

City Council Study Session

July 11, 2016 - 5:30 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. Roll Call

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Auburn Youth Council Presentation (10 Minute Presentation/5 Minute Q&A) (Faber)

The Auburn Youth Council will inform City Council of their mission and accomplishments of the past year.

B. Socrata Presentation (15 Minute Presentation/10 Minute Q & A)* (Haugan)

Discussion of the Socrata system and its applicable uses for public information.

C. Unmanned Aerial Vehicle (UAV) Program Presentation (15 Minute Presentation/10 Minute Q&A)* (Haugan)

Discussion of the UAV Program and policies to operate drones for civil use.

D. Police Towing Practices (15 Min Presentation/10 Min Q&A)* (Lee)

Discussion of the Auburn Police Department's towing practices; rotation process, annual review, tow payment method.

E. Potential City Projects for University of Washington Livable City Year Program (15 Minute Presentation/10 Minute Q&A)* (Snyder)

Discussion of the potential City projects for University of Washington Livable City Year Program.

IV. 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:

Auburn Youth Council Presentation (10 Minute Presentation/5 Minute Q&A)

Date:

July 6, 2016

Department:

Parks/Art and Recreation

Attachments:

No Attachments Available

Budget Impact:

\$0

Administrative Recommendation:

City Council observe/discuss presentation by Auburn Youth Council members.

Background Summary:

The Auburn Youth Council is a community volunteer / leadership program for youth grades 6 - 12. They will inform City Council of their mission & accomplishments of the past year.

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

Faber

Meeting Date: July 11, 2016

Item Number: DI.A



AGENDA BILL APPROVAL FORM

Agenda Subject:

Socrata Presentation (15 Minute Presentation/10 Minute Q & A)

Date:

July 6, 2016

Department:

Information Services

Attachments:

[Socrata Presentation](#)

Budget Impact:

\$0

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

Haugan

Meeting Date: July 11, 2016

Item Number: DI.A

Open Data and Transparency

Auburn & Socrata

Strategic Goals

- ▶ Mayor's Goals
 - ▶ “Open data and transparency”
- ▶ Auburn's Strategy
 - ▶ “Increase ... access to”
- ▶ IT Strategic Initiatives
 - ▶ “The transparent City”
 - ▶ “Increased efficiencies”

The launch of Socrata aligns us with other leading agencies around the Country who are already doing this.

Use Cases

- ▶ Meets strategic goals
- ▶ Enable citizen engagement
- ▶ Automates reports
- ▶ Reduces records requests
- ▶ Provides internal tools
- ▶ Opens API for developers



DATA

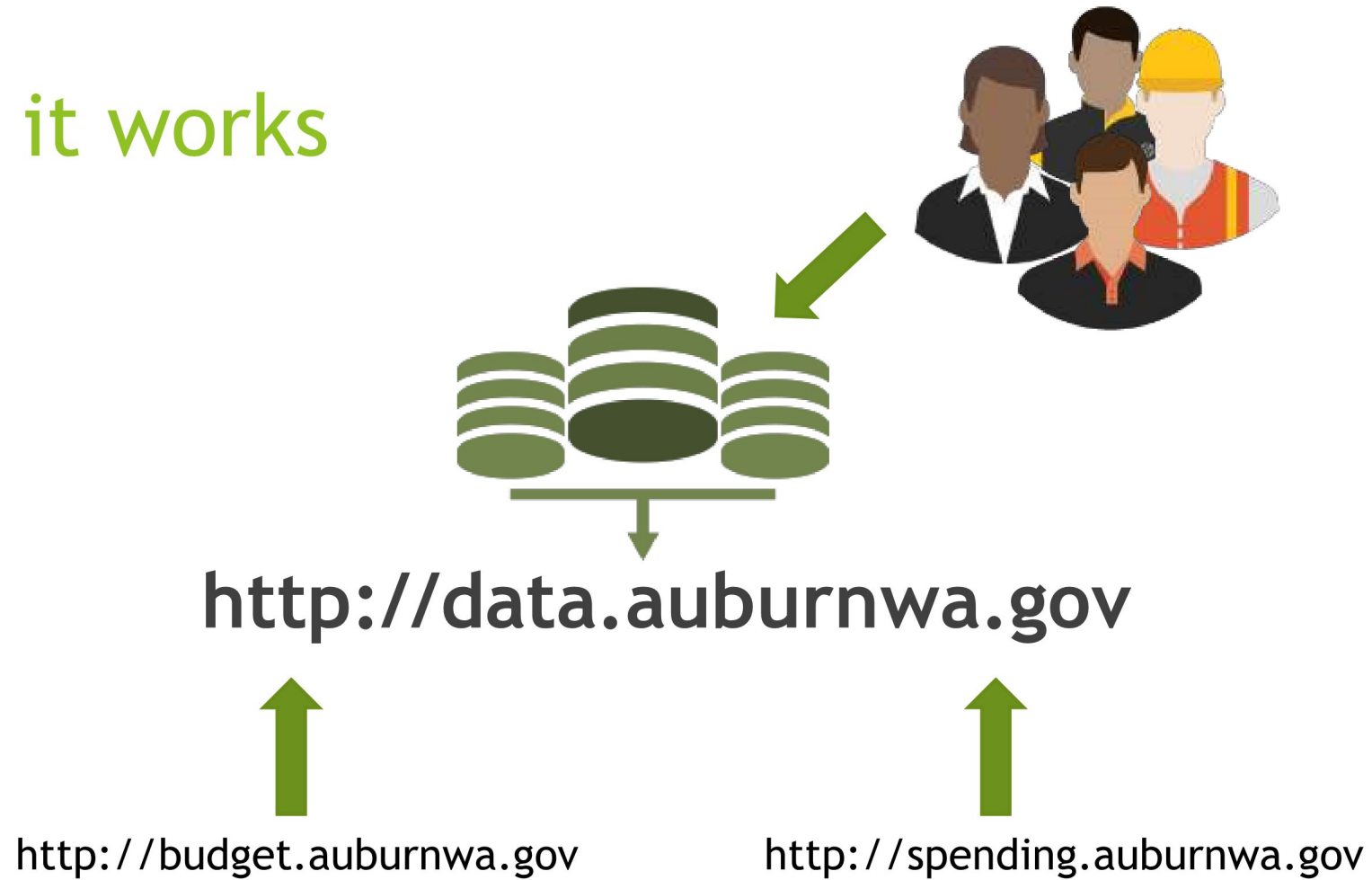


KNOWLEDGE

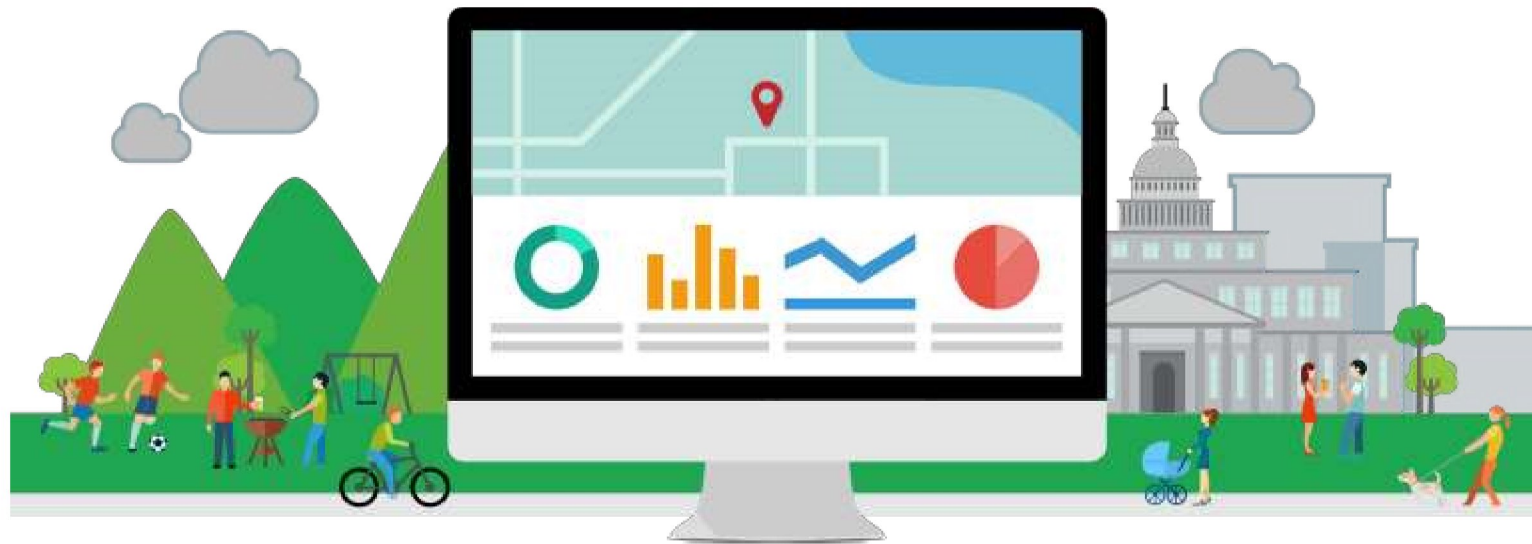


ACTION

How it works



Live Demo





AGENDA BILL APPROVAL FORM

Agenda Subject:

Unmanned Aerial Vehicle (UAV) Program Presentation (15 Minute Presentation/10 Minute Q&A)

Date:

July 6, 2016

Department:

Information Services

Attachments:

[UAV presentation](#)

Budget Impact:

\$0

Administrative Recommendation:

N/A

Background Summary:

Created program and policy to operate drones for civil use.

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

Haugan

Meeting Date: July 11, 2016

Item Number: DI.B

July 11th,
2016

UAV

Taking flight in Auburn

1

Definitions

- UAV: Unmanned Aerial Vehicle
- UAS: Unmanned Aerial System
- RPAS: Remote Piloted Aerial System
- Drone: Synonyms for UAV/UAS

FAA Regulations

- Certificate of Authorization
- Part 107 allowing non-hobbyist to fly UAS
- Section 333 allowing City staff and registered City UAVs to fly
- Airspace
- Time of day, weather and speed
- Public safety
- Privacy

What this means for Auburn

- ◉ Admin Policy
- ◉ Standard Operating Procedures
- ◉ Operator Training
- ◉ UAV Maintenance
- ◉ Flight Logs

Consult the Experts

A year ago, drones were brand new to the City. In order for us to implement a successful drone program and manage risk we hired a national expert, Rob Dannenberg from Cardno.

