



**Business Improvement Area  
Regular Meeting  
December 11, 2025 - 1:00 PM  
1 East Main Street  
Annex Conference Rm 2  
2nd Floor**

## **AGENDA**

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### **PUBLIC PARTICIPATION**

- A. The Business Improvement Area Committee Meeting scheduled for Thursday December 11, 2025, at 1:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253 215 8782

Toll Free: 253 215 8782

Zoom: <https://us06web.zoom.us/j/88166720324?pwd=GXB5yqCwqQ6p1vZNpcCLSTYlaziSdp.1>

### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENT**

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

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Jenn Francis, Economic Development Manager

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Jenn Francis, Economic Development Manager

Fax number: 253-804-3114

Email written comments to: [jfrancis@auburnwa.gov](mailto:jfrancis@auburnwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Community Development Department in person, by phone (253) 215-8744, or by email ([jfrancis@auburnwa.gov](mailto:jfrancis@auburnwa.gov)).

### **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

- A. 2025 Year End Financial Report

- B. Downtown Auburn Cooperative 2026 Contract - \$70,000

## **DISCUSSION ITEMS**

- A. Financial Request from City of Auburn Legal Dept for \$21,000 for the Downtown Cleanup Helpers
- B. Update from DAC on 2025 Fall Events

## **ADJOURNMENT**

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

2025 Year End Financial Report

**Meeting Date:**

December 11, 2025

**Department:**

Community Development

**Attachments:**

BIA Fund Expenditures 2025

**Budget Impact:**

**Administrative Recommendation:**

Discuss \$3,869.92 Unused Balance

**Background for Motion:**

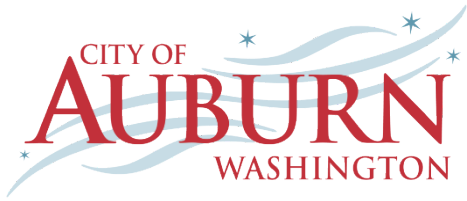
**Background Summary:**

See attached spreadsheet

**Councilmember:**

**Staff:** Jason Krum

<b>Business Improvement Area: \$90,000</b>		
<b>Item</b>	<b>Date</b>	<b>Amount</b>
January Invoice from DAC	1/31/2025	\$5,428.81
February Invoice from DAC	2/28/2025	\$17,677.78
March Invoice from DAC	4/13/2025	\$5,226.46
April Invoice from DAC	5/8/2025	\$8,065.11
May Invoice from DAC	6/13/2025	\$7,353.89
June Invoice from DAC	7/9/2025	\$1,681.35
July Invoice from DAC	8/5/2025	\$11,917.57
August invoice from DAC	9/4/2025	\$7,322.48
September Invoice from DAC	10/23/205	\$2,326.55
<b>Total Dollars Spent for BIA/DAC Contract</b>		<b>\$67,000.00</b>
Funding Still Available from Approved BIA/DAC Contract		\$0.00
BIA Approved Expenditure to Community Development for Party on the Plaza Events	5/8/2025	\$14,130.08
BIA Approved Expenditure to Legal for Downtown Cleanup Employees	5/8/2025	\$5,000.00
<b>2025 BIA Funds Still Available (Unallocated)</b>		<b>\$3,869.92</b>
<b>Total BIA Budget</b>		<b>\$90,000.00</b>



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Downtown Auburn Cooperative 2026 Contract - \$70,000

**Meeting Date:**

December 11, 2025

**Department:**

Community Development

**Attachments:**

DAC Expenditures, 2026 DAC  
Proposed Budget , 2026 COA  
DAC Agreement for Services

