, such as:

- How can I prepare my employees for the heightened policy and guidelines now in place?
- How can I help alleviate stress and concern for employees while at work?
- What should I do to ensure that I am reducing the risk of transmission in common areas?
- How do I address items frequently used by employees (e.g., vending machines, coffee makers, ice machines, etc.)?
- Should I inspect the entire workplace before reopening?
- Should I run my HVAC system for a specific time period prior to reopening?
- How should I investigate odors?
- Should I wait after disinfecting before reopening?

Several measures can be taken to address COVID-19 and IEQ concerns before the workplace is fully reopened. Common approaches to addressing COVID-19 concerns also have the capacity to address IEQ concerns. In addition, IEQ concerns might also develop as operations resume. Therefore, preventative measures can be implemented to address issues that may arise from increased cleaning activities to address COVID-19 concerns. Lastly, all of this can be completed in a manner that allows for critical operations to be performed and reduce the risk of transmitting COVID-19 in the workplace.

This document offers practical guidance for ***employer*** *and* ***employee*** *led actions and in an office setting. It aims to address the key questions above by providing tips for 1)* ***workplace preparation****, 2)* ***workforce management*** *and 3)* ***employee readiness****.*

WORKPLACE: What should an Employer do to prepare their facility for reopening?

Employers should continually monitor international (World Health Organization), national (U.S. Centers for Disease Control and Prevention), state, and local guidelines for changes in recommendations, cleaning strategies, and other best management practices. For example, general guidelines regarding best practices for specific industries, worker hygiene, cleaning and disinfection, physical distancing, and employee wellness should be reviewed and addressed. Changes to best practices may have an impact on IEQ (e.g., changes in cleaning practices may lead to increased chemical emissions, resulting in a need for ventilation modifications). In

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addition to best practices, companies should consider a re-occupancy plan that includes a detailed response plan describing the actions to be taken if someone becomes ill with symptoms consistent with COVID-19 while at work.

Employers should also consider developing a team of professionals to monitor, assess, and implement new COVID-19 transmission risk mitigation strategies as they become available and consider how they relate to IEQ. Aspects to reopening an office that should be emphasized during the pandemic include: workplace configuration, conference rooms, lobby and common areas, kitchens, ventilation, and enhanced cleaning practices. All of these aspects, regardless of workplace sector or size, should be considered to ensure both worker safety and comfort when returning to work during a stressful time.

General Office Space Configuration

- Prior to re-occupancy, perform a detailed review of the configuration of your workspaces:
  - Consider eliminating reception seating areas and requesting that guests phone ahead or install a plastic partition at the reception area.
  - Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
  - Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
  - Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives. Examples include: touchless sensor water dispensers; requesting workers bring in their own water bottles/coffee mugs; providing individually wrapped snacks.
- Consider using signage to deter use of such amenities.
- If vending machines are used, provide and require cleaning and disinfectants to wipe down after each use.
  - Reduce tasks requiring large amounts of people to be in one area. Design work to reduce or eliminate trade stacking in the same area.
- Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Conference rooms that are used should be disinfected on a daily basis at minimum.
  - Disinfectant wipes or spray should be left in each conference room and employees should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.
- Consider limiting in-person meetings to 10 people or less, if virtual meetings are not feasible.
- If meetings are to occur in person, they should be conducted in a quick manner.
  - Lingering and socializing before and after meetings should be discouraged.

Lobby and Common Areas

- Common areas (e.g., lobby, security check-in) should be cleaned and disinfected on a daily basis at minimum.
- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.

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- Provide cleaning supplies for employees to utilize before/after they use common spaces and contact surfaces.
- Encourage staff not to linger or socialize in common areas.
- If physical distancing is not possible, then partitions can be placed between desks.

- Disinfect all surfaces and commonly touched equipment (e.g., check-in tablets).
- Employers and employees should not provide communal meals to employees, and should not make food available in common areas where employees may congregate.
- In buildings that offer cafeteria-style service or food courts, several protective measures should be implemented. Examples include: reduced capacity, staggered lunch schedules, pick-up only, removal of self-serve food items and dinnerware/drinkware, physical distancing, physical barriers, limiting the number of people who can sit together, enhanced disinfection and sanitization, and touchless payment options.
- At minimum, kitchen areas should be cleaned and disinfected on a daily basis.
- Kitchen equipment should also be cleaned on a routine basis:
  - Coffee machines, refrigerator handles, and the ice machine handles should be disinfected at least three times per day.
  - The outside of dishwashers should be cleaned at the beginning and end of each shift.
  - All silverware and dinnerware should be cleaned in the dishwasher. This helps ensure thorough cleaning and disinfection.
  - Silverware should be stored in a way so that adjacent silverware is not easily touched when a worker is retrieving a piece.
  - Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case.
  - Water/beverage faucets that require workers to operate them with their hands should also be disinfected three times per day.
  - If silverware and dishes cannot be kept clean and covered, disposable options are recommended.
- Congregating in kitchen areas should be discouraged.