Why

As you can tell, there are a lot of rules, regulations and processes we had to comply with.

We did this the right way!

Our Platform



Our Operators



What can we do with UAV

- Hard to reach areas
- Aerial imagery and video
- Search and rescue
- Inspections
- Environmental analysis
- Public Safety
- ...and much more

What we've done



Next Steps

- ◉ Exam
- ◉ Formalize documentation
- ◉ Engage with UAV committee
- ◉ Ongoing training
- ◉ Agreement with airport
- ◉ Fly

Innovation & Technology

Think of what can be done...





AGENDA BILL APPROVAL FORM

Agenda Subject:

Police Towing Practices (15 Min Presentation/10 Min Q&A)

Date:

July 6, 2016

Department:

Police

Attachments:

[Resolution No. 4598](#)
[Tow Call Rotation List Agreement](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:**

Per Resolution No. 4598, the City Council authorizes the Auburn Police Department to utilize tow company rotation list agreements. Currently, the five companies are on contract are Auburn Valley Towing, Rick's Two Way Towing, Pro-Tow, Noffke's Towing and Fitz Towing. Each of these companies is on a rotational basis and is called for those instances where police department representatives would need to call on a citizens behalf to have a vehicle moved from one location to another.

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

Lee

Meeting Date: July 11, 2016

Item Number: DI.C

RESOLUTION NO. 4598

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF AUBURN, WASHINGTON, APPROVING AND
AUTHORIZING THE EXECUTION OF POLICE
DEPARTMENT TOW COMPANY ROTATION LIST
AGREEMENTS**

WHEREAS, the City of Auburn has a variety of tow companies operating within its corporate limits; and

WHEREAS, there are occasions when the police department needs to call, on a citizen's behalf, a tow company to have a vehicle removed from its current location, sometimes for traffic safety but sometimes for other purposes, whereby the obligation and responsibility for the tow payment would belong to the vehicle owner; and

WHEREAS, in those instances where the City of Auburn Police Department would be calling a tow company on another persons behalf, it is appropriate that a mechanism, which would include agreements with qualified tow truck operators, be put into place so that those matters could be handled expeditiously and conveniently for all concerned.

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

Section 1. That Tow Truck Rotation List Agreements in substantially the form of the copy of which is attached hereto marked as "Exhibit A" and incorporated herein by this reference, be, and the same hereby are, approved

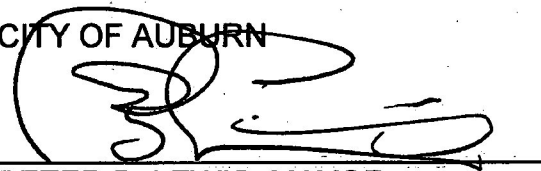
for use by the police department and identifying the qualified tow truck operators who would be called on a rotational basis for those instances where police department representatives would need to call on a citizens behalf to have a vehicle moved from one location to another.

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

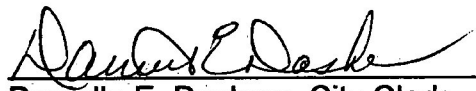
Section 3. This resolution shall be in full force and effect upon passage and signatures hereon.

Dated and Signed this 2nd day of August, 2010.

CITY OF AUBURN


PETER B. LEWIS, MAYOR

ATTEST:


Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:


Daniel B. Heid, City Attorney

CITY OF AUBURN

AGREEMENT FOR TOW CALL ROTATION LIST

THIS AGREEMENT made and entered into on this _____ day of _____, 20____, by and between the City of Auburn, a municipal corporation of the State of Washington, hereinafter referred to as "City" and _____, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the City is seeking vehicles towing services operating within Auburn for a rotation list to be called when a police officer comes across the situation where a citizen's vehicle must be towed or moved; and

WHEREAS, the City has selected the Contractor to perform such services pursuant to certain terms and conditions; and

WHEREAS, the Contractor is qualified and able to provide such services and is willing and agreeable to provide such services upon the terms and conditions herein contained; and

WHEREAS, as part of the consideration of being selected to provide such services, the City is asking that the Contractor agree to provide towing services upon the terms and conditions herein contained when summoned by the City's Police Department on behalf of or at the direction of the owner or operator of a vehicle, or is such other circumstances when vehicles need to be moved in connection with a police response or accident; and

WHEREAS, as further part of the consideration of being selected to provide such services, the City is asking that the Contractor agree to assist law enforcement in the City and in the surrounding area by determining whether an abandoned or impounded vehicle is stolen prior to towing that vehicle, so that law enforcement can be alerted to stolen vehicles as quickly as possible; and

WHEREAS, the Contractor is a registered tow truck operator (RTTO) per Chapter 46.55 of the Revised Code of Washington (RCW) and is willing and able to provide the services described herein.

NOW, THEREFORE, based on the mutual benefits provided herein, and consideration of placement on the City of Auburn Police Tow Rotation List, the parties hereto agree as follows:

1. **Time for Performance and Term of Agreement.**

The Term of this Agreement shall commence on the date hereof and run for a period of one year; provided, this Agreement shall automatically renew for subsequent one-year periods upon the anniversary of the date of execution unless one party provides the other with written notice of its intent not to renew at least thirty days prior to said anniversary date.

2. Administration of Agreement.

This Agreement shall be administered by _____, on behalf of the Contractor, and shall be administered out of the Contractor's billing office located within the City of Auburn, Washington, and by _____, on behalf of the City.

3. Scope of Services.

The Contractor agrees to perform in a good and professional manner the tasks described on Exhibit "A" attached hereto and incorporated herein by this reference, which shall be individually referred to as a "task," and collectively referred to as the "services." The Contractor shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

4. Additional Services.

From time to time hereafter, the parties hereto may agree to the performance by the Contractor of additional services with respect to related work or projects. Any such agreement(s) shall be set forth in writing and shall be executed by the respective parties prior to the Contractor's performance of the services there under, except as may be provided to the contrary in Section 3 of this Agreement. Upon proper completion and execution of an addendum (agreement for additional services), such addendum shall be incorporated into this Agreement and shall have the same force and effect as if the terms of such addendum were a part of this Agreement as originally executed. The performance of services pursuant to an addendum shall be subject to the terms and conditions of this Agreement except where the addendum provides to the contrary, in which case the terms and conditions of any such addendum shall control. In all other respects, any addendum shall supplement and be construed in accordance with the terms and conditions of this Agreement.

5. This Contract Not Exclusive. The Contractor agrees that the City may at its sole option enter contracts with one or more other tow companies for the services contemplated and described in this Agreement.

6. Contractor's Representations.

The Contractor hereby represents and warrants that the Contractor has all necessary licenses and certifications to perform the services provided for herein, and is qualified to perform such services.

7. Acceptable Standards.

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

8. Compensation.

The Contractor shall charge and be compensated by the person(s), company(ies) or entity(ies) responsible for such charges at the rates specified on Exhibit "B" attached hereto and made a part hereof, as follows:

- a. The City shall compensate the Contractor at the rates specified on said Exhibit "B" for any City vehicles towed or stored upon request of authorized City personnel. The Contractor shall submit to the City an invoice or statement of time spent on those tasks or services set forth in Exhibit "A" for which the Contractor seeks payment. The City shall process the invoice or statement in the next billing/claim cycle following receipt of the invoice or statement, and shall remit payment to the Contractor thereafter in the normal course, subject to any conditions or provisions in this Agreement.
- b. Unless agreed to in writing prior to the tow of a vehicle, the City shall not be responsible for towing, storage, or impound fees for any vehicle not owned or operated by the City, including non-impound vehicles towed or stored upon request of the City's Police Department and impounded vehicles; provided, for vehicles impounded for evidentiary purposes, the City shall pay such towing, storage, or impound fees that accrue from the time of impound until the City of Auburn Police Department releases its hold on such vehicles; and further provided, should a court of competent jurisdiction rule that an impound was improper, the City shall compensate the Contractor for such towing, storage, or impound in an amount found by said court.
- c. For any tow, storage, or impound fee not paid by the City, the Contractor may seek compensation from the owner of said vehicle at the rates specified on Exhibit "B," and may take such other steps as may be authorized by law to obtain compensation.
- d. The requirements hereof are supplemental and in addition to any requirements imposed on tow truck operators by federal, state and/or local law, including, but not limited to the provisions of Chapter 46.55 of the Revised Code of Washington (RCW), Towing and Impoundment.

9. Work Performed at Contractor's Risk.

The Contractor shall take all precautions necessary for, and shall be responsible for, the safety of its employees, agents, and subcontractors in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

10. Stolen Vehicle Check. Prior to towing any impounded or abandoned vehicles from its existing location to the Contractor's Storage Lot or any other destination, the Contractor shall check the vehicle's identification numbers ("VIN") against the Washington State Crime Information Center ("WSCIC") and the National Crime Information Center ("NCIC") stolen car databases, regardless of whether such tow is undertaken pursuant to this agreement or is undertaken for any other customer either within or outside of the City of Auburn. Should the VIN of any such vehicle appear in either the WSCIC or NCIC database as stolen, the Contractor shall notify the Auburn Police Department and/or any other law enforcement agency with jurisdiction over the vehicle's location or responsibility over the impound prior to towing the vehicle.

11. Records Inspection and Audit.

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

12. Continuation of Performance.

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

13. Notices.

All notices or communications permitted or required to be given under this Agreement shall be in writing and shall be served either in person or by certified mail, return receipt requested, at the following addresses:

City of Auburn
Auburn City Hall
25 West Main
Auburn, WA 98001-4998
(253) 931-3000 FAX (253) 931-3053

Contractor

Auburn, WA _____

All such notices or communications shall be effective upon the date of receipt.

