City Council Meeting
October 21, 2019 - 7:00 PM
City Hall Council Chambers
AGENDA
Watch the meeting LIVE!

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I. **CALL TO ORDER**

A. **Pledge of Allegiance**

B. **Roll Call**

II. **ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

III. **APPOINTMENTS**

IV. **AGENDA MODIFICATIONS**

V. **CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE**

A. **Public Hearings**

1. Public Hearing for Proposed Modifications to the 2020-2025 Transportation Improvement Program (Gaub)

   City Council to hold a Public Hearing in consideration of the adoption of changes to the 2020-2025 Transportation Improvement. See Resolution No. 5464 for further action on this item

B. **Audience Participation**

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

C. **Correspondence - (There is no correspondence for Council review.)**

VI. **COUNCIL AD HOC COMMITTEE REPORTS**

Council Ad Hoc Committee Chairs may report on the status of their ad hoc Council Committees' progress on assigned tasks and may give their recommendation to the City Council, if any.

1. Finance Ad Hoc Committee (Chair Wales)

VII. **CONSENT AGENDA**

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

A. Minutes of the October 7, 2019 Regular Council Meeting

B. Claim Vouchers (Thomas)

Claim vouchers list dated October 21, 2019 which includes voucher numbers 455901 through 456098 in the amount of $9,153,617.60 and two wire transfers in the amount of $530,700.87

C. Payroll Vouchers (Thomas)

Payroll check numbers 538640 through 538658 in the amount of $240,685.77, electronic deposit transmissions in the amount of $2,069,852.72 for a grand total of $2,310,538.49 for the period covering October 3, 2019 to October 16, 2019.

(RECOMMENDED ACTION: Move to approve the Consent Agenda.)

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. ORDINANCES

A. Ordinance No. 6728 (Tate)

An Ordinance of the City Council of the City of Auburn, Washington, relating to Land Use Development Regulations related to mixed-use development; amending Chapters 18.08, 18.23, 18.31, and 18.57 of the Auburn City Code and Exhibit 1 to Ordinance No. 6382

(RECOMMENDED ACTION: Move to adopt Ordinance No. 6728.)

XI. RESOLUTIONS

A. Resolution No. 5448 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, declaring forfeited real property as surplus and authorizing the Mayor to negotiate and execute agreements

(RECOMMENDED ACTION: Move to adopt Resolution No. 5448.)

B. Resolution No. 5458 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to negotiate and execute an Airport Office and Apron Lease with Normandy Aircraft

(RECOMMENDED ACTION: Move to adopt Resolution No. 5458.)

C. Resolution No. 5459 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, adopting the City of Auburn 2019 Comprehensive Emergency Management Plan

(RECOMMENDED ACTION: Move to adopt Resolution No. 5459.)

D. Resolution No. 5461 (Tate)

A Resolution of the City Council of the City of Auburn, Washington, adopting the 2020-2024 Consolidated Plan, the Analysis of Impediments to Fair Housing Choice, and the 2020 Annual Action Plan

(RECOMMENDED ACTION: Move to adopt Resolution No. 5461.)

E. Resolution No. 5464 (Gaub)

A Resolution of the City Council of the City of Auburn, Washington, approving and adopting the modification of the 2020-2025 Transportation Improvement Program of the City of Auburn

(RECOMMENDED ACTION: Move to adopt Resolution No. 5464.)

XII. MAYOR AND COUNCILMEMBER REPORTS

At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.

A. **From the Council**

B. **From the Mayor**

XIII. 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.

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Public Hearing for Proposed Modifications to the 2020-2025 Transportation Improvement Program (Gaub)

Date:
October 15, 2019

Department:
Public Works

Attachments:
No Attachments Available

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

Administrative Recommendation:

City Council to hold a public hearing in consideration of the adoption of changes to the 2020-2025 Transportation Improvement. See Resolution No. 5464 for further action on this item.

Background Summary:

Previous TIP modifications were made with annual TIP update adopted in June of this year. Since then, changes in available project funding and the addition of projects associated with grants and developer projects necessitates additional modifications. The proposed modifications are summarized below.

SUMMARY OF PROPOSED AMENDMENTS TO THE 2020-2025 TIP

Modifications: The following existing projects are proposed to be revised:

- TIP P-7: Auburn Way N Preservation Phase 2 ($1.63M) – A portion of the grant funds awarded to this project were swapped with local funds in the A Street SE preservation project to help meet regional funding obligation targets set by FHWA for 2019.
- TIP R-8: 49th Street NE ($5.35M) – The project will complete the 49th Street NE corridor between Auburn Way N and I Street NE. Proposed changes reflect portions of the project being completed as part of a development project and the remaining portion would be completed by the City with traffic mitigation funds.
- TIP R-16: Regional Growth Center Access Improvements ($2.01M) – The project is being revised to reflect the award of $1.625M in grant funds from the Sound Transit Access Fund competition.

Additions: The following projects are proposed to be added to the updated TIP:

- TIP I-16: 15th Street NW/SR-167 NB Ramps ($1.65M) – The project would fund the design and construction of a new westbound right-turn pocket at the intersection.
- TIP P-3: 2nd Street SE Reconstruction ($0.98M) – The project would reconstruct 2nd

Street SE between A Street SE and Auburn Way S. TIB grant funding for the project was applied for in 2019.

The date of the public hearing was set by consent on October 7, 2019.

Reviewed by Council Committees:

Councilmember:		**Staff:**	Gaub
Meeting Date:	October 21, 2019	Item Number:	PH.1

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of the October 7, 2019 Regular Council Meeting

Date:
October 16, 2019

Department:
City Council

Attachments:
10-07-2019 Minutes

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

Administrative Recommendation:

Background Summary:

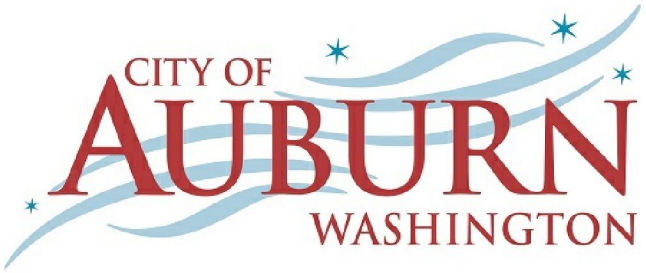
Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: October 21, 2019

Item Number: CA.A



City Council Meeting
October 7, 2019 - 7:00 PM
City Hall Council Chambers
MINUTES
Watch the meeting LIVE!

Watch the meeting video
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I. CALL TO ORDER

A. Pledge of Allegiance

Mayor Nancy Backus called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn and led those in attendance in the Pledge of Allegiance.

B. Roll Call

Councilmembers present: Deputy Mayor Bill Peloza, Bob Baggett, Larry Brown, Claude DaCorsi, John Holman, Yolanda Trout-Manuel and Largo Wales.

Department directors and staff members present included: City Attorney Steve Gross, Director of Finance Jamie Thomas, Director of Human Resources & Risk Management Candis Martinson, Director of Public Works Ingrid Gaub, Director of Community Development Jeff Tate, Director of Parks, Arts, and Recreation Daryl Faber, Director of Innovation & Technology David Travis, Development Services Manager Jason Krum, Real Property Analyst Josh Arndt, Police Commander Steve Stocker and City Clerk Shawn Campbell.

II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

A. Association of Washington Cities Presentation

Presented by Peter King, Association of Washington Cities, CEO

Association of Washington Cities, CEO Peter King recognized Councilmember Claude DaCorsi for serving on the Washington Cities Board of Directors for the past two years.

B. National Anti-Bullying Month

Mayor Backus to proclaim October 2019 as "National Anti-Bullying Month" in the city of Auburn.

Mayor Backus read and presented the proclamation to Autumn Smith.

C. Auburn Moutainview DECA's Stress Less Week

Mayor Backus to proclaim October 7-11, 2019 as "Stress Less Week" in the city of

Auburn.

Mayor Backus read and proclaimed October 7-11, 2019 as "Stress Less Week" in the City of Auburn to Jordyn Starkovich, Danelle Wilhelm and Rachel Pierce.

Ms. Starkovich, Ms. Wilhelm and Ms. Pierce shared their project and the activities they are working on at Mountainview High School to reduce student stress.

D. Domestic Violence Awareness Month

Mayor Backus to proclaim October 2019 as "Domestic Violence Awareness Month" in the city of Auburn.

Mayor Backus read and proclaimed October 2019 as Domestic Violence Awareness and Prevention Month in the City of Auburn to Nancy Colson and Beth Gatzke with Soroptimist International and Angela Dannenbring with Domestic Abuse Women's Network (DAWN).

Ms. Colson and Ms. Gatzke read the mission statement for Soroptimist and shared how the organization provides services to people in need.

Ms. Dannenbring with DAWN provided statistics on how DAWN is helping residents in our area.

Auburn Kiwanis Club President Elect Michael Hursh and Vice-President Mike Lane shared the mission of the Kiwanis club and they are starting a new activity called the "Purple Sock Walk/Run" on October 26, 2019.

III. APPOINTMENTS

A. Airport Advisory Board Appointment

City Council to confirm the appointment of Andrea Prasse to the Auburn Municipal Airport Advisory Board for a three-year term to expire December 31, 2021.

Deputy Mayor Peloza moved and Councilmember Holman seconded to appoint Andrea Prasse to the Auburn Municipal Airport Advisor Board for a three-year term to expire December 31, 2021.

MOTION CARRIED UNANIMOUSLY. 7-0

IV. AGENDA MODIFICATIONS

An update to the Agenda Bill for Resolution 5457 was provided to Council.

V. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE

A. Public Hearings

1. Public Hearing for Right-of-Way Vacation V2-19

   City Council to hold a Public Hearing in consideration of Right-of-Way Vacation V2-19

   Mayor Backus opened the public hearing at 7:37 p.m.

   Jeff Gross, Auburn School District
   Mr. Gross advised Council the Auburn School District concurs with the vacation of the Right-of-Way. He stated this vacation would improve safety for the students.

   Virginia Haugen, 2503 R ST SE
   Ms. Haugen stated she does not know anything about this project and may submit a records request for additional information.

   Director Gaub explained the purpose of the vacation.

   There being no one else to speak the Mayor closed the public hearing at 7:40 p.m.

2. Public Hearing for the 2020-2024 Community Development Block Grant Consolidated Plan

   City Council to hold a Public Hearing for the proposed Consolidated Plan 2020-2024 Update (Consolidated Plan) and Analysis of Impediments to Fair Housing Choice

   Mayor Backus opened the public hearing at 7:41 p.m. No one came forward to speak. The Mayor closed the public hearing.

B. Audience Participation

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

Val Erickson, 535 M Street NE, Auburn
Ms. Erickson thanked staff for their help and expressed concerns with an Enhanced Services Facility being placed in a residential neighborhood.

Denise Nave, 19 O Street NE, Auburn
Ms. Nave expressed her concerns with an Enhanced Services Facility in her neighborhood.

Bob Zimmerman, 33029 46th Place, Auburn
Mr. Zimmerman expressed disappointment that the City did not recognize Emergency Preparedness Month. He shared some predictions about future earthquakes.

Virginia Haugen, 2503 R Street SE, Auburn
Ms. Haugen expressed her concern with the removal of vegetation at storm retention ponds.

Joanne Alexander, 2015 Hemlock Street, Auburn
Ms. Alexander expressed her concerns with an Enhanced Services Facility in Auburn.

C. **Correspondence**

There was no correspondence for Council to review.

VI. COUNCIL AD HOC COMMITTEE REPORTS

Council Ad Hoc Committee Chairs may report on the status of their ad hoc Council Committees' progress on assigned tasks and may give their recommendation to the City Council, if any.

1. Finance Ad Hoc Committee (Chair Wales)

Councilmember Wales, Chair of the Finance ad hoc committee, reported she and Councilmember DaCorsi have reviewed the claims and payroll vouchers described on the Consent Agenda this evening and recommended their approval.

VII. CONSENT AGENDA

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

A. Minutes of the August 12, 2019, September 9, 2019, September 23, 2019, September 30, 2019 Study Session

B. Minutes of the September 16, 2019 Regular Council Meeting

C. Claim Vouchers (Thomas)

Claim vouchers list dated October 7, 2019 which includes voucher numbers 455659 through 455900 in the amount of $1,979,689.35 and nine wire transfer in the amount of $847,858.48.

D. Payroll Vouchers (Thomas)

Payroll check numbers 538621 through 538639 in the amount of $616,964.89, electronic deposit transmissions in the amount of $2,028,324.26 for a grand total of $2,645,289.15 for the period covering September 12, 2019 to October 2, 2019, are approved for payment this 7th day of October, 2019.

E. Public Works Project No. CP1516 (Gaub)

City Council to Award Base Bid (Schedule A) plus Alternate Bid 2 (Schedule C) for

4068567

Contract No. 19-15, to Pivetta Brothers Construction on their low bid of $2,545,956.41 plus Washington State Sales Tax of $254,595.65 for a total contract price of $2,800,552.06 for Project No. CP1516, Airport Runway 16-34 Extension

F. Setting the date of Public Hearing for Ordinance No. 6736 Hudson DCT Sewer Payback Agreement #PBK18-0002 (Gaub)

City Council to set the date of the Public Hearing for Ordinance No. 6736 for the Hudson DCT Sewer Payback Agreement No. PBK18-0002 for November 4, 2019 at 7 PM

G. Setting the date of Public Hearing for Ordinance No. 6737 for Water Payback Agreement #PBK19-0003 (Gaub)

City Council set the date of the Public Hearing for Ordinance No. 6738 for Water Payback Agreement No. PBK18-0003 for Hudson DCTon November 4, 2019 at 7:00PM

H. Setting the date of Public Hearing for Ordinance No. 6738 for Street Payback Agreement #PBK18-0004 (Gaub)

City Council to set the date of the Public Hearing for Ordinance No. 6738 for Street Payback Agreement No. PBK18-0004 for Hudson Distribution Center on November 4, 2019 at 7 PM

I. Setting the date of Public Hearing for the Modification of the 2020-2025 Transportation Improvement Plan (Gaub)

City Council to set the public hearing for October 21, 2019 to Modify the Adopted 2020-2025 Transportation Improvement Plan

Deputy Mayor Peloza moved and Councilmember Holman seconded to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY. 7-0

VIII. UNFINISHED BUSINESS

There was no unfinished business.

IX. NEW BUSINESS

There was no new business.

X. ORDINANCES

A. Ordinance No. 6729 (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington, Vacating Right-of-Way of 130th Avenue SE, between SE 304th Street and SE 302nd Place, within the City of Auburn, Washington

Councilmember Wales moved and Councilmember Brown seconded to adopt Ordinance No. 6729.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Ordinance No. 6734 (Thomas)

An Ordinance of the City Council of the City of Auburn, Washington related to the South Correctional Entity; authorizing the execution of an amended and restated Interlocal Agreement relating to the; approving the City's Capital Contribution related to refunding bonds to be issued to refinance the South Correctional Entity Facility; and approving other matters related thereto

Councilmember Holman moved and Councilmember Trout-Manuel seconded to adopt Ordinance No. 6734.

MOTION CARRIED UNANIMOUSLY. 7-0

XI. RESOLUTIONS

A. Resolution No. 5455 (Gaub)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to enter into an Easement Agreement with Motorola Solutions, Inc.

Councilmember DaCorsi moved and Councilmember Baggett seconded to adopt Resolution No. 5455.

MOTION CARRIED. 6-1

Councilmember Wales voted no.

B. Resolution No. 5456 (Tate)

A Resolution of the City Council of the City of Auburn, Washington, supporting Puget Sound Regional Council's Vision 2050 Draft Plan and related to regional planning

Councilmember Holman moved and Councilmember Trout-Manuel seconded to adopt Resolution No. 5456.

MOTION CARRIED UNANIMOUSLY. 7-0

C. Resolution No. 5457 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute amendments to seven separate land leases related to hangers located on the Auburn Municipal Airport

Councilmember Baggett moved and Councilmember Brown seconded to adopt Resolution No. 5457

MOTION CARRIED UNANIMOUSLY. 7-0

D. Resolution No. 5460 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, opposing Initiative Measure No. 976, an initiative seeking to repeal authority to impose certain vehicle taxes, change vehicle valuation laws, and limit motor vehicle license fees to $30.00

Councilmember Brown moved and Deputy Mayor Peloza seconded to adopt Resolution No. 5460.

Mayor Backus offered the audience an opportunity to speak to Resolution No. 5460. No one came forward to speak.

Councilmember Brown shared estimated losses to the State of Washington if I-976 passes

Councilmember Wales expressed concerns with the use of the current funds and does not believe additional fees should be added to the license tabs

Deputy Mayor Peloza stated people do not like taxes but taxes are necessary for infrastructure in the City.

MOTION CARRIED UNANIMOUSLY. 6-1

Councilmember Wales voted no.

XII. MAYOR AND COUNCILMEMBER REPORTS

At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.

A. From the Council

Deputy Mayor Peloza reported he attended the King County Metropolitan Solid Waste Management meeting.

Councilmember Trout-Manuel reported she attended the Sustainability Summit for South Sound Women for Business 2019.

Councilmember DaCorsi reported that he and Senior Planner Anthony Avery attended the Affordable Housing Committee Meeting and the Affordable Housing Advisory Board Meeting.

Councilmember Baggett reported that he attended the Pierce County Tacoma Board of Health Meeting.

B. From the Mayor

Mayor Backus recognized Deputy Mayor Peloza and Councilmember Trout-Manuel who were finalists in the Auburn Area Chamber of Commerce Spot Light award. She also reported she attended the National Alliance on Mental Illness conference where she presented on the READY Program.

XIII. **ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 8:37 p.m.

APPROVED this 21st day of October, 2019.

_____ _____

NANCY BACKUS, MAYOR Shawn Campbell, City Clerk

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AGENDA BILL APPROVAL FORM

Agenda Subject:
Claim Vouchers (Thomas)

Date:
October 16, 2019

Department:
City Council

Attachments:
No Attachments Available

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

Administrative Recommendation:

Approve Claim Vouchers

Background Summary:

Claim vouchers list dated October 21, 2019 which includes voucher numbers 455901 through 456098 in the amount of $9,153,617.60 and two wire transfers in the amount of $530,700.87.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: October 21, 2019

Item Number: CA.B

AGENDA BILL APPROVAL FORM

Agenda Subject:
Payroll Vouchers (Thomas)

Date:
October 16, 2019

Department:
City Council

Attachments:
No Attachments Available

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

Administrative Recommendation:

Approve Payroll Vouchers

Background Summary:

Payroll check numbers 538640 through 538658 in the amount of $240,685.77, electronic deposit transmissions in the amount of $2,069,852.72 for a grand total of $2,310,538.49 for the period covering October 3, 2019 to October 16, 2019.

Reviewed by Council Committees:

Councilmember:

Staff: Finance

Meeting Date: October 21, 2019

Item Number: CA.C

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6728 (Tate)

Date:
October 15, 2019

Department:
Community Development

Attachments:
Ordinance No. 6728
Agenda Bill
Exhibit A - ACC 18.08
Exhibit B - MIT Measures
Exhibit C - ACC 18.23
Exhibit D - ACC 18.31.200
Exhibit E - ACC 18.57
Exhibit F - NE Auburn SAP EIS Addendum

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

Administrative Recommendation:

City Council to review and adopt Ordinance No. 6728.

Background Summary:

See Attachment

Reviewed by Council Committees:

Councilmember: DaCorsi **Staff:** Tate

Meeting Date: October 21, 2019 Item Number: ORD.A

ORDINANCE NO. 6728

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO LAND USE DEVELOPMENT REGULATIONS RELATED TO MIXED-USE DEVELOPMENT; AMENDING CHAPTERS 18.08, 18.23, 18.31, AND 18.57 OF THE AUBURN CITY CODE AND EXHIBIT 1 TO ORDINANCE NO. 6382.

WHEREAS, the City and Auburn Properties, Inc. ("API") entered into a Development Agreement authorized by Resolution No. 4756 related to the Auburn Gateway Project; and,

WHEREAS, The City adopted Ordinance No. 6183 in 2008 and Ordinance No. 6382 in 2011, both of which contained development regulations related to implementation of the Northeast Auburn – Robertson Properties Group Special Area Plan which includes the Auburn Gateway Project site; and,

WHEREAS, Despite the City's and API's intentions, the market conditions and other factors have changed such that the API is no longer interested in developing the property, and has proposed selling the property; and,

WHEREAS, the new developer, Inland Washington, LLC ("Inland" dba Capital Acquisitions, LLC) has proposed a development that is generally consistent with land uses that was previously proposed but that allows residential development first, separate from commercial development rather than mixed used within the same structure; a change in the boundaries and number of phases; different proportions of land uses; changes in street intersection signalization; changes in surrounding development; and changes in critical area mitigation. These changes to the Auburn Gateway Project require

changes to the zoning development standards and the requirements of the Development Agreement to take into account the changes in conditions; and,

WHEREAS, the Community Development Department and Public Works Department have reviewed the proposed changes and prepared an addendum to the current Environmental Impact Statement (and addenda) under the State Environmental Policy Act (SEPA) that provides for mitigation measures and other conditions to ensure that the proposed future development will not create significant adverse environmental impacts; and,

WHEREAS, the proposed changes to the development regulations were reviewed by the City's Planning Commission at its June 4, 2019 meeting and after a public hearing conducted on July 16, 2019, the Commission recommended approval; and,

WHEREAS, the City transmitted the proposed code amendments to the Washington State Department of Commerce and to other state agencies as required by RCW 36.70A.160 on July 1, 2019; and,

WHEREAS, Council has determined that revising the development regulations in connection with approval of an Amended and Restated Development Agreement is mutually beneficial to the developer and to the City and community; and

WHEREAS, the City Council discussed the Amended and Restated Development Agreement on June 24, 2019 and after a properly noticed public hearing adopted the Amended and Restated Development Agreement on June 24, 2019 by Resolution No. 5442.

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

Section 1. Amendment to City Code. Chapter 18.08 of the Auburn City Code (NE Auburn Special Area Plan & Auburn Gateway Planned Action) is amended to read as shown in Exhibit A.

Section 2. Amendment to Exhibit 1 to Ordinance No. 6382. Section D of Exhibit 1 to Ordinance No. 6382 (uncodified) is amended to read as shown in Exhibit B.

Section 3. Amendment to City Code. Chapter 18.23 of the Auburn City Code (Commercial & Industrial Zones) is amended to read as shown in Exhibit C.

Section 4. Amendment to City Code. Section 18.31.200 of the Auburn City Code (Architectural & Site Design Review Standards) is amended to read as shown in Exhibit D.

Section 5. Amendment to City Code. Section 18.57.030 of the Auburn City Code (Standards for Mixed Use Development) is amended to read as shown in Exhibit E.

Section 6. Implementation. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 7. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 8. Effective date. This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law. However, the amendments to the Code Provisions and to Ordinance No. 6382 shall not take effect until the Amended and Restated Development Agreement between Inland Washington

LLC and the City is signed and recorded and Inland Washington LLC (or its affiliate) owns the Auburn Gateway Properties.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney

Published: _____

AGENDA BILL APPROVAL FORM
CITY COUNCIL

Agenda Subject/Title:
Ordinance No. 6728, File No. ZOA19-0002, Proposed Zoning Code Amendments by Inland Washington LLC

Date:
October 15, 2019

Department:
Community Development

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

DESCRIPTION:

Ordinance No. 6728, File No. ZOA19-0002, Proposed Zoning Code amendments by Inland Washington LLC

Proposed changes to four sections of the zoning code including: the chapter dealing with the Planned Action (ACC 18.08); the uses & development standards of the C-4, Mixed Use Commercial zoning district (ACC 18.23), the development standards associated with mixed use development (ACC 18.57), and revision of the architectural & design standards (ACC 18.31.200) and the associated revisions to Exhibit 1 to previously-adopted Ordinance No. 6382 (Planned Action Ordinance, codified as ACC 18.08).

PLANNING COMMISSION RECOMMENDATION:

Approve Ordinance No. 6728, ZOA19-0002, Zoning Code Amendments by Inland Washington LLC at the regular meeting on October 21, 2019.

BACKGROUND/SUMMARY:

PROPOSAL: An Inland Washington LLC ("Inland") application to amend the text of four sections the City's zoning code to facilitate development of the Auburn Gateway Project. In summary, the main changes to the four code sections include:

- **ACC 18.08 Change to Planned Action Ordinance (PAO)** This is a separate code chapter that is specifically for this development proposal and is being modified to accommodate project changes. Such changes include:
  - Allow horizontal integrated mixed use in addition to vertical integrated mixed use.
  - Recognize the preparation of additional environmental review documents
  - Include any other project changes and associated mitigation measures (Amending Exhibit 1 to the original Ordinance No. 6382, Planned Action Ordinance previously adopted in 2011.)
- **ACC 18.23 Commercial and industrial zones**
  - The unique zoning of C-4, Mixed Use Commercial to be changed to also allow horizontal distributed mixed use in addition to vertical distributed mixed use.
  - Allow an "outdoor recreation use for profit" as an allowed use subject to an city approval of an administrative use permit (land use approval).

- **ACC 18.57.030 Mixed use development standard**
  - o Allow mixed use commercial to be changed to allow horizontal mixed use as well as vertical.
- **ACC 18.31.200 Architectural and Site Design Standards and regulations**
  - o Allow the Design Standards document to be administratively amended by the Community Development Director rather than amended by approval of the Planning and Development Committee of the Auburn city council--
  - o To change the references contained in ACC 18.31.200, (Architectural and site design review standards and regulations) to recognize any future amendments to the design standards.

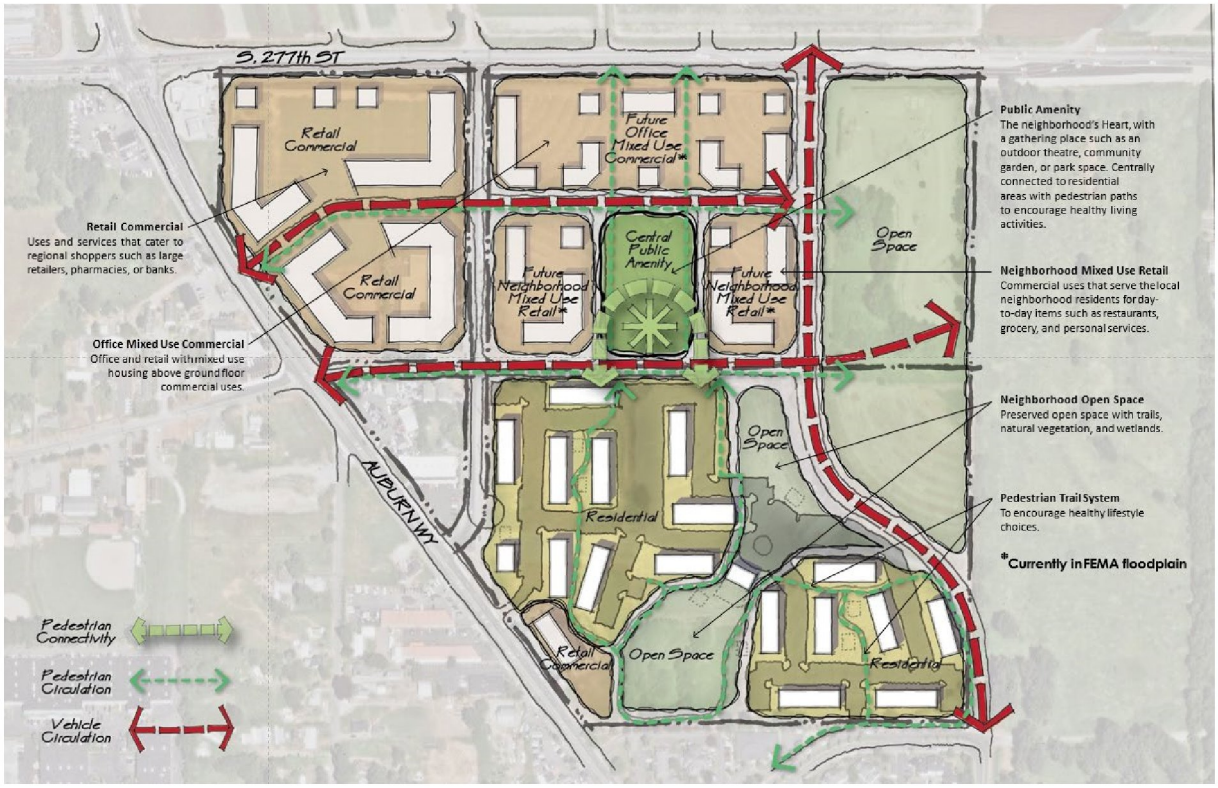
FINDINGS OF FACT:

Background & Proposal

1. Inland Washington LLC ("Inland"), on May 17, 2019 filed an application (File No. ZOA19-0002) for a zoning code text amendment to affect changes to three provisions of the zoning code as part of the various approvals needed for the proposed 'Auburn Gateway Project'. This project was previously proposed by Robertson Properties Group (RPG) for redevelopment of the former Valley 6 Drive-In Theater site associated with the parcels that RPG had acquired in Northeast Auburn and was the subject of a previously executed Development Agreement (DA) with the City.

2. Since the time of the application, the city staff have been working with Inland Washington LLC on various approvals needed for the project. As a result, City staff identified an additional zoning code section that requires modification for the project; which is ACC 18.31.200, (Architectural and site design review standards and regulations). The changes have been reviewed with the Applicant.

3. The project site is approximately 70 acres in area and consists of the former drive theater site and adjacent parcels that RPG had acquired over the intervening time. All the drive in theater structures and features have been removed as authorized by city permits. The site is generally bounded by Auburn Way North, 45th ST NE, the extension of I ST NE and S 27th ST, with certain property exceptions.



4. Inland is acquiring the former Valley 6 Drive-In properties from Robertson Properties Group (RPG). In anticipation of acquiring the property, Inland has submitted an application to amend the City code and the existing Development Agreement (DA) adopted under Resolution No. 4756 (2011) in order to allow horizontal mixed use (the current DA restricts the development to only vertical mixed use in order to have multifamily residential land uses).

5. Inland has indicated their desire to construct, as a first phase, a multi-family complex with 500 dwelling units. This number is consistent with the maximum number of multi-family units considered and approved in the previously approved sub area plan of the City's Comprehensive Plan, the Environmental Impact Statements (EIS's), and the DA. However, Inland has indicated that there are a number of circumstances that preclude construction of the full amount of the previously proposed 1.6 million square feet of professional office and/or 720,000 square feet of retail commercial space. These circumstances include a changed economic environment for retail storefronts and the anticipated changes in 2020 to the floodplain maps by the Federal Emergency Management Agency (FEMA) to increase the extent and depth of floodplain in this vicinity.

6. DA's are a development tool authorized under State law (RCW 36.70B.170). The concept behind a DA is to allow a municipality and a property owner to voluntarily agree to development terms for a specific development proposal that may be beyond adopted city code requirements. Both parties may have interest in entering into such an agreement because it allows a property owner greater flexibility in certain specified city standards that

are determined in advance in exchange the City can require a higher quality of development and greater benefits to the community than what typical code requires. It is an optional process because it is a voluntary negotiated agreement. The City has only a few other instances of development agreements.

7. The main code change affecting multiple sections is to allow horizontal distributed or integrated mixed-use in addition to the currently exclusively-required vertical integrated mixed-use required by the C-4, Mixed Use Commercial zoning district. Vertical mixed-use is where the ground floor consists of commercial tenants with multi-family residential located above.

8. The City's zoning code provides the following definition of mixed use development:

> *"ACC 18.04.625 Mixed-use development.*
> *"Mixed-use development" means a single unified development that incorporates the planned integration of two or more different land uses consisting of some combination of office, light industrial, hotel, retail, entertainment, public uses, along with residential uses. Mixed-use development may be vertically oriented in one or more buildings, or horizontally distributed on a development site. When horizontally distributed, the different uses may be constructed concurrently and in separate phases, and should incorporate common and/or complementary features and/or elements such as pedestrian walkways, access driveways, parking areas, architectural themes, or other techniques that provide integration between uses on the site."*

9. To change provisions of the zoning code requires an amendment with a recommendation made by the Planning Commission and final action by the City Council.

10. Also since the time of their application, the City Council has considered amendments to the previous Development Agreement (DA) that was executed between Robertson Properties Group (RPG) and the City (Resolution No. 4756). At a special Council meeting conducted on June 24th 2019, the City Council adopted Resolution No. 5442 approving an Amended and Re-stated development agreement between the City and Inland Washington LLC, for the Auburn Gateway Project.

Past Planning Commission & City Council Actions

11. At the Planning Commission's May 7, 2019 regular meeting, John Fisher and Scott Morris of Inland Washington LLC (Inland) introduced themselves, their company, the type of projects their company constructs and described their proposal for the Auburn Gateway Project.

12. At the Planning Commission's June 4, 2019 regular meeting, staff introduced and described the first three code amendments. The materials presented included a description of the changes along with copies of the code sections with edits showing. Inland Washington LLC representatives were present at the meeting and were invited to add comments.

13. At the Planning Commission's July 16, 2019 regular meeting, a public hearing was conducted on the four proposed code amendments. The only testimony was from the John

Fisher of Inland Washington LLC (Applicant). **At the conclusion of the hearing, the Planning Commission voted to recommend approval of the code amendments to the City Council.**

14. At the City Council's April 22, 2019 Study Session, John Fisher and Scott Morris of Inland Washington LLC (Inland) introduced themselves, their company, the type of projects their company constructs and described an overview of their proposal for the Auburn Gateway Project.

15. At the Study Session on June 24, 2019, the City Council discussed the Amended and Restated Development Agreement.

16. On June 24, 2019 after a properly noticed public hearing, the City Council adopted the Amended and Restated Development Agreement between the City and inland Washington LLC by Resolution No. 5442.

17. At the Study Session on October 14, 2019 the City Council reviewed and discussed the proposed zoning code amendments, ZOA19-0002.

Procedural Steps

18. Pursuant to Revised Code of Washington (RCW) 36.70A the proposed zoning code amendment language was transmitted to the Washington State Department of Commerce for State Agency Review and requesting an expedited review (consisting of a 14-day period) on July 1, 2019. City received notice that expedited review had been accepted and that the City met the notice to state agency requirements contained in RCW 36.70A.106. The City has not received comments from any state agency.

19. In accordance with the State Environmental Policy Act (SEPA) (WAC 197-11) the City issued a Draft and Final Environmental Impact Statements (EIS) for the Auburn Gateway Project in 2004. Also, the City issued an Addendum to the Final Environmental Impact Statement Northeast Auburn Robertson Properties Special Area Plan, City of Auburn, 2004 to clarify wetland-related text, Page 9.

20. Subsequently, in 2011 the City issued a second addendum to the Final EIS to address some project changes including additional properties, identification of phasing, changes in governing regulations and changes in nearby development.

21. A third addendum to the Final EIS is currently being prepared to meet the SEPA requirements for the changes to the proposed action specifically by Inland Washington LLC.

22. To meet the City code requirements associated with zoning code amendments (ACC 18.68.030, Public Hearing Process), a Notice of Public Hearing (NOPH) was published in the Seattle Times newspaper on July 1, 2019 prior to the Planning Commission Public hearing and posted in three general public places (City Hall, City Annex, and the City's Public Land Use Notice webpage).

A further and more detailed explanation of the changes to each of the four code section follows:

1. ACC 18.08 Text Change to Planned Action Ordinance (PAO) - Exhibits A & B.
First, an explanation of the term: "Planned Actions". A planned action is a tool of the WA State Environmental Policy Act (SEPA) that was added to the state laws in 1997. A planned action is a designated development project whose impacts have been addressed by an Environmental Impact Statement (EIS) associated with a plan for a specific geographic area before individual development projects are proposed. A planned action involves detailed SEPA review and preparation of EIS documents in conjunction with sub-area plans, consistent with RCW 43.21C.031 and WAC 197-11-164 through WAC 197-11-172. The tool provides for up-front analysis of impacts and mitigation measures to facilitate expedited environmental review of subsequent individual development projects, when determined consistent.

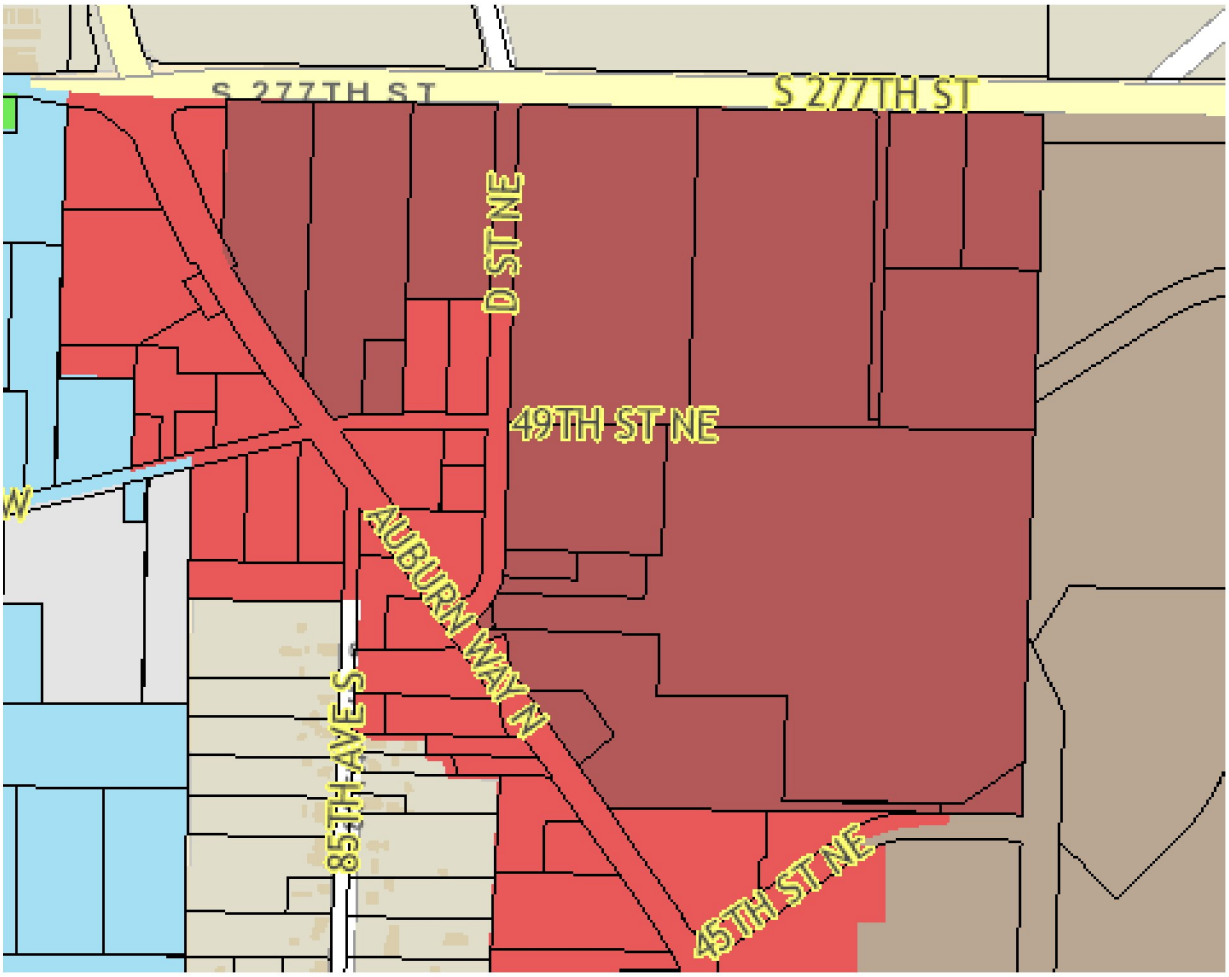
The City adopted Chapter 18.08, 'Northeast Auburn Special Area Plan and Auburn Gateway Planned Action' in 2011 by Ordinance No. 6382 and has not been used, as no development has taken place. In summary, the text changes are for the purpose of:

- To recognize the preparation of additional environmental review documents (change text to recognize the November 2, 2011 EIS addendum and to recognize the future EIS addendum that is currently being prepared).
- To allow horizontal integrated mixed-use in addition to vertical integrated mixed-use that is currently required by the zoning classification (While this does not require any text changes, the PAO refers to the zoning that applies to the site in subsection ACC 18.08.040, 'Planned action thresholds' and the C-4, Mixed Use Commercial is also proposed to change). By reference, this is also a change.
- To recognize the change in City Department name.
- To increase consistency with the development agreement.
- To recognize any other project changes and associated EIS identified mitigation measures (Amending Exhibit 1 to the original Ordinance No. 6382, Planned Action Ordinance).

Please note: that in code subsection 18.08.080, 'Planned action mitigation measures' there is a reference to a separate document (Exhibit 1) that is not codified in the city's code chapter. This Exhibit 1 consists of an updated listing of mitigation measures drawn from the EIS's and due to their length are not made part of the same document.

2. ACC 18.23 Commercial and industrial zones – Exhibit C.
Chapter 18.23 ACC, 'Commercial and industrial zones' describes the purpose statement, uses regulations, and zoning development standards of certain zoning classifications. The text changes are related to modifying the "C-4, Mixed Use" zoning classification. The project site is the only mapped location of this zoning classification in the city. See the following zoning map excerpt.

Zoning Map (excerpt)



The changes are for the purpose of:

- Change the C-4, Mixed Use Commercial zoning classification to also allow horizontal integrated mixed-use in addition to vertical integrated mixed-use.
- Change the set of uses to recognize the listed use of: “outdoor recreation use for profit” in the zoning district subject to an administrative use permit (land use approval).

3. **ACC 18.31.200 Architectural and Site Design Standards and Regulations – Exhibit D.** This chapter of the zoning code provides an administrative review process for evaluating the design and arrangement of development. The architectural and site design regulations are intended to be consistent with and implement the policies of the comprehensive plan. A further explanation of the purpose can be found at ACC 18.31.200.A. (Purpose and Intent). The architectural and site design regulations apply either to specific geographic areas of the city, such as downtown, or to specific types of development,-such as multiple family residential. There is a document which contains the architectural and site design standards governing each geographic area or type of development. The "Auburn Gateway architectural and site design standards": that apply in this instance were specifically adopted by Resolution No. 4756.

In summary, the text changes are for the purpose of:

- Allow the Design Standards document to be administratively amended by the Community Development Director rather than amended upon approval by the Planning and Development Committee of the Auburn City Council. This refers to Council committee structure which no longer exists because it was changed by Ordinance No. 6532 in 2014 to provide for study sessions of the entire council. The approach of administrative changes by the Department director is similar in authority to the Public Works Department Director approval of the Engineering Design Standards (ACC 12.04).
- Change the references contained in ACC 18.31.200, (Architectural and site design review standards and regulations) to recognize any future amendments to the specific design standards.
- To recognize the change in City Department name.

4. **ACC 18.57.030 Mixed use development standard – Exhibit E**

Chapter 18.57 ACC, 'Standards for specific land uses' contains zoning development standards in addition to those contained in the zoning district chapter. This chapter provides site planning, development, and/or operating standards for certain land uses that are allowed by individual or multiple zoning districts, and for activities that require special standards to mitigate their potential adverse impacts. Section ACC 18.57.030, 'Mixed use development' contains standards that apply when mixed-use development is proposed in the city.

The text amendments to the mixed-use standards are proposed to accomplish the following:

- To allow mixed-use commercial to be changed to allow horizontal mixed-use as well as vertical. It should be noted that vertical mixed-use is not actively being pursued for this project.

Chapter 18.08
NORTHEAST AUBURN SPECIAL AREA PLAN AND AUBURN GATEWAY PLANNED ACTION

Sections:

18.08.010 Purpose of the planned action.
18.08.020 Findings related to the northeast Auburn special area plan.
18.08.030 Applicability of the planned action.
18.08.040 Planned action thresholds.
18.08.050 Review criteria for planned actions.
18.08.060 Effect of planned action designation.
18.08.070 Planned action permit process.
18.08.080 Planned action mitigation measures.
18.08.090 Amendments.

18.08.010 Purpose of the planned action.

The purpose of this chapter is to:

A. Set forth a procedure designating certain project actions within a specific subject site as “planned actions” consistent with state law, RCW 43.21C.031; and

B. Provide the public with an understanding as to what constitutes a planned action and how land use applications which qualify as planned actions will be processed by the city; and

C. Streamline and expedite the development review process for this designated planned action by relying on completed and existing detailed environmental analysis for the subject site; and

D. Combine environmental analysis with land use planning; and

E. Apply the city’s development regulations together with the mitigation measures described in the environmental impact statement (EIS) and EIS addenda and this chapter to address the impacts of future development contemplated by the planned action. (Ord. 6382 § 2, 2011.)

18.08.020 Findings related to the northeast Auburn special area plan.

After thorough review and consideration, the city council makes the following findings:

A. The Northeast Auburn special area plan ("subarea plan") and its accompanying draft and final environmental impact statement ("EIS") and EIS addenda have analyzed and addressed all of the probable significant environmental impacts associated with the land uses allowed by the city's development regulations and described in the subarea plan as to the Northeast Auburn special planning area.

B. The analysis contained in the subarea plan and EIS and addenda is adequate to identify the probable environmental impacts of developments allowed under the city's development regulations which were not previously analyzed in the comprehensive plan and its accompanying environmental documents.

C. The mitigation measures identified in the environmental element of the subarea plan, EIS and EIS addenda, together with the regulations in the city's development code, are adequate to identify and mitigate the probable significant environmental impacts of the land uses and developments considered within the planned action and subarea plan and EIS documents.

D. The expedited development review procedure in this chapter is consistent with law, will be a benefit to the public, will protect the environment, and will enhance the city's economic development.

E. The public interest will be served by implementing the expedited development review procedure set forth in this chapter.

F. Public involvement and review of the subarea plan and EIS and EIS addenda have been extensive and meet the requirements of law, and have been sufficient to ensure that the subarea plan and EIS bear a substantial relationship to the public interest, health, safety, and welfare.

G. The land uses identified in the subarea plan for the Northeast Auburn special area are consistent with and will implement the Ccomprehensive Pplan.

H. Northeast Auburn special area is hereby designated a planned action. (Ord. 6382 § 2, 2011.)

18.08.030 Applicability of the planned action.

A. *Planned Action Area.* This chapter applies to approximately 70 acres included in the Auburn Gateway project area as described in the Northeast Auburn/Robertson Properties special area plan EIS, issued by the city on July 30, 2004 and EIS Addendum on November 2, 2011 (and any addenda thereto) and the adoption of the Northeast Auburn/Robertson Properties special area plan. Any other planned action for which the impacts have been studied in an EIS shall also meet the requirements of this chapter, be approved by the ~~planning and~~ Ccommunity Ddevelopment Ddirector (Ddirector), and be designated as a planned action by resolution of the city council before it shall be entitled to review and treatment as a planned action under this chapter.

B. *Environmental Document.* A planned action for a site-specific development shall be based on the environmental analysis contained in the Northeast Auburn/Robertson Properties special area plan EIS, issued by the city on July 30, 2004 and EIS Addendum on November 2, 2011 (and any addenda thereto). The mitigation requirements in this chapter are based on the Northeast Auburn/Robertson Properties special area plan EIS and addenda. These requirements, together with city codes, ordinances, and standards provide the framework for the decision by the city to impose conditions on a planned action project.

C. *Planned Action Designated.* Uses and activities described in the Northeast Auburn/Robertson Properties special area plan EIS (and any addenda thereto), subject to thresholds (ACC 18.08.040) and mitigation measures established by this chapter, are designated planned actions pursuant to RCW 43.21C.031. (Ord. 6382 § 2, 2011.)

18.08.040 Planned action thresholds.

Subject to the zoning regulations for the site and the mitigation measures described in this chapter, the maximum levels of development described below have been evaluated in the Northeast Auburn/Robertson Properties special area plan EIS, as described in the EIS (and any addenda thereto), and are planned actions pursuant to RCW 43.21C.031. In order to qualify as a planned action, total cumulative development within the Auburn Gateway project area that has been permitted under this chapter shall meet all of the following criteria:

A. *Land Use.*

1. The following are the primary categories of uses authorized under this planned action:

    a. Office.

    b. Retail.

    c. Multifamily residential.

2. *Land Use Review Threshold.* The planned action designation applies to future development proposals within the Auburn Gateway project area which are within the range evaluated in the Northeast Auburn/Robertson Properties special area plan EIS and the EIS addenda as shown below.

Use	Maximum Allowable	Maximum Structure Height
Multifamily residences	500 dwelling units	75 feet
Retail uses	720,000 square feet	75 feet
Office uses	1,600,000 square feet	75 feet

B. *Transportation.*

1. *Trip Ranges.* Cumulative development within the Auburn Gateway project area that does not exceed the following range of trip generation from all uses developed within the Auburn Gateway project area shall qualify as a planned action:

Maximum Net New (Non-Pass-By) Trip Generation Allowable in the Auburn Gateway Project Area

Time Range	Net New Trips
AM peak hour (primary)	1,862
PM peak hour (primary)	2,419

Daily Total: 18,920 Non-Pass-by Trips (“Auburn Gateway Transportation Impact Analysis” prepared by Transportation Solutions, Inc. in October 2011 for the Auburn Gateway Environmental Impact Statement (EIS) addendum).

2. The net new (non-pass-by) trip generation within a single phase shall qualify as a planned action that does not exceed the following:

Maximum Net New Trips Allowable within a Single Phase of the Auburn Gateway Project Area

Time Range	Net New Trips
AM Peak Hour (primary)	1,117
PM Peak Hour (primary)	1,451

C. *Earthwork.* The maximum amount of excavation and fill qualifying as a planned action shall be 250,000 cubic yards of excavation and 750,000 cubic yards of fill.

D. *Air Quality.* Modifications to regional arterials included in the planned action include potential new signals on Auburn Way North at 45th Street NE and 49th Street NE, and at the driveway access to Auburn Way North midpoint between the two intersections, if demonstrated by analysis of signal warrants and on South 277th Street and 45th Street NE at a relocated I Street NE. A roundabout or traffic signal would be provided at the intersection of 49th Street NE and I Street NE and a future signal at 45th Street NE.

E. *Water.*

1. *Floodplain Modifications.* Up to 33.73 acre feet of floodplain storage volume may be filled within the Auburn Gateway project area based on the 1995 FEMA floodplain. The actual amount of floodplain modification and storage compensatory flood storage volume will depend on the FEMA floodplain regulations in effect at the time of development. Since the extent of floodplain and amount of fill may be subject to change it may be subject to further environmental review. The amount of floodplain affected will require that compensatory volume is provided at the time of fill.

2. *Impervious Surfaces.* Up to 90 percent of the Auburn Gateway site area may be covered with impervious surfaces.

F. *Plants and Animals.* Up to 0.55 acres of wetland fill placed in accordance with local, state, and federal regulations in the wetland ditches along South 277th Street (approximately 0.5 acres), and as necessary to complete required improvements for I Street NE and 49th Street NE (up to 0.25 acres of wetland fill within the Auburn Gateway project area), shall qualify as part of this planned action. The wetland impacts to the yet undelineated Wetland F within the Gateway II project area will be in accordance with local, state and federal regulations in effect.

G. *Time of Submission.* The application is submitted during the time that the development agreement between the city of Auburn and Robertson Auburn Properties, entered into on November 21, 2011, is in effect. (Ord. 6382 § 2, 2011.)

18.08.050 Review criteria for planned actions.

The director or director's designee is hereby authorized to designate a project application as a planned action if the project meets all of the following conditions:

A. The project is consistent with the adopted comprehensive plan.

B. The project is located on the subject site as described with the planned action ordinance.

C. The project's significant environmental impacts have been adequately addressed in the EIS and EIS addenda.

D. The project complies with the planned action thresholds.

E. The project's significant impacts have been mitigated though application of the mitigation measures identified in the EIS documents, EIS addenda, and other city requirements.

F. The project is not an essential public facility. (Ord. 6382 § 2, 2011.)

18.08.060 Effect of planned action designation.

A. Upon designation by the ~~planning~~ Community Development D~~d~~irector that the project qualifies as a planned action, the project shall not be subject to a SEPA threshold determination, an environmental impact statement (EIS), or any further review under SEPA.

B. Being designated a planned action means that a proposed project has been reviewed in accordance with this chapter, and found to be consistent with the development parameters and environmental analysis included in the EIS documents and EIS addenda.

C. Planned actions will not be subject to further procedural review under SEPA. However, projects may be subject to conditions designed to mitigate any environmental impacts which may result from the project proposal, and projects will be subject to whatever permit requirements are deemed appropriate by the city under state and city laws and ordinances. The planned action designation shall not excuse a project from meeting the city's code and ordinance requirements apart from the SEPA process. (Ord. 6382 § 2, 2011.)

18.08.070 Planned action permit process.

The D~~d~~irector shall establish a procedure to review projects and determine whether they meet the planned action criteria, and establishing minimum application and notice requirements. The procedure shall consist, at a minimum, of the following:

A. Developments shall meet the requirements of ACC Titles 12, 13, 14, 15, 16, 17, 18, and 19, unless modified by the development agreement . Application shall be made on the forms provided by the city and shall include a SEPA checklist (where approved through WAC 197-11-315(2)) or such other environmental review forms provided by the city.

B. The D~~d~~irector shall determine if the application is complete as provided in Chapter 14.06 ACC.

C. If the project is within the area designated as a planned action, the application shall be reviewed to determine if it is consistent with all of the requirements in this chapter.

D. When a complete application for development has been determined by the city to qualify as a planned action, the Ddirector shall notify the applicant and the project shall proceed in accordance with the appropriate permit procedure, with the exception that no additional SEPA review, threshold determination, or EIS shall be required.

E. Public notice for project qualifying as planned actions shall be tied to the underlying permit. If notice is otherwise required for the underlying permit, the notice shall state that the project has qualified as a planned action. If notice is not otherwise required for the underlying permit, no special public notice is required.

F. If a project is determined to not qualify as a planned action, the Ddirector shall so notify the applicant and the SEPA responsible official, and shall prescribe a SEPA review procedure consistent with the city's SEPA regulations and the requirements of state law. (Ord. 6382 § 2, 2011.)

18.08.080 Planned action mitigation measures.

The planned action mitigation measures set forth in the Exhibit 1 attached to the ordinance codified in this chapter and incorporated herein by this reference shall apply to the project identified therein. This Exhibit 1 shall not be codified with the provisions of this chapter, but shall be on file and available for review in the office of the city clerk. (Ord. 6382 § 2, 2011.)

18.08.090 Amendments.

Amendments to this chapter may be initiated by the city, the proponent, or the proponent's successor, and shall occur as follows:

A. The Ddirector ~~of community development and public works~~ may interpret the words and meaning of certain conditions in order to resolve conflicts in implementation. All words in the ordinance codified in this chapter shall carry their customary and ordinary meaning.

B. If changes to the language of the ordinance codified in this chapter are required, such proposed changes shall be reviewed by the Ddirector ~~of community development and public works~~. If, in the estimation of the Ddirector ~~of community development and public works~~, the proposed change is minor, then the proposed change shall be forwarded directly to the city council for its consideration. If, in the estimation of the Ddirector ~~of community development and public works~~, the change is major, the proposed change shall be referred to the planning commission which shall conduct a

public hearing and make a recommendation to the city council. (Ord. 6532 § 28, 2014; Ord. 6382 § 2, 2011.)

D. Prior to any Issuance of Permits for Vertical Construction of structures of the Project:

General:

1. The City Engineer may modify requirements for public improvements required to be constructed for this project by City code, Engineering Design Standards, or in the adopted mitigation measures. The process for modification of these requirements will be that specified in Chapter 12.64A of the Auburn City Code or Section 1.04 of the Engineering Design Standards.

Phasing Plan:

2. Prior to any vertical construction of structures, the Applicant shall provide to the City for review and approval an **Overall Phasing Plan**. The Overall Phasing Plan shall identify the building, site work, and public infrastructure for each phase of the work associated with the phased construction and phased occupancy for the site. The Plan shall incorporate all elements of the various master plans identified below and the Conceptual Site Plan prepared by the Applicant and made Attachment #2 to Resolution #5442, the Amended and Restated Development Agreement.

   This Overall Phasing Plan may include, or may be separate from the phasing proposal needed to be submitted by the Applicant and approved by the City to support occupancy of individual buildings.

Master Plans:

Floodplain Master Plan

3. Prior to issuance of permit for vertical construction for any structures, the Applicant shall provide to the City for review and approval a **Floodplain Master Plan** for the Project. The Plan shall include the approximate location and estimated volume of existing on-site areas located with the 2017 FEMA maps of floodplain. The Plan shall also identify in narrative and plan view format a conceptual proposal for any temporary or permanent alteration of the current location of floodplain volume, while maintaining hydrologic connectivity to off-site floodplain. The Plan shall also identify in narrative and plan view format a proposal for location of floodplain volume and depth to achieve development for the northern portion of the site consistent with that portrayed on the Conceptual Site Plan made Attachment #6 to Resolution #5442, the Amended and Restated Development Agreement.

Storm Drainage Master Plan

4. Prior to issuance of permit for vertical construction for any structures, the Applicant shall provide to the City for review and approval a **Storm Drainage Master Plan** for the Project. The Plan shall be based on the Conceptual Site Plan made Attachment #2 to Resolution #5442 for the northern portion of the site. The plan shall include the approximate location and size of all major storm drainage conveyance pipes, water quality treatment facilities, and flow control facilities in conformance with the City's Engineering Design Standards. The storm drainage master plan shall contain sufficient information, including supporting storm drainage calculations, to demonstrate that the system configuration is feasible and is capable of meeting city standards. The initial Storm Drainage Master Plan may be based on the current conditions of the site and floodplain mitigation requirements.

   Prior to issuance of permits for vertical construction of any structures on the portion of the site located north of 49th Street NE, the Applicant will update the Storm Drainage Master Plan with the specific revised plans for this area provided that any infrastructure already in place is not impacted by the changes, or if they are impacted, that provisions to address the impacts are made as determined satisfactory by the City Engineer.

   In addition, if the storm drainage discharge from the project is not as proposed in previous drainage analysis prepared for the purposes of the EIS ("Hydraulic Model Evaluation of Potential Drainage System Impacts Associated with the Auburn Gateway Project", Herrera, 2003) and the discharge is all directed to either: South 277th Street (EIS Scenario 3a) or split evenly between South 277th Street and D Street NE (EIS Scenario 3b), then additional downstream drainage analysis shall be required as directed by the City Engineer prior to issuance of a permit forvertical construction.

   The Overall Phasing Plan shall also define which improvements are to be constructed concurrent with each phase of the Project.

Water Master Plan

5. Prior to issuance of permit for vertical construction, the Applicant shall provide to the City for review and approval a **Water Master Plan** for the Project. The Plan shall include the approximate location and size of all mainline pipes, valves, and fire hydrants in conformance with the City's Comprehensive Water Plan and Engineering Design Standards. The Water Master plan shall contain sufficient information, including hydraulic analysis, if deemed necessary by the City Engineer, to demonstrate that the system layout is feasible and provides adequate fire flow and system reliability and provides locations for services and mainlines located within all public roadways.

   The Overall Phasing Plan shall also define which improvements are to be constructed concurrent with each phase of the Project. The Conceptual Site plan prepared by the Applicant and made Attachment #2 to Resolution #5442 for the northern portion

of the site may serve as the initial basis for the development of the area north of 49th St NE. Prior to issuance of permits for vertical construction of any structures portion of the site located north of 49th Street NE, the Applicant will update the Master Plan with the specific plans for this area provided that any infrastructure in place is not impacted by the changes, or if they are impacted that provisions to address the impacts are made as determined satisfactory by the City Engineer. The Water Master Plan shall include the following improvements:

- Replace the existing 8-inch and 6-inch water pipes with 12-inch water pipe in 49 Street NE from Auburn Way North to I Street NE.
- Construct a new 12-inch water pipe along the extension of I Street NE between 49th Street NE and South 277th Street.
- Construct a new 12-inch water pipe along the extension of I Street NE between 45th Street NE and 49th Street NE unless provided for through the project site to the satisfaction of the City Engineer.

Sanitary Sewer Master Plan

6. Prior to issuance of permit for vertical construction, the applicant shall provide to the City for review and approval a **Sanitary Sewer Master Plan** for the Project. The plan shall include the approximate location, elevation, and size of all mainline pipes and manholes in conformance with the City's Comprehensive Sanitary Sewer Plan and Engineering Design Standards. In addition, services located within public roadways shall be identified in the Sanitary Sewer Master Plan. The sanitary sewer master plan shall contain sufficient information, including hydraulic analysis if deemed necessary by the City Engineer, to demonstrate that the system layout is feasible and is capable of meeting city standards.

   The Overall Phasing Plan shall also define which improvements are to be constructed concurrent with each phase of the Project. The Conceptual Site plan prepared by the Applicant and made Attachment #2 to Resolution #5442 for the northern portion of the site may serve as the initial basis for the development of the area north of 49th St NE. Prior to issuance of permits for vertical construction of any structures portion of the site located north of 49th Street NE, the Applicant will update the Master Plan with the specific plans for this area provided that any infrastructure in place is not impacted by the changes, or if they are impacted that provisions to address the impacts are made as determined satisfactory by the City Engineer.

Storm Drainage, Water, and Sanitary Sewer (combined) Master Plan

7. Prior to issuance of permit for vertical construction, the Applicant shall submit C**ivil Utilities Construction Plans,** consistent with the approved Overall Phasing Plan and consistent with the approved:
   - Storm Drainage Master plan,
   - Water Master Plan, and
   - Sanitary Sewer Master Plan

   to the City for review and approval in conformance with the City's Engineering

Transportation-Related Master Plans

8. Prior to issuance of permit for vertical construction, the Applicant shall provide a **Pedestrian/Non-motorized Circulation Master Plan** to the City for review and approval. The Pedestrian/Non-motorized Circulation Master Plan shall be in conformance with the City's engineering design standards and provide an efficient and safe pedestrian circulation system that provides appropriate crossing of I Street NE, D Street NE, and 49th Street NE at places where pedestrian/non-motorized crossings are likely to occur and where crossings can be safely accommodated with necessary improvements to minimize travel distances and control devices. The Pedestrian/Non-Motorized Circulation Master Plan shall specify the location and types of paths, methods to be used to address safety at street and driveway crossings, and the framework of connections and amenities to be developed, as described in the "Auburn Gateway Architectural and Site Design Standards", BCRA Inc., October 2011. The Plan shall be coordinated with King County Metro Transit and shall include the approximate locations of existing and proposed transit stops and associated facilities serving the Auburn Gateway Project.

   The Overall Phasing Plan shall also define which pedestrian/non-motorized improvements are to be constructed concurrent with each phase of the Project.

9. Prior to issuance of permit for vertical construction, the Applicant shall provide an **Access and Onsite Vehicular Circulation Master Plan** to the City for review and approval. The plan shall be in conformance with the City's Engineering Design Standards and include locations and dimensions of access points expected for all portions of the Auburn Gateway project area. The Conceptual Site Plan as made attachment #2 to Resolution #5442 for the northern portion of the site may serve as the initial basis for the development of the area north of 49th St NE. Prior to issuance of permits for vertical construction of any structures portion of the site located north of 49th Street NE, the Applicant will update the Master Plan with the specific plans for this area provided that any infrastructure in place is not impacted by the changes or if they are impacted that provisions to address the impacts are made as determined satisfactory by the City Engineer. The Access and Onsite Vehicular Circulation Master Plan must be accompanied with a traffic analysis that indicates commercial/delivery vehicle turning templates, emergency access lanes, and the volumes of traffic and levels of service expected at each access location.

   The Overall Phasing Plan shall also define which access points are to be constructed concurrent with each phase of the Project.

10. Prior to issuance of permit for vertical construction, the Applicant shall provide a **Motorized Public Improvement Master Plan** to the City for review and approval. The plan shall be in conformance with the City's Engineering Design Standards and include streets, traffic signals, and intersection improvements for all portions of the Auburn Gateway project area.

   The Overall Phasing Plan shall also define which street improvements are to be

constructed concurrent with each phase of the Project.

The Motorized Public Improvement Master plan shall include the following improvements:

- Complete a traffic signal at the intersection of South 277th Street and I Street NE including two traffic monitoring cameras. The signalized intersection shall consists of two westbound through lanes, one westbound left turn pocket, three eastbound through lanes, one eastbound right-turn pocket, and two to three northbound turning lanes.
- Complete I Street NE from 45th Street NE to South 277th Street. This roadway shall be designed to the city's Minor Arterial standard and include at a minimum 2, 14-foot wide through lanes, shared use path on the east side of I Street, 10-foot sidewalk on the west side, an 11-foot wide center turn lane, and additional turn lane(s) as determined to be needed at the intersection with S 277th Street.
- Complete a roundabout at intersection of I Street NE and 49th Street NE designed to accommodate the future eastward street extension of 49th St NE.
- Complete 49th Street NE between Auburn Way North and I Street NE, within the existing right-of-way. This street shall be designed as a Non-Residential Collector including at a minimum 2, 14-foot wide through lanes, shared use path on the north side of 49th Street NE, 10-foot sidewalk on the south side of 49th Street NE and an 11-foot wide center turn lane.
- Complete a traffic signal at the intersection of 49th Street NE and Auburn Way North including one traffic monitoring camera within the existing right-of-way.
- Complete D Street NE from Auburn Way North to S 277th Street. This street shall be designed as a Local Non-Residential street and applicant shall construct a cul-de-sac at southern terminus of D Street NE at Auburn Way North and eliminate the vehicular connection to Auburn Way North.
- Complete any additional off-site mitigation as identified in the EIS Addendum completed October 2019.

11. Prior to issuance of permit for vertical construction, the Applicant shall submit **Civil Transportation Construction Plans,** consistent with the approved Overall Phasing Plan and consistent with the approved:
    - pedestrian/non-motorized circulation master plan,
    - transit master plan,
    - access and onsite vehicular circulation master plan, and
    - motorized public improvement master plan

    to the City for review and approval in conformance with the City's Engineering Design Standards.

Signage Master Plan

12. Prior to issuance of permit for vertical construction, the Applicant shall submit a **Signage Master Plan** to establish locations sizes and materials for all types of signage to be used in subsequent phases (except traffic control signage). The signage master plan shall be prepared in accordance with the provisions of ACC 18.56.030.K, in effect as provided in the vesting provisions of the development

Agreement between the City and Developer. The plan shall include commercial and directional signage as well as interpretive material such as information on wildlife near wetlands or historical information about the area. The plan shall be coordinated with the Auburn Gateway Architectural and Site Design Standards document. The Signage Master Plan shall be recorded as required by ACC 18.56.030.M.

13. Project plans shall demonstrate that the proposed project is consistent with the approved signage master plan. Modifications to the signage master plan may be allowed by the Director only after determining that the changes are consistent with the "Auburn Gateway Architectural and Site Design Standards," BCRA Inc., October 2011, or as may be specifically modified for the Auburn Gateway Project.

Visual/Aesthetics

14. Project construction plans shall adhere to the document: "Auburn Gateway Architectural and Site Design Standards", BCRA Inc.; October 2011 or as may be specifically modified for the Auburn Gateway Project.

15. Project plans shall incorporate principles of crime prevention through environmental design (CPTED) in all project designs. These include but are not limited to the measures discussed in the "Auburn Gateway Architectural and Site Design Standards", BCRA Inc. October 2011.

Noise

16. Prior to the issuance of a permit for vertical construction, the Applicant shall prepare and submit a N**oise Control Plan** to be approved by the City of Auburn for areas in which noise-generating equipment, such as mechanical equipment (i.e., heating, ventilating, and air conditioning [HVAC] systems), loading docks, solid waste removal areas, compactors, outdoor retail speakers, and backup power generators, cannot be located away from noise-sensitive receivers. The City of Auburn may require noise containment systems where necessary to meet the noise regulations. Prior to the issuance of a permit for vertical construction, the Applicant shall provide a binding agreement to ensure that all subsequent applications for City approval shall meet parameters of the approved noise control plan. Project plans shall include the use of buildings, fences, berms, or large landscape buffers to shield noise-sensitive receivers from onsite traffic noise.

17. Automobile fuel stations shall be located as far as possible from residential uses. If located within 100 feet of residential uses, the City of Auburn may require additional design measures to limit noise, odor, and glare impacts.

18. Outdoor activity areas such as eating and drinking establishments shall be located away from residential areas. If located closer than 300 feet to a residential area the City of Auburn may require design measures or operational restrictions to limit noise impacts from late evening use.

Critical Area

19. The project's critical areas report identifies the following mitigation measures to minimize or avoid impacts to wetlands and watercourses. These are not addressed by City code requirements and are not addressed by the plans required to be prepared and submitted to the city as part of the development approvals and thus shall be observed in the construction and operation of the Project.
    a. Apply integrated management practices to minimize fecal coliforms, heavy metals, and nutrients from entering wetlands and watercourses.
    b. Establish covenants limiting the use of pesticides within 150 feet of wetlands and watercourses.
    c. Apply integrated pest management to control rodents and other vermin.
    d. Use insect, animal, and plant pesticides according to manufacturer directions; do not over apply.
    e. Keep pets on a leash when outside and not with designated fenced pet exercise areas and do not let pets roam into critical area buffers, as reinforced by signage.

Chapter 18.23
COMMERCIAL AND INDUSTRIAL ZONES

Sections:

18.23.010 Purpose.
18.23.020 Intent of commercial and industrial zones.
18.23.030 Uses.
18.23.040 Development standards.
18.23.050 Additional development standards for C-2, central business zone.
18.23.060 Additional development standards for the ep, environmental park zone.

18.23.010 Purpose.

This chapter lists the land uses that may be allowed within the commercial and industrial zones established by ACC 18.02.070 (Establishment of zones), determines the type of land use approval required for each use, and provides basic and additional development standards for sites, buildings, and associated improvements. (Ord. 6433 § 26, 2012.)

18.23.020 Intent of commercial and industrial zones.

A. *General.* This section describes the intent for each of the city's commercial and industrial zones. These intent statements are to be used to guide the interpretation of the regulations associated with each zone. The planning director is authorized to make interpretations of these regulations based on his/her analysis of them together with clear and objective reasons for such interpretation.

B. C-N, Neighborhood Shopping Center Zone. The C-N zone is intended to provide areas appropriate for neighborhood shopping establishments which provide limited retail business, service and office facilities for the convenience of residents of the neighborhood. A neighborhood shopping center is designed and located so as to minimize traffic congestion on public highways and streets in its vicinity and to best fit the general land use pattern of the area to be served by the center. The protective standards contained in this chapter are intended to minimize any adverse effect of the neighborhood shopping center on nearby property values and to provide for safe and efficient use of the neighborhood shopping center itself.

C. C-1, Light Commercial Zone. The C-1 zone is intended for lower intensity commercial adjacent to residential neighborhoods. This zone generally serves as a transition zone between higher and lower intensity land uses, providing retail and professional services. This zone represents the

primary commercial designation for small – to moderate-scale commercial activities compatible by having similar performance standards and should be developed in a manner which is consistent with and attracts pedestrian-oriented activities. This zone encourages leisure shopping and provides amenities conducive to attracting shoppers and pedestrians.

D. C-2 Central Business District Zone. The intent of the C-2 zone is to set apart the portion of the city proximate to the center for financial, commercial, governmental, professional, and cultural activities. Uses in the C-2 zone have common or similar performance standards in that they represent types of enterprises involving the rendering of services, both professional or to the person, or on-premises retail activities. This zone encourages and provides amenities conducive to attracting pedestrians.

E. C-3, Heavy Commercial Zone. The intent of the C-3 zone is to allow for medium to high intensity uses consisting of a wide range of retail, commercial, entertainment, office, services, and professional uses. This zone is intended to accommodate uses which are oriented to automobiles either as a mode or target of the commercial service while fostering a pedestrian orientation. The uses allowed can include outside activities, display, fabrication or service features when not the predominant portion of the use. The uses enumerated in this classification have potential for impacts to surrounding properties and street systems than those uses permitted in the more restrictive commercial classifications.

F. C-4, Mixed-Use Commercial Zone. The intent of the C-4 zone is to provide for a pedestrian-oriented mix of retail, office, and limited multiple-family residential uses. This classification is also intended to allow flexibility in design and the combination of uses that is responsive to market demands. The uses enumerated in this classification anticipate a mix of multiple-family residential, retail, and office uses that are coordinated through a site-specific planning process. The multiple-family residential must be located in a multi-story building~~; the ground floor of which must contain a permitted use or combination of uses, other than parking, as listed in this chapter~~. Certain heavy commercial uses permitted in other commercial classifications are not permitted in this zone because of the potential for conflicts with multifamily residential uses, in order to achieve a quality of environment that is conducive to this mix of uses.

G. M-1, Light Industrial Zone. The intent of the M-1 zone is to accommodate a variety of industrial, commercial, and limited residential uses in an industrial park environment, to preserve land primarily for light industrial and commercial uses, to implement the economic goals of the comprehensive plan and to provide a greater flexibility within the zoning regulations for those uses which are non-nuisance in terms of air and water pollution, noise, vibration, glare or odor. The light industrial/commercial character of this zone is intended to address the way in which industrial and commercial uses are carried out rather than the actual types of products made.

The character of this zone will limit the type of primary activities which may be conducted outside of enclosed buildings to outdoor displays and sales. Uses which are not customarily conducted indoors

or involve hazardous materials are considered heavy industrial uses under this title and are not appropriate for the M-1 zone. An essential aspect of this zone is the need to maintain a quality of development that attracts rather than discourages further investment in light industrial and commercial development. Consequently, site activities which could distract from the visual quality of development of those areas, such as outdoor storage, should be strictly regulated within this zone.

H. EP, Environmental Park Zone. The environmental park district is intended to allow uses in proximity to the Auburn Environmental Park that benefit from that location and will complement the park and its environmental focus. Uses allowed in this zone will focus upon medical, biotech and "green" technologies including energy conservation, engineering, water quality and similar uses. Other uses complementary to and supporting these uses are also allowed. Incorporation of sustainable design and green building practices will be a primary aspect of this zone. The construction of leadership in energy and environmental design (LEED) and built green certified buildings is encouraged and built green will be required for multiple-family dwellings. The city recognizes that much of the property in this zone was developed under earlier standards, so the goals of the district will be realized over a period of time as properties are redeveloped.

I. M-2, Heavy Industrial Zone. The M-2 zone is intended to accommodate a broad range of manufacturing and industrial uses. Permitted activity may vary from medium to higher intensity uses that involve the manufacture, fabrication, assembly, or processing of raw and/or finished materials. Heavy industrial uses should not be located near residential development.

While other uses may be sited within this zone, permits for such uses should not be issued if such uses will discourage use of adjacent sites for heavy industry, interrupt the continuity of industrial sites, or produce traffic in conflict with the industrial uses. (Ord. 6433 § 26, 2012.)

18.23.030 Uses.

A. *General Permit Requirements.* Table 18.23.030 identifies the uses of land allowed in each commercial and industrial zone and the land use approval process required to establish each use.

B. *Requirements for Certain Specific Land Uses.* Where the last column in Table 18.23.030 ("Standards for Specific Land Uses") includes a reference to a code section number, the referenced section determines other requirements and standards applicable to the use regardless of whether it is permitted outright or requires an administrative or conditional use permit.

Table 18.23.030. Permitted, Administrative, Conditional and Prohibited Uses by Zone

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	Zoning Designation								Standards for Specific Land Uses
	C-N	C-1	C-2	C-3	C-4	M-1	EP	M-2	
INDUSTRIAL, MANUFACTURING AND PROCESSING, WHOLESALING									
Building contractor, light	X	X	X	P	X	P	X	P	
Building contractor, heavy	X	X	X	X	X	A	X	P	
Manufacturing, assembling and packaging – Light intensity	X	X	X	P	X	P	P	P	ACC 18.31.180
Manufacturing, assembling and packaging – Medium intensity	X	X	X	A	X	P	A	P	ACC 18.31.180
Manufacturing, assembling and packaging – Heavy intensity	X	X	X	X	X	X	X	A	ACC 18.31.180
Marijuana processor	X	X	X	X	X	C	C	C	Chapter 18.59 ACC
Marijuana producer	X	X	X	X	X	C	C	C	Chapter 18.59 ACC
Marijuana researcher	X	X	X	X	X	C	C	C	Chapter 18.59 ACC
Marijuana retailer	X	X	X	C	X	C	C	C	Chapter 18.59 ACC
Marijuana transporter business	X	X	X	X	X	C	C	C	Chapter 18.59 ACC
Outdoor storage, incidental to principal permitted use on property	X	X	X	P	X	P	P	P	ACC 18.57.020(A)
Storage – Personal household storage facility (mini-storage)	X	P	X	P	X	P	X	P	ACC 18.57.020(B)
Warehousing and distribution	X	X	X	X	X	P	P	C	ACC 18.57.020(C)
Warehousing and distribution, bonded	X	X	X	P	X	P	P	P	

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	**Zoning Designation**								**Standards for Specific Land Uses**
	C-N	**C-1**	**C-2**	**C-3**	**C-4**	**M-1**	**EP**	**M-2**	
and located within a designated foreign trade zone									
Wholesaling with on-site retail as an incidental use (coffee, bakery, e.g.)	X	X	X	P	X	P	P	P	
RECREATION, EDUCATION AND PUBLIC ASSEMBLY USES									
Commercial recreation facility, indoor	X	P	P	P	P	P	P	A	
Commercial recreation facility, outdoor	X	X	X	A	~~X~~A	P	A	A	ACC 18.57.025(A)
Conference/convention facility	X	X	A	A	X	A	X	X	
Library, museum	X	A	A	A	X	A	P	X	
Meeting facility, public or private	A	P	P	P	X	A	P	A	
Movie theater, except drive-in	X	P	P	P	P	X	X	X	
Private school – Specialized education/training (for profit)	A	A	P	P	P	P	P	P	
Religious institutions, lot size less than one acre	A	P	P	P	A	A	A	A	
Religious institutions, lot size more than one acre	C	P	P	P	A	A	A	A	
Sexually oriented businesses	X	X	X	P	X	P	X	P	Chapter 18.74 ACC
Sports and entertainment assembly facility	X	X	A	A	X	A	X	A	

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	**Zoning Designation**								**Standards for Specific Land Uses**
	C-N	**C-1**	**C-2**	**C-3**	**C-4**	**M-1**	**EP**	**M-2**	
Studio – Art, dance, martial arts, music, etc.	P	P	P	P	P	P	A	A	
RESIDENTIAL									
Caretaker apartment	X	P	P	P	X	P	P	P	
Live/work unit	X	X	P	P	P	P	P	X	
Work/live unit	X	P	P	P	P	P	P	X	
Marijuana cooperative	X	X	X	X	X	X	X	X	
Multiple-family dwellings as part of a mixed-use development[2]	X	X	P	P	P	P	P	X	ACC 18.57.030
Multiple-family dwellings, stand-alone	X	X	X	X	X	X	X	X	
Nursing home, assisted living facility	X	P	P	P	C	X	X	X	
Senior housing[2]	X	X	A	A	X	X	X	X	
RETAIL									
Building and landscape materials sales	X	X	X	P	X	P	X	P	ACC 18.57.035(A)
Construction and heavy equipment sales and rental	X	X	X	X	X	A	X	P	
Convenience store	A	A	P	P	X	P	P	P	
Drive-through espresso stands	A	A	A	P	A	P	A	A	
Drive-through facility, including banks and restaurants	A	A	A	P	P	P	X	P	ACC 18.52.040
Entertainment, commercial	X	A	P	P	X	A	X	A	

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	**Zoning Designation**								**Standards for Specific Land Uses**
	C-N	**C-1**	**C-2**	**C-3**	**C-4**	**M-1**	**EP**	**M-2**	
Groceries, specialty food stores	P	P	P	P	P	P	P	X	ACC 18.57.035(B)
Nursery	X	X	X	P	A	P	X	P	ACC 18.57.035(C)
Outdoor displays and sales associated with a permitted use (auto/vehicle sales not included in this category)	P	P	P	P	P	P	P	P	ACC 18.57.035(D)
Restaurant, cafe, coffee shop	P	P	P	P	P	P	P	P	
Retail									
Community retail establishment	A	P	P	P	P	P	X	P	
Neighborhood retail establishment	P	P	P	P	P	P	X	P	
Regional retail establishment	X	X	X	P	P	P	X	A	
Tasting room	P	P	P	P	P	P	P	P	
Tavern	P	P	X	P	P	P	X	A	
Wine production facility, small craft distillery, small craft brewery	A	P	P	P	P	P	P	P	
SERVICES									
Animal daycare (excluding kennels and animal boarding)	A	A	A	P	A	P	X	P	ACC 18.57.040(A)
Animal sales and services (excluding kennels and veterinary clinics)	P	P	P	P	P	P	X	P	ACC 18.57.040(B)
Banking and related financial institutions,	P	P	P	P	P	P	P	P	

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	Zoning Designation								Standards for Specific Land Uses
	C-N	C-1	C-2	C-3	C-4	M-1	EP	M-2	
excluding drive-through facilities									
Catering service	P	P	P	P	A	P	A	P	
Daycare, including mini daycare, daycare center, preschools or nursery schools	A	P	P	P	P	P	P	X	
Dry cleaning and laundry service (personal)	P	P	P	P	P	P	P	P	
Equipment rental and leasing	X	X	X	P	X	P	X	P	
Kennel, animal boarding	X	X	X	A	X	A	X	A	ACC 18.57.040(C)
Government facilities; this excludes offices and related uses that are permitted outright	A	A	A	A	A	A	A	A	
Hospital	X	P	P	P	X	P	X	P	
Lodging – Hotel or motel	X	P	P	P	P	A	P	A	
Medical – Dental clinic	P	P	P	P	P	P	X	X	
Mortuary, funeral home, crematorium	A	P	X	P	X	P	X	X	
Personal service shops	P	P	P	P	P	P	X	X	
Pharmacies	P	P	P	P	P	X	X	X	
Print and copy shop	P	P	P	P	P	P	X	X	
Printing and publishing (of books, newspaper and other printed matter)	X	A	P	P	P	P	P	P	
Professional offices	P	P	P	P	P	P	P	P	

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	**Zoning Designation**								**Standards for Specific Land Uses**
	C-N	**C-1**	**C-2**	**C-3**	**C-4**	**M-1**	**EP**	**M-2**	
Repair service – Equipment, appliances	X	A	P	P	P	P	X	P	ACC 18.57.040(D)
Veterinary clinic, animal hospital	A	P	P	P	P	P	X	X	
Youth community support facility	X	P	X	X	X	X	X	X	ACC 18.57.040(E)
TRANSPORTATION, COMMUNICATIONS AND INFRASTRUCTURE									
Ambulance, taxi, and specialized transportation facility	X	X	X	A	X	P	X	P	
Broadcasting studio	X	P	X	P	X	P	X	P	
Heliport	X	X	X	C	X	C	X	C	
Motor freight terminal[1]	X	X	X	X	X	X	X	X	See Footnote No. 1
Parking facility, public or commercial, surface	X	P	P	P	P	P	P	X	
Parking facility, public or commercial, structured	X	P	P	P	P	P	P	X	
Towing storage yard	X	X	X	X	X	A	X	P	ACC 18.57.045(A)
Utility transmission or distribution line or substation	A	A	A	A	A	A	A	A	
Wireless communication facility (WCF)	–	–	–	–	–	–	–	–	ACC 18.04.912, 18.31.100
VEHICLE SALES AND SERVICES									
Automobile washes (automatic, full or self-service)	X	A	X	P	P	P	X	P	ACC 18.57.050(A)
Auto parts sales with installation services	X	A	A	P	P	P	X	P	
Auto/vehicle sales and rental	X	A	X	P	X	P	X	P	ACC 18.57.050(B)

PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE									P – Permitted C – Conditional A – Administrative X – Prohibited
LAND USE	**Zoning Designation**								**Standards for Specific Land Uses**
	C-N	**C-1**	**C-2**	**C-3**	**C-4**	**M-1**	**EP**	**M-2**	
Fueling station	X	A	A	P	P	P	X	P	ACC 18.57.050(C)
Mobile home, boat, or RV sales	X	X	X	P	X	P	X	P	
Vehicle services – Repair/body work	X	X	A	P	X	P	X	P	ACC 18.57.050(D)
OTHER									
Any commercial use abutting a residential zone which has hours of operation outside of the following: Sunday: 9:00 a.m. to 10:00 p.m. or Monday – Saturday: 7:00 a.m. to 10:00 p.m.	A	A	A	A	A	A	A	A	
Other uses may be permitted by the planning director or designee if the use is determined to be consistent with the intent of the zone and is of the same general character of the uses permitted. See ACC 18.02.120(C)(6), Unclassified Uses.	P	P	P	P	P	P	P	P	

1 Any motor freight terminal, as defined by ACC 18.04.635, in existence as of the effective date of the ordinance codified in this section, is an outright permitted use in the M-1 and M-2 zones. Any maintenance, alterations and additions to an existing motor freight terminal which are consistent with ACC 18.23.040, Development standards, are allowed.

2 Any mixed-use development or senior housing project vested prior to Resolution No. 5187 (December 7, 2015) is an outright permitted use in the C-1 zone. Subsequently, if a nonresidential use within a vested mixed-use development changes, then the nonresidential use shall maintain a minimum of 10 percent of the cumulative building ground floor square footage consisting of the uses permitted outright, administratively, or conditionally, listed under “Recreation, Education, and Public Assembly,” “Retail,” or “Services” of the C-1 zone.

(Ord. 6688 § 1 (Exh. 1), 2018; Ord. 6644 § 2, 2017; Ord. 6642 § 9, 2017; Ord. 6508 § 1, 2014; Ord. 6433 § 26, 2012.)

18.23.040 Development standards.

A. Hereafter, no use shall be conducted and no building, structure and appurtenance shall be erected, relocated, remodeled, reconstructed, altered or enlarged unless in compliance with the requirements in Tables 18.23.040A (C-N, C-1, C-2, C-3, and C-4 Zone Development Standards) and 18.23.040B (M-1, EP and M-2 Zone Development Standards) and in compliance with the provisions of this title, and then only after securing all permits and approvals required hereby. These standards may be modified through either an administrative variance or variance, subject to the procedures of Chapter 18.70 ACC.

Table 18.23.040A. C-N, C-1, C-2, C-3, and C-4 Zone Development Standards

Development Standard	Requirement by Zone				
	C-N Neighborhood Shopping Center	**C-1 Light Commercial**	**C-2 Central Business**	**C-3 Heavy Commercial**	**C-4 Mixed-Use Commercial**
Minimum lot area	2 acres	None	None	None	None[1]
Minimum lot width, depth	None	None	None	None	None
Maximum lot coverage	55 percent	None	None	None	None
Minimum setbacks	*Minimum setbacks required for structures. See also ACC 18.31.070 for specific exceptions to these setback standards.*				
Front	50 ft	20 ft	None	20 ft	20 ft
Side – Interior	None[2]	None[2]	None	None[2]	None[2]
Side – Street	50 ft	15 ft	None	15 ft	15 ft
Rear	None[2]	None[2]	None	None[2]	None[2]
Height limit	*Maximum allowable height of structures. See also ACC 18.31.030 (Height limitations – Exceptions) for specific height limit exceptions.*				
Maximum height	30 ft	45 ft[3]	ACC 18.23.050	75 ft	75 ft
Additional development standards	None	None	ACC 18.23.050	None	None
Fences and hedges	See Chapter 18.31 ACC				
Landscaping	See Chapter 18.50 ACC				
Parking	See Chapter 18.52 ACC				

Development Standard	Requirement by Zone				
	C-N Neighborhood Shopping Center	C-1 Light Commercial	C-2 Central Business	C-3 Heavy Commercial	C-4 Mixed-Use Commercial
Signs	See Chapter 18.56 ACC				
Lighting	See Chapter 18.55 ACC				
Nonconforming structures, land and uses	See Chapter 18.54 ACC				

Notes:

1 Residential uses: no minimum lot size; provided, that residential density does not exceed 20 units per gross acre (this includes privately owned open space tracts but excludes dedicated public roads).

2 A 25-foot setback is required when adjacent to a residential zone.

3 Buildings within the Auburn north business area, as established by Resolution No. 2283, may exceed 45 feet if one additional foot of setback is provided from each property line (or required minimum setback) for each foot the building exceeds 45 feet in height.

Table 18.23.040B. M-1, EP and M-2 Zone Development Standards

Development Standard	Requirement by Zone		
	M-1 Light Industrial	EP Environmental Park	M-2 Heavy Industrial
Minimum lot area	None	None	None
Minimum lot width, depth	None	None	None
Maximum lot coverage	None	35 percent	None
Minimum setbacks	*Minimum setbacks required for structures. See also ACC 18.31.070 for specific exceptions to these standards.*		
Front	20 ft	20 ft	30 ft
Side – Interior	None[1]	15 ft	None[1]
Side – Corner	20 ft	20 ft	30 ft
Rear	None[1]	20 ft[1]	None[1]
Height limit	*Maximum allowable height of structures. See also ACC 18.31.030 (Height limitations – Exceptions) for specific height limit exceptions.*		

Development Standard	Requirement by Zone		
	M-1 Light Industrial	**EP Environmental Park**	**M-2 Heavy Industrial**
Maximum height	45 ft[2]	35 ft	45 ft[2]
Additional development standards	None	ACC 18.23.060	None
Fences and hedges	See Chapter 18.31 ACC		
Landscaping	See Chapter 18.50 ACC		
Parking	See Chapter 18.52 ACC		
Signs	See Chapter 18.56 ACC		
Lighting	See Chapter 18.55 ACC		
Nonconforming structures, land and uses	See Chapter 18.54 ACC		

Notes:

1 A 25-foot setback is required when adjacent to a residential zone.

2 Buildings may exceed 45 feet if one foot of setback is provided from each property line (or required minimum setback) for each foot the building exceeds 45 feet.

18.31.200 Architectural and site design review standards and regulations.

A. *Intent and Purpose.* The architectural and site design regulations provide an administrative review process for evaluating the design and arrangement of development. The architectural and site design regulations are intended to be consistent with and implement the policies of the comprehensive plan. The purposes of these design review regulations are to:

1. Foster good decision-making for development through architectural and site design within the context of the community's built and natural environmental character, scale and diversity;

2. Promote the use of appropriate scale of buildings and the configuration of open space and parking areas for development to safely and comfortably accommodate pedestrian activities;

3. Coordinate the interrelationship of buildings and public and private open space;

4. Discourage monotony in building design and arrangement, while promoting harmony among distinct building identities; and

5. Mitigate, through design and site plan measures, the visual impact of large building facades, particularly those which have high public visibility (encourage the creative use of architectural and landscape features in order to reduce the actual and perceived scale and bulk of structures).

B. *Applicability.* The following land uses, types of development activities, including all related site improvements, and geographic areas, are subject to the architectural and site design standards and the processes and regulations for conducting design review contained in this chapter:

1. Multiple-Family and Mixed-Use Developments. The following land uses and types of development are subject to the city's multiple-family and mixed-use design standards document unless addressed by a different set of architectural and site design standards applicable to a specific geographic area.

a. Multifamily development inclusive of triplexes and fourplexes in all zones in the city where permitted outright or as a conditional use and not otherwise addressed through the city's residential infill development standards (Chapter 18.25 ACC); and

b. Mixed-Use Residential Development. Mixed-use development containing residential living units in all zones in the city where permitted outright or as a conditional use; and

c. Retirement apartments, congregate living facilities and senior housing complexes in all zones in the city where permitted outright or as a conditional use.

2. *Downtown Urban Center.* The following locations of development activities are subject to the city's downtown urban center design standards document.

a. Properties located within the boundaries of the DUC, downtown urban center zoning district, as identified on the comprehensive zoning map.