Cafeterias

- Consider reducing occupant capacity during peak times, or stagger breakfast/lunch or dinner schedules when practical.
- Consider pick-up only when crowding cannot be managed or as an alternative to those who want to limit their time in the space.
- Remove self-serve food items. Remove hot and cold food bars with open food items and communal serving stations.
- Remove dinnerware/drinkware from communal spaces and only issue as needed.
- Replace communal condiments with single serving, individually wrapped items.
- Implement physical distancing by spacing out any queues, only allowing seating at every other table, or expanding the dining area to include more space.
- Consider implementing physical barriers in between seating.
- Limit the number of people who can sit together.
- Implement enhanced disinfection and sanitization measures both in the kitchen and dining areas.
- Consider adding touchless payment options and pre-ordering of food items.

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- Require gloves for all back of house (BOH) staff and ensure the gloves are changed per current industry standards.
- Although not necessary if hand-washing protocols are rigorously followed, consider providing gloves to servers.
  - If they are worn, they must be changed regularly and are not a substitution for handwashing.
- Require face coverings for BOH staff – type depends on local requirements and availability.
- Provide or encourage all other employees to wear face coverings and gloves, and to use hand sanitizer. **(NOTE: Homemade face coverings primarily protect others not yourself).**

NOTE: If an employer chooses to provide an N95 respirator, please fully consider all the potential OSHA requirements.

Restrooms

- Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible.
  - Place a trash can by the door if the door cannot be opened without touching the handle.
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled.
- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Place signs asking employees to wash hands before and after using the restroom.
- Provide paper towels in restrooms and disconnect or tape-off hand air dryers.
- Double efforts to keep bathrooms clean and properly disinfected.

Ventilation

- Ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system settings. Some ways to do this are:
  - Maximize fresh air through your ventilation system.
  - Ensure restroom is under negative pressure.
  - Ensure that the proper filtration is being used for not only normal office use but also what is recommended to control SARS-CoV-2 transmission.
  - Clean and disinfect all HVAC intakes and returns daily.
  - Consider seeking an HVAC professional and see ASHRAE updates for more information.
  - If fans such as pedestal, desk or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to another. **NOTE: A desk fan is capable of creating an airflow which can still have an effect on smaller droplets. While the droplets might not spread as far via a desk fan, depending on the office configuration and fan direction, they can still spread to nearby individuals.**
  - If fans are disabled or removed, employers should remain aware of, and take steps to prevent, heat hazards.

Enhanced Cleaning Practices

- Select appropriate disinfectants – consider effectiveness and safety.
  - The U.S. Environmental Protection Agency (EPA) has developed a list of products that meet EPA's criteria for use against SARS-CoV-2.
  - Review product labels and Safety Data Sheets and follow manufacturer specifications.
  - Consider consulting industrial hygiene experts if additional advice is needed.
- Establish a disinfection routine.

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- Ensure disinfection protocols follow product instructions for application and contact time.
- All contact surfaces should be disinfected regularly, including:
  - Individual workspaces between each shift.
  - Common area contact surfaces between each use. Examples of commonly touched surfaces in office settings include:
    - Door handles
    - Elevator buttons
    - Bathroom surfaces
    - Kitchen appliances and surfaces
    - Sign-in areas
    - Common office electronics (e.g., phone, printer, keyboard, mouse, and personal devices)
- Use disposable products when possible.
- If reusable products are used, ensure that these products are maintained, handled and cleaned per product instructions.
- Consider using a checklist or audit system to track when and how cleaning is conducted.

- Remove items and personal effects from surfaces to facilitate surface cleaning.
  - Request that occupants remove items from desks and other surfaces before leaving work each day.
  - Identify items with likely surface contact that are difficult to clean and remove or replace with alternatives.

Indoor Environmental Quality (IEQ) Considerations

Employers and business owners may find that they are having to deal with IEQ issues because workplaces have not been occupied or maintained in response to stay-at-home orders. AIHA has previously developed guidance for COVID-19-related building closures. As a major factor in employee comfort in office settings, IEQ issues are also an also discussed below.

Common IEQ issues include:

- Water damage
- Odors
- Pests and rodents
- Irritation from cleaners and disinfectants
- Employees feeling ill while at work
- Ensuring proper ventilation during the pandemic
- Varying pressures across workplace
- Humidity and temperature at an uncomfortable setting

Temperature and Humidity

- Ensure that temperature and humidity are set at range that are comfortable for most people. Some ways to do this are:
  - Maintain temperature at 68.5-75°F in the winter, and from 75-80.5°F in the summer.
  - Inspect windows and doors prior to reopening to ensure that leaks are not present.
  - Maintain relative humidity at 40-60%.
  - Ensure there is no standing water in the workplace.