14. Insurance.

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

- a. Minimum Scope of Insurance. Contractor shall obtain insurance of the types described below:

- (1) Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- (2) Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, and personal injury and advertising injury and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to

provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured Endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

b. **Minimum Amounts of Insurance.** Contractor shall maintain the following insurance limits:

- (1) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per occurrence, \$2,000,000 aggregate.
- (2) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

c. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

- (1) The Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.
- (2) The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

d. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

e. **Verification of Coverage.** The Contractor shall furnish the City with documentation of insurer's A.M. Best rating and with original certificates and a copy of amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

- f. Subcontractors. The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractors. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
- g. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

15. Indemnification.

The Contractor shall indemnify defend and hold harmless the City and its officers, officials, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of the act or omission of the Contractor, its officers, agents, employees, or any of them relating to or arising out of the performance of this Agreement. If a final judgment is rendered against the City, its officers, agents, employees and/or any of them, or jointly against the City and the Contractor and their respective officers, agents and employees, or any of them, the Contractor shall satisfy the same to the extent that such judgment was due to the Contractor's negligent acts or omissions.

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

16. Assignment.

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

17. Amendment, Modification or Waiver.

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

impair any right arising from any subsequent default. Nothing herein shall limit the remedies or rights of the parties hereto under and pursuant to this Agreement.

18. Termination and Suspension.

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

The City may terminate this Agreement upon not less than seven (7) days written notice to the Contractor if the services provided for herein are no longer needed from the Contractor. The City may also terminate this Agreement immediately if the Contractor breaches this Agreement or fails to comply with any of its terms or provisions.

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

19. Parties in Interest.

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

20. Costs to Prevailing Party.

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

21. Applicable Law.

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be in King County, Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Contractor of the services.

22. Captions, Headings and Titles.

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

23. Severable Provisions.

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

24. Entire Agreement.

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

25. Counterparts.

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

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

CITY OF AUBURN

CONTRACTOR

Peter B. Lewis, Mayor

By:

Attest:

Danielle E. Daskam City Clerk

Approved as to form:

Daniel B. Heid, City Attorney

EXHIBIT A
SERVICES & SCOPE OF WORK

Scope of Services.

1. The Contractor shall tow, store, protect, and release or otherwise dispose of:
 - a. Vehicles ordered impounded by the Police Department.
 - b. Vehicles otherwise ordered to be towed by the City's Police Department.
 - c. Vehicles requested to be towed by the City's Police Department on behalf of a vehicle's owner and/or operator, who has no tow company preference. The next available contractor will be selected from a towing rotation list of City-licensed tow companies that have entered into a City of Auburn Agreement for Tow Call Rotation List.
 - d. Any City vehicles requiring towing services upon request of authorized City personnel.
2. The Contractor shall provide such ancillary services as set forth herein, as directed by the City, including, but not limited to the following:
 - a. Compliance with all applicable business and business licensing requirements of the City, State or other governmental body with jurisdiction over activities of the Contractor and Contractor's business(es); and
 - b. Prompt/timely payment of all assessments, costs, fees and taxes due in connection with Contractor's business(es).
3. The Contractor shall have the following equipment on hand for use in performing the contract:
 - a. Sufficient Vehicles. Contractor shall have a sufficient number of tow trucks of adequate size and capacity, together with operating personnel, to respond to requests for services within the times specified herein, including the following:
 - (i) Class A and Class E Tow Trucks. By ownership, lease, purchase contract, the Contractor shall have at least one (1) Class A tow truck and one (1) Class E tow truck with drivers on call at all times.
 - (ii) Class "B" Tow Truck. By ownership, lease, purchase contract, the Contractor shall at all times have available the use of a heavy-duty tow truck as defined by WAC 204-91A-170 relating to Class "B" tow trucks as now enacted or hereafter amended, together with a driver skilled and licensed in its operation.
 - (iii) Class "C" Tow Truck. By ownership, lease, purchase contract, or temporary use agreement, the Contractor shall at all times have available the use of a heavy-duty tow truck as defined by WAC 204-91A-170

relating to Class "C" tow trucks as now enacted or hereafter amended, together with a driver skilled and licensed in its operation.

b. Tow Trucks must be approved and certified by the Washington State Patrol as set forth in WAC 204-91A-050 and 170 and vehicles must reflect the appropriate signage per WAC 308-61-115, and must comply with any other applicable law, statute, or rule as now enacted or hereafter amended.

c. Telephone. The Contractor shall have telephone equipment and service in proper working order at its dispatch facility twenty-four (24) hours per day for sending and receiving calls.

d. Facsimile. The Contractor shall have facsimile equipment and service in proper working order at its dispatch facility twenty-four (24) hours per day for sending and receiving facsimiles.

e. Two-Way Communication. The Contractor shall have two-way communication, including the following:

(i) Radio. The Contractor shall provide two-way radio communications equipment and service in proper working order between its dispatch facility and each tow truck used to impound vehicles pursuant to this Agreement, and/or

(ii) Cellular Phone. The Contractor shall provide two-way cellular communication equipment and service in proper working condition to its dispatch facility and to each tow truck used to impound vehicles pursuant to this Agreement.

4. Facilities. The Contractor shall have the following facilities available for use in performing the contract:

a. Dispatch Facility. The Contractor shall provide a staffed dispatch facility twenty-four (24) hours per day seven (7) days per week, which shall be capable of receiving City requests for vehicle impound, towing, or redemption; verifying vehicle impounds and vehicle impound information; and dispatching personnel and equipment to the site of a requested impound or tow. From 8:00 a.m. to 5:00 p.m., excluding weekends and holidays, the Contractor shall maintain an in-house dispatcher. From 5:00 p.m. to 8:00 a.m. the Contractor may utilize a hired dispatch service.

b. Offices and Storage Lot. The Contractor shall, at all times, maintain its billing offices and a storage lot within the corporate limits of the City of Auburn, and shall provide its local storage lot complying with all applicable laws, statutes, rules, and regulations, including zoning regulations, and no more than one-half mile walking distance from a bus route.

c. Delivery. Except as otherwise directed by the City, or its authorized representative, vehicles impounded pursuant to this Agreement shall be towed directly to

the local storage lot. Privately-owned non-impound vehicles shall be towed to the location specified by the registered owner or other person responsible for the vehicle, or to the nearest storage lot if no other location is specified.

- d. **Physical Conditions and Security.** The Contractor's storage lot will be kept surfaced, graded, drained, lighted, in accordance with City codes, and free of obstacles and hazards at all times, so that persons redeeming vehicles have safe and convenient access to the vehicles. The Contractor shall provide adequate security at its storage lot to prevent loss or damage to vehicles or their contents. All such lots shall be screened and fenced in accordance with state law and city ordinances, gates shall be securely locked at all times when an attendant is not on duty on the premises, and all vehicles shall be locked, if possible. The Contractor shall also comply to the extent reasonably possible with other or specific requests for security measures by the Police Department.
 - e. **Sheltered Space.** The Contractor shall provide adequate shelter at its storage lot for motorcycles, open convertibles, or other vehicles open and exposed to the elements, and will store such vehicles under the shelter when reasonable or necessary to protect such vehicles.
 - f. **Approval Required.** The storage lot will be subject to the initial and continuing approval of the Chief of Police or designee, with respect to meeting the requirements of this Agreement.
5. **Personnel.** The qualifications for the Contractor's personnel employed in performing this Agreement shall be as follows:
- a. **Skill and Supervision.** The Contractor shall employ only persons competent and skilled in the performance of the work assigned to them and shall provide skilled, responsible supervisions and training for such persons.
 - b. **License and Insurance Required.** Any person operating a tow truck on behalf of the Contractor shall have a valid Washington Drivers License, shall have all licenses necessary to operate a tow truck in the State of Washington, and shall be insured according to the terms of this Agreement and legal requirements applicable to the industry.
 - c. **Courtesy.** The Contractor and its agents and employees shall be courteous at all times when performing work under this Agreement. The use of abusive, indecent, offensive, coarse or insulting behavior or language during the performance of this Agreement shall be deemed a violation of this Agreement.
 - d. **Appearance.** During the performance of this Agreement, the Contractor's personnel shall maintain a professional, personal appearance, shall be dressed in clothing approved by the Contractor, and shall be free of excessive dirt, grease, and grime. The failure of tow truck operators to present themselves in a neat, clean and professional manner while performing pursuant to this Agreement shall be deemed a breach of this Agreement.

6. Procedures. The Contractor shall institute the following procedures in performing the Agreement:

- a. Care and Skill. The Contractor shall use reasonable care and skill in towing and/or impounding vehicles and will not damage them through lack of reasonable care.
- b. Response Time. The Contractor shall dispatch a tow truck to the location specified by the City immediately upon receiving a request for impound/tow. A tow truck of the proper class shall arrive at the site of impound/tow within twenty (20) minutes of the time the Contractor receives the impound request. In the event a Class C tow truck is necessary, a Class C tow truck shall arrive at the site of the impound/tow within thirty (30) minutes of the request. The Contractor shall immediately report any delay in response time due to heavy traffic volume or otherwise.
- c. Storage. All vehicles shall be handled and returned in substantiality the same condition as they existed before being towed. The Contractor will not store any towed and/or impounded vehicle on public streets, public property, or any place other than an approved storage lot.
- d. Notice to Legal Owners. When a vehicle is impounded, the Contractor will notify the legal owners pursuant to the requirements of RCW 46.55.110 and all other applicable laws, statutes, rules, regulations, or City ordinances as now enacted or hereafter amended.
- e. Contesting the impound of a vehicle. At the request of the person redeeming the vehicle, the contractor shall supply a completed RTTO Impound Vehicle Request Form (DLR-430-508). The Contractor shall make a representative available to testify in court when necessary.

This representative shall provide the King County District Court with a written itemized accounting of tow and impound charges conforming to the Agreement rates, together with a copy of all documents generated and in the possession of the Contractor relating to that tow. The contractor's representative will further testify and affirm that, All documents provided to the court pursuant to this Agreement shall be accompanied by an affidavit ensuring that. ~~And the~~ information contained in such documents is true and correct, that the documents were prepared in the regular course of business at or near the time of the impound, or the accruing of other costs of the impound, and that they are being provided by the custodian of records of the Contractor.

- f. Release of vehicle. If a vehicle has been impounded because the driver had a suspended license, the Contractor shall not release a vehicle prior to the termination of any mandatory impound period absent an order from the Auburn Police Department, the King County District Court, or the Auburn City Attorney's Office. Prior to releasing any vehicle, the Contractor shall verify that

the person redeeming the vehicle has a valid Washington Driver's License. The Contractor shall deliver possession of properly redeemed vehicle not more than thirty (30) minutes after payment of the impound fee set forth in this Agreement or required by law.