3. *Auburn Junction.* The following locations of development activities are subject to the city's Auburn Junction design standards document.

a. Properties located within the boundaries of West Main Street, 2nd Street SE/SW, A Street SE, and A Street SW as identified with ACC 18.29.070, design standards of the DUC downtown urban center zone.

4. *Northeast Auburn Special Planning Area.* The following locations of development activities are subject to the city's Auburn Gateway architectural and site design standards document.

a. Properties located within the boundaries of the Auburn Gateway Project as defined by the development agreement approved by city Resolution No. 4756, or as may be subsequently amended. The Auburn Gateway architectural and site design is addressed in Section 4 of this resolution and provided as Attachment 4 to the resolution.

C. *Exemptions.* The following activities as determined by the ~~planning director~~Community Development Director shall be exempt from the provisions of the design standards:

1. Any building activity that does not require a building permit; or

2. Interior construction work which does not alter the exterior of the structure; or

3. Normal or routine building and site maintenance/repair that is exempt from issuance of a permit including the repair or maintenance of structural members; or

4. Interior alterations that do not modify an existing site condition; or

5. Site and exterior alterations that do not exceed 10 percent of the assessed valuation of the property building or land per the most recent county records; or

6. Building additions that are less than 10 percent of the existing floor area of the existing building. Any cumulative floor area increase from the adoption date of the ordinance establishing the architectural and site design standard that totals more than 10 percent shall not be exempt unless the ~~planning director~~Community Development Director determines compliance with these standards would be unfeasible and/or unreasonable.

D. *Design Standard Documents.* Adopted by reference are the following architectural and site design documents, copies of which shall be maintained by the city clerk. These documents contain the standards for the design and development of the built environment. These documents contain the

standards for the design and development of the built environment. The Community Development Directorplanning director or designee shall have the authority to apply the standards to specific development proposals. The following specific architectural and design standards documents may be amended upon approval by the Community Development Directorplanning and development committee of the Auburn city council:

1. Mixed-use and multiple-family development design standards.

2. Auburn Gateway architectural and site design standards.

3. Downtown urban center design standards.

4. Auburn Junction design standards.

E. *Timing of Administrative Design Review.*

1. Design review shall be conducted by the planning directorCommunity Development Director or designee prior to or concurrent with the processing of building permits and/or review of discretionary land use approvals/permits.

2. The decision on the administrative design review shall be issued prior to issuance of the building permits and/or issuance of discretionary land use approvals/permits.

F. Pre-application Meeting – When Required Associated with a Design Review.

1. A pre-application conference is required for the following instances:

a. For multifamily development in the R-10, R-16, and R-20 residential zones; and

b. For mixed-use development containing residential living units located within R-10, R-16 and R-20 residential zones; and

c. For mixed-use development containing residential living units located within commercial zones; and

d. For retirement apartments, congregate living facilities and senior housing complexes located within R-10, R-16 and R-20 residential zones, and all commercial zones.

2. A pre-application conference is strongly recommended for all other projects subject to the city's architectural and site design review but is not required.

G. *Design Review Submittal Requirements.* In addition to any other documentation required for submittal of a complete application for building permit or discretionary land use approvals/permits, the following items shall be required for the architectural and site design review:

1. Elevation drawings prepared by an architect licensed in the state of Washington of all proposed construction including dimensional drawings at one-eighth inch equals one foot or comparable scale showing the type of exterior materials, accurate color (where applicable), exterior finishes for buildings and accessory structures, location and elevations of exterior lighting for buildings, the type, style and model of exterior lighting fixtures (where applicable), parking areas, and fenestration details;

2. A to-scale landscape plan prepared by a landscape architect licensed in the state of Washington showing existing vegetation to be retained and proposed vegetation to be installed inclusive of the common and botanical name of all vegetation, the location and quantity of vegetation, the initial planting size and methods of irrigation;

3. A context vicinity map that shows all structures on the property and within 200 feet in each direction of the subject property drawn approximately to scale;

4. A neighborhood circulation plan consistent with the provisions of Chapter 17.16 ACC (Neighborhood Circulation Plan); and

5. Conceptual plans for any public infrastructure, including roads, water, sewer, and storm facilities.

H. *Interpretations.*

1. The ~~planning director~~Community Development Director shall be authorized to interpret the meaning of words, phrases and sentences which relate to the implementation of the specific architectural and design standards document. Any interpretations regarding implementation of the specific architectural and design standards document shall be made in accordance with its intent or purpose statements and the intent and purpose statements of this chapter. For interpretations, life safety and public health regulations shall be given priority over all other regulations.

2. Administrative interpretations may be appealed to the hearing examiner as prescribed in ACC 18.70.050.

I. *Design Review Adjustments.*

1. *Authority for Design Review Adjustments.* The ~~planning director~~Community Development Director or designee shall have the authority, subject to the provisions of this section and upon such conditions as the ~~planning director~~Community Development Director or designee may deem necessary to comply with the provisions of this section, to approve design adjustments as follows:

a. An adjustment to architectural or site design requirements such that no more than two of the total number of required menu items in the city of Auburn multifamily and mixed-use design standards are out of compliance.

b. An adjustment to required building wall and roof modulation standards, as contained in the city of Auburn multifamily and mixed-use design standards, up to 20 percent of the amount of any quantified standards contained therein.

c. An adjustment to the architectural or site design requirements that remains consistent with the purpose and intent of the architectural and site design standards.

2. *Required Findings to Grant Design Review Adjustments.* Each determination granting an adjustment by the ~~planning director~~Community Development Director or designee shall be supported by written findings showing specifically wherein all of the following conditions exist:

a. That the granting of such adjustment does not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and/or zone of the subject site; and

b. That the granting of such adjustment will not adversely affect the established character of the surrounding neighborhood, discourage maintenance or upgrades on surrounding properties, nor result in perpetuation of those design qualities and conditions which the comprehensive plan intends to eliminate or avoid; and

c. That the project incorporates alternate design characteristics that are equivalent or superior to those otherwise achieved by strict adherence to stated menu options; and

3. *Public Notification and Action on Design Review Adjustment Applications.* Upon the filing of a properly completed application and associated request for a design review adjustment, the ~~planning director~~Community Development Director or designee shall comply with the city's Type II land use review requirements for issuance of a properly noticed and appealable land use decision.

4. *Appeal of Director's Decision on Design Review Adjustments.*

a. If a written objection to the initial determination notice is filed within 14 business days of said notification, the ~~planning director~~Community Development Director or designee shall reconsider the initial determination in light of the objection(s) as raised and render a final decision on the permit. This final decision shall result in either the ~~planning director~~Community Development Director's affirmation of the original determination of approval, the approval with additional modifications or denial.

b. Upon completion of the ~~planning director~~Community Development Director's reconsideration, all parties notified of the original determination shall receive notification of

the ~~planning director~~Community Development Director's final decision. Any party aggrieved by the ~~planning director~~Community Development Director's final decision may file an appeal of that decision to the hearing examiner in accordance with the city's land use appeal provisions. Such appeals for hearing examiner review must be filed within 14 business days from the date the written decision was made and shall include the following:

i. The appeal shall be filed on forms provided by the department of planning and development.

ii. The appeal shall clearly state the decision being appealed, setting forth the specific reason, rationale, and/or basis for the appeal.

iii. Fees associated with the appeal shall be paid to the city upon filing of the appeal in accordance with a fee schedule established by resolution.

5. Upon filing of a timely and complete appeal, the hearing examiner shall conduct a public hearing to consider the merits of the appeal. This hearing shall be subject to the city's public noticing and public hearing requirements and shall include notification of all parties notified of the ~~planning director~~Community Development Director's final decision. The hearing examiner may affirm the ~~planning director~~Community Development Director's decision or may remand the matter to the ~~planning director~~Community Development Director for further review in accord with the examiner's direction.

6. If no written objection is filed to the initial determination within the specified time limits, the ~~planning director~~Community Development Director shall render a final decision on the permit in accord with the initial determination.

J. *Approval Criteria for Design Review.* The ~~planning director~~Community Development Director or designee may approve, modify and approve, or deny an application for an administrative design review. Each determination granting approval or approval with modifications shall be supported by written findings showing the applicant satisfies all the following criteria:

1. The plans and supplemental materials submitted to support the plan meet the requirements of the specific architectural and site design documents;

2. The proposed development is consistent with the comprehensive plan;

3. The proposed development meets required setback, landscaping, architectural style and materials, such that the building walls have sufficient visual variety to mitigate the appearance of large facades, particularly from public rights-of-way and single-family residential zones.

4. In addition to the criteria in subsections (J)(1) through (3) of this section, for multiple-family residential and retirement apartment projects, the director or designee must determine that the following key review criteria have been met:

a. The proposed development is arranged in a manner that either:

i. Provides a courtyard space creating a cohesive identity for the building cluster and public open space furnished to facilitate its use; or

ii. Possesses a traditional streetscape orientation that provides clearly identifiable and visible entries from the street, views from residential units onto the street and reinforces pedestrian-oriented streetscape characteristics (e.g., building edge abutting sidewalk, entries onto the street); or

iii. Faces and facilitates views of a major open space system;

b. The proposed development provides a variety in architectural massing and articulation to reduce the apparent size of the buildings and to distinguish vertical and horizontal dimensions;

c. The proposed development contains a combination of elements such as architectural forms, massing, assortment of materials, colors, and color bands sufficient to distinguish distinct portions and stories of the building;

d. Residential buildings in large multiple-family projects or mixed-use projects are physically integrated into the complex possessing sufficiently different appearance or placement to be able to distinguish one building from another;

e. Unit entrances are individualized by use of design features that make each entrance distinct or which facilitate additional personalization by residents;

f. Areas dedicated to parking are sufficiently visually broken up and contain a complement of vegetative materials to project a landscaped appearance;

g. Where applicable, a transition is created that minimizes impacts from multifamily and mixed-use development projects on neighboring lower density residential dwelling units in abutting or adjacent single-family zones; and

h. Where applicable, in cases of granting density or height bonuses, the project has provided community benefits, facilities or improvements above and beyond those required in the municipal code and supports the goals, objectives and policies of the comprehensive plan. (Ord. 6408 § 1, 2012; Ord. 6287 § 2, 2010; Ord. 6245 § 15, 2009.)

18.57.030 Mixed-use development.

A. *All Zones Where Permitted.*

1. Multiple-family dwellings shall only occur concurrent with or subsequent to the development and construction of the nonresidential components of the mixed-use development, unless a different sequence is allowed in the following code sections.

2. *Vertical Mixed – Use.*

a. Mixed-use development comprised of a maximum of one building on a development site shall have a minimum of 50 percent of the ground floor comprised of one or more of the uses permitted outright, administratively, or conditionally, listed under “Recreation, Education, and Public Assembly,” “Retail,” or “Services” in Table 18.23.030; provided, that uses normal and incidental to the building including, but not limited to, interior entrance areas, elevators, waiting/lobby areas, mechanical rooms, mail areas, garbage/recycling/compost storage areas, and vehicle parking areas located on the ground floor shall occupy a maximum of 50 percent of the ground floor space.

3. *Horizontal Mixed – Use.*

a. Mixed-use development comprised of two or more buildings shall have a minimum of 25 percent of the cumulative building ground floor square footage comprised of one or more of the uses permitted outright, administratively, or conditionally, listed under “Recreation, Education, and Public Assembly,” “Retail,” or “Services” in Table 18.23.030; provided, that uses normal and incidental to the building including, but not limited to, interior entrance areas, elevators, waiting/lobby areas, mechanical rooms, mail areas, garbage/recycling/compost storage areas, and vehicle parking areas located on the ground floor shall not be included in this 25 percent requirement.

b. Mixed-use development comprised of two or more buildings (horizontal mixed-use) shall be arranged with the required nonresidential building(s) located adjacent to the public street or private street and the multifamily located behind. For a corner lot or through lot, the nonresidential building(s) shall be located adjacent to higher classification street.

B. *C-2 Zone~~and C-4 Zones~~.*

1. Vertical mixed-use development is required.

2. All other requirements of subsection A of this section shall apply.

C. *C-3 Zone.*

1. One thousand two hundred square feet of lot area is required for each dwelling unit.

2. All other requirements of subsection A of this section shall apply.

D. C-4 Zone.

1. Vertical or horizontal mixed-use is allowed.

2. Multiple-family dwellings may be constructed prior to the development and construction of the non-residential components of the mixed-use development provided that the non-residential components of the master plan are development ready (i.e. wet and dry utilities are extended to future commercial pads) and required frontage improvements as determined by the Community Development Director are completed.

E~~D~~. *M-1 Zone.*

1. Vertical mixed-use development is required.

2. Ground floor uses shall be comprised of one or more of the uses permitted outright, administratively, or conditionally, listed under “Retail” or “Services” in Table 18.23.030. All other requirements of subsection A of this section shall apply.

F~~E~~. *EP Zone.*

1. The multiple-family development incorporates sustainable design and green building practices and qualifies to be built green certified.

2. All other requirements of subsection A of this section shall apply. (Ord. 6644 § 3, 2017; Ord. 6478 § 1, 2013; Ord. 6435 § 1, 2012.)

This 3rd EIS Addendum dated October 11, 2019 starting on the following page is in response to the project changes proposed by Inland Washington LLC, City File No SEP19-011.

NORTHEAST AUBURN / ROBERTSON PROPERTIES SPECIAL AREA PLAN

Environmental Impact Statement (EIS) Addendum

Addendum No. 3 Prepared for City of Auburn October 11, 2019

Final Environmental Impact Statement July 2004

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Acronyms and Abbreviations

ACC	Auburn City Code
ACOE	U.S. Army Corps of Engineers
APN	assessor parcel number
BMPs	best management practices
CWA	Clean Water Act
DFIRM	draft Federal Insurance Rate Map
DNR	Washington State Department of Natural Resources
Ecology	Washington Department of Ecology
EIS	Environmental Impact Statement
ESA	Endangered Species Act
FEMA	Federal Emergency Management Agency
HPA	Hydraulic Project Approval
Inland	Inland Washington LLC
ITE	Institute of Transportation Engineers
LID	low impact development
LOS	level of service
MTCA	Model Toxics Control Act
NFIP	National Flood Insurance Program
NMFS	National Marine Fisheries Service
NPDES	National Pollutant Discharge Elimination System
Port	Port of Seattle
PUD	planned unit development
RCW	Revised Code of Washington
RPG	Robertson Properties Group
TIA	Traffic Impact Analysis
TMP	Transportation Management Program/Plan
TPH-G	total petroleum hydrocarbons
USFWS	U.S. Fish and Wildlife Service
WAC	Washington Administrative Code
WDFW	Washington Department of Fish and Wildlife

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PROJECT BACKGROUND

The City of Auburn (City) has prepared this report to analyze potential impacts associated with a proposed multi-family housing and mixed commercial development in the City of Auburn, King County, Washington. The proposed project, referred to as the Auburn Gateway project, is part of a larger, related project in the Northeast Auburn Special Plan Area. The Northeast Auburn Special Plan Area was originally analyzed in a 2004 Final Environmental Impact Statement (2004 Final EIS), as well as a 2011 Addendum to the Final EIS (2011 EIS Addendum).

This report, the 2019 EIS Addendum, addresses minor changes to the Northeast Auburn Special Area Plan proposed by the prospective buyer of the majority of the properties in the planning area, Inland Washington LLC (Inland). Inland is in the process of purchasing the properties within this area that are owned by Robertson Properties Group (RPG). As the project applicant, Inland proposes multi-family housing and mixed commercial development in a configuration that requires modifications to zoning regulations and to the Development Agreement established by RPG. Inland's proposal is referred to here as the *Inland Development Plan*, to distinguish it from the previous plans by RPG. The project history is summarized below.

In July 2004, the Final EIS was issued for the Northeast Auburn/Robertson Properties Special Area Plan (City of Auburn 2004). The Special Area Plan was developed to address a designated 'special planning area' as a subarea of the City's Comprehensive Plan and to establish policies governing the redevelopment and uses of the area in the Auburn Comprehensive Plan (City of Auburn 2005). The 2004 Final EIS also evaluated an application to redevelop the property located within the area designated as the *"Northeast Auburn Special Plan Area."* The Northeast Auburn Special Area Plan was adopted in June 2008 (Ordinance No. 6183) along with a Development Agreement (Resolution No. 4756, adopted 2011) and a *"planned action"* ordinance (Ordinance No. 6382) as authorized under Revised Code of Washington (RCW) 43.21C.031 (a more detailed description of the early planning history, including the rezone action that was part of previous land use approvals, can be found in the 2004 Final EIS).

The Northeast Auburn Special Area Plan covers approximately 90 acres of land (referred to in the 2004 Final EIS as the *"planning area"*). The planning area is bordered by Auburn Way N, S 277th Street, 45th Street NE, and the undeveloped right-of-way of I Street NE (Figure 1) as it existed within Parcel 0004200006 in 2004. A portion of the I Street NE right-of-way has been vacated as part of the implementation of the plan.

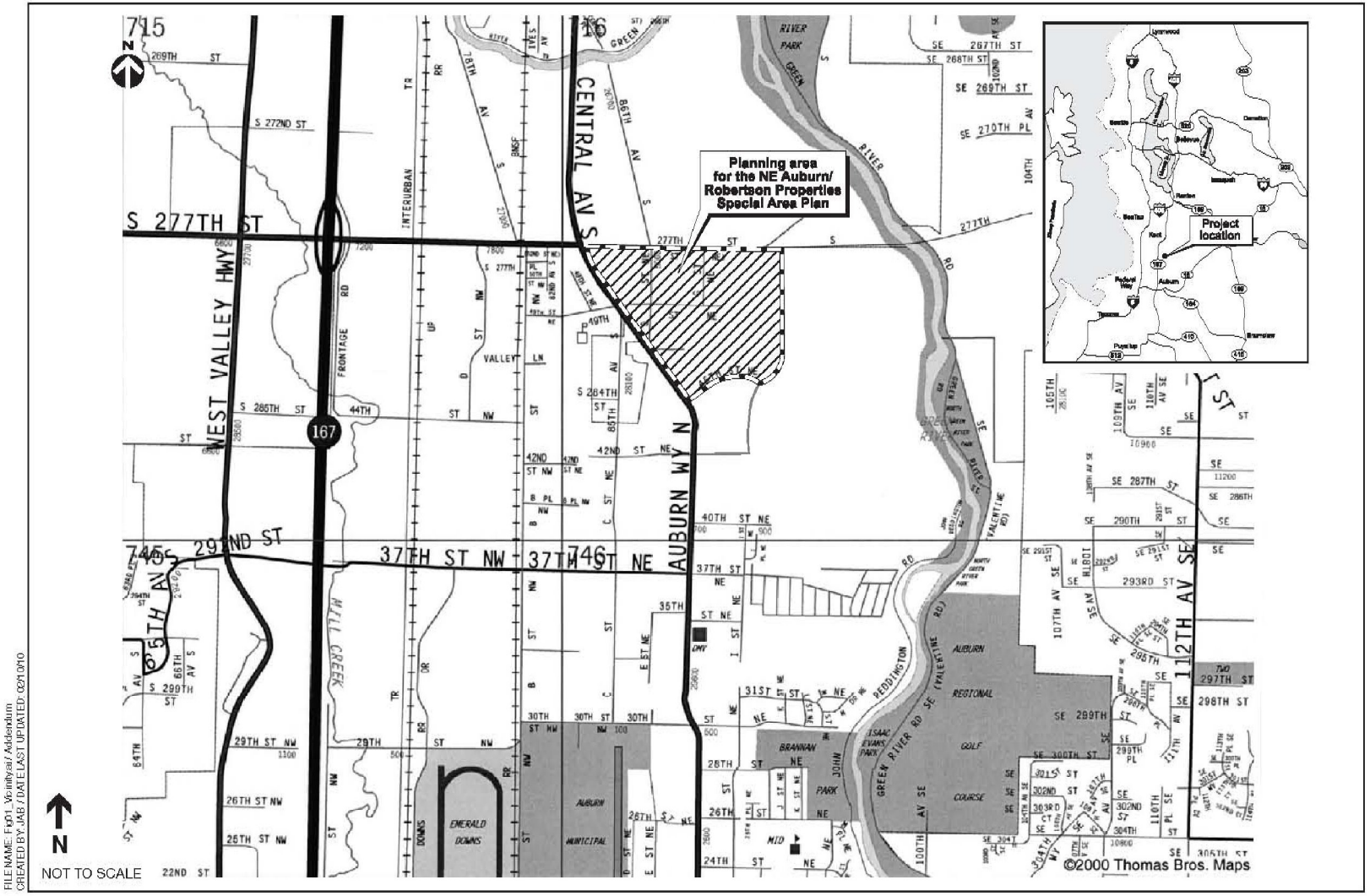


FIGURE 1. PLANNING AREA.

At the time of the 2004 Final EIS, RPG owned the Valley Six Drive-in Theater and several adjacent properties within the planning area. In addition to a "no action" scenario, the 2004 Final EIS evaluated three redevelopment alternatives for the RPG properties to retail, office, and multi-family residential uses. RPG named its redevelopment proposal *"Auburn Gateway."* A core area of RPG's holdings, together with other properties that RPG was considering acquiring or that could be cooperatively developed, was defined in the 2004 Final EIS as the *Auburn Gateway project area*. This area totaled approximately 60 acres, a subset of the 90-acre planning area for the Northeast Auburn/Robertson Properties Special Area Plan. An EIS Addendum in 2011 expanded the impacts of the study of the Auburn Gateway area to 71 acres (City of Auburn 2011). The boundaries of the planning area and the Auburn Gateway project area as evaluated in the 2004 Final EIS are shown in Figure 2. These boundaries are not changed by this 2019 EIS Addendum; however, the number of properties owned by RPG has grown since the 2004 Final EIS.

After the 2004 Final EIS was published, RPG purchased four additional parcels outside of the Auburn Gateway project area but within the boundaries of the planning area. These were the subject of the 2011 EIS Addendum, shown in Figure 2 as Auburn Gateway II. Since 2011, RPG has acquired other parcels within the Auburn Gateway planning area including:

- A parcel at the southeast corner of the Valley 6 Drive-in (Parcel 936060-0271).
- A parcel adjacent to the southeast corner of the intersection of NE 49th Street and D Street NE (Parcel 936060-0300, previously referred to as the McKee property).
- A parcel near the northeast corner of the Auburn Gateway Site (Parcel 936060-0325, previously referred to as the Stein property).

While the Northeast Auburn Special Area Plan covers approximately 90 acres of land, the total size of the Auburn Gateway project remains approximately 71 acres. A complete list of assessor parcel numbers (APNs) associated with the subject property is included in this 2019 EIS Addendum in Attachment B.

In addition, Inland has a separate contract to potentially purchase Parcel 936060-0269. However, that purchase is contingent on the completion of a cleanup plan and receipt of a No Further Action from the Washington State Department of Ecology (Ecology). If the purchase of the parcel is completed at some point in the future, additional environmental review will be completed, if necessary.



FIGURE 2. AUBURN GATEWAY PROJECT AREA.

The 2004 Final EIS evaluated the impacts associated with the implementation of the Northeast Auburn/Robertson Properties Special Area Plan and the Auburn Gateway project. In addition to the retail, office, and multi-family residential uses, development in this area would include new roads and utilities, surface parking, and stormwater detention and water quality facilities.

The former drive-in theater and other structures on the RPG properties have been demolished with permits issued by the City.

Alternatives evaluated in the 2004 Final EIS of the Auburn Gateway project involved building up to 720,000 square feet of retail development, 1,600,000 square feet of office, 500 multi-family residences, and 6,133 parking spaces. All alternatives evaluated the area outside the Auburn Gateway project area (the remaining portions of the planning area) as developing in accordance with existing zoning. This would include multi-family residential development to the south and east, and heavy commercial development to the west.

The focus of this 2019 EIS Addendum is on the proposed changes to the configuration of uses in the Auburn Gateway project area under the *Inland Development Plan*. The *Inland Development Plan* includes a multi-family residential area referred to in reports submitted by Inland as *Copper Gate*. Changes in phasing are also proposed. The previous phasing was just two phases: north and south. Now the "Heart" (central park) would be developed with the south portion. The infrastructure to support commercial development is also proposed and is closely associated with multi-family residential development. There are also road improvements, grading, and floodplains within other portions of the site.

This 2019 EIS Addendum was prepared pursuant to the State Environmental Policy Act (SEPA) Rules, contained in Chapter 197-11 of the Washington Administrative Code (WAC). In accordance with WAC 197-11-625 through -635, the analysis and results as presented in both the 2004 Final EIS and the 2011 EIS Addendum are incorporated by reference into this 2019 EIS Addendum.

PURPOSE OF THIS 2019 EIS ADDENDUM

The focus of this 2019 EIS Addendum is on the proposed changes to the configuration of uses and phasing in the Auburn Gateway project area under the *Inland Development Plan*. The *Inland Development Plan* includes the Copper Gate residential area. Other changes include a greater number and different phasing being proposed than before and a reduction in the amount of commercial development. Also, the prospective buyer and developer proposes to observe current stormwater management standards and anticipated floodplain standards with the development. The changes in phasing include revising the previous phasing that was just two phases; north and south to add the "Heart" (central park) that would be developed with the south portion. The first phase also includes compensatory floodplain storage as provided off-site within the previously constructed storage in the Port of Seattle Wetland Mitigation Site unless the timing for approvals for replacement storage does not coincide with the need for displacement, or is deemed insufficient. If this is the case, then temporary compensatory storage will occur within the north portion of the site (Stormwater Site Plan, Copper Gate Apartments [BCRA 2019]).

The purpose of this 2019 EIS Addendum is to compare the impacts of the *Inland Development Plan* with those for the Auburn Gateway project analyzed in the 2004 Final EIS and 2011 EIS Addendum, to ensure that all potentially significant impacts can be avoided or adequately mitigated.

Figure 3 provides an overall site plan for the *Inland Development Plan*. The Auburn Gateway project under the *Inland Development Plan* would include the same potential amount of multi-family residential development evaluated in the 2004 Final EIS and 2011 EIS Addendum, but the residential development would be separate from the commercial development. The amount of retail, office, and other allowed commercial uses (not vertically integrated mixed use) proposed by Inland is less than was evaluated in either the 2004 Final EIS or 2011 EIS Addendum.

Since the 2004 Final EIS was prepared, greater definition of phasing has been proposed for the Auburn Gateway project, which is a change from the original proposal. Although the project has always been planned to be built out over a period of approximately 15 years, the applicant had not previously identified any phasing of the project or infrastructure for the project evaluated in the 2004 Final EIS.

Under Inland's proposal, depicted in Figure 3, the project would be developed in multiple phases. Inland has proposed to construct city utilities (water, sewer, and stormwater) during the earlier phase even though that infrastructure would serve the commercial development scheduled for the later phases. The phasing is proposed as follows and as shown in the figure in Attachment A of this 2019 EIS Addendum.

PHASE 1

Multi-family residential development would occur first in Phase 1 along with road and utility improvements serving the entire site, and some of the open space and trail elements (See Figure 3). Commercial development would follow in subsequent phases as market conditions permit. Phase 1 is generally located south of 49th Street NE.

- **Phase 1A (Multi-Family)** – Includes up to 500 multi-family residential units (referred to as *Copper Gate* Apartments), supporting buildings, and site work. Phase 1A also includes completion of public utility and transportation improvements specified in the Development Agreement.

- **Phase 1B (The Heart) –** The "Heart" is defined as work required for the centrally located open/green space serving the residential and commercial users. It also includes site work and the completion of public utility and transportation improvements as specified in the Development Agreement.

- **Phase 1C (I Street NE) –** Includes additional work located outside the Copper Gates Apartment needed for the multi-family units and supporting buildings.

Public roadway improvements would be constructed as a part of the first phase of development, which would include:

- I Street NE extended from 45th Street NE to S 277th Street, with traffic signal at I Street NE and S 277th Street.

- 49th Street NE from Auburn Way N to D Street NE improved to the maximum extent feasible within the right-of-way.

- D Street NE terminated at Auburn Way N and a cul-de-sac constructed.

- Auburn Way N improvements that include a U-turn.

- A traffic signal at the intersection at Auburn Way N and 49th Street NE.

Access to Phase 1 is proposed via a right-in/right-out driveway on Auburn Way N located south of the existing D Street NE intersection, and driveways on 49th Street NE, and 45th Street NE. Wetlands would be preserved as open space, and a pedestrian trail system would link to the common open space areas in Phase 1 and future phases.



FIGURE 3. *INLAND CONCEPTUAL DEVELOPMENT PLAN* FOR AUBURN GATEWAY.

PHASE 2

Subsequent phases are anticipated to include commercial retail in the northwest portion of the Auburn Gateway project area, southeast of S 277th Street and west of D Street. Access would be provided from Auburn Way N, 49th Street NE, and D Street NE.

The remainder of the commercial development, north of 49th Street NE and between D Street NE and I Street NE, is less well defined at this time, due to anticipated Federal Emergency Management Agency (FEMA) floodplain map revisions and market conditions for commercial tenant space by the property owner.

Two scenarios for this final phase of commercial development are presented in the transportation analysis referenced in this addendum. The purpose of describing the scenarios in this document is to provide disclosure of floodplain criteria and mapping changes that may affect development decisions that need to consider potential impacts on floodplains.

- Phase 2A Commercial /North Phase Outside of Flood Zone
- Phase 2B Commercial/North Phase in Flood Zone

The first scenario includes a reduction in the total amount of commercial development that reflects anticipated FEMA floodplain map revisions with greater amount of

floodplain. The total amount of commercial retail assumed in this scenario is 150,000 square feet.

The second scenario assumes full development of the north areas, consistent with the previous approvals and assumes site filling and securing FEMA floodplain map amendments to develop outside the floodplain. The total amount of development for the second scenario assumes 168,000 square feet of commercial retail and 111,000 square feet of office use. Results for both development scenarios are presented in the traffic analysis in this Addendum.

Both scenarios have smaller commercial components than either Alternative 1 (evaluated in the 2004 Final EIS as having up to 1,800,000 square feet of office and retail development) or Alternative 2 (evaluated as having up to 720,000 square feet of office and retail development.

ADDITIONAL REVISIONS FROM 2004 FINAL EIS AND 2011 EIS ADDENDUM

Additional 2019 revisions proposed subsequent to the issuance of the 2004 Final EIS and 2011 EIS Addendum include:

- With the *Inland Development Plan*, D Street NE would remain connected to S 277th Street and restricted to right-in, right-out only vehicle movements. In the 2011 EIS Addendum, D Street NE north of 49th Street NE was proposed to be vacated and converted to an internal circulation aisle serving the project.

- In the 2011 EIS Addendum, RPG requested removing the eastward extension of 49th Street NE east of the proposed I Street NE, which was included in the 2004 Final EIS to serve development to the east of the RPG property. The 2011 EIS Addendum included an assessment of the traffic impacts of eliminating the northern portion of D Street NE and of not constructing the eastward extension of 49th Street NE. Similarly, the *Inland Development Plan* does not include constructing this extension of 49th Street NE, east of I Street NE.

- Also, since the 2004 Final EIS was prepared, development of nearby properties has proceeded and City of Auburn regulations and policies have changed. Notable regulatory changes affecting the Auburn Gateway Project since the 2011 EIS Addendum are described in the impacts analysis below.

Table 1 summarizes the total development proposed by Inland as part of the Auburn Gateway project.

TABLE 1. COMPARISON OF PREFERRED ALTERNATIVE FROM THE 2004 FINAL EIS WITH THE *INLAND DEVELOPMENT PLAN*.

Land Use	Preferred Alternative from Final EIS (2004)	*Inland Development Plan* (2019)
Office	Up to 1,600,000 gross square feet	Up to 111,000 gross square feet.
Retail	Up to 720,000 gross square feet	Up to 168,000 gross square feet.
Multi-family residential	Up to 500 units	Up to 500 units.
Parking	Up to 6,133 spaces	Up to 870 spaces for residential. Commercial would meet code requirements: Up to approximately 555 for office and 672 for retail, for a total of 1,227 spaces. Overall total – up to 2,097 spaces.
Roads	S 277th Street would be widened. I Street NE would be constructed from S 277th Street to 45th Street NE. A new east-west street (49th Street NE) would be constructed. The south end of D Street NE at Auburn Way N would be closed.	Same as preferred alternative, as indicated in the 2011 EIS Addendum, D Street NE could be vacated north of 49th Street NE and be turned into an internal aisle and a right-in/right-out driveway at S 277th Street. D Street NE would remain as a public road and terminate at Auburn Way North via a cul-de-sac. (S 277th Street has already been widened since the 2011 EIS Addendum).
Pedestrian trails and open space	A pedestrian trail would be constructed along the south side of S 277th Street. A pedestrian trail would be constructed to link the wetland areas within the project area and to public roads and trail connections.	Same as preferred alternative. (The trail along S 277th Street has been constructed).
Signs	A coordinated signage system would be constructed throughout the project area, including pylon signs, monument signs, directional signage, and signs for individual stores and tenants.	Same as preferred alternative.
Wetlands and Streams	Wetlands would be preserved, with the exception of the ditches along S 277th Street and the wetlands within the existing and proposed right-of-way of 49th Street NE.	Wetlands and streams may require temporary grading, filling and mitigation in accordance with agency standards to provide for the development as shown in the Inland Development Plan and to provide for the road and infrastructure improvements associated with the development.
Other features	Approximately 400,000 cubic feet of landscaped stormwater detention ponds would be constructed. Approximately 250,000 cubic yards of soil would be excavated, and approximately 650,000 cubic yards of fill would be placed. (Increased to 750,000 cubic yards in the 2011 EIS Addendum.) Compensatory floodplain storage is proposed to be provided in the Port of Seattle Wetland Mitigation Site unless storage capacity is	Grading, stormwater management, and floodplain storage would conform to current (2019) regulations for Phase 1. Phase 2 may be governed by standards in effect at the time of construction as allowed by the development agreement. Phase 1 detention volumes total approximately 222,460 cubic feet. Future phases would be determined once a detailed site plan is established for the commercial phase of development.

TABLE 1. COMPARISON OF PREFERRED ALTERNATIVE FROM THE 2004 FINAL EIS WITH THE *INLAND DEVELOPMENT PLAN*. (CONT.)

Land Use	Preferred Alternative from Final EIS (2004)	*Inland Development Plan* (2019)
Other features (cont.)	unavailable or insufficient and the City would then allow temporary storage on-site.	Estimated volumes for Phase 1 (residential) are: 150,000 cubic yards of excavation, and 150,000 cubic yards of fill. Maximum grading volumes for the entire site would not exceed those described in the 2004 Final EIS and 2011 EIS Addendum. Approximately 250,000 cubic yards of soil could be excavated, and approximately 750,000 cubic yards of fill could be placed. Permanent floodplain compensation will be provided within previously constructed advance storage on the Port of Seattle wetland mitigation site , per Resolution 4841 (City of Auburn 2012). If the timeframe for approvals for replacement storage does not coincide with the need for displacement, or is deemed insufficient, the City will allow temporary floodplain storage within the northern portion of the site during Phase 1.

PROPOSED ANALYSIS FOR THE 2019 EIS ADDENDUM

The following environmental elements warrant evaluation of potential changes in the affected environment and a change in the intensity of impacts associated with the Auburn Gateway project under the *Inland Development Plan*:

- Water resources
- Plants and animals
- Transportation

These elements require a detailed analysis because the Auburn Gateway project involves development within a floodplain that is anticipated to be more restricted than was evaluated in the 2004 Final EIS and 2011 EIS Addendum, requiring greater compensatory flood storage; reduced impervious surfaces relative to the alternatives evaluated due to limitations on floodplain development; and reduced total trip generation relative to the impacts projected in the 2004 Final EIS. In each case, the *Inland Development Plan* would have less development or intensity than previously evaluated and may not require the same level of mitigation as previously required. In addition, this 2019 analysis summarizes changes found in the wetlands and streams on the site and examines potential impacts on threatened or endangered species.

Construction of the project in two phases was evaluated in the 2011 EIS Addendum, but the 2019 EIS Addendum updates the phasing plan as described in this section of the addendum. Street improvements described above would be provided in the first phase of the project under the *Inland Development Plan*. Transportation improvements needed to support the project are proposed to be completed during Phase 1 in advance of development of the Phase 2 commercial phases. Therefore, no additional analysis of phasing is warranted.

Impacts on the remaining environmental elements evaluated in the 2004 Final EIS (geology/soils, air quality, noise, hazardous materials, cultural and historic resources, land use, aesthetics, recreation, utilities and public services) are not expected to be substantially different from those evaluated in the 2004 Final EIS. These are described briefly at the end of this 2019 EIS Addendum.

The following sections assess the changes that have occurred in the affected environment, environmental impacts, and mitigation measures resulting from changes in the project plans and/or the environment since the 2004 Final EIS and 2011 EIS Addendum were issued. For all impacts other than those described in this 2019 EIS Addendum, the 2004 Final EIS analysis and conclusions have not changed, and the mitigation measures in the 2004 Final EIS continue to apply.

The analysis provided below does not find any significant impacts that were not disclosed in the 2004 Final EIS. The information contained in this 2019 EIS Addendum is provided to allow the revised project to be evaluated by the City and other regulators, in order to determine appropriate mitigation for development applications.

ADDENDUM TO AFFECTED ENVIRONMENT, IMPACTS, AND MITIGATION

WATER RESOURCES

Applicable Laws and Regulations

Laws and regulations regarding water resources have changed since the 2004 Final EIS and 2011 EIS Addendum were published. The 2011 EIS Addendum noted new critical area regulations in Auburn City Code (ACC) Chapter 16.10 Critical Areas. Chapter 16.10 has been amended twice since publication of the 2011 EIS Addendum, primarily to clarify processes for variances and exceptions, and to provide flexibility in siting wetland mitigation. In addition, effective January 1, 2017, Auburn adopted its *Surface Water Management Manual*. The City also adopted the Supplemental Manual to the Ecology Stormwater Management Manual for Western Washington on January 1, 2017. The drainage requirements that would apply to the project are based on equivalency to the Department of Ecology's 2014 *Stormwater Management Manual for Western Washington* (Ecology 2014).

As noted in the 2011 EIS Addendum, since the 2004 Final EIS, FEMA's National Flood Insurance Program (NFIP) released preliminary draft Federal Insurance Rate Maps (DFIRMs) on September 28, 2007 that, when adopted, will revise the extent and depth of the Green River floodplain in the planning area. Revised preliminary DFIRMs were published September 15, 2017. These draft maps indicate a larger and deeper 100-year floodplain area than the 1995 maps that are currently in effect. Since FEMA has not yet adopted the DFIRMs, the 1995 maps remain in effect from a regulatory standpoint, based on City code.

Also as noted in the 2011 EIS Addendum, on April 5, 2010, the City of Auburn approved interim floodplain regulations (Ordinance No. 6295; City of Auburn 2010), which replaced the City's previous floodplain regulations. The City received written notification from FEMA dated September 21, 2011, that FEMA reviewed the City's interim regulations and concur they are consistent with FEMA's model ordinance; the regulations are no longer interim. The regulations incorporated federal habitat protection requirements and created a new City floodplain development permit to replace the previous flood zone control permit. The changes include requiring new developments to prepare a habitat impact assessment that must include one of the following:

- A Biological Evaluation or Biological Assessment that has received concurrence from the U.S. Fish and Wildlife Service (USFWS) or National Marine Fisheries Service (NMFS); or
- Documentation that the activity fits within Section 7 or Section 10 of the Endangered Species Act (ESA); or
- An assessment prepared in accordance with Regional Guidance for Floodplain Habitat Assessment and Mitigation (FEMA 2010).

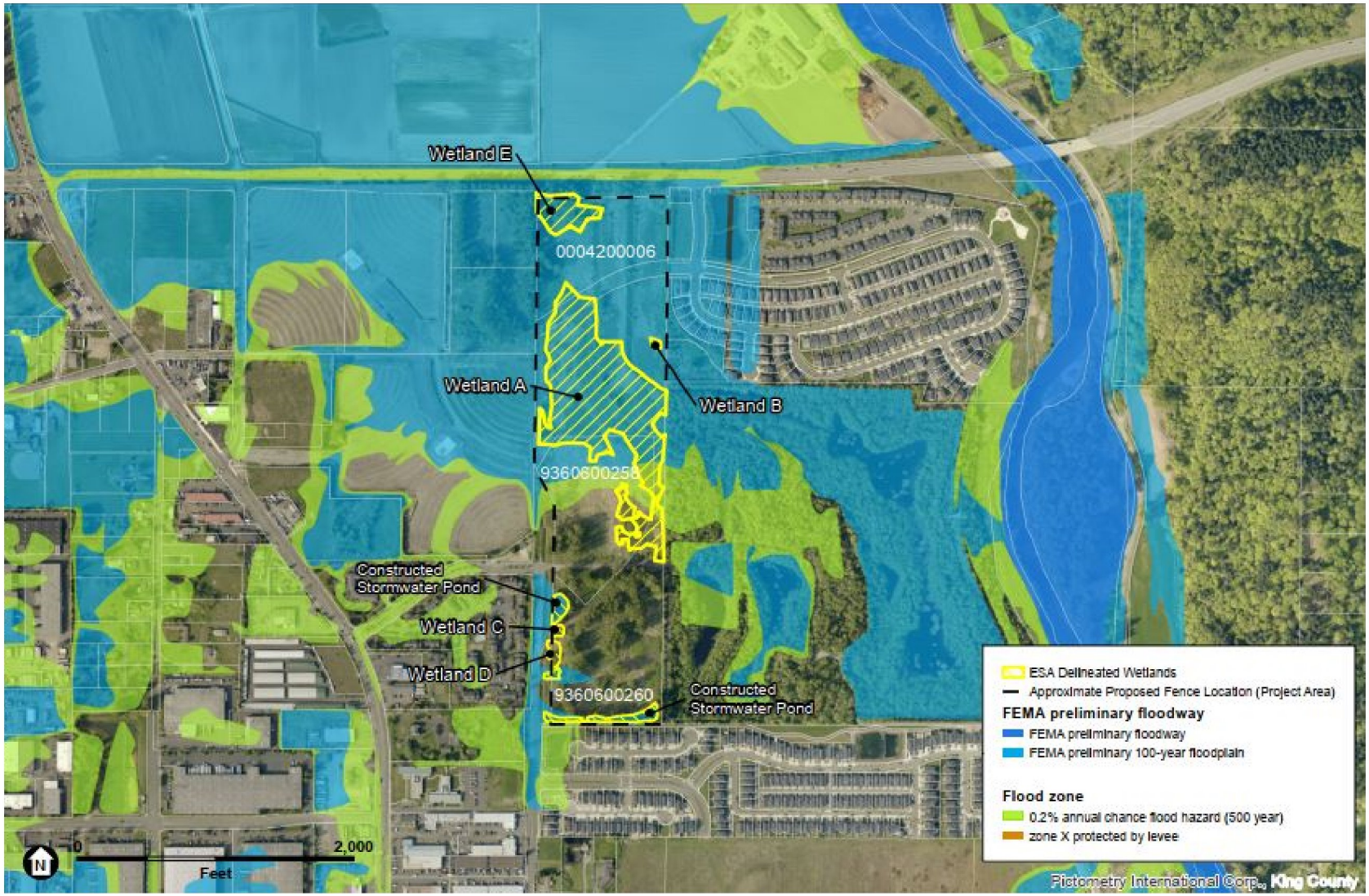
New development must be designed and located to minimize the impact on flood flows, flood storage, water quality, and aquatic habitat. Stormwater and drainage features must incorporate low impact development (LID) techniques that promote pre-development hydrologic conditions. If the project involves more than 10 percent impervious surfaces within the regulated floodplain, then the project applicant must demonstrate that there will be no net increase in the rate and volume of the stormwater surface runoff that leaves the site. Structures must be located as far from the water body as possible or on the highest land on the lot (City of Auburn 2010).

After completion of the Port of Seattle's approximately 70-acre compensatory flood storage and wetland mitigation project, located, southeast of the planning area, and in response to FEMA's release of the DFIRMs, King County and the valley cities of Auburn, Kent, Renton, and Tukwila (appellants) commissioned NW Hydraulic Consultants, Inc. to analyze and map the 100-year floodplain for the area. The resulting report (NW Hydraulic Consultants 2017) was submitted to FEMA for their consideration during the public appeal period on the draft floodplain maps. At the time of this writing, the appellants expect that the DFIRM maps for the planning area will be changed to closely reflect the DFIRM maps that FEMA reviewed in 2017 as the basis for the appeal. FEMA is expected to adopt the revised maps in early 2020 and restrict vesting opportunities. Because the DFIRM maps have not been adopted by FEMA, the 1995 maps remain in effect from a regulatory standpoint however, with the imminent floodplain map changes, the City and FEMA have been cautioning consideration of the anticipated preliminary 2017 DFIRMs maps, and Inland has been relying on them for planning its development.

Affected Environment - Surface Water

The Auburn Gateway project area is within the floodplain of the Green/Duwamish River watershed. The surface water conditions in the Auburn Gateway project area were described in the 2004 Final EIS and have not changed substantially, except for the increased likelihood of flooding, as reflected in the anticipated FEMA maps described above, and completing of some development projects in the area.

In May 2019, BCRA produced a Stormwater Site Plan for Phase 1 of the *Inland Development Plan* (BCRA 2019). The stormwater conditions described by BCRA are summarized in this section. Figure 4 of this 2019 EIS Addendum illustrates the floodplains project area.



SOURCE: ESA, 2019; King County, 2018

D180066 Port of Seattle Environmental Review

FIGURE 4. *KING COUNTY FEMA FLOODPLAIN AUBURN, WASHINGTON.*

Green River Floodplain

As described in the 2011 EIS Addendum, the Port of Seattle (Port) completed its compensatory flood storage and wetland mitigation project described in the 2004 Final EIS. The City of Auburn and the Port entered into an Interlocal Agreement to allow the Port's wetland mitigation property to be used to compensate for filling nearby properties located in the floodplain, including the Auburn Gateway project site (Resolution 4841; City of Auburn 2012).

As described in the 2011 EIS Addendum, the Port constructed a flood conveyance channel from its wetland, southeast of the planning area, to the roadside ditch along the south side of S 277th Street. At the time of the 2004 Final EIS, the Port reported that the capacity of the roadside ditch on the south side of S 277th Street that connects to the Port's flood conveyance channel is not sufficient to convey the 100-year flood volume (Wessels 2003, personal communication). The roadside ditch was relocated as part of the roadway widening completed along S 277th Street.

Storm Drainage

Runoff from the planning area in general, and specifically from the Auburn Gateway I site, was described in the 2004 Final EIS. Runoff from the Auburn Gateway II site was described in further detail in the 2011 EIS Addendum. In general, surface water flows in sheetflow or via ditches toward the northeast. Most of the site is approximately 4 to 6 feet lower in elevation than the road level of Auburn Way N (BCRA 2007). No changes to drainage patterns have occurred in the Auburn Gateway project area since the 2011 EIS Addendum was issued.

As described in the 2011 EIS Addendum, since the 2004 Final EIS was published, a residential subdivision and planned unit development (PUD) was constructed on a 40.9-acre site east of the planning area. The Trail Run (previously called River Sands) development involved the construction of houses, townhouses, roadways, and stormwater facilities. As noted in the 2011 EIS Addendum, assuming the stormwater system is working as designed, the rate of stormwater runoff from the Trail Run property has decreased since the 2004 Final EIS was prepared.

The City has determined that the ditches along the south side of S 277th Street are not regulated as streams under the City's critical areas ordinance (ACC Chapter 16.10), but are regulated by the City's Flood Hazard Area regulations as typed waters using the Washington State Department of Natural Resources (DNR) water typing system (WAC 222-16-030). These water bodies are therefore referred to as drainage ditches in this EIS addendum, to distinguish them from water bodies that the City regulates as streams. However, other agencies with jurisdiction may make different determinations.

Surface Water Quality

The 2004 Final EIS refers to the 1998 Ecology 303(d) list when describing water quality conditions for the Green River. According to the 2012 Ecology 303(d) list, the Green River adjacent to the planning area is still listed as having elevated temperature and low

dissolved oxygen. The 303(d) list also indicates that fecal coliform bacteria and temperature do not meet standards in the Green River reaches located several miles downstream (Ecology 2012).

Impacts

Short-Term Construction Impacts

Project construction as two phases was evaluated in the 2011 EIS Addendum. The applicant is expected to develop the *Inland Development Plan* in more than two phases. Phase 1 (multi-family residential) south of 49th Street NE, and one or more commercial phases north of 49th Street NE. Short-term impacts associated with construction would be similar to what was described in the 2004 Final EIS.

The 2004 Final EIS estimated that approximately 650,000 cubic yards of fill and 250,000 cubic yards of excavation would be necessary to allow for proper drainage of stormwater using a combination of gravity and pump systems. With the addition of the Auburn Gateway II properties, the 2011 EIS Addendum indicated that up to 750,000 cubic yards of fill would be necessary, if the stormwater system were designed to function by gravity alone.

The Auburn Gateway project site would be graded to accommodate a gravity system with an outlet to the existing ditch along S 277th Street. Because the type of stormwater detention facilities have yet to be determined, this volume of earthwork is an estimate. Grading for the Auburn Gateway project would consist of importing and placing fill material sufficient to allow for proper drainage of stormwater and to raise the buildings above the 2017 100-year FEMA floodplain elevation whether structures are in the floodplain or not (BCRA 2019). The Preliminary DFIRM map is currently dated September 15, 2017. Any future phasing projects would be required to address floodplain regulations in effect for each phase.

Erosion impacts could affect water quality. Water quality impacts associated with grading would be similar to those described in the 2004 Final EIS and 2011 EIS Addendum. Potential erosion impacts would be avoided by implementing best management practices (BMPs) and complying with Ecology's requirements for temporary erosion control, grading, and drainage; the City of Auburn *Surface Water Management Manual* (City of Auburn 2014); and Ecology's *2014 Stormwater Management Manual for Western Washington* (Ecology 2014). The contractor will also be required to obtain a Construction Stormwater General Permit through Ecology and the National Pollutant Discharge Elimination System (NPDES) permit.

Long-Term Operational Impacts

Green River Floodplain

Volume of Floodplain Storage Affected

For Phase 1 of the *Inland Development Plan*, all floodplain compensatory storage would be provided off-site within previously constructed advance storage in the Port of Seattle Wetland Mitigation Site unless the timeframe for approvals for replacement storage does

not coincide with need for displacement. If off-site storage is unavailable due to timing, or capacity is deemed insufficient, then the City will allow temporary storage within the northern portion of the project site. Exact volumes to be used have not been calculated as of this writing, and any use of these compensatory storage volume would be subject to City approval. Any additional floodplain compensation beyond that provided by the Port site would be provided in compliance with applicable City regulations pursuant to a flood development permit and habitat impact assessment.

Connection of Wetland Flood Storage to Existing Floodplain

As noted above, the 2004 Final EIS indicated that the ditch along S 277th Street would not adequately carry floodwaters after the entire Auburn Gateway project was developed. RPG indicated that the relocated roadside ditch and culvert system would be designed to accommodate the 100-year, 24-hour peak flow rate and fish passage criteria (if required) per Chapter 3 of the City of Auburn *Surface Water Management Manual* (City of Auburn 2014). If necessary, the Inland project would do the same; therefore, the impact would not change with the *Inland Development Plan* and would not be significant.

Storm Drainage Systems

The conceptual stormwater system for Auburn Gateway I and II was described in the 2011 EIS Addendum. The conceptual plan for the *Inland Development Plan* remains the same as described in that analysis. As described in the 2011 EIS Addendum, storm drainage discharge would be directed to either S 277th Street (EIS Scenario 3a), or split evenly between S 277th Street and D Street NE (EIS Scenario 3b). To provide for adequate storm drainage and conveyance to the point of discharge at the northeast corner of the Auburn Gateway II site, the site at the south and southwest ends would need to be at an approximate elevation of 56 feet, requiring a substantial amount of fill to allow for draining the site to the northeast. The site would likely need to be raised approximately 5 to 7 feet in some areas to allow for gravity drainage to the culvert at S 277th Street and D Street NE (BCRA 2007).

The Stormwater Site Plan for Phase 1 of the *Inland Development Plan* provides further detail for the residential development proposed in the southern portion of the Auburn Gateway project area (BCRA 2019). It describes three basins within the site and the design approach taken for each to meet requirements of the *2014 Stormwater Management Manual for Western Washington* (Ecology 2014) and Auburn Supplemental Manual (Effective date of January 1, 2017).

The Auburn Gateway project is expected to meet the design requirements and stormwater management code as required by the City of Auburn. To ensure coordination of the future storm system for the project area in conformance with proposed phasing and City codes, a master storm drainage plan will be prepared prior to construction authorization. The master storm drainage plan shall also define which improvements are to be constructed concurrent with each phase of the project. If necessary, additional downstream drainage analysis shall be required as directed by the City Engineer prior to construction

authorizations. Development consistent with current stormwater regulations is not expected to result in significant impacts on water quality or quantity.

Stormwater facilities for both the Auburn Gateway project and the *Inland Development Plan* sites would be designed to comply with the City of Auburn *Surface Water Management Manual*. The City's *Surface Water Management Manual* is equivalent to Ecology's *2014 Stormwater Management Manual for Western Washington*. With the construction of on-site detention facilities, stormwater runoff from the *Inland Development Plan* is expected to be the same or less than the current rate of runoff.

Significant Unavoidable Adverse Impacts

As stated in the 2004 Final EIS, no significant unavoidable adverse impacts on water resources would occur if the mitigation requirements and recommendations provided in the 2004 Final EIS, and future mitigating measures required during permitting, are followed. Compliance regulations for stormwater management, and floodplain management adopted since the 2004 Final EIS also ensure that significant impacts will be avoided.

PLANTS AND ANIMALS

Applicable Laws and Regulations

When the 2004 Final EIS was issued, the City of Auburn relied on adopted SEPA policies and used the SEPA process to identify impacts and mitigation for environmentally critical areas. General guidance from the City of Auburn Comprehensive Plan regarding the protection of critical areas was also used as a guide for assessing impacts. Since that time, the City of Auburn has developed critical area regulations codified in ACC 16.10 Critical Areas. The 2011 EIS Addendum summarized the critical areas regulations, standards, and procedures. Changes to the critical areas regulations since 2011 clarify the processes for variances and exceptions, and provide additional flexibility in siting wetland mitigation.

Affected Environment

Wetlands

Wetlands in the Auburn Gateway project area were not delineated or categorized in the 2004 Final EIS. Since that time, J.S. Jones and Associates, Inc. conducted a delineation and prepared a *Wetland and Stream Impact Assessment* (J.S. Jones and Associates, Inc. 2010). Wetland information from that 2010 report was described in the 2011 EIS Addendum. The assessment categorized Wetlands A, B, C, and D, all of which are located at least partially within the Auburn Gateway I project area. The 2010 report also described Wetland E in the northwest corner of the project, which is in the Auburn Gateway II project area and was qualitatively described (i.e., not delineated or formally categorized) in the 2011 EIS Addendum.

This 2019 EIS Addendum updates information on the wetlands that would be affected by Phase 1 of the *Inland Development Plan* in addition to features located within ditches along S 277th Street. The updates are based on information provided by J.S. Jones and Associates, Inc. and EnCo (Environmental Corporation). In a delineation report prepared in 2014, the boundary of Wetland A was expanded to include a wetland to the north, Wetland B, as depicted in the 2004 Final EIS (J.S. Jones and Associates, Inc. 2014). In 2019, EnCo conducted a site visit to confirm existing conditions and prepared a *Combined Floodplain Habitat Impact Assessment with Critical Areas Report* (HIA/CAR), which compiles past studies, updates information on listed species, and summarizes ratings for wetlands (EnCo 2019a). EnCo subsequently described Wetland E in an amendment to the report (EnCo 2019b). The revised HIA/CAR dated September 27, 2019 included an additional site visit which determined that the former Wetland E area no longer meets criteria for wetland (EnCo, 2019d).

Current wetland conditions are similar to those described in the 2011 EIS Addendum. However, Wetland B has been consolidated with Wetland A and re-classified to Category III. The reclassification of Wetland A results in a 50-foot buffer requirement under current Auburn Code; in previous documents, it was listed as having a 35-foot buffer

requirement. In addition, former Wetland E has been removed from the project maps based upon the information found in the updated HIA/CAR prepared by EnCo (2019d).

EnCo conducted a site visit on September 26, 2019 to update information in the HIA/CAR and to confirm the location and boundaries of former Wetland E. The area in question was found to be a cultivated field dominated by pasture grasses, weeds and an unidentified root crop. Based upon data taken at three locations in the former wetland area, EnCo determined that this area no longer meets the federal definition of wetland based upon the lack of hydric soil indicators and wetland hydrology (EnCo, 2019d).

In addition to Wetlands A and C, the 2004 Final EIS described several roadside wetlands (Wetland Ditches H, I, and J) within a ditch on the south side of S 277th Street. The 2011 EIS Addendum indicated that these interconnected features may no longer be regulated and would be relocated as part of a road widening project. In June 2019, after completion of the road widening project, a field visit with the Washington Department of Fish and Wildlife (WDFW) and others resulted in a change in the jurisdictional status to some of these features, described in the *Streams and Watercourses* section below (EnCo 2019c).

Beyond the on-site wetlands, ESA delineated several off-site wetlands as part of a separate project on land located immediately east of the project area that is owned by the Port of Seattle (ESA 2019). The City wetlands inventory map depicts Wetland A on the Port property and Wetland A on the Auburn Gateway project site as connected. However, ESA's 2019 Port of Seattle delineation determined that these two wetlands are not connected (ESA 2019). The boundaries of Wetland A on the Port property were surveyed and do not intersect with the Auburn Gateway property; however, the buffer of Wetland A does overlap the project site. In addition, the boundaries of Wetland E on the Port property do not extend onto the Auburn Gateway project site; however the buffer does overlap the site in the vicinity of a newly created stormwater pond. It is important to note that wetland buffers from the off-site Port wetlands are fully encompassed within the 75-foot riparian buffers on Watercourses K and L, as described below.

Streams and Watercourses

The wetland ditches described in the 2004 Final EIS as Wetlands H, I, and J were determined by WDFW in 2009 to be intermittent fish-bearing waters as the agency defines them. Wetland Ditch G, which is also located along D 277th Street, was not considered a stream by WDFW and was not identified as a wetland in the 2004 Final EIS. Since then, the ditch was relocated south and is no longer assessed as part of this 2019 EIS Addendum.

In addition, six watercourses were identified and described in the HIA/CAR (EnCo, 2019a, 2019d). These are named Watercourses K, L, M, N, O and P. Watercourses N, O and P are located entirely off-site; whereas K, L and M are at least partially located on the development site. Watercourses K, L, N, O and P are considered fish-bearing and are recognized as Class II streams under the City's regulations, requiring a 75-foot standard buffer each side of the ordinary high water mark (EnCo, 2019d). Watercourse M is a mitigation watercourse constructed in 2017 as part the City's road widening project along S 277th Street.

With the completion in 2018 of the City project widening S 277th Street, the following physical changes were made along the road:

- The culvert under S 277th Street near the intersection with I Street NE has been replaced with a fish passable culvert.
- Watercourses H, I, and J were relocated south and are no longer considered intermittently fish-bearing. Watercourses H, I, and J are considered stormwater conveyance features and are no longer regulated based on a field visit with WDFW in June 2019 (EnCo 2019c). The City of Auburn installed a 36-inch pipe replacing the streams, which now conveys stormwater from a drainage area south and west of the Auburn Gateway site to the culvert at S 277th Street.
- On-site mitigation required for these watercourse relocations was completed on the northeast corner of the Auburn Gateway site (mostly on what was the former Stein property). Mitigation Watercourse M was constructed to offset project impacts.

Threatened and Endangered Species

Wildlife

Changes to the listing status for several wildlife species have occurred since the 2004 Final EIS was published. The 2011 EIS Addendum provided updated information on listed species. The CAR (EnCo 2019b) does not identify any changes to the listing status of any species previously identified on or near the site. As noted in previous environmental documents, the CAR (EnCo 2019b; 2019d) states that there are no known federally listed wildlife species or critical habitat present on the site. The EnCo report (2019b) also notes that there are no known state-listed wildlife species present. Consistent with the 2004 Final EIS and the 2011 EIS Addendum, state priority habitats present on the site include wetlands, riparian buffer zones, and snags.

Fish

The 2004 Final EIS identified the Puget Sound/Strait of Georgia coho salmon (*Oncorhynchus kisutch*) as a Candidate species; their current federal status continues to be Candidate, while at the state level they are listed as a species of concern. In June 2019, WDFW reported that threatened and endangered fish were not found or expected in Watercourse K or Watercourse L (EnCo 2019a); furthermore, these two watercourses do not contain designated critical habitat for any ESA-listed fish species. Coho salmon are the only state-listed fish species present on the site; these are reported for Watercourses K, L, M, N, O and P (EnCo, 2019d).

Other listing changes that have occurred since the 2004 Final EIS were described in the 2011 EIS Addendum and have not changed.

Impacts

Short-Term Construction Impacts

Impacts on plants and animals would be similar to the impacts described in the 2004 Final EIS and not considered significant.

Long-Term Operational Impacts

Habitat Loss and Fragmentation

Wetland Habitat

Wetland impacts under the *Inland Development Plan* are similar to those described in the 2004 Final EIS and the 2011 EIS Addendum. No wetlands would be permanently impacted; however, temporary impacts are anticipated. Temporary impacts from grading are anticipated in Wetland A (0.60 acre) to remove reed canarygrass as part of wetland restoration. Temporary grading impacts are also anticipated in Wetland D (0.05 acre) as part of Watercourse N expansion to address flood conveyance issues (EnCo, 2019d).

Wetland buffers would also be affected by project development. Wetland buffer impacts associated with the Auburn Gateway project under the *Inland Development Plan* were described in the August and September 2019 CAR (EnCo 2019c, 2019d).

The wetland buffers for Wetland A would be impacted due to the proposed alignment of I Street NE as described in the 2004 Final EIS. The buffer areas that would be impacted are currently a gravel road. The remaining on-site portion is a 50-foot buffer for Wetland A. In 2005, a 35-foot buffer for the north portion of this wetland was planted with native shrubs and trees (J.S. Jones and Associates, Inc. 2010).

Wetland C also has an enhanced 35-foot buffer that was planted in 2005 (J.S. Jones and Associates, Inc. 2010).

Wetland D would likely have a minimum 50-foot buffer as required by the city code.

Because delineations had not occurred at the time of the 2004 Final EIS, there were no estimates of buffer impacts. In the 2011 EIS Addendum, total buffer impacts were estimated at 0.22 acre. Phase 1 of the *Inland Development Plan* would affect 0.14 acre of buffer, not including impacts associated with constructing I Street NE.

All development would comply with the City's critical areas regulations, which were adopted after the 2004 Final EIS and are expected to adequately protect wetland resources and avoid significant impacts.

June 12, 2019 Site Visit Update

A site visit was conducted between WDFW and EnCo on June 12, 2019. EnCo's Combined Floodplain Habitat Impact Assessment with Critical Areas Report (EnCo 2019c) documents the June 12, 2019 meeting with WDFW staff and the results of the discussion. EnCo's report notes the following:

> *"In order to determine the status of the project site and nearby watercourses and manmade conveyance ditches, a site visit was initiated by EnCo (Jonathan Kemp)*

with Brent Parrish (Inland Construction), Mr. Larry Fisher, Area Habitat Biologist (WDFW), Jeff Dixon and Ryan Vondrak (City of Auburn), and Ben Dort (BCRA). This event was used to determine if the current on-line WDFW Fish Passage Map and WDFW SalmonScape Fish Distribution Map accurately represents the current status of these two watercourses. Based on this event it was confirmed that these two WDFW maps do not accurately represent the current status of these two watercourses. It was confirmed by WDFW and concurred by EnCo that former Watercourse H and former Watercourse I are now classified as stormwater conveyance ditches and are no longer considered watercourses.

EnCo and WDFW representatives concur that the extent of the former location of Watercourse H and Watercourse I (south of South 277th Street) was mitigated for as a newly constructed fish-bearing watercourse that is located contiguous to the north, east, south, and west of a constructed stormwater detention pond that is located a few hundred feet east of the planned alignment of I Street NE. These two watercourses were officially relocated to the east under an agency-approved watercourse mitigation plan (As-Built Report – South 277th Street Corridor Capacity and Non-Motorized Trail Improvements – Parametrix May 2018) that was completed in 2017.

WDFW also confirmed and EnCo concurred that Watercourse K and Watercourse L (seasonal watercourses) support Coho salmon, thereby classifying these two watercourses as fish-bearing. This assessment changes the current status of Watercourse L from a non-fish bearing watercourse to a fish-bearing watercourse. The baseline condition of Watercourse L was much degraded in comparison to Watercourse K as evidenced by the thick growth of reed canary grass within the substrate (bed) of the eastern segment of Watercourse L. WDFW confirmed that threatened and endangered fish were not found or expected in Watercourse K and Watercourse L, thereby rendering that these two watercourses are not a federal listed critical habitat for fish." (sic)

Fish Habitat

As described in the 2004 Final EIS, erosion of exposed soils during land clearing, grubbing, and grading could affect fish habitat. Compliance with City requirements for a floodplain permit and associated City of Auburn requirements would provide adequate protection for endangered fish species.

Stream Habitat

Watercourse K, which WDFW determined as fish-bearing, is located almost entirely outside of the project area, except at the most northern end. The southern 460 linear feet would be impacted by the extension of I Street NE. Permanent impacts to Watercourse K are anticipated to place an additional 250 linear feet of the watercourse into a culvert. Approximately 222 linear feet of Watercourse K near the southern property boundary is culverted. To accommodate the preferred alignment of I Street NE, a total of 472 linear feet of Watercourse K will be placed within a culvert at the south end of the

site, requiring 250 linear feet of new culvert. The proposed culvert will be slightly larger than the current culvert with fish-friendly substrate added within the new section of culvert.

Due to the right-of-way location of I Street NE, this southern portion of Watercourse K would require displacement and mitigation in accordance with applicable agency standards. Proposed stream mitigation includes improving and enhancing the remaining portions of Watercourse K. The planned mitigation would require permission from the Port of Seattle and negotiation to acquire temporary construction easements.

Temporary impacts from grading are anticipated to occur within Watercourse L (425 linear feet) and Watercourse N (520 linear feet). Grading would be required as part of stream restoration efforts and in conjunction of expansion of Watercourse N to address flood conveyance issues (EnCo, 2019d).

As noted in the 2004 Final EIS, the extension of 49th Street NE through the Stein and Port of Seattle properties would impact Watercourse L. The EnCo report (EnCo 2019c) indicated that WDFW determined this is a fish-bearing stream. In 2011, the extension of 49th Street NE east of I Street through the Stein and Port properties was removed from the proposed project development.

Mitigation

The 2004 Final EIS provided a list of measures to mitigate impacts both during construction and operation of the planning area. That list was updated with the 2011 EIS Addendum. Mitigation required by law was described in the 2011 EIS Addendum and is not repeated here.

Phase 1 is expected to require a federal Clean Water Act (CWA) Section 404 permit due to fill placed. The June 12, 2019 Site Visit Update section describes proposed mitigation measures to offset impacts on watercourses. Future phases could trigger this type of permit.

A Hydraulic Project Approval (HPA) will be required for construction of roadways where fish-bearing waters are affected. The June 12, 2019 Site Visit Update section describes proposed mitigation measures to offset impacts on watercourses.

As described in the *Water Resources* section of the 2004 Final EIS, impacts on water quality are regulated by the City of Auburn *Supplemental Manual to the Ecology Stormwater Management Manual for Western Washington* (City of Auburn 2018).

The proposed Auburn Gateway Design Guidelines indicate that native plantings would be used in wetland buffer areas and around detention facilities (BCRA 2003). No change to these guidelines is proposed and they will remain in effect.

Changes proposed to the mitigation measures for impacts on plants and animals as identified in the 2011 EIS Addendum are listed in the notes from the June 12, 2019 Site Visit, as described below.

A more detailed discussion on the proposed mitigation plan will be provided in a report currently in preparation by Talasaea Consultants and available in October 2019. The proposed mitigation plan will contain elements that will restore or enhance portions of Watercourse L, Watercourse K, Watercourse N, Wetland A, Wetland A (Port), and Wetland D and portions of their buffers. All elements of the mitigation plan will be consistent with the requirements outlined in ACC 16.10.090(E) for both wetlands and streams. Mitigation or enhancements proposed off site will require coordination and legal agreement with adjacent land owners, including the Port of Seattle. Should mitigation proposed not be acceptable to all parties, then alternative mitigation options will be developed to fully meet code requirements for either on or off-site mitigation.

June 12, 2019 Site Visit Update

EnCo's *Combined Floodplain Habitat Impact Assessment with Critical Areas Report* documents the June 12, 2019 meeting with WDFW staff and the results of the discussion. EnCo's (2019c) report notes the following:

> "*While in the field and after additional correspondence to clarify a proposed approach to re-align the southern segment of Watercourse K, an un-official agreement was made with WDFW that would allow compensatory mitigation for the permanent filling of about 460 linear feet of the southern extent of Watercourse K. This proposed action would provide a more feasible connection from 45th Street NE to the future alignment of I Street NE (after Phase 1). EnCo and WDFW representatives concur that this mitigation approach for Watercourse K is reasonable.*
>
> *A discussion was held and it was agreed to compensate for the permanent loss of about 460 feet of the southern extent of Watercourse K via a mitigation plan that would be drafted and would include enhancing about 1,400 feet of Watercourse K, north of the area to be permanently impacted by I Street NE. This would be accomplished through mitigation by removing opportunistic aggressive species in and around this watercourse, to be replaced by implementing a native plant species enhancement program in concert with designing and installing habitat features (i.e. down wood, perches, snags, rock piles, and rip rap) along with re-configuring the watercourse with amphibian / fish beneficial sinuosity, a gently sloped prism, and added vegetation to provide shading and over hanging shrubs. Portions of the regulated 75-foot wide, fish-bearing watercourse buffer would be enhanced along the entire length of Watercourse K. EnCo and WDFW representatives concur that this mitigation approach for Watercourse K is reasonable. It is understood that this mitigation effort would also need the approval / support by all agencies with permitting authority such as the Muckleshoot Tribe, ECOLOGY, and the ACOE.*
>
> *Watercourse L is currently mapped by several consultants as a seasonal, non-fish bearing watercourse with a regulated 25-foot-wide buffer. EnCo and WDFW concurred, while in the field, that Watercourse L is fish-bearing with very limited habitat function to support fish use. This would require establishing a regulated*

> *75-foot-wide buffer. The entire length of Watercourse L would not be negatively impacted by the proposed project action. It was proposed to reduce the watercourse buffer from the regulated 75 feet…. This buffer reduction would allow for a more feasible alignment of I Street NE and its roundabout at the intersection of 49th Street NE. This would be accomplished through mitigation by removing opportunistic aggressive species in and around this watercourse, to be replaced by implementing a native plant species enhancement program in concert with designing and installing habitat features (i.e. down wood, perches, snags, rock piles, and rip rap) along with re-configuring the watercourse with amphibian / fish-beneficial sinuosity, a gently sloped prism, and added vegetation to provide shading and over-hanging shrubs. The reduced …watercourse buffer would be enhanced along the entire length of Watercourse L. EnCo and WDFW representatives concur that this mitigation approach for Watercourse L is reasonable. It is understood that this mitigation effort would also need the approval / support by all agencies with permitting authority such as the Muckleshoot Tribe, ECOLOGY, and the ACOE."*

After consideration of City comments, Inland Construction has revised the previous buffer reduction proposal for the project. Stream buffers for Watercourses K, L, N, O and P are proposed to be reduced to 65 percent of the standard buffer as allowed administratively by code (ACC 16.10.090). Therefore, the 75-foot buffer for these Class II (fish-bearing) streams would be reduced to no less than 48.75 feet with enhancement. Watercourse M is a mitigated feature with buffers ranging from 25 to 48.75 feet. The buffer reduction proposal is summarized in the September 27, 2019 revised HIA/CAR (EnCo, 2019d).

Significant Unavoidable Adverse Impacts

As described in the 2004 Final EIS, the 2011 EIS Addendum, and this 2019 EIS Addendum, with mitigation in accordance with City regulations and those of other agencies with jurisdiction currently in development and required during project permitting, no significant impacts on watercourse and wetland functions are expected. All reductions to buffers are allowed administratively by code and will required enhancement within the remaining buffer area.

To avoid impacts on ESA-listed species and habitats, the development must meet City floodplain development permit standards as well as FEMA and NMFS requirements for providing adequate protection to endangered species.

TRANSPORTATION

Affected Environment

In the 2004 Final EIS, development-related traffic impacts were evaluated under year 2020 traffic conditions. The 2011 EIS Addendum considered a similar timeframe, but with updated baseline information. Inland now projects Phase 1 to be completed in year 2022, and the commercial phase(s) to be completed in year 2024. Therefore, the traffic forecasts without the development were revised to reflect actual traffic patterns in 2019, along with recent historical growth trends.

Information on existing conditions is provided below. The TIA (Transpo 2019) also provides information on existing conditions in the study area for 2019. Characteristics are provided for the roadway network, non-motorized facilities, transit service, existing traffic volumes, traffic operations, and traffic safety.

Roadway Network - Characteristics of the existing street system in the vicinity of the proposed project are shown in Table 2 below.

TABLE 2. SUMMARY OF EXISTING STREET SYSTEM IN THE STUDY AREA

Roadway	Arterial Classification[1]	Posted Speed Limit (mph)	Number of Travel Lanes	Parking	Sidewalks	Bicycle Facilities
Auburn Way N	Principal Arterial	35	5	No	Yes	No
S 277th Street	Principal Arterial	35	4–6	No	Partial	Partial
45th Street NE	Residential Collector	25	2	Yes	Yes	No
49th Street NE	Non-Residential Collector	25	2	Yes	No	No
D Street NE	Non-Residential Collector/Local Street	25	2	Yes	No	No
I Street NE	Minor Arterial	35	2–3	Partial	Partial	Partial

Based on the 2015 *City of Auburn Comprehensive Transportation Plan*

Non-Motorized Facilities - In addition to the facilities provided on the roadways, there is a non-motorized trail on the south side of S 277th Street between Auburn Way and L Street NE. This trail connects to other non-motorized facilities on either side that extend to the Interurban Trail to the west and to the S 277th Corridor Recreational Trail to the east. About a quarter mile south of the project, off I Street NE, a trail connects to Brannan Park and Auburn Golf Course.

Transit Service - King County Metro provides transit service in the project study area. Route 180 operates along Auburn Way N from approximately 3:30 AM to 12:00 AM on both weekdays and weekends with a weekday PM peak hour headway of 30 minutes. The project site is served by three transit stops, one each near the intersections with 45th Street NE, 49th Street NE, and S 277th Street. Route 180 provides service to the north up

through Kent and to the Burien Transit Center, with a stop at SeaTac airport, and to the south toward southeast Auburn and White River Junction.

Traffic Volumes - This transportation analysis focuses on the weekday PM peak hour when traffic conditions would be the highest. Existing turning movement counts in the study area were counted in February 2019. Existing weekday PM peak hour traffic volumes are summarized in the TIA and were used to characterize existing traffic conditions.

Changes that have occurred in or near the study area since the 2004 Final EIS was issued include:

1. The Trail Run residential subdivision and PUD (referred to as River Sands in the 2004 Final EIS) east of the project area, has been completed, including opening of L Street NE to provide access to that site onto S 277th Street.

   In the 2004 Final EIS, access to Trail Run was expected to be via a roadway that would have right-in/right-out only access to S 277th Street, and that 49th Street NE would be extended east of I Street NE to connect and serve the Trail Run development.

   On an interim basis, a temporary signal was installed at L Street NE and S 277th Street and monies were collected by the City for the future extension of 49th Street NE east of I Street NE and for I Street NE to serve the Trail Run development and to facilitate the relocation of the temporary signal to the future intersection of I Street NE and S 277thStreet. (The 2011 EIS Addendum included an assessment of conditions with and without the 49th Street NE extension east of I Street NE to Trail Run.)

2. S 277th Street was widened from three lanes to five lanes from Auburn Way N east to L Street NE. A multi-use trail was also constructed on the south side of S 277th Street.

3. At S 277th Street/Auburn Way N, lanes have been added:

   - Eastbound: one through lane and a right-turn lane.
   - Westbound: one through lane and a right-turn lane.
   - Northbound: a northbound to eastbound right-turn lane.

Methodology to Assess Project Impacts

The analysis below is summarized from the *Traffic Impact Analysis - Copper Gate* report prepared by Transpo Group, July 2019 (2019 TIA). The 2019 TIA is hereby incorporated into this analysis. In its approach, the traffic analysis focuses on the *Inland Development Plan*, with specific reference to Copper Gate, the name given to the South Phase (multi-family residential) of *Inland Development Plan*, also referred as Year 2022 South Phase Only (Phase 1) to evaluate impacts and mitigation associated with any development. The

2019 TIA also evaluates future commercial development for Phase 2 under two scenarios: Reduced Build and Full Build.

The 2019 TIA summarizes the following without-and with-project scenarios, as requested by the City:

- Year 2022 Without-Project
- Year 2022 With-Project – South Phase (Phase 1) Only, without I Street NE
- Year 2022 With-Project – South Phase (Phase 1) Only, with I Street NE
- Year 2024 Without-Project
- Year 2024 South (Phase 1) plus Reduced North Phase **(Phase 2 – Reduced Build**)
- Year 2024 South (Phase 1) plus Full Buildout of the North Phase **(Phase 2 -Full Build)**

Note that although the extension of I Street NE is proposed as part of Phase 1 of the project, a scenario that excludes this improvement has been identified. This scenario reflects the future conditions assuming a delay in permitting and construction of the I Street NE improvements.

More information on each scenario is included in the 2019 TIA.

The amount of development under the *Inland Development Plan* is most similar to Alternative 3 evaluated in the 2004 Final EIS (the Residential/Retail Option). Because the trip generation of Alternative 3 was not re-analyzed for the 2011 EIS Addendum, the analysis in this 2019 EIS Addendum compares the *Inland Development Plan* with the preferred alternative evaluated in the 2004 EIS.

Planned Transportation Improvements (Future Without-Project Conditions)

This section describes the future traffic conditions during the PM peak hour without the addition of project traffic. It focuses on 2022 conditions and describes planned transportation improvements, traffic volume forecasts, and traffic operations. A review of jurisdiction documents, including the City of Auburn's 2019-2024 Transportation Improvement Program (TIP) (City of Auburn 2018), the City's Comprehensive Transportation Plan (City of Auburn 2015), and King County Metro's Long Range Plan (King County Metro 2017), was conducted to determine potential improvements to facilities in the study area. Each is broken down into the sections below.

Roadway **-** The following projects, from the City's TIP, have been identified in the study area and would affect capacity or traffic patterns:

- I Street NE corridor (45th Street NE to S 277th Street) – TIP# R-2
- 49th Street NE extension (Auburn Way N to I Street NE) – TIP# R-8

The projects listed above have funding identified in 2022 but are not assumed in 2022 without-project conditions as they are associated with the development of the proposed project. Both projects are assumed under with-project conditions for each phase. Additionally, a signal was assumed at the future I Street NE/S 277th Street intersection as part of the corridor extension. Because these have been identified as conditions of the proposed development, the completion of these projects has not been assumed in the without-project conditions.

One additional project not in the City's TIP but associated with future development in the study area was assumed under 2022 without-project conditions. The west leg at the intersection of Auburn Way N/NE 49th Street will be widened to include a dedicated right-turn lane and a shared through-left turn lane.

Non-motorized **-** The City's Transportation Plan shows the future priority sidewalk corridors and future bicycle facilities in maps 3-1 and 3-2. No priority sidewalk corridors are shown in the project vicinity. A future trail facility is shown on S 277th Street, which already exists, and a future bicycle facility is shown on the planned I Street NE extension connecting the existing facilities near 40th Street NE and S 277th Street.

Transit **-** There are no planned transit improvements that would occur by 2024 in the study area. Service changes as part of the regular service updates could occur throughout the year. The King County Metro Long Range Plan does identify RapidRide service along Auburn Way; however, it is not anticipated until the year 2023.

Summary of Project Impacts

The detailed analysis for traffic impacts is provided in the 2019 TIA. Project impacts are summarized below.

- Phase 1 of the project is expected to generate 208 new PM peak hour project trips (127 inbound and 81 outbound). The Phase 2 Reduced Build scenario is expected to generate 540 new PM peak hour project trips (278 inbound and 262 outbound). The Phase 2 Full Build scenario is expected to generate 654 new PM peak hour project trips (291 inbound and 363 outbound).

- The I Street NE corridor project (including a signal at S 277th Street/I Street NE) and the 49th Street NE extension project would be constructed with the south phase of the development and thus was assumed as part of the with-project analysis.

- For the Phase 1 development, all intersections are expected to operate at the same or better level of service (LOS) than under 2022 without-project conditions.

- A signal warrant analysis was conducted at the intersection of Auburn Way N/ 49th Street NE. The eight-hour, four-hour, and peak hour vehicular volume warrants were met under 2022 without-project conditions. A signal is recommended at this location.

- A signal warrant analysis was conducted at the intersection of I Street NE/S 277th Street. The 8-hour, 4-hour, and peak hour vehicular volume warrants were met under 2022 with-project conditions, which is the first scenario where I Street NE has the potential to be completed. A signal is recommended at this location.

- The signalization of the Auburn Way N/49th Street NE intersection is recommended as mitigation with Phase 1 of the project to bring the intersection operations above the LOS standard.

- For the Reduced Build Phase 2 development, all intersections are expected to operate at or above the LOS standard.

- With the Full Build Phase 2 development scenario, the intersection of Auburn Way N/42nd Street NE is expected to operate at LOS F. While the intersection increases in delay between 2024 Baseline and Full Build, going from LOS E to LOS F, it operates at the same level as projected for the 2022 baseline conditions that don't reflect the I-street extension. This amount is negligible and could be reduced with a slight adjustment in signal timing.

- Due to the shifts in traffic from the completion of the I Street NE corridor and the closure of the Auburn Way N/D Street NE intersection, no other improvements are recommended as part of either scenario of Phase 2.

Mitigation

The 2019 TIA presents an assessment of the mitigation needs of the *Inland Development Plan* and compares them with mitigation proposed in the Development Agreement as proposed to be amended for the Auburn Gateway project. Traffic-related mitigation recommended for the project is substantially the same as that described in the 2004 Final EIS, with some refinements and minor changes.

Tables 3 and 4 compare the mitigation requirements, assuming that the development of Phase 1 (South Phase) is constructed first as is currently proposed. Table 3 identifies the requirements to be met prior to issuance of construction permits, and Table 4 identifies requirements to be met prior to issuance of occupancy permits.

TABLE 3. IMPROVEMENTS REQUIRED PRIOR TO ISSUANCE OF CONSTRUCTION PERMITS BY PHASE AS OUTLINED IN DEVELOPMENT AGREEMENT (UNDER REVIEW BY CITY OF AUBURN)

Improvement	Either Phase First	North Phase First	South Phase First	Assessment
Master Plan for Peds/Non-Motorized Circulation Plan	X			Plan completed and submitted to the City as a separate document.
Master Transit Plan	X			Plan completed and submitted to the City as a separate document.
Master Access and On-site Vehicular Circulation Plan	X			Plan completed and submitted to the City as a separate document.
Master Motorized Public Improvement Plan	X			Plan completed and submitted to the City as a separate document.
Widen S 277th St to 5 lanes (L St NE to Auburn Wy N)		X		This project has already been completed by the city as a capital project.
Traffic Signal at S 277th St/I St NE		X		This was assumed to be completed in Phase 1 to support future Phase 2 commercial development scenarios.
EBR turn pocket at S 277th St/D St NE		X	X	Intersection operations do not indicate that an EB right-turn pocket is necessary. Therefore, no action is required of the applicant at this location.
WB right-turn pocket at Auburn Way N/S 277th St		X		Project has already been completed by the city as a capital project.
Complete I St NE (49th St NE to S 277th St)		X	X	This was assumed to be completed in Phase 1 to support future Phase 2 commercial development scenarios.
Roundabout at I St NE/ 49th St NE		X	X	Analysis assumed the construction of a single lane roundabout at the intersection. The intersection, with 3-lanes constructed on I Street NE, was forecast to operate at LOS A with the north phase Full Build scenario (see Attachment N in the 2019 TIA).
Traffic Signal at Auburn Way N/ 49th St NE		X	X	Project may either install signalization or contribute either proportionate share towards installation of traffic signal pending discussions with City.
Traffic Signal at Auburn Way N/ 45th St NE		X	X	Intersection operations do not indicate a signal is necessary as the westbound approach is projected to operate at LOS C during the weekday PM peak hour.
Dedicate and construct cul-de-sac on D St NE at Auburn Way N		X	X	Included in the *Inland Development Plan* and reflected in the analysis.
Complete I St NE (45th St NE to 49th St NE)			X	This was assumed to be completed in Phase 1 to support future Phase 2 commercial development scenarios.
Traffic Signal at I St NE/45th St NE			X	Intersection operations do not indicate a signal is necessary and as such installation is not recommended.

As shown in Table 4, many improvements previously outlined in the Development Agreement were already completed, assumed as part of Phase 1, or became unnecessary by the results of the analysis.

Traffic volume forecasts developed for I Street NE between 45th Street NE and S 277th Street suggest that I Street NE could be constructed with three lanes instead of five, as described in the 2004 Final EIS and the 2011 EIS Addendum.

Depending on the scope of the north phase, auxiliary lanes could be needed, but this could be determined when the north phase is permitted and the extension of I Street NE between 49th Street NE and S 277th Street is finalized.

TABLE 4. IMPROVEMENTS REQUIRED PRIOR TO OCCUPANCY OUTLINED IN DEVELOPMENT AGREEMENT AND PRESENTED BY PHASE

Improvement	Either Phase First	North Phase First	South Phase First	Assessment
Built according to approved transportation construction plans.	X			Applicant will comply with the requirement as each phase of the project is approved.
City accepts ownership of all public transportation facilities	X			Applicant will comply with the requirement as each phase of the project is approved.
Conceptual design and construction estimate, & paying proportional share for EB right-turn lane at Auburn Way N/37th St NE	X			Due to decreases between the 2004 Final EIS and the current proposed development, these intersections were not included in the current analysis.
Conceptual design and construction estimate, & paying proportional share for SBT lane at Harvey Rd NE/M St NE/8th St NE	X			
Conceptual design and construction estimate, & paying proportional share for new traffic signal & widening at SE 304th St/ 112th Ave SE	X			
Mitigation agreement effort w/ Kent & King County	X			
NB right-turn lane at Central Ave/ S 259th St	X			
Widening at S 277th St/55th St NE	X			
Reconfigure signal phasing at S 272nd St/Military Rd	X			
Signal warrant analysis at Auburn Way N/45th St NE and I St NE/ 45th St NE	X			Intersection operations do not indicate that a signal is necessary at either intersection.
Transportation Demand Management program	X			The need for the TDMP would be removed as the north phase of the development proceeds through the approval process.

Significant Unavoidable Adverse Impacts

The revised road layout and the addition of Auburn Gateway under the *Inland Development Plan* would not result in significant unavoidable adverse impacts. Traffic impacts are expected to be generally equivalent to or less than what was described in the 2004 Final EIS and 2011 EIS Addendum.

As described in the 2004 Final EIS, all of the development alternatives would result in additional traffic at several intersections that would operate at LOS F in the future. The 2004 Final EIS and the 2011 EIS Addendum did not identify mitigation for three intersections where the project would cause an increase in delay: S 277th Street/West Valley Highway, Central Avenue/Willis Street, and 116th Avenue SE/Kent-Kangley Road. These intersections would operate at LOS F regardless of whether the proposed project is developed, and the additional delays were not considered significant.

For the 2019 EIS Addendum, the following traffic conditions are expected:

- The proposed project would be developed in two phases. Phase 1 (South Phase) would include 500 multi-family residential units. Phase 2 (North Phase) could be developed under two possible scenarios: A Reduced Build and a Full Build. The Reduced Build would include 150,000 square feet of commercial retail. The Full Build would add an additional 18,000 square feet of commercial retail (for a total of 168,000 square feet) and 111,000 square feet of office use.
- For the Phase 1 Development, all intersections are expected to operate at the same or better LOS than under 2022 without-project conditions.
- A signal warrant analysis was conducted at the intersection of Auburn Way N/49th Street NE. The 8-hour, 4-hour, and peak hour vehicular volume warrants were met under 2022 without-project conditions. A signal is recommended at this location.
- A signal warrant analysis was conducted at the intersection of I Street NE/S 277th Street. The 8-hour, 4-hour, and peak hour vehicular volume warrants were met under 2022 with-project conditions, which is the first scenario where I Street NE has the potential to be completed. A signal is recommended at this location.
- The signalization of the Auburn Way N/49th Street NE intersection is recommended as mitigation with Phase 1 of the project to bring the intersection operations above the LOS standard.
- For the Reduced Build Phase 2 development, all intersections are expected to operate at or above the LOS standard.
- With the Full Build Phase 2 development scenario, the intersection of Auburn Way N/42nd Street NE is expected to operate at LOS F. While the intersection increases in delay between 2024 Baseline and Full Build, going from LOS E to LOS F, it operates at the same level as projected for the 2022 baseline conditions that do not reflect the I-street extension. The increase in delay due to the project

would be negligible and could be reduced with a slight adjustment in signal timing.

- Due to the shifts in traffic from the completion of the I Street NE corridor and the closure of the Auburn Way N/D Street NE intersection, no other improvements are recommended as part of either scenario of Phase 2.

ENVIRONMENTAL ELEMENTS NOT ANALYZED

The following briefly describes the reasons that additional analysis was not performed for other elements of the environment analyzed in the 2004 Final EIS.

Geology/Soils

No change is expected for impacts related to geology and soils due to the development of Auburn Gateway under the *Inland Development Plan*. The project acreage remains approximately the same, grading volumes are expected to be similar to or less than those evaluated in the 2004 Final EIS, and the project will be required to meet future changes in FEMA floodplains.

Air Quality

No change is expected for impacts related to air quality due to the development of the Auburn Gateway project under the *Inland Development Plan*. The analysis in the 2004 Final EIS estimated maximum peak hour carbon monoxide concentrations by examining intersections that would be most affected by the project, and is still relevant. The development of Auburn Gateway under the *Inland Development Plan* would not result in an increase in project-related trips because a smaller amount of retail and office square footage is proposed for the project, compared to that evaluated in the 2004 Final EIS. There would be minor changes in traffic circulation related to D Street NE and 49th Street NE. The change in traffic generation is expected to reduce the project-related volume of traffic at S 277th Street and Auburn Way N during the PM peak hour under Alternative 2 of the 2004 Final EIS, an intersection studied in the 2004 Final EIS for carbon monoxide concentrations. Lower traffic volumes would result in less delay at the Auburn Way N and S 277th Street intersection, which in turn would result in less carbon monoxide concentrations during the PM peak hour than shown in the 2004 Final EIS under Alternative 2.

Noise

No increase is expected for impacts related to noise due to the development of the Auburn Gateway project under the *Inland Development Plan* as compared to that evaluated in the 2004 Final EIS. Temporary construction noise would likely be of shorter duration due to the lower overall density of development. Similarly, operational noise from project-related traffic is expected to be proportionally lower than that described in the 2004 Final EIS. Of the four noise study focus areas studied in the 2004 Final EIS, only residences along D Street NE would find project-related traffic to have noticeably increased noise levels compared to existing noise levels. The proposed change in traffic circulation would not increase traffic volume along D Street NE any further than what

was evaluated in the 2004 Final EIS. To ensure noise from the operations and land uses does not result in noise impacts, a noise mitigation master plan is required to be provided and approved prior to vertical construction authorization by the development agreement.