Odors

- If odors are present prior to reopening, then facility management or a consultant should be contacted before investigating.
- If odors are noticed in a workplace where chemicals are stored, then a safety professional should be consulted.
- Common sources of odors can be due to:
  - P-traps in plumbing system
  - Carpet and furnishing off-gassing
  - Garbage/trash

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- Rodents and pests
- Water intrusion
- Refrigerator malfunction and drip pans
- Unattended plants
- Spoiled foods

Water Damage

- During workplace inspections, employers should ensure that water damage or standing water is not present. Signs of water damage include:
  - Stained ceiling tile
  - Bubbling paint
  - Carpet damage
  - Buckled floor
- Water damage can lead to mold growth that can contribute to adverse health effects if employees are exposed.
- If water damage is discovered, facilities management or a consultant should be contacted.
- If standing water is located, then water should be drained in a safe manner as soon as possible.
  - If the source of water is not obvious or located in a hazardous area, then facilities management or a consultant should be contacted.
- Areas where water intrusion may occur:
  - Behind sinks
  - Refrigerators
  - Ice machines
  - Vending machines
  - Centralized plumbing rooms
  - Toilets
  - Water fountains
  - Windows and doors
  - Crawlspaces

Waste

- Outdoor and indoor waste areas should be inspected to ensure that waste was removed prior to shut down and quarantine measures were implemented.
- If waste remained in or around the workplace during shutdown, then rodents, pests, and opportunistic microbes may be present.
  - Facilities management or a consultant should be notified to clean up infested waste while wearing the appropriate Personal Protective Equipment (PPE).
- If odors produced from waste are present, then it is recommended to either adjust ventilation accordingly or open window and doors.
- Employers should be aware the waste pickup schedules may be altered, delayed, or rescheduled during the pandemic response.
- Employers are discouraged from attempting to "cover up" odors using products that produce a fragrance as employees may have an adverse reaction upon exposure.

HVAC Maintenance

- Specific PPE for HVAC professionals and technicians depends on the exact task they are performing. HVAC professionals can be exposed to electrical hazards, chemical hazards, biological hazards, various respiratory risks, confined spaces, use of machine power tools, and general maintenance work. It is important to perform a Job Hazard Analysis prior to beginning the task.
- It is recommended that all maintenance workers working on ventilation systems wear a Tyvek jumpsuit (possibly with hood), eye protection (safety glasses or goggles), gloves, and an N95 respirator.
- Workers should be properly trained on all hazards associated with their tasks. They should be shown how to put on and take off suits and respirators

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without cross-contaminating themselves. They should be trained on cleaning and disinfecting protocols, as well as general HVAC training prior to starting any tasks.

- Additional resources for consideration:
  - National Air Duct Cleaners Associations (NADCA) provides HVAC cleaning system service guidance. OSHA provides *Legionella* control and prevention guidance as well as guidance on mold in the workplace.
  - For *Legionella*, OSHA provides PPE recommendations for routine maintenance, cleaning, and disinfection of HVAC systems. OSHA provides a guide to mold in the workplace.

WORKFORCE: What should an Employer do to prepare their employees for reopening?

During the reopening process, employers should also consider how they will prepare their workforce. Aspects such as communication, training, and employee comfort are important to have in mind during development of the reopening plan to address employee.

Communication

- Adopt a communication policy that emphasizes transparency that is customized to your organization.
  - Communicate to employees what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
  - Establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback as it relates to IEQ.
  - Ensure that supplemental information on cleaning and disinfectant products are included in organization's hazard communication (HAZCOM) training.
- Communicate that employers may limit office hours and close-off or prohibit public access if needed.
- Employers should explore work-from-home options, staggering work shift/hours, and other flexible approaches for employees.
- If the workplace is located in a multi-tenant location, consider establishing a communication pathway with other tenants to inform of confirmed COVID-19 cases present in the building.
  - Tenants should also communicate IEQ concerns and response with one another to ensure all systems are in agreement and balanced (e.g., HVAC systems can be shared by multiple tenants, therefore adjusting the system in one area may have negative effects in another area).
- Platforms for communicating with employees could include emails, texts, automated phone calls, texts, websites, and signage.

Training

- Employers should notify employees of new workplace policies and changes prior to reopening and upon resuming operations.
- Train employees on new or modified working schedules, how they can stay up to date on new scheduling requirements, and how to make requests for schedule changes if a need arises.
- Employees should receive, at minimum, awareness training on cleaning and disinfection products used in the workplace following OSHA Hazard Communication Standards. For employees who will use disinfectants and cleaners, training should also include proper use, PPE, disposal and all precautionary measures
- Health checks and reporting requirements of individuals infected with COVID-19 should be explained to employees prior to reopening and again once operations have resumed
  - Employees should evaluate their health constantly; if they are sick, have a fever, symptoms,

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or someone at home is sick then they should remain home. **NOTE: Employer HR Policies, HIPAA guidelines and other laws should be followed at all times.**

- At minimum, employees should wash their hands upon arrival to work, after touching their face or mask or any common contact surfaces, and when leaving work.
- If employees get the urge to sneeze or cough, they should cover their nose, mouth, and mask with a towel or handkerchief.
- Employees should wash their hands and face thoroughly immediately after.
- Other Control Measures
  - If 6 ft physical distance cannot be maintained or in accordance with any local, state or federal guidelines, provide or encourage employees to wear face coverings, gloves, shoe covers and use hand sanitizer. **(NOTE: Homemade face coverings primarily protect others not yourself).**

    NOTE: If an employer chooses to provide an N95 respirator, please fully consider all the potential OSHA requirements.

