CITY OF AUBURN WASHINGTON	**City Council Study Session PWCD SFA** **March 25, 2024 - 5:30 PM** **City Hall Council Chambers** **AGENDA** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

A. PUBLIC PARTICIPATION

Public Participation

The Auburn City Council Study Session Meeting scheduled for Monday, March 25, 2024 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:
To view the meeting virtually please click the below link, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

https://www.youtube.com/user/watchauburn/live/?nomobile=1

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

Telephone: 253 205 0468
Toll Free: 888 475 4499
Zoom: https://us06web.zoom.us/j/88665727648

B. Roll Call

II. AGENDA MODIFICATIONS

III. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

A. REDI Report Out

IV. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Briefing - Parks Plan (Faber) (20 Minutes)

B. Briefing - Permitting and Decision Making (Krum) (20 Minutes)

C. Briefing - Facility Master Plan (Gaub) (20 Minutes)

D. Ordinance No. 6933 (Krum) (5 Minutes)

An Ordinance amending Title 2 of the Auburn City Code formalizing the creation of the City of Auburn Department of Innovation and Technology

E. Ordinance No. 6934 (Krum) (5 Minutes)

An Ordinance amending Title 2 of the Auburn City Code formalizing the creation of the City of Auburn Office of Equity

F. Ordinance No. 6935 (Krum) (5 Minutes)

An Ordinance amending Title 2 of the Auburn City Code formalizing the creation of the City of Auburn Department of Human Services

G. 2023 CDBG CAPER Report Out (Krum) (15 Minutes)

V. PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

A. Ordinance No. 6939 (Gaub) (10 Minutes)

An Ordinance granting Ziply Fiber Pacific, LLC DBA Ziply Fiber, A Delaware Limited Liability Company, A Franchise for Wireline Telecommunications

VI. ADJOURNMENT

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

AGENDA BILL APPROVAL FORM

Agenda Subject:
Briefing - Parks Plan (Faber) (20 Minutes)

Date:
March 20, 2024

Department:
Parks, Arts, & Recreation

Attachments:
Presentation

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Each City and County in Washington State is required to have a Parks, Recreation and Open Space Plan (PROS Plan) as an element of the agencies Comprehensive Plan. Auburn Parks, Arts and Recreation staff is in the process of updating our existing plan. The new 2024 plan is based on an extensive public outreach process that:

- Creates a vision for Auburn's parks system to meet the needs of the community.
- Inventories parks, arts, recreation, and trails facilities, and identify needs and trends.
- Establishes goals, objectives, recommendations, and actions.
- Identifies service levels, costs and funding options including a parks impact fee.
- Recommends implementation strategies including phasing, partnerships, and others.

The PROS plan allows us to be eligible for state grants through the Washington State Recreation and Conservation (RCO) Office. It also supports other City plans and budgets by helping prioritize projects and programs consistent with the community's vision, service standards and funding.

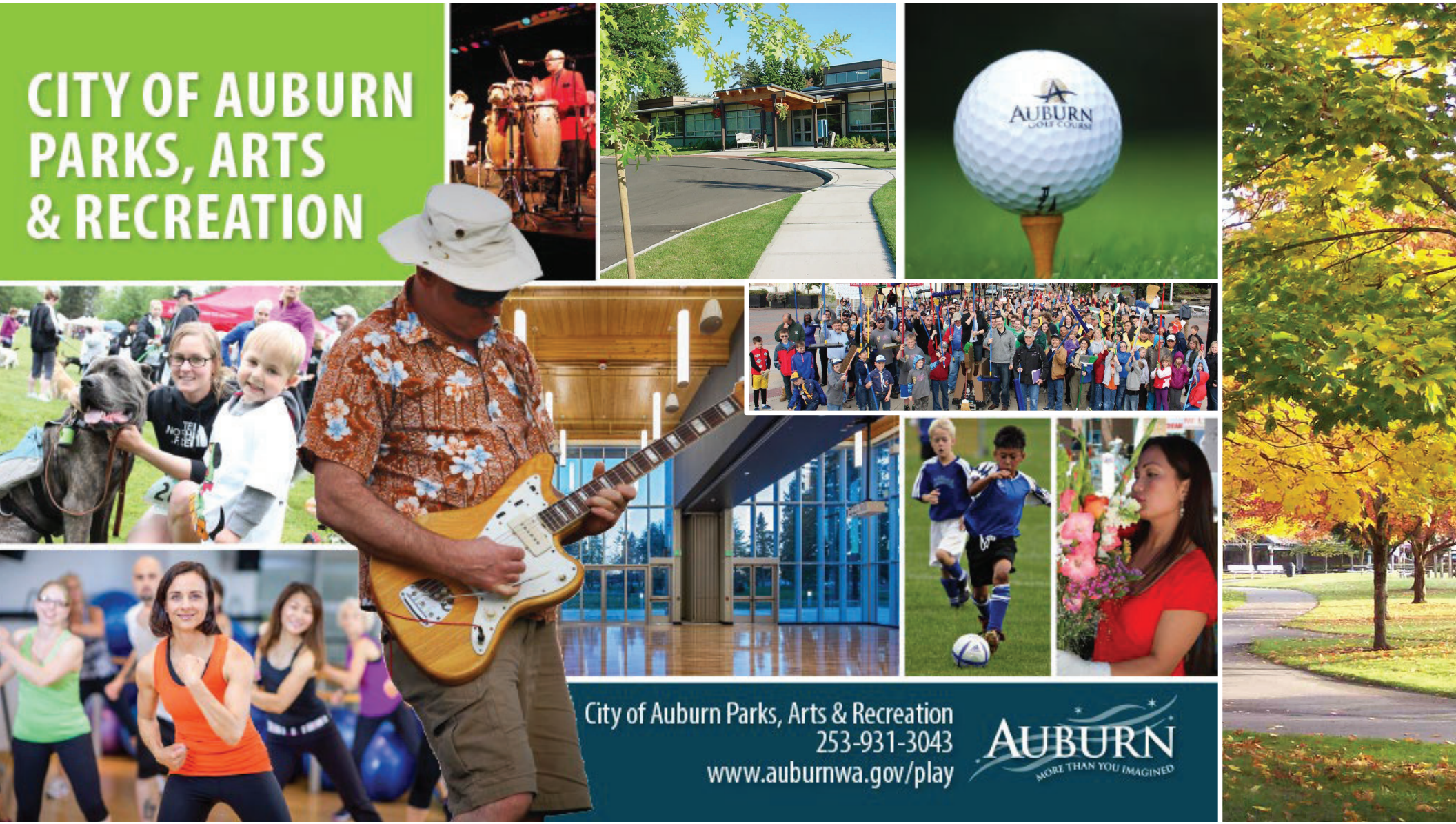
Reviewed by Council Committees:

Councilmember: Tracy Taylor

Staff: Daryl Faber

Meeting Date: March 25, 2024

Item Number:


CITY OF AUBURN
PARKS, ARTS
& RECREATION
AUBURN
GOLF COURSE
City of Auburn Parks, Arts & Recreation
253-931-3043
www.auburnwa.gov/play
AUBURN
MORE THAN YOU IMAGINED

City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

What is the PROS Plan?

The PROS plan provides a:

- Vision
- Inventory
- Goals & Objectives
- Identify Short & Long-Term Projects
- Funding Strategies

One element of the City's overall Comprehensive Plan

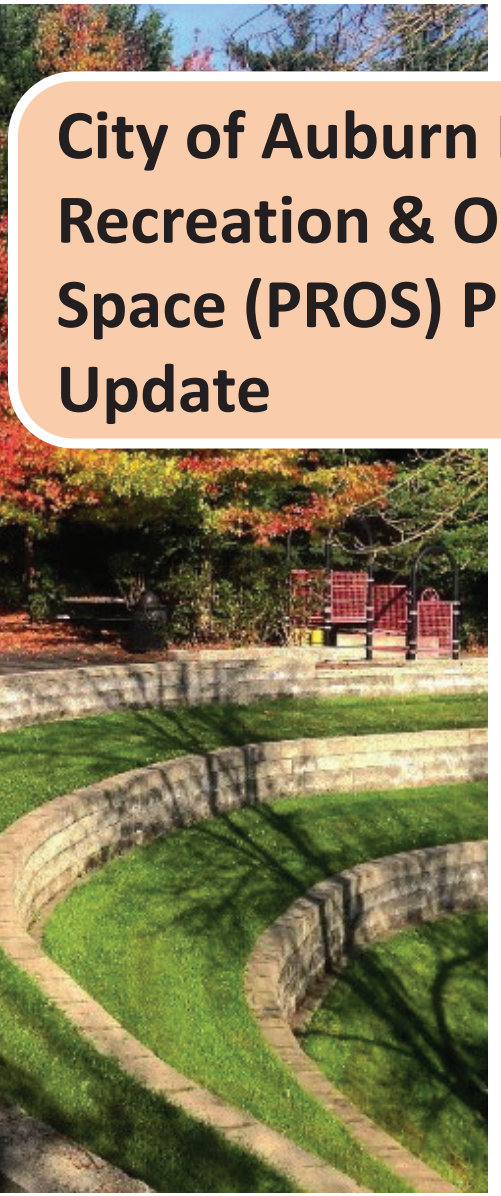
Required document to be eligible for State and Federal grants

City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

Public outreach to solicit input and feedback

- City-wide online surveys – text & map-based
- E-blasts to 34,000 subscribers w/12,000 opened
- Social media postings to promote survey
- Signage with QR code to survey in EVERY park
- Surveys available in 7 languages

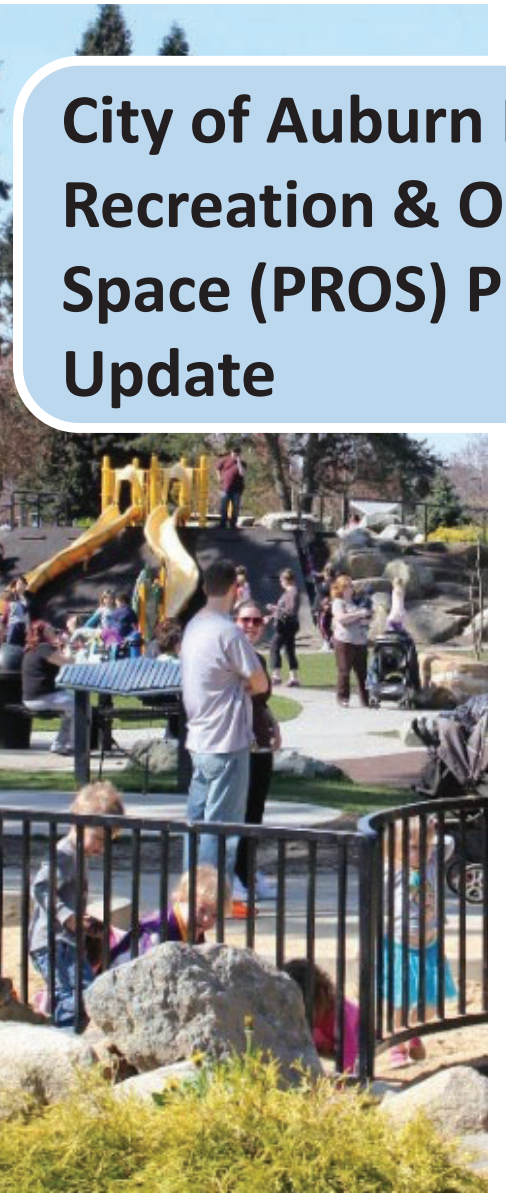
- 619 survey responses



City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

Creates a vision for the Parks system and needs of the community

- Site-specific and system-wide planning
- Operational and maintenance planning
- Equipment and capital replacement
- Address accessibility and equity



City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

Inventory of parks, recreation, trails, and open space facilities

- Review existing trends and conditions
- Assessment of sites; current amenity inventory, and future needs & opportunities
- Conduct an inventory and analysis of recreation, arts, & events programming

City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

Establishes goals, objectives, recommendations and actions

- Guide decisions about the parks, arts, and recreation facilities, programs, and services

City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

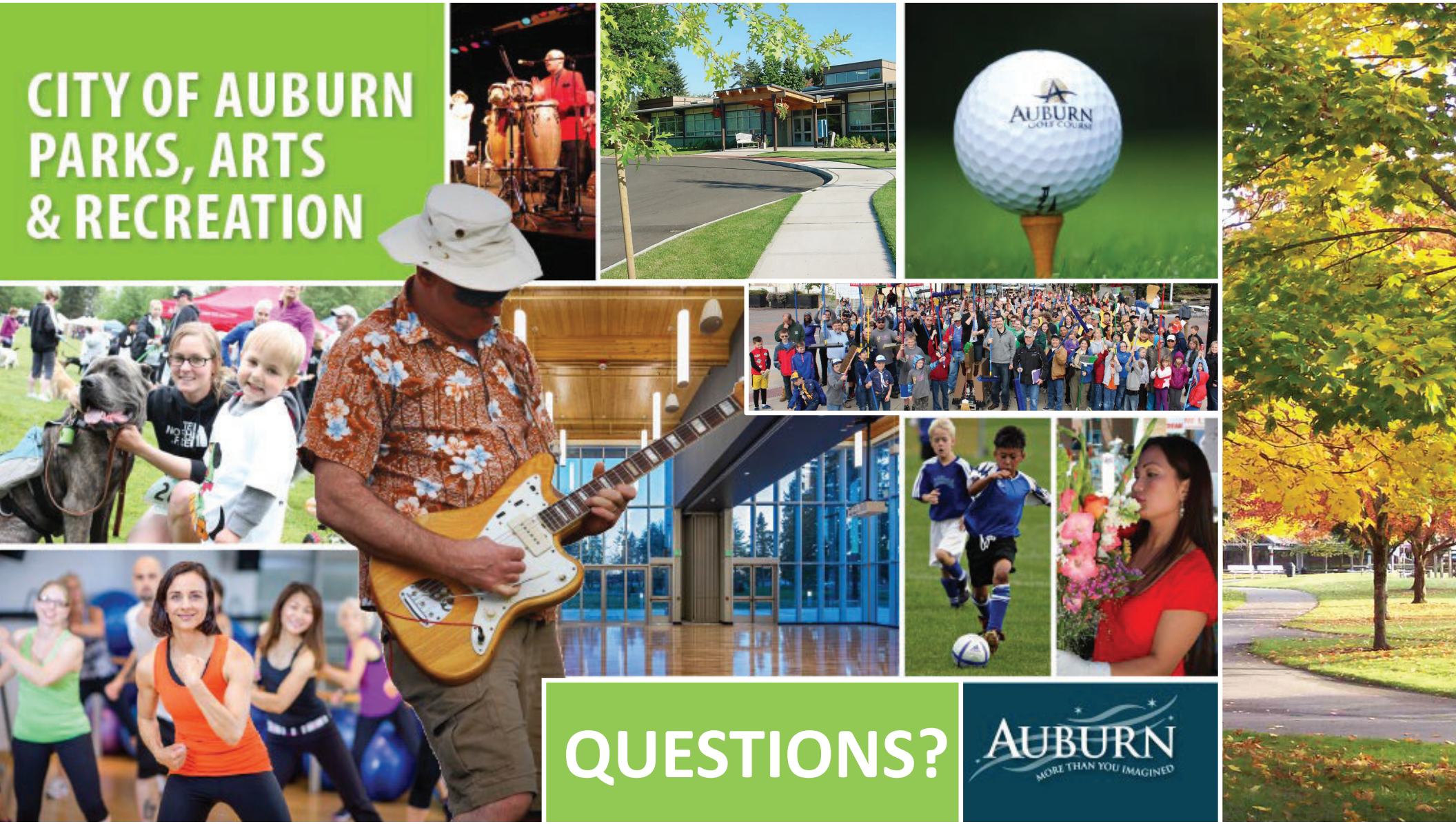
Identifies service levels, costs, and funding options

- Identify Levels of Service (LOS)
- Provides framework for County, State, and Federal grants (projects must be identified in the PROS Plan)
- Provides basis for Park Impact Fees

City of Auburn Parks, Recreation & Open Space (PROS) Plan Update

Recommends implementation strategies

- Outlines 6 and 20-year capital plans
- Recommends funding for capital, maintenance and property acquisition
- Monitor capital project progression


CITY OF AUBURN
PARKS, ARTS
& RECREATION
AUBURN
GOLF COURSE
QUESTIONS?
AUBURN
MORE THAN YOU IMAGINED

AGENDA BILL APPROVAL FORM

Agenda Subject:
Briefing - Permitting and Decision Making (Krum) (20 Minutes)

Date:
March 20, 2024

Department:
Community Development

Attachments:
Permitting and Licensing Presentation

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Community Development and Public Works issue several thousand permit decisions each year. Of those several thousand there are about 100 different types of permits and land use decisions. Some decisions are rendered administratively by staff and others by the City's Hearing Examiner. All decisions include an appeal process that allows for further consideration of any final decision. This presentation is designed to familiarize City Council with the various types of decisions and their associated procedures.

Reviewed by Council Committees:

Councilmember: Tracy Taylor

Staff: Jason Krum

Meeting Date: March 25, 2024

Item Number:

COMMUNITY DEVELOPMENT

PERMIT AND LAND USE DECISIONS

JASON KRUM, ACTING DIRECTOR
STEVEN STURZA, ACTING ASSISTANT DIRECTOR
ALEXANDRIA D. TEAGUE, PLANNING S. MANAGER

CITY COUNCIL STUDY SESSION
MARCH 25, 2024

Department of Community Development
Planning • Building • Development Engineering
Permit Center • Economic Development • Code Enforcement

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

PERMITS AND LAND USE DECISIONS

Pre-Application • Final Short Plat • Restricted Parking Zone • FAC
Building • Mechanical • Plumbing • Deviation • Special Exception
Floodplain Development • Design Review • Preliminary Short Plat
Fire • Boundary Line Adjustment • Parking • Planned Unit Development
Temporary Use • Addition • Preliminary Plat • Alteration • Grading
Administrative Use • Hydrant • Comprehensive Plan Amendment
Rezone • Final Plat • Storm • Business License • Hydrant • Sign
Pet License • Tenant Improvement • Boundary Line Elimination
Construction • Miscellaneous • Administrative Use • Demolition • Sewer
Variance • Conditional Use • Stock Plan • Home Occupation
Shoreline • Street Deferral Request • SEPA • Zoning Certification Letter
Adult Family Home • Water • Backflow • Critical Areas • Solar
Zoning Code Amendment • Backflow • Special Exception • Change of Use
Wireless Communication Facility • Binding Site Plan
Landscape Plan Revision • Façade Improvement • Noise Exemption

GOVERNING CITY CODE – TITLE 14 PROJECT REVIEW

ACC 14.03 Types of Permits

- Type I – Administrative and not subject to SEPA Environmental Review
- Type II – Administrative but subject to SEPA Environmental Review
- Type III – Quasi-judicial decisions made by the Hearing Examiner (w/ staff recommendation)
- Type IV – Quasi-judicial decisions made by City Council (w/ Hearing Examiner recommendation)

Title 14
PROJECT REVIEW

Chapters:

14.01	Purpose and Scope
14.02	Definitions
14.03	Types of Project Permit Decisions
14.04	Preapplication Conferences
14.05	Applications
14.06	Notice of Determination of Completeness
14.07	Notice of Application
14.08	Project Review Determinations
14.09	Issuance of Single Report
14.10	Hearings
14.11	Notice of Final Decision
14.12	Optional Consolidated Project Permit Process
14.13	Administrative Appeals
14.14	Exclusions
14.15	Project Review Time Periods
14.16	Immunity from Damage Claims
14.17	Judicial Review of Land Use Decisions Made by Local Jurisdictions
14.18	Water and Sewer Availability Certificates
14.20	Mobile Home Park Closure
14.21	*Repealed*
14.22	Comprehensive Plan

TYPE I DECISIONS

Type I:

- Building
- Mechanical & Plumbing
- Grading
- Construction
- Utility
- Home Occupation
- Final Subdivision

Process:

- Staff review project proposal against city code regulations and issue decision
- No public notification /hearing requirements
- Limited staff discretion (e.g. if you meet the code requirements the city issues the approval)

TYPE II DECISIONS

Type II:

- All Type I decisions that also require SEPA review

Process:

- Staff review project proposal against city code regulations and issue decision
- Public notice is required; 14 day comment period
- City code grants staff discretion and ability to issue conditions

TYPE III DECISIONS

ACC 14.13.030 Decisions

- Certain types of Temporary Use Permits
- Substantial Shoreline Development Permits
- Variances
- Special Home Occupations
- Preliminary Subdivision
- Conditional Use Permits

- Public Notification required during project review
- City staff reviews the project for compliance with city code
- City staff prepares a staff report and recommendation
- City staff transmits to Hearing Examiner who holds public hearing and then renders a decision

TYPE I AND II DECISION – APPEALS

ACC 14.13.010 Administrative Appeals

- Must be filed within 14 days of the notice of decision
- Appeals on multiple decisions related to same project must be consolidated and is subject one hearing

Chapter 2.46 ACC – Hearing Examiner

- Administrative appeals go before the Hearing Examiner
- Hearing Examiner schedules and holds a hearing
- Hearing Examiner is appointed by Mayor and confirmed by City Council
- Hearing Examiner is an attorney or other expert in land use matters

ACC 2.46.160 Appeal of Final Decisions

- Hearing Examiner decisions may be appealed to Superior Court

TYPE IV DECISIONS

Site Specific Rezones

- City staff reviews the project for compliance with city code
- City staff prepares a staff report and recommendation
- City staff transmits to City Council following a public hearing and recommendation from Hearing Examiner

PURPOSE OF HEARING EXAMINER ROLE

- De-politicize permit and land use decisions.
- Reduce the risk of the city making decisions outside the boundaries of the adopted laws.
- Adds impartial authority when interpreting and applying city code.
- Adds legal expertise to the application of city codes and the issuance of permit decisions.

Questions?

SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

AGENDA BILL APPROVAL FORM

Agenda Subject:
Briefing - Facility Master Plan (Gaub) (20 Minutes)

Date:
March 15, 2024

Department:
Public Works

Attachments:
Presentation
Resolution No. 5595
Facility Master Plan Document

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

The purpose of this discussion is to brief Council on the Facility Master Plan that was adopted by the City Council on May 3, 2021 under Resolution No. 5595. This briefing will discuss the intent of the Facility Master Plan and the improvements identified for Police facilities, Parks Maintenance facilities and Public Works Maintenance facilities.

The Facilities Master Plan project conducted a planning level effort, with the assistance of a consultant, to identify and develop conceptual solutions and alternatives for future City facility needs. The evaluation included an analysis of the potential staffing needs, provided the preferred land usage, and building needs for the 20 year planning period of 2021-2041, through a joint collaborative effort with Parks Maintenance & Operations, Public Works Maintenance & Operations, Police, and Departments located at City Hall/Annex. The adopted plan also identified a phasing approach to the completion of the identified improvements and a potential financing plan.

In addition, the plan identified a minimum funding level for facility re-investment to ensure the City's facilities are maintained to provide for the City's needs into the future.

Attached is Resolution No. 5595 and the Facility Master Plan document for reference.

Reviewed by Council Committees:

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

Meeting Date: March 25, 2024

Item Number:

AUBURN

FACILITY NEEDS STUDY AND MASTER PLAN

City Council Briefing

March 25, 2024

FACILITY MASTER PLAN HISTORY

Multi Departmental Study conducted between 2019 and 2021

Resolution 5595 adopted Facility Master Plan - May 3, 2021

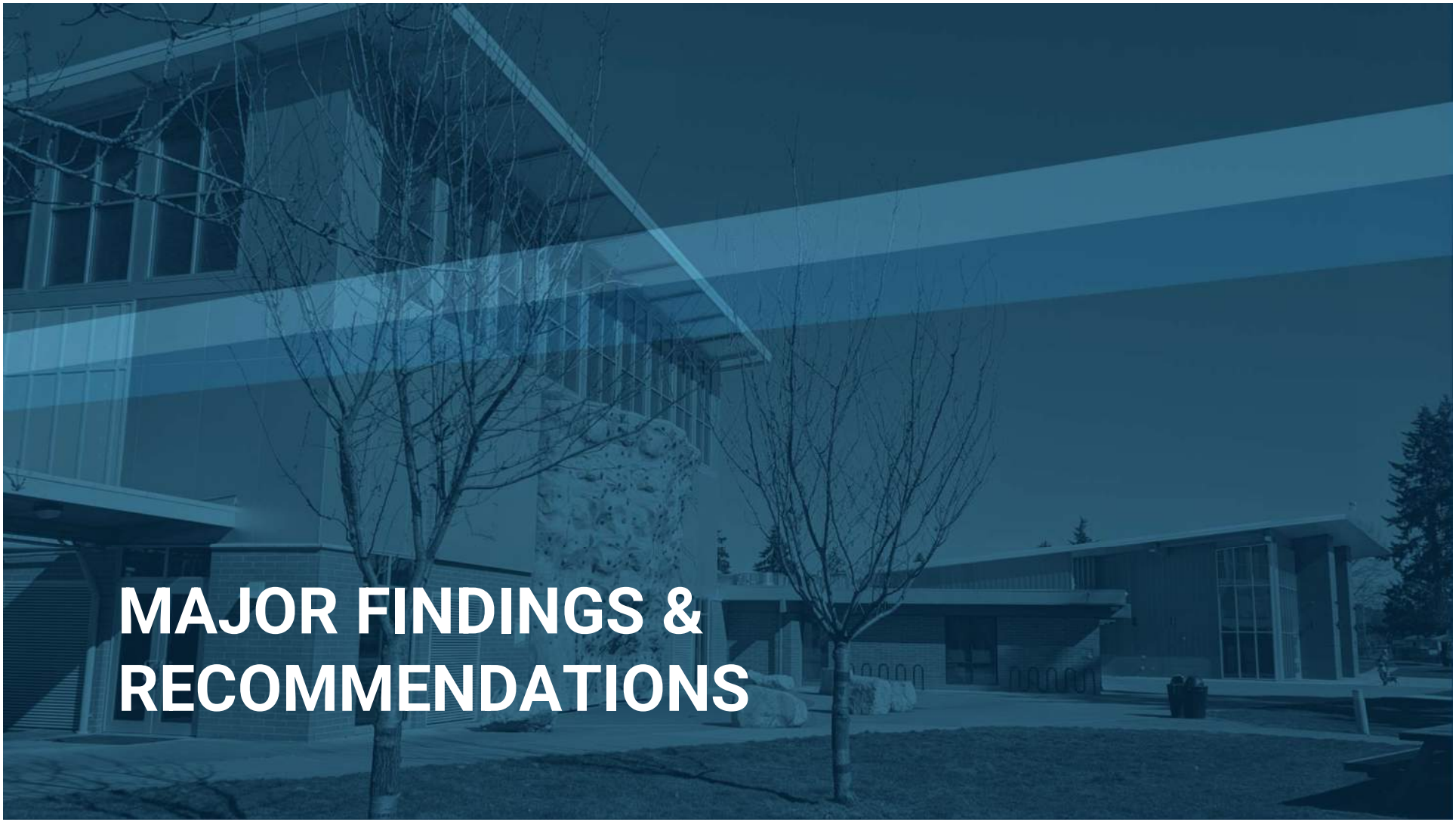
Plan identifies and addresses the facility needs for:

- City Hall/City Hall Annex
- Parks Maintenance and Operations
- Public Works Maintenance and Operations
- Police

Plan also identifies the needs for facility maintenance investments

PROJECT GOALS

- Create welcoming, safe spaces that improve service and connect to community
- Address issues and improve efficiency
- Understand how facilities needs impact funding priorities
- Recommend cost-effective investments to support Auburn into the future
- Create a plan that is compelling, achievable, and supported



MAJOR FINDINGS & RECOMMENDATIONS

ISSUE SUMMARY

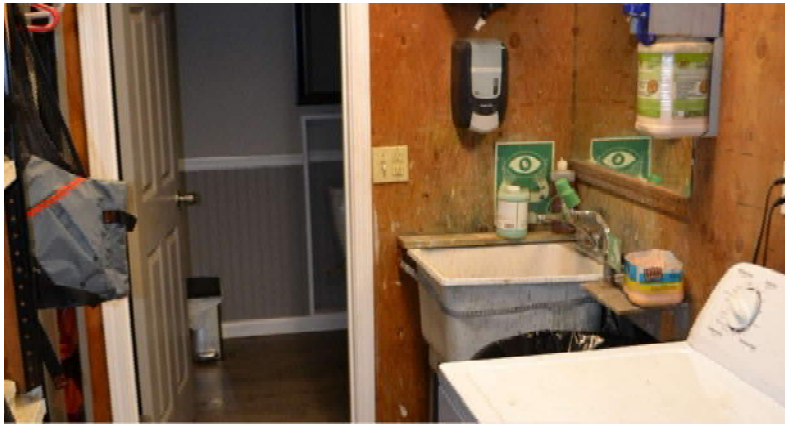
POLICE & COURT

- Justice Center is cramped and unable to accommodate growth
- Facility is insufficient with unusable space due to seismic upgrades
- Shortage of support space (locker rooms, workout area)
- Undersized evidence storage and armory
- Inadequate parking and security

ISSUE SUMMARY

MAINTENANCE & OPERATIONS

- Inadequately sized and configured crew support spaces
- Not enough warehouse and shop space
- Limited covered storage for high-value equipment and vehicles
- Aging facilities and site that require increased maintenance and do not support growth
- Limited capacity to service parks in northeast Auburn



ALTERNATIVES ANALYSIS FINDINGS

POLICE

- Renovating the Justice Center is not a 50-year solution
- A future location near Les Gove Park or in downtown is ideal

MAINTENANCE & OPERATIONS (M&O)

- Leverage current properties to support Public Works and Parks M&O
- Parks M&O needs a northeast platform to serve new parks as they are developed

ADMINISTRATIVE

- Admin needs are less pressing relative to Police and M&O
- Improve space use and complete City Hall condition assessment to target investments and extend service life

FINAL RECOMMENDATIONS

POLICE

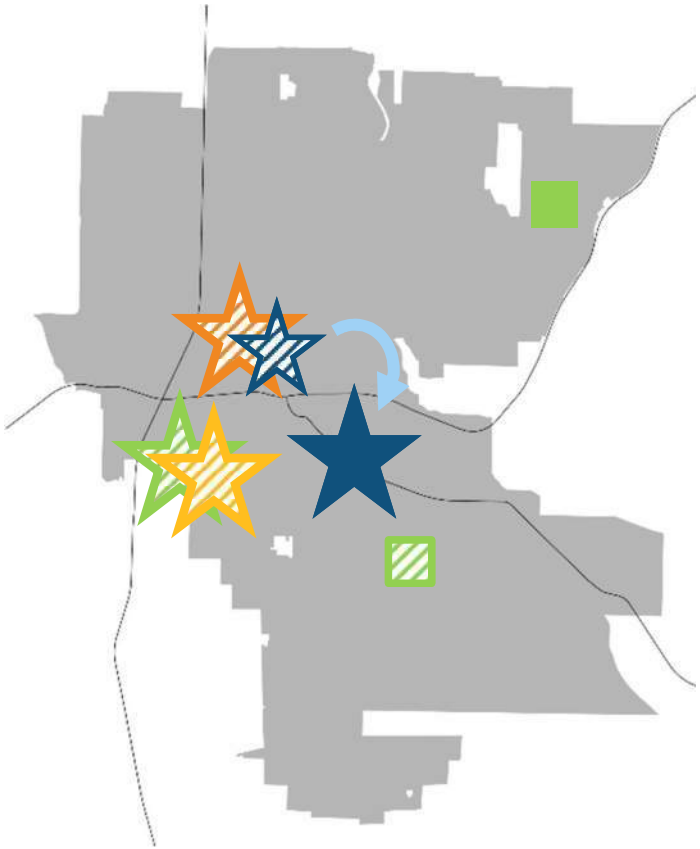
- ~$10 M Evidence on new property; JC renovation
- ~$48 M future HQ project (timed as funding allows)

MAINTENANCE & OPERATIONS

- ~$24 M HQ investment
- ~$6 M Parks M&O satellites at Game Farm Park and Jacobsen Tree Farm

ADMINISTRATIVE

- Invest in Annex and City Hall to extend service life; revisit in ~15 years

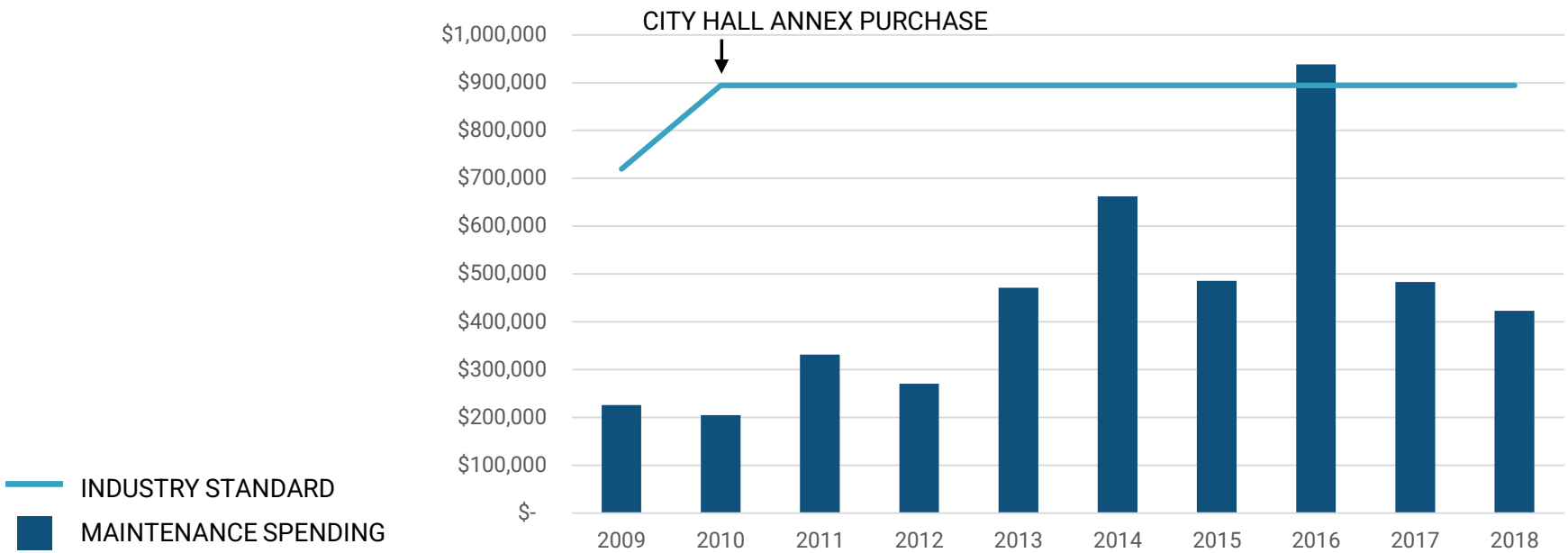


Renovated New

Rounded estimates in 2024$, does not include CFP or long-term projects

FACILITIES MAINTENANCE

- The City spent an average of $450,000 annually on maintenance between 2009-2018
- This is about 50% of the industry standard benchmark