- g. **Personal Property.** The personal property and contents of towed or impounded vehicles shall be handled in the manner required by RCW 46.55.090, WAC 204-91A-130, and any other applicable law, statute, rule, or regulation, as now enacted or hereafter amended. The City of Auburn will not accept personal property set forth in WAC 204-91A-130(1)(a)-(m). The property/evidence officer must be contacted before any property is brought to the police station. City of Auburn personnel will not transport the property. Copies of the Vehicle Inventory and Authorization/Impound forms must accompany the property when submitted by Contractor to the property officer.
- h. **Abandoned Vehicles.** The Contractor shall dispose of abandoned vehicles in the possession of the Contractor pursuant to all applicable laws, statutes, rules and regulations.
- i. **Removal of Junk Vehicle or Parts Thereof.** Upon receipt of a "Junk Vehicle Verification, Notification and Affidavit" form or its equivalent from the Auburn City Police Department, the Contractor shall remove the designated junk vehicles or parts thereof to a disposal site. Costs of such removal shall be recovered by the Contractor in accordance with RCW 46.55.130 as now enacted or hereafter amended.
- j. **Receipt.** The Contractor shall prepare a receipt using uniform, sequentially numbered forms for every impounded vehicle which leaves Contractor's possession. The Contractor shall deliver one (1) copy of the receipt to the person to whom the vehicle is delivered and shall keep one (1) copy, filed in the order of the receipt number. For the purposes hereof, the stored copy may be stored in electronic format. The receipt shall state:
 - (1) The date and time of delivery to the claimant;
 - (2) The name, address, and Washington State (or other State) driver's license number of the person to whom it is delivered;
 - (3) The name and address of the employer or principal of such person, if such person is the agent for the registered owner or purchaser of the vehicle;
 - (4) The name and address of the vehicle's registered owner at the time of impound, if known;
 - (5) Either:
 - (a) an itemized statement of the impound, storage, and extra charges collected by the Contractor, if redeemed by payment of charges; or

- (b) a complete statement of moneys or other consideration paid for the vehicle if sold;
 - (6) The signature of the person to whom it is delivered acknowledging such delivery and payment, if any; and
 - (7) The signature of the Contractor's employee making such delivery and receiving such payment, if any.
- k. **Records.** The Contractor shall keep all records pertaining to vehicles impounded pursuant to this Agreement for at least three (3) years following the expiration or termination of the Agreement. The Contractor shall keep the records in an orderly manner to assure easy access and reference to the records and shall make all records available for inspection and copying by the City at all times between 8:00 a.m. and 5:00 p.m. Monday through Friday, and at all other times when employees having charge of the records are present at Contractor's billing office.

Upon request by the Auburn Police Department or the Auburn City Attorney's Office, the Contractor shall provide information of vehicles impounded because the driver had a suspended license, if that information is known by or has been provided to the Contractor, which shall include the name of the registered owners, whether the vehicle was redeemed by the owner or by another person, and the disposition of the vehicle if not redeemed.

- l. **Removal of Debris.** Unless otherwise directed, the Contractor shall at no additional cost remove from the location of an impound /tow any broken glass or other debris resulting from a collision involving the vehicle, before towing the vehicle away. The Contractor shall dispose of all such debris in a lawful manner.
 - m. **Complaints.** The Contractor shall promptly and courteously respond to complaints. This shall include furnishing a complainant with contact information for the Contractor's insurance company and its claims agent if requested.
- 7. **Contractor to Maintain Records to Support Independent Contractor Status.** On the effective date of this Agreement (or shortly thereafter), the Contractor shall:
 - a. File a schedule of expenses with the Internal Revenue Service for the type of business the Contractor conducts;
 - b. Establish an account with the Washington State Department of Revenue and other necessary state agencies for the payment of all state taxes normally paid by employers, register to receive a unified business identifier number from the State of Washington; Report local sales tax as code 1702 (Auburn/King);and
 - c. Maintain a separate set of books and records that reflect all items of income and expenses of Contractor's business, all as described in RCW Section 51.08.195, as required to show that the services performed by Contractor under this Agreement

do not give rise to an employer-employee relationship which would be subject to RCW Title 51, Industrial Insurance.

8. **Right to Inspect.** The City shall have the right to inspect the Contractor's facilities and equipment to ensure that the provisions of this Agreement are followed. Inspections shall occur during normal business hours. The refusal of the Contractor to permit such inspections shall be a breach of this Agreement and may result in immediate termination by the City.

**EXHIBIT B
COMPENSATION**

Charges by the Contractor for towing, storage, and other services pursuant to this Agreement shall not exceed the following amounts:

TRUCK RATES: (Per Hour)

CLASS A,D&E	\$160.00	*Rotator \$224.00
Class B	\$194.00	*Rotator \$270.00
Class B**	\$261.00	*Rotator \$364.00
(30,000 pounds (lbs.) Gross Vehicle Weight Rating (GVWR), or more, with air brakes)		
Class C	\$339.00	*Rotator \$472.00
Class S1	\$567.00	40+Ton Rotator

* The term "rotator" applies to any approved vehicle that has a rotating boom. The cost of using a rotator, other than the S1 will be its class rate plus 40 percent. Rotator rates shall only apply if:

- The services are specifically requested by the legal or registered owner of the vehicle, or the officer in charge of the scene at the time of dispatch.
- After being dispatched to the scene, the tow operator, legal or registered owner of the vehicle, and/or the officer in charge of the scene agree to the cost and benefits of the use of the rotator and the rotator is actually used in the recovery.

** The 30,000 lbs. GVWR or more with air brakes rates apply only if the vehicle being towed has a GVWR between 26,000 lbs. and 33,000 lbs.

Class E & S rates shall have a maximum rate appropriate for its GVWR and be consistent with the above schedule. For example, if an "E" or "S" truck has a GVWR of 17,000 lbs. or more, Class "B" rates will apply if hauling Class "B" loads. Class "A" rates apply if hauling Class "A" loads.

- Storage Rate: \$41.00 per day
- Storage: Storage rates shall follow the guidelines set forth in WAC 204-91A-140.
- Hourly Labor: Extra Registered Tow Truck Operator (RTO) Employee/Driver \$80.00 (per hour). (Based on ½ the current Class A Truck Rate; must have supporting documentation showing continuous employment.)
- Casual Labor: Charges based on cost (must have supporting documentation) plus 25 percent mark-up.
- Auxiliary Equipment: Charges based upon the actual cost of equipment (must have supporting receipt) plus 20 percent mark-up.

- **Handling and Disposing of Hazardous Materials:** Charges based upon cost of handling and disposing (must have supporting documentation) plus 20 percent mark-up.
- **Fee for Absorbent Materials:** Tow operators will receive an additional \$5.00 per hour fee for carrying and use of absorbent material for fluid spills. This fee will be granted whether the material is used or not. This fee is included in the hourly rates listed above.
- **Future Increases:** The Seattle-Tacoma-Bremerton area Consumer Price Index for all Urban Consumers (CPI-U) – Transportation expenditure category will be utilized for future increases/decreases in truck and storage rates. Said increases/decreases will be to the nearest whole dollar and shall be made automatically on October 15 of each year, unless either party demands to meet and confer about price increases/decreases. The annual review and increase/decrease will be based on the unadjusted CPI-U Transportation from June of the current year. In accordance with RCW 46.55.063, any changes to the contractor's fee schedule must be filed with the Department of Licensing and must be in accordance with Auburn City Ordinance No. 6110, provided that such change shall not take effect until ten (10) day after notification to the Chief of Police and the City Of Auburn Clerks office.
- **Extra Equipment/Manpower:** The registered or legal owner of a vehicle, the contractor and/or the officer in charge of the scene, where it is clearly apparent that additional manpower and/or auxiliary equipment is needed, must authorize extra labor or equipment as outlined in WAC 204-91A-140(d).
- **Application of Rate Maximums:** These rate maximums shall apply whether the services are provided as a result of "primary" (initial) or "secondary" tows as defined in WAC 204-91A-030.

Notwithstanding the provisions of Section 17 of this Agreement, the City may, by unilateral action, prepare and adopt an addendum revising these rates at any time to reflect the maximum rates for such services established by the Chief of the State Patrol pursuant to Washington Administrative Code Section 204-91A-140.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Potential City Projects for University of Washington Livable City Year Program (15 Minute Presentation/10 Minute Q&A)

Date:

July 6, 2016

Department:

Planning and Development

Attachments:

[Memorandum](#)

[UW Livable City Year Program - Executive](#)

[Summary](#)

[COA Livable City Year Projects](#)

[COA Livable City Year Project Descriptions](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:**

Please see attached Memorandum.

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

Snyder

Meeting Date: July 11, 2016

Item Number: DI.D



Interoffice Memorandum

Date: June 29, 2016

To: Deputy Mayor Wales, Councilmember Baggett, Councilmember DaCorsi, Councilmember Holman, Councilmember Pelosa, Councilmember Trout, and Councilmember Wagner

From: Jenna Leonard, CDPW-Environmental Services Division

Cc: Nancy Backus, Mayor
Kevin Snyder, Community Development and Public Works Director
Chris Andersen, Environmental Services Manager

Re: **Potential City Projects for University of Washington Livable City Year Program**

Please find attached advance materials for the July 11th Council Study Session discussion on Potential City Projects for the University of Washington Livable City Year Program. Attachments include UW Livable City Year Program – Executive Summary, City of Auburn Potential Projects, and City of Auburn Potential Project Descriptions. To date these documents have been shared with the University of Washington Livable City Year program, and potential projects are being reviewed for possible inclusion into the program.

University of Washington Livable City Year Program – Executive Summary

The University of Washington (UW) is creating a Livable City Year Program (LCYP). The LCYP Coordinator has invited the City of Auburn to partner with the University for its pilot year.

UW's Livable City Year Program proposes to create partnerships between the University and a city, town or district to address challenging livability projects/issues, which are tackled by creative, passionate students and faculty across multiple disciplines. The program will direct existing classes from across a dozen academic departments toward the service of a single city over an entire academic year. Students and professors will work on topics developed jointly by instructors and city staff, ensuring that student ideas are relevant to communities.