Employee Comfort

- Prior to reopening, consider flexible work schedules, work from home options, and anticipate a hesitant and potentially uncomfortable workforce.
- Ensure that the workspace is welcoming and well-prepared for employee occupancy.
- All aspects described above should be addressed prior to reopening and on a routine basis after the returning to work.
- Ensuring employee comfort helps instill confidence in management and employer during a stressful time.
- Management and leadership are encouraged to continuously check-in with employees to ensure that all concerns are heard, understood, and addressed (see Communication section above).
- Ensure all protective measures and supplies are available prior to occupancy (e.g., demarcate floors that have access to the public, rearrange office layout to increase distance between employees, provide adequate hand washing/hand sanitizer supplies, etc.).
  - Employee awareness of preparation measures and supplies contributes directly to the comfort employees can experience in the workplace.

EMPLOYEES: What should an Employee do to prepare to go back to the office?

- Ask employers of new workplace policies, training and other changes related to all of the above topics.
- Evaluate your health constantly; if you are sick, have a fever, symptoms, or someone at home is sick then you should remain home. **NOTE: Employer HR Policies, HIPAA guidelines and other laws should be followed at all times.**
- At minimum, you should wash your hands upon arrival to work, after touching your face or face covering, any common contact surfaces and when leaving work.
  - If you get the urge to sneeze or cough, you should cover your nose, mouth, and mask with a towel or handkerchief.
  - You should wash your hands and face thoroughly immediately after sneezing or coughing.
- Other Control Measures
  - At all times, wear a face covering or something better if you have it.
  - Let your employer know if you have concerns about the PPE that may be provided to you and that you are properly instructed on how to use it.
- If you are using the office cafeteria, please consider:

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- Use take-out/pick-up services where you can.
- Wear a face covering as you enter and leave the building.
- Wash your hands before and after you leave the cafeteria if possible. If not, use hand sanitizer when you sit down and before you leave the building.
- Maintain a distance of at least 6 feet from other customers and employees when waiting for a table and when walking throughout the cafeteria to the extent possible.
- Attempt to delay the urge to sneeze or cough if possible; carry a disposable towel or handkerchief towel, so if you get the urge to sneeze or cough, cover your nose, mouth and mask with it and then, attempt to delay the urge to sneeze or cough, immediately leave the premises to wash your hands and face thoroughly before seating back down.

Resources

- Building Owners & Managers Association International (BOMA).
- EPA has developed a list of disinfectants for use against SARS-CoV-2.
- ASHRAE has a list of COVID-19 resources for addressing HVAC challenges in workplaces during the pandemic.
- OSHA provides resources discussing IAQ and related topics for workplaces.
- NIOSH provides a centralized resource for discussions around IEQ in the workplace.
- AIHA's Indoor Environmental Quality Committee developed these guidance documents about reopening and cleaning buildings after closures due to COVID-19: Recovering from COVID-19 Building Closures and Workplace Cleaning for COVID-19.

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About Occupational Health and Safety Professionals

Occupational health and safety (OHS) professionals (also known as industrial hygienists) practice the science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause workers' injury or illness. Through a continuous improvement cycle of planning, doing, checking and acting, OHS professionals make sure workplaces are healthy and safe.

Get additional resources at AIHA's Coronavirus Outbreak Resource Center.

Find a qualified industrial hygiene and OEHS professionals near you in our Consultants Listing.

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Periodically scan this QR Code to check if any new versions of AIHA's guidance documents have been posted, as well as to find guidance documents for other businesses and industries.

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AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5551 (Travis)

Date:
September 15, 2020

Department:
Information Services

Attachments:
Resolution 5551

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

Administrative Recommendation:

City Council to adopt Resolution No. 5551.

Background Summary:

IT is entering into an agreement with Ednetics, a proven, local company for professional services to assist with network monitoring and support. This agreement will be an extension of the IT team to assist in emergency and highly specific situations as it relates to networking and infrastructure thought the City of Auburn's technology enterprise.

Reviewed by Council Committees:

Councilmember:

Staff: Travis

Meeting Date: September 21, 2020

Item Number: RES.D

RESOLUTION NO. 5551

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 EDNETICS NETWORK FOR MANAGED NETWORK SERVICES

WHEREAS, the City of Auburn has a need for additional management and monitoring of network services to eliminate a single point of failure allowing for more resources to keep the entire enterprise operational in excess of what the City's staffing level can provide; and

WHEREAS, Ednetics Network can provide those services for the City, and is willing to do so at a cost and under terms acceptable to the City.