Industry standard based on overall facilities square footage and uses the City/County Government facilities rate in "Operations and Maintenance Benchmarks" (International Facility Management Association, 2017)

PHASING & FINANCING PLAN

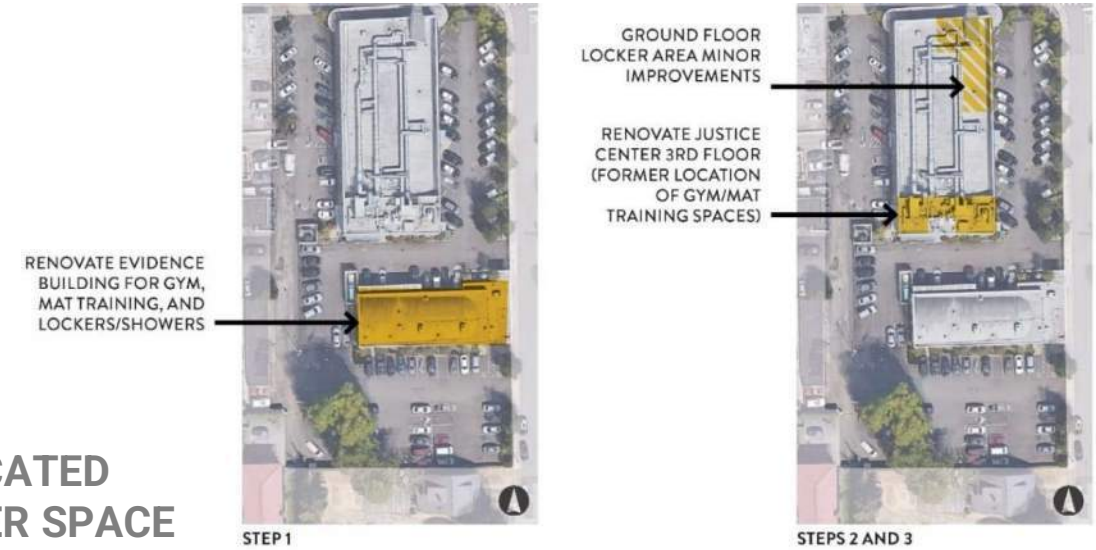
POLICE PHASING

PHASE

I	III
II	IV

- Replace Justice Center roof
- Acquire new Justice Center property and build new Evidence facility
- Renovate vacated Justice Center space

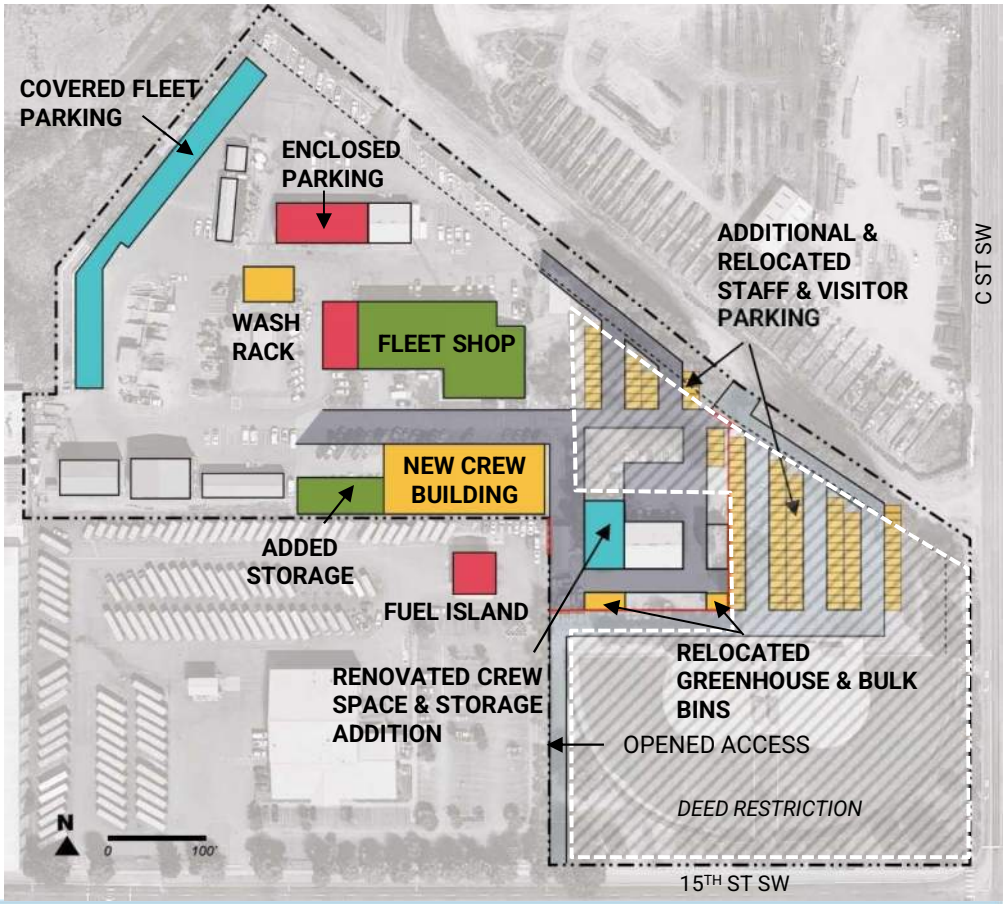
Future: Build new Police headquarters



RENOVATE VACATED JUSTICE CENTER SPACE

M&O HQ PHASING

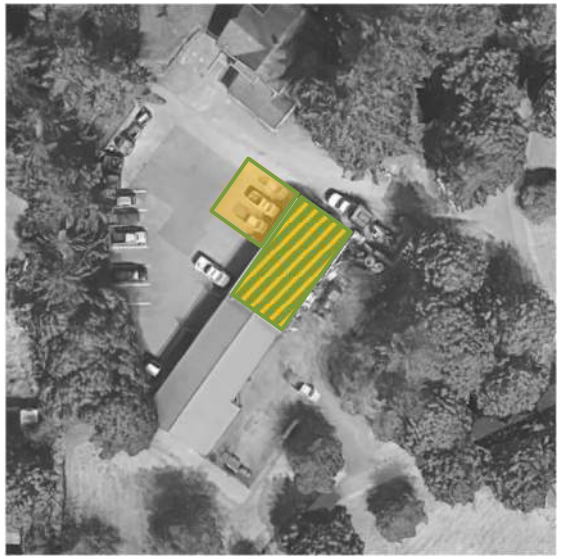
- Enclose parking, redundant central stores addition, replace fuel island, remove deed restriction
- Construct PW crew building, wash rack, and parking; clear access to 15th St SW
- Remodel PW main building and Parks crew space, add storage, cover high value fleet



PARKS M&O PHASING

PHASE

I	III
II	IV



GAME FARM PARK

- Add crew space, remodel shop/storage

JACOBSEN TREE FARM

- Add M&O satellite when master plan is constructed
- Replace ballfields from GSA park

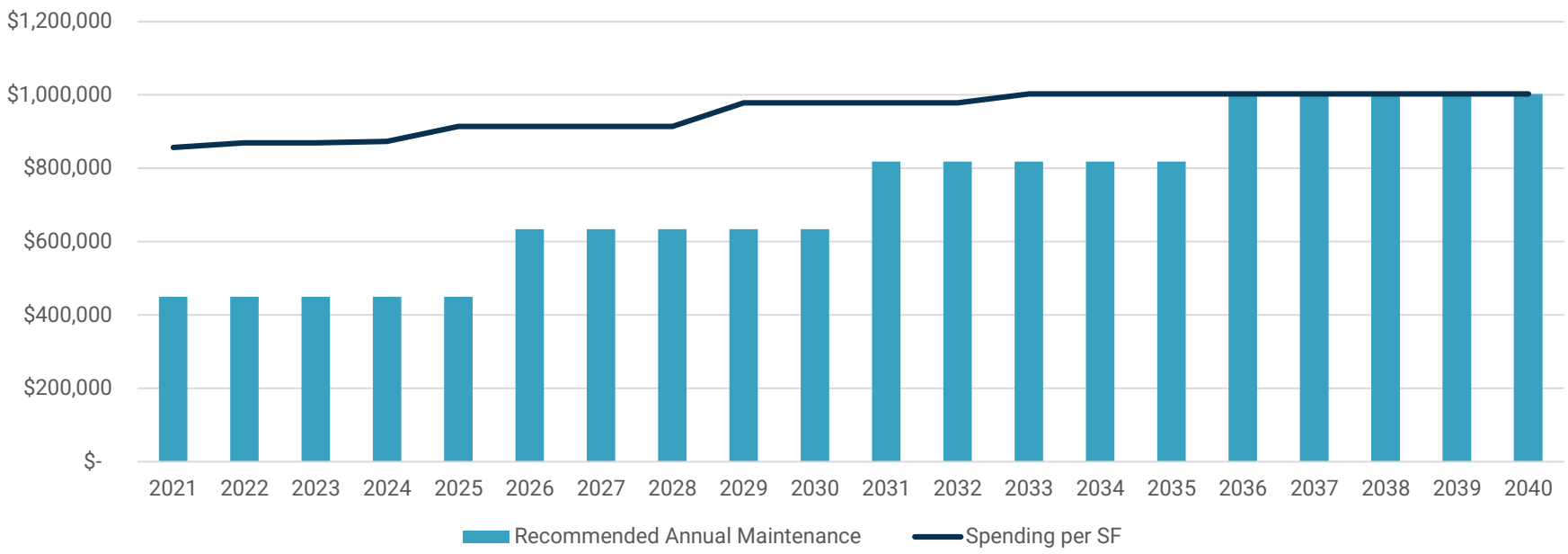
GSA PARK

- Relocate greenhouse and bulk bins to access 15th
- Add storage and renovate crew space

Phase I does not include any Parks M&O projects

FACILITIES MAINTENANCE

Phase maintenance spending in five-year increments to bring the City to recommended funding levels by 2036

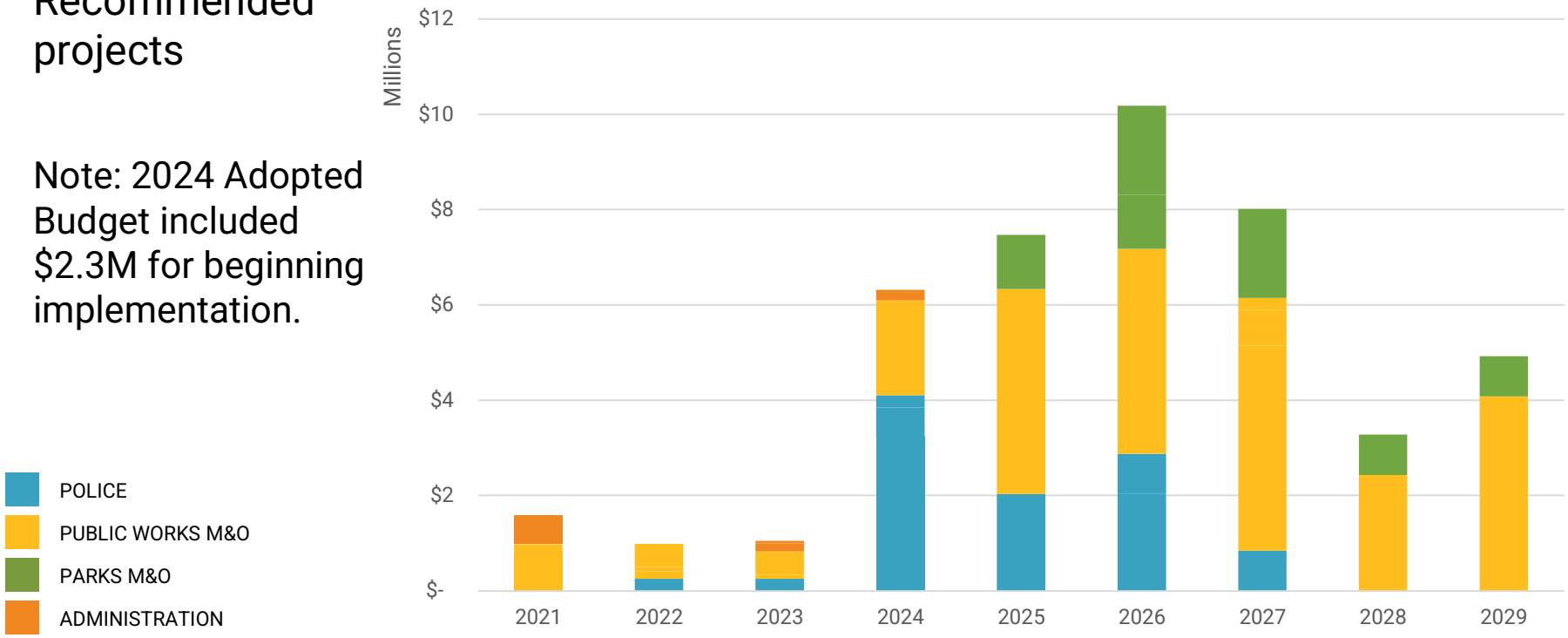


Industry standard based on City/County Government facilities in "Operations and Maintenance Benchmarks" (International Facility Management Association, 2017)

POTENTIAL CAPITAL SPENDING PLAN

Recommended projects

Note: 2024 Adopted Budget included $2.3M for beginning implementation.

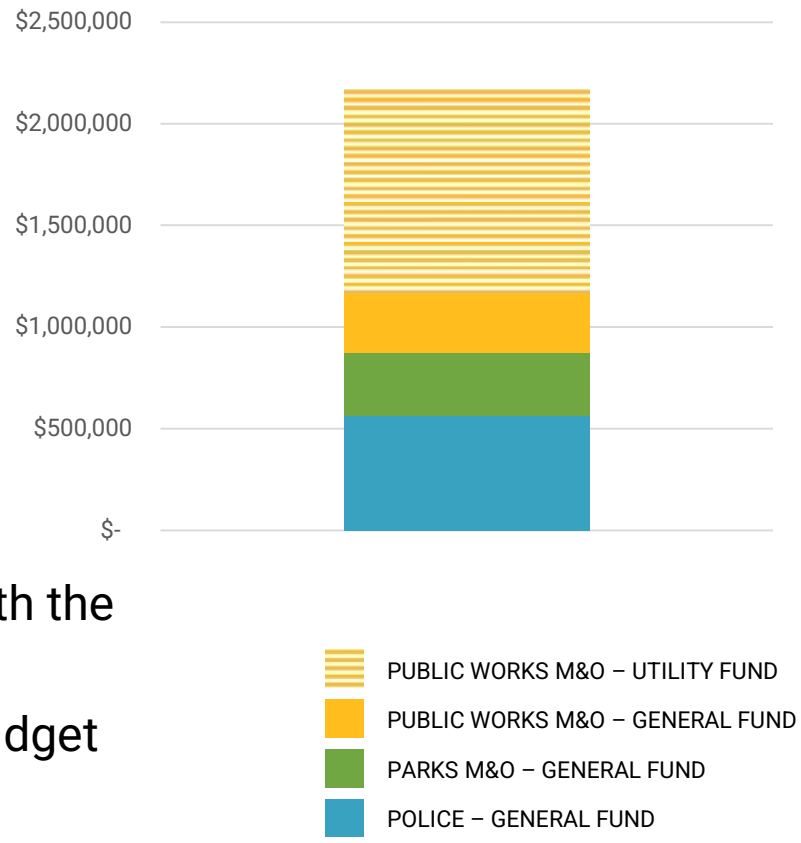


CFP projects in 2020$ except sewer decant facility which is in 2021$; other costs in 2024$, new police HQ not included

POTENTIAL FINANCING STRATEGY

FACILITIES BOND

- Total bond amount: ~$38M
- Est. Interest Rate: 4%
- Term: 30 years/semiannual payments
- Annual Debt Service: ~$2.2M
  - General Fund portion: ~$1.2M
  - Utilities' portion: ~$1M



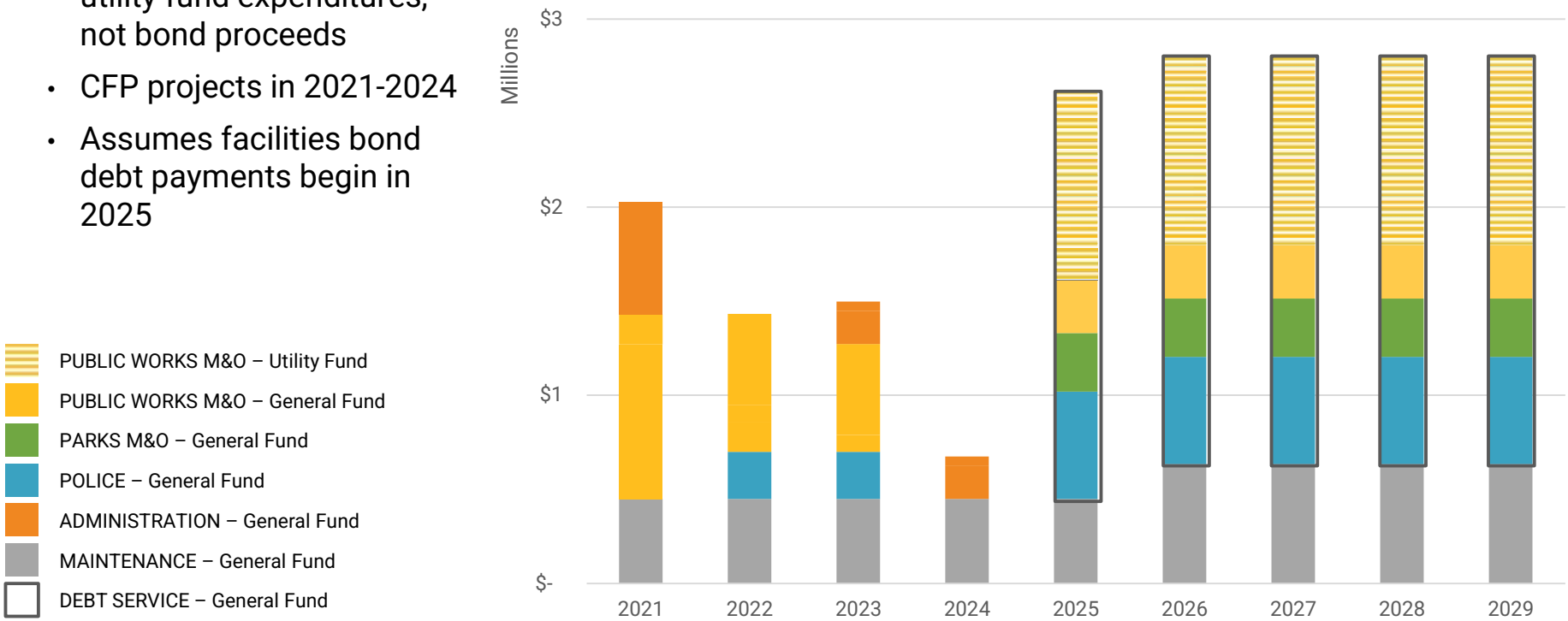
City Council to determine financial strategy with the 2025-2026 biannual budget discussions.

Preliminary Design Funds of $2.3M in 2024 Budget

Debt service assumptions and estimates provided by Auburn

GENERAL & UTILITIES FUND IMPACT

- Represents general and utility fund expenditures, not bond proceeds
- CFP projects in 2021-2024
- Assumes facilities bond debt payments begin in 2025



Debt service estimates provided by Auburn; maintenance spending increased in five-year increments to reach industry standard funding levels as set by the International Facility Management Association, Police land acquisition + design for first phase Police and PW projects begin in 2024 but are included annual debt service

SUMMARY

BENEFITS

COST EFFECTIVE, CRITICAL INVESTMENTS

- Meets long-term Evidence needs and adds cost-effective physical training space
- Positions facilities efficiently to serve the growing community
- Addresses most critical M&O crew, fleet shop, and storage issues and protects high-value fleet
- Achievable with a reasonable and straightforward funding strategy
- Lays the foundation for a future bond measure for Police HQ construction

THANK YOU!

RESOLUTION NO. 5595

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, TO ADOPT THE FACILITIES MASTER PLAN.

WHEREAS, the City desires to find achievable solutions for addressing current and future City facility and space needs;

WHEREAS, several City facilities are undersized and at capacity with no ability to accommodate growth;

WHEREAS, to address City facility and space needs, the City determined that a collaborative City Facility Master Plan that would address deficiencies, anticipate growth and constraints, and reflect organizational culture is needed;

WHEREAS, funding was made available in the City's adopted 2019-2020 Biennial Budget to conduct a planning level effort to identify and develop conceptual solutions and alternatives for addressing City facility and space needs;

WHEREAS, the City Facilities Needs Study and Master Plan project was initiated to conduct the planning level effort and prepare a collaborative Facilities Master Plan;

WHEREAS, the Facilities Needs Study and Master Plan project concluded with a complete draft Facilities Master Plan presented to Council on April 12, 2021;

WHEREAS, the City's proposes adoption of this Facilities Master Plan as attached as Exhibit A to this resolution;

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

Section 1. The Council adopts the Facilities Master Plan attached as Exhibit A to this resolution.

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this resolution.

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

Dated and Signed: MAY 0 3 2021

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

Kendra Comeau, City Attorney

FACILITIES MASTER PLAN

CITY OF AUBURN

APRIL 2021

MAKERS

ACKNOWLEDGMENTS

CITY LEADERSHIP

MAYOR
Nancy Backus

CITY COUNCIL
Bob Baggett
Larry Brown
Claude DaCorsi
James Jeyaraj
Robyn Mulenga
Chris Stearns
Yolanda Trout-Manuel

LEADERSHIP TEAM
Daryl Faber
Ingrid Gaub
Daniel O'Neil

CONTRIBUTORS
Mark Bjork
Harry Boesche
Andy Boswell
Dan Breen
Mark Caillier
Shawn Campbell
Erik Cottle
Josh Flanders
Kevin Fuhrer
Dana Hinman
Doug Lein
Dominic Lettiere
Candis Martinson
Lisa Moore
Joan Nelson
Heather Shaw
Tracy Smith
Megan Stockdale
Jacob Sweeting
Jeff Tate
Tyler Thompson
David Travis
Donna Tucker

PROJECT TEAM
Matt Larson
Ryan Vondrack

MAKERS ARCHITECTURE & URBAN DESIGN, LLP
Julie Bassuk
Beth Batchelder
Cecilia Roussel

RIDER LEVETT BUCKNALL
Kevin Mitchell

TABLE OF CONTENTS

Executive Summary i

1. Introduction 1

2. Facility Issues & Recommendations 11

    Police 12

    Public Works M&O 20

    Parks M&O 30

    Administration 38

3. Recommendations Summary 45

Appendices

    A. Alternatives Evaluation Summary 55

    B. Project Cost Summary 63

Economy
Sustainability
Environment

EXECUTIVE SUMMARY

OVERVIEW

This facilities master plan focuses on the City of Auburn's police, maintenance and operations (M&O), and administrative facilities, and outlines an investment strategy to sustain the City's high level of service to the Auburn community. Its recommendations target resources where most needed to protect assets and address the City's highest-priority challenges. Plan recommendations illustrate a balanced approach to facilities spending based on today's conditions, project priorities, and Auburn's financial framework.

IN-SCOPE PORTFOLIO

- **12** facilities
- **23** buildings
- **220,800** square feet

This plan defines a "facility" as either a discrete building or several buildings on a discrete site.

PURPOSE AND CONTEXT

This 20-year facilities plan intends to help the City address facility issues, improve service, and better connect to the community by planning for cost-effective investments to address highest priorities. This plan was developed during 2020's COVID-19 pandemic and a time of financial hardship for the City. The team worked closely with Auburn leadership to respond to these conditions and present a long-range plan that meets goals and is achievable.

ISSUES SUMMARY

GROWING DEMAND FOR SERVICES

Auburn's public safety, administration, and M&O facilities are critical to support city functions, such as providing utility services and maintaining City streets, fleet, and parks. According to the 2015 Comprehensive Plan, Auburn's population is expected to grow 25% to 100,000 by 2035. Auburn's civic facilities will need to grow and change to continue to provide high levels of service to the growing and evolving Auburn community (see Figure 1).

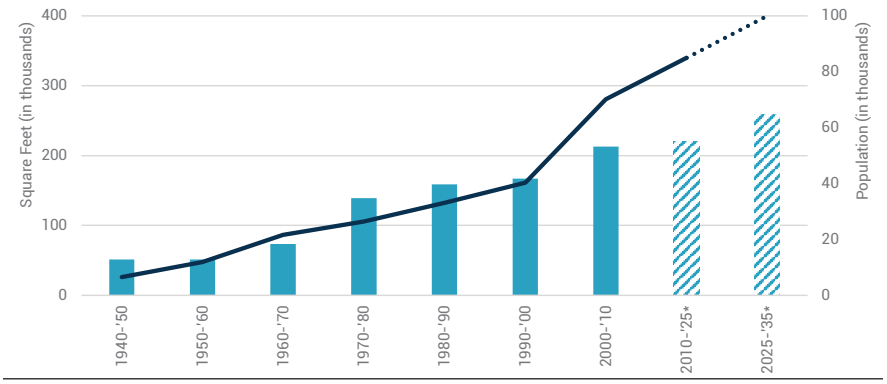


FIGURE 1. CUMULATIVE IN-SCOPE BUILDING SQUARE FOOTAGE COMPARED TO AUBURN'S POPULATION
**Estimates based on Comprehensive Plan*

HIGH-PRIORITY ISSUES

- Critically cramped Police headquarters at the Justice Center
- Inadequate crew space for Public Works and Parks M&O personnel
- Aging facilities with growing maintenance needs
- Uncovered high-value maintenance and operations fleet

LEGEND

- Cumulative SF
- Population (Decennial Census)

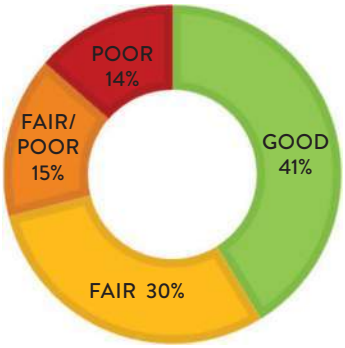


FIGURE 2. AUBURN'S IN-SCOPE FACILITY CONDITION BY FLOOR AREA

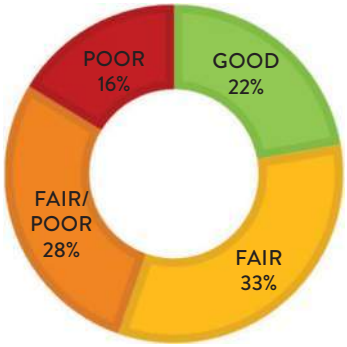


FIGURE 3. AUBURN'S IN-SCOPE FACILITY FUNCTION BY FLOOR AREA

INADEQUATE SPACE

The most serious functional issue noted by facility users is the lack of sufficient space for some critical functions. This issue is most pressing for Police at the Justice Center. M&O facilities have inadequate space for crew support, fleet maintenance, and covered storage, leaving valuable equipment exposed to the weather.

AGING FACILITIES

Many City facilities were built over 40 years ago and while some have been recently renovated, others have deteriorated and are nearing the end of their useful service lives. Auburn's in-scope facility square footage is generally in good or fair condition but around half is functioning in fair to poor capacity (see Figure 2 and 3). Auburn's facilities team is doing an admirable job maintaining the portfolio; however, as the facilities age, major investments will be needed. Roughly 43 percent of the City's scoped building area is estimated to be in good condition today. To ensure continued operations over the next 20 years, the City's oldest facilities will require investment.

FIGURE 4. INEFFICIENTLY DESIGNED MULTI-USE MEETING AND TRAINING SPACE AT THE JUSTICE CENTER

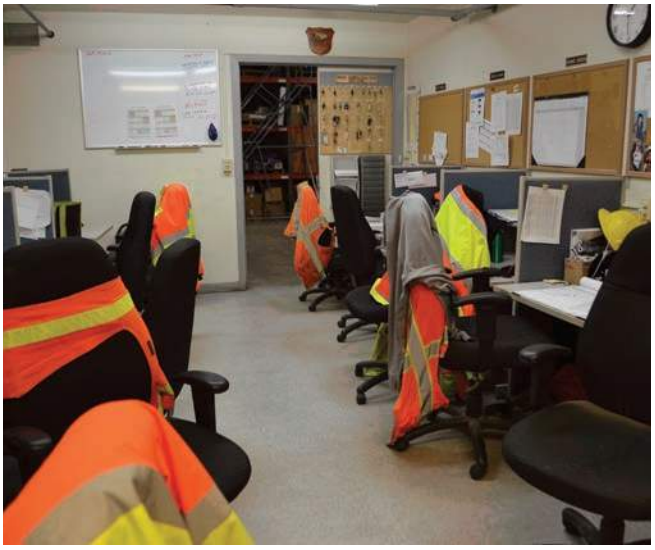


FIGURE 5. INADEQUATE MAINTENANCE AND OPERATIONS CREW SUPPORT SPACE

RECOMMENDATIONS SUMMARY

The table below summarizes highest priority issues, recommended solutions, and suggested timing for critical facilities projects. In addition, the plan proposes increasing maintenance funding commensurate to industry standards. A recommended funding strategy for these projects is described in Chapter 3.

Please note, each project will need to be added to the City's budget, designed, and permitted prior to construction. In some cases, further coordination with stakeholders, partners, and public will also be needed.

POLICE

CRITICAL ISSUES

Inadequate office, training, and support space; cannot accommodate growth; undersized evidence storage and armory; inadequate parking and security

RECOMMENDATIONS & TARGET TIMING

2022-2023	Replace Justice Center roof
2024	Acquire land for future headquarters
2025-2026	Build new evidence facility at future site
2025-2027	Renovate Justice Center
TBD	Build new headquarters; explore partnership opportunities for joint training facility

PUBLIC WORKS M&O

CRITICAL ISSUES

Inadequate crew support, warehouse, and shop space; limited covered storage for high-value fleet, aging facilities and increasing maintenance; limited ability to accommodate growth

RECOMMENDATIONS & TARGET TIMING

2021-2023	Improve vehicle storage bay, central stores addition, replace fuel tank
2021	Transfer GSA Park deed restriction
2022-2023	Study need and feasibility for sewer vactor decant and vegetation sorting facilities
2024-2027	Build new crew building and add parking
2027-2029	Remodel main building and add storage
2027-2029	Build covered parking for high value fleet and equipment

PARKS M&O

CRITICAL ISSUES

Inadequate crew support, warehouse, and shop space; increasing maintenance needs; additional service needs in northeast Auburn

RECOMMENDATIONS & TARGET TIMING

2025-2026	Renovate crew support/shop space at Game Farm Park
2026-2027	Add small Parks M&O facility at Jacobsen Tree Farm
2028-2029	Renovate crew support space and add storage at GSA Park

ADMINISTRATION

CRITICAL ISSUES

Aging facility needing significant structural maintenance, some inefficiencies and inconsistent workspaces

RECOMMENDATIONS & TARGET TIMING

2021	Replace City Hall HVAC
2022	Assess City Hall facility condition
2023-2024	Renovate Annex lobby, replace City Hall roof
2030	Update admin facilities plan
Ongoing	Maintain City Hall as needed to extend service life

AUBURN
JUSTICE
CENTER
STOP
POLICE ENTRANCE
PUBLIC PARKING

1. INTRODUCTION

OVERVIEW & PURPOSE

The Auburn Facilities Master Plan is the result of an interdepartmental effort to analyze the City of Auburn's facility portfolio and develop prioritized investment recommendations through 2040.

The City identified the following project goals:

- Create welcoming, safe spaces that improve service and connect to community
- Understand how facilities needs impact funding priorities
- Recommend cost-effective investments to support Auburn into the future
- Create a plan that is compelling, achievable, and supported

Auburn anticipates significant growth over the next 20 years, with the population projected to reach 100,000 by 2035.[1] As the population grows, facilities which have served Auburn for decades will require investment to extend their service life. New construction can replace aging structures and provide new capacity, but is a relatively expensive approach. A comprehensive strategy to maintain and renovate existing facilities combined with targeted new construction will address critical issues and enable the City to realize the most value from its investments.

CHAPTER ORGANIZATION

OVERVIEW & PURPOSE
PLANNING PROCESS
PLANNING CONTEXT
FACILITIES OVERVIEW
FINANCIAL CONTEXT

GUIDING PRINCIPLES

City leadership identified the following principles to help guide plan development.

PURPOSE-BUILT

Facilities are right-sized and efficiently designed; facilitate management, coordination, and collaboration; and are well-positioned to serve customers.

SUSTAINABLE AND RESILIENT

Facilities accommodate growth and change; improve emergency response; and reduce emissions and energy costs.

COMMUNITY-FOCUSED

Facilities meet economic and community development goals; and are easily accessible, welcoming, and safe for staff and the public.

ACTIONABLE

Plan recommendations are cost-effective, feasible, and reasonable to implement.

1. *Auburn 2015 Comprehensive Plan*

PLANNING PROCESS

This plan was prepared by MAKERS Architecture & Urban Design in partnership with the City of Auburn. Rider Levett Bucknall provided cost estimates.

The plan was developed in the following three phases:

ASSESS NEEDS

The project team established a baseline understanding of site issues and conditions by reviewing existing information, interviewing city staff, and performing visual assessments of city facilities. City leadership identified and brainstormed solutions to the most challenging facilities issues at a Visioning Workshop.

EVALUATE ALTERNATIVES

Working with city staff, the team developed and evaluated comprehensive alternatives to address facility needs. In response to budget concerns related to City finances and the COVID-19 pandemic, the team then evaluated lower cost approaches and selected a preferred path forward to address Auburn's highest priority issues.

REFINE RECOMMENDATIONS

Working with Finance and department leaders, the project team refined recommendations and developed a suggested implementation schedule and financing plan.

PLAN ORGANIZATION

This plan begins by introducing the project, reviewing the planning context, and providing an overview of City facilities and historic spending. It then summarizes critical issues, alternative concept evaluation, and recommendations for Police, Public Works M&O, Parks M&O, and Administration facilities. The recommendations chapter summarizes investments by phase, includes rough order of magnitude (ROM) cost estimates, and suggests a funding strategy to assist with implementation.