**Budget Impact:**

\$70,000

**Administrative Recommendation:**

For discussion

**Background for Motion:**

**Background Summary:**

See attached

**Councilmember:**

**Staff:** Jason Krum

### DAC 2025 Expenditures Thru September & 2026 Proposed Expenses

Item	January	February	March	April	May	June	July	August	September	2025 Total Thru September	Proposed 2026 Expenses
Advertising & Marketing	\$231.42	\$315.21	\$174.65		\$250.83	\$11.67		\$205.00		\$1,188.78	\$2,000.00
Dues & Subscriptions	\$145.73	\$17.68	\$0.00	\$44.11	\$44.11	\$44.11	\$44.11	\$215.35	\$244.08	\$799.28	\$2,200.00
Legal & Professional Services	\$121.64	\$121.64	\$159.14	\$159.14		\$134.14	\$138.46	\$138.46	\$134.14	\$1,106.76	\$2,800.00
Office Expenses	\$263.67	\$280.58	\$100.83	\$100.83	\$125.17	\$32.41	\$25.35	\$29.08		\$957.92	\$1,300.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$22.04	\$25.35		\$22.05	\$180.30	\$249.74	\$1,300.00
Taxes, SS, Insurance, etc.								\$975.73		\$975.73	
Payroll Tax	\$371.56	\$371.56	\$0.00	\$2,969.19	\$346.56	\$0.00	\$1,951.46		\$928.76	\$6,939.09	\$3,000.00
Payroll	\$4,166.67	\$4,166.67	\$4,166.67	\$4,166.67	\$4,166.67	\$0.00	\$8,333.34	\$4,166.67		\$33,333.36	\$52,000.00
Snack/Meeting	\$17.01	\$27.09	\$0.00		\$8.45	\$0.00	\$48.74		\$144.90	\$246.19	\$1,500.00
Phone & Utilities	\$111.11	\$808.03	\$110.73	\$566.69	\$110.80	\$110.80	\$110.80	\$110.49	\$110.48	\$2,149.93	\$3,000.00
Event Expenses	\$0.00	\$357.32	\$58.48	\$58.48	\$1,981.26	\$753.92	\$947.61	\$1,199.18	\$177.74	\$5,533.99	\$10,400.00
Event Fixture						\$86.29				\$86.29	
LCB	\$0.00	\$120.00				\$0.00				\$120.00	
Puget Sound Energy	\$0.00		\$246.25		\$86.60	\$0.00	\$103.82	\$46.59	\$46.57	\$529.83	
Cell Phone	\$0.00		\$209.71		\$211.40	\$213.88	\$213.88	\$213.88	\$213.18	\$1,275.93	
Rent		\$11,100.00								\$11,100.00	\$11,100.00
Insurance						\$268.72			\$138.46	\$407.18	\$3,000.00
License											\$60.00
Main Street Dues											\$400.00
Main Street National Conf											\$3,500.00
Main Street Local Conf											\$2,300.00
	\$5,428.81	\$17,685.78	\$5,226.46	\$8,065.11	\$7,353.89	\$1,681.29	\$11,917.57	\$7,322.48	\$2,318.61	\$67,000.00	\$99,860.00

City Contract	\$12,500.00	\$12,500.00	\$25,000.00
			\$92,000.00

Downtown Auburn Cooperative

2026Budget

Income	In	Anticipated	Out	Net
Memberships, Individual & business	\$500			\$500
Sponsorship	\$5,000			\$5,000
Gift Card Donations	\$1000			\$1,000
City of Auburn Contract		\$25,000		\$25,000
Business Improvement Area (BIA)		\$70,000		\$70,000
Total Income	\$6,500	\$95,000	0	\$101,500
<b>Expenses</b>	<b>In</b>		<b>Out</b>	<b>Net</b>
<b>Office Expenses</b>				
Legal & Professional			\$2800	
snacks & meals			\$500	
Office Fixture			\$500	
Office Supplies			\$1300	
Rent			\$11,100	
Snacks & Meetings/Training			\$1000	
License			\$60	
Payroll			\$52,000	
Payroll Taxes			\$3000	
Telephone/utilities			\$3000	
Advertising & Marketing			\$2000	
Charitable Donations			\$300	
Dues & Subscription			\$2200	
Insurance			\$3000	
<b>Mainstreet</b>				
Mainstreet Dues			\$400	
Mainstreet National Conference			\$3500	
Mainstreet Local Conference			\$2300	
<b>Events</b>				
Advertising			\$1500	
Hop's and Shamrock Crawl			\$ 700	
Clean Sweep			\$ 500	
Cinco Drinko Crawl			\$700	
Mother's Day Flower Crawl			\$700	
Historic Walks			\$200	
Meet Me Downtown Flea Market(3)			\$3000	
National Night Out			\$700	
Fright Night on Main			\$700	