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

Section 1. The Mayor is hereby authorized to execute an Agreement for Services between the City and Ednetics Network for management and monitoring of switched network services, which Agreement shall be in substantial conformity with the Agreement attached hereto as Appendix I (together with its Exhibits) and incorporated herein by this reference.

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

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

Dated and Signed this _____ day of _____, 2020.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5552 (Faber)

Date:
September 16, 2020

Department:
Parks/Art and Recreation

Attachments:
Resolution No. 5552
Bridge Configuration
Location Map

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

Administrative Recommendation:

City Council to adopt Resolution No. 5552.

Background Summary:

On May 18 City Council adopted Resolution 5521 authorizing the grant submission for White River Trail Pedestrian Bridge Connection. Since then, the Recreation Conservation Office (RCO) has requested minor modifications to the grant conditions. The adoption of the additional provisions will not impact the grant application or project. The new provisions are denoted in Resolution 5552.

Reviewed by Council Committees:

Councilmember:

Staff: Faber

Meeting Date: September 21, 2020

Item Number: RES.E

RESOLUTION NO. 5552

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING APPLICATION SUBMISSION FOR GRANT FUNDING ASSISTANCE FOR THE WHITE RIVER TRAIL PEDESTRIAN BRIDGE TRAIL CONNECTION PROJECT TO THE RECREATION AND CONSERVATION FUNDING BOARD AS PROVIDED IN 79A.25 RCW, WAC 286, AND OTHER APPLICABLE AUTHORITIES

WHEREAS, the White River Trail Pedestrian Bridge Trail Connection project will tie both ends of the bridge into approximately 5 miles of existing trails at Game Farm Park; and; and

WHEREAS, the Washington State Recreation and Conservation Office (RCO) provides grant funding to protect and improve the state's natural and outdoor recreation resources; and

WHEREAS, on May 18, 2020 the Auburn City Council adopted Resolution 5521 that authorized the City to apply for a Recreation and Conservation grant for the White River Trail Pedestrian Bridge Trail Connection project; and

WHEREAS, the Recreation and Conservation Office has since requested that the City adopt additional grant conditions that concern land acquisition projects, projects involving property not owned by the applicant, and an applicant applying for grants from certain other grant sources; and revision of the grant agreement prior to its execution; and

WHEREAS, adoption of the first three additional provisions will not impact the City's grant application or the project as the White River Bridge Trail Connection project

does not require land acquisition, it concerns land owned by the city, and the city is not applying for grants from any of the named sources; and;

WHEREAS, the fourth additional provision is stated in the last sentence of section 3 of the attached Exhibit A; and

WHEREAS, Exhibit A is a template resolution provided by the Recreation and Conservation Office to grant applicants.

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

Section 1. The Mayor, or the Mayor's designee, is authorized to execute and submit an Applicant Resolution/Authorization to the State of Washington Recreation and Conservation Office for grant assistance related to the White River Trail Pedestrian Bridge Trail Connection project, which application/authorization shall be in substantial conformity with Exhibit A incorporated by this reference.

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation, including but not limited to, negotiating agreements and executing documents related to the White River Trail Pedestrian Bridge Trail Connection project.