FIGURE 6. BRAINSTORMING CREATIVE SOLUTIONS AT THE VISIONING WORKSHOP

PLANNING CONTEXT

Auburn has grown from a city focused on farming to a commercial and industrial hub since its incorporation in 1891. The five areas most relevant to civic facilities planning are summarized below.

DOWNTOWN

The downtown area is the center of activity and contains the City Hall, Annex, and Justice Center. Downtown has seen a lot of growth within the past 10-15 years with increasing commercial and mixed-use development. The proximity to the Auburn Station adds to the area's appeal, creating a densifying urban center that will likely continue to attract growth.

LES GOVE

The area around Les Gove Park is another hub of civic activity with the community gym, youth center, senior activity center, White River Valley Museum, and Auburn Branch of the King County Library. The recreational campus plays a key role in community functions and is surrounded by commercial and residential development.

INDUSTRIAL CORRIDOR

The railroad began service through Auburn in 1883 as part of a larger plan to connect Seattle and Tacoma by rail. This connection created a north-south corridor of commercial and industrial development in Auburn, and is the home to the Boeing Company. It was also a former hub for the General Services Administration (GSA). This land use pattern continues today (see Figure 8).

RESIDENTIAL ANNEXATION

Auburn experienced significant population growth due to annexations occurring between 1998-2008. In 1998, Auburn annexed the portion of Lakeland Hills located in Pierce County. In 2008, Auburn annexed the Lea Hill and West Hill areas, creating the current city footprint (see Figure 9). These annexations increased demand for City services and infrastructure.

TRANSPORTATION INVESTMENTS

Recent investment in the area's transportation network also spurs growth, notably the ongoing improvements to Auburn Station currently scheduled for completion in 2024. As the city continues to absorb the region's growth, city services and facilities will need to keep pace.

FIGURE 7. AUBURN MAIN ST CA. 1925
Image courtesy of Clarence Bagley, History of King County

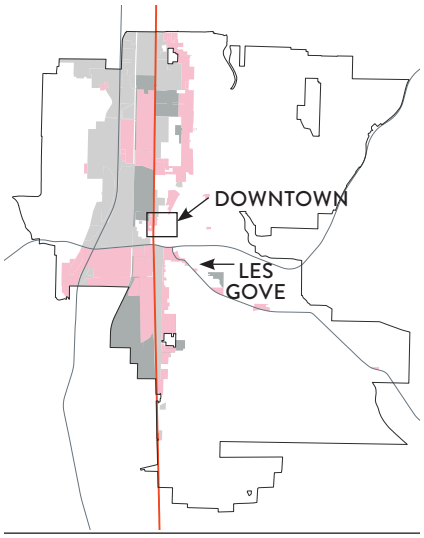


FIGURE 8. COMMERCIAL AND INDUSTRIAL ZONING CORRIDOR WITH RAILROAD

LEGEND
- Light Industrial Zone
- Heavy Industrial Zone
- Heavy Commercial Zone
- Sounder Rail Line

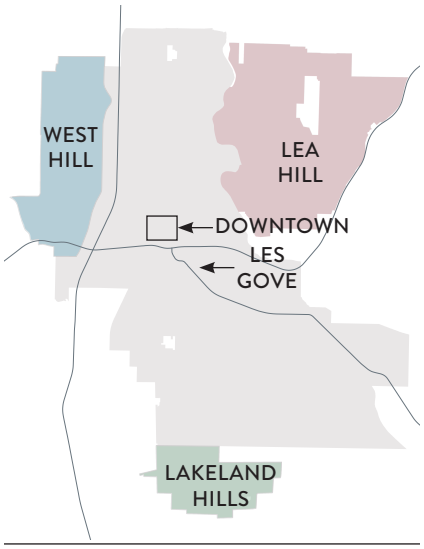


FIGURE 9. ANNEXED AREAS OF WEST HILL, LEA HILL, AND LAKELAND HILLS

FACILITY* PORTFOLIO	
In-scope / total facilities	12 / 20
In-scope / total buildings	23 / 54
In-scope / total building area	220,800 sf / 462,700 sf

*This plan defines "facility" as either a discrete building or several buildings on a discrete site.

FACILITIES OVERVIEW

Auburn's in-scope facilities are grouped into the following four categories: Police, Public M&O, Parks M&O, and Administration (see Figure 10). Issues and recommendations are organized by each category in Chapter 2.

POLICE

This category includes the police station, evidence storage and processing, substations, and firing range. Police stations tend to be complex facilities with a high level of security and safety requirements.

The King County District Court (Court) leases space from the City of Auburn and is co-located with Police headquarters in the Justice Center. As a King County function, Court is not in this project's scope, but Court space needs and impact on Police facilities options were considered.

The City also shares part of the former GSA Property with the Valley Regional Fire Authority and Police uses a portion of the secure property to store large evidence.

PUBLIC WORKS M&O

This category includes the operations yard and buildings used by Public Works field-based staff and fleet maintenance at the GSA Park. Operations yards are industrial facilities with significant space needs; sites for these facilities must be proximate to service areas while minimizing impacts to adjacent development. Public Works M&O also has secure laydown yard storage at the GSA Property.

PARKS M&O

This category includes the operations yards and storage facilities supporting Parks maintenance field-based staff. Parks M&O facilities are located at GSA Park, Les Gove campus, R Street Property, and Game Farm Park. Parks operations yards have similar space needs to Public Works M&O and are best located near the parks they maintain.

ADMINISTRATION

This category includes two office buildings: City Hall and the City Hall Annex. These are occupied by the Mayor's office, City Council, Administration, Community Development, Emergency Management, Finance, Human Resources, Innovation and Technology, Legal, and Public Works departments. Administrative facilities are generally fairly flexible buildings that are easily adaptable between different office uses. They tend to have a long service life with regular maintenance and renovations. The Facilities team also uses part of the building at the GSA Property for storage.

FIGURE 10. FACILITIES BY CATEGORY

POLICE	
A	Firing Range
B	Substation 2
E	Justice Center
F	Substation 1
I	Substation 3
J	GSA Property

PUBLIC WORKS M&O	
G	GSA Park
J	GSA Property

PARKS M&O	
G	GSA Park
H	Les Gove Herr Property
K	R Street Property
L	Game Farm Park

ADMINISTRATION	
C	City Hall
D	City Hall Annex
J	GSA Property

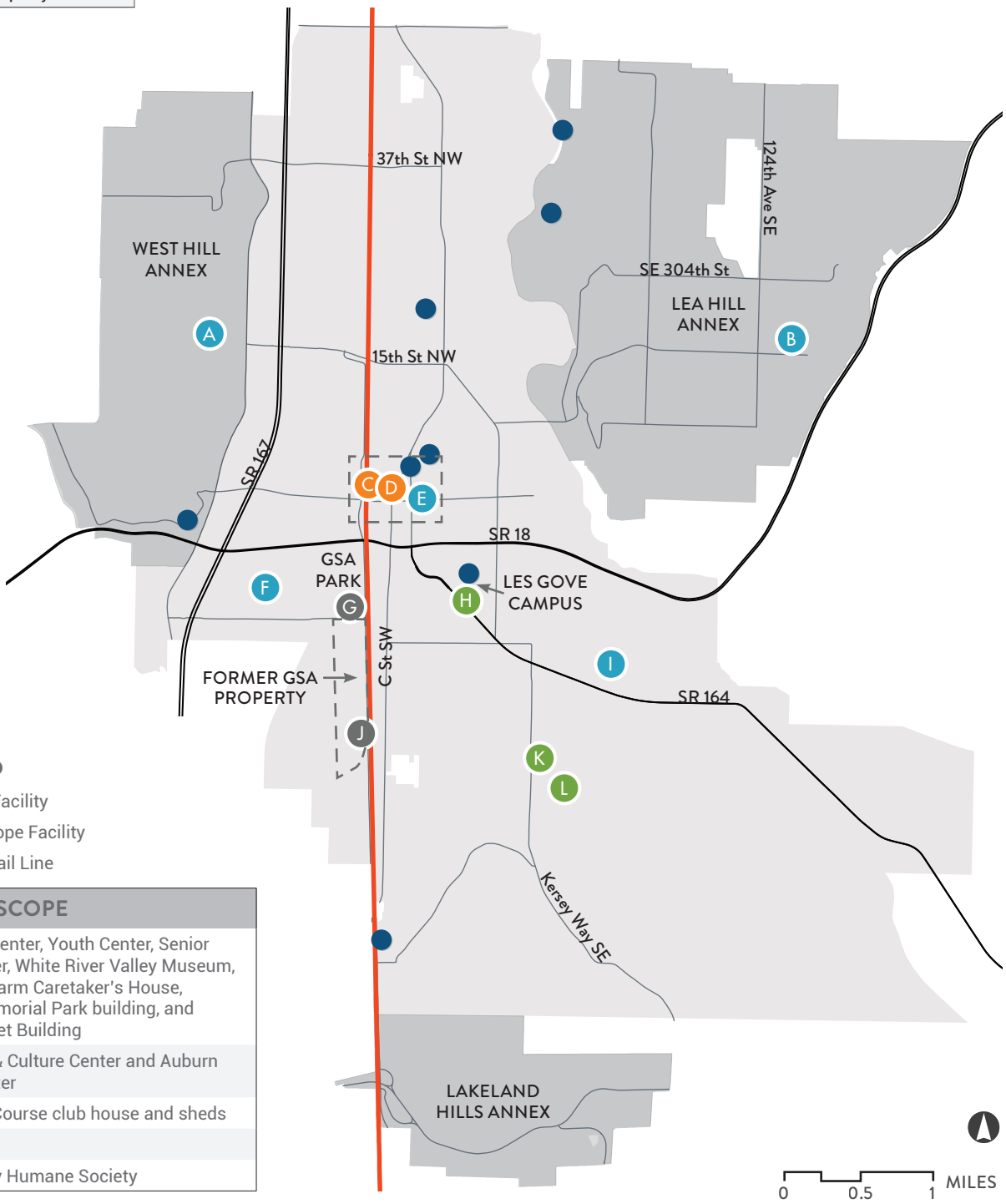


FIGURE 11. AUBURN FACILITIES

FACILITY ASSESSMENT

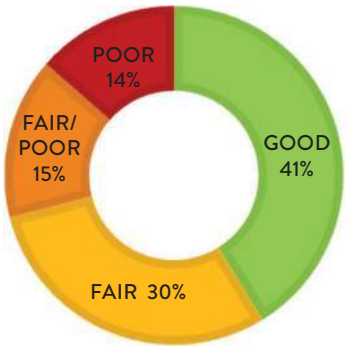
Facilities require ongoing investment to maintain good condition and function. Timely investment in facility maintenance and modernization will maximize lifespan and return on investment. Auburn's in-scope facilities were given condition and function rankings based on visual assessment, department interviews, and discussions with users.

FACILITY CONDITION

This metric ranks the physical condition of facilities and adequacy of building support systems, offering a general picture of where near-term investment is most needed.

- **Good** facilities appear to be in good condition with few observed shortfalls, are maintained regularly, and have adequate building support systems
- **Fair** facilities appear to be in reasonable condition and have some minor issues with building support systems
- **Fair/Poor** facilities appear to be in declining condition with shortfalls and issues with building support systems
- **Poor** facilities appear to be in failing condition with shortfalls requiring near-term attention

FACILITY CONDITION



	Buildings	Area
Good	3	91,000 sf
Fair	2	65,800 sf
Fair/Poor	7	34,100 sf
Poor	11	29,900 sf

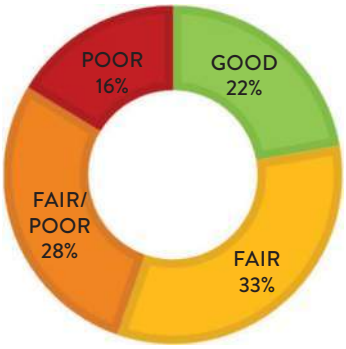
FIGURE 12. IN-SCOPE BUILDING CONDITION BY FLOOR AREA

FACILITY FUNCTION

This metric ranks facilities based on support for current uses and ability to accommodate department needs.

- **Good** facilities appear to be well-organized, efficiently used, flexible to accommodate change, and considered highly functional by users
- **Fair** facilities appear to be fairly well-organized and efficiently used, and considered fairly functional by users
- **Fair/Poor** facilities appear to have functional issues, resulting in decreased efficiency and support for users
- **Poor** facilities appear to be poorly organized, inefficient, inflexible, and considered poorly functioning by users

FACILITY FUNCTION



	Buildings	Area
Good	2	49,100 sf
Fair	4	73,000 sf
Fair/Poor	13	62,600 sf
Poor	4	36,100 sf

FIGURE 13. IN-SCOPE BUILDING FUNCTION BY FLOOR AREA

FINANCIAL CONTEXT

Facilities projects are typically funded in a variety of ways including taxes, utility rates, and grants. Routine minor maintenance is typically funded through the operating budget of the facilities maintenance team.

There are two funding strategies for significant facility investments that are most relevant to this plan.

GENERAL OBLIGATION BONDS[1]

General obligation bonds are issued by local governments and secured by a pledge of the taxing district's property tax authority. General obligation bonds have been the traditional form of financing for capital projects such as land acquisition and facility construction.

There are two basic kinds of general obligation bonds:

- **Limited tax general obligation (LTGO) bonds** (also called "councilmanic" bonds), may be issued by a vote of the legislative body. Because the voters have not been asked to approve a tax increase, debt service payments must be paid from existing revenue sources.
- **Unlimited tax general obligation (UTGO) bonds** (also called voted debt) must be approved by 60% of the voters, with a voter turnout equal to at least 40% of those who voted in the most recent general election. When the voters are being asked to approve the issuance of these bonds, they are simultaneously asked to approve an excess levy which raises their property taxes to cover the debt service payments. UTGO bonds can be used only for capital purposes. (RCW 84.52.056)

REVENUE BONDS[1]

Revenue bonds are generally used to finance water and wastewater projects, airports, and stormwater systems. Payment for debt service on revenue bonds comes from user fees generated by the capital facility that is being built. The local entity is then responsible for establishing and collecting sufficient revenue (through rates) to retire the debt.

Revenue bonds may be issued to finance projects for any enterprise that is self-supporting. RCW 39.46.150 and 39.46.160 provide general authority to local governments to issue revenue bonds. Additionally, RCW 35.41.030 provides separate authority for cities, and RCW 57.20.018 for water-sewer districts.

1. *Source: Municipal Research and Services Center*

HISTORIC FACILITIES SPENDING

Auburn spent an average of 17% of its annual capital improvement plan (CIP) funds on in-scope facility major maintenance, repairs, renovations between 2008 and 2018, including purchase of the City Hall Annex administration condominium in 2009-2010 (see Figure 14).

As buildings in Auburn's portfolio continue to age and the city grows, a higher level of investment will be required to expand service capacity and maintain, modernize, or replace existing facilities. According to industry standards, the estimated maintenance budget required to serve Auburn's current in-scope facility portfolio is approximately $900,000 a year. Auburn spent approximately $423,000 on maintenance in FY 18/19 (see Figure 15).

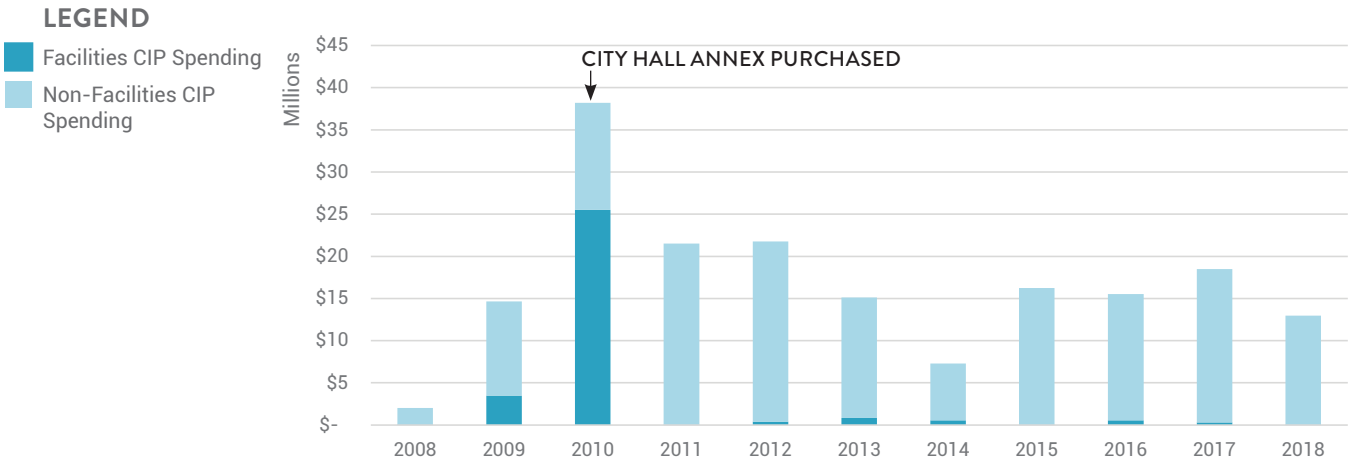


FIGURE 14. IN-SCOPE HISTORICAL CIP SPENDING, FY 08/09-FY18/19. INCLUDES $25.5 MILLION TO PURCHASE OF THE ANNEX ADMINISTRATIVE FACILITY IN 2009-2010
Source: City of Auburn

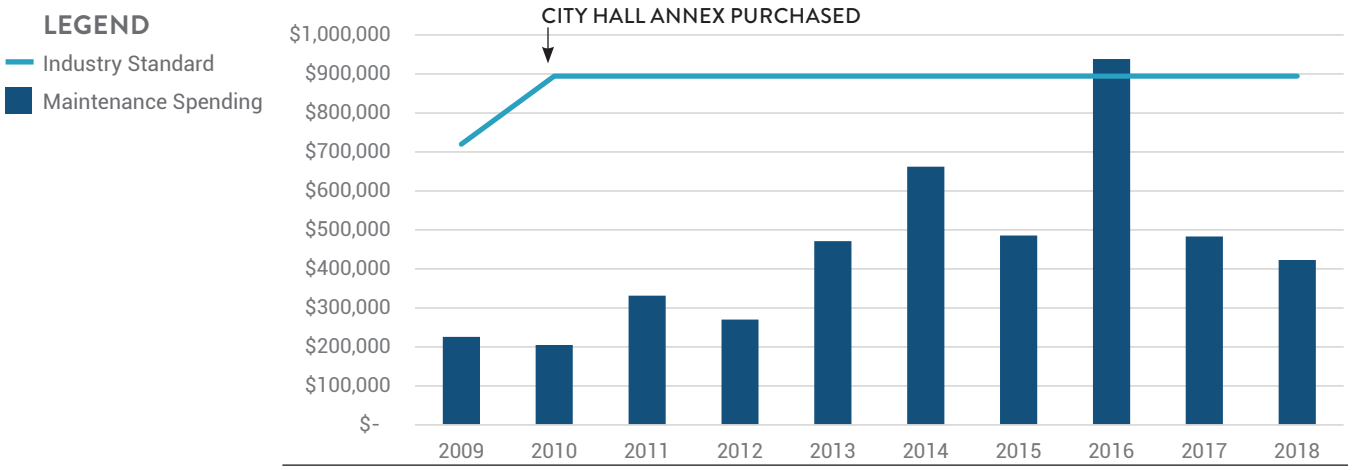


FIGURE 15. HISTORICAL FACILITIES MAINTENANCE SPENDING, FY 08/09-FY18/19
Source: maintenance spending - City of Auburn; includes in-scope facilities and Arts & Cultural Building, Theater, Les Gove campus facilities, Museum
Industry standard - City/County Government facilities in "Operations and Maintenance Benchmarks" (International Facility Management Association, 2017).

This page intentionally blank.

THE·RENT·WE PAY·FOR BEING. IT IS·THE VERY

2. FACILITY ISSUES & RECOMMENDATIONS

ORGANIZATION

This chapter is subdivided by the four categories listed at the right. Each section includes the following:

EXISTING CONDITIONS
Reviews existing conditions and issues, including condition and function analysis findings.

FACILITY NEEDS
Summarizes current space use, future space needs, and future facility and location requirements. The complete space needs assessment is provided under separate cover.

ALTERNATIVES EVALUATION
Summarizes the evaluation of alternative concepts to determine optimal facility location and space use. Concepts were evaluated based on how they performed relative to the guiding principles. Then lower cost options were explored and evaluated based on their ability to meet operational requirements and address the highest priority needs within Auburn's evolving financial context.

RECOMMENDATIONS
Reviews recommendations to address facilities needs for the next 20 years, including target implementation dates, and rough order of magnitude (ROM) cost estimates. Cost estimates included in this section are in 2024 dollars and developed using the assumptions detailed in Appendix B.

CHAPTER ORGANIZATION

POLICE

PUBLIC WORKS M&O

PARKS M&O

ADMINISTRATION

IMPLEMENTATION PHASES
Implementation is envisioned in four phases; target years assume council adoption of the funding strategy described on page 48.

1. Phase I: 2021-2023
2. Phase II: 2024-2025
3. Phase III: 2026-2027
4. Phase IV: 2028-2029
5. Phase V: TBD

FAST FACTS	
Staff	140
Facilities	6
Buildings	2*
Building Area	30,900 sf*
Site Area	2.1 acres*

**Excludes substations, firing range, and GSA evidence storage*

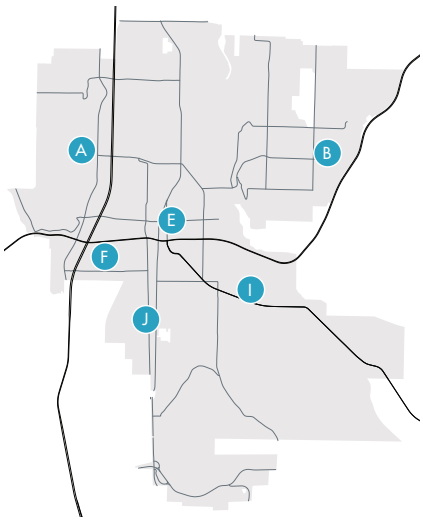


FIGURE 16. POLICE FACILITIES KEY MAP

FACILITY KEY

A. Firing Range
B. Substation 2
E. Justice Center campus
F. Substation 1
I. Substation 3
J. GSA Property

POLICE

EXISTING CONDITIONS

The Auburn Police Department (Police) is headquartered at the **Justice Center Building**, a 40's-era supermarket purchased and remodeled by the City of Auburn. Administration, detectives, and patrol office space is concentrated in the basement; a public lobby, records, and volunteer office space is located on the ground floor; and training/gym facilities are on the second floor.

The Police **Evidence Building** is located on the Justice Center campus; it is primarily an evidence facility but also includes parking for Police's SWAT vehicle, shop space and storage for Police's bicycle unit, and storage for the K-9 unit. Oversized evidence storage (primarily vehicles) is located at the **GSA Property**.

The Police Department also uses three substations in facilities owned and operated by private entities:

- **Substation 1** is located in the Outlet Collection Seattle mall
- **Substation 2** is located in an apartment complex in Lea Hill
- **Substation 3** is located in the Muckleshoot Casino

Police conducts outdoor firing practice on a **firing range** located on a roughly 40-acre parcel shared with Auburn's Water department.

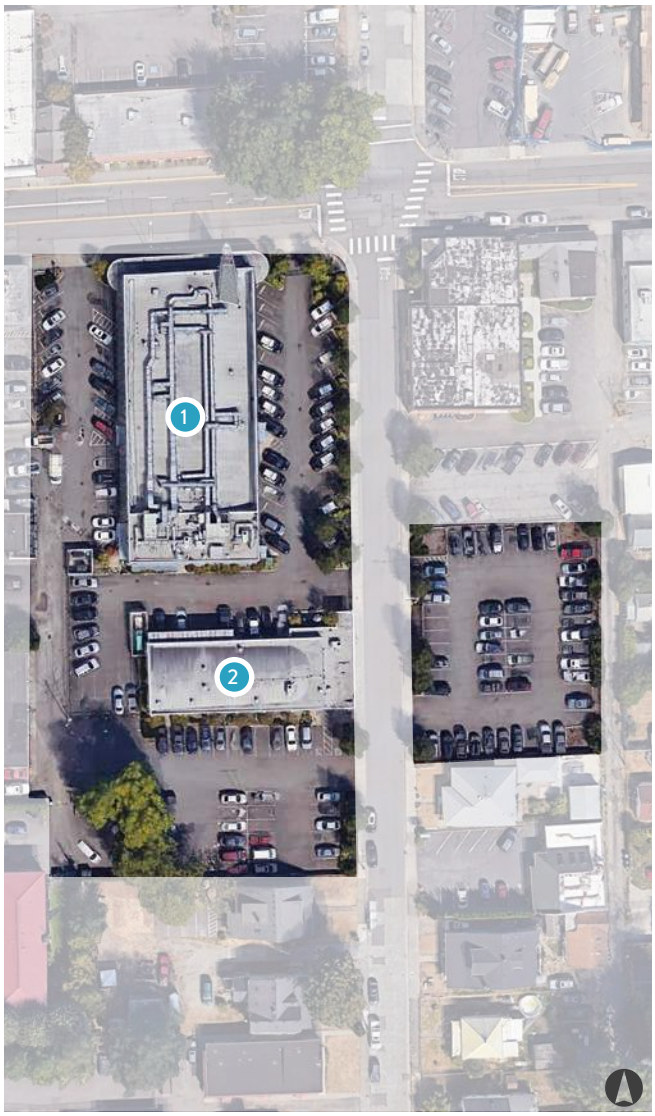


FIGURE 17. JUSTICE CENTER CAMPUS

FIGURE 18. POLICE FACILITIES CONTEXT MAP

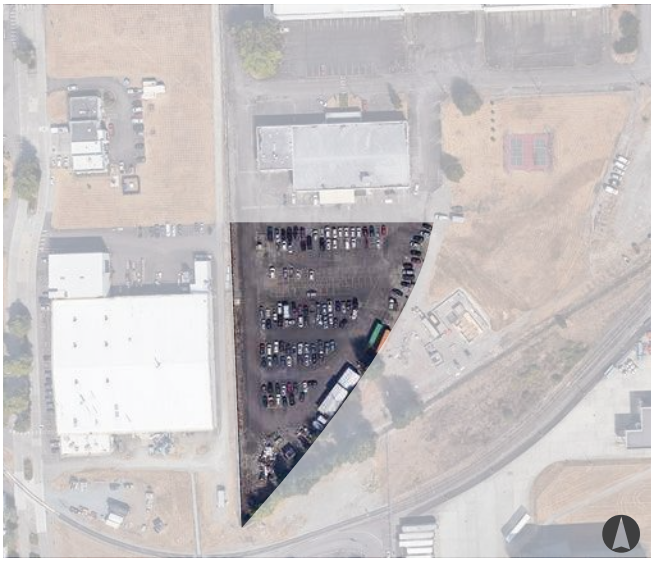


FIGURE 19. LARGE EVIDENCE STORAGE AT GSA PROPERTY

BUILDING KEY

1. Justice Center Building
2. Evidence Building

KING COUNTY DISTRICT COURT

The King County District Court (Court) occupies most of the Justice Center Building's ground floor through an inter-agency agreement whereby the City provides the Court with a facility and the Court provides the City with court services. Court supports roughly 110,000 cases per year; its facilities include a public entrance and lobby, two court rooms, and office/meeting space for court records, jury, and probation officer functions.

Court is not in scope for this project, but Police recommendations are likely to impact the solutions available to meet Court's facilities needs and vice versa. Court spaces are inefficiently configured, with an oversized lobby circulation area and undersized office, staff support, and jury spaces. Parking is inadequate, particularly during jury selection.

ISSUES SUMMARY

Police facilities lack adequate space to support current staff and operations, and future growth.

JUSTICE CENTER

- Suboptimal climate control, especially on ground floor as HVAC zone configuration does not align with current space configuration due to renovations
- Facility too small to accommodate both Court and Police in long-term; could be used for other city or county services or leased
- Severely space-constrained, especially for Police which grew 40% between 2004 and 2019
- Undersized public lobby and soft interview space
- Limited meeting/briefing space for all meeting types, including large groups, confidential discussions, and interviews
- Police office space is primarily in basement areas that have limited natural light
- Defensive tactics and classroom training occur in a room with irregular column placement which impedes sightlines, creates barriers for physical training, and complicates furniture/mat reconfiguration
- Evidence building is at capacity
- Undersized parking; unsecured parking for marked vehicles

FIRING RANGE

- Firearm practice facilities limited to informal outdoor firing range and do not provide opportunities for indoor training
- Firing range does not allow nighttime practice due to noise agreements with neighbor

FIGURE 20. POLICE TRAINING ROOM COLUMNS IMPEDE SIGHTLINES FOR CLASSROOM TRAINING

FIGURE 21. JUSTICE CENTER PARKING IS UNSECURED AND AT CAPACITY

Good Fair Fair/Poor Poor

CONDITION	FUNCTION	MAP KEY	FACILITY NAME	BUILDING AREA (SF)	YEAR BUILT	INVESTMENT RECOMMENDED
		1	Justice Center Building	16,000	1946	X
		2	Evidence Building	8,500	1950	X

FIGURE 22. POLICE SPACE USE SUMMARY

Substations are owned and operated by non-City entities and excluded from this table. The firing range and GSA evidence storage are also excluded as they do not have Police-occupied structures.

FACILITY NEEDS

Total building area for Police Headquarters is nearly 50% deficient relative to projected future needs.

SPACE NEEDS*	EXISTING SPACE (SF)	FUTURE NEED (SF)	% DEFICIENT
Police Headquarters and Personnel Support Space	16,100	31,800	49%
Evidence Storage	4,400	9,000	51%
Operations Shops & Storage	3,500	5,000	30%
Fleet, Employee, and Visitor Parking	18,600**	34,800	47%

FIGURE 23. POLICE SPACE NEED SUMMARY
**Space needs shown here exclude evidence storage at GSA Property, substations, and firing range.*
***Excludes 18,700 sf staff/visitor parking shared with Court.*

The space needs summarized above are Police's highest priority and addressed in this plan's recommendations. Police additionally requires improved firing range facilities to support officer training. Many public safety entities in the region share this need; these facilities are likely best pursued in partnership with other jurisdictions through a joint-training facility.

LOCATION REQUIREMENTS

Police headquarters should be centrally located to provide timely service throughout the city and be accessible to residents. Police is currently well-supported by their existing three substations and does not anticipate requiring additional precincts within this plan's time frame.

FIGURE 24. LIMITED SPACE FOR EXERCISE MACHINES

FIGURE 25. LOCKER SPACE

FIGURE 26. EVIDENCE STORAGE

FIGURE 27. BIKE PATROL STORAGE AND SHOP

ALTERNATIVES EVALUATION

The team first evaluated the following three approaches to meet Police facility needs:

1. Renovate Police portion of Justice Center Building and build annex; build new precinct for Detectives, Animal Control, and Traffic in Lea Hill neighborhood
2. Build new headquarters on purchased property downtown
3. Build new headquarters on purchased property near Les Gove campus

Option 1 performed poorly: this option requires substantial new construction and structured parking to fit Police needs on site without offering advantages over options 2 and 3.

Options 2 and 3 both perform well and are comparable in cost. They provide Police with purpose-built facilities designed to support growth with good public accessibility in a central location.

The recommended new Police headquarters is an investment best funded through a voter-approved UTGO bond (see page 7). However, in addition to near-term budget limitations driven by the COVID-19 pandemic, 2020's heightened attention to the Black Lives Matter movement has also driven communities to evaluate how their policing services are delivered. As a result, this project explored lower-cost investments to mitigate some facilities issues in the near term until the City is ready to move forward with the investment required to build the new headquarters. Lower cost options included a variety of approaches to renovate existing facilities and build small additions on city-owned or acquired properties.

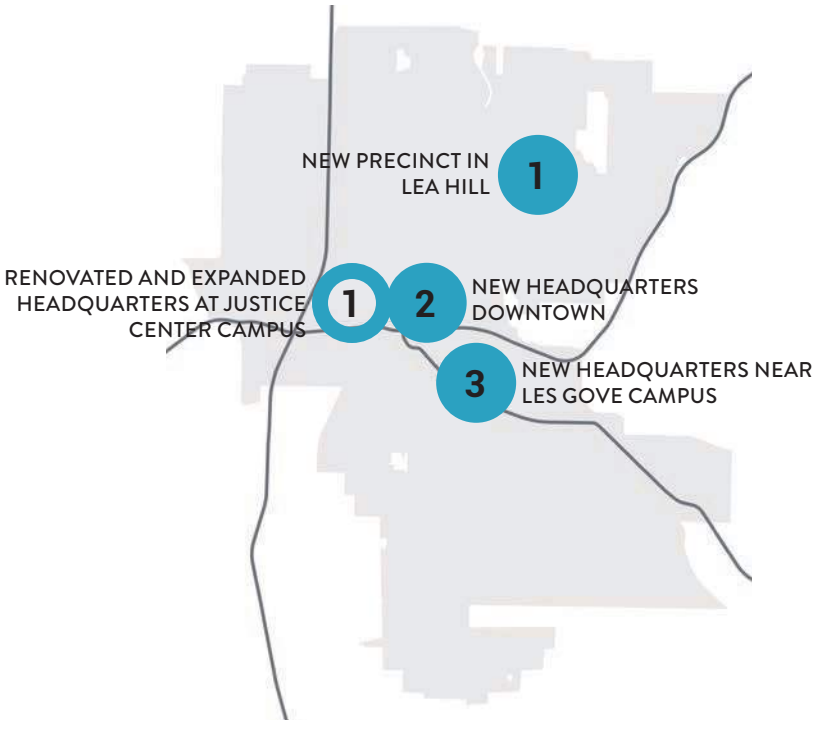


FIGURE 28. INITIAL POLICE ALTERNATIVES EVALUATED

KEY OUTCOMES

Key outcomes from the initial alternatives and lower-cost options analysis are summarized below. More information about analysis considerations can be found in Appendix A.

THE JUSTICE CENTER CAMPUS CANNOT MEET POLICE NEEDS

Significant new construction and costly structured parking are required to accommodate Police at the Justice Center campus. Police needs a new headquarters location to ensure future facilities investments are cost-effective and durable.

HEADQUARTERS PROPERTY ACQUISITION IS A PRIORITY FIRST STEP

The team explored interim investments to meet Police space needs on City-owned property (e.g., the GSA Property). Though able to be implemented without new property purchase, this option will reduce functionality without contributing to long-term facilities solutions. Purchasing land is the first step for implementation of the recommended Police headquarters and is a relatively low-cost action that supports phased construction as funding becomes available.