The UW Livable City Year Program will allow for integration across all campuses and schools within the UW network. In a typical year, the LCYP will provide the following during the yearlong partnership:

- 15-20 Projects
- 20-30 Courses Supporting City Projects
- 13+ Academic Departments Involved
- 500+ Students Participating
- 40,000 Hours of Student Work

Auburn will benefit from this program in many ways including:

New Ideas - Hundreds of implementable ideas get generated over the course of the year by students who draw on a combination of their training, community expertise, and examples of excellence from across the globe. At the conclusion of each project, students often publicly present their recommendations to the city and community.

Expanded Conversations & Public Outreach - Students are able to put ideas out into the public domain in politically neutral ways that help advance community conversations..

These projects are not meant to displace any programs, research or relationships . Rather, this program is an additional way that the University and community can engage in productive, creative problem solving.

Responsibilities:

- **Partner city:** Provides financial, in kind and staff support, identifies and prioritizes projects, and retains responsibility for the project.
- **University:** Matches interested faculty and students to projects, provides structures to incorporate service learning with the curriculum, devotes resources to organize and facilitate the partnership efforts, facilitates logistics, and prepares final product.
- **Students:** Apply knowledge and skills to authentic problems in a real context, and collaborate with multi-disciplinary teams to implement and sustain projects.

Participation in the pilot year would provide Auburn with substantial benefits that are only accessible during the first year of a new program. These include:

Significant cost savings – Established programs require a \$250,000 - \$350,000 contribution from partner cities to cover costs. UW envisions their pilot year expenses to be substantially covered through seed money, grant opportunities, and donated time. This could result in a cost saving of \$150,000 - \$250,000, that would only be available during the pilot year. Participation this year ensures that Auburn is the Washington city to benefit from this opportunity.

Auburn has been pre-selected – As similar programs build momentum across the country, competition among cities and counties for partnerships is becoming increasingly tense. Through Auburn's Environmental Services participation at a recent Sustainable City Year conference, Auburn has been pre-selected as a pilot year partner with UW. In future years, partnership opportunities will be solicited through an RFP process.

Publicity / Recognition – Programs similar to the LCYP are receiving local, regional, state, and national recognition for their collaborative efforts and strong results. Partnering with UW would allow Auburn to capitalize not only on this publicity, but also that which would follow the excitement surrounding a pilot year program in the state of Washington.

City of Auburn Potential Livable City Year Projects

Administration

Auburn Urban Artists in Action
Cultural / Neighborhood Mapping
Neighborhood Matching Grant Use: Beautification Projects
Mobile Home Refurbishing
CDBG Planning
Human Service Resource Gaps & Overlaps
Assessment of City of Auburn Mayor's Taskforce on Homelessness Recommendations
Study of Resident Awareness & Preparedness for Emergencies
Small Business Incubator/Accelerator Study
Innovation Partnership Zone Expansion

Community Development & Public Works

Parking Management
Comprehensive Plan E-Reader
Marketing & Awareness of City Values
Crime Prevention Through Environmental Design (CPTED)
Incentives for Maintaining an Aging Existing Housing Stock
Tools that Monitor the Health, Condition, Type, and Spatial Distribution of Housing
Connectivity Element to the City's Comprehensive Plan
Graffiti Management
Developing Level of Service of Parks & Trails
Incentives for Establishment of More Healthy Food Alternatives to More Sections of the City
Community Placemaking
Impression Corridor Outreach & Marketing
International Green Construction Code
Climate Action Plan
Long-term Management Plan for Environmental Sites
Storm Utility – Bowman Creek On-Site Septic System
Storm Utility T Basin – Pet Waste
Storm Utility LID Feasibility Mapping
Storm Utility LID Maintenance Costs
Storm Utility Python Data QC
Sewer Utility Wastewater Discharge Behaviors
Traffic Collision Analysis Tool

Finance

Auburn School District Food Waste Prevention Outreach & Education
Campaign to Address Litter & Illegal Dumping in Auburn

Human Resources / Risk Management

Community Court Program

Innovation and Technology

Homelessness Assessment
Buy Local Program
Utility Rate Analysis
Smarter Cities
Garbage & Recycling Contract Analysis
3D Modeling
Broadband Coverage & Strengths
Environmental Data Inventory
Amphitheater Traffic Analysis

Parks, Arts, & Recreation

Cultural Art, Theater, & Plaza Plan
Trail Connectivity Feasibility Study

Police

Needs Assessment for Future Public Safety Building

City of Auburn Potential Livable City Year Projects

Administration

Auburn Urban Artists in Action

Description: Create public art murals in various parts of the city utilizing local youth in an effort to decrease graffiti and increase youth engagement. It's a program like this one:
<http://www.urbanartworks.org/about/>

Cultural / Neighborhood Mapping

Modelled after Cultural Mapping in Northeast Salem; A Civic Engagement Study. Currently in the works is an online system to help us manage our Community Contacts. Once we have the foundation of that system, mapping our community and storing this information in the system would be hugely beneficial. With this type of information we could communicate with our citizens in a much more deliberate manner. For example, if there is a planning project coming up that will impact a particular community, we would be able to share information and reach out to the impacted community directly and make sure that they are a.) aware of what is going on and b.) having their voice heard throughout the process. Our Public Works department would also be able to communicate construction work to the impacted communities.

We would like to be able to support a variety of cultural events in Auburn. Auburn City Council has identified reaching out to our diverse populations as something they would like to proactively pursue. If we can integrate cultural mapping into our general community mapping, then we can reach out and communicate with those groups more easily. This could open numerous opportunities for partnering and supporting events that various groups are already having in our city. For example, the Latino community started having a celebration once a year. This started out small, just a group renting out a local park. But once communication between the City and representatives from the Latino group began, the celebration was able to grow and become a full-day event and parade in the City. With cultural mapping integrated into our Community Contacts database, we could be more proactive about pursuing these types of relationships and supporting the diversity that exists here in Auburn.

Neighborhood Matching Grant Use: Beautification Projects

The City has a Neighborhood Matching Grant available each year. Recently, the Grant underwent some changes that has restricted the types of groups that can apply. Due to some of these restrictions and the requirements being made of the applicants, City staff is concerned that some of the areas that are most in need of these funds are either not going to qualify for the Grant or will not have the ability/resources to apply. In the past, there have been times where the City has identified areas that are in need of some kind of beautification project (example, D St. SE Tree Planting Project) and been proactive about going out to residents in the area. In these cases, the City takes the lead in gathering support and volunteers for the project rather than placing that responsibility with the neighborhood. Multiple City divisions including Code Enforcement, Planning, Transportations, Parks and Community Services get involved with these efforts.

A potential project would be to identify areas that would benefit from this kind of approach and choosing some number of those to develop specific plans for. An example of a plan would be identifying an open space that would benefit from landscaping in a neighborhood. The plan would need to be specific about what kinds of vegetation would be used, how it would be maintained, who would pay for ongoing maintenance, how it would benefit the neighborhood and what the project budget would be.

Mobile Home Refurbishing

The City of Auburn has a large number of mobile home parks located in our community. The mobile home parks are often owned by corporations located out of state and most of the mobile homes belong to low income families and disabled or senior citizens who are on fixed incomes. As the space rents increase in their mobile home parks the home owners often find themselves unable to make needed repairs on their homes, causing the mobile home to become run down and almost unlivable. They end up trapped in a situation where their home is falling apart but they don't have the funds to fix it or move elsewhere. We do have a minor housing repair program but at a maximum of \$5,000/grant awarded per client every three years it barely scratches the surface of what's needed to really make a difference with some of these homes.

A potential project would be to assess the mobile home parks in Auburn and identify the ones that could possibly be rehabbed if the City requested more HUD or CDBG funding. Research could be done regarding what other communities have done to upgrade their mobile home parks in their cities and make a list of options the City of Auburn could consider. It would also be helpful to research grant funding available for this type of project and to prepare what's needed for grant submission.

CDBG Planning

The City of Auburn is a recipient of Community Development Block Grant funds. Every five years the city must complete a Consolidated Plan which is comprised of an assessment of need and a five year plan of how to address the needs of the city.

A potential project would be a full assessment of Auburn's needs and the potential projects the city could request CDBG funding for.

Human Service Resource Gaps & Overlaps

The City of Auburn provides 1% of its general funds to human services providers throughout the region. The focus of the funds include poverty reduction, child abuse and neglect, domestic violence and sexual assault and healthcare. The city's human services committee provides guidance to the city council for fund disbursement.

A potential project would be a full assessment of the existing gaps and overlaps in services. The overlaps could be presented as potential partnerships or collaborative efforts with providers.

Assessment of City of Auburn Mayor's Taskforce on Homelessness Recommendations

In November 2015 Mayor Nancy Backus convened Auburn's Task Force on Homelessness. The Task force met once a month over a span of seven months and developed a list of recommendations and consensus items on how to address the city's current condition of homelessness that will be brought to the city council.

A potential project would be an assessment of the city, county and state's capacity to meet the Taskforce's recommendations. The assessment could also rank projects based on need and projected timeline.

Study of Resident Awareness & Preparedness for Emergencies

We spend most of our time working with public sector employees (both city and other agencies) the business community and our CERT volunteers. I am concerned with how well our residents are prepared to deal with a major event such as a winter storm or earthquake. We really don't know how many of our residents have taken steps to be better able to take care of themselves and their families after an event. So the main questions I'd like answered are; Do our residents understand the risk they face from natural and made disasters in Auburn? Have they taken steps to prepare their family? What is the best way (considering our financial constraints) to reach them with a message that they should be prepared.

What is the best method (and language) to communicate with the public? What would help them to be better prepared? The end goal is really just how can we significantly improve our city's residential population to be better prepared? Once we know the answers to these questions, we can develop educational programs to meet the needs and get ourselves better prepared for the disaster that will hit us sooner or later.

In other words; it's simply trying to identify if the community understands the risks we face from natural and man-made disasters in Auburn, have they prepared for the risks, how can we reach most of our residents with a key preparedness message, and how we can help them to take the needed steps for personal preparedness. I am also concerned with new FEMA requirements that we provide educational materials for those that have Limited English Proficiency. We will need to know what languages we should use and how to reach those groups.