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

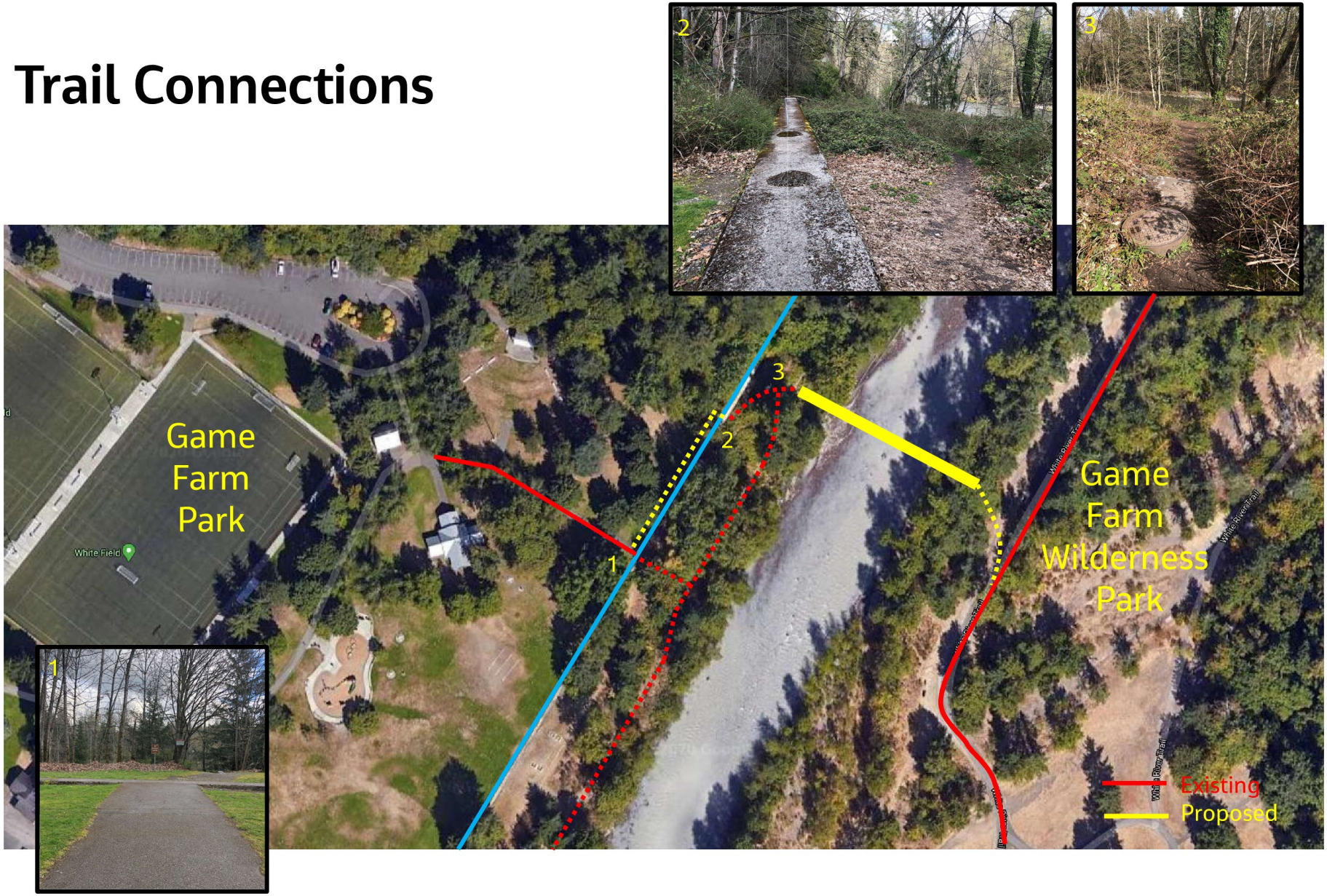
ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Trail Connections



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WHITE RIVER PEDESTRIAN BRIDGE

Printed Date: 5/12/2020

Map Created by City of Auburn eGIS

Imagery Date: May 2015

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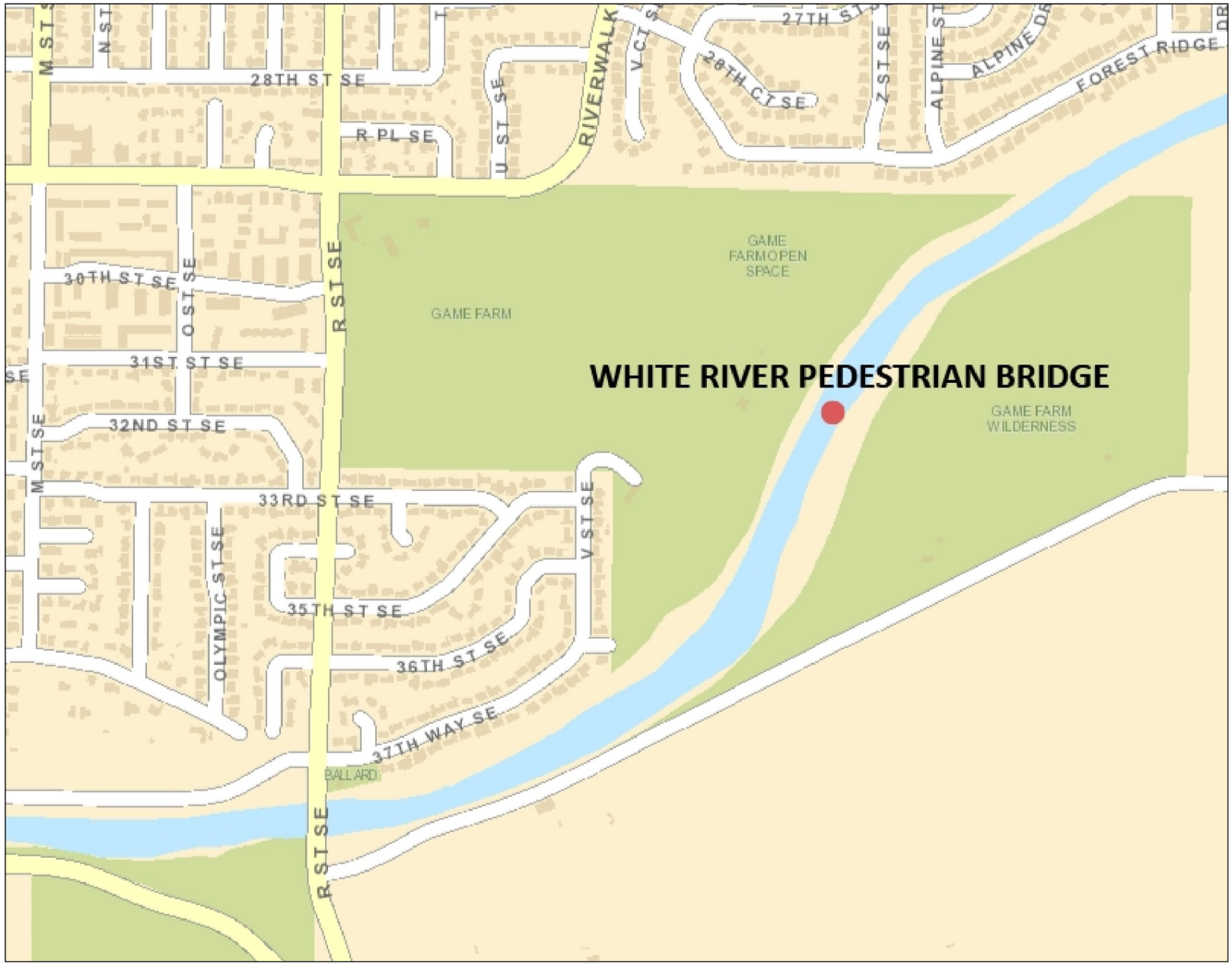