**CITY OF AUBURN**  
**AGREEMENT FOR SERVICES**

THIS AGREEMENT made and entered into on this \_\_\_\_ day of **December 2025**, by and between the **City of Auburn**, a municipal corporation of the State of Washington, the “City” and the **Downtown Auburn Cooperative** (“DAC” or the “Contractor”).

**RECITALS:**

1. The City desires to hire the Contractor to provide positive influence, promotion, activities, and attractions within the Business Improvement Area (BIA) boundary consistent with Auburn City Code 2.98.030; and
2. The Contractor is qualified and able to provide services in connection with the City’s needs for this work and is willing and agreeable to provide the services on the terms and conditions in this Agreement.

**AGREEMENT:**

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

1. Scope of Services

The Contractor agrees to perform in a good and professional manner the tasks described in Exhibits A and B. The Contractor will perform the services as an independent contractor and will not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

2. Additional Services

If additional services with respect to related work are required beyond those specified in the Scope of Work, and not included in the compensation listed in this Agreement, the parties will amend this Agreement before the Contractor performs the additional services. However, Contractor agrees that it will perform additional services on the written request of an authorized representative of the City pending execution of an Amendment. The Contractor shall retain autonomy to act in the best interests of businesses and residences within the BIA area.

3. Contractor's Representations

The Contractor represents and warrants that it has all necessary licenses and certifications to perform the services provided for in this Agreement and is qualified to perform those services.

4. Acceptable Standards

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

5. Compensation

As compensation for the Contractor's performance of those tasks and services provided for in Exhibits A and B of this Agreement, the City will pay the Contractor the costs and fees for those tasks performed, under those terms identified and from those specified budgets described independently in each Exhibit. The total compensation for the entire Agreement is not to exceed \$XXXX

6. Time for Performance and Term of Agreement

The Contractor will not begin any work under this Agreement until authorized in writing by the City. Provided, DAC shall carry on normal business activities pending mutual acceptance. The Contractor will perform the tasks and services described in each Exhibit and in accordance with the direction and scheduling provided. All work under this Agreement will be completed by December 31, 2026.

7. Records Inspection and Audit

All compensation payments will 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 will 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.

8. 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 will continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties.

9. Administration of Agreement

Any written notices required by the terms of this Agreement will be served on or mailed to the following addresses:

**City of Auburn**

Economic Development Manager

25 W Main Street

Auburn, WA 98001

Phone: 253-215-8744

Email: [jfrancis@auburnwa.gov](mailto:jfrancis@auburnwa.gov)

**Downtown Auburn Cooperative**

President

262 E Main Street

Auburn, WA 98002

Phone: 253-368-6838

Email: [info@downtownauburncooperative.com](mailto:info@downtownauburncooperative.com)

10. Notices

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

Either party may change their address by giving notice in writing to the other party.

11. Insurance

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

Contractor's maintenance of insurance as required by the Agreement does not 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.

The Service Contractor will obtain insurance of the types described below:

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

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

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

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

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

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

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

12. Indemnification/Hold Harmless

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

If a court of competent jurisdiction determines 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 will 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 will survive the expiration or termination of this Agreement.

13. Assignment

Neither party to this Agreement will 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 will 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.

14. Nondiscrimination; Disparagement, defamation and conflicts of interest prohibited

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

B. Disparagement and defamation prohibited. During and after the term of this Agreement, Contractor and its employees, agents, appointees and members are prohibited from:

1. making any written or spoken disparaging remarks (or any remarks that could reasonably be construed as disparaging) about the City, its officers, employees, or agents; and
2. writing or speaking about the City and/or its employees or agents in a defamatory manner as defined by RCW 42.17A.335 and other applicable law.