Small Business Incubator/Accelerator Study

[placeholder for project description]

Innovation Partnership Zone Expansion

[placeholder for project description]

Community Development & Public Works

Parking Management

The City of Auburn is fortunate to have a traditional Main Street USA downtown that has a variety of mixed uses, a regional transit and rail hub, and a compact walkable downtown. The City strives to attract Transit Oriented Development (TOD) and to promote a multimodal, downtown where people can live, work, and play while taking advantage of bus, rail, and non-motorized transportation options. Unfortunately, the downtown area struggles as a result of a perception that there is an inadequate supply of parking. Different parking demands exist for residents, employees, shoppers, and commuters. Business owners feel that parking be available within close proximity of their store fronts. Residents feel that there should be public parking available for themselves and their guests. Shoppers who are young are likely more tolerant to park and walk to their place of business while older shoppers want to be able to park near their service need. Commuters seek parking that will enable usage of Sound Transit and bus services. The lack of available information or understanding of the parking profile in downtown interferes with the City's ability to succeed at achieving its goal of a Transit Oriented Community. The City adopted a Downtown Parking Management Plan in 2014 which provides a good base for understanding the parking issues of downtown and establishes several suggested implementation actions to help overcome identified challenge areas.

Need: The City's parking supply consists of a mix of on street parking spaces and off street parking lots. Additionally, there are a variety of privately owned parking lots that are underutilized. The information that is available to the community on where they can park is not very comprehensive or easy to obtain. The City webpage could be better utilized to convey information, parking apps for mobile devices have helped other communities, and there is a common misunderstanding of the City's parking issues.

Comprehensive Plan E-Reader

In December 2015, City Council adopted a completely rewritten citywide 20+ year Comprehensive Plan. A driving principle of the update was to simplify the Plan and make it a much easier document to read. The City would like to convert this document into a digital format that is much more engaging and easy to read. The Comprehensive Plan is a document that should be available, useable, and tangible to all

residents, property owners, and business owners. This type of document describes the vision, objectives and goals for the community yet Comprehensive Plans tend to include a lot of “government speak”, are difficult to read, are voluminous and tend to sit only on the shelves of government employees.

Need: The Comprehensive Plan has been reduced to a 52 page document with relatively simple language. Reformatting the document into a digital “e-reader” format that is interactive, engaging and fun to read would be a significant step forward in making sure that the community can connect with and embrace the principles of this “community” plan.

Marketing & Awareness of City Values

In December 2015 the city council adopted a series of Value Statements and descriptions that are intended to provide a framework in which to operate. The Value Statements can be synthesized down to 7 value words – Celebration, Sustainability, Economy, Environment, Character, Service, and Wellness. The Comprehensive Plan includes a full one page description for each value by explaining what it means, what it looks like, and how it will happen.

Need: Now that these value statements have been adopted we need to identify ways to announce what they are to the community and incorporate what they mean into city decision making. Announcing what they are should include an effort to display and use them as often as possible (e.g. on city letterhead, painted on the walls of city council chambers, placing them on the banner of the city webpage, etc.). Incorporating them into city decision making should take the form of how they are included in budgeting, how they are considered when adopting an ordinance, etc. We need tools and ideas for making sure that these values are a part of everything we do on a day to day basis.

Crime Prevention Through Environmental Design (CPTED)

CPTED is a way of looking at how property is developed and how property and buildings are managed with an emphasis on deterring criminal or nefarious activity. CPTED is not a new concept and has been well practiced in many communities. CPTED concepts apply differently in residential settings than they do in commercial or multifamily settings. The City’s Comprehensive Plan emphasizes the need to incorporate CPTED principles into development regulations and code enforcement strategies.

Need: Develop materials that can be distributed to business owners, multifamily property managers, commercial property managers, residents and homeowner associations. Materials should be descriptive in both a narrative fashion as well as graphically. Materials should be able to be provided when the City issues a business license, a certificate of occupancy, a code enforcement visit, etc.

Incentives for Maintaining an Aging Existing Housing Stock

In December 2015, the City adopted an updated Housing Element as part of its comprehensive plan. The Housing Element draws heavily from a 2014 Housing Characteristics Assessment. Throughout the entire document there is repeated mention of the need to maintain the existing housing stock as a means of reducing our reliance upon natural resources (e.g. the materials needed to build new housing) and that it is the most effective means to maintaining affordable housing. The Housing Characteristics Assessment contains a great deal of information about the housing condition, type, cost, and health in Auburn. It also identifies a long list of implementation actions that serve numerous citywide housing objectives.

Need: The City of Auburn has a robust quantity and mix of existing, older housing. The majority of the

housing stock on the valley floor is between 50 and 100 years old. There are thousands of single family and multifamily dwellings distributed throughout Auburn. Some of the stock is in very good condition while other properties are neglected. Some properties are vacant and/or are in foreclosure. The City needs to develop information materials and incentives that encourages owners to maintain the existing housing stock so that it remains affordable, healthy, and safe, as well as facilitating the transition of vacant foreclosed homes into productive properties that have a positive contribution to the community and tax revenues.

Tools that Monitor the Health, Condition, Type, and Spatial Distribution of Housing

In December 2015, the City adopted an updated Housing Element as part of its comprehensive plan. The Housing Element draws heavily from a 2014 Housing Characteristics Assessment. Throughout the entire document there is repeated mention of the need to maintain the existing housing stock as a means of reducing our reliance upon natural resources (e.g. the materials needed to build new housing) and that it is the most effective means to maintaining affordable housing. The Housing Characteristics Assessment contains a great deal of information about the housing condition, type, cost, and health in Auburn. It also identifies a long list of implementation actions that serve numerous citywide housing objectives.

Need: While the Housing Characteristics Assessment completed in 2014 provides a very complete and thorough understanding of the existing housing conditions. The City needs to develop and implement a tool that allows us to continue to understand housing characteristics and to be able to identify positive and negative trends occurring citywide or within sub-neighborhoods of the city.

Connectivity Element to the City's Comprehensive Plan

When city council adopted the 2015 Comprehensive Plan it included an action item that calls for developing a "Connectivity Element" that would become a chapter of the comprehensive plan. Once adopted, policies, regulations, capital planning and budgets can be developed to help implement the new chapter. The purpose of a Connectivity Element is for the City to be more strategic in its efforts to physically connect Auburn. The sub-communities of Auburn lack well defined connections between each other. Within sub-communities, there has not been a focused strategy that connects residential areas to commercial nodes to gathering places/parks to schools, etc. When new subdivisions are built, other than the sidewalks required along street frontages, there is no attention given to pedestrian or bike trail infrastructure.

Need: A mapping exercise followed by suggestions for code updates and infrastructure improvements that helps improve the physical connection of the community.

Graffiti Management

The City of Auburn spends approximately \$125,000 of tax payer money per year combatting graffiti. Graffiti comes in the form of gang marking as well as tagging (unrelated to gang activity). If not attended to immediately, graffiti can plague a community, send the wrong impression to visitors, discourage business from locating in a community, and damage public and private property. The vast majority of cities in Western Washington face the same challenge and drain on resources. The solutions for graffiti prevention are made more complicated due to the long list of property managers involved – State Department of Transportation who manages the highways, over and underpasses, and bridges; the Muckleshoot Indian Tribe who is responsible for land within the reservation boundary; City Parks; City Streets; private property owners; and School Districts. This array of property managers makes it more complicated to develop a coordinated effort.

Need: Explore what other communities around the country are doing to effectively combat graffiti in a way that is most efficient. Develop original ideas for how to stop graffiti, how to discourage graffiti, and how to remove graffiti as quickly as possible.

Developing Level of Service of Parks & Trails

A common way of evaluating how to ensure new development is providing adequate contribution to roads, parks, schools, and emergency services is to establish appropriate “levels of service” along with “impact fees”. Impact fees ensure that there is a funding source that helps provide enough new infrastructure to keep up with the growth of a community. The City of Auburn already charges impact fees for roads, parks, schools, and fire. What the City lacks is an appropriate measurement for which parks facilities are needed within each area of the City. Since parks includes trails, soccer fields, baseball/softball fields, tennis courts, passive recreation, community centers, playgrounds, and a wide variety of other amenities it is appropriate to establish a level of service expectation for each type of amenity. Examples of level of service (LOS) are – there should be 1 tennis court for every 1,000 residents; there should be ¼ mile of trail for every 500 residents; or there should be a trail within 1/8 of mile of every house. Some areas of the City may already have adequate access to trails but lack tennis courts; the next area of the City may have tennis courts but no trails. By establishing LOS standards by each category, Parks Planners are better equipped to plan for the future.

Need: Mapping and inventory effort to understand existing conditions; identify areas within the City that are likely to grow and by what amount; identify partnership opportunities with other entities that may be providing recreation opportunity (e.g. schools have tennis courts and ball fields); and research appropriate levels of service by amenity.

Incentives for Establishment of More Healthy Food Alternatives to More Sections of the City

The City of Auburn conducted a Health Impact Assessment (HIA) in 2014 which identifies the need to be proactive about providing healthy food options to residents. Data shows that Auburn and South King County have high obesity rates, that healthy food options are scarce in some locations, and that food options of lesser health value are more abundant. General recommendations in the HIA are that the City should do more to recruit businesses that provide healthier food options, incentivize their establishment in Auburn, provide more community gardens, support educational efforts, etc.

Need: The City embraces the recommendations of the HIA but it needs help in developing a strategy for its implementation. The City also needs help understanding how to incentivize and recruit the types of businesses that make a difference in this area and how to develop an educational infrastructure that leads to the creation of hard copy literature, webpage information, healthy cooking classes at community centers, engagement with different cultures and socio-economic sectors, etc.

Community Placemaking

Auburn is a collection of 6 or 7 neighborhoods that are quite distinct from each other. Lakeland Hills is a new community that is rich in trails, parks, commercial opportunity and mixed housing types. Lea Hill is a relatively recently annexed area that is a mix of new subdivisions and rural acreage tracts. West Hill, South Auburn, Downtown, North Auburn, and the Plateau are all different in their own right. Residents not only associate themselves as a resident of Auburn but a resident of their sub-community. Some of the sub-communities feel connected to the commercial services offered within Auburn. Other sub-communities feel more connected to the commercial services offered outside of Auburn (e.g. if you live on Lea Hill you shop in Covington because it “feels” closer).