Hazardous Materials

No change is expected for impacts related to hazardous materials due to the development of the Auburn Gateway project under the *Inland Development Plan*. A Phase I Site Assessment was conducted by Landau Associates in 2014 to assess and document environmental conditions on a property acquired by RPG after the 2011 EIS Addendum (Landau Associates 2014a). The report indicates that the site had underground storage tanks that were removed in 1991. The analytical results for the soil samples taken after tank removal indicated the presence of benzene, xylene, and gasoline-range total petroleum hydrocarbons (TPH-G) at concentrations greater than the current Ecology Model Toxics Control Act (MTCA) Method A soil cleanup levels based on unrestricted land uses. Landau conducted groundwater and soil sampling in 2014 and concluded that soil and groundwater were below cleanup levels and requested a No Further Action determination from Ecology (Landau Associates 2014b). The No Further Action determination from Ecology is still pending. There is a soil remediation plan on parcel # 936060-0269 under City grading permit GRA19- 0017, which may become part of the project in the future and is included for that purpose. Further environmental review may be required as part of the grading permit process if Inland moves forward with purchase of the property.

Cultural and Historic Resources

No change is expected for impacts related to cultural and historic resources due to the development of the Auburn Gateway project under the *Inland Development Plan*. The 2004 Final EIS evaluated the entire planning area for the potential of discovering cultural and historic resources. The 2004 Final EIS indicated that there is a high probability of hunter-fisher-gatherer, ethnographic period and historic Indian, and historic period archaeological resources within the planning area. The probability estimates for the Auburn Gateway project area and the planning area were based on the availability of the Duwamish River – Green River floodplain for hunter-fisher-gatherer use, soils data that indicate old channels and low terrace deposits, prehistoric and historic period land use in similar environmental settings, and documented ethnographic and historic period land use in these two areas.

Land Use

No change is expected for impacts related to land uses due to the development of the Auburn Gateway project under the *Inland Development Plan*. The same Comprehensive Plan and C4, Mixed Use Commercial zoning designations would apply. The Auburn Gateway project would be developed with retail, office, and/or multi-family residential units, parking lots, and stormwater facilities, similar to the alternatives described in the 2004 Final EIS, with minor changes that would not introduce any new potential for incompatible uses. The same amount of multi-family residential development is proposed, but it would be separated from the commercial development on the site, rather than being vertically integrated within the same building. A smaller amount of

commercial, retail, and/or office use would be developed compared to that evaluated in the 2004 Final EIS. The private residences south of the Auburn Gateway project site would be less affected under the *Inland Development Plan* because the proposed development would be residential rather than commercial mixed-use, as evaluated in the 2004 Final EIS.

Recreation

No change is expected for impacts related to recreation due to the development of the Auburn Gateway project under the *Inland Development Plan.* The development of the *Inland Development Plan* would tie into the trail that has been developed along the south side of S 277th Street. Internal trail connections are proposed as part of the Auburn Gateway project and identified in the proposed Auburn Gateway Design Guidelines. The recreational demand as a result of retail, office, and/or residential development would likely be lower than what was evaluated in the 2004 Final EIS since the *Inland Development Plan* proposes a lower amount of total development than evaluated in the 2004 Final EIS.

Aesthetics

No change is expected for impacts related to aesthetics due to the development of the Auburn Gateway project under the *Inland Development Plan* because the Auburn Gateway Design Guidelines apply to the similar mix of retail, office, residential or mixed-use structures, surface parking lots, and stormwater facilities.

The amount of fill required to ensure that buildings are above the flood elevation would not substantially change the appearance of the project. In addition, the Auburn Gateway Design Guidelines proposed in the 2004 Final EIS, together with the landscaping and other measures required by the Auburn City Code, include measures to mitigate the aesthetic impacts of the project that would be effective in addressing this additional impact.

Utilities and Public Services

No change is expected for impacts related to utilities (except storm drainage systems) and public services due to the development of the Auburn Gateway project under the *Inland Development Plan.* The residential development would be similar to alternatives evaluated in the 2004 Final EIS, and the retail and office component would be lower. Therefore, the estimate for domestic water consumption and wastewater production associated with development in the 2004 Final EIS likely overstates demand that would be expected under the *Inland Development Plan*. To ensure orderly and efficient extensions of public utilities consistent with the proposed phasing and City regulations, a master plan will be provided prior to construction authorization.

The fiscal impact analysis in the 2004 Final EIS associated with fire, emergency medical, and police service is also still applicable.

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AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5448 (Hinman)

Date:
October 15, 2019

Department:
Administration

Attachments:
RES 5448 Surplusing Property (Kent)
Exhibit A Settlement Agmt_Yihui Wu_191010
Exhibit B Promissory Note Yihui Wu

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

Administrative Recommendation:

City Council to approve Resolution No. 5448

Background Summary:

Auburn initiated proceedings in King County Superior Court to seize property pursuant to RCW 69.50.505 because the property was being used to illegally manufacture marijuana . State law restricts the use of any such forfeited property and the proceeds from the sale of the property to further activities related to the expansion and improvements of controlled substance law enforcement.

The lien holder of the property has agreed to enter into a promissory note with the City whereby it will allow for the assignment of the Deed of Trust to the City and allow the City up to 6 months to sell the property, pay off the remaining balance of the loan principal with accrued interest without initiating any foreclosure proceedings.

Resolution No. 5448, if adopted by City Council, authorizes the Mayor to enter into a Settlement Agreement, execute a promissory note, and accept forfeited property on the City's behalf. This property is declared not necessary for law enforcement purposes and therefore declared as surplus property and authorizes the Mayor to dispose of the property through a fair market sale. The Resolution, execution of the associated documents, and the sale of the property will satisfy the requirements of the promissory note, RCW 69.50.505, and provide additional unbudgeted funding for expansion and improvement of controlled substance related law enforcement activity.

Reviewed by Council Committees:

Councilmember:

Staff: (Hinman)

Meeting Date: October 21, 2019

Item Number: RES.A

RESOLUTION NO. 5448

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DECLARING FORFEITED REAL PROPERTY AS SURPLUS AND AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE AGREEMENTS.

WHEREAS, on or about January 30, 2019, the City of Auburn initiated proceedings in the King County Superior Court to seize property located at 11626 SE 270th Street, in Kent, Washington, pursuant to RCW 69.50.505, as the property was used to manufacture of marijuana; and

WHEREAS, the owners of the property have agreed to forfeit their right, title, and interests in the real property, pursuant to a settlement agreement; and

WHEREAS, state law restricts the use of such forfeited property, and the proceeds from the sale of the property, to further activities related to the expansion and improvement of controlled substances law enforcement; and

WHEREAS, the Auburn Police Department has determined that law enforcement does not require use for the property and it is in the public interest to surplus the property and sell it for its fair market value.

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

Section 1. The Mayor is authorized to enter into a Settlement Agreement substantially in the form of Exhibit A, to execute a Promissory Note substantially in the form of Exhibit B, and to accept the forfeited property on behalf of the City.

Section 2. The property described below is declared to be not necessary for law enforcement purposes, is declared to be surplus. The Mayor is authorized to dispose of

the property through an appropriate fair market sale, and to deposit any remaining proceeds in the City's drug forfeiture fund.

11626 SOUTHEAST 270TH STREET, KENT, KING COUNTY, WASHINGTON
PARCEL NO. 787900-0020-09
LOT 2, SOUTH BEND, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 174 OF PLATS, PAGE(S) 30 THROUGH 32, RECORDS OF KING COUNTY, WASHINGTON.
SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

Section 2. That the Mayor is authorized to implement such other administrative procedures as may be necessary to carry out 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 _____, 2019.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney

SETTLEMENT AGREEMENT

This Agreement is entered into by and between the CITY OF AUBURN, Washington, a municipal corporation of the ("the City"), YIHUI WU ("the Claimant"), and RONALD RALPH, HILLTOP INVESTMENTS, LLC, MICHEL P. STERN, AND NORTH CREEK REAL ESTATE INVESTORS, LLC ("Lender").

RECITALS

Yihui Wu owns real property located at 11626 SE 270th Street in Kent, Washington (King County Tax Parcel No. 787900-0020-09 ("Property")).

On or about December 11, 2018, the Auburn Police Department executed a search warrant at the above-referenced property under APD case number 18-13348.

On January 30, 2019, the City filed a civil action in the King County Superior Court to seize the Property, which action is currently pending under Cause No. 19-2-02915-3KNT.

The City and Claimant desire to settle this matter and have agreed to the disposition of the real property in consideration of the uncertainty of litigation, and the time and expense associated with proceeding to a trial.

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the City and Claimants agree as follows:

1. Good Faith Seizure. There was probable cause sufficient for the seizure of the above described real property. Seizure of the property was lawful, and notice of the seizures followed due process. It is undisputed that the Auburn Police Department acted in good faith in pursuing the seizure and intended forfeiture of the real property.

2. Property Awarded to the City. The City is awarded real property located at 11626 SE 270th Street in Kent, Washington (King County Tax Parcel No. 787900-0020-09) through operation of this Settlement Agreement. The Property legal description is as follows:

11626 SOUTHEAST 270TH STREET, KENT, KING COUNTY, WASHINGTON
PARCEL NO. 787900-0020-09
LOT 2, SOUTH BEND, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 174 OF PLATS, PAGE(S) 30 THROUGH 32, RECORDS OF KING COUNTY, WASHINGTON.
SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

Claimants agree to forfeit to the City their right, title, and interest to the property, including all fixtures appliances, and appurtenances to the Property existing on the date of seizure, and simultaneous to execution of this Agreement execute an agreed motion and order to dismiss in superior court cause number 19-2-02915-3 KNT. Claimants agree to provide and execute any document reasonably necessary to facilitate a transfer of the property. City agrees to take said property in "as-is" condition and claimants give no warranties and makes no representations regarding the condition or habitability of the property.

3. Property Access. On the date of Claimant's signature of this Agreement, Claimants shall deliver to Plaintiffs at 25 West Main Street, Auburn, WA, 98001, all of the following that are in their possession: house keys, garage door openers, garage door codes, all other security codes, and any written manuals or warranties for appliances, equipment, or fixtures for the Property. On the date of Claimant's signature of this Agreement, the Claimants will provide the City access to the Property for a full inspection.

3.1 Claimant will have one opportunity to enter into the home after execution of the Settlement Agreement to retrieve personal property (such as clothing, suitcases, and hygiene items) within five days after execution of this Agreement. Claimant will be required to provide at least two business days' notice to the City of the request to visit the home, limit the home visit to retrieve personal belongings to a two hour window during normal business hours, and to be accompanied at all times on the Property by two agents of the City's choosing including one Police Officer to enter into and secure the Property.

4. Division of Gross Proceeds After Sale of the Property. Upon sale of the Property, the division of proceeds will be applied as follows:

4.1 Any taxes due and owing will be paid in full;

4.2 Any real estate commissions or closing costs will be paid in full;

4.3 Any utility liens, assessments including all Home Owners Association dues and assessments, or bills due and owing will be paid in full;

4.4 Any other costs or liens secured by the property will be paid in full including any outstanding mortgage payoff amount;

4.5 Legal fees incurred by Doris Eslinger, counsel representing mortgaging entities, including Ronald Ralph, Hilltop Investments, LLC, Michel P. Stern, and North Creek Real Estate Investors, LLC, the holder of a Promissory Note secured by a Deed of Trust on the Property ("Lender"), as a result of the negotiation with Parties and the sale of the Property in the amount of $2,109.35 as of July 31, 2019, plus an additional amount to be paid consistent with Section 9(b) of the Promissory Note.

4.6 The costs, if any, of removing personal property from the home will be paid in full, including but not limited to the cost of hiring contractors to remove personal property and the cost of delivering and destroying personal property;

4.7 Any proceeds required to be remitted to the State Treasurer on behalf of the seizing agency;

4.8 Fifty (50) percent of the net sale will be retained by the City and fifty (50) percent of the net sale will be retained by Claimant after Clauses 4.1 through 4.7

are satisfied, but in no event will Claimant sale proceeds exceed seventy-five thousand dollars ($75,000).

The City shall not accept any purchase offer without Lender's prior written consent if the City anticipates the proceeds of the sale is insufficient to fully satisfy the total payment owed to Lender (i.e., outstanding principal and other costs incurred relating to the loan).

5. Encumbrances. Claimants agree to be in compliance with the terms in the Deed of Trust and Promissory Note prior to transferring the title of the said property to the City. If Claimants are out of compliance with any term(s) in the Deed of Trust or Promissory Note, any amount required to cure will be deducted from Claimants portion of the sale proceeds including but not limited to, outstanding mortgage or interest payments, hazard insurance, property insurance, lienable utilities, etc.

6. Dismissal of Lawsuit and Release of Lis Pendens. Within five (5) business days following execution of this Agreement by all parties, the City will file a Motion and Order of Dismissal with prejudice and without costs in King County Cause NO. 19-2-02915-3KNT. The City will also release the recorded lis pendens under King County recording no. 20190219001511 against the Property.

6. Indemnification. The Claimants shall indemnify, defend, and hold harmless the City, its agents, and employees from and against any and all liability arising from this forfeiture action and sale of the Property. In the event that the City shall elect to defend itself against any claim or suit arising from this agreement, the Claimant shall, in addition to indemnifying and holding the City harmless from any liability, indemnify the City for any and all expenses incurred by the City in defending such claim or suit, including reasonable attorneys' fees.

7. Reliance Upon Own Judgment and Counsel. The City and Claimants have read this agreement and have knowingly, intelligently, and voluntarily entered into said agreement with full knowledge of the consequences of such agreement. The City and Claimants agree that each of them was represented by counsel, or had the opportunity to independently consult with counsel of their choosing. As such, this agreement shall not be construed against either party as the drafter.

8. No Admission of Liability. The Parties agree that this Agreement is a compromise and settlement of potential and/or disputed claims, and neither this Agreement nor any action taken to carry out this Agreement may be construed as, or used as an admission or concession of, or constitute a finding of, civil or criminal liability, fault, wrongdoing, or culpability by either party. Claimants deny all of the allegations contained in King County Superior Court Case No. 19-2-04606-6 KNT, but for purposes of this Agreement, agree that Claimants are entering into this Agreement knowingly, voluntarily and intelligently.

9. Entire Agreement. This Agreement and the Promissory Note incorporated in Exhibit A contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties. Either party may request changes to the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

10. Binding on Successors and Assigns. All the terms and conditions of this Settlement Agreement and its exhibits shall be binding upon and inure to the benefit of the Claimants and the City and their respective heirs, successors, agents, and assigns.

11. Counterparts. This Settlement Agreement may be executed by multiple counterparts, each of which shall be deemed an original, binding on the parties to the Agreement, and all of which shall constitute one final agreement.

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12. Attorneys' Fees. In the event of a breach or a default under this Settlement Agreement, the breaching or defaulting party agrees to pay all attorneys' fees and costs incurred by the prevailing party in collecting amounts owed, or enforcing the agreement.

NANCY BACKUS, MAYOR DATE

State of Washington)
)ss.
County of King)

I certify that I know or have satisfactory evidence that NANCY BACKUS is the person who appeared before me, and said individual acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as the MAYOR OF THE CITY OF AUBURN to be the free and voluntary act for the uses and purposes mentioned in this instrument.

Dated:_____

Notary Public in and for the State of Washington
Residing at_____
My appointment expires_____

APPROVED AS TO FORM:

Steve Gross, WSBA 24658 Date
City Attorney

Yihui wu
YUHUI WU

10/08/2019
Date

State of Washington)
)ss.
County of King)

I certify that I know or have satisfactory evidence that YIHUI WU is the person who appeared before me, and said individual acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: 10/8/2019

Notary Public
State of Washington
CHRISTOPHER R. BLACK
MY COMMISSION EXPIRES
AUGUST 24, 2021

Notary Public in and for the State of Washington
Residing at Seattle, WA
My appointment expires 8/24/2021

Christopher R. Black, WSBA 31744
Attorney for Yihui Wu

10/9/2019
Date

DORIS ESLINGER, WSBA 41804
ATTORNEY FOR RONAL RALPH,
NORTH CREEK REAL ESTATE INVESTORS,
HILLTOP INVESTMENTS, AND
MICHAEL P. STERN

10/10/19
DATE

State of Washington)
)ss.
County of King)

I certify that I know or have satisfactory evidence that DORIS ESLINGER is the person who appeared before me, and said individual acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as the ATTORNEY FOR RONALD RALPH, NORTH CREEK REAL ESTATE INVESTORS, HILLTOP INVESTMENTS, AND MICHEL P. STERN to be the free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: 10/10/19

BARBARA J JOHNSON NOTARY PUBLIC STATE OF WASHINGTON COMMISSION EXPIRES 09-07-20

Notary Public in and for the State of Washington
Residing at Woodinville, WA
My appointment expires 9/7/20

EXHIBIT A TO THE SETTLEMENT AGREEMENT
PROMISSORY NOTE

FOR VALUE RECEIVED the City of Auburn ("City") promises to pay to the order of Ronald Ralph (16.667%), Hilltop Investments, LLC (20.833%), Michel P. Stern (20.833%) and North Creek Real Estate Investors, LLC (41.667%) ("Lender"), the principal sum of One Hundred Twenty Thousand Dollars ($120,000.00) together with interest calculated following the date that the Settlement Agreement is signed by Lender to the date of the sale of the Property.

1. Definitions.

   a. Promissory Note: This instrument may be referred to as "the Note."

   b. Holder: The Holder of the Note is the Lender.

   c. Property: This Promissory Note is secured by a first lien Deed of Trust on the Property, recorded on February 15, 2015, under Auditor File No. 20160216002038, having a common address of 11626 SE 270th St. Kent, Washington 98030. Legally described as:

      LOT 2, SOUTH BEND, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 174 OF PLATS, PAGE(S) 30 THROUGH 32, RECORDS OF KING COUNTY, WASHINGTON
      SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON

2. Interest Rate. All interest on the outstanding principal balance of the Loan Amount shall be calculated on the basis of a 30-day month and a year of 360 days and at a rate of 8.50% per annum.

3. Payoff Loan Amount. Interest shall accrue from the date the Settlement Agreement is signed to the date of the sale of the property when the entire principal and interest shall be due no later than six months from the date of the execution of this Settlement Agreement ("Maturity Date"). Lender agrees to forbear declaring the Deed of Trust in default until the Maturity Date. Interest from the date of the Settlement Agreement until the first day of the next month shall be prorated on a per diem basis. Any unpaid interest shall be added to the principal of the Note and compounded. The final payoff shall be made payable to Mortgage Equities Inc., the agent of Lender, and sent to PO Box 407 Gig Harbor, WA 98335.

4. Payoff Deadline. The City shall have six (6) calendar months from the date of the Lender signing the Settlement Agreement to pay the Payoff Loan amount in full, or if the secured Property is sold before the Maturity Date, the Payoff Loan Amount, and all payments incurred by Lender related to the Deed of Trust shall be disbursed to Lender by escrow at closing. Notwithstanding anything to the contrary herein, interest shall continue to accrue during the processing time until Lender receives the Payoff Loan Amount. The parties reserve the right to mutually negotiate (an) extension(s) of the payoff deadline. If full timely payment is not made under the Note, default interest shall be charged at 18% per annum. All default interest will be added to the principal of the note. Timely payment includes six calendar months plus an additional 4-6 weeks for the City to process a check and deliver it to Mortgage Equities, Inc.

5. Pre-payment. This Note may be prepaid in whole or in part, at any time without penalty.

6. Reconveyance. The City will pay the Lender two hundred thirty dollars ($230) for any request for reconveyance and the processing of the reconveyance.

7. Commercial Purpose. This Note is not primarily for personal, family or household purposes. This Note is for business, commercial and investment purposes. It is the specific intent of the undersigned and the Holder that this Note bear a lawful rate of interest, and if any court of competent jurisdiction should determine that the rate provided for in the Note exceeds that which is statutorily permitted for the type of transaction evidenced by the Note, the interest rate shall be reduced to the highest rate permitted by applicable law, with any excess interest previously collected applied against the principal, or if the principal has been fully repaid, returned to the City on demand.

8. No Waiver. The waiver by the Holder of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of payments hereunder by the Holder shall not be deemed to be a waiver of any preceding breach by the undersigned of any term, covenant or condition of the Note other than the failure of the undersigned to make the particular payment so accepted, regardless of Holder's knowledge of such preceding breach at the time of the acceptance of such payment. The acceptance of a partial payment by the Holder shall not be deemed a waiver.

9. Attorneys' fees. In the event litigation is instituted, declaratory or otherwise in connection with or arising out of the Note, the prevailing party will be awarded the costs thereof and attorneys' fees actually incurred which may be determined and fixed by a court as part of the judgment.

a. The parties agree that all pre-litigation consultation fees incurred by counsel for the Holder of the note to the date of the Settlement Agreement will be paid according to paragraph 4.5 of the Settlement Agreement.

b. The parties further agree that all post-litigation consultation fees incurred by counsel for the Holder of the Note from the date of the Settlement Agreement to the date of the reconveyance will be the responsibility of the City. This amount is not to exceed $1,000 and may be increased, if necessary, upon prior written agreement of the Parties.

10. Jurisdiction. This Note shall be construed under the laws of the State of Washington and the undersigned agrees that they will be subject to the jurisdiction of the State of Washington and that if any litigation ensues in connection with or arising out of the Note, such litigation shall take place in the Superior Court of King County for the State of Washington.

11. Waiver of jury trial. The Parties irrevocably waive any right to a trial by jury.

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NOTICE: ORAL AGREEMENTS, PROMISES OR COMMITMENTS TO LEND MONEY, TO EXTEND CREDIT, TO MODIFY OR AMEND THE TERMS UNDER WHICH MONEY WAS LENT OR CREDIT WAS EXTENDED, TO RELEASE ANY GUARANTOR TO FORBEAR WITH RESPECT TO THE REPAYMENT OF ANY DEBT OR THE EXERCISE OF ANY REMEDY, OR TO MAKE ANY OTHER FINANCIAL ACCOMMODATION PERTAINING TO A DEBT OR OTHER EXTENSION OF CREDIT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW.

EXECUTED on the _____day of October, 2019.

CITY OF AUBURN

_____
Nancy Backus, Mayor

_____
Doris Eslinger on behalf of
Ronald Ralph, Hilltop Investments, LLC,
Michel P. Stern and North Creek Real Estate
Investors, LLC

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5458 (Hinman)

Date:
October 15, 2019

Department:
Administration

Attachments:
Resolution 5458 Normandy Aircraft Lease
Normandy Term Sheet with Additional Services

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

Administrative Recommendation:

Adoption of Resolution No. 5458 authorizing the Mayor to negotiate and execute a lease agreement with Normandy Aircraft for office and apron space on Auburns Municipal Airport

Background Summary:

Normandy Aircraft is an aircraft maintenance and service business interested in relocating from Norman Grier Field to the Auburn Airport. Currently there is no business providing aircraft maintenance and servicing on Auburn's Airport. Airport management, airport users, and other airport tenants have identified aircraft maintenance and servicing as a need for the airfield. Normandy Aircraft fulfills that need.

In addition to providing aircraft maintenance and servicing, Normandy will provide additional services on behalf of the airport and airport management. Services that will include opening and staffing the airport office on weekends, assisting airport management with planning and hosting annual events at the airport, provide twenty-four hour aircraft incident response and recovery services, provide specialty maintenance to airport management, and provide facilities for other airport tenants to dispose of their waste airplane oil.

Reviewed by Council Committees:

Councilmember:

Staff: Hinman

Meeting Date: October 21, 2019

Item Number: RES.B

RESOLUTION NO. 5458

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE AN AIRPORT OFFICE AND APRON LEASE WITH NORMANDY AIRCRAFT.

WHEREAS, beginning on January 1, 2020, the City of Auburn municipal airport will have office and apron space available for lease to private airport-related businesses; and

WHEREAS, Normandy Aircraft is interested in leasing such office and apron space for their aircraft maintenance and service business; and

WHEREAS, the public, visiting aircraft, airport management, airport customers and other airport tenants would benefit from having Normandy Aircraft located on the airport.

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

Section 1. The Mayor is authorized to negotiate and execute a lease with Normandy Aircraft, provided that the lease be in substantial conformity with the term sheet, attached as Exhibit A.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney

Normandy Aircraft Lease at the Auburn Airport

September 19, 2019
Normandy Aircraft
Attn: Logan Sheperd & John Smutny

Term Sheet

Premises: 782 square feet in the Airport Administration Building, which shall include the Back East Room (628sqft), Bathroom located in the Back East Room (44sqft) and Instructor/Office 1 (110sqft).

19,000 square feet of land similar to the photo contained within for reference which also contains a temporary hangar owned by the tenant.

Tenant is taking the Premises As-is, where-is

Rate: $14.00 per square foot, per year for the 782 square feet in the Airport Administration Building.

$0.825 per square foot per year for the 19,000 square feet of airport land.

Leasehold Tax: A State mandated Leasehold Tax in the amount of 12.84% will be charged to the gross monthly rental payments.

Common Area Fees: Common areas shall include the Corridor/Hallway (242sqft), Front Lobby (190sqft), Guest Bathrooms (146sqft), Interior Storage Closet (41sqft), Kitchen area (77sqft), Coat Closet (11sqft) for a total of 707 square feet.

Common areas are charged at a rate of $14.00 per square foot, per year. Normandy Aircraft's common area percentage allocation for common areas is 28%. Landlord is crediting the Tenant this fee in exchange for Tenant providing those certain services attached hereto as "Additional Services".

As part of the Common area fee, Normandy will have use of the large conference room for up to 5 hours per week. Scheduling of the conference room is done through the Airport Staff

Additional Services: Tenant agrees to preform those services described and attached hereto as "Additional Services". These services will be on behalf of the Landlord, and for the benefit of the airport. Landlord and Tenant agree that these services are in addition to Tenants normal business operations.

In exchange and in consideration for the tenant providing said services the Landlord agrees to credit the Tenant the current base rent value for the small office in the Administration Building, Tenants share of common area fees and the Tenants Leasehold Excise Tax charged on the value of credited rental amounts.

If at any time the Tenant ceases to provide all, or some the attached Additional Services, Tenant will become responsible for all or a proportionate share of the credited fees from that date onward

Rental Adjustments: Lease rate will be subject to annual rental adjustments based on CPI-W from August to August of the previous year. A negative CPI adjustment will not constitute a reduction in the rental rate. The first rental adjustment to be assessed beginning January 1st , 2021

Term: The term will run for 60 months following Commencement of the lease January 1, 2020. A separate "Companion Agreement" will outline the requirements for Normandy Aircraft's development of a permanent site at the Airport.

Companion Agreement: A separate "Companion Agreement" will be attachment to the lease and outline the requirements for Normandy Aircraft's development of a permanent site or occupancy within a future development site at the Airport. Failure to meet the requirements of the Companion Agreement will constitute default on the lease.

Removal of Temporary Hangar: Normandy will be responsible for the removal of their temporary hangar upon expiration or termination of this lease.

Utilities: Tenant will be responsible for having the power meter furnishing the Far East Room & the temporary hangar put into Tenant's name and will be responsible for all utility charges stemming from that meter. In addition Landlord will bill Tenant a pro-rata share (5%) of the power

bill servicing the remaining portion of the Administration building.

Landlord will bill Tenant a pro-rata share (28%) of the water, sewer and storm utility charge based up tenants percentage of dedicated space to the entire building.

Utility charges for the common areas are covered as part of the common area fees.

Tenant is responsible for establishing and maintaining their own communications and internet service accounts.

Auburn City Council: The terms contained within are subject to the ratification of the Auburn City Council. If approved both parties will take reasonable steps to execute a formal lease based in substantial conformity to the terms contained within and approved by City Council prior to January 1, 2020.

Each party by signing below acknowledges and agrees to the terms as set forth above.

Tenant	**Landlord**
Signature: _____	Signature: _____
Print Name: Logan K. Shroad	Print Name: _____
Title: President, Normandy Aerospace	Title: _____
Date: 09/25/2019	Date: _____

Additional Services

1. Provide twenty-four hour aircraft incident response and recovery services on the Auburn Airport at no charge to the City. Applicable charges to parties involved not affiliated with the City (employees, officials, electeds, management, etc. serving in their civic role at the time of the incident) may be billed as deemed necessary by Tenant. No cap on hours provided for this function.

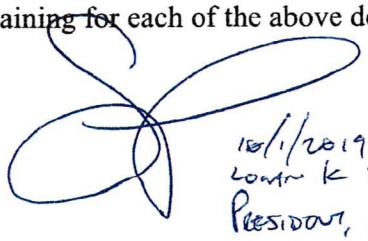
2. Assist Airport management as directed in hosting and planning two annual events: Auburn Airport Day and a Fly-in/tenant day. Tenant agree to provide up to 60 hours annually at no charge to the City for service in this function. Services provided for this function in addition to the 60 hours annually will be billed to the City at a rate of $75/hr.

3. Staff and hold open to the public the Airport Office on Saturdays & Sundays between the hours of 10am – 6pm. Should a Federal Holiday fall on either a Saturday or Sunday the Tenant is not expected to open the Airport Office that weekend.

4. Provide up to 200 hours annually to the City at no charge for specialty maintenance and support requested by Airport Management. Requested maintenance and support services provided in addition to the 200 hours will be billed to the City at a rate of $75/hr.

5. Tenant will provide at no charge, facilities on their premises for other Auburn Airport tenants to dispose of their airplane waste oil. These facilities are only required to be made available during Tenant's normal business hours and will be limited to 4 gallons per tenant per month. Normandy will be responsible for tracking the individual usage of this service.

- Tenant is responsible for the tracking and maintaining of all hours provided and any applicable billing for the individual services described above. Time spent and billed for when applicable will be tracked and billed in .25/hr increments. Tenant will also provide a quarterly written report to the Airport Manager of the hours used and the hours remaining for each of the above described service.



10/1/2019
LOREN K SHELTON
PRESIDENT, NORMANDY AIRCRAFT

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5459 (Hinman)

Date:
October 1, 2019

Department:
Administration

Attachments:
RES 5459
2019 Comprehensive Emergency Management Plan (CEMP)

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

Administrative Recommendation:

City Council adopts the City of Auburn 2019 Comprehensive Emergency Management Plan.

Background Summary:

Chapter 38.53 of the Revised Code of Washington and Chapter 118-30 of the Washington Administrative Code requires the City to establish emergency management organizations and emergency plans for the protection of persons and property in the event of disaster, and to provide for the coordination of emergency management functions with other public agencies and organizations. The City's existing Comprehensive Emergency Management Plan ("CEMP") was adopted in 2015, and is required to be updated every four years. The City's CEMP has been updated to reflect changes in federal, state, and local laws and regulations.

Reviewed by Council Committees:

Councilmember:

Staff: Hinman

Meeting Date: October 21, 2019

Item Number: RES.C

RESOLUTION NO. 5459

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ADOPTING THE CITY OF AUBURN 2019 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

WHEREAS, Chapter 38.53 of the Revised Code of Washington and Chapter 118-30 of the Washington Administrative Code requires the City to establish emergency management organizations and emergency plans for the protection of persons and property in the event of disaster, and to provide for the coordination of emergency management functions with other public agencies and organizations; and

WHEREAS, the City's existing Comprehensive Emergency Management Plan ("CEMP") was adopted in 2015, and is required to be updated every four years; and,

WHEREAS, the City's CEMP has been updated to reflect changes in federal, state, and local laws and regulations.

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

Section 1. The City Council of the City of Auburn adopts the 2019 Comprehensive Emergency Management Plan in substantially the same form as attached as Exhibit A.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney

City of Auburn, Washington

Comprehensive Emergency Management Plan

July 2019

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EMERGENCY CONTACT NUMBERS

If immediate emergency or incident assistance is required, contact ValleyCom:

24-Hour Emergency Telephone: 911

For non-emergency assistance, please contact:

Auburn Police Department: 253-931-3080

Auburn Emergency Management: 253-876-1925

Valley Regional Fire Authority: 253-288-5831

The City of Auburn's 2019 Comprehensive Emergency Management Plan (CEMP) will be distributed electronically as well as hard copy. A redacted version will be available on the City of Auburn's website at http://www.auburnwa.gov.

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FOREWARD

The City of Auburn sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the revisions, development and publication of the 2019 City of Auburn Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Auburn, Valley Regional Fire Authority, and other local jurisdictions to emergency management. The CEMP demonstrates the ability of a large number of agencies to work together to achieve a common goal.

Special recognition for the document preparation and integration of materials into this plan go to the City of Auburn Emergency Management Committee and the City of Auburn Emergency Management Division, without whose efforts this document would not have been produced.

The CEMP is one of many efforts to prepare all people in the City for emergencies and disasters. The CEMP is formatted to be consistent with the King and Pierce County CEMPs and the Washington State CEMP, as well as the National Response Framework (NRF), complete with Emergency Support Functions (ESFs) as single function activities. Standardized plans throughout the State help improve interoperability between local, county, state, and federal levels of government. The CEMP improves our ability to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of the City of Auburn.

Dana Hinman
Director of Administration/Director of Emergency Management
City of Auburn

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LETTER OF PROMULGATION

To All Recipients:
It is the policy of the City of Auburn to provide the emergency organization and resources to minimize the effects of incidents; prepare to respond to disaster situations; maximize population survival; and preserve property; that will ensure the orderly and fast return to normal community life in the City of Auburn in the event of a natural or technological disaster.

The City of Auburn Comprehensive Emergency Management Plan (CEMP) has been developed to establish the special policies, guidelines, and procedures that will provide response personnel with the information and guidance required to function quickly and effectively in a disaster situation. It is a goal of this plan to help develop city, business, and resident self-sufficiency for a minimum of 14 days after a disaster. This plan supersedes all previous versions of the Auburn CEMP.

It should be understood that emergencies and disasters are dynamic events that require flexibility and the ability to solve challenges that are presented. Circumstances may dictate deviation from this plan in order to have the best possible response. This plan may be supplemented by the King County Comprehensive Emergency Management Plan, the Puget Sound Regional Catastrophic Disaster Coordination Plan and Annexes, the Washington State Comprehensive Emergency Management Plan, and other applicable plans.

All city departments are directed to take appropriate actions to implement this plan and to maintain the necessary capabilities to respond effectively to emergencies and disasters. All outside entities involved in the plan are requested to cooperate with the city in order to coordinate the total disaster response within the community.

Adopted pursuant to City of Auburn Resolution ??? by the City Council of the City of Auburn, Washington at its regularly scheduled meeting on ??? .

_____

Nancy Backus
Mayor,
City of Auburn

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DISTRIBUTION PAGE

This plan will be distributed to all participating City Departments, Valley Regional Fire Authority, King and Pierce County Emergency Management Agencies, Washington State Emergency Management Division, neighboring cities, and other response entities.

See Appendix 5, Distribution List, for full distribution details.

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RECORD OF REVISIONS

Change #	Date Entered	Summary of Changes	Name
19-01	???	Complete Revision of Plan	Jerry Thorson

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BASIC PLAN

INTRODUCTION

A. Mission

It is the policy of the City of Auburn's government, in order to protect lives, property, and the economic base of the community, and in cooperation with other public and private organizations of the community, and the Muckleshoot Indian Tribe (MIT), to endeavor to mitigate, prepare for, respond to, and recover from all natural and technological emergencies and disasters.

The normal day-to-day functions of many local agencies will be interrupted by disaster conditions. Therefore, the employees and equipment of those agencies can readily be committed to the support of disaster response and recovery efforts. The mission of this plan is to develop well defined operational procedures to ensure an effective, organized response to save lives, assist disaster victims, minimize injury and damage, protect property, and the environment

B. Purpose

This plan establishes the emergency management functions and responsibilities of the City of Auburn and specifies those functions that are the responsibility of King or Pierce County Emergency Management Agencies, the Muckleshoot Indian Tribe, as well as public and private organizations that aid in the response and recovery from any hazard that could impact the City.

The CEMP includes the Basic Plan, Emergency Support Function (ESF) plans, and hazard specific annexes. These documents comprise the CEMP and describe how City Departments coordinate emergency management related actions, resources, and activities with other federal, state, county, tribal, regional, private-sector, and nongovernmental organizations.

The plan is also intended to do the following:

- Establish who is in command in case of a disaster.
- Clearly designate disaster related functions assigned to government agencies based upon capabilities and mandated responsibilities.
- Identify available sources of equipment and manpower in government agencies to utilize during disaster events.
- Identify resources, manpower and equipment available from the private sector and general public to provide assistance during disasters.
- Identify and clarify funding sources of staffing and other resources during disasters.
- Provide coordination between agencies to achieve assigned function.
- Organize volunteers when it is determined that there is a need.

C. Scope and Applicability

This Comprehensive Emergency Management Plan (CEMP) is a local level emergency management plan designed to describe the emergency/incident response of the City of Auburn, Washington. This plan is designed to work in concert with the emergency management plans of both King and Pierce Counties.

The CEMP will be used in the event of a widespread disaster, event, or major incident that has the potential or has overwhelmed at least one city department. The city's Emergency operations Center (EOC) may be used upon the request of an outside agency, such as King or Pierce County, Muckleshoot Indian Tribe, or other agencies to support their operations. The EOC will be activated to a level appropriate to the specific emergency, event, or disaster.

This CEMP is intended to be both "generic" and "hazard specific", covering the entire range of emergency and disaster situations, from natural hazards, to technological hazards created as a byproduct of our modern society. This plan is designed to meet the requirements for a comprehensive emergency management plan as described in Washington Administrative Code 118-30 and Revised Code of Washington 38.52. It is also intended to be consistent with the Washington State CEMP and the national framework.

D. Situation Overview

This CEMP considers that emergencies and incidents are likely to occur as described in the King and Pierce County Hazard Identification and Vulnerability Assessments, and describes:

- Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
- Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.

The City adopted the King County Regional Hazard Mitigation plan on December 6, 2004 with resolution 3780. The July 2014 King County Regional Hazard Mitigation Plan Update was also adopted by the city with resolution 5096. This Mitigation Plan includes the hazard Risk ranking for the City of Auburn as follows:

1. Severe Weather
2. Severe winter weather
3. Flood
4. Landslide
5. Earthquake
6. Volcano
7. Wildfire
8. Dam failure
9. Tsunami
10. Avalanche

E. Incident Management Activities

This plan describes the responsibilities of City departments and other entities involved in various aspects of emergency management in the City of Auburn, including prevention, preparedness, response, and recovery actions.

The National Incident Management System (NIMS) provides a nationwide template enabling Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Therefore, it is the policy of the City of Auburn to apply the principles of NIMS and specifically the Incident Command System (ICS) to all incident management activities.

F. Authorities

1. This CEMP is developed and maintained under the authority of and in support of various local, State, and Federal statutes and regulations, as listed in Appendix 3: Authorities and References.

2. Continuity of Government
   a. Emergency Interim Successors for Elected Officials
      i. In the event of an absence by the Mayor or City Council members, the Rules of Procedure of the City Council of Auburn shall be used to fill any temporary vacancies.
   b. Emergency Interim Successors for Appointed Officials
      i. If a Department Director is unavailable during an emergency, the city employee specified in the Department's COOP shall fulfill the responsibilities of that role.
      ii. Persons identified in the succession roles shall be provided with sufficient training by the department to fulfill the role in an emergency.

G. Key Concepts

1. All disaster operations will be in coordination with King and Pierce County Emergency Management Agencies and conducted or overseen by City personnel. Those efforts will be supplemented, as necessary, by trained volunteers and by the local workforce.

2. When local resources have been exhausted or overwhelmed, the Mayor, Director of Emergency Management, or their designees may request additional resources through King or Pierce County Emergency Management Agencies or directly through the Washington State Emergency Operations Center.

3. A proclamation of Civil Emergency may be adopted as described in Auburn City Code: 2.75.080. This proclamation, when adopted, provides many benefits for response and recovery efforts when implemented by the mayor or designee.

4. All City departments are designated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, and response, and recovery as directed by the Mayor or Director of Emergency Management, including providing trained staff members to work in the Emergency Operations Center.

   It is the policy of the City that no services will be denied on the basis of race, color, national origin, religion, sex, age, sexual orientation, economic status, physical and sensory limitations, Limited English Proficiency (LEP) or disability. Additionally no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will

be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code

5. In order to carry out the responsibilities identified above, all department heads are directed to establish emergency organizations within their respective departments, ready and capable of fulfilling disaster missions, as specified in this Plan. Further, all department heads are expected to designate at least one staff member to serve on, and actively contribute to, the Emergency Management Committee.

6. Fire services are provided to the City of Auburn by the Valley Regional Fire Authority, which also serves the cities of Algona and Pacific, KCFD #31 and portions of the Muckleshoot Indian Reservation. Station 31 (Headquarters) is located at 1101 D ST NE. Additional stations are: Station 32: 1951 R ST SE; Station 33: 500 182nd Ave E; Station 34: 31290 124th AVE SE; Station 35: 2905 C ST SW; and Station 38: 133 3rd AVE SE, Pacific.

7. Mutual Aid – The City of Auburn is a signatory to the King County Regional Coordination Framework (RCF). The RCF provides for sharing of resources between public, private, and non-profit organizations throughout King County, which are paid for by the requesting agency. The City is also included in the Washington Mutual Aid Compact/Washington Mutual Aid System, which provides for resource sharing between municipalities throughout the State.

8. The City is a signatory of the Washington Water/Wastewater Agency Response Network's (WAWARN) mutual aid agreement. WAWARN is a Water/Wastewater Agency Response network that allows water and wastewater systems to receive rapid mutual aid and assistance from other systems in an emergency. Utilities sign the WARN standard agreement which then allows them to share resources with any other system in Washington that has also signed the agreement.

9. The Auburn Police Department, located at 340 E Main St, Suite 201, provides law enforcement services within the City. There are three substations; one is located at the Outlet Collection of Seattle, 1101 Outlet Collection Drive SW, one at 12720 SE 312 Street, and the other is at 3004 Auburn Way S. The Auburn Police Department has Notice of Consent agreements in effect with 174 law enforcement agencies in the State of Washington pursuant to the Washington Mutual Aid Peace Officers Powers Act (Chapter 10.93 RCW). This includes all surrounding agencies. The Auburn Police Department is also a participant in the Valley SWAT Team, Valley Crisis Communications Unit (CCU) and two regional drug task forces – Tahoma Narcotics Enforcement Team (TNET) and Valley Narcotics Enforcement Team (VNET).

10. The City of Auburn has operations that must be performed, or rapidly and efficiently resumed, in an emergency. Each city department is responsible for developing, maintaining, and training their staff on the Department's Continuity of Operations Plan (COOP). The COOP plans follow a standard city format that includes (not a complete list) essential functions for the department, essential personnel to carry out those functions, a line of succession, critical equipment and an alternate location to carry out those responsibilities should the normal workspace be unusable.

11. A successful emergency management effort within the city includes many other agencies, volunteer groups, and businesses, that assist or participate in our efforts, before, during and after a major emergency or incident. When this plan refers to other agencies it includes the Muckleshoot Indian Tribe, neighboring cities, King and Pierce Counties, Washington State, the Auburn School District, Green river Community College, and other local agencies, businesses, volunteer groups, and faith based organizations. In some cases, for clarity, the plan will include specific names of organizations.

12. The city of Auburn is an ethnically and linguistically diverse community, an asset to the city's cultural and economic vibrancy. Communicating with residents, businesses, and others in the city is important and can be challenging. Support Annex 5, Emergency Communications Proficiency was developed to support the City in better communicating life-safety messages to people with limited English proficiency (LEP). The annex describes the City's language access obligations, messaging strategies message distribution options and contact information related to emergency communications.

PLANNING ASSUMPTIONS AND CONSIDERATIONS

The City of Auburn is located in King and Pierce Counties, in the south Puget Sound area of the State of Washington, approximately 20 miles south of Seattle. Auburn has an area of 29.83 square miles, with 28.17 square miles located in King County and 1.66 square miles located in Pierce County. Approximately 80,776 individuals reside within Auburn, with approximately 67,300 of those living in the King County portion and 7,560 in the Pierce County portion. 2010 Census data showed the population comprised of 49.4% males and 50.6% females. The City's Comprehensive Plan identifies that approximately 75% of our residents speak only English at home while 9.7% speak Spanish, 2.3% speak Ukranian1.6% Speak Russian, and 1.6% speak Tagalog at home.

The elevation of the City at Main St. and Auburn Ave. is 84 feet and latitude 47.3072 N; longitude 122.2283 W. The lowest elevation in the city is 43 feet and the highest is 650.

State Route 18, State Route 167 and State Route 164 provide major highway access to the City. The Burlington Northern Santa Fe Railway Company and the Union Pacific Railroad Corporation provide freight rail service. Passenger rail service includes commuter trains (see below), and Amtrak service through the city.

Transportation assets in Auburn include the Auburn School District, with their transportation facility located at 615 15th St. SW, which serves their entire district. The School District may also have special needs assets that may be helpful during an incident or other emergency. Public transportation is primarily provided by King County Metro bus services, with a terminal located at the Auburn Transit Station downtown. Pierce County Transit provides morning and evening weekday shuttles between the Lakeland Hills neighborhood in southeast Auburn and the Auburn Transit Station. Sound Transit also provides limited stop regional bus service. Passenger rail service is provided between the cities of Seattle and Tacoma by Sound Transit, with the Sounder commuter train making morning and evening stops at the Auburn Transit Station. Additionally the Muckleshoot Indian Tribe maintains transportation assets that may be available for use in emergencies. The city also maintains a municipal airport located at 2143 E

St NE. The airport is open for public use and includes fixed wing and helicopter training, helicopter rides, helicopter maintenance – major and minor, and aircraft rental. Valley Communications Center (ValleyCom), located in Kent,, , WA, provides 911 dispatching services for police, fire, and EMS response.

The City Public Works Maintenance and Operations Division is located at 1305 C Street SW and is responsible for all streets within the City, with the exception of State Highways 18, 167, and portions of SR164. The State Department of Transportation (DOT) Highway Maintenance Shop is located at 26620 West Valley Highway, just north of the Auburn city limits. State DOT is responsible for the state highways located within the City.

The Auburn School District enrolls nearly 17,000 students and has 14 elementary schools, 4 middle schools and 4 high schools. By 2021, the Auburn School District will add two new elementary schools. Five private schools exist in Auburn, including one boarding school hosting international high school students. The Muckleshoot Indian Tribe has a tribal school located at 15209 SE 376th St, Auburn.

Additionally, Green River College, with an enrollment of nearly 10,600, is located in Auburn on the east hill, and has an additional facility located in the valley in the city. The college also serves a large number of international students.

The major employment industries in Auburn are Production Workers (19%), Administrative Support staff (13%) and Executives, Managers, Administrators (6.5%).

The local hospital is the Multicare Auburn Medical Center, located at 202 N Division St. There is also an urgent care facility, operated by Multicare, located at 202 Cross St. SE.

There are three nursing homes, four assisted living/boarding homes, and 15 adult family homes located in Auburn.

Sources: Auburn School District, GRC, Choosewashington.com, City of Auburn Community Development.

Assumptions

The King and Pierce County Hazard Identification and Vulnerability Assessments (HIVA) provide information on potential hazards threatening the City. The City does not maintain a separate HIVA but contributes to the County level ones based on their existing processes.

1. Any of the noted situations could create significant property damage, injury, loss of life, and/or disruption of essential services in the City. These situations may also create significant financial, psychological, and sociological impacts on residents of and visitors to the community and the City governmental organization itself.

2. Disasters have occurred in the City and will occur again, some with warning and others with no warning at all. It is reasonable to assume that, with impending incidents including, but not limited to, storms, floods, and acts of terrorism, warnings will be issued to enable some

preparation prior to the event. Other major incidents, such as earthquakes and lahars, will come with no advance warning.

3. In the event of widespread disaster, there will likely not be any significant assistance from nearby communities, Counties, State, Tribes or Federal agencies for 14 days or longer. In this situation, the City and Tribes will need to rely on available City or Tribal resources and those of non-profit organizations, businesses, and residents within the City for initial response operations. The city's COAD program will support communications, services and resource sharing between non-governmental organizations and the city's response efforts.

4. The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies not affecting the City.

5. Recent experience with disasters in other parts of the country has shown that many employees may not be able to get to their normal work locations. It is reasonable to assume that some of our workers will be unable to report, and also likely that workers from other cities may show up at Auburn facilities and offer to help. This can create some challenges if the city is not prepared to deal with the employees from other cities.

6. Global climate change poses an unprecedented and growing challenge to emergency management planning and operations. To better prepare for the impacts, the City of Auburn CEMP recognizes the importance of integrating climate science into future planning efforts. Although climate change is often portrayed as an exclusively international problem, the impacts are felt locally and disproportionately burden local jurisdictions. Therefore, the City of Auburn Emergency Management Office will work with regional partners to develop local climate-aware mitigation and prevention efforts that will build a more climate resilient Auburn community.

ROLES AND RESPONSIBILITIES

This CEMP identifies responsibilities of City departments, outside agencies, and other organizations. Organizational diagrams and definitions are included in Support Annex 1, Direction and Control.

Emergency Support Functions (ESFs) establish mitigation, preparedness, response, and recovery activities. There is either one department or agency or joint departments or agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1 – 15, and 20 correspond to the Washington State Comprehensive Emergency Management Plan and the National Response Framework numbering system.

A. City of Auburn

1. General Responsibilities

The following are basic responsibilities for emergency management operations provided by and through City government. Detailed responsibilities and essential activities are

found in the appropriate ESFs and Appendices to this document. Department Standard Operating Procedures (SOPs) or Continuity of Operations (COOP) plans detail how individual departments will perform their responsibilities as delineated in the Basic Plan, ESFs, and Appendices. Direction, control, and coordination of emergency management activities undertaken in accordance with the City of Auburn CEMP are outlined in Support Annex (SA) 1: Direction and Control.

a. The City Council will be convened pursuant to ACC 2.06.040 to perform legislative duties as the situation demands, and will receive reports relative to Emergency Management activities.
b. The Director of Emergency Management for the City will be appointed by the Mayor (Ord. 6428 § 2013). The Director will be responsible for the organization, administration, and operation of the emergency management organization, and will serve as incident commander for any occurrence with significant city-wide impact, when so directed by the Mayor.
c. The Emergency Operations Board, comprised of the Mayor and all City Department Heads, will oversee emergency operations and provide policy recommendations to the City Council during emergency and recovery periods.
d. The Emergency Manager will be appointed by the Emergency Management Director. The Manager will direct and coordinate development, implementation, and maintenance of all City emergency management related plans. The Manager facilitates coordination with outside agencies and organizations involved in emergency management, provides public education and information related to disasters, and manages the Emergency Operations Center during activations.
e. The Emergency Management Committee will be comprised of representatives of each City department, as well as representatives of other public, private entities and Tribes that have a significant role in emergency management within the City. The Committee is responsible for providing input into all City emergency management related plans.
f. Each City department has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery.

2. Limitations

The City's response under this Plan will be based on the situation, information, and resources available. The decision to implement all or any portion of this Plan, including how it will be implemented in an emergency rests in the City's sole discretion.

3. City Departments:

a. Develop Standard Operating Procedures (SOPs) and/or Continuity of Operations (COOP) plans designed to reestablish or maintain department operations after a disaster, including notification of critical personnel, assessment of damage and resources, identification of critical department functions, and estimated time to open for business.
b. Participate in emergency management training, drills, and exercises to test department and City plans and procedures.

c. Train department employees on emergency plans and procedures to ensure operational capabilities to facilitate an effective response. This includes NIMS-mandated training for all non-temporary employees.
d. Provide department resources (supplies, equipment, services and personnel), as coordinated through the Emergency Operations Center (EOC).
e. Follow procedures to document all costs associated with disaster response and recovery operations. Time sheets for employees will use the appropriate project number as provided by Finance Department. All incident purchases or requisitions will use the project number as assigned by the Finance Department to facilitate incident records and tracking.
f. Inventory resources (equipment and teams) using the National Incident Management System (NIMS) Resource Typing categories, and provide the Auburn Emergency Management Division with an inventory of these resources annually.
g. Train department employees on COOP and procedures, to ensure operational capabilities and facilitate an effective response.
h. Develop plans, when possible, to utilize employees from other jurisdictions that may not be able to report to their normal jobs. These workers may report to our facilities and offer to help. Prior planning is key to this type of effort. Departments should also evaluate if their staff should be advised to report to their local jurisdiction if they cannot make it to Auburn during a disaster.
i. It is the mission of the City to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread incident that necessitates the activation of the EOC, the following procedures will be followed:
    1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOP's) and Continuity of Operations Plans.
    2. During work hours: Departments will make every effort to allow employees to check promptly on the status of their families and homes, providing that doing so does not compromise emergency response functions as defined in this CEMP.
    3. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

B. Local Agencies/Organizations

1. Valley Regional Fire Authority
    a. Provide and/or coordinate all fire suppression, technical rescue, hazardous materials incident response, and emergency medical services in the City.
    b. Assist in providing communications support.
    c. Provide representation to the EOC, if requested, and as resources allow.

2. Auburn School District
    a. Provide public shelter facilities through agreements with the American Red Cross (ARC), Muckleshoot Indian Tribe, and Auburn School District, if requested and as resources allow.

b. Conduct damage assessments on school-owned facilities and provide situation reports to the EOC.
c. Assist with transportation, if requested and as resources allow.
d. Provide representation to the EOC, if requested and as resources allow.

3. King and Pierce County Emergency Management
   a. Coordinate emergency management activities in the County.
   b. Provide information regarding county-wide activities and resource availability.

4. King and Pierce County Health Departments
   a. Coordinate and provide environmental health services.
   b. Coordinate and provide emergency health services, including, but not limited to, communicable disease control, immunizations, and quarantine procedures.
   c. Advise on public health matters, if requested.
   d. Order quarantines as necessary
   e. Provide a representative to EOC, if appropriate and as resources allow.
   f. Supervise the food and water quality control program.

5. King and Pierce County Sheriff's Offices
   a. Provide assistance with crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities, if requested and as resources allow.

6. King County Metro and Sound Transit
   a. Provide assistance with transportation, if requested and as resources allow.

7. Humane Society
   a. Provide sheltering/temp housing for lost or abandoned animals, owners who are now displaced from homes.
   b. Over capacity, will coordinate with Tacoma, ASPCA
   c. Fairgrounds will house livestock (look into)

C. State

1. Emergency Management Division
   a. Through the Washington State CEMP and the State Emergency Operations Center (EOC), coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.
   b. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
   c. Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal

1. Federal Emergency Management Agency (FEMA)
   a. Provide assistance to save lives and protect property, the economy, and the environment.

b. Facilitate the delivery of all types of Federal response assistance to state and local governments.
c. Assist states in recovering from an emergency or disaster.

2. Defense Support of Civil Authorities
   a. The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies to assist.

   b. DOD support is described in the Concept of Operations of the National Response Framework (NRF). DOD responds to requests for assistance during disasters and emergencies when local, state or federal resources are overwhelmed. This support is provided on a reimbursable basis.

   c. Emergency Support Function (ESF) 20 details the Department of Defense (DOD) support that is available.

E. Muckleshoot Indian Tribe
   1. Coordinate emergency management activities as appropriate with the City
   2. Provide assistance with transportation, if requested and as resources allow.
   3. Assist in providing communications support and participate in a JIC as appropriate.
   4. Provide representation to the EOC, if requested and as resources allow.

F. Residents and Visitors

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. The City encourages residents and visitors to be self-sufficient for at least 14 days in the event of an emergency or disaster.

CONCEPT OF OPERATIONS

A. General

1. The classification of non-charter code city as provided in the Optional Municipal Code Title 35A, Revised Code of Washington, is adopted as the classification for the government of the City of Auburn, Washington. (Ord. 2402 § 1, 1969).

2. The plan of government for the City of Auburn, Washington is the mayor-council plan of government as provided for in the Optional Municipal Code, Title 35A, Revised Code of Washington. (Ord. 2402 § 2, 1969).

3. The Revised Code of Washington (RCW) Chapter 38.52.070, Emergency Management, requires local governmental entities to establish a program to deal with emergencies.

4. Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.

5. City government will retain the authority and ultimate responsibility for direction and control of its own emergency operations, use of resources, and application of mutual aid within its own boundaries.

6. The City is provided fire protection, technical rescue, hazardous materials response and emergency medical services by the Valley Regional Fire Authority (VRFA).

7. Disaster operations will be in coordination with other local agencies and organizations and conducted or supervised by City personnel. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. Resources obtained from the County, State and from Federal agencies will also be utilized.

8. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

B. Whole Community Involvement

It is the intent of this plan to take a "whole community approach," being as inclusive as possible. This includes those with disabilities, children, household pets and service animals, those with Limited English proficiency, and others.

To the extent possible, the City will conduct emergency management operations consistent with the U.S. Department of Justice guidelines for making community emergency preparedness and response programs accessible to people with disabilities.

1. Limited English Proficiency (LEP) Program Requirements

   An Emergency Communications Proficiency Support Annex (SA-5) was developed to support the City in better communicating life-safety messages to people with limited English proficiency (LEP). This annex is a guidance document which describes the City's language access obligations, messaging strategies, message distribution options, and contact information.

C. Overall Coordination of Incident Management Activities

1. The Mayor is head of the executive branch and the City Council makes up the legislative branch of City government. The legislative branch of the City is responsible for overall policy direction within the City, and the executive branch is responsible for implementation of that direction.

2. The Director of Emergency Management oversees and provides policy recommendations to the Mayor and City Council during emergency and recovery periods and is responsible to ensure the development and maintenance of the CEMP, and the coordination of emergency preparedness and management activities within the City

3. The Director of Emergency Management, or designee, is responsible for directing all emergency management operations and programs throughout City government and preserving City records.

4. Emergency management activities are conducted so as to follow the Incident Command System (ICS) to the maximum extent possible. The ICS will also be used to support multi-jurisdictional coordination for incidents and exercises whenever possible.

D. Concurrent Implementation of Other Plans

The CEMP is the core plan for emergency management. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources of direct assistance and operational support through the EOC that the City may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

1. The Basic Plan presents the policies, and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.

2. The Appendices describe emergency management activities and give details supporting the Basic Plan.

3. The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

4. Other plans, authorities, protocols, and guidance that may be used before, during, or after disasters and emergencies within the City of Auburn include:
   a. City of Auburn Emergency Management Duty Officer Manual
   b. City of Auburn EOC Manager Manual
   c. City of Auburn Continuity of Operations Plans (by individual departments)
   d. King and Pierce County Hazard Identification and Vulnerability Assessments
   e. King and Pierce County Regional Hazard Mitigation Plans
   f. King and Pierce County Comprehensive Emergency Management Plans
   g. Washington State Comprehensive Emergency Management Plan
   h. National Response Framework

E. Organizational Structure

The day-to-day organizational structure of departments will be maintained; to the extent it is practical to do so, for major emergency and disaster situations, with the understanding that all departments have an obligation to assign personnel to the Emergency Operations Center (EOC) and the labor pool as requested. All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.

F. Principal Incident Management Organizational Elements

Various City departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during emergencies. Each department is responsible for keeping track of its available personnel and equipment and reporting availability directly to the EOC during an activation. These include the following:

1. Administration
   a. The Director of Emergency Management is responsible for overall Incident Command activities during a disaster or large-scale emergency when so directed by the Mayor. The Director has the responsibility to lead the Emergency Management Board to oversee the event as appropriate.
   b. Communications/Multimedia Division is responsible for coordinating public information activities related to a disaster or emergency, including operation of a Joint Information Center (JIC) if needed. Emergency Management Division is

responsible for coordination with internal and external stakeholders and EOC management.

c. Facilities Division oversees all buildings owned by the city and is responsible for conducting rapid damage assessments of them as well as coordinating emergency and long-term repairs.
d. After action reviews are an important part of understanding how and why emergency actions were successful or could have been more effective. They help the City improve its response and recovery efforts by evaluating the entire event, including training efforts beforehand. Emergency Management will conduct an AAR after each EOC activation or other serious event. All involved agencies, departments, and key personnel will be included in the AAR process. Emergency management will complete a corrective action plan to capture the items learned from the AAR and will implement as many items from the plan as possible.

2. Police Department
    a. Provides law enforcement services within the City, as well as rapid damage assessments during disasters.
    b. Animal Control functions are performed by the APD's Animal Control Officers. They may be supported by the Auburn Valley Humane Society.

3. Community Development
    a. Community Development Services is responsible for organizing and conducting both rapid damage assessment and detailed building inspections of both City owned facilities and those critical to the needs of the community at large.
    b. Human Services Division coordinates post-disaster recovery efforts for residents.

4. Public Works Department
    a. Maintain all City-owned critical infrastructure, including streets, traffic control devices, water, sanitary sewer, storm drainage, bridges, and airport within the city.
    b. Responsible for conducting rapid damage assessments on City owned Public Works facilities during disasters and emergencies.

5. Parks, Arts, and Recreation Department
    a. Open and operate shelters for City employees and the general public, as well as to provide support to Public Works in some areas.

G. Emergency Response and Support Teams (Field Level)

Trained and certified teams described in the Concept of Operations of the National Response Framework may be available to assist in incident management, setup of response facilities, and to provide additional expertise and capability. It is important to understand and include in any planning efforts that any outside teams will take time to arrive and once here, there will be a transition period from one team or agency to another.

H. Law Enforcement Assistance

The Auburn Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance

capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and letters of mutual support exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through the EOC, when activated, with the understanding that in a significant regional event, outside assistance will not be available for some time and there will be a period of transition from one agency or group to another.

DIRECTION AND CONTROL

Direction and control is addressed in Support Annex 1.

INCIDENT MANAGEMENT ACTIONS

It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

When a major emergency or disaster occurs, departments will use the following general checklist as a basis for managing their disaster operations:

1. Establish Incident Command following procedures established by each department.
2. Report to a pre-determined site to manage department operations.
3. Account for personnel.
4. Assess damages to facilities to identify if there are there obvious safety concerns that should prompt relocation until the building can be properly evaluated. .
5. Assess personnel and resources available.
6. Assess problems and needs.
7. Report the situation, damages, and capabilities to the EOC.
8. Send designated department representatives to the EOC.
9. Carry out department responsibilities and assigned tasks.
10. Continue assessment of and report to the EOC regarding department resources, needs, damages, actions etc.
11. Keep detailed and accurate records, document actions, costs, situations, etc.

A. Notification and Assessment

1. Federal, State, local, tribal, private-sector, and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The established communication channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Auburn is through King or Pierce County Emergency Management (or their respective EOC/DOC, if activated) to the Washington State Emergency Management Division (or the Washington State Emergency Operations Center, if activated).

2. Suspicious activity, terrorist threats, and actual incidents with a potential or actual terrorist nexus are to be reported immediately to the Auburn Police Department, which will determine whether to forward any information to other agencies such as the FBI.

B. Activation of EOC

1. The Mayor, Director of Emergency Management, or designees may activate the EOC. Any City department may also request that the EOC be activated. Additionally, the EOC may be activated at the request of an outside agency such as King or Pierce County Emergency Management or other governmental entity to support their operations, subject to approval by the Mayor, Director of Emergency Management, or designees when the level of operations requires it. Requested staff will report to the EOC to coordinate response efforts and support field operations. The EOC will be activated at a level appropriate to the specific emergency or disaster, as described in Support Annex #1.

2. The City's primary EOC is located at 1 E Main St., Suite 380. The City has signed agreements with other agencies to provide for alternate EOC locations if our EOC is out of service at any time. These locations have been selected based on our EOC needs and the capabilities for those locations. Any City facility may be utilized as an EOC in the event that the primary and alternate sites are rendered unusable by the event.

3. Each Department has one or more designated Department Operations Centers (DOCs). Department personnel are to respond to these centers as directed in their departmental emergency plans. DOC locations are:

   - Administration (City Hall): 25 W Main St.
   - Legal Department (City Hall): 25 W Main St.
   - Public Works Services: 1305 C St. SW
   - Community Development (Annex): 1 E Main St., 2nd Floor
   - Parks Admin: 910 9th St. SE
   - Parks Maintenance: 1401 C St. SW
   - Police: 340 E Main St., Suite 201
   - Finance (Annex): 1 E Main St., 3rd Floor
   - HR/Risk/Property Management (City Hall): 25 W Main St.
   - Innovation & Technology (Annex): 1 E Main St., 3rd Floor

C. Requests for Assistance

When a major emergency occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibility into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the incident , additional assistance may be requested through existing mutual aid agreements, through the King County Zone 3 Coordinator, through King or Pierce County Emergency Management, or directly from the State Emergency Operations Center. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC (if activated). Resources to support City operations may be placed at staging areas until specific assignment can be made.

D. Pre-Incident Actions (Preparedness and Mitigation)

Preparedness involves taking steps to ready the City and the community for emergencies and disasters while mitigation involves actions taken to protect lives and property.

1. Long term mitigation activities, both pre- and post-disaster, are covered in detail in the King County Regional Hazard Mitigation Plan (RHMP), to which the City is a signatory. Auburn's portion of the RHMP includes detailed lists of prioritized activities that can be taken to reduce risk in the community.

2. Public Health and Safety: Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological

threats coordinated by Health and Human Services (HHS) and State and local public health officials.

3. Responder Health and Safety: The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is key to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

4. Property and the Environment: Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include, but are not limited to, sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

5. Specific preparedness activities for each department include:
   a. Establish policies and procedures for department chain of command and succession of authority.
   b. Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.
   c. Identify and obtain necessary equipment and supplies which may be needed to manage department activities.
   d. Identify the information needed to manage department activities including how it will be gathered, stored, and accessed.
   e. Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.
   f. Encourage development of employee response teams from within their department.
   g. Establish procedures to ensure the ability to activate personnel on a 24-hour basis.
   h. Make staff available, when requested by the Director of Emergency Management or Emergency Preparedness Manager, or EOC Manager, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities will be the responsibility of the respective department.
   i. Maintain an updated inventory of key department personnel, facilities, and equipment resources.

E. Response Activities

Once an incident occurs, the priorities shift from prevention, preparedness, and mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During the event, the Director of each department, with concurrence of the Director of Emergency Management, will:

1. Assess the impact of the event on department personnel, facilities, equipment, and capabilities.

2. Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.

3. Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.

4. In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident stabilization activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

5. Response actions may also include immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety. Though the City does not have the direct capability to perform all of these functions, it will take steps to ensure that the functions are carried out as needed.

6. During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and are closely coordinated with the law enforcement effort to facilitate the collection of evidence without impacting ongoing life-saving operations.

7. In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.

F. Recovery Activities

Recovery involves actions needed to help individuals and communities return to normal when feasible. All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC is guided by SOPs. Following the event, the Director of each department, with the concurrence of the Director of Emergency Management, will:

1. Continue to report any observed damage and assess community needs.

2. Prioritize recovery projects and assign functions accordingly.

3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

4. Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.

5. Assist in establishing disaster assistance offices to aid private businesses and residents with individual recovery.

6. Assess special community needs and provide information and assistance, as deemed appropriate.

G. Demobilization

When the Director of Emergency Management or designee determines that activation of the EOC is no longer required, he/she will disseminate instructions for demobilization from emergency management activities at the conclusion of an event. Planning for demobilization will commence upon initial activation of the EOC.

ONGOING PLAN DEVELOPMENT AND MAINTENANCE

A. Coordination

Ongoing plan development and maintenance requires coordination with the whole community. The City of Auburn Emergency Manager will coordinate with all agencies and organizations that have a role in incident response management for the development and execution of policy, planning, training, equipping, and other preparedness activities. This will primarily be achieved through the use of the City's Emergency Management Committee, which includes representatives from the City, neighboring cities, the Muckleshoot Indian Tribe, and various non-profit and private organizations located within Auburn. A redacted version will be available on the City of Auburn's website at http://www.auburnwa.gov.

B. Plan Maintenance

1. The Emergency Manager will ensure that exercises of this plan are conducted on an annual basis, except in years when there are actual EOC activations. EOC activations will be used in lieu of exercises for plan evaluation and maintenance purposes.

2. After-action reviews (AAR) will be conducted for all EOC activations and exercises for the purpose of identifying lessons learned and incorporating them into future plan updates. The incident commander or EOC manager will be responsible for conducting AAR's on a timely basis. All EOC personnel should attend the AAR to provide feedback and identification of areas for improvement and recommendations. AARs will include corrective action plans as necessary.

3. This plan will be completely updated as required by state law, with supplemental updates done as the need arises. The complete update will be submitted to the Washington State Emergency Management Division for review prior to formal adoption by the city.

4. Emergency Management will monitor and update this plan in accordance with changes in Federal & State requirements

C. NIMS Integration

1. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-profits to effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

2. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology.

3. It is the policy of the City of Auburn that all emergency management activities will be conducted in accordance with NIMS.

ATTACHMENTS

None.

APPENDICES

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APPENDIX 1: DEFINITIONS

Term	Description
ACCESS (A Centralized Computer Enforcement Service System)	Statewide law enforcement data network controlled and administered by the Washington State Patrol. Used primarily for law enforcement functions, this network also provides the capability to send warning and notification of emergencies from state and federal organizations to local jurisdictions.
Administration and Finance Chief	Responsible for all costs and financial/administrative considerations of the incident. Part of the Command and General Staff, reporting to the Incident Commander.
After Action Report (AAR)	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
Amateur Radio Emergency Service (ARES)	The American Radio Relay League (ARRL) public service arm for providing support primarily to non-government agencies during an emergency/disaster. A primary user of the ARES is the American Red Cross.
AMBER Alert	Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system.
American Red Cross (ARC)	Non-profit organization that provides support of mass care, sheltering, communication, and other services in times of disaster. Relies on volunteers to carry out operations.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.
Appendix	An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples: non-critical lists such as phone lists or annual lists of events.
Area Command	An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. May be established at an EOC or at some location other than an ICP.
Call Center Supervisor	Volunteer or staff member assigned to supervise call takers.

Term	Description
Call Takers	Volunteers or staff assigned to answer phones in either the EOC or the public call center.
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Command Staff	The Command Staff consists of the Safety Officer, Liaison Officer, and Public Information Officer, who report directly to the Incident Commander.
Communications Unit	In incident command structure, responsible for providing communication services at an incident, whether it be by phone, radio, in person, etc…
Comprehensive Emergency Management Network (CEMNET)	Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.
Comprehensive Emergency Management Plan (CEMP)	A required plan which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Concept of Operations (CONOPS)	User-oriented document that describes the characteristics for a proposed asset or system from the viewpoint of any individual or organizational entity that will use it in their daily work activities or who will operate or interact directly with it.
Continuity of Government (COG)	Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations (COOP)	An internal effort within individual components of a government to ensure the capability exists to continue essential functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
COOP Emergency Response Team	The individuals, identified by position, within the jurisdiction that are responsible for ensuring the essential functions are performed in an emergency and for taking action to facilitate that performance.
Critical Customers	Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.
Debrief/Debriefing	A meeting held after an event or disaster to discuss what happened, lessons learned and to discuss what may or may not be shared with the public.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Duty Officer	Generally refers to the person designated to intake and assess emergency events on a 24/7 basis.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.

Term	Description
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Disaster assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.
Disaster Recovery Center (DRC)	A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.
Donated Resources	Volunteer labor, donated equipment, and donated materials. If tracked appropriately, may be used to satisfy the matching requirements of federal disaster relief funds.
Emergency Alert System (EAS)	A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.
Emergency Management	The preparation for and the carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.
Emergency Management Director	The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.
Emergency Communications Team (EmComm)	City of Auburn volunteers trained to manage communications functions, including phones, radios, and social media.
Emergency Coordination Center (EOC)	See Emergency Operations Center.
Emergency Management Assistance Compact (EMAC)	Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident.
Emergency Management Committee (EMC)	The EMC is responsible for participating in the emergency management planning process, as well as to provide trained and qualified individuals to carry out coordination functions during and event. Each department is required to have at least one representative on the committee. The committee will also include public and private agencies whom have direct responsibilities within the CEMP.

Term	Description
Emergency Management Division (EMD)	Washington State Emergency Management Division, responsible for coordinating state-wide emergency management activities.
Emergency Medical Services (EMS)	Emergency Medical Services provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.
Emergency Operations Center (EOC)	A central location from which overall direction, control, and coordination of a single community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.
Emergency Operations Center Manager	The staff person assigned to manage the EOC during an activation or exercise.
Emergency Operations Plan (EOP)	See Comprehensive Emergency Management Plan.
Emergency Protective Measures	Actions taken by jurisdictions before, during, and after a disaster to save lives, protect public health, and to prevent damage to improved public and private property.
Emergency Support Function (ESF)	Emergency Support Functions are functional annexes to the basic Comprehensive Emergency Management Plan. They outline the general guidelines by which organizations will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.
Emergency Work	Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.
Emergency Worker	Emergency worker means any person, including but not limited to, an architect registered under Chapter 18.08 RCW, a professional engineer registered under Chapter 18.43 RCW, or a volunteer registered under RCW 38.52/WAC 118.04 who is registered with a local emergency management organization for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.
Essential Functions	Those functions, stated or implied, that jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.
Essential Operations	Those operations, stated or implied, that state departments and local jurisdictions are required to perform by stature or executive order or are otherwise deemed necessary.
Essential Personnel	Staff of the department or jurisdiction that are needed for the performance of the organization’s mission-essential functions.

Term	Description
Evacuation	A protective action which involves leaving an area of risk until the hazard has passed.
Event	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g. parades, concerts or sporting events.
Facility	Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
Federal Disaster Declaration	See Presidential Declaration.
Federal Emergency Management Agency (FEMA)	Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for state and local emergency management agencies, manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.
Finance/ Administration Section	Responsible for all costs and financial/administrative considerations of the incident. Section Chief reports directly to the Incident Commander.
First Responders	Those in occupations that require they respond immediately to an emergency event. Example: firefighters, law enforcement officers, emergency medical services personnel, public works.
Force Account	A jurisdiction's own labor forces and equipment.
Government Emergency Telecommunications Service (GETS)	A service providing priority access telephone dialing during circuit overload conditions.
Governor's Proclamation of a State of Emergency	A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Identification and Vulnerability Analysis (HIVA)	The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.
Hazard Mitigation	Any measure that will reduce or prevent the damaging effects of a hazard.
Hazmat	Hazardous Materials
Hazmat Team	Team with specialized training to response to hazardous materials incidents.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.
Incident Action Plan (IAP)	The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.
Incident Command Post (ICP)	A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; usually collated with the incident base.

Term	Description
Incident Command System (ICS)	The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of coordinating the response to any event. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS). An equivalent and compatible all-hazards, on-scene, functional management system.
Incident Commander (IC)	The individual responsible for the management of operations at the scene of an incident.
Incident Period	The time span during which an incident or event occurs.
Incidents of National Significance	Those high-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. All Presidential declared disasters are considered Incidents of National Significance.
Individual Assistance (IA)	Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.
Integrated Public Alert & Warning System (iPAWS)	It is a modernization and integration of the nation's alert and warning infrastructure. Provides public safety officials with an effective way to alert and warn the public about serious emergencies using EAS, WEA, NOAA and other public alerting systems from a single interface.
Interoperable Communications	Alternate communications that provide the capability to perform minimum essential departmental or jurisdictional functions, in conjunction with other agencies, until normal operations can be resumed.
Joint Information Center (JIC)	A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents. May also be conducted virtually.
Liaison Officer	The point of contact for assisting or coordinating agencies.
Local Emergency Declaration	A proclamation by the Mayor or his/her designee in accordance with RCW 36.40.180 and 38.52.070(2) which activates the City of Auburn Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52.
Local Emergency Planning Committee (LEPC)	A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986. As the planning body for preparing local hazardous materials plans.
Local Resources	The combined resources, of the type needed to respond to a given hazardous event, of the City and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted.

Term	Description
Logistics Chief	In the incident command structure, responsible for resource management and responding to resource requests. Oversees Logistics Section. Reports directly to the Incident Commander.
Logistics Section	In Incident Command structure, responsible for providing facilities, services, and materials for an incident or event.
Major Disaster	As defined in the Stafford Act, "Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
Message Controller	A volunteer or staff member charged with recording and distributing paper based messages in the EOC or public call center.
Message Distributors	In the Incident Command structure, responsible for routing information about resources reporting to the incident, resource status, and administrative and tactical traffic
Military Department	Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.
Mitigation	Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.
Multi-Agency Coordination (MAC)	A system by which multiple agencies coordinate response and limited resources.
Mutual Aid Agreement (MAA)	A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.
National Incident Management System (NIMS)	A concept that provides for a total approach to all risk incident management; NIIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

Term	Description
National Response Framework (NRF)	The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.
National Warning System (NAWAS)	The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
NORTHCOM	Military structure that provides command and control of Department of Defense (DOD) homeland defense efforts and coordinates defense support of civil authorities.
Objectives	The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.
Officer	The Incident Command title for individuals responsible for Public Information. Liaison and Safety.
Operational Period	In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan
Operations Chief	In an incident command structure, a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders. Oversees the Operations Section. Reports to the Incident Commander.
Operations Sections	In an Incident Command structure, responsible for all tactical operation at the incident.
Order of Succession	The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.
Plan Maintenance	Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.
Planning Chief	In an incident command structure, responsible for situation analysis and anticipating future response or recovery needs and activities. Oversees the Planning Section. Reports directly to the Incident Commander.
Planning Section	In incident command structure, responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of IAPs
Preliminary Damage Assessment (PDA)	The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

Term	Description
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to , and recover from domestic incidents. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
Presidential Disaster Declaration	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.
Public Assistance (PA)	Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, tribes, or eligible private, nonprofit organizations.
Public Information Officer (PIO)	The person designated and trained to coordinate disaster related public information and media relations.
Radio Amateur Civil Emergency Service (RACES)	Volunteer ham (amateur) radio operators who provide reserve communications within government agencies in times of extraordinary need. Although the exact nature of each activation will be different, the common thread is communications.
Radio Operators	Staff or volunteers assigned to operate radios in the EOC radio room or in the field.
Radio Room Supervisor	Staff member or volunteer assigned to supervise the people and activities in the EOC radio room.
Recovery	A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
Regional Coordination Framework (RCF)	A mutual aid agreement specific to King County, which encompasses government agencies, non-profit organizations, and private businesses.
Response	The actual provision of services during an event. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Term	Description
Robert T. Stafford Disaster Relief and Emergency Assistance Act	(Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.
Search and Rescue (SAR)	The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE.
Shelter in place	A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.
Stafford Act	See **Robert T. Stafford Disaster Relief and Emergency Assistance Act.**
Staging Area	In an Incident Command structure, the location where incident personnel and equipment are assigned on an immediately available status.
Task Force	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
Technical Specialist	Personnel with special skills who are activated only when needed.
Terrorism	The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.
Unified Command	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, to establish a common set of objectives and strategies and a single IAP.
Urban Search and Rescue (USAR)	Locating, extricating, and providing for the immediate medical treatment of victims.
Urban Search and Rescue task force	A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.
US-NORTHCOM	See NORTHCOM.
Warning and Information	Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

Term	Description
Washington State Mutual Aid Agreement (WAMAC/WAMAS)	Mutual aid agreement covering all cities, counties, and state agencies in Washington State.
Weapon of Mass Destruction (WMD)	Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

APPENDIX 2: ACRONYMS

APD – Auburn Police Department
ARC - American Red Cross
ARES - Amateur Radio Emergency Services
ARNORTH – Army component of NORTHCOM.
CCU – Valley Crisis Communications Unit
CD- Community Development
CEMP - Comprehensive Emergency Management Plan
CERT – Community Emergency Response Team
COAD – Community Organizations Active in Disasters
COOP – Continuity of Operations Plan
DHS – Department of Homeland Security
DOC – Department Operations Center
DOD -United States Department of Defense
DOT – Department of Transportation
DSCA – Defense Support of Civil Authorities
DSHS - Department of Social and Health Services
EAS - Emergency Alert System
EMCOMM – Emergency Communications Team
EMD - Washington State Emergency Management Division
EMS - Emergency Medical Services
EOC - Emergency Operations Center
ESF - Emergency Support Function
FAA - Federal Aviation Administration
FEMA - Federal Emergency Management Agency
HHS – Health and Human Services
HIVA -- Hazard Identification and Vulnerability Assessment
HSEEP – Homeland Security Exercise and Evaluation Program
HSOC – Homeland Security Operations Center (DHS)
HSPD – Homeland Security Presidential Directive
IC - Incident Commander
ICP - Incident Command Post
ICS - Incident Command System
iPAWS – Integrated Public Alert and Warning System
IT – Innovation and Technology Department
JIC -Joint Information Center
JOC – Joint Operations Center
JTTF – Joint Terrorism Task Force
LEPC - Local Emergency Planning Committee
MAMC – Multicare Auburn Regional Medical Center
MRC - Medical Reserve Corps
MSCA -Military Support to Civil Authorities
MYN – Map Your Neighborhood
NAWAS - National Warning System
NIMS - National Incident Management System
NOAA - National Oceanic Atmospheric Administration
NORTHCOM – US Northern Command
NRF – National Response Framework
NWACP - Northwest Area Contingency Plan
NWS – National Weather Service
PDA -Preliminary Damage Assessment
PIO - Public Information Officer
PSAP - Public Safety Answering Point (911 answering point)
PW- Public Works
RCF – King County Regional Coordination Framework
RCW -Revised Code of Washington
RHMP – Regional Hazard Mitigation Plan
SAR - Search and Rescue
SARA – Superfund Amendments and Reauthorization Act
SBA - Small Business Association
SOP - Standard Operating Procedures
TNET – Tahoma Narcotics Enforcement Team
UC - Unified Command
USCG - United States Coast Guard
USAR - Urban Search and Rescue
ValleyCom – Valley Communications Center (local PSAP/911 center)
VNET – Valley Narcotics Enforcement Team
VRFA – Valley Regional Fire Authority
WAC - Washington Administrative Code
WAMAS – Washington State Mutual Aid System
WMD - Weapons of Mass Destruction
WSDOT - Washington State Department of Transportation

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APPENDIX 3: AUTHORITIES AND REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Auburn Comprehensive Emergency Management Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

Codes and Regulations

City of Auburn
- Auburn City Code 2.75, Emergency Preparedness
- City of Auburn – Ordinance 6088, 2007, Emergency Preparedness
- City of Auburn – Ordinance 6428, 2013. Director of Emergency Management

Washington State
- RCW 10.93, Washington Mutual Aid Peace Officers Power Act
- RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies
- RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
- RCW 35.33.101, Emergency Warrants
- RCW 35.33.111, Forms – Accounting –Supervision by state
- RCW 35A.38, Emergency Services
- RCW 38.52, Emergency Management
- RCW 38.52.020, Declaration of policy and purpose
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
- RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
- RCW 38.56, Intrastate Mutual Aid System
- RCW 39.34, Interlocal Cooperation Act
- RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction
- RCW 42.12, Vacancies
- RCW 42.14, Continuity of Government Act
- RCW 43.21 G, Energy Supply- Emergencies and Alerts
- RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
- RCW 47.68.380, Search and Rescue
- RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
- RCW 68.50.010, Coroner's Jurisdiction over Remains
- Section 7 of Article VIII of Washington State Constitution
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
- WAC 296-62, General Occupational Health Standards

Federal
- Comprehensive Preparedness Guide 101 – A guide for All-Hazard Emergency Operations Planning
- Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
- Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA)of 1986, Title III, Emergency Planning and Community Right to Know
- Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
- Title 44, CFR, Section 205.16 – Nondiscrimination

- National Incident Management System

Plans

City
- Auburn Police Department – Standard Operating Procedures
- City of Auburn Duty Officer Manual
- City of Auburn EOC Manager Manual

County
- King County Hazard Identification and Vulnerability Assessment
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- King County Regional Coordination Framework
- Pierce County Hazard Identification and Vulnerability Assessment
- Pierce County Comprehensive Emergency Management Plan

State
- Washington State Comprehensive Emergency Management Plan
- Washington State Department of Transportation Disaster Plan
- Washington State Emergency Communication Development Plan
- Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal
- American Red Cross Disaster Plan
- American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Amendments Act of 2008, Public Law 110-325
- National Response Framework
- Interstate Mutual Aid Compact
- National Search and Rescue Plan
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Comprehensive Preparedness Guide 101 v2 Guide for All-Hazard Emergency Operations Planning

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Auburn (City) employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

CONCEPT OF OPERATIONS

The Emergency Manager will be responsible for ensuring that City staff receives training in specific emergency management skills and related professional development.

Public education programs will be made available upon request, and as resources permit, to all segments of the community to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. The Emergency Management Division will work with public and private partners to offer the following programs:

- Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculty, and school administrators. The development, standardization, and practice of emergency plans will be encouraged.

- Community Groups: Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to participate in Community Emergency Response Team (CERT) programs to build disaster response and organizational skills designed to increase neighborhood resiliency.

- Businesses and Non-Profits: Information on local hazards and how to prepare for and respond to their effects will be provided to the business and non-profit communities. These communities will be encouraged to engage in business resumption and contingency planning, as well as CERT training.

- City Employees: Information on local hazards and how to prepare for their effects will be provided to City employees. CERT training (or components of CERT training) will also be made available to them.

The City will utilize the full-range of exercise types including discussion, tabletop, functional, and full-scale exercises.

Each City department is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP) and in the department-specific standard operating procedures (SOPs) or COOP Plan. The Emergency Management Division will regularly offer training on the CEMP and will assist departments in SOP and/or COOP training.

Every non-temporary City employee and elected official is required to complete ICS 100 (or G402 for elected officials) and IS 700 training within six months of hire to ensure the City's continued compliance with NIMS. The Emergency Management Division will offer the courses as-needed and will assist employees with taking them on-line..

Certain City employees are required to complete more advanced levels of NIMS compliant ICS training. This includes:

- Supervisors: ICS 200
- Mid-Level Managers and designated EOC Section Chiefs: ICS 300 and IS 800,
- Senior Managers/Department Directors, designated Incident Commanders and EOC Managers: ICS 400
- EOC Section Chiefs/Incident Commands/EOC Managers: FEMA position specific and/or IEMC training,

Generally, an employee is required to complete each new level of training within 6 months of being hired or promoted. The Emergency Management Division will identify these employees and provide them with information on upcoming training opportunities as appropriate. The City will use outside resources to provide specialized training, if appropriate.

The Emergency Manager, in coordination with the Director of Emergency Management, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.

RESPONSIBILITIES

A. City of Auburn

1. City Departments
   a. Develop SOPs or COOPs that define employees' operational responsibilities during an emergency or disaster.
   b. Provide necessary training, in coordination with the Emergency Management Division, to enable employees to carry out those responsibilities.
   c. Provide input for after-action and corrective action reports.

2. Emergency Management Division
   a. In coordination with the Director of Emergency Management and outside agencies as appropriate, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employee training.
   b. In coordination with all City Departments and outside agencies as appropriate, coordinate the writing and dissemination of exercise related after-action reports, including recommended corrective action measures.
   c. Design, coordinate, evaluate and report corrective actions in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

B. Local Organizations

1. Valley Regional Fire Authority (VRFA)
   a. As requested, assist the Emergency Management Division in the design, implementation, and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and to ensure coordination of efforts during a real event.

2. Multicare Auburn Medical Center (MAMC)
   a. As requested, assist the Emergency Management Division in the design, implementation, and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and to ensure coordination of efforts during a real event.

3. All other support agencies
   a. Participate in training and exercises, if requested and as resources allow.

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APPENDIX 5: DISTRIBUTION LIST

NAME	DEPARTMENT OR AGENCY	Date	PLAN #
Nancy Backus	Mayor		1
Bill Peloza	Deputy Mayor		2
Larry Brown	Councilmember		3
Claude DaCorsi	Councilmember		4
John Holman	Councilmember		5
Largo Wales	Councilmember		6
Bob Baggett	Councilmember		7
Yolanda Trout-Manuel	Councilmember		8
Bill Pierson	Police Chief		9
Candice Martinson	Director of HR/Risk & Property Mgt		10
Shelley Coleman	Finance Director		11
David Travis	IT Director		12
Steve Gross	City Attorney		13
Ingrid Gaub	Public Works Director		14
Daryl Faber	Parks, Arts & Recreation Director		15
Jeff Tate	Community Development Director, Planning		16
Jerry Thorson	Emergency Management [EMC]		17
Tyler Turner	Emergency Management		18
EM Office	Emergency Management		19
Randy Bailey	PW Asst. Director, M&O [EMC]		20
Tim Mensonides	PW Airport Manager		21
Jacob Sweeting	PW Asst. Director, Engineering [EMC]		22
Jeff Dixon	Planning Manager [EMC]		23
Aaron Barber	Emp. Rel/Compensation Mgr. [EMC]		24
Joy Scott	Community Services Manager		25
Jason Krum	Development Services Manager Division		26
Jamie Douglas	Police Commander [EMC]		27
Brian Petty	Recreation Manager [EMC]		28
Colin Schmalz	Support Specialist [EMC]		29
Kalyn Brady	Communications/multimedia /Marketing		30
Bob Brooks	Financial Planning Manager [EMC]		31
Nick Lettiere	Parks Maintenance Manager [EMC]		32
Dana Hinman	Director of Administration/EM Director		33
Lisa Moore	Facilities Manager		34
Radine Lozier	Senior Center Supervisor		35
Chris James	Police Records Manager		36
Dave Larberg	VRFA		37
EOC	Emergency Management		38
EOC	Emergency Management		39
Jamie Kelly	Parks Planning Development Manager		40

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ESF 1: TRANSPORTATION

LEAD: Public Works

SUPPORT: City: Innovation & Technology (GIS)
Police
Parks, Arts, and Recreation
Emergency Management

Local: Auburn School District

County: King County Transportation
Pierce County Transportation
King County Metro Transit
Sound Transit

State: Washington State Department of Transportation
Washington State Emergency Management Division

INTRODUCTION

A. Purpose

1. To provide guidance and direction to ensure effective coordination and utilization of the transportation system during emergency situations.

2. To provide identification of emergency transportation routes for the movement of people and materials.

3. To provide for the coordinated evacuation of the population from an area of high risk in the event of a threatened hazard.

B. Scope

This Emergency Support Function (ESF) addresses emergency transportation issues including capabilities, routes, and resources needed for the ability to deliver relief services, supplies, and the ability to move people.

POLICIES

The Transportation Coordinator in the Emergency Operations Center (EOC), with assistance from internal departments and outside support agencies, has primary responsibility to coordinate emergency transportation activities within the City of Auburn.

SITUATION

The King and Pierce County Regional Hazard Identification and Vulnerability Analysis identifies the natural and technological emergencies or disasters the City of Auburn may experience that could severely damage the transportation systems. Specific hazards of note that would affect transportation infrastructure include earthquake (direct damage), lahar

(direct damage), windstorm (debris blocking roads), winter storms (making roads impassable), flooding (direct damage, debris deposits, or impassable roads). Local transportation systems and activities could be hampered by damaged infrastructures and disrupted communications.

PLANNING ASSUMPTIONS

A. The Public Works Department (PW) will provide a representative to the EOC who will serve as Transportation Coordinator. This will generally be an employee from the Engineering Division.

B. The Transportation Coordinator will coordinate transportation activities within the City.

C. Transportation infrastructure may sustain significant damage in a disaster. The damage will influence the means and accessibility level for relief services and supplies. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.

D. Disaster responses which require transportation capacity may be difficult to coordinate effectively immediately following an emergency or disaster.

E. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of City readily obtained assets.

F. Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions (cities and counties) will act to restore transportation systems and equipment on a priority basis.

G. Metro Transit, Sound Transit, and the Auburn School District may, subject to the conditions of the incident and availability of operators and equipment, support emergency operations with buses, vans, or trains upon request of the City.

H. A navigable and functioning airport is essential to response and recovery operations.

CONCEPT OF OPERATIONS

A. The PW Department will provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The department will provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.

B. As the extent and transportation needs resulting from an emergency or disaster are identified, the Transportation Coordinator, in conjunction with PW Department, will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency or disaster.

