	City Council Meeting **August 18, 2014 - 7:30 PM** **Auburn City Hall** **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**

A. **Flag Salute**

B. **Roll Call**

C. **Announcements, Appointments, and Presentations**

D. **Agenda Modifications**

II. **CITIZEN INPUT, PUBLIC HEARINGS & CORRESPONDENCE**

A. **Public Hearings**
No public hearing is scheduled for this evening.

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

C. **Correspondence**
There is no correspondence for Council review.

III. **COUNCIL COMMITTEE REPORTS**

A. **Municipal Services**

1. **August 11, 2014 Minutes* (Peloza)**

B. **Planning & Community Development**

C. **Public Works**

1. **August 4, 2014 Minutes* (Osborne)**

D. **Finance**

1. **August 4, 2014 Minutes* (Wales)**

E. **Les Gove Community Campus**

1. August 14, 2014 Meeting (Wagner)

F. **Council Operations Committee**

1. August 11, 2014 Meeting (Wagner)

G. **Junior City Council**

1. August 18, 2014 Meeting (Wagner)

IV. 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 4, 2014 Regular City Council Meeting***

B. **Minutes of the July 9, 2014 Special City Council Meeting***

C. **Claims Vouchers (Wales/Coleman)**
Claims voucher numbers 430043 through 430216 in the amount of $4,216,047.01 and four wire transfers in the amount of $2,595.93 and dated August 18, 2014.

D. **Payroll Vouchers (Wales/Coleman)**
Payroll check numbers 534883 through 534919 in the amount of $837,910.67 and electronic deposit transmissions in the amount of $1,331,476.52 for a grand total of $2,169,387.19 for the period covering July 31, 2014 to August 13, 2014.

E. **Call for Public Hearing on Preliminary 2015-2016 Biennial Budget (Wales/Coleman)**
City Council to call for a public hearing to be held September 15, 2014 to receive public comments and suggestions with regard to development of the preliminary 2015-2016 Biennial Budget, including revenue estimates and possible increases in property taxes.

F. **Public Works Project No. CP1322* (Osborne/Snyder)**
City Council grant permission to advertise Project No. CP1322, Annual Traffic Signal Improvements.

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

V. UNFINISHED BUSINESS

There is no unfinished business.

VI. NEW BUSINESS

There is no new business.

VII. ORDINANCES

A. **Ordinance No. 6527* (Wales/Roscoe)**
An Ordinance of the City Council of the City of Auburn, Washington, including the Mayor in the City's Management Leave Program

(RECOMMENDED ACTION**: **City Council introduce and adopt Ordinance No. 6527.)

B. **Ordinance No. 6528* (Wagner/Heid)**
An Ordinance of the City Council of the City of Auburn, Washington, amending Chapter 3.10 of the City Code relating to the contracting authority of the Mayor and administrative staff

(RECOMMENDED ACTION: City Council introduce and adopt Ordinance No. 6528.)

VIII. **RESOLUTIONS**

A. **Resolution No. 5089* (Peloza/Tiedeman)**
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 Comcast Enterprise Services for communications services

(RECOMMENDED ACTION: City Council adopt Resolution No. 5089.)

B. **Resolution No. 5091* (Wagner/Snyder)**
A Resolution of the City Council of the City of Auburn, Washington, supporting a new Youth/Teen Center and Community Center

(RECOMMENDED ACTION: City Council adopt Resolution No. 5091.)

IX. **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**

X. **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.

*Denotes attachments included in the agenda packet.

AGENDA BILL APPROVAL FORM

Agenda Subject:
August 11, 2014 Minutes

Date:
August 14, 2014

Department:
Police

Attachments:
August 11, 2014 Minutes

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember: Peloza

Staff:

Meeting Date: August 18, 2014

Item Number: MS.1

CITY OF AUBURN WASHINGTON	**Municipal Services Committee** **August 11, 2014 - 3:30 PM** **City Hall Conference Room 3** **MINUTES**

I. CALL TO ORDER

Chair Peloza called the meeting to order at 3:30 p.m. in Conference Room 3 of City Hall, 25 West Main Street, Auburn, WA.

A. Roll Call

Members present: Chair Bill Peloza, Vice Chair Wayne Osborne and Member Claude DaCorsi.

Staff present: Mayor Nancy Backus, Assistant Chief of Police Bill Pierson, Innovation & Technology Director Ron Tiedeman, Community Development and Public Works Director Kevin Snyder, Public Works Assistant Director Randy Bailey, Human Resources and Risk Management Director Rob Roscoe, City Attorney Dan Heid, Finance Director Shelley Coleman, Parks, Arts & Recreation Director Daryl Faber and Police Secretary/Scribe Heather Shaw.

Others present: Auburn Reporter representative Robert Whale, Auburn Valley Humane Society President Don Edwards and Auburn Valley Humane Society Executive Director Phil Morgan.

B. Announcements

C. Agenda Modifications

II. CONSENT AGENDA

A. July 28, 2014 Minutes

Vice Chair Osborne moved to accept the Minutes as presented. Member DaCorsi seconded. Chair Peloza concurred.

MOTION PASSED: 3-0

III. ACTION

A. Resolution No. 5089 - Data Service Change (Tiedeman)

Innovation & Technology Director Ron Tiedeman briefed the committee on Resolution No. 5089 which authorizes the Mayor to execute a five year contract with Comcast for phone and internet data services. The city's current data and internet services are provided by 3 service providers, all of which have contracts that are expiring in 2014. Through a competitive bidding process, Comcast came back with a significant upgrade proposal including 50 MB of internet service at City Hall with a redundant 20 MB at the Police Department and an upgrade of phone services. Thus making it three to four times faster than previous services provided. New service costs will be an approximate annual increase of $10,000.00 per year due to adding the airport and police department, though the proposed services provided are increased over what is currently provided. Additionally, there was a considerable amount of savings found through auditing our current records and services. This additional service cost is offset due to additional service cancellations estimating that we will cut even despite the new service add-ons. Services to be provided at the airport would be a minimum of 5 phones to start with as well as 20 MB of internet service. Member DaCorsi inquired about the amount of time provided in the agreement to review and discuss revisions prior to invoice notice of changes. Director Tiedeman added that the original agreement stated that the city would have thirty calendar days from the invoice notice to provide Comcast with written notice that the revisions made would adversely the city as their customer. That has since been changed to sixty days to allow additional time for the city to review and notify Comcast as necessary.

Vice Chair Osborne moved to forward Resolution No. 5089 to full Council for consideration. Member DaCorsi seconded. Chair Peloza concurred.

MOTION PASSED: 3-0

IV. DISCUSSION ITEMS

A. Animal Control - City Codes (Lee)

Assistant Chief of Police, Bill Pierson provided the current animal control codes and proposed revisions for discussion and review as requested by the committee. Committee discussion followed where specific sections of the current code were identified with proposed changes throughout their review. Chair Peloza posed questions regarding code section 6.35.020 which led to additional discussion pertaining to dangerous dog licensing and registration as well as how many dangerous dogs are registered within the city. City Attorney Dan Heid offered to provide that information at the next municipal services meeting. Vice Chair Osborne inquired as to what caused the request for revisions within the current code. Assistant Chief Pierson informed the committee that the police department identified portions of the process that needed to be cleaned up to ensure that a proper process was in place in moving forward that clearly outlined what the city’s due process is. Additional committee discussion followed while reviewing the proposed revisions to the code. The committee reviewed the proposed revisions to city code 6.01.070(b). The language and timelines were addressed and it was decided that additional changes were needed to be made by the city attorney to clarify the code further.

B. Shopping Carts (Bailey)

Assistant Director of Public Works, Randy Bailey, updated the committee on the shopping cart program costs by providing a breakdown of invoice collection and subsequent costs incurred by the city. Chair Peloza suggested that the committee make an agenda item for the next council meeting to disband the shopping cart program. Mayor Backus recommended that the motion be addressed at the next municipal services meeting so that the committee can review the current ordinance.

C. Cemetery Update (Faber)

Parks, Arts and Recreation Director, Daryl Faber provided an update on the cemetery including a second quarter status. Faber reports that there was an operating loss of $27, 980.00 compared to an operating loss of $3,089.00 for the previous year. Additionally, year to date services provided have increased from 109 in 2013 to 116 in 2014. Cremations have outnumbered burials and staff is watching the trend to ensure that they price burial lots appropriately as burials bring in more revenue than cremations. Director Faber also mentioned that they are working with city department, planning and public works to determine whether two decommissioned wells could be used for irrigation purposes to save money to the city on the cemetery's water bill.

D. Pet Licensing Program/AVHS Board Review (Coleman)

Finance Director Shelley Coleman reported that pet license sales are slightly ahead of where we were year to date last year though it does not appear that we will meet the 2014 budget goal of $240,000.00. Chair Peloza addressed that the city is not getting the impact from the veterinary clinics as they previously thought they would. In response, Auburn Valley Humane Society's Executive Director, Phil Morgan mentioned that many local veterinary clinics are struggling with King County's push to have animals vaccinated for rabies. Committee discussion followed regarding additional suggestions on how to raise awareness and provide additional promotions for pet licensing.

E. 200-62 Vacation Leave Policy Revision (Roscoe)
Policy 200-62

Human Resources and Risk Management Director Rob Roscoe reported on the vacation leave policy proposed revisions to include the mayor in with the department heads to the policy.

F. Project Matrix

The following updates were identified for the Project Matrix:

Item 24P: Review date changed to 05/2015.
Item 31P: Review date changed to 10/27/2014.
Item 31: Review date changed to 08/25/2014.
Item 61: Review date changed to 10/27/2014.

V. ADJOURNMENT

The meeting was adjourned at 5:16 p.m. The next regular meeting of the Municipal Services Committee is scheduled for Monday, August 25, 2014 at 3:30 p.m. in Conference Room 3 of City Hall, 25 West Main Street, Auburn, WA.

Signed this __________ day of August, 2014.

____________________	____________________________
Bill Peloza, Chair	Heather Shaw, Police Secretary/Scribe

AGENDA BILL APPROVAL FORM

Agenda Subject:
August 4, 2014 Minutes

Date:
August 12, 2014

Department:
Public Works

Attachments:
Draft Minutes

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

See attached draft minutes.

Reviewed by Council Committees:

Public Works

Councilmember: Osborne

Staff:

Meeting Date: August 18, 2014

Item Number: PW.1

CITY OF AUBURN WASHINGTON	**Public Works Committee** **August 4, 2014 - 3:30 PM** **Annex Conference Room 2** **MINUTES**

I. CALL TO ORDER

Chairman Wayne Osborne called the meeting to order at 3:30 p.m. in Conference Room #2, located on the second floor of Auburn City Hall, One East Main Street, Auburn, Washington.

A. Roll Call

Chairman Wayne Osborne, Vice-Chair Bill Peloza, and Member Claude DaCorsi were present. Also present during the meeting were: Mayor Nancy Backus, Community Development & Public Works Director Kevin Snyder, Assistant Director of Engineering/City Engineer Ingrid Gaub, Assistant Director of Public Works Operations Randy Bailey, Assistant City Engineer Jacob Sweeting, Acting Utilities Engineer Susan Fenhaus, Transportation Manager Pablo Para, Planning & Design Services Manager Elizabeth Chamberlain, Project Engineer Kim Truong, Capital Projects Manager Ryan Vondrak, Engineering Aide Mund, Traffic Engineer James Webb and Public Works Secretary Molly Mendez.

B. Announcements

There were no announcements.

C. Agenda Modifications

There was one agenda modification, removing Discussion Item B, Status Update of Resolution No. 5003, from the agenda.

II. CONSENT AGENDA

A. Approval of Minutes
Public Works Committee to approve the minutes of the July 21, 2014 Public Works Committee meeting

It was moved by Vice-Chair Peloza, seconded by Member DaCorsi, that the Committee approve the Public Works Committee Meeting minutes for date, July 21, 2014.

Motion carried 3-0.

III. ACTION

A. Public Works Project No. CP1120 (Truong)
Approve Final Pay Estimate No. 8 to Contract No. 13-07 in the amount of $4,615.77 and accept construction of Project No. CP1120, Lea Hill Safe Routes to School Improvements

Project Engineer Truong informed the Committee that the City portion of the project has been completed.

There were no questions from the Committee.

It was moved by Vice-Chair Peloza, seconded by Member DaCorsi, that the Committee approve Final Pay Estimate No. 8 to Contract No. 13-07 in the amount of $4,615.77 and accept construction of Project No. CP1120, Lea Hill Safe Routes to School Improvements.

Motion carried 3-0.

B. Resolution No. 5088 (Sweeting)
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 Burlington Northern Santa Fe Railway relating to the 37th and B Street Northwest Pre-Signal Project

Assistant City Engineer Sweeting provided a brief background summary of Resolution No 5088.

Assistant City Engineer Sweeting responded to a question asked by Member DaCorsi regarding what the word incidental entails on page 26 of the packet.

It was moved by Vice-Chair Peloza, seconded by Member DaCorsi, that the Committee adopt Resolution No. 5088.

Motion carried 3-0.

C. Public Works Project No. C201A (Vondrak)
Approve Final Pay Estimate No. 25 to Contract No. 11-01 in the amount of $57,974.43 and accept construction of Project No. C201A M Street SE Grade Separation (Underpass)

Capital Projects Manager Vondrak answered a question asked by Vice-Chair Peloza regarding the change orders associated with this project.

It was moved by Vice-Chair Peloza, seconded by Member DaCorsi, that the Committee approve Final Pay Estimate No. 25 to Contract No. 11-01 in the amount of $57,974.43 and accept construction of Project No. C201A M Street SE Grade Separation (Underpass).

Motion carried 3-0.

IV. DISCUSSION ITEMS

A. Code Enforcement Abatement Action (Tate)
Council authorization to initiate an abatement action for six (6) residential properties.

Planning & Design Services Manager Chamberlain provided a brief overview of this item.

There were no questions from the Committee.

B. Status Update of Resolution No. 5003 (Snyder/Jones)
Staff to brief and present the anticipated schedule and next steps for implementation of Resolution No. 5003; a Remedial Action Grant Agreement with the State Department of Ecology.

Discussion Item B was removed from the agenda.