C. Conflicts of interest and violations of ethics laws prohibited. It shall be a breach of this Agreement and grounds for its termination for Contractor or any of its employees, agents, appointees or members to commit any act (or to assist or participate in or knowingly benefit from any act) in violation of Chapter 2.92 of the Auburn City Code and/or Chapters 42.23 or 42.52 RCW.

D. The Contractor and its employees, agents, appointees or members shall have the ability to discuss grievances relating to the City, its employees, agents, or appointees as issues arise. If DAC is unable to resolve said issues, then DAC

may consult with the City and/or direct the person, business or entity to the appropriate city agency.

15. Interest in contracts prohibited

All parties agree and understand that this contract is between the City and the DAC. No municipal officer shall be beneficially interested in, directly or indirectly, in this contract under RCW 42.23.030.

16. Amendment, Modification or Waiver

No amendment, modification or waiver of any condition, provision or term of this Agreement will 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 will not affect or impair any right arising from any subsequent default.

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

17. Termination for Cause

In the event that the City determines that the Contractor failed to comply with the conditions of the Agreement, the City has the right to suspend or terminate the Agreement by giving the Contractor a written notice of corrective action required. If the Contractor does not remedy all conditions in the corrective notice within thirty (30) days of the date of notice, the City may terminate or suspend the contract or require specific performance including completion of the Agreement.

18. Termination for Convenience

Either Party may terminate this Agreement by providing the other party with written notice of such termination, specifying the effective date with at least thirty (30) days' notice.

19. Parties in Interest

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

20. Costs to Prevailing Party

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

21. Applicable Law

This Agreement and the rights of the parties will be governed by and interpreted in accordance with the laws of the State of Washington and venue for any action will be in of the county in Washington State in which the property or project is located, and if not site specific, then in King County, Washington; provided, however, that it is agreed and understood that any applicable statute of limitation will 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 do 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. The singular includes the plural and vice versa and masculine, feminine and neuter expressions will be interchangeable. Interpretation or construction of this Agreement will 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 will 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 will be one and the same Agreement and will become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

26. Background Check

The Contractor must provide a Washington State Patrol Criminal Background Check, in compliance with RCW 43.43.830 et seq., for themselves and/or their employees where any person may have unsupervised access to children under sixteen years of age or to developmentally disabled persons, or vulnerable adults during the course of his/her contractual involvement with the City. If the City chooses to perform a background check, the Contractor will provide its full cooperation with the conducting of any check.

The City may terminate this agreement if, in the opinion of the City, a background check shows that the Contractor, its contractor, officer, employee, volunteer, or agent is unsuitable to provide the scope of work for this agreement.

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

**CITY OF AUBURN**

**DOWNTOWN AUBURN COOPERATIVE**

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

\_\_\_\_\_  
Chantal Banks

Title: President

Federal Tax ID No: 91-16559537

Approved as to form:

\_\_\_\_\_  
Jason Whalen, City Attorney

## **Exhibit A [BIA] Scope of Work**

**OUTREACH:** The Contractor will coordinate and manage activities in downtown Auburn in an effort to create unity between business members, residents and similar area organizations for the economic vitality of downtown Auburn. Contractor shall maintain an office in downtown Auburn in an effort to unify the business owners.

**PROGRAM OF WORK:** The Contractor's scope is as follows:

- Provide access to resources for small businesses including financial institutions, information regarding small business educational opportunities, and staffing agency connections.
- Provide opportunities to participate in six special events for small businesses in the Business Improvement Area (BIA). These events must be separate from networking events known as "Mix-n-Mingles".
- Sponsor/participants in events planned by others in the downtown area.
- The DAC will complete a provided post-event report following the completion of each event conducted within the BIA area. This report serves to summarize the performance of the event and demonstrate the event's level of success with regards to meeting the established goals and objectives. This report shall be presented at the next regular BIA committee meeting following the event.
- The DAC will provide detailed invoices including: copies of invoices paid, receipts received, and contracts for payment to Economic Development on a monthly basis.