Once a site is secured, the City will be able to develop a master plan and specific vision for the property that will support a future bond measure for headquarters construction. The City should be prepared to take advantage of purchase opportunities as they arise.

PHASED CONSTRUCTION YIELDS MULTIPLE NEAR-TERM BENEFITS AT LOW COST

Space constraints at the Justice Center campus limit opportunities for near-term improvements. Relocating some functions to the new headquarters site can meet some long-term needs while freeing space at the Justice Center for low-cost interim improvements to remaining functions.

Evidence processing and storage is the best candidate for near-term relocation as it can be located on a separate site from remaining headquarters functions with the least operational disruption. Once vacant, the Justice Center Evidence Building can be renovated at low cost to accommodate Police gym and mat training functions, which in turn increases space available in the Justice Center Building for Police office and meeting needs (see Figure 32 on page 19).

RECOMMENDATIONS

Police facilities recommendations, approximate costs, and phasing suggestions are listed below and illustrated on page 19. Project costs by phase are illustrated in Figure 30.

FIGURE 31 KEY	RECOMMENDED PROJECT	COST (2024$)	PHASE			
			I	II	III	IV
A	**Justice Center Building roof replacement**	$500,000*				
B	**Police headquarters land acquisition and master plan** 1. Secures property either downtown or near Les Gove campus to accommodate the future Police headquarters. 2. Develop site master plan: identify desired locations for Evidence facility and headquarters buildings; develop vision for property development to support future bond measure.	$3.2-6.1M**				
C	**Build Evidence facility** Build the new evidence storage facility at the future Police headquarters site.	$4.7M				
D	**Renovate vacated Justice Center space** 1. Renovate former Evidence Building ground floor to accommodate a gym and mat training room; evaluate opportunities to include locker/shower space. 2. Renovate Justice Center third floor spaces vacated by gym and training functions; consider which Police needs are most urgent and can be addressed through this renovation. 3. Evaluate existing Justice Center locker space and identify any cost-effective improvements can be made given the addition/relocation of some locker and shower space to the former evidence annex per step D above.	$1.9M				
E	**Build new Police headquarters** Build community support and build the new police headquarters.	$48.4M	TBD			
F	**Build training facility** Partner with regional organizations to construct joint training facility (not pictured).	TBD	TBD			

FIGURE 29. POLICE RECOMMENDATIONS
**Cost provided by City of Auburn*
***Property estimate provided by City and based on locations in either the Les Gove vicinity ($3.2M) or the downtown area ($6.1M)*

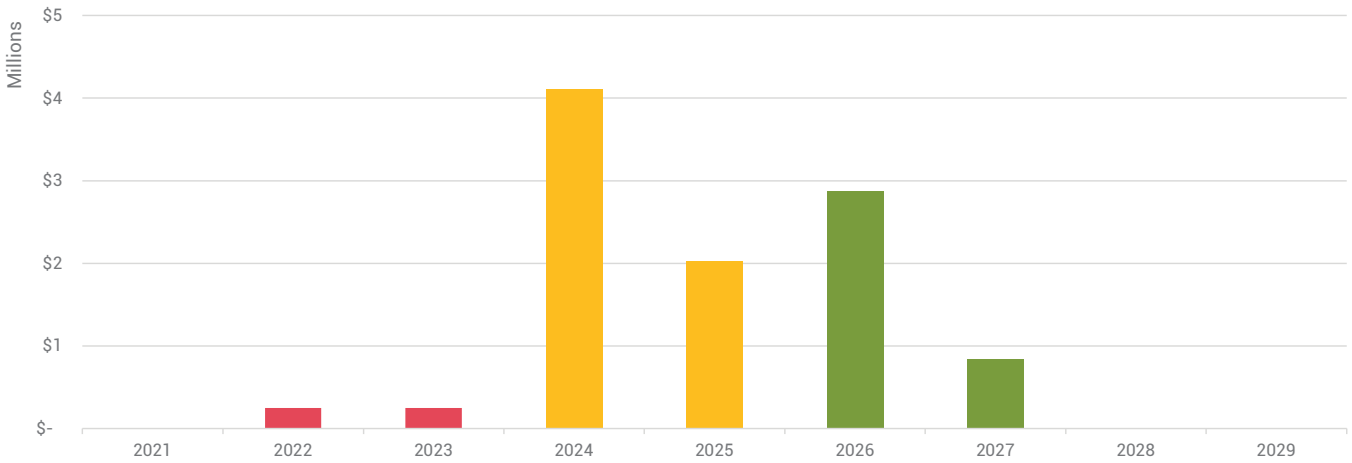


FIGURE 30. POLICE SPENDING PLAN
CFP project costs provided by City and in 2020 dollars; other costs are in 2024 dollars; chart does not show costs for new Police headquarters or training facility

A. JUSTICE CENTER BUILDING ROOF REPLACEMENT

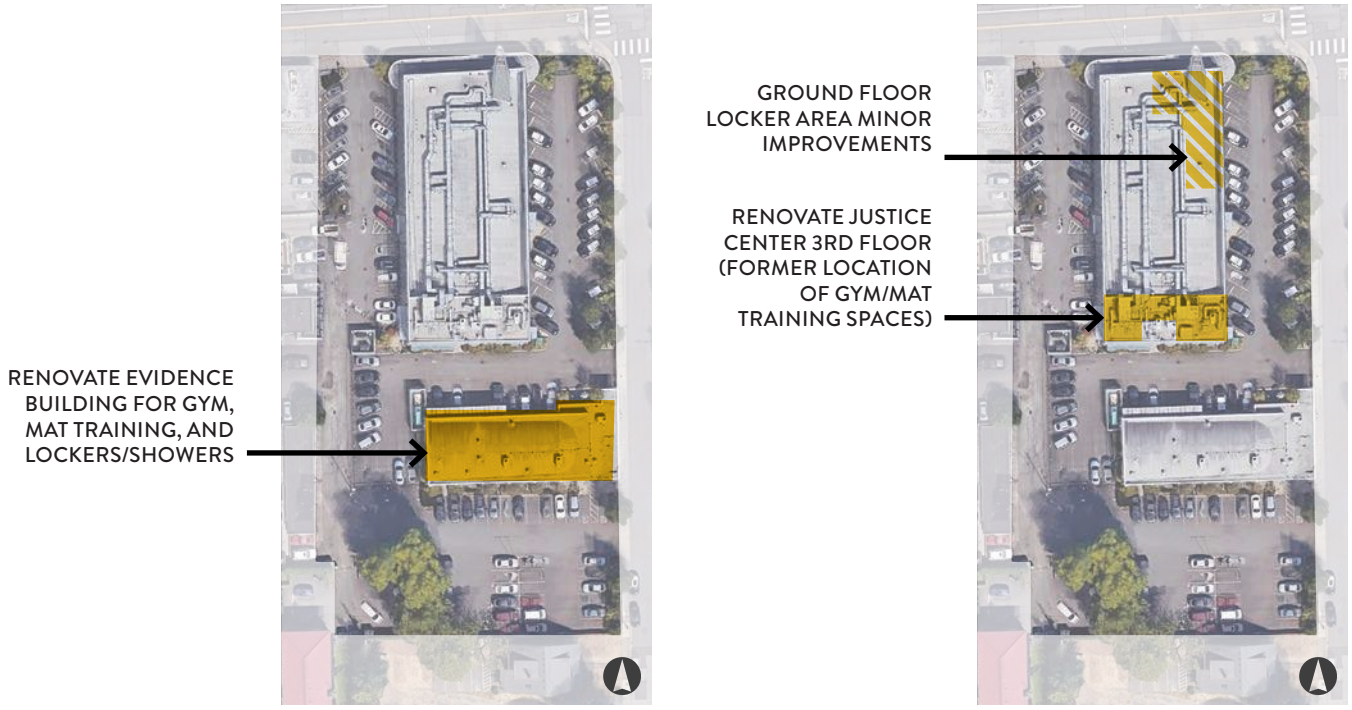
B. ACQUIRE NEW JUSTICE CENTER PROPERTY

C. BUILD NEW EVIDENCE FACILITY

D. RENOVATE VACATED JUSTICE CENTER SPACE

E. BUILD NEW POLICE HQ

FIGURE 31. POLICE RECOMMENDATIONS PHASING



STEP 1

STEPS 2 AND 3

FIGURE 32. JUSTICE CENTER PHASING AND RENOVATION AREA

FAST FACTS	
Staff	81
Facilities	2
Buildings	9
Building Area	43,000 sf
Site Area	6.5 acres

PUBLIC WORKS M&O

EXISTING CONDITIONS

The **GSA Park** serves as the headquarters for Public Works M&O as well as Parks M&O. As the principal operations yard, it supports the maintenance of city streets; water, stormwater, and wastewater infrastructure, and city vehicles and maintenance equipment. The site also contains the fuel island used by all City departments and decant facilities used by other agencies under contract with the City.

Public Works M&O also has yard storage at the **GSA property** to the south.

DEED RESTRICTION

In 1967, a roughly 6.5-acre portion of GSA Park was deeded to the City of Auburn from the GSA. Of that 6.5 acres, the deed included provisions restricting the use of 5.2 acres to "public park and public recreational area purposes." The restricted area includes ballfields used by the Auburn Little League Association as well as unused open space (see Figure 36). In order to remove the deed restriction, the City would need to relocate the park facilities and record a parks covenant on a roughly equivalent-sized property not already designated for parks purposes. The ballfields are an important facility for users; however, the location is not convenient for many Auburn residents. A location nearer to residential areas might increase ballfield use.

SITE ACCESS

GSA Park's primary access is off of C Street Southwest. Crews also use the gravel road north of the property to access the stop light at 8th Street Southwest during peak traffic periods. Both routes can be used due to a 24-foot temporary nonexclusive easement granted to the City by Auburn 8th Street, LLC, owner of the adjacent property, at the time of this report's completion (see Figure 36). This temporary easement can be revoked with six months notice by Auburn 8th Street, LLC.

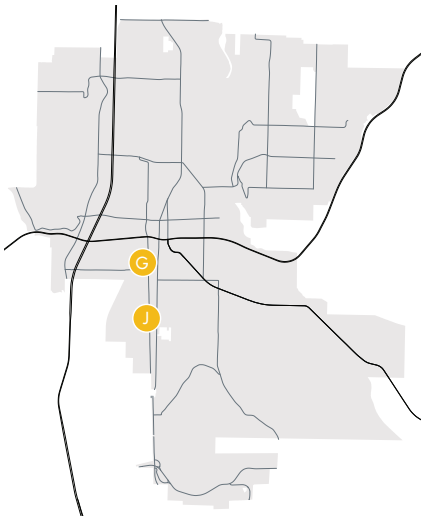


FIGURE 33. PUBLIC WORKS M&O FACILITY KEY MAP

FACILITY KEY

G. GSA Park
J. GSA Property

FIGURE 34. PUBLIC WORKS M&O FACILITIES CONTEXT MAP

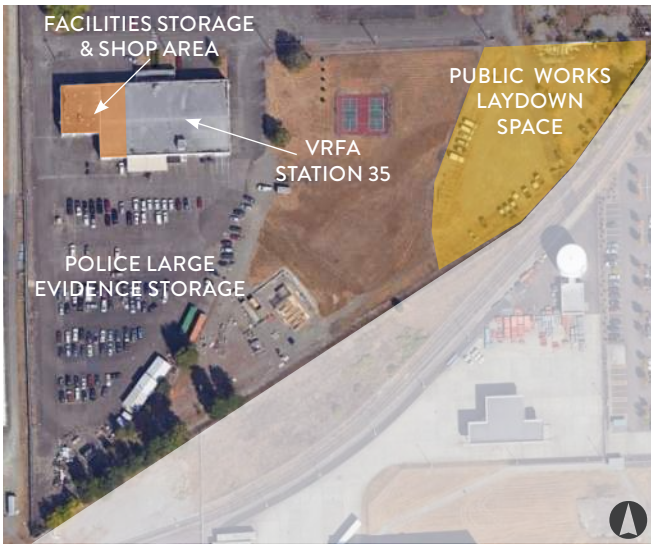


FIGURE 35. PUBLIC WORKS M&O STORAGE AT GSA PROPERTY

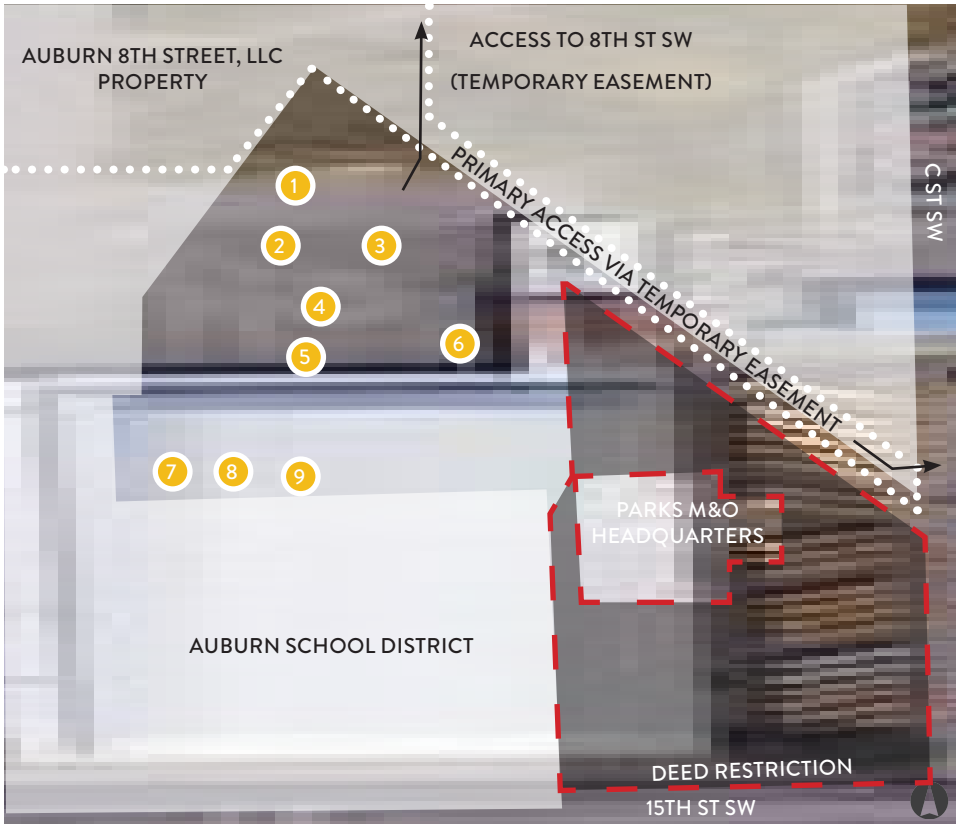


FIGURE 36. PUBLIC WORKS M&O BUILDINGS AT GSA PARK

BUILDING KEY

1. Covered Salt Storage
2. Crew Shops
3. Covered Fleet Parking & Shops
4. Wash Rack
5. Fuel Island
6. Main Building
7. Decant Facility 1
8. Decant Facility 2
9. Crew Storage

ISSUES SUMMARY

Public Works M&O facilities are aging and lack adequate space to support current crews and future growth.

GSA PARK

- Inadequate sized and configured crew spaces (touchdown workstations, shops, lockers, restrooms, lunchroom)
- Limited storage/warehouse space for growing service requirements
- Not enough fleet maintenance bays
- Limited conference and training space
- Limited covered and heated storage for high-value equipment
- Strained parking and circulation
- Fuel island and wash rack need improvements
- Security and site access concerns

GSA PROPERTY

No issues were noted for the storage at the GSA property, however it would be beneficial to co-locate this function with headquarters if space was available.

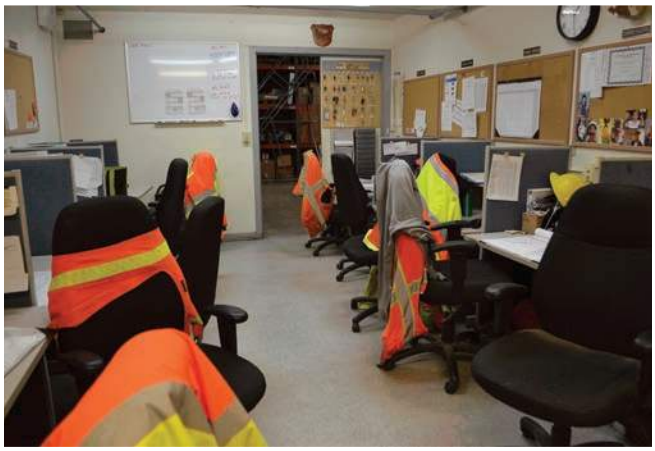


FIGURE 37. LIMITED WORK SPACES ARE NOT ABLE TO ACCOMMODATE SEASONAL CREWS OR FUTURE GROWTH

FIGURE 38. LIMITED COVERED PARKING LEAVES FLEET AND EQUIPMENT EXPOSED TO THE ELEMENTS

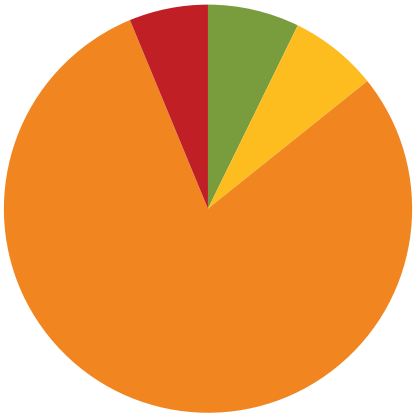


FIGURE 39. PUBLIC WORKS M&O CONDITION BY BUILDING AREA

Good | Fair | Fair/Poor | Poor

CONDITION	FUNCTION	MAP KEY	FACILITY NAME	BUILDING AREA (GSF)	YEAR BUILT	INVESTMENT RECOMMENDED
Fair/Poor	Fair	1	Covered Salt Storage	1,400		
Fair/Poor	Fair/Poor	2	Crew Shops	1,500	1990	X
Fair/Poor	Fair/Poor	3	Covered Fleet Parking & Shops	7,000	1990	X
Poor	Poor	4	Wash Rack	1,500		X
Poor	Fair	5	Fuel Island	1,000		X
Fair/Poor	Fair/Poor	6	Main Building	18,900	1970	X
Good	Fair	7	Decant Facility 1	2,900	2015	
Fair	Fair	8	Decant Facility 2	2,800	1987	
Fair/Poor	Fair/Poor	9	Crew Storage	3,000	2016	

FIGURE 40. PUBLIC WORKS MAINTENANCE AND OPERATIONS SPACE USE SUMMARY

FACILITY NEEDS

As is summarized below, Public Works M&O lacks sufficient space in every program category.

SPACE NEEDS	EXISTING SPACE (SF)	FUTURE NEED (SF)	% DEFICIENT
Crew Support	8,800	21,900	60%
Warehouse & Shops	10,500	44,800	77%
Covered Parking	9,000	34,000	74%
Covered Storage	17,900	23,900	25%
Yard Storage*	6,200	17,500	65%
Open Parking	48,700	49,800	2%
Sewer Vactor Decant	0	3,500	100%
Vegetation Sorting Facility	0	130,700	100%

FIGURE 41. PUBLIC WORKS M&O SPACE NEED SUMMARY
**Space does not include laydown yard storage at GSA Property*

Sewer vactor decant and vegetation sorting facilities are facilities that will be needed in the future.

SEWER VACTOR DECANT FACILITY

The City currently hauls vactored sewage waste to the county landfill on a biweekly basis. A study and analysis of the City's vactor disposal methods is a project identified in the current Capital Facilities Plan (CFP).

VEGETATION SORTING FACILITY

The City currently sorts vegetation spoils at the Jacobsen Tree Farm, in an area planned for conversion into a Parks facility. As this location will no longer be available for this use, the department has identified the need for three to five acres of land for a new vegetation sorting facility. The current CFP includes a project to evaluate the cost and benefits of acquiring property for this facility.

LOCATION REQUIREMENTS

The Public Works M&O headquarters needs to be centrally located to easily serve the entire city. A central location is also helpful for easy access by other departments requiring fleet maintenance. In addition, co-location or proximity to Parks M&O is preferred as it provides some facilities and management efficiencies.

FIGURE 42. CREW MEMBER WORKSTATION

FIGURE 43. CREW ACCESS BULK MATERIALS BINS

FIGURE 44. DECANT FACILITY

FIGURE 45. SIGN SHOP

ALTERNATIVES EVALUATION

The team first evaluated the following three approaches to address Public Works M&O facilities issues and meet future needs:

1. Rebuild GSA Park facility and purchase adjacent property
2. Relocate to north Auburn
3. Relocate to GSA property

Of these three options, Alternative 1, remaining at GSA Park, was the best performer. It positions crews most efficiently to serve the city, allows for a phased approach to investment, is the least risk as it doesn't rely on uncertain or complex land acquisition, and, because Auburn already owns the site and phased improvements can maximize use of existing structures, is the least cost solution. It also provides some co-location efficiencies with Parks M&O.

However, at an estimated cost of $97.4 million, this approach is too costly to pursue given Auburn's current financial framework. As a result, a variety of lower cost scenarios were explored. These scenarios compared different site concept and facility use approaches to identify the most cost-effective way to meet critical needs.

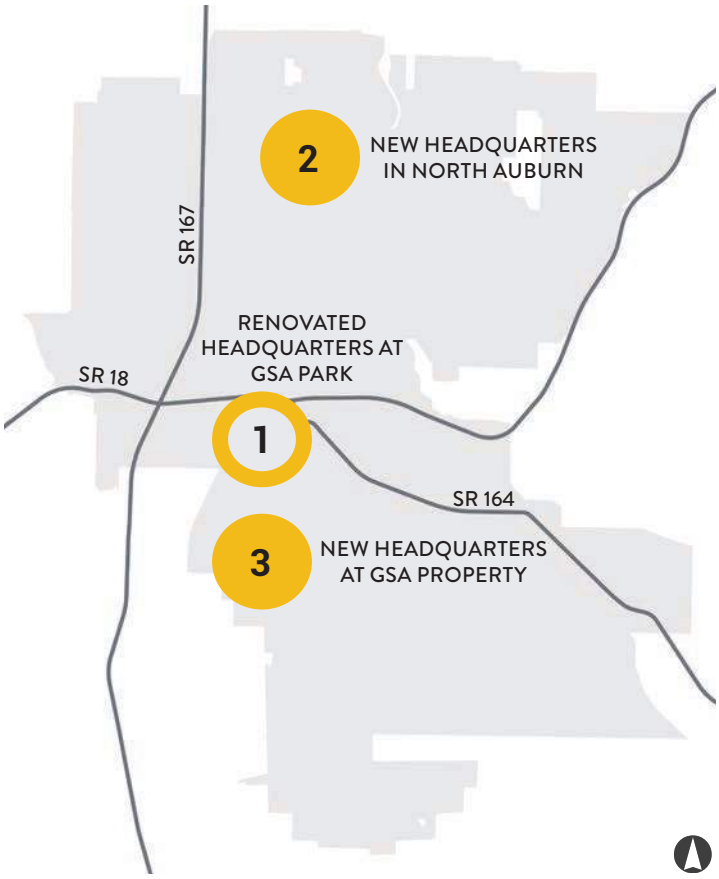


FIGURE 46. INITIAL PUBLIC WORKS M&O ALTERNATIVES EVALUATED

KEY OUTCOMES

Key outcomes from the initial alternatives and lower-cost options analyses are summarized below. More information about analysis considerations can be found in Appendix A.

RECAPTURE PROPERTY FOR OPERATIONS

Recapturing the deed restricted area for M&O functions is essential to GSA Park's ability to meet the needs of Public Works and Parks M&O. Once the deed restriction is removed, the area north of the ballfields can be immediately used for M&O functions. This added space also helps ease construction phasing.

LEVERAGE EXISTING ASSETS

Reusing, re-purposing, and expanding existing facilities is the most cost-effective approach to meeting Public Works M&O needs. In particular, the decant facility and crew storage building can be used through 2040. In addition, as there are significant utilities serving the Main Building (Building 6), retaining supervisory control and data acquisition (SCADA) functions and the Department Operations Center (DOC) at this location is the most cost effective and straightforward approach.

IMPROVE SITE ACCESS

Retaining efficient access to the site is critical to ongoing operations efficiency, flexibility, and emergency response. The first relatively straightforward step to improve access is relocating Parks M&O greenhouse and bulk bins to open up access to 15th Street SW.

FIGURE 47. CURRENT SITE ACCESS NORTH TO 8TH ST SW

FIGURE 48. UNENCLOSED VEHICLE STORAGE BAY

STUDY BEST APPROACH TO ACCOMMODATE NEW FUNCTIONS

Sewer vactor decant and vegetation sorting require significant space and/or investment. Studying these functions to determine the most cost-effective path forward is recommended.

ADDRESS CRITICAL NEEDS

Providing adequate space for crews, the fleet shop, and supplies; protecting high value equipment; and replacing the fuel tank are Public Works M&O's highest priority needs.

- Building a new modular crew facility is the most cost-effective approach to providing adequate crew workspaces and support facilities.
- Remodeling the Main Building (Building 6) for fleet shop and crew support facilities is the most cost-effective approach to addressing space needs and improving workflow efficiency for the fleet shop, storage, signals crew and shop, and crew support space. See Figure 51 and Figure 52 for existing and proposed space use.
- Constructing a new wash rack is a relatively low cost but high priority improvement. See Figure 50.
- Enclosing Building 3 to keep equipment from freezing and installing modular covers is a relatively low-cost way to increase operational efficiency, shorten emergency response times, reduce maintenance costs, and extend the useful life of Auburn's highest value fleet and equipment.
- Partnering with the Auburn School District to create a shared fueling station on adjacent property is an ideal solution that serves multiple entities, distributes costs, and allows for more efficient use of the property.

FIGURE 49. MAIN PUBLIC WORKS M&O BUILDING

FIGURE 50. EXISTING WASH RACK

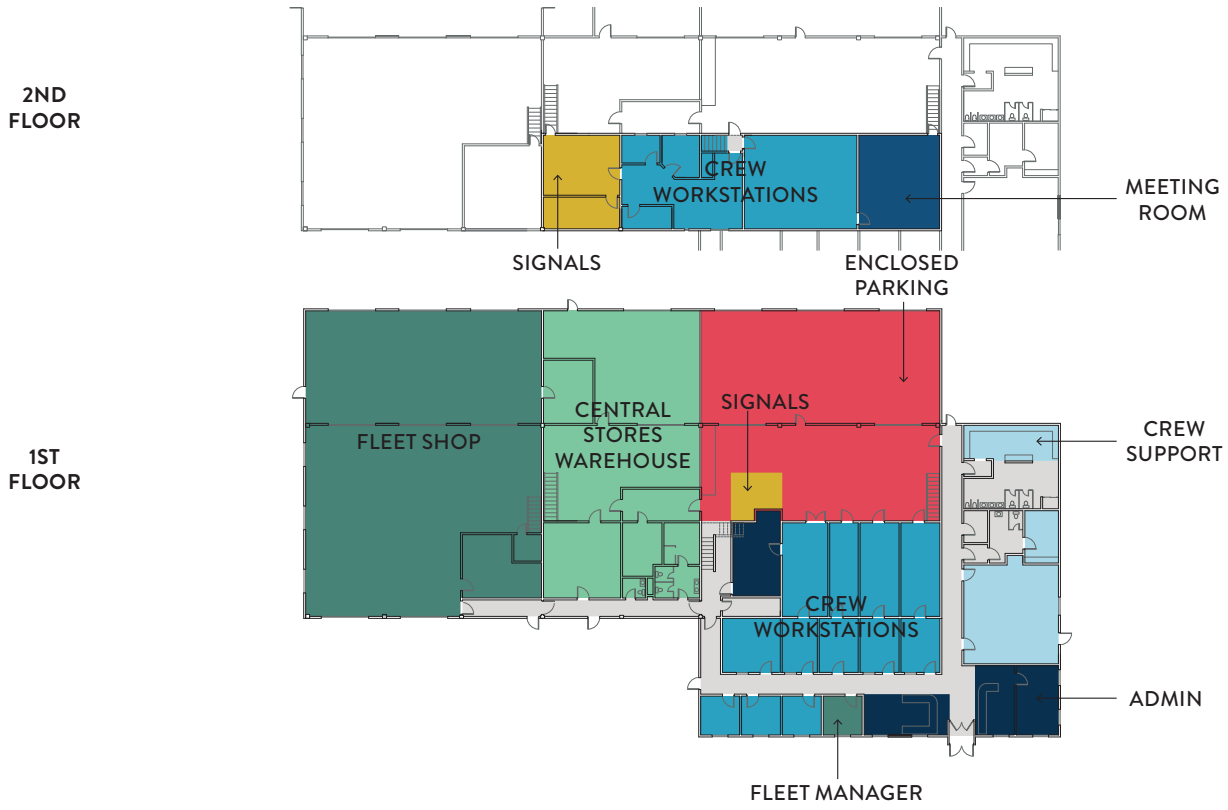


FIGURE 51. EXISTING SPACE USE IN MAIN BUILDING

FIGURE 52. PLANNED SPACE USE IN MAIN BUILDING

RECOMMENDATIONS

Public Works M&O facilities recommendations, approximate costs, and phasing suggestions are listed below and illustrated in Figure 54 on page 29. Project costs by phase are illustrated in Figure 55.

FIGURE 54 KEY	RECOMMENDED PROJECT	COST (2024$)	PHASE			
			I	II	III	IV
A	**Improve vehicle storage bay** Protects high value equipment by enclosing bays	$820,000*				
B	**Add central stores addition and convert space to fleet** Extend main building for central stores warehouse and renovate vacated space for fleet maintenance					
C	**Replace fuel tank** Explore option to partner with Auburn School District for joint use of their fuel tanks; replace fuel tanks if partnership is not pursued	$320,000*				
D	**Study need for sewer vactor decant facility** Analyze current vactor disposal methods and identify cost-effective alternatives (not pictured)	$180,000*				
E	**Evaluate vegetation sorting facility feasibility** Review the costs and benefits to acquiring property for use as a vegetation sorting facility, evaluate opportunities to partner with neighboring jurisdictions, acquire property and develop site (not pictured)	$966,000*				
F	**Transfer deed restriction** Work with the GSA to transfer the deed restriction, transfer of recreation assets addressed in Parks Recommendations on page 37	TBD				
G	**Build crew building and wash rack, open access to 15th St SW, add parking** Construct new wash rack and modular crew building, relocate Parks M&O building to open access to 15th St SW, add additional parking for Public Works M&O and Parks M&O	$14.9M				
H	**Remodel main building and add storage** Renovate main Public Works M&O building for use as fleet, shops, and crew support, add new storage facility; see Figure 51 and Figure 52	$5.6M				
I	**Cover high value fleet and equipment** Build covered parking for high value fleet and equipment	$1.9M				

FIGURE 53. PUBLIC WORKS M&O RECOMMENDATIONS
**Cost provided by City of Auburn*

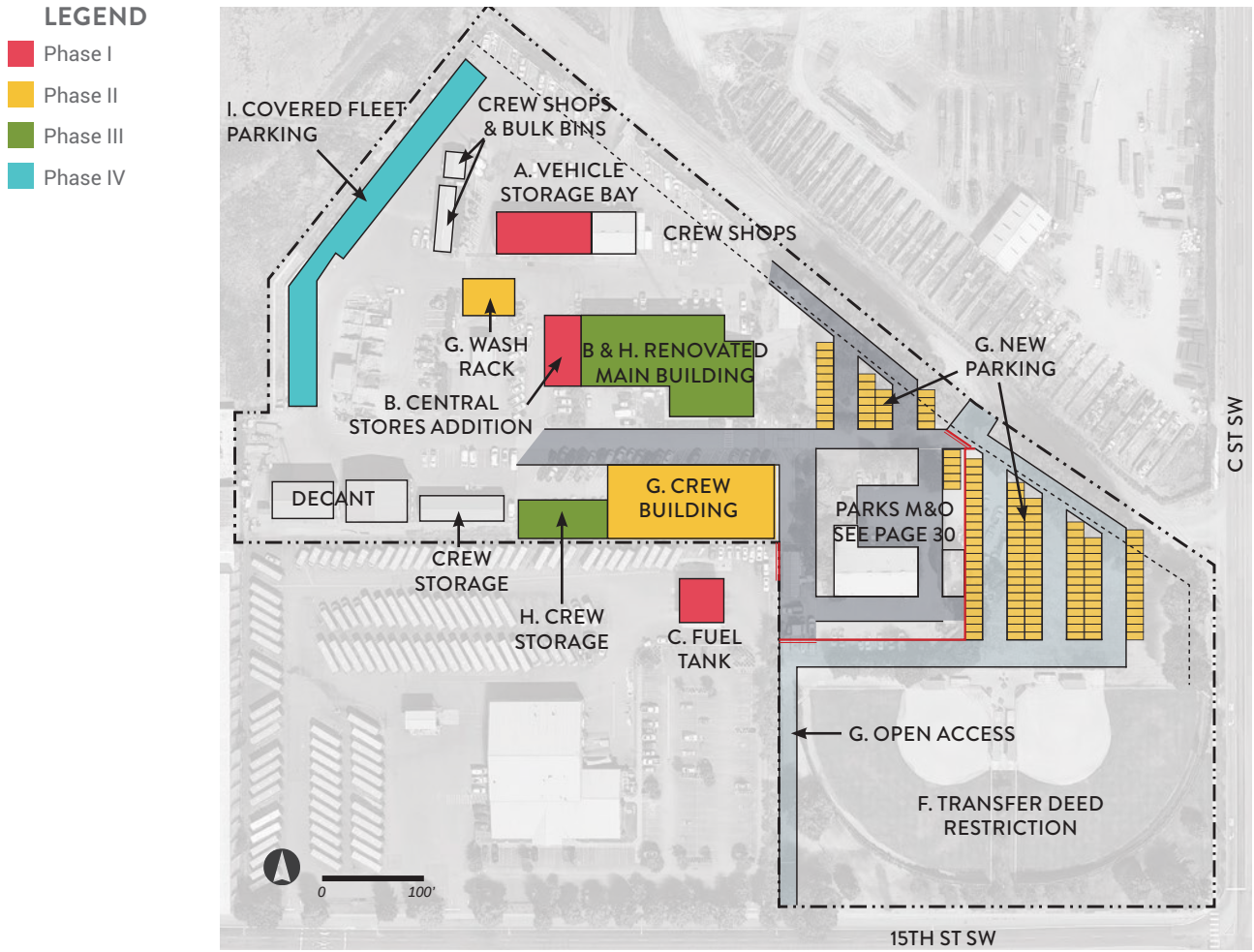


FIGURE 54. PROPOSED PHASING OF GSA PARK PUBLIC WORKS M&O RECOMMENDATIONS

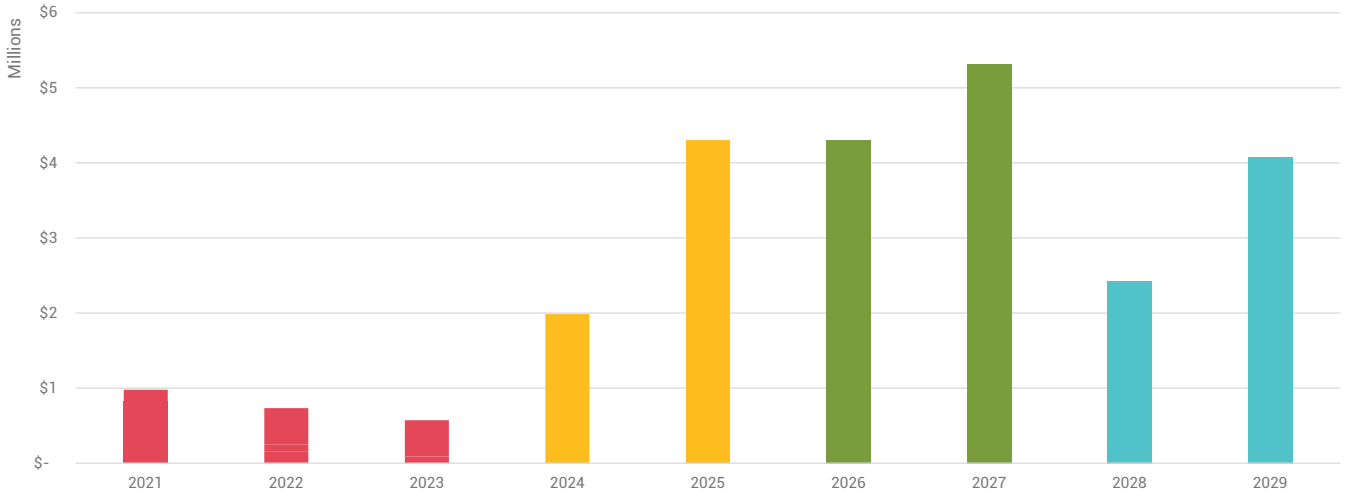


FIGURE 55. PUBLIC WORKS M&O SPENDING PLAN
CFP project costs provided by City; projects A-D are in 2020 dollars and project E is in 2021 dollars; other costs are in 2024 dollars

FAST FACTS	
Staff	16
Facilities	4
Buildings	9
Building Area	22,900 sf
Site Area	7.2 acres

PARKS M&O

EXISTING CONDITIONS

GSA Park contains a main building with crew support, equipment maintenance shop, and storage; a greenhouse; and hazardous materials storage building. Parks M&O shares use of the site's fuel island, wash rack, and decant facilities. Crews that report here maintain most of Auburn's parks and civic facility grounds. This site is also the department's primary equipment maintenance facility.

