

**City Council Study Session
November 9, 2015 - 4:30 PM
Auburn City Hall
AGENDA**

[Watch the meeting LIVE!](#)

[Watch the meeting video](#)

Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

A. Roll Call

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Draft Comprehensive Plan - Land Use Element (30 Minute Presentation / 30 Minute Q&A)* (Snyder)

B. Draft Comprehensive Plan - Housing Element (10 Minute Presentation / 20 Minute Q&A)* (Snyder)

C. Resolution No. 5173 (15 Minute Presentation / 15 Minute Q&A)* (Faber)
A Resolution of the City Council of the City of Auburn, Washington authorizing the Mayor and City Clerk to execute an agreement between the City of Auburn and the Auburn Symphony Orchestra for tourism promotion services

D. Les Gove Community Campus Master Plan and Excess Community Center Budget Projects Discussion (45 Minute Presentation / 15 Minute Q&A)* (Faber)

E. Economic Development Update – End of 3rd Qtr. 2015 (10 Minute Presentation / 10 Minute Q&A) (Hinman)

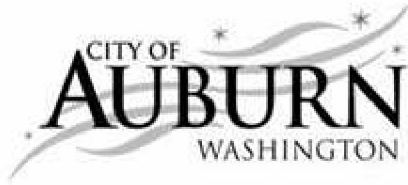
F. Mid Term Budget Amendment Presentation (20 Minute Presentation / 20 Minute Q&A)* (Coleman)

IV. OTHER DISCUSSION ITEMS

V. ADJOURNMENT

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

**Denotes attachments included in the agenda packet.*



AGENDA BILL APPROVAL FORM

Agenda Subject:

Draft Comprehensive Plan - Land Use Element (30 Minute Presentation / 30 Minute Q&A)

Date:

November 4, 2015

Department:

Community Development &
Public Works

Attachments:

[Memorandum](#)
[Volume 1 - Land Use Element](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:**

Please see the attached memorandum.

Reviewed by Council Committees:

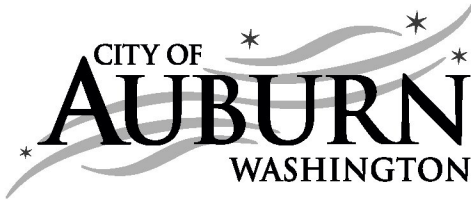
Other: Community Development

Councilmember:**Staff:**

Snyder

Meeting Date: November 9, 2015

Item Number: DI.A



Memorandum

To: John Holman, Deputy Mayor
City Council

CC: Nancy Backus, Mayor
Kevin Snyder, Director of Community Development and Public Works

From: Jeff Tate, Assistant Director of Community Development Services

Date: November 2, 2015

Re: City of Auburn Draft Comprehensive Plan Land Use Element

Community Development Services is pleased to transmit the Draft Comprehensive Plan Land Use Element. During the November 9, 2015 Council workshop, staff will provide an overview of the Land Use Element and how it fits into the overall context of the City's full comprehensive plan. As a precursor to staff's presentation, Attachment A of this memo provides a one page summary of the core plan, its related policy elements, and which parts are on the schedule for November 9, 2015.

The current Land Use Element is 40 pages in length. As is the case with each element of the comprehensive plan, staff had an objective of reducing the length of each document in order to help make it more useable and understandable. The draft Land Use Element is shortened to 35 pages.

The Land Use Element serves as one of the 7 Growth Management Act (GMA) mandatory Policy Elements (RCW 36.70A.070(1)). The Land Use Element establishes all land use designations within the City of Auburn and provides general descriptions and policies that are intended to serve as the basis for mapped zoning designations and codified development regulations. The Land Use Element establishes broad land use categories for Residential, Commercial, Industrial, Public, and Institutional land uses. It also establishes various "overlay" designations which trigger additional emphasis and policies for geographically defined areas. Within each of the designations, there are value statements that link the designation to the values outlined in the Core Comprehensive Plan.

As you read through the Land Use Element, the Comprehensive Plan Land Use Map that is depicted on page 55 of the Core Comprehensive Plan (transmitted to City Council on October 26, 2015) should be available as a companion. It is the land use map that provides geographic reference to the categories and designations described in the Land Use Element.

The Land Use Element was developed utilizing the Imagine Auburn Community Vision Report (Appendix A), the Health Impact Assessment (Appendix D), both County Buildable Lands Analyses in order to ensure adequate land supply for anticipated employment and population

growth (Appendices F.1 and F.2), and the Auburn Community Profile (Appendix H). Appendices are available at:

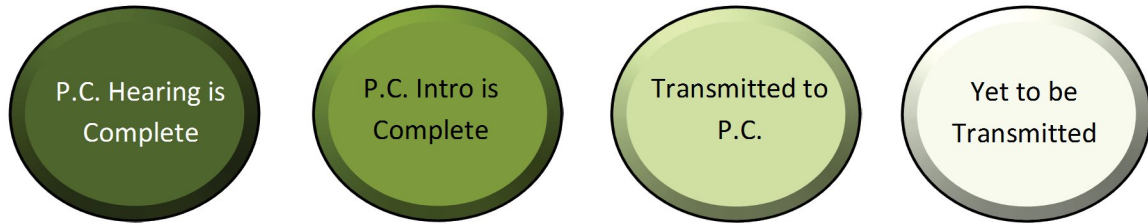
http://www.auburnwa.gov/doing_business/community_development/planning/comprehensive_plan/draft_comp_plan.htm

During the November 9th Study Session workshop, staff will provide an introduction to the Land Use Element as well as an overview of draft map changes, significant policy changes, and new areas of emphasis.

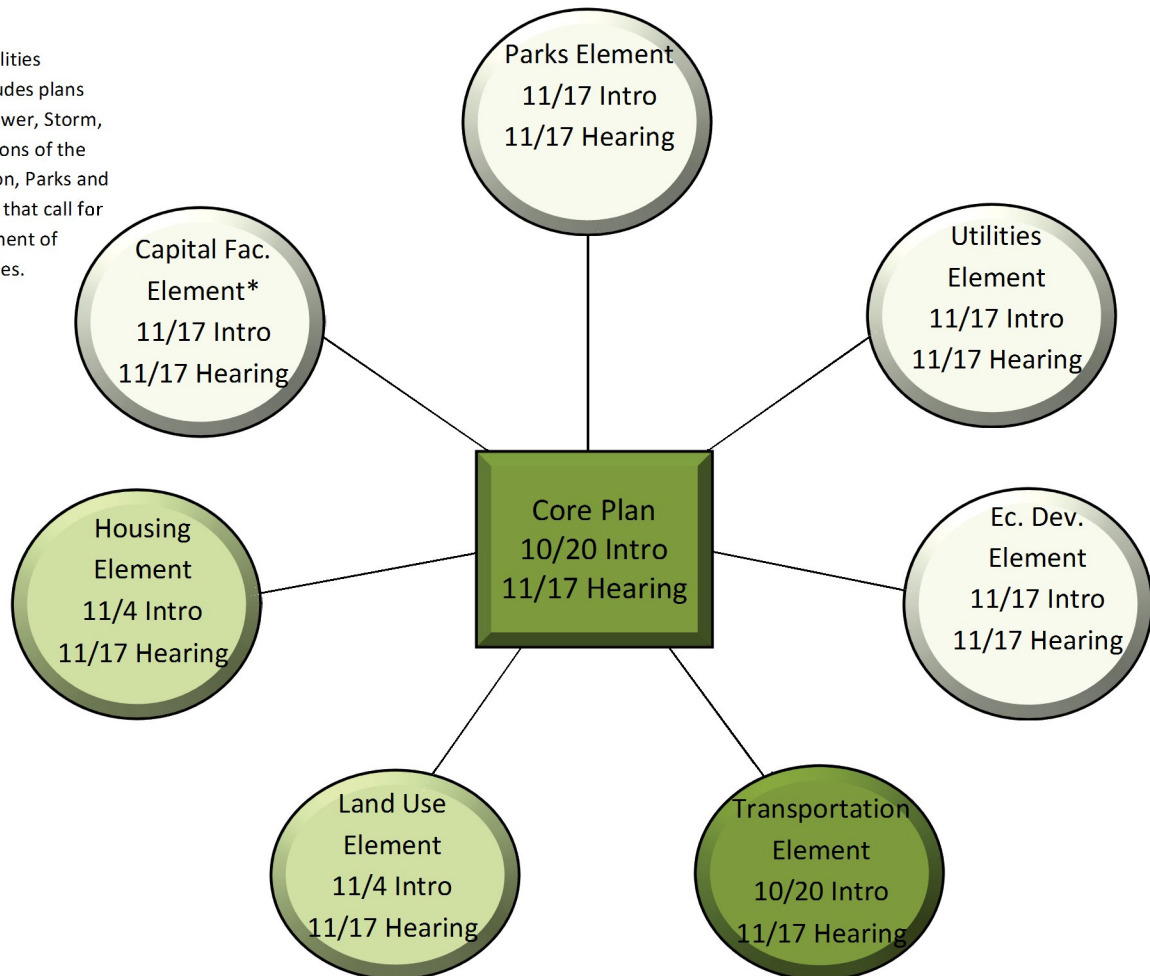
Attachment B of this memo provides an overview of the Planning Commission and City Council schedule with references to those portions that have been completed, what remains, and what is subject to the current review.

ATTACHMENT A – OVERVIEW

Status After the November 4, 2015 Planning Commission Meeting



* Capital Facilities Element includes plans for Water, Sewer, Storm, and the portions of the Transportation, Parks and Airport plans that call for the development of capital facilities.



ATTACHMENT B - SCHEDULE

COMPREHENSIVE PLAN – CHRONOLOGICAL SCHEDULE		
Date	Meeting	Subject(s)
Tuesday, October 20, 2015 COMPLETED	Planning Commission	Core Plan Introduction Transportation Introduction
Monday, October 26, 2015 COMPLETED	Council Study Session	Water Introduction Sewer Introduction
Monday, November 2, 2015 COMPLETED	Council Study Session	Core Plan Introduction Transportation Introduction Storm Introduction
Wednesday, November 4, 2015 COMPLETED	Planning Commission	Land Use Introduction Housing Introduction Core Plan Hearing Transportation Hearing
Monday, November 9, 2015	Council Study Session	Land Use Introduction Housing Introduction
Tuesday, November 17, 2015	Planning Commission	Ec. Dev. Introduction Parks Introduction Utilities Introduction Land Use Hearing Housing Hearing
Wednesday, November 18, 2015	Council Study Session	Core Plan, Transportation, Housing, Land Use Wrap Up
Monday, November 23, 2015	Council Study Session	Ec. Dev. Introduction Parks Introduction Utilities Introduction
Tuesday, December 8, 2015	Planning Commission	Ec. Dev. Hearing Parks Hearing Utilities Hearing Comp Plan Deliberations
Monday, December 14, 2015	Council Study Session	TBD if needed
Monday, December 21, 2015	Council Meeting	Comp Plan

COMPREHENSIVE PLAN – SUBJECT SCHEDULE	
Subject	
Water	
Planning Commission Intro	March 17, 2015 – COMPLETED
Planning Commission Hearing	April 14, 2015 – COMPLETED
City Council Intro	October 26, 2015 – COMPLETED
Sewer	
Planning Commission Intro	April 14, 2015 – COMPLETED
Planning Commission Hearing	April 21, 2015 – COMPLETED
City Council Intro	October 26, 2015 – COMPLETED
Storm	
Planning Commission Intro	May 5, 2015 – COMPLETED
Planning Commission Hearing	June 2, 2015 – COMPLETED
City Council Intro	November 2, 2015 – COMPLETED
Core	
Planning Commission Intro	October 20, 2015 – COMPLETED
Planning Commission Hearing	November 4, 2015 – COMPLETED
City Council Intro	November 2, 2015 – COMPLETED
Transportation	
Planning Commission Intro	October 20, 2015 – COMPLETED
Planning Commission Hearing	November 4, 2015 – COMPLETED
City Council Intro	November 2, 2015 – COMPLETED
Land Use	
Planning Commission Intro	November 4, 2015 – COMPLETED
Planning Commission Hearing	November 17, 2015
City Council Intro	November 9, 2015
Housing	
Planning Commission Intro	November 4, 2015 – COMPLETED
Planning Commission Hearing	November 17, 2015
City Council Intro	November 9, 2015
Economic Development	
Planning Commission Intro	November 17, 2015
Planning Commission Hearing	December 8, 2015
City Council Intro	November 23, 2015
Parks and Recreation	
Planning Commission Intro	November 17, 2015
Planning Commission Hearing	December 8, 2015
City Council Intro	November 23, 2015
Utilities	
Planning Commission Intro	November 17, 2015
Planning Commission Hearing	December 8, 2015
City Council Intro	November 23, 2015

AUBURN COMPREHENSIVE PLAN - VOLUME 1

Land Use Element

LAND USE ELEMENT VISION

Auburn is a community that is both physically and socially connected. We take pride in the quality of our built environment as well as the beauty and function of our natural environment. Land use patterns are supported by a complete and efficient transportation and utility infrastructure system. Neighborhoods, commercial centers, and parks are attractive, interesting, accessible, and well maintained. Natural riverine and forested corridors are interspersed throughout the city and offer a sanctuary for fish and wildlife to reside and people to visit so they may observe and learn about the environment. Residents have a strong association with their neighborhood and are engaged and involved in the decisions that steer Auburn into the future.

LAND USE CONDITIONS AND TRENDS SUMMARY

Dispersed Land Use Pattern. For the first 100 years of Auburn's existence the land use pattern developed in a relatively logical manner. Auburn was fully contained to the valley floor with a traditional downtown urban center, several north/south heavy commercial and industrial corridors that parallel Highway 167, and a surrounding housing stock built primarily between 1910 and 1960. In the last 30 years the land use pattern of Auburn has changed primarily because of the incorporation of areas to the south, east, and west. Each of the newly incorporated areas has its own identity and land use pattern.

Disconnected Communities. Because a significant portion of today's Auburn was settled prior to incorporation, the basic land use patterns and infrastructure have already been established. Furthermore, much of today's Auburn land use pattern was established in either Auburn, the Muckleshoot Reservation, or prior to incorporation in King County or Pierce County. Given the mix of jurisdictional oversight there are a myriad of different land use policies, regulations, infrastructure standards, and investments that have applied in these areas. This has resulted in a relatively uncoordinated and random land use pattern. It also means that the various communities lack connectivity to each other, have a mix of identities, and are experiencing a change in their character from rural to more urban.

Robust Diversity of Land Use. Auburn has a strong mix of housing and industry. Auburn's residential land use pattern includes a variety of densities, ages, and housing type. Auburn's non-residential land use pattern includes a mix of local and regional retail, entertainment, services, manufacturing, warehousing, and distribution centers. This mix of land use is a strength because it exemplifies social, economic, and cultural diversity.

Diversity in Natural Resources. Auburn's natural resources include the Green River and its tributaries, the White River and its tributaries, a robust inventory of wetlands, floodplains, steep slopes, and mature open spaces. With a strong base to work from, the City and its partners can be strategic about how to better connect and preserve natural areas so that the overall system is enhanced for future generations to enjoy.

INTRODUCTION

All land within the City of Auburn is assigned a land use designation, which builds off the past Comprehensive Plan Map, the existing land use pattern, previously approved sub area plans, topography, natural features, and targeted goals for shifting the character of specified areas. This chapter provides a description for each designation, general criteria for how to assign the designation, and a series of policies that govern land use within each designation. The Comprehensive Plan Land Use Map contained in the

Core Comprehensive Plan shows the location and boundaries for each designation. This map should be consulted together with the written policies of this Plan when decisions about zoning designations, land use activities, and development of public infrastructure are considered.

This Section of the document also explains the reasoning and intention behind the Plan Map's land use designations. This should be useful in:

- Developing and implementing tools (such as zoning provisions)
- Interpreting the Plan Map as it applies to specific regulatory decisions or development proposals
- Adjusting or amending the Plan Map when changing conditions or land use markets warrant
- Planning for public services and infrastructure

Finally, this chapter sets forth special policies intended to address the unique challenges and opportunities of specific locations within Auburn. These specific policies supplement the general goals, objectives and policies found elsewhere in this plan.

RESIDENTIAL LAND USE DESIGNATIONS

Character Sketch:

Residential uses will be comprised of a diverse arrangement of multiple densities. The pattern of one single density in a zone or neighborhood will evolve into increased and mixed densities in exchange for amenities that enhance quality of life. There will be greater connectivity and stronger spatial relationships between neighborhoods through strategic locations of roadway, trail, park, and neighborhood-serving businesses. These amenities will help create localized identity while also linking one area to another. The design and build quality of new construction and infill will be held to a high standard. The City will encourage projects to be unique, innovative, and provide the residents of Auburn true choice.

Values:

Character - Residential neighborhoods will include amenities, features and layouts that promote interaction amongst residents.

Wellness - The design of residential neighborhoods will emphasize safety and non-motorized connectivity.

Service - Through outreach and engagement, individual residents and homeowner's associations are connected to and aware of municipal services, events, and activities.

Economy - Neighborhoods have a physical and personal connection to Auburn's commercial centers and attractions. People want to move to Auburn because of the commercial and recreational opportunities it has to offer.

Celebration - Districts and neighborhoods are identified, promoted and celebrated.

Environment - The built environment will fit into the natural landscape in a way that protects and respects ecosystem function and that preserves native vegetation and soils.

Sustainable - Natural resources, economic prosperity, and cultural vibrancy are balanced in a way that builds and maintains a thriving and long-lasting community.

General Policies

- Policy LU- 1. Regulations for new developments and infill should address the following elements:
- a. Connectivity by multiple means to adjacent subdivisions, nearby commercial hubs, and parks and recreation facilities.
 - b. Relationship to nearby existing or future transit service.
 - c. Useable community amenities and spaces.
 - d. Environmental protection and preservation of natural features.
 - e. Preservation of areas that can support low impact development (LID) techniques.
 - f. Efficient and effective delivery of utility service.
 - g. Innovative design.
 - h. Crime prevention through environmental design (CPTED).
 - i. Long term maintenance considerations.

- Policy LU- 2. As the market and utility availability enable denser development to occur, standards should be developed to maximize density while preserving open space and critical areas.
- Policy LU- 3. Programs should be implemented to improve the quality of low income neighborhoods and encourage rehabilitation of deteriorating structures and facilities.
- Policy LU- 4. Public and institutional uses may be permitted as a conditional use if designed in a manner which enhances the residential character of the area. Special care shall be given to ensuring adequate parking, landscaping, and traffic circulation to avoid conflict with residential uses.
- Policy LU- 5. New residential development should contribute to the creation, enhancement and improvement of the transportation system, health and human services, emergency services, school system, and park system. This may be accomplished through the development of level of service standards, mitigation fees, impact fees, or construction contributions.
- Policy LU- 6. Cluster development is the preferred form of residential development in all residential designations with the goal of preserving natural areas, critical areas, and areas that support low impact development. Where clustering accomplishes these objectives, it should not come at the expense of lost development potential. Variances to lot size, lot dimensions, building height, and other bulk or dimensional standards should be utilized in order to incentivize and promote preservation.

Land Use Designations

Residential Conservancy
Description - This designation should consist primarily of low density residential uses (one dwelling unit per four acres is allowed) and accessory agricultural uses in areas featuring environmental constraints or requiring special protection such as the Coal Creek Springs watershed area, low-lying areas along the Green River, and areas that are isolated from urban services. This designation will serve to both protect environmental features and hold areas for higher density development until such time public facilities become available.
Designation Criteria 1. Areas with significant environmental constraints, intrinsic value, or which may pose environmental hazards if developed, such as areas tributary to public water sources; 2. Affords greater protections to environmental features than existing designation; 3. Level of service for property consistent with adjacent residential conservancy properties; or 4. Location, size of properties, and character is consistent with a residential conservancy use.
Implementing Zoning Designations Residential Conservancy
Policies Policy LU-7. Densities and activities shall be of a very low intensity and shall not compromise

	environmental and watershed resources.
Policy LU-8.	In addition to single family homes, these larger properties can also be developed with garages, accessory dwelling units, barns and other accessory outbuildings. Home occupations, agricultural uses, and other allowed non-residential activities may operate out of any type of permitted building, subject to intensity and use limitations.
Policy LU-9.	Until these areas are served by public utilities (water, sewer, storm services), existing and new development is not expected to be served by public infrastructure, such as urban streets, curbs, gutters, sidewalks, street lighting, and landscaping.
Policy LU-10.	As the market and utility availability enable denser development to occur, standards should be developed to maximize density while preserving open space and critical areas.
Policy LU-11.	Small scale agricultural uses are allowed and encouraged. Commercial activities that are directly related to and support agricultural uses may also be allowed. The procedural standards may vary depending upon the type and scale of agricultural uses and supporting commercial activities. Small scale agricultural uses are allowed and encouraged.
Policy LU-12.	Land use standards should adequately limit and control excessive accumulation of debris. Where a permitted activity does allow outdoor storage, it should be adequately screened from adjacent properties and roads, as well as ensuring adequate soil and environmental protection.
Policy LU-13.	Public, institutional and resource extractive uses which are low-intensity and preserve the environment may be considered as conditional uses.

Single Family Residential

Description - This designation is the predominant land use category in the City. Maintaining and creating a diverse arrangement of interconnected subdivisions, neighborhoods and communities that have a mix of densities and housing types; linkages with other residential areas and commercial hubs through non-motorized modes, such as pedestrian and bicycling, and vehicular modes will be encouraged.

Designation Criteria

1. Previously developed single family residential areas;
2. Undeveloped areas that do not meet the designation criteria for other Residential, Commercial, Industrial, or Public/Quasi-Public designations; or
3. Residential Conservancy areas that contain limited critical areas, are served by public utilities (water, sewer, storm services), and meet the development parameters of the Single Family designation.

Implementing Zoning Designations

Residential 1 (1 dwelling unit per acre): All properties located within the Urban Separator Overlay is zoned R-1, as consistent with the King County Countywide Planning Policies.

Residential 7 (7 dwelling units per acre): All properties not located within the Urban Separator Overlay is zoned R-7.

Policies

Policy LU-14. Accessory dwelling units should play an integral part of promoting infill development and affordable housing and are therefore encouraged within this land use category.

Policy LU-15. Home occupations, bed and breakfasts, day cares, and other appropriate uses should be encouraged as viable accessory uses.

Policy LU-16. Manufactured homes shall be permitted on single family lots provided they are sited and constructed in a manner that would blend with adjacent homes.

Policy LU-17. Provide a variety of housing typologies to suit the needs of various potential residents.

Policy LU-18. Density bonuses, outside of the Urban Separator Overlay, should be approved based on the innovations in transportation, stormwater management, and public amenities proposed for the development or adjacent neighborhoods associated with the request. The onus is on the developer to justify density above baseline. Examples of amenities and concepts that justify density bonuses include park space, art, enhanced landscaping, trails that connect to adjacent properties, neighborhood commercial property set asides, use of low impact development techniques beyond the minimum code requirements, incorporation of CPTED concepts, and variation of architecture and housing typology.

Residential Transition

Description - Residential transition areas are planned to accommodate moderate densities of varying residential dwelling types. Varying intensities within a transition area may be permitted based on adjacent density, intensity, and/or character. Appropriate densities in these areas range from 7 to 20 dwelling units per acre. Dwelling types generally range from single family dwelling to multiple-family dwellings, with larger structures allowed (within the density range) where offsetting community benefits can be identified.

Designation Criteria

1. Previously developed moderate density residential areas; or
2. Areas that provide a transition between single family and multi-family, single family and non-residential, multi-family and non-residential zones or development, are adjacent and meet the development parameters of the Residential Transition designation.

Implementing Zoning Designations

Residential Transition	
Policies	
Policy LU-19.	Density bonuses and flexible development standards should be considered as an incentive for innovative neighborhood design.
Policy LU-20.	Carefully developed low intensity office, or residentially related commercial uses (such as day care centers) can be compatible.
Policy LU-21.	Accessory dwelling units should play an integral part of promoting infill development and affordable housing and are therefore encouraged within this land use category.

Multi-Family	
Description - This category shall be applied to those areas which are either now developed or are reserved for multiple family dwellings. Densities may range from 20 to 24 units per acre. These communities are served by transit, have non-motorized connections to surrounding amenities and services, or have access to on-site amenities.	
Designation Criteria	
1. Previously developed high density residential or manufactured/mobile home parks; or 2. Properties that are connected to Single-Family and non-residential designations by the Residential Transition designation and meet the development parameters of the Multi Family designation.	
Implementing Zoning Designations	
Residential 20 (20 dwelling units per acre): All Multi-Family designated land not previously developed as manufactured/mobile home parks are zoned R-20. Manufactured/Mobile Home Park: All previously developed manufactured/mobile home parks are zoned R-RH.	
Policies	
Policy LU-22.	Development regulations should include density bonuses and flexible development standards to incentivize innovative site and building design, incorporation of open space and public art, non-motorized connectivity to parks and commercial areas, proximity to transit services, supplemental natural resource protection, supplemental use of CPTED, and supplemental use of low impact development techniques.
Policy LU-23.	Home occupations and shared housing should be allowed in this designation, however, given the high densities, it is appropriate to establish additional restrictions, procedures, and requirements in order to ensure that they are compatible with their surroundings and do not adversely affect the community.

Policy LU-24.	Live-work units are encouraged.
Policy LU-25.	Improve the quality of low income neighborhoods and implement programs which encourage rehabilitation of deteriorating structures and facilities the Downtown area, areas between lower density residential uses and more intense non-residential activities, and areas with high levels of transit service and available high-quality services.
Policy LU-26.	Multi-family development should be subject to building and site design standards. These standards should address the appearance of buildings, compatibility with nearby uses, exterior lighting, connectivity with surrounding properties and uses, the relationship between ground floor spaces and entry ways with the streetscape, and connectivity to nearby non-residential hubs (e.g. shopping centers and schools).
Policy LU-27.	Provide a variety of housing typologies to suit the needs of various potential residents.
Policy LU-28.	Establish intensity limitations such as floor area ratios, density, building height, coverage ratios, setbacks, and other standards.
Policy LU-29.	Access to nearby amenities and health and human services should be considered when reviewing senior housing developments.
Policy LU-30.	Encourage development of permanent supportive housing to address the homeless population and those with special needs.
Policy LU-31.	Encourage adaptive reuse, particularly of historic properties.

Mixed Use

Description - This category shall be applied to those areas which are either now developed or are reserved for multiple family dwellings. Densities may range from 20 to 24 units per acre. These communities are served by transit, have non-motorized connections to surrounding amenities and services, or have access to on-site non-residential amenities and services.

Designation Criteria

1. Previously developed high density residential; or
2. Properties that are connected to Single-Family and non-residential designations by the Residential Transition designation or are adjacent to the Multi Family designation, and meet the development parameters of the Mixed Use designation.

Implementing Zoning Designations

Mixed Use Residential

Policies

Policy LU-32. Development regulations should include density bonuses and flexible development standards to incentivize innovative site and building design,

incorporation of open space and public art, non-motorized connectivity to parks and commercial areas, proximity to transit services, supplemental natural resource protection, supplemental use of CPTED, and supplemental use of low impact development techniques.

Policy LU-33. Live-work units are encouraged.

Policy LU-34. Encourage adaptive reuse, particularly of historic properties.

Policy LU-35. Consider multiple methods for determining how the mixed use objectives are achieved. For example, in some areas of the City it is acceptable to have a horizontal mixed use design, while in other areas vertical mixed use is appropriate.

Policy LU-36. Establish intensity limitations such as floor area ratios, density, building height, coverage ratios, setbacks, and other standards.

COMMERCIAL LAND USE DESIGNATIONS

Character Sketch:

Commercial uses will be wide ranging in terms of scale and type. A mix of businesses, local, regional, and national, will be among the businesses in the various designations and will be carefully located to create balance and maintain appropriateness based on adjacent uses. These commercial areas will be economically vibrant, unique and be active outside of traditional work hours. They will be accessible by foot, bike, car, and public transport.

Values:

Character - Active gathering spaces, such as parks, plazas, cafes, concert venues, festivals and markets, will be distributed throughout the City; these spaces will be engaging and filled with people interacting, irrespective of culture, age, or income level.

Wellness - A variety of healthy food options will be physically and economically accessible to all members of the Auburn community.

Service - The City's resources and services are available and utilized by the business community. The business community finds the City approachable, empathetic, and responsive. An open and collaborative dialogue exists to help identify problems and find solutions.

Economy - A wide compliment of retail, service and dining options will cater to local needs, attracts visitors and encourages consistent patronage of local businesses.

Celebration - Auburn will have a thriving and expanding arts and culture community. There will be events, amenities, and attractions that draw people to congregate and socialize.

Environment - Local businesses benefit from Auburn's collection of natural resources and amenities because residents and visitors are choosing Auburn as their home or destination.

Sustainable - Local businesses benefit from, and contribute to, a sustainable economy because Auburn is an easy location to start up, maintains opportunity for growth, and has a business friendly economic climate.

General Policies

- Policy LU-37. The commercial uses permitted must be carefully regulated in regards to performance criteria and design.
- Policy LU-38. Permitted uses would consist of local-serving and community-serving retail trade, offices, personal services, and eating establishments.
- Policy LU-39. Encourage uses that provide health and human services to the adjacent community.
- Policy LU-40. Encourage adaptive reuse, particularly of historic properties.

Downtown Urban Center

Description - This category should be applied exclusively in Downtown Auburn. The area should be developed in a manner which is consistent with and conducive to pedestrian-oriented activities. The ambiance of the downtown should encourage leisure shopping, provide services to local residents and area employees, and provide amenities that attract regional visitors and

shoppers.

Designation Criteria

1. Located within the Urban Center boundaries established by the King County Countywide Planning Policies or within the Business Improvement Area (BIA) boundaries.

Implementing Zoning Designations

Downtown Urban Center

Policies

- Policy LU-41. Vertical mixed use should be encouraged; the location of retail sales and services should predominately be on the ground floor with residential or more retail or services above. However, small free standing commercial spaces may be established as an accessory use to a larger vertical mixed use development.
- Policy LU-42. Deviations of height, density or intensity limitations should be allowed when supplemental amenities are incorporated into site and building design. Examples of amenities include use of low impact development, use of sustainable site and building techniques, public space and art, transit oriented development, landscaping and lighting, and bike shelters.
- Policy LU-43. Encourage a broad mix of uses within the Downtown area. A wide range of consumer-oriented goods and services are compatible within this designation since creating an attractive shopping environment is a primary emphasis. Permitted uses include retail trade, offices, personal services, eating and drinking establishments, financial institutions, governmental offices, and similar uses.
- Policy LU-44. Encourage multiple family dwellings, particularly within the upper stories of buildings.
- Policy LU-45. Drive-in windows should not be permitted to maintain the area's pedestrian environment.
- Policy LU-46. Parking standards within the downtown should reflect the pedestrian orientation of the area, but also consider parking's impact for economic development.
- Policy LU-47. Discourage uses which rely on direct access by vehicles or involve heavy truck traffic (other than for merchandise delivery).
- Policy LU-48. Unsightly outdoor storage and similar activities should be prohibited.
- Policy LU-49. The downtown should capitalize on opportunities for multi-modal transportation.
- Policy LU-50. Encourage adaptive reuse, particularly of historic properties.

Neighborhood Commercial

Description - Low intensity, small-scale commercial services that meet the daily needs of and complement the quality of the residential neighborhoods they serve. Commercial uses need to be

carefully located (if located within single family residential neighborhoods) or should be buffered from single family residential areas. These areas are characterized by lower traffic generation, fewer operating hours, smaller scale buildings, and less signage than light commercial areas.

Designation Criteria

1. Located along arterial or collector streets;
2. Properties that are buffered from the Single Family designation by landscaping, environmental features, or the Residential Transition designation; and
3. Meets the development parameters of the Neighborhood Commercial designation.

Implementing Zoning Designations

Neighborhood Commercial

Policies

- Policy LU-51. The commercial uses permitted must be carefully regulated in regards to performance criteria and design. Architectural style, building height and size, lighting, and signage should be consistent with the surrounding residential properties.
- Policy LU-52. Permitted uses would consist of small scale local-serving and community-serving retail trade, offices, personal services, and non-drive thru eating establishments.
- Policy LU-53. Special emphasis will be directed at those accessory activities which can alter the character of these areas into heavier commercial areas. Examples include outdoor storage, location and screening of trash receptacles, loading and unloading zones, and parking lots. Regulations and permit conditions will employ techniques that mitigate light and noise impacts associated with surrounding residential properties.
- Policy LU-54. Encourage adaptive reuse of existing residential buildings and historic properties.
- Policy LU-55. Commercial uses will have an orientation that is directed towards adjacent public streets while also providing pedestrian and bike oriented access.
- Policy LU-56. Upzone requests to the next zone should be approved based on the innovations in transportation and stormwater management and public amenities proposed for the development associated with the request.

Light Commercial

Description - This category represents the prime commercial designation for small to moderate scale commercial activities. These commercial areas should be developed in a manner which is consistent with and attracts pedestrian oriented activities. Such areas should encourage walkability, leisure shopping, engaging public space, and should provide other amenities conducive to attracting shoppers.

Designation Criteria

1. Previously developed light commercial areas buffered from more intense commercial or industrial designations by landscaping or environmental features; or
2. Located along arterial or collector streets;
3. Properties that are buffered from the Single Family designation by landscaping, environmental features, or the Residential Transition designation; and
4. Meets the development parameters of the Light Commercial designation.

Implementing Zoning Designations

Light Commercial

Policies

- Policy LU-57. A wide range of consumer-oriented goods and services are compatible within this designation since creating an attractive shopping environment is a primary emphasis. Permitted uses would consist of local-serving and community-serving retail trade, offices, personal services, eating establishments, financial institutions, governmental offices, and similar uses.
- Policy LU-58. Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low impact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and maximum parking ratios must be established for each type of permitted use.
- Policy LU-59. Development incentives should be established that encourage the creation of electric car charging stations, use of sustainable building and/or operational practices, development of non-motorized infrastructure, and proximity and connection to public transit.
- Policy LU-60. Multiple family dwellings are only allowed as part of mixed-use developments where they do not interfere with the shopping character of the area, such as within the upper stories of buildings.
- Policy LU-61. Drive in windows should only be allowed accessory to a permitted use, and only when carefully sited under the administrative use process, in order to ensure that an area's pedestrian environment is not compromised.
- Policy LU-62. Large scale regional retail uses and uses which rely on direct access by vehicles or involve heavy truck traffic (other than for merchandise delivery) are not appropriate in this category.
- Policy LU-63. Unsightly outdoor storage and similar activities should be prohibited.
- Policy LU-64. Encourage adaptive reuse, particularly of historic properties.
- Policy LU-65. Upzone requests to the next zone should be approved based on the innovations in transportation and stormwater management and public amenities proposed for

the development associated with the request.