### **PAYMENT TERMS:**

- **\$XXXXXX** due on an invoice basis. Invoices must be submitted by the 5th of each month. Funds provided shall not be used for events/promotions/or supplies that occur outside of the BIA area.

### **BUDGET CODES:**

001.17.558.700.49 (**\$XXXXXX**)

DAC/City of Auburn Contract - 2026

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## **Exhibit B [City] Scope of Work**

**OUTREACH:** The Contractor will provide positive and consistent messaging across all methods of communication, including member to member communications and community outreach efforts using social media and traditional media sources.

**PARTNERSHIP:** The Contractor will engage other business organizations and partners in the city in a positive and supportive manner in order to avoid the appearance of competition and conflict.

**PROGRAM OF WORK:** The Contractor shall promote the Business Improvement Area (BIA) (and businesses that subsequently join the DAC) through the following methods, and at a minimum in the following manner:

- Promote Downtown Auburn in a positive way through various social media platforms as a safe and enjoyable place to work, play and shop.
- Maintain active, consistent, and engaging content on the DAC website and social media accounts and should have a focus on businesses or events.
- Promote 52 different businesses within the BIA area without annual duplication using social media. Social media promotions should be reasonably distributed throughout the year.
- Distribute promotional fliers, posters, or other materials of City facilitated and sponsored events to downtown businesses on a quarterly basis. Schedule of events for promotion and materials to be provided by the City. Digital promotion materials of events above to also be shared via DAC social media.
- The DAC shall have discretion regarding the content of its website and monthly electronic newsletters, provided that such content is consistent with the terms of this Agreement and also includes City developed content intended to inform the downtown business community and residents of community planning efforts, development timelines, events and activities. This newsletter should be sent to the City of Auburn Community Development Director, Communications Manager, Economic Development Manager, and Economic Development Program Administrator. The DAC shall present to economic development staff the core metrics (delivery rate, open rate, click-through rate, and other key data) during a quarterly scheduled meeting.

- Communicate with potential small businesses that are looking for spaces to buy or rent within the BIA area and refer them to the City’s Economic Development team as an additional resource. The City’s Economic Development team will share non-confidential status updates regarding such referrals when information becomes available to the public.
- Host a minimum of six business networking events throughout the year to feature and promote different areas of downtown. Provide post attendance head counts for each event to evaluate growth in attendance and success of events.
- The Contractor shall be reimbursed for networking event costs up to \$2,500 for the year. These costs may include but are not limited to food, drinks, prizes and hosting supplies as needed.

**GENERAL DELIVERABLES:** Provide quarterly updates to the Economic Development Team Representative(s) on the scope of work above. Provide an annual update to City Council on the status, completion, and results of the above program tasks.

**PAYMENT TERMS AND DELIVERABLES:**

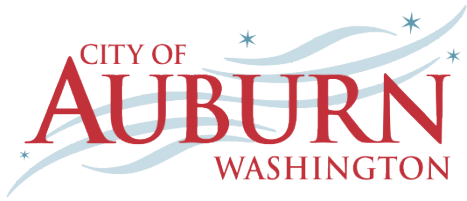
1. Deliverables will be due quarterly on the second Tuesday of April, July, October, and January. If the Tuesday falls on a holiday, it will be due the next working business day.
2. An invoice will be due to the city on February 14<sup>th</sup>, 2026, for \$12,500.00. with a payment due date of March 1<sup>st</sup>, 2026.
3. A second and final invoice will be due to the city on July 15<sup>th</sup>, 2026, for \$12,500.00. with a payment due date of September 1<sup>st</sup>, 2026.