1,333.3 0 666.7 1,333.3 Feet

NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 667 ft 1: 8,000

Legend

Street Painted Lines_1k

- Airport
- Bike Lane
- Bike Lane Symbol
- Crosswalk
- Dashed Dividng Line
- Directional Symbols
- Fog Line
- Parking
- HOV Lane
- HOV Symbol
- On Street Parking
- Painted Road Line
- Railroad Crossing
- Solid Dividing Line
- Stop Line

- Trees_1k
- Buildings
- BuildingsRep
- Curbs_1k
- Parking_1k
- Driveways_1k
- Streets_1k
- Streets County_1k
- Street Surface_1k
- Sidewalks

Notes

Type any additional notes- delete text to leave blank

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5553 (Faber)

Date:
September 16, 2020

Department:
Parks/Art and Recreation

Attachments:
Resolution No. 5553
Location Map
Park Design

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

Administrative Recommendation:

City Council to adopt Resolution No. 5553.

Background Summary:

On May 14 City Council approved Resolution 5522 that authorized the City of apply for a Recreation and Conservation grant for the Jacobson Tree Farm site. The RCO has since requested that the City adopt additional grant conditions that concern land acquisition projects, projects involving property not owned by the applicant and projects applying for grants in certain other grant categories. None of the new provisions will impact the grant application or the project.

Reviewed by Council Committees:

Councilmember:

Staff: Faber

Meeting Date: September 21, 2020

Item Number: RES.F

RESOLUTION NO. 5553

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING APPLICATION SUBMISSION FOR GRANT FUNDING ASSISTANCE FOR THE JACOBSEN TREE FARM PARK DEVELOPMENT PROJECT TO THE RECREATION AND CONSERVATION FUNDING BOARD AS PROVIDED IN 79A.25 RCW, WAC 286, AND OTHER APPLICABLE AUTHORITIES

WHEREAS, the City of Auburn seeks grant funding assistance managed through the State of Washington Recreation and Conservation Office for the City's Jacobsen Tree Farm Park development project; and

WHEREAS, the Jacobsen Tree Farm Park Development project will install a new lawn, a playground, restrooms, a dog park, improved access and parking, and associated infrastructure to the park; and

WHEREAS, on May 18, 2020 the Auburn City Council adopted Resolution 5522 that authorized the City to apply for a Recreation and Conservation grant for the Jacobsen Tree Farm Pak development project; and

WHEREAS, the Recreation and Conservation Office has since requested that the City adopt additional grant conditions that concern land acquisition projects, projects involving property not owned by the applicant, projects applying for grants from certain other grant sources, and revision of the grant agreement prior to its execution; and

WHEREAS, adoption of the first three additional provisions will not impact the City's grant application or the project as the Jacobsen Tree Farm Park development project does not require land acquisition, it concerns land owned by the city, and the city is not applying for grants from any of the named sources; and

WHEREAS, the fourth additional provision is stated in the last sentence of section 3 of the attached Exhibit A; and

WHEREAS, Exhibit A is a template resolution provided by the Recreation and Conservation Office to grant applicants.

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

Section 1. The Mayor, or the Mayor's designee, is authorized to execute and submit an Applicant Resolution/Authorization to the State of Washington Recreation and Conservation Office for grant assistance related to the Jacobsen Tree Farm Park development project, which application/authorization shall be in substantial conformity with Exhibit A incorporated by this reference.

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation, including but not limited to, negotiating agreements and executing documents related to the Jacobsen Tre Farm Park development project.