Auburn's Game Farm Park has the **R Street Property** storage facility and **Game Farm Park** operations yard. The Game Farm Park site has one modular building with crew support and shop space. Crews that report here maintain most of Auburn's south end parks. The R Street Property has four recreational supply and equipment storage buildings. Two smaller storage sheds are adjacent to a large office and a warehouse. Laydown storage on the east side contains a covered storage area. The R Street Property is currently underutilized.

The **Herr Building** at the Les Gove campus is used for Parks M&O storage and well situated to serve Auburn Parks, Arts, and Recreation programming on the campus.

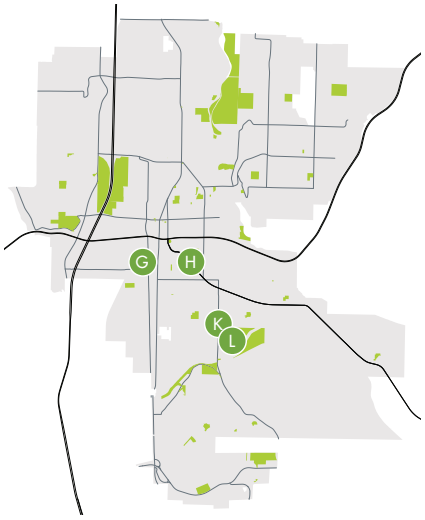


FIGURE 58. PARKS M&O FACILITY KEY MAP, INCLUDING CITY PARKS

FACILITY KEY

G. GSA Park
H. Les Gove Herr Building
K. R Street Property
L. Game Farm Park

FIGURE 59. PARKS M&O FACILITIES CONTEXT MAP

BUILDING KEY

1. GSA Park Greenhouse
2. GSA Park Main Building
3. GSA Park Hazardous Materials Storage Building
4. Les Gove Herr Building
5. R Street Property Storage Building B
6. R Street Property Storage Building A
7. R Street Property Shop/Office
8. R Street Property Covered Storage
9. Game Farm Park Main Building

FIGURE 60. GSA PARK

FIGURE 61. LES GOVE HERR PROPERTY

FIGURE 62. R STREET PROPERTY

FIGURE 63. GAME FARM PARK AND OPERATIONS FACILITY

ISSUES SUMMARY

Parks M&O facilities are aging, lack space to support current crews and future growth, and for the most part provide low quality support space for crews.

GSA PARK

- Inadequate crew work and support spaces
- Limited parking and storage
- Security and site access concerns

GAME FARM PARK SATELLITE

- Inadequate crew work and support spaces
- Limited covered fleet and equipment parking

R STREET PROPERTY

- Underutilized and failing facility
- Security issues

HERR PROPERTY

No issues were noted at the Herr Property.

FIGURE 64. MULTI-PURPOSE CREW OFFICE, BREAKROOM, AND MEETING AREA

FIGURE 65. DETERIORATING PARKS M&O FACILITY

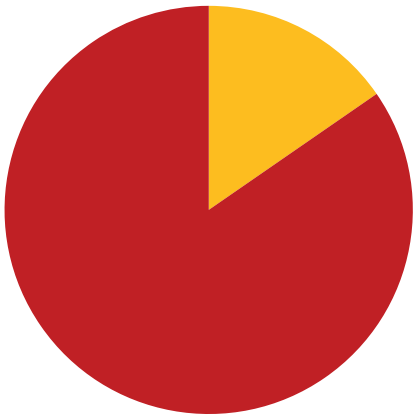


FIGURE 66. PARKS M&O CONDITION BY BUILDING AREA

Good Fair Fair/Poor Poor

CONDITION	FUNCTION	MAP KEY	FACILITY NAME	BUILDING AREA (GSF)	YEAR BUILT	INVESTMENT RECOMMENDED
		1	GSA Park Greenhouse	1,000	2002	
		2	GSA Park Main Building	8,200	1993	X
		3	GSA Park Fertilizer Storage	1,200	1944	X
*		4	Les Gove Herr Property	4,000	1971	
*		5	R Street Storage Building B	600	1950	X
*		6	R Street Storage Building A	1,000	1950	X
		7	R Street Shop/Office	4,000	1963	X
		8	R Street Covered Storage	2,300	1990	X
		9	Game Farm Park Main Building	3,700		X

FIGURE 67. PARKS MAINTENANCE AND OPERATIONS SPACE USE SUMMARY

** User rating provided by City*

JACOBSEN TREE FARM

The City is developing a new park at the former Jacobsen Tree Farm in the Lea Hill neighborhood and Parks M&O will need a small facility for crews and supplies to maintain the park once it's developed. These crews will also support maintenance at other parks in northeast Auburn. The City completed a master plan for the park in 2010 and the first phase of construction is set to begin in 2021.

This park has been identified as a potential location to relocate the GSA Park ballfields once the deed restriction is lifted. As the M&O facility and ballfields were not part of the original master plan, they would need to be incorporated into the design (see Figure 68).

FIGURE 68. JACOBSEN TREE FARM MASTER PLAN
Source: Jacobsen Tree Farm Park Master Plan, The Berger Partnership PS, 2010

FIGURE 70. FLEET PARKING AND YARD STORAGE AT GSA PARK

FIGURE 71. COVERED STORAGE AT R STREET PROPERTY

FIGURE 72. RECREATIONAL STORAGE AT R STREET PROPERTY

FIGURE 73. EQUIPMENT SHOP AT GAME FARM PARK

FACILITY NEEDS

As summarized below, Parks M&O is deficient in a number of program categories.

SPACE NEEDS	EXISTING SPACE (SF)	FUTURE NEED (SF)	% DEFICIENT
HEADQUARTERS			
Crew Support	1,000	1,800	44%
Warehouse & Shops	4,200	13,800	70%
Covered Parking	0	2,200	100%
Covered Storage	2,100	23,900	91%
Yard Storage	4,100	5,000	18%
Open Parking	5,600	14,400	61%
GAME FARM PARK			
Crew Support	300	990	70%
Shops	2,700	5,200	48%
Covered Parking	700	700	0%
Yard Storage	2,500	3,100	19%
Open Parking	2,000	2,400	17%
HERR BUILDING			
Warehouse	4,800	4,800	0%
R STREET PROPERTY			
Warehouse	5,600	5,600	0%
Covered Storage	2,300	2,300	0%
Yard Storage	73,500	73,500	0%
JACOBSEN TREE FARM (future yard)			
Crew Support	300	990	70%
Shops	2,700	5,200	48%
Yard Storage	2,500	3,100	19%
Open Parking	2,000	2,400	17%

FIGURE 69. PARKS M&O SPACE NEED SUMMARY

LOCATION REQUIREMENTS

Parks M&O facilities need to be located in proximity to the parks they serve. Game Farm Park and Jacobsen Tree Farm require dedicated facilities to manage those parks as well as others in the area. In addition, Parks M&O headquarters should be centrally located. Co-location of headquarters with Public Works M&O offers some facilities and management efficiencies.

ALTERNATIVES EVALUATION

The team first evaluated the following three approaches to address Parks M&O facilities issues and meet future needs:

1. Rebuild facility and purchase adjacent property at GSA Park, renovate Game Farm Park, add facility at Jacobsen Tree Farm
2. Relocate headquarters to Game Farm Park, add facility at Jacobsen Tree Farm
3. Relocate headquarters to GSA property, renovate Game Farm Park, add facility at Jacobsen Tree Farm

Of these three options, Alternative 1, remaining at GSA Park, was the best performer. It positions crews most efficiently to serve the city, allows for a phased approach to investment, and, because Auburn already owns the site and improvements can maximize use of existing structures, is the least cost solution. Alternative 1 also makes needed adjustments to Game Farm Park and better positions crews to serve Jacobsen Tree Farm. It also provides some co-location efficiencies with Public Works M&O (see page 57).

However, at an estimated cost of $32.3 million, this approach is too expensive to pursue given Auburn's current financial framework. As a result, a variety of lower cost scenarios were explored. These scenarios compared a variety of site concept and facility use approaches to identify the most cost-effective way to meet critical needs.

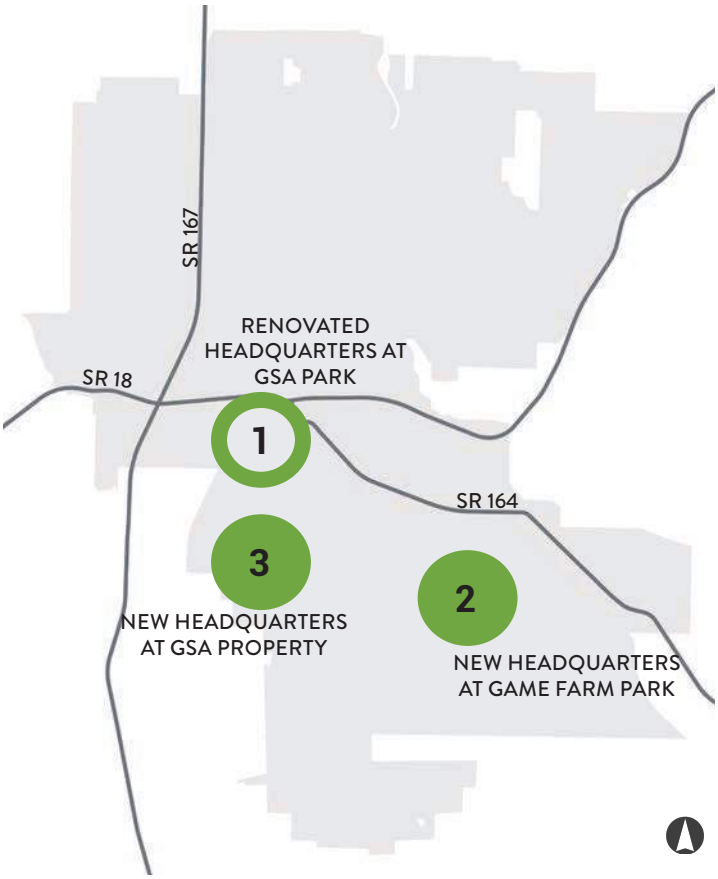


FIGURE 74. INITIAL PARKS M&O ALTERNATIVES ANALYZED

KEY OUTCOMES

Key outcomes from the initial alternatives and lower-cost options analyses are summarized below. More information about analysis considerations can be found in Appendix A.

LEVERAGE EXISTING ASSETS

Providing adequate space for crews, supplies, and equipment, and positioning crews to meet service needs are Parks M&O's highest priorities. Renovating and expanding existing facilities is the most cost-effective approach to meeting Parks M&O needs. Renovating/building new crew support space and adding much needed storage and warehouse space at both GSA Park and Game Farm Park is the most feasible approach to meeting near term needs and accommodating future growth.

ADD FACILITY TO SERVE THE NEW PARK AND LEA HILL

Building a facility at Jacobsen Tree Farm will meet crew support, storage, and operating needs and position crews to more efficiently maintain the new park and others in northeast Auburn.

IMPROVE GSA PARK SITE ACCESS

As described on page 20, increasing access to the GSA Park M&O facilities is recommended, which requires relocating Parks M&O's greenhouse and bulk bins.

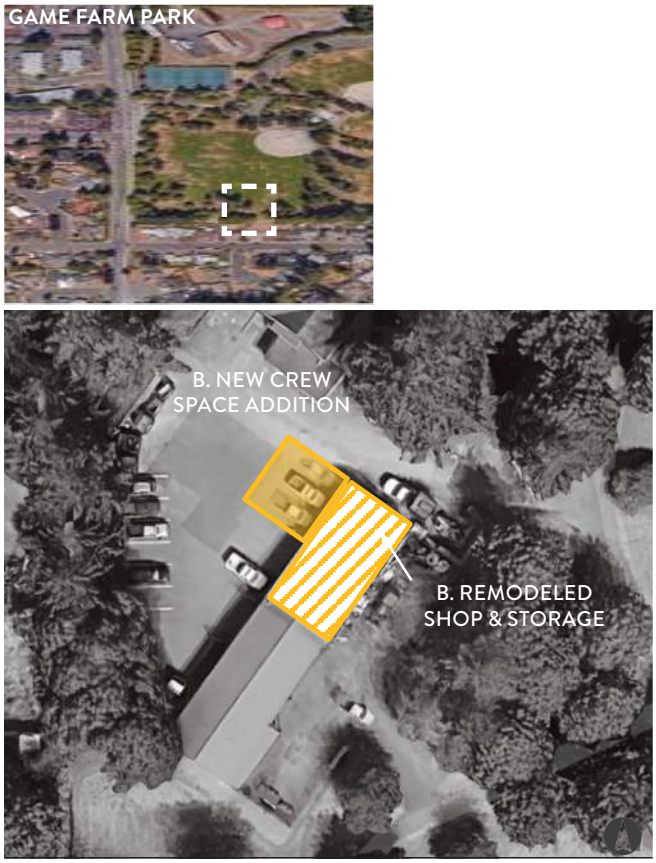


FIGURE 75. GAME FARM PARK RENOVATIONS

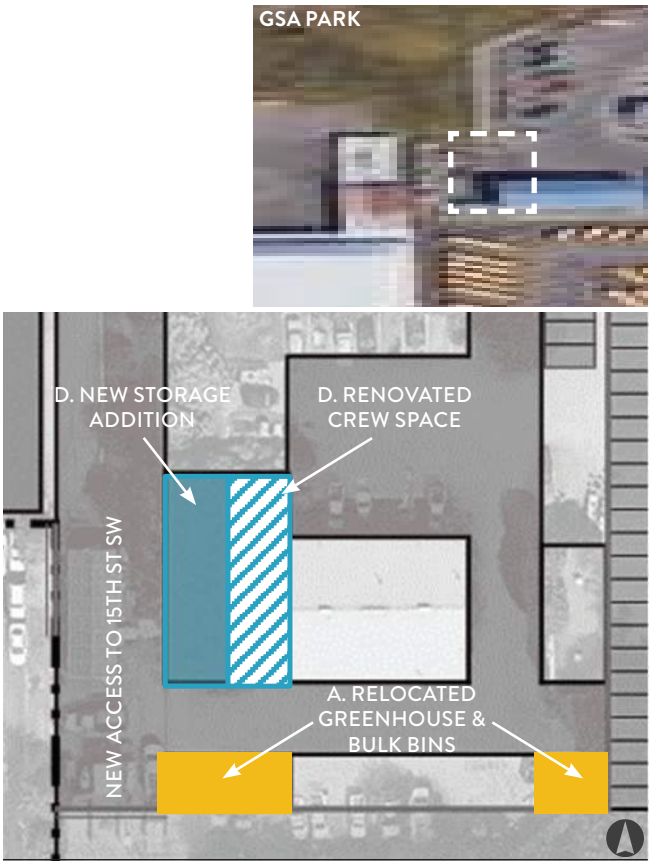


FIGURE 76. GSA PARK PARKS M&O RENOVATIONS

RECOMMENDATIONS

Parks M&O facilities recommendations, approximate costs, and phasing suggestions are listed below and illustrated in Figure 75 and Figure 76 on page 36. Project costs by phase are illustrated in Figure 78.

FIGURE KEY	RECOMMENDED PROJECT	COST (2024 $)	PHASE			
			I	II	III	IV
A	**Open up access to 15th St SW at GSA Park** Relocate greenhouse and bulk bins to open access to 15th St SW	TBD				
B	**Renovate Game Farm Park** Build modular crew addition and renovate vacated area for shops and storage	$2.3M				
C	**Build new facility at Jacobsen Tree Farm** Design and build a new satellite and relocate the ball fields and other assets from GSA Park (not pictured)	$3.7M				
D	**Renovate Parks M&O's main building at GSA Park** Remodel the crew support space in the main building and add a storage addition	$1.7M				

FIGURE 77. PARKS M&O RECOMMENDATIONS

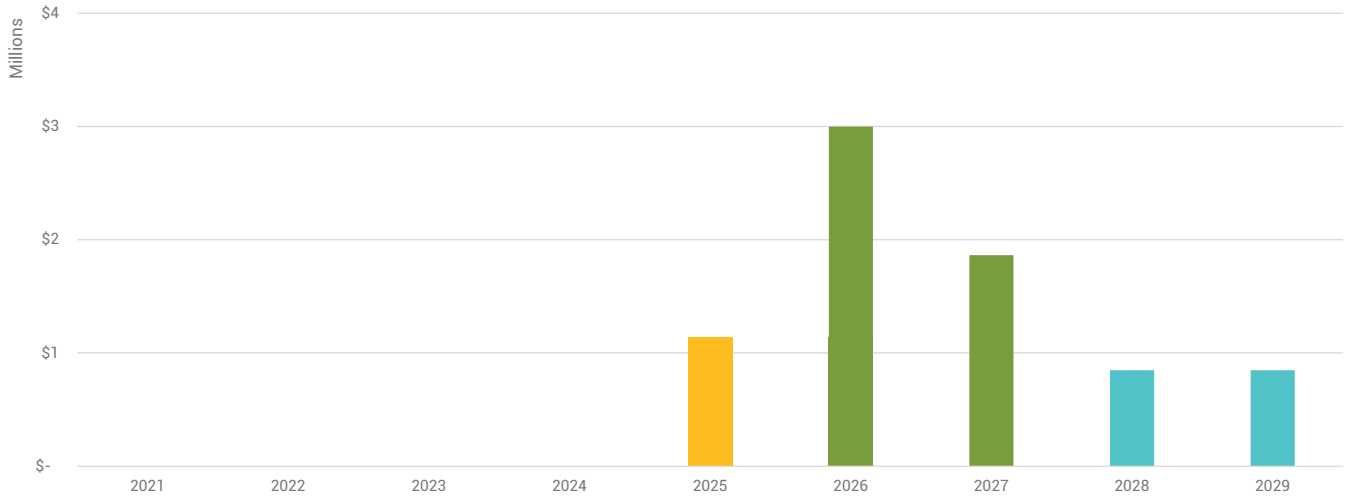


FIGURE 78. PARKS M&O SPENDING PLAN
Costs are in 2024 dollars

FAST FACTS	
Staff	174
Facilities	3
Buildings	3
Building Area	81,300 sf
Site Area	10.2 acres

ADMINISTRATION

EXISTING CONDITIONS

City administrative functions are located in two downtown offices and one warehouse at the GSA Property.

Administrative functions are primarily split between **City Hall** and the **City Hall Annex** across North Division Street. City Hall was built in 1979 and serves as the seat of government, housing the offices of the Mayor and City Councilmembers, City Attorney and City Clerk, Human Resources, Administration, and Facilities. Council Chambers is located on the first floor. The basement contains a portion of the City's records storage. The Facilities shop and storage occupies the other part of the basement distributed throughout what used to be the jail.

The Annex was purchased in 2010 and comprises the second and part of the third floor of One Main Street Professional Plaza. Public Works, Finance, Community Development, and Innovation and Technology offices as well as the City's Emergency Operations Center are located in the Annex.

The **GSA Property** has a building Auburn shares with the Valley Regional Fire Authority. The Facilities team uses the City's portion of this former warehouse as their shop and for furniture and miscellaneous storage.

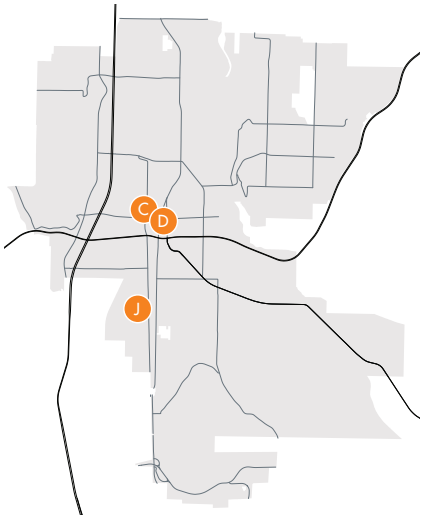


FIGURE 79. ADMINISTRATION FACILITIES KEY MAP

FACILITY KEY

C. City Hall
D. City Hall Annex
J. GSA Property

FIGURE 80. ADMINISTRATIVE FACILITIES CONTEXT MAP

FIGURE 81. FACILITIES SHOP & STORAGE AT GSA PROPERTY

FIGURE 82. CITY HALL AND CITY HALL ANNEX

ISSUES SUMMARY

Administration facilities are a mixture of aging and newer facilities and inconsistent workspaces.

CITY HALL

- Aging facility with seismic and structural issues
- Inconsistent sized work spaces
- Poor quality Facilities work shop in former basement jail
- Privacy and security concerns at customer counters

CITY HALL ANNEX

- Underutilized lobby space with security concerns
- Inconsistent sizing of office spaces
- No transitional space for building inspectors and other field personnel between field and office

FIGURE 83. THERE ARE PRIVACY AND SECURITY CONCERNS FOR CUSTOMER SERVICE COUNTERS AT CITY HALL

FIGURE 84. THE ANNEX LOBBY HAS UNDERUTILIZED SPACE AND SECURITY CONCERNS

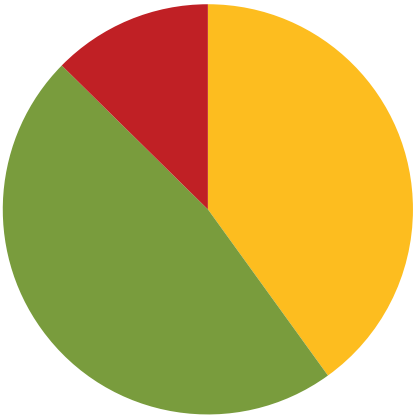


FIGURE 85. FACILITY CONDITION BY ADMINISTRATION BUILDING AREA

Good Fair Poor

CONDITION	FUNCTION	MAP KEY	FACILITY NAME	BUILDING AREA (GSF)	YEAR BUILT	INVESTMENT RECOMMENDED
Fair	Fair	A	City Hall	33,400	1979	X
Good	Good	B	City Hall Annex	39,500	2010	
Poor	Fair	F	GSA Property	10,500	1944	

FIGURE 86. ADMINISTRATION SPACE USE SUMMARY

FACILITY NEEDS

As is summarized below, Administration space is not well configured for efficient space use and is slightly undersized to meet future needs. The warehouse facility occupied by Facilities at the GSA Property has more space than required for this function.

SPACE NEEDS	EXISTING SPACE (SF)	FUTURE NEED (SF)	% DEFICIENT
Offices, Council Chambers, & Lobbies	61,800	67,500	8%
Warehouse	18,300	13,100	-40%
Workshop	1,200	1,000	-20%

FIGURE 87. ADMINISTRATION SPACE NEED SUMMARY

EMERGENCY SUPPLY STORAGE

As the City's Emergency Operations Center in the Annex is in an area with a designated seismic risk hazard area, developing a back-up Emergency Operations Center and supply storage area is recommended.

LOCATION REQUIREMENTS

Administrative facilities are best in a central location with easy transit access and available parking for the community.

FIGURE 88. REMODELED COUNCIL CHAMBERS AT CITY HALL

FIGURE 91. TRANSITIONAL SPACE FOR FIELD-BASED STAFF AT THE ANNEX

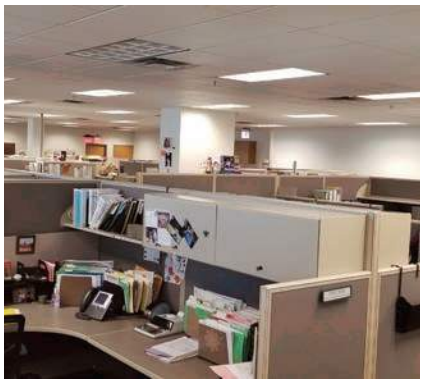


FIGURE 90. CUBICLE OFFICES AT CITY HALL ANNEX

FIGURE 89. STORAGE FACILITY AT GSA PROPERTY

ALTERNATIVES EVALUATION

The team first evaluated the following three approaches to address Administrative facilities issues and meet future needs:

1. Renovate City Hall and maintain use of Annex
2. Rebuild City Hall, combining staff in one building and leasing the Annex
3. Build new City Hall in a central location near Police and sell the Annex

Of these three options, Alternative 3, building a new City Hall on a campus with Police, was the best performer. It regains efficiency by combining staff into one building and creates a civic campus with Police and Court. Revenue from selling both the City Hall and Annex could help to offset project costs.

However, at an estimated cost of $96.2 million, this approach is too costly to pursue given Auburn's current financial framework and the Annex's debt service. In addition, this process determined administrative needs are less pressing relative to those of Police, Public Works M&O, and Parks M&O.

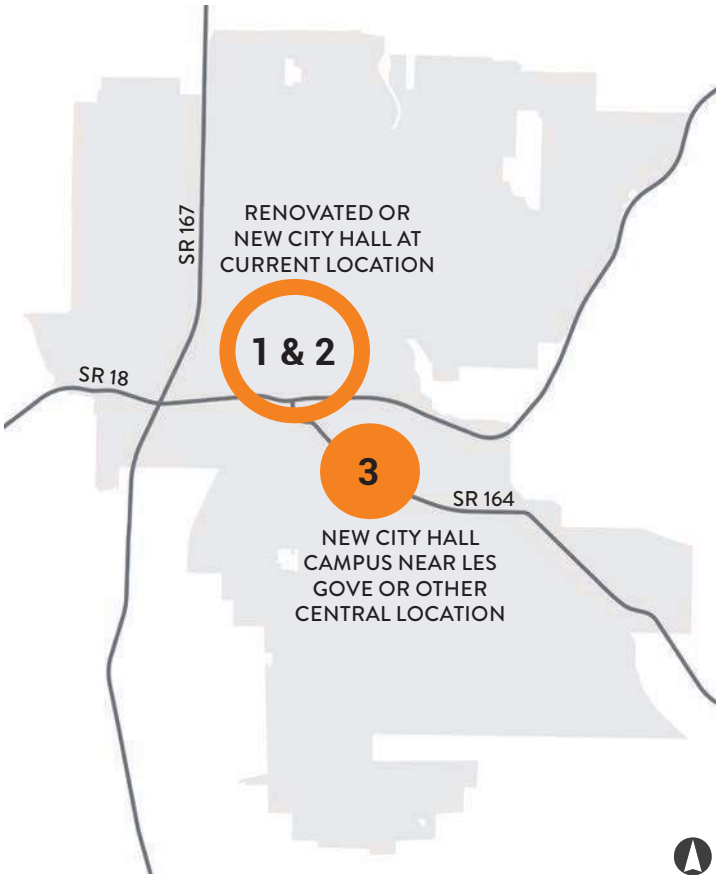


FIGURE 93. ALTERNATIVE ADMINISTRATIVE CONCEPTS

KEY OUTCOMES

Key outcomes from the initial alternatives and lower-cost options analyses are summarized below. More information about analysis considerations can be found in Appendix A.

ADDRESS CRITICAL MAINTENANCE AT CITY HALL

Due to its age and deferred maintenance, City Hall requires a significant seismic upgrade and systems repairs. A facility condition assessment will comprehensively document maintenance needs, estimate costs, and assist in scheduling projects to extend the facility's service life.

CONSIDER TIMING RELATIVE TO ANNEX DEBT SERVICE

The City would not likely recoup funds from selling or leasing the Annex until debt service is retired and the downtown real estate has increased in value.

REVISIT ADMINISTRATIVE SPACE NEEDS AND FACILITY OPTIONS

Once the City has addressed priority Police and maintenance and operations facility needs, reassess administrative facility needs and options.

FIGURE 94. ADMINISTRATION RECOMMENDATIONS

RECOMMENDATIONS

Administrative facilities recommendations, approximate costs, and phasing suggestions are listed below.

FIGURE 94 KEY	RECOMMENDED PROJECT	COST (2024 $)	PHASE			
			I	II	III	IV
A	**Replace HVAC at City Hall**	$600,000*				
B	**Replace roof at City Hall**	$350,000*				
C	**Renovate Annex lobby** Renovate the annex lobby to use space more efficiently and align space use with current needs	$100,000*				
D	**Assess City Hall facility condition** Assess the facility condition of City Hall and budget to address critical maintenance issues and extend the building's service life	TBD				
E	**Revisit administrative space needs and facility options** Once higher priority facility issues are addressed, revisit administrative space needs and facility options (not pictured)	TBD				
E	**Maintain City Hall** Invest as needed to maintain City Hall and extend its service life (not pictured)	TBD	ongoing			

FIGURE 95. ADMINISTRATION RECOMMENDATIONS
**CFP project costs provided by the City and in 2020 dollars*

3. RECOMMENDATIONS SUMMARY

RECOMMENDATIONS BY FUNCTION

This 20-year plan recommends the following investments to address facility issues, improve operations and efficiency, and serve Auburn residents into the future.

POLICE

- Acquire new headquarters site
- Build evidence processing and storage on new property
- Renovate the Justice Center
- Construct the future headquarters as funding allows
- Partner with agencies to build a regional training facility

PUBLIC WORKS M&O

Complete a four-phase investment in the GSA Park site to include:

- Improve vehicle storage bays, complete central stores addition, replace fuel tank, evaluate the need for sewer vactor decant and vegetation sorting facilities, transfer the deed restriction and secure access
- Build crew building and wash rack, open access to 15th St SW, and add parking
- Remodel the main building and add a storage facility, update the master plan to incorporate the former ballfields
- Cover high value fleet and equipment

PARKS M&O

- Renovate and expand crew space and storage at Game Farm Park
- Build a small M&O facility at Jacobsen Tree Farm aligned with master plan implementation
- Renovate crew facility as GSA Park aligned with site improvements

ADMINISTRATIVE

- Renovate the annex lobby to use space more efficiently and align space use with current needs
- Complete a facility condition assessment on City Hall
- Reassess administrative needs and financial capacity in ~15 years

FACILITY MAINTENANCE

- Work toward funding facility maintenance at industry standard levels

CHAPTER ORGANIZATION

RECOMMENDATIONS BY FUNCTION

RECOMMENDATIONS BY PHASE

FINANCING STRATEGY

CONCLUSION

RECOMMENDATIONS BY PHASE

Recommended projects, approximate cost, and target time frames are listed in Figure 96.

PROJECT	COST ($M)	PHASE I			PHASE II		PHASE III		PHASE IV	
		2021	2022	2023	2024	2025	2026	2027	2028	2029
Justice Center roof replacement	$0.5*									
Police headquarters land acquisition and master plan	$3.2**									
New Police evidence facility	$4.7									
Justice Center renovation	$1.9									
Build new Police headquarters	$48.4					TBD				
GSA Park vehicle storage bay	$0.8*									
GSA Park central stores addition and fleet renovation										
GSA Park deed restriction transfer	N/A									
GSA Park fuel tank	$0.3*									
Sewer vactor decant facility study	$0.2*									
Vegetation sorting facility study	$1.0*									
GSA Park: Public Works M&O crew building, wash rack renovation & 15th St SW access	$14.9									
GSA Park: warehouse renovation & new storage	$5.6M									
GSA Park: covered fleet parking	$1.9									
GSA Park: yard building relocation	TBD									
Game Farm Park renovation	$2.3									
Ballfield transfer to Jacobsen Tree Farm	$2.0									
Jacobsen Tree Farm operations yard	$1.7									
GSA Park: Parks M&O crew building renovation & storage addition	$1.7									
City Hall HVAC replacement	$0.6*									
City Hall conditions assessment	TBD									
City Hall roof replacement	$0.4*									
City Hall Annex lobby renovation	$0.1*									
Predicted and deferred maintenance	5-Year Targets	$0.5 / year					$0.6 / year			

FIGURE 96. RECOMMENDED PROJECTS AND TARGET TIME FRAME

**Cost provided by City of Auburn*

***Cost provided by City of Auburn, assumes property purchase in Les Gove vicinity*

SPENDING PLAN

Recommended project spending by function is pictured in Figure 97.