**PAYMENT TERMS:**

- \$12,500.00 due March 1<sup>st</sup>, 2026
- \$12,500.00 due September 1<sup>st</sup>, 2026

**BUDGET CODE:**

001.17.558.700.41 (General Fund Line-Item Approval)  
 DAC/City of Auburn Contract - 2026



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Financial Request from City of Auburn Legal Dept for \$21,000 for the Downtown Cleanup Helpers

**Meeting Date:**

December 11, 2025

**Department:**

Community Development

**Attachments:**

Request for Funding Downtown  
Helpers - Josh Arndt

**Budget Impact:**

\$21,000

**Administrative Recommendation:**

For Discussion.

**Background for Motion:**

The BIA helped fund the downtown project helper program in 2025. It was understood when the BIA approved the 2025 funding that there would be additional need in 2026. At this funding level the service hours would increase from 15 hours per week to 25 hours per week.

**Background Summary:**

See attached spreadsheet

**Councilmember:**

**Staff:** Jason Krum

Downtown Helpers Monthly Hours & Costs																
25hrs / wk total for program																
Employee	Position Title	Employee Number	Expense Category	1	2	3	4	5	6	7	8	9	10	11	12	Total
KEEN, DAKOTA (Tues & Thurs)	DOWNTOWN PROJECT HELPER - NON PERS	9872	Other Wages F.I.C.A. Industrial Insurance	980.00	980.00	1,102.50	1,102.50	980.00	1,102.50	1,102.50	980.00	1,157.85	1,157.85	900.55	1,286.50	12,832.75
			All add tax / fees	122.00	122.00	137.25	137.25	122.00	137.25	137.25	122.00	139.50	139.50	108.50	155.00	1,579.50
<b>Total</b>				<b>1,102.00</b>	<b>1,102.00</b>	<b>1,239.75</b>	<b>1,239.75</b>	<b>1,102.00</b>	<b>1,239.75</b>	<b>1,239.75</b>	<b>1,102.00</b>	<b>1,297.35</b>	<b>1,297.35</b>	<b>1,009.05</b>	<b>1,441.50</b>	<b>14,412.25</b>
<b>Total Hours Worked</b>				<b>40</b>	<b>40</b>	<b>45</b>	<b>45</b>	<b>40</b>	<b>45</b>	<b>45</b>	<b>40</b>	<b>45</b>	<b>45</b>	<b>35</b>	<b>50</b>	<b>515</b>

Employee	Position Title	Employee Number	Expense Category	1	2	3	4	5	6	7	8	9	10	11	12	Total
OLDS, CAMERON (Mon, Wed, Friday)	DOWNTOWN PROJECT HELPER - NON PERS	2262	Other Wages F.I.C.A. Industrial Insurance	1,470.00	1,347.50	1,592.50	1,592.50	1,470.00	1,470.00	1,592.50	1,672.45	1,543.80	1,672.45	1,415.15	1,543.80	18,382.65
			All Add tax / fees	183.00	167.75	198.25	198.25	183.00	183.00	198.25	201.50	186.00	201.50	170.50	186.00	2,257.00
<b>Total</b>				<b>1,653.00</b>	<b>1,515.25</b>	<b>1,790.75</b>	<b>1,790.75</b>	<b>1,653.00</b>	<b>1,653.00</b>	<b>1,790.75</b>	<b>1,873.95</b>	<b>1,729.80</b>	<b>1,873.95</b>	<b>1,585.65</b>	<b>1,729.80</b>	<b>20,639.65</b>
<b>Total Hours Worked</b>				<b>60</b>	<b>55</b>	<b>65</b>	<b>65</b>	<b>60</b>	<b>60</b>	<b>65</b>	<b>65</b>	<b>60</b>	<b>65</b>	<b>55</b>	<b>60</b>	<b>735</b>