C. Agreement for Services - Comprehensive Plan Update (Chamberlain)
Agreement for services with Berk Consulting to assist the City with updating the Housing Element of the Comprehensive Plan.

Planning & Design Services Manager Chamberlain provided background information pertaining to this item.

Vice-Chair Peloza requested to have ".00" added throughout agreement AG-C-452. Planning & Design Services Manager Chamberlain will revise as requested.

Member DaCorsi made comments regarding affordable housing.

D. Ordinance No. 6526 (Chamberlain)
An Ordinance of the City Council of the City of Auburn, Washington, amending Section 19.04.070 of the Auburn City Code relating to traffic impact fee exemptions.

Planning & Design Services Manager Chamberlain explained Ordinance No. 6526.

Planning & Design Services Manager Chamberlain clarified that Trek will be market rate apartments with retail on the first floor following a question asked by Vice-Chair Peloza.

E. Fulmer Field Briefing (Fenhaus)

Acting Utilities Engineer Fenhaus explained this is an update to a prior discussion with the Committee last fall.

In response to a question asked by Chairman Osborne, Acting Utilities Engineer Fenhaus explained the testing process for Wells 2 and 6.

There was a brief discussion regarding the existing 1000 gpm temporary pump as it showed evidence of corrosion.

Acting Utilities Engineer Fenhaus responded to a question asked by Chairman Osborne regarding Tacoma Water Wholesale Agreements.

Responding to a question asked by Chairman Osborne, Acting Utilities Engineer Fenhaus indicated there have not been any problems meeting the water demand this summer.

F. Right-of-Way Vacation Compensation Policy (Para)

Transportation Manager Para provided a brief overview of the current and proposed Street Vacation Policy.

Assistant Director of Engineering/City Engineer Gaub responded to a question asked by Chairman Osborne regarding the water, sewer and storm lines.

Community Development & Public Works Director Snyder added that this is the only jurisdiction he has worked in that does not charge for Right of Way Vacations.

There was a discussion regarding the word dedicated following a comment from Vice-Chair Peloza.

Transportation Manager Para and Assistant Director of Engineering/City Engineer Gaub responded to a question asked by Member DaCorsi regarding the last sentence on the read-ahead which states "reduces the potential issues related to a perception of gifting of public funds".

Committee concurred with staff’s proposed policy.

G. Capital Project Status Report (Sweeting)

<u>Item 8 – CP1024 – AWS and M Street SE Intersection Improvements:</u>
Assistant City Engineer Sweeting provided a status update following a question asked by Vice-Chair Peloza.

<u>Items 24 and 25 – CP1118 – Auburn Way South Pedestrian Improvements – Dogwood to Fir Street and CP1119 Auburn Way South Corridor Improvements – Fir St. SE to Hemlock St. SE:</u>
Chairman Osborne requested a briefing on these projects at the previous Public Works Committee meeting. Assistant City Engineer Sweeting explained the projects are currently in the process of right of way acquisitions. Sweeting mentioned the design issues have been resolved with the Muckleshoot Indian Tribe.

Assistant City Engineer Sweeting responded to a question asked by Chairman Osborne regarding the status of additional property acquisitions.

There was a discussion regarding the design of the pedestrian crossing.

H. Significant Infrastructure Projects by Others - Public Works Status Report (Gaub)

There were no questions from the Committee.

I. Action Tracking Matrix (Gaub)

Vice-Chairman Peloza recommended item F, 105th Street Sewer Odor be removed as there are no current issues with this item. Chairman Osborne verified with Assistant Director of Public Works Operations Bailey that there are no new reports. There was a Committee consensus to remove Item F from the Action Tracking Matrix.

V. ADJOURNMENT

There being no further business to come before the Public Works Committee, the meeting was adjourned at 4:25 p.m. Approved this 18th day of August, 2014.

______________________	______________________
Wayne Osborne	Molly Mendez
Chairman	Public Works Department Secretary

AGENDA BILL APPROVAL FORM

Agenda Subject:
August 4, 2014 Minutes

Date:
August 7, 2014

Department:
Administration

Attachments:
Minutes

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember: Wales

Staff:

Meeting Date: August 18, 2014

Item Number: FN.1

CITY OF AUBURN WASHINGTON	**Finance Committee** **August 4, 2014 - 5:00 PM** **Annex Conference Room 1** **MINUTES**

I. CALL TO ORDER

Chair Largo Wales called the meeting to order at 5:00 p.m. in Annex Conference Room 1 located on the second floor of the City Hall Annex at 1 East Main Street in Auburn.

A. Roll Call

Chair Wales, Vice Chair John Holman, and Member Yolanda Trout were present.

Officials and staff members present included: Mayor Nancy Backus, City Attorney Daniel B. Heid, Director of Community Development and Public Works Kevin Snyder, Director of Innovation and Technology Ron Tiedeman, Planning and Design Services Manager Elizabeth Chamberlain, Assistant City Engineer Jacob Sweeting, Finance Director Shelley Coleman, and City Clerk Danielle Daskam.

B. Announcements

There was no announcement.

C. Agenda Modifications

There was no change to the agenda.

II. CONSENT AGENDA

A. Minutes of the July 21, 2014 meeting

Vice Chair Holman moved and Member Trout seconded to approve the July 21, 2014 minutes.

MOTION CARRIED UNANIMOUSLY. 3-0

B. Claims Vouchers (Coleman)
Claims voucher numbers 429843 through 430042 in the amount of $1,395,719.52 and three wire transfers in the amount $3,068.75 and dated August 4, 2014.

Committee members reviewed the claims vouchers.

Vice Chair Holman moved and Member Trout seconded to approve the claims and payroll vouchers.

MOTION CARRIED UNANIMOUSLY. 3-0

C. Payroll Vouchers (Coleman)
Payroll check numbers 534850 through 534882 in the amount of $274,685.74 and electronic deposit transmissions in the amount of $1,357,920.51 for a grand total of $1,632,606.25 for the period covering July 17, 2014 to July 30, 2014.

See claims vouchers above for approval of payroll vouchers.

D. Agreement for Services - Comprehensive Plan Update (Chamberlain)
Agreement for Professional Services with Berk Consulting to assist the City with updating the Housing Element of the Comprehensive Plan.

Planning and Design Services Manager Chamberlain presented the Agreement for Professional Services No. AG-C-452 with Berk Consulting. Berk Consulting with assist the City with updating the Housing element of the Comprehensive Plan, including performing a housing inventory and assessment, developing a preservation and maintenance plan, formulating policies on the condition and preservation of existing housing, and providing a public outreach strategy related to housing.

The contract amount is $40,000.00 and the work is anticipated to be complete in 2015.

Berk Consulting is performing similar services for the cities of Renton and Tukwila.

Vice Chair Holman moved and Member Trout seconded to approve and forward the Agreement for Professional Services with Berk Consulting to the full Council for consideration.

MOTION CARRIED UNANIMOUSLY. 3-0

III. DISCUSSION ITEMS

A. Resolution No. 5088 (Sweeting)
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 Burlington Northern Santa Fe Railway relating to the 37th and B Street Northwest Pre-Signal Project

Assistant Director of Engineering Services/City Engineer Gaub presented Resolution No. 5088, which authorizes the Mayor to enter into a Construction and Maintenance Agreement with Burlington Northern Santa Fe Railway (BNSF) to support the construction of the 37th Street and B Street NW Pre-signal Project.

The project will construct a new pre-signal, make modifications to the existing traffic signal, and install advanced railroad pre-emption for the at-grade BNSF rail crossing intersection of 37th Street NW and B Street NW.

The agreement obligates BNSF to construct improvements to its pre-emption system to provide advance notification to the City pre-signal of approaching trains. The agreement obligates the City to pay BNSF for the improvements. Much of the cost of the project is grant funded.

B. Resolution No. 5089 - Data Service Change (Tiedeman)
A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute a five year contract with Comcast for phone and internet data services

Director of Innovation and Technology Tiedeman presented Resolution No. 5089, which authorizes an agreement with Comcast Enterprise Services for communications services.
Currently, the City has data and internet services provided by three service providers with contracts expiring in 2014. Through a competitive bidding process, staff recommends entering into a service contract with Comcast that will provide a significant upgrade to City internet and voice services in three locations--City Hall, the Justice Center, and the Airport. The City will receive fiber connectivity and service enhancements and local dialing with no long distance between Bellingham and Chehalis. Any increase in the service cost will be offset by additional service cancellations.

IV. ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 5:16 p.m.

APPROVED this _______ day of August, 2014.

LARGO WALES, CHAIR	Danielle Daskam, City Clerk

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of the August 4, 2014 Regular City Council Meeting

Date:
August 13, 2014

Department:
Administration

Attachments:
Minutes

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: August 18, 2014

Item Number: CA.A

CITY OF AUBURN WASHINGTON	**City Council Meeting** **August 4, 2014 - 7:30 PM** **Auburn City Hall** **MINUTES**

I. CALL TO ORDER

A. Flag Salute

Mayor Nancy Backus called the meeting to order at 7:30 p.m. and led those in attendance in the Pledge of Allegiance.

B. Roll Call

City Councilmembers present: Deputy Mayor Rich Wagner, Bill Peloza, Largo Wales, Wayne Osborne, John Holman, Claude DaCorsi, and Yolanda Trout.

Department Directors and staff members present: Innovation and Technology Director Ron Tiedeman, City Attorney Daniel B. Heid, Community Development and Public Works Director Kevin Snyder, Police Commander Jamie Sidell, Assistant Director of Community Development Services Jeff Tate, Director of Administration Michael Hursh, Economic Development Manager Doug Lein, and City Clerk Danielle Daskam.

C. Announcements, Appointments, and Presentations

There was no announcement, appointment or presentation.

D. Agenda Modifications

There was no change to the agenda.

II. CITIZEN INPUT, PUBLIC HEARINGS & CORRESPONDENCE

A. Public Hearings

No public hearing was scheduled for this evening.

B. Audience Participation

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

Marcus Suber, 2403 Redwood Court SE, Auburn
Mr. Suber expressed concern with trees growing in telephone lines and dry overgrown grass in a greenbelt behind his property. Mayor

Backus stated staff will investigate the ownership of the property and determine whether the condition can be remedied through code enforcement.

C. **Correspondence**

There was no correspondence for Council review.

III. COUNCIL COMMITTEE REPORTS

A. **Municipal Services**

Chair Peloza reported the Municipal Services Committee met on July 28, 2014. The Committee reviewed Resolution No. 5085 relating to copier purchases and discussed SCORE jail statistics and the 2014 fireworks briefing. The next regular meeting of the Municipal Services Committee is scheduled for August 11, 2014 at 3:30 p.m.

B. **Planning & Community Development**

Chair Holman reported the Planning and Community Development Committee met July 28, 2014. The Committee received an update on the remedial action grant agreement with the Department of Ecology for the Boeing plume study and authorized a consultant services agreement with Maul Foster & Alongi, Inc., for project management services. The Committee reviewed Ordinance No. 6526 relating to the extension of the traffic impact fee exemption in the Downtown Catalyst Area and Ordinance No. 6521 which would allow longer terms for telecommunications franchise leases. The Committee discussed the short plat threshold to align with state law and code enforcement abatement actions proposed under Resolution No. 5090. The next regular meeting of the Planning and Community Development Committee is scheduled for August 25, 2014 at 5:00 p.m. (The Committee will not meet on August 11th.)

C. **Public Works**

Chair Osborne reported the Public Works Committee met earlier today. The Committee reviewed Public Works Project No. CP1120, Final Pay Estimate for the Lea Hill Safe Routes to School Improvements; Resolution No. 5088 relating to an agreement with Burlington Northern Santa Fe Railway for the 37th and B Street Northwest Pre-signal Project; and Public Works Project No. C201A, Final Pay Estimate for the M Street SE Grade Separation (underpass) Project. The Committee discussed code enforcement abatement actions, a Consultant Services Agreement with Berk Consulting for services related the Comprehensive Plan update, Ordinance No. 6526 extending the traffic impact fee exemption in the Downtown Catalyst Area, Fulmer Field Well, right-of-way vacation compensation policy, capital project status report, infrastructure projects by others, and the action tracking matrix. The next regular meeting of the Public Works Committee is scheduled for August 18, 2014 at 3:30 p.m.

D. **Finance**

Chair Wales reported the Finance Committee met this evening at 5:00. The Committee reviewed claims vouchers in the amount of $4.3 million and payroll vouchers in the amount of $1.6 million. The Committee also reviewed an Agreement for Services with Berk Consulting for work related to the Comprehensive Plan update. The Committee discussed Resolution No. 5088 authorizing an agreement with Burlington Northern Santa Fe Railway for the 37th and B Street Northwest Pre-signal Project and Resolution No. 5089 relating to a data service change and a new contract with Comcast for phone and internet data services. The next regular meeting of the Finance Committee is scheduled for August 18, 2014 at 5:00 p.m.

E. **Les Gove Community Campus**

The Les Gove Community Campus Committee has not met since the last Council meeting.

F. **Council Operations Committee**

Deputy Mayor Wagner reported the Council Operations Committee met on July 28, 2014. The Committee is working on the transition from standing Council committees to study sessions and reviewing the Council Rules and Procedures. The next meeting of the Council Operations Committee is scheduled for August 11, 2014 at 2:00 p.m.

G. **Junior City Council**

The next regular meeting of the Junior City Council is scheduled for August 18, 2014.

IV. **CONSENT AGENDA**

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

A. Minutes of the July 21, 2014 regular meeting

B. Minutes of the April 3 - 4, 2014 Council Retreat

C. Claims Vouchers (Coleman)
Claims voucher numbers 429843 through 430042 in the amount of $1,395,719.52 and three wire transfers in the amount $3,068.75 and dated August 4, 2014.

D. Payroll Vouchers (Coleman)
Payroll check numbers 534850 through 534882 in the amount of $274,685.74 and electronic deposit transmissions in the amount of $1,357,920.51 for a grand total of $1,632,606.25 for the period covering July 17, 2014 to July 30, 2014.

E. Agreement for Professional Services No. AG-C-452 with Berk Consulting (Wales/Snyder)
Agreement for Professional Services with Berk Consulting to assist the City with updating the Housing Element of the Comprehensive Plan.