Heavy Commercial

Description - This category is intended to accommodate uses that would also accommodate a wide range of heavier commercial uses involving extensive storage or vehicular movement.

Designation Criteria

1. Previously developed heavy commercial areas; or
2. Located along major arterial streets;
3. Properties that are buffered from the Single Family designation by landscaping, environmental features, or the Residential Transition designation and buffered from all other Residential designations; and
4. Meets the development parameters of the Heavy Commercial designation.

Implementing Zoning Designations

Heavy Commercial: All Heavy Commercial designated land not located within the Northeast Auburn Special Planning Area or located within the Northeast Auburn Special Planning Area, but incapable of meeting the C-MU zoning requirements .

Policies

- Policy LU-66. A wide variety of commercial services oriented are appropriate within this category. This includes, but is not limited to regional scale retail and entertainment uses, commercial uses with outdoor sales areas, drive-in restaurant or other drive in commercial businesses, and commercial services with outdoor storage as an accessory use.
- Policy LU-67. Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low impact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and maximum parking ratios must be established for each type of permitted use.
- Policy LU-68. Development incentives should be established that encourage the creation of electric car charging stations, use of sustainable building and/or operational practices, development of non-motorized infrastructure, and proximity and connection to public transit.

INDUSTRIAL LAND USE DESIGNATIONS

Character Sketch:

Industrial uses will become a more integrated part of the physical and social life of the City. Since so many people work in these areas and these companies contribute so much to the financial life of the city, it is important that they are connected through paths, roads and by public transportation. Locations that have access to rail and highways that also encourage intelligent growth patterns will be prioritized. Innovation will be a key requirement of new and infill projects as the City looks to mitigate impacts of production and limit damage to the environment.

Values:

Character - Buildings, landscaping, and outdoor spaces will be attractive, interesting, well designed, and maintained.

Wellness - Risk to life and property from all hazards will be minimized. Properties and businesses are connected to non-motorized corridors which offers alternative means to commute.

Service - The city works closely with individuals and organizations to fully understand the demands, needs, and concerns of the industrial community so that the City can sponsor initiatives that help aid in their success.

Economy - Cornerstone institutions will strategically expand in regional prominence. As industry grows, land use policy will support efforts to grow within Auburn.

Celebration - The Community will be made aware of and celebrate the accomplishments of our local, regional and international leaders in manufacturing, warehousing, and distribution.

Environment - The built environment will fit into the natural landscape in a way that protects and respects ecosystem function. Natural resource protection will be supported and celebrated by City leadership and the community.

Sustainable - Industrial uses are contributing to, and supportive of, efforts to build and maintain a transportation system that ensures the people and goods move safely throughout the City and beyond.

General Policies

Policy LU-69. A wide range of industrial uses may be permitted, subject to performance standards.

Policy LU-70. Outside storage shall be permitted subject to performance criteria addressing its quantity and location.

Policy LU-71. Development incentives should be established that encourage the creation of electric car charging stations, use of sustainable building and/or operational practices, development of non-motorized infrastructure, and proximity and connection to public transit.

Light Industrial

Description - This category is intended to accommodate a wide range of industrial and commercial uses. This designation is intended to provide an attractive location for manufacturing, processing and assembling land use activities that contribute to quality surroundings. A wide variety of appropriate commercial uses in this designation benefit from the location, access,

physical configuration, and building types of these properties. It is distinguished from heavier industrial uses by means of performance criteria. All significant activities shall take place inside buildings, and the processing or storage of hazardous materials shall be strictly controlled and permitted only as an incidental part of another use.

Designation Criteria

1. Previously developed light industrial areas; or
2. Located along high visibility corridors;
3. Provides buffering for heavy industrial areas or is buffered from the Single Family designation by landscaping, environmental features, or the Residential Transition designation and buffered from all other Residential designations; and
4. Meets the development parameters of the Light Industrial designation.

Implementing Zoning Designations

Light Industrial

Policies

- Policy LU-72. A wide range of industrial uses may be permitted, subject to performance standards. Heavy commercial uses that serve the needs of workers in light industries are also appropriate. These uses include indoor manufacturing, processing, and assembling of materials from previously prepared or raw materials and ancillary and necessary warehousing and distribution of finished goods associated with manufacturing and industrial uses.
- Policy LU-73. Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low impact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and maximum parking ratios must be established for each type of permitted use.
- Policy LU-74. Landscaping, sidewalks, and bike paths will be integral parts of site design if a development is located on an impression corridor or located within or adjacent to an identified non-motorized corridor.
- Policy LU-75. Outside storage shall be permitted subject to performance criteria addressing its quantity and location. This is to ensure compatibility with adjacent uses, so that such storage would not detract from the potential use of the area for light industry. In all cases, such storage shall be extensively screened.
- Policy LU-76. Where a light industrial use is located adjacent to a property with a less intense zoning designation, the light industrial use bears the burden of incorporating techniques that mitigate the visual, noise, dust, and odor impacts.
- Policy LU-77. Uses involving substantial storage or processing of hazardous materials, as well as substantial emissions, should not be permitted in these areas.
- Policy LU-78. A wide range of commercial activities may be allowed to provide increased

	opportunities for sales tax revenue.
Policy LU-79.	The Burlington Northern Santa Fe (BNSF) Railroad Auburn Yard located within the Railroad Special Plan Area is considered a compatible use at its current level of usage. It is not bound by the policies concerning outside storage under the existing light industrial designation as it was an existing use prior to the development of this policy. Should BNSF decide to reactivate its applications to upgrade the yard to an intermodal facility, the proposal will be subject to the essential public facility siting process as defined in the Capital Facilities Element.
Policy LU-80.	Upzone requests to the next zone should be approved based on the innovations in transportation and stormwater management and public amenities proposed for the development associated with the request.

Heavy Industrial	
Description	- This designation allows the full range of industrial uses, as well as certain heavy commercial uses that serve the needs of workers in light industries are also appropriate.
Designation Criteria	1. Previously developed heavy industrial areas; or 2. Not located along high visibility corridors; 3. Is buffered by the Light Industrial Designation or otherwise buffered from all other compatible designations; and 4. Meets the development parameters of the Heavy Industrial designation.
Implementing Zoning Designations	
Heavy Industrial	
Policies	
Policy LU-81.	While this zone should be reserved primarily for the heavier forms of industrial activities, a wide range of industrial activities may be permitted. These heavier forms of industrial activities may include outdoor or semi-enclosed manufacturing, processing, or assembling activities, significant outdoor storage, and uses involving substantial storage or processing of hazardous materials. Heavy commercial uses that serve the needs of workers in heavy industries are also appropriate.
Policy LU-82.	Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low impact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and maximum parking ratios must be established for each type of

permitted use.

Policy LU-83. Landscaping, sidewalks, and bike paths will be integral parts of site design if a development is located on an impression corridor or located within or adjacent to an identified non-motorized corridor.

Policy LU-84. Where a heavy industrial use is located adjacent to a property with a less intense zoning designation, the heavy industrial use bears the burden of incorporating techniques that mitigate the visual, noise, dust, and odor impacts.

DRAFT

PUBLIC AND INSTITUTIONAL LAND USE DESIGNATIONS

Character Sketch:

Public and institutional uses will occur in both low and high density environments. For passive uses, land and views will be protected; limited access to these areas will be typical. For more active uses, usability and accessibility will be key features and new development will be subject to standards reflecting programmed space and interconnectivity. These spaces will be varied in type, providing service to areas large and small, urban and more rural in character. Sustainable solutions and innovations that are responsive to the native ecology will be typical of public and institutional uses.

Values:

Character - Community facilities and programs bring people together and connect residents and visitors to our natural resources.

Wellness - Multiple recreation options, and nearby trails, parks, activities, and events will be readily accessible to the entire community.

Service - Land use policy supports the provision of community, health and human services to all residents.

Economy - Residents and visitors seek Auburn as a residence or destination because of its natural resources, community events, and community pride.

Celebration - We utilize our open spaces and public facilities to promote who we are, our diversity, and our community pride.

Environment - Residents and visitors will enjoy open spaces and environmentally sensitive areas, while encouraging the appreciation of their importance and beauty. Impacts of new development on natural resources are considerate of their sensitivity and importance.

Sustainable - Public and private funds are used to make investments in land preservation, restoration and protection. Public investments in land and facilities are considered for their perpetual or generational value versus short term motivations.

General Policies

Policy LU-85. The primary purpose of this designation is to address public needs while taking advantage of synergies with the adjacent areas where they are sited.

Policy LU-86. Innovative strategies to integrate the uses and sites into the areas where they are sited is encouraged. These strategies should maximize use of the site while minimizing fiscal impacts and impacts to adjacent areas.

Policy LU-87. Increase visibility of resources through public information campaigns.

Policy LU-88. Appropriate uses include low intensity recreational uses, passive use open areas, protected environmental habitat, stormwater detention facilities, and similar low intensity uses.

Open Space
Description - This category shall be applied to areas which are owned by a public entity and managed in a largely undeveloped character. It includes parks, watersheds, shoreline areas, significant wildlife habitats, storm drainage ponds, utility corridors with public access, and areas

with significant development restrictions.

Designation Criteria

1. Passive parks or undeveloped Parks Department property;
2. Any site containing a significant developmental hazard; or
3. Any site containing open space value suitable for public protection without unduly encroaching on private property rights.

Implementing Zoning Designations

Open Space

Policies

- Policy LU-89. Active parks that provide sports field, activity and community centers, cemetery's, and public buildings should not be designated as open space.
- Policy LU-90. Open space lands are primarily designated to provide wildlife and aquatic habitat, flood detention, vegetation and soil preservation, and view shed protection. Land designated as open space may be used for public access to trails, interpretive centers, education opportunities, and other uses and facilities that support the purpose of their designation.
- Policy LU-91. Increase distribution of open space and increase access to open space amenities throughout Auburn.
- Policy LU-92. Enhance restoration, preservation and protection of natural resources and critical areas.
- Policy LU-93. Seek out opportunities to develop recreation and education opportunities on public lands or through public-private partnerships.
- Policy LU-94. Increase visibility of resources through public information campaigns. Continue to work with regional partners to develop and maintain trail systems that connect Auburn with regional destinations.
- Policy LU-95. Build on partnerships with school districts to expand public use of school facilities for recreation and exercise, and to improve public access to facilities for this purpose, as appropriate.

Institutional

Description - This category includes those areas which are reserved for public or institutional uses. These public uses include public schools and institutional uses such as large churches and schools. It is also intended to include those of a significant impact, and not those smaller public uses which are consistent with and may be included in another designation. For example, public uses of an industrial character are included in the industrial designation, and small scale religious institutions of a residential character are included in the residential designation.

Designation Criteria

1. Previously developed institutional uses; or
2. Located along major arterial streets;
3. Properties that are buffered from the Single Family designation by landscaping, environmental features, or the Residential Transition designation and buffered from all other Residential designations; and
4. Meets the development parameters of the Institutional designation.
5. Properties identified in the Airport Master Plan as Landing Field.

Implementing Zoning Designations

Institutional

Landing Field

Policies

- Policy LU-96. A responsible management entity and the purpose for the institutional designation should be identified for each property interest within this designation. Management policies and plans are appropriate for all lands in this designation.
- Policy LU-97. Appropriate uses for this designation include facilities that serve the needs of the larger community such as public schools, active parks, city operated municipal facilities, large churches, and fire stations.
- Policy LU-98. This designation permits a wide array of uses that tend to be located in the midst of other dissimilar uses. For this reason, special emphasis should be directed at the following:
- a. The appropriateness of new requests for this designation and the impacts that it may have on the surrounding community.
 - b. Site specific conditions that should be attached to the granting of new requests for this designation that are designed to mitigate impacts on the surrounding community.
 - c. Site specific conditions that should be attached to development proposals that are designed to mitigate impacts on the surrounding community.
- Policy LU-99. Coordination with other public or institutional entities is essential in the implementation of the institutional land use designation.
- Policy LU-100. Industrial and commercial uses which are affiliated with and managed by educational institutions for vocational educational purposes may be classified as an institutional use and permitted on a conditional basis.
- Policy LU-101. For the Landing Field designation, an Airport Master Plan should be developed that establishes the vision, policies, and implementation strategies that govern uses, management principals, and future planning efforts. Uses and activities within and surrounding this designation must comply with the requirements of the Federal Aviation Administration (FAA).

OVERLAYS, URBAN GROWTH AREA, AND SPECIAL PLANNING LAND USE DESIGNATIONS

Character Sketch:

These areas help control growth, protect the environment, and prevent urban sprawl conditions in our City. For a variety of reasons, specific areas exist within the City that require further specificity or focus of land use planning, policy, regulation, or investment. Overlays, urban growth areas, and special planning areas may be designated that help further enumerate a purpose. These areas are to be designated through the Comprehensive Plan and treated as a component of the Land Use Element of the Plan.

Values: Each area that is designated as an overlay, urban growth area, or special planning area shall be reflect the values identified in the Core Comprehensive Plan.

General Policies

- Policy LU-102. These land use designations must be consistent with the Growth Management Act (GMA), Puget Sound Regional Council, and countywide planning policies.
- Policy LU-103. Any proposed changes to these designations must be pursued in coordination with applicable State, Regional and County agencies.

Urban Separator
Description - Urban separators are areas designated for low-density uses in the King County Countywide Planning Policies. They are intended to be “protect Resource Lands, the Rural Area, and environmentally sensitive areas, and create open space and wildlife corridors within and between communities while also providing public health, environmental, visual, and recreational benefits.” There are two primary areas of urban separators, one on Lea Hill and one on West Hill.
Designation Criteria 1. Areas designated through the process of annexation.
Implementing Overlay Designations Lea Hill Overlay West Hill Overlay Urban Separator Overlay
Policies Policy LU- 104. The City is obligated to maintain (and not re-designate) until at least the year 2022, pursuant to the Countywide Planning Policies and an annexation agreement with King County. Policy LU- 105. Urban separators are deemed to be both a regional as well as local concern and no modifications to development regulations governing their use may be made without King County review and concurrence. Therefore, the areas designated as “urban separator” on the Comprehensive Land Use map, will be zoned for

densities not to exceed one dwelling unit per acre, with lot clustering being required if a subdivision of land is proposed.

Potential Annexation Area

Description - Potential Annexation Areas are areas located outside of the municipal city limits of Auburn. They are areas that are anticipated to be incorporated into the City within 10 years of their designation.

Designation Criteria - Potential Annexation Areas are jointly developed by cities and the County in which they are located. They are based upon countywide growth projections that are divided between all of the urban growth areas within the respective County.

Implementing Designations

Potential Annexation Area

Policies

Policy LU- 106. Auburn's Potential Annexation Area (PAA) is shown on Map XX. Map XX also depicts Growth Impact Areas. These Growth Impact Areas are generally adjacent cities or unincorporated County lands in which development that occurs potentially impacts the city of Auburn.

Policy LU- 107. The Auburn City Council may revise the boundaries of the Potential Annexation Area in the future, in response to:

- a. Amendments to the King or Pierce County Urban Growth Area as specified in the King or Pierce County Countywide Policies
- b. Discussions between Auburn and adjacent jurisdictions regarding PAA boundaries
- c. Discussions with Pierce County concerning the designation of PAA boundaries
- d. Changed circumstances relating to population and employment growth and projections, urban service feasibility, or similar factors.

Transition Overlay

Description – Transition Overlays are areas that do not have a Residential Transition land use or zoning designation but still require additional emphasis between two different land use designations.

Designation Criteria – Areas shows on the Comprehensive Plan land use map that are located between single family and multi family designations; between multi-family and non-residential designations; and between single family and non-residential designations.

Implementing Designations

Transition Overlay

Policies

Policy LU- 108. Between single family and multi-family:

- a. Where a multi-family use is proposed to be located adjacent to a single family zone, the multi-family use will bear the burden of providing an adequate transition of land use. Mitigating measures that control light, noise, and dust should be incorporated into multi-family development proposals.
- b. Provide non-motorized access through the Transition Overlay in order to connect the adjacent land uses.
- c. Housing size, type, and orientation shall be utilized as a means of providing harmonious transition of the built environment.
- d. Provide a mix of townhomes, duplexes, cottage housing and small scale multi-family housing.
- e. Rezones to the Residential Transition zone should not be allowed if it will result in the creation of a Residential Transition island.

Policy LU- 109. Between multi-family and non-residential

- a. Where a non-residential use is proposed to be located adjacent to a multi-family zone, the non-residential use will bear the burden of providing an adequate transition of land use. Mitigating measures that control light, noise, and dust should be incorporated into non-residential development proposals.
- b. Provide non-motorized access through the Transition Overlay in order to connect the adjacent land uses.
- c. Provide a mix of townhomes, duplexes, cottage housing and small scale multi-family housing.
- d. Rezones to the Residential Transition zone should not be allowed if it will result in the creation of a Residential Transition island.

Policy LU- 110. Between single family and non-residential

- a. Where a non-residential use is proposed to be located adjacent to a single family zone, the non-residential use will bear the burden of providing an adequate transition of land use. Mitigating measures that control light, noise, and dust should be incorporated into non-residential development proposals.
- b. Provide non-motorized access through the Transition Overlay in order to connect the adjacent land uses.
- c. Housing size, type, and orientation shall be utilized as a means of providing harmonious transition of the built environment.
- d. Cluster housing in order to utilize natural areas as a buffer.
- e. Rezones to the Residential Transition zone should not be allowed if it will

result in the creation of a Residential Transition island

Critical Area Overlays

Description – Under the Growth Management Act cities and counties are required to identify, designate and protect critical areas. Critical areas include (a) wetlands, (b) areas with a critical recharging effect on aquifers used for potable water, (c) fish and wildlife habitat conservation areas, (d) frequently flooded areas, and (e) geologically hazardous areas.

Designation Criteria – Designation of critical areas includes both the criteria that should be applied to the specific type of critical area as well as buffers and/or setbacks that are necessary for the protection of the critical area and/or life and property. Designation of critical areas is based on best available science as it applies to local conditions.

Implementing Designations

Wetlands

Critical Aquifer Recharge Areas

Fish and Wildlife Habitat Conservation Areas

Frequently Flooded Areas

Geologically Hazardous Areas

Policies

Policy LU- 111. Best available science will be utilized for the specific designation criteria and the associated adopted protection standards and development regulations.

Policy LU- 112. Reasonable use provisions will be included within the critical area regulations that ensure a property owner is not denied use of a pre-existing parcel, lot or tract.

Policy LU- 113. Exemptions to the critical areas ordinance should be provided for very limited and justified circumstances such as maintenance of existing land uses, work within some types of man made features, limited types of site investigation work, emergency activities, and certain types of invasive vegetation control.

Policy LU- 114. Critical area regulations will identify the process and standards for alteration of a critical area and criteria related to mitigation, performance, and monitoring.

Special Planning Areas

Description - “Special Planning Areas” are Districts, Sub-Areas, Impression Corridors, and Gateways within Auburn that warrant additional emphasis in planning, investments, and policy development. There are a variety of reasons for designating a Special Planning Area, and once designated there are a number of different potential outcomes. Reasons for designating a

Special Planning Area include:

- Areas of high visibility and traffic. These areas create an impression or image of Auburn. It is therefore particularly important to ensure that they are attractive and well maintained. Examples include Auburn Way South and major highway on- and off-ramps.
- Land use activities that warrants joint planning. In addition to developing approaches and strategies for the core land use activity, there may be additional emphasis on ensuring compatibility with surrounding land uses. Examples include, Green River College, the Auburn Municipal Airport, and Emerald Downs Thoroughbred Racetrack.
- Neighborhoods in which a resident and merchant live and conduct daily business and leisure. Examples include Downtown, Lea Hill and Lakeland.
- Areas where there is a focused desire to create greater physical and economic cohesiveness. These may be large planned developments or clusters. Examples include Auburn North Business Area and Mt. Rainier Vista.
- Areas with an existing *built environment* or an existing regulatory framework that does not, in itself, meet the expectations of the 7 values that underscore the Comprehensive Plan. Examples include the need for multi-modal connections between West Hill and Lea Hill into North and Downtown Auburn.

Designation Criteria

1. **Districts:** The geographic limit of districts and areas that make up the Special Planning Areas extends beyond an alignment with any particular street, trail, river, stream, or other linear corridor. Districts may contain other smaller Special Planning Areas, such as sub-areas. Additionally, districts are generally consistent with the geography of one of the eight “neighborhoods”¹ identified in the 2014 *City of Auburn Community Vision Report*. Generally speaking, districts are identified for the purpose of creating identity. This means that the land use designations and overarching policies and implementing regulations are not going to change from one District to the next. Instead, Districts are important for event planning, establishing park and open space level of service standards, and promoting community identity.

Districts (See Map #.)		
West Hill	North Auburn	Lea Hill
Downtown	South Auburn	Plateau
Lakeland	Southeast Auburn	

2. **Sub Areas:** Sub-Areas are smaller in geography than a district. Though relatively large, multiple sub-areas may be located within a single district. Sub-areas allow for the refinement and recognition of existing unique characteristics within a district. Sub-areas are intended to

¹ The eight “neighborhoods” are identified for comprehensive planning purposes only, as neither the City nor its neighborhoods have elected to officially designate the boundaries of City neighborhoods.

anticipate, support, and guide long-term growth and redevelopment through planned development and a unique vision for how that area should look and function in the future. It can also be used to provide flexibility when there is uncertainty regarding how an area may be most appropriately developed in the future. Sub-Area planning emphasizes infrastructure development, appropriate land uses, connectivity throughout the planned area, and connections to multi-modal transportation opportunities outside of the planned area.

Thirty-two Sub-Areas currently exist (including the nine economic development strategy areas discussed below). These Sub-Areas are categorized as Identified Areas, Designated Areas, and Adopted Areas. Identified areas have been identified as a Sub-Area within the Comprehensive Plan. Designated Areas have been designated on the Comprehensive Plan Map, which defines detailed boundaries of the area. Adopted Areas include an Adopted Sub-Area Plan that is incorporated into the Comprehensive Plan and establishes the purpose of its designation, goals and policies, and implementation strategies. Sub-Areas can move through the process of Identification, Designation, and Adoption by official action of the Auburn City Council in (three) stages or by a single action.

Once adopted, sub-area plans are intended to guide the future development of each respectively adopted sub-area on a planned basis. Uses and intensities within Special Planning Areas are determined for each area through individual planning processes. Each Sub-Area Plan must be consistent with the general goals, objectives and policies of the Comprehensive Plan. Key policies of the six Sub-Area Plans are listed below.

As an adopted document of the Comprehensive Plan, the Sub-Area Plans are subject to a review, and if necessary, revision to address changes in conditions, issues, or even characteristics of the planned areas. A review and revision of Sub-Area Plan will also include the review and, if necessary, a revision of zoning regulations and design standards. Updated and future Sub-Area Plans will either supplement existing goals, policies, and implement strategies, or replace existing Comprehensive Plan designations and policies.

In 2005, City Council adopted six Economic Development Strategy Areas under Resolution No. 3944. These areas, initially identified by a focus group of diverse business and community interests, are targeted for population and employment growth within the planning horizon of the City's 20 year growth target (2031). Two additional economic development strategy areas were identified in 2010. In 2012, the City Council added another economic development strategy area, revised the planning horizon to 50 years, and modified the boundaries of the economic development strategy areas to correlate the areas with areas with priority business sectors. The boundaries of the economic development strategy areas are incorporated as sub-area plans of the Comprehensive Plan.

Sub-Areas (See Map #.#)		
Identified Areas		
Auburn Golf Course	GSA/Boeing	Green River College
Mary Olsen Farm	Les Gove Campus	Emerald Downs
Auburn High School		

Designated Areas		
Auburn Environmental Park	Auburn Municipal Airport	15 th St. SW/C St. SW/West Valley Hwy. N
BNSF Rail Yard	A St. SE	Stuck River Road
M St. SE	SE 312 th /124 th Ave	Pike Street
Auburn Way South Corridor	Auburn Way North Corridor	8 th Street NE
AWS/Auburn Black Diamond Rd.	NW Auburn Manufacturing Village	Lakeview
	Mt. Rainier	
Adopted Areas		
Downtown (Ordinance 5549)	Auburn Adventist Academy (Resolution 2254)	Auburn North Business Area (Resolution 2283)
Lakeland Hills (Resolution 1851)	Lakeland Hills South (County H.E. Case Z15/UP70)	Northeast Auburn (Ordinance 6183)

3. **Impression Corridors:** Impression corridors are aligned with a particular street, trail, river, stream, or specific linear corridor. Some corridors may be part of a Sub-Area, in which case, the Impression Corridor policies are additive to the Sub-Area Plan. Impression corridors enhance the areas in which residents, businesses, visitors move throughout the City. The benefit of an impression corridor is twofold: residents know that the City is invested in the aesthetic of main thoroughfares and businesses can build off of the design and aesthetic provided by the impression corridor. Improvements or modification to impression corridors include consist and aesthetic signage, landscaping, and monument features, and the rehabilitation or removal of existing buildings and property. Impression Corridor boundaries and policies are formally designated by adoption of the Comprehensive Plan.

Impression Corridors (See Map #.#)		
Auburn Way North	Auburn Way South	A Street SE/Auburn Avenue
C Street SW	15 th Street SW	15 th Street NW/NE
8 th Street NE	Main Street	Division Street
132 nd Street SE	SE 320 th Street	SE 312 th Street
SE 304 th Street	M Street/Harvey Road	R Street

Lake Tapps Corridor	West Valley Highway	Auburn Black Diamond Road
Green River Road	37 th Street NW	S 277 th Street
Interurban Trail	Green River	White River
Mill Creek		

4. **Gateways:** Gateways are specific places, intersections, or blocks within the City. These essential locations are established because they constitute the first impression into of Auburn. They are therefore highly important to plan, construct, maintain, and enhance their appearance and function. Gateway locations and policies are formally designated by adoption of the Comprehensive Plan.

Gateways (See Map #.)

Auburn Way North and Auburn Avenue	East Main Street and M Street NE/SE	All roads with an entry into the city
Auburn Way South between 4 th Street SE and 6 th Street SE	West Main Street between C Street NW and B Street NW	Hwy 167 Off Ramps
SR 18 Off Ramps		

Implementing Designations

Planned Unit Development

Master Plans

Policies

District Policies.

Policy LU- 111. Through regulation, capital investment, and community planning, identify, promote and market district identity.

Sub Area Policies.

Policy LU- 112. Each sub area will contain its own vision, goals, policies and strategies.

Sub Area Plan Policies.

Policy LU- 113. Sub area plans are components of the Comprehensive Plan. Adoption or revision of a sub area plan will be treated as a comprehensive plan amendment and will comply with the Growth Management Act, Countywide Planning Policies, Vision 2040 and the Core Comprehensive Plan.

Impression Corridor Policies.

Policy LU- 114. Create specific plans for each of the identified corridors that outlines development policies and regulations, necessary capital improvements, and

implementation strategies. In the absence of any specific corridor plans, this section contains general policies that are to be applied within designated impression corridors.

- Policy LU- 115. Coordinate corridor planning, design, construction, and maintenance with other agencies, such as BNSF, the Muckleshoot Indian Reservation (MIT), and the Washington State Department of Transportation (WSDOT). Where one agency may more effectively manage the corridor, management or ownership consolidation is appropriate.
- Policy LU- 116. Promote the elimination or renovation of existing derelict or unmaintained structures, signs, fences, and properties along impression corridors through regulatory or enforcement mechanisms
- Policy LU- 117. Work with private and public property owners to educate, incentivize, and enforce regulations that are intended to improve the overall appearance of identified corridors.
- Policy LU- 118. Emphasize the design, orientation, construction materials, landscaping, and site layout for development proposals of new and existing buildings along impression corridors. New construction and the renovation of existing buildings create important opportunities for enhancing the appearance of impression corridors.
- Policy LU- 119. Establish regulations that ensure coordinated, attractive commercial signage is of an appropriate size and quantity. Signage regulations along these corridors may be different than those in other areas.
- Policy LU- 120. Take advantage of opportunities to provide informational signs, wayfinding signs, and traffic control signs that are attractive, useful, and integrated into a larger city-wide signage plan or policy.
- Policy LU- 121. Outdoor storage of materials, inventory, and other goods and off-street surface parking should be located at the rear of the property. If outdoor storage cannot be located in the rear of the property, then it should be screened from view from adjacent rights-of-way.
- Policy LU- 122. Design, construct, and enhance impression corridors to accommodate multi-modal uses.
- Policy LU- 123. Design and construct vehicular access points in a manner that consolidates access points serving multiple uses.
- Policy LU- 124. Signage, landscaping, and monument features should be used to establish prominent access points.
- Policy LU- 125. Discourage aerial utilities.
- Policy LU- 126. Invest in impression corridors by acquiring right of way, constructing and widening sidewalks, installing landscaping, building center medians, constructing parklets, providing street furniture, and other construction improvements.

Gateway Policies. Gateways are specific places, intersections, or blocks within the City. These essential locations are established because they constitute the first impression into of Auburn. Gateways are intended to create a “welcome” into distinct areas of the City or into the City itself. They are therefore highly important to plan, construct, maintain, and enhance their appearance

and function. Gateway locations and policies are formally designated by adoption of the Comprehensive Plan.

Policy LU- 127. Prioritize by rank all gateways and develop potential opportunities and designs for each location.

Policy LU- 128. Develop land use regulations that incorporate gateway priorities and concepts into private development proposals that are located at identified gateways.

Policy LU- 129. Coordinate with the Washington State Department of Transportation (WSDOT) to understand options and implement actions at gateway location. Many of the gateway locations are within the WSDOT right of way.

Policy LU- 130. Develop design layouts for gateway locations. Designs will identify key areas that greet residents and visitors as they enter the City or downtown center, opportunities for signage and monument features, and landscaping.

Policy LU- 131. Maintain the established gateways.

APPENDIX A

Auburn Adventist Academy - Adopted under Resolution 2254 on November 14, 1991

The Auburn Adventist Academy is primarily a secondary school operated by the Washington Conference of Seventh-Day Adventists. Since the school is sited on a larger complex that formerly housed a mill, the Academy has also sought to include industrial uses that support the mission of the school. The industrial uses provide employment opportunities, learning experiences, and vocational education for students of the Academy. The re-use of existing buildings and redevelopment of buildings lost to a fire in 1989 are the focal points of the industrial development. In addition to institutional and industrial uses, the Academy is also interested in agricultural uses for commercial and vocational purposes and currently operates a landing strip for aviation training. The plan focuses on providing predictability to planning, zoning, subdivision, and development decisions made by the City.

Academy SPA Policies

1. All secondary uses must relate directly to the Academy's Mission Statement.
2. Both academic and industrial uses are to be located on specific, strategic locations on the site to properly address existing land use and to be consistent and compatible with adjoining uses.
3. Steep slopes along northern boundary of the Academy will be retained as a natural environment
4. All development must be driven by the Academy and its appearance shall be consistent with an overall open, campus-like environment.

Auburn North Business Area - Adopted under Resolution 2283 on March 2, 1992

The Auburn North Business Area Special Planning Area Plan was the result of a comprehensive planning study due to increased development pressure north of the Central Business District. Since the Central Business District, which contains Downtown, the core of Auburn, is adjacent to these areas, future development in this area is crucial. A comprehensive and cohesive direction was also needed based on increased development proposals and rezone requests. In addition to development concerns, many of the considerable undeveloped parcels contain wetlands. All of these factors made development controls beyond zoning and development regulations advisable.

Auburn North Business Area SPA Policies

1. A mix of land uses, including light commercial and multifamily residential, are the principal uses. These uses are targeted to complement the CBD
2. Pedestrian-oriented development is advised
3. Automobile drive-in facilities, service stations, and automobile sales are not permitted

4. Buildings are designed to be pedestrian-friendly based on building siting, frontages, walkways, parking, and amenities

Lakeland Hills - Adopted under Resolution 1851 on April 18, 1988

Lakeland Hills area lies between the Stuck River and the southern City limits of Auburn in the most southwestern part of the City. The area consists of planned residential and commercial subdivisions, and is predominately residential in nature, offering a range of housing types, including single family and multi-family dwellings. The Lakeland Hills Plan was intended to provide long-term predictability to both the City and potential developers. As a planned community, development and design must be consistent with the policy guidance of the Lakeland Hills Plan.

Lakeland Hills SPA Policies

1. Higher residential densities and limited areas of commercial are oriented to the lower elevations of the area and along Oravetz Road
2. Higher elevations are reserved for single family residential neighborhoods
3. All commercial development must be integrated and compatible with the design of adjacent park and residential uses
4. Future developments must be designed as to minimize the potential severe erosion hazards

Lakeland Hills South - Approved under Pierce County Hearing Examiner Case Z15/UP70

Lakeland Hills South lies south of the Lakeland Hills special plan area and is the most southwestern part of the City. The area is predominately residential, allowing for a range of housing types, with commercial uses, including Lakeland Town Center, in the center. Nonresidential uses, including civic, religious, and municipal services are allowed throughout the area through an Administrative Use Permit. Unlike Lakeland Hills, Lakeland Hills South was accepted into Auburn was a Planned Unit Development (PUD). The Lakeland Hills PUD, originally the Lakeland Hills South Planned Development District (PDD), was approved under Pierce County Hearing Examiner Case no Z15-UP70 in 1990. Lakeland Hills South PUD is intended to provide enhanced flexibility to develop a site through innovative and alternative development standards. As a PUD, specific development and design standards are prescribed.