Need: Efforts are needed to better reinforce sub-community identity and to create stronger connections between the sub-communities and what Auburn has to offer. Simply wayfinding signage on Lea Hill that points people to downtown Auburn can help influence where someone chooses to shop. Signage for street names can be supplemented to include the neighborhood (e.g. West Hill Neighborhood can be added to the top of street signs). City sponsored sub-community events can be implemented that reinforce neighborhood identity. A strategy needs to be developed that informs and influences residents.

Impression Corridor Outreach & Marketing

The City has identified a number of primary thoroughfares through the City and gateways into the City. These impression corridors and entry points serve as a billboard for the type of community that Auburn is and define the experience that someone has when they visit. That experience can either be negative or positive. The current experience can be negative if your only impression is driving down Auburn Way South to visit the casino or the White River Amphitheater. The 2015 Comprehensive Plan establishes policies that elevate the importance of beautifying these areas and establish authority for creating regulations that promote a higher standard in these areas. While the policies and regulations will create adequate authority for forcing beautification of these areas, what is most important is to ensure that the private property owners within these areas understand the importance of these corridors and gateways and why it is in their best interest to make sure that they are clean, attractive and well maintained.

Need: Develop a marketing campaign that rallies property owners and business owners to pitch in to help improve the Auburn experience. While redevelopment of older properties will take years, fresh paint, maintained landscaping, controlled signage, and limited outdoor storage can go a long way in improving the appearance and experience. We need property owners along these corridors to understand that they are all part of one large outdoor mall and that it is in their best interest to do their part on their property and to demand that their neighbors follow suit.

International Green Construction Code

In 2013 the City of Auburn adopted the International Green Construction Code which allows an alternative approach for site development, building construction, and building management. This code is intended to “reduce the negative impacts and increase the positive impacts of the built environment on the natural environment and building occupants.” It addresses natural resource, material, water and energy conservation, as well as indoor environmental quality and comfort, building commissioning, operations and maintenance for new and existing buildings, building sites and building materials, components, equipment, and systems.

Need: While this code has been adopted by the City and is available for use, it has not been marketed or incentivized. To date, nobody has used this code. It likely provides a more affordable building option than LEED certification and achieves many of the same types of principles. The City would benefit by developing a strategy for broadcasting the existence of this code, how to get architects and structural engineers more familiar with the concepts in this code, and to incentive use of this code.

Climate Action Plan

Use the City’s 2009 and 2016 GHG inventories as supporting documentation for the creation of a climate action plan for the city. This plan would focus on municipal actions and operations, but would also have a community-wide component.

Long-term Management Plan for Environmental Sites

This plan would provide a detailed management plan for the long-term management of environmental sites, including compensatory environmental mitigation sites that have been released from monitoring, environmental properties owned by the city, environmental properties owned by third parties, and regulated critical areas.

Storm Utility – Bowman Creek On-Site Septic System

The Puyallup River Watershed Fecal Coliform TMDL identified Bowman Creek, a tributary to the White River, as a contributing source of fecal coliforms. Further monitoring conducted in the Bowman Creek drainage basin by the department of Ecology identified three areas for additional on-site septic system investigation as likely sources of fecal coliform.

Project Proposal:

This project would involve working with property owners, City and Health Department staff to assess whether problems with the on-site septic systems are contributing the fecal coliform water quality violations in Bowman Creek and evaluate appropriate solutions. City personnel would contact property owners for permission to conduct additional sampling. Student research could include hydrogeologic modeling, water quality analysis, and/or DNA testing to characterize the source of the fecal coliform.

Storm Utility T Basin – Pet Waste

The Puyallup River Watershed Fecal Coliform TMDL identified the tributary to the White River at Auburn Riverside High School as a contributing source of fecal coliforms. The City's "T" stormwater drainage basin discharges to this tributary. The Puyallup River Watershed Fecal Coliform TMDL Water Quality Improvement Plan recommends that "Within their jurisdiction, each appropriate government entity needs to reduce wet-season stormwater FC loads to the White River mainstem."

The City of Auburn has conducted wet season fecal coliform monitoring at the discharge point and upstream in the "T" drainage basin. The geometric mean for the flow from the "T" basin was below the freshwater primary contact recreation bacteria water quality criteria of 100 colonies/100 ml. However, fewer than 90% of the samples were below 200 colonies/100ml therefore the second part of the freshwater primary contact recreation bacteria water quality criteria was exceeded. No particular branch of the drainage system was identified as a larger contributor than others. Instead, when higher fecal coliform values were observed it was basin wide during a particular sampling event and is likely related to the weather/runoff conditions at the time of sampling. Inspection of the stormwater collection and conveyance system in the "T" basin did not identify any sanitary sewer cross connections. During periods of dry weather, flow was not present at many of the sample locations and sample locations that did have flow yielded low coliform values.

Additional possible sources of fecal coliforms include wildlife and pets. The land use in the 495 acre "T" basin is approximately 64% residential, 19% commercial and 17% woods/open space. Control of the wildlife is not practical so future fecal coliform reduction efforts should be directed towards public education and BMPs (Best Management Practices) for pet waste.

Project Proposal:

This project would involve creating and implementing a public education/social marketing program for the proper management of pet waste with the goals of:

- determining potential amount of pet waste/size of audience in the "T" basin
- building general awareness around what can be done to reduce polluted runoff from pet waste
- reducing the amount of pet produced fecal matter exposed to stormwater runoff

The development of this program should incorporate existing studies and regional messaging, take advantage of existing data and possible field investigation.

Storm Utility LID Feasibility Mapping

The Department of Ecology's 2015 Phase II NPDES Permit requires the City of Auburn to implement On-Site Stormwater Management facilities for new development and redevelopment projects using an emerging stormwater management strategy called Low Impact Development (LID). LID design strategies include reducing impervious areas and managing stormwater with on-site in facilities that infiltrate and disperse stormwater instead of using traditional methods of collection and conveyance. This presents a long term challenge to the City's capital projects program, as many of these on-site LID facilities depend on specific site conditions to function properly. Failure of these systems can create flooding impacts and increased maintenance costs. Incorporating the LID facilities into future projects presents an increased and unforeseen budgetary requirement for each capital project moving forward. A City-wide characterization of general feasibility for on-site LID facilities would allow the City to minimize this individual budgetary impact by identifying regions where the likelihood of failure is increased due to specific conditions such as high groundwater or low soil infiltration rates.

Project Proposal:

This project would involve the development of a Geographic Information System (GIS) data set based on identifying City-wide hydrogeological regions that provides:

- Seasonal High Groundwater Elevations
- Soil Infiltration Rates
- Slope Instability/Landslide Hazards
- Shallow Impermeable Soil Layers
- Other Geotechnical Hazards which limit the feasibility of LID facilities that rely on infiltration

The development of this data set should incorporate existing studies, historic geotechnical investigations, and current field research incorporating soil samples and groundwater monitoring. This data would be sorted based on feasibility parameters to provide instantaneous assessment the effectiveness of LID facilities and likelihood of failure.

Storm Utility LID Maintenance Costs

The Department of Ecology's 2015 Phase II NPDES Permit requires the City of Auburn to implement On-Site Stormwater Management facilities for new development and redevelopment projects using an emerging stormwater management strategy called Low Impact Development (LID). LID design strategies include reducing impervious areas and managing stormwater with on-site in facilities that infiltrate and disperse stormwater instead of using traditional methods of collection and conveyance. The long-term maintenance costs of new LID facilities present a challenge to future budget planning, as the maintenance needs are difficult to quantify and project with the lack of historical data. The task of maintenance and operations budget planning is a key priority as the City moves forward to change maintenance practices with the inclusion of LID facilities.

Project Proposal:

This project would involve a literature review and telephone survey of Western Washington stormwater management agencies who currently maintain LID facilities, to identify types of equipment used, effectiveness of the equipment, labor costs, materials and equipment costs (direct costs), and maintenance schedules.

Storm Utility Python Data QC

The City of Auburn is currently updating their GIS stormwater infrastructure using ArcMap. Notable infrastructure includes storm catch basins, manholes, pipes, culverts, and detention sites. Once field work is completed, the attribute data for these structures is checked with a quality assurance/quality control process. Part of this process involves manually checking the attribute data, which can be time

consuming and yield inaccuracies and inconsistencies. An example of this manual process is checking that all as-builts share the same install date, across all relevant feature classes. Another time consuming element is ensuring that catch basin/pipe invert elevations match in different feature classes. Currently, these checks are accomplished through a series of joins in ArcMap. Automating some of these QA/QC processes with a Python script would greatly reduce the amount of time and error that is normally performed manually. Such a script would increase storm inventory productivity and allow for higher output of quality GIS data. Since the data is reviewed for quality assurance by more than one person, an effective script would also help to eliminate duplicating efforts.

Project Proposal:

This project would involve writing a Python script that includes the following:

- Log number of mismatched as-builts and their respective install dates across relevant feature classes
- Log number of mismatched invert elevations across relevant feature classes
- Log duplicate structures
- Log start/end time of script, as well as any processing errors
- Log and return a report via e-mail to user of the script's successes/failures

The contents and purpose of the script may change based on evolving needs of the storm inventory process.

Sewer Utility Wastewater Discharge Behaviors

The City of Auburn Sewer Utility spends significant resources coping with the consequences of items and substances that are poured down the drain, flushed, or otherwise discharged to the sewer collection system. Fats, Oils, and Grease (aka FOG) accumulates in pipes and pump stations requiring high pressure jetting and vactoring and disposal of waste. Cleaning wipes, often marketed as "flushable", do not disperse in water and can accumulate in pumps and cause them to either work inefficiently or to stop working altogether. Pharmaceuticals, while not harmful to the City's collection system, may not be removed from the waste stream by conventional methods, so they can become health and environmental hazards as they find their way into treatment plant discharges, recycled biosolids, and reclaimed water systems.

The City of Auburn, like many cities, has a program in place to educate and regulate the activities of food service establishments (aka FSE's), who, while they produce significant amounts of FOG, are very willing to use best management practices (BMP's) as it is in their best interest to keep their pipes clog free. Sewer disposal habits in residential areas are more difficult to influence. While single family homes are not monitored or regulated, the homeowners share an interest with the City in keeping their pipes clean, as a blockage is just as likely to occur on private property as it is within the public system. Maintenance staff have observed, however, that facilities downstream of large areas of rental housing tend to accumulate more grease and rags than other areas. We speculate that because the residents of rental units are generally not directly responsible for maintenance of the sewer lines serving their building, they are more likely to use the sewer system as a method of disposing of grease or wipes since it is more convenient and doesn't cause any direct harm to them.