F. Public Works Project No. C201A (Osborne/Snyder)
City Council approve Final Pay Estimate No. 25 to Contract No. 11-01 in the amount of $57,974.43 and accept construction of Project No. C201A M Street SE Grade Separation (Underpass)

G. Public Works Project No. CP1120 (Osborne/Snyder)
City Council approve Final Pay Estimate No. 8 to Contract No. 13-07 in the amount of $4,615.77 and accept construction of Project No. CP1120, Lea Hill Safe Routes to School Improvements

Deputy Mayor Wagner moved and Councilmember Peloza seconded to approve the Consent Agenda.

Deputy Mayor Wagner commented on the M Street Underpass Project (the project acceptance and Final Pay Estimate are part of the Consent Agenda). He stated the Project had seven funding partners and took over ten years to put all the funding together. The M Street Underpass Project would not have been accomplished without the availability of funds through the Public Works Trust Fund.

Deputy Mayor Wagner also pointed out that Public Works Project No. CP1120, Lea Hill Safe Routes to School Improvements Project, was completed on time and under budget.

MOTION CARRIED UNANIMOUSLY. 7-0

V. UNFINISHED BUSINESS

Councilmember Holman moved to amend his motion on July 21, 2014 to table Ordinance No. 6519 to September 15, 2014 rather than August 18. Motion was seconded by Councilmember Wales.

Councilmember Holman stated the request for an extension of the date when the ordinance will be considered is necessary to ensure adequate time to study the ordinance.

MOTION CARRIED UNANIMOUSLY. 7-0

VI. NEW BUSINESS

There was no new business.

VII. ORDINANCES

A. Ordinance No. 6521 (Holman/Snyder)
An Ordinance of the City Council of the City of Auburn, Washington, amending Section 20.08.070 of the Auburn City Code relating to term of telecommunications franchise leases

Councilmember Holman moved and Councilmember Wales seconded to adopt Ordinance No. 6521.

Ordinance No. 6521 extends the lease term for telecommunications facilities.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Ordinance No. 6526 (Holman/Snyder)
An Ordinance of the City Council of the City of Auburn, Washington, amending Section 19.04.070 of the Auburn City Code relating to traffic impact fee exemptions

Councilmember Holman moved and Councilmember Wales seconded to adopt Ordinance No. 6526.

Ordinance No. 6526 extends the current exemption for traffic impact fees in the Downtown Catalyst Area to 2016.

MOTION CARRIED UNANIMOUSLY. 7-0

VIII. RESOLUTIONS

A. Resolution No. 5085 (Wales/Tiedeman)
A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to negotiate and execute an addendum to the Purchase and Maintenance Agreement between the City and Sharp Business Systems approved by Resolution No. 4974 executed on August 5, 2013

Councilmember Wales moved and Councilmember Holman seconded to adopt Resolution No. 5085.

Resolution No. 5085 authorizes the purchase of eight new copiers to replace those whose leases have expired. The purchase, rather than lease, arrangement will result in several thousands of dollars in savings.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Resolution No. 5088 (Osborne/Snyder)
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 Burlington Northern Santa Fe Railway relating to the 37th and B Street Northwest Pre-Signal Project

Councilmember Osborne moved and Councilmember Peloza seconded to adopt Resolution No. 5088.

MOTION CARRIED UNANIMOUSLY. 7-0

C. Resolution No. 5090 (Holman/Snyder)
A Resolution of the City Council of the City of Auburn, Washington, authorizing the City to expend funds to abate the litter, junk, weeds, and attractive nuisances at identified locations in the City of Auburn

Councilmember Holman moved and Councilmember Wales seconded to adopt Resolution No. 5090.

Councilmember Holman stated Resolution No. 5090 authorizes the code enforcement abatement actions at several properties in the city.

Councilmember Wales stated the junk, litter, and nuisances create unsafe conditions and abatement is necessary to protect the public.

MOTION CARRIED UNANIMOUSLY. 7-0

IX. 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 Wagner reported on his attendance at the Streamlined Sales Tax meeting with Governor Inslee and several other representatives of cities who lost sales revenue due to Streamlined Sales Tax. Deputy Mayor Wagner also reported he attended the Auburn Days kickoff dinner.

Councilmember DaCorsi reported on his attendance at a special Council meeting to receive a briefing on the Auburn Police Department's Block Watch presentation. Councilmember DaCorsi also reported he attended the Auburn Sports Physical Therapy ribbon cutting ceremony, Emergency Management training classes conducted by Emergency Preparedness Manager Sarah Miller, and, as a member of the Association of Washington Cities Legislative Committee, is working on issues such as transportation funding and Streamlined Sales Tax.

Councilmember Wales reported she attended the National League of Cities where she is a member of the Steering Committee for Human Services. Discussion topics included early childhood learning, poverty and income support, equal opportunity, individuals with disability, social security and seniors, healthcare, mental health, immigration, and veterans. Councilmember Wales reported on her work as the Chair of the State Environmental Health Fees Committee and formulating a new fee schedule and a meeting with John Wiseman, Secretary of Health for the State of Washington.

Councilmember Holman reported on his attendance at the National League of Cities Conference where he is a member of the Community and Economic Development Committee.
The Committee received presentations on the Fair Housing Act and transit oriented development. Councilmember Holman expressed sadness on the passing of Abner Thomas who was Councilmember Holman's Field Training Officer when Councilmember Holman began his law enforcement career at Port of Seattle Police.
Abner Thomas was also a long-time athletic assistant at the University of Washington and was a beloved mentor to many.

Councilmember Peloza reported on his attendance at the National League of Cities where he is Chair of the Energy, Environment and Natural Resources Steering Committee. The Committee discussed several issues including Environmental Protection Act water policies, climate change, greenhouse gas emissions from existing natural gas and coal-fired power plants, transportation sustainability, and rail safety. The Energy, Environment and Natural Resources Committee will be advocating a National League of Cities resolution regarding rail safety and hazardous materials. Councilmember Peloza also reported that the Auburn Municipal Airport will be a participant in this year's Auburn Days where static displays will be on view.

Councilmember Osborne reported on his attendance at the National League of Cities where he is a member of the Transportation, Infrastructure and Services Committee. The Committee received briefings on aviation funding and discussion regarding federal transportation funding.

Councilmember Trout reported on her attendance at a special Council meeting to receive a briefing on the Auburn Police Department's Block Watch presentation. Councilmember Trout commended Officer Jason Blake for his presentation.
Councilmember Trout also reported she attended Emergency Management training and the Auburn Days picnic.

B. **From the Mayor**

Mayor Backus reported she attended the South Correctional Entity (SCORE) Board meeting, which included passage of the SCORE budget. Mayor Backus noted that Auburn's portion of the SCORE debt service for 2015 (approximately $1.5 million) will be paid through SCORE contract cities fees, rather than from City of Auburn funds. Mayor Backus announced Auburn is no longer among the top two SCORE members for average daily jail population. Mayor Backus also reported on 2015-2016 Biennial Budget work sessions with department directors, the Puget Sound Regional Council Executive Committee meeting where a briefing was received regarding the proposed Cherry Point Coal Port, the Human Services Committee meeting, and a fundraiser for employee Vince Konkler's son who is battling cancer. Mayor Backus announced the appointment of Rob Roscoe as the Director of Human Resources and Risk Management.

X. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 8:32 p.m.

APPROVED this ____ day of ___________________, 2014.

____________________________	____________________________
NANCY BACKUS, MAYOR	Danielle Daskam, City Clerk

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of the July 9, 2014 Special City Council Meeting

Date:
August 7, 2014

Department:
Administration

Attachments:
7-9-2014 minutes

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: August 18, 2014

Item Number: CA.B

CITY OF AUBURN WASHINGTON	**Special City Council Meeting** **July 9, 2014 - 2:00 PM** **City Hall Council Chambers** **MINUTES**

I. CALL TO ORDER

Mayor Nancy Backus called the special meeting to order at 4:30 p.m.

Councilmembers in attendance included: Deputy Mayor Rich Wagner, Wayne Osborne, Claude DaCorsi, Largo Wales and John Holman. Councilmember Yolanda Trout arrived at 2:30 p.m. Councilmember Peloza was excused.

Department directors and staff members present included: Finance Director Shelley Coleman, Public Affairs and Marketing Liaison Dana Hinman and Deputy City Clerk Shawn Campbell.

The purpose of the meeting was to discuss the 2015 - 2016 Biennial Budget. This is the first of five budget workshops.

II. DISCUSSION ITEMS

A. 2015 - 2016 Budget 101

Director Coleman explained to Council the budget process. There will be five budget workshops to help Council understand the budget process, review the different types of funds in the budget and come to a balanced budget.

Director Coleman provided a brief overview of each fund in the City's budget. She explained the City adopts a biennial budget. This process saves time and allows the Finance Department time and resources to complete other projects. By adopting a biennial budget the Council must consider future expenditures and appropriations. At the end of the first year staff will bring forward a mid cycle budget amendment for any mid term corrections or changes to the budget.

Director Coleman explained the General Fund is where the City Departmental budgets are funded. The General Fund can help other funds but the City does have restrictions on moving funds from other funds into the General Fund. The General Fund is allowed to tax the other funds.

Director Coleman explained the Special Revenue and Debt Service

Funds are generally restricted on how they can be used. How they operate is typically mandated by the State. Debt Service Funds are for Government Bonds that are not proprietary in nature. The funds are all budgeted for and transferred in to pay the obligation.

The Council reviewed the City's responsibility to LEOFF 1 members. The LEOFF claims are paid out of the City's General Fund.

Director Coleman explained each fund is monitored and budgeted for by a department director. Councilmember DaCorsi asked how Council would know when a department is asking for additional staff. Director Coleman explained it is part of the program improvement request form. Councilmember Osborne stated the Council sees what the Mayor has approved. He asked how the Council would add or remove items from the proposed budget. Director Coleman stated a Councilmember could make changes on the floor or Council could bring items forward during the next four budget workshops. Mayor Backus said when the budget is before Council for final approval there should not be any surprises. Director Coleman stated Council would have the proposed budget at the August 12, 2014 Budget Workshop.

Director Coleman shared the challenges the City will face in the next budget cycle including sales taxes being required to fund additional items, additional demand for services, unfunded PERS 1 liability, the loss of the sales tax annexation credit, property taxes, reduction in the Streamlined Sales Tax, and state legislated budget cuts.

Mayor Backus reminded Council local govementment is required to have a balanced budget. Councilmember Wales requested directors present their budgets including what new items they are asking for and items they have cut. Councilmember DaCorsi stated the City has limited resources and must remain fiduciarily responsible. Deputy Mayor Wagner noted the City of Auburn if currently in a good financial position. It is important to remain vigilant with the taxpayers money. Councilmember Osborne stated the Mayor had previously proposed evaluating the budget with performance standards. He asked if performance standards will be a part of the new budget. Mayor Backus said a performance based budget takes time to develop. The City will start converting to a performance based budget and an outcome based budget.The City will not be able adopt a budget solely based on performance and outcome. Councilmember Osborne stated the Council must decide how to divide up the available funds to best serve the citizens of Auburn. Mayor Backus noted the Council cannot make everyone happy, her goal is to provide information to educate the citizens.

Council thanked Director Colman for providing the budget information in a clear and concise manner.

III. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 4:03 p.m.

APPROVED this _______ day of August, 2014.

_____________________________ _____________________________

NANCY BACKUS, MAYOR Shawn Campbell, Deputy City Clerk

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Claims Vouchers

Date:
August 13, 2014

Department:
Finance

Attachments:
No Attachments Available

Budget Impact:
$0

Administrative Recommendation:

City Council approve claims vouchers.

Background Summary:

Claims voucher numbers 430043 through 430216 in the amount of $4,216,047.01 and four wire transfers in the amount of $2,595.93 and dated August 18, 2014.

Reviewed by Council Committees:

Finance

Councilmember:	Wales	**Staff:**	Coleman
Meeting Date:	August 18, 2014	**Item Number:**	CA.C

AGENDA BILL APPROVAL FORM

Agenda Subject:
Payroll Vouchers

Date:
August 13, 2014

Department:
Finance

Attachments:
No Attachments Available

Budget Impact:
$0

Administrative Recommendation:

City Council approval payroll vouchers.

Background Summary:

Payroll check numbers 534883 through 534919 in the amount of $837,910.67 and electronic deposit transmissions in the amount of $1,331,476.52 for a grand total of $2,169,387.19 for the period covering July 31, 2014 to August 13, 2014.

Reviewed by Council Committees:

Finance

Councilmember:	Wales	**Staff:**	Coleman
Meeting Date:	August 18, 2014	**Item Number:**	CA.D

AGENDA BILL APPROVAL FORM

Agenda Subject:
Call for Public Hearing on Preliminary 2015-2016 Biennial Budget

Date:
August 6, 2014

Department:
Finance

Attachments:
No Attachments Available

Budget Impact:
$0

Administrative Recommendation:

City Council to call for a public hearing to be held September 15, 2014 to receive public comments and suggestions with regard to development of the preliminary 2015-2016 Biennial Budget, including revenue estimates and possible increases in property taxes.

Background Summary:

This is the initial public hearing held prior to development of the preliminary 2015-2016 Biennial Budget. This provides an opportunity for any citizens to make comments or suggestions prior to publication of the preliminary budget. Another public hearing will be held after publication of the preliminary budget.

Reviewed by Council Committees:

Councilmember:	Wales	**Staff:**	Coleman
Meeting Date:	August 18, 2014	**Item Number:**	CA.E

AGENDA BILL APPROVAL FORM

Agenda Subject:
Public Works Project No. CP1322

Date:
August 12, 2014

Department:
Public Works

Attachments:
Budget Status Sheet
Vicinity Map

Budget Impact:
$0

Administrative Recommendation:

Grant permission to advertise Project No. CP1322, Annual Traffic Signal Improvements.

Background Summary:

The purpose of this project is to construct traffic signal system improvements including upgrades and repairs to vehicle detection systems, installation of accessible pedestrian pushbuttons, and upgrading traffic signal systems by installing flashing yellow arrow signal heads, installing auxiliary signal heads, and installing signal head backplate, at various locations throughout the city. See attached Vicinity Map for details regarding specific improvements and locations.