Lakeland Hills South SPA Policies

1. Natural amenities, such as open spaces and sensitive environmental features, should be strategically preserved and conducive to affordable housing.
2. Affordable housing should be provided consistent with the Comprehensive Plan.
3. Development should be pedestrian-oriented and encourage the use of travel modes that are alternative to automobiles, such as walking, bicycling, and mass transit.

4. All development, including building architecture, landscaping, and site planning, shall be subject to design review.
5. Enhance parks and open spaces should be enhanced in accordance with the Parks Master Plan and Comprehensive Transportation Plan's non-motorized plan.

Auburn Downtown Plan - Adopted under Ordinance 5549 on May 21, 2001

Downtown Auburn is the business, governmental, and cultural hub of Auburn, its physical and cultural heart. Many stores, restaurants, service providers, and small offices are well-represented throughout this district. Downtown hosts many community events and activities, such as the weekly Auburn International Farmers Market in the summer, Soundbites! Concert Series (in the City Hall Plaza) and the Veterans Day Parade. Downtown features public art that includes temporary installations such as Pianos on Parade and a permanent outdoor Downtown Sculpture Gallery with rotating pieces. This dynamism is possible because the district is a collection of uses that coexist in close proximity to one another. Due to the value, importance, and complexity of this district, The *Auburn Downtown Plan* identified four general needs to be addressed by the plan:

- Update of the existing plan in order to continue Downtown revitalization
- Concern over the reopening of Stampede Pass
- Multiple large projects proposed for Downtown
- Scarce private investment

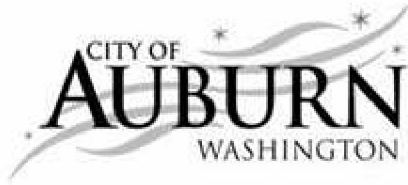
In conjunction with project-based items, a regulatory element that emerged from the goals of the Auburn Downtown Plan was the Downtown Urban Center (DUC) zoning district, which was established in 2007. While the DUC zoning district is intended specifically to address the needs of downtown, though the implementation of policies identified by the *Downtown Auburn Plan*, many challenges related to public and private investment, development, and strategic planning have yet to be addressed as downtown has evolved.

Downtown (DUC) Policies

1. Auburn Comprehensive Plan Chapter 5, Section 5.X contains policies applicable to the downtown. land use designation
2. *Auburn Downtown Plan*, Section 1.4 contains policies applicable to downtown.
3. Find creative and innovative methods to adaptively reuse existing buildings for a variety of uses
4. Reduce regulatory barriers and increase incentives to encourage strategic development (i.e. "makers", small-scale manufacturing, creative enterprises, and micro-scale restaurants).
5. Coordinate with the Comprehensive Transportation Plan to address parking and multimodal transit options.
6. Seek out branding opportunities through signage, art projects, and cohesive design to help re-enforce Downtown character.
7. Implement improvement projects including the Main Street Corridor Project (20% design)

8. Implement the Downtown Façade Improvement Program, the Downtown Façade Improvement Program, and the Comprehensive Downtown Parking Management Plan (CDPMP).

DRAFT



AGENDA BILL APPROVAL FORM

Agenda Subject:

Draft Comprehensive Plan - Housing Element (10 Minute Presentation / 20 Minute Q&A)

Date:

November 4, 2015

Department:

Community Development
and Public Works

Attachments:

[Memorandum](#)
[Volume 2 - Housing Element](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:**

Please see the attached memorandum.

Reviewed by Council Committees:

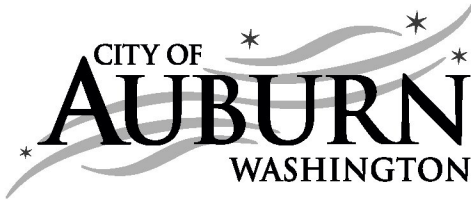
Other: Community Development

Councilmember:**Staff:**

Snyder

Meeting Date: November 9, 2015

Item Number: DI.B



Memorandum

To: John Holman, Deputy Mayor
City Council

CC: Nancy Backus, Mayor
Kevin Snyder, Director of Community Development and Public Works

From: Jeff Tate, Assistant Director of Community Development Services

Date: November 2, 2015

Re: City of Auburn Draft Comprehensive Plan Housing Element

Community Development Services is pleased to transmit the Draft Comprehensive Plan Housing Element. During the November 9, 2015 Council workshop, staff will provide an overview of the Housing Element and how it fits into the overall context of the City's full comprehensive plan. As a precursor to staff's presentation, Attachment A of this memo provides a one page summary of the core plan, its related policy elements, and which parts are on the schedule for November 9, 2015.

The current Housing Element is 13 pages in length. As is the case with each element of the comprehensive plan, staff had an objective of reducing the length of each document in order to help make it more useable and understandable. The draft Housing Element is shortened to 10 pages.

The Housing Element serves as one of the 7 Growth Management Act (GMA) mandatory Policy Elements (RCW 36.70A.070(2)). The draft document is based upon information and data that was collected during the 2014 Auburn Housing Needs and Characteristics Assessment (Appendix B of the Plan) and the 2014 Auburn Housing Element Checklist (Appendix C of the Plan). Appendices are available for viewing at:

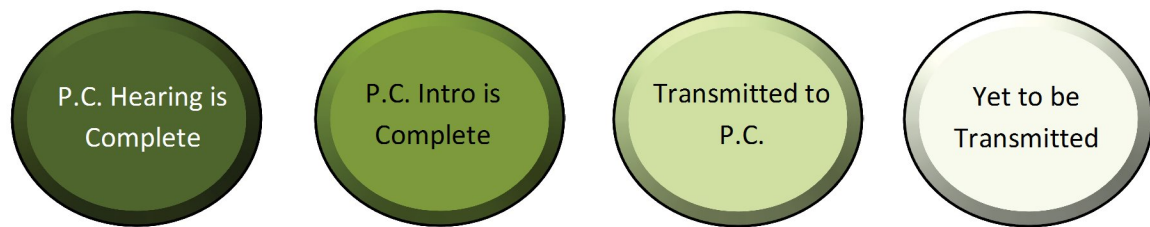
http://www.auburnwa.gov/doing_business/community_development/planning/comprehensive_plan/draft_comp_plan.htm

During the November 9th Study Session workshop, staff will provide an introduction to the Housing Element as well as an overview of significant policy changes and new areas of emphasis.

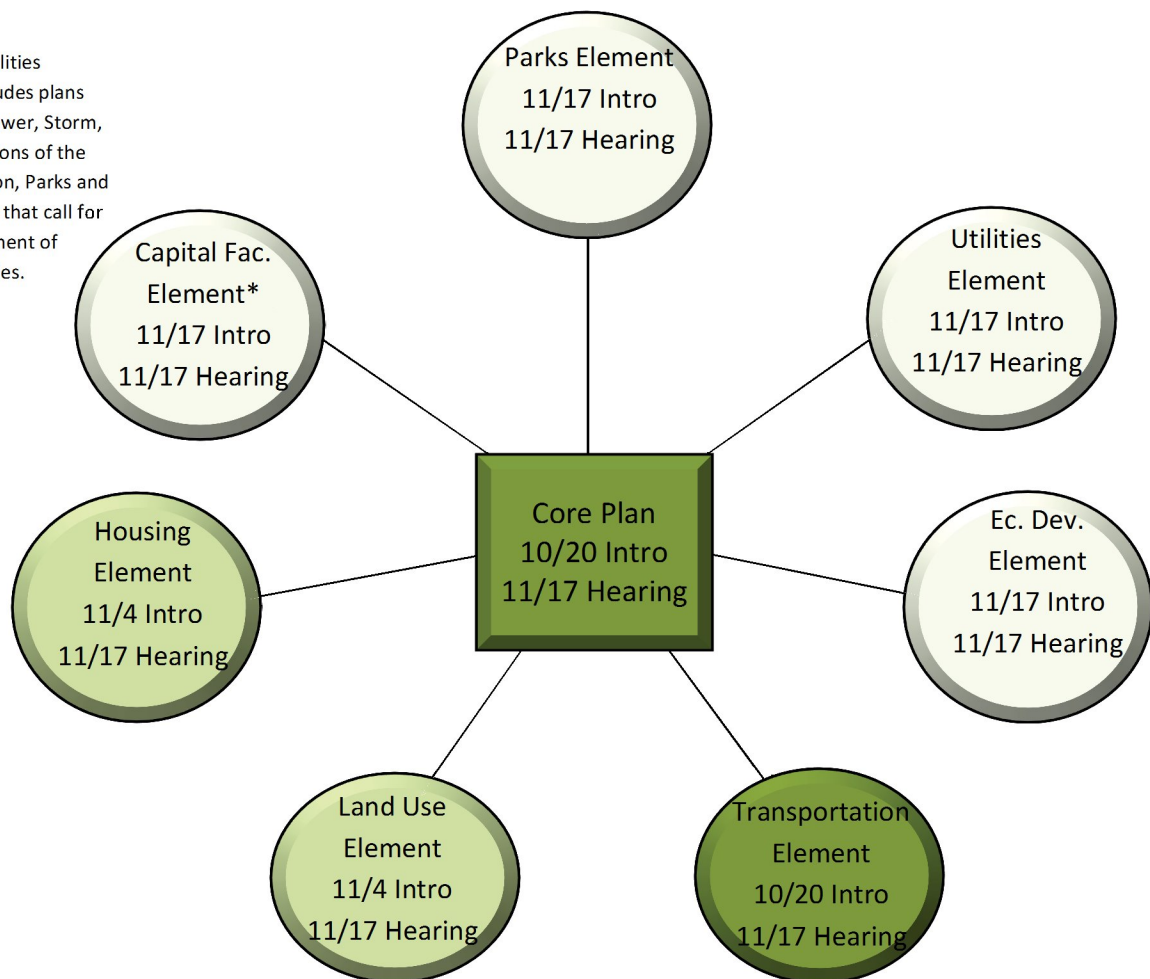
Attachment B of this memo provides an overview of the Planning Commission and City Council schedule with references to those portions that have been completed, what remains, and what is subject to the current review.

ATTACHMENT A – OVERVIEW

Status After the November 4, 2015 Planning Commission Meeting



* Capital Facilities Element includes plans for Water, Sewer, Storm, and the portions of the Transportation, Parks and Airport plans that call for the development of capital facilities.



ATTACHMENT B - SCHEDULE

COMPREHENSIVE PLAN – CHRONOLOGICAL SCHEDULE		
Date	Meeting	Subject(s)
Tuesday, October 20, 2015 COMPLETED	Planning Commission	Core Plan Introduction Transportation Introduction
Monday, October 26, 2015 COMPLETED	Council Study Session	Water Introduction Sewer Introduction
Monday, November 2, 2015 COMPLETED	Council Study Session	Core Plan Introduction Transportation Introduction Storm Introduction
Wednesday, November 4, 2015 COMPLETED	Planning Commission	Land Use Introduction Housing Introduction Core Plan Hearing Transportation Hearing
Monday, November 9, 2015	Council Study Session	Land Use Introduction Housing Introduction
Tuesday, November 17, 2015	Planning Commission	Ec. Dev. Introduction Parks Introduction Utilities Introduction Land Use Hearing Housing Hearing
Wednesday, November 18, 2015	Council Study Session	Core Plan, Transportation, Housing, Land Use Wrap Up
Monday, November 23, 2015	Council Study Session	Ec. Dev. Introduction Parks Introduction Utilities Introduction
Tuesday, December 8, 2015	Planning Commission	Ec. Dev. Hearing Parks Hearing Utilities Hearing Comp Plan Deliberations
Monday, December 14, 2015	Council Study Session	TBD if needed
Monday, December 21, 2015	Council Meeting	Comp Plan

COMPREHENSIVE PLAN – SUBJECT SCHEDULE	
Subject	
Water	
Planning Commission Intro	March 17, 2015 – COMPLETED
Planning Commission Hearing	April 14, 2015 – COMPLETED
City Council Intro	October 26, 2015 – COMPLETED
Sewer	
Planning Commission Intro	April 14, 2015 – COMPLETED
Planning Commission Hearing	April 21, 2015 – COMPLETED
City Council Intro	October 26, 2015 – COMPLETED
Storm	
Planning Commission Intro	May 5, 2015 – COMPLETED
Planning Commission Hearing	June 2, 2015 – COMPLETED
City Council Intro	November 2, 2015 – COMPLETED
Core	
Planning Commission Intro	October 20, 2015 – COMPLETED
Planning Commission Hearing	November 4, 2015 – COMPLETED
City Council Intro	November 2, 2015 – COMPLETED
Transportation	
Planning Commission Intro	October 20, 2015 – COMPLETED
Planning Commission Hearing	November 4, 2015 – COMPLETED
City Council Intro	November 2, 2015 – COMPLETED
Land Use	
Planning Commission Intro	November 4, 2015 – COMPLETED
Planning Commission Hearing	November 17, 2015
City Council Intro	November 9, 2015
Housing	
Planning Commission Intro	November 4, 2015 - COMPLETED
Planning Commission Hearing	November 17, 2015
City Council Intro	November 9, 2015
Economic Development	
Planning Commission Intro	November 17, 2015
Planning Commission Hearing	December 8, 2015
City Council Intro	November 23, 2015
Parks and Recreation	
Planning Commission Intro	November 17, 2015
Planning Commission Hearing	December 8, 2015
City Council Intro	November 23, 2015
Utilities	
Planning Commission Intro	November 17, 2015
Planning Commission Hearing	December 8, 2015
City Council Intro	November 23, 2015

AUBURN COMPREHENSIVE PLAN – VOLUME 2

Housing Element

HOUSING ELEMENT VISION

Auburn is a place our diverse community is proud to call home for a lifetime. Auburn provides opportunities for attainable housing in a variety of styles to meet the needs of all ages, abilities, cultures, and incomes. Our neighborhoods are safe and attractive, offer gathering places to meet friends and family, are connected by trails, streets, and transit, and well-kept. Our households are aware of opportunities and services offered by governmental, educational, employment, health, and service providers that can enhance their quality of life. Volunteerism to improve our parks, schools, streets, and homes makes our neighborhoods and families stronger. Our quality housing and neighborhoods support our local economy.

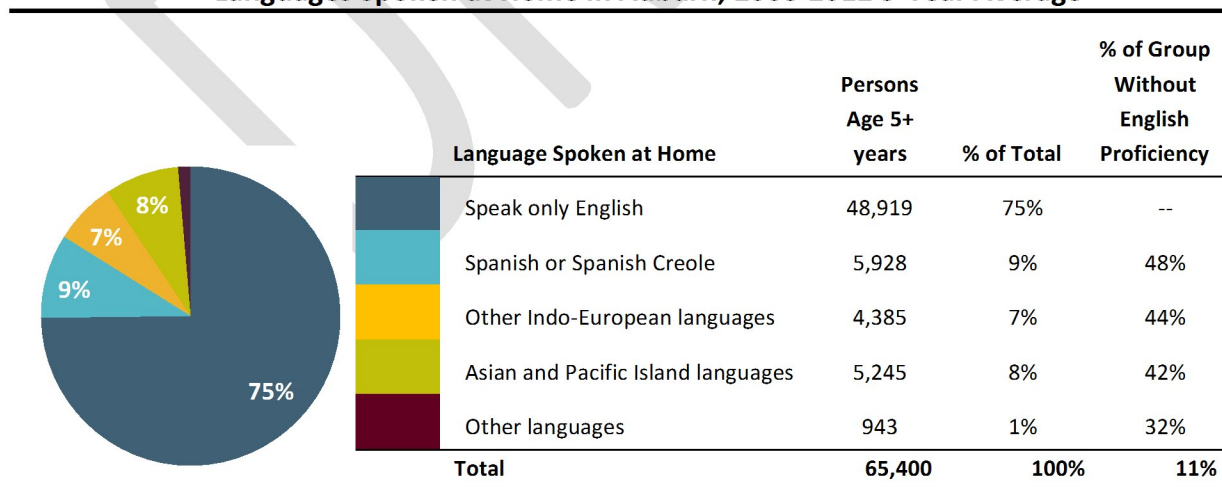
HOUSING CONDITIONS AND TRENDS SUMMARY

The City of Auburn commissioned a Housing Needs and Characteristics Report (BERK 2014) to identify community needs and develop Housing Element policies. Key findings of that report are summarized below and led to the development updated goals and policies.

Auburn is diverse. Approximately 25% of Auburn residents speak a language other than English. This is similar to King County (25%) and higher than Pierce County (14%). Spanish (9%), Asian and Pacific Island languages (8%), and other Indo-European languages (7%) are the most common languages spoken other than English in Auburn. See Exhibit 1.

Exhibit 1

Languages Spoken at Home in Auburn, 2008-2012 5-Year Average



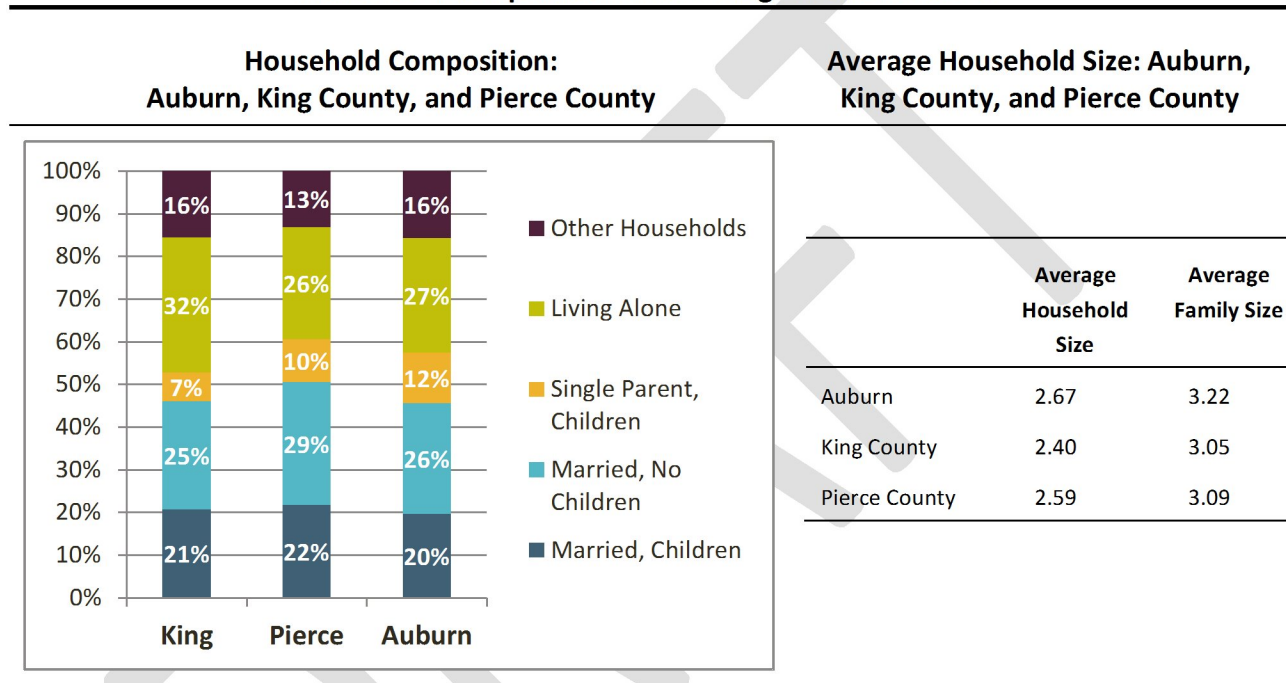
Source: 2008-2012 American Community Survey 5-Year Estimates

Auburn's diverse communities may have different housing preferences, and preferences for neighborhood amenities, and services. For example, outreach conducted with the Hispanic community in association with the Housing Element Update showed that most would recommend Auburn as a place

to live for family and friends and wanted their children to grow up and stay in Auburn, but desired improved security and traffic calming. The outreach participants desired to help improve their neighborhood and volunteer.

Auburn's household size trends show the City will need to ensure a variety of housing types are offered to match the needs of both small and large households. Auburn has a larger household size and average family size than King or Pierce Counties. However, household size composition information shows a significant proportion of single persons and two persons with no kids. Auburn also has a higher proportion of single parent households. The type of homes needed for smaller households may be different than for larger households. See Exhibit 2.

Exhibit 2 Household Composition and Average Household Size



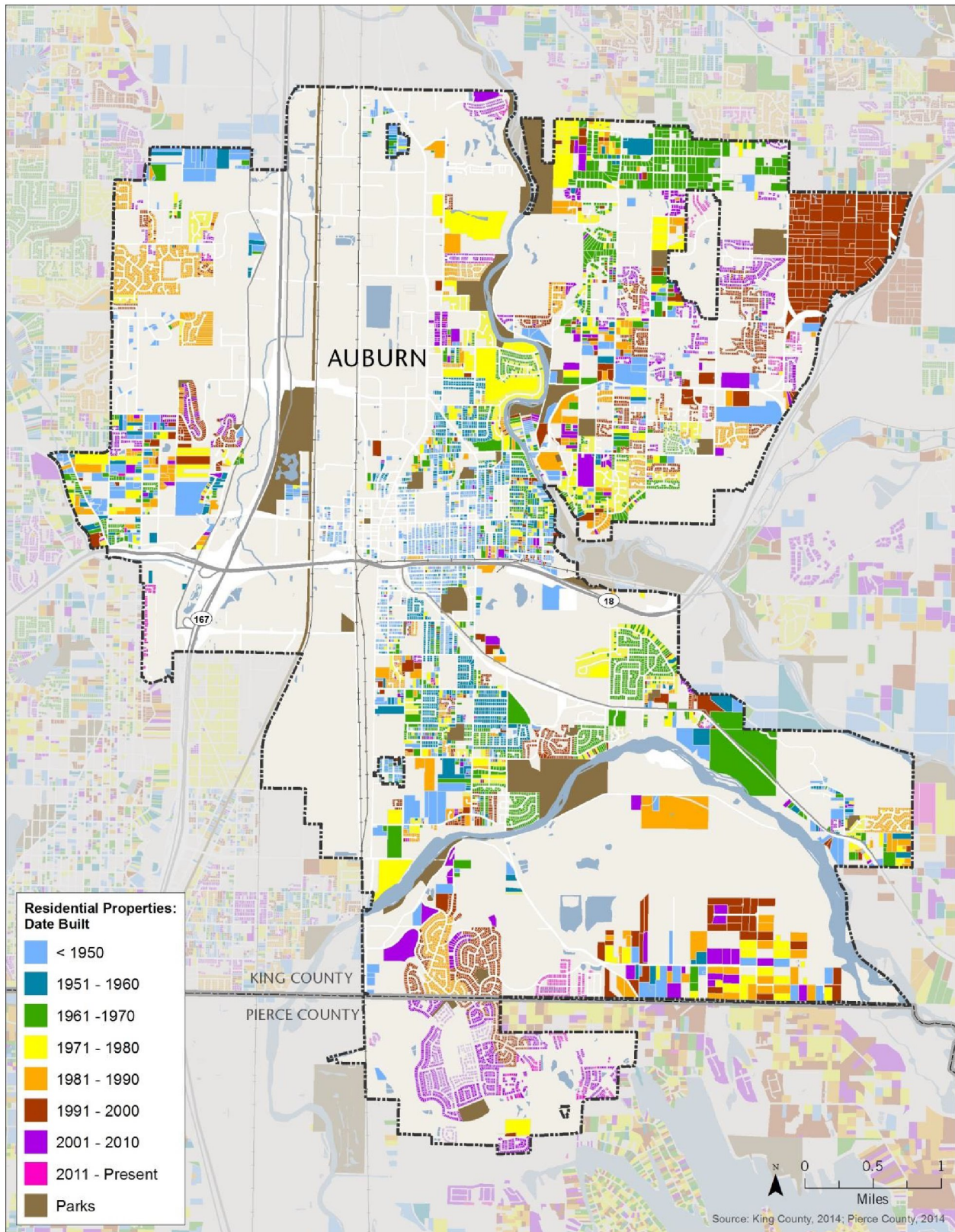
Source: 2008-2012 American Community Survey 5-Year Estimates; US Census, 2010.

Auburn is affordable. Auburn has a higher proportion of its population with lower incomes, and Auburn's housing is more affordable than the region. Rents are below King County Fair Market Rents, and the median sales price is at least \$100,000 below the King County median sales price. Almost half of the City's households could afford the median priced home, and more than two thirds could afford the median priced condominium unit in Auburn.

Auburn's housing stock is older and much of the rental housing is in fair or poor condition. Though housing is affordable in Auburn, the City could lose some of its most affordable rental housing as structures near the end of their useful life.

See Exhibit 3 illustrating the Year Built information for the City showing older housing stock in the valley and West Hill and newer housing in Lea Hill and Lakeland Hills.

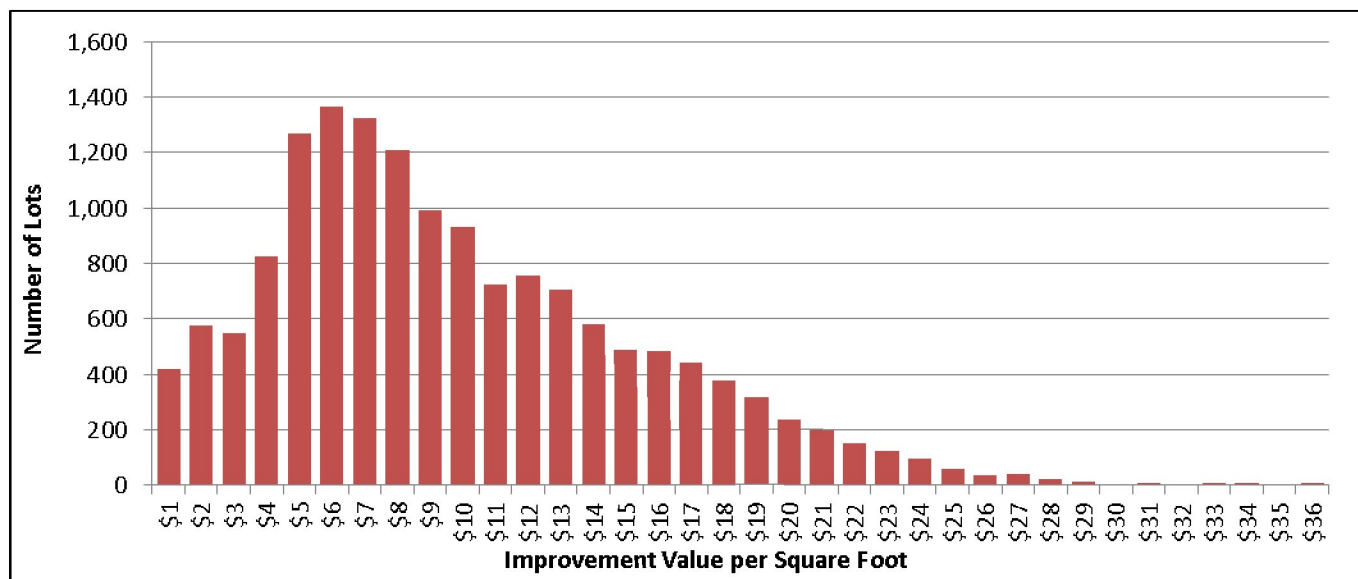
Exhibit 3 Year Built



Source: King County Assessor, 2014; Pierce County Assessor 2014; BERK Consulting 2014

Overall, the assessed improvement value per square foot in Auburn is relatively low; see Exhibit 4. This is likely owing to the age of much of Auburn's housing as well as its position in the overall metropolitan market. Housing with the lowest improvement values per square foot are concentrated in the periphery areas outside of the city center. Exceptions include northeast Auburn around 132nd SE and the Lakeland Hills area.

Exhibit 4
Assessed Improvement Value per Square Foot



A closer look at the improvement value per square foot demonstrates the distribution of housing units in Auburn.

- There are approximately 1,600 units with no or very limited improvement value listed.
- There is a long tail stretching towards higher improvement values per square foot, demonstrating the presences of some higher value housing stock.
- The median improvement value (not including lots with no improvement value) is \$16.73.

Why is housing important to Auburn's future?

The housing element can serve as a useful management tool to meet changing community needs for housing, as well as to address land use, economic development, transportation, environmental and other concerns.

- A variety of housing choices can meet the needs of Auburn's residents at all ages and affordability levels, help residents maintain and retain their homes, and promote services and amenities that improve neighborhood livability.
- Well planned housing can support Auburn's economic goals by attracting residents to live near their jobs, and by serving as a source of customers to support commercial districts.
- Housing in proximity to transit or mixed-use projects can help reduce the need for costly infrastructure (e.g. roads and sewer). Housing in proximity to a variety of transportation modes can increase a household's disposable income and savings by reducing the cost of transportation.
- Well designed and located housing can reduce energy and water consumption, and promote healthy lifestyles.

HOUSING GOALS AND POLICIES

Healthy Homes & Neighborhoods

- Policy H-1. Recognize the important role of public improvements, facilities and programs in providing a healthy home environment within the community. [HO-4]
- Policy H-2. Through integrated planning for land use, parks and recreation, transportation, housing, and jobs, support active living and healthy eating opportunities. [Element audit, needs assessment, outreach]
- Policy H-3. Promote safe and connected neighborhoods. [Element audit, needs assessment, outreach]
- A. Continue to implement crime prevention programs such as neighborhood block watches.
 - B. Through the land use and building permit process, implement principles of crime prevention through environmental design.
 - C. Promote community volunteerism to increase residents' wellbeing and safety.
- Policy H-4. Promote housing that meets the needs of Auburn's workforce, is located and designed to support affordable multimodal transportation options, and contributes to a regional jobs-housing balance. [Element audit, needs assessment, outreach]
- Policy H-5. Provide for housing choices in Downtown and other designated mixed use centers where infrastructure is more available or can be improved with regional and local funds. [Element audit, needs assessment, outreach]
- Policy H-6. Improve streetscapes in developed neighborhoods. Continue to repair and/or replace deteriorated sidewalks and remove barriers to pedestrian traffic. [HO-30]
- Policy H-7. Seek and provide assistance for the reduction of lead-based paint hazards and measures to remove mold, improve energy conservation and provide for healthy indoor air quality. [Lead-based, HO-29; also housing audit]
- Policy H-8. Promote the City's neighborhood program. Connect residents to volunteer activities. [Element audit, needs assessment, outreach]
- Policy H-9. When evaluating proposed developments, apply site and building design standards, require quality streetscape, landscape, onsite recreation and open space, and low impact development measures to improve community character and environmental quality. [Element audit, needs assessment, outreach]

How can Auburn Plan for Active Living and Healthy Eating?

Provide for a complete community with a variety of work, shopping, recreation, health and education, and home environments.

Implement a connected non-motorized trail and park system with neighborhood gathering spaces.

Work with transit providers to connect neighborhoods to commercial and social services.

Facilitate access to regional transportation and job centers in and near Auburn.

Support art projects and cultural events to provide opportunities to build a sense of community investment, improve esthetics, bring people together cross-culturally, and involve neighborhood youth.

Support community gardens to improve access to healthy food and to build community relationships.

Variety

- Policy H-10. Provide a land use plan and zoning that offers opportunities to achieve a variety of housing styles and densities for private and non-profit housing providers. [Element audit, needs assessment, outreach]
- Policy H-11. Promote opportunities for home ownership through single-family detached and semi-attached housing, fee-simple cottages and townhouses, and condominium apartments. [Element audit, needs assessment, outreach]
- Policy H-12. Allow accessory dwelling units as an affordable housing strategy. [HO-19]
- Policy H-13. Encourage residential development in Downtown, particularly housing that is integrated with commercial development. [HO-18]
- Policy H-14. Implement incentives to develop underutilized parcels into new uses that allow them to function as pedestrian- oriented, mixed-use neighborhoods. Existing uses which are complementary, economical, and physically viable shall integrate into the form and function of the neighborhood. [HO-26]
- Policy H-15. Use innovative zoning provisions to encourage infill development of underutilized parcels in zones which have been identified in the Comprehensive Plan as areas where infill residential development should be encouraged. Certain development requirements for infill development may be relaxed, while requiring adherence to specific design requirements to ensure compatibility with the character of nearby existing residential structures. [HO-27]
- Policy H-16. Allow appropriately designed manufactured housing within single family neighborhoods, consistent with state law. [HO-13]
- Policy H-17. Allow manufactured housing parks and multifamily housing in appropriately zoned but limited areas. [HO-14]

Quality

- Policy H-18. Conserve Auburn's existing housing stock because it is the most affordable form of housing. [Objective 7.7]
- Policy H-19. Inventory and map dilapidated properties. [public works, 2012]
- Policy H-20. Organize, educate and assist property managers and owners in the creation and preservation of safe neighborhoods. [HO-28]
 - A. Offer an owner-landlord training program to better market, manage and maintain residential rental property. [public works, 2012]
 - B. Encourage retention of professional management assistance. [public works, 2012]
 - C. Recognize and publicize well maintained apartment properties, such as by awarding a "multifamily property of the year." [public works, 2012]
 - D. Advise landlords with problem buildings about the benefits of donating their property or selling it below market cost to a specially designated non-profit organization. [public works, 2012]
- Policy H-21. Promote housing improvements by property owners and building managers. Seek available assistance for housing rehabilitation. Assistance will include the development of residential infrastructure and the rehabilitation of individual properties. [HO-20]
 - A. Find public and private sources of capital and offer low-interest loans for rehabilitation. [public works, 2012]

- B. Continue to participate in the Emergency Home Repair Program and consider partnering with non-governmental organizations to maximize funds. [public works, 2012]
- C. Encourage green lending for improved energy conservation, indoor air quality, and other measures. [public works, 2012]
- D. Help identify professional volunteers at educational or professional associations to plan redesign or architectural upgrades of the properties. [public works, 2012]

Policy H-22. Evaluate and update codes applicable to housing and provide effective and appropriate enforcement. [HO-9]

- A. Enforce city ordinances regarding abandoned properties. [public works, 2012]¹
- B. Consider a multifamily inspection program. [public works, 2012]
- C. Consider public identification of landlords who are found to be out of compliance for extended time periods and unwilling to take steps to ameliorate substandard conditions. [public works, 2012]
- D. Consider a landlord compliance program where code enforcement penalties can be reduced if attending landlord training programs. [public works, 2012]

Policy H-23. Work with park owners, managers and park tenants to develop policies and regulations to preserve manufactured home parks and the affordable housing they offer. [HO-21]

Policy H-24. Consider an Auburn Housing Authority. [Council Vision]

Attainability

Policy H-25. Promote affordable housing that meets changing demographic needs. [Element audit, needs assessment, outreach]

Policy H-26. Work in partnership with King County and other cities to address the countywide need for housing affordable to households with moderate, low and very-low incomes, including those with special needs. [Element audit, needs assessment, outreach]

- A. The King County countywide need for housing by percentage of Area Median Income (AMI) is:
 - 50-80% of AMI (moderate) - 16% of total housing supply
 - 30-50% of AMI (low) - 12% of total housing supply
 - 30% and below AMI (very-low) - 12% of total housing supply
- B. Address the King County need for housing affordable to households at less than 30% AMI (very low income), through all jurisdictions working individually and collectively.
- C. Meet Pierce County Countywide Planning Policies to provide opportunities for housing affordable to all incomes including low incomes.
- D. Focus Auburn's efforts towards the countywide and community need for low and moderate income housing on preserving existing affordable housing with robust maintenance and repair programs, and ensuring long-term affordability of existing housing.