**15 Hours Week**

Employee	Position Title	Employee Number	Expense Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
OLDS, CAMERON (Mon, Wed & Fri)	DOWNTOWN PROJECT HELPER - NON PERS	2262	Other Wages F.I.C.A. Industrial Insurance	2,450.00	2,327.50	2,695.00	665.70	2,450.00	2,572.50	2,695.00	2,652.45	2,701.65	1,715.00	1,470.00	1,715.00	26,109.80
			All Add tax / fees	305.00	289.75	335.50	1.74	305.00	320.25	335.50	323.50	325.50	210.00	180.00	210.00	3,141.74
<b>Total</b>				<b>2,755.00</b>	<b>2,617.25</b>	<b>3,030.50</b>	<b>758.58</b>	<b>2,755.00</b>	<b>2,892.75</b>	<b>3,030.50</b>	<b>2,975.95</b>	<b>3,027.15</b>	<b>1,925.00</b>	<b>1,650.00</b>	<b>1,925.00</b>	<b>29,342.68</b>
<b>Total Hours Worked</b>				<b>100</b>	<b>95</b>	<b>110</b>	<b>30</b>	<b>100</b>	<b>105</b>	<b>110</b>	<b>105</b>	<b>105</b>	<b>70</b>	<b>60</b>	<b>70</b>	<b>1,060</b>

**Task List**

- \* Pick up and ensure that the pet waste station is stocked with waste bags and that the waste trash is emptied. (This is an everyday task as there is always uncollected waste.)
- \* Pick up garbage around downtown. (This is a staple task since the need does not change with the seasons like some other tasks.)
- \* Remove vegetation and debris. (Typically done after wind or storm events.)
- \* Scrub/clean graffiti from transformer boxes. (This is done when graffiti can be scrubbed away rather than painted over.) (Yes, this is safe.)
- \* Wash down garbage and recycling bins downtown. (Typically done in the Spring and Summer.)
- \* Clean tables, benches, and flag boxes around City Hall, as well as oversized furniture in Plaza Park. (Typically a Spring and Summer task.)
- \* Blow and clean around transformer boxes. (Typically done in the Kiss & Ride and Safeway lots in the Spring and Summer.)
- \* Water the plants in the Kiss & Ride, B Street, and Safeway lots. (This is primarily an everyday task throughout the Summer.)
- \* Weed planter boxes, areas, sidewalk crevices, and other locations as needed.
- \* Blow off or sweep sidewalks around City Hall, downtown parking lots, the Justice Center, and other public spaces. (Spring through Fall task.)
- \* Collect and bag leaves. (Fall activity.)
- \* Deploy de-icer as needed.
- \* Handle any other one-off tasks that arise.

**Core Work Area**

The primary work area of the downtown helpers spans from the Sounder Station (Kiss & Ride Lot) to the Justice Center, with a focus on maintaining sidewalks, downtown public parking lots, and other public spaces. While their primary responsibility lies within this area, they are authorized to collect bits of trash in other locations if it is contributing to a visual nuisance. The overarching goal of their work, and what they take pride in, is to enhance the appearance and cleanliness of the City, fostering a sense of pride in the downtown area.

**Legal Budget**  
**\$15,000.00**

**BI A Funding**  
**\$21,000**

Employees	Summary			
	Hours Worked	Total Cost	Annual Budget	Variance

KEEN, DAKOTA	515	14,412.25		
OLDS, CAMERON	735	20,639.65		
<b>Total</b>	<b>1,250</b>	<b>35,051.90</b>	<b>15,000</b>	<b>(20,051.90)</b>

<b>Wage / Act \$\$ / Var</b>	<b>\$ 24.50</b>	<b>\$ 27.55</b>	<b>\$ 3.05</b>
	<b>\$ 25.73</b>	<b>\$ 28.83</b>	<b>\$ 3.10</b>

Employees	Summary			
	Hours Worked	Total Cost	Annual Budget	Variance

Cameron, Olds	1,060	29,342.68		
<b>Total</b>	<b>1,060</b>	<b>29,342.68</b>	<b>15,000</b>	<b>(14,342.68)</b>

<b>Wage / Act \$\$ / Var</b>	<b>\$ 22.19</b>	<b>\$ 25.22</b>	<b>\$ 3.03</b>
	<b>\$ 24.50</b>	<b>\$ 27.50</b>	<b>\$ 3.00</b>