This project included a procurement phase during which equipment that required long lead times, or items that would be installed by City forces, were purchased by the City. Items not installed by City forces will be installed by a Contractor during the construction phase of the project.

Funding for this project is from the Capital Signal Equipment and Improvement Funds (328 Funds). See the attached Budget Status Sheet for additional details.

A project budget contingency of $54,047 remains in the 328 Fund.

Reviewed by Council Committees:

Public Works

Councilmember: Osborne **Staff:** Snyder

Meeting Date: August 18, 2014 **Item Number:** CA.F

BUDGET STATUS SHEET

Project No: CP1322	**Project Title: Annual Traffic Signal Improvements**

Project Manager: Luis Barba Date: August 11, 2014

Initiation Date: 1/21/2014
Advertisement Date: 8/18/2014
Award Date: ____________

- ○ **Project Update**
- ◉ **Permission to Advertise**
- ○ **Contract Award**
- ○ **Change Order Approval**
- ○ **Contract Final Acceptance**

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

Funds Budgeted (Funds Available)

Funding	2013 (Actual)	2014	Future Years	Total
328 Fund - Capital Signal Equipment Funds	0	45,234		45,234
328 Fund - Capital Signal Improvement Funds	0	324,267		324,267
				0
Total	0	369,501		369,501

Estimated Cost (Funds Needed)

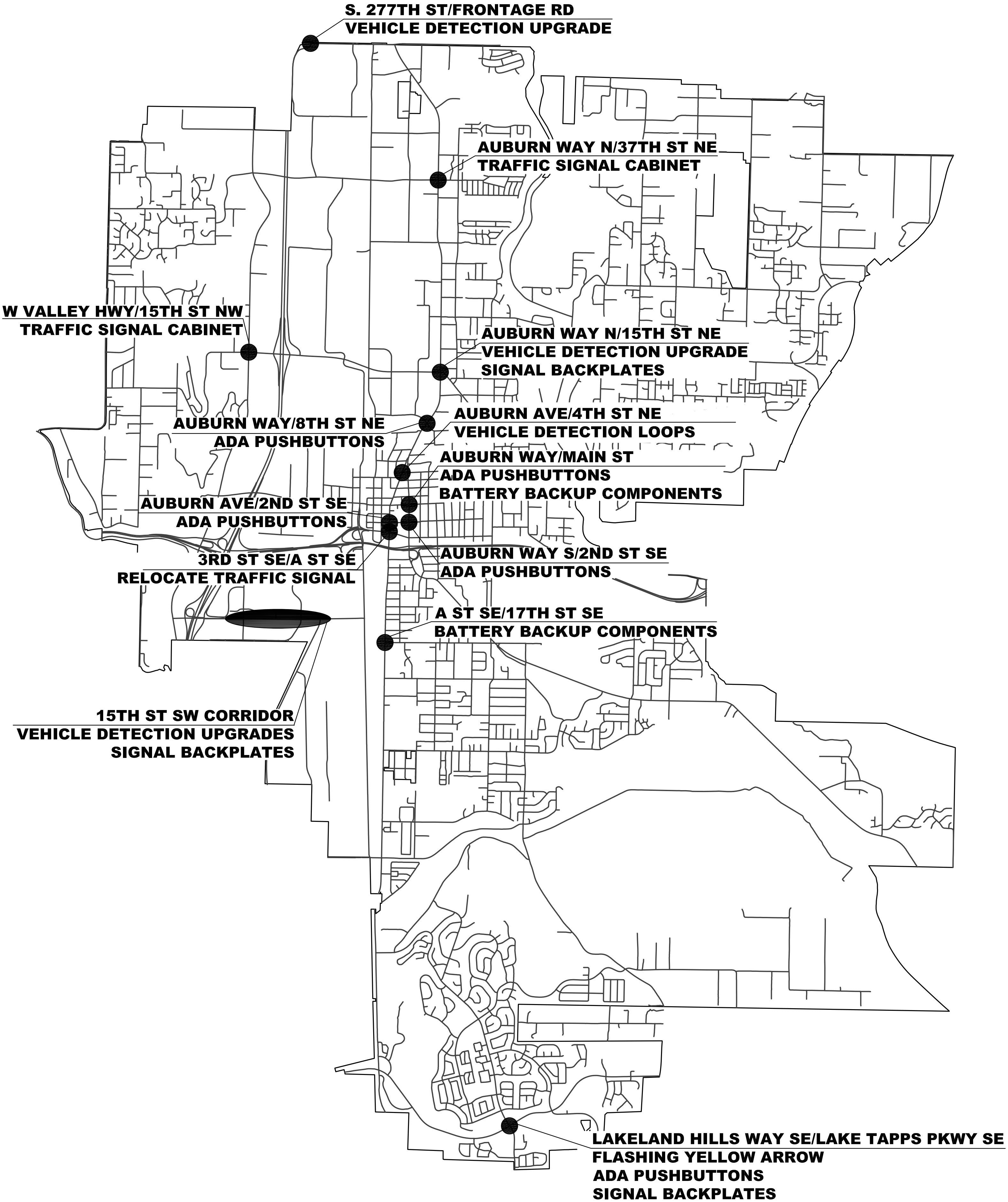
Activity	2013 (Actual)	2014	Future Years	Total
Design Engineering - City Costs*				
Equipment Procurement	0	142,885	0	142,885
Construction Estimate	0	143,807	0	143,807
Project Contingency (20% of Construction Est.)	0	28,761	0	28,761
Construction Engineering - City Costs*				
Total	0	315,454	0	315,454

*Engineering costs are charged to the Engineering Budget and not shown here.

328 Capital Improvement Budget Status

	2013 (Actual)	2014	Future Years	Total
**328 Funds Budgeted ( )	0	(369,501)		(369,501)
328 Funds Needed	0	315,454	0	315,454
****328 Fund Project Contingency ( )**	**0**	**(54,047)**		**(54,047)**
328 Funds Required	**0**	**0**		**0**

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



CITY OF AUBURN WASHINGTON

CP1322 ANNUAL TRAFFIC SIGNAL IMPROVEMENTS

VICINITY MAP

NOT TO SCALE

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6527

Date:
August 5, 2014

Department:
Human Resources

Attachments:
Ordinance No. 6527 & Exhibit A

Budget Impact:
$0

Administrative Recommendation:

City Council introduce and adopt Ordinance No. 6527.

Background Summary:

The purpose of this discussion is to include the Mayor into Policy 200-62 "Vacation Leave" to be eligible to use management leave, which is currently available to department heads and other exempt staff.

Reviewed by Council Committees:

Municipal Services

Councilmember:	Wales	**Staff:**	Roscoe
Meeting Date:	August 18, 2014	**Item Number:**	ORD.A

ORDINANCE NO. 6 5 2 7

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, INCLUDING THE MAYOR IN THE CITY'S MANAGEMENT LEAVE PROGRAM

WHEREAS, the Administrative Policies and Procedures of the City include provisions whereby certain management and exempt employees receive Management Leave, supplemental to vacation, consistent with administrative policy and procedure number 200-62; and

WHEREAS, one of the factors that was considered developing the City's Management Leave program was to acknowledge that the jobs of certain employees include the need to work longer than a traditional workday - staying after the close of business for evening meetings, attending functions and hearings outside of City Hall and other commitments that entail additional time; and

WHEREAS, these provisions do not currently include the Mayor as a recipient of such Management Leave; and

WHEREAS, in keeping with the management role and responsibilities of the Mayor, it is appropriate that the Mayor be included in the management leave program.

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

Section 1. The Mayor shall be included among the recipients of Management Leave in accordance with the Management Leave available to Department Directors, consistent with the amendments to administrative policy and procedure number 200-62, copy of which is attached hereto, marked as Exhibit "A" and Incorporated herein by this reference.

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

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

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

INTRODUCED: ____________________

PASSED: ________________________

APPROVED: ______________________

____

NANCY BACKUS, MAYOR

ATTEST:

____

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

____

Daniel B. Heid, City Attorney

PUBLISHED: ______________

EXHIBIT A

CITY OF AUBURN WASHINGTON

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:			SUBJECT:	HUMAN RESOURCES
VACATION & MANAGEMENT LEAVE			INDEX NUMBER:	200-62
EFFECTIVE DATE	SUPERSEDES	PAGE	PREPARED BY:	MAYOR'S APPROVAL
0~~8~~6/01/14	06/01/14~~11/25/13~~	1 OF 3	Rob Roscoe	

1.0 PURPOSE

To establish the policy regarding vacation leave and management leave accrual and usage.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions

3.0 REFERENCES

City Ordinances 4320 and 3760 and
City Code 2.63.060-155
City Administrative Policy and Procedures 200-24 and #200-60, and #200-61
WAC 296-128-532 and WAC 296-128-533

4.0 POLICY

Annual paid vacation leave shall be granted to all regular, full-time employees and, on a pro-rata basis, to regular, part-time employees working twenty (20) hours or more per week.

4.1 Vacation leave shall accrue beginning on the date of hire. Full-time employees shall accrue vacation leave according to the following schedule:

Upon hire through 4 years	96 hours per year
Beginning of 5th year through 9 years	120 hours per year
Beginning of 10th year through 14 years	144 hours per year
Beginning of 15th year through 19 years	160 hours per year
Beginning of 20th year + years	176 hours per year

Upon date of hire, Department Heads' vacation accrual rate will be thirteen and one third (13.33) hours for each full month of employment (equivalent to twenty (20) days per year).

4.2 An employee may accumulate vacation leave up to what would be earned in two (2) years at the employee's current annual accrual rate. Any vacation leave accrued in excess of this amount will be lost unless used during the pay period earned, except if the Human Resources Director approves a request from the Department Head that indicates vacation could not be taken due to operational necessity. The request should indicate when the employee will be scheduled to take such leave. This continued accrual is maintained by Payroll and will not show on the pay stub.

4.3 Accrued vacation leave may not be used, except for covering one (1) hour of a nine (9) hour holiday, until an employee has completed three (3) months of employment. Upon completion of three (3) months of employment, vacation usage may not exceed the leave balance that will be available at the end of the pay period in which the vacation is being taken.

4.4 Employees who leave City employment within the first three (3) months of hire date will not be entitled to payment for any accrued vacation leave. Employees who leave City employment thereafter shall be paid for all accrued vacation leave as part of their final paycheck.

4.5 The Mayor and Department Heads will be allowed to "cash-out" up to eighty (80) hours of accrued vacation per year, and may elect to receive the money or place it in their deferred compensation account. Assistant Directors will be allowed to "cash-out" up to sixty (60) hours of accrued vacation per year, and may elect to receive the money or place it in their deferred compensation account (See paragraph 5 below). Assistant Directors, for the purpose of this policy, shall be defined as all employees that are in the N12 pay grade, including the Assistant Chief of Police.

4.6 Unaffiliated, exempt (non-overtime eligible) employees shall also be given management leave, which shall be non-accruable hours to be used within the calendar year that is credited to the employee's management leave bank to compensate for the amount of hours worked during the year. Management leave may not be "rolled over" from one year to the next. Any leave remaining at the end of the calendar year will be automatically deleted from the employee's leave bank. Management leave may not be cashed out at the end of the year, or at the time of separation from employment with the City.

4.7 The Mayor and Department Heads shall be given a management leave bank of eighty (80) non-accruable hours; Assistant Directors shall be given a management leave bank of sixty (60) non-accruable hours; and all other unaffiliated, exempt employees shall receive forty (40) non-accruable hours. An eligible exempt employee shall receive his/her entire amount of management leave in his/her leave bank on January 1 of each year. An employee covered by this policy will be granted management leave on his/her appointment date into an exempt position, prorated based on the number of pay periods remaining in the year. Management leave may be used with supervisor approval immediately upon the date of appointment into an unaffiliated, exempt position.

4.8 Within sixty (60) days from the date that the Mayor approves this policy, the City will undertake a one-time review of eligible employees for the purpose of determining the prorated management leave for calendar year 2014 in order to comply with the intent of this policy. Additional management leave may be granted to Department Heads at the discretion of the Mayor.

4.9 The minimum increment in which vacation and management leave may be taken is one-half (.5) hour.

4.10 Vacation time and/or management leave time is subject to the approval of the supervisor or Department Head at the convenience of the City, but every effort will be made to accommodate employees' requests. Any conflict among employee requests will be resolved on the basis of request date and department staffing requirements.

5.0 PROCEDURE

The Mayor, Department Heads, and/or Assistant Directors will notify the Finance Department (Payroll) in writing (email is appropriate) the month prior to the desired month for the "cash-out" the number of hours of accrued vacation they wish to "cash-out". Payroll will apply the "cash-out" to the first pay period of the month (i.e. the check received on the 23rd of the month).

6.0 RESPONSIBILITIES

6.1 Supervisors are responsible for:

a. Approving vacation leave/management leave in advance of the absence.
b. Ensuring vacation leave does not exceed accrued vacation leave and is appropriately recorded on the timecard.

6.2 Employees are responsible for:

a. Requesting vacation leave/management leave in advance of the absence.
b. Ensuring requested vacation does not exceed accrued vacation
c. Correctly recording all vacation leave/management leave usages on his/her timecard.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6528

Date:
August 14, 2014

Department:
Administration

Attachments:
Ordinance No. 6528

Budget Impact:
$0

Administrative Recommendation:

City Council introduce and adopt Ordinance No. 6528.

Background Summary:

The provisions of Chapter 3.10 of the Auburn City Code provide for purchasing authority of the Mayor and administrative staff. The purchasing and contracting authorization levels have, essentially, been unchanged since 2000, when the city's population was about 40,000 people. Now, with the City's population at about 75,000 people, it is appropriate for the purchasing and spending levels of the Mayor and administrative staff to be adjusted to reflect the larger city and the greater needs that might accompany the City's growth, as well as being reflective of the diminished spending power of the dollar during the last 14+ years.