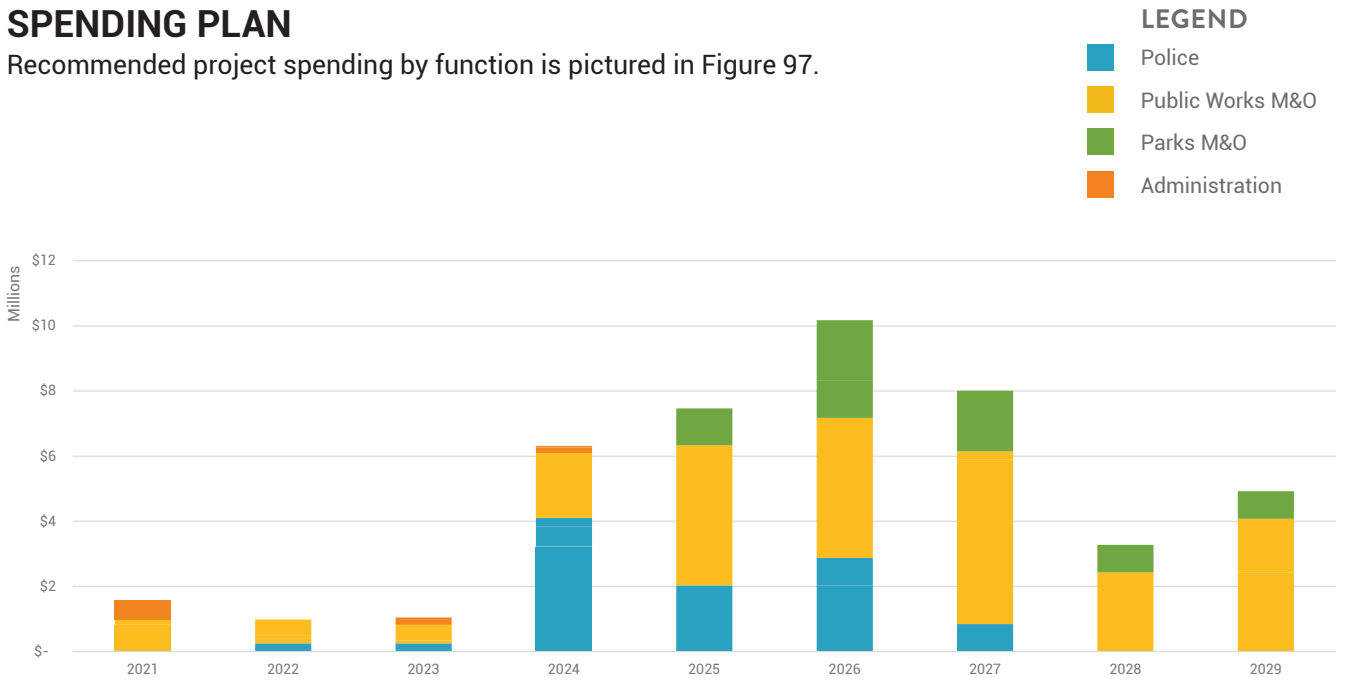


FIGURE 97. RECOMMENDED SPENDING 2021-2029
2021-2024 CFP project costs provided by City; costs are in 2020 dollars except for the sewer vactor decant facility which is in 2021 dollars; other costs are in 2024 dollars

FACILITY MAINTENANCE

This plan provides placeholder recommendations for facility maintenance funding levels based on in-scope portfolio area, industry standards, and deficiencies/currently identified by the City. Recommended maintenance spending is gradually phased in five-year increments to bring the City to recommended funding levels by 2036. These recommendations should be updated as information becomes available.

FIGURE 98. IN-SCOPE FACILITY MAINTENANCE FUNDING TARGETS
Industry standard maintenance levels based on City/County Government facilities in "Operations and Maintenance Benchmarks" (International Facility Management Association, 2017).

FINANCING STRATEGY

FINANCING ASSUMPTIONS

- Total bond amount: ~$38M
- Est. Interest Rate: 4%
- Term: 30 years/semiannual payments
- Annual Debt Service: ~$2.2M
  - General Fund portion: ~$1.2M
  - Utilities' portion: ~$1M

Source: City of Auburn Finance

Though City Council will determine the financial strategy to fund plan recommendations beginning with the 2023-2024 biannual budget discussions, this plan includes an example financing strategy for consideration. The strategy assumes a LTGO councilmanic bond is issued for approximately $38 million to fund recommended facilities investments in phases II-IV (see page 7 for LTGO bond information). Design for the recommended projects will begin in 2024 and could be reimbursed upon securing of the bond, assumed in 2025. Note, this does not include Phase I recommendations currently in the City's CFP or recommended increases in annual facility maintenance funding to align with industry standards.

Using the assumptions noted at left, the LTGO bond would require approximately $2.2 million in annual debt service, with about $1.2 million assumed paid from the General Fund and about $1.0 million from the Utilities fund. User fees and grants can augment this financial strategy, especially to help defer the cost of Parks M&O projects. Figure 99 shows the breakdown of this debt by fund and functional category. Figure 100 shows the impact to the general and utilities funds, including planned CFP projects, maintenance, and debt service.

This funding option will incur the least cost to the City over time. If the City Council were to choose to phase projects over a longer period, the cost for bonding would increase as well as total project costs due to inflation.

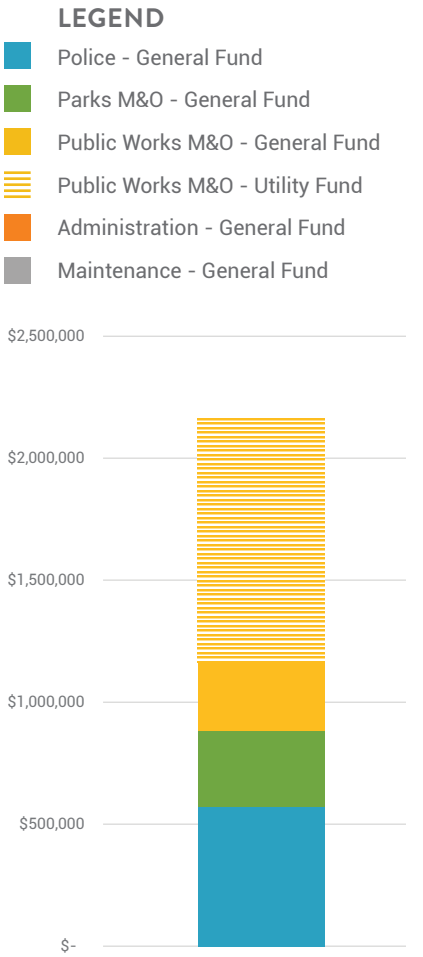


FIGURE 99. ANNUAL DEBT SERVICE ASSUMPTION BY FUND

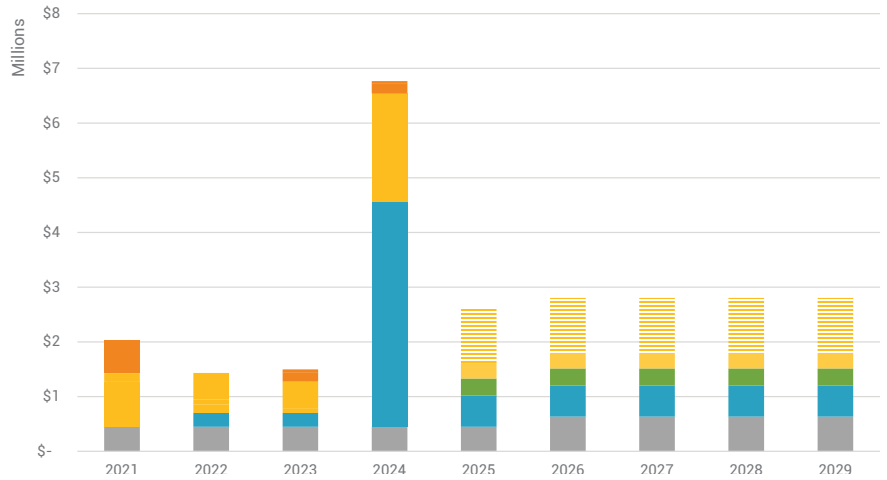


FIGURE 100. GENERAL AND UTILITY FUND SPENDING 2021-2029, INCLUDING CFP PROJECTS, MAINTENANCE, AND DEBT SERVICE

CONCLUSION

The plan recommends addressing Auburn's most critical facility needs, increasing maintenance funding in order to sustain and improve service; addressing aging, deteriorating, and outmoded facilities; and investing in modest new properties to support city growth and transformation. Adequately funded facilities will ensure the City of Auburn continues to provide timely emergency response, efficiently maintain its critical infrastructure, and equitably serve all residents.

PLAN HIGHLIGHTS

POLICE

Building a new evidence storage facility will solve the department's evidence storage issues for the next 50 years. Acquiring property in the near-term will ensure this facility is constructed in the best long-term location and lay the foundation for future investment in sustainable headquarters facilities that will serve Auburn into the future.

PUBLIC WORKS M&O

Building new crew and storage facilities, renovating the main building, and adding covered storage will provide a 20-year solution that addresses crew needs and protects Auburn's highest value fleet and equipment.

PARKS M&O

Improving crew support space in existing facilities and adding a new operations satellite at the Jacobsen Tree Farm will support and position crews to serve the growing community.

WASHINGTON
54494D
EVERGREEN STATE

APPENDICES

Appendix A. Alternatives Evaluation Summary 55
Appendix B. Project Cost Summary 63

This page intentionally blank.

APPENDIX A. ALTERNATIVES EVALUATION SUMMARY

This section summarizes alternatives evaluated and major considerations for police, M&O functions, and administration. Cost estimates in this section are in 2024 $ and developed using the assumptions detailed in Appendix B.

POLICE

INITIAL ALTERNATIVE CONCEPTS AND EVALUATION

ALTERNATIVE	CONSIDERATIONS
ALTERNATIVE 1 - BASE CASE 1. Build new precinct at Lea Hill for detectives, animal control, and traffic officers 2. Demolish Evidence Building 3. Renovate Police spaces in Justice Center building; build Police annex and structured parking	• Ideal location for public access • Operational impacts of dividing officers between multiple sites • Requires structured parking and challenging construction phasing at Justice Center • Justice Center site may not be able to accommodate all needs
PREFERRED ALTERNATIVE 2 1. Buy land and build new Police headquarters with surface parking downtown	• 10% cheaper than base case • Ideal location for public access • Can be designed to meet needs, best practices, and accommodate future growth • Land acquisition may be challenging and add cost
PREFERRED ALTERNATIVE 3 1. Buy land and build new Police headquarters with surface parking near Les Gove campus	• 8% cheaper than base case • Convenient location near Les Gove's public amenities • Can be designed to meet needs, best practices, and accommodate future growth • Requires land acquisition

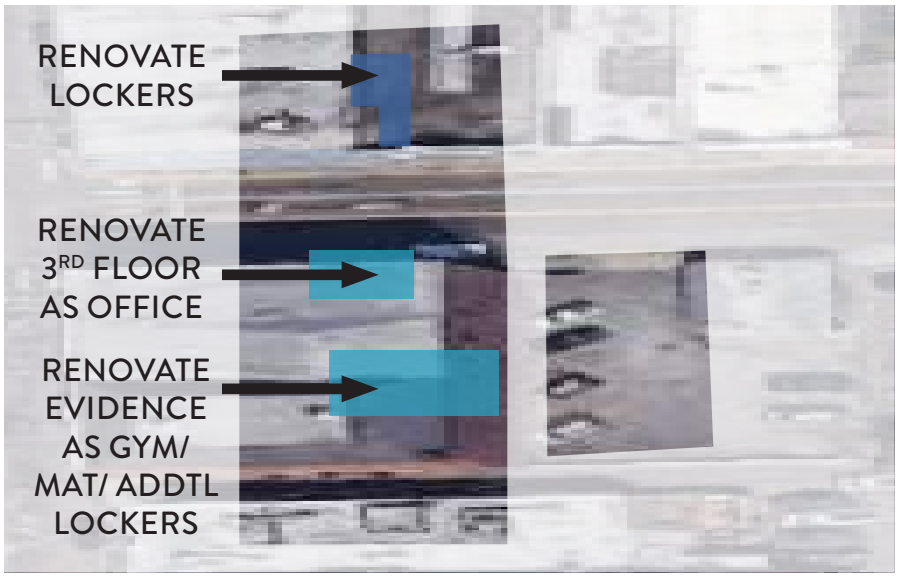
FIGURE 101. INITIAL POLICE ALTERNATIVE CONCEPTS AND EVALUATION

POLICE

LOWER COST ALTERNATIVES AND EVALUATION

PREFERRED ALTERNATIVE A **NEW OFFSITE EVIDENCE, RENOVATED GYM ~$10M**	**Considerations**
1. Buy property for future headquarters and build new Evidence facility 2. Renovate Justice Center Evidence Building for gym and mat training room; include some lockers and shower space 3. Renovate Justice Center space vacated by gym and mat room relocation as office space; make minor improvements to Justice Center lockers 4. Build new headquarters adjacent to Evidence facility	• Meets long-term Evidence storage needs • Offsite Evidence requires some operational change until headquarters relocates to new site • Significant improvement to mat room, gym facilities, and lockers • Limited improvement to office space and Justice Center crowding
ALTERNATIVE B **NEW LARGE PRECINCT, RENOVATED EVIDENCE ~$12M**	**Considerations**
1. Buy property for future headquarters and build new gym/mat/training facility and Detectives/ Animal Control/Traffic precinct 2. Renovate vacated Justice Center 3rd floor as office space 3. Renovate Evidence Building ground floor and expand into spaces vacated by Animal Control and SWAT vehicle	• Locates ~25% of staff offsite; may create management challenges but reduces crowding at Justice Center • Meets long-term gym and training needs • Meet some Evidence needs • Does not address deficient locker space • Less efficient than Alternative A as a headquarters phasing strategy; requires duplicate support spaces to serve both sites
ALTERNATIVE C **NEW SMALL PRECINCT, RENOVATED EVIDENCE ~$9.3M**	**Considerations**
1. Buy property for future headquarters and build new gym/mat/training facility and Animal Control/Traffic precinct 2. Renovate vacated Justice Center 3rd floor as office space 3. Renovate Evidence Building ground floor and expand into spaces vacated by Animal Control and SWAT vehicle	• Isolates ~5% of staff offsite • Meets long-term gym and training needs • Meet some Evidence needs • Does not address deficient locker space • Less efficient than Alternative A as a headquarters phasing strategy; requires duplicate support spaces to serve both sites

FIGURE 102. REFINED POLICE CONCEPTS AND EVALUATION



LEGEND

- Full Renovation
- Minor Renovation

FIGURE 103. LOWER COST POLICE ALTERNATIVE A

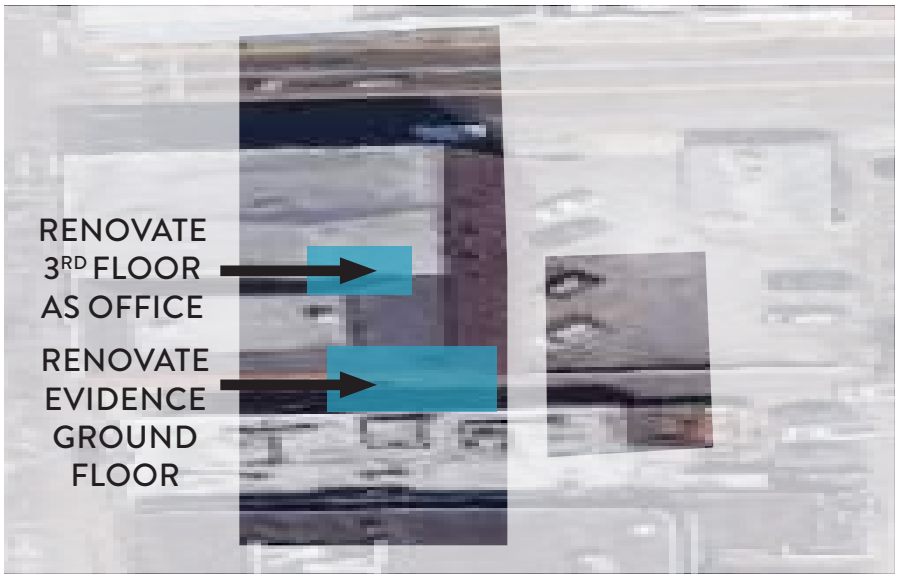


FIGURE 104. LOWER COST POLICE ALTERNATIVE B

FIGURE 105. LOWER COST POLICE ALTERNATIVE C

This page intentionally blank.

PUBLIC WORKS AND PARKS MAINTENANCE & OPERATIONS

INITIAL ALTERNATIVE CONCEPTS AND EVALUATION

ALTERNATIVE	CONSIDERATIONS
PREFERRED ALTERNATIVE 1 - BASE CASE 1. Build new combined M&O crew building 2. Renovate main warehouse and build additional warehouse & shop 3. Rebuild Game Farm Park satellite and add new facility at Jacobsen Tree Farm	• Lowest-cost option • Construction may be phased to distribute costs and minimize disruption • Maximizes use of city-owned land and facilities • Crews are well-positioned for service
ALTERNATIVE 2 1. Build Public Works M&O headquarters in north end 2. Build new Parks M&O headquarters and Public Works M&O satellite at Game Farm Park 3. Build new facility at Jacobsent Tree Farm 4. Sell GSA Park	• 9% more costly than base case • Lost efficiency with separate headquarters • Increased travel time for crews • Requires purchase of property in north Auburn • Allows sale of GSA Park
ALTERNATIVE 3 1. Build new joint headquarters at GSA 2. Rebuild Game Farm Park satellite and add new facility at Jacobsen Tree Farm 3. Sell GSA Park	• 12% more costly than base case • Increased travel time for crews • Potential difficulty in purchasing GSA property • Allows sale of GSA Park

FIGURE 106. INITIAL M&O ALTERNATIVE CONCEPTS AND EVALUATION

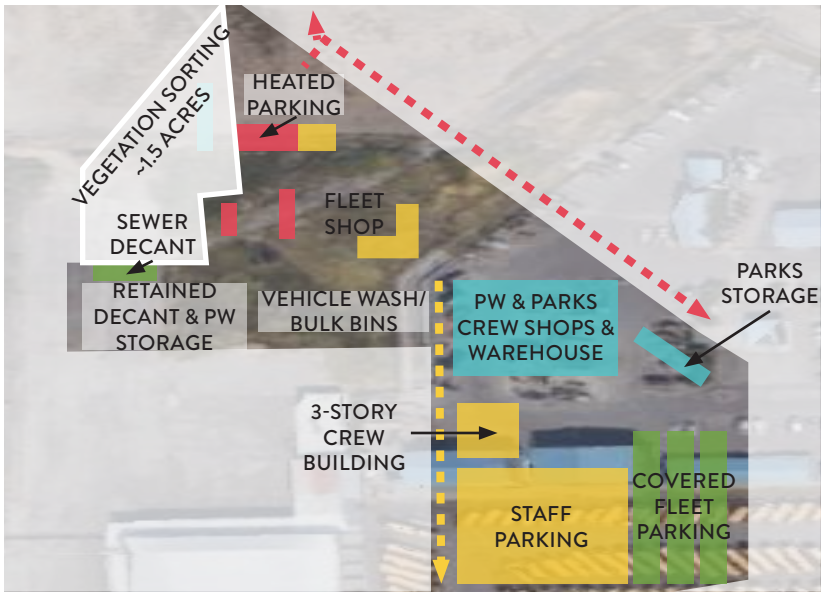
PUBLIC WORKS AND PARKS MAINTENANCE & OPERATIONS

LOWER COST ALTERNATIVES AND EVALUATION

Concepts assumed renovation of Game Farm Parks facility and new low-cost facility at Jacobsen Tree Farm. Alternative C was further refined into the recommendations described in Chapter 2.

ALTERNATIVE A **COMBINED CREW FACILITIES ~ $107M**	**Considerations**
1. Build combined 3-story crew support building 2. Build combined shop and warehouse 3. Build new wash rack, sewer decant, and covered fleet parking 4. Renovate fleet shop 5. Renovate Game Farm Park and build new facility at Jacobsen Tree Farm	• New combined crew building increases efficiency while decreasing the fooprint • New combined shop/warehouse increases efficiency with co-located functions • Maximizes use of existing structures • Vacated space allows for addition of desired sewer decant and part of vegetation sorting facility • Challenging construction phasing
ALTERNATIVE B **LOWER COST COMBINED CREW FACILITIES ~ $88M**	**Considerations**
1. Build modular 1-story combined crew building 2. Build separate modular shops and warehouses 3. Build new sewer decant, and modular covered fleet parking 4. Renovate fleet shop 5. Renovate Game Farm Park and build new facility at Jacobsen Tree Farm	• Modular facilities decrease cost • New combined facilities increase efficiency with co-located functions • Maximizes use of existing structures • Vacated space allows for addition of desired sewer decant and part of vegetation sorting facility • Challenging construction phasing
PREFERRED ALTERNATIVE C **LOWEST COST SEPARATED CREW FACILITIES ~ $24M**	**Considerations**
1. Build modular 1-story Public Works M&O crew building 2. Build new wash rack, and modular covered fleet parking and warehouse facilities 3. Renovate Public Works M&O fleet shop and warehouse 4. Add surface parking to accommodate growth 5. Renovate Game Farm Park and build new facility at Jacobsen Tree Farm	• Renovated and new crew building provides 95% of Public Works M&O crew needs • Maximizes use of existing structures • Parks M&O facilities at GSA Park partially improved • Challenging construction phasing • Modular facilities decrease cost

FIGURE 107. REFINED M&O CONCEPTS AND EVALUATION



LEGEND

- Phase I
- Phase II
- Phase III
- Phase IV

FIGURE 108. LOWER COST M&O ALTERNATIVE A

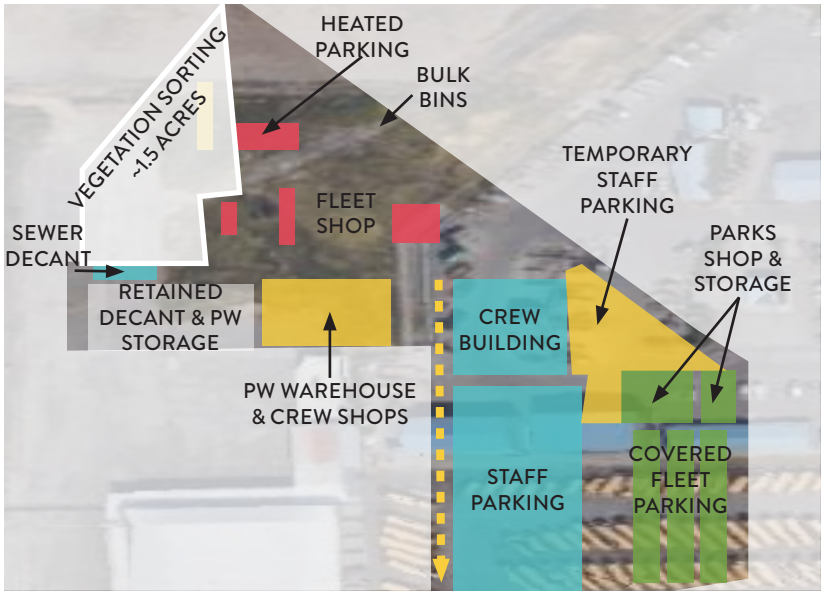


FIGURE 109. LOWER COST M&O ALTERNATIVE B

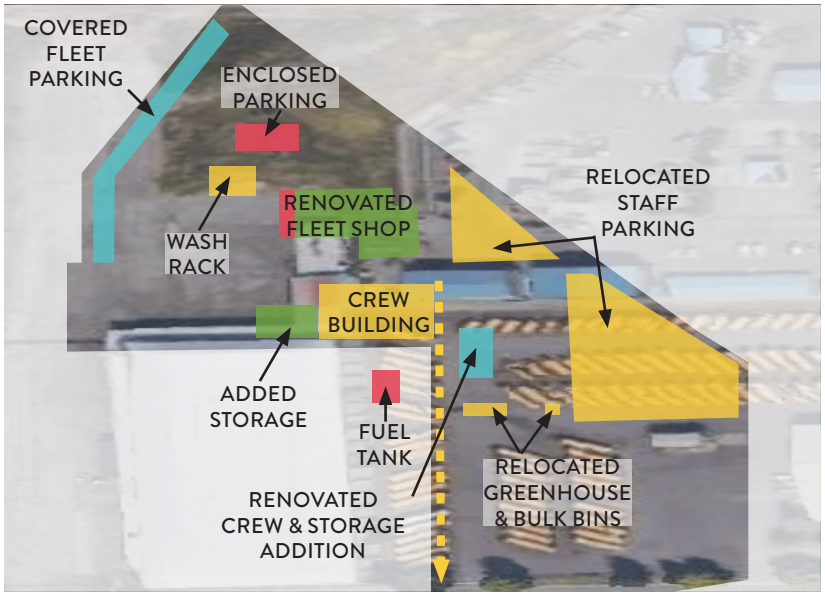


FIGURE 110. LOWER COST M&O ALTERNATIVE C

ADMINISTRATION

INITIAL ALTERNATIVE CONCEPTS AND EVALUATION

ALTERNATIVE	CONSIDERATIONS
ALTERNATIVE A 1. Renovate City Hall 2. Maintain Annex	• Lowest-cost option • Administrative staff remain near economic activity • City functions remain dispersed between multiple facilities • Lack of space and flexibility to accommodate change and growth
ALTERNATIVE B 1. Demolish and rebuild City Hall on current site 2. Lease Annex	• 265% more costly option • All administrative staff located in one facility • Facility sustainably designed to accommodate growth • Maintains downtown accessibility • New building construction
ALTERNATIVE C 1. Build new City Hall in civic campus 2. Sell City Hall and Annex	• 325% more costly option • All administrative staff located in one facility, co-located on campus with Police and Court • Facility sustainably designed to accommodate growth • Sale/lease revenue from vacated sites • Concerns about downtown customer accessibility • Likely requires structured parking

PREFERRED ALTERNATIVES

FIGURE 111. INITIAL ADMINISTRATION ALTERNATIVE CONCEPTS AND EVALUATION

APPENDIX B. PROJECT COST SUMMARY

ASSUMPTIONS

The City of Auburn provided costs for the following projects recommended by this plan:

- Sewer vactor decant facility
- Vegetation sorting facility study
- GSA Park vehicle storage bay
- GSA Park central stores addition
- GSA Park fuel tank
- City Hall roof replacement
- Justice center roof replacement
- Herr Property siding replacement
- Ballfied transfer from GSA Park to Jacobsen Tree Farm

Other costs estimates supporting this project were provided by RLB Robinson and MAKERS and are rough-order-of-magnitude (ROM) cost estimates appropriate for planning and decision-making. Direct costs were escalated to project costs using the mark-ups noted in Figure 112. Costs assume no hazardous materials abatement. Project costs in 2019 $ by space type are shown in Figure 114.

PROJECT COST MARK-UPS	
General conditions	6%
General requirements	6%
Overhead and profit fee	5.5%
Bonds and insurance	2%
Sales tax	10%
Soft cost markups	40%
Project contingency	20%
Annual escalation	3.5%
Property escalation	5%

FIGURE 112. PROJECT COST MARK-UP

SPACE TYPE	DIRECT COST (per square foot in 2019$)	PROJECT COST (per square foot in 2019$)
POLICE		
Renovated office	$92	$200
Renovated evidence	$75	$163
Modular evidence	$212	$369
MAINTENANCE & OPERATIONS		
Modular crew space	$152.50	$265
Renovated crew space	$75	$163
Modular shop	$215	$374
Warehouse	$204.33	$443
Carport	$30	$52
Vehicle wash rack	$440	$955
Uncovered storage	$20.80	$45
GENERAL COSTS		
Sitework	$22.96	$50
Building demolition	$12	$26
Parking demolition	$3	$7
Liquefaction	$35	$76

FIGURE 114. DIRECT AND PROJECT CONSTRUCTION COSTS (2019$)

FIGURE 113. LOWER COST SHOP, WAREHOUSE, OR EVIDENCE FACILITY

FIGURE 115. LOWER COST CREW SUPPORT FACILITY

SOFT COSTS

Soft costs are typically paid for by the owner and are in addition to the contractor's costs. These costs include:

- A/E fees - Architect and consultants under the Architects Contract
- Engineering fees and studies - Other project specific consultants not under the Architect's contract (Ex: Environmental impact, location work, etc.)
- Permits and Fees - Includes MUP, building permits, Fire Department review, etc.
- Commissioning - Third Party System Commissioning
- GC Pre-construction-Only if using CM GC (Construction Manager/ General Contractor) contract
- Jurisdictional costs

Furniture, fixtures and Equipment (FF&E) and personnel relocation costs are not included.

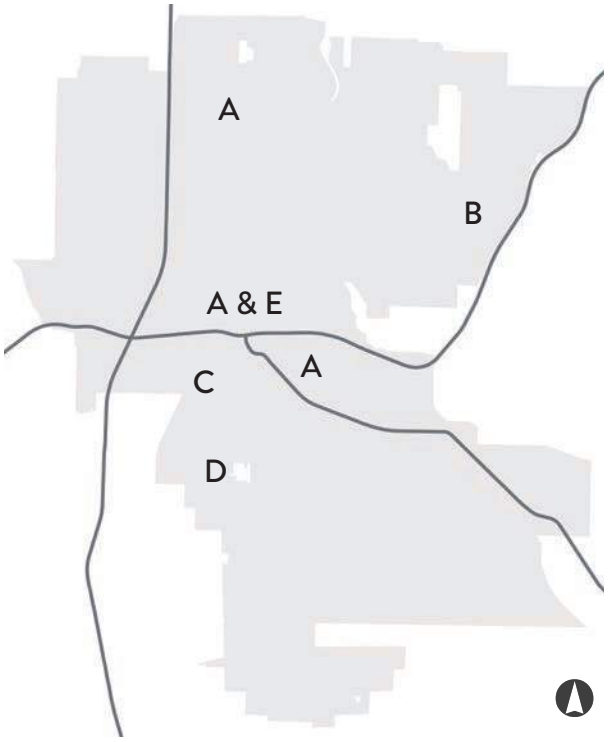
Project costs are escalated to year of construction at 3.5% annually and property costs are escalated to year of purchase at 5.0% annually.

PROPERTY ACQUISITION COSTS

Land value estimates were also provided by the City of Auburn and listed in Figure 116.

MASTER PLAN RECOMMENDATION COSTS

Master plan recommendation costs in 2024 dollars are shown in Figures 103-105.



LOCATION	VALUE
A - North Auburn, Downtown, Les Gove	$20/SF
B - Lea Hill	$16/SF
C - GSA Park	$20/SF
D - GSA	$22/SF
E - City Hall	$6.7 M

FIGURE 116. PROPERTY VALUE ASSUMPTIONS

POLICE	GSF	COST ($M)
Justice Center		
Renovated office	3,250	$0.7
Renovated evidence	6,080	$1.0
New Evidence Site		
Low-cost evidence	9,048	$3.3
Sitework cost	12,118	$0.6
	Total Cost (2019$)	$5.6
	Total Cost (2024$)	**$6.6**

FIGURE 117. POLICE PROJECT COSTS

PUBLIC WORKS M&O	GSF	COST ($M)
GSA Park		
Modular crew space	16,500	$5.6
Renovated crew space	13,470	$2.2
Modular shop	4,000	$1.8
Warehouse	3,300	$1.7
Carport	12,500	$1.6
Vehicle wash rack	2,700	$2.8
Sitework cost	97,600	$4.9
Parking demolition	21,000	$0.14
	Total Cost (2019$)	$20.7
	Total Cost (2024$)	**$24.6**

FIGURE 118. PUBLIC WORKS M&O PROJECT COSTS

PARKS M&O	GSF	COST ($M)
GSA Park		
Renovated crew space	1,000	$0.16
Modular shop	2,300	$1.0
Sitework cost	4,600	$0.23
Game Farm Park		
Renovated crew space	1,900	$0.31
Modular crew space	990	$0.34
Uncovered storage	500	$0.02
Sitework cost	24,383	$1.2
Parking demolition	4,465	$0.03
Jacobsen Tree Farm		
Modular crew space	500	$0.17
Modular shop	1,000	$0.45
Uncovered storage	500	$0.02
Sitework cost	16,255	$0.8
	Total Cost (2019$)	$4.8
	Total Cost (2024$)	**$5.7**

FIGURE 119. PARKS M&O PROJECT COSTS

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6933 (Krum) (5 Minutes)

Date:
March 19, 2024

Department:
Community Development

Attachments:
Ordinance No. 6933
Ordinance 6933 Exhibit A

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Title 2 of the Auburn City Code includes a specific Chapter of Code for each Department within the City. Each Chapter describes why the Department exists, the purpose and responsibilities of the Department, and the authorities and responsibilities that rest with the Director of the Department.

Ordinance No. 6933 adds a new Chapter 2.13 to Title 2 that provides these details for the Department of Innovation & Technology.

Reviewed by Council Committees:

Councilmember: Kate Baldwin

Staff: Jason Krum

Meeting Date: March 25, 2024

Item Number:

ORDINANCE NO. 6933

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING TITLE 2 OF THE AUBURN CITY CODE FORMALIZING THE CREATION OF THE CITY OF AUBURN DEPARTMENT OF INNOVATION AND TECHNOLOGY

WHEREAS, Title 2 of the Auburn City Code includes a separate chapter of code establishing each city department, the roles and responsibilities within the department, and the roles and responsibilities of each department director; and

WHEREAS, digital infrastructure is an essential element necessary for a modern city that desires to deliver efficient, reliable and safe service to the community and as an employer; and

WHEREAS, all employees and elected officials at the City of Auburn rely upon hardware, software and communication to carry out their primary job responsibilities; and

WHEREAS, employees and elected officials require ongoing assistance and support designed to keep hardware, software and community systems working; and

WHEREAS, digital infrastructure systems that enable the storage of personal information require sophisticated security approaches that protect people; and

WHEREAS, it is appropriate to centralize software and hardware acquisition, management, maintenance and inventory systems; and

WHEREAS, the Auburn City Council desires to formalize the creation of the City of Department of Innovation and Technology;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,

- - - - - - - - - - - - - - - - - -

WASHINGTON, DO HEREBY ORDAIN as follows:

Section 1: Creation of the Department of Innovation and Technology. Chapter 2.13 of the Auburn City Code, as legally described in Exhibit A hereto, is adopted for the purpose of creating the Department of Innovation and Technology and defining its responsibilities and authorities.