City staff has attempted to educate the public on what is and is not appropriate to discharge to the sewer system, and to suggest alternative methods of disposal. Staff has even prepared specific mailings for areas upstream of where maintenance staff has encountered excess accumulation of grease or rags. To date, we have not been able to develop any metrics other than anecdotal observation, by which to measure the effect of any of these efforts. We have not found any other agencies that been able to effectively measure the impact of similar educational efforts. The City would like to determine what methods, if any, are effective and which are not, then use that information to decide where to focus our future educational efforts.

Project Proposal:

Phase 1: This project would first involve developing strategies to influence the behavior of residents in multi-family rental units. They could include, but are not limited to:

- Advertising
- Mailing
- Face-to-face education
- Web-based videos
- Incentive Programs
- Citywide rate incentives
- Monitoring, regulation, and additional maintenance charges

Participants would combine their own experience and expertise as well as researching similar efforts by other agencies. Strategies for reaching a diversity of ethnic groups with messages in multiple languages is particularly desirable.

Phase 2: Select several strategies to use in pilot tests, develop a methodology for determining the effectiveness of each strategy, whether that be resident understanding, behavior change, or reduced maintenance efforts.

Phase 3: Identify appropriate test areas within the City to develop an implementation plan and schedule, and execute that plan as time allows.

Traffic Collision Analysis Tool

The City of Auburn has been researching market solutions for our collisions analysis needs over the past few years and have not found a system that meet our needs. If our project is selected by the UW program the goal would be to develop a GIS based analysis tool that utilizes traffic count data and traffic collision report data written by Police officers and processed through the State "Sector" system. The proposed system would include traditional traffic engineering collisions analysis tools, mapping tools, and be capable of generating various types of reports. This project would require a multidisciplinary approach between GIS/programming and Traffic Engineering disciplines.

Finance

Auburn School District Food Waste Prevention Outreach & Education

Scope of Work: The purpose of this project is to prevent and/or reduce food waste by improving food waste collection processes with outreach and education to ASD kitchen and custodial staff at 19 schools (11 elementary and 8 secondary). Outreach will focus efforts to enhance existing food waste collection programs or start a new program at each school. Outreach efforts may include:

- Reviewing the current practices in the kitchen in regards to food waste
- Providing re-education to the kitchen and custodial staff
- Making recommendations and implanting improvements (based on reviews)
- Adding signage to the kitchens and collection areas
- Meeting with school Green Teams to promote proper collection and food waste prevention/reduction.

Campaign to Address Litter & Illegal Dumping in Auburn

Scope of Work: Staff have a desire to implement a campaign to bring awareness to the litter and illegal dumping problem in Auburn. The campaign would be a coordinated effort involving multiple city departments. We are looking to put a positive spin on the campaign such as "Beautify Auburn" or "Keep Auburn Clean." This project involves gathering background information on the costs of dealing with dumping, pictures, and overall efforts involved with cleaning up the mess. Information also needs to be gathered on the laws surrounding illegal dumping and what step the City takes to enforce those laws

when there is evidence (also what type of evidence is needed – i.e. pictures, license plates, 3 pieces of mail with an address). We need to create the argument for why citizens should care about keeping Auburn clean and inspire them to take action. Multiple outreach pieces need to be created using various forms of media – website, signs, flyers, etc.

Human Resources / Risk Management

Community Court Program

The intention of involving UW students the Community Court Program is to obtain assistance preparing information that can be used when applying for grant funding for this program.

The students would be researching and compiling the number of offenses within the City of Auburn (relating to homelessness/trespassing, drug related crimes) and the number of arrests in 2014-2015.

The students will also work with our Human Services division to obtain information for the appropriate service providers (rehab, mental health, social services, shelters, etc.) in the area that would be willing to work with the Community Court program, as finding assistance is a requirement.

In addition to preparing numbers relating to the crimes in Auburn, the students will also help by creating a Needs Assessment, which will be provided to participants when they are referred or ordered to serve through the Community Court Program. This assessment will help determine which resources are the right fit for our individuals, and how to move forward with referrals. This will not only help us when we begin screening for the new program, but will be a wonderful addition to our grant application process.

Innovation and Technology

Homelessness Assessment

Where are the homeless? Where are they coming from, going to? This project is not to solve the homelessness problem, but to understand more about it. What are the trends? What can the City do to address the situation we are in? How can we use technology, analytics, information to help create solutions to the problem. This is not just a regional, Auburn focused problem. It is everywhere and in the new Digital Age there is an answer somewhere, we just need to find it.

Buy Local Program

Develop and build an extension to the City's existing business license process and program. This would be an online and mobile solution so our local businesses could work closer and buy from each other.

The would also include citizens and tourists as they could get alerts on deals when they are close to businesses who are participating.

Utility Rate Analysis

The City provides a lot of utility services, i.e. sewer, storm and water. The question is are we providing the right services and at the right costs? This project would be a deep dive into our services and like agencies to determine are we where we need to be.

Smarter Cities

The "smarter cities" buzz is now a real thing. The Internet of Things (IoT) is still a new concept, but it plays a huge role in cities becoming smarter. This includes adding sensors to things like parking stalls, lights, intersections, buildings, etc...collecting and sharing data to make decisions. This project plan would include building a strategy and rolling out a pilot project. Auburn is uniquely situated to take

advantage of and move aggressively into the Smarter Cities space. A new Parking Garage has been approved, Smarter lighting is logical piece of the project. The City has significant street lighting assets that could be improved to provide more efficient use of the aerial landscape with video for law enforcement and parking management, wireless broadband for digital economy access across the City. Smarter buildings, smarter traffic, smarter institutional inventory management – all of these areas focus on smarter cities and benefits to the residents, more efficient use of resources and more effective ways to manage the City.

Garbage & Recycling Contract Analysis

In 2017 the City is going out to bid for a lot of contracts, one of them for a garbage and recycling hauler. This project would include analyzing data to help negotiate and structure the new contract.

3D Modeling

The City owns birds eye imagery, 360 degree point cloud imager and LiDAR. In addition, all capital assets have a Z-value for modeling. This project would include building real-time models of the City to show current and proposed infrastructure.

Broadband Coverage & Strengths

The City knows where we have fiber communications and Wi-Fi coverage, but where should we expand, who is covered and at what strengths. The idea that everyone should have access to the internet is a reality, however, the City has several underprivileged areas that don't have coverage. This is an analytics based project that would expose where our priorities should be on expanding our municipal broadband. This project would be a parallel, or integrated piece of the Smarter Cities project and help provide actionable and defined plan information for meeting the Councils "Achieving Digital Parity project"

Environmental Data Inventory

The majority of the data the City has for environmental data is old and came from FEMA. This would include updating data, building relationships and analyzing the data so the City's environmental group could make better decisions from the data.

Amphitheater Traffic Analysis

When concert season in Auburn comes, traffic around that area is horrific. This program would include a traffic analysis (i.e. new roads, modify speeds limits, widen roads, new routes), working with mapping agencies like Google, Apple and Waze to push real-time traffic and agencies like WSDOT to help reduce the amount of congestion. This is another project that may be parallel to the Smarter Cities /Smarter Traffic idea. Building on the Cities existing ITS (Intelligent Traffic Systems) infrastructure this would provide more actionable, solution oriented information to help solve the problems of transportation bottlenecks that occur.

Parks, Arts, & Recreation

Cultural Art, Theater, & Plaza Plan

Cultural Arts, Theater and Plaza Plan and Implementation of the 1 block area from Main – 1st-Auburn Ave.-B Street and Auburn Post Office/Public Health Site

Focusing on the one block area of Main to 1st and Auburn Ave to B Street, create a revitalization plan and provide implementation strategies for an area with a focus on Arts, Culture, Theater and Community Gathering Space. As a segment of this plan the "team" would assist in developing the

program model and architectural design for the “makeover” of the Historic Post Office in cooperation with our existing consultants. Project would the potential securing of non-profit partners, potential grant funders. The project will also build on previous Auburn Ave. Theater studies and B Street Plaza Studies to design the proposed overall 1 block Masterplan and Landscape Architecture of the focus area. Disciplines- Planning, Architecture, Landscape Architecture, Historic Preservation, Management

Trail Connectivity Feasibility Study

Develop a feasibility study related to constructability of a pedestrian trail linking Jacobsen Tree Farm property to the west end of Lea Hill. This trail would follow the alignment of the Bonneville Power Administration transmission line from 132nd to valley floor near the Auburn Golf Course. A connection to Isaac Evans and the Dykstra footbridge would improve pedestrian and bicycle connection from Lea Hill to the downtown area. The study would include exploring and/or obtaining easement across private property and permission from the BPA for the alignment of the approximate 2 mile long trail. The alignment also passes through an “Island” of the City of Kent up on Lea Hill, so some form of a ILA would likely be necessary between Auburn and Kent. Construction would be in phases based on constructability.

Police

Needs Assessment for Future Public Safety Building

In 2004, the Auburn Police Department moved to its current location of 340 East Main Street, Auburn WA 98001. The Auburn Justice Center housed both the Auburn Municipal Court and all Police Operations. The staffing at the PD included 88 commissioned police officers and approximately 16 non-commissioned staff for a total of 104 PD personnel. Since then, the is operated by the King County District Court system and also houses probation services. Currently, the PD currently has an authorized commissioned strength of 111 and a non-commissioned staff of 20 for a total of 131. All of our administrative personnel have been required to remove their belongings from the locker room and place lockers in their respective offices. Our Evidence technicians work in a separate building on the property and often times feel isolated from other staff members. Our traffic division also occupies a small office in this detached building. The police department continues to grow and places greater challenges of where to put increased staff within the existing facility.

The police department would like to have an assessment done of both current and future needs of the agency. Once the need is established we can determine option for facility design and use. Several possibilities might be explored to include the remodel of the current facility with the expectation that the King County Court vacate and find an alternative location, or the feasibility of expansion of the current facility or a proposal for a new facility.