C. If local capabilities in meeting transportation needs are exceeded, additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private vendors. Requests for additional assistance should be coordinated through

the Transportation Coordinator.

RESPONSIBILITIES

A. City of Auburn

1. All City Departments
   a. Designated staff report to the EOC for duty
   b. Notify EOC of observed and reported damage to the transportation system.
   c. Provide transportation resources and support, as requested and available.
   d. Maintain accurate records of all personnel and equipment usage time to facilitate reimbursement.
   e. Support recovery efforts as identified in the SOPs.
   f. Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of local plans and procedures.
   g. Provide situation and status reports, as requested.
   h. Participate in debriefing and critiques organized by the Emergency Management Division or individual City departments.

2. Public Works Department
   a. Develop policies and procedures to ensure delivery of adequate fuel sources for City resources during an event, and arrange for delivery of emergency fuel sources.
   b. Maintain an inventory of equipment (signs, barricades, paints, etc.) that is readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster.
   c. Maintain a list of transportation assets owned by the City (buses, vans, etc.) and organizations with which the City has mutual aid agreements, as well as organizations that might have transportation assets available to the City for use during an emergency or disaster.
   d. Establish a system for dispatching and tracking repair crews and equipment hours of work/use.
   e. Provide a representative to serve as the Transportation Coordinator in the EOC.
   f. Coordinate operational strategies with county and state transportation systems to ensure an integrated approach to transportation issues.
   g. Immediately notify the EOC of partial or total road closures and detours.
   h. Place signs, barricades, and traffic control devices, as needed, to promote orderly traffic flow and protect the public from unsafe conditions.
   i. Coordinate assessment and reporting of damage to streets, bridges, and other transportation routes.
   j. Select detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
   k. Provide for the safe and effective operation of streets and walkways through debris removal.
   l. Conduct minor street and structure repair as directed by PW DOC or the EOC.
   m. Decide when to re-open closed roads and coordinate activities necessary to accomplish this.
   n. Request additional resources or assistance through mutual aid agreements, existing contracts, or the EOC.
   o. Arrange for needed City vehicle maintenance and support.
   p. Conduct detailed assessment of all streets, bridges, and other transportation routes.

q. Develop a list of all damaged transportation facilities, establish priorities, and estimate repair costs.
r. Coordinate the return of the transportation system to normal operations.
s. Coordinate debris removal and repairs of infrastructure to provisionally restore airport operations at Auburn Municipal Airport.
t. Report airport damage assessment and operational status to the Public Works DOC.
u. Ensure priority aircraft flights continue to operate, subject to safety procedures in and out of Auburn Municipal Airport.
v. Provide airport facilities and space for an emergency or disaster staging area as needed.

3. Innovation & Technology – GIS Division
   a. Work with PW Department to determine types of maps needed during an event.
   b. Ensure that the EOC is supplied with current paper maps related to transportation; coordinate the number, type, and geographic section with the transportation section of the CDPW Department. Maps will be printed and stored at the PW DOC as well as the EOC.
   c. Ensure that electronic maps related to transportation are kept updated and readily available for emergency purposes.
   d. Create and print additional maps as directed by the Transportation Coordinator during an event.
   e. Update existing maps to reflect any permanent changes to the transportation system that resulted from the event.

4. Parks Department
   a. Coordinate with the PW Department to supplement their work force during an event.
   b. In coordination with the PW Department, provide for the safe and effective operation of streets and walkways through debris removal.

5. Police Department
   a. Coordinate with the PW Department to identify emergency routes and alternate methods of transportation to be used during an emergency
   b. Report transportation infrastructure damage to the EOC.
   c. Provide support for traffic control.
   d. Request placement of traffic control devices to affect orderly traffic flow.
   e. Recommend detour routes.
   f. Coordinate with the Transportation Coordinator to assist in re-opening of closed roads..

6. Emergency Management Division

   a. Develop plans and agreements to utilize transportation assets belonging to outside organizations.
   b. Facilitate resource inventory and tracking systems.
   c. Conduct public education campaigns to alert residents of emergency transportation and evacuation routes.
   d. Ensure that EOC staff has access to resources necessary to perform transportation functions.
   e. Compile information on personnel and equipment usage to be used for reimbursement purposes.
   f. Assist in locating funding sources for transportation infrastructure repair and/or

replacement.

B. Local Organizations

1. Auburn School District
   a. Provide a representative to the EOC, if requested and as resources allow.
   b. Coordinate with the EOC for the provision of school district transportation assets to assist in meeting emergency transportation needs, as resources allow.

2. King and Pierce County Transportation Departments
   a. Coordinate county-wide transportation route recovery projects with affected agencies and jurisdictions.
   b. Provide support to the City in re-opening transportation routes.
   c. Provide information to the City on closed routes outside the City limits that may impact City transportation needs.

3. Regional Transit Agencies (King County Metro, Sound Transit, and Pierce Transit)
   Provide a representative to the EOC, if requested and as resources allow.
   Coordinate with the EOC for the provision of agency assets to assist in meeting emergency transportation needs, as resources allow.

4. Washington State Department of Transportation
   a. Coordinate repair and recovery projects on state maintained highways.
   b. Provide information to the City on closed routes that may impact City transportation needs.

5. Washington State Emergency Management Division
   Coordinate State and Federal response for transportation assistance, if requested by local or county government.

RESOURCE REQUIREMENTS

Resource needs may include: fleet, buses, and vans for moving individuals or animals; fleet repair vehicles, equipment and operators for clearing lifeline routes; movement of supplies and resources; and providing transportation access to critical facilities.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. Washington State Department of Transportation Disaster Plan
8. National Response Framework

ATTACHMENTS

1. City of Auburn Evacuation Plan
   a. Pre-Printed Evacuation Instructions
2. City of Auburn Snow and Ice Routes Map
3. City of Auburn Lahar Evacuation Map

Attachment 1: City of Auburn Evacuation Plan

INTRODUCTION

A. Purpose of Plan

The purpose of the Evacuation Annex is to provide the guidelines necessary for the City of Auburn to conduct an organized and efficient evacuation of all, or part, of the City population.

The plan is not meant to identify routes for evacuation, but is meant to provide the information, tools and guidelines that officials will need in the event the City of Auburn (City) orders an evacuation.

This plan will rely on the City's Comprehensive Emergency Management Plan (CEMP) for establishing command structure, identification of resources, and coordination protocol between neighboring jurisdictions and other levels of government.

B. Scope

This Evacuation Plan is specific to the City of Auburn. This plan is designed to be a subset of the City's Comprehensive Emergency Management Plan (CEMP), which is designed to work in concert with the emergency management plans of both King and Pierce Counties, as well as the State of Washington and the National Response Framework (NRF). The City's CEMP defines the geographic scope and population of the City which must be considered in an evacuation. All issues not specifically addressed in this plan will be found in the CEMP in the appropriate ESF.

C. Authorities

This plan is developed under the authorities of the local, state, and federal statutes and regulations that are listed in the CEMP.

CRITICAL ASSUMPTIONS

A. Regulatory issues in State of Washington relevant to conducting an evacuation:

1. The City is responsible for evacuations that occur within the City limits and may only issue an evacuation order after the Mayor or his/her designee has proclaimed a civil emergency.

2. King and Pierce County Emergency Management will support the City with carrying out evacuation and sheltering activities.

3. King and Pierce County Emergency Management will coordinate with federal, state, volunteer and private agencies, however, primarily coordination is the responsibility of the City.

B. Local Parameters

Localized site-evacuations due to small incidents will be handled using the Incident Command System as outlined in the CEMP. The Incident Commander is authorized to take measures designed to protect lives and does not require a Mayor's proclamation to do so.

C. Local Limitations

It is assumed that in cases of large-scale evacuation, City resources will rapidly become overwhelmed. It is likely that assistance will be required from all surrounding jurisdictions and this assistance will need to be coordinated at the Zone or County level.

It is assumed that the City will issue notices of evacuation areas and provide final destination locations when possible, but will not force those to leave who refuse.

All evacuation announcements, notices and related information will be provided in English.

The City owns limited wheel-chair accessible vehicles. In an evacuation scenario with suitable notice, the City will rely upon mutual aid agreements, including the King County Regional Coordination Framework, to procure suitable transportation for all those who need to leave the area. For short notice events, such as a lahar, it will not be possible to call upon those agreements due to the extremely compressed time-frame and the influx of traffic fleeing the lahar path from the south. Residents, workers, or other people or groups that cannot assist themselves will only receive assistance from the City if resources are available, which is not likely in a lahar scenario. Schools, nursing homes, and other facilities with large numbers of people and limited transportation must plan for their own transportation in case of an evacuation in this scenario.

Coordination of security in evacuated areas is the responsibility of the Auburn Police Department and may be conducted by APD, by police agencies responding under mutual aid, by private security under contract, or by requested military forces, and will be accomplished at a level deemed appropriate under the circumstances at the time. Given that evacuation orders are only given when a hazard presents a threat to life safety, it is unlikely that evacuated areas will be actively patrolled since it is the City's policy not to put the lives of first responders in jeopardy to protect property. Security in evacuated areas will primarily consist of limiting or blocking access to the evacuated areas until such time as a reentry process is established. When a re-entry process is established, those tasked with security will follow the process set forward by the Incident Commander.

HAZARDS

A. All hazards

All known hazards have been identified in the King and Pierce County Regional Hazard Mitigation Plans (RHMP). This annex is designed in such a way as to be usable for all types of hazards.

B. Likely hazards of note for jurisdiction

Auburn's portion of the King County Regional Hazard Mitigation Plan highlights the hazards that are more likely to occur within Auburn. Among the most significant with the potential for evacuation are lahar, flood, and hazardous materials incidents.

CONCEPT OF OPERATIONS

Evacuation operations occur in four stages: 1) Evacuation of the population; 2) Support of mobile (passing through) evacuees; 3) Reception of evacuees and; 4) Support of agencies performing 1-3. Local government is responsible for the development of a plan to evacuate and provide mass care services for the public in the event of an emergency. Local government will perform one or more of the functions listed above. The Counties and State will assist in this effort, however the majority of resources will initially come from local jurisdictions.

RESPONSIBILITIES

King and Pierce County Offices of Emergency Management, as well as the Washington State EOC, will support local government units with carrying out evacuation and sheltering activities, however the responsibility to request and utilize resources rests with the local government unit, in this case the City.

At the local level, four types of evacuations have been defined. They are:

1. Site Evacuation:

   A small-scale localized evacuation may be needed as a result of a severe weather event, hazardous materials incident, major fire, bomb threat, or civil disturbance. Site evacuation involves a small number of people. This typically includes workers at the site and people from adjacent occupancies or areas. The people are easily evacuated and collected upwind or outside the hazard zone. Evacuation holding times are typically short, generally less than an hour or two, and people are permitted to return to their businesses or homes.

2. Intermediate Level Evacuation

   Intermediate level involves a larger number of people and a larger area. This level effects homes and businesses away from the initial incident area, however still generally effects less than 100 people. People may remain out of the area for two to four hours or longer. Evacuation completion times will be somewhat longer than a site evacuation but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or at the direction of their employers. Site perimeters become larger and perimeter security requires more resources. Close coordination between involved departments and agencies will be required. The EOC may be activated to support incident activities, as the situation warrants.

3. Large Scale Evacuation

   Large scale evacuation could be required in the event of a significant natural or technological disaster or a terrorist threat or attack. Thousands of people could potentially be evacuated and rapid initiation of the evacuation process may be required.

Evacuees may be out of their homes and businesses for many hours or days. Evacuation completion time frames will be extended. Evacuation shelters and dormitory style shelters will need to be located, opened, and managed, either by the City of Auburn or by supporting cities. Documentation and tracking of evacuees will become more important and more difficult. Close coordination with all responding agencies will become more critical. Evacuation sites and perimeters will become extended and require many more resources to maintain. Security of the evacuated area will become a larger concern. The EOC will be activated to support the incident activities.

4. Mass Evacuation

   Mass evacuation could be required due to an event that has, or may cause, a major disaster in the City of Auburn and/or the surrounding area. The situation may require the implementation of regional, multi-jurisdictional evacuation and sheltering operations, utilizing mutual aid agreements and the King County Regional Coordination Framework (RCF). Entire portions of the City may need to be evacuated for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources will not only be part of the evacuating population, but will also be almost immediately exhausted. Significant regional, state, and federal assistance will likely be required to support evacuation and sheltering operations.

EVACUATION OPERATIONS

The sequence of an evacuation can be divided into six phases in the following order:

1. Incident Analysis
2. Warning
3. Preparation to Move
4. Movement and En-Route Support
5. Reception and Support
6. Return

Within each of these phases different steps may occur. This portion of the plan identifies tools and resources that could be utilized in an emergency evacuation situation. It is likely that some, but not all, of these tools would be used and the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency, specific to the hazards known at the time of the event. However, some evacuations are predictable and can be planned in advance (dam breaks, lahars, some floods, etc). Where a known hazard exists that can be adequately planned for, evacuation areas and routes will be planned in advance to the greatest extent possible and made available both to the public and to City officials and responders.

The following pages detail the responsibilities of each ICS section for each of the six evacuation phases.

A. Incident Analysis

1. Command

   Decisions to evacuate will be made on a case-by-case basis, except in response to known hazards such as dam breaks and lahars. The decision to evacuate will depend

entirely upon the nature, scope, and severity of the emergency. Other factors to consider are the number of people affected, the actions necessary to protect the public, and the length of time available in which to effect evacuation. Those decisions may be made singularly or jointly by the on-scene Incident Commander(s), the Emergency Management Director, or the Mayor. Though it is preferable to have an evacuation order signed by the Mayor (or designee) for any evacuation larger than a "Site Evacuation", the safety of the public is our foremost concern and evacuations that are necessary to immediately protect lives will not be delayed due to the lack of such an order.

There are three types of evacuation notices:

Evacuation Alert

This alert is issued when it is believed that a hazard has a high probability of posing a significant threat to people living in an area of risk. People and businesses are encouraged to prepare to leave the danger area, however the decision to evacuate will be in the hands of the individuals. This type of alert might be used when it appears that a flood event is probable but is still 72 hours away from occurring.

Evacuation Request or Warning

This evacuation order is issued when it is believed that though the possibility of a hazard is high, the potential impact is low to moderate. Again, the decision to evacuate is solely the responsibility of the individuals. This type of notification might be used when it appears that a flood event is highly probably but is still 48 hours away from occurring.

Mandatory Evacuation Order

A mandatory evacuation order is issued when it is believed that both the probability and impact of a hazard are high and that the lives of the public, and any responders attempting to assist them, will be at grave risk. Though ultimately the decision to evacuate still rests with the individual, those who choose not to heed the order will, whenever possible, be warned that the availability of emergency responders to assist them will be severely hampered or non-existent. Whenever possible, responders will utilize the guidelines contained in ESF 2: Communications and Warning for gathering information from residents who refuse to leave. It is understood that the City of Auburn will not dedicate resources to force the evacuation of those who refuse to leave, even if doing so will save their lives. Resources will be dedicated to assisting in the safe evacuation of those who voluntarily leave. This order might be used when flooding is projected to occur within the next 24 hours or is occurring now.

2. Operations

The Field Incident Commander will be responsible for assessing the situation and performing the following tasks as necessary:

- Conduct rapid size-up and determine the need to evacuate
- Determine initial evacuation boundaries
- Appropriately staff the command post and field ICS organization
- Order the alert of outside agencies and departments

- Provide the EM Director and/or EOC Manager with pertinent details and current status

3. Planning

   The Planning Section will gather information on current conditions, projected conditions, and any additional hazards and re-evaluate the initial evacuation area, recommending any necessary adjustments.

4. Logistics

   The Logistics Section will provide for all requested logistical needs and will look ahead to identify future resources needs and availability (based on information provided by the Planning Section).

5. Finance

   The Finance Section will ensure compliance with existing disaster financial policies, make recommendations for emergency policies, and establish administrative controls to manage the expenditure of funds, provide reasonable accountability, and secure necessary documentation for bill payment and reimbursement requests. They also assist the Logistics Section with purchasing and acquisition needs.

B. Warning and Notification

The decision to evacuate must be carefully considered with the timing and nature of the incident. Some incidents, such as a White River lahar, will trigger immediate evacuation notices and movement. Other incidents will require a much more organized and supervised effort to relocate people. Although evacuation is an effective means of moving people out of a hazard area, anything larger than a site evacuation should be considered a measure of last resort due to its complexity and the stress it puts on both the public and responders.

1. Command

   The decision to evacuate, warn, and notify rests with the Incident Commander or Emergency Management Director. Whenever feasible, this decision will be made in conjunction with the Mayor or designee. Lives will not be put in jeopardy however awaiting confirmation of such order from a higher authority. A PIO will be added to the Command Staff if not already assigned in order to facilitate Communications, Warning, and Public Information requirements.

2. Operations

   Once the decision to evacuate has been made, notifications will be made utilizing the process and procedures outlined in ESF 2, including the Field Warning/Evacuation instructions contained in ESF 2 Attachment 2 and CodeRed usage outlined in Attachment 3. Instructions will be provided in an appropriate manner utilizing the format contained in ESF 1 Attachment 1 “Public Pre-Printed Evacuation Instructions”. Public notifications will also be made in accordance with ESF 15.

   Door-to-door or neighborhood evacuation instructions will be determined based on the

"most good for the most number" philosophy, recognizing that there may not be sufficient time or personnel to reach every single person. It is important to note that in case of a lahar, which leaves a potential 90 minute window in which to evacuate the valley floor, it will not be possible to perform any notifications other than mass media and CodeRed. City personnel efforts will be concentrated on removing personnel and equipment from harm's way in order to safeguard our ability to assist those in need after the event occurs.

3. Planning

   The Planning Section will be responsible for all planning associated with the evacuation, including identification of alternate routes and planning for re-entry.

4. Logistics and Finance

   Refer to responsibilities listed in the "Incident Analysis" section.

C. Preparation to Move

The third phase in the evacuation function is to prepare to move those in the affected area. To successfully implement a large-scale evacuation, it is essential that all affected communities, regions, and the state work together prior to and during the evacuation process. An effective evacuation is closely dependent upon the provision and coordination of evacuation information and instructions.

1. Command

   Once the decision has been made to evacuate, the Incident Commander or Emergency Management Director will direct personnel to carry out the necessary activities and to determine whether Unified Command with other organizations is necessary. Command will also have the responsibility for approving the evacuation plan.

2. Operations

   The actual evacuation process will typically be managed and executed by the Operations Section, as an Evacuation Branch, upon receipt of an evacuation plan approved by the Incident Commander. Other ICS Branches will be implemented as needed. Groups within the Evacuation Branch may include, but are not limited to: Transportation, Public Information, Police, Staging, Reception, and Shelter.

3. Planning

   The Planning Section will be responsible for all evacuation planning for which pre-plans do not exist, in coordination with the transportation coordinator, and all involved departments and agencies. Any evacuation plan will be approved by the Incident Commander prior to implementation. This implementation requires careful coordination with the on-scene incident commander(s). Evacuation planning considerations include, but are not limited to:

   a. Command structure: single jurisdiction, multiple jurisdictions (Unified Command), or large area (Area Command).

b. Communications needs and availability. Whenever possible, evacuation operations will be conducted on separate channels from response operations and routine traffic.
c. Implementation of a building marking/recording system that incorporates three designations: 1) Occupants have been informed and will evacuate; 2) Occupants notified but refused to evacuate; and 3) Notification attempted but no occupant available to receive (information should be posted on doors in that event).
d. Need for a mobile command post
e. Procedures for security and admission to restricted areas
f. Procedures for identifying those with authority to travel in restricted areas (emergency vehicles, essential personnel, etc.)
g. Number of buildings to be notified and number of personnel needed to conduct notification in a given time period
h. Availability and issuance of personal protective equipment and devices when needed.
i. Ability to shelter-in-place versus evacuation as appropriate and ability to convey such information to building occupants.
j. Ability to brief all incident personnel on evacuation or shelter-in-place procedures, building marking/recording system, and critical life safety information.
k. Criteria that must be met before re-entry will be allowed and identification that must be provided by occupants before they will be allowed to re-enter the impacted area.
l. Availability of neighboring jurisdiction, regional disaster plan, county, state, and federal assets to assist in evacuation.

4. Logistics and Finance

Refer to responsibilities listed in the “Incident Analysis” section.

D. Movement and En-route Support

Transportation to evacuation and sheltering locations remains primarily the responsibility of individuals ; however the City will assist with transportation to the extent it is able.

1. Command

Command responsibilities remain the same as in the previous section.

2. Operations

If outside transportation assets are available for large scale evacuations, transportation pick-up points will be established for those who do not have their own transportation. Pick-up points must be sufficiently large to accommodate the anticipated number of evacuees and transportation assets and must be easy for evacuees to find. Staging areas will be established to organize and direct any incoming transportation assets and to route them to the appropriate pick-up and drop-off locations. Whenever possible, evacuees will be informed of their destination prior to boarding provided transportation. Depending upon the situation, law enforcement assets may need to be utilized as escorts for transportation in order to move people from pick-up points to evacuation or shelter sites. These escorts can also provide necessary communication between the transportation assets and Incident Command. If escorts are not used, it is imperative that some reliable method of communication be established between the transportation assets and Incident Command.

Evacuation routes must be coordinated with outside jurisdictions and agencies whenever jurisdictional boundaries are crossed. This coordination may be long-term in nature. Efficient and rapid communication between all impacted jurisdictions is essential.

3. Planning

   The most likely area of Auburn to require evacuation is the valley floor. There are limited transportation routes available for evacuation from the valley floor to higher ground. Not only are there a limited number of routes, the majority of the routes also have limited capacity, due to their being two-lane roads. Several State routes run through and near the City and every effort must be made to coordinate usage with the State and other impacted jurisdictions. The primary form of transportation out of the hazard area will be private vehicles owned and operated by the evacuating public, even in instances such as a lahar where people are specifically told to walk out of the area. Additional modes of transportation should be identified by the Planning Section to accommodate those who do not have their own transportation.

   The City of Auburn owns very limited transportation assets. Through the Regional Coordination Framework the City has access to Auburn School District, Sound Transit, Pierce Transit, and King County Metro busses, as well as other assets. Activation of those assets is time consuming and potentially costly. It is not reasonable to believe those assets would be available with short-notice; however they would likely be within a matter of hours, assuming the event is localized. If the event is more regional in nature, the assets available to the City of Auburn may be limited or non-existent.

   Before announcing evacuation routes to the public, it is critical to determine evacuation and/or shelter points as well, so that people have a destination in mind when they evacuate. If these evacuation or shelter points are located outside the City, maps will need to be provided or evacuation routes will need to be well marked. Traffic conditions along evacuation routes need to be monitored and adjustments made as necessary to maximize throughput.

4. Logistics and Finance

   Refer to responsibilities listed in the “Incident Analysis” section.

E. Reception and Support

The requirements for mass care support will vary depending upon the nature, type, and level of the evacuation and event. If evacuation points are utilized, they will be operated as “safe zones” where water, restrooms, and ample parking are made available when possible. The majority of services required for Reception and Support are covered under ESF 6: Mass Care.

1. Command

   The high demand for mass care support during a large-scale evacuation will likely necessitate partnerships between a variety of government, non-profit, and even private organizations. Guidelines for this can be found in ESF #6. Command will need to ensure

appropriate Liaisons are setup between all involved agencies.

2. Operations

   The Operations Section will be responsible for obtaining and coordinating staffing at any shelters activated within the City limits, according to the guidelines in ESF #6. All shelter locations, whether “official” or “unofficial” must be reported to the Planning Section for accurate tracking.

3. Planning

   The City is responsible for providing shelters, shelter staffing, and shelter supplies within the City limits to the extent that it can do so. These efforts may be supplemented by the American Red Cross, Salvation Army, and a variety of other non-profit and private organizations. It will likely take several days before those resources arrive and can be utilized, particularly in the event of a large-scale disaster. The Planning Section must take these factors into account when preparing plans for reception and support. Refer to the ESF #6 Shelter typing list for specific types of shelters that may be needed and their individual requirements.

4. Logistics and Finance

   Refer to responsibilities listed in the ”Incident Analysis” section.

F. Return

1. Command

   The decision to return evacuees to their homes rests with the Incident Commander or Emergency Management Director. No other agency or individual may authorize mass reentry, however all relevant decision-makers will be included in the process and all relevant information will be utilized.

2. Operations

   If re-entry is to be restricted or partial, the Operations Section must have procedures in place to properly identify residents, support personnel, first responders, contractors, insurance adjusters, media, and others who have legitimate reasons to be in the previously closed area. Staffing for re-entry points must be obtained, including additional law enforcement personnel if necessary. Transportation may need to be provided for those who were transported out of the area initially. The Incident Commander will be responsible for determining when re-entry has been completed and making appropriate notifications. At this point, Operations may become primarily a human services oriented section and appropriate staff must be added to provide those services and related information.

3. Planning

   The Planning Section will develop the re-entry plan in conjunction with all involved sections, departments, and agencies. Re-entry priorities include:

- Life Safety
- Physical Security
- Damage Assessment
- Service Restoration
- Information Dissemination

Prior to re-entry being allowed, the closed area must be thoroughly inspected and analyzed to ensure the safety of returning residents. The assessment should include, but not be limited to:

- Structures and trees are stable (or unstable ones are clearly tagged out)
- Initial damage and safety assessments have been completed
- Leaking or ruptured gas lines have been capped or repaired
- Downed power and other utility lines have been repair or do not pose a safety hazard
- Water and sewer lines have been repaired
- Search and rescue operations are complete
- Hazardous materials have been removed or appropriate warnings issued
- City water is safe to drink or appropriated notices have been made (boil water orders, etc.)
- Major transportation routes are passable and debris has been cleared from right-of-way
- Flood waters have receded
- All significant threats to public safety have been eliminated or mitigated

The public will be notified of re-entry status using the communications methods identified in ESF #2 and ESF #15.

4. Logistics and Finance

   Refer to responsibilities listed in the “Incident Analysis” section.

ADMINISTRATION

This plan should serve as a guidance document for the City of Auburn, in conjunction with the CEMP, for dealing with evacuation emergencies. Resource Management

Evacuations can be resource-intensive. General guidelines exist, within this plan and elsewhere, on the types and numbers of resources necessary to conduct an evacuation. The resources needed will depend on a variety of factors, including incident size, location, time of day, and others. The City has available to it additional resources via the King County Regional Coordination Framework and other mutual aid agreements. Resources will be managed in such a way that unused/unneeded resources will not be retained, but instead will be made available to other jurisdictions that may need them.

A. Supportive Agreements

Nearly any medium or large scale evacuation will initially overwhelm the City’s available resources. Large incidents may overwhelm available resources for several days or longer.

The City, through the previously mentioned agreements, may reach out to neighboring jurisdictions, counties, the state, non-profit organizations, and the private sector to obtain needed personnel, technical assistance, and supplies.

B. Emergency Funding Mechanisms

The need for additional resources is likely to put extreme strain on existing City funds. Though in a major disaster, federal assistance is likely; funds must first be expended locally and then reimbursed by the federal government. There is no guaranteed timeline for when that reimbursement will take place. All agreements and understandings entered into for the purchase, lease, or use of equipment and services will be in accordance with the provisions of Auburn Municipal Code and procedures. A declaration of emergency by the Mayor, or designee, may suspend select rules and regulations; however, it is critical that the City Finance Department, either in their capacity as Finance Section or in daily operations, be involved in major purchase issues to ensure adequate funds exist to pay for them. Any changes or special procedures the Finance Section puts in to place during an emergency must be clearly communicated to the Emergency Management Director, Incident Commander, EOC Manager, and others who may have spending authority. It is critical that all expenditures, finance procedure changes, and other finance related matters be thoroughly documented in order to seek reimbursement from the federal government should it become available.

C. Post-Incident After Action Reports

The City recognizes the value of conducting a debriefing of those parties involved in disaster incidents. This allows for review of how the evacuation was executed and helps to illustrate what can be done to better prepare the City for the next event. Debriefings and after-action reports will be conducted after every significant evacuation event.

PLAN REVIEW AND MAINTENANCE

Planning is an on-going process. As a result, this document is likely to change and adapt in order to reflect growth and change within the City. As part of the City's CEMP, this plan will be reviewed annually and updated per state requirements. The process for review and maintenance will follow that of the CEMP.

TRAINING AND EXERCISES

On-going training and exercises based on this plan will ensure that new hazards and changes in the City can be addressed. This plan will be trained and exercised in conjunction with the CEMP, following the procedures put forth in that document.

APPENDICES

Transportation Resource List
Evacuation Maps (based on known hazards and prepared by GIS)

Attachment 1-a: Public Pre-Printed Evacuation Instructions

Whenever an emergency has the possibility of becoming life threatening you may be asked to prepare for an evacuation.
When you are directed to evacuate, take the following steps:

1. Stay calm – gather your family

2. Gather only what you need

    a. This leaflet
    b. Maps of the area
    c. Pets and pet supplies
    d. Extra clothing and blankets
    e. Eyeglasses, dentures, prescriptions, other medications, and a first aid kit
    f. Supplies to care for your children or elderly household members
    g. Portable radio or TV, flashlight, fresh batteries
    h. Checkbook, credit cards, cash
    i. Driver's license, and/or other identification

3. Your children in school will be taken to the evacuation center/shelter for their school area and the school will make arrangements for you to be reunited with them. Please do not go to the school until requested to do so.

4. Turn off your appliances and lights and lock your doors on the way out.

5. Be prepared to walk to safety depending on the nature of the emergency.

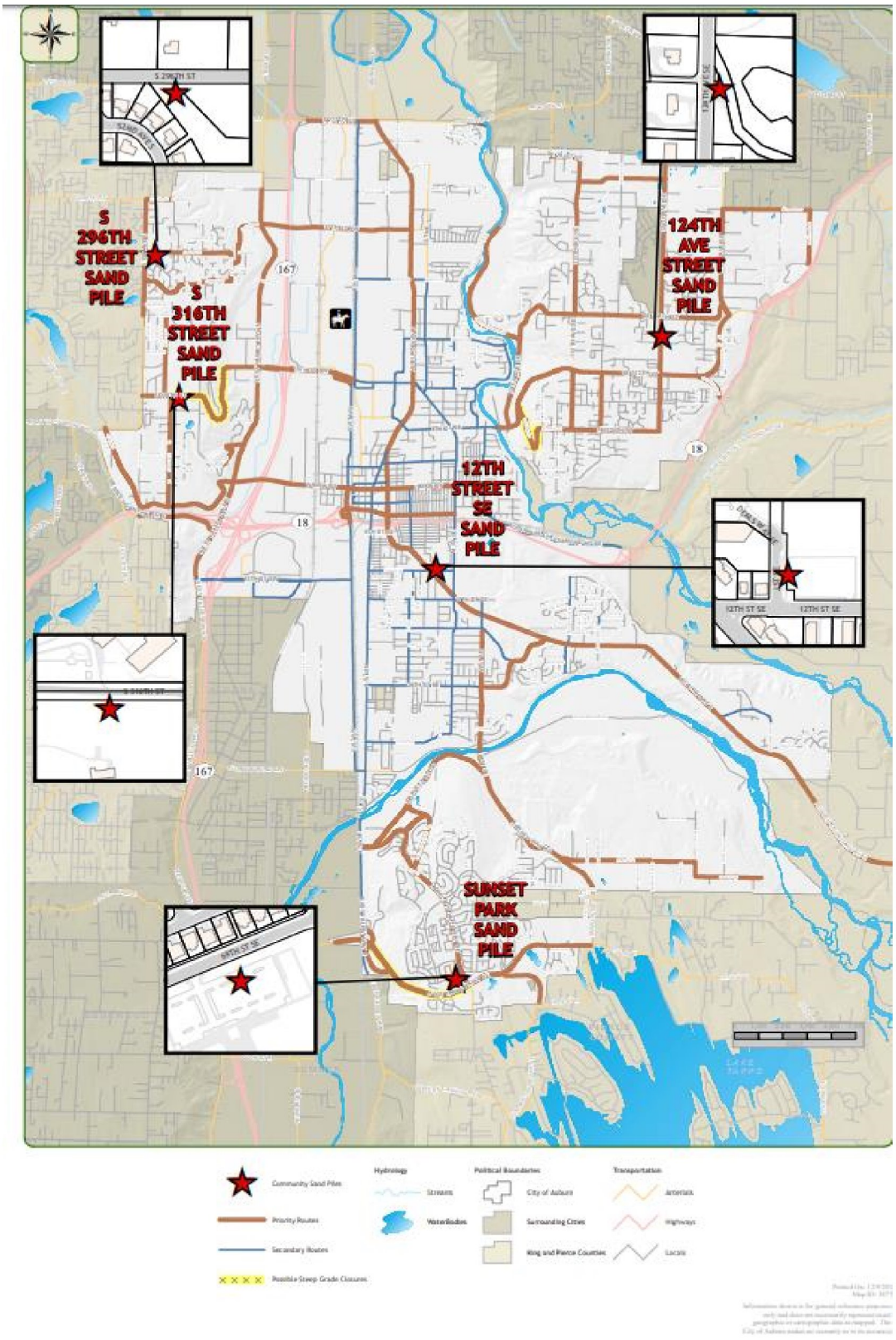
6. Do not use more than one car for your family. Take neighbors who need a ride.

7. Tune radio to any news radio station (such as KOMO 1000 AM or KIRO 97.3 FM) for emergency information and 1700 AM for information specific to the City of Auburn.

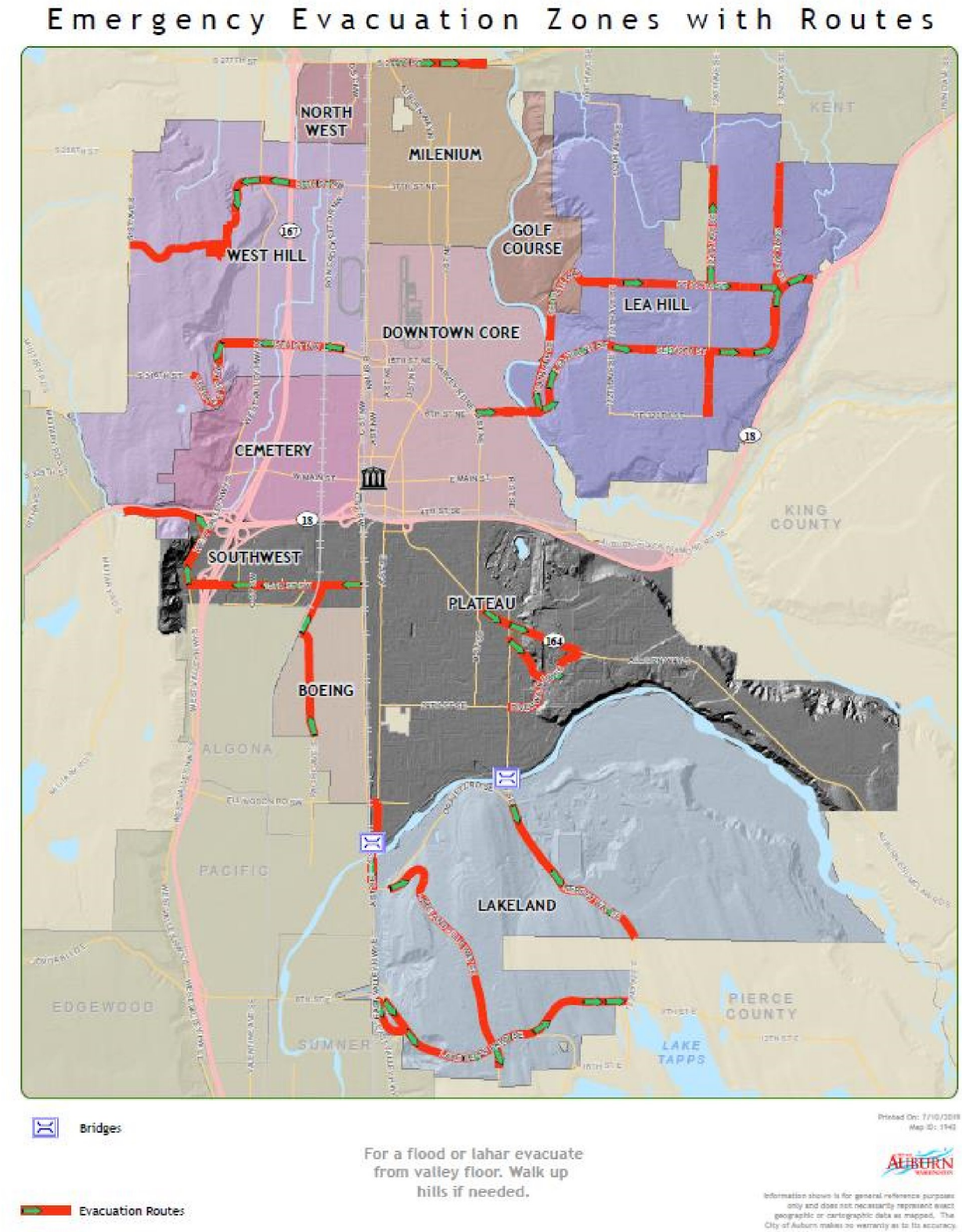
8. Follow the directions of officials who may be stationed along emergency routes. They are there to make the evacuation safe for everyone.

9. **IF YOU CHOOSE NOT TO EVACUATE**, please realize that emergency responders may not be able to reach you for several days, or even weeks. You should prominently display your name and other vital statistics, along with next of kin information, somewhere on your person or securely attached to your residence. This will assist officials in identifying you should you die during the event.

Attachment 2: Snow and Ice Routes



Attachment 3: Lahar Evacuation Routes



ESF 2: COMMUNICATIONS AND WARNING

LEAD:

Emergency Management (Warning)
Communication/Multimedia

SUPPORT: **City:** Police
Public Works
Innovation & Technology (Communications)

Local: ValleyCom
Valley Regional Fire Authority

County: King County Emergency Operations Center
Pierce County OEM

State: Washington State Emergency Management Division

INTRODUCTION

A. Purpose

1. To provide for and maintain a communications system to ensure the efficient flow of information during emergency or disaster operations in the City of Auburn.

2. To provide or supplement alerting and warning of an impending or occurring emergency or disaster to key officials and the public.

B. Scope

1. This ESF addresses all communication and warning assets available to the City, including, but not limited to AM radio, 2-way public safety radio, 911, voice and data links, telephone and cellular systems, National Warning System (NAWAS), Emergency Alert System (EAS), iPAWS, NOAA Weather Radios, amateur radio, TV21, CodeRed, Internet resources, and others.

2. This ESF specifically does not address Amber Alert procedures, as those are the responsibility of the Auburn Police Department (APD) and are covered under APD Policy 317.4 WASHINGTON STATEWIDE AMBER ALERT™ PLAN. All of the systems listed ESF 2 can be utilized to rebroadcast an Amber Alert issued by Auburn Police, however the issuance of the alert itself is outside the scope of this ESF.

POLICIES

A. It is the policy of the City to develop a hazard warning system supplemental to, not substituting for, the warning systems provided by county, state, and federal agencies and local media. Moreover, residents are anticipated to be aware of any hazardous situation for which there is significant media attention, such as severe weather or flooding. Consequently, and supplemental to information being provided by other sources, the City

will attempt to make a reasonable effort to warn the public of hazardous situations that could result in an increased risk to the community. The reasonableness of the effort will depend on the nature of the hazard, when emergency management officials are made aware of a hazardous situation, the quality and quantity of information available, communications and warning resources available, media attention, and other situationally dependent factors.

1. In accordance with RCW 38.52.110, in responding to an emergency or disaster, or the threat of emergency or disaster, the Mayor or Director of Emergency Management or their designee "are directed to utilize the services, equipment, supplies, and facilities of existing departments, officers, and agencies of the state, political subdivisions, and all other municipal corporations thereof including, but not limited to, districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the offers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

SITUATION

The King County Hazard Identification and Vulnerability Analysis identifies the natural and technological emergencies or disasters the City of Auburn may experience that require full support of their communication systems. The City's communications systems may be overwhelmed, damaged or destroyed by a natural or technological disaster when they are needed the most. As backup communication is limited, the Emergency Operations Center will be required.

PLANNING ASSUMPTIONS

A. Reliable communications capabilities are necessary at all levels of government for day-to-day communication, warning of an impending emergency or disaster, disaster response and recovery operations, and coordination between the local, county, state and federal governments and response organizations.

B. Routine day-to-day modes of communication will be utilized to the degree that they survive the event .

C. A significant portion of Auburn residents have limited ability to communicate in English, so use of alternate language and communications methods will need to be utilized to communicate with as many residents as possible. This should include not only emergency messages but routine ones with our community as well. The city has worked with partners throughout the region and developed Support Annex 5 to help ensure emergency messages are received and understood by as many people in the community as possible.

D. City government may request assistance by contacting King or Pierce County Emergency Management or by contacting Washington State Emergency Management Operations Center directly if necessary.

E. The City is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warnings may originate from any level of government.

F. The National Warning System (NAWAS), established by the federal government, is the primary means of receiving and disseminating warning(s) to the state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Operations Center, with operation assistance provided by the Washington State Patrol. The City's NAWAS receiving point is ValleyCom, a 24-hour PSAP facility.

G. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur radio communications community, or the public.

H. Initially, the City will focus on coordinating immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. Efforts will also focus on reestablishing communications and control in the hazardous area when possible.

I. Initial reports of damage may be fragmented and provide an incomplete picture of the extent of damage to communications facilities.

J. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication assets into the area.

K. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.

CONCEPT OF OPERATIONS

A. Communications

1. City of Auburn
   a. 1 E Main ST; STE 380 serves as the primary Emergency Operations Center (EOC) for the City and will be the focal point for coordinating the communications systems of the City during hazardous event.
   b. The EOC is equipped with an emergency generator. The generator fuel is provided via an on-site fuel tank which provides sufficient fuel for approximately 72 hours.
   c. The City has no fixed civil defense sirens or public address systems. Warning of imminent or existing danger can be accomplished by use of fire, police and public works vehicles using mobile sirens and/or public address speakers.
   d. The City owns and operates 1700 AM, a 10-watt radio station capable of transmitting emergency information. The radio station is advertised in various City literature and variable message display signs throughout the City, directing people to tune to the radio station. The radio station can also be set to rebroadcast over TV21.
   e. The City has several electronic variable message boards or signs that may be used to distribute information to residents. Emergency messages may be provided to the Department controlling the signs.
   f. The City participates in the Alert King County system using CodeRed, a reverse calling system. This system can be used to provide emergency information via phone, e-mail, text, or mobile app to all or selected parts of the City. City of Auburn staff have the ability to use the King County system to directly communicate with our residents and others that have signed up for the alerts.

g. City departments may establish communications control centers within their own Department Operations Centers (DOCs) to coordinate their own resources during a hazardous situation. However, coordination with the EOC will be critical to the City's ability to effectively coordinate and respond to an event.
h. As described in the NIMS programs, communications will be in plain language whenever possible.
i. Communication operations in the EOC may consist of the following positions and tasks:
    i. Communications Unit Leader – Develop a communications plan, coordinate phone, radio, and other message traffic. Transmit information via various emergency and non-emergency notification systems as needed.
    ii. Message Controller – Receive information from various sources and either distribute, post, or catalog it.
    iii. Message Distributors (runners) – Receive written messages from various points within the EOC and deliver those messages to the intended recipient, passing them through the Message Controller in most instances.
    iv. Radio Room Supervisor – Coordinate activities within the radio room, including assigning radio operators to amateur radios, public safety radios, and other city radios as needed. Provide assistance as needed.
    v. Radio Operators – Transmit, receive, and record radio transmissions as needed, pass messages to runners, and maintain a log of communications activities.
    vi. Call Center Supervisor – Ensure adequate help is available to answer EOC and/or public call center phones and provide assistance as needed.
    vii. Call Takers – Answer phones within the EOC and/or public call center, transfer calls, record messages and pass to runner as appropriate.
    viii. IT Specialist – Ensure phones, computers, and other IT related equipment operates correctly within the EOC. Provide advice and remote assistance to City units in the field who may be experiencing IT difficulties, as appropriate.

2. Valley Communications (ValleyCom)
    a. ValleyCom is located in unincorporated King County between Auburn and Kent and functions as the Public Safety Answering Point (PSAP) for most of South King County, answering 911 calls for service and providing dispatching services via the 800 MHz regional radio systems for the Auburn Police Department, VRFA, and a variety of other emergency and non-emergency response agencies. ValleyCom also serves as the initial communications, alert, and warning point for emergency management activities in the City of Auburn.

3. Emergency Alert System (EAS)
    a. The EAS is a communication and warning tool that operates through designated radio and television stations. It is intended to provide government agencies with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.
    b. The EAS may be activated by contacting the King or Pierce County Emergency Management Duty Officer, the King County Sheriff's Office Communication Center, or the Washington State Emergency Management Duty Officer. The designated EAS radio station for this area is 710 AM KIRO, though most local radio and television stations will rebroadcast the information.

4. Integrated Public Alert and Warning System (iPAWS)
   a. Integrated Public Alert and Warning System (IPAWS) allows emergency messages to be broadcast directly to cellular phones via cellular broadcast towers. It can broadcast the same messages as the EAS, but is accessed via a specific request to King or Pierce County Emergency Management.

5. Communications Capabilities
   a. The City currently has the following communications and warning capabilities:
      1. E-911 Public Safety Answering Point (PSAP) (ValleyCom)
      2. Commercial Telephone
      3. Cellular Telephones
      4. Satellite telephone
      5. Two-way radio
         - 800 MHz public safety radios
         - VHF city-wide system (primarily used by Public Works)
         - CEMNET state radio system for direction and control
      6. National Warning System (NAWAS) information received via ValleyCom
      7. EAS system
      8. ACCESS (state-wide centralized law enforcement computer system)
      9. NOAA Weather Alert Radios (in some City facilities, private facilities and residences)
      10. Amateur radio communications systems are available in key City facilities and the EOC.
      11. CodeRed (aka Alert King County) reverse emergency telephone calling system, which includes e-mail, text messages, and a mobile app.
      12. TV21 government access cable television station
      13. 1700 AM 10-watt radio station
      14. Internet resources, including e-mail, City website, mailing lists, social media, WebEOC and other assets

6. Warning
   a. Whenever City officials are alerted to the threat or occurrence of a hazardous event that increases the risk to the community, the EOC will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
   b. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public-information advisories, and alerting response agencies, City personnel, and outside organizations of the situation.
   c. As soon as it is apparent that the public must be provided information and/or must take some action to prepare or protect itself, the local warning system will be activated, as deemed appropriate and as time and resources allow. Warning could take the form of one or more of the following activities:
      i. Activation of the EAS
      ii. Broadcast of information over AM 1700 and TV21
      iii. Activation of CodeRed for an impacted area or the entire City
      iv. Use of audible sirens and public address systems by Police and VRFA personnel
      v. Activation of volunteer resources
      vi. Posting of signs or notices
      vii. Providing warning information to local and regional media outlets for broadcast

viii. Posting of information on City website, social media outlets, City e-mail lists, and other internet resources.

d. Other methods as the situation dictates
Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.

e. Notification of residents and visitors regarding emergency information and instructions may be handled through the EAS, door-to-door by uniformed City personnel or volunteers, mobile-public-address systems, or any other means available to the Incident Commander at the time.

f. The Public Information Officers for the City will send emergency public safety information through conventional methods such as e-mail or fax in addition to any of the previously mentioned methods. Refer to ESF 15 for more comprehensive public information capabilities.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Manager
   a. Confirm the EOC is maintained in a configuration to support the warning system and efficient and effective communications.
   b. Ensure a coordinated communications plan exists for City radio usage.
   c. Include communications and warning as part of the city-wide emergency management training program.
   d. Ensure sufficient trained PIOs exist among City personnel and that they are able to effectively utilize all applicable communication and warning tools.
   e. Ensure Emergency Communications Volunteers have sufficient training to perform during an emergency.
   f. Ensure adequate coordination of public information efforts and warnings among City personnel.
   g. Activate volunteer resources necessary to support the incident's communication needs.
   h. Manage the internal communication functions of the EOC.

2. All City Departments
   a. Train personnel in proper radio protocol, including limiting communications during emergencies, using plain language instead of codes, and yielding to EOC communications.
   b. Designate representative to ensure correct communication messages are relayed from the DOC to the EOC.
   c. Make personnel available to the EOC to support or assist with the warning effort, if requested, as feasible, and without jeopardizing their primary mission.

3. Communications/multimedia Manager
   a. In coordination with Emergency Management Division, develop and maintain procedures to provide emergency public information and warning.
   b. In coordination with Emergency Management Division, train sufficient personnel from multiple City departments in emergency public information and warning methods.
   c. Develop appropriate notification lists and procedures for activating the public information and warning systems in order to effectively reach the broadest population base possible.

d. Coordinate public information and warnings with the Emergency Manager, EOC Manager, and/or Incident Commander as appropriate.
e. Disseminate public information and warnings as above.
f. Assist Emergency Manager with dissemination of recovery and assistance information.

4. Police Department
   a. Develop and maintain procedures to provide communications and warning support and services when requested by the EOC.
   b. Train personnel in proper warning methods, including proper dissemination of warnings received via ACCESS teletype.
   c. Make personnel available to the EOC to assist in the warning effort, if requested, as feasible, and without jeopardizing their primary mission.
   d. Disseminate warnings received via ACCESS teletype to appropriate City personnel.

5. Public Works
   a. Develop and maintain procedures to provide communications and warning support and services when requested by the EOC (Variable Message Signs; flashing beacon signs)

6. Innovation & Technology
   a. Ensure phones, computers, and other IT related equipment operate correctly. .
   b. Ensure adequate backups exist for IT related equipment. .
   c. Ensure IT staff are sufficiently trained to maintain systems during emergencies.
   d. Assign at least one staff person to the EOC to handle critical communication issues.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Develop and maintain procedures to support the City communications and warning services when requested by the EOC.
   b. Train personnel in proper warning methods.
   c. Make personnel available to the EOC to assist in the dissemination of information and/or warning effort, if requested, and as feasible, and without jeopardizing their primary mission.

2. ValleyCom
   a. Function as the regional E9-1-1 Public Safety Answering Point
   b. Provide communications and dispatch services to law enforcement, fire, EMS, and other agencies.
   c. Provide public access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
   d. Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the TTY for the deaf and hard of hearing or other method.
   e. Provide direct access via the E9-1-1 emergency number for non-English speakers using available language translation services.

3. King and Pierce County Emergency Management
   a. Activate the EAS when requested.

b. Distribute emergency public information as requested by local EOC.

4. Washington State Emergency Management Division
   a. Assist local officials in disseminating emergency instructions to affected communities as needed.
   b. Coordinate with local and federal agencies on the release of emergency information and instructions.

RESOURCE REQUIREMENTS

Technical and support staff will be necessary to expedite the establishment of critical communication systems. Equipment and supplies should be cached to support operations for a minimum of 72 hours. The King County area has several mobile command posts with communication capabilities, (i.e. King County, Federal Protective Services, Cities of Bellevue, Seattle, Tukwila, etc.) that could be called upon to support incident activities. Alternate power sources should be available to operate electricity dependent systems.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
7. Washington State Comprehensive Emergency Management Plan
8. Washington State Department of Transportation Disaster Plan
9. National Response Framework

ATTACHMENTS

1. Warning Dissemination
2. Field Warning/Evacuation Instructions

Attachment 1: Warning Dissemination

Local, County, State, and Federal agencies routinely issue warnings of impending or occurring disasters and emergencies via the state-wide ACCESS teletype system. This system is located within the Records Unit of the Auburn Police Department. Upon receiving a warning of an impending or occurring natural or man-made disaster, the Records Unit will immediately make the following notifications:

1. On-duty Police Department field supervisor
2. On-duty or on-call Police Department Commander
3. Emergency Management Duty Officer
4. Assistant Police Chief
5. Police Chief
6. On-duty or on-call Public Works staff

Records Unit personnel tasked with making notifications will receive verbal confirmation from each person being notified to ensure the warning is clearly received and understood.

Attachment 2: Field Warning/Evacuation Instructions

Though field warnings will primarily be handled by law enforcement and/or fire personnel, other City employees and volunteers may be called upon to assist in the efforts. Following are general directions to follow when providing warning or evacuation information to the public.

1. Drive slowly the length of all streets in the warning area. Use the siren or other means to get people's attention. If you are assigned to go door-to-door, ensure you account for every house in your assigned area.

2. If driving, stop at appropriate intervals and use the public address system to announce the message provide by the EOC or Incident Commander. DO NOT DEVIATE FROM THE MESSAGE. If assigned to go door-to-door, ring the doorbell and knock vigorously on the door of each residence, loudly announcing who you are and your intentions. When someone comes to the door, deliver the message. Again, DO NOT DEVIATE FROM THE PROVIDED MESSAGE.

3. Do not use force of any kind to ensure that people leave.

4. If you encounter a resident who refuses to leave, log the address and, as time permits, attempt to get the names of the people who are not evacuating and their out-of-area next of kin information. If there is not sufficient time or if the resident does not want to give this information, request that they prominently display their name and pertinent information either on their person or someplace visible within their residence to expedite identification should they not survive the event. *Depending on the urgency of the warning/evacuation, do not delay subsequent notification to gather information or give additional identification instructions*.

5. Direct residents to use the designated evacuation routes to the nearest safe area or reception area, as appropriate. Provide them maps if available.

6. Continue to travel your designated area until all residents have been notified or warned, or it becomes unsafe to do so..

7. Upon completion of notifications in your assigned area, or the inability to complete them, inform your immediate supervisor so that the EOC can be updated. Relocate to the staging area unless given another assignment.

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ESF 3: PUBLIC WORKS AND ENGINEERING

LEAD: Public Works Department (PW)

SUPPORT: **City:** Finance
Police
Community Development

Local: Valley Regional Fire Authority

INTRODUCTION

A. Purpose

1. To provide for effective coordination and operation of public water (potable and fire protection), sanitary sewer, storm drainage, and street transportation facilities required to meet essential needs during major emergencies and disasters, and to provide for the orderly restoration of such facilities affected by an emergency or disaster.

2. To address technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and emergency repair of water, sanitary sewer, storm drainage, and transportation infrastructure.

B. Scope

This Emergency Support Function addresses activities including:

1. Participation in mitigation and preparedness activities, and in needs and damage assessment immediately following an event.

2. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

3. Operation and emergency restoration of critical transportation routes and facilities.

4. Operation and emergency restoration of critical public facilities including water, sanitary sewer, and storm drainage facilities.

5. Emergency demolition or stabilization of damaged structures and facilities. The damaged structures are designated by the State and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.

6. Emergency contracting to support the above-referenced activities.

7. Technical assistance to the Building Division including structural inspection of private residences, commercial buildings, and structures, as resources permit.

POLICIES

A. The City of Auburn has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of wreckage, and administration costs.

B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the Mayor.

C. It is the policy of the City to provide Utility services to lands and facilities under the City's jurisdiction and service area, either directly or through contract. Other services, such as debris collection or fee adjustments, may be established by the Mayor, if deemed necessary.

D. Large-scale debris removal and disposal is covered in the City of Auburn Debris Management Plan.

SITUATION

The King County Regional Hazard Identification and Vulnerability Analysis identifies the natural and technological emergencies or disasters the City of Auburn may experience that could overwhelm Auburn Public Works Department.

An emergency or disaster could damage or destroy structures, streets, signals, or water, storm drainage and sewer utility systems. Public Works personnel may also be affected by the event and unable to work or obtain the necessary equipment to perform their standard operating procedures.

Additional resources may not be available to the City to meet emergency requirements. County, State or Federal assistance may be necessary to deploy resources from outside the City of Auburn to ensure a timely, efficient, and effective response and recovery from the event.

PLANNING ASSUMPTIONS

A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or partially or fully inoperable.

B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

C. Rapid damage assessment of the disaster area will be required to determine potential workload and priorities.

D. The City will be responsible for its own emergency repairs and restoration of services. All requests for assistance will be forwarded to the EOC, which will coordinate any needed

outside resources.

E. Assistance from the State or Federal government may be needed to clear debris, perform damage assessments and structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting. It is understood however, that these resources take several days to mobilize and respond and that the City should anticipate no state or federal assistance for at least seven days following a major disaster.

F. Significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, may be required from outside the disaster areas.

G. Following an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

CONCEPT OF OPERATIONS

A. City of Auburn

1. The PW Department will assign a qualified staff member to the EOC to serve as the primary coordinator of utilities functions for the City.

2. The PW Department will assign a qualified staff member to serve as the primary coordinator of engineering functions for the City.

3. The PW Department will provide damage assessments and provide for emergency restoration of all City-owned utilities and transportation facilities.

4. Priority will be given to utilities and street transportation facilities that provide critical and essential life safety services, such as to the Multicare Auburn Medical Center.

5. Additional assistance may be obtained through existing mutual aid agreements, contracts with public and private agencies and/or through regional, county, or state agencies.

6. The following utility systems operate within the City:

Public/City Owned	Privately Owned
Water	Electric power
Sanitary Sewer	Water
Storm Drainage	Natural Gas
	Telephone/Fiber Optic/DSL
	Cable /Satellite Television

These systems, with some exceptions, generally have the following aspects in common:

* They provide services to individual properties, both public and private.
* There are other purveyors of water and sewer systems within the city's limits.
* Most systems have a trunk or trunks from which distribution or collection branches

service each property.
* All or substantial portions of each system reside underground.

7. The CD Department will provide damage assessment of City-owned buildings and facilities.

8. Time permitting and resources allowing, the CD & PW Departments may provide damage assessment for other public buildings and facilities and rapid damage assessment for privately owned critical facilities located within the City of Auburn (VRFA, shelter locations, medical facilities, etc.).

9. The CD Department plans for emergency actions in the following phases:
   a. Phase 1
      i. Rapid damage assessment.
      ii. Provide a qualified staff member to coordinate City-wide rapid damage assessment efforts from the EOC.
      iii. Provide building inspectors to sweep affected areas and report damage to the EOC.

   b. Phase 2 – Emergency Permitting and Inspections
      i. Review damages and assist application process.
      ii. Issue permits.
      iii. Permit construction.
      iv. Provide inspections.

   c. Phase 3 – Abandoned Buildings
      i. Identification.
      ii. Inspection.
      iii. Coordinate demolition.
      iv. Legal process.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Assist in rapid damage assessment, as personnel and resources allow, and report findings to the EOC.

RESPONSIBILITIES

A. City of Auburn

1. CD Department
   1) Provide post-event serviceability determination of facilities and structures.
   2) Provide support to Valley Regional Fire Authority in the safety evaluation of structures during rescue operations.
   3) Expedite permitting and required inspections, as appropriate and as resources allow.
   4) Coordinate damage assessment and post-disaster safety inspections of City-owned buildings and facilities.
   5) Coordinate with local engineering firms for additional assistance with inspections.

6) Coordinate damage assessment and post-disaster safety inspections of public assembly buildings (shelter locations, commodity distribution facilities, medical facilities, etc.) if requested and as resources allow.
7) Enforce City ordinances and State law regarding construction during new or reconstruction efforts prior to and after an emergency or disaster.
8) Provide for the demolition of damaged and/or abandoned structures posting a threat to human safety.

2. **Public Works Department**
   a. General
      i. Document damages and costs related to damage sustained to street transportation and utility infrastructure during the emergency or disaster.
      ii. Coordinate damage assessments and post-disaster safety inspections of city-owned bridges.
      iii. Assess hazards associated with damage to streams, shorelines, and steep slopes, and make recommendations for repair and/or mitigation.
      iv. Coordinate with local engineering firms for additional assistance with the above hazard assessments.
      v. Coordinate with the EOC and PIO on public information.
      vi. Assist the Community Development Services with damage assessment of buildings and facilities, as requested by the EOC.
   b. Water Division
      i. Conduct damage assessments of City-owned water facilities.
      ii. Maintain operation of public water supply, storage, pumping, and distribution systems.
      iii. Provide for priority restoration of critical water facilities.
      iv. Provide temporary repair of damaged water infrastructure.
   c. Sanitary Sewer Division
      i. Conduct damage assessments of city-owned sanitary sewer facilities.
      ii. Maintain operation of public sanitary sewer collection, conveyance, and pumping systems, assist in meeting public sanitation needs, and control wastewater pollution in the environment.
      iii. Provide for priority restoration of critical sanitary sewer facilities.
      iv. Provide temporary repair of damaged sanitary sewer infrastructure.
   d. Storm Drainage Division
      i. Conduct damage assessment of the City-owned storm drainage system and assist in the assessment of the rivers dike systems.
      ii. Maintain operation of the public storm drainage collection, conveyance, and pumping systems.
      iii. Provide for priority restoration of critical storm drainage facilities, including the rivers, dike systems.
      iv. Provide temporary repair of damaged storm drainage infrastructure, and assist in maintenance of the rivers dike systems.
   e. Streets Division
      i. Provide debris removal, emergency protective measures, emergency temporary repair, and/or construction to maintain passable vehicular circulation of priority routes.
      ii. Provide damage assessment of streets to the EOC.
      iii. Provide for priority restoration of essential streets.
      iv. Designate potentially usable roads and bridges.
      v. Establish and maintain evacuation routes as directed by the EOC.

vi. Coordinate road closures through the EOC.
vii. Provide temporary repair of damaged City roads and bridges, if possible. Provide road blocks, barricades, signs, or flaggers, as requested and resources allow.

3. Police Department
   a. Provide assistance in implementing street closures and detours.
   b. Provide perimeter control to bar access to unsafe locations, if requested and as resources allow.
   c. Assist in rapid damage assessment (windshield survey) efforts as requested.

4. Finance Department
   a. Solid Waste
      i. Coordinate debris removal and disposal with contracted service providers for solid waste, pursuant to the City of Auburn Debris Management Plan.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Provide support in rapid damage assessment, debris removal, and emergency protective measures, if requested and as resources allow.

RESOURCE REQUIREMENTS

Resource requirements for a major event or disaster will likely place a strain on Public Works personnel and equipment. The impacts will vary based on the event and the severity, placing particular importance on rapid assessment of the event and its impact on Public Works resources. Resource requirements will be determined at the time of the event or disaster, additional resource requests will be submitted to the EOC. It is important to consider that this evaluation will need to be conducted periodically to ensure adequate resources as conditions change.

REFERENCES

1. City of Auburn Debris Management Plan
2. City of Auburn Duty Officer Manual
3. City of Auburn EOC Manager Manual
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework
9. Public Works Emergency Management Manual

ATTACHMENTS

Attachment 1: Windshield Survey Form

(see next page)

CITY OF AUBURN EMERGENCY MANAGEMENT WINDSHIELD SURVEY FIELD FORM

Observer/Unit #	District	DATE	TIME
DAMAGE PRIORITY (check one)	P1 ❑ (report immediately)	P2 ❑	P3 ❑

BUILDING INFORMATION

Type: (check one)	Residential ❑	Multi-Family ❑	Business ❑	Public ❑	School ❑	Other ❑

LOCATION/ADDRESS

Nearest Cross Streets

PROBLEM(S)

I. INJURIES REPORTED OR OBSERVED:	Yes ❑	No ❑	If yes, estimate number:	
	Immediate assistance required		Yes ❑	No ❑
II. FIRES OBSERVED:	Yes ❑	No ❑		
If yes, nature of fire (natural gas, live power lines, hazardous materials, etc.):				
III. SIGNIFICANT BUILDING DAMAGE:	Yes ❑	No ❑		
If yes, description (i.e., multi-story collapse, partial collapse, occupied, etc.):				
IV. ENVIRONMENTAL HAZARD PRESENT:	Yes ❑	No ❑		
If yes, what (natural gas, live power lines, hazardous materials, etc.):				
V. INFRASTRUCTURE ASSESSMENT:	Road impassable:		Yes ❑	No ❑
	Water lines broken:		Yes ❑	No ❑
	Power lines down/arcing:		Yes ❑	No ❑
	Gas Leak:		Yes ❑	No ❑
VI. DESCRIPTION/COMMENTS:				

SUBMITTED TO EOC & RECEIVED BY:			
DATE/TIME:	LOGGED ❑	MAPPED ❑	FILED ❑

Attachment 2: ATC-20 Rapid Evaluation Safety Form

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ ☐ AM ☐ PM

Affiliation: _____ Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: _____ below ground: _____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame ☐ Concrete shear wall

☐ Steel frame ☐ Unreinforced masonry

☐ Tilt-up concrete ☐ Reinforced masonry

☐ Concrete frame ☐ Other: _____

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government

☐ Other residential ☐ Offices ☐ Historic

☐ Public assembly ☐ Industrial ☐ School

☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	☐	☐	☐
Building or story leaning	☐	☐	☐
Racking damage to walls, other structural damage	☐	☐	☐
Chimney, parapet, or other falling hazard	☐	☐	☐
Ground slope movement or cracking	☐	☐	☐
Other (specify) _____	☐	☐	☐

Estimated Building Damage (excluding contents)

☐ None

☐ 0–1%

☐ 1–10%

☐ 10–30%

☐ 30–60%

☐ 60–100%

☐ 100%

Comments: _____

_____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

_____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

_____

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ATTACHEMENT 3 ATC-45 Rapid Evaluations Safety Assessment Form

ATC-45 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date: _____

Affiliation: _____ Inspection time: _____ ☐ AM ☐ PM

Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories: _____

"Footprint area" (square feet): _____

Number of residential units: _____

Type of Building

☐ Mid-rise or high-rise ☐ Pre-fabricated

☐ Low-rise multi-family ☐ One- or two-family dwelling

☐ Low-rise commercial

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government

☐ Other residential ☐ Offices ☐ Historic

☐ Public assembly ☐ Industrial ☐ School

☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	☐	☐	☐
Building significantly out of plumb or in danger	☐	☐	☐
Damage to primary structural members, racking of walls	☐	☐	☐
Falling hazard due to nonstructural damage	☐	☐	☐
Geotechnical hazard, scour, erosion, slope failure, etc.	☐	☐	☐
Electrical lines / fixtures submerged / leaning trees	☐	☐	☐
Other (specify) _____	☐	☐	☐

Estimated Building Damage (excluding contents)

☐ None
☐ > 0 to < 1%
☐ 1 to < 10%
☐ 10 to < 30%
☐ 30 to < 70%
☐ 70 to < 100%
☐ 100%

☐ See back of form for further comments.

Posting

Choose a posting based on the evaluation and team judgment. Severe conditions endangering the overall building are grounds for an Unsafe posting. Localized Severe and overall Moderate conditions may allow a Restricted Use posting.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

_____

Number of residential units vacated: _____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Substantial Damage determination recommended

☐ Other recommendations: _____

_____

☐ See back of form for further comments.

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ESF 4: FIREFIGHTING

LEAD: Valley Regional Fire Authority

SUPPORT: **City:** Police
Emergency Management
Public Works

State: Washington State Patrol

INTRODUCTION

A. Purpose

To identify the City of Auburn's support activities relating to fire services within the City.

B. Scope

This Emergency Support Function addresses the City's support activities in relation to the detection and suppression of fires as the City has no direct role in the provision of these services.

POLICIES

The City of Auburn receives fire suppression services from the Valley Regional Fire Authority (VRFA), a municipal corporation authorized under RCW 52.26 and charged with the provision of fire suppression services to the City as identified in scope of the VRFA Fire Authority "Plan".

SITUATION

A. Under ideal conditions the management of large firefighting operations is complex and involves an immense staff and often involves several different agencies and jurisdictions. Extremely large fires and those resulting from or coinciding with a major earthquake or other disaster will place extraordinary demands on available resources and logistical support systems.

A significant natural or technological event may result in many emergencies throughout the City of Auburn. Ignition sources could cause hundreds of fires during and after an earthquake. The damage potential from fires in urban areas during and after a major earthquake exceeds that of all other causes. Under the worst conditions, these fires will have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life, property and the environment.

Day to day and mutual aid firefighting resources will be difficult to obtain and utilize due to massive disruption of communications, transportation routes, utilities and water systems.

PLANNING ASSUMPTIONS

A. The National Incident Management System (NIMS) will be used for all fire related operations within the City.

B. The City will function in a support role to the VRFA for fire services in the City.

C. VRFA personnel will be responsible for conducting windshield surveys within their assigned districts and reporting results back to either their DOC or the EOC, whichever is active.

D. Many routine calls for service will not be handled during a disaster, while firefighters are focused on life safety events. Prioritization of calls for service will change as the event fluctuates, and how calls are prioritized will remain with the DOC or EOC.

E. The capabilities of local firefighters law may be strained or exceeded. Supplemental assistance may be requested utilizing existing mutual aid agreements or via the EOC.

CONCEPT OF OPERATIONS

A. The VRFA provides fire protection services both inside and outside of the City.

B. VRFA is the lead agency for fire suppression operations within the City.

C. VRFA serves multiple cities and as such, will allocate fire resources during emergency incidents using established best practices, incident triage, and methodologies.

D. A VRFA representative will report to or establish communication with the EOC when requested by the City.

E. As authorized by their Board of Governance, VRFA participates in several intrastate mutual aid agreements, which may include, but is not limited to, Washington State Fire Mobilization, King County Mutual Assistance, the King County Regional Framework, and Pierce County Mutual Assistance.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Director
   a. Function as, or appoint a, liaison officer to work directly with VRFA representative in the EOC or other location as needed..

2. Building Division

a. Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

3. Police Department
   a. Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.

4. Public Works Department
   a. Provide regular maintenance to hydrants located within the City.
   b. Conduct testing of hydrants located in the City and forward any hydrant out of service or other deficiencies to the VRFA including notification when repairs are completed.
   c. Ensure adequate water pressure to hydrants located within the City, as resources allow.
   d. Provide operational support with equipment, trained staff, traffic control, and utilities control during an emergency or disaster.

B. (Other Organizations

1. Valley Regional Fire Authority
   a. Provide fire suppression and control and imminent life-safety services within the City.
   b. Provide a representative to the EOC, if requested and as resources allow.
   c. Provide regular status reports and information regarding fire operation and resource needs to the EOC, when activated and if requested.
   d. Assist in warning the public of evacuations, traffic routing, and/or traffic control, if requested and as resources allow.
   e. Support evacuation and recovery efforts, if requested and as resources allow.

2. Washington State Patrol
   a. Coordinate State Fire Mobilization Plan, including requests for mutual aid.

RESOURCE REQUIREMENTS

The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies. Prior to requesting additional resources through the Washington State Fire Services Mobilization Plan, the primary and support agencies will provide the available personnel, facilities and equipment to support their activities.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual

3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. National Response Framework
8. Valley Regional Fire Authority Standard Operating Procedures and “Plan”.
9. Fire Defense Mobilization Plan
10. RCW 39.34, Interlocal Cooperation Act
11. RCW 43.43, Washington State Patrol – State Fire Services Mobilization Plan

ATTACHMENTS
None.

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ESF 5: EMERGENCY MANAGEMENT

LEAD: Emergency Management

SUPPORT: City: GIS
Community Development

INTRODUCTION

A. Purpose

1. To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation.

2. To provide a common operating picture fusing data, information and intelligence to assist the decision and policy making process.

3. To provide guidance in reporting response and recovery information to local and state emergency management agencies.

B. Scope

This Emergency Support Function (ESF) addresses the informational needs of the Emergency Operations Center (EOC) for assessing a disaster situation and supporting related response and planning efforts. Incident Command is not addressed in this ESF, but instead in the Basic Plan and in SA #1.

POLICIES

A. It is the policy of the City of Auburn (City) to disseminate current and accurate information, and request the same from outside agencies and volunteer organizations, during times of EOC activations or potential activations. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

B. All activities within ESF 5: EMERGENCY MANAGEMENT will be conducted in accordance with the National Incident Management System (NIMS).

SITUATION

Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These hazards are identified in the King and Pierce County Hazard Identification and Vulnerable Assessment (HIVA) included in the King County Regional Hazard Mitigation Plan, which is a supporting document to the CEMP.

PLANNING ASSUMPTIONS

A. To identify urgent response requirements during an emergency or disaster, or the threat of one, and to plan for continuing response, recovery, and mitigation activities, there will be an

immediate and continuing need to collect, process, and disseminate situational information.

B. Information will be provided by field personnel, responders, volunteers, the public, the media, social media, and others. All City departments are expected to provide information and/or staffing to the EOC, to facilitate updates on departmental status of mission critical functions and resource requirements.

C. Information collection may be hampered due to many factors including: damage to communications systems, communications system overload, damage to transportation infrastructure, effects of weather, smoke, and other environmental factors.

D. Urgent response requirements during an emergency or disaster, or the threat of one, and the plan for continued response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.

E. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

CONCEPT OF OPERATIONS

A. Whenever any part of the City is threatened by a hazard that could lead to a large-scale emergency or disaster, or when such an emergency or disaster situation exists, the EOC will be activated at the appropriate level to assess the situation.

1. The Planning Section will:
   a. Collect, record, and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders. The Planning Section also has the responsibility to process, display, and disseminate information through situation reports, status boards and or software in the EOC.
   b. Display and analyze information for future response and recovery needs.

2. The Operations Section will:
   a. Display and analyze information for immediate response needs.
   b. Coordinate interdepartmental issues
   c. Operations are done at the Department level. The Operations Section in the EOC coordinates planning elements between the Department Operating Centers and the EOC. The Operations Section can expand at the EOC to accommodate the functions of Area, or Unified Command.

3. PIO/COMMS Section
   a. Assess need for special alert and warnings-including LEP populations.
   b. Prepare initial information summary as soon as possible after activation.
   c. Establish contact with local and national media representatives, as appropriate.
   d. Establish location of information center for media and public away from EOC.
   e. Obtain approval for information release from EOC Manager.

B. Information analysis will include, as appropriate:

1. Assessment and display of the hazard's impact and potential future impacts, including the boundaries of the affected area and the distribution, type, and magnitude of the

damage.

2. Maintaining a current status of emergency response activities, resource needs, and requests, and the status of critical facilities.

3. Establishing priorities in the event of resource scarcity.

4. Consolidation of information into logs and reports to keep others informed and to document relevant activities.

C. Planning will include, as appropriate:

1. Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending upon the scenario and situation.

2. Planning information will be shared with King and Pierce County Emergency Management, neighboring agencies, Washington State Emergency Operations Center (SEOC), and other EOC functional positions. Where possible, it will also be incorporated into appropriate visual displays.

3. The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.

4. Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.

D. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made based on the best analysis possible under the circumstances using the combined talents of the staff then assembled.

E. Analysis and planning will continue until the EOC is deactivated, though it may continue long after deactivation. Analysis and planning functions may be transferred to individual City departments following deactivation.

RESPONSIBILITIES

A. Emergency Manager

1. Ensure development of EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.

2. Ensure development of EOC procedures for information analysis and planning.

3. Maintain the EOC in a configuration to support the analysis and planning function.

4. Include analysis and planning as part of the citywide emergency management training program.

5. Ensure development of policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

B. Innovation & Technology Department – GIS

1. Ensure GIS staff is appropriately trained and have access to sufficient tools to provide real-time data display services (mapping and plotting) during an EOC activation.

2. Obtain appropriate data from the EOC Planning Section to produce appropriate visual displays.

3. Work closely with Planning Section to ensure that information is displayed appropriately and is accessible.

C. CD Department – Planning Division

Ensure Planning Division personnel are sufficiently trained to staff the Planning Section of the EOC.

D. All City Departments

1. Report observed damage information to the EOC in accordance with established damage assessment protocols, including windshield survey data, inspection data, and other tools.

2. Continue to provide additional disaster related information to the EOC as it becomes known.

RESOURCE REQUIREMENTS

Resource requirements for Emergency Management are described in the Division's COOP, and includes, standard office machines, computers, printers, facsimile machines, charts, boards, and communications equipment. It is also important to recognize the significant need for trained personnel to staff the EOC whether in the normal EOC facility, remotely operating from another jurisdiction's EOC, or a devolution site as described in the COOP

REFERENCES

1. City of Auburn CEMP Basic Plan: Appendix 4: Training, Drills, and Exercises
2. City of Auburn Duty Officer Manual
3. City of Auburn EOC Manager Manual
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan

8. National Response Framework

ATTACHMENTS

1. Essential Elements of Information

Attachment 1: Essential Elements of Information

The essential elements of information, which may or may not be immediately or readily available to City staff, but are of common need to one or more response activities, may include the following:

OVERALL DISASTER INFORMATION

1. Boundaries of the disaster area
2. Social/economic/political impacts
3. Jurisdictional boundaries
4. Status of transportation systems
5. Status of communication systems
6. Access points to the disaster area
7. Status of utilities
8. Hazard specific information
9. Weather data affecting operations
10. Seismic or other geophysical information
11. Status of critical facilities
12. Status of key personnel
13. Status of disaster or emergency declaration
14. Major issues/activities
15. Overall priorities for response
16. Status of upcoming activities
17. Status of community housing and shelter
18. Status of critical public health issues (water supply, food, sanitation, etc.)
19. Extent of damage to private property
20. Potential future impacts of the disaster/emergency

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ESF 6: MASS CARE, HOUSING, AND HUMAN SERVICES

LEAD: Parks, Arts, and Recreation

SUPPORT: City: Human Services
Building Division
Emergency Management
Police
Auburn Police Animal Control
Public Works
Communication/Multimedia
Human Resources

County: Seattle/King County Public Health
King County Office of Emergency Management

Regional: American Red Cross

INTRODUCTION

A. Purpose

To coordinate the provision of non-medical mass care (humans and pets), shelter, and individual assistance for residents and City employees impacted by an emergency or disaster who are unable to care for themselves.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering and mass care needs in the City of Auburn during a major emergency or disaster and the coordination regional mass care offerings through the Emergency Operations Center (EOC) in coordination with King and Pierce County Emergency Management and the American Red Cross. Mass care services include sheltering for people and animals, emergency feeding and relief supplies, first aid, and welfare information.

POLICIES

A. It is the policy of the City of Auburn to conduct mass care and shelter operations in close coordination with surrounding agencies and King and Pierce County Emergency Management in order to avoid duplication of effort and to combine and share resources as may be practical.

B. Shelters operated by the City of Auburn will be operated under American Red Cross standards, guidelines, and procedures to the greatest extent possible in order to facilitate joint management with the American Red Cross whenever feasible.

C. All mass care services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

D. The City of Auburn will not operate “Medical Needs” or “Skilled Care” shelters intended for the medically fragile or medically dependent. These shelters require specialized equipment, personnel, and expertise which the City of Auburn does not possess and these shelters fall under the purview of King County Public Health, which will facilitate their operation on a county-wide basis.

E. All offered mass services will be provided in compliance with the Americans With Disabilities Act and other federal and state laws related to access and functional needs.

F. The City may provide temporary housing as available, either via employee shelters or other accommodations, for City employees and their families who require assistance during a disaster.

G. In accordance with the Federal Pets Act, the City will make available pet shelter facilities to the extent practical, recognizing that the City has limited ability to provide these services directly and must rely upon mutual aid available through King and Pierce Counties.

SITUATION

As outlined in the King County Regional Hazard Mitigation plan, Auburn is subject to a number of hazards that may negatively impact structures within the city, including those used for housing, and cause disruption or reduction of essential services. The nature of the damage to structures may be such that citizens of Auburn will be forced to leave their homes or places of business and seek alternative shelter.

In a major disaster, thousands of residents could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden-impact incident, such as children in school and parents at work. Large numbers of transients such as tourists, students, and foreign visitors may be involved.

PLANNING ASSUMPTIONS

A. Mass care requirements during a large emergency or disaster may overwhelm social service agencies.

B. The opening of shelters in the City will be coordinated by the Emergency Management Division, who will coordinate with surrounding agencies, King and Pierce Counties, and the American Red Cross as appropriate.

C. The Parks Department, in cooperation with the Emergency Management Division, will coordinate City resources and services necessary for shelter and mass care operations and management, including employee needs.

D. Each sheltering situation is unique and requires close coordination and possibly inspection of facilities prior to a shelter site being announced. Schools in particular have a primary responsibility to their students and are not a first choice for shelters during the school year.

E. Whenever possible, shelters will be operated using standards created by the American Red Cross.

F. The City has limited capacity and capability for sheltering. Once the City has identified that it has met or will soon meet, those limits, the appropriate County will be notified so that regional sheltering can be coordinated.

G. Companion and/or service animals that belong to survivors will be impacted by the disaster and may need shelter, veterinary service, food, rescue or need to be located. The City has limited capacity and capability for pet sheltering. The City will coordinate with Auburn Valley Humane Society, other non-profit organizations and King or Pierce County Animal Control will be contacted to operate or coordinate larger shelters.

H. The City does not have capacity for large animal sheltering. Large animal sheltering is coordinated by King or Pierce County Emergency Management, with the closest large animal shelter available.

I. During a disaster and when requested to support a jurisdiction's sheltering efforts, the city will make every reasonable effort to provide facilities that are compliant with applicable laws pertaining to accessibility. Persons with access or functional needs will receive the same standard of care and services as accorded to all others, regardless of the venue in which they are sheltered.

J. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include cash grants, low interest loans, food stamps, disaster counseling, and unemployment benefits.

CONCEPT OF OPERATIONS

A. Mass care provides for the immediate survival needs of victims through group services and facilities.

B. Mass care will normally be carried out during and immediately after an emergency or disaster, until individual services can be provided. Mass care services are usually provided for less than a week. Local government is responsible for coordinating resources needed in an individual community and may utilize the services of the American Red Cross, Salvation Army, or other non-profit or private organizations.

C. The impact of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, and crisis support for disaster victims and disaster workers.

D. Delivery of appropriate services will be coordinated to the greatest extent possible through the EOC, which in turn will coordinate with the Zone Coordinator and/or the County and State Coordination or Operations centers. Whenever possible, the services provided will be consolidated to central locations, with individual City's contributing staff and supplies to the larger effort to achieve economies of scale that cannot be accomplished at the local level.

E. Mass care may include such basic human needs as, emergency sheltering and provisions of emergency food, water, and supplies.

F. The EOC will coordinate the identification of safe areas of the city, inspection and clearance of potential shelter locations, identification of safe travel routes, assessment of the appropriate number and location of shelters, etc.

G. Victim lists and disaster assistance inquiries will be coordinated within the EOC, which in turn will work closely with the Counties, the Red Cross, and other organizations with similar information to provide a uniform message to the public on these topics.

H. Public information regarding shelter availability and locations will be coordinated through the designated Public Information Officer for the City or EOC, utilizing the County JIC as appropriate.

I. Insurance companies, local human service organizations, and various City, County, State, and Federal government agencies may provide individual assistance to disaster victims.

J. Individuals may arrive at shelters with pets. Whenever practical, pet shelters will be co-located (on the same property) with human shelters to facilitate animal care by pet owners. Pets or companion animals are not allowed in human shelters due to safety and health concerns. Service animals will be allowed in shelters, however may be challenged to verify the service provided by their animal. For additional information on Pet Shelters, see SA-6, Pet Preparedness Plan.

RESPONSIBILITIES

A. City of Auburn

1. Parks Department
   a. Act as lead department for emergency shelter operations and mass care.
   b. Open shelters upon request of the EOC, utilizing City personnel and trained volunteers for staff. Shelter locations will be determined by the EOC, taking into account the location of displaced individuals and the condition of potential shelter facilities.
   c. Coordinate the distribution of food, clothing, shelter, first aid, and other services to disaster victims, utilizing the resources of the City, non-profit organizations, and private companies.
   d. plan and coordinate utilization of City facilities and park sites for use as shelters or staging areas, in coordination with the Emergency Management Division.
   e. Develop plans to house and feed impacted City employees and their families during disaster operations, when those employees do not have ready access to resources in their own communities.
   f. Parks personnel will be trained on shelter operations and management at least once every two years.

2. Emergency Management Division
   a. Maintain current list of potential shelter locations, based upon information from the American Red Cross and other sources.
   b. Encourage potential local shelter facilities to sign American Red Cross shelter agreements.

c. Coordinate and organize a local COAD group to bring potential local resource providers together prior to disaster.
d. Ensure that identification and inspection of potential shelter locations is coordinated in the EOC during a disaster.
e. Assist the Parks Department with donation management services.

3. Human Services
   a. Coordinate local non-profit and private resources to meet short term needs of disaster survivors.
   b. Serve as focal point for long-term human services needs of disaster victims, in coordination with local, county, state, and federal agencies.
   c. Assist in locating a facility to serve as local disaster recovery center as needed.
   d. Work with Parks Department and Emergency Management to help facilitate and distribute donated goods. This includes working with various organizations, including the American Red Cross, Salvation Army, various religious organizations, and others.

4. Building Division
   Provide structural and building safety inspections of potential shelter sites prior to shelters opening.

5. Police Department
   a. Provide or coordinate security, crime prevention, crowd control, traffic control at shelter locations in the city, as resources allow.
   b. Assist in identifying and monitoring safe travel routes to shelters, in conjunction with PW.
   c. The Chief of Police will designate an Animal Health Office to oversee all responsibilities for ensuring the coordination of activities regarding emergency animal sheltering and mass care in the City of Auburn.
   d. Oversee coordination of emergency pet and large animal sheltering, via the Animal Shelter Manager designated by the Animal Health Officer.
   e.
6. Public Works Department
   a. Coordinate disposal of solid waste from shelters, in conjunction with Solid Waste Division.
   b. Coordinate water availability at shelters.
   c. Assist in crowd and traffic control by providing temporary traffic control devices and barriers.
   d. Assist in identifying, monitoring, and maintaining safe travel routes to shelters, in conjunction with Police Department.
   e. Makes vehicles and personnel available to Parks Department to transport donated and procured mass care supplies to shelters and other locations.

7. Public Information Officer
   Coordinate the dissemination of public information concerning mass care and individual assistance, ensuring proper information is provided to and by all relevant partner organizations.

8. Human Resources Department
   a. Identify employees and their families who may need disaster related assistance.
   b. Assist Parks Department with disaster related employee services.

c. Human Resources will coordinate training opportunities for staff members regarding shelter and mass care operations.

9. Finance Department - Solid Waste
   a. Coordinate cleaning of areas surrounding shelters, empty waste containers, and dispose of solid waste.
   b. Coordinate solid waste disposal needs with other city departments.
   c. Communicate any resource or supply needs with Finance DOC or EOC.

B. Local Organizations

1. Auburn Valley Humane Society
   a. Provide assistance with emergency stray pet sheltering within the City of Auburn.
   b. Provide assistance with pet shelters for evacuee animals in close proximity to mass care shelters.
   c. Provide assistance with an animal donation location and management of donated items.
   d. Provide assistance in finding shelter and services for owners of pets and other animals.
   e. Provide assistance for transportation of stray and owned pets to the shelters.
   f. Assist with reunification of stray pets with owners.
   g. Assist in placing stray or injured pets and animals with local veterinarians or kennels.
   h. Shelter stray domestic household animals including pocket pets per Auburn City contract.
   i. Auburn Valley Humane Society coordinates with the Animal Health Officer and their Animal Shelter manager Designee. The Animal Health Office and their designee have the final decision.

2. American Red Cross
   As resources allow, and potentially in a regionalized model, provides the following services:
   a. Food, Shelter and Emergency Supplies: During a disaster, first priority is to ensure that people have a safe place to stay, food, and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.
   b. Welfare Information: Disasters often disrupt regular communication channels and can separate families. Through the Red Cross' nationwide network of chapters, family members may request welfare information regarding their loved ones. The Red Cross "Safe and Well" Web site enables people within a disaster area to let their families and friends outside of the affected region know that they are all right. Clients register on Safe and Well, by going to http://redcross.org/safeandwell. Red Cross call agents at 1-800-RED-CROSS will register individuals without computers or connectivity.
   c. Client Casework and Recovery Planning and Assistance: To help people with disaster-caused needs, Red Cross provides individualized client services through casework. Particular attention is given to those who have experienced significant damage or loss of their homes. This casework process consists of an in-depth

interview that allows the worker to assess the client's immediate needs. With this information, the caseworker can connect the client with items, financial assistance and/or referrals to local resources which can meet those immediate needs. The caseworker also engages the client in a brief planning process which can help identify action steps for the client to follow in the first few days or weeks after a disaster. Red Cross caseworkers work closely with local, state and federal government to ensure clients have access to all available resources.

d. Disaster Health and Mental Health Services: After an emergency, injuries can ensue, essential prescription medicines lost, and the shock and stress of sudden loss can overwhelm a person's normal coping skills. The Red Cross deploys licensed health and mental health professionals who are specifically trained and equipped for disaster responses to help. Disaster health professionals are available for emergency first aid, medical assessment, triage and replacement of emergency medications. Our Disaster Health Services team meets these needs through item distribution, financial assistance or referrals to community partners. Disaster mental health professionals in shelters and service locations provide mental health assessments, crisis intervention and a sympathetic ear to those in need.
e. Provides preliminary and detailed damage assessments of the affected area to determine the number of dwellings and public shelters damaged and the extent of damage.
f. Coordinates, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
g. Coordinates its relief activity with participating and support agencies and affected areas through liaisons to the state, county, and local jurisdiction EOCs.
h. Makes recommendations to the City of Auburn EOC for the establishment of mass care priorities.

3. Non-profit organizations

Various organizations, including the American Red Cross, Salvation Army, various religious organizations, and others may provide a variety of donated goods and services after a disaster, which will be done in coordination with the Parks Department, Human Services Division, or Emergency Management Division.

4. Private (for-profit) organizations

a. Various businesses may provide donated or purchased goods and services for the benefit of disaster victims. This will be done in coordination with the Parks Department, Human Services Division, or Emergency Management Division.

b. All local organizations which provide goods or services which may be useful after a disaster, whether non-profit or for-profit, will be encouraged to become part of the local COAD group, organized by the Emergency Management Division, in order to provide more efficient services during the disaster.

B. County

1. King and Pierce County Emergency Management
   a. Coordinate the location, staffing, and supplies for regional shelters, in conjunction with all impacted jurisdictions.

b. Coordinate with the American Red Cross and other large service organizations for the provision of shelters and supplies regionally.

2. King and Pierce County Animal Control
   Coordinate the location, staffing, and supplies for regional pet shelters, in conjunction with all impacted jurisdictions and non-profit organizations.

RESOURCE REQUIREMENTS

Specialized staff, locations and consumables will be required to manage mass care and human services support on a 24-hour basis for days to weeks or longer. The City will need to contract for supplies and services to support most of this effort.

REFERENCES

1. American Red Cross Shelter Operations Guide
2. City of Auburn Duty Officer Manual
3. City of Auburn EOC Manager Manual
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework
9. Auburn Emergency Pet Shelter Manual

ATTACHMENTS

1. King County Regional Sheltering Concept of Operations
2. King County Regional Shelter Types Table
3. King County Regional Sheltering and Mass Care Decision Tree

Attachment 1: King County Regional Shelter Concept of Operations

King County Regional Concept of Operations
For
General Population Shelters
Updated May 26, 2009

The King County Shelter table has been established by the King County Mass Care Workgroup to establish a common operating platform for shelter operations county-wide. The shelter table takes into consideration the potential need for individual cities to be able to offer some sort of shelter in their jurisdiction, while balancing the availability of regional resources and the concept that no person in need will be turned away based on jurisdictional boundaries.

The intent of the Workgroup is to recommend that jurisdictions coordinate shelter services to maximize the efficient use of scare resources. Toward this goal, jurisdictions are encouraged to consolidate dormitory shelters while offering local warming/cooling centers as able and needed. Jurisdictions must evaluate what level of effort they can adequately support and sustain for the anticipated length of the event, taking into consideration staff, supplies, facilities, and other related needs.

The Workgroup recommends that all jurisdictions offering shelter services adopt and utilize sheltering procedures endorsed by the American Red Cross in order to facilitate the potential operation of multi-jurisdiction shelters. The Workgroup further recommends that all jurisdictions in King County adopt the shelter typing system created by the Workgroup.

In a wide-spread regional disaster, the availability of resources from other local jurisdictions and the American Red Cross will be severely limited, thus collaborative regional shelters will be the standard in those situations.