¹ public works, 2012, Preserving Rental Housing in Auburn

- Policy H-27. Encourage and assist in the renovation of surplus public and commercial buildings and land into affordable housing. Additionally, explore opportunities to dedicate revenues from sales of publicly owned properties, including tax title sales, to affordable housing projects. [extension of HO-22; element audit]
- Policy H-28. Seek, encourage and assist nonprofit organizations in acquiring depreciated apartment units for the purpose of maintaining and ensuring their long-term affordability. [HO-23]
- Policy H-29. Review and streamline development standards and regulations to advance their public benefit, provide flexibility, and minimize additional costs to housing. [Element audit, needs assessment, outreach]
- Policy H-30. Promote compliance with federal and state fair housing laws. Support fair housing opportunities for all regardless race, color, national origin, religion, sex, familial status, or disability. [Element audit, needs assessment, outreach]

Special Needs

- Policy H-31. Encourage and support human and health service organizations that offer programs and facilities for people with special needs. Support programs in particular that help people to remain within the community, including those that are disabled, seniors, single parent households, and the homeless. [broadened HO-1]
- Policy H-32. Assist low-income persons, who are displaced as a result of redevelopment, find affordable housing in accordance with state and federal laws and regulations. [HO-15]
- Policy H-33. Continue to ensure that funding becomes available to support youth and social services in Auburn. [HO-31]
- Policy H-34. Support seniors who wish to age in place in their homes, such as with home rehabilitation services, adult day health and senior center activities. [Element audit, needs assessment, outreach]
- Policy H-35. Provide opportunities for assisted living and retirement communities. [Element audit, needs assessment, outreach]
- Policy H-36. Promote universal design principles to ensure housing is designed to be usable by all people regardless of age or abilities. [Element audit, needs assessment, outreach]

Supportive Services

- Policy H-37. Provide empowering training for local residents who want to participate in civic activities and who would like to improve their knowledge and skills around community leadership. [public works, 2012]
- Policy H-38. Provide information in multiple languages to Auburn's diverse communities regarding services offered by local and regional governmental, educational, employment, health, and other providers to improve residents' quality of life and to promote resident engagement and household economic independence. [Element audit, needs assessment, outreach]
- Policy H-39. Offer financial and homebuyer education to encourage household saving and budgeting to consider home ownership. [public works, 2012]
- Policy H-40. Provide information and resources that educate and guide low-income persons toward affordable housing opportunities. Develop materials in multiple languages. [HO-16]
- Policy H-41. Review proposals to site facilities providing new or expanded human services within the City to determine their potential impacts and whether they meet the needs of the Auburn community. Important caveats in the City's consideration will include the following: [HO-5]

- A. While Auburn will willingly accept its regional share of facilities which provide residential services, or influence residential location decisions, Auburn will expect other communities to accept their share as well.
- B. The funding of human service centers sited in Auburn that serve an area larger than Auburn would rely on an equitable regional source of funding.
- C. The siting of all facilities shall be based on sound land use planning principles and should establish working relationships with affected neighborhoods.

Partnerships and Monitoring

- Policy H-42. Partner with South King County jurisdictions in ongoing efforts to coordinate the human, educational, and housing needs of our diverse cultural communities, such as through the Road Map Project, interjurisdictional housing and human services forums, and other efforts. [Element audit, needs assessment, outreach]
- Policy H-43. Support national, state and especially regional efforts to address the housing and human service needs of the region and the City. [HO-7]
- Policy H-44. Explore all available federal, state and local programs and private options for financing affordable housing, removing or reducing risk factors, and preserving safe neighborhoods. [Objective 4.4]
- Policy H-45. Work in partnership with public and private housing providers, businesses, and other agencies in the provision of housing assistance to Auburn residents and business employees.
- Policy H-46. Through the building permit process, inventory and track affordable housing opportunities within Auburn. Distribute affordable housing information to nonprofit agencies serving the homeless and low-income persons. [HO-17]
- Policy H-47. Monitor housing supply, affordability, and diversity in Auburn and its contribution to the countywide and regional housing need. [Element audit, needs assessment, outreach]
- Policy H-48. Review and amend, a minimum every five years, local housing policies and strategies. [Element audit, needs assessment, outreach]

HOUSING OBJECTIVES AND IMPLEMENTATION

The City has developed housing objectives implementation strategies addressing housing diversity, condition, attainability, and programs to serve special needs. See Exhibit 5. The City will monitor the objectives over time.

Exhibit 5. Housing Objectives and Tools

Outcomes	Indicators	Example Tools
Improve housing quality	Increased quality of rental housing	Housing rehabilitation and repair loans Loans for energy conservation and healthy indoor air quality City-sponsored and non-profit property manager programs Housing inspection program Code enforcement Community volunteer program
Meet demand for new housing units	Land capacity to meet or exceed housing target	Land use plan and zoning
Promote housing ownership	Maintain or increase home-ownership rates	Single family dwellings including small lots Accessory dwelling units Cottages, townhomes
Allow for a variety of housing types to meet size and age and cultural trends	Increased numbers of small units with neighborhood recreation and service amenities Retention of housing stock with larger units.	Single family dwellings including small lots Accessory dwelling units Multiplexes, cottages, townhomes Mixed use zoning Incentives infill housing types
Increase opportunities for housing to very low, low, and moderate income households	Increased numbers of ownership dwellings available to moderate incomes Increased mixed use development for all incomes Increased preservation and improvement of rental housing with long term affordability commitments	Accessory dwelling units Downtown incentives Infill incentives Permit and impact fee waivers See also "improve housing quality" above
Improved opportunities for special needs housing and services	Greater match of housing to special needs including housing for all ages, abilities, homeless	Community services programs Partnerships with non-profit housing providers and non-governmental organizations
Monitor housing supply, affordability, and diversity	Address achievement of indicators above	Monitor in conjunction with regular Comprehensive Plan Updates and at time of new countywide planning policy housing targets



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5173 (15 Minute Presentation / 15 Minute Q&A)

Date:

September 24, 2015

Department:

Parks/Art and Recreation

Attachments:

[Resolution 5173](#)
[2014 Annual Report](#)
[2015 Annual Report](#)
[2016 Contract](#)
[2014-2015 contract](#)
[Attendance records](#)

Budget Impact:

\$0

Administrative Recommendation:

City Council approve Resolution 5173

Background Summary:

An informational presentation from the Auburn Symphony Orchestra regarding the 2013- 14 and 2014-15 performing art seasons and inclusion of the 2016 draft contract related to operating support for the Auburn Symphony Orchestra.

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

Faber

Meeting Date:

November 9, 2015

Item Number: DI.C

RESOLUTION NO. 5 1 7 3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, AUTHORIZING THE MAYOR
AND CITY CLERK TO EXECUTE AN AGREEMENT
BETWEEN THE CITY OF AUBURN AND THE AUBURN
SYMPHONY ORCHESTRA FOR TOURISM PROMOTION
SERVICES

WHEREAS, the City is interested in promoting and marketing Auburn as a tourist
Destination; and

WHEREAS, there are activities located and occurring within the corporate
boundaries of the City the promotion of which would be beneficial to the City and to the
residents and businesses of the City; and

WHEREAS one source of such activities is the Auburn Symphony Orchestra, the
Service Provider, herein; and

WHEREAS, a program of advertising for such events would help to insure the
success of such activities by informing people about them encouraging people to attend
and attracting tourists to the City; and

WHEREAS, in order to advertise the City, attract visitors, and encourage tourism
it would be advantageous for the City to contract with the Service Provider for
promotional services in connection therewith.

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

Section 1. That the Mayor and City Clerk are hereby authorized to execute an
Agreement between the City and the Auburn Symphony Orchestra for tourism

promotion services, which agreement shall be in substantial conformity with the agreement attached hereto as Exhibit A and incorporated herein by this reference.

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

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

Dated and Signed this _____ day of _____, 2015.

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

Auburn Symphony Orchestra

It's all about the music®

October 17, 2014

To: Maija McKnight, Cultural Programs Specialist
City of Auburn
From: Lee Valenta, General Manager 
Auburn Symphony Orchestra
Re: Annual reporting for the City Council

Hi Maija,

Attached is the requested information. I have summarized some accomplishments and activities on the cover page and have attached the data, press releases, financial information, articles and ads. As you know, recognition is always given to the City of Auburn whenever possible, and documents demonstrating that, including programs, flyers, postcards, etc. were submitted with billings earlier this year.

We appreciate your support and the continued confidence and interest of the City Council in our accomplishments. We're pleased with our ongoing growth, while we continually strive to get more people to know about and attend our concerts. We are most proud of the excellence the orchestra brings to the City of Auburn. Testimony to that comes from as far away as New York City. Alastair Macaulay, the New York Times dance critic, was recently in Seattle for the Pacific Northwest Ballet performances of *Jewels*. In his October 7 review for the New York Times he wrote, "The company's orchestra, surely the finest ballet band in America, is celebrating its 25th anniversary this season." And later in the review he referred to "the lustrous playing of the company orchestra (some of its players have been with it for all of its 25 years)."
That's our Auburn Symphony.

Thanks so much for your ongoing assistance, including your help with the formatting. Let me know if you need anything further.

**Auburn Symphony Orchestra
Annual Report
2014 Calendar year**

- Despite the move to the Theatre at Mountainview High School while the Auburn Performing Arts Center is being remodeled, we equaled our number of season ticketholders from last season—257. Single tickets in October were down from our average—we assume it is mostly due to the change of location.
- We offered \$10 tickets to family members of all Auburn School District music students in April and October. Except for one or two students, all requests have come from Mt. Baker Middle School thus far. We will continue the offer in February, hoping that the 14-year-old trumpet soloist is a draw.
- We ended our fiscal year \$6000 in the black in June, due mostly to an increase in revenue through individual donations and our wine event.
- The board thoroughly examined our bylaws, revamping committees to include committee charters; and in addition to our sub-committee for chamber concerts, sub-committees were created in marketing and the music director/conductor search. New policies were created in the following areas: financial, personnel, conflict of interest, and confidentiality.
- We added two new board members, both highly interested in communicating to the broader south King County community about the Auburn Symphony.
- Our attendance at the Mary Olson Farm concerts increased 35% from last season. A special reminder postcard and word of mouth are giving this popular series greater visibility. We plan to continue this successful partnership with the museum next summer.
- In an effort to expand outreach and attract new audiences to the symphony, we are presenting our first chamber concert in Kent at the First Christian of Kent on Friday, November 21 at 7 pm. We have received \$1000 in funding from the Kent Arts Commission to help underwrite the concert.
- We featured four downtown Auburn restaurants— Zola's, Don Giovanni's, Station Bistro and OddFellas—in our February, April and October symphony programs and try to rotate our post-concert gatherings among them.
- We look forward to returning to the PAC next fall, although it is not clear if the operational bugs will be sufficiently worked out and the parking area will be completed. These are especially important as we are celebrating the event by commissioning a world premiere work.

City of Auburn and Auburn Symphony Orchestra

Contract for Services Year End Report

October 17, 2014

Concert Report

Audience attendance for each concert

2013/2014 Season	Dates	Attendance	Location	# of Occurences
Symphony Concerts				
Musical Gems - Saturday	2/15/2014	190	PAC	1
Musical Gems - Sunday	2/16/2014	360	PAC	1
The Farewell - Saturday	4/26/2014	244	PAC	1
The Farewell - Sunday	4/27/2014	395	PAC	1
Chamber Concerts				
A Tale of Two Composers	1/19/2014	85	St. Matthew	1
Bremen Town Musicians	3/2/2014	50	St. Matthew	1
The Circus Ballet & A Little Jazz	3/9/2014	65	St. Matthew	1
2014/2015 Season	Dates	Attendance	Location	# of Occurences
Sunsets at Mary Olson Farm				
Fun Brass!	7/10/2014	108	Mary Olson	1
Pacific Rims Percussion Quartet	7/24/2014	123	Mary Olson	1
String Serenades	8/7/2014	145	Mary Olson	1
Symphony Concerts				
Welcome to Mountainview	10/11/2014	173	M'tainview HS	1
Welcome to Mountainview	10/12/2014	327	M'tainview HS	1

Listing of outreach efforts, community vendor and community participation

Date	Event/Description	Notes
2/14	Family chamber concert	Flyer distributed to 1 st -3 rd graders & emailed to families (Attached)
Spring & fall, 2014	ADA Coupon Book	Advertisement and discount coupon
7/14	City of Auburn 4 th of July festival	Booth
8/14	ADA Wine Walk/sidewalk sale	Booth

Discounted tickets distributed to area music students and family members

Date of Concert	Number of Tickets Distributed	Number of Tickets Redeemed
February, 2014	19	16
April, 2014	35	28
October, 2014	32	25

Marketing

Press Releases (attached)

Print (stories in newspapers, magazines, newsletters, etc)

Date	Publication	InKind/Paid	Notes
7/13/14	Auburn Reporter	Article	Advertising Mary Olson Farm Series

Paid Ads

Date	Publication	InKind/Paid	Notes
2/14 & 4/14	8 south county Reporter newspapers	Paid	Postcard image ad
10/14	7 south county Reporter newspapers	Paid	Postcard image ad
10/14	Encore program—All PNB performances of <i>Jewels</i>	Paid	PNB orchestra is 80% of the Auburn Symphony (ad attached)
Entire season	Encore program—Broadway Center for the Performing Arts	Paid	Ads in every program throughout the Broadway Center performance season

Radio

Date	Station	InKind/Paid	Notes
2/14	Classical KING FM	Paid	24 spots the week before the concerts
4/14	Classical KING FM	Paid	24 spots the week before the concerts
10/14	Classical KING FM	Paid	24 spots the week before the concerts
2/14	KUOW FM	In Kind	40 20-second spots two weeks before
4/14	KUOW FM	In Kind	40 20-second spots two weeks before

Social Media/Electronic Communication

Dates	Platform	InKind/Paid	Notes
4/14	Facebook	Paid	
9/14	Facebook	Paid	
7/14	Auburn Reporter on line	Article	Promoting 3 rd concert at Mary Olson
9/14	Auburn Reporter on line	Article	Promoting 18 th season
10/14	Auburn Reporter on line	Article	Promoting October, 2014 concerts

Other

Dates	Platform	InKind/Paid	Notes
Quarterly	Lakeland Hills newsletter	Paid	
Ongoing	Lakeland Hills webpage	Paid	
Every program	Reminder postcards	Paid	Over 2200 household/businesses
Every program	Email reminders		Over 825 patrons 2-3 times prior to each program
All symphony programs	Banner(s) on Auburn Way trestle	Paid	
All symphony programs	Over 350 posters distributed	Paid	Seattle, Tacoma, Auburn, Federal Way, Enumclaw, Kent
All symphony programs	Ticket giveaway and promotion		We make at least 50 tickets, CD's and wine glasses available annually upon request to regional non-profits for their fundraising.

Auburn Symphony Orchestra**2013-14 Profit & Loss****Income**

Sustaining Fund	31,000
Merchandise Sales	3,206
Government Grants	120,500
Corporate Contributions	6,690
Corporate Gift Matching	2,005
Individual Donations	71,512
Foundation Grants	1,288
Ticket Sales - Concerts	48,983
Ticket Sales - Chamber	9,405
	294,589
Fundraisers	
Gala	
Sponsorships	5,500
Raffle	4,045
Tickets	8,645
Auction	7,496
Total Gala	
	25,686
Concessions	1,433
Receptions	1,080
Total Fundraisers	28,199
Program Advertising	14,590
Bank/Investment Interest	18
	14,608

Total Income

337,396

Expenses

Compensation - Staff	45,345
Administration Expense	
Advertising	262
Bank Charges	2,451
Business Meals	210
Dues and Subscriptions	442
Insurance	2,169
Licenses and Permits	1,023
Office Equipment	1,578
Office Rent	7,884
Office Supplies	1,599
Postage	1,557
Printing	7,419
Professional Fees	2,738
Telephone	1,212
Total Administration Expense	30,544

Concert Expense		
Concession Costs	602	
Advertising	9,966	
Postage	1,971	
Printing	7,536	
Facility Rent	11,148	
Music Rental	2,610	
Musician Meals	42	
Recording	3,698	
Concert Expense - Other	78	
Total Concert Expense	37,651	City Funding
Chamber Expense		
Postage	1,420	
Printing	1,387	
Facility Rental	4,066	
Total Chamber Expense	6,873	City Funding
CD Production		
Compensation		
Musicians' Salary - Concert	183,945	
Musicians' Salary - Chamber	16,615	
Musicians' Salary - Education	350	
Total Compensation	200,910	City Funding
Fund Raising Expenses		
Merchandise purchases	793	
Gala Event	7,610	
Receptions	953	
Concession Supplies	222	
Total Fund Raising Expenses	9,578	
Total Expenses	330,901	
Operating Surplus	6,495	

Auburn Symphony Orchestra
Summary Report
January – October, 2015

2014-15 season (through June, 2015)

- We reviewed our mission in an effort to home in on what makes us unique and different from other professional orchestras. The new mission is as follows:
Auburn Symphony orchestra changes lives and our South Puget Sound community through the shared experience of live classical music performances and by nurturing the relationship between our audience and our artists.
Our mission now reflects the intentional work we do to bring our music and professional musicians close to our audience—through pre-concert lectures, the intimacy of chamber music concerts, and the fun and relaxed concerts at Mary Olson Farm. It further extends to talented students being included in our symphony concert performances and chamber concerts.
- Symphony concerts in February and April were held at Auburn Mountainview while the Auburn Performing Arts Center was being remodeled. While our season ticketholders remained loyal, the overall attendance at the concerts declined. We attribute the decrease to the move to Mountainview and the lack of familiarity with the venue and its location.
- We completed our fiscal year June 30 in the black—not by much—but considering the reduced ticket revenue, we were pleased. Individual donations were up and we generated an increase in revenue at our annual wine tasting fundraiser in June.

2015-16 season (beginning July, 2105)

- The three summer concerts at Mary Olson Farm in July and August in partnership with the White River Valley museum continue to be popular and successful. First year total attendance was 260, the second year was 376, and this past summer it was 469. That total included nearly 80 students/children. Two of the programs included talented student musicians joining our professional artists and one program featured two young Irish dancers accompanied by Celtic string music. We continue to promote music that will be attractive to families, and expand our classical music audience.
- Our opening program at the remodeled Auburn Performing Arts Center on October 11 was the first program presented there. The single performance represents a departure from our typical performance schedule of a Saturday evening and Sunday matinee. We are looking at the single performances scheduled for our opening program and the re-instated holiday program on December 8 to see:
 - the extent of cost reduction
 - the attendance at a single performance
 - the draw of a more accessible program to open our season
 - the popularity of the added holiday program on December 8Our inaugural program on October 11 drew 626 people, most likely a combination of the music being played and curiosity about the “new” PAC.
- Our music director/conductor Stewart Kershaw resigned suddenly and effective immediately on October 13. He had originally intended to complete 20 years with the orchestra at the end of

the 2016-17 season. We have already engaged Leif Bjaland, currently the conductor of the symphony in Waterbury, Connecticut and until 2013, the conductor of the Sarasota Symphony as the guest conductor for the December 8 holiday program. We are in the process of selecting two additional replacements for the January 30-31 program and the April 30/May 1 program. The conductor search committee for Stewart's replacement will be formed sooner than anticipated and will begin its work within the next month or so.

- We launch our chamber concert series at First Christian Church of Kent and St Matthew Episcopal Church in Auburn on November 20 & 22. Last season we received \$1000 from the Kent Arts Commission to support the Kent concert and we are still waiting to hear about this season's grant request.
- Our January 30/31 program, *A World Premiere Tribute to Auburn*, is in honor and recognition of the City and the community for their support over nearly twenty seasons. It will feature a world premiere work by Daniel Ott, a Puyallup native who teaches composition at Juilliard and Fordham University in New York City. The new work is being underwritten by the Seattle Commissioning Club.
- We are pursuing plans to offer three one-hour programs in the winter/spring of 2016 focusing on young children and their families. As another extension of our mission, these will be organized with a focus on introducing children to the joy of classical music utilizing not only the music, but an introduction to the sounds and the instruments, along with the stories that often accompany the pieces. The price of admission will be nominal and we are seeking assistance to reach families who may not typically be part of this type of experience.



Marketing Activities for 2015-16 Season

Prepared by: Anna James Miller, Marketing Director

Print Media

- Ads in Auburn, Federal Way, Covington, Kent, Enumclaw/Bonney Lake newspapers
- Ads in Auburn Magazine
- Ads in Lake Tapps Living
- Periodic ad inclusion in Lake Tapps print newsletter
- \$5 off coupon in quarterly in Auburn Downtown Association coupon booklet

Print Collateral

- 400 posters printed and distributed in Seattle, South County, and Tacoma areas
- 2400 postcards printed and mailed to internal list
- Season brochure mailing
- Renewal notices to lapsed subscribers
- Periodic printed newsletters mailed to internal list
- Annual fund letter mailing

Radio

- Promotional spots on KING FM
- Inclusion in KING FM Northwest Focus season showcase promotion

Electronic Media

- SoCo Culture arts events calendar
- Live Music Project arts events calendar and e-mail blasts
- E-mail blasts through MailChimp to internal list of 1,087 constituents
- Facebook events and posts
- Twitter posts
- Press releases sent to local media channels

Future Ideas

- Season postcard mailed to traded lists of Auburn and vicinity households who attend classical music performances.
- "See it again and bring a friend" discount offer to attendees of the first performance, when we have double performances of a program.
- Package discount and promo piece for Dec-Apr concerts to engage audience in new conductor search



Audience Distribution by Zip Code

October 11, 2015 concert

Total attendees: 626

<u>Zip Code</u>	<u>% of Audience</u>
98092	29%
98002	11%
98001	4%
98023	4%
98042	3%
98022	3%
98391	3%
98390	3%
98198	<u>3%</u>
	62%

The remaining 38% reside in 48 various zip codes throughout the region.



**CITY OF AUBURN and AUBURN SYMPHONY ORCHESTRA
CONTRACT FOR SERVICES**

THIS CONTRACT is made and entered into on the _____ day of _____, 2015, by and between the CITY OF AUBURN, a municipal corporation of the State of Washington, hereinafter referred to as the "City," and the AUBURN SYMPHONY ORCHESTRA, a not-for-profit corporation organized pursuant to 26 U.S.C. 501 (C)(3), hereinafter referred to as the "Service Provider" or "ASO," on the following terms and conditions.

1. **SCOPE OF SERVICES BY SERVICE PROVIDER** The Service Provider shall engage, enrich and inspire our community through artistically vibrant performances; will uphold the highest artistic and professional standards; will present a broad range of repertoire; will serve a wide and diverse audience; and will provide quality educational experiences for all ages. Service Provider will provide classical music opportunities to area youth through reduced ticket prices to concerts as well as outreach to Auburn area schools. Service Provider will actively participate in community events and include City of Auburn logo in all applicable promotional materials. Service Provider will comply with requirements listed in Attachment 'A'.
2. **TERM OF CONTRACT:** The Term of this Contract shall be from January 1, 2016 through December 31, 2016.
3. **COMPENSATION TO SERVICE PROVIDER:**
 - a. The parties understand that the Service Provider operates on a fiscal year that runs from July 1 through the following June 30, and that its concert season is consistent with its fiscal year. The City's fiscal year is from January 1 through the following December 31. The parties agree that the marketing services provided throughout the year are adequate consideration for the City to pay the Service Provider its full consideration due for the calendar year by the end of June each year in order to support the Service Provider's budget cycle.
 - b. The total contract is for \$75,000 per calendar year. For 2016, the first payment of \$25,000.00 will be paid on January 31, 2016. The second payment of \$25,000.00 will be paid on March 30, 2016. The third payment of \$25,000.00 will be paid on June 1, 2016.
 - c. **Invoicing and Reports.** The Service Provider will submit invoices and reports not later than 30 calendar days before payment is due. For each reporting period, the Service Provider will provide report outlining how the Service Provider met the performance measures set forth in this Agreement.
4. **NON-APPROPRIATION OF FUNDS:** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to

make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

5. RECORDS INSPECTION AND AUDIT: All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced and all records and books of accounts pertaining to any work performed under this Contract shall be subject to inspection and audit by the City for a period of up to three 3 years from the final payment for work performed under this Contract.
6. CONTRACT ADMINISTRATION: This Contract shall be administered by Auburn Symphony Orchestra Manager Lee Valenta on behalf of the Service Provider and by Mayor or designee on behalf of the City. Any written notices required by terms of this Contract shall be served or mailed to the following addressees unless changed by written notice to the other party:

If to the City: City of Auburn, 25 West Main Street, Auburn WA 98001

If to the Service Provider: Auburn Symphony Orchestra, P.O. Box 2186, Auburn WA 98071

7. NOTICES: All notices or communications permitted or required to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail postage prepaid for mailing by certified mail return receipt requested and addressed if to a party of this Contract to the address set forth next to such party's signature at the end of this Contract or if to a person not a party to this Contract to the address designated by a party to this Contract in the foregoing manner. Any party may change his or its address by giving notice in writing stating his or its new address to any other party all pursuant to the procedure set forth in this section of the Contract.
8. INSURANCE: The Service Provider shall be responsible for maintaining during the term of this Contract and at its sole cost and expense insurance coverages in amounts not less than the amounts set forth herein below. The Service Provider shall furnish evidence satisfactory to the City of all such policies during the term hereof the Service Provider shall take out and maintain in full force and effect the following insurance policies:
 - a. Comprehensive general liability insurance including automobile and property damage insuring the City and the Service Provider against loss or liability for damages for personal injury death or property damage arising out of or in connection with the performance by the Service Provider of its obligations hereunder with minimum liability limits of \$1,000,000.00 combined single limit for personal injury death or property damage in anyone occurrence.
 - b. Such workmen's compensation and other similar insurance as may be required by law.

9. **INDEMNIFICATION:** The Service Provider shall indemnify and hold harmless the City and its officers agents and employees or any of them from any and all claims actions suits liability loss costs expenses and damages of any nature whatsoever by any reason of or arising out of the negligent act or omission of the Service Provider its officers agents employees or any of them relating to or arising out of the performance of this Contract. If a final judgment is rendered against the City its officers agents employees and or any of them or jointly against the City and the Service Provider and their respective officers agents and employees or any of them the Service Provider shall satisfy the same to the extent that such judgment was due to the Service Provider s negligent acts or omissions.
10. **RESTRICTION AGAINST ASSIGNMENT:** Service Provider shall not assign this Contract or any interest herein nor any money due or to become due hereunder without first obtaining the written consent of the City nor shall the Service Provider subcontract any part of the services to be performed hereunder without first obtaining the written consent of the City.
11. **AMENDMENT MODIFICATION OR WAIVER:** No amendment modification or waiver of any condition provision or term of this Contract shall be valid or of any effect unless made in writing signed by the party or parties to be bound or such party s or parties duly authorized representative s and specifying with particularity the nature and extent of such amendment modification or waiver Any waiver by any party of any default of the other party shall not effect or impair any right arising from any subsequent default Nothing herein shall limit the remedies or rights of the parties hereto under and pursuant to this Contract.
1. **TERMINATION AND SUSPENSION:** Either party may terminate this Contract upon Ninety (90) days written notice to the other party It is provided however that if the Service Provider has performed services pursuant to the Contract the Service Provider shall be compensated for such services in accordance with the rate of compensation provided herein.
13. **PARTIES IN INTEREST:** This Contract shall be binding upon and the benefits and obligations provided for herein shall inure to and bind the parties hereto and their respective successors and assigns provided that this section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Contract This Contract is for the exclusive benefit of the parties hereto and it does not create a contractual relationship with or exist for the benefit of any third party including contractors sub contractors and their sureties.
14. **COSTS TO PREVAILING PARTY:** In the event of litigation or other legal action to enforce any rights responsibilities or obligations under this Contract the prevailing parties shall be entitled to receive its reasonable costs and attorney's fees.
15. **APPLICABLE LAW:** This Contract and the rights of the parties hereunder shall be governed by the interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be King County State of Washington provided however that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Service Provider of the services.

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

17. SEVERABLE PROVISIONS: Each provision of this Contract is intended to be severable If any provision hereof is found by a court of competent jurisdiction to be illegal or invalid or not applicable to any person or circumstance for any reason whatsoever such illegality invalidity or non applicability shall not affect the legality or validity of the remainder of this Contract or its applicability to other persons or circumstances.

18. ENTIRE AGREEMENT: This Contract contains the entire understanding of the parties hereto in respect to the transactions contemplated hereby and supersedes all prior agreements contracts and understandings between the parties with respect to such subject matter.

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

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

AUBURN SYMPHONY ORCHESTRA

CITY OF AUBURN

Title: _____

Date: _____

Nancy Backus, Mayor

Date: _____

ATTEST:

Danielle Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

ATTACHMENT A
Scope of Services

Scope of Work:

1. Auburn Symphony Orchestra (ASO) will engage, enrich and inspire our community through artistically vibrant performances; will uphold the highest artistic and professional standards; will present a broad range of repertoire; will serve a wide and diverse audience; and will provide quality educational experiences for all ages.
2. ASO will produce, at the minimum, three full symphony programs, four chamber concerts, three summer concerts each performing arts season.
3. ASO will conduct outreach into Auburn public schools and offer reduced price student tickets.
4. Conduct outreach to new audiences through programming and marketing efforts.
5. Participate in community events and/or festivals through hosting a booth and/or partnering to present programming as part of the event program.

Service Provider Agrees to:

1. Credit the City of Auburn in all appropriate public announcements, programs, advertising, and other forms of notice relating to the activity and service covered under this agreement and produced by, for, and under the direction of the organization. Where possible, the City of Auburn logo should be used. If logo is not appropriate, ASO may list the funder as : City of Auburn.
2. Provide access to members of the City Council and Auburn Arts Commission for purposes of evaluation to at least three performances each year.
3. Meet with the City Council, Arts Commission, or the Arts Coordinator once during the contract period, to provide information regarding programming and administration of the programs.
4. Provide the City of Auburn reports and data as outlined as part of the payment schedule.
5. Make available to the City of Auburn the service providers financial and other records, upon request, to determine compliance with this agreement.
6. Include City Council members and Arts Commissioners in their mailing list

Payment Schedule

Phase I: To be completed by January 31, 2016. NTE \$25,000.00 upon receipt or completion of the following:

- Full execution of this contract
- Receipt of completed invoice
- Receipt of schedule of activities and programming for 2015-16 performing arts season

- Submission of all printed material and copies of paid advertisements completed between June 2015 and January 2016¹.
- Attendance reports for concerts; including zip code demographic summary of patrons and student discount tickets claimed, and tracking of new versus returning attendees.
- Outline summary of outreach activities and community participation efforts
- Receipt of annual report from prior ASO fiscal year
- Submission of marketing plan and budget for ASO 2015-2016 performing arts season

Phase II: To be completed by March 30, 2016. NTE \$25,000.00 upon receipt or completion of the following:

- Receipt of completed invoice
- Submission of all printed material and copies or documentation of paid advertisements completed between January 2016 and March 2016
- Attendance reports for ASO concerts; including zip code demographic summary of patrons and student discount tickets claimed, and tracking of new versus returning attendees.
- Outline summary of outreach activities and community participation efforts

Phase III: To be completed by June 1, 2016. NTE \$25,000.00 upon receipt or completion of the following:

- Receipt of completed invoice
- Submission of all printed material and copies of paid advertisements completed between March 2016 and June 2016.
- Attendance reports for ASO concerts; including zip code demographic summary of patrons and student discount tickets claimed, and tracking of new versus returning attendees.
- Outline summary of outreach activities and community participation efforts
- Summary of annual fundraiser

¹ NOTE: While this Contract covers performances during 2015 and 2016, references are made to the ASO's 2014-2015 season, which includes periods covered in this Contract.

RESOLUTION NO. 5041

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, AUTHORIZING THE MAYOR
TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF
AUBURN AND THE AUBURN SYMPHONY ORCHESTRA
FOR SERVICES**

WHEREAS, the Auburn Symphony Orchestra is a source of cultural and music education excellence, with a long history of drawing attendees from throughout the region; and,

WHEREAS, the City of Auburn supports the arts and music education, and wishes to provide sponsorship to the Auburn Symphony Orchestra in return for the many public benefits of cross-promotion with other arts organizations and local businesses to provide a total entertainment experience which would be beneficial to the City and to the residents and businesses of the City.

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

Section 1. That the Mayor is hereby authorized to execute an Agreement between the City and the Auburn Symphony Orchestra for cultural and music appreciation services, which agreement shall be in substantial conformity with the agreement attached hereto as Exhibit A and incorporated herein by this reference.

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

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

Dated and Signed this 7th day of April, 2014.

CITY OF AUBURN

Nancy Backus
NANCY BACKUS, MAYOR

ATTEST:

Danielle E. Daskam
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid
Daniel B. Heid, City Attorney

Exhibit "A"



**CITY OF AUBURN and AUBURN SYMPHONY ORCHESTRA
CONTRACT FOR SERVICES**

THIS CONTRACT is made and entered into on the 7th day of April 2014, by and between the CITY OF AUBURN, a municipal corporation of the State of Washington, hereinafter referred to as the "City," and the AUBURN SYMPHONY ORCHESTRA, a not-for-profit corporation organized pursuant to 26 U.S.C. 501 (C)(3), hereinafter referred to as the "Service Provider" or "ASO," on the following terms and conditions.