Along with adjusting the dollars (for instance, increasing the Mayor's authority from $25,000 to $50,000), the Ordinance also clarified some issues and added details about what is included in the contract authorizations and better defines some of the terms related to the contracting authority

Reviewed by Council Committees:

Council Operations Committee

Councilmember: Wagner **Staff:** Heid

Meeting Date: August 18, 2014 **Item Number:** ORD.B

ORDINANCE NO. 6 5 2 8

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING CHAPTER 3.10 OF THE CITY CODE RELATING TO THE CONTRACTING AUTHORITY OF THE MAYOR AND ADMINISTRATIVE STAFF

WHEREAS, the current provisions of the Auburn City Code provide for authorization levels for contract approvals by the Mayor and Department Directors that have not been changed in almost fifteen years; and

WHEREAS, over the past 15 years, the purchasing power of the dollar has been eroded so that the value of the dollars authorized years ago is significantly less than it is currently; and

WHEREAS, in order to provide parity with the spending authorization in the City Code, it is appropriate to adjust the dollar amounts to reflect current purchasing power, so that the operations of the City can continue along the same lines as in the past; and

WHEREAS, it is also appropriate to adjust the provisions of the City Code to clarify spending authorization among different types of contract role obligations.

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

Section 1. Amendment to City Code. Chapter 3.10 of the Auburn City Code be, and the same hereby is, amended to read as follows:

Chapter 3.10
~~PURCHASING POLICY~~CONTRACTING AUTHORITY

Sections:

3.10.010	Purchase order.
3.10.020	~~Expenditure~~ Contact authorization limits.
~~3.10.025~~	~~Professional and personal services.~~
3.10.026	~~Public work projects —~~Contract amendments~~— Conditions~~.

~~3.10.028 Approval by council committee of asset and/or system expansions, additions, and betterments.~~
3.10.029 Competitive negotiations.
3.10.030 Administrative procedures authority.
3.10.050 Emergency purchases – Authorization.

3.10.010 Purchase order.

All payments for city goods and services in excess of $100.00 shall be made only after a purchase order has been duly authorized and approved, unless authorized by city code or written city policy. (Ord. 6147 § 1, 2008; Ord. 5490 § 1, 2000.)

3.10.020 ~~Expenditure~~ Contract authorization limits.

A. The following ~~expenditure limits and~~ authorization approval limits shall apply for all ~~expenditures of municipal goods and services~~city contracts. For contracts with total dollar amounts up to $~~5,000~~10,000.00, authority rests at the department director level. All contracts over $~~5,000~~10,000.00, up to $~~25,000~~50,000.00, and contracts ~~for goods and services~~ that have been individually and separately listed in the city's annual budget shall be approved and signed by the mayor ~~prior to purchase order issuance or placement of an order with vendors~~. For all unbudgeted expenditures not individually and separately listed in the city's annual budget in excess of $~~25,000~~50,000.00, approval shall be obtained from the mayor, ~~the appropriate council committee~~ and the city council~~. Such committee approval shall be reflected in the committee minutes~~. B. For purposes of this Section, a contract is "individually and separately listed" if it is:

1. Expressly identified, in writing, defining or describing the expenditure or project as a line-item in the budget;

2. Identified by express reference to the CPF or TIP project, or other specific progect in the budget;

C. If a contract does not provide for cash consideration, the responsible department will estimate the value of the contract as if there was cash consideration. Authorization authority will be based on that estimated value.

D. If a contract does not provide for cash consideration, but requires the City to indemnify the other party, the responsible department, in consultation with the Risk Manager, shall determine the value of the City's possible indemnification risk. Authorization authority will be based on that estimated value.

E. The mayor is authorized to compromise and settle administrative claims if the total amount to be paid or received by the city does not exceed $25,000.00.

F. The mayor is authorized to compromise and settle lawsuits if the total amount to be paid or received by the City does not exceed $50,000.00; provided that the mayor shall keep the city council apprised of such lawsuits and settlements.

G. Unless the value is $25,000.00 or less, or unless otherwise authorized in this Code or otherwise expressly authorized by the city council, all contracts that convey an interest in real estate shall be approved by the city council. (Ord. 6147 § 1, 2008; Ord. 5778 § 2, 2003; Ord. 5490 § 1, 2000.)

~~**3.10.025 Professional and personal services.**~~

~~A. Professional and personal services are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to, architectural, engineering, design services, accounting, art, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing.~~

~~B. Procurement and administration of such contracts are the responsibility of the mayor or the department director. The mayor/designees may sign professional or personal service contracts in conformity with ACC 2.03.030 and 3.10.020. Council action will be required to authorize amendments to contracts that are either not included in the budget or exceed the approved budget as follows:~~

~~1. When the original contract is under $25,000 and was not included in the budget and the total of the amendment(s) will increase the total contract amount to more than $25,000.~~

~~2. When the original contract is $25,000 or more and was not included in the budget and the total of the amendment(s) will increase the total contract amount by more than $25,000 and the amendment(s) are also not budgeted.~~

~~3. When the original contract was included in the budget and the total of the amendment(s) to the contract will increase the total contract amount to more than $25,000 above the amount included in the budget. (Ord. 6147 § 1, 2008; Ord. 5640 § 1, 2002; Ord. 5490 § 1, 2000.)~~

3.10.026 ~~Public work projects —~~ Contract amendments ~~— Conditions.~~

A. ~~Construction contracts~~ Contracts ~~which~~ that have been initially authorized by the city council may be amended administratively by the mayor/designees by change order, letter of instruction, or other legally appropriate form, up to the total maximum contract amounts set forth below:

1. Awarded contract amount plus up to 20 percent for contracts originally awarded for up to $200,000.00.

2. Awarded contract amount plus up to 15 percent or $40,000.00, whichever is greater, for contracts originally awarded for between $200,000.00 and $500,000.00.

3. Awarded contract amount plus up to 10 percent or $75,000.00, whichever is greater, for contracts originally awarded for between $500,000.00 and $1,000,000.00.

4. Awarded contract amount plus up to five percent or $100,000, whichever is greater, for contracts originally awarded for between $1,000,000.00 and $5,000,000.00.

5. Awarded contract amount plus up to two and one-half percent or $250,000.00, whichever is greater, for contracts originally awarded for over $5,000,000.00.

B. If available budget contingency remains after the authorized total maximum contract amount, as defined in subsection A of this section, is reached, additional authorization to increase the total contract amount shall be obtained from the ~~appropriate~~ city council ~~committee~~.

C. Supply and services contracts may be administratively amended up to the expenditure authorities in Section 3.10.020 only if there are sufficient funds budgeted for the expense.

D. No contract may be administratively amended if doing so ~~action is authorized, the result of which would be to amend a contract to increase~~ would exceed the authorized total maximum contract amount~~,~~ as defined in subsection A of this section~~, beyond funds~~ or as approved by the city council. (Ord. 6147 § 1, 2008; Ord. 5525 § 1, 2001.)

~~3.10.028 Approval by council committee of asset and/or system expansions, additions, and betterments.~~

~~Asset and/or system expansions, additions, and betterments that have been recognized as authorized capital projects exceeding $25,000 in the budget shall be reviewed by the appropriate council committee to formally initiate the project prior to a call for bids. (Ord. 6147 § 1, 2008; Ord. 5490 § 1, 2000.)~~

3.10.029 Competitive negotiations for certain systems.

Competitive negotiations can be used as an alternative to the competitive bidding procedures for the acquisition of electronic data processing and telecommunications systems, energy-saving or energy-related equipment or services, or when it is determined in writing by the mayor or mayor's designee that the use of competitive bidding is neither practicable nor advantageous to the city of Auburn.

"Electronic data processing" includes, but is not limited to, systems which comprise a combination of equipment or units to provide input of source data, and storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame. (Ord. 6147 § 1, 2008; Ord. 5490 § 1, 2000.)

3.10.030 Administrative procedures authority.

The mayor is authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation. (Ord. 6147 § 1, 2008; Ord. 5490 § 1, 2000.)

3.10.050 Emergency ~~purchases~~ contracts – Authorization.

A. The mayor is hereby authorized to ~~make emergency purchases or~~ enter into emergency contracts, regardless of the value of the contract ~~such emergencies being~~:

A1. ~~In case of any breakage or loss of equipment or in other circumstances in which any necessary service is or is about to be interrupted~~ Upon a declaration of civil emergency as provided for in Chapter 2.75 ACC and Chapter 38.52 RCW;

~~B. In cases where the city will suffer loss by following the normal purchases and contract procedures;~~
~~C. In situations where public health or safety may be jeopardized ;~~
2. Without competitive bid for public works projects, as provided for by RCW 39.04.280; and
~~D~~3. In other cases as allowed by state law.
B. Emergency contracts entered into under this section shall be presented to the city council for ratification at the earliest practical opportunity.
(Ord. 6147 § 1, 2008; Ord. 5525 § 1, 2001.)

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

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

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

INTRODUCED: ______________________
PASSED: ______________________
APPROVED: ______________________

____
NANCY BACKUS, MAYOR

ATTEST:

____
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

PUBLISHED: ______________

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5089

Date:
August 6, 2014

Department:
Information Services

Attachments:
Resolution No. 5089 with exhibits
Comcast Business quote - City of Auburn
Comcast Order Form
Comcast Order Form
Comcast Order Form
Comcast Order Form

Budget Impact:
$0

Administrative Recommendation:

City Council adopt Resolution No. 5089.

Background Summary:

Currently, the city has data and internet services provided by 3 service providers with contracts expiring in 2014. Through a competitive bidding process, we have identified a significant upgrade to City data (Internet) and voice services in 3 locations to support current and future needs at the Airport, City Hall and the Justice Center. Increased Internet capabilities are required for current “Cloud” based applications which have reduced operational costs and overhead, however increased bandwidth are required. The proposed service enhancement will provide redundant links and future phone and data fail over services at City Hall and Justice Center. The new service costs will be an approximate annual increase of $9416.60 which is offset due to additional service cancellations. As part of this upgrade the City will receive fiber connectivity and service enhancements with long distance at .028 per minute compared to .039 currently and also includes: 50MB Internet, 2 PRI Voice, Caller ID capabilities, approximately 9600 long distance minutes per PRI and local dialing with no long distance between Bellingham and Chehalis. 20MB Internet, 1 PRI Voice (failover) 10MB Internet, Voice Services and 5 phones with voicemail at Airport.

Funding for this project will be accommodated through current Innovation & Technology communications budget 518.00.880.42.

Reviewed by Council Committees:

Finance, Municipal Services

Councilmember: Peloza **Staff:** Tiedeman

RESOLUTION NO. 5 0 8 9

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 COMCAST ENTERPRISE SERVICES FOR COMMUNICATIONS SERVICES

WHEREAS, the City of Auburn has a need for communication services; and

WHEREAS, Comcast Enterprise Services is able to provide those communication services at a cost that is acceptable to the City.

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

Section 1. That the Mayor is hereby authorized to execute the Master Services Agreement and First Amendment to Master Services Agreement between the City and Comcast Enterprise Services, which agreement and amendment shall be in substantial conformity with the Agreement and First Amendment respectively attached hereto as Exhibits A and B and incorporated herein by this reference.

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

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

Dated and Signed this _____ day of ________________, 2014.

CITY OF AUBURN

____

NANCY BACKUS, MAYOR

ATTEST:

____
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

____
Daniel B. Heid, City Attorney

Exhibit A

COMCAST ENTERPRISE SERVICES MASTER SERVICES AGREEMENT (MSA)

MSA ID#: WA-177289-jhoss	MSA Term: 60 months	Account Name: City of Auburn

CUSTOMER INFORMATION

Primary Contact: Ron Tiedeman	Primary Contact Address Information
Title: Director of IT	Address 1:
Phone: (253) 288-3160	Address 2:
Cell:	City:
Fax:	State:
Email: rtiedeman@auburnwa.gov	Zip Code:

This Master Service Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide communications and other services ("Services") to the above Customer. The Agreement consists of this fully executed Master Service Agreement Cover Page ("Cover Page"), the Enterprise Services General Terms and Conditions ("General Terms and Conditions"), any written amendments to the Agreement executed by both parties ("Amendments"), the Product-Specific Attachment for the applicable Services ("PSA(s)") and each Sales Order accepted hereunder ("Sales Orders"). In the event of any inconsistency among these documents, precedence will be as follows: (1) this Cover Page (2) General Terms and Conditions, (3) PSA(s), , and (4) Sales Orders. This Agreement shall be legally binding when signed by both parties and shall continue in effect until the expiration date of any Service Term specified in a Sales Order referencing the Agreement, unless terminated earlier in accordance with the Agreement.

The Customer referenced above may submit Sales Orders to Comcast during the Term of this Agreement ("MSA Term"). After the expiration of the initial MSA Term, Comcast may continue to accept Sales Orders from Customer under the Agreement, or require the parties to execute a new MSA.

The Agreement shall terminate in accordance with the General Terms and Conditions. The General Terms and Conditions and PSAs are located at http://business.comcast.com/enterprise-terms-of-service/index.aspx(or any successor URL).Use of the Services is also subject to the High-Speed Internet for Business Acceptable Use Policy ("AUP") located at http://business.comcast.com/customer-notifications/acceptable-use-policy (or any successor URL), and the High-Speed Internet for Business Privacy Policy (Privacy Policy") located at http://business.comcast.com/customer-notifications/customer-privacy-statement (or any successor URL). Comcast may update the General Terms and Conditions, PSAs, AUP and Privacy Policy from time to time upon posting to the Comcast website.

Services are only available to commercial customers in wired and serviceable areas in participating Comcast systems (and may not be transferred). Minimum Service Terms are required for most Services and early termination fees may apply. Service Terms are identified in each Sales Orders, and early termination fees are identified in the applicable Product Specific Attachments.

BY SIGNING BELOW, CUSTOMER AGREES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

CUSTOMER SIGNATURE (by authorized representative)

Signature:
Name:
Title:
Date:

COMCAST USE ONLY (by authorized representative)

Signature:	Sales Rep: Todd Lash
Name:	Sales Rep Email: todd_lash@cable.comcast.com
Title:	Region: Seattle
Date:	Division: West

EXHIBIT B

FIRST AMENDMENT
to
Comcast Enterprise Services Master Services Agreement No. WA-177289-jhoss

This First Amendment ("Amendment") is concurrently entered into on July 11, 2014 ("Effective Date") in conjunction with the Comcast Enterprise Services Master Services Agreement No. WA-177289-jhoss ("Agreement") by and between Comcast Cable Communications Management, LLC ("Comcast") and City of Auburn ("Customer"), individually referred to herein as "Party" and jointly referred to as "Parties". In the event of an explicit conflict between this Amendment and the Agreement, the terms and conditions of this Amendment shall take precedence in the interpretation of the explicit matter in question. Unless otherwise set forth herein, all capitalized terms set forth herein shall have the same meaning as set forth in the Agreement.