Section 2. Implementation of Ordinance. The Mayor and her designee(s) are authorized to take such further actions and implement those administrative procedures necessary to implement and/or carry out the directives of this Ordinance.

Section 3. Severability. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 4. Corrections by City Clerk. Upon approval of the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including the correction of clerical errors in the body of this ordinance or exhibit(s) thereto; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 5. Effective Date. This ordinance shall take effect and be in force five (5) days following its passage and publication, as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____

NANCY BACKUS, MAYOR

ATTEST:

_____

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____

Harry Boesche, Acting City Attorney

Published: _____

- - - - - - - - - - - - - - - - -

Chapter 2.13

DEPARTMENT OF INNOVATION AND TECHNOLOGY

Sections:

2.13.010 Created

2.13.020 Powers and purpose

2.13.030 Director – Appointment – Duties

2.13.010 Created

To established Innovation and Technology Department for managing the City's information technology resources, which shall include: Cybersecurity, telecommunications, data transport, and physical infrastructure which includes fiber optic network; routing and switching technologies, applications and application infrastructure, computer engineering and operations, data centers, servers, storage, and backup equipment; desktop, mobile, and printing devices; cloud services including, but not limited to, Software, Infrastructure, and Platform as a Service (SaaS, IaaS, PaaS) as defined by the National Institute of Standards and Technology; including, but not limited to, public-facing technology services, internal facing web services, maintenance of applications, and customer support for the above for the entire City.

2.13.020 Powers and purpose

The department of innovation and technology is primarily an internal service provider that is responsible for the following:

A. Prepare and update technology strategic plans and policies for the City;

B. Develop, promulgate, and implement City policies and standards governing the acquisition, management, and disposition of information technology resources;

C. Develop policies and standards for the management, maintenance and operation of City information technology resources;

D. Develop and oversee an information technology training program for the City;

E. Develop priorities and guidelines to assist City departments in preparing annual operating and capital information technology budgets;

F. Review City department budget submittals to ensure that information technology budget priorities and guidelines are appropriately addressed in proposed budget allocations, and that all proposed uses of technology resources are consistent with the City's policies, standards and technology agenda;

G. Make recommendations to the Mayor and City Council on changes to department information technology budget submittals for consistency with the City's policies, standards, and technology agenda;

H. In collaboration with City departments, determine the most effective ways of providing information technology resources to City departments, including services and the management thereof, using City or contracted sources;

I. Establish and regularly update information technology architecture for the City to ensure adequate attention to Cyber-security and disaster recovery;

J. Establish a system of prices, rates and allocations, and charge City departments and other users for services furnished by the Department;

2.13.030 Director – Appointment – Duties

The Director shall be the head of the Auburn's Innovation and Technology Department, shall be responsible for the administration of the Department, and shall:

A. Oversee the administrative functions of the department of innovation and technology.

B. Manage the preparation of the proposed annual budget of the Innovation and Technology Department, authorize necessary expenditures and enter into contracts for professional and expert services in accordance with the annual budget; develop and manage programs, and supervise development and maintenance, of adequate managerial and accounting systems and procedures;

C. Execute, administer, modify, and enforce such agreements and instruments as the Director shall deem both reasonably necessary to implement programs consistent with all applicable laws and ordinances and appropriate for carrying out the responsibilities, functions, and activities of the Department;

D. Provide professional recommendations on City information technology issues, including the operations of the Innovation and Technology Department, budget allocation, policies, and standards for the acquisition, management, and disposition of information technology assets, and the most effective ways of providing information technology resources to support the missions of City departments; and

E. Appoint, remove, supervise, and control employees in the Department in accordance with applicable rules, policies and regulations;

F. Supervise department of innovation and technology staff and programs.

G. Formulate and recommend comprehensive goals, policies, and strategies on matters related to the technology needs for the city and various departments.

H. Oversee the preparation of grants and contracts.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6934 (Krum) (5 Minutes)

Date:
March 19, 2024

Department:
Community Development

Attachments:
Ordinance No. 6934
Ordinance 6934 Exhiibit A

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Title 2 of the Auburn City Code includes a specific Chapter of Code for each Department within the City. Each Chapter describes why the Department exists, the purpose and responsibilities of the Department, and the authorities and responsibilities that rest with the Director of the Department.

Ordinance No. 6934 adds a new Chapter 2.28 to Title 2 that provides these details for the Office of Equity.

Reviewed by Council Committees:

Councilmember: Yolanda Trout-Manuel

Staff: Jason Krum

Meeting Date: March 25, 2024

Item Number:

ORDINANCE NO. 6934

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING TITLE 2 OF THE AUBURN CITY CODE FORMALIZING THE CREATION OF THE CITY OF AUBURN OFFICE OF EQUITY

WHEREAS, the government of the City of Auburn holds the responsibility of continually striving to ensure that all members of the community are equitably afforded opportunities to participate in our democracy and that all are heard, valued and respected; and

WHEREAS, Title 2 of the Auburn City Code includes a separate chapter of code establishing each city department, the roles and responsibilities within the department, and the roles and responsibilities of each department director; and

WHEREAS, on July 15, 2019 the Auburn City Council enacted Resolution 5427 which engaged the services of Racing to Equity, the City's first Diversity, Equity and Inclusiveness (DEI) consultant which included a scope of service related to DEI training, research, analysis, development of an Employee Resource Group, facilitating affinity caucusing, and development of policies and tools around diversity and inclusiveness; and

WHEREAS, in August of 2020 the City of Auburn created and hired its first Equity Program Manager who worked out of the City's Human Resources and Risk Management Department; and

WHEREAS, the Equity Program Manager was responsible for the creation and delivery of a broad range of internal and external equity goals, strategies and outcomes

- - - - - - - - - - - - - - - - - -

across all city departments and the broader Auburn community; and

WHEREAS, in January of 2022, in order to add strength to citywide equity initiatives and outcomes, the Mayor moved the position out of Human Resources and Risk Management and as a direct report to the Mayor; and

WHEREAS, in September of 2022 the Mayor created the Office of Equity in order to ensure that the office had a standalone budget and to highlight that equity work is on equal footing as other departments, and to ensure that the Chief Equity Officer has a voice and influence that is equal to other directors; and

WHEREAS, in 2023 the City of Auburn formed the REDI Coalition that is comprised of Auburn elected officials, directors and non-director employees; and

WHEREAS, the Coalition believes that a well-defined, permanent Office of Equity is an essential tool for reaching the city's internal and external equity goals and therefore supports the creation of Chapter 2.28 of the Auburn City Code to formally create the Office of Equity; and

WHEREAS, the Auburn City Council desires to formalize the creation of the City of Auburn Office of Equity;

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

Section 1: **Creation of the Office of Equity**. Chapter 2.28 of the Auburn City Code, as legally described in Exhibit A hereto, is adopted for the purpose of creating the Office of Equity and defining its responsibilities and authorities.

- - - - - - - - - - - - - - - - - -

Section 2. **Implementation of Ordinance**. The Mayor and her designee(s) are authorized to take such further actions and implement those administrative procedures necessary to implement and/or carry out the directives of this Ordinance.

Section 3. **Severability**. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 4. **Corrections by City Clerk**. Upon approval of the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including the correction of clerical errors in the body of this ordinance or exhibit(s) thereto; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

- - - - - - - - - - - - - - - - - -

Section 5. Effective Date. This ordinance shall take effect and be in force five (5) days following its passage and publication, as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____

NANCY BACKUS, MAYOR

ATTEST:

_____

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____

Harry Boesche, Acting City Attorney

Published: _____

- - - - - - - - - - - - - - - - -

Chapter 2.28

OFFICE OF EQUITY

Sections:

2.28.010 Created
2.28.020 Powers and purpose
2.28.030 Director – Appointment – Duties

2.28.010 Created

For the purpose of providing leadership, support and strategy focused on equity within the community and the workplace, there is created and established a department of the city to be known as the office of equity.

2.28.020 Powers and purpose

The office of equity provides both internal and external services and is responsible for the following:

A. Developing and adapting a racial equity framework and city-wide workplan that clearly articulates vision, purpose and definitions to guide departments in incorporating racial equity principles into their operations, programs, services, and policies.

B. Supporting departmental racial equity efforts, including but not limited to: development and implementation of city-wide racial equity plans, establishment of performance measures, data collection, and data reporting to track progress toward achieving racial equity, and supporting the implementation of the City's Title VI planning efforts, language access program, community engagement plans and department level racial equity plans.

C. Development and implementation of city-wide training plans.

D. Assembling and facilitating equity resource groups.

E. Advise the Mayor, department heads and other senior leadership on racial equity considerations, impacts of their policy, programmatic, and operations decisions, and needed compliance efforts.

F. Convene and coordinate department heads and other senior leadership as appropriate to elevate and advance citywide racial equity goals and initiatives.

G. Assisting, in collaboration with Administration, Finance, and Human Resources as applicable, in developing, setting and/or supporting existing goals for individual departments regarding supplier diversity, workforce diversity, diversity of boards and commissions and any other goals as determined by the city council and mayor that impact the adopted racial equity framework.

H. Assisting departments in developing guidelines for outreach, communication and community engagement to improve the scope and effectiveness of City efforts to ensure that all external communities receive information and have the opportunity to shape city policies and services.

I. Approval of department equity plans, policy development includes an equity lens

J. Publicly report on city-wide progress on identified equity performance measures.

K. Increase community engagement efforts particularly in relation to the City's cultural communities and strengthening support to the City's advisory boards and commissions.

2.28.030 Director – Appointment – Duties

The mayor shall appoint a director of the office of equity who is the best-trained and qualified person available therefor, and that person shall be the head of the office of equity. The director shall supervise and oversee the following:

A. Oversee the administrative functions of the office of equity.

B. Supervise office of equity staff and programs.

C. Preparation and implementation of the budget for the department.

D. Oversee the development and accountability measures of overarching citywide workplans and strategic plans that are focused on equity and inclusion.

E. Formulate, recommend, and widely communicate comprehensive goals, policies, and strategies on matters related to community and workplace equity.

F. Assist in the development of citywide training plans.

G. Facilitate and support the work of internal employee equity teams.

H. Provide technical support, expert guidance, and accountability to other departments in their efforts to develop and implement department level equity plans.

I. Serve as a representative of the city on regional issues and regional boards.

J. Develop and execute community engagement strategies and campaigns that are intended to provide better access to government services and that foster meaningful long-term relationships within the community.

K. Oversee the preparation and implementation of grants and contracts.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6935 (Krum) (5 Minutes)

Date:
March 19, 2024

Department:
Community Development

Attachments:
Ordinance No. 6935
Ordinance 6935 Exhibit A

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Title 2 of the Auburn City Code includes a specific Chapter of Code for each Department within the City. Each Chapter describes why the Department exists, the purpose and responsibilities of the Department, and the authorities and responsibilities that rest with the Director of the Department.

Ordinance No. 6935 adds a new Chapter 2.29 to Title 2 that provides these details for the Department of Human Services.

Reviewed by Council Committees:

Councilmember: Yolanda Trout-Manuel
Staff: Jason Krum
Meeting Date: March 25, 2024
Item Number:

ORDINANCE NO. 6935

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING TITLE 2 OF THE AUBURN CITY CODE FORMALIZING THE CREATION OF THE CITY OF AUBURN DEPARTMENT OF HUMAN SERVICES

WHEREAS, Title 2 of the Auburn City Code includes a separate chapter of code establishing each city department, the roles and responsibilities within the department, and the roles and responsibilities of each department director; and

WHEREAS, the City of Auburn has had a long standing commitment to the delivery of human services that are designed to help our most vulnerable residents; and

WHEREAS, the Auburn City Council created Chapter 2.36 of the Auburn City Code that establishes the Human Services Committee which aids in the development and implementation of the delivery of human service funding; and

WHEREAS, the City of Auburn has a long standing history of allocating a portion of the City's general fund budget to direct towards agencies, partners, and strategies that are intended to provide human services; and

WHEREAS, over the last decade there has been a steep rise in homelessness, drug addiction, and mental health afflictions that have placed greater demand on human services and created greater need to invest in more strategies and solutions designed to help people; and

WHEREAS, since 2020 the City has increasing made more financial and resource commitments to human services infrastructure concepts such as community court, a 365

- - - - - - - - - - - - - - - - - -

day a year overnight shelter, a day shelter, and full time dedicated staff; and

WHEREAS, creation of the Human Services Department offers an opportunity to consolidate budgets that exist within different departments, establish unified and focused department strategies, and to further highlight the commitment by the City of Auburn to addressing human services and the community need; and

WHEREAS, the Auburn City Council desires to formalize the creation of the City of Department of Human Services;

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

Section 1: Creation of the Department of Human Services. Chapter 2.29 of the Auburn City Code, as legally described in Exhibit A hereto, is adopted for the purpose of creating the Department of Human Services and defining its responsibilities and authorities.

Section 2. Implementation of Ordinance. The Mayor and her designee(s) are authorized to take such further actions and implement those administrative procedures necessary to implement and/or carry out the directives of this Ordinance.

Section 3. Severability. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 4. Corrections by City Clerk. Upon approval of the city attorney, the

- - - - - - - - - - - - - - - - -

city clerk is authorized to make necessary corrections to this ordinance, including the correction of clerical errors in the body of this ordinance or exhibit(s) thereto; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 5. Effective Date. This ordinance shall take effect and be in force five (5) days following its passage and publication, as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____

NANCY BACKUS, MAYOR

ATTEST:

_____

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____

Harry Boesche, Acting City Attorney

Published: _____

- - - - - - - - - - - - - - - - -

Chapter 2.29

DEPARTMENT OF HUMAN SERVICES

Sections:

2.29.010 Created

2.29.020 Powers and Purpose

2.29.030 Director – Appointment – Duties

2.29.010 Created

For the purpose of providing services and support to vulnerable populations within our community and to those who are experiencing, or at risk of experiencing homelessness, there is created and established a department of the city to be known as the department of human services.

2.29.020 Powers and Purpose

The department of human services provides is both an internal and external service provider that is responsible for the following:

A. Developing and implementing programs and strategies designed to serve vulnerable populations within the city and to city residents that are experiencing homelessness or at risk of homelessness.

B. Preparing recommendations for how the city's human services funding should be allocated.

C. Managing contracts with agencies that aid in the delivery of human services.

D. Advise the Mayor, department heads and other senior leadership on matters related to homelessness, supportive housing, shelter services, and services that are designed to prevent currently housed individuals from becoming homeless.

E. Provide administrative oversight of city owned or managed resource hubs.

2.29.030 Director – Appointment – Duties

The mayor shall appoint a director of human services who is the best-trained and qualified person available therefor, and that person shall be the head of the department of human services. The director shall supervise and oversee the following:

A. Oversee the administrative functions of the department of human services.

B. Supervise department of human service staff and programs.

C. Preparation and implementation of the budget for the department.

D. Oversee the development of overarching citywide efforts and strategies that are focused on human services and eliminating homelessness.

E. Formulate and recommend comprehensive goals, policies, and strategies on matters related to human services and homelessness.

F. Serve as the Secretary to the Human Services Committee.

G. Serve as a representative of the city on regional issues and regional boards.

H. Oversee the preparation of grants and contracts.

I. Provide administrative oversight of the programming and operations of the Auburn Consolidated Resource Center (ACRC).

J. Serve as a liaison to shelter service providers that serve Auburn residents.

AGENDA BILL APPROVAL FORM

Agenda Subject:
2023 CDBG CAPER Report Out (Krum) (15 Minutes)

Date:
March 20, 2024

Department:
Community Development

Attachments:
2023 CDBG CAPER Presentation
2023 CDBG CAPER Report

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

The City of Auburn's use of Community Development Block Grant (CDBG) funds is guided by a 5-year Strategic Plan and Annual Action Plan. Every year, the City is required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the Department of Housing and Urban Development (HUD) reporting on the progress the City has made in carrying out its Strategic Plan and Action Plan during the prior program year. Auburn's most recent CAPER reported on progress toward goals and objectives during the January 1, 2023 – December 31, 2023 program year.

This presentation will describe the major components of the 2023 CAPER, and provide an overview of how funds were spent and what targets were achieved during the 2023 program year.

Reviewed by Council Committees:

Councilmember: Yolanda Trout-Manuel **Staff:** Jason Krum

Meeting Date: March 25, 2024 Item Number:

CITY COUNCIL STUDY SESSION

COMMUNITY DEVELOPMENT BLOCK GRANT 2023 CAPER

JEFF TATE
MARCH 25, 2024

Department of Community Development
Planning ● Building ● Development Engineering ● Permit Center ● Economic Development ● Code Enforcement

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

GENERAL FUND VS CDBG

- General Fund Human Services dollars
  - $1,100,000
  - Competitive funding for nonprofit agencies
  - Guided by Human Services Funding Priorities set by Council
  - Approved by City Council every other year during budget process

- CDBG dollars
  - $560,951*
  - Funds support city's Housing Repair program, public facility ADA improvements, public services (limited), and some economic development activities
  - Guided by Consolidated Plan and Annual Action Plans
  - Approved by City Council every year

COMMUNITY DEVELOPMENT BLOCK GRANT

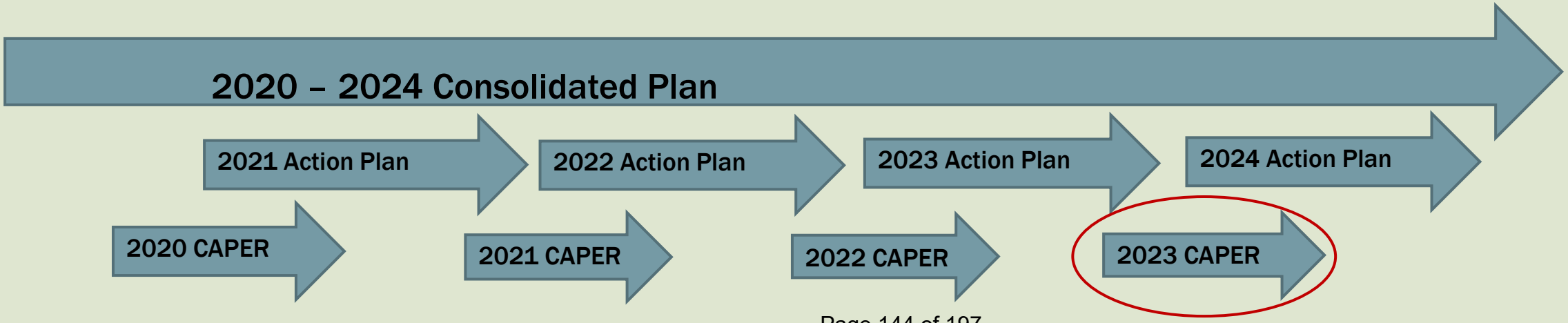
The CDBG Entitlement Program provides annual grants on a formula basis to entitled cities to develop viable urban communities.

Projects must:

- Align with HUD's National Objectives
- Be eligible under HUD's guidelines
- Benefit low and moderate income persons

WHAT IS THE CAPER?

The Consolidated Annual Performance and Evaluation Report provides an overview of the progress the jurisdiction has made in carrying out its strategic plan and its action plan during the prior program year. The CAPER is a requirement of the U.S. Department of Housing and Urban Development (HUD), through which Auburn receives an annual entitlement, or formula grant, from the Community Development Block Grant (CDBG) program.



CDBG ADMINISTRATIVE REQUIREMENTS

- Five Year Consolidated Plan
- Eligibility Reviews
- Annual Action Plans
- **Consolidated Annual Performance Evaluation Report (CAPER)**
- Annual Subrecipient Monitoring
- Financial Management
- Project Management
  - Environmental Reviews
  - Procurement Procedure
  - Lead Mitigation

EXAMPLES OF ELIGIBLE ACTIVITIES FOR CBDG FUNDS

- Acquisition of Real Property
- Public Facility ADA improvements
- Site Preparation
- Public Services (**up to 15% of annual allocation**)
- Home Rehabilitation
- Economic Development Activities
- Job Creation for Low-Income Individuals
- Microenterprise Assistance
- Homeownership Assistance
- Planning and Capacity Building
- Program Admin Costs (**up to 20% of annual allocation**)

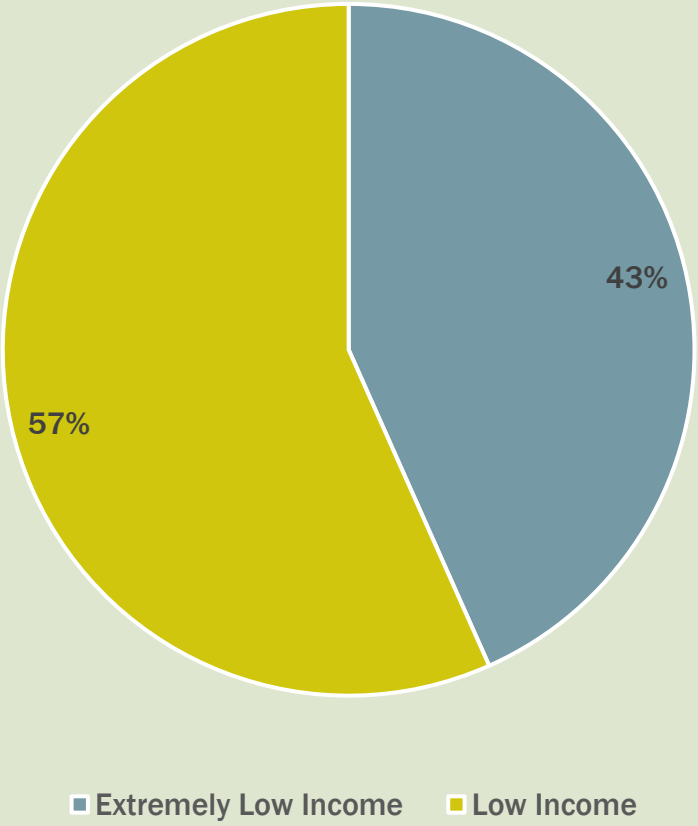
WHAT DID CDBG FUNDS SUPPORT IN 2023?

- The City's Minor Housing Repair Program
- Sidewalk ADA improvements on 5th St NW/NE
- Housing Stability/Rental Assistance Program
- Fair Housing Services
- Planning and administration costs (City staff time)

KEY FACTS AND FIGURES:
PEOPLE SERVED

- **96** Residents across **62** Households supported through rehab of existing units (Housing Repair program)
- **65** Residents received Fair Housing education and assistance to address housing issues
- **73** Auburn residents received rent assistance preventing eviction
- **422** Auburn residents benefitted from Sidewalk ADA improvements
- **12** Auburn businesses received microenterprise loan assistance

2023 RESIDENTS SERVED – INCOME LEVEL



INCOME GUIDELINES (2023 HUD PROGRAMS)

Extremely Low Income (0-30% AMI)

Number of People in HH	Maximum Annual Income
1 Person	$28,800
2 People	$32,900
3 People	$37,000
4 People	$41.100
5 People	$44,400

Low Income (31-50% AMI)

Number of People in HH	Maximum Annual Income
1 Person	$47,950
2 People	$54,800
3 People	$61,650
4 People	$68,500
5 People	$74,000

HOUSING REPAIR PROGRAM

KEY FACTS AND FIGURES: 2023 CLIENTS SERVED

- Number of Households helped: 62
- Number of Residents Served: 94
- Number of Children in Households Served: 16
- Extremely Low-Income Households: 31
- Low-Income Households: 31
- Age 60+ Households: 51
- Households with Disability: 32
- Female Head of Household: 44
- Average Age of Home: 45 Years (Built in 1977)

KEY FACTS AND FIGURES: MOST COMMON TYPES OF REPAIRS IN 2023

- Plumbing - 20
- Roof replacement or repair - 9
- Floor, wall, ceiling, mold damage - 7
- Doors - 8
- Furnace replacement or repair - 9
- Step, porch, ramp - 3
- Siding, skirting repairs - 7
- Gutter replacement or repairs - 5
- Electrical - 8

HOUSING REPAIR – BEFORE AND AFTER

HOUSING REPAIR – BEFORE AND AFTER

HOUSING REPAIR – BEFORE AND AFTER

HOUSING REPAIR – BEFORE AND AFTER

HOUSING REPAIR – BEFORE AND AFTER

2024 CALENDAR YEAR CDBG TIMELINE

QUESTIONS?

City of Auburn

2023 Consolidated Annual Performance and Evaluation Report

OMB Control No: 2506-0117 (exp. 09/30/2021)

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This report discusses program outcomes for the City of Auburn 2023 program year utilizing Community Development Block Grant (CDBG) Entitlement funds. The city has continued to pursue the objectives laid out in the Consolidated Plan by supporting efforts to prevent homelessness, expand affordable housing opportunities, and to provide enhanced economic development initiatives. The data provided below discusses public services, supporting decent homelessness prevention and microenterprise business assistance.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	5	0	0.00%			

Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $	Homeowner Housing Rehabilitated Home Repair Program	Household Housing Unit	325	227	69.8%	65	62	95.4%
Community and Economic Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit ADA Sidewalk Improvements	Persons Assisted	1000	5977	597.70%	500	422	84.4%
Community and Economic Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	2970	1,485.00%	0	0	
Ending Homelessness	Homeless	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit Solid Ground	Persons Assisted	365	597	163.56%	63	72	114%
Ending Homelessness	Homeless	CDBG: $	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	

Ending Homelessness	Homeless	CDBG: $	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Ending Homelessness	Homeless	CDBG: $	Homelessness Prevention	Persons Assisted	0	328		0	0	
Planning and Administration		CDBG: $	Other	Other	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Consistent with the priorities and specific objectives outlined in the 2023 Annual Action Plan, the City allocated the largest share of its 2023 HUD funds to its homeowner housing rehabilitation program. As the city's largest ongoing homeless prevention program, the activity is consistent with the focus of the CDBG housing and homeless prevention programs. The program typically provides support to over 50 low income homeowners each year. The majority of program applicants are seniors, individuals with disabilities, or Veterans. For many residents, these repairs allow them to affordably stay in their homes and age in the community where they have established support systems.

During the 2023 program year, the City awarded public service dollars as detailed in the 2023 Annual Action Plan. In response to a public RFP process the City was able to award funds for microenterprise small business assistance services and emergency housing support to residents at risk of housing loss. Investing in emergency housing specifically supports Fair Housing Goals 5 and 9 by creating stronger housing stability and efforts to promote fair housing. The City contracted with Solid Ground to provide emergency support and case management. Through the final quarter of 2023, Solid Ground had provided 137 individuals with emergency housing support. The City will continue to work towards our 10 Fair Housing Goals identified in the AI.

With the additional resources made available during the 2020 program year, the City far exceeded multiple Strategic Plan targets. This trend continued in 2023.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	TBD
Black or African American	TBD
Asian	TBD
American Indian or American Native	TBD
Native Hawaiian or Other Pacific Islander	TBD
Total	TBD
Hispanic	TBD
Not Hispanic	TBD

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

This chart provides a partial racial and ethnic breakdown, based on HUD categories, of individuals served during the 2023 program year with CDBG funds. Services provided to Auburn residents include minor housing rehabilitation, emergency subsistence payments, behavioral health services, fair housing services, and employment training.

This chart is not correctly reflecting the full reporting range of race and ethnicity reported within IDIS. It does not include 49 individuals identified in multi-racial categories.

In addition to the data included above, the City also tracks data on disability status, age, and head of household for individuals served with CDBG funding. During the 2023 program year, 92 individuals served had a disability, and 167 individuals had a female head of household. Additionally, 242 individuals served with CDBG direct benefit activities were limited English speaking.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	560,950	316,016
General Fund	public - local	680,000	680,000
Other	public - federal	0	

Table 3 - Resources Made Available

Narrative

While the City of Auburn did not undertake any Target Area improvements during the 2023 program year, there was one LMI area benefit activity that was completed in 2023. The 5th Street NW/NE sidewalk project improved pedestrian accessibility and safety by installing new or improved pedestrian curb ramps at the following locations: 1) SW and SE corners at the intersection of 5th St NE and A St NE; and 2) SW and SE corners at the intersection of 5th St NE and B St NE. This project benefitted approximately 422 low to moderate income Auburn residents in the vicinity of the project location.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Proposals to use CDBG funds with other leveraged funds can improve the feasibility of programs and projects since available funds are often insufficient to fully support most Community Development or Economic Development projects and programs. CDBG is generally used in conjunction with other grant funds to our local providers. Providers are encouraged to obtain private support in addition to CDBG funds in proposed activities. The City of Auburn made $680,000 of General Funds available for competitive human services grants in 2023 for a range of services, including homelessness prevention and interventions, childcare access, legal assistance, youth programming, food access, health services, and more. These funds were fully obligated in 2023. The City of Auburn does not have matching requirements for 2023 projects and activities.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	**0**	**0**
Number of non-homeless households to be provided affordable housing units	**0**	**0**
Number of special-needs households to be provided affordable housing units	**0**	**0**
Total	**0**	**0**

Table 4 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	**0**	**0**
Number of households supported through the production of new units	**0**	**0**
Number of households supported through the rehab of existing units	**65**	**62**
Number of households supported through the acquisition of existing units	**0**	**0**
Total	**65**	**62**

Table 5 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City's Annual Action Plan does not have any goals of providing housing, rental assistance, production of new units or acquisition of existing units. The City provided 62 households with minor housing repair services in 2023. The program is the City's largest homeless prevention program which helps low income residents maintain their housing rather than be forced into homelessness due to not being able to afford the high costs of home repair. Many program applicants are seniors, individuals with disabilities,

or Veterans living on a fixed income. In addition to helping residents remain housed in safer and more accessible housing, the program also helps applicants connect to other supportive programs in the area.

The Housing Repair program reported individuals served with 2022 funds under IDIS activity 273 as well as 2023 funds under activity 278. When accomplishment data is combined and de-duplicated across both funding years, the program served 62 unduplicated households during the 2023 program year.

Discuss how these outcomes will impact future annual action plans.

The Housing Repair program has been fully operational since the end of the second quarter, 2021. Future service targets are not expected to change based on 2020-2021 pandemic-related interruptions, although we will continue to expend prior year Housing Repair activity funds into the following year for at least the next year or two.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	28	0
Low-income	19	0
Moderate-income	0	0
Total	**0**	**0**

Table 6 – Number of Households Served

Narrative Information

Consistent with the priorities and specific objectives outlined in the 2023 Annual Action Plan, the City allocated a significant portion of its CDBG-EN funds to its homeowner housing rehabilitation program. As the city's largest homeless prevention program, the activity is consistent with the focus of the CDBG housing and homeless prevention programs. Across both funding years, the program provided support to 62 low- and extremely low-income households in 2023. The majority of program applicants are seniors, individuals with disabilities, or Veterans. For many residents, these repairs allow them to affordably stay in their homes and age in the community where they have established support systems.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Auburn does not receive ESG funds. The City is implementing several strategies on the local and regional level to address the issue of homelessness and funds several homeless prevention and intervention programs with its general funds.

Through its General Fund human services grants, the City funds PATH outreach to individuals experiencing homelessness in Auburn. Other programs funded to support this goal include homeless family diversion, sheltering programs that provide connections to Coordinated Entry for All and case management, and homeless youth outreach and drop in programs.

In addition, the City of Auburn co-facilitates a monthly group with the Seattle-King County Coalition on Homelessness called the South King County Forum on Homelessness. This group brings together providers that serve folks experiencing homeless to support networking and coordination, skill building, and regular information sharing. In addition to formal consultation with providers during AAP planning times, this space allows for informal consultation on a monthly basis on a variety of topics. One of the areas we've focused on information sharing, with the support of the King County Library System staff, is internet access and addressing the digital divide for individuals in our community experiencing homelessness. While we have not used our CDBG funds to support broadband access directly, City staff actively engage in information, referral, and planning work to help address the digital divide.

In 2022, the King County Regional Homelessness Authority (KCRHA) conducted the region's Point In Time county using a methodology called Respondent Driven Sampling. This methodology incorporated a robust qualitative interview process. During the month of March, KCRHA utilized a site in Auburn to conduct these interviews, and is compiling the qualitative data to help inform the work of the Continuum of Care as well as that of local jurisdictions. We continue to partner with KCRHA in their strategic planning efforts for the region and locally.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Auburn does not receive ESG funds for emergency shelter.

To address the emergency shelter and transitional housing needs of individuals experiencing homelessness, the City uses its general funds to support several transitional housing and emergency housing programs throughout the South King County region, including within the City of Auburn. Using general fund dollars, the City supports an internal homeless outreach program, motel voucher program

for individuals and families fleeing domestic violence and in need of immediate shelter, a family shelter diversion program, two shelters in neighboring jurisdictions that serve Auburn residents, a Day Center and Overnight Shelter located within Auburn City limits for individuals experiencing homelessness, and drop in services for homeless youth. Additionally, the City owns two single family homes that it provides to local nonprofits to make available as transitional housing for formerly homeless families. Per our regional Coordinated Entry process, the city directs families to the coordinated family shelter entry system in King County.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Auburn's homeless prevention programs include its housing repair program and its public service programs which are funded through CDBG. One of the public service programs prioritized in 2023 for CDBG-EN funds was Solid Ground's Housing Stability Program, which supports this goal directly. The housing repair program is the City's largest continuing homeless prevention program which provides minor home repairs to low income residents in Auburn. The program makes it possible for low income residents to stay in their homes and avoid financial crisis from having to pay for costly home repairs that they normally would not be able to afford.

In addition to programs supported by CDBG funds, the City of Auburn also supports homeless prevention programs using general fund dollars. These include robust employment training and pre-apprenticeship programs, eviction prevention programs that provide financial support and other household assistance, domestic violence advocacy and supports, legal assistance programs, and those supporting increased food security and access.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Auburn does not receive ESG funds for programs to help homeless persons. The City of Auburn does invest a significant amount of its general funds to help individuals experiencing homelessness including adults, families, veterans and unaccompanied youth. Funded programs include: PATH, transitional housing, emergency shelters, family support programs, drop in centers, and behavioral health services.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Auburn does not currently own or operate any public housing. In Auburn, public housing is administered directly through the King County Housing Authority.

The City does advocate and support public housing in Auburn as well as helping residents understand the application process to gain access to it.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Since the City does not administer public housing funds, or have any oversight over public housing tenants, it has no actions directed specifically to public housing residents.

The City does support its residents to become more involved and participate in homeownership. The City gathers information on agencies that provide first time homeowner workshops and communicates information on programs providing such support to residents seeking a pathway to homeownership, including those living in public housing.

Actions taken to provide assistance to troubled PHAs

Since the City does not administer public housing funds it does not evaluate the status or condition of public housing authorities.