Attachment 2: King County Shelter Types

The King County Shelter types have been established by the King County Mass Care Workgroup to establish a common operating platform for shelter operations county-wide. They take into consideration the need for each individual City to be able to offer some sort of shelter in their jurisdiction, while balancing the availability of regional resources. The intent is to encourage jurisdictions to offer the shelter services they are able to, but to recognize that when local resources are expended, or insufficient to begin with, regional shelters will become necessary in order to leverage available resources from all involved jurisdictions. The shelter typing system encourages all jurisdictions offering shelter services to adopt and utilize sheltering procedures endorsed by the American Red Cross in order to facilitate the operation of multi-jurisdiction shelters. No jurisdiction is prohibited from opening their own shelter of any type, however they must take into consideration the availability of resources to support it, recognizing that local shelters are the sole responsibility of the jurisdiction that opens them, until and unless outside resources are available. In a wide-spread regional disaster, the availability of resources from other local jurisdictions and the American Red Cross will be severely limited, thus collaborative regional shelters are highly encouraged in those situations.

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Regional Dormitory Mega-Shelter (>500 capacity).	Jurisdiction or Tribal Execs thru KCECC, Private Sector. County coordination necessary due to resource constraints.	American Red Cross (ARC), County, City, Special Purpose (SP) Districts, Tribes, Private Sector.	County, City, SP District, Tribes, ARC, Private Sector. Supported by all jurisdictions in region.	Windstorm, Power Outage, Earthquake, Terrorism, Volcanic Eruption	Current event information, public education, prepared meals, sanitation, sleeping, first aid, ADA access, security, pet shelter nearby (see below)	Federal Support; Zone Coordination Centers; State Resources, County, City, SP District, Tribes ARC, Non-Governmental Organizations (NGOs), Faith, Private Sector
Zone dormitory shelter (<500 capacity) *Zone 1 = North County* *Zone 3 = South County + Vashon* *Zone 5 = Seattle.*	Jurisdiction or Tribal Execs thru KCECC or Zone Coord Center. Zone or County coordination necessary due to resource constraints.	ARC, KC Parks, City, SP Districts, Tribes, Private Sector	County, City, SP Districts, Tribes, ARC, Private Sector. Supported by all jurisdictions in Zone.	Hazmat, Earthquake, Flooding, Winter Storm	Current event information, public education, prepared meals, sanitation, sleeping, security, ADA access, first aid, pet shelter in separate location (see below)	County, City, SP District, Tribes, ARC, NGOs, Faith, State Resources Regional Coordination Framework (RCF), Zone Coordination Centers.

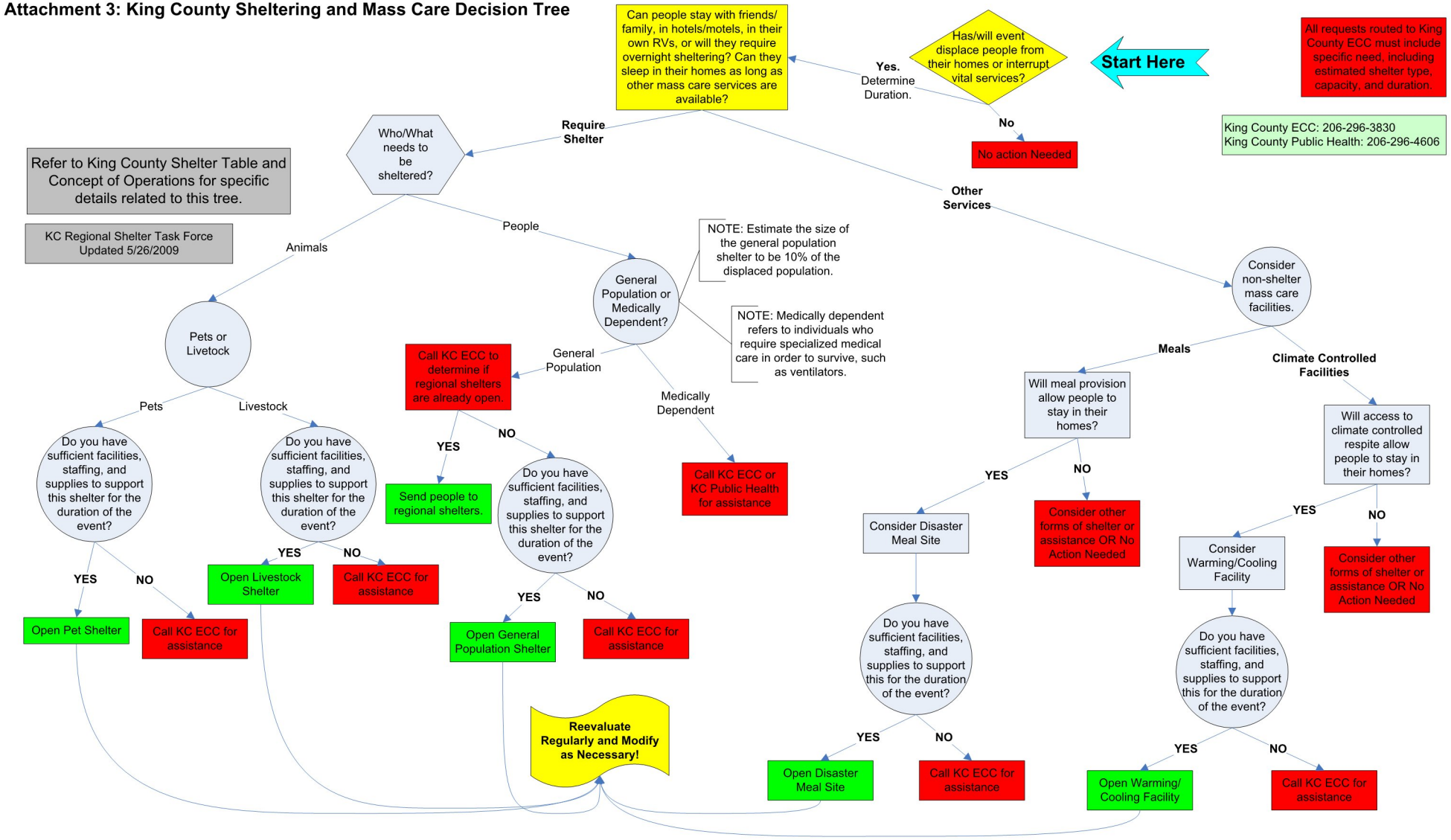
CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Local dormitory shelter (dependent upon local jurisdiction resources, typically <100 capacity)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, ARC.	Local jurisdictions.	All Hazards, localized	Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below)	City, SP District, Tribes, ARC, Faith, NGOs, Mutual Aid, Inter-local Agreements, RCF, Private Sector
Severe weather shelter (Provides overnight-only sleeping quarters for homeless and general public during severe cold weather events.)	Jurisdiction or Tribal Exec, or ARC, faith-based	County, City, Multiple Agency Partnership, SP District, Tribes, ARC	County, City, SP District, Tribes	Severe Winter Weather	Sanitation, utilities, sleeping, security, ADA access. Optional: Human services information, warm/cold drinks and snacks. Pets per facility policy.	County, City, Multiple Agency Partnership, SP District, Tribes ARC, NGOs, Faith, Private Sector
Medical Needs Shelter (Patients have no acute medical needs but require some medical surveillance and/or special assistance beyond what is available in a standard shelter).	Public Health	KC Public Health	Public Health	All Hazards	Nursing staff, in-patient beds. Medical Reserve Corps staff.	County, City, SP District, Tribes, ARC, Faith, State Resources, RCF, Zone Coordination Center Activations, Private Sector, all health-care providers.
Skilled Care Nursing Home Evacuation (Patients who require recurring professional medical care, special medical equipment, and a level of care usually only available in Hospitals or Skilled Care Facility.	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, acute care, oxygen, Medical Reserve Corps staff, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RCF, Zone Coordination Center Activations, Private Sector, all health-care providers.

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Medical Surge (Patients who need acute medical care such as individuals experiencing trauma or injury. In case of disease outbreak or certain other disasters, a significant portion of the population may be immediately thrown into this category as a result of the incident.)	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, medical records, acute care, pediatrics team, oxygen, medical reserve corps staff, administration, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RCF, Zone Coordination Center Activations, Private Sector, all health-care providers.
Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, NGOs, ARC	County, City, SP District, ARC Faith, NGOs	All Hazards	Prepared meals, current event information and education; basic sanitation; ADA access	County, City, SP District, ARC, NGOs, Faith Community, Private Sector
Warming/Cooling Center (Provide respite for general public on a drop-in basis).	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, EOCs	County, City, SP Districts, Tribes, Faith, NGOs, private	All Hazards	Current event information, heating or A/C, basic sanitation, ADA access. Optional: public education, drinks, snacks.	Mutual Aid, Inter-local Agreements, volunteer and faith-based resources; local staffing, ARC, NGOs
Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.)	Jurisdiction or Tribal Exec	Local jurisdiction will address	Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business.	All Hazards	Pet food, water, cages, leashes, vet support, volunteers, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan	Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located).	Local, county, Tribal Execs	Local jurisdictions and County Animal Control; Shelters cross-leveled at KCECC	See Pet Shelter	All Hazards	See Pet Shelter	County facilities, state Ag, volunteer agencies, private business
Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care).	Individual Resident; Business Owner	Individual Resident; Business Owner/Employees	Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace	All Hazards	Family Plan, Skills; Disaster Supplies; pet supplies. Event information from media (radio, TV, print). Business Plans, Supplies; safe room for shelter in place from hazmat	Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans
Livestock Shelter (set up to house livestock evacuated form rural/suburban areas.	Jurisdiction Tribal Executive	Same as Local, Zone, Regional shelters	Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business	All Hazards	Livestock food, water, fenced, secure areas; vet support, care volunteers, sanitation supplies, tracking system, owner contacts; shelter SOP, off-site storage, security plan	Livestock owners, State Ag Dept; Volunteer and livestock organizations; County Gov agencies, private business

Attachment 3: King County Sheltering and Mass Care Decision Tree

Attachment 3: King County Sheltering and Mass Care Decision Tree



ESF 7: RESOURCE SUPPORT

LEAD: Emergency Management

SUPPORT: City:
Human Resources
Finance
Police
Public Works
Community Development
Parks
All City Departments

INTRODUCTION

A. Purpose

To provide the most efficient coordination of resources in order to effectively respond to and recover from an emergency or disaster.

B. Scope

Resource support involves the procurement and allocation of resources beyond normal day to day operations. These resources include equipment, materials, facilities, contracted services, supplies, and personnel required to support the city's departments/divisions during the response and recovery phases of an emergency or disaster. Resource support may continue until the demobilization/disposition of all resources is complete.

POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, "no county, city, town, or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation".

B. In accordance with RCW 38.52.070, "each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds".

C. In accordance with RCW 38.52.110, in responding to a disaster, "the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the

state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law."

D. In accordance with RCW 38.52.110, "the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, that citizens so commandeered shall be entitled during the period of service to all privileges, benefits and immunities as are provided by this chapter and federal and state emergency management regulations for registered emergency workers."

E. In accordance with RCW 38.56, the City is a member of the Washington Intrastate Mutual Aid System and may request resources from any political subdivision in the State which has not opted out of the system. It is understood that the City will reimburse any jurisdiction which provides resources under this system.

F. It is the policy of the City of Auburn that departments/divisions utilize their own resources or mutual aid agreements before requesting outside resources. It is not necessary to wait to make a request for outside resources until the city is already out of resources; the request may be initiated earlier to coordinate delivery of outside resources to arrive at the point in time when exhaustion of city resources is anticipated.

G. The Regional Disaster Framework for Public and Private Organizations in King County, Washington to which the City of Auburn is a signatory, provides a financial agreement between signatory partners when mutual aid resources are requested. This financial agreement, when invoked, supersedes other financial arrangements which may govern normal response operations and resource sharing between jurisdictions. It also describes the resource management and procurement process coordinated by King County when local city resources are insufficient to meet the demands of the incident.

SITUATION

A significant emergency or disaster may damage or limit the existing resources needed to maintain vital city services or to care for the general public in need of disaster assistance. Certain disasters may significantly impact transportation infrastructure and/or vendor operations and may inhibit the availability and flow of resources into and within the city. Refer to the Auburn Hazard Identification and Vulnerability Analysis within the King County Regional Hazard Mitigation Plan for details on hazards.

PLANNING ASSUMPTIONS

A. The City will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.

B. Each individual department is responsible for inventories of their own resources and for reporting same to the Emergency Management Division or the EOC when requested. All city

resource inventories will follow NIMS guidance including “type” and “kind.”

C. The Logistics Section of the EOC will track all unassigned staff and volunteers. When the EOC is not activated, this function will be performed by the HR Department.

D. All unassigned personnel and volunteers will report their location and availability to the nearest Department Operations Center (DOC) or EOC and that information will be tracked by the Logistics Section in the EOC, if activated, otherwise by the HR Department

E. The Human Resources Department is responsible for handling claims for workers compensation from credentialed volunteers and City personnel, and this function will be coordinated by the Finance/Admin Section in the EOC when activated.

F. The Emergency Management Division is responsible for managing damage and compensation claims from emergency workers eligible for such under WAC 118-04 and for submitting those to the Compensation Board and to the State.

G. The Emergency Management Division is responsible for purchasing, maintaining, and tracking disaster supplies to be issued to employees. This includes, but is not limited to, emergency backpacks, emergency food and water, and other supplies as resources allow.

H. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and affect the availability and distribution of resources.

I. Department Operations Centers will have available, or have immediate access to, resources and vendor lists for the most commonly used or anticipated resources used during an emergency or disaster. This information will also be made available to EOC personnel.

CONCEPT OF OPERATIONS

A. During an emergency or disaster, or the threat of one, the EOC may be activated to coordinate the response and support of City departments and other responding agencies with evaluation, planning, information, and resource management.

B. During urgent preparedness or response activity, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, or upon direction of the Emergency Management Director or EOC Manager.

C. The EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, staff may provide coordination services without EOC activation.

D. The Logistics Section of the EOC has the responsibility for the procurement process. The EOC Finance & Administration section will support the resource procurement process by accounting for resources during and after incidents, tallying current expenditures, and providing appropriate documentation for cost recovery. This information will be coordinated with the Auburn Finance Department.

E. To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.

F. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.

G. A successful and efficient response and recovery effort relies heavily upon the involvement of the whole community. To that end, the community is encouraged to involve themselves in community based pre-disaster activities. This includes active involvement in the COAD group, which gathers resources information and distributes procedures as part of the preparedness process.

H. Close coordination will be maintained with Federal, Tribal, State, County and Local officials and volunteer associations directly involved in the event. The priority of tasks will be determined by EOC staff.

I. The resources of the City will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110. City departments will retain sufficient quantities of applicable resources in reserve to meet City needs, as appropriate. Department Operating Centers (DOC's) will first utilize normal procedures and/or vendor lists for procuring resource needs before requesting outside assistance. The EOC Finance and Administration Section will identify the process for the emergency procurement of resources

J. Should City resources be insufficient, additional resources may be procured or requested through the following:

1. Private sector purchase.
2. Mutual Aid and Interlocal Agreements, including the King County Regional Coordination Framework and the Washington Intrastate Mutual Aid Agreement.
3. Private sector resources, in accordance with the provisions of RCW 38.52.110 (Use of Existing Services and Facilities – Impressment of Citizenry), upon a Governor's declaration of disaster.

K. Ensuring adequate staff to respond during an emergency or disaster is essential.

L. Areas in the City will be identified as Community Points of Distribution (CPODS), for the set-up and distribution of life-sustaining supplies to individuals during an emergency.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Division
   a. Ensures deployed and available resources are inventoried and that an updated inventory list is available in the EOC and in each DOC.
   b. Coordinates requests for out-of-area resources through the use of EOC staff.

   c. Coordinates with all departments to ensure accurate reporting of disaster-related costs, in conjunction with Finance Department.
   d. Provides trained emergency radio volunteers to provide communications from remote or communications damaged sites.
   e. Trains and pre-identifies disaster volunteers.

f. In conjunction with Public Works, develops standard operating procedures for city-wide resource management. Develop and maintain disaster-specific policies and procedures to acquire equipment, materials, supplies, contract services, and equipment maintenance during an emergency or disasters.
g. Identifies resource distribution and storage areas.
h. Ensures there are enough adequately trained personnel and/or volunteers to carry out EOC activities and schedules them appropriately.
i. Ensures that the essential needs of EOC staff are accounted for (food, shelter, rest, mental health, etc.).
j. Develops plans for managing donated goods and services, whether those goods and services are donated for City use or public use.

2. Human Resources
   a. Develops plans for employee and family notification during an emergency.
   b. Develops procedures and coordinates the registration of temporary emergency workers and volunteers on behalf of the City, in coordination with the Emergency Management Division.
   c. Provides staff to serve in the Logistics and/or Finance Sections of the EOC.

3. All City Departments
   a. Inventories personnel, major equipment, and supplies and provides a listing to the Emergency Management Division annually, and directly to the EOC during a disaster.
   b. Coordinates resource use under emergency conditions through the EOC.
   c. Monitors and processes time sheets, rosters, overtime requests, and event specific activity logs.
   d. Maintain cost records of personnel, contractors, and equipment used during emergency response and recovery as may be required for FEMA Public Assistance. Provide information upon request from Finance personnel.
   e. Assesses the impact of the event on available resources and identifies repair, maintenance, and replenishment needs.
   f. Provides appropriate staff to support the EOC, as requested, to ensure the following activities occur:
      i. Procures equipment, materials, supplies, contract services, equipment maintenance, and negotiate leases for grounds, offices, or space required by the City, as directed by the Emergency Management Director.
      ii. Coordinates the allocation, utilization, and conservation of resources.
      iii. Verifies that local resources are exhausted, or are about to be, prior to requesting resources through mutual aid channels.

   g. Develops and maintains policies, a Continuity of Operations Plan, and Standard Operating Procedures (SOPs) for the department's disaster responsibilities.

4. Finance Department
   a. Establishes "Emergency Purchasing Agreements" with local businesses for use during emergency or disaster operations.
   b. Establishes project codes to track disaster expenses for reimbursement.
   c. Establishes all necessary special accounts for the receipt of monetary donations.
   d. Assists in identifying sources of disaster funds, if departmental budgets are exceeded.

e. Ensures disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
f. Coordinates with all departments to ensure accurate reporting of disaster-related costs, in conjunction with Emergency Management Division.
g. Develops procedures for collecting and processing emergency time cards and for paying City employees.

5. Police Department
   a. In coordination with Public Works and Valley Regional Fire Authority, identify passable routes for transport of goods and people.
   b. Provides or coordinates security and mobile radio communications at distribution centers, if requested and as resources allow.
   c. Provides or coordinates security at the entrances of the EOC, for access control and logging purposes.
   d. Provides or coordinates security at DOC sites, as requested and as resources allow.

6. Public Works Department
   a. In coordination with the Police Department and Valley Regional Fire Authority, identifies passable routes for transport of goods and people.
   b. Assists in the transport of goods and people, if requested and as resources allow.
   c. In conjunction with Emergency Management, develop SOPs for city-wide resource management. Develop and maintain disaster-specific policies and procedures to acquire equipment, materials, supplies, contract services, and equipment maintenance during an emergency or disasters.

7. Parks Department
   a. Assists in the transport of goods and people, if requested and as resources allow.
   b. Assist in distribution of goods and commodities to the public, via established shelter locations or other identified points of distribution.

RESOURCE REQUIREMENTS

Auburn Community Organizations Active in a Disaster (COAD) contacts list
City of Auburn department-specific inventory records
City of Auburn vendor records

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.020, Declaration of policy and purpose
7. RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures
8. RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
9. RCW 38.56, Intrastate Mutual Aid System
10. Washington State Comprehensive Emergency Management Plan
11. Washington State Constitution, Article VIII, Section 7
12. National Response Framework

ATTACHMENTS

None.

ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES

LEAD: Emergency Management

SUPPORT: City: Police
Public Information Officer
All City Departments

Local: Valley Regional Fire Authority

Regional: King and Pierce County Public Health
Northwest Regional Healthcare Response Network

INTRODUCTION

A. Purpose

1. To coordinate the support of health, medical, and mortuary services in the City of Auburn during an emergency or disaster.

2. To provide a format for the City to support a health, medical, or mortuary services emergency in cooperation with King or Pierce County Medical Examiner's Office, VRFA, King County Medic One, the King or Pierce County Public Health Departments, and/or another related organization by participating in an Incident or Unified Command system depending on the type, severity, and needs of the specific incident.

3. To identify the role of all the agencies that might possibly be involved in a health, medical or mortuary services emergency in the City of Auburn.

B. Scope

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical, and mortuary needs during an emergency or disaster. This includes the following:

- Assessment of medical and health needs
- Health surveillance and communicable disease response
- Medical care personnel
- Medical and health equipment and supplies
- Patient evacuation
- In-hospital care
- Mental health
- Public health information
- Vector control (rats, pests, etc.)
- Potable water, wastewater, and sanitation
- Solid waste disposal
- Mortuary services and victim identification
- Hazardous materials (spills and releases)

POLICIES

A. The City will support the efforts of King and Pierce County Health Departments, VRFA, King County Medic One, the King and Pierce County Medical Examiner's Offices, or other related organizations regarding health, medical, and mortuary services in the City.

B. King and Pierce County Public Health Departments provide guidance to the City, County, and other agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infections or hazardous waste, and communicable diseases.

    1. The County Health Officers, or designee, may implement quarantine policies and/or a health order when required due to incidents of mass communicable disease exposure, or contamination of food, water, and environmental resources.

C. Representatives of County departments will coordinate their county-wide responsibilities from their respective County Emergency Operations Centers. In instances where an event is contained within the Auburn city limits, those organizations may send representatives to the City of Auburn EOC.

D. Unified or Area Command will be used in all incidents relating to health, medical, and mortuary services that are criminal in nature or that require a police investigation be conducted.

SITUATION

A. Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environment degradation, economic hardship to business, families, individuals, and disruption of local government.
    1. A significant natural disaster or technological event that overwhelms the City of Auburn. would demand county, state, and federal public medical care assistance.
    2. Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to utilities (power, water, sewer), or the inability of staff to report for duty.
    3. Medical and health care facilities which remain in operation and have the necessary utilities and staff may be overwhelmed by the "walking wounded" and seriously injured patients who are transported there in the immediate aftermath of an emergency/disaster occurrence.
    4. Medical supplies and equipment will likely be in short supply. Most health care facilities maintain only inventory stock to meet their short-term (24 to 36 hours) normal patient load needs. Disruptions in local communications and transportation systems could prevent timely resupply.
    5. Uninjured persons who require daily medications such as insulin, antihypertensive drugs, and digitalis may have difficulty in obtaining these medications because of damage or destruction of normal supply locations and general shortages within the disaster area.
    6. Damage to transportation systems may delay medical transports and outside assistance from other agencies.
    7. Damages to drinking and wastewater systems may complicate health care and possibly

add to the victim or patient totals.
8. Hazardous Materials incidents will present unique problems to patient care as the patients themselves may become contaminated and considered hazardous.

PLANNING ASSUMPTIONS

A. The City of Auburn does not provide health, medical, or mortuary services of any type and assists in these functions in a support role only.

B. VRFA and Medic One, along with private ambulance companies, provide emergency medical care in the City of Auburn.

C. A significant natural or technological disaster or terrorist event could overwhelm local medical facilities and services requiring emergency coordination of casualties. This coordination will generally be the responsibility of VRFA, Medic One, and area hospitals. ESF 8 agencies should not anticipate additional resources or personnel for 24-72 hours during a large scale incident.
D. Area hospitals, including Multicare Auburn Medical Center, clinics, nursing homes, pharmacies, and other medical and health care facilities may suffer severe structural damage, be destroyed, or be rendered unusable in a disaster.

E. A major emergency or disaster could pose public health threats to food, water, and personal heath.

F. Damaged manufacturing facilities, waste processing and disposal facilities, sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.

G. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

H. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

CONCEPT OF OPERATIONS

A. Public Health

1. King and Pierce County Health Departments
   a. Provide or coordinate health and environmental health services and activities within the City (including pandemic disease planning and response), including:
      i. Identification of regional health hazards and their impacts.
      ii. Implementation of disease control measures, including examination, testing, treatment, vaccination, isolation, or quarantine, when appropriate.
      iii. Coordination with the Department of Ecology to assess the public health risk from a hazardous materials spill.
   b. Activate emergency response plans and protocols when an emergency occurs or is imminent, requiring a coordinated regional response of health and medical agencies.
   c. Public Health will be the primary expert source of public information regarding health, medical, mortuary and environmental response to emergencies in King or Pierce

Counties. Public Health will work with Joint Information Center(s), County EOC's, and with appropriate response partners to coordinate all releases of health information to the public.

d. Report to local officials and the public regarding health conditions, warnings, and public information utilizing available means of communication and information dissemination.
e. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.
f. Provide the medical support and mechanism for distribution of prophylaxes to the public and emergency personnel, if warranted by threat of disease.
g. Provide oversight of potable water supplies, including those operated by the City.

B. Emergency Medical Services (EMS)

1. The primary objective of EMS in an emergency or disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These may include, but are not limited to:

   a. Identification and coordination of medical resources.
   b. Identification of potential sites and support staff for temporary emergency clinics.
   c. Emergency care at shelters and mass care facilities.
   d. Coordination of medical transportation resources.

2. Both King and Pierce Counties have mass casualty plans that detail operational concepts and responsibilities to assure that EMS in the area will be capable of providing mass casualty emergency medical services during an emergency or disaster.

3. Basic and advanced life support services are provided by VRFA, Medic One, and various private ambulance companies within the City of Auburn. Mutual aid between and among EMS providers is utilized to make the most efficient use of available resources.

4. Hospitals and other medical providers and facilities will respond according to their established emergency response and disaster plans.

C. Mortuary Services

1. The King and Pierce County Medical Examiner's Offices have jurisdiction over bodies of all deceased persons within their county boundaries (RCW 68.50.010), with the exception of incidents that fall under the jurisdiction of the Federal Aviation Administration (FAA), the State of Washington, or the military.

2. Both King and Pierce Counties have Mass Fatality Plans that detail operational concepts and responsibilities to assure that mass fatalities are dealt with in the most appropriate way.

3. The Medical Examiner's Offices will coordinate support of local mortuary services, as needed. Local funeral directors may assist in emergency mortuary services, if requested and at the discretion of the Medical Examiner.

4. If local resources for mortuary services are exceeded, the State and/or Federal government may provide supplemental assistance. The Medical Examiner may make a request for such assistance through his/her respective county EOC or to the Washington State Department of Health.

RESPONSIBILITIES

A. City of Auburn

1. All Departments
   a. Designate appropriate staff to support public health, medical, and mortuary services from the EOC during an event, as requested.
   b. Provide resources to be involved with public health, medical, and mortuary service organizations, as requested and as available.
   c. Ensure that departmental Continuity of Operations plans contain contingencies for staffing in the face of pandemic disease outbreak.

2. Emergency Management Division
   a. Prior to an event, work with local medical providers to establish lines of communication to be used during an emergency or disaster.
   b. Coordinate with any volunteer disaster medical organization that may exist within the City of Auburn, ensuring lines of communication exist for information exchange and activation. Ensure that county Public Health agencies are aware of these resources.
   c. Provide logistical support to health and medical providers in the City of Auburn as requested and as resources allow.

3. Public Information Officer
   a. Coordinate closely with public health, medical, mortuary service organizations, and regional partners during an event to ensure consistent public messaging.

4. Police Department
   a. Provide or coordinate crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.
   b. Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.
   c. Coordinate quarantine enforcement with the King or Pierce County Health Department, if requested and as resources allow.
   d. Provide assistance to the Medical Examiner's Office with mortuary operations if requested and as resources allow.

B. Local Agencies

1. Valley Regional Fire Authority
   a. Coordinate all aspects of emergency medical care and transportation of patients at a specific scene, including but not limited to triage, treatment, transportation, and set-up for an initial morgue area, and provide incident status and operations needs to the DOC/EOC at regular intervals.

2. Local Healthcare Providers

a. Request mutual aid and medical logistics support through established healthcare logistics mechanisms; utilizing the City of Auburn EOC logistics process only when those channels fail, when the request is non-medical in nature, or when extra coordination is needed between the healthcare provider and the City.

C. County

1. King and Pierce County Public Health Departments
   a. Provide leadership and direction in responding to health and medical emergencies across the Counties, consistent with the authority of the Local health Officer.
   b. Activate ESF 8 Area command center, Joint information System and the ESF8 MAC Group as appropriate.
   c. Maintain 24/7 Duty Officer program and serve as the primary point of notification for health and medical emergencies in their respective Counties.
   d. Provide current and accurate information to the City of Auburn EOC, both for internal use and public dissemination.
   e. Organize and mobilize public health services during an emergency or disaster.
   f. Identify and coordinate activation of additional health professionals, when appropriate, including any volunteer disaster medical organization that may exist within the City of Auburn.

2. King and Pierce County Medical Examiner's Office
   a. Assume overall responsibility for emergency mortuary services, including but not limited to selection of suitable facilities for emergency morgues and ensuring qualified personnel are assigned to operate them.
   b. Keep all necessary records and furnish the local EOC with a periodic status report update and casualty list.

D. Federal

1. Department of Agriculture
   a. Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

2. Department of Health and Human Services
   a. Assist State and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.
   b. Assign professional and technical personnel to augment state and local forces.

RESOURCE REQUIREMENTS

Specific medical and non-medical resources will be required for any major health or medical emergency. Medical transportation, facilities, equipment and supplies are coordinated through King County Emergency Medical Services. Additional resources may be requested through King County Office of Emergency Management.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 68.50.010, Coroner's Jurisdiction Over Remains
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

ESF 9: SEARCH AND RESCUE

LEAD: Police
Valley Regional Fire Authority

SUPPORT: City: Emergency Management
Public Works
Community Development

INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the support of search and rescue resources that may be operating within the City of Auburn.

B. Scope

This ESF addresses wilderness, suburban/urban, and structural search and rescue operations, and includes ground, air, and water operations.

POLICIES

A. Search and rescue means the acts of searching for, rescuing, or recovering persons whom have become lost, injured, or are killed as a result of natural, technological, or human caused disaster. Refer to RCW 38.52.010.

B. The chief law enforcement officer of each political subdivision will be responsible for local search and rescue activities (RCW 38.52.400) the Auburn Police Chief is responsible for search and rescue operations in the City of Auburn.

C. The City of Auburn has no direct search and rescue assets and relies upon the assets of King and Pierce counties to conduct non-structural search and rescue functions within the City. The Valley Regional Fire Authority provides structural search and rescue operations with the City and serves as the Incident Commander for all such operations.

D. The respective outside organizations are responsible for coordinating administrative services for their search and rescue activities.

E. King and Pierce counties will activate and coordinate their non-structural search and rescue assets at the request of the Police Chief.

F. Valley Regional Fire Authority will activate and coordinate their structural search and rescue assets in response to events that require them or at the request of the Police Chief or Director of Emergency Management. VRFA will be responsible for prioritizing use of their structural search and rescue assets across their entire service area.

SITUATION

A. The City of Auburn is vulnerable to airline crashes, terrorist activities, and natural disasters that can cause significant structural collapse with multiple persons trapped. . Such disasters can result in large, multi-jurisdictional search and rescue operations.

   Earthquakes pose out most serious threat that would require significant search and rescue operations. A major earthquake would trigger search and rescue operations involving VRFA, City of Auburn personnel, statewide search and rescue volunteers, the Washington National Guard, responders from neighboring jurisdictions, federal response agencies including the military, and FEMA Urban Search and Rescue resources.

PLANNING ASSUMPTIONS

A. People may become lost, injured, trapped, or killed, during and emergency or disaster, requiring search and rescue activities in the City of Auburn.
B. An emergency or disaster such as an earthquake may cause building collapse, leaving persons in life-threatening situations requiring prompt structural search and rescue actions. Such impacts will likely require multi-jurisdictional search and rescue operations.
C. Large numbers of people are likely to initiate their own search and rescue activities in response to a large event. Some of these individuals will have been trained through CERT or other programs, but most will not have. Historically, 95% of people rescued are assisted by other victims, so the self-initiated response of the public must be anticipated and will require coordination.
D. Responders will not have sufficient resources to manage spontaneous volunteers and it will not be possible to account for them all, however procedures must be in place for registering as emergency workers those who can be accounted for.
E. Access to damaged sites or event locations may be limited. Some sites may initially be accessible by only air or water.
F. The Police Chief has the authority to formally limit access to impacted sites where search and rescue operations are underway (RCW 38.52.400).

CONCEPT OF OPERATIONS

A. The Emergency Operations Center (EOC) may be activated to provide coordination and logistical support to search and rescue operations conducted in the City.

B. The Police Chief, or designee, is the Incident Commander of non-structural search and rescue operations in the City and of overall events which may contain a structural search and rescue component. The Police Chief will not generally directly command structural or technical search and rescue missions.

C. VRFA provides the Incident Commander for structural or technical search and rescue operations that consist primarily of fire, medical, and heavy rescue operations that are localized to a specific incident.

D. The Incident Commander will request search and rescue assets via the appropriate county or other agency. Specialized teams, including water, confined space, high angle, and heavy rescue will be requested through VRFA, who will obtain them via existing mutual aid agreements.

E. WSDOT is responsible for the conduct and management of all aerial search and rescue efforts in the State.

RESPONSIBILITIES

A. City of Auburn

1. Police Department
   a. Establish Incident or Unified Command, as appropriate.
   b. Coordinate search and rescue operations.
   c. Request appropriate search and rescue resources.
   d. Conduct and document all investigative activities.
   e. Provide on-site security, if appropriate.

2. Emergency Management Division
   a. Request Washington EMD mission number for search and rescue incidents where outside resources are requested or volunteers are used.
   b. Open and manage the EOC as needed to support search and rescue operations.
   c. Coordinate logistical support between search and rescue assets and their home organizations, as needed.

3. Public Works
   a. Provide equipment and qualified operators for search and rescue operations, if requested and as resources allow.

4. Community Development Building Division
   a. Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

B. Local Agencies

1. Valley Regional Fire Authority
   a. Command and conduct technical rescue operations and/or request the resources to do so.
   b. Provide status reports to the EOC, if activated, on USAR activities throughout the City.

C. County

1. King and Pierce County Emergency Management
   Provide non-structural search and rescue assets, if requested and as resources allow.

RESOURCE REQUIREMENTS

Specially trained first responders, support staff, qualified volunteers and equipment will be needed to provide 24 hour a day coverage, until the demands of the emergency are over. It is expected that the City will not have sufficient resources to meet this requirement, and will need to request support from outside agencies.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials.
7. RCW 47.68.380, Search and Rescue
8. Washington State Comprehensive Emergency Management Plan
9. National Response Framework

ATTACHMENTS

None.

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ESF 10: HAZARDOUS MATERIALS RESPONSE

LEAD: Police
Valley Regional Fire Authority

SUPPORT: City: Community Development
Public Works
Public Information Officer

State: Washington State Patrol

INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the effective and coordinated response by the City of Auburn with VRFA and regional hazardous materials teams to prepare for, respond to, and recover from a hazardous materials release that may impact the city of Auburn.

B. Scope

To provide guidance for off-site emergency planning and notification to minimize exposure and/or damage to human health and safety, or to the environment as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) now known as the Emergency Planning and Community Right-to Know Act (EPCRA).

POLICIES

A. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPCs). It is the responsibility of each LEPC to develop a Hazardous Material Response Plan. Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, and a list of required personal protective equipment. LEPC functions for the City of Auburn are handled by the King County LEPC, managed by King County Office of Emergency Management.

B. Valley Regional Fire Authority will be incident command for all non-criminal hazardous materials incidents within the City, except for those on State highways, and will follow their applicable policies and procedures.

C. Unified Command will be used for all hazardous materials incidents that include a criminal investigation, including terrorism.

D. Washington State Patrol is responsible for coordinating hazardous materials incident responses that occur on state highways.

SITUATION

Hazardous materials may be released during a naturally occurring event like earthquakes or during an industrial accident, train derailment, terrorism or illegal activity. The City of Auburn has a high volume of hazardous materials used, manufactured, stored and transported, which

increases the likelihood of a significant release. Illegal drug labs and dumping create yet another concern. The coordination of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include hazardous materials technician, firefighters, emergency medical service providers, law enforcement, environmental containment and clean –up specialists, fish and wildlife experts, and environmental/public health.

PLANNING ASSUMPTIONS

A. Hazardous materials incidents can occur anywhere at any time; however, railways, freeways, and industrial areas are places of higher than usual occurrence.

B. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses, and other facilities.

C. Properly trained and equipped local emergency responders can handle most hazardous materials incidents.

D. Protective actions that may be necessary for the public in affected area may include sheltering, evacuation, and the protection of animals, water, and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather, and road conditions.

E. Emergency exemptions may be needed for disposal of contaminated materials.

F. The City does not have personnel specifically trained for hazardous materials response and will act solely in a support role for hazardous materials operations.

G. The City does have technical specialists in Public Works, Community Development, Police, and other areas who do have specialized knowledge and/or training applicable to hazardous materials incidents. These personnel will be made available as appropriate to assist with hazardous materials events.

CONCEPT OF OPERATIONS

A. Incident or Unified Command will be utilized for all hazardous materials events.

B. The City will assist VRFA, WSP, and other responding agencies as requested and as resources allow.

C. Hazardous materials incidents may require multi-disciplinary response from fire services, law enforcement, emergency medical services, environmental protection, fish and wildlife, and other agencies.

D. The National Incident Management System (NIMS) will be used to manage all hazardous materials incidents, in accordance with local, state, and federal laws.

E. Requests for additional assistance may be routed either through ValleyCom or through the Emergency Management Division/EOC which will make requests through the appropriate

county or the State.

F. State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans.

G. Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if federal response is required under federal laws, regulations, or plans.

RESPONSIBILITIES

A. City of Auburn

1. Public Information Officer
   Serve as the PIO for the City, coordinating information with all other response agencies to create a clear and consistent message.

2. Police Department
   a. Assist with perimeter and traffic control at hazardous materials incidents, if requested and as resources allow.
   b. Provide responders specially trained in CBRNE if requested and as resources allow.

3. Public Works
   a. Assist with perimeter and traffic control at hazardous materials incidents, if requested and as resources allow.
   b. Provide equipment and certified operators to assist in containment, as requested and as resources allow.
   c. Provide technical specialists from the Engineering and/or Maintenance and Operations divisions if requested and as resources allow.
   d. Implement and or coordinate protection measures to ensure the safety of the water, sewer, and storm water systems.

B. Local Agencies

1. Valley Regional Fire Authority
   a. Command and conduct hazardous materials operations and/or request the resources to do so.
   b. Make necessary immediate protective action decisions for the public and emergency workers.
   c. Participate in Unified Command with other involved agencies as appropriate.

C. County Agencies

1. King and Pierce County Public Health
   Coordinate with the Washington State Department of Ecology to assess the public health risk from hazards materials spills.

2. King and Pierce County Emergency Management
   a. Activate appropriate warning systems, as requested.
   b. Support incident operations with information and resource coordination, if requested.
   c. Assume responsibility for emergency notifications, evacuations, and warnings for unincorporated areas of their respective counties that may be impacted by incidents

that occur in the City.

3. King and Pierce County Sheriff's Offices
   Assist with perimeter control, warning, evacuation, and traffic control, if requested and as resources allow.

D. State Agencies

1. Washington State Patrol
   Serve as Incident Command for hazardous materials incidents occurring on state highways and freeways.

2. Department of Ecology
   a. Provide on-scene coordination, technical information, containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis, and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.
   b. Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
   c. Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

3. Department of Health
   a. Serve as the lead agency in Unified Command for incidents involving radioactive materials.
   b. Provide technical personnel and equipment for use with radioactive materials.
   c. Provide advice and guidance regarding the health hazards relating to hazardous materials.
   d. Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

RESOURCE REQUIREMENTS

Hazardous materials releases require substantial amounts of specialized equipment, supplies and training. many specialized monitoring devices may be needed as well as training, decontamination equipment and technical information resources.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. National Response Framework
8. Superfund Amendments and Re-Authorization act of 1986 (SARA Title III)

ATTACHMENTS

None.

ESF 11: AGRICULTURE AND NATURAL RESOURCES

LEAD: Parks, Arts, and Recreation

SUPPORT: City: Emergency Management
Public Information Officer
Police
Public Works

INTRODUCTION

A. Purpose

The purpose of this ESF is to coordinate efforts to provide safe handling of food, water, and donated goods to persons unable to provide for themselves following a major emergency or disaster.

B. Scope

This ESF provides for the management, safe handling, and distribution of food stocks, water, and donated goods for the needs of people within the City of Auburn during and immediately after a major emergency or disaster.

POLICIES

A. The City will coordinate with county, state, and federal officials, as well as with non-profit organizations to organize the distribution of food, water, and donated goods.

B. The City will not accept unprocessed donated goods during a time of disaster. Only those goods that can quickly be placed into the community will be accepted.

C. The City will keep on-hand sufficient food and water to support all City employees for at least 7 days following a disaster.

D. The City will educate individuals and businesses regarding the need for them to be responsible for their own food and water for at least 7 days following a disaster.

E. The City will encourage the public to only donate cash and specifically requested goods following a disaster.

SITUATION

A. A significant emergency or disaster will deprive substantial numbers of people of the ability to prepare or gain access to food and water. An emergency or disaster may cause disruption of the distribution system and partially or totally destroy the food products stored in the affected area.

B. Natural and Technological disasters will also affect plant life, wildlife, and other living organisms which may cause further harm or detriment if left unattended.

PLANNING ASSUMPTIONS

A. A wide variety of outside agencies have the ability to provide mass care services, including coordination support. The City will work with all of these organizations in providing for the needs of the community.

B. King and Pierce County Public Health will provide guidance to the City and to individuals to ensure the safety of food and water made available to the public.

C. The distribution of food, water, and donated goods will be a community-wide effort that will be coordinated by the City.

D. The City has limited experience in coordinating the distribution of foods, water, and donated goods in large quantities and will rely upon the expertise of outside agencies and organizations to accomplish these tasks whenever possible.

E. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided.

F. Food warehouses located in the City are not available for the sole use of the City and must be considered a regional resource.

G. Unprocessed and unsolicited donations of goods will arrive in the City after a disaster, however the City does not have the capacity to process them. Unsolicited goods that cannot be immediately placed into the community will be set aside until volunteers or other organizations can process them. It is highly probable that many unsolicited donations will not be appropriate for use and will have to be disposed of during the recovery process.

CONCEPT OF OPERATIONS

A. General

1. During an emergency or disaster, the City will coordinate with local non-profit and private sector organizations, such as the COAD, for the management of food, water, and donated goods.

2. Management and procurement of food and water in the City for disaster victims and workers will be coordinated by the Logistics Section in the EOC, with the assistance of the Finance/Admin Section. They will coordinate with county, state, and federal resources as appropriate.

3. Distribution of goods will be coordinated by the Parks Department.

4. Food, water, and other goods may be distributed using a Point of Distribution (POD) or Community Point of Distribution (CPOD) concept, using centralized locations in the City from which to distribute commodities. Local organizations, both public and private, may have staff members trained to assist in this function. The Emergency Management Division will actively work with members of the COAD to identify locations for CPODS and organizations that can provide staffing for them.

5. King and Pierce County Health Departments will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food. Information will be disseminated in accordance with ESF 2.

B. Food

1. Food supplies in most retail outlets will be gone in 72 hours or less if re-supply routes are impacted. Close coordination between the food sector and the City is essential to keeping those routes open and food supplies available.

2. The Logistics section in the EOC will be responsible for procuring food, while the Parks Department will be responsible for managing and distributing it.

3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures.

C. Water

1. City residents obtain their drinking water from the City's public water supply, as well as from privately owned wells.

2. The Logistics Section in the EOC will be responsible for procuring potable water should local water systems fail.

3. Water supplies may be severely impacted during flooding, severe winter storms (frozen and ruptured pipes), and earthquakes (cracks, pipeline failures, etc.).

4. The Public Works Department has limited personnel, equipment or supplies to repair the City water system after a major event, such as an earthquake, and will need outside assistance to complete recovery efforts.

5. Any event that disrupts water distribution may also cause water supplies to become contaminated.

D. Donated Goods

1. During and immediately following a disaster, individuals and businesses become very generous in donating both money and goods to the impacted area. This outpouring of support often overwhelms local government and social service agencies trying to manage donated goods.

2. The Logistics Section in the EOC will track offers of donations and volunteer assistance and will utilized donated goods to fulfill resources requests anytime possible.

3. The Parks Department will coordinate solicited donated goods and resources in conjunction with the Emergency Management Division, which may have staff and volunteers trained in donations management.

4. The Parks Department will coordinate unsolicited donated goods and resources, by either disposing or redirecting unsolicited donations to alternative organizations, in conjunction with the Emergency Management Division, which may have staff and volunteers trained in donations management.

5. In a major region-wide event, the management of donated goods will not only tax government and voluntary agencies, but the donated goods could be both generous and inappropriate, causing many of them to go unused and be disposed of.

6. Nationally donated goods will be coordinated through either King or Pierce County EOC or the Washington State EOC.

7. The Logistics Section in the EOC will make every effort to evenly distribute goods throughout the City based on need.

8. Donated goods are divided into two categories: solicited goods and unsolicited goods.
   a. Solicited Goods – Specific items that are identified by the City as being "needed" and that the City has specifically asked for.
   b. Unsolicited Goods – Items donated by the public which are neither asked for nor specifically needed for the particular event.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Division
   a. Coordinate the purchase and storage of food and water supplies that will sustain City employees for 7 days following a disaster.
   b. Coordinate with local voluntary agencies and private organizations prior to events to verify their readiness and availability, as well as to clarify roles and responsibilities in food, water, and donated goods distribution. This will be accomplished through the use of the COAD group.
   c. Identify potential sites for holding donated goods, food, and water supplies.
   d. Educate individuals and businesses regarding the need for them to be responsible for their own food and water for at least 7 days following a disaster.

2. Public Information Officer
   a. Coordinate the release of information and instructions regarding food, water, and goods distribution with all involved agencies and organizations.

3. Police Department
   a. Provide or coordinate security at food, water, and donated goods storage areas and crowd control at distribution sites, if requested and as resources allow.

4. Parks Department
   a. Provide one or more representatives to staff the Logistics Section in the EOC as needed.
   b. Coordinate with City departments and relief agencies regarding transportation and distribution of food and water to City staff and the public.

c. Appropriate Parks personnel will attend donations management training at least once every two years.

5. Public Works Department
   a. Develop and maintain SOPs to restore water services as quickly as possible after an event.
   b. Work with the Logistics Section to identify potable water supplies and backup water supplies

B. Local Agencies

Various non-profit organizations will provide disaster victims with food, water, clothing, shelter, first aid, and other immediate needs following a disaster. These efforts must be coordinated with the Emergency Management Division prior to an event and with the EOC during an event to ensure resources are allocated in the most beneficial way. These organizations will be encouraged to join the COAD group in order to maintain regular contact with the Emergency Management Division.

C. County Agencies

1. King and Pierce County Emergency Management
   a. Receive resource requests from local government and attempt to fill them though regional or state-wide distribution chains.

2. King and Pierce County Health Departments
   a. Analyze water samples from sources of potentially contaminated water and make appropriate recommendations.
   b. Provide guidance on handling donated food items during a disaster.

RESOURCE REQUIREMENTS

Direct purchasing and contract development with private sector food businesses and volunteer organizations will be utilized, until bulk distribution of food and water supplies can be coordinated with State and Federal agencies.

The EOC will funnel all requests for County, State and Federal food and water support through the King or Pierce County EOCs.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.070, Local Organization and Join Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures
7. Washington State Comprehensive Emergency Management Plan

8. National Response Framework

ATTACHMENTS

None.

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ESF 12: ENERGY

LEAD: Public Works

SUPPORT: **City:** Police
State: Department of Commerce, Energy Division

INTRODUCTION

A. Purpose

1. To provide for the effective utilization of available electric power and petroleum products, as required to meet essential energy needs of the City during an emergency or disaster.

2. To facilitate the coordination with private and public utilities required to meet essential needs during an emergency or disaster.

B. Scope

This ESF addresses:

1. Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems, to the extent possible.

2. Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical uses.

3. Helping energy suppliers to obtain equipment, specialized staffing, and transportation to repair or restore service to pre-disaster levels.

POLICIES

A. The City will prioritize energy needs based on protection of lives, safety of personnel and the public, protection of property, and preservation of the environment, and distribute fuel based on these priorities.

B. The City will provide prioritized lists for service restoration to utility service providers as requested.

C. The City will not attempt to repair energy systems for which it does not have responsibility.

SITUATION

A. Auburn is subject to a number of hazards, both natural and technological that may disrupt or damage equipment, which may cause disruption to essential services.

B. PSE power line facilities are both overhead and underground in Auburn. Auburn is susceptible to high winds and interference from tall trees and other vegetation. Most power

outages range from several hours to days. This time frame is expected to be much worse in a major disaster or emergency.

C. Many homes and businesses are served with natural gas as an energy source. Gas service could be interrupted by supply chain disruptions. Broken gas lines to buildings could also cause gas to build up in the structure creating an explosion hazard.

PLANNING ASSUMPTIONS

A. Puget Sound Energy provides electric power and natural gas service inside the City limits.

B. The Public Information Officer will coordinate information regarding electricity and natural gas service with Puget Sound Energy.

C. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted area, and also affect firefighting, transportation, communication, and other critical lifeline functions needed to ensure public safety.

D. There may be widespread power system failures following an event, which may take weeks to repair.

E. There may be extensive pipeline failures, including natural gas and petroleum products, which may take weeks to repair.

F. There may be hoarding of fuel in areas where shortages have occurred.

G. The City has its own gasoline and diesel fuel pumping station, with sufficient stocks to last approximately 72 hours under normal use. In disaster situations, it is likely this stock will last less than 72 hours. It is also likely that restocking will be limited or non-existent for some period of time after a disaster.

H. The City, under existing building and fire codes, has the authority to disconnect utilities to buildings or structures when deemed necessary during an emergency.

I. Puget Sound Energy, under a Proclamation of Local Emergency, may be granted the authority to go on to private property to evaluate and repair utilities that jeopardize public safety, property or the environment.

J. Ruptures of electrical and petroleum lines can represent potential sources of environmental contamination and/or safety hazards.

CONCEPT OF OPERATIONS

A. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy system.

1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through

such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.

2. The Washington State Department of Transportation (WSDOT) can access local petroleum supplies and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.

B. To the maximum extent possible during a disaster, energy systems will continue to provide services through their normal means.

C. If energy shortages exist, requests to meet needs will be submitted through existing emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.

D. The Mayor or Emergency Management Director may authorize the fueling of non-City owned vehicles (emergency services, essential utilities, etc.) from city gas and diesel supplies, provided that a complete accounting is made for future reimbursement by the requesting organization.

E. Energy information will be furnished to emergency officials at all levels to inform the public on proper use of services.

F. As needed or requested, energy service providers will compile post-emergency damage assessment reports, service restoration estimates, and other information and provide them to emergency officials at all levels of government.

G. “To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each State or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the government pursuant to this chapter as now or hereafter amended. A local governmental agency will not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the Governor.” (RCW 43.21G.050).

RESPONSIBILITIES

A. City of Auburn

1. Public Works Department
   a. Serve as liaison and coordinate response and recovery efforts between City departments and local utility companies, as appropriate.
   b. Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.
   c. Provide assistance in implementing road closures and detours for roadways and providing access to utility service providers to repair damage.
   d. Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity, natural gas, and pipeline fuel transport to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

e. In coordination with other City departments, identify priorities for energy service restoration.
f. Coordinate fuel needs, in conjunction with the Logistics Section, for transportation, communications, emergency operations, and critical facilities.

2. Police Department
   a. Provide or coordinate support in securing areas where electrical or natural gas incidents pose a danger to the public.
   b. Provide or coordinate assistance in implementing road closures and detours for roadways.

B. State Agencies

1. Washington State Department of Commerce, Energy Division
   a. Provide assistance to local jurisdictions in assessing damage to energy systems.
   b. Coordinate restoration of energy systems statewide and provide assistance to local jurisdictions with energy needs.

RESOURCE REQUIREMENTS

Resources that may be necessary in an energy emergency may include supplemental electrical energy, reserve petroleum sources, utility contingency plans, maps and office supplies. Private and public utility agencies will require specialized equipment and trained crews to rapidly assess, maintain service, and restore impacted infrastructure.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 43.21G, Energy Supply – Emergencies and Alerts
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

ESF 13: PUBLIC SAFETY AND SECURITY

LEAD: Police

SUPPORT: City: Community Development Department
Public Works

INTRODUCTION

A. Purpose

1. To provide for the effective coordination of law enforcement operations within the City during an emergency or disaster.

2. To provide support for local and State law enforcement operations.

B. Scope

This ESF addresses law enforcement and security activities within the City.

POLICIES

A. Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction.

B. Law enforcement units supplied by other levels of government will operate under the direction and control of the designated Incident Commander, but can be recalled by their jurisdiction at any time.

C. The Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment, in accordance with City of Auburn Police Department Policy Manual, Chapter 4, Patrol Operations.

D. During any emergency, the first priority for response is life safety, including the lives of first responders. For this reason, lives will not put in harm's way to protect property or the environment.

SITUATION

Any large scale emergency or disaster, natural or man-made, holds potential for causing disruption and the need for control and coordination by law enforcement to ensure the safety and security of our community.

The City will periodically experience emergency situations that may overwhelm current law enforcement capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed.

PLANNING ASSUMPTIONS

A. General law enforcement problems are compounded by disaster-related community disruption.

B. Law enforcement personnel will be responsible for conducting windshield surveys within their assigned districts and reporting results back to either their DOC or the EOC, whichever is active.

C. Many routine calls for service will not be handled during a disaster, while law enforcement personnel are focused on life safety events. Prioritization of calls for service will change as the event fluctuates, and how calls are prioritized will remain with the DOC or EOC.

D. The capabilities of local law enforcement may be strained or exceeded. Supplemental assistance may be requested utilizing existing mutual aid agreements or notices of consent or via the EOC, however, normal mutual aid resources may be unavailable during a disaster or significant event.

CONCEPT OF OPERATIONS

A. The Emergency Management Director is designated as the City's Incident Commander in situations which require a full (Level 3 with IMT) activation of the EOC.

B. The Police Chief will designate a police representative to assist with coordination in the Operations Section of the EOC.

C. If an emergency occurs within the City, the Police Department will exercise overall authority for law enforcement activities and responsibilities.

D. On-scene management of all incidents will follow the National Incident Management System (NIMS) and will utilize the Incident Command System (ICS).

E. Unified Command will be utilized when multiple departments or jurisdictions respond to the same incident and there is joint responsibility.

F. The on-scene Incident Commander will provide regular status reports and coordinate all requests for additional resources through normal methods or the EOC.

G. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC, when activated.

   Law enforcement support that may be available to deploy to the City of Auburn during disasters and emergencies includes, but is not limited to, the following:

   1. Local Agencies (mutual aid/notices of consent)
      a. Pacific Police Department
      b. Algona Police Department
      c. Kent Police Department
      d. Federal Way Police Department

e. Sumner Police Department

2. County Agencies (mutual aid/notices of consent)
   a. King County Sheriff
   b. Pierce County Sheriff

3. State Agencies
   a. Washington State Patrol
   b. Washington National Guard

4. Federal Agencies
   a. FBI
   b. BATF
   c. Secret Service
   d. Federal Protective Services
   e. Department of Homeland Security

   These are federal government resources described in the Concept of Operations of the National Response Framework. Federal agencies may be requested to provide public safety and security during disasters and emergencies. ESF #13 provides guidance on the integration of resources to support incident management functions.

RESPONSIBILITIES

A. City of Auburn

1. Police Department
   a. Ensure all Police personnel are trained in City of Auburn Police Department Policy Manual Chapter 4, Patrol Operations.
   b. Provide routine and non-routine law enforcement activities within the City during a disaster.
   c. Conduct post-disaster windshield surveys in impacted areas.
   d. Provide or coordinate security and perimeter control at incident scenes and the EOC during activation when appropriate.
   e. Provide support to the King and Pierce County Medical Examiner's Offices in the investigation, identification, recovery, and management of deceased persons.
   f. Provide support to the EOC in the dissemination of emergency warning information to the public, as requested.
   g. Organize completion of Traffic Control Plans as related to road closures and efficient traffic flow.

2. Public Works Department
   a. Provide temporary traffic control measures/devices and operational control of traffic signals, as requested.

RESOURCE REQUIREMENTS

Commissioned law enforcement officers, support staff, and equipment to provide 24 hour-a-day coverage until the demands for the emergency situation or disaster are over.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. RCW 10.93, Washington Mutual Aid Peace Officers Powers Act
8. National Response Framework

ATTACHMENTS

None.

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ESF 14: LONG TERM COMMUNITY RECOVERY AND MITIGATION

LEAD: Emergency Management

SUPPORT: City: Economic Development
Community Services
Public Information Officer
Innovation & Technology
Human Resources
Community Development
Public Works
Finance
All City Departments

INTRODUCTION

A. Purpose

To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the community's transition from an emergency situation to the resumption of normal activities.

B. Scope

This ESF addresses long-term recovery and mitigation activities required to return the community to normal after a major emergency or disaster. It also addresses disaster assistance and services provided to the City and non-profit organizations (Public Assistance) and individuals in the community (Individual Assistance).

POLICIES

A. The recovery efforts for the City in a large disaster will initially be coordinated from the EOC, under the direction of the EOC Manager.

B. After the initial recovery efforts are underway, or if the EOC has not been activated, recovery efforts will be coordinated by the Emergency Management Division.

C. Departments are responsible for reporting observed damage to the EOC in accordance with ESF 3, or directly to the Emergency Management Division when the EOC is not activated.

D. Detailed damage assessment will be conducted by the Community Development and Public Works Departments and will commence as soon as possible after initial damage surveys are complete.

E. Damage assessment information will be reported to King and Pierce County Emergency Management by the Emergency Management Division as requested and as required for reimbursement purposes.

F. In the event of a state or federal disaster declaration, individuals, families, and businesses with losses will be referred to outside agencies for individual assistance whenever those resources are made available. This activity is typically coordinated by King and Pierce

County Emergency Management, with local information disseminated by the City.

G. When individuals, families, and businesses are not eligible for aid via individual assistance programs, or when such programs are not made available, assistance programs will be coordinated by the Economic Development Division and the Community Services Division as appropriate.

H. Costs related to the event, including public facility damage and response costs, remain the responsibility of the impacted agency, though state and/or federal assistance may be made available.

SITUATION

In the event of a major disaster, the City of Auburn can expect disruption and damage to communications systems, public and private utilities systems, transportation systems and other critical infrastructure, all of which will cause disruption to essential City services. Recovery may be a long-term process which will impact individuals, businesses, and government, for weeks, months, or possibly years.

PLANNING ASSUMPTIONS

A. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

B. All City departments are responsible for inventorying, documenting, and reporting damage to their facilities, as well as reporting time worked by their employees and volunteers, to the Emergency Management Division. Employee timesheets for incident related work should use project number as provided by the Finance Department.

C. The Emergency Management Division will compile and forward damage reports to the respective counties as requested.

D. There are two types of damage assessment: Rapid, as covered in ESF 3, and Detailed, which documents the specific losses incurred by both public and private entities. Detailed assessment is used to justify state and federal disaster declarations and requests for significant assistance.

E. Initial reports of damage from the public may be fragmented, incomplete, and inaccurate or lacking the needed detailed information and must be followed up on by those charged with compiling complete and detailed damage assessments. A windshield survey is conducted from a vehicle and provides a visual overview of a community. Conditions and trends in the community that could affect the health of the population are noted. Whenever possible windshield surveys should be conducted by trained individuals using a form to ensure appropriate data is collected and presented in a consistent manner.

F. There will likely be a shortage of individuals qualified to assess damage.

G. Depending on the nature of the hazard and availability of resources, the City may conduct structural inspections of privately-owned structures and businesses to determine whether they are safe to enter and/or occupy. Those facilities with a life safety component will have the highest priority (hospitals, medical facilities, shelter locations, etc.). The property owner or occupant will be responsible for subsequent engineering evaluations to determine corrective action or to appeal the City's evaluation

H. King and Pierce County collect damage assessment information for individuals and businesses within the City of Auburn and will report that information to the City upon request.

I. The City has a FEMA approved Debris Management Plan, which is incorporated by reference into ESF #14.

CONCEPT OF OPERATIONS

A. Following an event that requires activation of the EOC, the EOC may remain open to coordinate initial recovery and restoration activities. In the event the EOC was not activated, or a large number of people are not required to coordinate these efforts, recovery and restoration activities will be coordinated by the Emergency Management Division and carried out by their respective departments.

B. During the response phase of an event, EOC staff will document reported damage through the City, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary for meeting urgent community needs.

C. No single City Department has the resources necessary to survey and assess damage throughout the entire City in a timely manner. All departments capable of providing appropriate staff will do so and will be coordinated by the EOC or the Emergency Management Division.

D. Damage assessment teams will be supplemented using mutual aid and qualified volunteers.

E. Rapid damage assessment will be carried out by existing field staff, pursuant to ESF 3.

F. The Emergency Management Division will coordinate and compile damage assessment information supplied by all departments, prepare required county, state, or federal reports regarding damage, and will act as the primary point of contact for state and federal reimbursement.

G. Damage assessment will be conducted in two phases: Rapid, as specified in ESF 3, and Detailed, as specified below:

    1. A detailed damaged assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal assistance, and to meet the information needs of the public.

2. Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.

3. Detailed damage assessment of city-owned facilities may be conducted by the Community Development Department for structures and Public Works Department for public infrastructure, or other qualified personnel, either employed, contracted, or otherwise retained by the City to perform such services.

4. Damage will be documented in such a way as to facilitate completion of preliminary damage assessment forms by the Emergency Management Division.

5. The Emergency Management Division will collect all damage information and complete the preliminary damage assessment forms made available by the State. These forms will be submitted to King and Pierce County Emergency Management as appropriate.

6. Damage assessment forms must generally be provided by the County to the State prior to any public assistance being made available.

7. Information contained on these forms may be made available to the public pursuant to public information laws and information releases will be coordinated between the Emergency Management Division and the Communications Manager.

H. Individuals, families, and businesses seeking post-disaster assistance will be referred to the appropriate Disaster Field Office or local resources as appropriate.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Division
   a. Solicit, receive, document, evaluate, and disseminate damage assessment information if the EOC is not activated.
   b. Ensure appropriate City employees and volunteers are trained in damage assessment process, procedure, and techniques.
   c. In conjunction with other departments, develop a list of essential public and private-owned facilities requiring the highest priority for safety evaluation and approval of any required repair work.
   d. Develop and maintain relationships with community organizations and businesses to facilitate recovery and restoration resources and services.
   e. Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.
   f. Coordinate debriefings, complete after-action reports, and recommend revisions to the CEMP and other plans.
   g. Compile and submit all cost recovery related paperwork to appropriate agencies.
   h. Maintain all official records used to request reimbursement.

2. Public Information Officer

a. Inform the public of available services and assistance programs and encourage damage reporting.

3. All City Departments
   a. Assist in development of a critical facilities list.
   b. Ensure staff is trained on damage reporting procedures.
   c. Perform immediate assessments of work areas after an event and report information to EOC or DOC.
   d. Direct relocation of department staff pursuant to COOP plans, in coordination with the EOC if possible.
   e. Provide staff to assist with county, state or federal official site visits.
   f. Utilize project tracking to document all incident related expenses including time sheets for employees and requisitions or purchases using appropriate project number for the event or incident.

4. Finance Department
   a. Document all expenditures relating to disaster recovery and restoration efforts.
   b. Ensure disaster-related expenditures are made and documented in accordance with applicable laws, regulations, and accounting procedures.
   c. Assist City departments with documenting disaster-related expenditures.
   d. Conduct financial and cost analysis of emergency and disaster efforts.
   e. Assist in identifying internal and external funding sources for disaster-related expenditures if department budgets are exceeded.
   f. Solid Waste Division coordinates recycling issues, solid waste collection, and pick-up and disposal of hazardous materials.
   g. Finance will develop plans and procedures for managing debris removal activities in conjunction with the Parks Department and the Public Works Department, ensure adequate resources and trained personnel are identified to conduct debris removal activities [refer to the City of Auburn Debris Management Plan].

5. Human Resources Department
   a. Manage the compensation for injury and claims process arising from the event.

6. Innovation & Technology Department
   a. Work to ensure or restore telecommunications services and computers within City facilities.
   b. Provide damage assessments of communications and computer systems in all City facilities.

7. Community Development Department
   a. Assist and advise the public with relevant recovery activities, including, but not limited to building and safety inspections, land use and zoning information, and permits assistance.

   b. Review development standards and building codes, making recommendations for improvements based on lessons learned from specific events.
   c. Provide representatives to staff the Planning Section of the EOC, including the Planning Chief position.

8. Public Works Department

a. Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of city owned transportation and infrastructure facilities.
b. Develop policies and procedures for addressing storm water, surface water, and drainage issues on public and private property.
c. Provide a representative to the EOC who will serve in the Operations Section.
d. Operation Services
    i. In conjunction with the Parks Department and the Solid Waste Division, ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures for managing debris removal activities, including recycling issues, solid waste collection, and pick-up and disposal of hazardous materials.
    ii. Identify temporary storage locations for disaster-related debris.
    iii. Remove debris from right-of-ways, and repair transportation infrastructure damaged during the event, focusing on critical “lifeline” routes.

RESOURCE REQUIREMENTS

Resources required for recovery are largely dependent on the emergency, its location, duration and population impacted, however it is expected that more resources than readily available will be required.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. City of Auburn Debris Management Plan
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

ESF 15: PUBLIC INFORMATION

LEAD: Communications

SUPPORT: City: Emergency Management
All City Departments

INTRODUCTION

A. Purpose

1. To ensure sufficient assets are mobilized during emergencies or disasters to provide accessible, accurate, coordinated, and timely information to impacted individuals, first responders, governments, media, tribes, and the private sector.

2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary and supplementing first responder public information officer operations with JIC resources.

B. Scope

1. This ESF details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public information support, or whose public information assets may be utilized during an emergency or disaster.

2. The context of this ESF is emergency or disaster situations that exhaust or nearly exhaust the capacity of local public information officers or in other situations where additional support is requested.

POLICIES

The City recognizes the importance of providing vital information to the community during times of emergency or disaster. The City will strive to work with all involved agencies to ensure that information provided to the community is accessible, consistent, accurate, complete, and promptly delivered using all appropriate means of communication. The City will coordinate the development and dissemination of all disaster-related public information through a designated Public Information Officer(s).

SITUATION

The City of Auburn may experience emergency situations, which require the dissemination of critical information to the public and news media. Potential emergency situations include both natural and technological events, as identified in the King County Hazard Identification and Vulnerability Analysis (HIVA). Public information is critical to alerting citizens of an impending emergency, directing and informing them during the emergency, and assisting them in the recovery process. Many of the avenues for communicating can be found in ESF #2 Communications and Warning.

PLANNING ASSUMPTIONS

A. The EOC Manager will appoint a qualified Public Information Officer (PIO) for each operational period of an incident where public information is required. The PIO will act as the focal point for coordination and dissemination for public information, as approved by the EOC Manager.

B. The EOC Manager or PIO may appoint Assistant PIOs when needed, or as requested by the primary PIO.

C. Media briefings will normally take place at City Hall, where adequate parking and media facilities exist. Alternate locations will be identified at the time of the incident should City Hall not be available. Unless absolutely necessary, media briefings will not take place at the EOC. The City will attempt to arrange for a certified sign language interpreter to translate during televised briefings.

D. When possible, emergency information will be provided in both English, Spanish, and be at a 6th grade reading level or lower. When unable to obtain a translator, pre-scripted, standard emergency messages will be disseminated in Spanish and English, accompanied by images when possible, and provided in both audio and text format. When determined necessary by the PIO, the city will also provide language translation for other limited English proficiency population groups in the city.

E. The PIO will utilize checklists and worksheets for guidance when preparing public information notices during an emergency or disaster.

F. A wide variety of communications tools may be utilized to disseminate public information, including, but not limited to: print, radio, and television media, websites, social media, e-mail, printed materials, public safety and amateur radio systems, and the Emergency Alert System (EAS). LEP and impaired populations needs will be considered.

G. In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the Incident Commander at the Command Post will notify the EOC and the primary PIO as quickly as possible to ensure consistent information releases.

CONCEPT OF OPERATIONS

A. Overview

The PIO, as authorized by the EOC Manager, will act as the focal point for coordination and dissemination for public information and will coordinate with other PIOs as appropriate.

B. Objectives

1. The public information objectives during an emergency or disaster are:
   a. To inform the public and City employees of the presence of a hazardous situation, its effects, and proper counter measures.
   b. To coordinate the City's release of public information to the media.

c. To inform the public on protective measures that can be taken during an emergency and the availability of disaster assistance after an emergency.
d. To control rumors and provide timely and accurate information.

C. Dissemination

2. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization of the EOC Manager and in coordination with other City departments.

3. Information will also be disseminated to the Mayor, City Council, field personnel, and other City employees so they are aware of what is being released to the public. Once this information has been released, all personnel are authorized to repeat to the public whatever public information has been provided to them, to ensure that residents and agencies receive prompt replies to their queries. Media inquiries should be directed to the PIO.

4. Dissemination of public information regarding City activities and services relating to an emergency will be reviewed and coordinated with the primary PIO.

5. A Joint Information Center (JIC) may be established to coordinate emergency public information in situations where multiple jurisdictions are involved in the emergency response. A JIC will typically be a function of the County during a large-scale event, but may be implemented on the local level when appropriate.

6. Public Information Officers will have access to current distribution lists maintained by the City's Communications Manager for media and other public contacts.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Director (Incident Commander or EOC Manager as appropriate)
   a. Appoint a PIO for each operational period of the EOC.
   b. Represent the City at press conferences, public meetings, and other public events, along with the Mayor and relevant department heads.
   c. Approve all press releases and briefings
   d. Support the PIO in coordinating all press releases and briefings.
   e. Incorporate an evaluation of communications effectiveness in the after action review (AAR).

2. Public Information Officer(s)
   a. Organize press conferences, public meetings, and other public events as appropriate, and represent the City at same.
   b. Receive Emergency Management Director (IC or EOC Manager as appropriate) approval for all press releases and briefings.
   c. Coordinate with involved departments and other local agencies when information is to be released via EAS or other shared information systems.
   d. Arrange for translation services (Spanish & American Sign Language) and other languages as appropriate to translate messages and briefings.

e. Gather and coordinate emergency public information for timely release to the public.
f. Notify appropriate agencies to assist in the dissemination of emergency public information.
g. Give regular information briefings to news media and the public, as authorized by the Emergency Management Director, or EOC Manager.
h. Provide information to City departments that can be released to the public.
i. Recommend appropriate location(s) for public official and media briefings to the EOC Manager.
j. Monitor media coverage and public reaction and perceptions in order to identify rumors and misinformation as soon as possible. Prepare and disseminate corrections as appropriate.

3. All City Departments
   a. Provide pertinent and timely information to the EOC through department representatives regarding field activities and emergency public information recommendations and needs.
   b. Notify the PIO of rumors and misinformation so that corrections can be prepared and disseminated.
   c. Coordinate all information releases with the PIO.
   d. Provide staff to be trained as PIOs at the request of the Communications Manager or Emergency Management Division.
   e. Provide trained PIOs to the EOC or other departments as requested and as resources allow.

RESOURCE REQUIREMENTS

City department personnel trained in Public Information development and dissemination.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. National Response Framework

ATTACHMENTS

None.

ESF 20: DEFENSE SUPPORT OF CIVIL AUTHORITIES

LEAD: Police
Community Development
Public Works

SUPPORT: State: Washington State Military Department - EMD
Washington State Military Department - National Guard

Federal: Federal Emergency Management Agency
Department of Defense - ARNORTH/US NORTHCOM

INTRODUCTION

A. Purpose

1. To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support civil authorities.

2. To describe the procedures used to obtain military support.

B. Scope

This ESF addresses all requests for military support originated by the City of Auburn through King or Pierce County Emergency Management following a proclamation of civil emergency.

POLICIES

A. The Police Department will serve as liaison between the EOC and military forces located within the City which are providing law enforcement related services

B. Public Works will serve as liaison between the EOC and military forces located within the City which are providing services related to the PW mission areas. Washington National Guard Civil Support missions are conducted to assist in:

- Supporting civil authorities whose capabilities or capacity are insufficient to meet emergency response requirements with general purpose, specialized, or unique Guard forces or capabilities, such as HAZMAT, CBRNE and Aviation.
- Protecting the life, property, and safety of U.S. citizens and U.S. persons.
- Protecting critical U.S. infrastructure through planning and preparation.
- Providing humanitarian assistance during disaster response and domestic emergencies.
- Providing support to designated law enforcement activities and operations such as security, traffic management, personnel support and additional resources.
- Providing support to designated events, programs, and other activities such as security, CBRNE detection and response, HAZMAT and medical support.

C. All military forces remain under, and will follow, the military chain of command.

SITUATION

If the City of Auburn cannot accommodate a resource request using city or private assets, a resource request will be made to Zone 3 partners or the Zone 3 Coordinator if established as part of the Regional Coordination Framework or King County ECC as part of routine resource management activities. If Zone 3 or King County cannot meet the need, the request will be sent to the state EOC. It will be up to the state to determine the appropriate means of meeting the City's request, including the use of military assets,

PLANNING ASSUMPTIONS

A. The City may request military assistance to assist in disaster operations and civil emergencies.

B. The military is capable of providing a wide range of support to local governments during an emergency or disaster.

C. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local resources have been, or will imminently be, exhausted.

D. Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.

E. It may take 48 hours or longer to receive military assistance.

F. When deployed to provide military support to civil authorities, military forces will work under the direction of local authority, but will retain their unit integrity and chain of command.

CONCEPT OF OPERATIONS

Resource requests are submitted through the appropriate county emergency management agency, which then routes them to the State if they are unable to be fulfilled with existing resources. The state may use military assets to fulfill routine resources requests during a disaster or emergency.

A. All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Operations Center through the applicable county emergency management office.

B. If the City is aware of a specific military asset that would fulfill the resource request submitted, that information should be included in the request.

C. In an imminently serious situation, the City may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:

    1. An imminently serious situation exists.

2. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.

3. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can response in time to support the City in alleviating the situation.

4. The Mayor has issued a proclamation of civil emergency.

5. The City government is willing to certify to military authorities that conditions 1, 3, and 4 (above) exist.

6. The City agrees to assume the costs incurred by the military unit to provide the requested support.

D. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST – Joint Base Lewis-McChord) may be requested through Washington State SEOC. All other requests for military assistance must be submitted to SEOC via the appropriate county emergency management agency.

E. The National Guard may be available following activation by the Governor. Requests for National Guard assistance must be submitted to SEOC via the appropriate county emergency management agency.

F. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

G. Under the Posse Comitatus Act, Federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

RESPONSIBILITIES

A. City of Auburn

1. Police Department
   a. Determine if and when a recommendation will be submitted to request military assistance for law enforcement related activities.
   b. Identify suitable staging areas and coordinate logistic support with the responding military unit, as appropriate.
   c. Coordinate activities to ensure efficient use of requested assets.

2. Public Works
   a. Determine if and when a recommendation will be submitted to request military assistance for Public Works. For examples of military resources and services available see Attachments 1 and 2.
   b. Identify suitable staging areas and coordinate logistic support with the responding military unit, as appropriate.

c. Coordinate activities to ensure efficient use of requested assets.

RESOURCE REQUIREMENTS

Large scale disasters or events may require large amounts of resources to support local law enforcement and public works. This may include equipment and personnel that the military or Washington National Guard may possess. While the military can provide support in many cases, there are limitations on the work that can be provided to the City. When local resources are overwhelmed or reaching that point, city leadership should consider requesting resources from the military and or Washington National Guard.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Military Support to Civil Authorities Plan, Headquarters I Corps and Joint Base Lewis-McChord
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

1. Military Organizations
2. Examples of Military Resources and Services

Attachment 1: Military Organizations

NOTE: all requests for military assistance must be coordinated through the King or Pierce County Emergency Operations Center and requested via the Washington State Emergency Operations Center or Duty Officer.

U.S. Army Corps of Engineers
Seattle, WA

Washington Army National Guard
Camp Murray, WA

Madigan Army Medical Center
Tacoma, WA

364th Expeditionary Sustainment Command (USAR)
Marysville, WA

B Company, 214th Aviation Regiment (USAR)
Joint Base Lewis-McChord, WA

Navy Region Northwest
Silverdale, WA

Naval Station Everett
Everett, WA

Navy Engineering Field Activity NW
Poulsbo, WA

Naval Submarine Base Bangor
Silverdale, WA

62nd Air Force Wing
Joint Base Lewis-McChord, WA

Attachment 2: Examples of Military Resources and Services
(not all inclusive)

Washington Military Department

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications
- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water

U.S. Department of Defense Assets

- Medical assistance
- Patient evacuation
- Urban fire suppression
- Communications equipment
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings
- Demolition
- Water supply
- Service restoration for critical facilities
- Contract and construction management
- Electrical generation

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Support Annexes

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SA 1: DIRECTION AND CONTROL

PURPOSE

A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the City of Auburn Comprehensive Emergency Management Plan (CEMP).

B. To ensure continued operation and continuity of City government and its functions during and after and emergency or disaster.

C. To ensure preservation of public and private records essential to the continued operations of government and the private sector.

POLICIES

A. The City Council has adopted Chapter 2.80 of the Auburn City Code to implement the provisions of RCW 42.14, the Continuity of Government Act, for the continuation of local government due to incapacitation because of an emergency or disaster.

B. The City will coordinate its activities with surrounding cities, counties, State, Federal, and Tribal governments and with other jurisdictions within both King and Pierce counties.

C. Each City Department will be responsible for creating Continuity of Operations (COOP) Plans specific to their mission areas, which are also compatible with the CEMP.

D. The Director of Emergency Management, has authority for the direction and control of emergency operations.

PLANNING ASSUMPTIONS

A. Following a hazardous event, the City will continue to be exposed to the hazards noted in the King County Regional Hazard Mitigation Plan and may have sustained sufficient damage, including loss of life and destruction of infrastructure, that traditional emergency services may be overwhelmed.

B. Activation of the Emergency Operations Center (EOC), with appropriate staff and resources, can facilitate coordination of disaster response and recovery activities thereby reducing personal injury and damage to property and the environment.

C. The EOC will only be activated to the level needed to efficiently coordinate the response to the emergency or disaster at hand and staffing recommendations will be made by the EOC Manager. Several levels of activation are included in the EOC Position Guidebook(s).

D. The EOC may be activated at the request of any impacted Department, at the request of an outside agency, upon the recommendation of the Emergency Preparedness Manager, or at the discretion of the Director of Emergency Management.

E. The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays in activating the EOC.

CONCEPT OF OPERATIONS

A. General

1. Direction, control, and coordination are conducted along the general guidelines shown in Attachment 1 – Emergency Management Organization Chart, Attachments 2-5 – Emergency Operations Center Activation Levels, and Attachment 6 – Functional Responsibility Matrix.

2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Organization

1. Emergency management in the City is established by RCW 38.52, Emergency Management. Other city, county, and state laws and ordinance provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, References).

2. In accordance with ACC 2.75, direction and control of disasters and emergencies in the City is delegated to the Director of Emergency Management, in his/her capacity as Incident Commander, when so designated by the Mayor.

3. Appropriate individuals may operate during emergencies and disasters from the primary EOC, an alternate EOC, or DOCs,

4. Direction and control can be conducted using the existing communications systems that are available to City employees.

C. Coordination

The EOC provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with local, county, state, tribal, and federal agencies, as well as special purpose districts, voluntary organizations, and the private sector.

D. Continuity of Government

1. City Council and Mayor
   a. RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated.
   b. RCW 42.12, Vacancies, provides for filling vacant elective offices by the City Council. The line of succession for elected City officials will be the Mayor, followed by the Deputy Mayor, with further designations specified in ACC 2.80.030.
   c. ACC 2.75 designates the Director of Emergency Management and further designates the Director of Emergency Management as the Incident Commander for City-wide emergencies.
   d. Should it become necessary for the Director of Emergency Management to assume City-wide administrative duties due to line of succession requirements, he or she will appoint an interim Director of Emergency Management to ensure continuity of

Emergency Management functions.

2. Essential Records Preservation

   All departments will identify records essential for continuity and preservation of government and provide for their protection as required by RCW 40.10.010, Essential Records – Designation - List-Security and Protection – Reproduction and as outlined by the State Archivist.

E. Emergency Operations Center

1. The City will coordinate emergency and disaster activities from a central location, referred to as the EOC, which has facilities and amenities to facilitate such activities. The primary EOC is located at 1 E Main ST; Suite 380. The Auburn Police Department, located in the Auburn Justice Center, 340 E Main St. Suite 201., may serve as an alternate EOC. The city also has agreements with other public agencies to facilitate alternate locations in the event our EOC is out of service when needed.

2. The purpose of the EOC is to be the focal point of the City's response to an emergency or disaster and to be a central support and coordination point for City departments. The EOC will:
   a. Collect, record, analyze, display, and distribute information.
   b. Create and maintain situational awareness and a common operating picture, to be disseminated to all City departments.
   c. Coordinate public information and warning.
   d. Coordinate City government emergency activities

3. The EOC may be activated to whatever level is deemed appropriate for the specific circumstances. Recommendation for initial activation of the EOC is the responsibility of the Director of Emergency Management or the Emergency Manager, who will then also make staffing and activation level recommendations. Citywide and interagency coordination of information, resources, and plans will take place in the EOC. In general, the EOC will be activated and physically staffed during any situation in which one or more City departments require coordination with outside agencies or in which one or more departments face critical resource shortages. Level one EOC activation may take place from a location other than the designated primary or alternate EOC locations if the necessary functions can be adequately performed. Such locations might include any Department Operations Center or the Emergency Management Office.

RESPONSIBILITIES

A. General

1. General responsibilities for City departments are identified in the Basic Plan, under Responsibilities. Attachment 6, the Functional Responsibility Matrix, identifies lead and support departments, agencies, and other responders as they related to the emergency support functions identified by this CEMP.

2. Administrative and response policy decisions affecting the City are made by the Policy Group in the EOC, led by the Mayor, with the support of the City Council. The EOC will be informed of all policy decisions that impact response and recovery efforts. The role of

the Policy Group is to deal with the policy issues brought about by the circumstances of the emergency or disaster, not to determine on-going or long-term City policies.

3. Department Directors may be required to be part of the Policy Group, hold a position in the EOC, and/or oversee their own departments from their respective DOCs.

4. Overall direction and control of department resources and operations rests with each individual department, recognizing that all large incidents will have a single or unified Incident Command System in place. Overall coordination of information, resources, and preparation of the City-wide Incident Action Plan rests with the Incident Commander if one has been designated. Otherwise, this function falls to the EOC and the EOC Manager.

5. Each department will have a pre-designated location from which to establish direction and control of its respective activities in an emergency or disaster. These locations will be referred to as Department Operations Centers (DOCs). Department Directors are responsible for ensuring their departments maintain sufficient documentation, communicate and coordinate with the EOC, and follow established procedures for resource needs. Each department engaged in field operations will assign representative(s) to the Operations Section in the EOC to ensure a direct link between the DOC and the EOC.

6. Because of the complexity of emergencies and disasters, departments and individuals may find themselves responsible for functions or operations that do not normally fall within their scope of responsibility. They will further find that they must work closely with other employees, departments, and outside agencies in order to ensure the success of the operation.

7. Personnel in the EOC handle coordination issues, including coordination of operational decisions that significantly affect more than one department. The Incident Commander, Director of Emergency Management, or EOC Manager will keep the Mayor and/or Policy Group apprised of major events, decisions, or activities associated with the emergency or disaster. The Mayor and/or Policy Group will inform the EOC of all policy decisions concerning the event.

B. City of Auburn

1. The Emergency Management Program for the City of Auburn is organized pursuant to ACC 2.75. The appointed Director of Emergency Management is designated by the Mayor and in-turn appoints an Emergency Manager. The Emergency Manager is responsible for day-to-day emergency management activities in the City, including training, exercises, planning, and compliance activities. The organization includes an Emergency Management Board, which is chaired by the Mayor and vice-chaired by the Director of Emergency Management during non-emergency times. All Department Heads are members of the Emergency Management Board. The Board's responsibility is to provide policy recommendations to the City Council during emergency and recovery periods and to provide policy direction for development and maintenance of the emergency operations plan. During an emergency, the Board is chaired by the Director of Emergency Management and is charged with providing overall policy direction for the incident.

2. The organization also includes an Emergency Management Committee, which is chaired by the Emergency Manager. The committee includes representatives from all City departments as well as those outside organizations with a defined role in emergencies and disasters. The Committee is charged with ensuring the City has a complete and current emergency operations plan and with ensuring appropriate staff are trained and made available to work in the EOC upon activation.

3. During an emergency or disaster, those assigned to either the Board or the Committee may be placed into differing roles in the EOC, depending on the requirements of the incident.

4. RCW 42.14, the Continuity of Government Act, allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government will be the responsibility of the City Council and the Mayor and be based upon the circumstances of the emergency or disaster or upon the recommendation of staff. RCW 42.30.070, the Open Public Meetings Act – Times and Places for Meetings – Emergencies – Exceptions, allows for City Council to take expedited actions in times of emergency, at a place and time other than their regular meeting, without giving public notice. The Mayor may request a meeting of the Council in times of emergency pursuant to these RCWs.

C. City Council

1. Establish emergency management policy and budget, prior to, during, and after an incident sufficient to fulfill the requirements of the City's preparedness, mitigation, response, and recovery activities.

2. For the duration of an event, maintain liaison with the EOC Policy Group via the Mayor and establish a presence in the EOC Policy Group if requested by the Mayor.

3. Communicate to the EOC via the Mayor, the status of various neighborhoods and any public concerns that exist in the City.

4. Communicate to the public only that information which is approved by the Mayor or Incident Commander for dissemination.

5. Attend emergency City Council meetings called by the Mayor pursuant to RCW 42.14 and RCW 42.30.070 to conduct urgent business of the City.

6. Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.

7. Upon request of the Mayor, host and accompany VIPs and governmental officials on tours of the emergency/disaster area.

D. Mayor

1. Sign proclamations of emergency as warranted by the incident

2. Preserve the continuity of the executive branch of government.

3. Provide for the implementation of planning, including drills and exercises, for the preparedness of persons and property within the City in the event of an emergency or disaster.

4. Provide visible leadership in the community, through direct visits, press conferences, and other means, providing interviews to the media as arranged by the Public Information Officer.

5. Host and accompany VIPs and governmental officials on tours of the emergency/disaster area.

6. Provide for the coordination of local, State, Federal, private, and volunteer organizations and resources before, during, and after an incident.

7. Provide for the appointment of a Liaison Officer to serve in the Incident Command structure to act as the point of contact for outside organizations and agencies.

8. Approve activation of the EOC as recommended by the Director of Emergency Management or other staff.

9. Call emergency meetings of the City Council to pass ordinances and conduct other urgent business pursuant to RCW 42.14 and RCW 42.30.070.

E. Director of Emergency Management (through the Emergency Manager or Division as appropriate)

1. Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City. Develop plans necessary for utilization of local resources in disasters.

2. Ensure training programs and emergency operations drills are carried out within the City.

3. Coordinate local, State, Federal, private, and volunteer organizations and resources before, during, and after an incident, in consultation with the Mayor as appropriate.

4. Appoint a Liaison Officer during an event to serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government, in consultation with the Mayor as appropriate.

5. Appoint a Public Information Officer for each operational period, as appropriate.

6. Establish and maintain communications with the Mayor (Policy Group), the Public Information Officer, and EOC Section Chiefs.

7. Activate the EOC when necessary to coordinate disaster response activities of all City departments during disasters or other emergencies. Advise King and/or Pierce County Emergency Management when the local EOC has been activated.

8. Provide initial warning of impending disaster to public officials and local emergency response departments, provide instruction to the general public before, during, and after emergencies, and minimize rumors. A communication link to the local Emergency Alert System via King and/or Pierce County Emergency Management may be vital to the transmission of information critical to the life safety of responders and the public.

9. Manage EOC operations during activations.

10. During City-wide Incident Management Team activation, approve all decisions and actions by City personnel through the use of an Incident Action Plan.

11. Request disaster mission number from Washington State EMD if volunteers will be assisting in the event, to provide medical and equipment loss coverage to the volunteers pursuant to RCW 38.52.

12. Establish command structure and implement the appropriate EOC level and personnel assignments to manage the event.

13. Establish immediate priorities.

14. Develop and implement strategic goals and tactical objectives based upon the situation and priorities established.

15. Ensure planning meetings and briefings are scheduled and conducted with elected officials and EOC personnel and approve all press releases.

16. Approve and authorize the implementation of the Incident Action Plan (IAP).

17. Provide interviews to the media, as arranged by the Public Information Officer.

18. Implement the City-wide recovery plan.

19. Ensure all EOC personnel maintain an individual Activity Log Sheet.

20. Approve plan for demobilization of resources.

21. Prepare the after action report.

22. Appoint a Logistics Chief to accept requests for additional resources from City personnel, residents, and departments and to coordinate supplemental resources supplied by local private organizations or from the state and federal level.

23. Assist the Mayor, as needed, in drafting and submitting local proclamations of emergency.

24. Ensure mechanisms are in place to register spontaneous volunteers at the time of an event.

25. Coordinate and manage the message control function in the EOC, including staffing, logging, and message delivery.

26. Act as the City's agent for coordinating and requesting FEMA assistance post-disaster.

F. Public Information Officer

1. Obtain prior approval and authorization from the Incident Commander, Director of Emergency Management, or EOC Manager for all press releases and briefings.

2. Prepare and coordinate all press releases and briefings.

3. Provide press releases to the EOC and other City Departments prior to public release if possible.

4. Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.

5. Assist in the preparation of briefings to the Mayor, public and elected officials, and EOC staff.

6. Response to media and public information calls, as appropriate.

7. Establish rumor control hotline, as needed.

G. Department Directors

1. Oversee and provide policy recommendations before, during, and after an emergency or disaster as part of the Emergency Management Board, pursuant to ACC 2.75.

2. Provide staff to support the efforts of the EOC.

3. Identify and train specific staff members to function as Public Information Officers prior to an event, upon the request of the City Public Affairs and Marketing Manager.

4. Work with the Finance Section to document all expenses.

5. Assist the City Clerk and Innovation & Technology in identifying and preserving essential department records.

6. Assign staff members to the Emergency Management Committee (EMC) to carry out development, maintenance, and implementation of the CEMP.

7. Develop and maintain policies and SOPs for the department's disaster responsibilities.

8. Document emergency related activities and costs.

9. Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

H. City Employees

1. Develop individual and family plans for use during an event.

2. Be prepared to respond, as needed, in the role of an emergency worker, assuming that if the disaster is severe enough and communications are down, they will have an assignment and should attempt to find a way to reach the City.

3. In the event the City is not reachable, report to the nearest other government agency to offer assistance, if appropriate.

4. Respond to a designated area with proper clothing and equipment, as directed.

5. Be prepared to assist in whatever capacity assigned, regardless of regular assignment.

I. City Attorney

1. Provide legal advice to elected officials, the Mayor, the Director of Emergency Management, and City Departments as it pertains to emergency response or disaster recovery.

2. Review contracts for emergency work and procurement.

3. Provide legal review of emergency plans and supporting documents to ensure compliance with local, State, and Federal laws.