Whereas, the Parties desire to amend the Agreement by this writing to reflect the amended or additional terms and conditions to which the Parties have agreed to;

Now, therefore, in consideration of the mutual covenants, promises, and consideration set forth in this Amendment, the Parties agree as follows:

1. Article 1 of the Enterprise Services General Terms and Conditions ("General Terms and Conditions") is hereby modified to read as follows:

   "Comcast may change or modify the Agreement, and any related policies from time to time ("Revisions") by posting such Revisions to the Comcast Website. The Revisions are effective upon posting to the Website. Customer will receive notice of the Revisions in the next applicable monthly invoice. Customer shall have sixty (60) calendar days from the invoice notice of such Revisions to provide Comcast with written notice that the Revisions adversely affect Customer's use of the Service(s). If after notice Comcast is unable to reasonably mitigate the Revision's impact on such Services, then Customer may terminate the impacted Service(s) without further obligation to Comcast beyond the termination date, including Termination Charges, if any. This shall be Customer's sole and exclusive remedy."

2. Article 4.3 of the General Terms and Conditions is hereby modified to read as follows:

   "Sales Order Renewal. Upon the expiration of the Service Term, each Sales Order shall automatically renew for successive periods of one (1) month each ("Renewal Term(s)"), unless otherwise stated in these terms and conditions or prior notice of non-renewal is delivered by either Party to the other at least thirty (30) days before the expiration of the Service Term or the then current Renewal Term. Effective at any time after the end of the Service Term and from time to time thereafter, Comcast may, modify the charges for Ethernet, Internet and/or Video Services subject to thirty (30) days prior written notice to Customer. Customer will have thirty (30) days from receipt of such notice to cancel the applicable Service without further liability. Should Customer fail to cancel within this timeframe, Customer will be deemed to have accepted the modified Service pricing."

3. Article 11.15 is hereby added to the General Terms and Conditions to read as follows:

   "Non-Appropriation of Funds. In the event Customer is unable to secure funds or if funds are not appropriated by the applicable local or state agency for performance during any fiscal period of the term of a Sales Order, such Sales Order may be terminated ("Termination") by the Customer upon written notification to Comcast, to include a copy of the non-appropriation of funds notification, as of the beginning of the fiscal year for which funds are not appropriated or otherwise secured. In the event Customer terminates a Sales Order under this "Non-Appropriation of Funds" provision, neither Party shall have any further obligation to the other Party, excepting Customer shall be responsible for the payment of any and all unpaid charges for Services rendered and for Comcast equipment, and, any and all unpaid capital expenses incurred by Comcast on behalf of the applicable Sales Order, all of which are to be paid by Customer to Company within thirty (30) days from the Company provided invoice date. Customer hereby agrees to notify Comcast in writing as soon as it has knowledge that funds are not available for the continuation of the performance as set forth in the Sales Order, for any fiscal period under the applicable Sales Order Term."

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the day and year written below and the persons signing covenant and warrant that they are duly authorized to sign for and on behalf of the respective Parties. Except as otherwise modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

City of Auburn		**Comcast Cable Communications Management, LLC**	
Signature:		Signature:	
Printed Name:		Printed Name:	
Title:		Title:	
Date:		Date:	

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Customer Name: City of Auburn
Product Description: EDI PRI
Issue Date: 4/7/2014
Term: 60 months

Service Description	Location	Port	Bandwidth Commitment (Mbps)	Maximum Bandwidth (Mbps)	Pricing	
					Monthly (USD)	One Time Charge (USD)
Ethernet Dedicate Internet Services	25 W Main	1	50Mb	1000Mb	$908.01	$1,000.00
PRI - total of 9200LD Minutes	25 W Main	2	50Mb		$638.00	$500.00
Ethernet Dedicate Internet Services	506 23rd	1	10Mb	1000Mb	$690.20	$1,000.00
Business Voice Edge	506 23rd	1			$160.55	$99.70
Ethernet Dedicate Internet Services (Optional)	340 E Main	1	20Mb	1000Mb	$803.60	$1,000.00
PRI - total of 4600LD Minutes	340 E Main	1	50Mb		$294.00	$9.95
Locations and Comcast build cost to be absorbed: 25 W Main ST - 506 23rd - 340 E Main ST - PRI is a combined LD min = 13,800						
					$3,494.45	$ 3,609.65

Pricing based on:.
Price quote valid for 30 days.
Final Verification of site build cost.

Todd Lash, Enterprise Account Executive
Office: Phone # 253-864-4685
todd_lash@cable.comcast.com

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

Account Name: City of Auburn **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1652313

CUSTOMER INFORMATION (for notices)

Primary Contact:	Ron Tiedeman	**City:**		**Phone:**	(253) 288-3160
Title:	Director of IT	**State:**		**Cell:**	
Address 1:		**Zip:**		**Fax:**	
Address 2:				**Email:**	rtiedeman@auburnwa.gov

SUMMARY OF CHARGES (Details on following pages)

Service Term (Months): 60

SUMMARY OF SERVICE CHARGES*

Total Ethernet Monthly Recurring Charges:	$ 908.01
Total Trunk Services Monthly Recurring Charges:	$ 638.00
Total Off-Net Monthly Recurring Charges:	$ 0.00
Total Monthly Recurring Charges (all Services):	**$ 1,546.01**
Total Ethernet Standard Installation Fees*:	$ 1,000.00
Total Trunk Services Standard Installation Fees:	$ 500.00
Total Off-Net Standard Installation Fees:	$ 0.00
Total Standard Installation Fees (all Services):	**$ 1,500.00**

SUMMARY OF CUSTOM INSTALLATION FEES

Total Custom Installation Fee:	**$ 0.00**
Amortized Custom Installation Fee	**$ 0.00**

*Note: Charges identified in the Service Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, USF fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fee prior to the installation of Service.

GENERAL COMMENTS

AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at http://business.comcast.com/enterprise-terms-of-service/index.aspx, (the "Agreement") . Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

E911 NOTICE

Comcast Business Class Trunking Service may have the E911 limitations specified below:

• The National Emergency Number Association (NENA), a 911 industry organization that makes recommendations for standardized services relating to E911, has issued guidelines that state “The PBX owner is responsible for creating customer records, preferably in NENA standard format, that identify caller locations.” To facilitate Customer’s compliance with these guidelines and with associated state and local requirements related to provision of Automatic Location Information (ALI) for E911 services, Comcast offers two options:
  a. Comcast will send to the ALI database or Subscriber Location Database (SLDB) the main billing telephone number and the main address provided by Customer; or
  b. Customer may choose to sign up for up to 10 Emergency Location Information Numbers (ELINs) that Customer could assign to zones within Customer’s premises that would be separately identified to the E911 call taker. The location information, such as a specific floor, side of a building, or other identifying information, could assist emergency responders to more quickly reach the appropriate location. Customer is solely responsible for programming it’s PBX system to map each station to one of these numbers, and for updating the system as necessary to reflect moves or additions of stations within the premises. Comcast will send the assigned ELINs to the ALI or SLDB database, as is appropriate.
• Many jurisdictions require businesses using multi-line telephone systems to program their systems to transmit specific location information for 911 calls. Customer bears sole responsibility to ensure that it identifies and complies with all such requirements. In any event, if Customer does not maintain E911 records in a timely and accurate manner, the E911 call taker may not receive proper location information, and emergency responders may be delayed or even prevented from timely reaching the caller’s location.
• Battery Back Up - The Integrated Access Device (IAD) provided by Comcast is not equipped with battery backup. It is Customer’s responsibility to ensure adequate back-up power is provided to ensure service continuity during a power outage, as employees would otherwise be unable to use the Services, including dialing 9-1-1, when power is unavailable.
• Calls using the Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.
• All questions should be directed to 1-800-391-3000. E911 Service, Private Branch Exchange, and Direct Inward Dial Service.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

CUSTOMER USE ONLY (by authorized representative)	COMCAST USE ONLY (by authorized representative)		
Signature:	Signature:	Sales Rep:	Todd Lash
Name:	Name:	Sales Rep E-Mail:	todd_lash@cable.comcast.com
Title: RES.A	Title:	Region:	Seattle
Date:	Date:	Division:	West

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

ETHERNET SERVICES AND PRICING

Account Name: City of Auburn

Date: July 30, 2014

MSA ID#: WA-177289-jhoss

SO ID#: WA-177289-jhoss-1652313

Short Description of Service:

Service Term (Months): 60

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Monthly	One-Time
1	New	Add	EDI-NI-50	50 Mbps	City of Auburn - 25 W Main ST 25 W MAIN ST		Interstate	$ 0.00	$ 1,000.00
2	New	Add	EDI-50	50 Mbps	City of Auburn - 25 W Main ST 25 W MAIN ST		Interstate	$ 908.01	$ 0.00
3	New	Add	PRI-UNI	50 Mbps	City of Auburn - 25 W Main ST 25 W MAIN ST		Interstate	$ 0.00	$ 0.00
* Services Location Details attached						**Page Total**		$ 908.01	$ 1,000.00

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Account Name:	City of Auburn	**MSA ID#:**	WA-177289-jhoss	**SO ID#:**	WA-177289-jhoss-1652313	**Date:**	July 30, 2014

Line	Location Name / Site ID	Address 1	Address 2	City	State	Zip Code	DeMarc Location	Extend to DeMarc (Yes/No)	Inside Wiring (Yes/No)	Technical / Local Contact Name	Technical / Local Contact Phone #	Technical / Local Contact Email Address	Technical Contact On Site (Yes/No)	Satellite Location (Y/N)
1	City of Auburn - 25 W Main ST	25 W MAIN ST		AUBURN	WA	98001	1		No	Ron Tiedeman	(253)288-3160	rtiedeman@auburnwa.gov	No	No

COMCAST TRUNK SERVICES SALES ORDER FORM

SUMMARY OF TRUNK SERVICES AND PRICING

Date : 07/30/2014 **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1652313 **Account Name:** City of Auburn

Service Term: 60

Site	Location Name / Site ID	# Full PRI	# Fractional PRI	# Additional Channels PORT 1	# Additional Channels PORT 2	# Additional Channels PORT 3	# Additional Channels PORT 4	# Additional Channels PORT 5	# Additional Channels PORT 6	# Additional Channels PORT 7	# Additional Channels PORT 8
1	City of Auburn - 25 W Main ST	2	0	0	0	0	0	0	0	0	0

COMCAST TRUNK SERVICES SALES ORDER FORM

SUMMARY OF TRUNK SERVICES AND PRICING

Date : 07/30/2014 **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1652313 **Account Name:** City of Auburn

Service Term: 60

Site	Location Name / Site ID	# of 20 TN Block	# of 100 TN Block	# of 200 TN Blocks	# of 500 TN Blocks	# of 1000 TN Blocks	# of Toll Free Numbers	# of Trunk Groups	# of Trunk Groups with DNIS	# of RCF TN	Monthly Call Detail Record	Solution Charges: Monthly Recurring Charges	Solution Charges: Standard Installation Fees
1	City of Auburn - 25 W Main ST	0	0	0	0	0	0	0	0	0	1	$ 638.00	$ 500.00
									Page Total:			$ 638.00	$ 500.00

ENTERPRISE SALES ORDER DETAIL - TRUNK SERVICES

Date : 07/30/2014 **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1652313

Account Name: City of Auburn

Location Name/Site ID:	City of Auburn - 25 W Main ST
Address 1:	25 W MAIN ST
Address 2:	
City:	AUBURN
State:	WA
Zip:	98001

Request Type:	New
Action:	

Customer Moving? None

Moving From Address

Address 1:	
Address 2:	
City:	
State:	
Zip:	

Technical Contact Name:	Ron Tiedeman
Technical Contact Phone:	(253)288-3160
Technical Contact Email:	rtiedeman@auburnwa.gov
Technical Contact On-Site(Y/N)	No

Aggregate Monthly Recurring Charges:	
Service Term	60
Monthly Recurring Charge:	$ 978.00
Promotional Discount:	-$ 340.00
Total Monthly Recurring Charge*:	$ 638.00

*Applicable federal, state, and local taxes and fees may apply; usage fees not included.

Detail of Monthly Recurring Charges:

Business Class Trunks	
PRI Interface	

Ethernet/Trunk Promotion Option	ENTBCTPRI2FullBP

Ethernet/Trunk Promotion Description

Enterprise channel. 2 Full Business Class Trunks PRI, rate card $489 each, discounted $240, plus an additional $100 off 1st PRI for total MRC of $638 when bought with or added to Ethernet. Discount shows on PRI bill titled "Multi-Product Pkg Discount". Taxes, Usage and Fees are extra.