1. **SCOPE OF SERVICES BY SERVICE PROVIDER** The Service Provider shall provide services to the City as follows:

Sponsorship/Concerts

1. Listing the City of Auburn as the primary concert sponsor and including the City of Auburn name and logo as a sponsor in advertisements and programs for such events for all Symphony Orchestra concerts; Chamber Orchestra performances and any summer Symphony concerts from July 2013 through June 2015.¹
2. On stage acknowledgement at each performance of the City of Auburn support.
3. Performances for the 2013-2014 Season shall include:
 - a) Three Full Symphony programs to include the Triumph of Tchaikovsky (10/12/13 and 10/13/13); Musical Gems (2/15/2014 and 2/16/2014); The Farewell (4/26/2014 and 4/27/2014)
 - b) Four Chamber Concert programs to include From Classical to Romantic (11/24/2013); A Tale of Two Composers (1/19/2014); Bremen Town Musicians (3/2/2014); The Circus Ballet and a Little Jazz (3/9/2014)
 - c) Three Summer Concerts at Mary Olson Farm to include A Brassy Night (7/18/2013); Summer Serenade (8/1/2013); Animals in Music (8/15/2013)
4. Performances for the 2014-2015 Season shall include:
 - a) Three Full Symphony programs at Mountainview High School: 10/11/2014 and 10/12/2014; 2/14/2015 and 2/15/2015; 4/25/2015 and 4/26/2015
 - b) Three Chamber Concerts at St Matthew Episcopal Church to be held in November 2014, January 2015, and March 2015 (specific dates based on musician availability)
 - c) Three Summer Concerts at Mary Olson Farm to be held as follows:
7/10/2014 (brass); 7/24/2014 (percussion); August 7, 2014 (strings)

¹ NOTE: While this Contract covers performances during 2014 and 2015, references are made to the ASO's 2013-2014 season, which includes periods covered in this Contract.

Marketing

1. At least 30% of the organizational support provided by the City of Auburn each year to be directly spent on marketing.
2. Provide to the City a marketing plan and itemized marketing budget for the Symphony organization by July of each year of the Contract.
3. Develop brochures and pamphlets advertising the events including the City of Auburn as the home venue of the orchestra.
4. Demonstrated publicity efforts to solicit attendance from regional audiences outside of Auburn with a focus on a 25 mile radius of Auburn.

Outreach and Audience Building

1. Demonstrated outreach efforts to schools, senior centers, businesses, and other organizations.
2. Participation as a community vendor at events that generate exposure for the Symphony.
3. Provide educational opportunities such as pre-concert lectures and other opportunities to learn.
4. Demonstrated efforts to write grants or seek sponsorships to provide at least one free public performance per year. (As an example, a chamber performance or symphony sampling at an Auburn location that will help build audience and exposure for the Symphony).
5. Provide discounted tickets to students attending Middle School and High School Orchestra within the City to attend full symphony concerts.

Organizational

1. Consider options for annual fundraiser to be held at a location in Auburn.
 2. Submit ASO annual report to City of Auburn.
 3. Submit ASO season financial report along with breakout of where/how City funds were spent for funded season (to be completed September or October of 2014 for 2013-2014 ASO season)
 4. The City or its agents shall have the right to examine and inspect the books and records of the ASO for the purpose of validating reports and any other matters related to the performance of the Agreement.
 5. Provide concert reports from all performances that include audience statistics, including zip code demographics of ticket buyers and tracking of new versus regular attendees.
-
1. **TERM OF CONTRACT:** The Term of this Contract shall be from date of signing through December 31, 2015.
 2. **COMPENSATION TO SERVICE PROVIDER:**
 - a. The parties understand that the Service Provider operates on a fiscal year that runs from July 1 through the following June 30, and that its concert season is consistent with its fiscal year. The City's fiscal year is from January 1 through the following

December 31. The parties agree that the marketing services provided throughout the year are adequate consideration for the City to pay the Service Provider its full consideration due for the calendar year by the end of June each year in order to support the Service Provider's budget cycle.

- b. The total contract is for \$75,000 per calendar year. For 2014, the first payment of \$25,000.00 will be paid upon signing this Agreement. The second payment of \$25,000.00 will be paid on March 30, 2014. The third payment of \$25,000.00 will be paid on June 1, 2014. For calendar year 2015, the first payment of \$25,000 will be paid on January 31, 2015. The second payment of \$25,000.00 will be paid by the City to the Service Provider on March 30, 2015. The third payment of \$25,000.00 will be paid by the City to the Service Provider on June 1, 2015.
 - c. Invoicing and Reports. The Service Provider will submit invoices and reports not later than 30 calendar days before payment is due. For each reporting period, the Service Provider will provide report outlining how the Service Provider met the performance measures set forth in this Agreement.
3. **NON-APPROPRIATION OF FUNDS:** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.
4. **RECORDS INSPECTION AND AUDIT:** All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced and all records and books of accounts pertaining to any work performed under this Contract shall be subject to inspection and audit by the City for a period of up to three 3 years from the final payment for work performed under this Contract.
5. **CONTRACT ADMINISTRATION:** This Contract shall be administered by Auburn Symphony Orchestra Manager Lee Valenta on behalf of the Service Provider and by Mayor or designee on behalf of the City. Any written notices required by terms of this Contract shall be served or mailed to the following addressees unless changed by written notice to the other party:
- If to the City: City of Auburn, 25 West Main Street, Auburn WA 98001
If to the Service Provider: Auburn Symphony Orchestra, P.O. Box 2186, Auburn WA 98071
6. **NOTICES:** All notices or communications permitted or required to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail postage prepaid for mailing by certified mail return receipt requested and addressed if to a party of this Contract to the address

set forth next to such party's signature at the end of this Contract or if to a person not a party to this Contract to the address designated by a party to this Contract in the foregoing manner. Any party may change his or its address by giving notice in writing stating his or its new address to any other party all pursuant to the procedure set forth in this section of the Contract.

7. **INSURANCE:** The Service Provider shall be responsible for maintaining during the term of this Contract and at its sole cost and expense insurance coverages in amounts not less than the amounts set forth herein below. The Service Provider shall furnish evidence satisfactory to the City of all such policies during the term hereof the Service Provider shall take out and maintain in full force and effect the following insurance policies:
 - a. Comprehensive general liability insurance including automobile and property damage insuring the City and the Service Provider against loss or liability for damages for personal injury death or property damage arising out of or in connection with the performance by the Service Provider of its obligations hereunder with minimum liability limits of \$1,000,000.00 combined single limit for personal injury death or property damage in anyone occurrence.
 - b. Such workmen's compensation and other similar insurance as may be required by law.
8. **INDEMNIFICATION:** The Service Provider shall indemnify and hold harmless the City and its officers agents and employees or any of them from any and all claims actions suits liability loss costs expenses and damages of any nature whatsoever by any reason of or arising out of the negligent act or omission of the Service Provider its officers agents employees or any of them relating to or arising out of the performance of this Contract. If a final judgment is rendered against the City its officers agents employees and or any of them or jointly against the City and the Service Provider and their respective officers agents and employees or any of them the Service Provider shall satisfy the same to the extent that such judgment was due to the Service Provider's negligent acts or omissions.
9. **RESTRICTION AGAINST ASSIGNMENT:** Service Provider shall not assign this Contract or any interest herein nor any money due or to become due hereunder without first obtaining the written consent of the City nor shall the Service Provider subcontract any part of the services to be performed hereunder without first obtaining the written consent of the City.
10. **AMENDMENT MODIFICATION OR WAIVER:** No amendment modification or waiver of any condition provision or term of this Contract shall be valid or of any effect unless made in writing signed by the party or parties to be bound or such party's or parties duly authorized representative's and specifying with particularity the nature and extent of such amendment modification or waiver. Any waiver by any party of any default of the other party shall not effect or impair any right arising from any subsequent default.

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

11. **TERMINATION AND SUSPENSION:** Either party may terminate this Contract upon Ninety (90) days written notice to the other party. It is provided however that if the Service Provider has performed services pursuant to the Contract the Service Provider shall be compensated for such services in accordance with the rate of compensation provided herein.
12. **PARTIES IN INTEREST:** This Contract shall be binding upon and the benefits and obligations provided for herein shall inure to and bind the parties hereto and their respective successors and assigns provided that this section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Contract. This Contract is for the exclusive benefit of the parties hereto and it does not create a contractual relationship with or exist for the benefit of any third party including contractors, subcontractors and their sureties.
13. **COSTS TO PREVAILING PARTY:** In the event of litigation or other legal action to enforce any rights, responsibilities or obligations under this Contract, the prevailing party shall be entitled to receive its reasonable costs and attorney's fees.
14. **APPLICABLE LAW:** This Contract and the rights of the parties hereunder shall be governed by the laws of the State of Washington and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be King County, State of Washington, provided however that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Service Provider of the services.
15. **CAPTIONS, HEADINGS AND TITLES:** All captions, headings or titles in the paragraphs or sections of this Contract are inserted for convenience of reference only and shall not constitute a part of this Contract or act as a limitation of the scope of the particular paragraph or sections to which they apply. As used herein, where appropriate, the singular shall include the plural and vice versa, and masculine, feminine and neuter expressions shall be interchangeable. Interpretation or construction of this Contract shall not be affected by any determination as to who is the drafter of this Contract, this Contract having been drafted by mutual agreement of the parties.
16. **SEVERABLE PROVISIONS:** Each provision of this Contract is intended to be severable. If any provision hereof is found by a court of competent jurisdiction to be illegal or invalid or not applicable to any person or circumstance for any reason whatsoever, such illegality, invalidity or non-applicability shall not affect the legality or validity of the remainder of this Contract or its applicability to other persons or circumstances.
17. **ENTIRE AGREEMENT:** This Contract contains the entire understanding of the parties hereto in respect to the transactions contemplated hereby and supersedes all prior

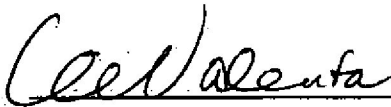
agreements contracts and understandings between the parties with respect to such subject matter.

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

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

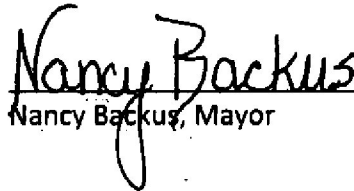
AUBURN SYMPHONY ORCHESTRA

CITY OF AUBURN



Title: General Manager

Date: 4-9-14



Nancy Backus, Mayor

Date: APR - 7 2014

ATTEST:



Danielle Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

Auburn Symphony Orchestra Attendance Report

Title of Event	Dates	Number of			Location	COA Contract
		Musicians	patrons			
2014 Symphony Concerts						\$75,000 for 2014
Musical Gems - Saturday	2/15/2014	64	190		PAC	
Musical Gems - Sunday	2/16/2014	64	360		PAC	
The Farewell - Saturday	4/26/2014	60	244		PAC	
The Farewell - Sunday	4/27/2014	60	395		PAC	
Welcome to Mountainview - Saturday	10/11/2014	50	173		Mt. View HS	
Welcome to Mountainview - Sunday	10/12/2014	50	327		Mt. View HS	
2014 Pre-Concert Lecture						
Musical Gems	2/15-16/2014	2 spkrs. +slides	Approx. 200		PAC	
The Farewell	4/26-27/2014	2 spkrs. +slides	Approx. 250		PAC	
Welcome to Mountainview	10/11-12/2014	2 spkrs. +slides	Approx. 200		Mt. View HS	
2014 Chamber Concerts						
A Tale of Two Composers	1/19/2014	6	85		St. Matthew	
Breman Town Musicians	3/2/2014	5	50		St. Matthew	
The Circus Ballet & A Little Jazz	3/9/2014	5	65		St. Matthew	
2014 Mary Olson Farm Summer Concerts						
Fun Brass!	7/10/2014	5	108		Mary Olson	\$2000 (Arts Commission Regrant)
Pacific Rims Percussion Quartet	7/24/2014	4	123		Mary Olson	
String Serenades	8/7/2014	8	145		Mary Olson	
2014 Community Outreach						
City of Auburn 4th of July Festival (Booth); ADA Wine & Music Festival (Booth); provided discounted tickets to music students and their families						

Title of Event	Dates	Musicians	patrons	Location	COA Contract
2015 Symphony Concerts					\$75,000 for 2015
A Very Merry Valentine	2/14/2015	70	227	Mountianview HS	
A Very Merry Valentine	2/15/2015	70	321	Mountianview HS	
A Grand Tour of Europe	4/25/2015	60	162	Mountianview HS	
A Grand Tour of Europe	4/26/2015	60	310	Mountianview HS	
A Spirited Return to the PAC	10/11/2015	70	630	Auburn PAC	
Home for the Holidays	12/8/2015				
2015 Pre-Concert Lecture					
A Very Merry Valentine	2/14/2015	2 spkrs. +slides	100	Mountianview HS	
A Very Merry Valentine	2/15/2015	2 spkrs. +slides	160	Mountianview HS	
A Grand Tour of Europe	4/25/2015	2 spkrs. +slides	80	Mountianview HS	
A Grand Tour of Europe	4/26/2015	2 spkrs. +slides	150	Mountianview HS	
A Spirited Return to the PAC	10/11/2015	2 spkrs. +slides	150		
Home for the Holidays	12/8/2015				
2015Chamber Concerts					
Fearless but Friendly Masters	1/25/2015	5	90	St. Matthew	
No Passport Required	3/29/2015	5	130	St. Matthew	
Impressions of Italy	11/20/2015			First Christian Church, Kent	
Impressions of Italy	11/22/2015			St. Matthew	
2015 Mary Olson Farm Summer Concerts					
Celebrating America	7/9/2015	8	185	Mary Olson	\$2000 (Arts Comm Regrant)
Magical Strings	7/23/2015	4	124	Mary Olson	
Cellists of Auburn Symphony Orchestra	8/6/2015	8	160	Mary Olson	
2015 Community Outreach					
	9/23/2015	3	100	Multicare Hospital	
City of Auburn 4th of July Festival (Booth); ADA Wine & Music Festival (Booth); provided discounted tickets to music students and their families. Musician to Mt. Bker Orchestra Class, Musicians to Wesley Homes					



AGENDA BILL APPROVAL FORM

Agenda Subject:

Les Gove Community Campus Master Plan and Excess
Community Center Budget Projects Discussion (45 Minute
Presentation / 15 Minute Q&A)

Date:

November 3, 2015

Department:

Parks/Art and Recreation

Attachments:

[Les Gove Community Campus Discussion](#)
[Les Gove Master Plan](#)

Budget Impact:

\$0

Administrative Recommendation:

City Council discuss Les Gove Community Campus Master Plan and Excess
Community Center Budget Projects

Background Summary:

The City of Auburn has contracted with The Berger Partnership to develop a Master Plan for the Les Gove Community Campus. An extensive planning process involving community stakeholders and staff was undertaken in 2015 that led to the development of a basic concept plan and the Draft Master Plan that will be presented and discussed. The main objectives of the plan where to: • Clarify and Enhance the Journey to the Campus • “Expose the Opportunities” with an emphasis on the connection to Auburn Way South • “Claim the Edges” so that the Park announces itself • Create a “Pedestrian Friendly Environment” through the creation of the “Crescent Path” • Enhance the “Central Park” active play area • Strengthen the “Play Meadow”. Public process included numerous stakeholder and public meetings involving Auburn Youth Resources, King County Library District, White River Museum, Auburn Senior Center, Auburn Arts Commission, Auburn Parks Board, Auburn Police Department, Auburn Planning and Transportation Divisions as well as input and feedback related to the plan at community events staged in the Park. The stakeholder and public outreach process helped identify primary focus areas and develop a broad list of options for improvements for each focus area. Each of the areas is discussed in-depth in the plan as well as ideas and concepts for moving forward with a phased implementation of the plan. It is the goal of the plan to create a Civic Campus that operates as a single community destination for residents and visitors alike. Primary to the Master Plan is the proposed extension of “H” Street along the western edge of the White River Valley Museum, connecting to the shared KCLS/COA parking lot and the closure of “Deal Way” to vehicular traffic. The proposed use of Community Center

funds for the design and construction of the “H” Street extension will also be discussed as part of this agenda topic.

Reviewed by Council Committees:

Councilmember:

Staff: Faber

Meeting Date: November 9, 2015

Item Number: DI.D

**Auburn Community Center and Teen Center
Council Study Session, November 9, 2015**

A favorable bid for the Community Center and Teen Center construction contract resulted in a \$935,000.00 contingency in the project budget. Since then, staff has been developing and evaluating options for how these funds could be utilized to support the project and the community. The recommended list includes improvements that will improve safety and security within the campus and the surrounding neighborhood, reduce community center vehicular traffic on surrounding residential streets, provide improved campus street visibility and access, and provide improved pedestrian safety and accessibility. The following is a list of the recommended improvements with estimated costs:

- H Street Extension and Connection to AWS w/Parking lot modifications
Cost Estimate: \$740K + \$50k allowance for entry monument = \$790k
- Closing of Deals Way
Cost Estimate: \$65k
- Trail Lighting Adjacent to Community Center
Cost Estimate: \$75k
- Neighborhood Sidewalk and Lighting Improvements
Cost Estimate: To be funded by traffic calming and Sidewalk R&R

Staff recommends the following implementation schedule: Design of the H Street Extension and Deals Way Closure improvements starting now and finishing in Spring 2016 to allow construction to start after the construction of the Community and Teen Center is complete in June 2016. Construct the Trail Lighting adjacent to the Community Center as a change order to the Community and Teen Center construction contract. Begin design of neighborhood sidewalk and lighting improvements now with construction/installation anticipated in Spring 2016.

LES GOVES KARZEN KASTEL MASTEL

November 3, 2015

DI.D



OPPORTUNITY

Heart and soul 5
Expose hidden treasure 7
Connect to community 9



VISION

Four key strategies 13
Parts of the whole
 Establish the edge 15
 Claim the SE corner 19
 Construct the crescent 21
Strengthen the central park 25
 Enhance existing elements 27



REALIZATION

Phasing 31
The details 33

LES GOVE PARK MASTER PLAN

D.I.D



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Heart and soul

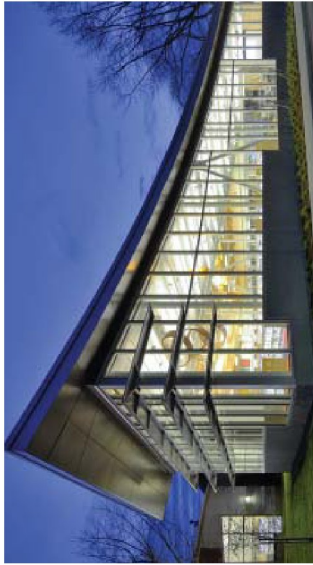
Learning, playing and **connecting** to one another are at the heart of the Auburn Community Campus.

The exceptional **opportunity** of a reimagined Auburn Community Campus is a community resource that becomes **the heart and soul of Auburn**, a beacon that **welcomes, serves, and strengthens community**.

LES GOVE PARK MASTER PLAN

Dt.D





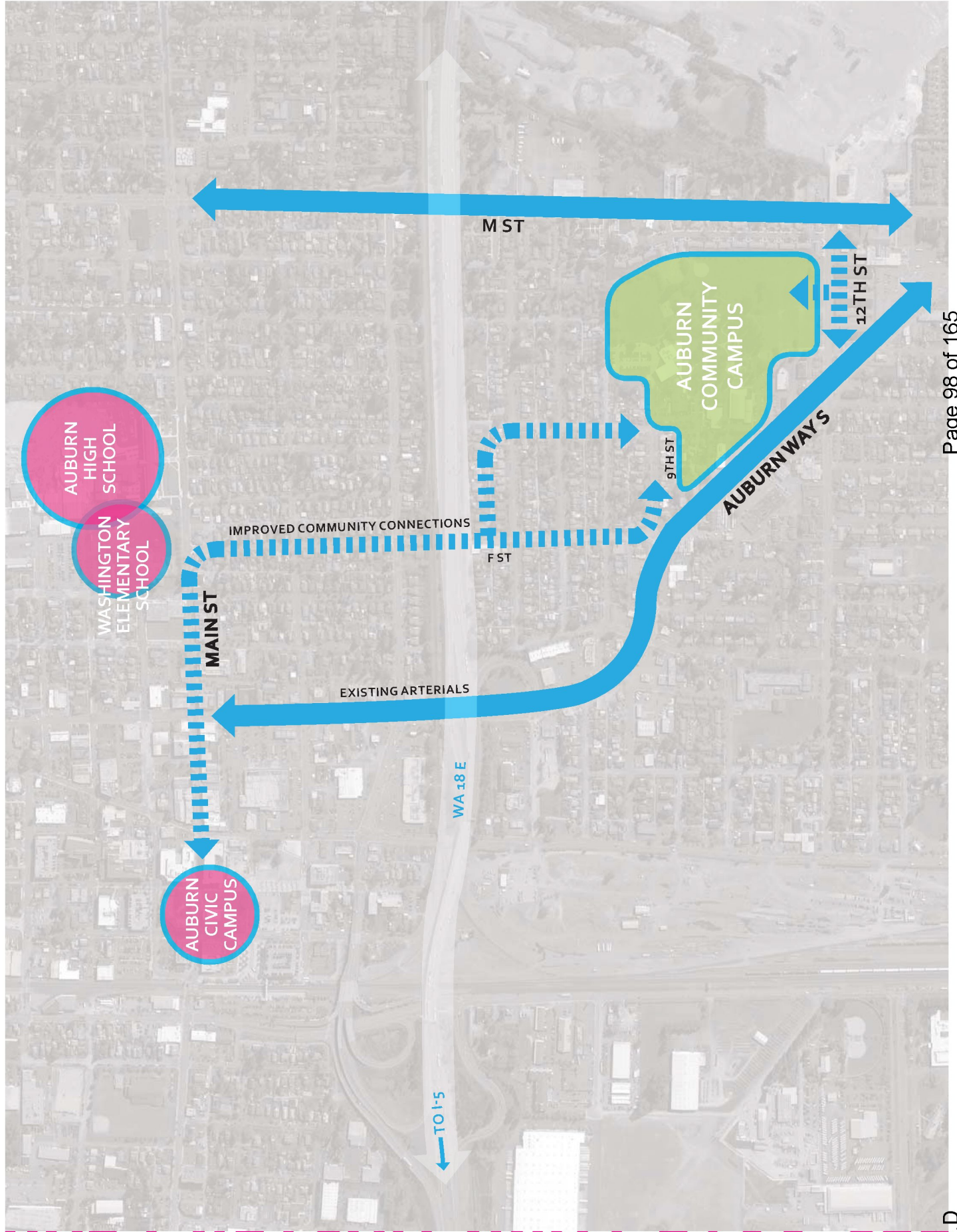
Expose hidden treasure

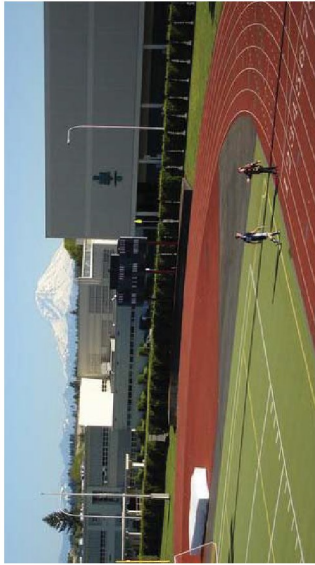
The Auburn Community Campus is home to valuable entities: Les Gove Park, The King County Library, White River Valley Museum, Senior Activity Center, Gym and Teen Center, and soon the Community Center. These great civic and cultural resources each provide unique richness to the community but are generally underutilized. Today, many drive past the campus unaware of the community resources and riches inside. Auburn Way South skirts by the campus and provides the unique opportunity to announce the presence of these hidden treasures to the 32,500 cars that drive past daily.

By envisioning the campus as a single **community destination**, **the whole of the Auburn Community Campus becomes much greater than the sum of its parts.**

LES GOVE PARK MASTER PLAN

Dr.D





Connect to community

The great **opportunity** of the Auburn Community Campus is to create a **civic anchor** south of Highway 18 that **complements the city's downtown civic campus** to the north, with strengthened connections between the two for pedestrians, bikes and cars.

The Auburn Community Campus is well placed in the city between major north/south arterial streets. With minor street flow improvements it can be made increasingly accessible to residents. In particular, the connection between Auburn High School and Washington Elementary School and the Community Campus can be made more intuitive and welcoming. Planning projects are currently underway studying these possibilities.

DID

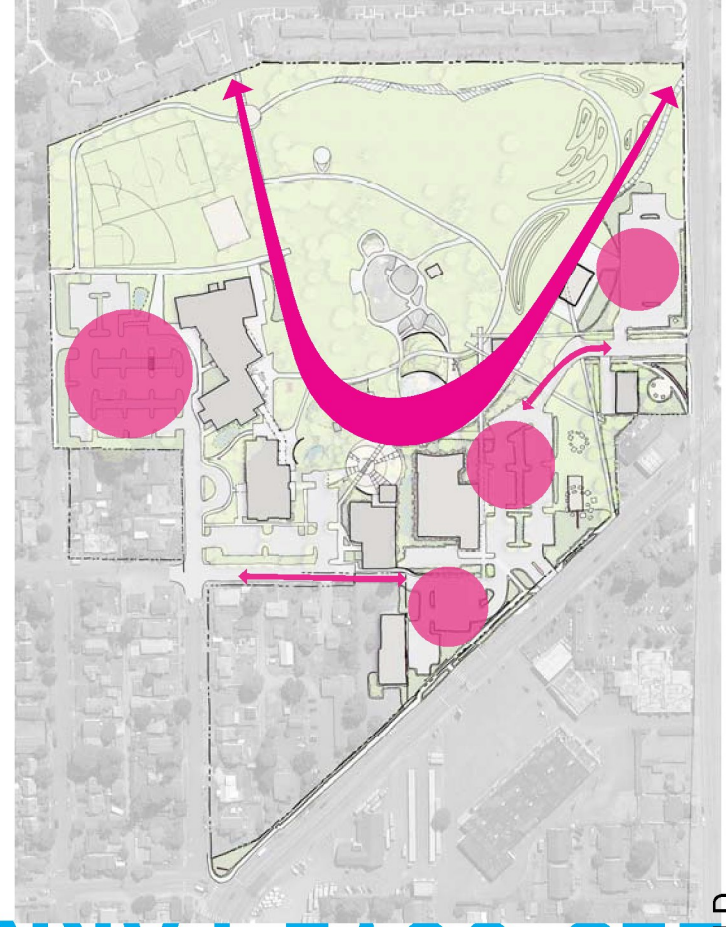
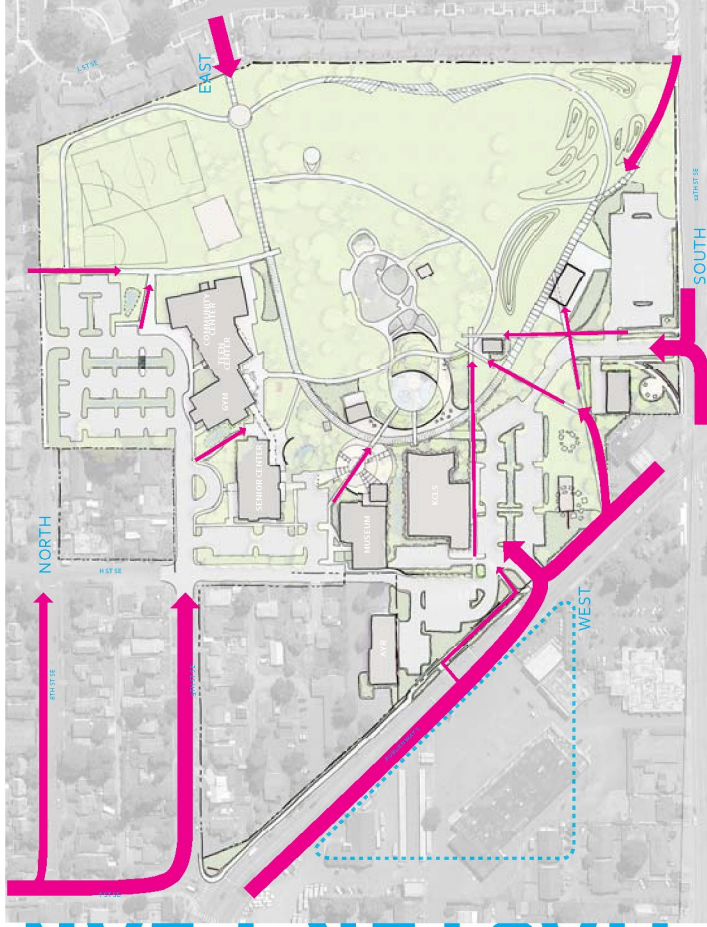


The Auburn Community Campus is already an amazing place with the opportunity to serve even more people and become a greater community asset. This Master Plan utilizes four key strategies to enhance the Campus:

1. Clarify the **journey to** the site whether traveling by wheel or foot.
2. The **journey within** the campus is distilled and made intuitive with a variety of design moves.
3. **Claim the edges** of the campus to announce and reiterate the presence of this treasure.
4. **Layer with richness** and interest with enhanced gathering spaces, art, and culture.

The Plan is presented in **parts that make up the whole**, each part with it's own unique challenges, opportunities, and character. The parts work together to create a place with varied experience and a diversity of areas that are contemplative, active, or perfect for gatherings.

Throughout the plan, emphasis is placed on the joy of experience and the safety of the park user. Impacts on surrounding neighbors are considered and integrated in all design moves.



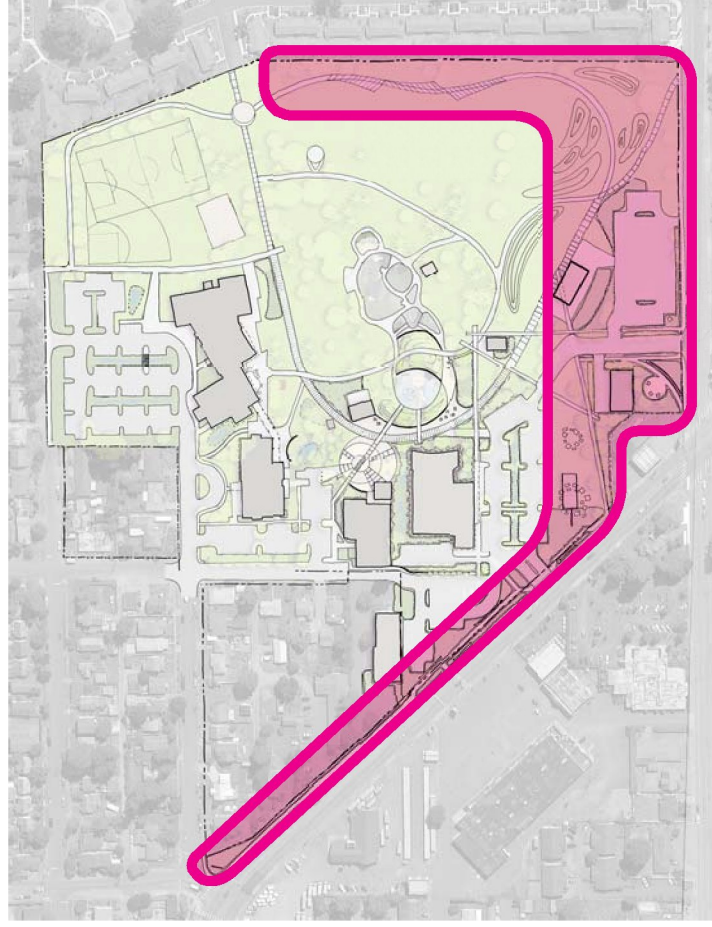
Journey to

Experiencing the Auburn Community Campus begins with **arrival**. Whether by car, foot, or bike, arrival is made intuitive and pleasant.

Auburn Way, 12th St SE and 9th St SE provide the vehicular entries to the site. Enhanced pedestrian entries are created to the north, east, northwest, southeast, and southwest providing entry into the park that is separated from vehicles when possible. The north and east access points lead directly into the adjacent neighborhoods. Northwest access leads directly to the nearby schools.

Journey within

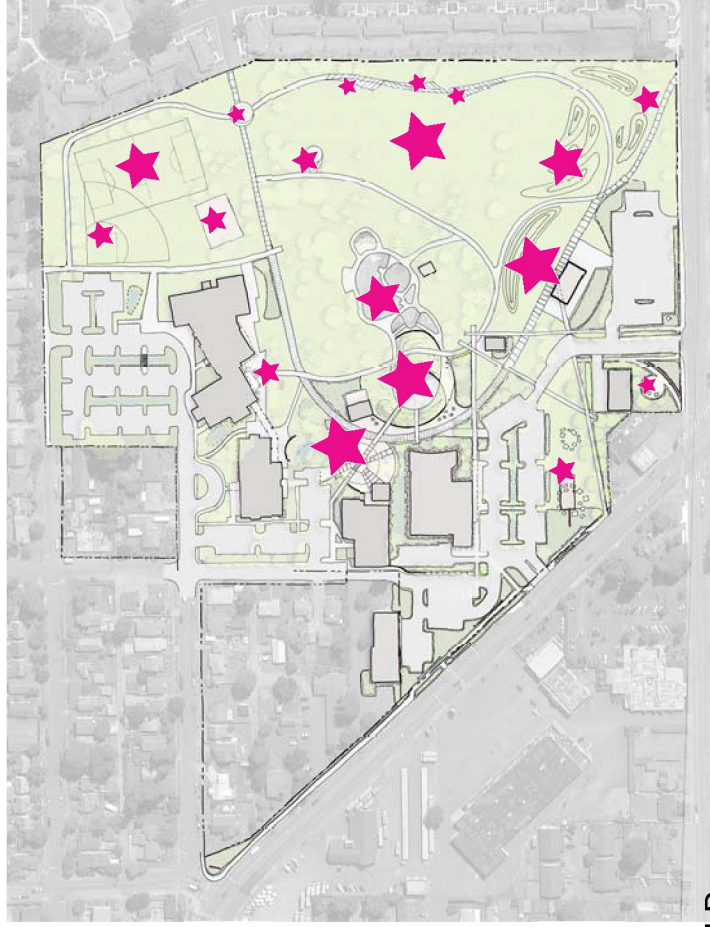
Once you arrive, a main circulation spine **connects the treasures in the park** and the parking areas. This main path widens near the main campus buildings, creating a plaza. Lighting is focused to the campus buildings and intuitively interconnects four parking areas for safe passage in the evenings. The main circulation path is intersected with a **path system** that connects the play and sports areas. These paths create a diversity of **experience** for park users, letting one wander and explore or exercise on the 1/2-mile and 1/4-mile loops. Extending the path network invites use of all corners of the park, protecting against misuse and providing greater **safety** for park users and neighbors.