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

Dated and Signed: _____

CITY OF AUBURN

_____

NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

JACOBSEN TREE FARM

Printed Date: 5/12/2020

Map Created by City of Auburn eGIS

Imagery Date: May 2015

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

Legend

- Street Painted Lines_1k
  - Airport
  - Bike Lane
  - Bike Lane Symbol
  - Crosswalk
  - Dashed Dividng Line
  - Directional Symbols
  - Fog Line
  - Parking
  - HOV Lane
  - HOV Symbol
  - On Street Parking
  - Painted Road Line
  - Railroad Crossing
  - Solid Dividing Line
  - Stop Line
- Trees_1k
- Buildings
- BuildingsRep
- Curbs_1k
- Parking_1k
- Driveways_1k
- Streets_1k
- Streets County_1k
- Street Surface_1k
- Sidewalks

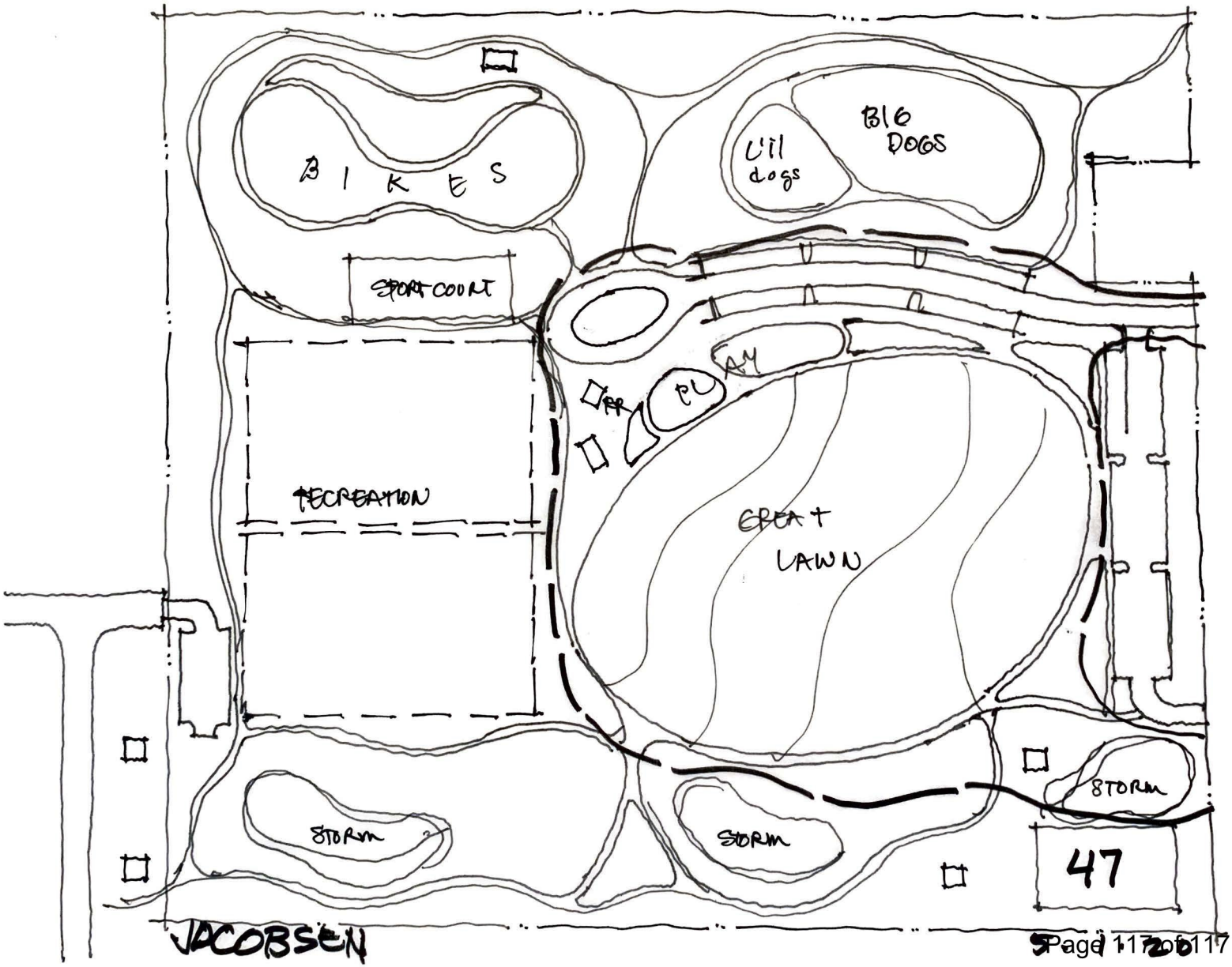
Notes

Type any additional notes- delete text to leave blank

2,666.7 0 1,333.3 2,666.7 Feet

NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 1,333 ft 1: 16,000


BIKES
SPORT COURT
RECREATION
Lil dogs
BIG DOGS
PLAY
PL
RR
GREAT LAWN
STORM
STORM
STORM
47
JACOBSEN