Trunk Services Standard Installation Fees:

Toll Free Activation Fee:	$ 0.00
RCF Activation Fee :	$ 0.00
Directory Listing Suppression	$ 0.00
Site Installation Charges*:	$ 500.00
Total Trunk Services Standard Installation Fees:	$ 500.00

Voice Selections	Quantity	Unit Price	Total Price
Fractional PRI*	0	$ 0.00	$ 0.00
# of Additional Channels PORT 1	0	$ 0.00	$ 0.00
# of Additional Channels PORT 2	0	$ 0.00	$ 0.00
# of Additional Channels PORT 3	0	$ 0.00	$ 0.00
# of Additional Channels PORT 4	0	$ 0.00	$ 0.00
# of Additional Channels PORT 5	0	$ 0.00	$ 0.00
# of Additional Channels PORT 6	0	$ 0.00	$ 0.00
# of Additional Channels PORT 7	0	$ 0.00	$ 0.00
# of Additional Channels PORT 8	0	$ 0.00	$ 0.00
Full PRI*	2	$ 489.00	$ 978.00
# of 20 TN Blocks*	0	$ 0.00	$ 0.00
# of 100 TN Blocks	0	$ 0.00	$ 0.00
# of 200 TN Blocks	0	$ 0.00	$ 0.00
# of 500 TN Blocks	0	$ 0.00	$ 0.00
# of 1000 TN Blocks	0	$ 0.00	$ 0.00
# of Toll Free Numbers	0	$ 0.00	$ 0.00
# of Trunk Groups	0	$ 0.00	$ 0.00
# of RCF TN	0	$ 0.00	$ 0.00
# of DTO	0	$ 0.00	$ 0.00
# of Trunk Groups with DNIS	0	$ 0.00	$ 0.00
Monthly Call Detail Record (CDR)	1	$ 0.00	$ 0.00
# of Intra Lata CRC TNs	0	$ 0.00	$ 0.00
# of Inter Lata CRC TNs	0	$ 0.00	$ 0.00
Directory Listing Suppression	0	$ 0.00	$ 0.00

*20 TN Block Included in Price for PRI

Directory Listing	Published
DL Number	
DL Display Name	City of Auburn
DA/DL Header Text Information	
Caller ID Display Name	
Caller ID (Yes/No)	No
Call Blocking (Yes/No)	
Customer requests Call Forward Not Reachable?	No
Customer requests International Dialing?	No

Customer may change the International Dialing preference by contacting Comcast in writing.

FOR COMCAST USE ONLY	
Sales Representative Code:	Todd Lash
Sales Manager/Director:	
Sales Manager/Director Approval:	
Division:	West
Lead ID:	

SPECIAL ORDER NOTES

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

Account Name: City of Auburn **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1652683

CUSTOMER INFORMATION (for notices)

Primary Contact:	Ron Tiedeman	**City:**		**Phone:**	(253) 288-3160
Title:	Director of IT	**State:**		**Cell:**	
Address 1:		**Zip:**		**Fax:**	
Address 2:				**Email:**	rtiedeman@auburnwa.gov

SUMMARY OF CHARGES (Details on following pages)

Service Term (Months): 60

SUMMARY OF SERVICE CHARGES*

Total Ethernet Monthly Recurring Charges:	$ 803.60
Total Trunk Services Monthly Recurring Charges:	$ 294.00
Total Off-Net Monthly Recurring Charges:	$ 0.00
Total Monthly Recurring Charges (all Services):	**$ 1,097.60**
Total Ethernet Standard Installation Fees*:	$ 1,000.00
Total Trunk Services Standard Installation Fees:	$ 9.95
Total Off-Net Standard Installation Fees:	$ 0.00
Total Standard Installation Fees (all Services):	**$ 1,009.95**

SUMMARY OF CUSTOM INSTALLATION FEES

Total Custom Installation Fee:	**$0.00**
Amortized Custom Installation Fee	**$ 0.00**

*Note: Charges identified in the Service Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, USF fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fee prior to the installation of Service.

GENERAL COMMENTS

AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at http://business.comcast.com/enterprise-terms-of-service/index.aspx, (the "Agreement") . Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

E911 NOTICE

Comcast Business Class Trunking Service may have the E911 limitations specified below:

• The National Emergency Number Association (NENA), a 911 industry organization that makes recommendations for standardized services relating to E911, has issued guidelines that state "The PBX owner is responsible for creating customer records, preferably in NENA standard format, that identify caller locations." To facilitate Customer's compliance with these guidelines and with associated state and local requirements related to provision of Automatic Location Information (ALI) for E911 services, Comcast offers two options:

a. Comcast will send to the ALI database or Subscriber Location Database (SLDB) the main billing telephone number and the main address provided by Customer; or

b. Customer may choose to sign up for up to 10 Emergency Location Information Numbers (ELINs) that Customer could assign to zones within Customer's premises that would be separately identified to the E911 call taker. The location information, such as a specific floor, side of a building, or other identifying information, could assist emergency responders to more quickly reach the appropriate location. Customer is solely responsible for programming it's PBX system to map each station to one of these numbers, and for updating the system as necessary to reflect moves or additions of stations within the premises. Comcast will send the assigned ELINs to the ALI or SLDB database, as is appropriate.

• Many jurisdictions require businesses using multi-line telephone systems to program their systems to transmit specific location information for 911 calls. Customer bears sole responsibility to ensure that it identifies and complies with all such requirements. In any event, if Customer does not maintain E911 records in a timely and accurate manner, the E911 call taker may not receive proper location information, and emergency responders may be delayed or even prevented from timely reaching the caller's location.

• Battery Back Up - The Integrated Access Device (IAD) provided by Comcast is not equipped with battery backup. It is Customer's responsibility to ensure adequate back-up power is provided to ensure service continuity during a power outage, as employees would otherwise be unable to use the Services, including dialing 9-1-1, when power is unavailable.

• Calls using the Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.

• All questions should be directed to 1-800-391-3000. E911 Service, Private Branch Exchange, and Direct Inward Dial Service.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

CUSTOMER USE ONLY (by authorized representative)	COMCAST USE ONLY (by authorized representative)		
Signature:	Signature:	Sales Rep:	Todd Lash
Name:	Name:	Sales Rep E-Mail:	todd_lash@cable.comcast.com
Title:	Title:	Region:	Seattle
Date:	Date:	Division:	West

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

ETHERNET SERVICES AND PRICING

Account Name: City of Auburn

Date: July 30, 2014

MSA ID#: WA-177289-jhoss

SO ID#: WA-177289-jhoss-1652683

Short Description of Service:

Service Term (Months): 60

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Monthly	One-Time
1	New	Add	EDI-NI-20	20 Mbps	City of Auburn - 340 E Main ST 340 E MAIN ST		Interstate	$ 0.00	$ 1,000.00
2	New	Add	EDI-20	20 Mbps	City of Auburn - 340 E Main ST 340 E MAIN ST		Interstate	$ 803.60	$ 0.00
3	New	Add	PRI-UNI	50 Mbps	City of Auburn - 340 E Main ST 340 E MAIN ST		Interstate	$ 0.00	$ 0.00
* Services Location Details attached						Page Total		$ 803.60	$ 1,000.00

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Account Name:	City of Auburn	**MSA ID#:**	WA-177289-jhoss	**SO ID#:**	WA-177289-jhoss-1652683	**Date:**	July 30, 2014

Line	Location Name / Site ID	Address 1	Address 2	City	State	Zip Code	DeMarc Location	Extend to DeMarc (Yes/No)	Inside Wiring (Yes/No)	Technical / Local Contact Name	Technical / Local Contact Phone #	Technical / Local Contact Email Address	Technical Contact On Site (Yes/No)	Satellite Location (Y/N)
1	City of Auburn - 340 E Main	340 E MAIN ST		AUBURN	WA	98002	1		No	Ron Tiedeman	(253)288-3160	rtiedeman@auburnwa.gov	No	No

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

Account Name: City of Auburn **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1895550

CUSTOMER INFORMATION (for notices)

Primary Contact:	Colin Schmalz	**City:**	AUBURN	**Phone:**	(253) 804-5021
Title:	Network Communications Engineer	**State:**	WA	**Cell:**	
Address 1:	25 West Main Street	**Zip:**	98001	**Fax:**	
Address 2:				**Email:**	cschmalz@auburnwa.gov

SUMMARY OF CHARGES (Details on following pages)

Service Term (Months): 60

SUMMARY OF SERVICE CHARGES*

Total Metro Ethernet Monthly Recurring Charges:	$ 690.20
Total Trunk Services Monthly Recurring Charges:	$ 0.00
Total Off-Net Monthly Recurring Charges:	$ 0.00
Total Monthly Recurring Charges (all Services):	**$ 690.20**
Total Metro Ethernet Standard Installation Fees*:	$ 1,000.00
Total Trunk Services Standard Installation Fees:	$ 0.00
Total Off-Net Standard Installation Fees:	$ 0.00
Total Standard Installation Fees (all Services):	**$ 1,000.00**

SUMMARY OF CUSTOM INSTALLATION FEES

Total Custom Installation Fee:	**$**
Amortized Custom Installation Fee	**$ 0.00**

*Note: Charges identified in the Service Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fee prior to the installation of Service.

GENERAL COMMENTS

AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at http://business.comcast.com/enterprise-terms-of-service/index.aspx, (the "Agreement") . Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

E911 NOTICE

Comcast Business Class Trunking Service may have the E911 limitations specified below:

• The National Emergency Number Association (NENA), a 911 industry organization that makes recommendations for standardized services relating to E911, has issued guidelines that state "The PBX owner is responsible for creating customer records, preferably in NENA standard format, that identify caller locations." To facilitate Customer's compliance with these guidelines and with associated state and local requirements related to provision of Automatic Location Information (ALI) for E911 services, Comcast offers two options:

a. Comcast will send to the ALI database or Subscriber Location Database (SLDB) the main billing telephone number and the main address provided by Customer; or

b. Customer may choose to sign up for up to 10 Emergency Location Information Numbers (ELINs) that Customer could assign to zones within Customer's premises that would be separately identified to the E911 call taker. The location information, such as a specific floor, side of a building, or other identifying information, could assist emergency responders to more quickly reach the appropriate location. Customer is solely responsible for programming it's PBX system to map each station to one of these numbers, and for updating the system as necessary to reflect moves or additions of stations within the premises. Comcast will send the assigned ELINs to the ALI or SLDB database, as is appropriate.

• Many jurisdictions require businesses using multi-line telephone systems to program their systems to transmit specific location information for 911 calls. Customer bears sole responsibility to ensure that it identifies and complies with all such requirements. In any event, if Customer does not maintain E911 records in a timely and accurate manner, the E911 call taker may not receive proper location information, and emergency responders may be delayed or even prevented from timely reaching the caller's location.

• Battery Back Up - The Integrated Access Device (IAD) provided by Comcast is not equipped with battery backup. It is Customer's responsibility to ensure adequate back-up power is provided to ensure service continuity during a power outage, as employees would otherwise be unable to use the Services, including dialing 9-1-1, when power is unavailable.

• Calls using the Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.

• All questions should be directed to 1-800-391-3000. E911 Service, Private Branch Exchange, and Direct Inward Dial Service.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

CUSTOMER USE ONLY (by authorized representative)	COMCAST USE ONLY (by authorized representative)		
Signature:	Signature:	Sales Rep:	Todd Lash
Name:	Name:	Sales Rep E-Mail:	todd_lash@cable.comcast.com
Title:	Title:	Region:	Seattle
Date:	Date:	Division:	West

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

METRO ETHERNET SERVICES AND PRICING

Account Name: City of Auburn

Date: April 25, 2014

MSA ID#: WA-177289-jhoss

SO ID#: WA-177289-jhoss-1895550

Short Description of Service:

Service Term (Months): 60

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Monthly	One-Time
1	New	Add	EDI-NI-10	10 Mbps	City of Auburn - 506 23rd ST NE 506 23RD ST		Interstate	$ 0.00	$ 1,000.00
2	New	Add	EDI-10	10 Mbps	City of Auburn - 506 23rd ST NE 506 23RD ST		Interstate	$ 690.20	$ 0.00
* Services Location Details attached						Page Total		$ 690.20	$ 1,000.00

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Account Name: City of Auburn **MSA ID#:** WA-177289-jhoss **SO ID#:** WA-177289-jhoss-1895550 **Date:** April 25, 2014

Line	Location Name / Site ID	Address 1	Address 2	City	State	Zip Code	DeMarc Location	Extend to DeMarc (Yes/No)	Inside Wiring (Yes/No)	Technical / Local Contact Name	Technical / Local Contact Phone #	Technical / Local Contact Email Address	Technical Contact On Site (Yes/No)	Satellite Location (Y/N)
1	City of Auburn - 506 23rd ST	506 23RD ST NE		AUBURN	WA	98002	1		No	Colin Schmalz	(253)804-5021	cschmalz@auburnwa.gov	No	No

Comcast BUSINESS CLASS

COMCAST BUSINESS VOICEEDGE SERVICES SALES ORDER FORM

Business VoiceEdge™

SUMMARY OF BUSINESS VOICEEDGE SERVICES AND PRICING

Date: 7/16/2014 Total Number of Lines: 2

Service Term: 60 MONTHS Total Number of Seats: 4

Site	Location Name/Site ID	# Lines	# Std Seats	# UC Seats	# Recp Consl	# AA	# Hunt Group	# CQA**	# VM box	# SCA	# TFN	RCF	# 20 TN Blck	# 100 TN Blck	# 200 TN Blck	# 500 TN Blck	# 1000 TN Blck	# Inv TNs	# Addl TNs
1	City of Auburn - Airport	2	2	2															
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
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21																			
22																			
23																			
24																			
25																			

Site			Equipment Charges																Solution Charges		
	EdgeMarc (5 call)	EdgeMarc (10 call)	EdgeMarc (15 call)	EdgeMarc (30 call)	EdgeMarc (70 call)	EdgeMarc (300 call)	Polycom VVX 310 HD	Polycom VVX 410 HD	Polycom VVX 500 HD Phone	Polycom VVX 600 HD	Polycom VVX Color Exp Module	Polycom VVX 1500 HD	Cisco 232D ATA	Polycom Crdlss	Polycom CrdlssHndst	Polycom VVX USB Camera	Polycom 5000	Polycom 6000	Monthly Recurring Charges	Standard Installation Fees	Activation Fees
1		1					2		2										$160.55	$0.00	$100
2																			$0.00	$0.00	$0
3																			$0.00	$0.00	$0
4																			$0.00	$0.00	$0
5																			$0.00	$0.00	$0
6																			$0.00	$0.00	$0
7																			$0.00	$0.00	$0
8																			$0.00	$0.00	$0
9																			$0.00	$0.00	$0
10																			$0.00	$0.00	$0
11																			$0.00	$0.00	$0
12																			$0.00	$0.00	$0
13																			$0.00	$0.00	$0
14																			$0.00	$0.00	$0
15																			$0.00	$0.00	$0
16																			$0.00	$0.00	$0
17																			$0.00	$0.00	$0
18																			$0.00	$0.00	$0
19																			$0.00	$0.00	$0
20																			$0.00	$0.00	$0
21																			$0.00	$0.00	$0
22																			$0.00	$0.00	$0
23																			$0.00	$0.00	$0
24																			$0.00	$0.00	$0
25																			$0.00	$0.00	$0
																		Total	$160.55	$0.00	$99.70