Claim the edges

The edges of the campus are the strongest opportunity of the site to **announce itself**. A series of design moves can be used to unify the edges along busy Auburn Way and 12th Street signaling the presence of the amazing community resources of the campus.

Bringing the park to Auburn Way and 12th Street establishes a previously unseen **presence** along these busy streets. Bringing major pedestrian circulation to the edges of the park invites people in and creates safe and clear **connections** throughout the campus.

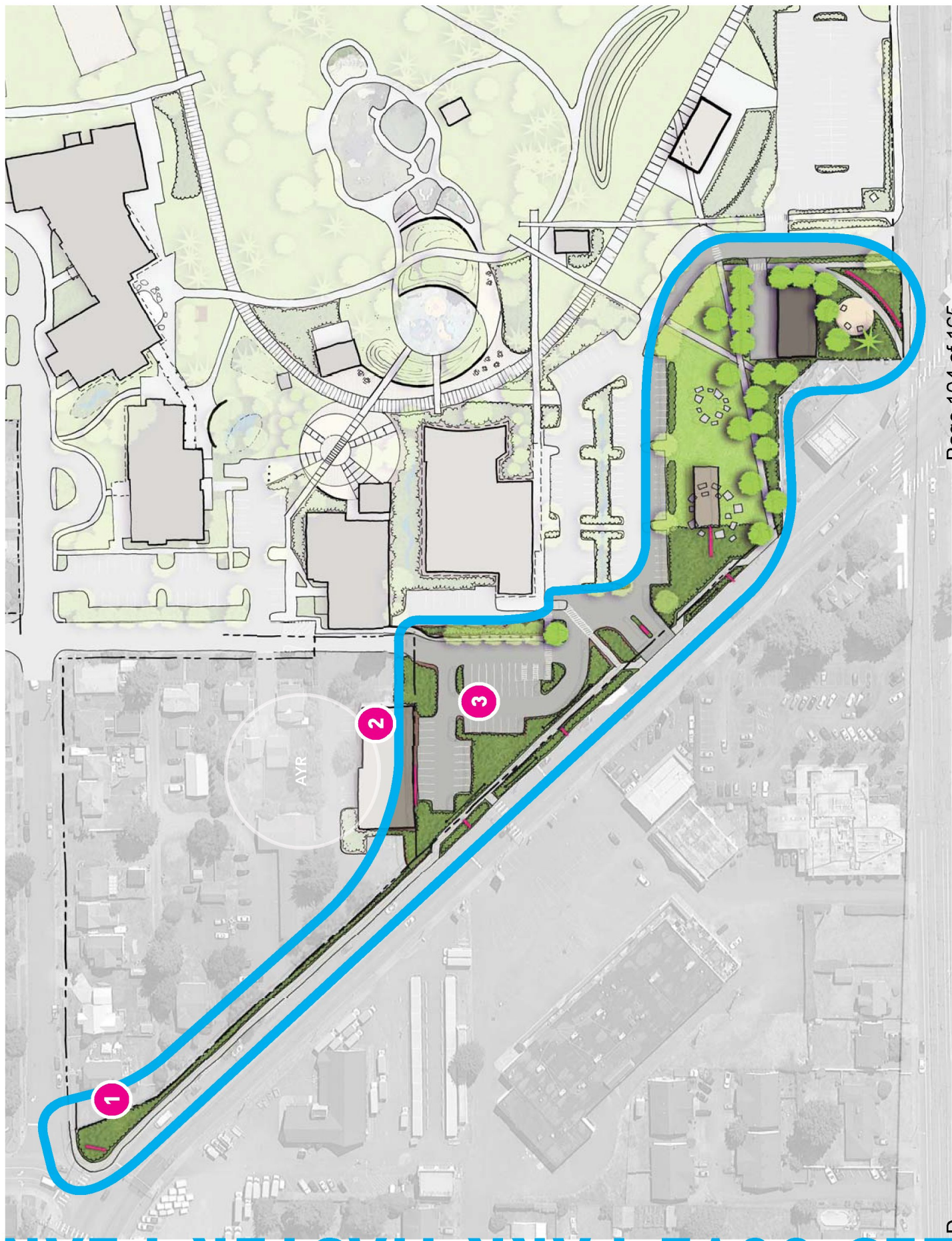


Layer with richness

Les Gove Park contains so many interesting and well used elements. This park can be made even richer by **layering** art, culture, and gathering opportunities everywhere, using walls, paths, trees, and even the lawn as a canvas. Everywhere you look, there are intriguing opportunities to invite further **exploration and discovery**.

LES GOVE PARK MASTER PLAN

Dr.D

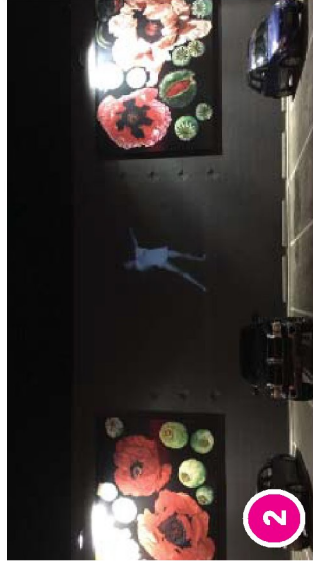


Establish the edge

Experiencing the Auburn Community Campus begins with **arrival**, which for most of us means **driving**.

The Auburn Way South Community Campus street frontage provides a lengthy canvas to announce the park. A variety of design moves are implemented along Auburn Way to create a campus beacon, together reiterating the presence of something special to the cars driving by.

Creating intuitive beacons to vehicles on Auburn Way South and 12th Street SE decreases vehicular load on the surrounding neighborhoods, mitigating increased campus use on the surrounding population.



1

A constant vegetated edge running down the block along Auburn Youth Resources and expanding closer to the library and 12th Street SE contrasts from the surrounding urban area that Auburn Way cuts through. This green unifies the block and makes it special.

2

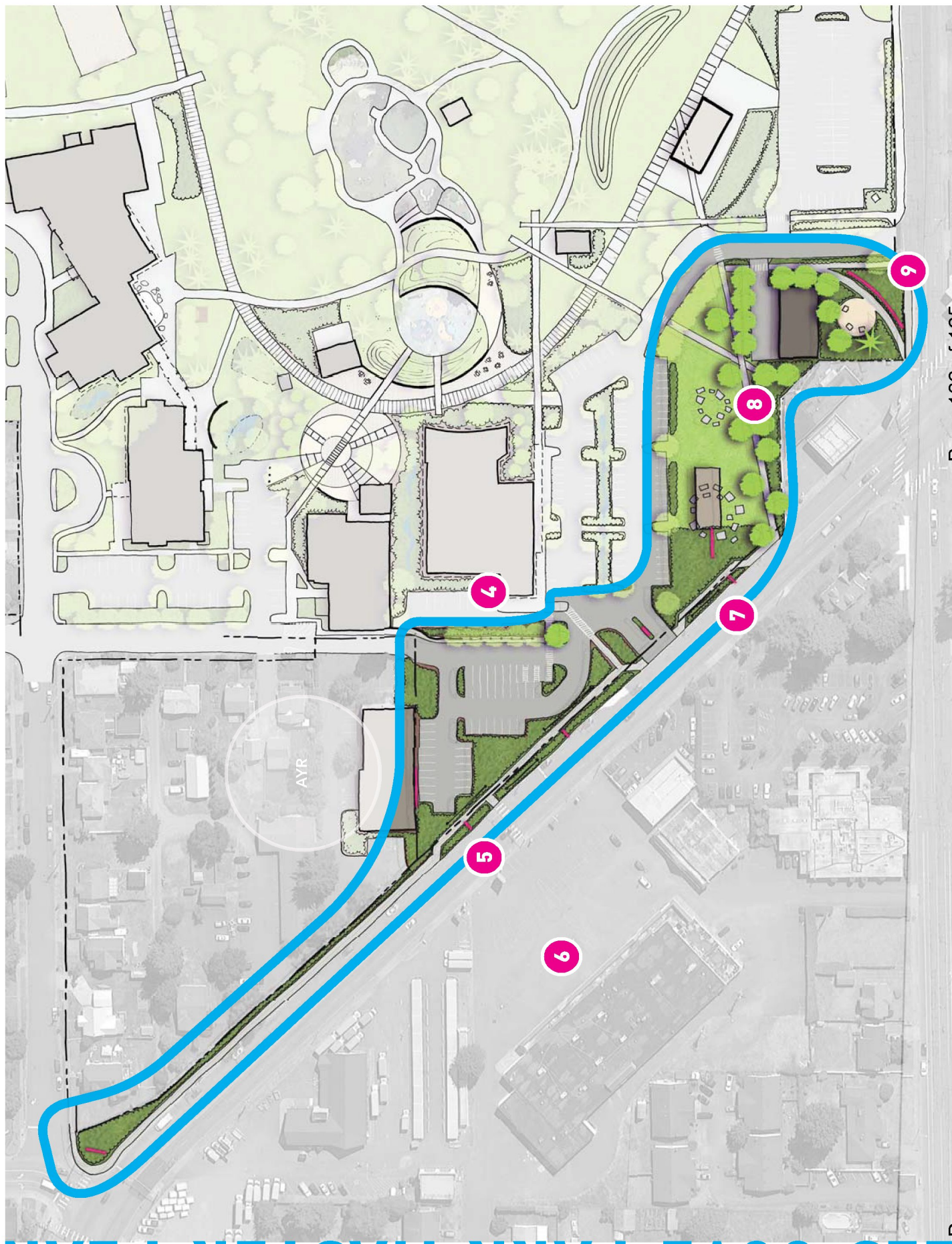
A mural on the Auburn Youth Resources wall, overlaid with projected art and announcements, creates a beacon as one travels north along Auburn Way while also announcing upcoming community events.

3

The triangle parking lot is reworked to remove the center berm and provide additional parking stalls. Removing the center berm allows easy visual access to the museum, unifying the site.

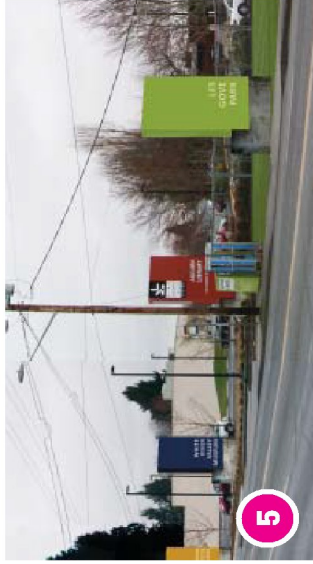
LES GOVE PARK MASTER PLAN

Dr.D





- 4 A wall or architectural screen extends the museum architecture, announcing the museum's presence to the Auburn Way edge. This screen also serves to mask back-of-house parking for the museum and library.



- 6 The lot across the street has future potential for an expansion of the campus or a complementary development, potentially food services for families who spend the day here, or similar.



- 7 Reimagining the Big Daddy's building creates the opportunity for the greenness of the park to reach to Auburn Way, giving Les Gove Park a presence on the busy street. The iconic Big Daddy's sign could be reworked into a beacon announcing the campus, and the overhang has potential to be reused as a sheltered park space for food trucks, vendors, and gatherings.

- 8 The greenness of Les Gove Park extends all the way to Auburn Way, giving the park a presence along Auburn Way and extending the eye into the park.

- 9 An entry portal with signage proclaims arrival at Les Gove Park.

LES GOVE PARK MASTER PLAN

Dr.D





1



1



2



4

Claim the SE corner

Activating this corner visually and functionally pulls the park all the way to 12th Street SE and the adjacent neighborhood to the east. Pulling the park to the edge encourages use of the entire park, creating places for gathering, events, festival booths, play, and walking.

1

A gathering pavilion and plaza create an iconic vertical park shelter that can be used for informal and formal events. Car shows can be held under the shelter and along the adjacent path. A seating berm makes the pavilion an informal stage.

2

Huge murals on the south lot and crosswalks provide eye-catching interest and enhance wayfinding while also being fun to look at.

3

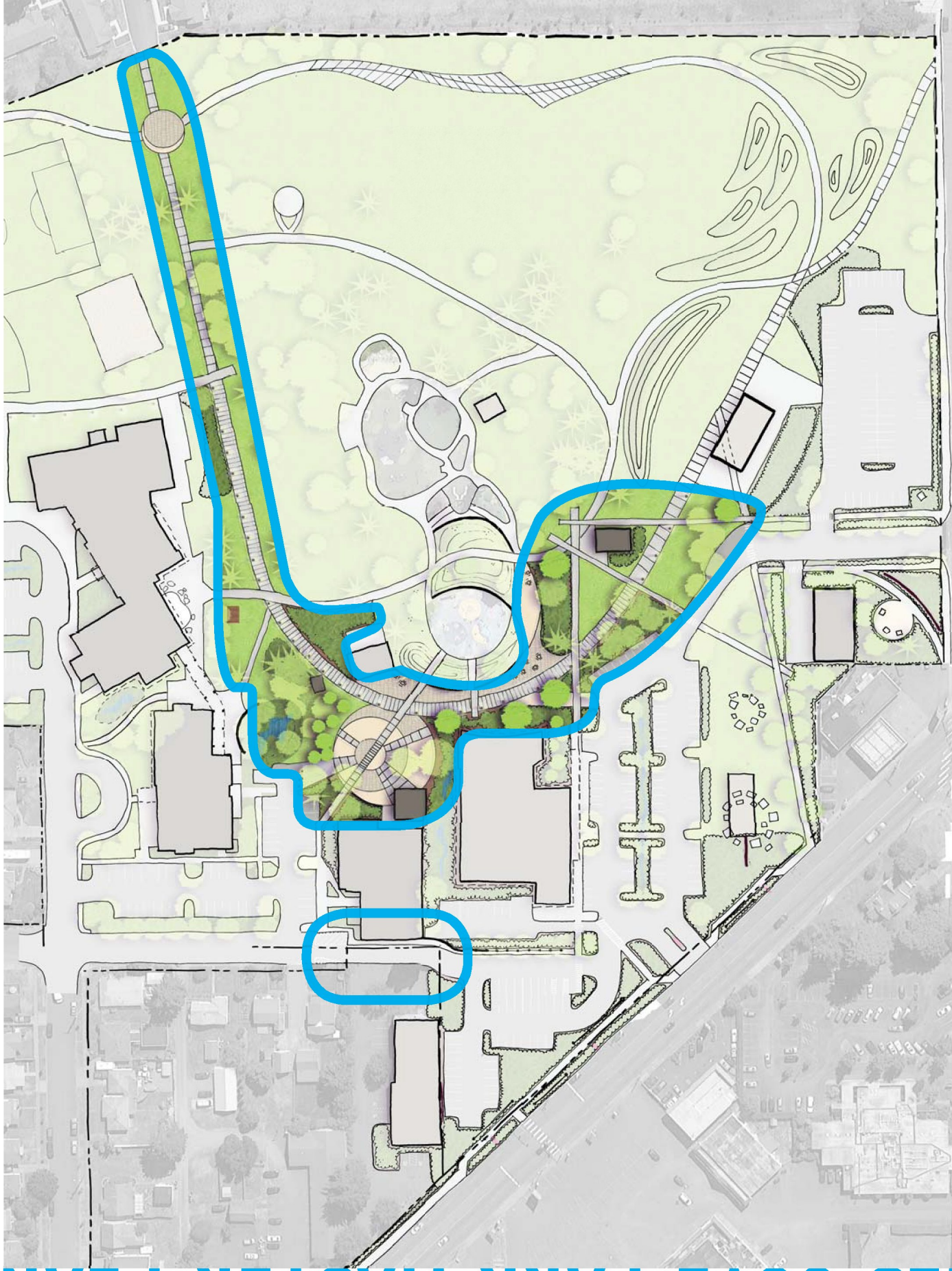
Shrub and tree planting reinforces the green park edge.

4

Berms create an opportunity for discovery, play, and visual interest.

LES GOVE PARK MASTER PLAN

D.I.D



Construct the Crescent

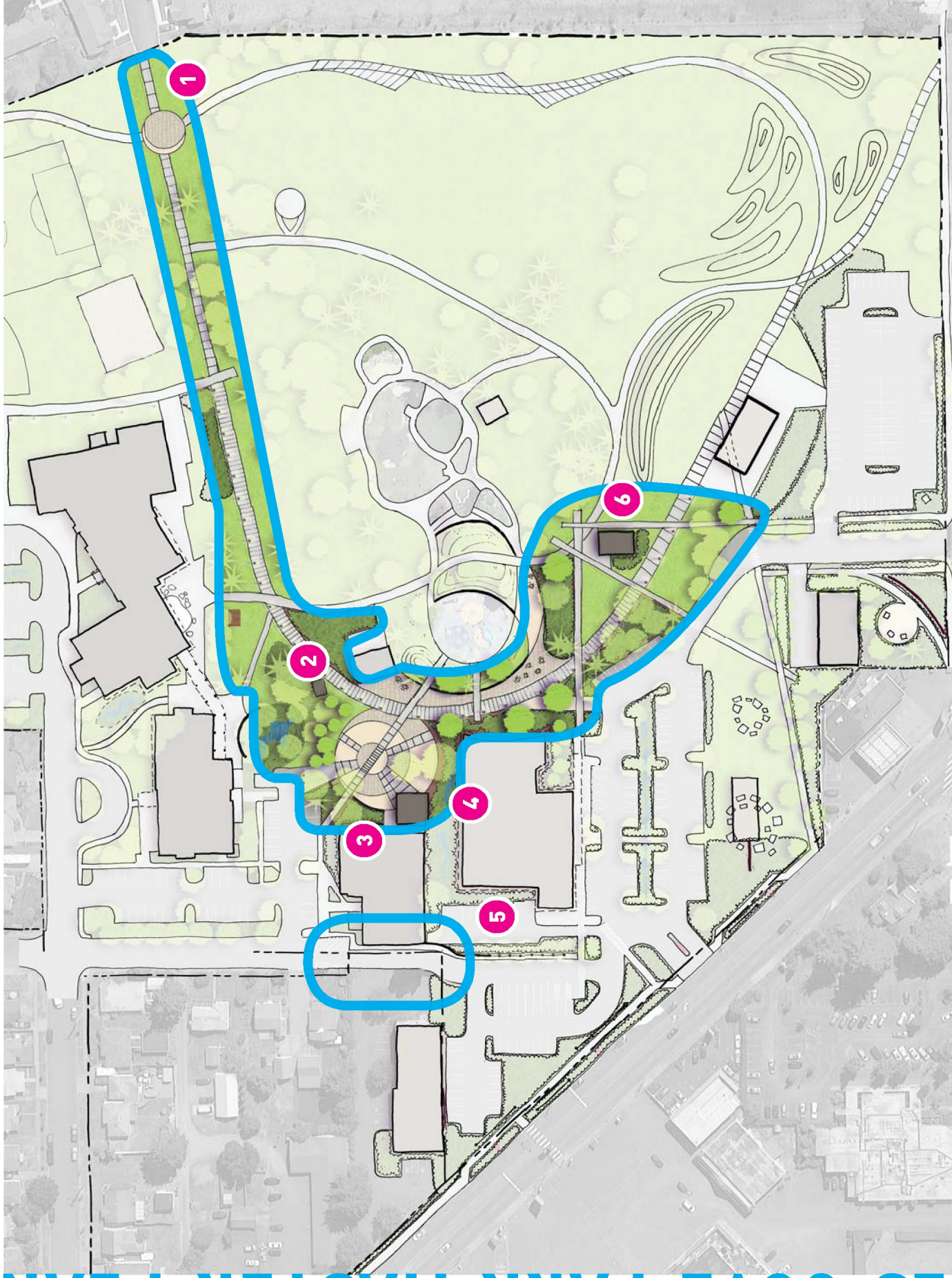
After arriving at the park by car, foot, bus or bike, the main circulation route is the Crescent. This path is the reimagined Deal's Way, creating an intuitive and direct pedestrian connection between the parking, all areas and buildings of the campus, and the adjacent neighborhoods.

Reimagining Deal's Way as a pedestrian space allows kids to safely travel from play to library to museum, while still functioning as a fire lane or access road for food trucks during gathering times. Parking is replaced by the reconfigured Auburn Way lot, which will be re-stripped, and the slightly expanded and re-stripped 12th Street lot. A new H St. SE extension allows this to happen while also reducing traffic congestion in the adjacent neighborhood.

A special paving pattern gives the Crescent prominence in the daytime, while pedestrian lights connecting the campus buildings and parking areas provide safe passage for evening events hosted in the campus.

LES GOVE PARK MASTER PLAN

Dr.D





1

The neighborhood connection to the east replaces the existing underused gravel parking lot. This connection is already utilized as a pedestrian entry and is celebrated as such with special paving and formalized paths.



2

This main pathway through the park is made special with interesting paving elements and rhythmic lighting. This path connects all the way through the park to the neighborhood to the east. The main connections between buildings, gathering areas and parking are lit at night with glowing down-lights to avoid light pollution affecting the homes to the east.



3

The Roundhouse Plaza is the main formal gathering space of the park. The existing structure is reutilized as a theater stage and programmed activity space.

4

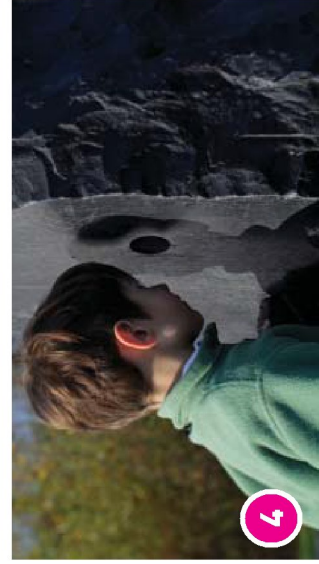
Sculptures near and over rain gardens reflect the weather, creating interesting visual elements in the landscape.

5

Vehicular circulation and parking opportunities are made more intuitive with a new H Street connection. This new connection allows the interior circulation of the park to be pedestrian only, directly connects all campus parking areas, and reduces vehicular confusion to the north.

6

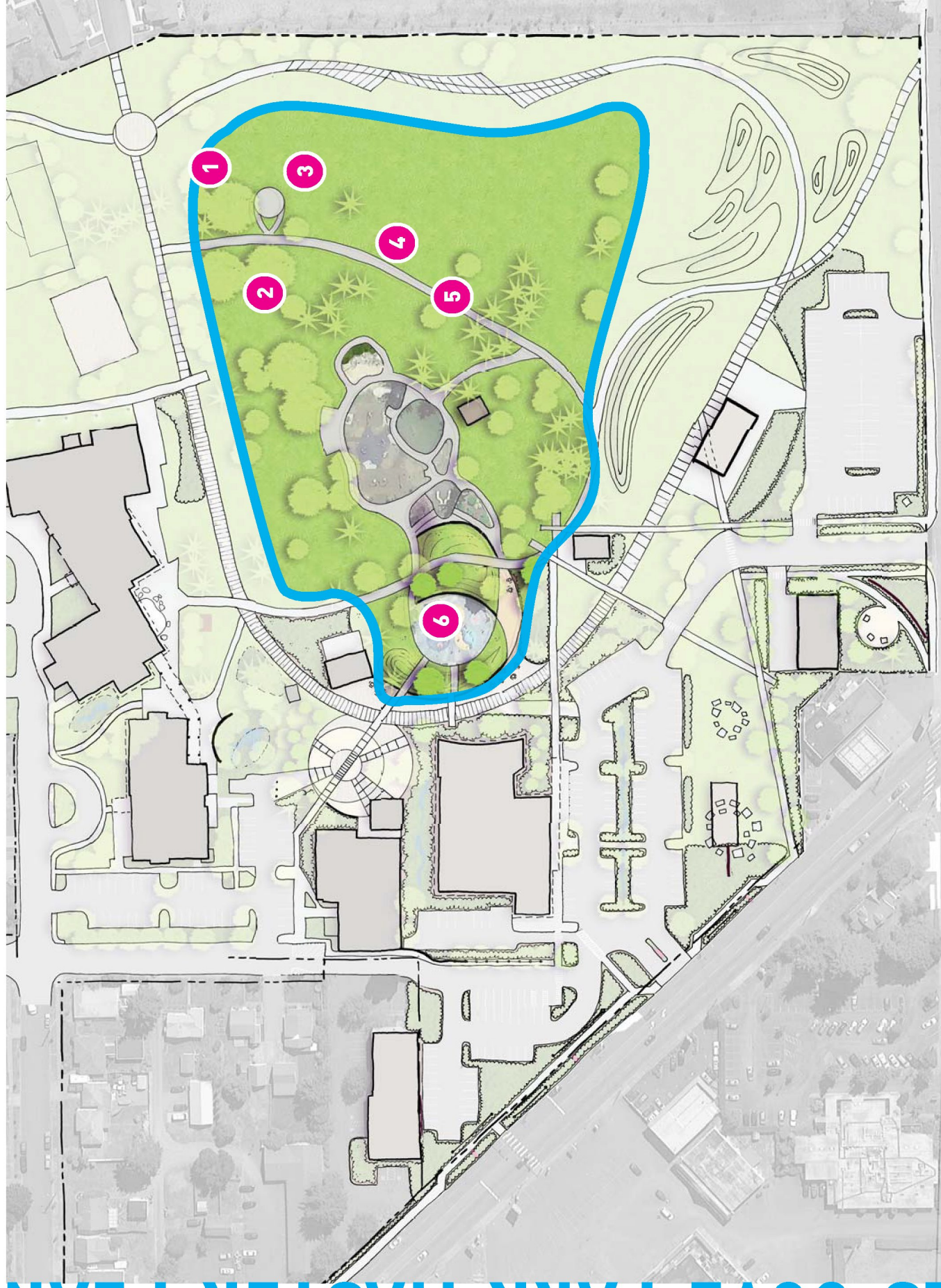
A new restroom is installed in a central location, easily accessible to the Play Area, Roundhouse, and Festival Pavilion.



4

LES GOVE PARK MASTER PLAN

D1.D





2



4

5



1

4



6

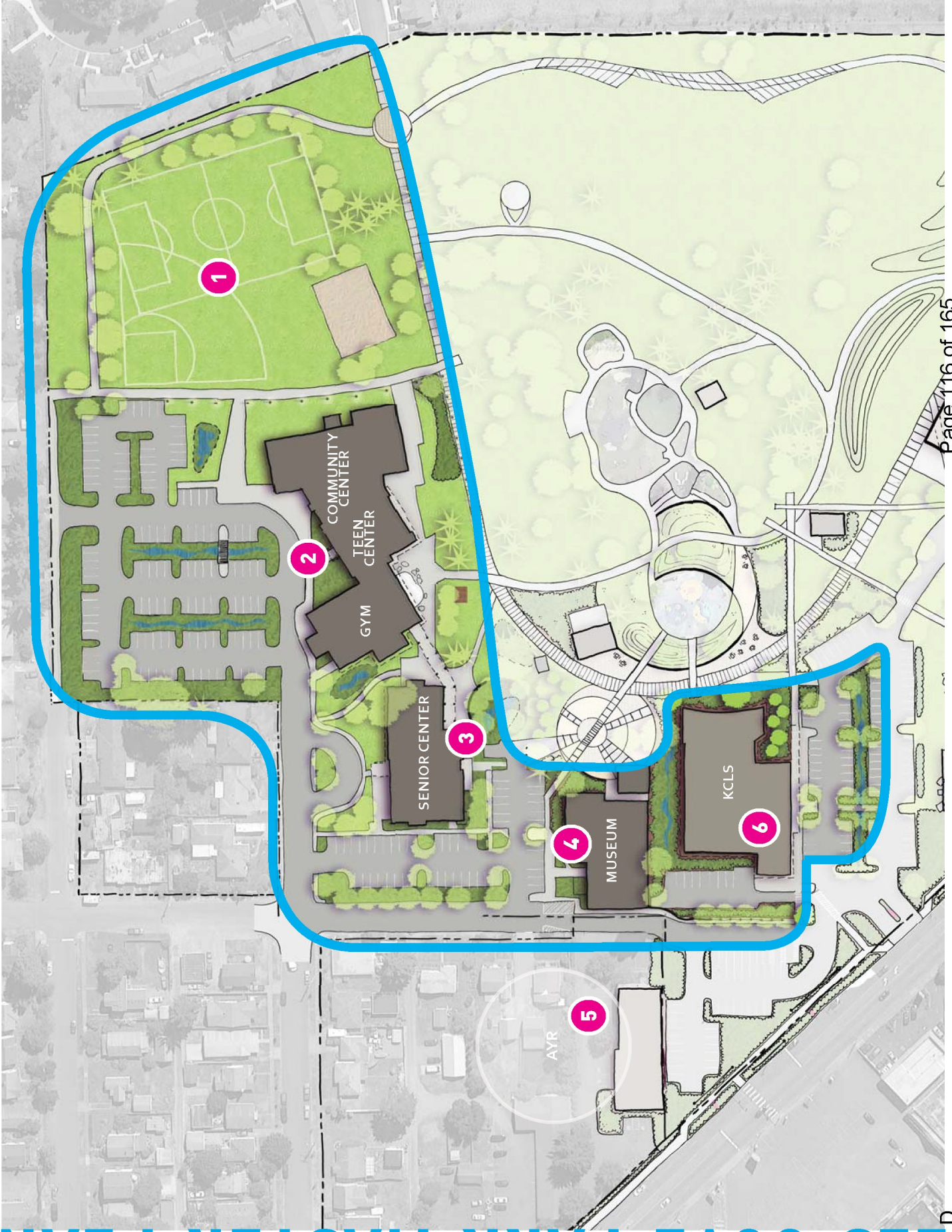
Strengthen the central park

This already great area is layered with more potential for gathering and exploration with simple interventions!

- 1 Moving the baseball diamond to the Play Meadow creates a unified Festival Meadow, a largely unprogrammed open space that can be used for car shows, unstructured play, picnics, and more.
- 2 Trees become canvases for temporary or permanent art installations, even anchors for groves of hammocks near the Community Center for teens to hang out in.
- 3 The American-Vietnamese War Memorial is an important reminder of our cultural past and present.
- 4 Paths and grass are huge canvases! These surfaces are used in unexpected and fun ways that open up visitors' eyes to a new way of using our world. Simple paint creates a mural or a game. Maybe it's only visible when it rains!
- 5 A largely pre-existing secondary path system interconnects with the Crescent, creating a variety of park experiences. These paths provide a 1/4-mile loop and 1/2-mile loop option for those looking for exercise or just to wander.
- 6 The already great Adventure Play area and Spray Park are made even greater. The vegetated hill between them is reimagined as terraced grassy seating for parents and kids. Grassy berms along Deal's Way provide space for sunning and supervising kids.

LES GOVE PARK MASTER PLAN

D.I.D





2



3



4



6

Enhance existing elements

Individually these civic elements are already strong. Greater connections to each other, the park, and campus visitors are made with various design moves.

- 1 Moving the baseball diamond strengthens the Play Meadow, allowing all play fields to occur in one spot directly adjacent to parking and the Teen and Community Centers.
- 2 The existing Gym and Teen Center and proposed Community Center are bolstered by the adjacent Play Meadow and planned vehicular, pedestrian, and bicycle access improvements. Prominent signage along Auburn Way South announces their hidden presence. A shrubbed edge gives space for private Community Center gatherings.
- 3 The Senior Center drop-off is directly connected into the park. The Senior Center is announced along Auburn Way South.
- 4 The museum is given prominence along Auburn Way South with both signage and an extension of its architecture. The Roundhouse Plaza brings people to the museum for events and activities, giving the museum prominence in the park as well.
- 5 Auburn Youth Resources is part of the Community Campus and the master planning process. However, due to the need for privacy of its clients, it retains autonomy from the other elements of the campus which are public and open to all.
- 6 The library is directly connected to Les Gove Park, easily accessible for children and parents alike.



Phasing

A crucial part to any successful project is **phasing**. As money to fund the park will not be available all at once, it is important to understand what is possible with the money and manpower available at any given time. As phasing inherently involves balancing existing infrastructure with resources, some simple ideas require a more complicated move in tandem.

Things that can be done **now** are projects that fit within current budgets and volunteer efforts such as painting on surfaces and implementing nature sculptures. Developing and removing pathways and reworking parking and planting will take more time and money. Some of these things can be done **soon** with grants or partnerships with organizations. **Later** developments would take major grant opportunities or public partnerships. The phasing summary below outlines what can be done now with less funding and what can be done in the future as more resources are available.

Many of these phases are not necessarily sequential and can be reorganized depending on funding and partnerships available at any given time. **Seize opportunities as they come!**



Improve the Pieces:

now!

Rec Center - It's already planned and underway.

now!

Claim South Edge - It's there, it has parking, it nearly doubles the park.

later

Berms

Paint the parking lot

Festival Pavilion and plaza

now!

Play Meadow and Festival Meadow

Put in path system - gravel first, then concrete

Irrigation

Move the baseball diamond



now!

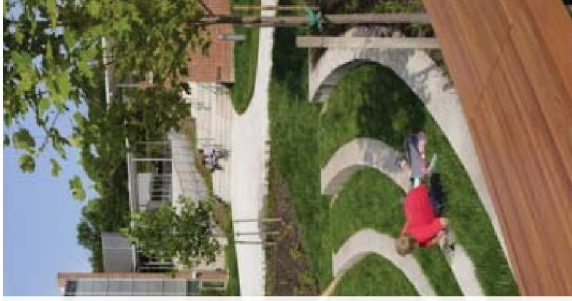
later

Improve the Flow:

Construct the Crescent

- Reimagine Deal's Way with paint and bollards
- Reconfigure triangle lot and extend H Street
- Berms at play area
- Reimagine Deal's Way with hardscape changes
- Roundhouse Plaza
- East pedestrian connection and removal of gravel lot
- New restroom

\$
\$
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\$
\$



now!