4. Prepare a Proclamation of Emergency, if appropriate.

5. Obtain appropriate signatures for ratification of any Proclamation of Emergency.

J. Human Resources

1. Provide a representative to assist in the Planning, Logistics and/or Finance and Administration Sections in the EOC.

2. Develop plans for employee's family notification and support during disaster activities.

3. Develop, in coordination with the Emergency Management Division, procedures to coordinate the registration of volunteers as temporary emergency workers on behalf of the City.

4. Manage the compensation for injury and claims process arising from the disaster, in accordance with ACC 2.75.

5. Provide for continuity for Court operations, as feasible.

6. Continue to operate the Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.

7. Develop plans and procedures to relocate courtrooms to continue necessary judicial process during emergencies or disasters.

8. Work with Building Division to assess and prioritize City-owned building damage/repairs.

9. Utilize Facilities Division to provide minor rapid repairs to critical facilities that will enable them to quickly be placed into service.

10. Identify staff and field support personnel to support emergency operations, including staffing of the Emergency Operations Center.

11. Coordinate with other departments for the provision of emergency staff and field support through the response and recovery phases.

12. Coordinate the hiring of emergency personnel.

13. Document emergency related activities and costs.

14. Support response and recovery activities as requested.

K. Finance Department

1. Provide a representative to serve in the Finance and Admin Section of the EOC.

2. Advise City officials and the Director of Emergency Management on financial matters.

3. Supervise and maintain the financial systems and records of the City.

4. Arrange for emergency cash management and banking services.

5. Establish all necessary special or project accounts for the receipt of donations and cost reimbursements filed under local, state, and federal laws.

6. Assist in identifying sources of disaster funds if department budgets are exceeded.

7. Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures, while making provisions for modified procedures during the time of a declared emergency.

8. Coordinate and implement the City Debris Management Plan.

9. Monitor and process time sheets, rosters, and overtime requests.

10. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.

11. Ensure documentation processes exist for emergency related costs.

12. Maintain a list of all local vendors used by the City and provide to the Emergency Management Division on a quarterly basis.

13. Assist in the procurement of equipment, materials, supplies, contract services, and equipment maintenance in conjunction with the Logistics Section in the EOC.

14. Negotiate leases for grounds, offices, or space required by the City.

L. City Clerk

1. Provide a representative to the EOC, if available.
2. Provide information and direction to departments on requirements for the identification and preservation of essential records.
3. Maintain official records of elected officials.
4. File, maintain, and store all incident documents for the official history of the emergency or disaster.

M. Innovation & Technology

1. Provide a representative to support the needs of the EOC as requested.
2. Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.
3. Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to all City Departments, with emphasis on the EOC and DOCs.
4. Assist in identifying and acquiring alternate communications systems during an event.
5. Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.

N. Parks, Arts, and Recreation Department

1. Provide a representative to serve in the Operations, Planning, or Logistics Sections of the EOC, as requested.
2. Activate, manage, and support mass care shelters at sites selected within the City, or assist with regional sites as appropriate.
3. Provide mass care services to both disaster victims and emergency workers in the form of food, blankets, cots, and other disaster relief supplies and services.
4. Coordinate services with the American Red Cross and other non-profit agencies as appropriate.
5. Assign staff to attend American Red Cross disaster shelter training.
6. Provide emergency protective measures and debris removal activities in conjunction with the Public Works Department.
7. Provide transportation to emergency worker and the public as needed and if resources allow.

O. Police Department

1. Provide a representative to serve as the Incident Commander, Operations Section Chief, or Police Operations Representative, as appropriate.

2. Maintain law and order and provide physical security in and around the affected area with the City.

3. Provide command and control for field operations through established command posts, as appropriate.

4. Participate in initial citywide damage assessment (windshield surveys), as appropriate.

5. Provide emergency traffic and crowd control.

6. Provide direction and traffic control for evacuation efforts, as appropriate.

7. Provide support to the King and Pierce County Medical Examiner's Offices as appropriate.

8. Assist King and Pierce County Medical Examiner's Offices with temporary morgue management and security, if requested and as resources allow.

9. Provide support in the dissemination of emergency warning information to the public, as requested.

10. Develop emergency and evacuation plans for facilities under department management.

P. Community Development

1. Provide representatives to serve in the Operations, Planning, Logistics, and/or other sections in the EOC.

2. Coordinate and compile initial damage assessment and safety evaluation of essential City owned facilities and non-City owned critical facilities.

3. Establish a centralized location where the impacted community can receive information, direction, and assistance directly related to rebuilding and recovery efforts.

4. Assist in windshield surveys, provide emergency protective measures, emergency and temporary repairs and/or construction for water, wastewater, surface water, and streets.

5. Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the incident, including the waiver of certain review and permit requirements where emergency work is necessary to protect lives or property during an emergency or disaster.

6. Provide support to the VRFA in the safety evaluation of structures during rescue operations.

7. Enforce City ordinances and State laws regulating construction during new or reconstruction efforts prior to and after and emergency or disaster.

8. Provide support to other City Departments regarding critical areas during recovery efforts.

9. Maintain a list of all businesses in the City and provide to the Emergency Management Division as requested

10. Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.

Q. Public Works

15. Develop policies and procedures to acquire supplies and services during an emergency or disaster when the EOC Logistics Section is not activated.

16. Provide support to the VRFA in hazardous materials incident response as requested.

17. Provide support to other City Departments regarding critical areas during recovery efforts.

18. Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.

19. Provide support to City-wide evacuation planning.

20. Install, maintain, and operating all parking and traffic control devices and assist with access and traffic control measures.

21. Provide assessment of transportation routes, identify alternate routes, and provide temporary thoroughfares and bridges for emergency vehicles.

22. Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during and after a disaster.

23. Provide emergency debris removal from City properties and public areas.

24. Develop policies and SOPs for providing and maintaining the sanitary sewer system, storm drainage system, lift stations, and water supply.

25. Coordinate and prioritize public utility restoration.

26. Coordinate with private utilities for the restoration of critical and essential facilities and services.

27. Assist the VRFA with rescue operations, if requested and as resources allow.

28. Coordinate fuel dispensing services for emergency equipment, vehicles, and others who may be authorized by the Mayor or Director of Emergency Management.

Mutual Aid

Mutual aid resources will be included in any incident using the principles of NIMS and ICS. Whenever possible the city will utilize existing mutual aid agreements, memorandums of agreements, or memorandums of understanding. The King County regional framework is one example of an agreement that should be used for outside resources.

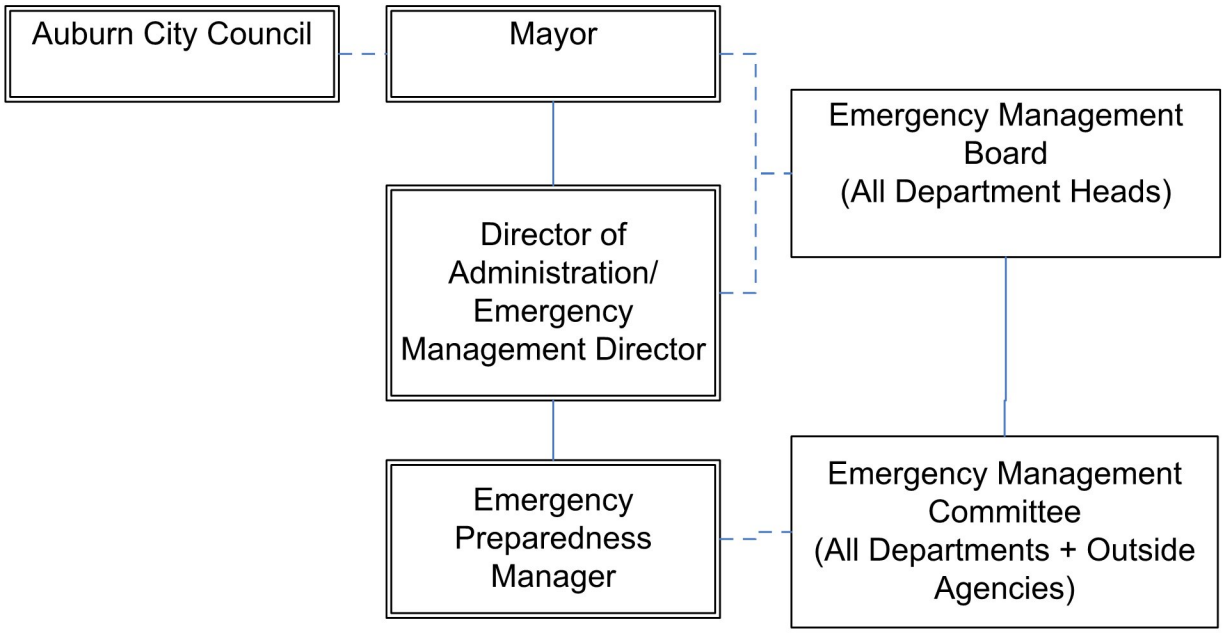
REFERENCES

a. City of Auburn Duty Officer Manual
b. City of Auburn EOC Manager Manual
c. King County Comprehensive Emergency Management Plan
d. King County Regional Coordination Framework
e. Pierce County Comprehensive Emergency Management Plan
f. RCW 38.52, Emergency Management
g. RCW 40.10.101, Essential Records – Designation List – Security and Protection – Reproduction
h. RCW 42.12, Vacancies
i. RCW 42.14, Continuity of Government Act
j. RCW 42.30.070, Open Public Meetings Act – Times and Places for Meetings – Emergencies – Exceptions
k. Washington State Comprehensive Emergency Management Plan
l. National Response Framework

ATTACHMENTS

1. Emergency Management Organization Chart
2. EOC Organization Charts
3. Functional Responsibility Matrix

SA 1: ORGANIZATION;
Attachment 1: Emergency Management Organization Chart

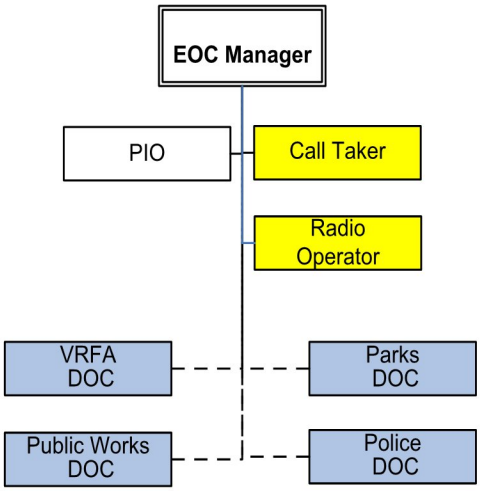


Day-to-day management of the City of Auburn Emergency Management organization, pursuant to ACC 2.75 and RCW 38.52. This diagram is not indicative of an Emergency Operations Center (EOC) activation. See following pages for EOC activation levels.

SA 1: ORGANIZATION

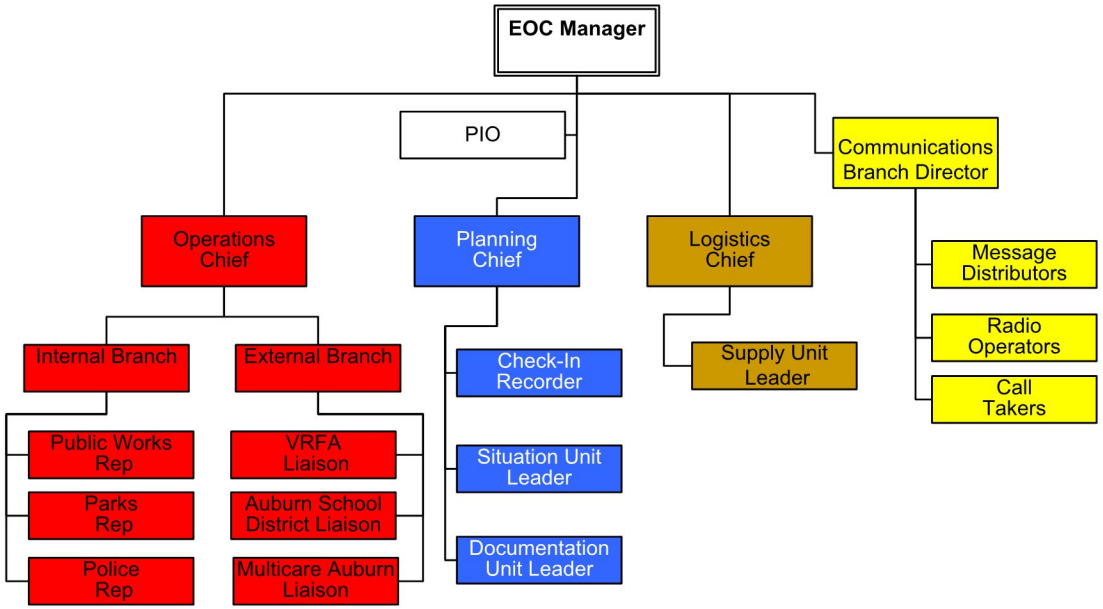
Attachment 2: EOC Organization Chart -- Level Three

Monitoring activation, may involve physical setup of the EOC in a standby mode or function from regular work stations, depending on the nature of the incident. Key personnel will begin to monitor events, gather situational awareness information, evaluate required resources, and forecast future impacts. Personnel will generally be limited to Emergency Management staff and a Public Information Officer, though generally at least one Department Operations Center will have been activated. The Emergency Management Director, Mayor, and City Council are kept apprised of the situation, but are not located in the EOC.



SA 1: ORGANIZATION

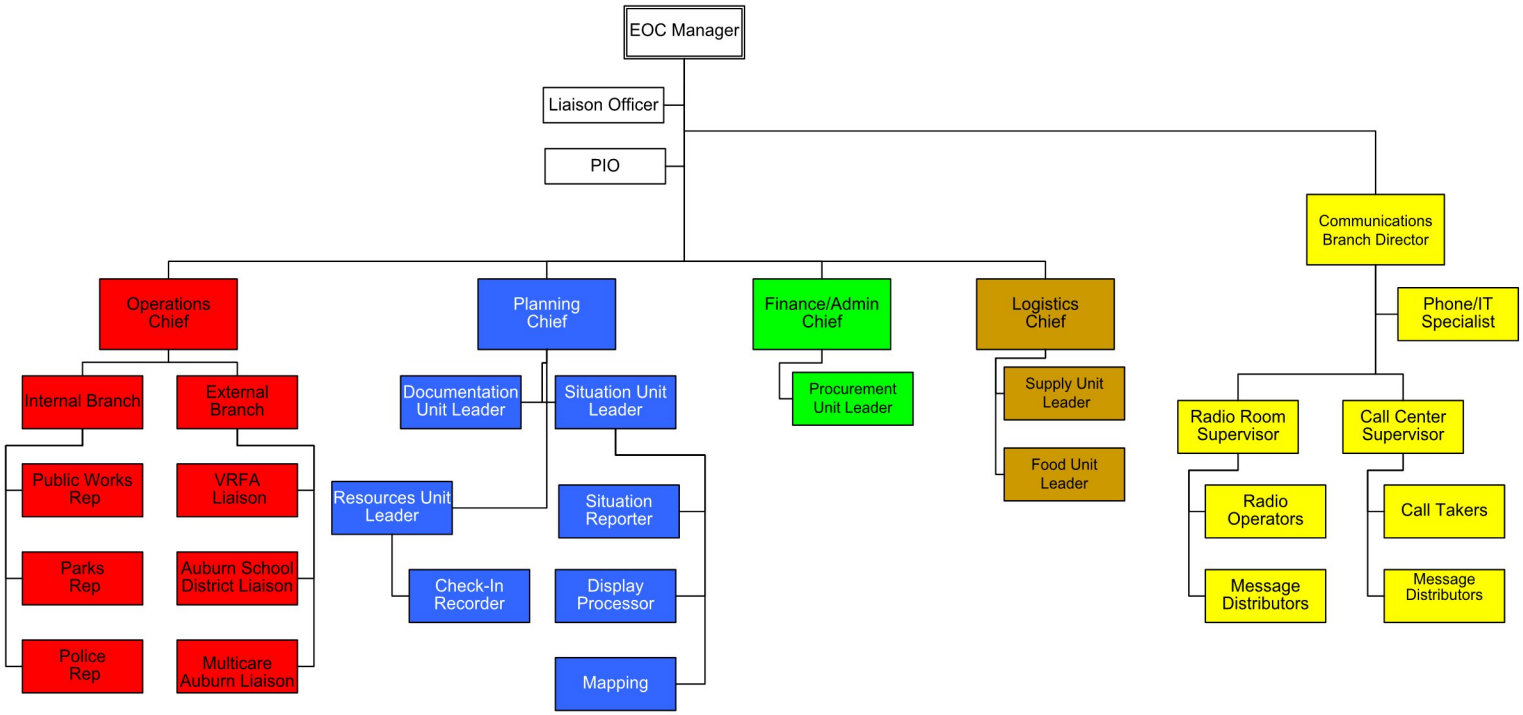
Attachment 3: EOC Organization Chart -- Level Two



Coordination activation, requires physical presence in the EOC. An EOC Manager and Public Information Officer (PIO) will be assigned to the EOC, along with representatives of departments actively involved in the event/incident. The EOC Manager will recommend staffing levels for the EOC consistent with current and projected incident activity. Typically this type of activation will occur when two or more departments are actively involved in event/incident activities. The function of this activation level is to facilitate face-to-face communication between involved departments and to support logistics needs in the field. EOC staff may include representatives of outside agencies. The Emergency Management Director, Mayor, and City Council are kept apprised of the situation, but are not generally located in the EOC.

SA 1: ORGANIZATION

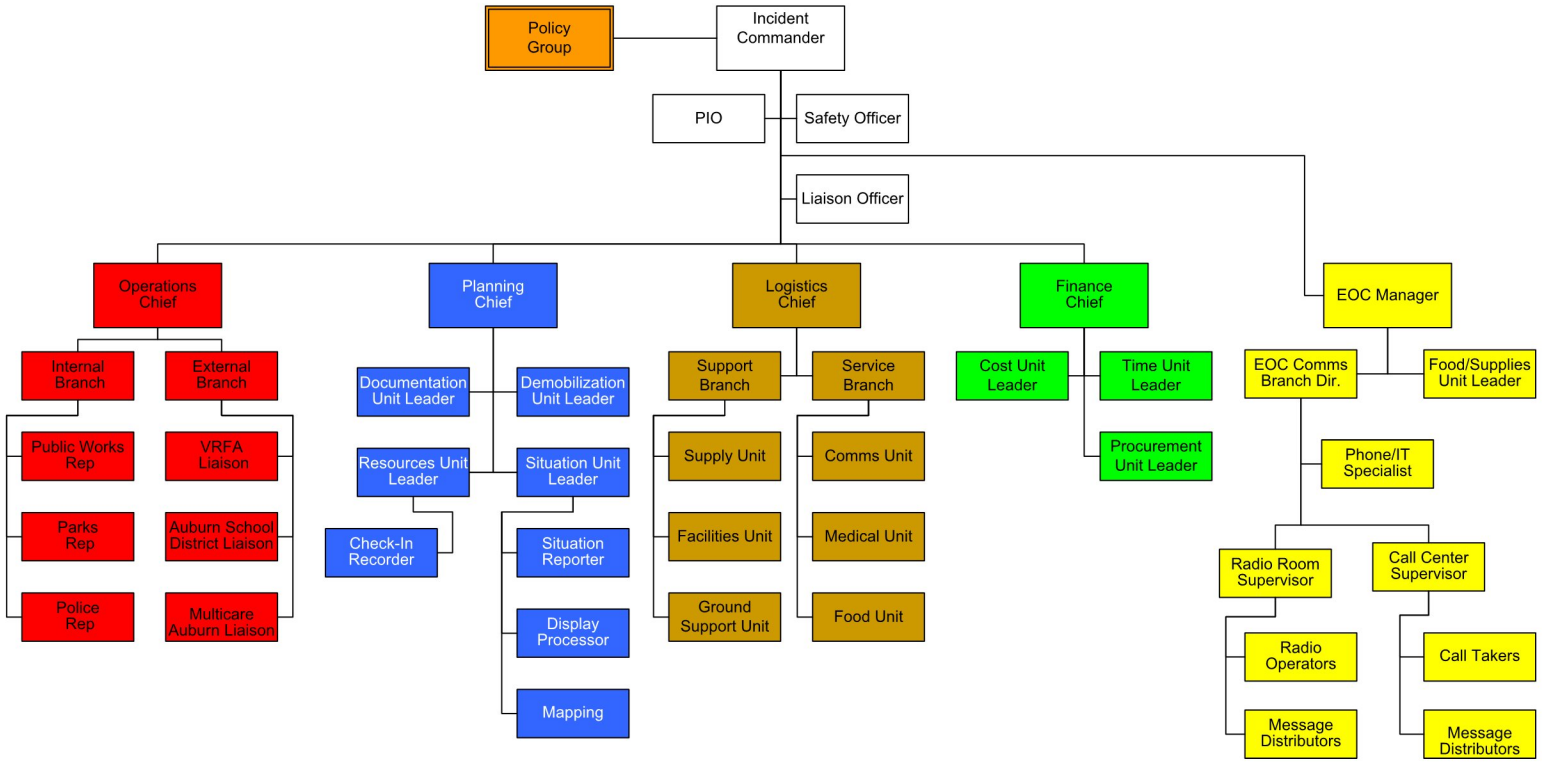
Attachment 4: EOC Organization Chart -- Level One



This is a full activation of the EOC, with all sections staffed. The purpose is to continue facilitation of department-to-department communications and to handle logistics on a city-wide basis. The Planning section is focused on situational awareness, gathering IAPs from the individual DOCs and compiling them. This level does not direct field operations in any manner, though decisions may be made regarding resource allocation. The Emergency Management Director, Mayor, and City Council are kept apprised of the situation and may or may not be located in the EOC, depending upon the circumstances.

SA 1: ORGANIZATION

Attachment 5: EOC Organization Chart -- Level One with Incident Management Team (IMT)



Adds executive level policy-making to the EOC functions when an overwhelming event has impacted the City and decisions need to be made regarding service priorities and expectations on a city-wide basis. The IMT conducts the city-wide Incident Command Function and is lead by the Chief of Police as the Incident Commander. The remainder of the ICS positions are filled by department directors (or their designees) as appropriate. IMT activation adds a policy-making component to the emergency management organization, lead directly by the Mayor. The policy group may consist of department directors not serving on the IMT, City Council members, and others as appropriate. The Incident Commander serves as the direct link between the Policy Group and the IMT, conveying decisions made by the policy group to the IMT and conveying incident information to the policy group.

SA 1: DIRECTION AND CONTROL

Attachment 6: Functional Responsibility Matrix

CEMP Responsibility Matrix																
It is assumed that most departments will have some interaction with each ESF. This matrix is intended to provide a quick reference to primary and secondary responsibilities for each function.																
Department	Basic	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
Administration	X	X	X		X	X	X	X	X	X	X	X			X	X	
City Attorney	X							X							X		
Finance	X			X				X							X		
HR	X							X							X		
IT	X	X	X			X		X							X		
Parks	X	X					X	X				X			X		
CD	X			X		X	X	X	X	X	X			X	X	X	X
PW	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X
Police	X	X	X	X	X		X	X	X	X	X	X	X	X	X		X

SA 2: FINANCIAL MANAGEMENT

PURPOSE

To provide guidelines for fiscal and administrative functions in support of the City of Auburn's emergency services during an emergency or disaster.

POLICIES

A. In emergency situations, political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including, but not limited to, budget law limitations, and the appropriation and expenditure of public funds as identified in the Revised Code of Washington (RCW) 35.33.081, Emergency Expenditures – Nondebatable Emergencies.

B. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing a budget amendment.

C. The emergency or disaster response capabilities of the City will be built upon the capabilities of existing departments, augmented by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

PLANNING ASSUMPTIONS

A. An emergency or disaster may require the expenditure of large sums of money by the City.

B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound finance management and accountability.

C. A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of Public Law 93.288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

D. Actions, decisions, conditions, and expenses must be documented in an emergency or disaster to recover Federal and State funds and to provide for legal documentation.

E. Sufficient administrative personnel will be available to perform support tasks.

CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

2. Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:
   a. *In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, will have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.*

3. The City is authorized to make the expenditures necessary to meet emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies:
   a. *Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.*

B. Record Keeping

The City, when expending resources in response to a proclaimed emergency or disaster, will maintain detailed records during such emergencies or disasters to meet the financial and account requirements of the Federal or State funding agency. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

1. Document requests for assistance and ensure maximum eligible reimbursement.

2. Facilitate reimbursement under approved applications pertaining to proclaimed local emergencies.

3. Audit reports and records. Detailed records will be kept from the onset of the emergency or disaster, including but not limited to:
   a. Appropriate extracts from payrolls, with any cross-references needed to located original documents.
   b. A schedule of City equipment used or copies of invoices for rented equipment.
   c. Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
   d. Copies of contracts for all work performed by an outside agency.

C. Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President or under statutory authority of certain Federal agencies. The Federal Emergency Management Agency (FEMA) provides funding to public entities through the Public Assistance program. Other agencies that may provide post-disaster funds to public agencies include, but are not limited to:

- Washington State Department of Energy – FCAAP Grants
- US Department of Transportation – Trans Aid
- US Fish and Wildlife
- FEMA Mitigation Program
- US Army Corps of Engineers
- Federal Highway Administration (for “on-system” roads)
- Natural Resources Conservation Service

1. Before a Presidential Disaster Declaration

   After an occurrence that may result in a declared major disaster or emergency, the Counties will assess damages and prepared an estimate of labor and damage costs. These assessments are provided directly to the counties by local jurisdictions and must be completed quickly after an event and, on occasion, while the event is still in progress. The Counties then forward these Preliminary Damage Assessments (PDAs) to the Washington State Emergency Operations Center. If expenditures within a particular county and/or the state have exceeded a preset threshold, the governor will request a Presidential Disaster Declaration.

2. After a Presidential Disaster Declaration

   Once a disaster declaration is made by the President, Joint Field Offices are opened and staffed by FEMA and the State, for the purpose of administering disaster assistance programs. Public assistance meetings are held with impacted jurisdictions and moneys are made available through established processes.

D. Audits of Disaster-Related Expenditures and Obligations

1. Audits of local disaster-related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of associated work and records must be kept for 6 years.

E. Fiscal Procedures

1. Each City department will designate personnel to be responsible for documentation of emergency or disaster-related expenses within their department.

2. Emergency or disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies and RCW 35.33.091, Emergency Expenditure – Other Emergencies – Hearing.

3. The Finance Director, or designee, will be responsible for identifying sources of internal funds to meet emergency or disaster related expenses that are incurred.

4. Regular “normal” approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency or disaster.

5. Records will be kept in a manner that distinguishes between day-to-day operations and emergency or disaster expenses.

6. The Emergency Preparedness Manager will coordinate documentation of city-wide financial records and expenditures resulting from an emergency or disaster and will serve as the City’s Primary Applicant Agency for FEMA reimbursement.

7. Alternate methods of payment and payroll processing will be established in case of computer system failure.

F. Administrative Procedures

1. Each City department will designate personnel to be responsible for the documentation of emergency operations within their respective department.

2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

3. Records of disaster operations activities will be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

4. When appropriate, disaster reports and expenditures will be coordinated, and documentation for State and/or Federal reimbursement and/or assistance programs will be prepared and submitted to the appropriate State and Federal agencies.

5. Volunteer emergency workers used during emergencies and disaster operations will be registered with the City as outlined in the Washington Administrative Code (WAC)

118.04, Emergency Worker Program and all donated hours tracked. Volunteers who are pre-registered will be issued City Volunteer Identification cards. Spontaneous volunteers will be registered on-site and their identity verified with government issued photo-ID.

6. In any event where volunteer emergency workers are used, the Emergency Management Division will obtain a mission number from Washington State EMD. All volunteers, their arrival and departure times, the nature of their work, and any injuries or personal equipment losses will be documented for future reimbursement and claim issues.

7. City departments may streamline permit processes based on the circumstances created by the emergency or disaster.

8. City departments will identify and prepare plans for alternate processing methods of essential documents in case of computer or automation system failure.

G. Electronic Information Management

The Innovation & Technology Department is responsible for the protection and restoration of electronic and computer hardware, software, connectivity, and data. The personnel from this department will work with a designated employee from other departments to identify mission–critical Innovation & Technology equipment with redundancy for emergency operations.

H. Records Preservation and Retention

1. The City Clerk is responsible for establishing and publishing policy for essential record preservation to ensure continuity of City government.

2. Directors of each department are responsible for records preservation in their respective departments.

RESPONSIBILITIES

A. All City Departments

1. Prepare emergency fiscal procedures for the operation of their respective departments.

2. Designate personnel responsible for documenting emergency or disaster-related expenses at the department level.

3. Coordinate with Emergency Management in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.

4. Identify all repair and recovery actions and coordinate those through the EOC or the Emergency Management Division for resolution.

5. Maintain documentation regarding injuries and lost or damaged equipment caused by the emergency or disaster and provide this information to Risk Management, Finance, or Emergency Management as requested.

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SA 3: WORKER HEALTH AND SAFETY

All emergency operations will adhere to the applicable occupational safety and health laws. The following are specific laws passed by the State of Washington Legislature that pertain to occupational safety and health. The laws listed here are hosted on Washington State's Office of the Code Reviser web site.

Chapter 43.05 RCW – Technical Assistance Programs

Title 49 RCW – Labor Regulations

- Chapter 49.17 – WISHA Act
- Chapter 49.19 – Workplace Violence in Healthcare
- Chapter 49.22 – Safety – Crime Prevention
- Chapter 49.26 – Asbestos
- Chapter 49.70 – Right to Know

Title 70 RCW – Public Health and Safety

- Chapter 70.74 – Explosives
- Chapter 70.77 – Fireworks Act
- Chapter 72.23 – Public and Private Facilities for the Mentally Ill
- Chapter 72.23.400 – Workplace safety plan
- Chapter 72.23.410 – Violence prevention training

Washington Administrative Code

- Chapter 298.800 – Safety and Health Core Rules

SA 4: Pandemic Influenza Plan

Forward

There have been four influenza pandemics over the last century. The 1918 influenza pandemic is thought to have been the most deadly pandemic in human history, with an estimated 50 to 100 million fatalities. The global and regional impacts of the 1918 pandemic remain unparalleled, causing long-term and widespread social and economic devastation, comparable only to a major world war.

In the last twenty years we have seen the 2009 H1N1 (Swine) influenza pandemic, localized outbreaks of H7N9 (Avian) influenza, and several significant non-influenza infectious disease epidemics: SARS coronavirus, MERS coronavirus, Ebola hemorrhagic fever, and the Zika virus. All of these outbreaks were produced by either novel virus' or appeared in regions without historical precedent. Research suggests that changes in climate, global transportation, agricultural practices, and continued deforestation may increase the prevalence, severity, and transmission of future infectious disease outbreaks.

The emergence of H7N9 in 2013 in China, which continues to cause periodic outbreaks, is thought to have the greatest potential of known influenza virus' to cause a global pandemic. Of particular concern is the high percentage of those infected who have died, suggesting a greater lethality than the 1918 pandemic. This recognition has prompted the World Health Organization to call for urgent and sweeping global and regional preparedness efforts.

The true severity of the next pandemic remains largely unknown as virus' are in a constant state of mutation. This necessitates planning that is similarly able to adapt to dynamic disease characteristics and response demands. The following plan exemplifies this perspective by providing concise objectives, flexible response actions, and a clear delineation of responsibilities. Lessons from past pandemics were integral to the development of this plan, so that we are better able to respond to the infectious disease challenges of the future.

"[The 1918] Spanish flu remains the deadliest outbreak in recorded history, killing more people than the First World War itself. But its lessons are just as relevant today as they were then: that a devastating epidemic can start in any country at any time, and kill millions of people, because we are not prepared, because we're still vulnerable."

Dr. Tedros Adhanom Ghebreyesus
Director-General of the World Health Organization
12 February 2018

PURPOSE & OBJECTIVES

This annex provides supplementary guidance to the City of Auburn Comprehensive Emergency Management Plan (CEMP), bridging the gap between the traditional all-hazards planning and the unique planning and response requirements for pandemic influenza.

The goals of this pandemic influenza plan annex are to:

1. Protect the safety of city employees;

2. Ensure the continuity of essential functions; and

3. Provide a clear delineation of responsibilities between the City of Auburn and Public Health - Seattle & King County (PHSKC).

ASSUMPTIONS & CONSIDERATIONS

There are several assumptions and considerations for a pandemic influenza event:

1. Pandemic influenza may cause high rates of illness and death requiring special considerations for short-term and long-term absenteeism in critical positions.

2. Pandemic influenza may jeopardize essential resources and services such as healthcare, emergency services, communications, transportation, and utilities.

3. Pandemic influenza often come in waves. Each wave could last weeks or months, and have unique transmission and severity characteristics.

4. Prevention and control actions will likely involve social distancing such as staggered shifts, quarantines/isolation and the closures of public spaces – which may exacerbate staff absenteeism.

5. The geographic scale of high-severity pandemics are likely to overwhelm federal, state, and regional capacities, making outside assistance unlikely.

6. Pandemic influenza will force many key decisions to be made in a dynamic environment of limited or shifting information, events, and/or viral characteristics.

7. The severity, speed, and reach of a pandemic may blur the distinction between the various pandemic influenza waves, underscoring the need for plan and response flexibility and modification as new information and changes to capabilities dictates.

8. Physical damage to equipment will likely result from breakdowns from deferred maintenance and repair.

9. Vaccine development could take 6- 8 months, with more time required for manufacturing and distribution.

10. Those who fall ill from the pandemic influenza and then recover are presumed to be immune to future illness caused by the pandemic.

ROLES & RESPONSIBILITIES

A. City of Auburn responsibilities:

1. Follow PHSKC guidelines to protect the health of City employees.
2. Ensure the continuity of essential City functions.
3. Department-specific responsibilities [Capability Support Functions Section]
4. Coordinate with PHSKC on specified response activities [see Reference Documents: Memorandum of Understanding, 2011].

B. Public Health – Seattle & King County (PHSKC)**:**

Lead response agency for a pandemic influenza incident in King County (see Reference Documents, Pandemic Influenza plan, page 15, 22-25). All public health prevention, response, and recovery activities will be carried out and/or coordinated by PHSKC, including the distribution of Medical Countermeasures (MCM).

CONCEPT OF OPERATIONS

A. **Coordination**

Coordinate with Public Health – Seattle & King County (PHSKC) according to Memorandum of Understanding (MOU) guidelines [see Reference Documents: Memorandum of Understanding, 2011].

B. Pre-Incident Actions [Refer to Department-specific COOP Pandemic Influenza Annexes & Capabilities-based Support Functions].

1. Logistics & Planning

   Convene EOC planning and logistic sections upon notification from PHSKC of a possible pandemic to assess the potential impacts of pandemic influenza on essential City functions. Identify actions to mitigate impacts to essential city operations. The logistic assessments will consider the following assumptions:

   a. In the first wave of the pandemic, there is likely to be explosive demand for PPE, bottled water, food, and essential medications. Demand will far outstrip supply.
   b. Staff shortages across all industries will jeopardize vital city services and resources (food, utilities, transportation, social, and economic systems).
   c. Periods between waves must be utilized to prepare for following waves and the continuity of essential functions.

   Logistics Assessment will include:

   a. Contingency plans;
   b. Emergency payroll;
   c. Expedited financial decision-making;
   d. Accounting systems to track and document costs of the disaster;
   e. Supply chain impact and resource redundancy;
   f. Backup contracts;
   g. Cross-training personnel for critical functions;

h. Gaps in technological needs for remote work ;
i. Staggered scheduling, and in-office social distancing needs;
j. Just-in-time delivery;
k. Warehousing; and
l. Critical services and delivery of essential commodities - gasoline, food, PPE supplies, etc.

C. **Incident Management Actions**

Pandemic influenza management activities will be based on information and recommendations from PHSKC, department-specific staffing capacities, and CEMP operating procedures:

- PHSKC advised strategies to protect City employees will be carried out by each City of Auburn department.
- The City of Auburn will coordinate and collaborate with PHSKC response efforts [see Reference Documents: Memorandum of Understanding, 2011].
  If necessary, prioritize essential functions that protect employee safety. The Director of Emergency Management and/or Mayor will decide which services/functions to curtail.

Given pandemic influenza assumptions, the city will regularly assess department capacities to prioritize the essential functions and services necessary to sustain the City's mission and protect City employees.

1. Situational Awareness & Information
   Situational awareness will be achieved via PHSKC notifications on pandemic severity, transmission, and scale, and City-specific impacts such as absenteeism, closures, etc. PHSKC will provide incident information to the EOC staff, in addition to the communication channels listed in the CEMP [Section: Incident Management Actions, sub-section A, paragraph 1].

   a. Assessing & Reporting Daily Staffing Capacities:
      i. Illness reporting: city employees will report to their supervisor if they are unable to come into work, or they will call their supervisor if they feel ill at work. The supervisor, or supervisor designee, will report their daily number of absences to the department director or designee each morning.
      ii. Each day, each City of Auburn department director or designee will assess departmental capacities due to absenteeism and write a brief report of the number of absent employees and whether essential functions are able to be carried out. This report will be send to the EOC, and will be used to inform situational awareness and City priorities.

2. EOC Activation
   Activation of the EOC to support the City essential functions and/or coordinate consequence response will be based on recommendations by PHSKC and/or the City's ability to carry out essential functions. The EOC will be operated remotely unless the Mayor, Director of Emergency Management (EM), or their designee says otherwise.

3. Concurrent Incident & Non-Remote Staffing
   Due to pandemic influenza assumptions regarding incident duration, concurrent and/or associated incidents may necessitate higher-level activation. If necessary to be in the City of Auburn EOC, each staff will be required to bring their issued PPE and follow infection control measure training [COOP- Pandemic Influenza Annex]. All staff will be expected to wear PPE and follow pandemic influenza control measure protocols throughout an activation.

4. Communications
   Pandemic information for personnel will be provided by PHSKC and funneled through the EOC to city and department leadership. The City of Auburn will:

   a. Facilitate that dissemination of pandemic-related information from PHSKC to city employees and residents via:
      i. Intranet
      ii. Email
      iii. Social media
      iv. City website
      v. Conference video and audio calls
      vi. Posted documents and memorandums
      vii. Press releases & press conference
      viii. CodeRED alert system
   b. Incorporate department-specific communications to ensure the continuity of essential services and consistent messaging; and
   c. Ensure City communications are consistent with PHSKC information.

D. **Recovery Actions**

1. Medical Countermeasures (MCMs)
   PHSKC will carry out and manage the distribution of MCMs [Reference Documents: Medical Countermeasures Plan, 2016] at pre-determined Points of Distribution in Auburn [Reference Documents: MCM Site Assessments]. PHSKC will coordinate with Auburn EOC to facilitate MCM transportation, security, and distribution as designated in the PHSKC MCM plan and PHSKC and City of Auburn MOU [Reference Documents].

2. Reconstitution
   Unlike other disasters, pandemic recovery efforts will be balanced with essential preparedness for future waves. Reconstitution will include:

   - Assessment of all physical, personnel, and economic impacts.
   - Notifying personnel to return to normal operations within work units when deemed safe by PHSKC.
   - Rapid hiring and training for the replacement of employees unable to return to work - prioritizing hiring and training efforts for essential staff duties.
   - Notifying the public as to which services will begin to be provided and when.
   - Adjustment of recovery actions based upon impacts and circumstances.
   - Assessment of costs to prepare for the next wave.
   - Assessment of supply shortages, and the identification and implementation of actions to correct shortages.

- Providing continuous updates in employee communication plan concerning recovery efforts and next pandemic wave preparedness efforts.
- Continuation of providing timely, accurate, and accessible information to the general public, while addressing misinformation.
- Reviewing and adjustment of the pandemic plan – understanding the period of time between waves can be anywhere from weeks to years.

I. Plan Management and Maintenance

This annex will be reviewed and updated with the CEMP.

J. Capabilities-based Support Functions

Incident-specific support functions to compliment or modify CEMP ESFs.

1. Emergency Management Division
    a. Regular coordination and communications with PHSKC regarding:
        i. Communications
            1. Messages to disseminate.
            2. Monitoring information.
            3. Responding to false information.
        ii. MCM distribution
            1. Vaccination of essential City personnel.
            2. Security detail if requested.
            3. PODs.
    b. Report city staff absenteeism and department capacities to the Mayor.
    c. Support logistic and planning assessments.
    d. Maintain situational awareness and share with city leadership.
    e. Develop plan to remotely operate the EOC.

2. Police Department
    a. Coordination with EOC & PHSKC for MCM transportation & facility security (refer to PHSKC MCM Plan).
    b. Enforce PHSKC mandated site closures, quarantines, and/or isolation as able.
    c. If requested, coordinate with EOC to disseminate public information.
    d. All social disruptions and essential services/resource closures will be reported to the EOC.

3. Innovation & Technology Department
    a. Provide IT support and technology services to ensure all departments can carry out their essential functions remotely.

4. Legal Department
    a. Support HR Department regarding labor rules and expectations; these will need to be negotiated in advance of and throughout the incident [consultation and bargaining].
    b. Coordinate with PHSKC, as requested, to support the development of public health policies.

5. Human Resources Department
    a. Ongoing communications and negotiations with labor to ensure the protection of city employees and continuity of City Department essential functions.

b. Update policies to ensure staff are able to work remotely (telework), work irregular/flexible hours, and can follow PHSKC recommendations for infectious disease prevention and control.
c. As needed carry out remote training of employees to replace essential staff.
d. Develop reconstitution strategic plan for rapid hiring of essential staff replacements.
e. Develop plans and procedures following PHSKC guidelines, to ensure the facilities/buildings are safe for employees.

6. Community Organizations Active in Disaster (COAD) & CERT
   a. Maintain regular communications with EOC concerning staffing capacities.
   b. Support the distribution of necessary provisions to community residents, with a particular focus on those most in need. This will likely require COAD staff and CERT members to obtain PPE, train to use it, and practice social distancing measures such as staggered deliveries/pickups.
   c. If able and requested, support PHSKC prevention and response efforts.

REFERENCES DOCUMENTS

1. Pandemic Influenza Plan. Public Health – Seattle & King County, 2013. https://www.kingcounty.gov/depts/health/emergency-preparedness/preparing-yourself/~/media/depts/health/emergency-preparedness/documents/pandemic/pandemic-flu-response-plan.ashx
2. Memorandum of Understanding: agreement between Public Health – Seattle & King County and the City of Auburn, 2011 [PHSKC#2011NM048]. Location: O:\Government\Regional Disaster Plan\King County Based
3. Medical Countermeasures Plan. Public Health – Seattle & King County, 2016. https://www.kingcounty.gov/depts/health/emergency-preparedness/professionals/~/media/depts/health/emergency-preparedness/documents/medical-countermeasures-plan.ashx
4. Site Assessments for Points of Distribution in the City of Auburn. Public Health - Seattle & King County, 2016. Location: O:\Government\Regional Disaster Plan\King County B

SA 5: Inclusive Emergency Communications – Limited English Proficiency

INTRODUCTION

The City of Auburn is an ethnically and linguistically diverse community, an asset to the City's cultural and economic vibrancy. This Emergency Communications Proficiency Support Annex was developed to support the City in better communicating life-safety messages to people with limited English proficiency (LEP). This annex is a guidance document which describes Auburn LEP language groups, principles for EM to increase LEP communications capacities, EM's language access obligations, messaging strategies, communication methods, available resources, and in a supplementary spreadsheet, a list of specific platforms, networks, systems, and individuals, with their contact information.

Providing important, life-safety information in languages other than English may not always be possible, depending largely on the nature of the incident, resource capacities, and impact to social networks and communication infrastructure. The City of Auburn EM is fully committed to meeting its obligations of sharing life-safety information with LEP individuals and communities within the City.

LEP PRIORITY LANGUAGE GROUPS

In accordance with RCW 38.5, public notices regarding public health, safety, and welfare will be provided in all languages spoken by 5% of the city's populations, or by 1,000 residents, whichever is less. According to the 2015 Census, this criteria is met for the following languages:

Languages	Percentage of City Population	Number
Spanish	9.7%	7,341 [margin of error ±971]
Ukrainian	2.3%	1,736 [margin of error ±517]
Russian	1.6%	1,239 [margin of error ±434]
Tagalog	1.6%	1,206 [margin of error ±401]

Auburn residents from LEP priority language groups infrequently interact with EM and its programs. The majority of interaction between LEP language groups and City/Regional services are primarily with non-emergency City departments, and emergency responder Valley Regional Fire Authority (VRFA), Auburn Police Department (APD), and Valley Communications Center. The frequency of interaction with these agencies is most often based on individual service needs and circumstances.

PRINCIPLES TO INCREASE EM LEP CAPACITY

H. Build knowledge to identify, locate and maintain a profile of diverse racial/ethnic, immigrant and limited English proficient (LEP) populations within the community. Primary strategy: strengthen collaboration with the Auburn School District and public housing sector to continually update information on LEP communities.
I. Build partnerships that promote collaborative planning and action between communities and key emergency management organizations. Primary strategy: use the information available in this report to assign emergency preparedness staff responsibility for next steps listed below.

J. Build trust between local communities, service providers and government officials to promote cooperation with emergency management efforts. Primary strategy: EM to collaborate with City departments and social service agencies that support LEP populations, to encourage sustained engagement and promote a preparedness-in-all-services approach.
K. Build capacity of Auburn's emergency management office and emergency preparedness system. Primary strategy: maintain and update a repository of translated materials that have been vetted for accuracy and appropriateness.
L. Build resilience to mitigate existing vulnerabilities, reduce negative consequences, and rapidly restore community functioning. Primary strategy: pay special attention to building relationships with vulnerable populations (e.g. women and the elderly) to enhance their resilience in the event of a disaster.

LIFE-SAFETY NOTIFICATION OBLIGATIONS

EM is obligated to provide life-safety notifications for the following information:

- Notices on evacuation (SSB 5046 requirement) to include information on available transportation, if available.
- Notices on sheltering / sheltering in place (SSB 5046 requirement).
- Notices where individuals can obtain care or assistance (e.g., food, water, showers, medical care; and shelter and food / water for pets and large animals, etc.). (SSB 5046 requirement is communicating availability of food and water). Include information on available transportation, if known.
- Notices on facility lockdown (SSB 5046 requirement).
- Notices of curfew and curfew-related restrictions.
- Share translated life-safety information notices from Public Health - Seattle & King County.

STRATEGIES FOR COMMUNICATING LIFE-SAFETY INFORMATION

EM's messaging strategy for life-safety notifications will be largely dependent on situational circumstances and resource availability. The overarching strategy will be the dissemination of life-safety information in as many LEP priority language groups as possible, utilizing all available dissemination systems. When resources are limited, life-safety messages to language groups will be prioritized based the size of the language population in the following order:

1. English
2. Spanish
3. Russian (spoken by a majority of Ukrainian-speakers)
4. Tagalog

COMMUNICATION METHODS

A. Communication Platforms

EM has identified messaging platforms, systems and methods which will be use to disseminate life-safety notifications and other emergency messages to LEP language groups. These range from traditional media (Radio, television, print) and social media, to regional communication networks and community service contractors. Specific platforms and contact information can be found in this document's accompanying spreadsheet.

B. In-Person & Door-to-Door
In-person or door-to-door notifications may be a necessary method to disseminate urgent life-safety information. However, the capacity to carry out such an effort will likely be limited due to time and resource constraints. As resources allow, EM will provided printed materials with translated life-safety information to first responder agencies and volunteers, to support their in-person and door-to-door efforts. In the case of a large-scale evacuation, City resources may use audio announcements from emergency response vehicles, which will likely be possible only in English.

C. Community-Based Dissemination Resources
EM has a variety of community-based resources for urgent and non-urgent life-safety information dissemination. Specific contact information to access these resources can be found on the accompanying spreadsheet document.

- Community Centers can be used to disseminate urgent and non-urgent messages. These include places of worship, libraries, schools, restaurants, grocery stores, and other frequented gathering locations.
- Community bulletin boards may be used for non-urgent EM information
- EM Volunteers may be contacted to support EM information dissemination efforts
- COAD members may be asked to voluntarily support EM outreach efforts and provide employees, customers, or members with important EM information.
- Community Communications Network, a two way communications network controlled by Public Health - Seattle & King County, can be used to disseminated life-safety information.
- Trusted Partners Network, a regional network of bilingual community partners, can be utilized to disseminate EM life-safety information through formal and informal LEP social networks.
- City of Auburn Community Service Partners may be contacted via the Department of Community Development.

D. **Translation assistance services & pre-translated messages.**
EM, with the help of King County and neighboring jurisdictions, have developed an extensive list of pre-translated messages, which can be found in the accompanying spreadsheet document. This list will continue to be updated as time and resources allow (see revision criteria). It must be noted that emergency situations often necessitate incident-specific translations – which cannot be pre-translated. Written translations and oral interpretations of these messages will be obtained by contacting designated translation assistance services, identified in the accompanying spreadsheet document.

E. **Resources**
Resources for LEP translation are available through a variety of sources. Limited funding from EM budget is accessible for preparedness outreach materials and translation of life-safety messages. EM will continue to participate in the Inclusive Emergency Communication County Wide Planning Team and the County Outreach Workgroup, which shares LEP resources between partners. EM will continue to identify bilingual community volunteers interested in supporting EM with languages services. These volunteer resources will be

identified via EM training (Community Emergency Response Team or HAM amateur radio) and community outreach activities.

REVIEWS & UPDATES

A. Review & Update

1. Following any emergency or disaster for which public information was disseminated, EM will conduct an After Action Review (AAR) to determine the effectiveness of its public communication efforts. This AAR will solicit input from people and organizations representative of the intended target audiences. The AAR findings will dictate whether this annex needs to be reviewed and/or revised.
2. There is currently a regional LEP plan in development, estimated to be completed before 2020. The completion of the regional plan will require EM to review and revise this annex to ensure jurisdictional alignment.
3. This annex will be regularly reviewed and updated along with the City's CEMP, or when deemed necessary by EM.

SA 6: Pet and Service Animal Preparedness Plan

July 2019

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I. RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	CHANGE ENTERED BY	DATE ENTERED

Changes to this plan should be submitted to City of Auburn Emergency Management.

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1. INTRODUCTION

Residents of the City of Auburn live with the potential for disasters such as flooding, storms, train derailments, chemical hazards and terrorist attacks. During a disaster, the state and federal government may offer support for these activities, but the primary responsibility falls on the local infrastructure.

2. PURPOSE

The purpose of this plan is to protect people, animals, and property during an emergency situation by ensuring the effective evacuation and care of pets in the City of Auburn. It will describe policies and procedures for evacuation, care and control of animals during a disaster as well as the related roles and responsibilities of participating agencies and external partners.

III. SCOPE

This annex applies to the City of Auburn and its mutual aid partners.

This plan considers the needs of all legally owned domestic pets allowed within the City of Auburn. Owners of exotic pets must act responsibly and take appropriate actions in providing care or evacuating their animals.

IV. SITUATION OVERVIEW

A. General

During an incident within the City of Auburn that will call for evacuation or sheltering operations for the general public, a percentage will be evacuating or sheltering with household pets.

Definition of household pets – “A domesticated animal, such as a dog, cat, bird, rabbit, rodent or turtle, that is traditionally kept in the home for pleasure, rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses) and animal kept for racing purposes.”

B. Demographic

Using the American Veterinary Medical Association (AVMA) formula, of the current population in the City of Auburn, roughly 72% of Auburn households own at least one household pet.

Animal Type	Number of Pet Owning Households	Pet Population
All Pets	**21,305**	**39,749**
Dog	**10,876**	**17,401**
Cat	**9,058**	**19,010**
Bird	**924**	**2,116**
Horse	**447**	**1,222**

V. PLANNING ASSUMPTIONS

- Pet shelters will parallel human shelter sites as most people will not want to be separated from their pets.
- The principles and policies of the National Incident Management System (NIMS) will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.
- Auburn Police Department Animal Control will direct and control all activities related to animal protection and control during an emergency, through the Emergency Operations Center.
- As part of their commitment to this plan, tasked agencies will engage in systematic assessments of procedures, resources, and training, to ensure their continued ability to carry out their responsibilities as outlined in this plan.
- Service animals will be sheltered with those whom they assist in accordance with American Red Cross policies and current ADA legislation.
- Owners of small and large animals may fail to evacuate because they are unable to take their animals with them or if they left their animals behind, will try to reenter the affected area to rescue them.
- Individual pet owners should include their animals into their disaster plans.
- Any agency or group involved in the rescue and evacuation efforts must be approved by the City of Auburn Animal Control and ensure that disease and bite prevention methods are exercised.
- Personal Protective equipment (PPE) needs to be made available as recommended by the local health authority. It is up to Auburn Police Department and humane organizations to determine the appropriate PPE for its officers, employees or volunteers.
- Bite cases shall be reported to the animal control authority in the jurisdiction where they occur. It is up to that animal control authority to investigate and determine who is responsible for each bite case.

- All animals collected from the disaster areas where they may have been exposed to unknown chemicals or agents should be examined, and based on the event, Auburn Police Department Animal Control will determine right course of actions.

VI. CONCEPT OF OPERATIONS

A. General

As lead coordinating agency, the Auburn Police Department's Animal Control is responsible for ensuring the coordination of activities regarding animal care in the City of Auburn. In the event of a disaster or emergency situation, the designee by the Auburn Police Chief will be appointed as the Animal Health Officer for the event.

During an emergency evacuation, pet-owners will be encouraged to execute their personal pet disaster plans and make an early evacuation. Pet-owners and their pets may be unable to leave the City of Auburn before the onset of the disaster events and will have to take refuge in a short term pet friendly shelter. A pet-friendly shelter will be activated at the same time as other public shelters and used only on an emergency and on a temporary basis.

When a decision is made by Auburn's Emergency Management to open emergency public shelters, the supporting agencies will be notified and should be ready to activate a pet-friendly shelter pre-designated by the Emergency Operations Center (EOC). .

Auburn Emergency Management will notify all supporting agencies when a decision is made to activate emergency shelters, this notice will also simultaneously activate the pet friendly shelters if the event is anticipated to last more than twenty-four hours. For isolated, no-notice events, such as flooding, pet sheltering may not be available. Pet owners are encouraged to make alternate arrangements for their pets for this short period.

The Pet Sheltering Supervisor will maintain contact with, and provide shelter statistics to, the Shelter Manager. The Shelter Manager will relay that information to the EOC either by telephone, radio, WebEOC, or other modes of communication used at the time of the incident. Pet Friendly Shelters will remain open for as long as emergency public shelters are open.

All participating agencies will participate in a post-disaster evaluation (hot wash) hosted by the City of Auburn Emergency Management in order to determine best practices and future pet-sheltering strategies.

B. Phases of Emergency Management

1. Mitigation

a. Determine resources and requirements for adequate sheltering

b. Determine locations and best available facilities for use as shelters

c. Educate the general public about methods to ensure the safety, care and control of animals during a disaster

d. Educate the public on developing a pet disaster plan and development of a pet evacuation kit

e. Maintain Standard Operating Procedures

f. Develop and maintain an on-going public awareness campaign to educate public on preparedness activities for pet safety and appropriate pet identification

2. **Preparedness**

a. Conduct a hazard analysis and risk assessment of the population that will be evacuating with pets.

b. Procure and pre-position support resources that will be needed.

c. Identify personnel to staff a local emergency animal shelter

d. Conduct training and exercises annually for shelter personnel.

e. Identify and schedule disaster response training concerning this plan

f. Estimate local pet populations

g. Compose list of possible emergency animal shelter locations

h. Secure memorandums of understanding to provide pet facilities, equipment and supplies in emergency situations

i. Provide up to date list of veterinarians

j. Designate potential animal burial and carcass disposal sites

k. Designate potential animal waste sites

l. Develop and maintain euthanasia protocol and equipment

m. Develop local pet evacuation plans

3. **Response**

a. The City of Auburn EOC will be activated and staffed.

b. Coordinate following services to the pet population:

i. Rescue and Recovery

Pet rescue services are available to domestic animals found roaming after a disaster has occurred.

ii. Transport

iii. Shelter

iv. Identification

v. Triage and treatment

vi. Evacuation

c. Activate personnel to staff an emergency animal shelter

d. Execute memorandums of understanding to procure use of facilities, equipment, and supplies

e. Coordinate with emergency evacuation shelters to inform displaced citizens of the protocol for retrieval or delivery of pets This includes seniors/ disabled that are unable to drive and may need to be transported.

f. Coordinate unsolicited volunteer response

g. Provide security for animal shelters

4. **Recovery**

a. Planning for recovery will be implemented at the same time emergency response actions are being taken to protect the public.

b. Consolidating and closing of shelter sites as necessary.

c. Determine long term needs for animals that are left behind.

d. Identify and implement all appropriate State and Federal programs to financially assist with the continued operation of animal shelter and care areas

e. Coordinate animal waste disposal

f. Determine conditions for repopulation

g. Identify and return animals to appropriate owners

h. Establish procedures for abandoned animals

i. Keep records to include (see appendix documents):

i. Volunteers and shift assignments

ii. Animal owners

iii. Animals in care/shelter

iv. Supplies and expenses

VII. PET SHELTER PLANNING AND RESPONSE

A. Pet Sheltering

Generally there are three types of Emergency Household Pet Sheltering (EHPS):

1. A Co-located EHPS is located in reasonable proximity (enabling owners to easily interact with their pets in the shelter) to a General Population Shelter for people and the owners provide a substantial amount of the care for their household pets: generally exercising/walking and feeding. This method for providing EHPS services

is, far less labor intensive than a Stand Alone EHPS, and maximizes sensitivity to the human-animal bond and its impact on the well-being of people and their pets.

a. This option also reduces staffing requirements for the care of sheltered pets

b. HVAC issues must be considered to reduce exposure of people to animal related allergens

2. A Cohabitation EHPS is a congregate shelter in which people and household pets (or other animals) share space. This is not a common practice and will likely not occur in the region due to shelter protocols and practices.

3. A Stand Alone EHPS is for household pets from various sources (e.g., evacuated or rescued household pets) sheltered in one facility. It may or may not be located near a General Population Shelter for people. With this method of providing EHPS it's unlikely or impractical for owners to be involved with or allowed to participate in care for their animals. This method is a labor intensive activity

B. Temporary Animal Housing Areas

As human shelter locations are opened, the City of Auburn may coordinate nearby temporary housing areas for animals owned by evacuees staying at the shelters that are not suitable to house animals. If temporary animal housing cannot be set up near a human shelter, then a staging area of cages will be set up near the human shelter location until they can be transported in an appropriate transport vehicle to a pre-determined housing area.

C. Vaccination Practices for Emergency Shelters

Transmission of infectious disease is a serious concern at shelters caring for refugee animals. Many of these animals will be arriving unvaccinated, some inevitably incubating serious disease such as parvovirus and canine distemper in dogs, and pan leukopenia in cats. Large shelters create difficulties for meaningful isolation and effective disinfection, and the overwhelming volume of animals coming in and out of these shelters exacerbates the problem. For these reasons, it is particularly urgent that vaccination practices be optimized in order to provide maximum protection for those conditions.

All incoming animals should be assessed. The designated Health Authority will determine whether these animals need to be immediately vaccinated upon intake with modified live or recombinant vaccines for core shelter diseases. If a reliable vaccination records exist, the vaccination requirement can be waived. However, if animals become City of Auburn property (due to abandonment etc.) they will be vaccinated according to current protocols.

D. Abandoned Animals in Shelters

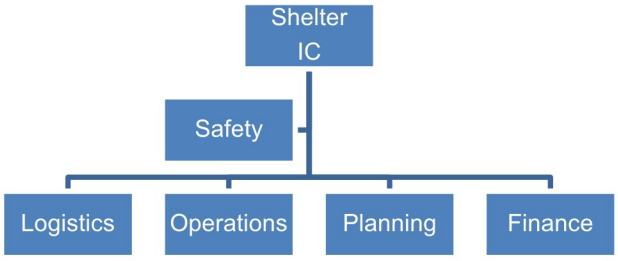
Animals abandoned at temporary animal housing areas associated with a human shelter will become property of the City of Auburn. They will be handled as per established protocols after 72 hours. Any extension of the hold period will be decided on a case by

case basis with input from the area health authority and Auburn Police Department, Animal Control.

VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

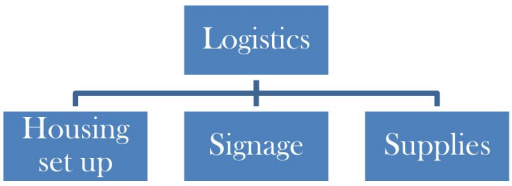
A. Command – Responsibility for overall operations

1. Submission of ICS 214 on a scheduled frequency to the EOC.



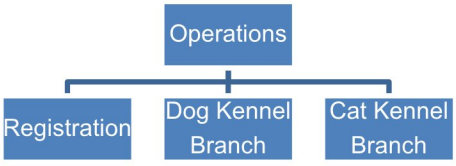
B. Logistics – Responsibility for overall logistical support of shelter components

1. Set up signage and registration location at designated shelter.
2. Request additional security from law enforcement, if needed.
3. Evaluate building facilities and report conditions.
4. Inventory supplies and report on needs and surplus.
5. Set up fans, trash cans, and other necessity supplies.
6. Stage additional support supplies including disinfectant, refrigerators, first aid, generators, lighting, etc....



C. Operations – Responsible for the operations of registration and kennels

1. Register evacuees and their pets using associated forms.
2. Take picture of animal with owner.
3. Make photocopy of owners driver's license or resident ID card for file.
4. Distribute animal collar, owner wrist band and associated stickers (as necessary).
5. Direct owner to appropriate kennel area.



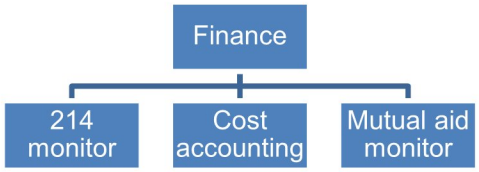
D. Planning – Responsible for developing Incident Action Plans

1. Work with operations and logistics to develop Incident Action Plans for next operational period.



E. Finance – Responsible for monitoring costs and mutual aid response

1. Monitor volunteer hours.
2. Maintain cost accounting for supplies and other materials procured before, during and after the event.
3. Monitor damages for disaster related, evacuee related and cat/dog/owner related.
4. Submit financial summary to Incident Commander on scheduled frequency.



IX. COMMUNICATION

Interagency Communication

The participating agencies will meet on a periodic basis to review and modify plans as necessary. Office of Emergency Management and the Auburn Police Department will coordinate these meetings.

The participating agencies will ensure ongoing communication in addition to everyday agency responsibilities. Contact information for each participating agency can be found in the Auburn Emergency Pet Shelter Manual.

Communication with the Public

The public must be informed about methods to ensure the safety, care and control of animals during a disaster. Such information must be communicated to the public prior to a disaster in order to ensure maximum preparation. **It is critical that residents of the City of Auburn receive a unified message regarding animal issues.**

The EOC will work with the appropriate professionals (i.e. public information officers) to develop and update messages about animal care, evacuation, sheltering and control during disasters.

During the Preparation phase, the key message for individual pet owners is to make disaster plans which include their animals #neverleaveyourpetbehind. Further, the public needs to know there will be limited space at shelters, area veterinary clinics and boarding facilities for animals, so pet owners should ensure that their personal evacuation plans include their animals. Messages should clearly challenge pet owners to take responsibility for planning for their pets in the case of disaster. It is criminal to leave them stranded and the responsibility of the owner to evacuate them pre disaster.

X. ADMINISTRATIVE AND LOGISTICS

Procedures and policies will be developed to track record, billing, and other administrative accountability needs. Proper documentation and record keeping are essential to adherence to the FEMA guidelines for reimbursement.

SA 7: Cyber Security

Primary Agency: City of Auburn Innovation and Technology Department
Support Agencies: City of Auburn Executive Departments, City of Auburn Police Department, and all other City of Auburn Departments.

Introduction:

Background

The City uses a variety of systems, services, and devices that reply upon both internal and external computer networks in order to function properly. These networks as a whole are commonly referred to “cyberspace” and failures in them, regardless of cause, are commonly referred to as “cyber incidents”. Cyber incidents have the potential to disable city services, release non-disclosable information to unknown parties, and create public safety issues, among other things.

Purpose

This incident annex outlines fundamental steps in the City’s response to a major cyber incident, including assignment of responsibility and critical actions that must be taken to prepare for, respond to, and recover from a cyber-incident.

Policies

1. The Innovation and Technology Department is responsible for securing and maintaining City information technology assets in accordance with industry standard best practices. They are further responsible for developing and implementing policies and procedures that ensure the City’s ability to prevent, detect, and respond to cyber incidents.
2. All employees, volunteers, and others with access to City computer systems are required to be familiar with and comply with all policies and procedures related to information technology use and security.
3. All City departments are expected to activity participate in continuity of operations planning that accounts for loss of information technology services. Continuity of operations planning must include identification of critical services and procedures for continuing those services during the loss or all or some of the City’s cyber infrastructure.

Situations and Assumptions:

Emergency Conditions

The City's vulnerability to a major cyber incident is directly related to the amount of planning and prevention activities that have been undertaken and the degree that system users are able to rapidly detect, isolate, and report potential incidents. Emergency conditions related to a major cyber incident may be created from both internal and external sources and have the potential to cause critical life safety and other essential services to fail.

Planning Assumptions

1. The City has a robust cyber security and computer/internet use policy that is regularly updated to reflect best practices
2. The City provides training to all system users on acceptable use policies, social engineering awareness, and incident identification/notification procedures.
3. Major cyber incidents can occur with or without warning.
4. Major cyber incidents may be malicious or accidental/inadvertent, but initial response must not be dependent on determining which.
5. Cyber vulnerabilities are both technological and human caused and will continue to exist regardless of the number of safeguards put in place and the amount of training conducted.
6. Regardless of cause, major cyber incidents have the potential to shutdown critical infrastructure, negatively affect life safety, reveal protected information, and to cause harm to people, data, and physical assets.
7. Incidents may start and end on systems that are outside of the City's direct control.
8. Close coordination with county, state, federal government partners, as well as private sector entities and NGOs will likely be required in a major cyber incident.

Concept of Operations:

1. The City's Innovation and Technology Department the following services to support all City departments:
    a. Voice and Data communication systems.
    b. File and Print systems.

c. Wired and wireless networks.
d. Servers and file storage.
e. Routers, switchers, gateways, & firewalls.
f. Business systems support. application software development, databases.
g. GIS systems and services.
h. Access to the internet and inter-governmental networks.

2. Information Technology issues contracts for certain types of work and services, including:
    a. Software/hardware maintenance.
    b. Print/copier maintenance.
    c. Software/database hosting.
    d. Network security.
    e. Internet services.
    f. Phone services.
3. Information Technology will routinely works with other government organizations to exchange information and best practices
4. Information Technology works in conjunction with Emergency Management to assist departments in developing appropriate expectations and continuity of operations plans.
5. Information Technology bases its own continuity of operations plan upon the needs of other City departments.
6. Information Technology maintains detailed, confidential procedures for cyber incident response that are based on current best practices.
7. Information Technology maintains non-disclosable lists of available cyber incident detection and response resources, including tools and outside vendors.
8. Information Technology utilizes up-to-date services, tools and techniques to detect adverse events on their networks and other systems.
9. All system users are trained and know when and how to report possible cyber incidents and how to avoid common network intrusion and social engineering techniques.

Responsibilities:

City of Auburn Innovation and Technology Department

1. Serve as lead department for major cyber incident response
    a. Provide subject matter expertise to the EOC and key decision-makers
    b. Provide personnel and technology to detect, isolate, and eliminate threats and to restore systems after the threat has been dealt with.
    c. Serve as liaison to other cyber response organizations, which may include but is not limited to:
    d. Washington State Fusion Center.
    e. Multi-State Information Sharing and Analysis Center (MS-IASAC).
    f. Washington State Cyber Unified Coordination Group (UCG).
    g. Hardware and software vendors.

h. Cybersecurity vendors.
i. Cybersecurity response teams (government, private, or combined).

City of Auburn's Innovation Technology Department

1. Serve as lead for managing consequences that extend beyond the direct effects on computers and server systems.
2. Manage the EOC.
3. Coordinates briefings for key decision-makers, in coordination with Information Technology.
4. Ensure that life safety needs internally and externally are being addressed by appropriate departments or agencies.
5. Serve as liaison to other emergency management organizations, which may include but
   is not limited to:
   a. Other City EOCs.
   b. King County Emergency Coordination Center.
   c. Washington State Emergency Operations Center.
   d. Private sector EOCs.
6. Coordinate with Public Affairs for release to public of appropriate information and/or notification to individuals of protected information release.

City of Auburn Police Department

1. Serve as lead for any criminal investigation that results from the incident and is within the City's jurisdiction.
   a. Provide law enforcement subject matter expertise to the EOC.
   b. Conduct criminal investigations pursuant to established policy and procedure.
   c. Serve as liaison to other law enforcement entities with a role in cyber incident response, which may include but is not limited to:
      - Washington State Fusion Center.
      - FBI Joint Cyber Task Force (CTF).
      - Washington State Patrol High Tech Crimes United (WSP HTCU).
      - Other local or county law enforcement agencies.

All Other City Departments

1. Provide representation to the EOC as needed.
2. Implement Continuity of Operations plans as required.

Major Cyber Incident Checklist

Action Items	Supplemental Information
***** PRE-INCIDENT PHASE *****	
Continue to enhance, maintain and revise, as needed, the appropriate emergency response plans relating to cyber security, including the CEMP and annexes.	
Arrange for personnel to participate in necessary training and develop exercises relevant to cyber-attacks.	
Ensure the contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the EOC.	
Participate in City, County, regional, State, and Federal cyber security preparedness activities, seeking understanding of interactions with participating agencies in a cyber-security scenario.	
Analyze cyber vulnerabilities, exploits, and attack methodologies.	
Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.	
Inform Emergency Manager of any major developments that could adversely affect response operations	
Action Items	**Supplemental Information**
***** RESPONSE PHASE *****	
Activate the EOC and appropriate DOCs and establish Incident Command. For larger events that cross multiple jurisdictions, participate in Unified Command.	
Conduct situational and periodic readiness assessments	
Execute contracts and procure goods and services to support cyber security.	
Ensure financial and property accountability for cyber security activities.	
Estimate emergency staffing levels and request personnel support.	
Develop work assignments for ICS positions (*recurring)*.	ICS Form 203: Organization Assignment List

Notify supporting agencies (dependent on the type of incident) and the Mayor/City Council.	
Determine the type, scope, and extent of the cyber security incident (recurring). Verify reports and obtain estimates of the area that may be affected.	ICS Form 209: Incident Status Summary
Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may been affected by the incident. Notify them of the status.	
Determine the need for additional resources and request them as necessary through appropriate channels (*recurring)*.	
Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
Public information will be reviewed and approved for release by the EOC Director and lead Public Information Officer before dissemination to the public and/or media partners.	
Record all EOC activity and completion of individual personnel tasks (*recurring)*. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	EOC Planning Section Position Checklist, ICS Form 214: Unit Log
Record all incoming and outgoing messages (*recurring*). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
Develop and deliver situation reports (*recurring*). At regular intervals, the EOC Director and staff will assemble a situation report.	ICS Form 209: Incident Status Summary
Develop an Incident Action Plan (*recurring*). This document is developed by the Planning Section and approved by the EOC Director. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan,

	Safety Message, Incident Map
Implement objectives and tasks outlined in the IAP (*recurring*).	
Coordinate with private-sector partners as needed.	
Action Items	**Supplemental Information**
***** RECOVERY & DEMOBILIZATION *****	
Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	ICS Form 221: Demobilization Plan
Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	Continuity of Operations/Government plans
Release mutual aid resources as soon as possible.	
Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
Deactivate/demobilize the EOC.	
Correct any response deficiencies reflected in the Improvement Plan.	
Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	

References:

1. National Cyber Incident Response Plan, Department of Homeland Security, 2016
2. Computer Security Incident Handling Guide (Revision 2) National Institute of Standards and Technology, 2012
3. Washington State Significant Cyber Incident Annex, Washington Military Department –Emergency Management Division, 2015
4. ISO 27032 – Information Technology – Security techniques – Guidelines for cybersecurity, International Standards Organization, 2012

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5461 (Tate)

Date:
October 15, 2019

Department:
Community Development

Attachments:
Resolution No. 5461
CDBG 2020-2024 Consolidated Plan
Analysis of Impediments to Fair Housing Choice

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

Administrative Recommendation:

Staff recommendation: City Council Adopt Resolution No. 5461

Background Summary:

Every five years, the City of Auburn is required to submit an updated Consolidated Plan to the Department of Housing and Urban Development (HUD) to guide the investment of Community Development Block Grant (CDBG) funds. Auburn's current Consolidated Plan ends in 2019, with the next plan (2020-2024) due to HUD by November 15, 2019. The Consolidated Plan is inclusive of the City of Auburn's 2020 Annual Action Plan for CDBG projects.

Auburn is part of the larger King County Consortium, therefore Auburn's Consolidated Plan is part of the larger regional plan. All King County Consortium members also largely share in the same Analysis of Impediments to Fair Housing Choice, a required document that has also been updated and is included in packet.

Staff provided an overview of the updated Consolidated Plan, 2020 Annual Action Plan, and Analysis of Impediments to Fair Housing Choice to Council during the October 14, 2019 Study Session. A Public Hearing to consider this Plan and hear public comment was held before the City Council on October 7, 2019 in accordance with Auburn's Citizen Participation Plan for Community Development Block Grant funds.

Resolution No. 5461, if adopted by City Council, adopts the 2020-2024 Consolidated Plan, the Analysis of Impediments to Fair Housing Choice, and the 2020 Annual Action Plan, and authorizes the Mayor to implement such administrative procedures as may be necessary to carry out directions of the legislation.

Reviewed by Council Committees:

Councilmember: Trout-Manuel **Staff:** Tate
Meeting Date: October 21, 2019 Item Number: RES.D

RESOLUTION NO. 5461

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ADOPTING THE 2020-2024 CONSOLIDATED PLAN, THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE, AND THE 2020 ANNUAL ACTION PLAN

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) designated the City of Auburn as an entitlement community for its Community Development Block Grant (CDBG) Program;

WHEREAS, the primary objective of the Consolidated Plan and CDBG Program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income;

WHEREAS, to be eligible for funding, the City of Auburn must submit a Consolidated Plan to serve as a federally required planning document to guide the City of Auburn's human service and community development efforts;

WHEREAS, the planning process to develop the Consolidated Plan involved public participation and guidance from non-profit and governmental agencies serving low income residents in the community;

WHEREAS, the City Council of the City of Auburn heard and considered public comment about the proposed 2020 – 2024 Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and the 2020 Annual Action Plan;

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

Section 1. Pursuant to Chapter 24 of the Code of Federal Regulations Part 91, the City adopts the 2020-2024 Consolidated Plan, the Analysis of Impediments to Fair Housing Choice, and the 2020 Annual Action Plan.

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

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

DATED and SIGNED this _____ day of XXXX, 2019.

CITY OF AUBURN

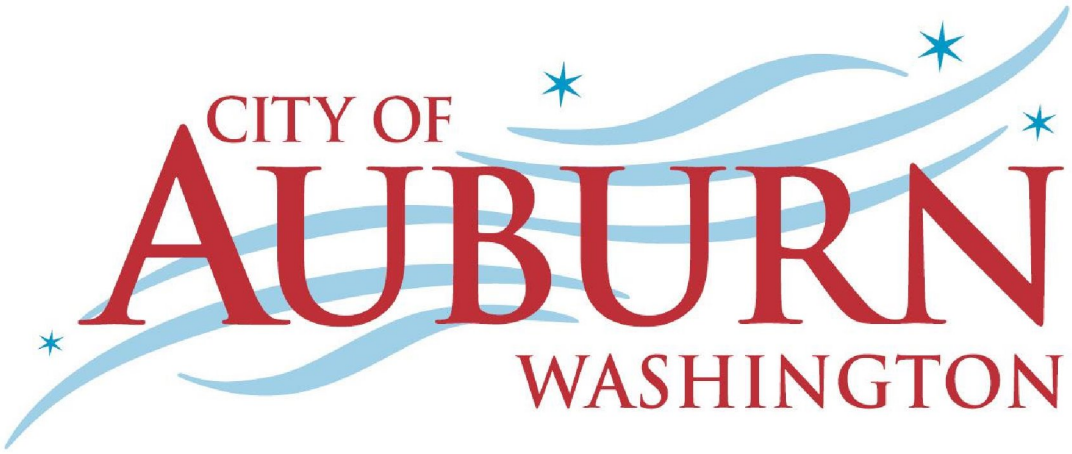
_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney



City of Auburn
Community Development Block Grant Consolidated Plan

2020 – 2024

Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

The purpose of the City of Auburn's contribution to the King County Consortium Consolidated Plan is to provide guidance for the investment of certain Community Development Block Grant (CDBG) funds in the City and within the surrounding region as well as setting forth goals and performance measures. The Consolidated Plan has been prepared on behalf of and with the assistance of participating groups, agencies and organizations. The City of Auburn is committed to finding effective, coordinated approaches to address the unmet needs of its low and moderate income residents, and has aligned the goals of the Consolidated Plan with our Urban County Consortium partners.

The City of Auburn anticipates receiving approximately $600,000 per year in CDBG funds during the five year period of the Consolidated Plan for program years 2020-2024. These funds will be used to address housing, homelessness, and community development needs throughout the community.

Data in this Consolidated Plan is based primarily upon the 2011-2015 American Community Survey (ACS) five-year data set, which is the most current ACS data available at time of publishing. This data provides the most detailed information available on income, poverty, housing, and housing cost burden. For the purposes of Auburn’s Consolidated Planning process, the ACS data has been supplemented in this Plan with more recent data from community surveys, focus groups, public meetings, and other available data sets pertaining to housing and community development. The Consolidated Plan follows the Department of Housing and Urban Development’s (HUD) standardized template, and each section contains questions framed by HUD.

The Consolidated Plan also takes into account the findings and goals of King County’s 2019 Analysis of Impediments to Fair Housing Choice (AI). The AI found that systemic segregation, disproportionate housing needs, and individual-level discrimination are present and ongoing across King County, including in Auburn.

Key Findings from the AI include:

- King County has become significantly more diverse over recent decades.
- Jurisdictions in King County can be categorized within three racial compositions: areas that are diverse, predominantly White and Asian, and predominantly White.
- South Seattle and Southwest King County contain the most diverse areas of King County and face the greatest barriers in access to opportunity.
- Economic segregation is a major factor to segregation patterns throughout King County and protected class status is frequently correlated with lower incomes.

- Housing prices have increased dramatically in the last ten years, displacing lower-income communities of color and immigrants.
- Field-testing conducted across jurisdictions in King County found evidence of individual-level housing discrimination in about half of all tests. The testing that occurred in Auburn was consistent with these results.

The AI proposed the following Fair Housing Goals:

1. Invest in programs that provide fair housing education, enforcement, and testing.
2. Engage underrepresented communities on an ongoing basis to better understand barriers and increase access to opportunity.
3. Provide more housing for vulnerable populations.
4. Provide more housing choices for people with large families.
5. Support efforts to increase housing stability.
6. Preserve and increase affordable housing in communities at high risk of displacement.
7. Review zoning laws to increase housing options and supply in urban areas.
8. Work with communities to guide investments in historically underserved communities.
9. Support the Affordable Housing Committee's efforts to promote fair housing.
10. Report annually on Fair Housing Goals and progress.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

Within this context, the Consolidated Plan's identified objectives and outcomes are:

1. **Affordable Housing** – Ensure access to healthy, affordable housing for low- and moderate-income households throughout the region and advance fair housing to end discrimination and overcome historic patterns of segregation.
2. **Homelessness** – Make homelessness rare, brief, and one-time and eliminate racial disparities.
3. **Community and Economic Development** – Establish and maintain healthy, integrated, and vibrant communities by improving the well-being and mobility of low- and moderate-income residents, and focusing on communities with historic disparities in health, income, and quality of life.

To accomplish these outcomes and objectives, the City invests in programs that meet the community basic needs, increase self-sufficiency, provide economic opportunity and develop a safe community.

3. Evaluation of past performance

During the first four years of the 2015-2019 Consolidated Plan, Auburn worked with the community, nonprofit agencies, HUD, and our partners in the King County Consortium to make progress towards our Consolidated Plan goals.

Each year, the City of Auburn prepares a Consolidated Annual Performance Evaluation Report (CAPER) and submits it to HUD. The CAPER reports on the specific accomplishments and activities for that year.

From 2015 to 2018, the City of Auburn achieved the following with CDBG funds:

- 242 households received home repairs
- 81 residents received job training and placement
- 54 small businesses received assistance
- 75 youth received free after-school programming
- 209 residents received medical services
- 247 residents received dental services
- Bathrooms at Les Gove Park were renovated to become ADA accessible
- A house was rehabbed to accommodate a transitional housing program which has served multiple families in the community
- A small business in the downtown core received a business façade improvement
- Four sections of sidewalk were built or modified to meet ADA requirements

4. Summary of citizen participation process and consultation process

The City of Auburn held a public meeting prior to the development of the Consolidated Plan in order to receive public input on community needs, barriers to fair housing, priorities, and potential strategies. Notices for the meeting were posted on the City's website and emailed to agencies and community stakeholders via a distribution list.

In addition to soliciting direct input from community members, the City also worked with a consultant to complete a 2019 Community Needs Assessment. The report synthesized data and community feedback from stakeholder interviews, focus groups, and a community-wide online survey. This data and input went into the development of the Needs Assessment and Market Analysis sections of the Consolidated Plan.

The City of Auburn in conjunction with the Consortium consulted with multiple public and private agencies during the development of the consolidated plan. Agencies that participated in consultations included: the King County Housing Authority, All Home King County, other government human service providers and nonprofit agencies delivering services in Auburn and the subregion.

In addition to conducting consultations during the development of the plan, the City of Auburn collaborates and works closely with numerous coalitions, committees and government entities throughout the duration of the plan in efforts to enhance strategies and systems to meet established goals and objectives on the plan.

The draft of the Consolidated Plan was posted on September 4, 2019 for public comment.

5. Summary of public comments

Prior to development of the Consolidated Plan, the City collected input from a public meeting held on April 1, 2019 to inform community needs and gaps, and to receive input from Auburn residents on how impactful the 2015-2019 Consolidated Plan strategies were.

Community members shared feedback with the City on what is working well, what is missing from our previous Consolidated Plan strategies, what they would like to see prioritized, and the ways in which our residents are experiencing barriers to fair housing choice. Below is a summary of key feedback received from public stakeholders.

What is Working Well

- Sidewalk ADA improvements help create greater accessibility and safety for the community
- Health and dental services
- Youth after-school programming
- Small business assistance helps to build entrepreneurship opportunities for community members

What is Missing

- There continues to be a significant need for health services in the community, including mental health and substance abuse treatment.
- Supports for tenants are limited and more is needed in the areas of tenant education, legal assistance, and mediation support for direct landlord engagement.
- A greater focus is needed on homelessness prevention services in the community.
- Transportation within Auburn and the larger region continues to be a barrier to accessing services and employment easily and efficiently.

Barriers to Fair Housing Choice

- The lack of housing affordability, locally and regionally, is a key barrier for low- to moderate-income residents accessing safe and healthy housing in a community of choice.
- There is more education needed for both landlords and tenants on their rights and responsibilities.
- Many individuals in local shelters are housing ready and have rental resources available, but there are no housing units available for them to move into. This increases the strain on our homeless crisis response system.
- The lack of proactive enforcement and oversight of tenant protections translates to a lack of systemic accountability for tenant rights and rental housing quality in our community.
- The process for Fair Housing Enforcement is particularly challenging for vulnerable populations to access, due to fear of retaliation and an overly complex civil legal system.

- Low income renters in our community face particular challenges with absentee/out of state landlords in rental properties and mobile home parks.
- Credit scores and social security numbers are being used as neutral tools to discriminate against potential tenants.
- Tenants are experiencing barriers to accessing housing due to the changing technology used by landlords and property managers. A lack of access to technology for online applications presents soft barriers, while discrimination in the form of social media ad targeting can be a more concrete form of discrimination that bars access to rental information by certain populations.

Recommended Actions Identified by Public Stakeholders

- Programs that support low-income homeowners with energy efficiency improvements to reduce overall housing cost.
- Programs or policies that address the increasing rental costs in the community.
- Need to prioritize services for renters in the community.
- Support pre-apprenticeship programs that provide job training and build skills in repair and manufacturing trades.

The City of Auburn also held a thirty day public comment period starting on September 4, 2019 and provided a public hearing for the Consolidated Plan on October 7, 2019. No additional comments were received during that time.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments and views provided were taken into consideration during the Consolidated Plan process. Any comments not accepted were deemed as offensive, inappropriate or had no relation to issues related to Auburn or the Consolidated Plan.

7. Summary

Auburn residents along with stakeholders, community partners, service providers and others were consulted during the development of the Consolidated Plan. They provided valuable input that supported to the development of the outcomes and objectives listed in the Consolidated Plan. The remainder of the plan will provide further detail on how Auburn intends to employ its investment.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Auburn	Community Development Department
CDBG Administrator	Auburn	Community Development Department
HOME Administrator	King County	Department of Community and Human Services
ESG Administrator	King County	Department of Community and Human Services

Table 1– Responsible Agencies

Narrative

The City of Auburn, as a member of the King County Consortium, administers its own CDBG funds and prepares its own Consolidated Plan for the administration of those funds. However, it also contributes to sections of the King County Consolidated Plan relating to the HOME program. The lead staff for King County are identified below:

HOME Program – Nicole Washington
ESG Program – Kate Speltz

As a member of the King County Consortium, the City works closely with numerous nonprofit organizations in the region that implement programs funded by the City of Auburn CDBG program. A detailed list of agencies responsible for administering funded programs by CDBG can be found in the Action Plan section of this document.

Consolidated Plan Public Contact Information

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PR-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

This section describes the community consultation process followed by the City of Auburn in updating the Consolidated Plan and the coordination with other local governments, the Continuum of Care, service agencies, and community stakeholders. The City of Auburn consulted with multiple public and private agencies as well as community members during the development of the Consolidated Plan.

In addition to conducting consultations during the development of the plan, the City of Auburn collaborates and works closely with numerous coalitions, committees, and government entities throughout the duration of the plan in efforts to enhance strategies and systems to meet established goals and objectives of the plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Auburn works closely with partnering King County jurisdictions, public housing authorities and health providers to develop systems in order to improve the quality of service and access for low-income residents as well as the community as a whole within the city and throughout the region.

The City of Auburn, in partnership with the Seattle-King County Coalition on Homelessness, convenes a monthly group of service providers, faith communities, community advocates, and others, to coordinate efforts on serving individuals experiencing homelessness in South King County. The meeting provides a venue for resource sharing, collaboration, training, and best practice implementation. City staff also participate in regional collaborative and decision making bodies such as the King County Joint Recommendations Committee (JRC) and the South King County Human Services Planners group. The city is a member of the King County Human Services Funder Collaborative, which provides a more streamlined process for human service agencies to access funding from multiple cities.

Additionally, the City participates in monthly meetings with staff from King County Department of Community and Human Services, Public Health King County, the Housing Development Consortium, Valley Cities, the Multi-Service Center, and the King County Housing Authority to review program progress and delivery of services funded through regional efforts. This regional collaboration work is supported by the South King Housing and Homelessness Partnership, which Auburn and other South King County Cities contribute to in order to build additional capacity to address issues related to housing and homelessness in the South King County region.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

Since 2016, King County and All Home, our region's Continuum of Care (CoC) lead agency, launched the Coordinated Entry for All (CEA) system for homeless populations and has been refining the system since then. National research identifies coordinated entry as a key component for an effective homeless system because it improves the quality of client screening and assessment, matches clients to appropriately targeted services and resources, and promotes a more efficient use of resources. CEA processes and prioritizes assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner.

A key feature of the CEA system includes a common assessment tool, the CEA Housing Triage Tool, which is based upon vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Chronically homeless individuals and families, families with children, veterans, unaccompanied youth, and young adults are a part of the coordinated system. In addition, CEA utilizes regional access points which serve as the primary "front door" for the homeless housing system.

Auburn's mayor is a member of All Home's coordinating board, and participates in regional CoC efforts. During the latter half of 2019, Auburn staff have been invited to provide feedback to King County and All Home in their efforts to shift the current governance model of our CoC. We expect to continue to play a role in this process during the 2020-2024 Consolidated Plan period.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The ESG program focuses on assisting people to quickly regain stability in permanent housing after experiencing homelessness or a housing crisis.

Consultation with CoC - During the planning process, All Home, the CoC, advises and collaborates with the County and the City of Seattle in stakeholder meetings as a part of the development of the Consolidated Plan and the Action Plan.

Allocation of ESG Funds - The Consortium consults with, member jurisdictions, stakeholders, and the public, and works with the Joint Recommendation Committee to allocate ESG funds. Auburn has a representative on the JRC and works closely with King County to provide input on local context. Funding awards are made on a competitive basis through bi-annual funding rounds advertised publicly and conducted through the King County Department of Procurement.

Performance Standards and Evaluation of Outcomes - All projects adhere to the Homeless Management Information System (HMIS) operating standards and all reporting and program evaluation is completed through HMIS. Within HMIS, data for target populations, youth and young adults, singles, and families, is collected for the following three categories: 1) exit to permanent housing; 2) average program stay; and 3) return to homelessness. This information is collected for emergency shelters, transitional housing,

permanent supportive housing, prevention, and rental assistance programs. Actual performance is measured against the target goals.

Funding, Policies and Procedures for HMIS - The Consortium, with King County as the lead, has improved the efficiency and accountability of HMIS. The King County HHCDD team coordinates with the HMIS team who also are employees of King County. This strengthens the infrastructure and refines the process that allows HMIS to act as the data system platform for the CEA system. Using HMIS as the platform for the system allows continued and substantial improvement in the amount and accuracy of data reported.

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) revised the Emergency Shelter Grants Program and renamed it the Emergency Solutions Grants (ESG) Program. The new name reflects the change in the program's focus from addressing the needs of homeless people in emergency shelters to assisting people to quickly regain stability in permanent housing after experiencing homelessness and/or a housing crisis.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2– Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	KING COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	As a member of the King County Housing Consortium for the purpose of HOME funds, Auburn works closely with King County in the development of the City's and the County's Consolidated Plan. Because the two entities have a cardinal role in each other's program delivery there is active participation from both parties in the development of the plan. Staff from King County and Auburn met regularly prior to and during the development of the plan, and both entities participated in the public meeting held in Auburn on April 1.
2	**Agency/Group/Organization**	KENT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	As members of the Urban County Consortium, Auburn and Kent staff worked closely together during the development of the Consolidated Plan. Staff from both cities attend monthly meetings to discuss human services and housing trends, needs, and progress on ongoing initiatives.
3	**Agency/Group/Organization**	FEDERAL WAY
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	As members of the Urban County Consortium, Auburn and Federal Way staff worked closely together during the development of the Consolidated Plan. Staff from both cities attend monthly meetings to discuss human services and housing trends, needs, and progress on ongoing initiatives.
4	**Agency/Group/Organization**	Housing Development Consortium of Seattle-King County
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Auburn participates in monthly meetings convened by the Housing Development Consortium (HDC) on homeless response needs and strategy in SKC, and bimonthly meetings focused on affordable housing data and developments. The information collected by HDC helps to inform multiple pieces of our Consolidated Plan, particularly those strategies related to homelessness and affordable housing in our community.
5	**Agency/Group/Organization**	Seattle-King County Coalition on Homelessness
	Agency/Group/Organization Type	Services-homeless Nonprofit agency
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Auburn is a member of the Seattle-King County Coalition on Homelessness (SKCCH), and co-convenes a monthly group of service providers working with people experiencing homelessness in our communities. The meetings provide a frequent check-in point, and the opportunity to hear from providers directly on the challenges and trends they're seeing in Auburn. The Coalition on Homelessness' organizational members include agencies and community groups that provide emergency shelter and services, transitional housing, and permanent, supported housing to the roughly 27,000 men, women, and children who are homeless in King County during one year.
6	**Agency/Group/Organization**	South King County Housing and Homelessness Partners
	Agency/Group/Organization Type	Other government - Local Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	South King Housing and Homelessness Partners (SKHHP) is a coalition formed by an interlocal agreement between the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County. The agreement allows for South King County jurisdictions to work together and share resources in order to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

Identify any Agency Types not consulted and provide rationale for not consulting

A wide range of groups and organizations participated in the process including public funders from Washington State and King County partner jurisdictions, public housing authorities, members from the Seattle-King County Housing Development Consortium, stakeholders, housing providers for low-and-moderate income persons, agencies who serve persons who are homeless, and Seattle-King County Public Health. In addition to the consultations referenced above, Auburn, King County and Consortium partner staff coordinate closely with each other and fan out to participate and attend a wide range of standing meetings with city planners, housing and service providers.