SALES ORDER DETAIL - BUSINESS VOICEEDGE SERVICES

Comcast BUSINESS CLASS

Customer Information:

Location Name:	City of Auburn - Airport
Company Name:	City of Auburn
Contact Name:	Ron Tiedeman
Address 1:	506 23rd ST NE
Address 2:	
City:	Auburn
State:	Wa
Zip:	98002
Business Phone:	2532883160
Cell Phone:	
Fax Number:	
Email:	rtiedeman@auburnwa.gov
Technical Contact Name:	Ron Tiedeman
Technical Contact Phone Number:	2532883160
Technical Contact Email Address:	rtiedeman@auburnwa.gov
Technical Contact On-Site (Y/N)	N
Site Type:	Standard
Parent Location:	

Detail of Monthly Recurring Charges:

Business VoiceEdge Promotion Option	
Promotion Description	

Voice Selections	**Quantity**	**Unit Price (Monthly)**	**Total Price (Monthly)**	**Unit Price (NRC)**	**Total Price (NRC)**
Lines	2	$34.95	$69.90	$29.95	$59.90
Standard Seats	2	$14.95	$29.90	$9.95	$19.90
Unified Communication Seats	2	$19.95	$39.90	$9.95	$19.90
Softphone-Only UC seats		$0.00	$0.00	$0.00	$0.00
Reception Console		$29.95	$0.00	$12.00	$0.00
Auto Attendant - with a Local TN		$24.95	$0.00	$24.95	$0.00
Additional Hunt Group		$0.00	$0.00	$0.00	$0.00
Call Queue Agent per UC Seat Subscribed		$9.95	$0.00	$12.00	$0.00
Additional Voicemail Box		$5.00	$0.00	$0.00	$0.00
Shared Call Appearance		$0.00	$0.00	$0.00	$0.00
Toll Free Number(s) (plus usage)		$5.00	$0.00	$9.95	$0.00
Remote Call Forward		$0.00	$0.00	$0.00	$0.00
20 Local TNs		$5.00	$0.00	$0.00	$0.00
100 Local TNs		$20.00	$0.00	$0.00	$0.00
200 Local TNs		$40.00	$0.00	$0.00	$0.00
500 Local TNs		$100.00	$0.00	$0.00	$0.00
1000 Local TNs		$200.00	$0.00	$0.00	$0.00
Inventoried TNs		$0.00	$0.00	$0.00	$0.00
Additional or Alternate TNs		$2.95	$0.00	$0.00	$0.00
Non-Published Directory Listing (No DL or 411)		$2.00	$0.00	$24.95	$0.00
Non-Listed Directory Listing (No DL, yes 411)		$2.00	$0.00	$24.95	$0.00
Additional Directory Listing		$4.50	$0.00	$24.95	$0.00
Customer Equipment					
EdgeMarc 4550 - 5 Call WAN		$4.95	$0.00	$0.00	$0.00
EdgeMarc 4550 - 10 Call WAN Upgrade	1	$6.95	$6.95	$0.00	$0.00
EdgeMarc 4550 - 15 Call WAN Upgrade		$9.95	$0.00	$0.00	$0.00
EdgeMarc 4550 - 30 Call WAN Upgrade		$14.95	$0.00	$0.00	$0.00
EdgeMarc 4550 - 70 Call WAN Upgrade		$19.95	$0.00	$0.00	$0.00
EdgeMarc 5300 - 300 Call WAN Upgrade		$74.95	$0.00	$0.00	$0.00
Polycom SoundPoint VVX 310 HD	2	$0.00	$0.00	$0.00	$0.00
Polycom SoundPoint VVX 410 HD		$5.95	$0.00	$0.00	$0.00
Polycom Soundpoint VVX 500 HD Phone	2	$6.95	$13.90	$0.00	$0.00
Polycom SoundPoint VVX 600 HD		$9.95	$0.00	$0.00	$0.00
Polycom VVX Color Expansion Module		$4.95	$0.00	$0.00	$0.00
Polycom VVX 1500 HD		$19.95	$0.00	$0.00	$0.00
Cisco 232D ATA		$4.95	$0.00	$0.00	$0.00
Polycom Cordless DECT (1-Base Station & 1-Handset) **		$9.95	$0.00	$0.00	$0.00
Polycom Cordless DECT Handset (1-Handset) **		$4.95	$0.00	$0.00	$0.00
Polycom VVX USB Camera		$3.95	$0.00	$0.00	$0.00
Polycom Soundstation 5000		$4.95	$0.00	$0.00	$0.00
Polycom Soundstation 6000		$6.95	$0.00	$0.00	$0.00

Billing Information:

Billing Address Details Same as Service Location?	No
Billing Account Name	City of Auburn
Billing Name (3rd Party Accounts)	
Billing Contact Name	Ron Tiedeman
Billing Address 1	25 West Main St
Billing Address 2	
City	Auburn
State	Wa
Zip	98001
Billing Contact Phone	2532883160
Billing Contact Fax	
Billing Contact Email	
Tax Exempt*?	No

*If yes, please provide and attach all applicable tax exemption certificates

Aggregate Monthly Recurring Charges

Service Term (Months):	**60**
Monthly Recuring Charge:	**$160.55**
Promotional Discount:	**$0.00**
Total Business VoiceEdge Monthly Recurring Charge*:	**$160.55**

*Applicable federal, state, and local taxes and fees may apply; usage fees not included.

Business VoiceEdge Standard Installation Fees:

Total Activation Charges:	**$99.70**
Site Installation Charges:	**$0.00**
Expedite Order Charge **:	
Total Business VoiceEdge Standard Installation Fees:	**$99.70**

Directory Listing	
Directory Listing Phone Number	
Directory Listing Display Name	
DA/DL Header Text Information	
Caller ID Display Name	

Date of Quote: ____________

The terms set forth in this agreement are valid for 30 days from Date of Quote

Porting?	No
Customer requests International Dialing?	No

*Customer may change its International Dialing preference by contacting Comcast in writing.

Existing Business Customer wants to move TNs from

*Dedicated Service Lines such as, Fax or Security Lines are incompatible with BVE Services.

Emergency 911 Information			
***Street Number**		**Room**	
Pre-Directional		**Floor**	
***Street Name**		**Building**	
Suffix/Type		**Unit**	
Post Directional		**Unit Value**	
***City**			
***State**			
***Zip**			

Lookup on USPS.com

Ship to information:

Shipping Address Same as Service Location?	Yes
Shipping Contact Name	
Shipping Address 1	
Shipping Address 2	
City	
State	
Zip	
Shipping Contact Phone	

RESA

1. This Comcast Business Class Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Class Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Class Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (http://business.comcast.com/terms-conditions/index.aspx). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at http://business.comcast.com/terms-conditions/index.aspx (or any successor URL), and the then current High -Speed Internet for Business Privacy Policy located at http://business.comcast.com/terms-conditions/index.aspx (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Class Service ("Service") carries a 60 day money back guarantee. If within the first sixty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within sixty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed $500.00.

3. FOR CUSTOMERS SUBSCRIBING TO COMCAST'S BUSINESS CLASS ENHANCED VOICE SERVICE (INCLUDING BUSINESS VOICEEDGE™): CUSTOMER ACKNOWLEDGES RECEIPT AND UNDERSTAND OF THE FOLLOWING E911 NOTICE FOR ENHANCED VOICE SERVICES: Comcast Business Enhanced Voice Services, including Business VoiceEdge™ ("Enhanced Voice Services") may have the E911 limitations specified below:

• In order for 911 calls to be properly directed to emergency services using Enhanced Voice Services, Comcast must have the correct service address (i.e. street address, floor and/or office number) for each telephone number and extension used by the Customer with the Enhanced Voice Services. If Enhanced Voice Services are moved to a different location without Customer providing the correct information, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Enhanced Voice Services (including 911) may fail altogether. Customer is solely responsible for programming its telephone system to map each telephone number and extension to the correct location, and for updating the system as necessary to reflect moves or additions of stations within the premises.

• Enhanced Voice Services uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails, or is exhausted after several hours.

• Enhanced Voice Services calls, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.

• Comcast only supports 911 emergency calling with Enhanced Voice Services in those areas in the U.S. where Comcast can direct your company's 911 call to the appropriate PSAP in a manner consistent with applicable laws, rules, and regulations, including, without limitation, FCC rules and requirements. In an area where Comcast cannot support 911 calls, Customer will be notified before the completion of the update call. In this case, Customer must use an alternative means of accessing 911.

• Failure by Customer to make subsequent address updates, including updates to restore service address to theoriginal registered Service Location, or failure to allot sufficient time for the Service Location update provisioning to complete may result in emergency services being dispatched to the incorrect Service Location.

• If the Registered Service Location provided in conjunction with the user of nomadic Comcast Equipmentis deemed to be in an area Comcast cannot support for 911 calls, Customer will be notified before the completion of the update call. In this case, Customer must use an alternative means of accessing 911.

• Customers should call Comcast at 1-800-391-3000 or 1-866-207-5515 (for Customers using nomadic functionality) if they have any questions or need to update a service address in the e911 system. USE OF ENHANCED VOICE SERVICES AFTER EXECUTION OF THIS DOCUMENT CONSTITUTES CUSTOMER ACKNOWLEDGEMENT OF THE E911 NOTICE FOR ENHANCED VOICE SERVICES.

4. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the terms and conditions of this Agreement.

FOR COMCAST USE ONLY

Sales Representative PERNR:	10217243	NAOM Name:	
Sales Manager/Director:	Dan Littlefield	NAOM Telephone Number:	
Sales Manager/Director Approval:	Dave Eller	NAOM Email Address:	
Market:	84983200-Seattle Wa		
Region	Seattle Region		
Division	West Division		
Lead ID:			
Account Rep Name:	Todd Lash		
Telephone Number:	253-864-4685	Government Program:	None
Email Address:	todd_lash@cable.comcast.com		
VSS/SE Name:	Ron Cardenas		
VSS/SE Email:	ron_cardenas@cable.comcast.com		
Transport Type:	Fiber	Teleworker Internet Network:	
Fiber Status	New		
Sales Channel:	Enterprise		
SF Account ID:			
SF Location ID:			
SF Opportunity ID:			
Primary Site:		Enterprise Ext. Dialing Option:	
Customer Requested Date:			

CUSTOMER SIGNATURE

By signing below, Customer agrees to the terms and conditions of this Agreement

Signature: ____________

Print: ____________

Title: ____________

Date: ____________

SOA Version: 1.25

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5091

Date:
August 14, 2014

Department:
Administration

Attachments:
Ordinance No. 5091

Budget Impact:
$0

Administrative Recommendation:

City Council adopt Resolution No. 5091

Background Summary:

Subsequent to the City Council's decision in March 2014 to not proceed forward with construction bidding for the Les Gove Community Center, City Administration and key Department staff met several times to review potential other options. The outcome of these meetings was a proposed Youth/Teen Center and Community Center option. This option would consist of remodeling the existing Parks, Arts and Recreation offices into a Youth/Teen Center and developing an adjacent two-story Community Center. Staff believes that this approach could be conducted within the $9 million maximum budget identified by the City Council through pragmatic decision-making on design features and materials and economies of scale by colocation of services, functions and assets.

On June 18, 2014 Mayor Backus sent an email to the City Council indicating her and Deputy Mayor Wagner's support for this proposal and asking for direct feedback to her on the proposal. On August 14, 2014, the Les Gove Community Campus Committee met and reviewed the proposed option. The Committee also reviewed and took action on Resolution No. 5091 recommending its adoption to the full City Council. Staff will be providing a briefing to the entire City Council during a previously noticed special presentation prior to the City Council's regular meeting and consideration of Resolution No. 5091.

Reviewed by Council Committees:

Les Gove Community Campus Other: Mayor's Office, Community Dev & Public Works, Atty

Councilmember: Wagner

Staff: Snyder

Meeting Date: August 18, 2014

Item Number: RES.B

RESOLUTION NO. 5091

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON SUPPORTING A NEW YOUTH/TEEN CENTER AND COMMUNITY CENTER

WHEREAS, the current Auburn City Council and previous Councils have studied and planned for a community center to serve the citizens of the City of Auburn; and

WHEREAS, the City of Auburn has received a three million dollar state appropriation for a new community center; and

WHEREAS, the City of Auburn has accumulated an additional six million dollars in budgeted funds for the construction of a community center; and

WHEREAS, in March 2014, the Auburn City Council decided to not proceed with construction bidding for the Les Gove Community Center at this time because of costs that exceeded the maximum nine million dollar budget; and

WHEREAS, subsequent to the Council's March, 2014, decision, the Mayor and staff reviewed potential options for commitment and use of the nine million dollar maximum budget; and

WHEREAS, the Mayor has proposed a Youth/Teen Center and Community Center option comprised of remodeling the existing Parks, Arts and Recreation offices into a Youth/Teen Center and developing an adjacent two-story Community Center; and

WHEREAS, the Mayor has indicated that the proposed Youth/Teen Center and Community Center could be designed, constructed and furnished within the nine million dollar maximum budget through pragmatic decision-making on design features and materials, and economies of scale, by colocation of services, functions and assets; and

WHEREAS, the Auburn City Council concurs with the Mayor's proposal for a Youth/Teen Center and Community Center and with the design, construction and furnishing of said Centers within the nine million dollar maximum budget.

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

Section 1. Endorsement of Youth/Teen Center & Community Center. The proposal for a youth/teen center and community center is hereby endorsed and supported. The Mayor is requested to move forward with the planning of such a center to be funded with the nine million dollar maximum budget.

Section 2. Administrative Procedures. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to implement the directive of this legislation.

Section 3. Procurement of Services. The Mayor shall conduct all procurement of professional architectural and engineering services and construction services in accordance with applicable policies and regulations of the Auburn City Code and the Revised Codes of Washington, as applicable.

Section 4. Effective Date. This resolution shall be in full force and effect upon passage and signatures hereon.

SIGNED and DATED this _______ day of _____________, 2014

CITY OF AUBURN

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NANCY BACKUS, Mayor

ATTEST:

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Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

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Daniel B. Heid, City Attorney