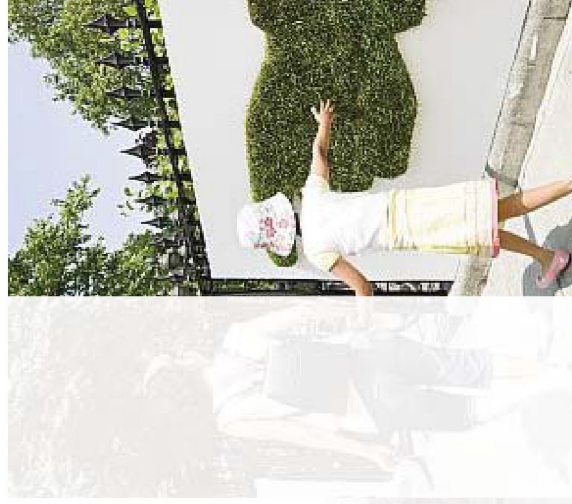
later

Journey to the Campus:

Claim the Edge

- Mural and projection on AYR building
- Extend museum architecture
- Signage along Auburn Way
- Green edge to Auburn Way

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Details

Future Potentials

- 8th St. SE has the potential to be continued along the north edge of Les Gove Park, creating a vehicular east/west connection.
- F St. SE, 8th St. SE, and 9th St. SE are currently being studied by the City of Auburn for vehicular/bike/pedestrian connection modifications.
- The future Community Center is discussed in this Master Plan as if it is already in place. The plans are complete and construction is scheduled to commence in the imminent future. This building expansion and associated parking and plaza expansion and path reworking is included in this Master Plan as a given.
- The American-Vietnamese War Memorial is to be installed in Les Gove Park in the future. This memorial is given a home in the Central Park portion of this Master Plan.
- There is an Aquatics Park tentatively in the works for the Auburn Community Campus. We recommend the Aquatics Park take the place of the Play Meadow to be close to the other major built elements of the Community Campus. There is potential and space for expanded parking in association with the Aquatics Park.

Logistics

Establish the Edge

- Coordination with the city and AYR is needed for the greening of the Auburn edge and the H Street extension. Coordination is already underway for the H Street extension.
- There is a group of buildings at the southwest corner that need to be either demolished or reused. This Master Plan recommends that any building reuse is kept within Parks and Recreation programming. It is proposed to keep only one building for Parks and Recreation maintenance needs. Keeping the Big Daddy's car port as a festival structure and reusing the Big Daddy's sign as an iconic symbol of Auburn's history that announces the Auburn Community Campus are proposed options. The Herr Lumber building, Big Daddy's restaurant building, and the two buildings at the 12th Street entrance are recommended for removal by this Master Plan:
 1. To establish clear sight lines into Les Gove Park, in effect giving Les Gove Park a presence on Auburn Way and 12th Street, and creating a strong official park entry.

2. To decrease renovation costs associated with reusing an existing building. It has been discussed to save Big Daddy's building as a restaurant—this Master Plan recommends any restaurant addition be part of a complementary development of the triangle lot across Auburn Way.
3. Unless a defined program opportunity for any building is proposed that will bolster parks programming, with the intent that the benefit of the new park opportunity should outweigh the benefits of building removal and improved park qualities.

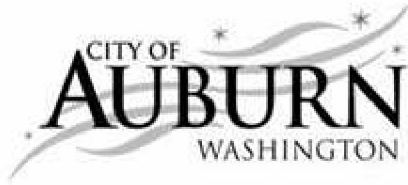
Claim the SE Corner

- Careful consideration of excavation is recommended in this portion of the park due to possible issues from the prior YMCA building foundations.
- Height of proposed discovery berms are to be kept under four feet for sight lines and safety, with the exception of the festival seating berm that can be taller and larger. All berms to be mowable, a 3:1 slope maximum.

Park as a Whole

- Path lighting is only to be located along the campus buildings, parking lots, and the paths connecting the buildings to the parking lots. Les Gove Park officially closes at dusk and will not be lit. There is future potential for lighting all paths if preferred.
- Proposed paths are to utilize and tie into the existing path system as appropriate. Path layout depicted in this Master Plan is to be laid out in the field to ensure experiential optimization.
- Irrigation of the south end of the park is to follow the desired approximate path layout to ensure irrigation lines are not disturbed or buried during phased construction of berms and plazas.
- Paths can be gravel at first and paved as money and labor become available. Seize opportunities as they come!





AGENDA BILL APPROVAL FORM

Agenda Subject:

Economic Development Update – End of 3rd Qtr. 2015 (10 Minute Presentation / 10 Minute Q&A)

Date:

November 4, 2015

Department:

Administration

Attachments:

No Attachments Available

Budget Impact:

\$0

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

Hinman

Meeting Date: November 9, 2015

Item Number: DI.E



AGENDA BILL APPROVAL FORM

Agenda Subject:

Mid Term Budget Amendment Presentation (20 Minute Presentation / 20 Minute Q&A)

Date:

November 3, 2015

Department:

Finance

Attachments:

[Transmittal Memo](#)
[Schedule A - BA#4](#)
[Schedule B - BA#4](#)
[2016 FTE Requests](#)
[Request Forms](#)

Budget Impact:

\$0

Administrative Recommendation:

Summary of major elements of proposed mid-term adjustment

Background Summary:

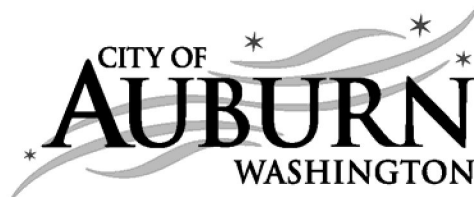
The mid-term budget amendment (BA #4) is scheduled to be brought to Council on November 16, 2015. This presentation will provide an overview of the major elements of the mid-term adjustment, including changes that occurred in 2015 for which there is an ongoing fiscal impact; the carry forward of capital projects that are not anticipated to be completed in 2015; establishing budget authority for new programs in 2016; and other changes in 2016.

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

Coleman

Meeting Date: November 9, 2015

Item Number: DI.F



Interoffice Memorandum

To: City Council
From: Shelley Coleman, Finance Director
CC: Nancy Backus, Mayor
Date: November 9, 2015
Re: Ordinance #6571 – 2015-2016 Budget Amendment #4

The City's biennial 2015-2016 budget is approved by Council as two one-year appropriations. Budget Amendments #1 through #3 amended the budget for calendar year 2015. This amendment is the fourth budget amendment for the biennium and the first budget amendment for calendar year 2016. The purpose of this amendment is to 1) amend the 2016 budget for changes that occurred in 2015 for which there is an on-going fiscal impact; 2) to carry forward capital project budgets that are not anticipated to be completed in 2015; and 3) to establish budget spending authority for new programs and other changes in 2016. Proposed amendments to the 2016 budget are as follows:

Continuation of previously approved requests by Council. The following items (grouped by budget amendment) were previously approved by Council in 2015 and directly impact the 2016 budget. These include:

Budget Amendment #1, Ordinance #6558 (approved April 6, 2015)

- One-time budget adjustment for cp1412 – Community & Youth/Teen Center (moved from 2016 to 2015) (\$ 3,200,000)
- Eliminate budget for photo enforcement program (ongoing cost reduction) (\$ 600,000)
- Funding to repay interfund loan for the Airport Hangar Project (ongoing cost) \$ 40,102

Budget Amendment #2, Ordinance #6563 (approved July 6, 2015)

- Wage adjustments for non-benefitted part time employees (ongoing increase) \$ 52,875
- One-time adjustment for Police vehicle replacement (moved from 2016 to 2015) (\$ 45,770)

Project Adjustments. This item includes requested project expenses that were previously approved in 2015 but will require carry forward to 2016 and increases of budget to align with the 2016-2020 Capital Facilities Plan (CFP) which is scheduled to be adopted in December. Please refer to the CFP for project revenue and expense budget changes in the Arterial Street Fund (#102), Arterial Street Preservation Fund (#105), Mitigation Fees Fund (#124), Parks Construction Fund (#321), Capital Improvements Fund (#328), Water Utility Fund (#430), Sewer Utility Fund (#431), Stormwater Utility Fund (#432), and the Equipment Rental Fund (#550).

Other Requests. Other items requested for funding in this budget amendment include:

Revenue Adjustments: Several revenue adjustments amending the 2016 budget are proposed as part of this budget adjustment. These adjustments include:

• Sales and Use Taxes	\$ 500,000
• Property Taxes	\$ 600,000
• Local Sales – Criminal Justice Tax	\$ 150,000
• Criminal Justice High Crime Tax	(\$ 96,000)
• Electric and Natural Gas B&O Taxes	(\$ 545,000)
• Building and Plumbing Permit Revenues	\$ 100,000
• Liquor Excise Tax	\$ 50,000
• Revenues from the City of Algona for Services Provided	(\$ 30,000)
• Miscellaneous Revenues	\$ 50,000
• Sales Tax from Construction	\$ 160,000
• REET Revenues	\$ 1,200,000

New staffing: The following new positions are being requested:

- Human Resources Coordinator, Human Resources Department (1.0FTE; \$113,020): Funding is requested to hire a Human Resources Coordinator. The additional position will assist and coordinate in all functions of human resources.
- Parks Horticulturalist, Parks Department (1.0FTE; \$100,681): Funding is requested to hire a second Horticulturalist to help keep up with the increased demands of six additional park spaces as well as numerous streets.
- Parks Special Events Coordinator (1.0FTE; \$56,434 net cost): Funding is requested to hire a coordinator for Auburn Days, the Auburn Farmers Market, and private rentals, conferences, and other gatherings. The position will be partially funded from savings from the interim Farmers Market Manager position.
- Assistant Traffic Engineer, Public Works Department (1.0FTE, 138,514): This position would provide support to the Traffic Engineer and Street Systems Engineer, responding to increased workload caused by ADA design requirements, development review workload, and capital projects.
- Bicycle Officer, Police Department (1.0FTE, \$122,140): Funding is requested for an additional bicycle officer to improve response times in the congested downtown corridor and to utilize the officer in a proactive function.
- Community Response Team Officer, Police Department (1.0FTE, \$120,540): Funding is requested for a CRT Officer to increase collaboration between multi-family housing property owners/management and the City.
- Neighborhood Programs Coordinator, Administration Department (1.0FTE, \$110,000 net cost): Funding is requested for a coordinator to manage Neighborhood Programs and to perform special projects at the direction of the Mayor. The position will be partially funded from savings.
- GIS Inventory Techs, Sewer and Storm Drainage Utilities (2.0FTE, \$95,655 net cost): Funding is requested for two GIS inventory techs to support the Sewer and Storm Drainage utilities. These positions would be partially funded from savings in temporary help as well as a Department of Ecology Stormwater Capacity grant.
- Cemetery Office Assistant, Cemetery Fund (1.0FTE, \$63,590 net cost): Funding is requested for an office assistant to improve customer service and internal controls of finances and office administration. The position will be partly funded from savings in temporary help.

Reserve Sales Tax Credit revenues (\$1,500,000): This request would transfer \$1.5 million from General Fund reserves to the Cumulative Reserve Fund. Transfer is for revenue stabilization purposes in 2018 and beyond when the credit will no longer be funded by the State.

King County District Court services (\$336,400): Increase funding for District Court services as billed by King County.

Expenses and revenues related to the opening of the Auburn Community & Youth/Teen Center (\$55,000 net cost): This represents the net cost associated with the operation of the facility for the period June 15 through December 31, 2016.

Cost Recovery Study – Development Fees (\$50,000): Funding for a study to establish goals for the City's development-related fees.

SCORE contribution (\$50,000): Increase funding for the City's contribution to SCORE to reflect increases in the SCORE budget.

Valley Communications charge (\$265,000): Increase funding for the Valley Comm charge due to increased call volumes from the City of Auburn.

Police Department smart phones (\$55,000): Funding is requested to pay for smart phone usage by the Police Department. These costs had been previously paid for by the Information & Technology Department but were not included in the 2015-2016 budget.

Transfer Cemetery debt service costs to the General Fund (\$61,922): This change is needed to help keep the Cemetery Fund solvent over the long term.

Debt service costs on Public Works Trust Fund loans (\$1,600): This change is needed to reflect increased debt service costs on outstanding PWTF loans in the Arterial Street Fund.

Transit partnerships with Pierce and King County (\$110,000): This request would provide funding to ensure continuity of bus routes due to service cuts proposed by King County.

Tourism grants and advertising (\$100,000): Add funding for new tourism grants and advertising.

Parks Maintenance budget (\$200,000): Increase funding for professional services associated with root cutting and repairing asphalt damage affecting the park trail system.

Add budget for an outreach consultant (\$75,000): Add funding for a consultant related to Low Impact Development.

Purchase of the King County Public Health building (\$425,000): This represents the cost of purchasing the building from King County (\$350,000) plus improvements and upgrades (\$75,000).

Increase parking costs (\$46,520): Increase funding for parking at the Stratford lot, per the recently signed agreement amending the existing parking agreement.

Council approval of proposed Ordinance 6571 would amend the 2016 budget as follows:

Table 2: 2016 Budget as Amended

2016 Budget as Adopted	\$ 240,237,155
Budget Amendment #4 (Ord #6571)	<u>13,912,960</u>
Budget as Amended	\$254,150,115

Attachments:

- ❖ 1. Proposed Ordinance #6571 (budget adjustment #4)
- ❖ 2. Summary of proposed 2016 budget adjustments by fund and department (Schedule A)
- ❖ 3. Summary of approved changes to the adopted 2016 budget by fund (Schedule B)

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
General Fund (#001)	-			
2016 Adopted Budget	10,547,126.00	59,354,240.00	64,735,529.00	5,165,837.00
BA#4 (Ordinance #6571, Proposed):	2,634,306.56	359,000.00	2,496,746.10	496,560.46
General Fund Revenues:				
Adjust Beginning Fund Balance for Budget Amendments in 2015	2,634,306.56	-	-	2,634,306.56
Increase Sales Tax Revenues	-	500,000.00	-	500,000.00
Increase Property Tax Revenues	-	600,000.00	-	600,000.00
Increase Local Sales - Criminal Justice Tax Revenues	-	150,000.00	-	150,000.00
Eliminate Criminal Justice High Crime Tax Revenues for 2016	-	(96,000.00)	-	(96,000.00)
Reduce Electric & Natural Gas B&O Tax Revenues	-	(455,000.00)	-	(455,000.00)
Increase Building and Plumbing Permit Revenues	-	100,000.00	-	100,000.00
Increase Liquor Excise Tax Revenues	-	100,000.00	-	100,000.00
Reduce Revenues from the City of Algona for Services No Longer Provided	-	(30,000.00)	-	(30,000.00)
Increase Miscellaneous Revenues (mostly PCard rebates)	-	50,000.00	-	50,000.00
Operating Revenues for Community & Youth/Teen Center	-	40,000.00	-	40,000.00
Human Resources Department:				
Increase Charges from King County for District Court Services	-	-	336,400.00	(336,400.00)
New FTE - Human Resources Coordinator (88%)	-	-	99,457.60	(99,457.60)
Parks Department:				
Operating Costs for Community & Youth/Teen Center	-	-	95,000.00	(95,000.00)
New FTE - Parks Horticulturalist	-	-	100,681.00	(100,681.00)
New FTE - Recreation Specialist	-	-	56,434.00	(56,434.00)
Wage Adjustment for Non-Benefitted Part Time Employees (from BA#2)	-	-	44,135.00	(44,135.00)
Public Works Department:				
New FTE - Assistant Traffic Engineer (30%)	-	-	45,053.00	(45,053.00)
Streets Department:				
Adjust Budget for Reclassification of ER&R Supernumerary Position	-	-	(2,500.00)	2,500.00
Community Development Department:				
Cost Recovery Study - Development Fees	-	-	50,000.00	(50,000.00)
SCORE:				
Increase Auburn Contribution	-	-	50,000.00	(50,000.00)

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Police Department:				
Eliminate Budget for Photo Enforcement Program (from BA#1)	-	(600,000.00)	(600,000.00)	-
Increase Valley Communications Charge	-	-	265,000.00	(265,000.00)
Increase Budget for Smart Phones	-	-	55,000.00	(55,000.00)
New FTE - Bicycle Officer	-	-	122,140.00	(122,140.00)
New FTE - CRT Officer	-	-	120,540.00	(120,540.00)
Administration Department:				
New FTE - Neighborhood Programs/Special Projects Coordinator	-	-	110,000.00	(110,000.00)
Non-Departmental:				
Transfer Cemetery Debt Service to the GF (from BA#3)	-	-	61,922.00	(61,922.00)
Reserve Sales Tax Credit Revenues (Transfer to F122)	-	-	1,500,000.00	(1,500,000.00)
General Fund (multiple departments):				
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	(12,516.50)	12,516.50
Revised 2016 Budget - Fund 001	13,181,432.56	59,713,240.00	67,232,275.10	5,662,397.46
Arterial Street Fund (#102)				
2016 Adopted Budget	1,108,704.00	12,088,787.00	12,320,712.00	876,779.00
BA#4 (Ordinance #6571, Proposed):				
Adjust Beginning Fund Balance for Budget Amendments in 2015	515,324.35	-	-	515,324.35
Adjust for Increased Debt Service Costs on PWTF Loan (Transfer in from F124)	-	1,600.00	1,600.00	-
New FTE - Assistant Traffic Engineer (10%)	-	-	13,355.00	(13,355.00)
Incr Budget for Transit Partnerships w/ King & Pierce Counties (T/F in from F328)	-	110,000.00	110,000.00	-
Adjust Grants per 2016 - 2021 CFP	-	265,573.00	265,573.00	-
Carry Forward Capital Projects per 2016 - 2021 CFP	405,000.00	-	405,000.00	-
Increase Budget for Capital Projects per 2016 - 2021 CFP (Incl. T/F in from F124)	-	2,404,364.00	2,654,864.00	(250,500.00)
Revised 2016 Budget - Fund 102	2,029,028.35	14,870,324.00	15,771,104.00	1,128,248.35

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Local Street Fund (#103)				
2016 Adopted Budget	348,568.00	1,602,500.00	1,600,000.00	351,068.00
BA#4 (Ordinance #6571, Proposed):				
Adjust Beginning Fund Balance for Budget Amendments in 2015	76,856.12	160,000.00	40,053.00	196,803.12
New FTE - Assistant Traffic Engineer (30%)	76,856.12	-	-	76,856.12
Increase Revenues from Sales Tax from Construction	-	160,000.00	-	(40,053.00)
Revised 2016 Budget - Fund 103	425,424.12	1,762,500.00	1,640,053.00	547,871.12
Hotel/Motel Tax Fund (#104)				
2016 Adopted Budget	148,031.00	94,940.00	86,000.00	156,971.00
BA#4 (Ordinance #6571, Proposed):				
Adjust Beginning Fund Balance for Budget Amendments in 2015	6,904.58	-	100,000.00	(93,095.42)
New Grants and Advertising	6,904.58	-	-	6,904.58
Revised 2016 Budget - Fund 104	154,935.58	94,940.00	186,000.00	63,875.58
Arterial Street Preservation Fund (#105)				
2016 Adopted Budget	461,200.00	3,127,300.00	3,351,390.00	237,110.00
BA#4 (Ordinance #6571, Proposed):				
Adjust Beginning Fund Balance for Budget Amendments in 2015	(113,936.10)	(90,000.00)	(25,207.00)	(178,729.10)
Reduce Transfer for 37th St SE/A St SE Traffic Signals (Transfer out to F102)	(113,936.10)	-	-	(113,936.10)
Reduce Electric and Natural Gas B&O Tax Revenues	-	(90,000.00)	-	65,260.00
New FTE - Assistant Traffic Engineer (30%)	-	-	40,053.00	(90,000.00)
Revised 2016 Budget - Fund 105	347,263.90	3,037,300.00	3,326,183.00	58,380.90
Drug Forfeiture Fund (#117)				
2016 Adopted Budget	298,057.00	97,100.00	273,028.00	122,129.00
BA#4 (Ordinance #6571, Proposed):				
Adjust Beginning Fund Balance for Budget Amendments in 2015	34,415.95	-	-	34,415.95
Revised 2016 Budget - Fund 117	332,472.95	97,100.00	273,028.00	156,544.95

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Housing & Comm Develop Fund (#119)				
2016 Adopted Budget	37,371.00	450,000.00	440,000.00	47,371.00
BA#4 (Ordinance #6571, Proposed):	17,533.21	-	-	17,533.21
Adjust Beginning Fund Balance for Budget Amendments in 2015	17,533.21	-	-	17,533.21
Revised 2016 Budget - Fund 119	54,904.21	450,000.00	440,000.00	64,904.21
Recreation Trails Fund (#120)				
2016 Adopted Budget	43,847.00	7,130.00	-	50,977.00
BA#4 (Ordinance #6571, Proposed):	(760.74)	-	-	(760.74)
Adjust Beginning Fund Balance for Budget Amendments in 2015	(760.74)	-	-	(760.74)
Revised 2016 Budget - Fund 120	43,086.26	7,130.00	-	50,216.26
BIA Fund (#121)				
2016 Adopted Budget	41,272.00	55,060.00	55,000.00	41,332.00
BA#4 (Ordinance #6571, Proposed):	(9,841.37)	-	-	(9,841.37)
Adjust Beginning Fund Balance for Budget Amendments in 2015	(9,841.37)	-	-	(9,841.37)
Revised 2016 Budget - Fund 121	31,430.63	55,060.00	55,000.00	31,490.63
Cumulative Reserve Fund (#122)				
2016 Adopted Budget	6,238,304.00	14,200.00	1,917,084.00	4,335,420.00
BA#4 (Ordinance #6571, Proposed):	1,517,482.23	1,500,000.00	-	3,017,482.23
Adjust Beginning Fund Balance for Budget Amendments in 2015	1,517,482.23	-	-	1,517,482.23
Reserve Annexation Sales Tax Credit Revenues (Transfer in from GF)	-	1,500,000.00	-	1,500,000.00
Revised 2016 Budget - Fund 122	7,755,786.23	1,514,200.00	1,917,084.00	7,352,902.23

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Mitigation Fees Fund (#124)				
2016 Adopted Budget	2,614,431.00	994,890.00	1,221,827.00	2,387,494.00
BA#4 (Ordinance #6571, Proposed):	801,664.48	-	875,100.00	(73,435.52)
Adjust Beginning Fund Balance for Budget Amendments in 2015	(277,185.52)	-	-	(277,185.52)
Adjust for Increased Debt Service Costs on PWTF Loan	-	-	1,600.00	(1,600.00)
Increase Transfer of Impact Fees to Fund 102 per 2016 - 2021 CFP	-	-	334,650.00	(334,650.00)
Reduce Transfer of Impact Fees to Fund 102 per 2016 - 2021 CFP	-	-	(540,000.00)	540,000.00
Carry Forward Transfer of Impact Fees to Fund 102 per 2016 - 2021 CFP	1,078,850.00	-	1,078,850.00	-
Revised 2016 Budget - Fund 124	3,416,095.48	994,890.00	2,096,927.00	2,314,058.48
LID 350 Fund (#275)				
2016 Adopted Budget	7,874.00	7,256.00	7,246.00	7,884.00
BA#4 (Ordinance #6571, Proposed):	1,995.40	-	-	1,995.40
Adjust Beginning Fund Balance for Budget Amendments in 2015	1,995.40	-	-	1,995.40
Revised 2016 Budget - Fund 275	9,869.40	7,256.00	7,246.00	9,879.40
Parks Construction Fund (#321)				
2016 Adopted Budget	507,236.00	9,016,000.00	9,155,000.00	368,236.00
BA#4 (Ordinance #6571, Proposed):	28,166.33	(3,000,000.00)	(3,000,000.00)	28,166.33
Adjust Beginning Fund Balance for Budget Amendments in 2015	28,166.33	-	-	28,166.33
Adjust Budget for Auburn Comm & Youth/Teen Center (from BA#1) (T/F from F328)	-	(3,200,000.00)	(3,200,000.00)	-
Increase Budget for Root Cutting and Other Parks/Trails Safety Improvements	-	200,000.00	200,000.00	-
Revised 2016 Budget - Fund 321	535,402.33	6,016,000.00	6,155,000.00	396,402.33

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Capital Improvements Fund (#328)				
2016 Adopted Budget	8,627,868.00	1,756,036.00	5,561,324.00	4,822,580.00
BA#4 (Ordinance #6571, Proposed):	(1,963,636.22)	1,200,000.00	(1,255,000.00)	491,363.78
Adjust Beginning Fund Balance for Budget Amendments in 2015	(1,963,636.22)	-	-	(1,963,636.22)
Adj Budget for Auburn Community & Youth/Teen Center-from BA#1 (T/F to F321)	-	-	(2,200,000.00)	2,200,000.00
Adjust Budget for Expected REET Revenues	-	1,200,000.00	-	1,200,000.00
Transfer REET2 Funds to Fund 102 per 2016 - 2021 CFP	-	-	210,000.00	(210,000.00)
Purchase King County Public Health Building - REET1	-	-	425,000.00	(425,000.00)
Transfer Funds to F321 for Root Cutting and Parks/Trail Safety - REET2	-	-	200,000.00	(200,000.00)
T/F REET2 Funds for Transit Partnerships w/ King & Pierce Counties (T/F to F102)	-	-	110,000.00	(110,000.00)
Revised 2016 Budget - Fund 328	6,664,231.78	2,956,036.00	4,306,324.00	5,313,943.78
Local Revitalization Fund (#330)				
2016 Adopted Budget	-	-	-	-
BA#4 (Ordinance #6571, Proposed):	329,450.00	-	-	329,450.00
Adjust Beginning Fund Balance for Budget Amendments in 2015	329,450.00	-	-	329,450.00
Revised 2016 Budget - Fund 330	329,450.00	-	-	329,450.00
Water Fund (#430)				
2016 Adopted Budget	5,374,953.00	14,264,636.00	15,748,910.00	3,890,679.00
BA#4 (Ordinance #6571, Proposed):	510,045.51	3,050,000.00	2,572,199.18	987,846.33
Adjust Beginning Fund Balance for Budget Amendments in 2015	2,260,556.51	-	-	2,260,556.51
Adjust Budget Due to Reclassification of ER&R Supernumerary Position	-	-	(2,500.00)	2,500.00
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	5,689.38	(5,689.38)
Reduce W/C Balance for Debt Not Issued in 2015	(1,850,000.00)	-	(1,850,000.00)	-
2016 Debt for Capital Projects per 2016 - 2021 CFP	-	3,050,000.00	3,050,000.00	-
Carry Forward Capital Projects per 2016 - 2021 CFP	99,489.00	-	99,489.00	-
Increase Budget for Capital Projects per 2016 - 2021 CFP	-	-	1,265,000.00	(1,265,000.00)
New FTE - Human Resources Coordinator (4%)	-	-	4,520.80	(4,520.80)
Revised 2016 Budget - Fund 430	5,884,998.51	17,314,636.00	18,321,109.18	4,878,525.33

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Sewer Fund (#431)				
2016 Adopted Budget	8,825,703.00	8,171,011.00	9,793,077.00	7,203,637.00
BA#4 (Ordinance #6571, Proposed):	726,460.61	-	39,374.18	687,086.43
Adjust Beginning Fund Balance for Budget Amendments in 2015	726,460.61	-	-	726,460.61
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	5,689.38	(5,689.38)
New FTEs - Two GIS Inv Techs & Vehicle (partial funding; balance in Storm)	-	-	31,664.00	(31,664.00)
Adjust Budget Due to Reclassification of ER&R Superumerary Position	-	-	(2,500.00)	2,500.00
New FTE - Human Resources Coordinator (4%)	-	-	4,520.80	(4,520.80)
Revised 2016 Budget - Fund 431	9,552,163.61	8,171,011.00	9,832,451.18	7,890,723.43
Storm Drainage Fund (#432)				
2016 Adopted Budget	7,781,286.00	9,576,161.00	9,784,730.00	7,572,717.00
BA#4 (Ordinance #6571, Proposed):	427,263.86	50,000.00	202,391.28	274,872.58
Adjust Beginning Fund Balance for Budget Amendments in 2015	427,263.86	-	-	427,263.86
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	11,379.48	(11,379.48)
Adjust Budget Due to Reclassification of ER&R Superumerary Position	-	-	(2,500.00)	2,500.00
Add Budget for Outreach Consultant Related to Low Impact Development	-	-	75,000.00	(75,000.00)
New FTEs - Two GIS Inv Techs & Vehicle (partial funding; balance in Sewer)	-	50,000.00	113,991.00	(63,991.00)
New FTE - Human Resources Coordinator (4%)	-	-	4,520.80	(4,520.80)
Revised 2016 Budget - Fund 432	8,208,549.86	9,626,161.00	9,987,121.28	7,847,589.58
Sewer Metro Sub Fund (#433)				
2016 Adopted Budget	2,492,148.00	16,333,387.00	16,317,200.00	2,508,335.00
BA#4 (Ordinance #6571, Proposed):	(346,911.06)	-	-	(346,911.06)
Adjust Beginning Fund Balance for Budget Amendments in 2015	(346,911.06)	-	-	(346,911.06)
Revised 2016 Budget - Fund 433	2,145,236.94	16,333,387.00	16,317,200.00	2,161,423.94

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Solid Waste Fund (#434)				
2016 Adopted Budget	2,858,461.00	13,427,400.00	13,040,602.00	3,245,259.00
BA#4 (Ordinance #6571, Proposed):	223,815.95	-	(5,689.62)	229,505.57
Adjust Beginning Fund Balance for Budget Amendments in 2015	223,815.95	-	-	223,815.95
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	(5,689.62)	5,689.62
Revised 2016 Budget - Fund 434	3,082,276.95	13,427,400.00	13,034,912.38	3,474,764.57
Airport Fund (#435)				
2016 Adopted Budget	292,109.00	881,900.00	826,807.00	347,202.00
BA#4 (Ordinance #6571, Proposed):	(18,273.67)	-	40,101.72	(58,375.39)
Adjust Beginning Fund Balance for Budget Amendments in 2015	(18,273.67)	-	-	(18,273.67)
Funding for Repayment of Interfund Loan for Airport Hangar Project (from BA#1)	-	-	40,101.72	(40,101.72)
Revised 2016 Budget - Fund 435	273,835.33	881,900.00	866,908.72	288,826.61
Cemetery Fund (#436)				
2016 Adopted Budget	156,448.00	1,178,300.00	1,098,229.00	236,519.00
BA#4 (Ordinance #6571, Proposed):	184,237.35	-	8,131.94	176,105.41
Adjust Beginning Fund Balance for Budget Amendments in 2015	184,237.35	-	-	184,237.35
Wage Adjustment for Non-Benefitted Part Time Employees (from BA#2)	-	-	8,740.00	(8,740.00)
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	(2,276.06)	2,276.06
Transfer Cemetery Debt Service to the General Fund (from BA#3)	-	-	(61,922.00)	61,922.00
New FTE - Office Assistant	-	-	63,590.00	(63,590.00)
Revised 2016 Budget - Fund 436	340,685.35	1,178,300.00	1,106,360.94	412,624.41
Insurance Fund (#501)				
2016 Adopted Budget	1,395,231.00	1,000.00	218,900.00	1,177,331.00
BA#4 (Ordinance #6571, Proposed):	40,925.67	-	-	40,925.67
Adjust Beginning Fund Balance for Budget Amendments in 2015	40,925.67	-	-	40,925.67
Revised 2016 Budget - Fund 501	1,436,156.67	1,000.00	218,900.00	1,218,256.67

Schedule A

**Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)**

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Workers' Comp Fund (#503)				
2016 Adopted Budget	166,499.00	863,100.00	854,310.00	175,289.00
BA#4 (Ordinance #6571, Proposed):	317,003.80	-	-	317,003.80
Adjust Beginning Fund Balance for Budget Amendments in 2015	317,003.80	-	-	317,003.80
Revised 2016 Budget - Fund 503	483,502.80	863,100.00	854,310.00	492,292.80
Facilities Fund (#505)				
2016 Adopted Budget	1,346,478.00	3,598,400.00	3,797,528.00	1,147,350.00
BA#4 (Ordinance #6571, Proposed):	618,684.61	-	46,520.00	572,164.61
Adjust Beginning Fund Balance for Budget Amendments in 2015	618,684.61	-	-	618,684.61
Increase Parking Costs for Stratford Lot (rent and taxes)	-	-	46,520.00	(46,520.00)
Revised 2016 Budget - Fund 505	1,965,162.61	3,598,400.00	3,844,048.00	1,719,514.61
Innovation & Technology Fund (#518)				
2016 Adopted Budget	1,828,866.00	5,639,465.00	5,582,583.00	1,885,748.00
BA#4 (Ordinance #6571, Proposed):	394,683.07	10,000.00	-	404,683.07
Adjust Beginning Fund Balance for Budget Amendments in 2015	394,683.07	-	-	394,683.07
Computers & Phones for New FTEs	-	10,000.00	-	10,000.00
Revised 2016 Budget - Fund 518	2,223,549.07	5,649,465.00	5,582,583.00	2,290,431.07
Equipment Rental Fund (#550)				
2016 Adopted Budget	3,184,883.00	3,669,480.00	4,638,014.00	2,216,349.00
BA#4 (Ordinance #6571, Proposed):	491,597.94	37,000.00	(1,046.06)	529,644.00
Adjust Beginning Fund Balance for Budget Amendments in 2015	491,597.94	-	-	491,597.94
Adjust Budget for Police Vehicle Replcmnt Moved from 2016 to 2015 (from BA#2)	-	-	(45,770.00)	45,770.00
Reallocate Budget to Reflect Vacant Finance Position Move to CDPW (from BA#2)	-	-	(2,276.06)	2,276.06
Increase Due to Reclassification of ER&R Supernumerary Position	-	-	10,000.00	(10,000.00)
New Vehicle for GIS Inventory Techs (Sewer and Storm)	-	37,000.00	37,000.00	-
Revised 2016 Budget - Fund 550	3,676,480.94	3,706,480.00	4,636,967.94	2,745,993.00