The only types of organizations not consulted with were corrections facilities. The rationale for not consulting with these facilities is that the City does not host this type of organization.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	All Home King County	The goals of Auburn's Strategic Plan overlap with the goals of the CoC to address the needs of homeless residents in the community and reduce the risk of homelessness.

Table 3– Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

As a member of the King County Housing Consortium for the purpose of HOME funds, Auburn works closely with King County in the development of the City's and the County's Consolidated Plan. Because the two entities have a cardinal role in each other's program delivery there is active participation from both parties in the development of the plan.

The City also actively participates in the South King County Human Services Planners Committee. The Committee is composed of neighboring South King County City's such as Kent, Federal Way and Burien as well as partnering funder organizations such as All Home and United Way. The monthly meetings are used to discuss current issues impacting the community as well as Consolidated Planning and other CDBG program management strategies.

Narrative

PR-15 Citizen Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

Citizen participation plays a crucial role in the success of the City's Consolidated Plan. The goals are to hear the community's feedback and recommendations on how CDBG funds should be invested and how services can coordinate to achieve the greatest impact.

As part of the Consolidated Plan development, the City of Auburn solicited input on community needs, priorities, and potential strategies. Public input was gathered utilizing a variety of public engagement strategies, including public meetings, written comments, stakeholder interviews, focus groups, and online surveys. The City made an effort to reduce barriers to input by providing the online survey in English and Spanish and making interpretation available during the public meeting and stakeholder interviews and focus groups.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community Elected Leaders, Service Providers, Business Community	"One Table" was a series of meetings convened by the City of Seattle, the City of Auburn, and King County. The January 22, 2018 One Table Community Action Work Group meeting brought elected officials, service providers to discuss the root causes of homelessness and to develop a community approach to homelessness and affordability.	Full meeting summary at URL below	None	https://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/one-table.aspx
2	Public Meeting	Non-targeted/broad community Elected Leaders, Service Providers, Business Community	The April 4, 2018 One Table Community Action Work Group meeting brought elected officials, service providers to discuss the root causes of homelessness	Full meeting summary at URL below	None	https://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/one-table.aspx

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community Elected Leaders, Service Providers, Business Community	The August 3, 2018 One Table Community Action Work Group meeting brought elected officials, service providers to discuss the root causes of homelessness.	Full meeting summary at URL below	None	https://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/one-table.aspx
4	Public Meeting	Non-targeted/broad community	On April 1, the City of Auburn held a public meeting with support from King County to gather input for the 2020-2024 Consolidated Plan update, and to hear from community members on local housing needs and barriers to Fair Housing.	People expressed a desire to see more affordable housing, fewer barriers to obtaining housing including: tenant screening, selective micro-targeting through social media, discrimination against domestic violence survivors, rental application fees. Also mentioned was single family zoning as exclusionary and limiting the housing supply. Other supply constraining factors mentioned were permitting process and regulations.	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Stakeholder meeting	King County Library System	City of Auburn staff along with consultant met with staff at King County Library system to hear input on community needs.	Identified gaps in services included low availability of shelter beds compared to community need, lack of medical respite beds, wraparound services for individuals experiencing chronic homelessness, transportation.	None	
6	Stakeholder meeting	Auburn Food Bank	City of Auburn staff along with consultant held two focus groups at Auburn food bank, for staff and clients to provide input on community needs.	Identified gaps in services included inadequate transportation, lack of affordable housing, insufficient mental health services compared to need, lack of personal storage options for individuals experiencing homelessness.	None	
7	Stakeholder meeting	Nexus Youth and Families	City of Auburn staff along with consultant held two focus groups at Nexus Youth and Families, for staff and clients to provide input on community needs.	Identified gaps in services included youth-appropriate employment services, clothing resources, and lack of affordable housing locally.	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Stakeholder meeting	Mother Africa	City of Auburn staff along with consultant met with staff at Mother Africa to hear input on community needs.	Identified gaps in services included lack of emergency shelter beds for individuals fleeing domestic violence, lack of large family-size affordable housing units across South King County, including Auburn, and employment services.	None	
9	Stakeholder meeting	Ukrainian Community Center of Washington	City of Auburn staff along with consultant met with staff at Ukrainian Community Center of Washington to hear input on community needs.	Identified gaps in services included employment services, housing-related legal resources for renters, lack of affordable housing, and resources for utility assistance for low-income community members.	None	
10	Stakeholder meeting	Seattle-King County Public Health Mobile Medical Van	City of Auburn staff along with consultant met with staff at the Mobile Medical Van to hear input on community needs.	Identified gaps included a lack of medical respite beds for individuals experiencing homeless, emergency shelter beds, and legal assistance.	None	
11	Stakeholder meeting	Mary's Place	City of Auburn consultant met with staff at Mary's Place to hear input on community needs.	Identified gaps included insufficient affordable housing and shelter capacity in South King County.	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
12	Public Meeting	City of Auburn Human Services Committee	City of Auburn staff along with consultant met with the City of Auburn's Human Services Committee to hear input on community needs.	Identified gaps included insufficient affordable housing locally, lack of transportation, especially at a subregional level, lack of flexible options for increasing affordable housing stock.	None	
13	Stakeholder meeting	Interfaith Task Force on Homelessness	City of Auburn consultant met with staff at the Interfaith Task Force on Homelessness to hear input on community needs.	Identified gaps included a lack of directed support and programs for individuals living in their vehicles in Auburn.	None	
14	Internet Outreach	Non-targeted/broad community	Broad community survey was made available for 9 weeks with outreach to community members and human service providers through web postings, social media, targeted emails, availability at public events, and announcements at community meetings. The survey received 119 responses.	Survey responses identified community perceptions of increasing human service needs, particularly related to housing stability, domestic violence, and food and emergency sheltering. Respondents would like to see city prioritization of basic needs, homeless prevention and housing stability, neighborhood safety and wellbeing, and health and dental care.	None	

Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The needs assessment of Auburn's Consolidated Plan is largely comprised of data provided through HUD and the US Census well as information gathered through consultations and citizen participation. The assessment provides a clear picture of Auburn's needs related to affordable housing, special needs housing, community development and homelessness. Within these topics the highest priority needs will be identified which will form the basis for a strategic plan.

Numerous sources were used to conclude Auburn's needs for the next five years, including Census data, school district data, information from the HUD Comprehensive Affordability Strategy and the Washington State Department of Health and Social Services. Data from the King County Regional Affordable Housing Task Force was also used to provide more in depth detail about Auburn's housing needs.

In addition, the City worked with a consultant to provide focus groups, stakeholder interviews, and a community-wide survey on housing and human service needs. The City assessed comments received from residents and consultations with stakeholders, partners and other collaborative partners who worked closely with the city on housing and other human services issues.

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

In 2015, the City of Auburn completed a strategic planning process specific to the City's parks, open spaces, and recreation facilities. The plan emphasized the following recommendations with regards to public parks and recreation facilities:

Age/Composition: Our young, growing population, with many single-parent families and an increasing population of elderly residents, has extensive needs for recreation and service programs, as well as recreation facilities.
Race: Auburn's changing racial composition can be incorporated into its historical, cultural and recreational programming and in development of facilities.
Housing: With increased density of housing, there is an increased need for parks and open space to replace the lost "backyard" is occurring.
Income Levels: The lower income levels in Auburn mean that there is a greater need for public recreation facilities. Our residents also require classes and programs at reasonable rates or no cost. Teens, the elderly, and families with several children are particularly in need of free or reduced fee services.
New Park Development: Specific park land and facilities needed to serve new residents should be determined as development occurs or is planned. The recently annexed areas of Lea Hill and West Hill are underserved by parks and recreation programs. Park site selection should ensure that the site will physically accommodate the identified facilities. Areas with extensive steep slopes and wetlands may be difficult areas in which to develop active recreation facilities, although they may be suited to open space or passive activities.
Scenic and Resource Lands: Lands with high scenic or natural resource value should be acquired and utilized for parks and open space. Public access to these locations should be guaranteed through site selection and design.
Ecosystems: It is desirable to have parks located in a variety of ecosystems present in the city. This means we plan parks in, or adjacent to the rivers, creeks, wetlands and wooded hillsides found throughout the city.
Art and History: The inclusion of historical artwork, public art, and information in the development of parks will broaden their value to the community. It can provide an added source of enjoyment and education to the recreational experience.

In addition to public facilities operated by the City, Auburn is host to numerous public facilities that offer programs serving those who are at risk of or currently experiencing homelessness. However, community members still identify clear gaps in the types of facilities needed to support vulnerable Auburn residents. In 2019, Auburn heard from residents at public meetings and through interviews and focus groups as part of the Community Needs Assessment process. Key needs identified through this process included:

Enhanced, 24 Hour Emergency Shelter: The City of Auburn supports a day center and separate overnight shelter for adults experiencing literal homelessness in the community. The shelter is consistently at capacity and turns away residents seeking services as a result. In addition, the City of Auburn is home to an emergency shelter for young adults ages 18-24 that also experiences challenges with limited capacity and significant need. Beyond these maxed out resources, people within the City of

Auburn do not have access to shelter, safe places to park and reside in their vehicles, or safe campgrounds. Couples wanting to reside together, people with pets, and people actively using substances have no options for shelter within the City of Auburn, as low barrier shelter does not exist.

Medical Respite: Stakeholders identified that there is a clear need for additional medical care that human service organizations cannot provide. A more intensive medical respite care facility does not exist, so people exit the emergency room with nowhere to go, directly to the streets or emergency shelter and often end up at the public library during the day. This results in King County Public Health's Mobile Medical Team seeing people with worsening/acute medical conditions that would be preventable if a medical respite care option were available. Stakeholders identified the number one strategy for providing effective and sustainable treatment as a medical respite facility. Without that critical resource, patients, often without housing options, are discharged without safe place to recover and no medical follow up.

How were these needs determined?

These needs were determined through multiple public participation and data gathering processes. The City's strategic planning process related to parks and open spaces included an online survey, public meetings, engagement at the City's Park Board, Arts Commission, Planning Commission and City Council Meetings, an Auburn Health Impact Assessment, and feedback from current participants of Parks and Recreation Classes. The Community Needs Assessment incorporated public survey feedback, information from stakeholder interviews and focus groups, input from the City Council and Human Services Committee, and local and national data.

Describe the jurisdiction's need for Public Improvements:

The City of Auburn makes numerous efforts and strategies to ensure improvements are made to provide a safe, user friendly and appealing community for community members to reside. Because staff cannot see all happenings at all times it is important that residents communicate their needs and make requests as a need for improvement arises. The City of Auburn provides a reporting system on the City website as well as an app where Auburn residents can report issues with streets, facilities, parking, vegetation and other issues that need attention. The system has allowed the City to keep up with maintenance issues and meet needs of its community. Although the system has increased communication between citizens and city services as well as improved efficiency of improvements, citizens have expressed a need for improved parking facilities, sidewalks and street repairs.

The City of Auburn has developed several public improvement projects in the past utilizing CDBG funds. The City anticipates utilizing CDBG funds in the 2020-2024 strategic planning period to address sidewalk ADA accessibility needs in low-income areas of the community. These projects support greater safety and accessibility for community members.

How were these needs determined?

Auburn's needs for public improvements were determined through needs assessments, citizen surveys, and ongoing evaluation and assessment by the City's Public Works department. In addition, a telephone survey conducted prior to the last Consolidated Plan update asked citizens of their opinions about the quality of life in Auburn, priorities for the future, and the level of satisfaction with city government and city services. The data collected was summarized into a report made available to the public on the City's website.

Describe the jurisdiction's need for Public Services:

Similar to other cities within King County and the Puget Sound region at-large, Auburn has grown rapidly, becoming an increasingly diverse community as it pertains to race/ethnicity, income, education, and language, among other categories. According to the 2017 American Community Survey (ACS), the population of Auburn is 77,440, this is a 10.3% increase from 2010. These residents form 18,862 families, making the average family size 3.25, well above the national average of 2.63 and the King County average of 2.45.

Although population growth is felt by the entire region, it is notably large in Auburn. Each year, Auburn has increased its share of residents within King County; meaning that Auburn has outpaced most other King County cities in percentage of growth. Auburn accounted for 1.9% of the King County population in 1970, now accounting for 3.7% of the population.

The *2017 Self Sufficiency Standard* in South King County for one adult, one preschooler, and one school-age child is $68,625 annually. Similarly, the self-sufficiency standard for two adults, one preschooler, and one school-age child is $74,083. The median annual household income in Auburn ($64,000) nearly hits these self-sufficiency numbers. Despite substantial economic growth, the pace of such growth exacerbates inequities and gaps. Without adequate economic supports those gaps risk growing larger as economic growth continues at such a rapid pace.

Rapidly increasing housing costs and a low vacancy rate in the region has contributed to an increased housing cost burden for Auburn residents and increased risk of housing instability. This data, highlighted in the Analysis of Impediments to Fair Housing and Housing Market Analysis sections of the Consolidated Plan, point to an increased need for Public Services, which can often serve to mitigate housing instability by meeting other household needs or providing legal or other housing interventions. Auburn's accelerated pace of growth also highlights the increased need for Public Services, as local providers are unable to keep pace with the demand in order to address current needs of residents. Key Public Service needs identified through public participation include Fair Housing supports, medical services, increased services connected to emergency shelter, employment training for young adults, and supportive housing.

How were these needs determined?

Numerous sources were used to conclude Auburn's needs for the next five years, including Census data, school district data, information from the HUD Comprehensive Affordability Strategy and the Washington State Department of Health and Social Services. Data from the King County Regional

Affordable Housing Task Force was also used to provide more in depth detail about Auburn's housing needs.

In addition, the City worked with a consultant to provide focus groups, stakeholder interviews, and a community-wide survey on housing and human service needs. The City assessed comments received from residents and consultations with stakeholders, partners and other collaborative partners who worked closely with the city on housing and other human services issues.

Based on the needs analysis above, describe the State's needs in Colonias

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The Market Analysis Section will cover the following topic areas within Auburn's housing market:

- Supply and demand
- Housing stock available
- Condition and cost of housing
- Inventory of facilities, housing, and services that meet the needs of homeless persons
- Barriers to affordable housing
- Characteristics of the jurisdiction's economy

Each section will identify and describe Auburn's greatest needs, what resources and options are available, as well as what resources are less available for residents.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Centrally located between Tacoma and Seattle, Auburn is an ideal place of residence in the Puget Sound's economic region. Connected to freeways and the Sound Transit's Commuter Train, Auburn has continued to experience a significant amount of economic growth in the past five years. At the center of the largest industrial complex in the Northwest, Auburn sits in the middle of the major North-South and East-West routes of this region. With two rail roads and close proximity to the Ports of Seattle and Tacoma, Auburn was identified by the Department of Commerce as one of only 15 Innovation Partnership Zones in Washington State. With continued job expansion and above average retail growth, Auburn enjoys a vibrant and sustainable business environment. Like most regions, Auburn experienced fluctuation of employment during the recession; however the recent changes and community enhancements have kept the unemployment rate relatively low. Being centrally located and having large amounts of available land, the City of Auburn is ideal for business expansion and economic growth.

This section will cover Auburn's non-housing economic development assets of the city. The items covered in detail are:

- business by sector
- labor force
- occupation by sector
- travel time to work
- educational attainment
- median earnings in the past 12 months

The tables will provide detailed information on the economic status of Auburn as well as provide an estimate of where the gaps are.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	356	13	1	0	-1
Arts, Entertainment, Accommodations	3,004	2,644	9	6	-3

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Construction	2,586	3,291	8	8	0
Education and Health Care Services	6,468	7,495	19	17	-2
Finance, Insurance, and Real Estate	1,659	1,007	5	2	-3
Information	503	639	1	1	0
Manufacturing	5,065	9,119	15	21	6
Other Services	1,474	1,489	4	3	-1
Professional, Scientific, Management Services	3,165	2,282	9	5	-4
Public Administration	1,626	3,139	5	7	2
Retail Trade	4,311	5,615	13	13	0
Transportation and Warehousing	2,573	2,998	7	7	0
Wholesale Trade	1,531	3,849	4	9	5
Total	34,321	43,580	--	--	--

Table 5 - Business Activity

Alternate Data Source Name:
2015 ACS Data, Selected Economic Characteristics
Data Source Comments:

Labor Force

Total Population in the Civilian Labor Force	37,388
Civilian Employed Population 16 years and over	34,315
Unemployment Rate	8.13
Unemployment Rate for Ages 16-24	23.04
Unemployment Rate for Ages 25-65	5.02

Table 6 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	6,775
Farming, fisheries and forestry occupations	1,674
Service	3,980
Sales and office	9,090
Construction, extraction, maintenance and repair	3,369
Production, transportation and material moving	2,040

Table 7 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	17,635	54%
30-59 Minutes	10,715	33%
60 or More Minutes	4,195	13%
Total	***32,545***	***100%***

Table 8 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	2,685	239	1,773
High school graduate (includes equivalency)	8,100	710	2,785

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Some college or Associate's degree	10,065	810	2,890
Bachelor's degree or higher	7,845	225	1,090

Table 9 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	125	679	700	548	595
9th to 12th grade, no diploma	1,105	974	740	1,045	643
High school graduate, GED, or alternative	2,595	3,040	2,765	5,795	2,795
Some college, no degree	2,810	2,310	2,275	4,685	2,035
Associate's degree	555	960	1,275	2,335	595
Bachelor's degree	475	1,815	1,655	3,115	1,115
Graduate or professional degree	15	470	715	1,450	625

Table 10 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	23,670
High school graduate (includes equivalency)	33,290
Some college or Associate's degree	41,024
Bachelor's degree	57,196
Graduate or professional degree	64,409

Table 11 – Median Earnings in the Past 12 Months

Alternate Data Source Name:
2011-2015 ACS Data
Data Source Comments:

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Based on the Business Activity table above the major employment sectors within Auburn's jurisdiction are:

- Manufacturing
- Education and Health Care Services
- Retail trade

Major manufacturing businesses in Auburn include but are not limited to: Boeing, Skills, LMI Aerospace, ExOne, Conrad Manufacturing, and Orion Aerospace.

Major education and health care services employers include: the Auburn School District, Green River College, Multicare

Major retail trade businesses include: The Outlet Collection, Wal Mart, and Coastal Farm and Ranch. In addition to the major retail trade businesses, Auburn has numerous small businesses throughout the City.

Describe the workforce and infrastructure needs of the business community:

Auburn is fortunate to be in the path of growth, and, in the past years, the City has successfully set the stage for increased investment. As a result, the interest in and momentum around Auburn have been increasing and continue to build. In 2014, Auburn's population was almost 76,000. By 2020, Esri, a leading demographic data provider, estimates that Auburn's population will be nearly 85,000. With the cost of housing continuing to climb throughout the Seattle region, Auburn and its South Sound peers will likely see population growth accelerate even more than these conservative projections predict. Currently, the City is a net importer of labor with more workers commuting to Auburn for jobs each day than leaving. As new residents move into the community, Auburn's economic development activities will influence whether there are job opportunities for these new residents in Auburn or whether they will commute outside the city limits for work. According to EMSI, a leading economic and labor market data provider, the City is projected to add over 6,400 jobs over the next 10 years. This number is also likely

conservative. The actual number and composition of jobs could change dramatically with a targeted, entrepreneurial economic development program. The City's current economic development resources and structure allow the City to be responsive to opportunities that come its way. It has a proven track record of dedication and creativity that has yielded impressive results to date. The City of Auburn's Economic Development Strategic Plan found that the City will benefit from augment its Economic Development program with additional resources and stronger partnerships. This will position the City to better support the attraction, formation, retention, and expansion of businesses that form the economic backbone of the community and provide more and better economic opportunities for Auburn residents.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Each of Auburn's seven neighborhood areas have upcoming developments that may impact local investment and business growth, including some planned infrastructure improvements:

Downtown: There are several large projects in the downtown area that are in various stages of the design, permit review, and approval process.

- Auburn Town Center is a seven-story, 296,000 square foot mixed use commercial property being developed at 1st and South Division Street in the heart of downtown. It will include 226 market rate apartment units and 2,000 square feet of ground level commercial space.
- Next door will be the Auburn Legacy Senior Living, an eight-story, 216,000 square foot building that will provide additional housing options for our senior community members, as well as an additional 7,000 square feet of ground floor commercial space on Main Street. Ground breaking is anticipated this summer or fall.
- The Heritage Building, in Auburn's downtown core, was sadly destroyed by fire in December of 2017. The property owner is working on the design of a new and improved six-story, 60,000 square foot building with 67 apartments, doubling the capacity of the previous building. This site will provide 5,500 square feet of ground floor commercial space. This project is currently in the design review phase, with an anticipated 2020 construction start date.

Lakeland Hills: There are several development projects planned for the Lakeland Hills area of Auburn, including a new 73,000 square foot Auburn Public Schools elementary school, a 16-lot residential subdivision, and a 5-building retail development.

Lea Hill: In addition to three subdivision projects that are in preliminary design and review stages, the City is also moving forward with the Lea Hill Corridor project. In September 2018, the City initiated the Lea Hill Road Corridor Study, between Harvey Road/M Street NE and 124th Avenue SE. The study is taking a practical design approach to develop alternative solutions, determine a preferred roadway design, and identify any potential interim solutions. The Lea Hill Road Corridor Study, which involves public engagement, traffic forecasting and analysis, conceptual design, and preliminary cost estimation, is expected to be complete by the end of 2019.

North: There are several large projects in North Auburn that are in various stages of the design, permit review, and approval process. Notably, these include a 290,000 square foot warehouse and distribution center, a mixed use retail and multi-family development that includes affordable housing, a 250,000 square foot warehouse, and a public elementary school replacement.

Plateau: There are two large infrastructure improvements that are in process on the Plateau in Auburn:

- SR 164 Improvements: The Muckleshoot Indian Tribe is leading this project to improve transportation on the SR 164 corridor from SR 18 to the Poplar Street curve, with the support of WSDOT and the City of Auburn. The purpose of the project is to develop a cost-effective, long-term solution that improves congestion, increases safety, and accommodates growth. The Muckleshoot Indian Tribe, with the support of WSDOT and the City, hosted two public open houses to display project concepts and an online comment form to collect community feedback. A final public open house on the project will be held early this fall.
- Auburn Way South Improvements: The Auburn Way South Sidewalk Improvement project will construct a sidewalk to fill the missing sidewalk gap from 17th Street SE to Muckleshoot Plaza along the north side of Auburn Way South. The project will provide pedestrian access along Auburn Way South by constructing a sidewalk where one doesn't currently exist. This project also includes the following work:
    - Narrowing the existing lane widths to accommodate the new sidewalks within the existing roadway footprint;
    - Painting new lane lines to delineate the new lane widths;
    - Reducing the speed limit from 45 MPH to 35 MPH;
    - Installing c-curbing and a raised median for the purpose of calming vehicular speeds;
    - Removing the existing guardrail and installing new guardrail behind the planned sidewalk; and
    - Upgrading the existing streetlights with energy efficient LED fixtures.

South:

- Farmer's Market: With a $20,000 grant from King Conservation District for the past season, the Market was able to continue to grow at the new Les Gove Park location. The move to Les Gove Park has brought new success to the Market, its customers, vendors, and

especially the farmers. With the new park view, increase in exposure, an active park full of amenities, and space to grow, the Auburn Farmers Market will continue to flourish and grow for decades to come.

West Hill: In addition to receiving two subdivision projects that are in the review stages, the City will be completing improvements to a property for Parks use that will include soft surface trail improvements, viewpoints with picnic tables and benches, parking area, and a footbridge.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Auburn's primary strength, and the strength of the South Sound region, is its access to skilled labor. In the 145 zip codes that are within about a 45-minute drive of Auburn, there are 1.5 million workers. Over 800,000 of these workers fall into the "middle skills" segment of workers. In fact, Auburn has very good access to hard-to-find skillsets such as customer service representatives, truck drivers, registered nurses, maintenance and repair workers, and various types of technicians that support manufacturing operations. Auburn's primary constraint is the availability of sites and buildings with vacancy. This constraint is important because a community's inventory of sites and buildings determines whether or not it can enter into the competition for business investment. The majority of the other site selection factors distinguish regions across the country from one another. In that regard, Auburn is fortunate to be located in a region that is a magnet for talent and investment, which provides it with an advantage over communities of similar size in less competitive regions. Within the Seattle–Tacoma Metro area, the competition to attract businesses is stiff, and communities must differentiate themselves to standout from their peers.

Auburn's education attainment is lower than the state's average; however the percentage of individuals with high school diplomas and some college (without degrees) is higher than the percentage of those without high school diplomas. Data shows that those in Auburn with some college or a bachelor's degree or higher have a higher employment rate than those who don't and have a higher median income. The employment rate of high school graduates, those with some college, those with bachelor's degrees or higher and the annual media income is lower than the state and nation's average.

The rate of Auburn residents with bachelor's degrees or higher is relatively lower than the general population, but the education attainment of the City positively corresponds with the employment opportunities in the jurisdiction. Because the majority of employment opportunities are in areas that do not require higher education degrees (wholesale trade, construction and retail trade) there is ample opportunity for employment in the City.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The Mayor's Workforce Initiative began last summer when leadership from Auburn, Pacific, Algona, the Auburn School District, Green River College and businesses came together to talk about how we could work together proactively to connect local companies with our graduating students, and vice versa.

The vision of the group is: *To build a community where all residents can successfully participate in the workforce, achieve economic stability, raise a family, and be a part of the fabric of Algona, Auburn and Pacific. We will build a regional education-to-career pipeline that is a community-wide effort uniting education, cities, the business community, community-based organizations and citizens, where 100% of businesses choose to remain in the Cities and 100% of prospective employers choose our cities*

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Workforce Development, Business Assistance and Business Development Programs are services routinely provided through the City of Auburn's Office of Economic Development. The Office of Economic Development has a variety of resources for business development, expansion and recruitment. The City provides tools to assist, including a variety of regularly scheduled Business Assistance Training and Education Programming.

Urban Center for Innovative Partnerships

The mission of Auburn's Urban Center for Innovative Partnerships is to support a vibrant vital economy for the City of Auburn, our local region and the State of Washington. Encouraging the adaption of warehouse districts to mixed use, market-affordable technology clusters and facilitating collaborative partnering among private sector employers, research partners, and programmed workforce development, the IPZ is a multi-phased plan across a variety of manufacturing sectors. These collaborative clusters will realize new businesses and products; expand our existing knowledge based middle-wage jobs while creating new higher paying employment opportunities for the citizens of our City. Through new partnerships and the clustering of entrepreneurs, ideas will flourish, manufacturing efficiencies will be developed and our diverse business community will expand, creating investment opportunities, new technologies and the general growth of our economy.

Downtown Revitalization Project

For 120 years, property owners, business large and small, and individuals have invested and succeeded in Downtown Auburn. Downtown Auburn has undergone a significant revitalization. Recent and ongoing infrastructure investments by the City, new businesses, commuter rail access, shopping and dining opportunities, and recreational and cultural amenities have increased the economic growth and opportunity of downtown business owners as well as enhanced the vitality of the area. Since 2010, the City of Auburn has invested $10 million of federal and State funds in the South Division Street Promenade Project and other downtown projects to make it easier and more attractive for private sector investment. Projects such as improved parking, sidewalks, lighting and updated water, sewer, storm and private utilities are just a small portion of improvements made to impact economic growth in Auburn.

Discussion

The economic and community development of the City, specifically in CDBG-qualifying neighborhoods directly affect the vitality and wellness of its residents. For this reason the City intends to continue to include Community and Economic Development in its three priority goals for the 2020-2024 strategic planning period. In addition to neighborhood revitalization, the City intends on focusing on workforce development efforts. As many residents experience the disproportionate increases in cost of living compared to wage growth, Auburn intends to ensure that the workforce development corresponds with future business opportunities.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

In the City of Auburn, there are few concentrated areas where there are multiple housing problems. Households of all income groups throughout Auburn have a roughly balanced amount of households experiencing housing problems (problems include: overcrowding, substandard housing and housing cost burdens). Although the households with multiple housing problems are spread throughout the region and not concentrated, there are areas of concentration experiencing just one housing problem. Auburn's neighborhood referred to as "the Valley" runs parallel from North to South along West Valley Highway. The Valley has a concentration of households experiencing housing cost burdens and severe housing cost burdens.

When looking at population rather than geographic area, we find that a number of groups experience housing problems in Auburn at a disproportionate rate.

Households with income below 50% AMI experience housing problems at a very high rate. Nearly 85% of all renter households earning less than 50% AMI experience a housing problem. Overall, just over half of all renter households in Auburn experience a housing problem, with nearly one-third of owner households experiencing a housing problem.

HUD also collects data on disproportionate housing needs based on racial demographics. A disproportionate housing need is identified when a particular group displays a ratio of housing need that is more than ten (10) percentage points above the jurisdictional need as a whole. Both Black/African American and Pacific Islander households experience housing problems at a disproportionate rate as compared to the jurisdiction as a whole. With 61% of Auburn households experiencing a housing problem, Black/African households and Pacific Islander households experience housing problems at fourteen (14) and twenty-eight (28) percentage points above the jurisdiction as a whole.

When comparing renter and owner households, there are several areas of disproportionate need. Among renter households, Black/African American (76.8%) and Pacific Islander (87.6%) households experience a housing problem greater than ten (10) percentage points above the jurisdiction as a whole (65.8%). Among owner households, Pacific Islander households experience a housing problem at 100%; there are 25 Pacific Islander households identified in this CHAS dataset.

Considering cost burdened and severe cost burdened households, the data indicates that Black/African American households experience cost burden at a disproportionately high rate, while Pacific Islander households experience severe cost burden at a disproportionately higher rate.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Racial diversity exists across much of Auburn's geography. However, there are areas of concentration of two population groups.

- Native Americans in Auburn are concentrated in the Eastern side of Auburn near the Muckleshoot Reservation.
- Auburn residents of Hispanic origin reside along the Valley but have a heavier concentration on the South end of the Valley which runs directly up the middle of Auburn along highway 167.

Low-income families are concentrated in the Valley which runs up the center of Auburn alongside highway 167 and in the east side of Auburn near the Muckleshoot Indian Reservation.

Auburn's definition of concentration regarding households in the region is the density in the number of individuals in a specific area.

What are the characteristics of the market in these areas/neighborhoods?

Although the housing available for rental and ownership in the Auburn Valley area is more affordable than other locations in the City, housing costs have been increasing proportionate to the regional trends, making this area no longer affordable to households at many income levels.

According to the National Low Income Housing Coalition Out of Reach Report (2017), fair market rent for a 2-bedroom home in Auburn ranges from $1700 - $2190. This requires a "housing wage" of $67,995 annually to afford housing without experiencing cost burden. The median household income in the zip code that encompasses the Valley is $51,086, or 25% below the housing wage for that area.

Are there any community assets in these areas/neighborhoods?

Auburn's community assets in the Valley include but are not limited to:

- small businesses
- produce markets
- faith-based institutions
- schools
- restaurants
- The Muckleshoot Casino
- The White River Amphitheater

Are there other strategic opportunities in any of these areas?

Auburn's Urban Center for Innovative Partnerships supports the vibrant vital economy for the City of Auburn and the surrounding local region. Encouraging the adaption of warehouse districts to mixed use, market-affordable technology clusters and facilitating collaborative partnering among private sector employers, research partners, and programmed workforce development. These collaborations will realize new businesses and products; expand existing knowledge based middle-wage jobs while creating new higher paying employment opportunities for the citizens of our City. Through new partnerships and the clustering of entrepreneurs, ideas will flourish, manufacturing efficiencies will be developed and our diverse business community will expand, creating investment opportunities, new technologies and the general growth of our economy.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The City of Auburn's strategic plan is based on the assessment of our community's needs as identified in this Consolidated Plan. The strategic plan will cover the following topics:

- Geographic priorities: Based on the analysis of needs, the area in Auburn with the greatest need lies along Auburn's Valley neighborhood which runs parallel to HWY 167 in the middle of the city. Even though there is a greater need in the Valley, the City has determined not to set priorities on that geographic basis: rather, residents in all areas of the City have priority needs.
- Priority needs: This section will explain the rationale for the decided priorities based on data, citizen participation, consultations with community partners and stakeholders and other assessments.
- Influence of Market Conditions: The City's housing strategy will indicate how the characteristics of the housing market influenced the City's decisions on how to allocate funds to support the preservation and development of affordable housing options for residents.
- Anticipated Resources: The City has several anticipated resources that will assist in the delegation of funds as well as determining strategies and goals.
- Institutional Delivery Structure: This section describes organizations that will carry out the identified objectives outlined in the Strategic Plan.
- Goals: The section will provide an explanation of the objectives intended to initiate and complete through the duration of the Consolidated Plan. Each objective identifies proposed accomplishments and outcomes using the provided Goal Outcome Indicators template. Auburn's desired outcomes for each goal are impacted by many factors, including the larger economy, shifts in local funding patterns, and resources available.
- Public Housing: This section explains the needs of public housing residents and the objectives established in the Strategic Plan to meet those needs.
- Barriers to Affordable Housing: This section identifies the strategies for removing or ameliorating any negative effects of public polies that serve as barriers to affordable housing in Auburn as identified in the Market Analysis section of the Consolidated Plan.
- Homelessness Strategy: This section describes Auburn's strategy for reducing homelessness through outreach, intervention, and homeless prevention services.
- Lead-Based Paint Hazards: This section outlines the City's proposed actions to evaluate and reduce lead-based paint hazards and the policies/programs that will be implemented to address the issue.
- Anti-Poverty Strategies: This section will summarize the City's goals, programs, and policies for reducing family poverty.

- Monitoring: This section will identify the standards and procedures the City will use to monitor sub-recipients to ensure long-term compliance with program and comprehensive planning requirements.

Within this context, the Consolidated Plan strategic plan intends funds to focus on:

1. Affordable Housing
2. Homelessness
3. Community and Economic Development

The following context will detail the highest priority need, as well established goals and objectives.

SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 12 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the state

Due to the fact that low/moderate-income individuals and families in need of supportive services reside throughout all geographic regions of the city, geographic boundaries will not be used as a basis for allocating investments.

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 13 – Priority Needs Summary

1	**Priority Need Name**	Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Victims of Domestic Violence
	Geographic Areas Affected	
	Associated Goals	
	Description	The City of Auburn will engage in housing activities, collaborations, and partnerships to enhance opportunities for the creation and preservation of affordable housing. The City will plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing choice, and to increase access to housing and housing programs.

	Basis for Relative Priority	The City of Auburn continues to experience a significant increase in its population, number of households, housing costs and median income. Although household numbers and median income continues to increase, the City continues to experience housing problems and an increasing housing need for its residents which is common throughout the South King County region. South King County has experienced consistently increasing housing costs over the past five years, which has contributed to housing instability and housing cost burdens for low- to moderate-income households. Residents who are low income or extremely low income suffer from cost burdens greater than 30-50% for both renters and homeowners and other housing problems such as overcrowding and substandard living conditions. These cost burdens can result in eviction, foreclosure and even homelessness for many families. To address these issues the city intends to support programs offered by agencies that provide services to alleviate financial crisis, establish financial stability, address barriers to fair housing choice, and prevent eviction or homelessness. The city will also continue to provide minor home repair services for low income homeowners in the community.
2	**Priority Need Name**	Ending Homelessness
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas Affected	
	Associated Goals	

	Description	We value working together with collective impact to continue the work to develop a cohesive and coordinated homeless system that is grounded in the principle of Housing First and shared outcomes; we invest in projects that ensure that homeless households from all sub-populations are treated with dignity and respect; are returned to permanent housing as quickly as possible; receive strength-based services that emphasize recovery, as needed; are supported to graduate from temporary homeless housing as rapidly as possible, and from permanent supportive housing as soon as they are ready; receive only what they need to be returned to housing quickly and to be as self-reliant as possible.
	Basis for Relative Priority	Homelessness is an issue that affects communities across the United States and has been increasing in King County over the past five years. As regional housing costs have increased, we see a correlation to increasing numbers of individuals and families in our community experiencing unsheltered homelessness. The projection of how many individuals are experiencing or at risk of homelessness is challenging to estimate. The most accurate estimate of homeless residents comes from an annual assessment called the Point in Time Count that is coordinated by All Home King County. In conjunction with dozens of nonprofit and government agencies, churches and numerous volunteers, cover large areas of the County in order to find homeless persons on the streets, in cars or in other places not meant for housing. The 2019 count estimated 11,199 individuals experiencing homelessness in King County. Of those 11,199 residents, 217 were in Auburn. Shared outcomes with King County and our local Continuum of Care include the following: 1) reduce the number of households becoming homeless; 2) reduce the length of time that households are homeless; 3) increase the rate of exits to permanent housing; and 4) reduce the number of households that re-enter the homeless system after exit to permanent housing.
3	**Priority Need Name**	Community and Economic Development
	Priority Level	High

	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	
	Description	In an effort to meet the need of Auburn's economic and demographic growth the City intends to fund programs and activities that will enhance the economy, accessibility, safety, and physical appearance of neighborhoods. Activities that would be eligible for funding include public infrastructure and ADA improvements for public facilities. These investments help to ensure equitable opportunities for good health, happiness, safety, self-reliance and connection to community.

	Basis for Relative Priority	Auburn recognizes the direct correlation between the health, wellness and sustainability of the City and its economic development. To ensure Auburn provides a safe and desirable place to reside, the City includes Community and Economic Development as a cardinal area to be addressed in the Consolidated Plan. Auburn's efforts to support economic opportunities coincide with its efforts to support connectivity, accessibility, financial stability and an increased quality of life for its residents.

Narrative (Optional)

These strategic priorities identified are a direct conclusion of the data collected and assessment conducted from the Needs Assessment as well as an enhancement of the previous Consolidated Plan.

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City of Auburn anticipates funding for the duration of the Consolidated Plan from

- CDBG
- City of Auburn General Fund allocation for Human Services

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	600,000	0	51,182	651,182	2,400,000	Resources anticipated based on 2020 estimated entitlement
General Fund	public - local	Public Services	500,000	0	0	500,000	2,000,000	Anticipated general fund allocation to human services in the community.

Table 14 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Auburn relies on CDBG funds to support community and economic development projects and activities in efforts to support low to moderate income populations in the community. However, CDBG funds are not the only source of funds the City uses to support public services and community projects and activities. The City's general funds are used to support public services in addition to CDBG funds.

CDBG funds do not require matching funds.

If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan

Discussion

The City of Auburn will explore possibilities to utilize publicly owned land to address needs identified in the Consolidated Plan.

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
AUBURN	Government	Planning	Jurisdiction

Table 15 - Institutional Delivery Structure

Assess Strengths and Gaps in the Institutional Delivery System

Strengths:

- Local, South King County and King County systems collaborate services to create a more integrated and comprehensive approach to avoid duplication in services.
- City of Auburn's engagement in regional collaborations supports larger solutions focused work on often-intractable issues such as affordable housing and homelessness.
- Population specific services such as seniors, children and families, culturally-specific, and faith based are present throughout the community.
- City supported neighborhood and community collaboration events and projects.

Gaps:

- Affordable housing need in Auburn and region exceeds available supply
- Lack of enhanced homeless shelter and permanent supportive housing opportunities in Auburn.

Auburn makes numerous efforts to fill gaps in services throughout the region by supporting emergency service and other supportive service programs. However, as the need for emergency services grows along with the number of residents in the City, the community has experienced a proportionate decrease in funding for human services making accessibility more challenging for those in need.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X		
Legal Assistance	X		
Mortgage Assistance			
Rental Assistance	X		
Utilities Assistance	X		

Street Outreach Services			
Law Enforcement	X		
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS			
Life Skills	X		
Mental Health Counseling	X	X	
Transportation	X		
Other			

Table 16 - Homeless Prevention Services Summary

Describe the extent to which services targeted to homeless person and persons with HIV and mainstream services, such as health, mental health and employment services are made available to and used by homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families and unaccompanied youth) and persons with HIV within the jurisdiction

The City of Auburn has provided funding for, supported and collaborated with numerous homeless prevention and intervention service providers throughout the region. Considering homelessness prevention and intervention are high priorities on the City's Consolidated Plan, there are several systems in place to ensure services listed above are made available to and used by individuals and families experiencing homelessness.

- The City funds multiple shelter programs utilizing general fund dollars, including those that serve youth and young adults, individuals fleeing domestic violence, families, and single adults.
- The majority of emergency service providers are centrally located in Auburn on major bus routes where individuals experiencing homelessness utilizing public transportation or are unfamiliar with the area can easily locate resources.
- King County's Mobile Medical Unit visits Auburn regularly and schedules are made visible at local homeless prevention and emergency assistance service provider’s locations.
- The City coordinates with homeless outreach teams to network with agencies who work with and serve individuals experiencing homelessness. For example: Sound Mental Health's PATH Outreach team regularly visits the hospital, food banks, free meal sites and Auburn Library to make access to services easier for homeless persons.

- The City co-facilitates a monthly provider meeting for service providers in South King County serving individuals experiencing homelessness. These meetings provide training opportunities, networking and resource sharing, policy updates, and coordination on regional initiatives.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Strengths:

- Partnerships of multi-service organizations that collaborate to integrate service delivery
- Funders who independently support and partner with anti-poverty service programs and organizations
- Dedicated volunteers and staff providing direct services to residents
- Central point of entry to access services
- Numerous opportunities for collaboration and integration of services amongst government and nonprofit entities

Gaps:

- Insufficient or reduction in funding
- Frequent systems or policy changes
- High turnover in direct service providers
- Insufficient access for individuals who are not English proficient
- Transportation

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

To overcome gaps of the service delivery system, Auburn will continue to support and work collaboratively with human service providers in the region to ameliorate barriers to program accessibility as well as develop and implement systems and strategies to leverage their current resources while still providing optimal service to residents. The City will also continue to assess and evaluate programs and service delivery to ensure the community's needs are being met.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs		Affordable Housing	CDBG: $1,780,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Homeowner Housing Rehabilitated: 325 Household Housing Unit
2	Ending Homelessness	2020	2024	Homeless		Ending Homelessness	CDBG: $350,000	Public service activities other than Low/Moderate Income Housing Benefit: 365 Persons Assisted
3	Community and Economic Development	2020	2024	Non-Homeless Special Needs Non-Housing Community Development		Community and Economic Development	CDBG: $421,182	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted
4	Planning and Administration	2020	2024				CDBG: $500,000	Other: 0 Other

Table 17 – Goals Summary

Goal Descriptions

1	**Goal Name**	Affordable Housing
	Goal Description	The City of Auburn will engage in housing activities, collaborations, and partnerships to enhance opportunities for the creation and preservation of affordable housing. The City will plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing choice, and to increase access to housing and housing programs.
2	**Goal Name**	Ending Homelessness
	Goal Description	The City of Auburn will support Public Service activities that work toward the following outcomes: 1) reduce the number of households becoming homeless; 2) reduce the length of time that households are homeless; 3) increase the rate of exits to permanent housing; and 4) reduce the number of households that re-enter the homeless system after exit to permanent housing.
3	**Goal Name**	Community and Economic Development
	Goal Description	In an effort to meet the need of Auburn's economic and demographic growth the City intends to fund programs and activities that will enhance the economy, accessibility, safety, and physical appearance of neighborhoods. Activities that would be eligible for funding include fair housing public services, public infrastructure and ADA improvements for public facilities. These investments help to ensure equitable opportunities for good health, happiness, safety, self-reliance and connection to community.
4	**Goal Name**	Planning and Administration
	Goal Description	General administration and project management

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

Auburn does not directly receive HOME grant funds.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

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

The city takes additional measures when the age of the home indicates a possible presence of lead-based paint. Before housing repair work commences, the city contracts with a certified provider to undertake lead paint testing. When lead-based hazards are positively identified, the city works with the housing repair client and contractors certified in RRP Lead Abatement to implement the necessary mitigation and safety strategies.

How are the actions listed above integrated into housing policies and procedures?

Auburn's Housing Repair Program has established written procedures that incorporate all processes of LBP hazard mitigation listed above.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Over half of Auburn's households would qualify under federal guidelines as low/moderate income households. Auburn has one of the highest poverty rates among all the King County cities. Data included in the Analysis of Impediments to Fair Housing Choice show that low income households are more likely to experience cost burden, multiple housing problems, and be concentrated in areas with poorer environmental health. These low-income households have limited financial resources at their disposal to use when faced with normal fluctuations in daily expenses and more serious life crises. Many of these households are precariously housed and several of them become homeless. Helping these residents retain or obtain housing, along with other supportive services that will help them get out of poverty, remain priority issues relative to the City's consideration for grant awards.

The City of Auburn's Community Services Division is developing strategies and systems to promote the City's efforts to reduce poverty and work in partnership with citizens, non-profit agencies, and other city departments to:

- develop affordable housing opportunities
- foster job growth and employment opportunities
- support the delivery of human services

The ultimate goal of the City's Consolidated Plan is to reduce the number of people living in poverty in Auburn. In addition to complying with federal regulations and addressing a priority outlined in the Consolidated Plan, the City will give funding priority to programs which are consistent with the following anti-poverty strategy for resource allocation.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The City of Auburn's supportive residents and leadership has contributed largely to the City's multiple efforts to pass initiatives that support preserving affordable housing, human service and self sufficiency needs, economic development and address the needs of the lower income residents to ameliorate barriers to help them escape poverty.

The City's poverty reducing goals, programs and policies coordinate with the Consolidated Plan by giving funding priority and investing to:

- Emergency assistance programs
- Shelters and transitioning housing programs
- Homeless prevention and intervention programs
- Healthcare services for homeless and low income residents

- Economic development programs
- Neighborhood revitalization programs
- Programs targeting underserved and special populations such as seniors, ethnic minorities, disabled, homeless and non English speaking residents.

SP-80 Monitoring - 91.230

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

Once CDBG funding is approved, City staff executes an agreement with the service provider. The agreement will include, among other general and specific conditions, the project goals and requirements. Grant agreements with project recipients will be required to submit reports at least quarterly detailing the number of Auburn residents served, level of service provided and a demographic profile of the clients served. Grant recipients will be required to submit an annual report that explains the progress the agency made toward achieving its outcomes and output goals.

Grant agreements with recipients will be executed following the completion of the review of the project. Projects will be required to submit progress reports quarterly. If the project warrants additional reporting requirements (such as weekly payroll reports for proof of federal prevailing wage compliance), project monitoring will be increased accordingly. Projects will be monitored on a consistent, on-going basis by City staff. Telephone and/or in person contacts are made at least quarterly, depending upon the activity and issues associated with the individual project. On-site monitoring visits will be conducted upon grant recipients at least annually. Frequency of on-site visits will depend upon the amount of funds provided, past history of contract compliance, and/or programmatic changes that may occur in the projector in the service delivery of public service programs. City staff will review, prior to approval all vouchers and back up documentation for payment. Environmental, lead-based paint inspections and contractor debarment issues will be reviewed with agency project managers at the beginning of each project.

City staff will strive to help grant recipients complete their projects in a timely manner and in accordance with applicable rules and regulations.

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Auburn anticipates funding for the duration of the Consolidated Plan from

- CDBG
- City of Auburn General Fund allocation for Human Services

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	600,000	0	51,182	651,182	2,400,000	Resources anticipated based on 2020 estimated entitlement

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
General Fund	public - local	Public Services	500,000	0	0	500,000	2,000,000	Anticipated general fund allocation to human services in the community.

Table 18 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Auburn relies on CDBG funds to support community and economic development projects and activities in efforts to support low to moderate income populations in the community. However, CDBG funds are not the only source of funds the City uses to support public services and community projects and activities. The City's general funds are used to support public services in addition to CDBG funds.

CDBG funds do not require matching funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

The City of Auburn will explore possibilities to utilize publicly owned land to address needs identified in the Consolidated Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs		Affordable Housing	CDBG: $380,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Homeowner Housing Rehabilitated: 65 Household Housing Unit
2	Ending Homelessness	2020	2024	Homeless		Ending Homelessness	CDBG: $70,000	Public service activities other than Low/Moderate Income Housing Benefit: 165 Persons Assisted
3	Community and Economic Development	2020	2024	Non-Homeless Special Needs Non-Housing Community Development		Community and Economic Development	CDBG: $101,182	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted
4	Planning and Administration	2020	2024				CDBG: $100,000	Other: 0 Other

Table 19 – Goals Summary

Goal Descriptions

1	**Goal Name**	Affordable Housing
	Goal Description	The City of Auburn will engage in housing activities, collaborations, and partnerships to enhance opportunities for the creation and preservation of affordable housing. The City will plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing choice, and to increase access to housing and housing programs.
2	**Goal Name**	Ending Homelessness
	Goal Description	The City of Auburn will support Public Service activities that work toward the following outcomes: 1) reduce the number of households becoming homeless; 2) reduce the length of time that households are homeless; 3) increase the rate of exits to permanent housing; and 4) reduce the number of households that re-enter the homeless system after exit to permanent housing.
3	**Goal Name**	Community and Economic Development
	Goal Description	In an effort to meet the need of Auburn's economic and demographic growth the City intends to fund programs and activities that will enhance the economy, accessibility, safety, and physical appearance of neighborhoods. Activities that would be eligible for funding include fair housing public services, public infrastructure and ADA improvements for public facilities. These investments help to ensure equitable opportunities for good health, happiness, safety, self-reliance and connection to community.
4	**Goal Name**	Planning and Administration
	Goal Description	General administration and project management

AP-35 Projects - 91.420, 91.220(d)

Introduction

Auburn's Annual Action Plan provides descriptions of proposals of how funds will be prioritized to achieve goals identified in the Consolidated Plan. Projects funded by the City will address the priority needs of providing assistance to prevent homelessness, ensure affordable housing and a suitable living environment. Projects and programs are selected through a competitive application process to ensure optimal quality services is provided to the community in use of the funds.

#	Project Name
1	Housing Repair
2	Healthpoint
3	Employment Training Program
4	Sidewalk Accessibility Improvements
5	Affordable Housing Capital Improvements
6	Planning and Administration

Table 20 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocations proposed are based on the assessment of Auburn's needs, the resources available in the region, the availability of other funds also focusing on needs, and the purpose of Consolidated Plan funds.

Should CDBG revenues exceed the proposed amount, the additional resources shall be allocated in accordance to the following guidelines:

- Fill gaps in human services primarily healthcare, homeless prevention and intervention and affordable housing accessibility.
- Increase funding for community development projects and activities including housing, community facilities and economic development.

If increases are not significant enough to enhance projects or activities funds may be placed in contingency for programming later in the year or the following program year.

Should CDBG revenues come in lower than anticipated; the City will continue with its planned policy and to the extent allowed reduce funding allocations in homeowner rehabilitation projects and administrative activities.

Should CDBG revenues come in less than originally proposed, the City will continue managing the programs with decreased resources to the extent possible and reduce funding allocations in administrative activities and not public services.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Housing Repair
	Target Area	
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: $350,000
	Description	Maintain the affordability of decent housing for low-income Auburn residents by providing repairs necessary to maintain suitable housing for low income Auburn homeowners.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 65 low to moderate income families will benefit from the housing repair program. As the City's largest homeless prevention program, housing repair ensures the sustainability of a safe home for some of Auburn's most vulnerable residents. Of the 65 low to moderate income residents who apply for the program, over half of them are of the senior and disabled population.
	Location Description	n/a
	Planned Activities	Activities include minor home repairs.
2	**Project Name**	Healthpoint
	Target Area	
	Goals Supported	Ending Homelessness
	Needs Addressed	Homeless Prevention and Intervention
	Funding	CDBG: $60,000
	Description	Providing healthcare services which include medical and dental to 150 or more low to moderate income, Auburn residents. This project is a public service activity.

	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	At least 150 low to moderate income Auburn residents will have benefitted from the proposed activities.
	Location Description	n/a
	Planned Activities	
3	**Project Name**	Employment Training Program
	Target Area	
	Goals Supported	End Homelessness
	Needs Addressed	Homeless Prevention and Intervention
	Funding	CDBG: $10,000
	Description	Provide employment training supportive services to approximately 15 low to moderate income Auburn residents so that at least half of them can find and sustain a job. This project is a public service activity.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	15 low to moderate income Auburn residents will benefit from the employment training program.
	Location Description	n/a
	Planned Activities	
4	**Project Name**	Sidewalk Accessibility Improvements
	Target Area	
	Goals Supported	Community and Economic Development
	Needs Addressed	Ensure a Suitable Living Environment

	Funding	CDBG: $101,182
	Description	Provide sidewalk ADA improvements in low- to moderate-income areas of Auburn, improving accessibility, safety, and community connectedness.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	200 low to moderate income Auburn residents will benefit from the improvements.
	Location Description	n/a
	Planned Activities	Planned activities include sidewalk improvements to install missing sections or ADA-compliant curb ramps.
5	**Project Name**	Affordable Housing Capital Improvements
	Target Area	
	Goals Supported	Affordable Housing
	Needs Addressed	Ensure a Suitable Living Environment.
	Funding	CDBG: $30,000
	Description	Make funds available through an RFP process to nonprofit affordable housing providers in the City of Auburn for property improvements.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	5 low income households will benefit from the proposed improvements.
	Location Description	n/a

	Planned Activities	

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Auburn intends on distributing funds throughout the jurisdiction.

Geographic Distribution

Target Area	Percentage of Funds

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Due to the fact that all areas of Auburn have low to moderate income families dispersed throughout the entire City, the City intends on investing throughout the entire jurisdiction to ensure that all populations throughout the region have access to beneficial programs and housing opportunities.

Discussion

Due to the fact that all areas of Auburn have low to moderate income families dispersed throughout the entire City, the City intends on investing throughout the entire jurisdiction to ensure that all populations throughout the region have access to beneficial programs and housing opportunities.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City of Auburn will continue to work with service providers throughout the region in coordination to develop systems and strategies to promote their efforts in providing optimal, easily accessible services. The City will work to reduce the number of families in poverty, sustain relationships with employment training agencies, and work to preserve and increase the affordable housing stock in our community.

Actions planned to address obstacles to meeting underserved needs

By establishing a strong foundation of networks between local service providers, stakeholders and government agencies through committees and coalitions, the City will work in partnership to address obstacles and ameliorate barriers to meeting underserved needs. The collaborated organizations will develop detailed strategic plans that will delegate tasks, build systems and ongoing assessment of service delivery.

Actions planned to foster and maintain affordable housing

The City will continue to maintain the affordability of decent housing for low income Auburn residents by allocating over $300,000 of CDBG funds to the City's Housing Repair Program. The program provides emergency repairs necessary to maintain safe housing for at least 65 Auburn homeowners, many of whom are senior citizens and/or are experiencing barriers to safely accessing their homes due to physical disabilities.

In addition to Auburn's Housing Repair program, the City will maintain affordable housing by continuing to engage and partner with coalitions, committees and other government agencies to integrate and enhance efforts on the issue.

Auburn has been participating in multiple robust regional efforts to coordinate affordable housing activities in King County. One of these efforts, The South King Housing and Homelessness Partners (SKHHP) is a coalition formed by an interlocal agreement between the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County. The agreement allows for South King County jurisdictions to work together and share resources in order to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

Additionally, the City of Auburn has been an active participant in the recently formed Affordable Housing Committee of the Growth Management Planning Council (GMPC), with a City Councilmember sitting on the Committee as a voting member. The Affordable Housing Committee serves as a regional advisory body to recommend action and assess progress toward implementing the Regional Affordable Housing Task Force (RAHTF) Five Year Action Plan. The Committee functions as a point in coordinating

and owning accountability for affordable housing efforts across King County.

Actions planned to reduce lead-based paint hazards

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

The city takes additional measures when the age of the home indicates a possible presence of lead-based paint. Before housing repair work commences, the city contracts with a certified provider to undertake lead paint testing. When lead-based hazards are positively identified, the city works with the housing repair client and contractors certified in RRP Lead Abatement to implement the necessary mitigation and safety strategies.

Actions planned to reduce the number of poverty-level families

The City of Auburn's planned actions to reduce the number of poverty- level families within the context of this Annual Action Plan include but are not limited to:

- Allocating $10,000 to employment and training programs
- Allocating $60,000 to healthcare services targeted at families who are uninsured or underinsured
- Participate and partner with coalitions, committees and agencies that provide antipoverty services to develop and enhance strategies and efforts to reduce poverty level families
- Supporting the development and sustainability of affordable multi-family housing in Auburn

In addition, the city will continue to support and fund programs serving families living in poverty through a competitive human services funding process.

Actions planned to develop institutional structure

The City's planned actions to address the gaps and weaknesses identified in the strategic plan include:

- Maintaining partnerships with and participating in the South King County Housing and Homelessness Partnership, All Home of King County and other regional human service providers, coalitions and committees who address homeless issues. The City will also continue to work collaboratively with partnering organizations and groups to integrate and enhance services to provide optimal services to individuals and families currently experiencing or at risk of homelessness. In addition the City plans to allocate $250,000 to emergency shelters and homelessness intervention services, and more than $60,000 to emergency services such as food,

financial assistance, clothing and healthcare.

- Take a comprehensive approach to consolidated and comprehensive planning to include all internal City departments, commissions, committees and task forces.

Actions planned to enhance coordination between public and private housing and social service agencies

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

In 2016 the City of Auburn started participating in Affordable Housing Week through the Housing Development Consortium along with other public and private housing agencies in King County to continue our partnerships in providing affordable housing in the region. The City will continue its participation in this annual event and look for other similar opportunities to raise build partnerships to support the preservation and enhanced affordability of housing in our community.

Discussion

The expressed goal of the City's Consolidated Plan is to reduce the number of people living in poverty within Auburn. The City intends to give funding priority to programs that in addition to complying with federal regulations and address a priority a outlined in the Consolidated Plan are consistent with all of the goals and objectives identified.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

The City of Auburn does not anticipate receiving any program income during the 2020 Annual Action Plan year.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan
3. The amount of surplus funds from urban renewal settlements
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
5. The amount of income from float-funded activities

Total Program Income

2019 King County Analysis of Impediments to Fair Housing Choice



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INTRODUCTION AND EXECUTIVE SUMMARY

Introduction

Everyone deserves fair access to housing. Discrimination and segregation are deeply engrained in the history of the United States, including King County. Access to housing was historically a key tool to perpetuate segregation, and will be critical for its undoing.

The Federal Fair Housing Act of 1968 banned discrimination against certain protected classes, and the U.S. Department of Housing and Urban Development's (HUD's) implementation of the act requires all local governments to affirmatively further fair housing. This means King County must take meaningful actions to combat discrimination, overcome historic patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity.

Protected Classes in King County

Federal	State of Washington	King County
Race Color National Origin Religion Sex Disability Familial Status	Sexual Orientation Gender Identity Creed Marital Status Veteran/Military Status Use of Service or Assistive Animal Source of Income	Age Ancestry

This Analysis of Impediments to Fair Housing Choice (Analysis of Impediments) seeks to understand the barriers to fair housing choice and will guide policy and funding decisions to end discrimination and overcome historic patterns of segregation in King County.

This analysis is written in the context of King County's Equity and Social Justice Strategic Plan[1], which provides a lens through which all critical government decisions are made. The Strategic Plan creates a framework to analyze how to engage historically underserved communities in examining current conditions and defining equitable solutions.

[1] https://aqua.kingcounty.gov/dnrp/library/dnrp-directors-office/equity-social-justice/201609-ESJ-SP-FULL.pdf

This analysis is also written in the context of the Regional Affordable Housing Task Force's Five-Year Action Plan and Final Report[2] and the Affordable Housing Committee. This analysis may inform efforts King County and the Affordable Housing Committee will take to develop model ordinances or provide technical assistance to partner jurisdictions. The Five-Year Action Plan includes strategies that this analysis partially addresses:

- Goal 4, Strategy A: Propose and support legislation and statewide policies related to tenant protection to ease implementation and provide consistency for landlords:
    - Prohibit discrimination in housing against tenants and potential tenants with arrest records, conviction records, or criminal history
- Goal 4, Strategy B: Strive to more widely adopt model, expanded tenant protection ordinances countywide and provide implementation support for:
    - Prohibiting discrimination in housing against tenants and potential tenants with arrest records, conviction records, or criminal history
- Goal 5, Strategy B: Increase investments in communities of color and low-income communities by developing programs and policies that serve individuals and families at risk of displacement
    - Expand requirements to affirmatively market housing programs and enhance work to align affordable housing strategies with federal requirements to affirmatively further fair housing.

This analysis is conducted on behalf of the King County Consortium, which includes all of King County with the exception of the Cities of Seattle and Milton. While this analysis includes the City of Seattle, particularly for the analysis of shifting demographics and segregation throughout King County, it does not represent the City of Seattle nor reflect all of its efforts to affirmatively further fair housing. The City of Seattle and Seattle Housing Authority conducted its own Assessment of Fair Housing in 2017, which you can read here.[3]

This analysis is primarily based on the structure of HUD's 2017 Assessment of Fair Housing Local Government Assessment Tool and the data from the Affirmatively Furthering Fair Housing Data and Mapping Tool[4] provided by HUD. More current and supplemental data sources are included when appropriate, and the structure has been modified to improve readability.

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[2] https://kingcounty.gov/~/media/initiatives/affordablehousing/documents/report/RAHReportPrintFileUpdated7-17-19.ashx?la=en

[3] http://www.seattle.gov/Documents/Departments/HumanServices/CDBG/2017%20AFH%20Final.4.25.17V2.pdf

[4] https://egis.hud.gov/affht/

Executive Summary

This report finds that systemic segregation, disproportionate housing needs, and individual-level discrimination are present and ongoing in King County. Key findings include:

- King County has become significantly more diverse over recent decades.
- Jurisdictions in King County can be categorized within three racial compositions: areas that are diverse, predominantly White and Asian, and predominantly White.
- South Seattle and Southwest King County contain the most diverse areas of King County and face the greatest barriers in access to opportunity.
- Economic segregation is a major factor to segregation patterns throughout King County and protected class status is frequently correlated with lower incomes.
- Housing prices have increased dramatically in the last ten years, displacing lower-income communities of color and immigrants.
- Field-testing conducted across jurisdictions in King County found evidence of individual-level housing discrimination in about half of all tests.
- Blacks are half as likely as Whites to apply for a home loan and twice as likely to be denied.

This report proposes an initial set of goals:

1. Invest in programs that provide fair housing education, enforcement, and testing.
2. Engage underrepresented communities on an ongoing basis to better understand barriers and increase access to opportunity.
3. Provide more housing for vulnerable populations.
4. Provide more housing choices for people with large families.
5. Support efforts to increase housing stability.
6. Preserve and increase affordable housing in communities at high risk of displacement.
7. Review zoning laws to increase housing options and supply in urban areas.
8. Work with communities to guide investments in historically underserved communities.
9. Support the Affordable Housing Committee's efforts to promote fair housing.
10. Report annually on Fair Housing Goals and progress.

COMMUNITY PARTICIPATION PROCESS

King County staff solicited input on community needs, priorities, and on the draft Analysis of Impediments from partner organizations, local jurisdictions, and the general public. Public outreach and engagement activities were designed to reduce barriers to participation and engage stakeholders and community groups who have been underrepresented in the past. King County staff partnered with local jurisdictions to help reach more communities, and hosted meetings in public places that might be more broadly attended. Information on the Analysis of Impediments, the notice of the public meetings and survey were widely distributed through targeted outreach with local partners. The public review draft was available for public review and comment from June 14-July 26, 2019. The meeting notices and the survey tool were available to members of the public in English, Somali, Spanish, and Vietnamese from June 25-July 26, 2019.

The Joint Recommendations Committee, which oversees the funding decisions of the King County Consortium, reviewed and approved this report at a special meeting on July 12, 2019. In effect, this means that this Analysis of Impediments has been adopted by all of the cities in King County, except the Cities of Seattle and Milton. The King County Department of Community and Human Services will submit this report to the King County Council by September, which will provide an additional forum for public comment.

Stakeholders

King County staff invited members of the following organizations to participate in one-on-one interviews to provide additional feedback. Staff also shared the public meetings notice with the following organizations and encouraged them to distribute it through their networks.

Housing Providers/Policy Advocates

- Housing Development Consortium of Seattle-King County
- Housing Justice Project
- King County Housing Authority
- Puget Sound Sage
- Renton Housing Authority
- Tenant's Union (WA State and City of Kent)
- WA Multifamily Housing Association
- WA Realtors

Nonprofit/Community Based Organizations

- African Community Housing and Development
- Alliance of People with disAbilities
- Asian Pacific Islander Americans for Civic Engagement (APACE)

- Asian Counseling and Referral Services
- Centro De La Raza
- Refugee Women's Alliance (ReWA)
- Somali Community: Living Well Kent
- Washington State Coalition Against Domestic Violence (WSCADV)
- White Center CDA

Regional Partners

- Columbia Legal Services
- Futurewise
- Puget Sound Sage
- Skyway Solutions
- University of Washington: Evans School of Public Policy & Governance

King County staff conducted interviews with representatives from the following organizations:

- Alliance for People with disAbilities
- Asian Counseling and Referral Services
- Columbia Legal Services
- University of Washington: Evans School of Public Policy & Governance
- King County Housing Authority
- Puget Sound SAGE
- Refugee Women's Alliance
- Washington State Coalition Against Domestic Violence



Community Meetings For the General Public

Public Drop-In Forums

Three public open houses (one in each sub-region) gave a chance for residents to provide feedback on the draft Analysis of Impediments and share their concerns and perspectives with King County staff. These meetings followed the federal requirements for providing public notice, providing notice in the Seattle Times newspapers, posting on the King County website, posting notice at the meeting site and providing direct notification to stakeholders 14 calendar days prior to the first community meeting. These meetings took place at the following times and locations:

- **East – Bellevue,** 6/15, Crossroads Mall, 11:00 a.m.-1:00 p.m.
- **North – Shoreline,** 6/22, Shoreline Library, 10:30 a.m.-12:30 p.m.
- **South – Tukwila,** 6/29, Tukwila Library, 10:30 a.m.-12:30 p.m.

These community forums were held in mixed–income and low-income locations around King County that are walkable, accessible by public transit, and had free parking. The venues included areas that are frequented by community members of all economic backgrounds, often in areas with subsidized and affordable housing options. These public meetings were held in publicly accessible locations, without architectural barriers which would preclude the attendance of people who have a disability. The community meeting held at the Crossroads Mall was the best attended, as the location had the most foot traffic, and was a good location to talk to people passing by the posted information.

Additional Meetings

King County co-hosted two community meetings jointly, one with the City of Auburn and another with the City of Federal Way. An additional stakeholder meeting was scheduled to provide an opportunity to discuss this work and get feedback during work hours. Staff from the Downtown Emergency Services Center, Housing Development Consortium, and Congregations for the Homeless attended this meeting. King County staff also briefed the City of Renton Human Services Commission on this process, key findings, and recommendations.

Online Survey

King County staff also distributed an online survey to collect information regarding individuals' personal experiences of barriers to accessing housing. The survey was translated into Spanish, Vietnamese, and Somali to increase accessibility. By the end of the comment period, 46 participants submitted responses and comments through the survey.

Survey Themes:

- Rental Market:
    - Lack of affordable housing for low-income/fixed-income individuals
    - Instability of constantly moving due to:
        - Annual rent increases that make an area unaffordable
        - Buildings being renovated and displacing residents
    - Living with multiple roommates in crowded conditions to afford the area
    - Community members settling for sub-quality rental housing in order to manage affordability
    - Moved out of homelessness into a rental unit
- Housing ownership market is too expensive and unattainable:
    - Older housing options are the only options in lower price ranges
    - Newer housing is larger and starts in the $800K range
    - Prices prevent younger families from moving in, the elderly from staying in their homes and the new graduates need to return to live at home
    - Newer housing being built does not incorporate concern for aesthetic or functional neighborhoods or communities; quantity over quality is being valued
    - Frustrated by a lack of market options/configurations; need more multi-family properties
- Need more education about how to report housing discrimination, and what tenant rights are when facing fair housing discrimination
- Need more low-barrier, affordable housing options
- Need to protect mobile home parks from development, enabling low-income residents to remain (see work Kenmore is doing)

Summary of Feedback

Key Themes Highlighted from Public Meetings and Stakeholder Interviews:

- Fair Housing Enforcement needs work, as the current system relies on the injured party to report the discrimination (racism, classism, ableism etc.)
- Certain protected classes (i.e. individuals living with a disability, immigrants with limited English proficiency) experience inherent barriers to accessing housing
    - Need more accessible units for people with disabilities, and policies to ensure units are actually accessible or modified to be accessible
    - Need for more translated materials (forms, websites) and available interpreters to help immigrants/refugees access information and apply for housing
- The impacts of displacement are being felt across the county:
    - Available housing is pricing out low-income individuals
    - Evictions are disproportionately impacting women of color
    - Cost of housing restricts geographical choice, forces residents to relocate
    - Number of people experiencing homelessness continue to increase

- Immigrant and refugee communities are afraid of government/public entities/organizations
- Credit scores and social security numbers are being used as neutral tools to discriminate against potential tenants

Recommended Actions Identified by Public Stakeholders:

- Need more accessible, affordable housing and larger capacity units across King County
- Need to further educate landlords/property managers/housing providers on working with tenants with disabilities, with domestic violence survivors, and with tenants with criminal records.
- Need a centralized housing database that provides a reference list of available housing programs, resources and available units.

The following chart summarizes the feedback received for each public meeting and interview. Feedback has also been incorporated throughout this analysis since the public review draft was first posted on June 14, 2019.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Meeting	Affordable Housing experts, stakeholders	The Regional Affordable Housing Task Force Kick-Off meeting on July 14, 2017 at the Renton Community Center included a data presentation on housing affordability and small and large group discussions. Approximately 70 individuals attended	See meeting summary https://www.kingcounty.gov/initiatives/affordablehousing/meetings.aspx	None
Public Meeting	Communities of Color Broad Community	The January 30, 2018 Regional Affordable Housing Task Force met at the New Holly Community Center (in New Holly neighborhood operated by the Seattle Housing Authority) for open public testimony on the public's experiences of and perspective on housing affordability. 50 members of the public provided testimony.	See meeting summary https://www.kingcounty.gov/initiatives/affordablehousing/meetings.aspx	None
Public Meeting	Individuals with lived experiences of homelessness Elected Leaders Business Community Service Providers Broad Community	The January 22, 2018 One Table Community Action Work Group meeting brought elected officials, service providers to discuss the root causes of homelessness and to develop a community approach to homelessness and affordability.	See meeting summary https://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/one-table.aspx	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
	Individuals with lived experiences of homelessness Elected Leaders Business Community Service Providers Broad Community	The April 4, 2018 One Table Community Action Work Group meeting brought together elected officials, service providers to discuss the root causes of homelessness	See meeting summary https://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/one-table.aspx	None
	Individuals with lived experiences of homelessness Elected Leaders Business Community Service Providers Broad Community	The August 3, 2018 One Table Community Action Work Group meeting brought elected officials, service providers to discuss the root causes of homelessness.	See meeting summary https://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/one-table.aspx	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Meeting	Broad Community	The April 19, 2018 Regional Affordable Housing Task Force Meeting at Kenmore City Hall was organized with small group discussions around a specific issue of affordable housing, with small groups reporting out to the whole. Approximately 50 people participated.	See meeting summary https://www.kingcounty.gov/initiatives/affordablehousing/meetings.aspx	None
Public Meeting	Broad Community	On September 5, 2018 at Shoreline Community College, the Regional Affordable Housing Task Force presented a draft Action Plan and facilitated discussion around prioritizing goals.	See meeting summary https://www.kingcounty.gov/initiatives/affordablehousing/meetings.aspx	None
Public Meeting	Broad Community	On September 8, 2018 at the South Bellevue Community Center, the Regional Affordable Housing Task Force presented a draft Action Plan and facilitated discussion around prioritizing goals.	See meeting summary https://www.kingcounty.gov/initiatives/affordablehousing/meetings.aspx	None
Public Meeting	Broad Community	On September 11, 2018 at the Auburn Community Center, the Regional Affordable Housing Task Force presented a draft Action Plan and facilitated discussion around prioritizing goals.	See meeting summary https://www.kingcounty.gov/initiatives/affordablehousing/meetings.aspx	None
Online Comment Tool	Broad Community	The Regional Affordable Housing Task Force website hosted a public comment tool that allowed residents to share what neighborhood they live in (optionally), their experiences, and any other perspectives or solutions to address housing affordability.	See public comments here https://www.kingcounty.gov/initiatives/affordablehousing.aspx	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Meeting	Community Meeting in Auburn	On April 1, 2019 King County staff participated in a community meeting organized by City of Auburn to gather input for their CDBG program and county-wide housing and fair housing needs.	People expressed a desire to see more affordable housing, fewer barriers to obtaining housing including: tenant screening, selective micro-targeting through social media, discrimination against domestic violence survivors, rental application fees. Also mentioned was single family zoning as exclusionary and limiting the housing supply. Other supply constraining factors mentioned were permitting process and regulations.	None
Public Meeting	Broad Community (Bellevue)	On June 15, 2019 King County staff organized a community drop-in opportunity in Bellevue at Crossroads Mall for community members to discuss county-wide housing needs and fair housing needs, as well as provide public comment on the Consolidated Plan and Analysis for Impediments.	Members of the public expressed a need for more affordable housing options for renters and home buyers. They shared concerns of their community becoming unaffordable. Shared concerns that employees need to travel further from work to find housing. Lack of affordable housing is impacting efforts to help people out of homelessness, means people are on waitlists longer. Fair housing laws can have unintended consequences, and it can be complicated for realtors to implement. Community needs: workforce housing, ADUs, subsidies that provide both housing and cost of living assistance.	None
Public Meeting	Broad Community (Shoreline/ Lake Forest Park)	On June 22, 2019 King County staff organized a community drop-in opportunity at the Shoreline Library for community members to discuss county-wide housing needs and fair housing needs, as well as provide public comment on the Consolidated Plan and Analysis for Impediments.	Members of the public shared the fear immigrant communities are feeling to join public meetings, and a need for more outreach to immigrant communities. Concerned about availability of housing stock, and impact of tech companies expanding campuses. Community needs more: rental assistance to help keep housing, low-income apartment stock, resources on what to do when you are experiencing discrimination and better responsiveness to reported discrimination.	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Meeting	Broad Community (Tukwila)	On June 29, 2019 King County staff organized a community drop-in opportunity at the Tukwila Library for community members to discuss county-wide housing needs and fair housing needs, as well as provide public comment on the Consolidated Plan and Analysis for Impediments.	Members of the public shared their concern regarding impact of evictions, and how it is being misused. Concerned about the growing number of homeless women and homeless vets. Additionally, how affordability is impacting ability to stay in their preferred neighborhoods. Community needs more: help with planning around credit scores, education, financial planning, and new, accessible homes at affordable prices.	None
Stakeholder Meeting	Partners/Stakeholders	On July 9, 2019 King County staff organized a community drop-in opportunity for partners and stakeholders to discuss county-wide housing needs and fair housing needs, as well as provide public comment on the Consolidated Plan and Analysis for Impediments.	Partners shared their concern that there are not adequate resources for behavioral health needs, aging in place, or access to adult care homes. Additional concerns included unhealthy housing. Partners shared that the county needs more long-term medical care, more education for landlords, long-term subsidized housing, private landlord/rental repair, and more fair housing testing and enforcement	None
Public Meeting	Joint Recommendations Committee & Members of the Public	On July 12, 2019 King County staff organized a special meeting of the Joint Recommendations Committee (JRC) to review and approve the Consolidated Plan and Analysis of Impediments to Fair Housing	Joint Recommendations Committee (JRC) held a special meeting and heard a presentation on the Consolidated Plan and Analysis for Impediments. Members of the public shared concern for the displacement of immigrants/refugees from their neighborhoods of choice, and how that type of displacement has a distinct ripple effect for both the community member that is forced to move, and the community left behind.	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Stakeholder Interview	Alliance of People with disAbilities	Interviewed leadership at Alliance of People with disAbilities	-Fair housing barriers: people who are impacted need extra support; housing access is unaffordable and inaccessible - Accessible units rented on first serve basis, not held for tenants with accessibility needs; increases the wait for units and rigorous search needed for those tenants -Alliance of People with disAbilities acts as a system navigator to help people access services; work with anyone who states they have a disability -People with disabilities are missing/not reflected by current reports on homelessness, even though they continue to represent a growing part of the homeless population -Distinction between ADA accessible and accessible for specific individual; some more work is needed on educating housing providers on tenants' rights to have a unit modified to be accessible for them -Need more accessible units and subsidized housing, with range of options to customize for tenants with disabilities -Need one stop housing database with all currently available housing and info on housing programs -Need voice at the table in these processes; there is a problem with the process -Need more funding for accessibility work, specifically advocating for tenants with disabilities and educating housing providers -Need more housing to be designed and built in a more broadly accessible	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Stakeholder Interview	King County Housing Authority	Interviewed leadership and staff at KCHA	-Fair housing barriers: market availability and geographic choice present barriers to fair housing -Low-income individuals are being priced out; qualifying for these benefits gets you on the list but not immediate access to benefits; not enough resources to help everyone in need -KCHA working with City of Seattle on Creating Moves to Opportunity Pilot to improve outcomes of children by evaluation strategies that support Housing Choice Vouchers in moving to higher opportunity neighborhoods -KCHA increasing landlord engagement work; build and maintain relationships with local landlords to educate them about HCVs -Harder for housing authorities to work with undocumented family members; need to disclose all members of household living in residence -Increase in intakes of tenants coming directly out of homelessness (40-50%); demand for Section 8 vouchers is also increasing -Growing urgency and need for housing resources overall -Need more multifamily housing, affordable home ownership and concessionary sales prices	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Stakeholder Interview	Washington State Coalition Against Domestic Violence (WSCADV)	Interviewed staff member at WSCADV	-Fair housing barriers: Survivors of DV cannot be denied housing on the basis of DV history, but it does happen in practice (both by landlords and housing authorities) -Lack of understanding on how to work with survivors of domestic violence -Need: improved education for housing providers on how to work with survivors and what a tenant's rights are for survivors accessing safe housing or vacating housing to be safe (i.e. changing locks, breaking a lease without repercussions, requesting new housing location) -Need: navigation for survivors help to get safe and stable housing; eviction reform and tenant screening; process of housing applications and timelines can often be the barrier	None
Stakeholder Interview	Puget Sound Sage	Interviewed staff at Puget Sound Sage	-Puget Sound Sage advocates for investments and policies at the state level that seek to protect tenants and promote equitable development, and there has been significant movement in these areas in recent years -Fair housing barriers include rising house costs, restricted land use (single family housing), and evictions rising, which increases displacement, real estate market and cost of housing -Equitable Development Initiative a good example of funding to support community initiated projects in high-risk displacement neighborhoods; community engaged in solution -Need to strengthen affordable housing, use more affirmative marketing and preferential strategies	None

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Stakeholder Interview	Asian Counseling and Referral Services (ACRS)	Interviewed staff at ACRS	-Fair housing barriers: distrust in institutions, availability of interpreters and availability of materials and forms printed in multiples languages for clients to access -ACRS: assists clients finding housing and navigating services, but can take more time and resources due to language barriers; often end up filling out forms with clients. These barriers cause delays, as clients cannot access the information themselves, and ACRS has limited resources to meet the need. -CEA is working well, providing multiple resources in community to determine needs. Housing First model has had a positive impact as well. -Need: more translated materials and more interpreters available at housing provider offices to assist with housing process, forms etc.	None.
Stakeholder Interview	Columbia Legal Services (CLS)	Interviewed staff at CLS	-Fair housing barriers: racism/unacknowledged racism, affordability (credit score as a "neutral test" has a disproportionate impact, enforcement model falls on victim to report discrimination, type of housing stock and lack of units -Columbia Legal Services: work with clients with criminal records on access to housing (leaving jail, homelessness, accessibility of shelters, reasonable accommodation, and undocumented residents). -Need: education on many forms of housing discrimination that exist (ex. SSN is not needed on all the forms it is requested but can have a barrier impact); increasing access for tenants with disabilities (accommodation vs. modification).	None.

Citizen Participation Outreach				
Mode of Outreach	**Target of Outreach**	**Summary of response/attendance**	**Summary of comments received**	**Summary of comments not accepted and reasons**
Stakeholder Interview	University of Washington, Evans School of Public Policy and Governance	Interviewed Evans School professor	-Fair housing barriers: discrimination without enforcement, use of other policies for discrimination by proxy, Ban the Box had unintended consequences -Need more education around what fair housing is, and enforcement for parties who are violating it	None.

ASSESSMENT OF PAST FAIR HOUSING GOALS

King County participated in a regional Fair Housing and Equity Assessment lead by the Puget Sound Regional Council (PSRC) in 2015. You can read the full report here.[5] The following table reviews the goals set in that assessment, policies and programs implemented since 2015 that seek to further these goals, and the results or current status towards reaching each goal. King County and partner cities welcome input on other activities and results in King County that have not been included in this assessment, as well as on goals where progress has not been made since 2015.

	Goal	Activities	Results
I.	Fair Housing Education and Information		

A.	Work with regional funding partners and fair housing agency partners to increase the visibility of fair housing enforcement resources.	• Fair housing and tenant advocacy organizations perform outreach and education of fair housing enforcement resources:
		  ○ Fair Housing Center of Washington
		  ○ The Tenants Union of Washington
		• Information and access to resources are posted on the websites of:
		  ○ King County
		  ○ City of Seattle
		  ○ Washington State Human Rights Commission
		  ○ U.S. Department of Housing and Urban Development
			• Education and access to enforcement resources are available.

B.	Work with regional funding partners and fair housing agency partners	The Fair Housing Center of Washington is certified as a private fair housing enforcement initiative program through HUD.[6]	• There is inconsistent capacity across King

[5] https://www.psrc.org/sites/default/files/fairhousingequityassessment.pdf

[6] https://www.hud.gov/program_offices/fair_housing_equal_opp/contact_fhip

	Goal	Activities	Results
	to consider funding specific enforcement initiatives for rental housing in high opportunity areas and high capacity transit areas.	Fair housing enforcement is available in King County: • The U.S. Department of Housing and Urban Development (HUD) enforces federal laws.[7] • The Washington State Human Rights Commission enforces state laws.[8] • Local jurisdiction enforcement programs include: ○ City of Bellevue[9] ○ King County Civil Rights Program (for unincorporated areas)[10] ○ City of Seattle Office of Civil Rights[11]	County for fair housing enforcement. • Dispersed and overlapping authority makes accessing resources confusing.
C.	Work with regional funding partners and fair housing agency partners to provide fair housing education and training, including specific education for public and elected officials – assess need for funding for	Information regarding fair housing is available and education has continued through the Fair Housing Center of Washington, the Tenants Union, and Solid Ground, among other organizations. However, King County and partner cities did not fund specific educational campaigns.	• Elected officials, housing professionals, renters, and homebuyers are often still not aware of fair housing rights or responsibilities.

[7] https://www.hud.gov/program_offices/fair_housing_equal_opp

[8] https://www.hum.wa.gov/fair-housing

[9] https://development.bellevuewa.gov/codes-and-guidelines/code-compliance

[10] https://www.kingcounty.gov/elected/executive/equity-social-justice/civil-rights.aspx

[11] https://www.seattle.gov/civilrights/civil-rights/fair-housing

	Goal	Activities	Results
	specific educational campaigns.		
D.	Work with regional funding partners and fair housing agency partners to develop new informational materials and publications that will increase participation in the affirmative furthering of fair housing in our region.	Informational pamphlets were available and distributed at fair housing seminars and are available online.	• Most of the fair housing materials are outdated.
II.	Landlord/Housing Barriers		
A.	Work with partners, stakeholders, and private landlords to reduce housing screening barriers, including disparate treatment of protected classes and criminal background barriers that have a disparate impact on persons of color.	There has been significant activity in recent years for reducing screening barriers to housing, with a focus on polices that have disproportionate impacts on people of color.	• RCW 43.31.605 created the Washington State Landlord Mitigation Program in 2018.[12] The program provides education and, in some cases, financial support to landlords who rent to tenants receiving rental assistance.

[12] https://www.commerce.wa.gov/building-infrastructure/housing/landlord-mitigation-program/

	Goal	Activities	Results
B	Work with partners, stakeholders, and private landlords on initiatives and requirements that will actively promote fair housing choice and increase access to housing for protected classes, including expansion of the Landlord Liaison Project.	• The Landlord Liaison Project was reprogrammed into a larger and broader reaching organization called the Housing Connector. This is a cross collaborative effort between the Seattle Metropolitan Chamber of Commerce, King County, and the City of Seattle. • The King County Housing Authority staffs three Owner Liaisons who build relationships with new and strengthen existing partnerships with landlords to encourage participation in the Housing Choice Voucher (HCV) Program.	• The Housing Connector connects private property owners/managers to those most in need of housing. Click here to learn more. [13] • Since the Owner Liaison team was created, they have helped the HCV program find homes for over 900 new families.
C.	Work with partners to add the coverage of source of income/rental assistance/Section 8 discrimination at the State level and at the local level for jurisdictions that do not currently include this as a protected class and that have the capacity of	• King County and other partners advocated banning source of income discrimination at the Washington State Legislature.	• The Washington State Legislature banned source of income discrimination statewide in 2018. You can find more information about the bill here.[14]

[13] https://www.housingconnector.com/

[14] https://app.leg.wa.gov/billsummary?BillNumber=2578&Year=2017&Initiative=false

	Goal	Activities	Results
	administer such a program and explore other opportunities to reduce barriers to the use of Section 8 and other rental assistance in housing.		
D.	Provide technical assistance to help agencies get their questions answered by the appropriate fair housing professional.	• King County and partner cities do not provide technical assistance, but refer residents to fair housing professionals that provide fair housing education, including: Solid Ground, the Housing Justice Project, and the Tenants Union of Washington State. • The Washington State Multifamily Housing Association and Washington Realtors provide references to education and enforcement resources.	• Fair housing professionals continue to provide technical assistance.
III.	Access to Opportunity		
A	In coordination with funding and community partners, make strategic investments in affordable housing in regions of the Consortium that have high access to opportunity.	Since 2015, King County government has invested over $180 million in affordable housing in high opportunity areas or areas with frequent transit service.	• Significant affordable housing investments were made in affordable housing projects in high access to opportunity.

	Goal	Activities	Results
B.	In coordination with funding partners and community partners, make strategic investments that will catalyze additional public and private investment in regions of the Consortium that have low access to opportunity.	In 2014, Public Health – Seattle & King County began the program Communities of Opportunity (COO) in partnership with the Seattle Foundation, which seeks to empower residents and communities with low access to opportunity. One of the primary goals of COO is to increase economic opportunity. Click here for more information.[15]	• Supporting areas with low access to opportunity has been a priority, but significant disparities persist.
C.	Work across sectors on shared outcomes to increase health, well-being and the vitality of communities located in areas of low access to opportunity.	• Some of the primary goals of COO are to improve health outcomes and community connections. Click here for more information.[16] • King County Community Health Needs Assessment and	• Significant disparities in health outcomes persist in low-income communities.
D.	Work with partners on legislative matters, incentive programs, and tools that encourage responsible development in areas of low access to	• Addressing displacement and gentrification was an emerging topic during the past five year planning period. The Regional Affordable Housing Task Force convened elected officials and expert stakeholders and culminated in a Final Report and Five-Year Action Plan. Goal 5	• In 2019, the City of Kenmore rezoned its manufactured housing communities to ensure they were not replaced with another housing type.

[15] https://www.coopartnerships.org/

[16] https://www.coopartnerships.org/

	Goal	Activities	Results
	opportunity and ensure that there are plans to address displacement of low-income persons, if such may occur.	of the Regional Affordable Housing Task Force is to "Protect existing communities of color and low-income communities from displacement in gentrifying communities," and includes a number of strategies to achieve this goal. • The King County Housing Authority has prioritized acquisition and preservation of affordable housing in high opportunity areas where access for low-income persons has historically been limited and in areas at high risk of displacement.	• King County's 2019-2020 budget included funding for a TOD Preservation and Acquisition Plan. The plan currently proposes preserving 582 units in the coming years. You can learn more about the plan here.[17]

[17] https://mkcclegisearch.kingcounty.gov/LegislationDetail.aspx?ID=3876610&GUID=DD8C9E4E-56BC-4AD6-9B76-C24EB3FC68E5&Options=Advanced&Search=

FAIR HOUSING ANALYSIS

Understanding the impediments to fair housing choice requires many levels of analysis. This analysis includes the following sections:

- Summary of King County demographics and trends
- Analysis of segregation patterns and trends
- Analysis of racially and ethnically concentrated areas of poverty
- Analysis of disproportionate housing needs
- Analysis of disparities in access to opportunity along the following factors:
  - Education
  - Employment
  - Transportation
  - Environmentally Healthy Areas
- Analysis of publicly supported housing
- Analysis of housing access for individuals with disabilities
- Analysis of fair housing discrimination testing and housing mortgage disclosure data

Each section includes an analysis of the dynamics and disparities for each issue, key contributing factors, and provides a brief overview of the existing programs and policies seeking to address these issues.

Demographic Trend Summary

King County has seen significant demographic shifts since 1990 in overall population and makeup by race, ethnicity, and country of origin. King County's population has increased from 1,507,319 in 1990 to a 2017 Census estimate of 2,118,119, an increase of 41%. This was significantly greater than the overall U.S. population growth of 30% from 1990 to 2017.

Please see Appendix A for a table containing key demographic data for King County as whole, each jurisdiction, and the unincorporated areas.

Race/Ethnicity

King County has become significantly more diverse, with the White, not Hispanic or Latinx population decreasing from 84.8% in 1990 to a 2017 Census estimate of 61%. The Asian and Latinx populations grew most rapidly in the same time period, increasing from 7.9% to 17% and from 2.9% to 9% of the overall population, respectively. The Black population grew from 5.1% in 1990 to a 2017 estimate of 6.2%. King County's racial and ethnic composition is similar to the larger Seattle-Tacoma-Bellevue Metropolitan area.

National Origin

A major contributor to the growth in King County is immigration from other countries. In 1990, 140,600 residents had a national origin other than the U.S. The 2017 King County estimate is 467,938, an increase of 333% compared to 1990. The growth of this population accounts for 54% of the overall population growth in King County in this time period, and our foreign-born population accounts for 22% of the overall population, significantly higher than the national average of 14% and similar to the Seattle-Tacoma-Bellevue Metropolitan area.

There is significant variation between jurisdictions for the percent of their population that is foreign-born. The cities with the highest rates are:

Jurisdiction	Percent Foreign-Born
SeaTac	41%
Tukwila	40%
Redmond	40%

Data Source: 2017 5-Year ACS Population Estimates

The cities with the lowest percentages of foreign-born individuals are:

Jurisdiction	Percent Foreign-Born

Milton	5%
Duvall	6%
Maple Valley	6%

Data Source: 2017 5-Year ACS Population Estimates

Countries of origin with more than 15,000 residents in King County are India, China, Mexico, Vietnam, the Philippines, Korea, Canada, Ukraine, and Ethiopia. More than half of King County's foreign-born population originates from Asia.