The City's code enforcement officers have a good relationship with our public housing facilities and try to connect the residents and management with resources in supportive services as well as services the City provides.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In 2019, Washington State made grant funding available to cities who are working on assessing their affordable housing inventory and developing strategies to meet those needs. The City of Auburn applied and was successful in receiving a $100,000 planning grant. The City is part of a unique collaboration with the cities of Burien, Federal Way, Kent, Renton, and Tukwila who pooled a portion of these grant funds in order to jointly fund a Sub-Regional Housing Needs Assessment. In 2020, that subregional assessment was completed, and in 2021, the City worked with partners to finalize a Housing Action Plan for Auburn that informs these needs in the immediate future and for the next Housing Element update of the Comprehensive Plan. In 2023, the City continued its planning efforts in this area, working with internal staff, external partners, and consultants, to inform the development of the City's Comprehensive Plan. City Planning staff participate regularly in a South King County Housing group to share data, best practices and build stronger regional data infrastructure. Within this partnership, the City and others have been working with Berk Consulting to develop a regional Affordable Housing Inventory Dashboard, which will provide key data that will inform future strategic planning and policy development efforts.

In 2017-2018, the City of Auburn developed a Climate Action Plan, intended to provide a roadmap for the City to reduce its environmental impacts while strengthening its local economy and increasing community resilience. The Plan identified both operational and community-level strategies for the City to take, many of which the City has made significant progress on. In anticipation of incorporating robust climate change planning into its Comprehensive Plan, the City has hired a consultant to tailor insights and recommendations to the City of Auburn, including the development of a Climate Change Policy Framework which is expected to be adopted in Q4 of 2024.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City continues to provide funds to address housing, infrastructure, homeless prevention, economic development and public facilities needs. In Auburn and the surrounding South King County area, these continue to be underserved needs so the City will explore ways to leverage additional resources towards addressing these.

The City continues to support partnerships with and amongst our providers, faith community and schools. City staff attend regular provider networking meetings, and are responsible for facilitating the South King County Forum on Homelessness.

In 2023, the City continued convening a Rental Assistance Learning Circle, bringing together providers across the region who provide rental assistance services.

As mentioned in the previous section, the City's work on developing a Climate Action Plan helped to identify both hazards and mitigation opportunities related to climate change. Our Plan highlighted the tangible effects on public health and quality of life that climate change will have on Auburn's residents and visitors, including heat stress, air quality, flooding risk, and others. The City has undertaken and continues to advance multiple strategic planning efforts designed to respond to the effects of climate change and increase resiliency in our community. In our Housing Repair program, we have begun to explore how CDBG funds could support these efforts by increasing our availability of air filtration systems to respond to smoke events, and expanding our prioritization of repairing/replacing heating systems to cooling systems as well. According to data from the National Weather Service, our region experienced an average of 3.4 days annually with temperatures at or above 90 degrees between 2000 and 2010. However, we have seen a startling increase in recent years, with an average of 7.8 days annually between 2012 and 2023 above 90 degrees. Our program aims to be responsive to the dangers that excessive heat can cause, especially for vulnerable community members. We will be working to revise our program procedures during 2024 to ensure that we are better able to support increased resiliency for community members who are facing greater climate hazards.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Auburn includes language in its CDBG contracts that require agencies to comply with HUD Lead-Based Paint Regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4831, et seq.) requiring prohibition of the use of lead-based paint whenever CDBG funds are used. In addition, the City notifies residents of potential lead-based paint hazards when it awards a Housing Repair grant. A copy of the pamphlet – "Protect Your Family from Lead In Your Home" is provided to each Housing Repair client when the City conducts the initial inspection of their home.

The city takes additional measures when the age of the home indicates a possible presence of lead-based paint. Before housing repair work commences, the city contracts with a certified provider to undertake lead paint testing. When work is undertaken in homes with positively identified lead hazards, the city only contracts with RRP-certified contractors who will implement the necessary mitigation and safety strategies. Auburn's Housing Repair Program staff are also RRP-certified.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

In 2023, the City of Auburn awarded $680,000 to human service agencies through its competitive grant funding process.

These human services funds were awarded to programs that support poverty reduction strategies for low income Auburn residents. Programs include transitional housing, employment training, legal aid and emergency financial support. Most of these programs partner with other valuable programs in Auburn that address the needs of poverty level families. The City supports human service programs across a spectrum of services. These programs help meet community needs with behavioral health services,

domestic violence services and early childhood services, among others.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Auburn continues to participate actively in our region's Continuum of Care, and has remained involved in the ongoing regional efforts to develop stronger institutional structure county-wide to prevent and end homelessness through the King County Regional Homelessness Authority. The City also participates in the Affordable Housing Committee of the Growth Management Planning Council, which serves as a regional advisory body. The Committee functions as a point in coordinating and owning accountability for affordable housing efforts across King County.

In 2023, the City continued working in partnership with the municipalities of Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, Tukwila, and King County under the South King Housing and Homelessness Partners (SKHHP). SKHHP jurisdictions are working together and sharing resources in order to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Auburn has heavily contributed to and intends to continue cultivating relationships between public and private housing and social service agencies. In addition the City will continue to participate in collaborations with the South King County Forum on Homelessness, the Seattle-King County Coalition on Homelessess, Seattle-King County Housing Development Consortium and the South King Housing and Homelessness Partners.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Auburn continues to take actions to overcome identified impediments to fair housing based on King County's Analysis of Impediments to Fair Housing. The City included funding in the 2022 and 2023 Annual Action Plan to support Fair Housing Public Service activities. In mid-2022, the City was able to award funds to a nonprofit agency to carry out these services for Auburn residents. This funding specifically supported Fair Housing Goals 1 and 2; Invest in programs that provide education and enforcement of fair housing laws; and Engage underrepresented communities in ongoing efforts to understand barriers and increase access to opportunity. The City contracted with African Community Housing and Development (ACHD) to provide fair housing educational workshops and case management, with a specific focus on serving the African Diaspora community in Auburn. Through the final quarter of 2023, ACHD provided 64 individuals with fair housing education services. The City will continue to work towards our 10 Fair Housing Goals identified in the AI. This includes working with

regional partners to take local action and utilize local and regional data as guidance to support local policies and make recommendations to our city councils.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Monitoring activities include onsite and desk monitoring through review of analysis and progress reports and invoice back up details, technical assistance calls and emails. In 2023, the City perfomed robust remote monitoring, and scheduled regular conversations with grantees to support greater ongoing communication and relationship building.

Subrecipients of City of Auburn CDBG funds are generally monitored annually. Notification and required materials for the monitoring are sent two weeks in advance of the monitoring date. A detailed monitoring tool is used to assess the program's progress, timeliness and adherence to HUD guidelines. After each annual monitoring a formal letter is sent to the subrecipient detailing the findings or concerns of their monitoring. Each subrecipient is given 30 days to respond to the letter.

The City monitors agency compliance with its CDBG contract by requiring the agency to submit quarterly reports that include data on the number of service units provided along with demographic information about their clients. Quarterly reports are cross referenced to the requirements in their contract to ensure the subrecipient is on track to complete contract goals.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City's Citizen Participation Plan, available on the City's website as well as in paper copy upon request, lays out the timelines and opportunities for public comment on all aspects of CDBG planning and reporting.

The City provides adequate notice at the opening of the 15 day comment period on the CAPER. The notice is provided by wide distribution utilizing the city's vehicles of communication, including posting in the City's paper of record, the Seattle Times. The draft CAPER is also made available on the City's website for electronic access and review. This CAPER was made available for public comment starting on March 25, 2024. No comments were received during the 15 day public comment period.

The City accepts public comments in any form convenient to the public, including written responses, facsimile and email. The City considers all comments and views received in writing or orally at in preparing the CAPER. In 2023, the City continued to use our online outreach tool to support greater online engagement with community members. The website, www.speakupauburn.org, provides an accessible format where community members can submit questions and comments directly. The City

created a page devoted to CDBG, which provides an overview of the funding, timeline, and city priorities. It also details the ways in which the City creates opportunities for public participation.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City has not experienced any significant changes in its program objectives. The City continues to improve processes and procedures to bring the program into alignment with its current objectives. The City will maintain focus on preserving affordable housing, addressing and preventing homelessness, and public services.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6939 (Gaub) (10 Minutes)

Date:
February 23, 2024

Department:
Public Works

Attachments:
Draft Ordinance No. 6939 Franchise Agreement No. FRN23-0003

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

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Section 20.02.040 of the Auburn City Code requires a franchise for any utility or telecommunications carrier or operator to use public ways of the City and to provide service to persons or areas inside or outside of the City.

Ziply Fiber Pacific, LLC has applied for a franchise agreement to install fiber optic cable and electronic infrastructure in the public ways within the City limits. Ziply intends to provide business and residential data and telecommunications services to customers located inside the City limits.

A Public Hearing to consider this application and take public comment is scheduled before the City Council on April 1, 2024 in accordance with Auburn City Code 20.04.040.

Reviewed by Council Committees:

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

Meeting Date: March 25, 2024

Item Number:

ORDINANCE NO. 6939

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, GRANTING TO ZIPLY FIBER PACIFIC, LLC DBA ZIPLY FIBER, A DELAWARE LIMITED LIABILITY COMPANY, A FRANCHISE FOR WIRELINE TELECOMMUNICATIONS.

WHEREAS, Ziply Fiber Pacific, LLC dba Ziply Fiber ("Franchisee") has applied for a non-exclusive Franchise for the right of entry, use, and occupation of certain public ways within the City of Auburn ("City"), expressly to install, construct, erect, operate, maintain, repair, relocate and remove its facilities in, on, over, under, along and/or across those public ways; and

WHEREAS, following proper notice, the City Council held a public hearing on Franchisee's request for a Franchise; and

WHEREAS, based on the information presented at such public hearing, and from facts and circumstances developed or discovered through independent study and investigation, the City Council now deems it appropriate and in the best interest of the City to grant the franchise to Franchisee.

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

Section 1. Definitions

For the purpose of this agreement and the interpretation and enforcement thereof, definitions of words and phrases shall be in accordance with the definitions set forth in this Franchise and in Auburn City Code 20.02.020. If there is a conflict between any of the definitions set forth in this Franchise and the definitions set forth in Auburn City Code 20.02.020, the definitions in this Franchise shall govern to the extent of such conflict.

A. "ACC" means the Auburn City Code.

B. "Franchisee's Facilities" means fiber optic and broadband communications services constructed and operated within the public ways including all cables, wires, conduits, ducts, pedestals, and any associated converter equipment or other items necessary for Telecommunications Services as defined in RCW 35.99.010(7), that are located in the Franchise Area.

Franchisee's Facilities do not include facilities used to provide wireless services, including antennas or other equipment, appliances, attachments and appurtenances associated with wireless telecommunications facilities. Franchisee's facilities do not include small wireless facilities, microcell, minor facility, or small cell facilities, as defined in RCW 80.36.375. Franchisee's facilities do not include any facilities that are not located within the Franchise Area or that are covered under a separate Franchise Agreement or agreement.

C. "Franchisee's Services" means any telecommunications service, telecommunications capacity, or dark fiber, provided by the Franchisee using its Facilities, including, but not limited to, the transmission of voice, data or other electronic information, or other subsequently developed technology that carries a signal over fiber optic cable. Franchisee's Services will also include non-switched, dedicated and private line, high capacity fiber optic transmission services to firms, businesses or institutions within the City and other lawful services not prohibited by this Ordinance However, Franchisee's Services will not include the provision of "cable service", as defined by 47 U.S.C. §522, as amended, for which a separate franchise would be required.

Section 2. Grant of Right to Use Franchise Area

A. Subject to the terms and conditions stated in this Agreement, the City grants to the Franchisee general permission to enter, use, and occupy the Franchise Area, located within the incorporated area of the City. Franchisee may locate the Franchisee's Facilities within the Franchise Area subject to all applicable laws, regulations, and permit conditions.

B. The Franchisee is authorized to install, remove, construct, erect, operate, maintain, relocate, upgrade, replace, restore, and repair Franchisee's Facilities to provide Franchisee's Services in the Franchise Area.

C. This Franchise does not authorize the use of the Franchise Area for any facilities or services other than Franchisee Facilities and Franchisee Services, and it extends no rights or privilege relative to any facilities or services of any type, including Franchisee Facilities and Franchisee Services, on public or private property elsewhere within the City.

D. This Franchise is non-exclusive and does not prohibit the City from entering into other agreements, including Franchises, impacting the Franchise Area, for any purpose that does not interfere with Franchisee's rights under this Franchise.

E. Except as explicitly set forth in this Agreement, this Franchise does not waive any rights that the City has or may acquire with respect to the Franchise

Area or any other City roads, public ways, or property. This Franchise will be subject to the power of eminent domain, and in any proceeding under eminent domain, the Franchisee acknowledges its use of the Franchise Area shall have no value.

F. The City reserves the right to change, regrade, relocate, abandon, or vacate any public way within the Franchise Area. If, at any time during the term of this Franchise, the City vacates any portion of the Franchise Area containing Franchisee Facilities, the City shall reserve an easement for public utilities within that vacated portion, pursuant to Chapter 35.79.030 RCW, within which the Franchisee may continue to operate any existing Franchisee Facilities under the terms of this Franchise for the remaining period set forth under Section 4.

G. The Franchisee agrees that its use of Franchise Area shall at all times be subordinated to and subject to the City and the public's need for municipal infrastructure, travel, and access to the Franchise Area, except as may be otherwise required by law.

H. The Franchisee agrees to provide the City with complete contact information for any client, lessee, sub-lessee, customer, or other entity that Franchisee allows to utilize, control, access, or otherwise provides services to, who will also use the Franchisee Facilities to provide services to their clients and customers either inside or outside the City limits. Such contact information shall be provided to the City a minimum of sixty (60) days prior to the start of such anticipated use so that the City may determine if Franchisee's client, lessee, sub-lessee, customer, or other entity is required to obtain a franchise agreement with the City prior to such use. If the client, lessee, sub-lessee, customer, or other entity is required to obtain a franchise agreement with the City, then the Franchisee shall not allow use, control, access, or otherwise provide services to such entity until the required franchise agreement has been obtained.

Section 3. Notice

A. Written notices to the parties shall be sent by a nationally recognized overnight courier or by certified mail to the following addresses, unless a different address is designated in writing and delivered to the other party. Any such notice shall become effective upon receipt by certified mail, confirmed delivery by overnight courier, or the date stamped received by the City. Any communication made by e-mail or similar method will not constitute notice pursuant to this Agreement, except in case of emergency notification.

City: Right-of-Way Specialist,
Public Works Department - Transportation
City of Auburn

25 West Main Street
Auburn, WA 98001-4998
Telephone: (253) 931-3010

with a copy to: City Clerk
City of Auburn
25 West Main Street
Auburn, WA 98001-4998

Franchisee: Ziply Fiber Pacific, LLC
Attn: Legal Department
135 Lake Street South, Suite 155
Kirkland, Washington 98033
Telephone: 503-431-0458
Email Address: legal@ziply.com

B. Any changes to the above-stated Franchisee information shall be sent to the City's Right-of-Way Specialist, Public Works Department – Transportation Division, with copies to the City Clerk, referencing the title of this Agreement.

C. The above-stated Franchisee voice telephone numbers shall be staffed at least during normal business hours, Pacific time zone. The City may contact Franchisee at the following number for emergency or other needs outside of normal business hours of the Franchisee: (509) 823-1886.

Section 4. Term of Agreement

A. This Franchise shall run for a period of fifteen (15) years, from the date of Franchise Acceptance as described in Section 5 of this Agreement.

B. Automatic Extension. If the Franchisee fails to formally apply for a new franchise agreement prior to the expiration of this Franchise's term or any extension thereof, this Franchise automatically continues month to month until a new franchise agreement is applied for and approved under the then current process or until either party gives written notice at least one hundred and eighty (180) days in advance of intent to cancel this Franchise.

Section 5. Acceptance of Franchise

A. This Franchise will not become effective until Franchisee files with the City Clerk (1) the Statement of Acceptance (Exhibit "A"), (2) all verifications of insurance coverage specified under Section 16, (3) the financial security specified

in Section 17, and (4) payment of any outstanding application fees required in the City Fee Schedule. These four items will collectively be the "Franchise Acceptance". The date that such Franchise Acceptance is filed with the City Clerk will be the effective date of this Franchise.

B. If the Franchisee fails to file the Franchise Acceptance with the City Clerk within thirty (30) days after the effective date of the ordinance approving the Franchise as described in Section 28 of this Agreement, the City's grant of the Franchise will be null and void.

Section 6. Construction and Maintenance

A. The Franchisee shall apply for, obtain, and comply with the terms of all permits required under applicable law for any work done within the City. Franchisee will comply with all applicable City, State, and Federal codes, rules, regulations, and orders in undertaking such work.

B. Franchisee agrees to coordinate its activities with the City and all other utilities located within the public way within which Franchisee is under taking its activity.

C. The City expressly reserves the right to prescribe how and where Franchisee's Facilities will be installed within the public way and may require the removal, relocation and/or replacement thereof in the public interest and safety at the expense of the Franchisee as provided for in Chapter 35.99 RCW.

D. Before beginning any work within the public way, the Franchisee will comply with the One Number Locator provisions of Chapter 19.122 RCW to identify existing utility infrastructure.

E. Tree Trimming. Upon prior written approval of the city the Franchisee shall have the authority to trim trees upon and overhanging streets, public ways and places in the Franchise Area so as to prevent the branches of such trees from coming in physical contact with the Franchisee's Facilities. Franchisee shall be responsible for debris removal from such activities. If such debris is not removed within 24 hours, the City may, at its sole discretion, remove such debris and charge the Franchisee for the cost thereof. This section does not, in any instance, grant automatic authority to clear vegetation for purposes of providing a clear path for radio signals. Any such general vegetation clearing will require other permits as necessary from the City.

Section 7. Trench Repair for Street Restorations

A. At any time during the term of this Franchise, if a Franchisee Facility or trench within the Franchise Area causes a street to crack, settle, or otherwise fail, the City will notify Franchisee of the deficiency and Franchisee agrees to restore the deficiency and repair the damage within thirty (30) days of written notice by the City.

B. For purposes of the Section, "street" shall mean all City owned improvements within a public way, including, but is not limited to, the following: pavement, sidewalks, curbing, above and below-ground utility facilities, and traffic control devices.

Section 8. Repair and Emergency Work

In the event of an emergency, the Franchisee may commence repair and emergency response work as required under the circumstances. The Franchisee will notify the City telephonically during normal business hours (at 253-931-3010) and during non-business hours (at 253-876-1985) as promptly as possible, before such repair or emergency work commences, and in writing as soon thereafter as possible. Such notification shall include the Franchisee's emergency contact phone number for corresponding response activity. The City may commence emergency response work, at any time, without prior written notice to the Franchisee, but will notify the Franchisee in writing as promptly as possible under the circumstances. Franchisee will reimburse the City for the City's actual cost of performing emergency response work.

Section 9. Damages to City and Third-Party Property

Franchisee agrees that if any of its actions, or the actions of any person, agent, or contractor acting on behalf of the Franchisee under this Franchise impairs or damages any City property, survey monument, or property owned by a third-party, Franchisee will restore, at its own cost and expense, the property to a safe condition. Upon returning the property to a safe condition, the property shall then be returned to the condition it was in immediately prior to being damaged (if the safe condition of the property is not the same as that which existed prior to damage). All repair work shall be performed and completed to the satisfaction of the City Engineer.

Section 10. Location Preference

A. Any structure, equipment, appurtenance or tangible property of a utility or other franchisee, other than the Franchisee's, which was installed, constructed, completed or in place prior in time to Franchisee's application for a permit to construct or repair Franchisee's Facilities under this Franchise shall have preference as to positioning and location with respect to the Franchisee's Facilities.

However, to the extent that the Franchisee's Facilities are completed and installed before another utility or other franchisee's submittal of a permit for new or additional structures, equipment, appurtenances or tangible property, then the Franchisee's Facilities will have priority. These rules governing preference shall continue when relocating or changing the grade of any City road or public way. A relocating utility or franchisee will not cause the relocation of another utility or franchisee that otherwise would not require relocation. This Section will not apply to any City facilities or utilities that may in the future require the relocation of Franchisee's Facilities. Such relocations will be governed by Section 11 and Chapter 35.99 RCW.

B. Franchisee will maintain a minimum underground horizontal separation of five (5) feet from City water, sanitary sewer and storm sewer facilities and ten (10) feet from above-ground City water facilities; provided, that for development of new areas, the City, in consultation with Franchisee and other utility purveyors or authorized users of the public way, will develop guidelines and procedures for determining specific utility locations.

Section 11. Relocation of Franchisee Facilities

A. Except as otherwise so required by law, Franchisee agrees to relocate, remove, or reroute its facilities as ordered by the City Engineer at no expense or liability to the City, except as may be required by Chapter 35.99 RCW. Pursuant to the provisions of Section 15, Franchisee agrees to protect and save harmless the City from any customer or third-party claims for service interruption or other losses in connection with any such change, relocation, abandonment, or vacation of the public way.

B. If a readjustment or relocation of the Franchisee Facilities is necessitated by a request from a party other than the City, that party shall pay the Franchisee the actual costs associated with such relocation.

Section 12. Abandonment and or Removal of Franchisee Facilities

A. Within one hundred and eighty days (180) of Franchisee's permanent cessation of use of the Franchisee's Facilities, the Franchisee will, at the City's discretion, either abandon in place or remove the affected facilities.

B. Franchisee may ask the City in writing to abandon, in whole or in part, all or any part of the Franchisee's Facilities. Any plan for abandonment of Franchisee Facilities must be approved in writing by the City.

C. The parties expressly agree that this Section will survive the expiration, revocation or termination of this Franchise.

Section 13. Undergrounding

A. The parties agree that this Franchise does not limit the City's authority under federal law, state law, or local ordinance, to require the undergrounding of utilities.

B. Whenever the City requires the undergrounding of aerial utilities in the Franchise Area, the Franchisee will underground the Franchisee's Facilities in the manner specified by the City Engineer at no expense or liability to the City, except as may be required by Chapter 35.99 RCW. Where other utilities are present and involved in the undergrounding project, Franchisee will only be required to pay its fair share of common costs borne by all utilities, in addition to the costs specifically attributable to the undergrounding of Franchisee's Facilities. Common costs will include necessary costs for common trenching and utility vaults. Fair share will be determined in comparison to the total number and size of all other utility facilities being undergrounded.

Section 14. Franchisee Information

A. Franchisee agrees to supply, at no cost to the City, any information reasonably requested by the City to coordinate municipal functions with Franchisee's activities and fulfill any municipal obligations under state law. Said information will include, at a minimum, as-built drawings of Franchisee's Facilities, installation inventory, and maps and plans showing the location of existing or planned facilities within the City. Said information may be requested either in hard copy or electronic format, compatible with the City's data base system, including the City's Geographic Information System (GIS) data base. Franchisee will keep the City informed of its long-range plans for coordination with the City's long-range plans.

B. The parties understand that Chapter 42.56 RCW and other applicable law may require public disclosure of information given to the City.

Section 15. Indemnification and Hold Harmless

A. Franchisee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Franchisee's acts, errors or omissions, or from the conduct of Franchisee's business, or from any activity, work or thing done, permitted, or suffered by Franchisee arising from or in connection with this Franchise Agreement, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

However, 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 Franchisee and the City, its officers, officials, employees, and volunteers, the Franchisee's liability hereunder shall be only to the extent of the Franchisee's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Franchisee'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.

B. The Franchisee will hold the City harmless from any liability arising out of or in connection with any damage or loss to the Franchisee's Facilities caused by maintenance and/or construction work performed by, or on behalf of, the City within the Franchise Area or any other City road, public way, or other property, except to the extent any such damage or loss is directly caused by the negligence of the City, or its agent performing such work.

C. The Franchisee acknowledges that neither the City nor any other public agency with responsibility for firefighting, emergency rescue, public safety or similar duties within the City has the capability to provide trench, close trench or confined space rescue. The Franchisee, and its agents, assigns, successors, or contractors, will make such arrangements as Franchisee deems fit for the provision of such services. The Franchisee will hold the City harmless from any liability arising out of or in connection with any damage or loss to the Franchisee for the City's failure or inability to provide such services, and, pursuant to the terms of Section 15(A), the Franchisee will indemnify the City against any and all third-party costs, claims, injuries, damages, losses, suits, or liabilities based on the City's failure or inability to provide such services.

Section 16. Insurance

A. The Franchisee shall procure and maintain for the duration of this Agreement and as long as Franchisee has Facilities in the public way, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Agreement and use of the public way.

B. No Limitation. The Franchisee's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Franchisee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Franchisee shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Franchisee's Commercial General Liability insurance policy with respect this Franchise Agreement using ISO endorsement CG 20 12 05 09 if the franchise agreement is considered a master permit as defined by RCW 35.99.010, or CG 20 26 07 04 if it is not, or substitute endorsement providing at least as broad coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as ISO form CA 00 01.

3. Contractors Pollution Liability insurance shall be in effect throughout the entire Franchise Agreement covering losses caused by pollution conditions that arise from the operations of the Franchisee. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims.

4. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

5. Excess or Umbrella Liability insurance shall be excess over and at least as broad in coverage as the Franchisee's Commercial General Liability and Automobile Liability insurance. The City shall be named as an additional insured on the Franchisee's Excess or Umbrella Liability insurance policy.

D. Minimum Amounts of Insurance. The Franchisee shall maintain insurance that meets or exceeds the following limits:

1. Commercial General Liability insurance shall be written with limits no less than $5,000,000 each occurrence, $5,000,000 general aggregate.

2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $5,000,000 per accident.

3. Contractors Pollution Liability insurance shall be written in an amount of at least $2,000,000 per loss, with an annual aggregate of at least $2,000,000.

4. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and employer's liability insurance with limits of not less than $1,000,000.

5. Excess or Umbrella Liability insurance shall be written with limits of not less than $5,000,000 per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through Franchisee's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.

E. Other Insurance Provisions. Franchisee's Commercial General Liability, Automobile Liability, Excess or Umbrella Liability, Contractors Pollution Liability insurance policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Franchisee's insurance and shall not contribute with it.

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

G. Subcontractors. The Franchisee shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Franchisee-provided insurance as set forth herein, including limits no less than what is required of Franchisee under this Agreement.

H. Verification of Coverage. The Franchisee shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of this Agreement. Upon request by the City, the Franchisee shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.

I. Notice of Cancellation. Franchisee shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

J. Failure to Maintain Insurance. Failure on the part of the Franchisee to maintain the insurance as required shall constitute a material breach of Agreement, upon which the City may, after giving five business days' notice to the Franchisee to correct the breach, terminate the Agreement.

K. City Full Availability of Franchisee Limits. If the Franchisee maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Franchisee, irrespective of whether such limits maintained by the Franchisee are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Franchisee.

L. Franchisee – Self-Insurance. Franchisee will have the right to self-insure any or all of the above-required insurance. Any such self-insurance is subject to approval by the City. If the Franchisee is self-insured or becomes self-insured during the term of the Franchise Agreement, Franchisee or its affiliated parent entity shall comply with the following: (i) Franchisee shall submit a letter to the City stating which of the above required insurance provisions in this Section 15 Franchisee proposes to self-insure; (ii) provide the City, upon request, a copy of Franchisee's or its parent company's most recent audited financial statements, if such financial statements are not otherwise publicly available; (iii) Franchisee or its parent company is responsible for all payments within the self-insured retention; and (iv) Franchisee assumes all defense and indemnity obligations as outlined in Section 15.

Section 17. Financial Security

The Franchisee will provide the City with a financial security in the amount of Fifty Thousand Dollars ($50,000.00) running for, or renewable for, the term of this Franchise, in a form and substance acceptable to the City. If Franchisee fails to substantially comply with any one or more of the provisions of this Franchise, the City may recover jointly and severally from the principal and any surety of that financial security any damages suffered by the City as a result Franchisee's failure to comply, including but not limited to staff time, material and equipment costs, compensation or indemnification of third parties, and the cost of removal or abandonment of facilities. Franchisee specifically agrees that its failure to comply with the terms of Section 20 will constitute damage to the City in the monetary amount set forth in that section. Any financial security will not be construed to limit

the Franchisee's liability to the security amount, or otherwise limit the City's recourse to any remedy to which the City is otherwise entitled at law or in equity.

Section 18. Successors and Assignees

A. All the provisions, conditions, regulations and requirements contained in this Franchise are binding upon the successors, assigns of, and independent contractors of the Franchisee, and all rights and privileges, as well as all obligations and liabilities of the Franchisee will inure to its successors, assignees and contractors equally as if they were specifically mentioned herein wherever the Franchisee is mentioned.

B. This Franchise will not be leased, assigned or otherwise alienated without the express prior consent of the City by ordinance, which consent shall not be unreasonably withheld or delayed, except as expressed by ordinance and then only on such reasonable conditions as may be prescribed therein.

C. Franchisee and any proposed assignee or transferee will provide and certify the following to the City not less than ninety (90) days prior to the proposed date of transfer: (1) Complete information setting forth the nature, term and conditions of the proposed assignment or transfer; (2) All information required by the City of an applicant for a Franchise with respect to the proposed assignee or transferee; and, (3) An application fee in the amount established by the City's fee schedule, plus any other costs actually and reasonably incurred by the City in processing, and investigating the proposed assignment or transfer.

D. Before the City's consideration of a request by Franchisee to consent to a Franchise assignment or transfer, the proposed Assignee or Transferee will file with the City a written promise to unconditionally accept all terms of the Franchise, effective upon such transfer or assignment of the Franchise. The City is under no obligation to undertake any investigation of the transferor's state of compliance and failure of the City to insist on full compliance before transfer does not waive any right to insist on full compliance thereafter.

Section 19. Dispute Resolution

A. In the event of a dispute between the City and the Franchisee arising by reason of this Agreement, the dispute will first be referred to the operational officers or representatives designated by City and Franchisee to have oversight over the administration of this Agreement. The officers or representatives will meet within thirty (30) calendar days of either party's request for a meeting, whichever request is first, and the parties will make a good faith effort to achieve a resolution of the dispute.

B. If the parties fail to achieve a resolution of the dispute in this manner, either party may then pursue any available judicial remedies. This Franchise will be governed by and construed in accordance with the laws of the State of Washington. If any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue will be exclusively in King County, Washington. The prevailing party in any such action will be entitled to its attorneys' fees and costs.

Section 20. Enforcement and Remedies

A. If the Franchisee willfully violates, or fails to comply with any of the provisions of this Franchise through willful or unreasonable negligence, or fails to comply with any notice given to Franchisee under the provisions of this agreement, the City may, at its discretion, provide Franchisee with written notice to cure the breach within thirty (30) days of notification. If the City determines the breach cannot be cured within thirty days, the City may specify a longer cure period, and condition the extension of time on Franchisee's submittal of a plan to cure the breach within the specified period, commencement of work within the original thirty day cure period, and diligent prosecution of the work to completion. If the breach is not cured within the specified time, or the Franchisee does not comply with the specified conditions, the City may, at its discretion, either (1) revoke the Franchise with no further notification, or (2) claim damages of Two Hundred Fifty Dollars ($250.00) per day against the financial guarantee set forth in Section 17 for every day after the expiration of the cure period that the breach is not cured.

B. If the City determines that Franchisee is acting beyond the scope of permission granted in this Franchise for Franchisee Facilities and Franchisee Services, the City reserves the right to cancel this Franchise and require the Franchisee to apply for, obtain, and comply with all applicable City permits, franchises, or other City permissions for such actions, and if the Franchisee's actions are not allowed under applicable federal and state or City laws, to compel Franchisee to cease those actions.

Section 21. Compliance with Laws and Regulations

A. This Franchise is subject to, and the Franchisee will comply with all applicable federal and state or City laws, regulations and policies (including all applicable elements of the City's comprehensive plan), in conformance with federal laws and regulations, affecting performance under this Franchise. The Franchisee will be subject to the police power of the City to adopt and enforce general ordinances necessary to protect the safety and welfare of the general public in relation to the rights granted in the Franchise Area.

B. The City reserves the right at any time to amend this Franchise to conform to any federal or state statute or regulation relating to the public health, safety, and welfare, or relating to roadway regulation, or a City Ordinance enacted pursuant to such federal or state statute or regulation enacted, amended, or adopted after the effective date of this Franchise if it provides Franchisee with thirty (30) days written notice of its action setting forth the full text of the amendment and identifying the statute, regulation, or ordinance requiring the amendment. The amendment will become automatically effective on expiration of the notice period unless, before expiration of that period, the Franchisee makes a written call for negotiations over the terms of the amendment. If the parties do not reach agreement as to the terms of the amendment within thirty (30) days of the call for negotiations, the City may enact the proposed amendment, by incorporating the Franchisee's concerns to the maximum extent the City deems possible.

C. The City may terminate this Franchise upon thirty (30) days written notice to the Franchisee, if the Franchisee fails to comply with such amendment or modification.

Section 22. License, Tax and Other Charges

This Franchise will not exempt the Franchisee from any future license, tax, or charge which the City may adopt under authority granted to it under state or federal law for revenue or as reimbursement for use and occupancy of the Franchise Area.

Section 23. Consequential Damages Limitation

Notwithstanding any other provision of this Agreement, in no event will either party be liable for any special, incidental, indirect, punitive, reliance, consequential or similar damages.

Section 24. Severability

If any portion of this Franchise is deemed invalid, the remainder portions will remain in effect.

Section 25. Titles

The section titles used are for reference only and should not be used for the purpose of interpreting this Franchise.

Section 26. Implementation

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

Section 27. Entire Agreement

This Agreement, as subject to the appropriate city, state, and federal laws, codes, and regulations, and the attachments hereto represent the entire understanding and agreement between the parties with respect to the subject matter and it supersedes all prior oral negotiations between the parties. All previous Agreements between the parties pertaining to Franchisee's operation of its Facilities are hereby superseded.

Section 28. Effective Date.

This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____
PASSED: _____
APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM

_____
Harry Boesche, Acting City Attorney

PUBLISHED: _____

DRAFT

EXHIBIT “A”

STATEMENT OF ACCEPTANCE

_____, for itself, its successors and assigns, hereby accepts and agrees to be bound by all lawful terms, conditions and provisions of the Franchise attached hereto and incorporated herein by this reference.

Franchisee Name: _____
Address: _____
City, State, Zip: _____

By: _____ Date: _____
Name:
Title:

STATE OF _____)
)ss.
COUNTY OF _____)

On this ____ day of _____, 20__, before me the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared, _____ of _____, the company that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the date hereinabove set forth.

_____
Signature

_____
NOTARY PUBLIC in and for the State of
_____, residing at _____

MY COMMISSION EXPIRES: _____

DRAFT