Schedule A
Summary of 2016 Budget Adjustments by Fund
Budget Amendment #4 (Ordinance #6571)

	Beg. Fund Balance	2016 Revenues	2016 Expenditures	Ending Fund Balance
Fire Pension Fund (#611)				
2016 Adopted Budget	2,486,300.00	76,000.00	170,659.00	2,391,641.00
BA#4 (Ordinance #6571, Proposed):	28,980.88	-	-	28,980.88
Adjust Beginning Fund Balance for Budget Amendments in 2015	28,980.88	-	-	28,980.88
Revised 2016 Budget - Fund 611	2,515,280.88	76,000.00	170,659.00	2,420,621.88
Cemetery Endowment Fund (#701)				
2016 Adopted Budget	1,697,864.00	34,200.00	-	1,732,064.00
BA#4 (Ordinance #6571, Proposed):	(24,015.99)	-	-	(24,015.99)
Adjust Beginning Fund Balance for Budget Amendments in 2015	(24,015.99)	-	-	(24,015.99)
Revised 2016 Budget - Fund 701	1,673,848.01	34,200.00	-	1,708,048.01
Grand Total - All Funds				
2016 Adopted Budget	70,939,707.00	169,297,448.01	185,515,187.63	54,721,937.00
TOTAL BA#4 (Ordinance #6571)	7,855,423.31	6,057,537.00	5,584,066.72	8,328,893.59
Revised 2016 Budget	78,795,130.31	175,354,985.00	191,099,284.72	63,050,830.59
		254,150,115.31		254,150,115.31

Schedule B

2016 Appropriations by Fund

Fund	2016 Adopted Budget	BA#4 (Ord #6571)	Total Amendments	2016 Revised Budget
General Fund (#001)	69,901,366	2,993,307	2,993,307	72,894,673
Arterial Street Fund (#102)	13,197,491	3,701,861	3,701,861	16,899,352
Local Street Fund (#103)	1,951,068	236,856	236,856	2,187,924
Hotel Motel Fund (#104)	242,971	6,905	6,905	249,876
Arterial Street Preservation Fund (#105)	3,588,500	(203,936)	(203,936)	3,384,564
Drug Forfeiture Fund (#117)	395,157	34,416	34,416	429,573
Housing and Community Development Grant Fund (#119)	487,371	17,533	17,533	504,904
Recreation Trails Fund (#120)	50,977	(761)	(761)	50,216
Business Improvement Area Fund (#121)	96,332	(9,841)	(9,841)	86,491
Cumulative Reserve Fund (#122)	6,252,504	3,017,482	3,017,482	9,269,986
Mitigation Fees Fund (#124)	3,609,321	801,664	801,664	4,410,985
1998 Library Fund (#229)	285,100	-	-	285,100
2010 Annex A&B Bond Debt Fund (#230)	1,688,444	-	-	1,688,444
2010 C&D Local Revitalization Debt Fund (#231)	592,472	-	-	592,472
LID Guarantee Fund (#249)	22,589	-	-	22,589
LID #250 (#250)	-	-	-	-
LID #350 (#275)	15,130	1,995	1,995	17,125
Golf Course Debt Service Fund (#237)	351,553	-	-	351,553
Municipal Park Construction Fund (#321)	9,523,236	(2,971,834)	(2,971,834)	6,551,402
Capital Improvements Fund (#328)	10,383,904	(763,636)	(763,636)	9,620,268
Local Revitalization Fund (#330)	-	329,450	329,450	329,450
Golf Course Debt Service Fund (#417)	-	-	-	-
Water Fund (#430)	19,639,589	3,560,046	3,560,046	23,199,635
Sewer Fund (#431)	16,996,714	726,461	726,461	17,723,175
Storm Drainage Fund (#432)	17,357,447	477,264	477,264	17,834,711
Sewer Metro Fund (#433)	18,825,535	(346,911)	(346,911)	18,478,624
Solid Waste Fund (#434)	16,285,861	223,816	223,816	16,509,677
Airport Fund (#435)	1,174,009	(18,274)	(18,274)	1,155,735
Cemetery Fund (#436)	1,334,748	184,237	184,237	1,518,985
Golf Course Fund (#437)	-	-	-	-
Insurance Fund (#501)	1,396,231	40,926	40,926	1,437,157
Workers Compensation Self Insurance Fund (#503)	1,029,599	317,004	317,004	1,346,603
Facilities Fund (#505)	4,944,878	618,685	618,685	5,563,563
Innovation and Technology Fund (#518)	7,468,331	404,683	404,683	7,873,014
Equipment Rental Fund (#550)	6,854,363	528,598	528,598	7,382,961
Fire Pension Fund (#611)	2,562,300	28,981	28,981	2,591,281
Cemetery Endowment Fund (#701)	1,732,064	(24,016)	(24,016)	1,708,048
Total	240,237,155	13,912,960	13,912,960	254,150,115

NEW FTE REQUESTS

Human Resources Coordinator	Human Resources Department
Parks Horticulturalist	Parks Department
Parks Special Events Coordinator	Parks Department
Assistant Traffic Engineer	Public Works Department
Bicycle Officer	Police Department
Community Response Team Officer	Police Department
Neighborhood Programs Coordinator	Administration Department
GIS Inventory Technicians (2)	Sewer & Storm Utilities
Office Assistant	Cemetery

OTHER ADJUSTMENTS (\$100,000 or more)

(excludes revenue adjustments, impacts of 2015 budget amendments, and capital projects)

General Fund	\$1,500,000	Reserve sales tax credit revenues (transfer to Fund 122)
	265,000	Increase Valley Communications charge
	336,400	Increased charges from King County for District Court services
Arterial Street Fund (Fund 102)	\$ 110,000	Incr. budget for transit partnerships with King and Pierce County
Hotel/Motel Tax Fund (Fund 104)	\$ 100,000	New grants and advertising
Parks Construction Fund (Fund 321)	\$ 200,000	Increase budget for root cutting and other safety improvements
Capital Improv. Fund (Fund 328)	\$ 425,000	Purchase King County Public Health building

**2016 FTE REQUESTS
BUDGET AMENDMENT #4**

Human Resources Coordinator
Parks Horticulturalist
Parks Recreation Specialist
Assistant Traffic Engineer
Bicycle Officer
Community Response Team Officer
Neighborhood Programs Coordinator
GIS Inventory Techs (2)
Cemetery Office Assistant

001 General Fund	102 Arterial Streets	103 Local Streets	105 Arterial Streets Preservation	430 Water	431 Sewer	432 Storm	436 Cemetery	TOTAL
88%				4%	4%	4%		100%
100%								100%
100%	10%	30%	30%					100%
30%								100%
100%								100%
100%					25%	75%	100%	100%
100%								100%
Cost (includes non-salary/benefits costs):								
Human Resources Coordinator				\$4,521	\$4,521	\$4,521		\$113,020
Parks Horticulturalist								\$100,681
Parks Recreation Specialist								\$92,327
Less: reduction in Other Wages								(35,893)
Net Cost								\$56,434
Assistant Traffic Engineer	\$13,355	\$40,053	\$40,053					\$138,514
Bicycle Officer								\$122,140
Community Response Team Officer								\$120,540
Neighborhood Programs Coordinator								\$116,000
GIS Inventory Techs (2)								\$228,655
Less: reduction in OT and Other Wages					\$56,664	\$171,991		(83,000)
Less: Stormwater capacity grant					(25,000)	(58,000)		(50,000)
Net Cost					\$31,664	\$63,991		\$95,655
Cemetery Office Assistant							\$81,590	\$81,590
Less: reduction in Other Wages							(18,000)	(18,000)
Net Cost							\$63,590	\$63,590
TOTAL	\$13,355	\$40,053	\$40,053	\$4,521	\$36,185	\$68,512	\$63,590	\$926,574

Additional 2016 Property Tax Levy (400,000)
NET IMPACT \$260,306

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 1

Program Title:			Contact Person:	Department Name:
Human Resources Coordinator FTE			Rob Roscoe	Human Resources
Funding Sources:			Total Cost:	
Fund 001	General Fund	88%	\$ 113,020	Salary & Benefits
Fund 430	Water	4%		
Fund 431	Sewer	4%		
Fund 432	Storm	4%	\$ 113,020	Net Increase To 2016 Budget

Description of Improvement:

The Human Resources (HR) Department has seen a 163% increase in the total number of new hires and promotions from 2010 (32) to 2014 (84), while HR staffing levels have remained stagnant. This increase, along with the dynamic nature of personnel law and civil liabilities, has hindered our ability to either provide certain services or offer them in a timely manner.

This request is for an additional Human Resources Coordinator position. This position will provide staff the opportunity to stay ahead of newly mandated benefit legislation with the Affordable Care Act, and offer new training opportunities to all City departments (i.e. newly appointed supervisory/managerial staff training, Colors communication training, succession planning, etc.) This position will assist with and coordinate all functions within the Human Resources Department including new health care mandates, benefit options, civil service, return to work coordination, compensation, and deferred compensation programs.

Throughout 2015, the HR Department has utilized temporary help to assist in the City's employment process; specifically, allocating time needed to hire additional police officers. This need is anticipated to continue well beyond the current limits of temporary funding.

In 2015, the City received the Association of Washington Cities (AWC) Well-City Award as a direct result of the work of the Human Resources Department and the Wellness Committee. This reduced healthcare premiums by 2% and saved the City \$110,000.

In 2016, the City will save an additional \$450,704 when it changes healthcare providers. In addition, the City will save \$83,411 as the result of a 6.6% decrease in liability insurance premiums as compared to budget, and another \$15,000 will be saved by conducting the Civil Service Assessment Center Training in-house.

Alternatives:

Continue with current staffing levels and remain with the Association of Washington Cities' medical benefits program.

Discontinue funding temporary employment and absorb the workload with existing staff.

Advantages of Approval:

The City will see a decrease in medical premiums but an increase in administrative, internal work (i.e. requirements under the Affordable Care Act). The City will conduct internal trainings with departments resulting in improved efficiencies and teamwork.

Implications of Denial:

Internal City services will decrease, it will take much longer to hire employees, and the City may lose a number of top police candidates to other surrounding jurisdictions. Compliance with reported hours worked could result in penalties associated with medical care premiums, and reduced trainings would increase the City's potential liability exposure, potentially leading to increased insurance premiums and workers' compensation claims.

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 2

Program Title:	Contact Person:	Department Name:
Parks Horticulturist FTE	Daryl Faber	Parks, Arts & Recreation
Funding Sources:	Total Cost:	
Fund 001 General Fund 100%	\$ 100,081 Salary & Benefits	
	600 Technology	
	\$ 100,681 Net Increase To 2016 Budget	

Description of Improvement:

The City of Auburn currently employs one Horticulturist for the entire City park system as well as street and gateway beautification areas. It is no longer possible for one person to keep up with the increased demand of six additional park spaces, numerous streets, street right-of-ways, downtown areas, and color spots that have evolved over the past ten years.

The addition of this FTE would return the Parks Department to 2008 staffing levels.

Alternatives:

Continue to expand volunteer efforts; however, these efforts are both inconsistent and not at the professional level that the City desires. With a return to the staffing level of 2008, we will be able to keep our parks and city beautification sites looking aesthetically pleasing and safe for the citizens of Auburn to enjoy.

Advantages of Approval:

This position will assist us in being preventative instead of reactionary as it relates to beautification in the downtown area and in our neighborhoods. The increase in park acreage, as well as the number of street and gateway beautification areas, has created a system that is not reaching its potential or the positive impact that it could have in our community.

Implications of Denial:

Continue to stretch the existing manpower and produce a product that is not indicative of the image we desire to have in our community. The flower and color spots in Auburn are a highlight and need to be maintained at a high quality level. The decrease in staff over the past ten years has created areas that are maintained in a reactionary instead of proactive method.

**REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 3**

Program Title:			Contact Person:	Department Name:
Recreation Special Events Specialist FTE			Daryl Faber	Parks, Arts & Recreation
Funding Sources:			Total Cost:	
Fund 001	General Fund	100%	\$ 92,327 (35,893)	Salary & Benefits Other Wages Reduction
			\$ 56,434	Net Increase To 2016 Budget

Description of Improvement:
Over the past five years, the number of community events sponsored by the Parks Department has continued to grow – as has the popularity of the Auburn International Farmers Market. These events are extremely popular and help create a sense of community that is desired by the City of Auburn. This position will serve as coordinator of Auburn Days, Manage the Auburn International Farmers Market, as well as coordinate with other organizations on events such as the Downtown Art and Wine Walk. Position will serve as a city liaison to the ADA for their downtown events. Position will oversee the new “Special Event Permitting Process” for all events.
Alternatives:
Provide funding to contract for the management of Auburn Days or cancel the event. Continue to manage the Auburn Int'l Farmers Market with temporary employee. No new events downtown.
Advantages of Approval:
Creates professional, stable, long-term management for City of Auburn and outside events in the downtown. Assists in creating a vibrant, resident friendly downtown with quality arts and events.
Implications of Denial:
Funds will need to be found to contract for the management of Auburn Days or the event will need to be cancelled. Ability to maintain employee for the Auburn Int'l Farmers Market for continuous seasons will be difficult as a temporary position.

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 4

Program Title:			Contact Person:	Department Name:
Assistant Traffic Engineer FTE			Kevin Snyder	CDPW
Funding Sources:			Total Cost:	
Fund 001	General Fund	30%	\$ 133,514	Salary & Benefits
Fund 102	Arterial Streets	10%	3,100	Technology
Fund 103	Local Streets	30%	1,900	Equipment
Fund 105	Arterial St. Pres.	30%	\$ 138,514	Net Increase To 2016 Budget

Description of Improvement: The combination of City population growth, economic and development growth, and staff success in securing millions in grant funding has considerably increased the demands on traffic staff time. Additional human resources are desperately needed in order to be able to provide quality customer service and to support the numerous functions and duties required of the traffic section. These include, but are not limited to, such things as field engineering for customer complaints and neighborhood traffic calming support, the American's with Disabilities transition plan, capital and development project support and plan review, traffic control plan review for all projects, and right-of-way permits. This position will provide technical support to the Traffic Engineer, Street Systems Engineer, and Traffic Operations Engineer. This position is needed to provide support for increasing workload demands caused by the Americans with Disabilities Act's (ADA) design requirements as they relate to pavement improvements and traffic signal operations, an increasing development review workload, and the existing high workload demands from the City's Capital Facilities Plan. This position will allow City staff to provide more responsive customer service of a higher quality to citizens. It will provide for a more efficient utilization of City resources thereby maximizing improvements that ultimately benefit the public. Approval of this position will also allow existing staff to more aggressively compete for grant funding opportunities.
Alternatives: The alternative to adding this position is to lower the expected Level of Service standards for development review turnaround times, reduce customer service response time expectations, reduce the level of grant application efforts, and reduce the number of transportation capital projects being programmed.
Advantages of Approval: By adding this position, we will be able to maintain or improve Level of Service standards for development review turnaround times, improve customer service response time expectations, maintain the level of grant application efforts, and maintain the level of transportation capital projects being programmed. In addition, our participation in regional transportation forums can lead to improved outcomes on our grant applications. This position will allow the Traffic Engineer, Traffic Operations Engineer, Street Systems Engineer, and Transportation Manager to focus time on improving processes and creating efficiencies in the transportation program that will improve overall Level and Quality of Service, as well as Quality of Life issues for Auburn citizens.
Implications of Denial: Without this position, existing staff may be unable to meet the demands of the existing and increasing workload – leading to a decline in overall level of service in development review turnaround time and general customer service response time when field investigation is required. In addition, annual pavement management scopes may need to be reduced in order to account for increased consultant design fees.

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 5

Program Title:			Contact Person:	Department Name:
Bicycle Officer FTE			Chief Bob Lee	Police
Funding Sources:			Total Cost:	
Fund 001	General Fund	100%	\$ 107,740	Salary & Benefits
			14,400	Equipment & Supplies
			\$ 122,140	Net Increase To 2016 Budget

Description of Improvement:
The addition of a new Bicycle Officer FTE will enable the department to dedicate additional staff to addressing criminal activity and citizen perceptions of safety in the downtown corridor and Les Gove Park. This will have an immediate and long lasting impact on making Auburn an attractive community to live and play in. Bicycle officers are easily able to establish lines of communication between the Community, the City, and the Police Department through the accessibility afforded by a bicycle. Bicycle officers improve the response times in the congested downtown corridor by utilizing the bicycle in a proactive way for its capabilities of stealth and speed. The addition of this FTE specifically addresses the 2014 City Council objective of reducing crime and perceptions in the downtown corridor, Les Gove Park, and other city parks that require special attention. From 2011 to 2015, contact with people suffering from mental health related issues has risen 30%. (The 2015 estimate is 529 incidents.) A large number of these contacts are made in the downtown corridor (Safeway) and at Les Gove Park. These types of calls are typically time sensitive and require more than one officer to respond.
Alternatives:
Continue to assign staff in overtime positions and be more reactive than proactive.
Advantages of Approval:
The addition of a new Bicycle Officer FTE will enable the department to dedicate additional staff to addressing criminal activity and citizen perceptions of safety in the downtown corridor and Les Gove Park. This will have an immediate and long lasting impact on making Auburn an attractive community to live and play in.
Implications of Denial:
We continue to experience a large population of homeless transients that frequent the downtown area and several City parks. Many of these individuals are involved in petty crimes such as vandalism, narcotics use, shoplifting, public intoxication, and trespassing. The Bicycle Patrol Officers are able to establish relationships with many of these people and take the time to provide resources that assist them in finding services. We can only provide limited assistance without dedicated Bicycle Officers.

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 6

Program Title:			Contact Person:	Department Name:
Community Response Team Officer FTE			Chief Bob Lee	Police
Funding Sources:			Total Cost:	
Fund 001	General Fund	100%	\$ 107,740	Salary & Benefits
			12,800	Equipment & Supplies
			\$ 120,540	Net Increase To 2016 Budget

Description of Improvement:

The purpose of adding a Community Response Team (CRT) Officer is to increase collaboration between multi-family housing property owners and managers and City government to reduce crime and solve problems. CRT Officers are responsible for tracking rental property incidents through Computer Automated Dispatch (CAD) and incident reports – ensuring that responses are made in accordance with applicable laws, Department policies, and City Ordinances. CRT Officers also enforce the City's Rental Property Ordinance.

CRT Officers review all incident reports to identify ongoing issues and problems and coordinate efforts to identify causes and methods for problem solving by Department and City resources. CRT Officers are also a resource for district problem solving.

Additional duties include service as the Department's Anti-Gang resource, keeping abreast of available regional gang intelligence, and participating in gang elimination strategy meetings with local stakeholders such as the Auburn School District and the Alive and Free initiative.

Alternatives:

Continue to assign staff in overtime positions and be more reactive than proactive.

Advantages of Approval:

The City of Auburn Police Department has seen a significant increase in the number of Computer Automated Dispatch incidents over the past five years. Calls for service increased over 20% between 2010 and 2014, and 23.5% from 2013 to 2014. Many of these calls are related to multi-family housing properties and require a combined effort from Code Enforcement, Legal, and the Community Response Team. This third CRT Officer will provide us with the additional staffing necessary to keep up with the demand that we are currently facing and allow us to aggressively respond to quality of life issues within the many neighborhoods of Auburn.

Implications of Denial:

CRT Officers provide directed and dedicated attention to troubled properties that Patrol Officers all too often can't resolve during their shifts due to daily workload demands.

**REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 7**

Program Title:			Contact Person:	Department Name:
Neighborhood Programs Coordinator FTE			Dana Hinman	Administration
Funding Sources:			Total Cost:	
Fund 001	General Fund	100%	\$ 112,900	Salary & Benefits
			3,100	Technology
			\$ 116,000	Net Increase To 2016 Budget

Description of Improvement: Currently the program is being served by a short-term contract employee. Improvement would be to turn position into a full time position to provide increased services to coordinate and follow through on neighborhood meetings, implement and oversee community forums, create a more proactive approach for community involvement and responsiveness and communication with citizens; and bridge the gap between citizens and their local government. The goal of the neighborhood programs will seek to increase ownership, responsibility and pride for the city. A current deficiency in the neighborhood programs is a community service component that the program's employee will be charged with facilitating.
Alternatives: Continue contract status, maintain current minimum levels of facilitating citizen-requested neighborhood meetings or do away with the neighborhood programs and spread the needs throughout multiple departments.
Advantages of Approval: Increased levels of citizen engagement, enhanced accessibility of citizens to their local government – specifically to underserved, immigrant and historically disconnected portions of the city, reduce the number of complaints to the city by having a more proactive approach to communication and connection, engage youth, veterans and other group in service opportunities in their neighborhoods and beyond, build better relationships between City departments and citizens, improved responsiveness with citizens.
Implications of Denial: Increased frustration of citizens due to lack of connection and communications, continuation of a reactive environment with low levels of coordination and follow through due to inefficient process, more and more citizens feeling disconnected from their government, inability to affect greater involvement of diverse populations.

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 8

Program Title:			Contact Person:	Department Name:
Two (2) GIS Inventory Technician FTEs			Kevin Snyder	CDPW
Funding Sources:			Total Cost:	
Fund 431	Sewer	25%	\$ 184,655	Salary & Benefits
Fund 432	Storm	75%	44,000	Vehicle, Technology, & Equip.
			(83,000)	Other Wages Reduction
			(50,000)	Grant Revenue Offset
			\$ 95,655	Net Increase To 2016 Budget

Description of Improvement:
These two positions will be responsible for technical office work and fieldwork in support of the Community Development and Public Works Department by conducting utility system inventory and coordinating the mapping of that inventory in order to improve the overall management of utility assets. This work includes conducting field inventories, assembling as built records, and coordinating updates to the City's GIS network with accurate information. These positions would work with Department staff as well as Innovation & Technology staff to improve the infrastructure database of the City. The City is currently employing up to four temporary, part-time staff to complete this work for the Storm Drainage Utility as required to meet the City's National Pollutant Discharge Elimination System (NPDES) Permit, Phase 2 requirements. Due to the temporary nature of these positions, there has been constant and frequent turnover – making the production inefficient, as staff is in a continual process of training new temporary staff. In addition, due to the temporary nature of the positions, they do not provide services for a full work week thereby reducing potential efficiencies further. Upon completion of the Storm inventory, these staff would proceed with inventory of Sanitary Sewer facilities, and in later years, Water facilities.
Alternatives:
Continue to use temporary staff to complete the ongoing Storm inventory effort as required by the City's NPDES permit. At the current staff level, this is anticipated to take several years to complete. Improvement of the asset records relating to the water and sanitary sewer utilities, as well as the transportation system, will not be completed.
Advantages of Approval:
Accurate GIS mapping will decrease the time spent on scoping and pre-design of projects thereby reducing the amount of field investigation required (including surveying), and will provide more accurate information to create and maintain necessary system models. Better mapped utilities and transportation systems would lead to the improved management of assets using Cartograph. Approval will reduce the time spent researching facilities through record drawings.
Implications of Denial:
Continue to utilize the current GIS mapping with incomplete information as available to support citywide utility needs. Continue to utilize temporary staff to complete the Storm inventory over several years with constant and frequent staff turnover requiring more effort from existing permanent staff to train replacements. Increase time spent on scoping for City projects and researching existing system configurations and information related to development projects in order to respond to customer needs.

REQUEST FOR 2016 PROGRAM IMPROVEMENT
No. 9

Program Title:			Contact Person:	Department Name:
Cemetery Office Assistant FTE			Daryl Faber	Cemetery
Funding Sources:			Total Cost:	
Fund 436	General Fund	100%	\$ 81,590 (18,000)	Salary & Benefits Other Wages Reduction
			\$ 63,590	Net Increase To 2016 Budget

Description of Improvement:
This request is to replace the Cemetery Office Assistant FTE that was lost in 2013. Bringing back this position would improve customer service, enhance internal controls over finances and office administration, implement the new Cem Sites software system as well as allow time for the Cemetery Manager to pursue outside sales and private consultations. In addition the Cemetery Manager has been limited in available time away from the Cemetery due to the fact that he is the only non-union position at the site. At the end of 2012, Cemetery working capital stood at \$182,100. By the end of August 2015, working capital has improved to \$393,800. The operating transfers budgeted from the General Fund for anticipated cash flow needs in 2013, 2014, and 2015 have not occurred due to the financial turnaround at the Cemetery.
Alternatives:
Continue to fulfill these duties using a temp position from the clerical pool.
Advantages of Approval:
This request returns the Cemetery to the previous level of office assistance. It creates a consistent, professional office environment and allows the Cemetery Manager to use his time in more valued activities. The needed migration of burial data from an old DOS and hard file system to the new CEM Site software is time consuming and needs consistent attention to detail. This requires consistent professional clerical help as well as additional hours not allowed via the use of the clerical pool.
Implications of Denial:
Continue to rely on temporary employees from the clerical pool. This is both inefficient and ineffective.

2015-2016 Mid-Biennial Budget Request

Amendment to 2016 Budget

Request Form

(Enter information in blue colored areas – Example provided)

Department: FINANCE DEPARTMENT

Department contact(s) and phone number(s): Bob Brooks (x5017)

Request Detail/Justification (all sections must be filled in):

Description: Please describe your requested budget adjustment. If applicable, include workload metrics and/or performance measures. If appropriate, include references to new mandates or programs including relevant Council documents.

Transfer \$1.5 million of Sales Tax Credit revenues to Cumulative Reserves to reserve for 2018 and beyond when the credit will no longer be funded.

Sources of Funding: Describe in detail the proposed source(s) of funding of your request.

Funding of the Sales Tax Credit exists until 2018.

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

This request will help bridge the gap that will exist in 2018 and beyond. Failure to reserve for this eventuality may put programs that are partially funded from this source in jeopardy.

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

No direct impacts.

Revenue Adjustments/Sources of Funding:

Account Title	Account Number	Dollar Amount
Operating Transfers In	122.397.100	\$1,500.000
Total Requested Adjustment		\$1,500,000

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
Operating Transfers Out	001.98.597.100.55	\$1,500,000
Undesignated Ending Fund Balance	001.98.599.200.06	(\$1,500,000)
Undesignated Ending Fund Balance	122.00.599.200.06	\$1,500,000
Total Requested Adjustment		\$1,500,000

2015-2016 Mid-Biennial Budget Request

Amendment to 2016 Budget

Request Form

(Enter information in blue colored areas – Example provided)

Department: POLICE DEPARTMENT

Department contact(s) and phone number(s): Bob Brooks (x5017)

Request Detail/Justification (all sections must be filled in):

Description: Please describe your requested budget adjustment. If applicable, include workload metrics and/or performance measures. If appropriate, include references to new mandates or programs including relevant Council documents.

Increase Valley Communications charge for 911 services. City of Auburn Police Department call volumes increased 13% over the prior year (the 2016 budget is predicated on call volumes between July 2014 and July 2015).

Sources of Funding: Describe in detail the proposed source(s) of funding of your request.

Fund balance.

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

Discontinuation of service from Valley Comm.

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

None.

Revenue Adjustments/Sources of Funding:

Account Title	Account Number	Dollar Amount
Total Requested Adjustment		

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
Communication	001.21.521.100.42	\$265,000
Undesignated Ending Fund Balance	001.98.599.200.06	(265,000)
Total Requested Adjustment		\$265,000

Attachments:

none

2015-2016 Mid-Biennial Budget Request

Amendment to 2016 Budget

Request Form

(Enter information in blue colored areas – Example provided)

Department: HUMAN RESOURCES DEPARTMENT

Department contact(s) and phone number(s): Rob Roscoe (x3141)

Request Detail/Justification (all sections must be filled in):

Description: Please describe your requested budget adjustment. If applicable, include workload metrics and/or performance measures. If appropriate, include references to new mandates or programs including relevant Council documents.

The City of Auburn contracts with King County to provide District Court services. King County bills the City based upon the prior year's case filings and the City's pro rata share of the County's expenses. The City received the 2015 billings and they were increased by \$336,400 from \$1,125,000 to \$1,461,400 for 2016.

Sources of Funding: Describe in detail the proposed source(s) of funding of your request.

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

This is a service contract obligation the City is obligated to pay and failure to pay could result in fees and penalties added to the remaining balance.

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

None.

Revenue Adjustments/Sources of Funding:

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
KCDC Intergovernmental Professional Services	001.13.512.500.51	\$336,400
Undesignated Ending Fund Balance	001.98.599.200.06	\$336,400
Total Requested Adjustment		\$336,400

Attachments:

2015-2016 Biennial Budget
Budget Amendment # 4
Operating and Capital Budget Adjustment Request Form
(Enter information in blue colored areas)

Department: CDPW

Department contact(s) and phone number(s): Pablo Para 1958

Budget adjustment request and account details:

Description: (Please describe your requested budget adjustment. If appropriate, include references to new mandates or programs including committee or Council documents.)

Request increase in 2016 budget appropriation to maintain existing City of Auburn Transit Partnerships with King County and Pierce County. Budget was originally reduced to account for King County's proposed service cut to the Route 910 Transit Now Partnership route which was withdrawn by King County. This budget line item also funds the Lakeland Hills Sounder Train Connector bus.

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

If the budget adjustment is not approved the transit partnership will not be continued and the City will lose the Route 910 service which connects the northern valley to downtown and the Outlet Collection.

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

None

Revenue Adjustments/Sources of Funding:

Account Title	Account Number	Dollar Amount
Transfer from F328 (unrestricted fund balance)	102.397.100	\$110,000
Total Requested Adjustment		\$110,000

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
Arterial Street budget	102.00.592.420.41	\$110,000
Total Requested Adjustment		\$110,000

Attachments:

Copy of Resolution 5167 attached for reference.

2015-2016 Biennial Budget Request

Budget Amendment #3

(Adjustments to 2015 Budget)

Request Form

(Enter information in blue colored areas – Example provided)

Department: Mayor's Office / Tourism

Department contact(s) and phone number(s): Debbie Luce (x1978)

Request Detail/Justification (all sections must be filled in):

Description: Please describe your requested budget adjustment. If applicable, include workload metrics and/or performance measures. If appropriate, include references to new mandates or programs including relevant Council documents.

Increase budget for 2016 grants and advertising.

Sources of Funding: Describe in detail the proposed source(s) of funding of your request.

Fund balance.

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

This request will increase grant funding and advertising, as approved by the Local Tourism Advisory Committee.

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

No direct impacts.

Revenue Adjustments/Sources of Funding:

Account Title	Account Number	Dollar Amount
Total Requested Adjustment		

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
Professional Services	104.00.557.300.41	\$100,000
Undesignated Ending Fund Balance	104.00.599.200.06	(\$100,000)
Total Requested Adjustment		\$100,000

Attachments:

- Advertising Agreements
- Ads
- LTAC Minutes

2015-2016 Mid-Biennial Budget Request

Amendment to 2016 Budget

Request Form

(Enter information in blue colored areas – Example provided)

Department: Parks, Arts and Recreation

Department contact(s) and phone number(s): Daryl Faber 5044

Request Detail/Justification (all sections must be filled in):

Description: Please describe your requested budget adjustment. If applicable, include workload metrics and/or performance measures. If appropriate, include references to new mandates or programs including relevant Council documents.

This request will increase the CFP Professional Services budget for Miscellaneous Park Improvements (Trail repair and replacement) for the cutting of roots and other asphalt damage affecting the park trail system. A recent study of the 26 miles of park pathways internal to our parks indicates a minimum of 2 miles of internal parks trails must be resurfaced, reconstructed or replaced within the next 5 years. By repairing all of the major trails under one contract the City will save a considerable amount of money and reduce its risk exposure. If the trail maintenance was performed over a 6-year CFP period it is anticipated that the cost would be in excess of \$400,000 due to the increase in the number of affected areas. This funding would be used for trail repair/replacement at Game Farm Park, Roegner Park Isaac Evans, Brannan and Lakeland Hill Parks as well as appropriate neighborhood parks denoted in the Parks Deferred Maintenance Draft Plan.

Sources of Funding: Describe in detail the proposed source(s) of funding of your request.

This request will be financed by REET 2

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

If funding for trail maintenance is not expanded city staff will continue to repair (up to \$25,000 annually) based on the worst trails first scenario. Each year a greater backlog of damaged trails in need of repair is created causing a greater risk of exposure to the city.

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

None.

Revenue Adjustments/Sources of Funding:

Account Title	Account Number	Dollar Amount
Operating Transfer In (from F328)	321.397.100	\$200,000
Total Requested Adjustment		\$200,000

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
Professional Services	321.00.576.802.41	\$200,000
Operating Transfer Out (REET 2)	328.00.597.102.55	\$200,000
Unrestricted Balance Working Capital	328.00.599.400.06	(\$200,000)
Total Requested Adjustment		\$200,000

Attachments:

2015-2016 Mid-Biennial Budget Request

Amendment to 2016 Budget

Request Form

(Enter information in blue colored areas – Example provided)

Department: FINANCE DEPARTMENT

Department contact(s) and phone number(s): Bob Brooks (x5017)

Request Detail/Justification (all sections must be filled in):

Description: Please describe your requested budget adjustment. If applicable, include workload metrics and/or performance measures. If appropriate, include references to new mandates or programs including relevant Council documents.

Purchase King County Public Health building for redevelopment.

Sources of Funding: Describe in detail the proposed source(s) of funding of your request.

This request will be financed from non-departmental funds/reserves.

Implications: If your request is not approved, please describe the potential impacts to your department and City services.

[This item for discussion purposes]

Impact on other City Departments: If your request affects other departments, please describe and discuss what level or type of coordination has occurred between your departments and include your interdepartmental contact information.)

None.

Revenue Adjustments/Sources of Funding:

Account Title	Account Number	Dollar Amount
Total Requested Adjustment		

Expenditure adjustments:

Account Title	Account Number	Dollar Amount
Land – REET 1	328.00.594.191.61	\$425,000
Undesignated Ending Fund Balance	328.00.599.400.06	(425,000)
Total Requested Adjustment		\$425,000

Attachments:

none