Language and Limited English Proficiency

King County residents speak over 170 different languages, and more than a quarter of households in King County speak a language other than English at home. Six percent of King County households have limited English proficiency (LEP). Fifty five percent of LEP households speak Asian and Pacific Island languages, 20% speak Spanish, 16% speak Indo-European languages, and 9% speak other languages.[18] The most common languages spoken by K-12 students with LEP in King County are:

Language spoken by LEP students	Number of students in King County
Spanish	26,260
Vietnamese	5,575
Somali	3,786
Mandarin	3,552
Russian	2,543
Cantonese	2,263

Data Source: WA State Office of Financial Management, Forecasting Division, 2016 estimates

Familial Status

Despite other shifting demographics, household size in King County has remained relatively unchanged. Sixty percent of King County residents live in family households, married with or without children, or single parent households. The average household size in King County is 2.5 people. These figures are similar to the United States as a whole.

There is significant variation in average household size between jurisdictions within King County. The cities with the highest average household sizes are:

Jurisdiction	Average Household Size
Algona	3.4

[18] Data Source: 2016 American Community Survey 1-Year Estimate

Snoqualmie	3.1
Sammamish	3.0
Duvall	3.0

Data Source: 2017 5-Year ACS Population Estimates

The areas with the smallest average household size are:

Jurisdiction	Average Household Size
Skykomish	1.7
Seattle	2.2
Normandy Park	2.4

Data Source: 2017 5-Year ACS Population Estimates

The King County Office of Economic and Financial Analysis performs annual demographic trend analysis. Click here to visit their webpage.[19]

[19] https://www.kingcounty.gov/independent/forecasting/King%20County%20Economic%20Indicators/Demographics.aspx

Segregation and Integration in King County

Understanding the nature of residential segregation patterns and trends in King County is a critical first step to understanding the barriers to fair housing choice.

Geographically, residential segregation patterns in King County can be categorized as jurisdictions and neighborhoods that are predominantly White, predominantly White and Asian, or racially and ethnically diverse. South Seattle and Southwest King County experience the highest levels of racial and ethnic diversity, and are relatively integrated. Urban jurisdictions east of Seattle, such as Bellevue, Redmond, Sammamish, and Kirkland are predominantly White and Asian. Please see Appendix A for race and ethnicity information for each jurisdiction, King County as a whole, and the unincorporated areas of King County.

Non-White residents have moved into urban areas throughout King County over recent decades, which paints an overall positive outlook for racial and ethnic integration in the future. However, as the non-White population is likely to continue to grow, the displacement and shift of the Latinx and Black community into Southwest King County does present a risk of persistent or increased segregation in the future.

King County's segregation levels vary significantly by race. While Latinx and Asian populations experience similar levels of relatively low segregation, the Black population is highly segregated from the White population. The Dissimilarity Index provided by HUD measures the degree of segregation between two groups. A score of 0 would represent complete integration, while a score of 100 would represent complete segregation.

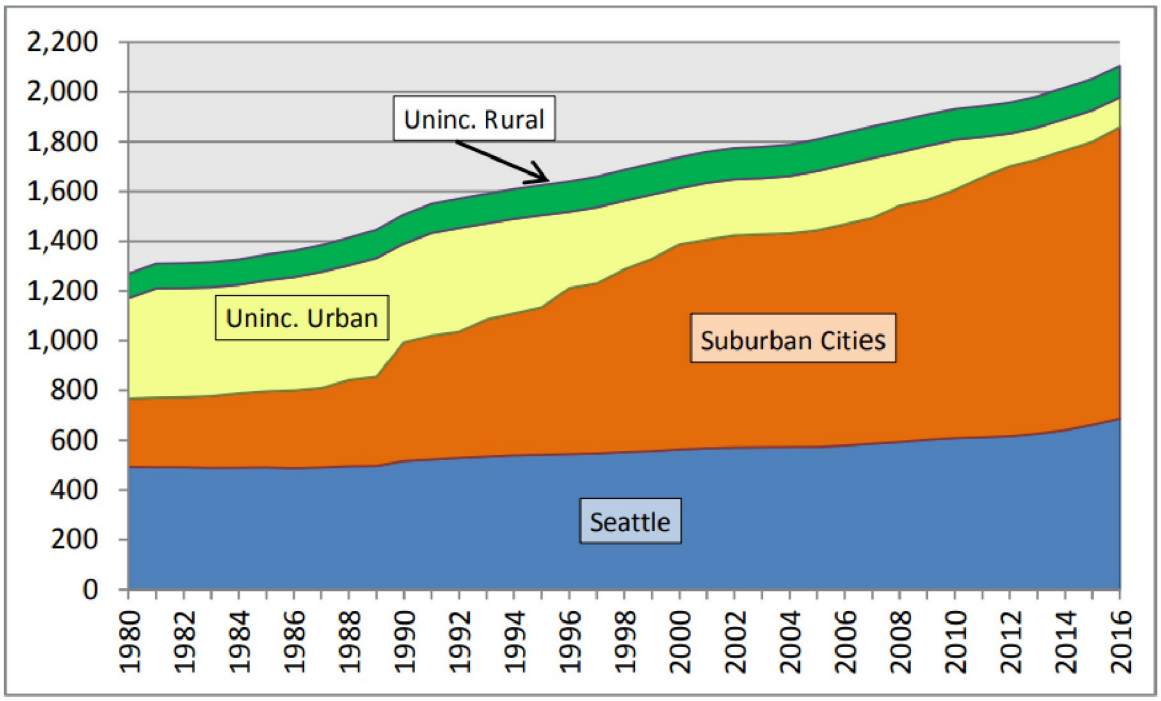
Race	Dissimilarity Index
White/Non-White	35.81
Black/White	56.71
Hispanic/White	39.71
Asian/White	36.22

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

Segregation Trends since 1990

In 1990, areas with significant non-White populations were primarily in Central and South Seattle. Over time, the non-White population has expanded into Southwest King County, with the Asian population also growing significantly in the urban areas east of Seattle. The most segregated areas of King County are those that are predominantly White in the rural areas, which have experienced relatively low population and job growth compared to the urban areas.

Population Change in King County Jurisdictions, 1980-2016



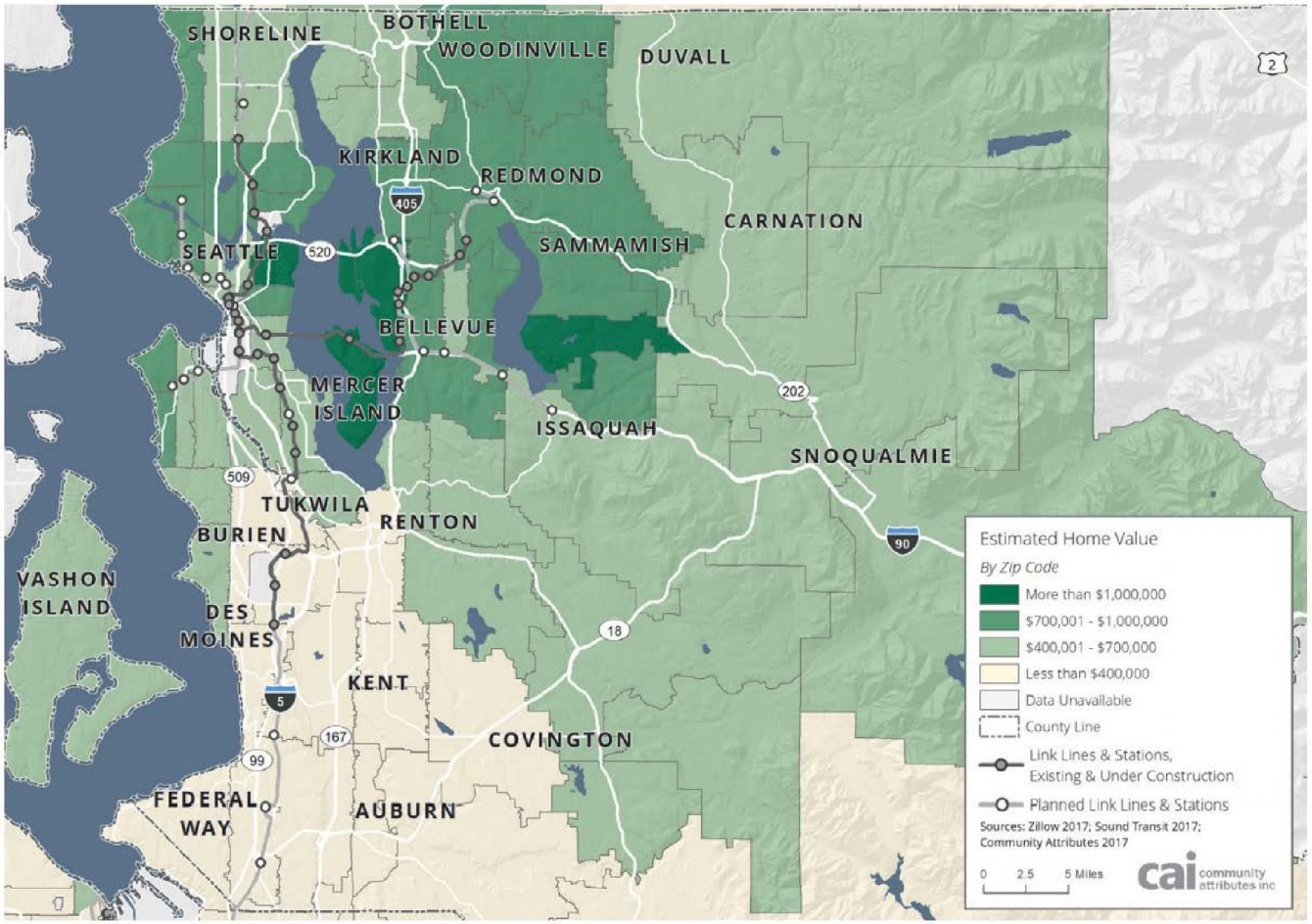
Data source: 2010 Census and American Community Survey

A major factor for why the rural area's population and demographics have changed relatively little is the Growth Management Act of Washington State (GMA). King County established an Urban Growth Boundary in 1992, in accordance with the GMA, and the boundary remains largely unchanged today. This boundary seeks to prevent sprawling, uncontrolled development and targets growth primarily in the western urban areas of King County. The urban areas have accommodated King County's growth in recent decades, while the rural area's demographics remain closer to King County's 1990 demographics. Suburban cities also annexed the majority of the urban unincorporated area, which accounts for the significant decrease in population in the urban unincorporated areas.

Another segregation trend over recent decades has been that of income segregation. Middle-income or mixed-income census tracts have decreased from 57% in 1980 to 46% in 2017. Economic segregation indexes rate this metropolitan region as about average or slightly below average compared to other metropolitan regions in the U.S.

Since approximately 2013, dramatic increases in the cost of housing have displaced lower-income communities of color farther south in Seattle or into the more affordable areas of Southwest King County. Residents have also been displaced into Kitsap, Pierce, and Snohomish Counties, which have historically had more lower cost housing compared to King County.

Estimated Home Value, 2017



Contributing Factors to Segregation

Race, National Origin, and Income

Understanding the strong connection between race and income is critical to understanding segregation trends in King County.

Race/Ethnicity	2017 Median Household Income	Percent of King County Median Household Income
All King County Households	$83,571	
Asian	$93,971	112%
White	$88,638	106%
Two or more races	$70,046	84%
Native Hawaiian and Other Pacific Islander	$62,500	75%
Hispanic or Latinx	$57,933	69%
Some other race	$52,070	62%
American Indian and Alaska Native	$45,923	55%
Black or African American	$42,280	51%

Data Source: 2017 5-Year ACS Population Estimates

As the preceding table shows, White and Asian households earn above, while all other races and ethnicities earn significantly below, the King County median income.

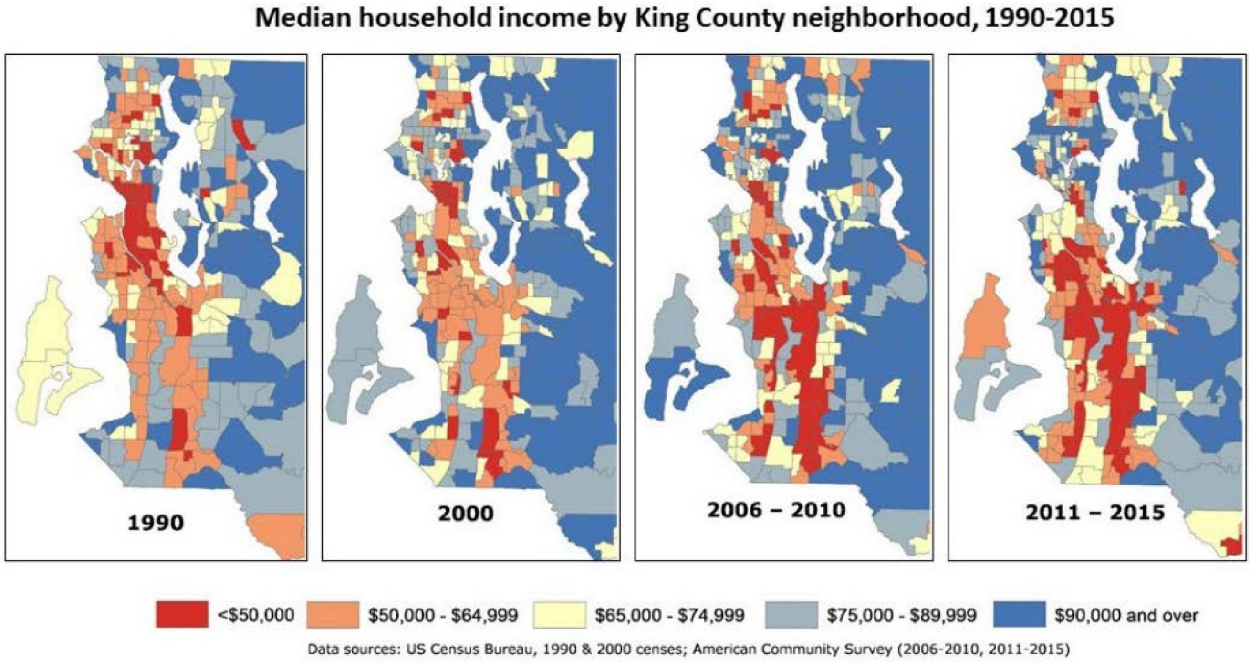
Another significant income disparity that contributes to segregation trends in King County is between U.S.-born and foreign-born individuals. On average, foreign-born individuals earn $34,871, while US born individuals earn $41,983. The following table shows the median household income for households with at least one foreign-born adult by place of birth. The countries included are those with at least 5,000 King County residents. The disparities between different places of birth are stark:

Place of Birth	2017 Median Household Income
United Kingdom	$150,511
India	$137,966
Canada	$124,101
Hong Kong	$113,677
Germany	$109,406
Taiwan	$101,574
Japan	$101,046
China	$91,070
Philippines	$90,575
Russia	$87,468

Korea	$81,777
Ukraine	$75,967
Vietnam	$72,978
Guatemala	$65,595
Cambodia	$55,034
Mexico	$52,105
El Salvador	$46,098
Ethiopia	$39,290
Somalia	$17,178

Data Source: 2017 5-Year ACS Population Estimates

The most striking disparity is households with an adult born in Somalia, who have a median income below the federal poverty level, depending on household size.[20] The preceding table also shows that while Asians as a single category earn above the King County median income, households with adults born in Korea, Vietnam, and Cambodia earn less than the King County median income. These income disparities are a major component to why immigrants and low-income people of color have moved into Southwest King County.



Historical Redlining and Restrictive Covenants

Two major institutional factors that have historically contributed to segregation in King County are the practices of redlining and restrictive covenants. Redlining was a practice

[20] https://aspe.hhs.gov/poverty-guidelines

used by lending institutions to systematically deny financial services to residents of specific neighborhoods, either by outright denial or by raising the price for their services. Restrictive covenants explicitly excluded residents from buying houses in certain areas, typically based on race and religion. These policies restricted access to homeownership opportunities for non-White communities.

Homeownership is an important tool to building future wealth, and parental homeownership significantly increases the chance that their children will buy a home.[21] These policies have likely had a major impact on intergenerational wealth and contributed to the systemic disparities identified throughout this report.

The federal Supreme Court ruled against racially restrictive covenants in 1948, and the federal Fair Housing Act of 1968 outlawed both practices. However, their effects are still visible in King County's demographics today. The Seattle Civil Rights & Labor History Project, based at the University of Washington, provides a wealth of information about the history of segregation in King County. You can learn more about redlining and racially restrictive covenants, including mapping of both practices, here.[22]

King County's Topography

Another factor that may contribute to racial and ethnic segregation patterns in King County is its topography. Access to and views of Puget Sound, lakes, and mountains have a strong influence on housing prices and are dispersed throughout King County. Areas with these assets tend to have a majority White with significant Asian populations. The Latinx and Black populations in King County have significantly lower median incomes and are therefore less likely to live in these areas.

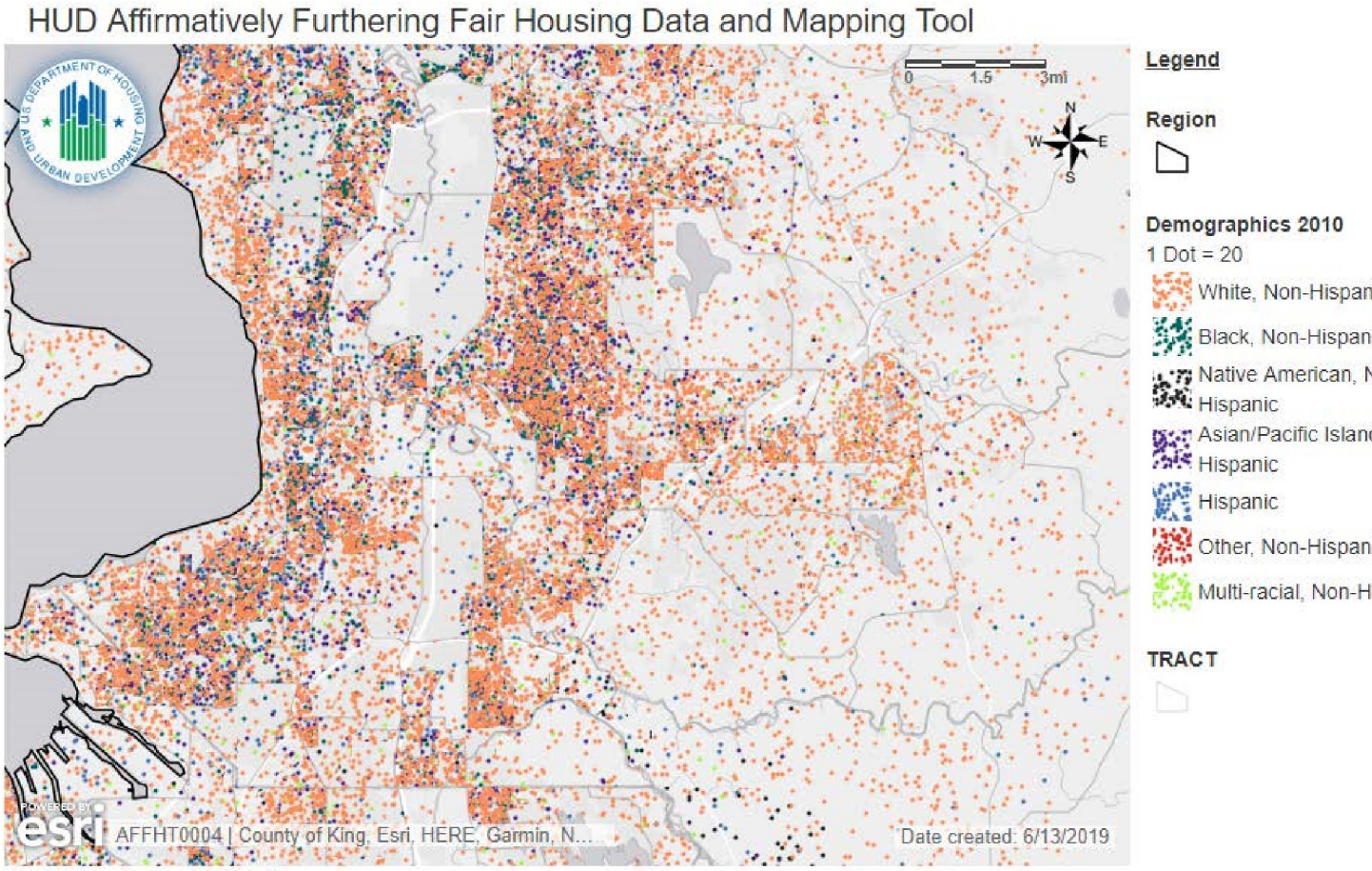
Because housing with views or water access can be in close geographic proximity to housing without these assets, an area can be diverse from a jurisdictional or neighborhood level of analysis, but segregated at a sub-neighborhood or block-by-block level. An example of this trend can be seen in predominantly White areas along Puget Sound within the Cities of Burien, Normandy Park, Des Moines, and Federal Way, which transition to neighborhoods that are less than 50% White in distances as short as half a mile. Please see the next page for a map of the racial and ethnic composition of this area.

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[21] https://www.urban.org/sites/default/files/publication/99251/intergenerational_homeownership_0.pdf

[22] https://depts.washington.edu/civilr/segregated.htm

Race/Ethnicity Map – Southwest King County



Name: Map 1 - Race/Ethnicity

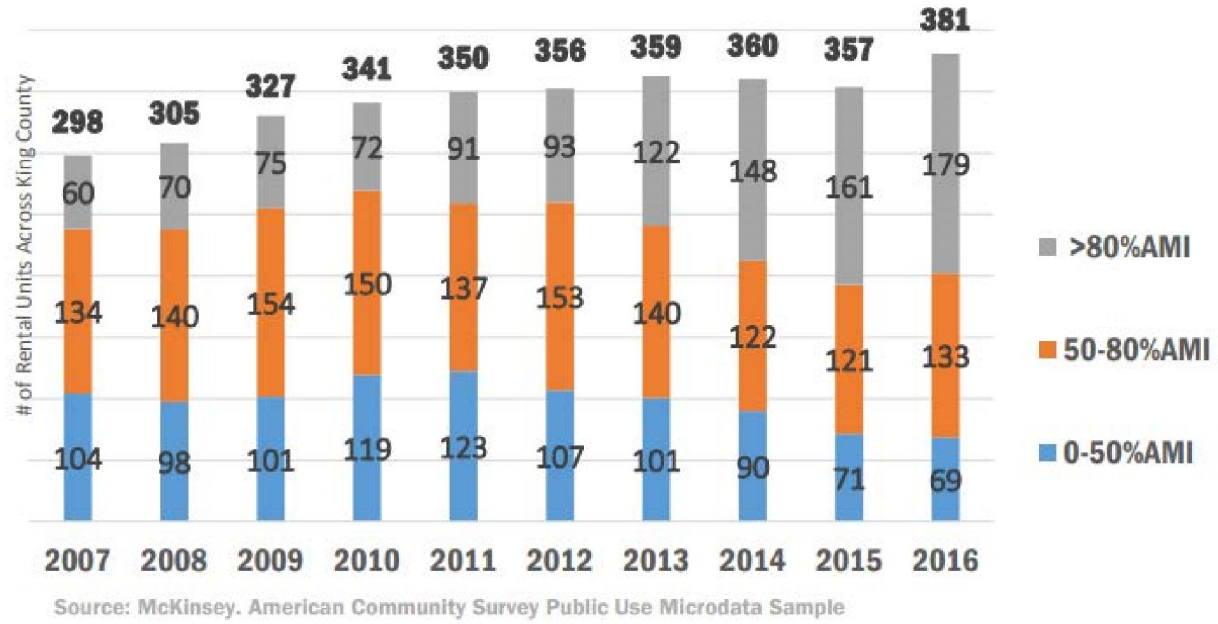
Description: Current race/ethnicity dot density map for Jurisdiction and Region with R/ECAPs

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

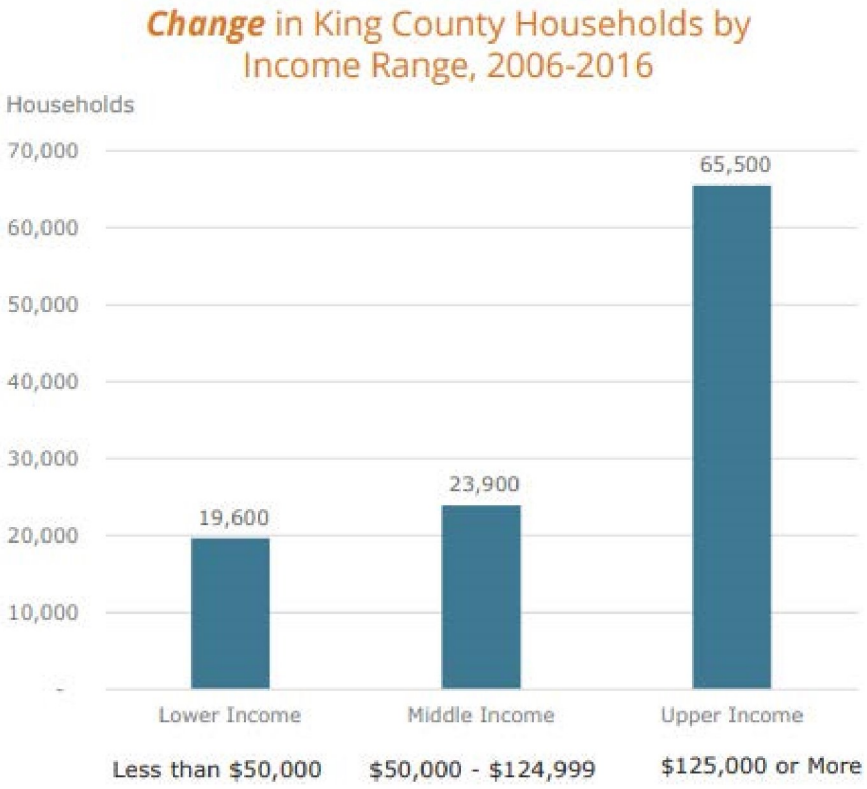
<u>Displacement of Residents Due to Economic Pressures</u>

King County has experienced dramatic increases in the cost of housing since the recession of 2008. Even as the overall number of homes has increased in the last ten years by 88,000, the number of rental homes affordable to low- and moderate-income families has decreased by 36,000.

Affordability of Rental Housing Stock by Income Level



This is due in large part to significant growth in higher-income households.



Data source: 2017 ACS 1-Year Estimates

Households of color are disproportionately likely to be severely cost burdened, paying more than half of their income toward housing costs. These trends have resulted in

significant displacement of communities of color from Central and South Seattle into South Seattle and Southwest King County.

Location and Type of Affordable Housing

Southwest King County has historically been the area of King County with the most naturally occurring affordable housing, meaning that market rate housing has been affordable to households with lower incomes. As a result, residents displaced due to rising housing costs, many of whom are people of color, have relocated to this area. Due in part to its affordability, Southwest King County has also become home to lower-income immigrant communities over recent decades. These areas have also experienced faster rates of growth in housing costs compared to the more costly Seattle and Eastside submarkets.

Land use and zoning laws

Zoning codes significantly limit development in a majority of the urban areas of King County. Areas that allow only lower density development, such as single-family zoning or large minimum lot size requirements, are whiter than the King County average. Limiting the type of housing allowed to single-family homes, which is typically the most expensive form of housing, leads to economic segregation. This economic segregation effectively excludes the low-income communities that are highly correlated with protected class status.[23]

Private Discrimination and Lack of Enforcement of Existing Laws

Community input and housing discrimination testing have found that private, individual-level housing discriminatory practice are still commonplace in King County and present an impediment to fair housing choice. Familial status, race, religion, disability, and national origin were all identified as having experienced housing discrimination.

In addition to Federal Fair Housing laws, the State of Washington, King County, and jurisdictions within King County have implemented many policies aimed at reducing discrimination and addressing these disparities. However, funding for monitoring, education, and enforcement of these laws has been limited. Please see the Fair Housing Discrimination section for more information.

Programs, Policies, and Investments to Address Segregation, Fair Housing, and Geographic Mobility

Communities of Opportunity

Communities of Opportunity is an initiative undertaken jointly between Public Health – Seattle and King County and the Seattle Foundation to address

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[23] https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5800413/

inequitable outcomes based on geography. Geographic communities targeted currently include:

- The Rainier Valley (City of Seattle)
- White Center
- SeaTac/Tukwila
- The City of Kent
- The Central District of the City of Seattle
- Rural Snoqualmie Valley
- The urban Native Community
- The Latinx Community of Vashon Island
- Transgender and gender nonconforming communities

There is significant overlap between these targeted communities and federal protected classes. Each community develops its own vision and priorities, which may include:

- anchoring multi-cultural communities at risk of displacement,
- advocating for the preservation and development of affordable housing in areas that are in close proximity to transit, jobs, and education,
- Access to health, affordable food and safe places outside to be physically active, especially for youth,
- Workforce development that includes local hires, support of new local businesses, and inclusion of youth, and
- Increased civic participation and engagement, cultural preservation, and access to safe public spaces.

The majority of these efforts seek to empower and improve outcomes for protected classes, which may ultimately lead to greater integration due to economic mobility and mixed-income communities.

<u>King County Housing Authority's Small Area Fair Market Rent Policies</u>

In 2016, KCHA expanded its two-tiered system of payment standards (which involved a regular standard and an "exception area" standard that covered East King County) to create a ZIP code-based, multi-tiered structure with five payment standard levels. KCHA's adoption of multi-tiered payment standards recognizes the importance of closely aligned payment standards to local rental sub-markets as a means of achieving four goals:

1. Increasing access to high opportunity areas
2. Containing program costs by "right-sizing" subsidy amounts in lower and middle cost markets

3. Ensuring that new and existing voucher holders can secure and maintain their housing in competitive and increasingly costly rental submarkets across the county
4. Limiting the number of households experiencing cost burden.

An internal assessment completed in 2017 found that households were more likely to move to higher opportunity areas after enactment of the policy: between 2015 and 2016, the proportion of new voucher holders with children leasing in higher cost areas increased by 8.4%, movers with children relocating from lower cost to higher cost areas increased by 4%, and nearly all racial groups experienced increased access to higher cost areas.

Creating Moves to Opportunity

The King County Housing Authority is partnering with the Seattle Housing Authority, MDRC, and a multi-disciplinary academic team that includes Raj Chetty and others from Harvard, Johns Hopkins, and MIT to identify strategies to increase opportunity area access among families with young children who receive a Housing Choice Voucher. The program, Creating Moves to Opportunity (CMTO), is being run as a multi-year randomized control test study that will test a range of services aimed at reducing rental barriers to opportunity neighborhood access; the end result from CMTO will be identified best practices that are both impactful and scalable. You can learn more about this program here.[24]

[24] http://creatingmoves.org/research/

RACIALLY OR ETHNICALLY CONCENTRATED AREAS OF POVERTY

Neighborhoods with high concentrations of poverty contribute to negative outcomes greater than the struggles of an individual family living in poverty. Concentrations of poverty limit educational opportunities, lead to increased crime rates and poor health outcomes, hinder wealth building, reduce private-sector investment and increase prices for goods and services, and raise costs for local governments.[25] It is critical to understand the needs and dynamics that have led to the creation of these areas to understand barriers to fair housing choice. HUD defines a "Racially or Ethnically Concentrated Areas of Poverty" (R/ECAP) as a census tract that is majority non-White and has a poverty rate greater than 40%.

King County is privileged to have only a few R/ECAP tracts. This is due primarily to a relative lack of concentration of poverty and few areas that are majority non-White. There is only one R/ECAP outside the City of Seattle, in the East Hill neighborhood of the City of Kent.

The East Hill R/ECAP tract is 38.5% White, 16% Black, 1% Native American, 22.3% Asian, and 21.5% Latinx and scores in the bottom decile of the HUD Poverty Index. This is a significantly higher rate of people of color compared to the King County average. King County had no R/ECAP tracts outside the City of Seattle in 1990. In 2000, a census tract in the City of Kent between I-5 and Pacific Highway South was an R/ECAP with a White population of 46.6%, Black 17%, Native American 2%, Asian 13.5%, Hispanic 19.8%.

The City of Kent has historically been an area with naturally occurring affordable housing, and has seen a significant amount of growth in the non-White population since 1990. The R/ECAP tracts are near major highways, a former landfill, and industrial activities, reducing the value of homes in this area and leading to higher rates of lower-income households.

In 2018, Communities of Opportunity created the Kent Community Development Collaborative; a partnership of community-based organizations working to ensure everyone can participate and benefit from decisions that shape their neighborhood and greater community. The partnership convenes community forums focused on creating affordable, safe housing for Kent

[25] https://www.huduser.gov/portal/periodicals/em/spring13/highlight1.html

residents, as well as opportunities for living-wage jobs and access to healthy, affordable foods.

DISPROPORTIONATE HOUSING NEEDS

Achieving fair housing means more than eliminating overt discrimination. This analysis also seeks to understand the disproportionate housing needs of protected classes. The following section analyzes the disparities in housing.

There are stark disparities among households who are cost burdened and experience housing problems. The four housing problems, as measured by the US Census Bureau, are:

- Incomplete kitchen facilities
- Incomplete plumbing facilities
- More than 1 person per room[26]
- Cost burden.[27]

Race/Ethnicity	Percent of households experiencing at least one housing problem
Hispanic or Latinx	56%
Black	55.9%
Other, Non-Hispanic	43.6%
Native American	38.3%
Asian or Pacific Islander	37.8%
All Households	37.1%
White	33.9%

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

There are also significant racial disparities in severe cost burden[28] that create a disproportionate need for affordable housing for non-White and non-Asian communities.

Race/Ethnicity	Percent Severely Housing Cost Burdened
Black	29%
Some other Race	26%
Hispanic or Latinx	24%
Native American	22%
Native Hawaiian or Pacific Islander	22%
White	18%
Asian	18%

Data Source: 2015 Comprehensive Housing Affordability Strategy

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[26] This measure includes all rooms, such as kitchens and living rooms.

[27] Cost burden is when a household spends more than 30% of its gross income on household costs.

[28] Severe cost burden is when a household spends more than half of its gross income on household costs.

Geographically, South Seattle and Southwest King County experience the highest rates of cost burden and severe cost burden.

Rental vs. Homeownership Housing

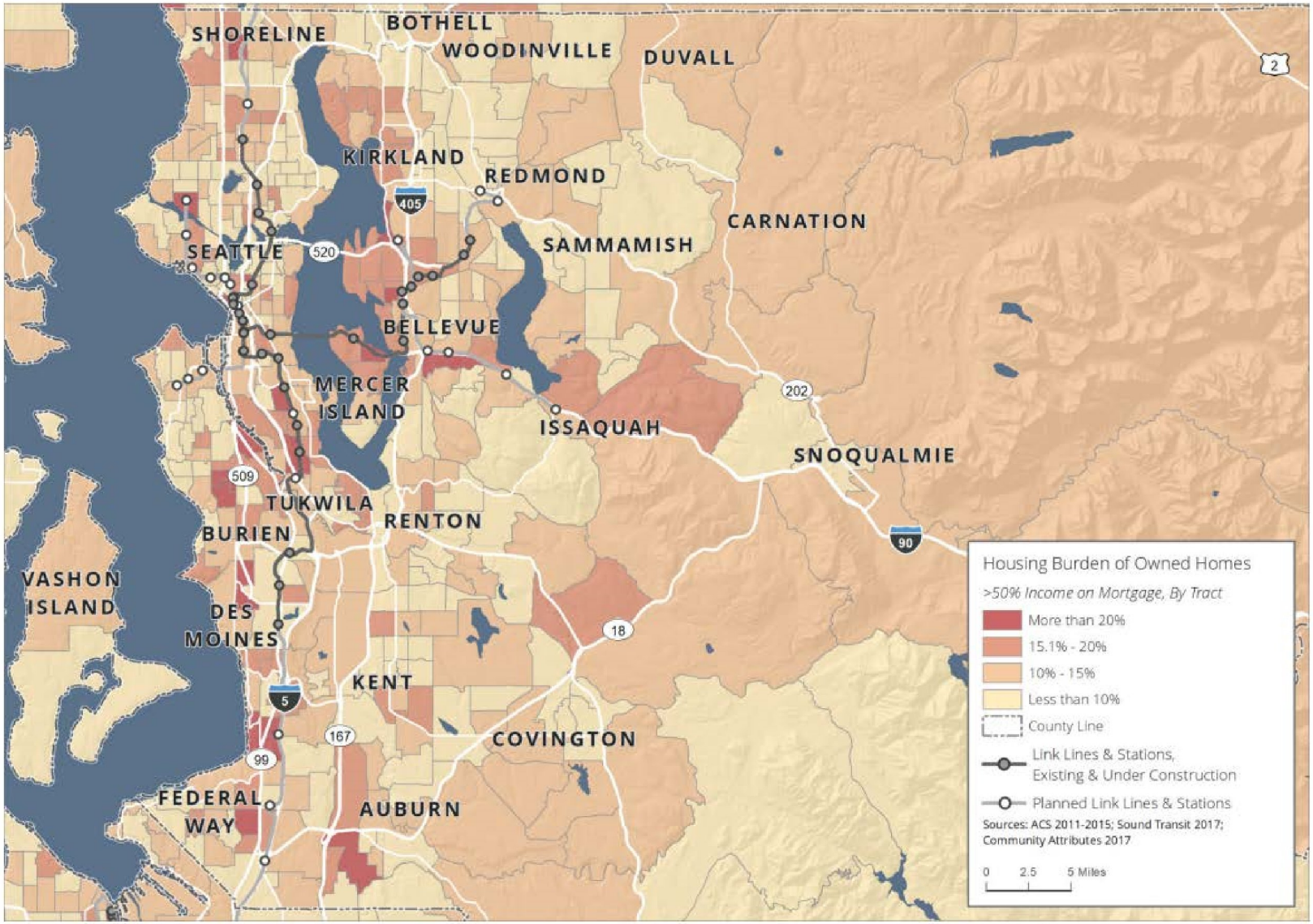
There are significant disparities in the rates of households who rent versus own along race, ethnicity, and foreign-born status.

Household Type	Percent of Households who Rent	Percent of Households who Own
All King County Households	43%	57%
Black	72%	28%
Native Hawaiian or Pacific Islander	71%	29%
All other Races	71%	29%
Hispanic or Latinx	66%	34%
Native American	61%	39%
Two or More Races	60%	40%
Asian	42%	58%
White	38%	62%
Foreign Born	50%	50%
U.S. Born	40%	60%

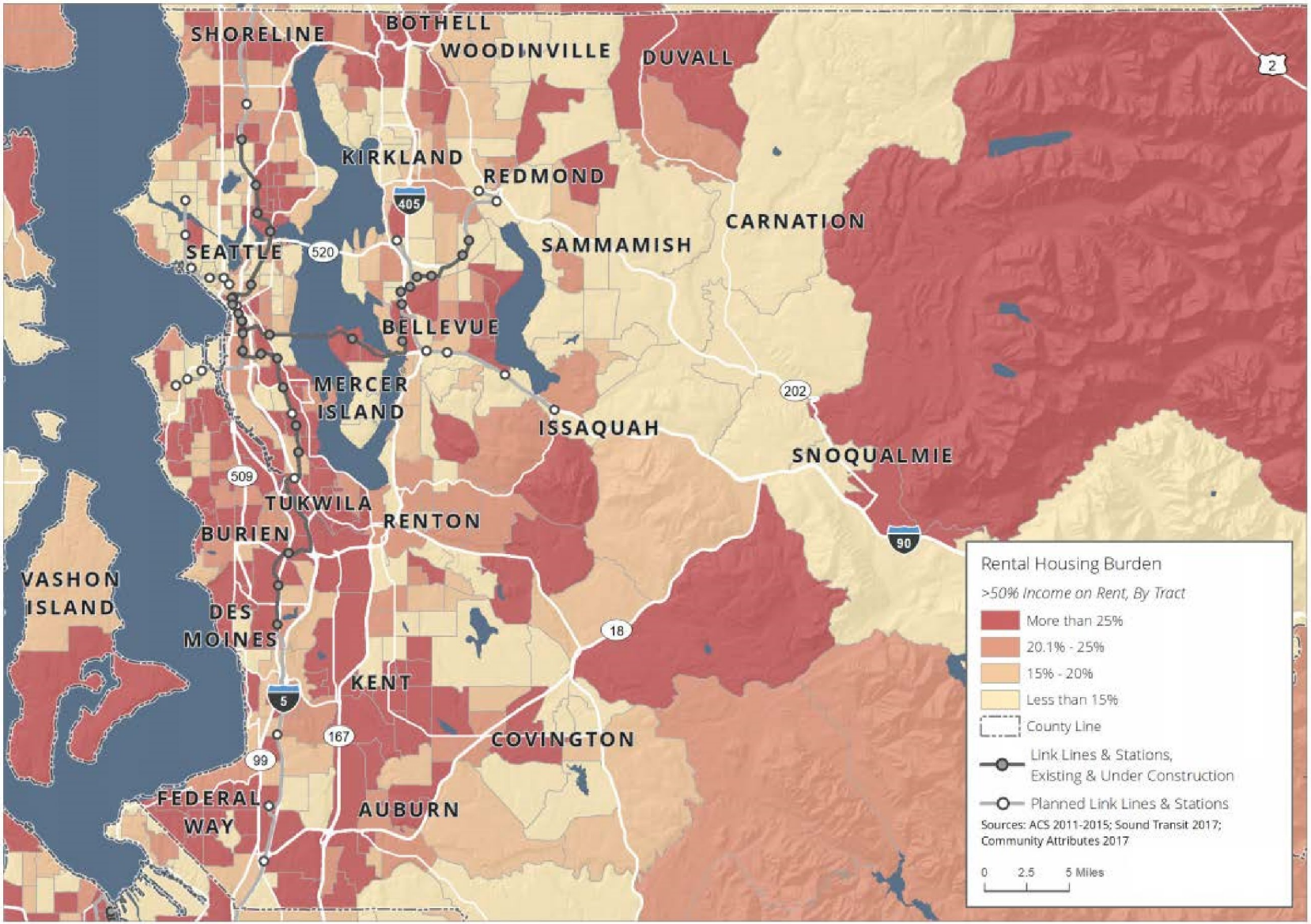
Data Source: 2017 5-Year ACS Population Estimate

Areas of King County with high rates of rental housing are located primarily in the urban areas along I-5 and east of Seattle. Within these urban areas, most rentals are located in the areas zoned for higher residential densities. Neighborhoods and jurisdictions composed of single-family homes are therefore more likely to be White and Asian, while denser areas are more diverse.

Homeowner Cost Burden



Renter Cost Burden



Familial Status

In King County, single individual households are most likely to be cost burdened. This is likely due to paying for housing costs with only a single income, and because younger people are more likely to earn less as they begin their careers.

However, large families are also significantly more likely to experience housing problems, due primarily to the cost of larger housing and overcrowding. There is also significant variation in average household size by country of origin, likely meaning that certain immigrant populations face additional challenges obtaining sufficient housing for their families. The following table includes countries of birth with more than 5,000 King County residents.

Place of Birth	Average Household Size
Somalia	4.0
El Salvador	4.0
Mexico	3.9
Guatemala	3.9
Cambodia	3.5
Ukraine	3.5
Philippines	3.3
Vietnam	3.3
Ethiopia	3.0
India	2.8
Hong Kong	2.7
Russia	2.7
China	2.7
Japan	2.6
Korea	2.6
Taiwan	2.6
Germany	2.6
United Kingdom	2.4
Canada	2.4

Data Source: 2017 5-Year ACS Population Estimates

Low-income and immigrant communities have provided consistent input that there is a significant lack of affordable large-unit homes. A review of the publicly subsidized housing inventory in King County found that 27% of units are two bedrooms and 13% of units are three bedrooms or larger.

Loss of Affordable Housing

The stock of homes affordable to households earning 80% AMI or less has decreased since 2007, and is on a trajectory to continue decreasing. Between 2007 and 2017, the

total number of rental units increased by 88,000, but the number of rental units affordable at 80% AMI and below decreased by 36,000. This is due to a combination of market pressures and the physical demolition of affordable housing.

Significant growth in population and high-paying jobs in King County, particularly from 2013-2018, has increased the demand for housing, and the market has been unable to build enough new housing to accommodate this growth. Rents have increased dramatically in the last ten years, even in older, previously affordable buildings.

As the urban areas of King County are already largely developed, construction of new housing can lead to a physical loss of affordable housing. Naturally affordable housing is often redeveloped as the value of the land is higher relative to the value of the structure. Naturally affordable housing can also be lost through renovations or remodels that increase the cost of housing.

Language Barriers for Immigrant Households

Limited English proficiency is an additional barrier some immigrant households face in their housing search. Rental postings and applications are typically not readily available in languages other than English. The need for translation services is therefore a disproportionate housing need for these households.

Difficulty Transitioning from Temporary Cash Assistance for Refugees

Refugees receive eight months of temporary cash assistance upon arrival.[29] Advocates reported difficulty finding stable employment and obtaining affordable housing before this assistance expires. Even for refugees who are stably employed, establishing a sufficient employment and credit history over that period of time is a significant challenge and presents a barrier to securing housing.

[29] https://www.dshs.wa.gov/esa/community-services-offices/refugee-cash-assistance

DISPARITIES IN ACCESS TO OPPORTUNITY

Fair housing choice is not only about combating discrimination. Intergenerational effects of discrimination and segregation have had a disproportionate impact on access to opportunity for protected classes in King County. The following sections summarize disparities; propose contributing factors to these disparities; and review policies, programs, and investments that seek to address these disparities.

Education

Equitable access to a high quality education is a critical component to addressing intergenerational poverty and providing long-term economic mobility.

Summary of Disparities/Dynamics

The debate over how to measure or compare school proficiency is ongoing and beyond the scope of this analysis. However, the Washington State Office of Superintendent of Public Instruction's "School District Report Card" provides relevant data and shows significant disparities between school districts. The following table provides an overview of the 19 School Districts in King County.

Overview of School Districts in King County

	Percent of 8th Grade Students Meeting State Standards			Race/Ethnicity Demographics					Special Programs		
School District	Language Arts	Math	Science	Percent White	Percent Asian	Percent Latinx	Percent Black	Percent Two or More Races	Percent English Learners	Percent Low-Income	Percent with a Disability
Auburn	49.7	38.3	42.5	39.2	8.9	29.7	7.3	9.7	18.9	51.8	12
Bellevue	81.5	73.7	76.9	36.6	39.4	11.8	2.7	9.2	14.6	17.2	9.2
Enumclaw	64.9	53.2	59.9	77.9	0.7	15.3	0.5	4.2	5.8	28.8	17.3
Federal Way	50.1	32.1	36.6	26.9	11.2	29.4	13.9	12.7	21.2	58	14.5
Highline	50.4	33.6	42.1	22	14.5	38.5	14.1	6.1	27.9	62.5	15.9
Issaquah	79.8	77	80.5	53	28.9	8.4	1.9	7.5	6.5	7.8	8.7
Kent	55	42.8	46.8	33.7	19.1	22.6	11.9	9.7	21.1	48.8	11.4
Lake Wash.	82.2	75	78.3	51.9	28	10.3	1.7	7.8	10.1	10.3	11
Mercer Island	83.9	82.5	82.2	63.9	20.9	4.6	0.9	9.5	4	3.2	10
Northshore	79.3	38.3	71.7	57.3	19	12.5	2	8.7	8.1	13.4	13.3
Renton	54.2	45.6	55	26.2	24.9	23.9	14.9	8.6	18	48.2	14.8
Riverview	71.7	55.8	72.2	78.9	3	12.5	0.6	4.5	46	13	11.7
Seattle	68.8	61.6	62.5	47.1	14.1	12.1	14.9	10.8	12.5	31.8	15.1
Shoreline	76	61.7	68.5	53.6	13.2	12.8	7.2	12.3	7.9	25.1	12.5
Skykomish	N<10	N<10	N<10	88.2	0	9.8	0	0	0	89.4	40.4
Snoq. Valley	74.9	70.4	74.1	79.7	6	7.8	0.7	5.8	2.7	8.9	11.9
Tahoma	69.4	66.5	71.4	72.5	4.6	10.2	2.2	9.1	2.6	11.4	13.1
Tukwila	45.4	35.2	49.1	10.9	28.7	29.4	19.8	6.8	37.4	71.9	10.9
Vashon Island	81.1	66.9	72.8	76.3	2.2	12	0.5	8.8	4.8	20.5	12

Data Source: OSPI Washington School Report Card

The data show that school districts in Southwest King County are more diverse, have higher rates of students living in low-income households, and have a higher percentage of students who struggle to meet state standards. The school districts with the highest percentage of students meeting state standards are generally in the areas east of Seattle, which have significantly white and Asian student populations that are less likely to live in low-income households. Notably, the demographics of the student population are significantly less White than the general population, in keeping with the trends of an increasingly diverse King County.

HUD also provides a School Proficiency Index, which measures the likelihood a student in King County of a given race or ethnicity attends a proficient school.

Race/Ethnicity	School Proficiency Index	School Proficiency Index - Households below federal poverty line
White	69.9	60.3
Asian or Pacific Islander	63.9	54.4
Native American	58.6	39.5
Hispanic or Latinx	54.5	51.6
Black	41.2	35.1

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

This index also shows clear disparities, with the largest disparity between Whites and Blacks. This racial disparity persists among the population below the federal poverty level.

Contributing Factors to Disparities in Access to Education

Local vs. State Funding

Reliance on local funding for schools puts a proportionally greater burden on residents in lower-income school districts, which frequently have more diverse student bodies. The Washington State Legislature recently complied with a State Supreme Court ruling (McLeary v. State of Washington) by increasing school investments at the state level and limiting how much funding can be collected locally and on how it can be spent.[30]

Boundaries of School Districts

[30] https://en.wikipedia.org/wiki/McCleary_v._Washington

With some exceptions, school districts in King County generally contain one of the three demographic categories of King County: predominantly White, White and Asian, or racially and ethnically diverse. This leads to racial, ethnic, and economic segregation, and limits opportunities for lower-income and non-White students to access the same resources as students living in wealthier areas.

Parent-Teacher Association Funding

Another contributor to disparities between and within school districts is funding provided by Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSAs). PTA funding perpetuates disparities through intergenerational wealth, as wealthier parents can invest in their children's school or in the specific program their child is interested in, bypassing the more redistributive investment patterns of government funding.[31] This funding stream can be used for teacher salaries, supplementary equipment and materials, or other investments that can have an impact on student outcomes.

In 2018, KUOW reported that Roosevelt High School, which is located in the Whiter and wealthier area of Northeast Seattle, has the largest PTSA and foundation funding in the Seattle School District with assets of $3.5 million and annual income of $225,586. Meanwhile, Rainier Beach, Franklin, and Chief Sealth High Schools, which are located in the historically non-White and lower-income area of South Seattle, have no PTSA or foundation assets or income.[32]

Programs, Policies, and Investments Addressing Disparities in Access to Education

King County's Best Start for Kids Levy

Passed by the voters in 2015, Best Start for Kids seeks to put every child and youth in King County on a path toward lifelong success, funding a number of programs likely to target immigrants and communities of color that:

- Build resiliency of youth and reduce risky behaviors,
- Stop the school-to-prison pipeline,
- Prevent youth and family homelessness, and
- Meet the health and behavioral needs of youth.

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[31] https://cdn.americanprogress.org/content/uploads/2017/04/18074902/ParentFundraising-report-corrected.pdf

[32] https://www.kuow.org/stories/some-seattle-school-ptas-can-afford-extra-teachers-should-they-spread-the-wealth

You can learn more about the programs funded through Best Start for Kids here.[33]

Race to the Top

In 2012, the Puget Sound Educational Service District, Auburn, Federal Way, Highline, Kent, Renton, Seattle and Tukwila School Districts and the King County Housing Authority jointly applied for and received a $40 million federal Race to the Top grant, allowing the group to further expand its programs, which work to:

- Increase the number of children ready for kindergarten
- Raise instruction quality in math and science
- Help students plan for career training or college
- Provide early intervention for struggling students

Home and Hope Project

Led by Enterprise Community Partners in conjunction with elected officials, public agencies, educators, nonprofits and developers, the Home and Hope project facilitates development of affordable housing and early childhood education centers on underutilized, tax-exempt sites owned by public agencies and nonprofits in King County. You can learn more about the Home and Hope Project here.[34]

[33] https://beststartsblog.com/

[34] https://www.enterprisecommunity.org/where-we-work/pacific-northwest/home-hope

Employment

The geographic distribution of employment centers can result in barriers to opportunity and have a disproportionate impact on low-income communities of color. Longer commutes can have a detrimental impact on an individual's health from increased stress and exposure to air pollution, and are associated with less physical activity and a poorer diet.

Summary of Dynamics/Disparities

The Labor Market Engagement Index provided by HUD measures the level of employment, labor force participation, and educational attainment in a census tract, and shows disparities by race and ethnicity in King County.

Race/Ethnicity	Labor Market Engagement Index	Labor Market Engagement Index – Households below Federal Poverty Line
White	74.6	64.8
Asian or Pacific Islander	72.5	62.0
Hispanic or Latinx	61.4	55.3
Native American	58.5	47.0
Black	56.4	47.8

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

Within the population below the poverty line, Whites are still significantly more likely to live in areas with low unemployment compared to Blacks. The White population is the most likely to live in an areas with low unemployment, while the Black population is the least. However, the Native American population living below the poverty line is the group least likely to live in areas with low unemployment.

Based on the HUD mapping tool, there is no clear geographic disparity in access to jobs for protected class groups. The jobs index is strong in the Duwamish and Kent Industrial Valley, which is at the core of the racially and ethnically diverse Southwest King County. The jobs index is also strong in the urban areas east of Seattle.

Contributing Factors to Disparities in Access to Employment

Geographic Segregation of High-Skilled Jobs

A key factor not captured by the HUD Jobs Proximity Index is the nature of the jobs in a given area. King County is privileged to have hundreds of thousands of high-skill, high-paying jobs at leading corporations in the technology, engineering, health, and maritime industries. Boeing has a major facility in Renton, which is accessible to the diverse areas

of King County. However, the growing tech sector, which is primarily located in Seattle, Bellevue, and Redmond, can be a long commute from Southwest King County.

Programs, Policies, and Investments Addressing Disparities in Access to Employment

King County Investments in Affordable Workforce Housing

The 2019-2020 King County budget included more than $100 million in transit-oriented development for affordable workforce housing. These projects will produce hundreds of units that will have access to employment hubs in King County. The King County Housing Authority has also focused on acquiring housing in Bellevue, Redmond, and Kirkland to support the workforce in these areas and provide new opportunities for low-income households to live in areas closer to job centers.

King County Employment and Education Resources

King County Department of Community and Human Services provides employment programming. You can learn more about these services here.[35]

[35] https://www.kingcounty.gov/depts/community-human-services/employment-and-education-resources.aspx

Transportation

Transportation is a major concern in King County, given its topography and significant growth over recent decades. Transportation is typically the largest household cost after housing and is deeply intertwined with housing cost and access.

Summary of Disparities/Dynamics

The variation in the Low Transportation Cost Index provided by HUD is low, with Native Americans and Whites scoring the lowest, at 71.3 and 72.0. There are more pronounced disparities in transit use by race.

Race/Ethnicity	Percentage who commute via transit
White	6.5
Black	9.4
Native American	6.2
Asian	7.8
Hispanic or Latinx	6.4
Two or More Races	6.4

Data Source: 2017 5-Year ACS Population Estimates

Native Americans are least likely, and Blacks are significantly more likely to commute using public transportation. Transit access is generally highest in the City of Seattle and adjacent suburbs, including those in Southwest King County. The relatively lower transit index scores and higher transportation costs for the White and Native American populations is likely due to the rural Muckleshoot reservation and the higher rates of Whites in the rural areas of King County, which have limited transit service.

Contributing Factors to Disparities in Access to Transportation

Transportation Infrastructure Investments

Investments in transit infrastructure have a complicated effect on access to transportation and housing costs for protected classes. Lower-income households are more likely to struggle to afford transportation costs and should be given priority or strong consideration when planning long-term infrastructure investments. However, dramatically improved transit access to an area increases its desirability overall and can increase the cost of housing, creating a risk of displacing the residents the infrastructure was originally meant to serve.

Programs, Policies, and Investments Addressing Disparities in Access to Transportation

Sound Transit Light Rail Expansion and Equitable TOD Policy

Approved by voters regionally in 2016, Sound Transit 3 will dramatically expand the region's light rail network, connecting high and lower opportunity areas across King, Pierce, and Snohomish Counties. You can learn more about Sound Transit's plans here.[36]

Construction of the light rail network requires purchasing storage and staging areas that become surplus once construction is complete. Sound Transit's Equitable TOD Policy[37] commits to ensuring there is affordable housing in close proximity to transit stations. In 2018 and in accordance with state law, Sound Transit adopted a plan to offer a minimum of 80 percent of its surplus property that is suitable for development of affordable housing.[38]

King County Metro's Orca LIFT Reduced Fare and Equity in Service Planning

King County Metro was the first transit authority to introduce a reduced fare for low-income residents. The program provides up to a 50% discount in fares to ensure low-income communities are not overly burdened by the cost of transportation. You can learn more about Orca LIFT here.[39]

King County Metro also incorporates social equity into its long-range service planning, placing an importance on serving historically disadvantaged communities, which are more likely to contain residents who are a protected class. Today, 76% of low-income households in King County are within 1/4 mile of a bus stop.[40]

PSRC Growing Transit Communities

In 2010, the Puget Sound Regional Council, in collaboration with 17 community partners, applied for and received a $5 million Sustainable Communities Regional Planning Grant from the HUD Office of Sustainable Housing and Communities. The grant funded the creation of the Growing Transit Communities Partnership, with a work

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[36] http://soundtransit3.org/overview

[37] https://www.soundtransit.org/sites/default/files/20140423_RPT_TOD.pdf

[38] https://www.soundtransit.org/get-to-know-us/news-events/news-releases/board-adopts-policy-promoting-equitable-development-near

[39] https://kingcounty.gov/depts/transportation/metro/fares-orca/orca-cards/lift.aspx

[40] https://www.kingcounty.gov/elected/executive/constantine/priorities/transportation/infographic/sources.aspx

program intended to address some of the greatest barriers to implementing the central Puget Sound region's integrated plan for sustainable development and securing equitable outcomes. The strategy includes providing housing choices for low- and moderate-income households near transit and to provide equitable access to opportunity for all the region's residents. You can learn more about the Growing Transit Communities Strategy here.[41] Additionally, the most recent regional Fair Housing Assessment was conducted by the Puget Sound Regional Council in 2014. You can read the PSRC Fair Housing Equity Assessment here.[42]

King County Transit-Oriented Development Investments

In 2016, King County began a 5-year competitive RFP process to invest approximately $87 million in transit-oriented affordable housing projects. You can read the full plan here.[43] The 2019-2020 King County budget also included more than $100 million in transit-oriented development for affordable workforce housing.

[41] https://www.psrc.org/growing-transit-communities

[42] https://www.psrc.org/sites/default/files/fairhousingequityassessment.pdf

[43] https://www.kingcounty.gov/~/media/depts/community-human-services/housing/documents/housing-finance/tod-bond-allocation-plan-final-sm.ashx?la=en

Environmental Health

All households deserve access to open space, healthy foods, and toxic-free environments. However, lack of access to those amenities and exposure to environmental hazards has been a chronic issue for low-income communities.

Summary of Disparities/Dynamics

According to the HUD Environmental Health Index, which uses EPA estimates of carcinogenic, respiratory, and neurological toxins in the air, there is a significant racial disparity in access to environmentally healthy neighborhoods. A higher score represents greater access to healthy environments.

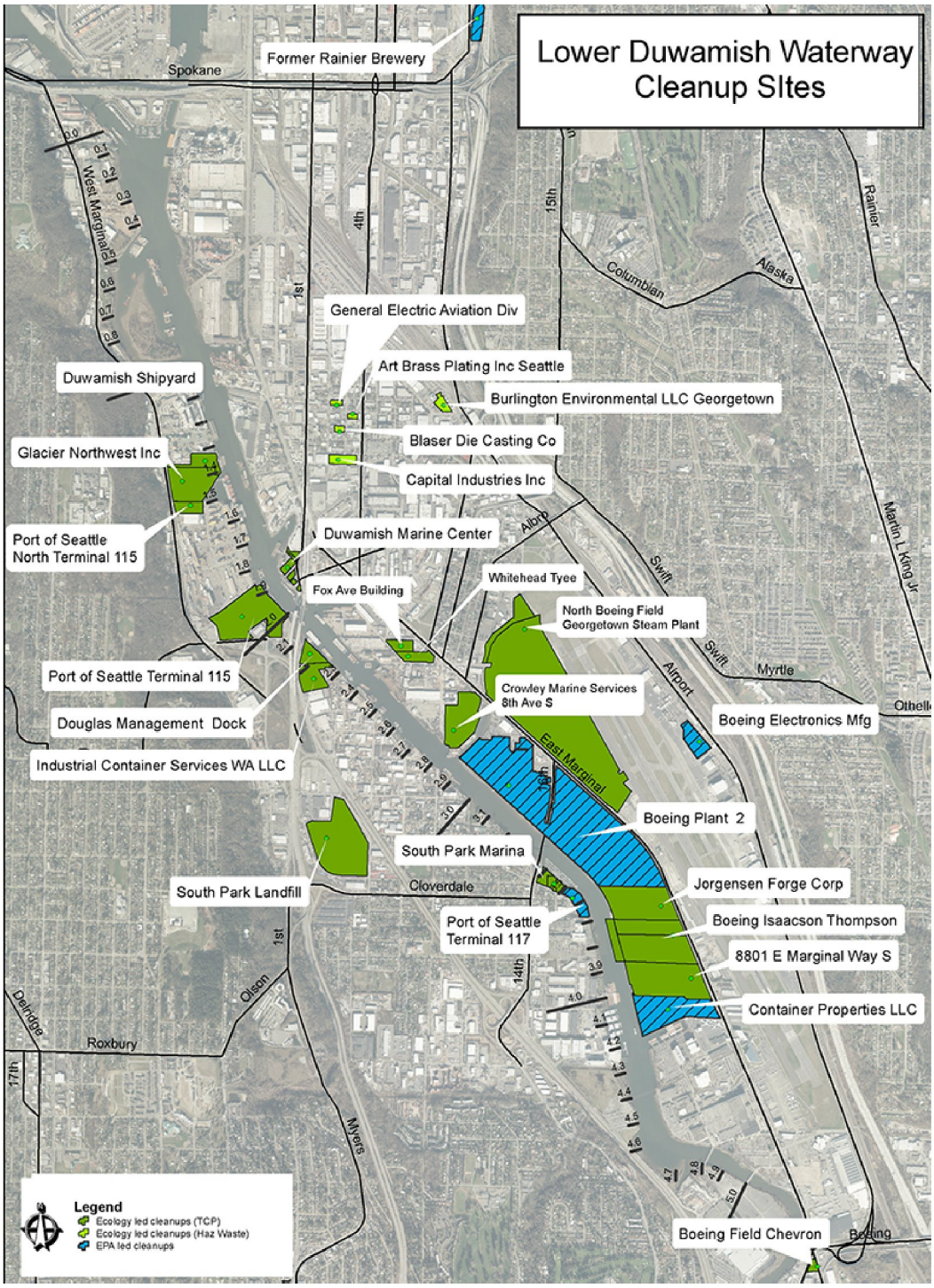
Race/Ethnicity	Environmental Health Index
White	27.0
Black	10.4
Hispanic or Latinx	16.0
Asian or Pacific Islander	17.6
Native American	29.6

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

Black residents in King County are the least likely to have access to environmentally healthy neighborhoods. Native Americans scored the highest, a few points above Whites, likely due to a greater percentage of Native Americans living in rural areas.

King County contains the lower Duwamish waterway, a Superfund site designated in 2001. The river has been contaminated with a number of pollutants over the decades, most notably a significant amount of polychlorinated biphenyls, arsenic, carcinogenic polycyclic aromatic hydrocarbons, dioxins, and furans. This makes fishing in the Duwamish, particularly for shellfish and bottom-feeding fish, unsafe. The neighborhoods along the Duwamish house many immigrants and communities of color that have fishing as a component of their way of life or identity, and there has been an ongoing challenge of communicating the risks of fishing in the river to these communities.[44]

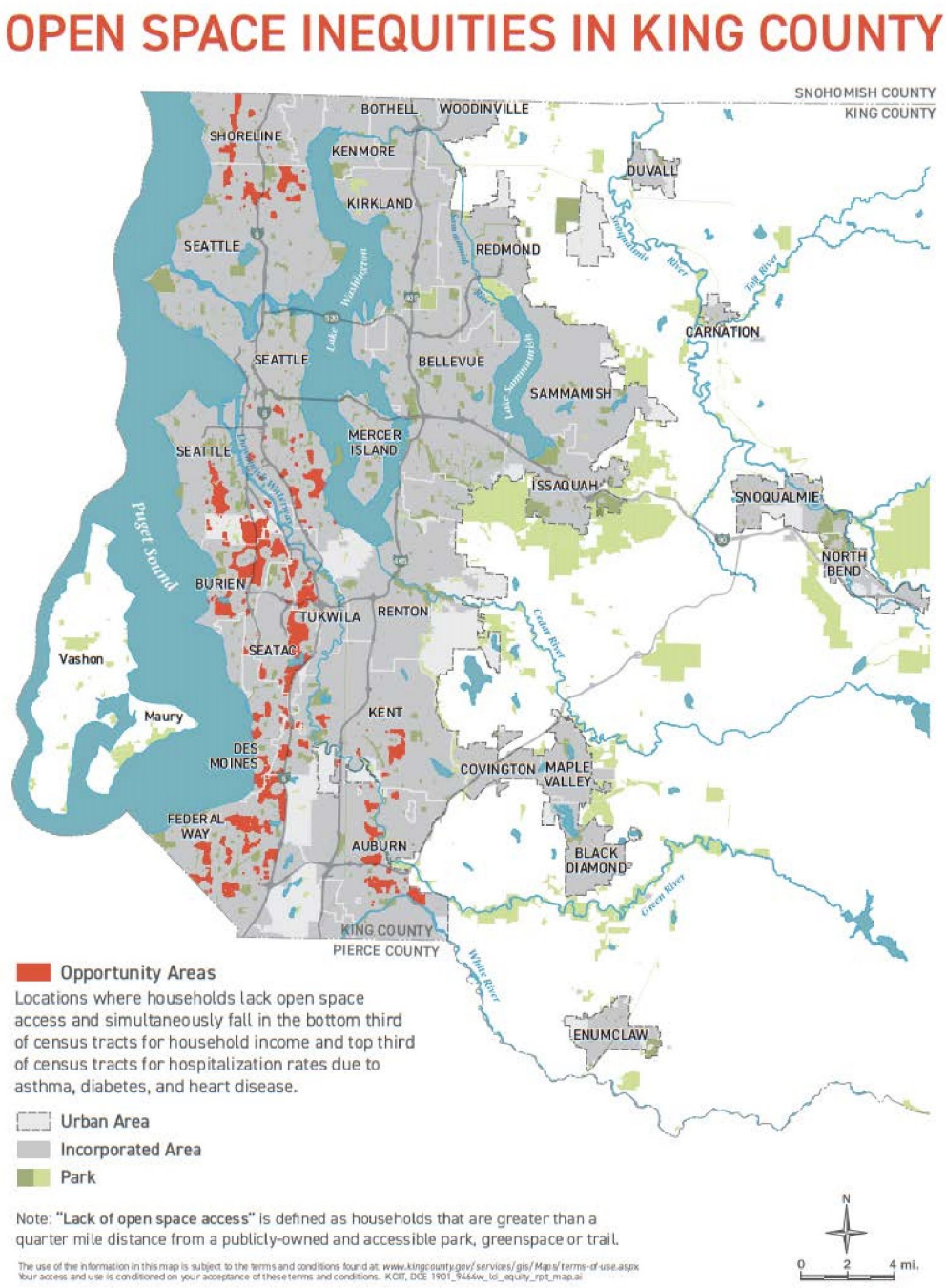
[44] http://www.seattleglobalist.com/2015/05/04/duwamish-river-cleanup-plans-immigrant-fishermen-pollution-superfund/36642



Data Source: Washington State Department of Ecology Toxic Cleanup Program[45]

[45] https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-sites/Toxic-cleanup-sites/Lower-Duwamish-Waterway

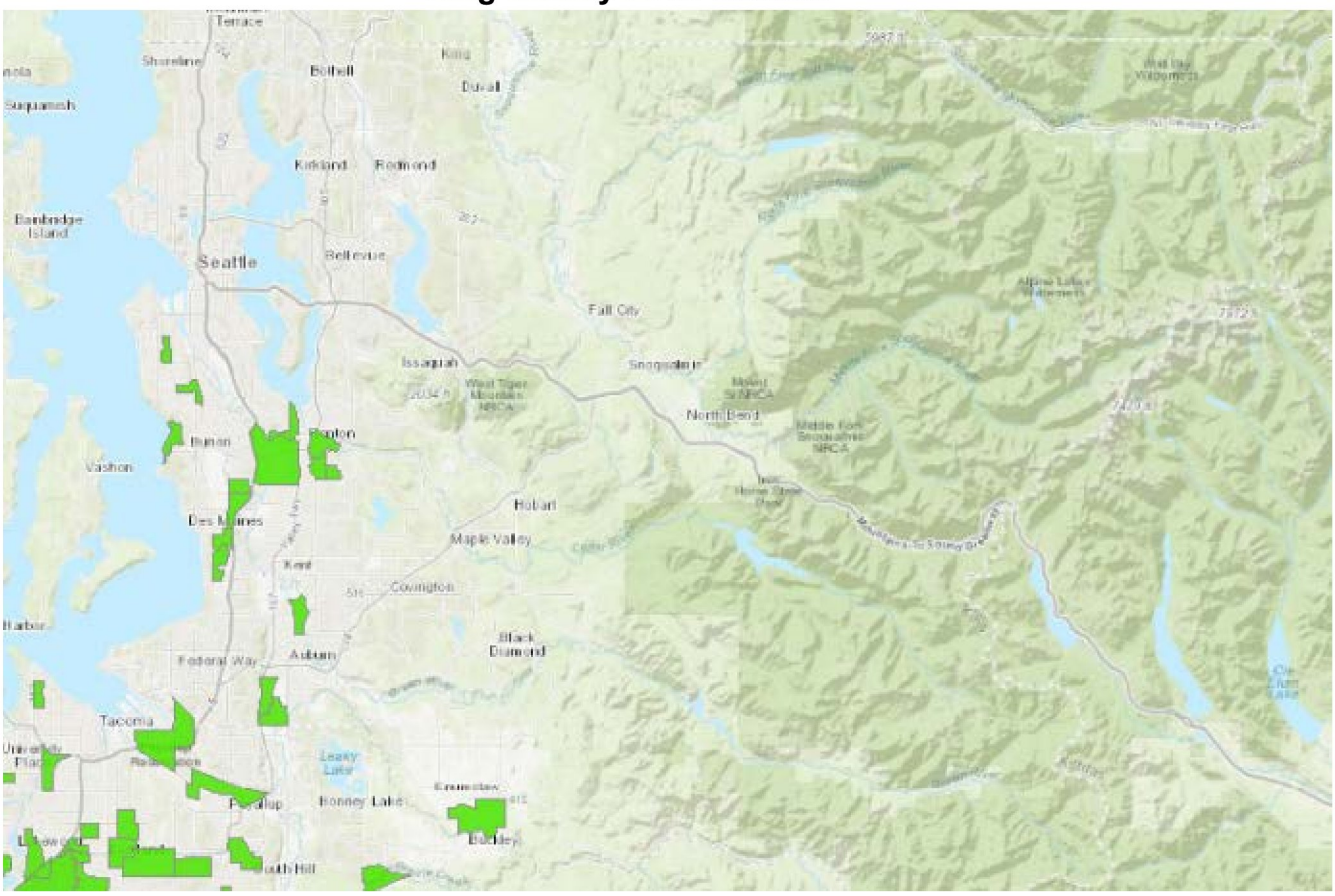
Five hundred thousand King County residents do not live within ¼ mile from a publicly owned park, green space, or trail, and most of these residents live in Southwest King County.[46]



[46] https://your.kingcounty.gov/dnrp/library/water-and-land/land-conservation/equity/20190319-Open-Space-Equity-Cabinet-Report.pdf

Lack of access to healthy food options can have negative health outcomes.[47] Lower-income communities of color are also more likely to live in "food deserts", which are defined as urban areas lacking access to a supermarket within one mile or rural areas lacking access within 10 miles. Again, these areas a primarily located in Southwest King County.

King County Food Deserts



Data Source: USDA Food Access Research Atlas.[48]

Contributing Factors to Disparities in Access to Healthy Environments

Environmental Hazards Near or in Lower-Cost Housing

Housing costs are lower in areas adjacent to environmental hazards, industrial zones, airports, and highways, and farther from green open space and other amenities that improve health. Lower cost housing is also more likely to be older, which increases the

[47] https://www.ncbi.nlm.nih.gov/books/NBK208018/

[48] https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas/

likelihood of asbestos, mold, and lead paint contamination. Because of the deep connection between race and income due to legacies of discrimination, non-White communities are more likely to live in housing with these problems.

Access to Open Space and Healthy Food Options is More Expensive
Housing near amenities that improve health outcomes are desirable and therefore more expensive. Again, because of the deep connection between race and income, non-White communities are less likely to have access to these areas.

Programs, Policies, and Investments Addressing Disparities in Access to Healthy Environments

King County Open Space Equity Initiative
King County convened 21 residents representing 12 different community-based organizations located throughout King County to develop recommendations to ensure more equity in providing access to greenspace and open space and advise the County on how to best engage communities and cities to add open space in underserved areas. You can learn more about the Open Space Equity Cabinet and read their full report here.[49]

Public Health – Seattle & King County Environmental Health Services
Public Health has many programs that seek to address environmental hazards and improve access to environmentally healthy areas. You can learn more about their services here.[50]

Environmental Justice Network in Action
The Environmental Justice Network in Action (EJNA) is a partnership between the Local Hazardous Waste Management Program in King County, community-based organizations, nonprofit groups and government agencies. EJNA works to:

- Identify the key environmental and health concerns of low income communities, people of color, and immigrant and refugee communities through jointly conducted needs assessments
- Identify the public engagement strategies that work best for particular populations and share these

[49] https://kingcounty.gov/services/environment/water-and-land/land-conservation/Equity/OpenSpace.aspx

[50] https://www.kingcounty.gov/depts/health/environmental-health.aspx

- Improve the capacity of CBOs, non-profit groups and government agency partners to design, deliver and evaluate programs and services.

You can learn more about the EJNA here.[51]

[51] https://www.hazwastehelp.org/EnvironmentalJustice/ejna.aspx

Conclusion - Disparities in Access to Opportunity

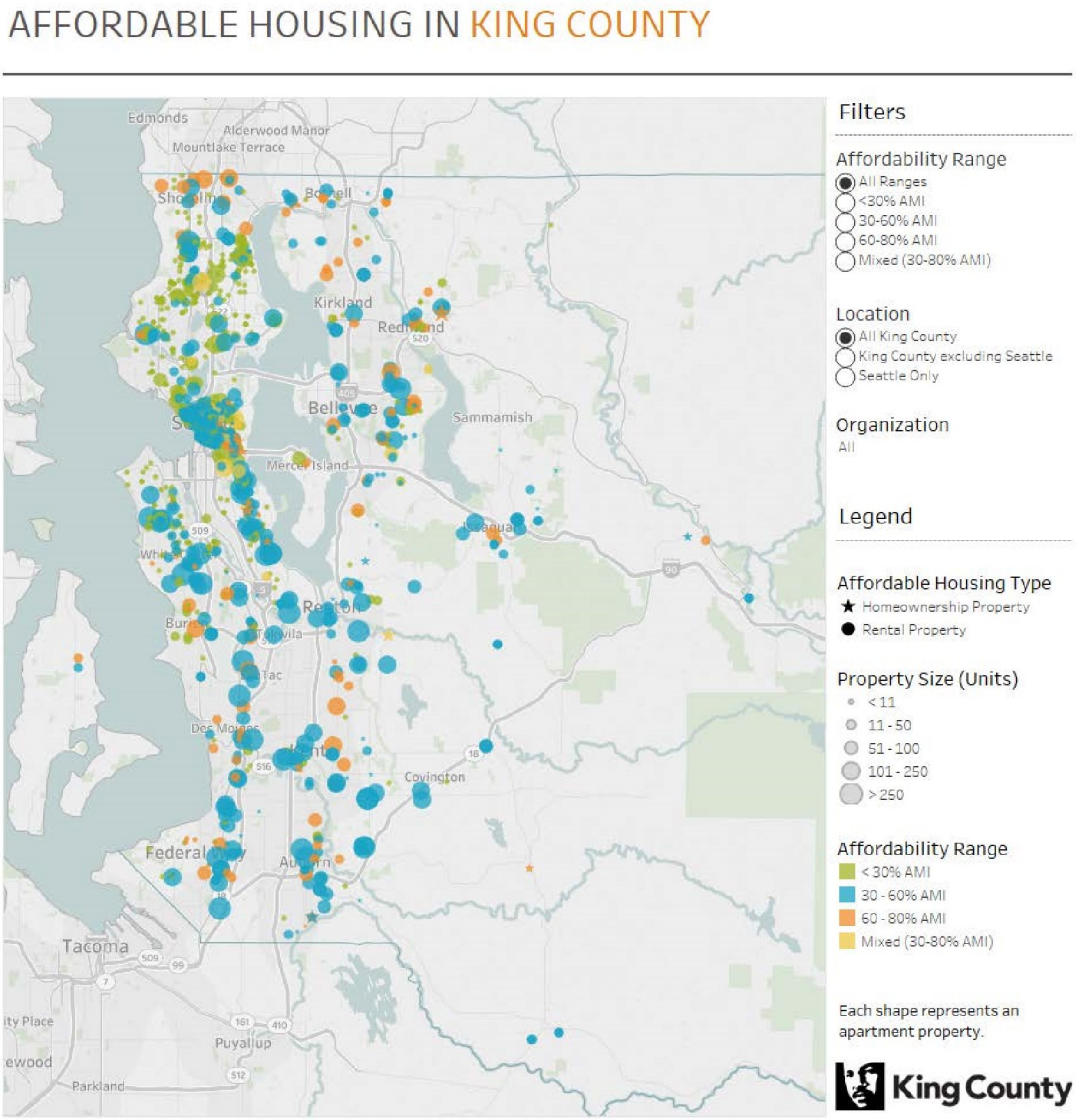
The previous analysis shows that immigrants and communities of color are more likely to live in areas with higher rates of poverty and environmental hazards and fewer economic and educational opportunities. High opportunity areas in Seattle and the urban areas east of Seattle are predominantly White and Asian, while Black and Latinx communities primarily live in Southwest King County, which has less access to opportunity.

PUBLICLY SUPPORTED HOUSING ANALYSIS

Fair access to and the location of publicly supported housing can have major impacts to access to opportunity for protected classes.

Summary of Publicly Supported Housing Disparities/Dynamics

The Seattle, Renton, and King County Housing Authorities collectively operate over 19,000 units and administer tenant-based vouchers for nearly 18,000 households. Other programs provide affordable housing, such as Low-Income Housing Tax Credits, Multifamily Housing Tax Exemptions, inclusionary housing programs, and other local funding sources provide affordable units. Publicly supported housing is distributed throughout the urban areas of King County.



There are high concentrations of publicly supported housing in the downtown core of Seattle, which is zoned for greater density and has high access to opportunity.

KCHA provided racial demographics of the households who utilize their programs:

Housing Type	Percent White	Percent Black	Percent Hispanic	Percent Asian or Pacific Islander	Percent Native American
Public Housing	53.9	21	6.9	19.4	0.6
Project-Based Voucher	48.9	29.7	10.4	15.6	1.2
Tenant-Based Voucher	49.3	39.1	6.4	6.7	1.5

Data Source: King County Housing Authority

Black households are significantly more likely to utilize the Housing Choice Voucher Program, while Asians and Pacific Islanders are more likely to utilize public housing, relative to utilization of other housing types.

Notably, Hispanic or Latinx households are underrepresented in all categories compared to their overall percentage of the King County population, despite being more likely to be housing cost burdened. Consistent with HUD policy and guidelines, KCHA seeks to provide access to all members of the community who are eligible for federal housing assistance. This includes eligible members of the immigrant and refugee community, mixed-eligibility families (where assistance is pro-rated based on the number of eligible household members), and US citizens.

Contributing Factors to Publicly Supported Housing Location and Access

Lack of public investment in specific neighborhoods

While publicly supported housing is located in most jurisdictions, many of the highest-opportunity areas of King County have lower rates of publicly supported housing.

Land Use and Zoning Laws

Neighborhoods and jurisdictions in King County that are zoned for single family homes are less likely to contain publicly supported housing, as the majority of public housing developments are multifamily properties. This limits publicly supported housing access in single-family zones to recipients of housing choice vouchers.

Programs, Policies, and Investments Addressing Disparities in Location of and Access to Publicly Supported Housing

Housing Authority Planning and Policies

The Seattle, King County, and Renton Housing Authorities consider racial and geographic equity as part of their long-term planning processes. As noted in KCHA's Moving to Work Plan[52], KCHA's long-term goals include providing greater geographic choice for low-income households – including residents with disabilities and elderly residents with mobility impairments – so that residents have the opportunity to live in neighborhoods with high-performing schools and convenient access to services, transit, health services, and employment. The 2019 Plan also includes short-term goals regarding broadening geographic choice to support economic and racial integration in the region – through new property acquisitions, creation of family-sized affordable units, and through myriad strategies to ensure voucher holders have broad access to units across King County.

The KCHA Board of Commissioners passed a resolution in 2012 which directs staff to give strong consideration to opportunity area indicators, including education and employment, when acquiring new properties, siting project-based Section 8 subsidies, and making other policy and programmatic decisions. Recent policy changes and programmatic decisions have reflected this consideration, including the adoption of small area payment standards, the siting of project-based subsidies in high opportunity areas, and piloting of mobility counseling strategies as part of Creating Moves to Opportunity.

While the Hispanic and Latinx community has historically been underrepresented in subsidized housing, KCHA has made efforts to ensure access. In the recent waiting list opening for the Housing Choice Voucher program staff made a concerted effort to connect with relevant service providers and organizations with connections to this community. As a result, KCHA serves a large number of immigrants and refugees through the Housing Choice Vouchers and Public housing programs, a diversity that is similarly reflected among King County's population.

King County TOD Preservation and Acquisition Plan

King County's 2019-2020 budget included funding set aside for a partnership with KCHA to implement a TOD Preservation and Acquisition Plan. The plan currently

[52] https://www.kcha.org/documents/90.pdf

proposes preserving 582 units in the coming years. You can learn more about the plan here.[53]

KCHA targets the preservation of affordable housing in communities at the highest risk of displacement (including those along emerging mass transit corridors) and in high opportunity areas characterized by access to high-performing schools, jobs, and transportation. After KCHA purchases a property, rents are only increased as operating costs rise, making these properties increasingly affordable over time.

[53] https://mkcclegisearch.kingcounty.gov/LegislationDetail.aspx?ID=3876610&GUID=DD8C9E4E-56BC-4AD6-9B76-C24EB3FC68E5&Options=Advanced&Search=

DISABILITY AND ACCESS ANALYSIS

While people with disabilities may experience the same fair housing issues as individuals without disabilities, there are also distinct disability-related barriers. For example, some individuals with disabilities may need specific accessibility features or additional services in housing, transportation, education, and other programs or facilities in order to have an equal opportunity.

Summary of Disparities/Dynamics

People with disabilities are dispersed throughout King County, with no clear concentration or pattern of segregation. King County and Washington State have made significant strides in supporting people to live in the most independent living arrangement possible and transitioning out larger institutions over the last fifty years. The single major remaining institution for people with disabilities in King County is Fircrest Rehabilitation Center, which houses and provides programming for about 200 individuals.

Disabilities take many forms, and it is important to differentiate the needs of different groups. The following table shows the percentage of King County residents with the different types of disabilities, as measured by the Census Bureau. It is important to note that this table does not include all disabilities, such as behavioral health issues.

Disability Type	Percent of King County Residents
Hearing Difficulty	3.1%
Vision Difficulty	1.6%
Cognitive Difficulty	3.9%
Ambulatory Difficulty	4.8%
Self-care Difficulty	2.0%
Independent Living Difficulty	3.5%

Data Source: HUD Affirmatively Furthering Fair Housing Data and Mapping Tool, Nov. 2017 Update

Contributing Factors to Disability and Access Issues

Cost of Reasonable Accommodations Increases Likelihood of Discrimination

Providing reasonable accommodation for people with disabilities is more likely to carry a financial burden to a housing provider than providing housing to other protected classes. This increases the likelihood of discrimination. While not a large enough sample to be statistically significant, housing discrimination testing conducted in King County in 2019 found evidence of discrimination in eight out of seventeen tests conducted by people with a disability.

Disability as a Barrier to Seeking and Securing Housing

A disability in and of itself can make it difficult to tour housing or submit applications in a timely manner.

Income and Education Gap for People with Disabilities

Nationally, people with disabilities earn 64% as much as people without disabilities, and about 10% of adults with a disability have a bachelor's degree or higher, compared to more than 25% of working-age adults without disabilities.[54] In 2019, individuals whose primary source of income is a Social Security Disability payment can receive a maximum monthly benefit of $2,861, with a national average of $1,234. These disparities contribute to people with disabilities being less likely to afford housing.

Complex Network of Resources and Multifaceted Nature of Disability Community

There are dozens of organizations and resources for people with disabilities in King County. However, most organizations either provide one type of support or target individuals who live with a certain type of disability. This can make accessing support confusing and difficult. Disability advocates requested a "one-stop shop" that provides an inventory and navigation of all of the resources available for people with each type of disability.

Growing Population of Older Adults

Although age is not a federally protected class for fair housing, it is in King County, and is correlated with disabilities such as mobility, hearing, vision, and self-care issues. Due to a combination of increasing longevity, declining birthrate, improvements in medical technology and other factors, the population of Americans over age 65 will double over the next 25 years.[55] Significant investments will be necessary to meet the increasing demand for accessible housing.

Programs, Policies, and Investments to Address Housing Access for Disabled Individuals

Home Care Services

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[54] https://www.air.org/sites/default/files/Lack%20of%20Equal%20Pay%20for%20People%20with%20Disabilities_Dec%2014.pdf

[55] https://www.cdc.gov/aging/pdf/state-aging-health-in-america-2013.pdf

Many aging and disabled individuals remain in their homes through in-home care. Caregivers may visit or live in the client's home, depending on their needs. These services are provided by dozens of providers in King County.

Adult Family Homes

Housing resources for disabled individuals is also provided through adult family homes, which are located throughout King County and are offered by a number of housing providers.

Publicly Supported Senior Housing

Publicly supported housing projects that target seniors are a large percentage of King County's public housing portfolio. Low-Income Housing Tax Credit projects also frequently build housing targeted to older adults.

Housing Accessibility Modification Program

King County's Housing Repair Program serves renters with disabilities who require modifications to their unit. You can learn more about this program here.[56]

Moving Toward Age Friendly Housing in King County

King County, the City of Seattle, and other partners undertook an effort in 2018 to understand the needs of the aging population and make recommendation to increase access to affordable housing for older adults. Key recommendations include:

- Increase supply of affordable housing that meets the needs of a diverse, aging population.
- Create accessible housing that meets the needs of a diverse aging population

You can read the full report here.[57]

[56] https://kingcounty.gov/depts/community-human-services/housing/services/housing-repair/grants.aspx

[57] http://www.agingkingcounty.org/wp-content/uploads/sites/185/2018/02/MovingTowardAgeFriendlyHousingInKingCounty.pdf

FAIR HOUSING DISCRIMINATION DATA ANALYSIS

Laws banning housing discrimination are insufficient if housing providers do not comply. This section reviews data regarding discrimination against protected classes.

Housing Discrimination Testing

Community and stakeholder input reported that despite being illegal for over 50 years, individual-level discrimination in applications for rental housing remains a systemic issue. King County and partner cities chose to conduct field-testing to collect data on the nature and extent of housing discrimination in King County.

King County and partner cities contracted with the Fair Housing Center of Washington to conduct at least 65 differential treatment tests and 15 policy tests in jurisdictions across King County. Differential treatment tests are two-part, in which a member of a protected class and a control tester apply for the same housing. Policy tests ask housing providers direct questions about their policies, such as accommodation for a disabled individual or whether they rent to families with children. A "positive" result is a test that found evidence of discrimination. The Fair Housing Center of Washington tested for the following protected classes:

- Race
- National Origin
- Religion
- Disability
- Familial Status

The final report provided by the Fair Housing Center of Washington reported positive test results in 34 out of 66 differential treatment tests and seven positive results out of 16 policy tests. These results are troubling and indicate that protected classes continue to face barriers to fair housing choice. Because the testing was spread across five protected classes in 24 jurisdictions, the data are insufficient to provide statistical significance for more granular findings. Please see Appendix B for a copy of the final testing report.

Housing Mortgage Disclosure Act Data

Fair access to financing for homeownership is a critical component of housing choice, and a major potential barrier. This analysis reviewed 2016 and 2017 summary data provided by the Consumer Financial Protection Bureau that tracks the outcomes of applications for mortgages for primary residences in King County by race. This data set does not include applicants' income, the size of the loan applied for, or other relevant factors that influence whether a loan is approved or denied, and is therefore not proof of individual-level racial discrimination on its own. There are, however, troubling disparities.

Race	Percent of primary residence home loan applications denied
White	5.7
Asian	7.2
Black	11.6
Hawaiian or Pacific Islanders	6.5
Native American	9.8

Data Source: Consumer Financial Protection Bureau[58]

Black households are more than twice as likely to be denied a loan as White households. Native Americans are also significantly more likely to be denied a loan than Whites. It is also notable that Black applicants accounted for 2.8% of mortgage applications, despite being 6% of the King County population, which reflects earlier analysis regarding the racial disparities for rental and homeownership rates. Further outreach and analysis is necessary to understand the dynamics contributing to these disparities.

[58] https://www.consumerfinance.gov/data-research/hmda/explore

FAIR HOUSING GOALS

Informed by community input from other planning processes and the previous analysis, this section proposes a set of priority actions to achieve fair housing choice in King County. These goals are also written in the context of the programs, policies, and plans that currently seek to eliminate barriers to fair housing choice.

1. Invest in programs that provide fair housing education, enforcement, and testing.
2. Engage underrepresented communities on an ongoing basis to better understand barriers and increase access to opportunity.
3. Provide more housing for vulnerable populations.
4. Provide more housing choices for people with large families.
5. Support efforts to increase housing stability.
6. Preserve and increase affordable housing in communities at high risk of displacement.
7. Review zoning laws to increase housing options and supply in urban areas.
8. Work with communities to guide investments in historically underserved communities.
9. Support the Affordable Housing Committee's efforts to promote fair housing.
10. Report annually on Fair Housing Goals and progress.

CONCLUSION AND NEXT STEPS

This report analyzes access to fair housing choice along a number of factors, provides information on past and current efforts, and sets initial goals for future policies and investments. This report is planned to be submitted to the King County Council by the beginning of September and approved by early November. This section will be updated as next steps are identified and the report advances through the following timeline.



Appendix A: King County Demographics by Jurisdiction

Jurisdiction	Total Population	Total Households	Average Household Size	White Population	Percent White	Black Population	Percent Black	Native American Population	Percent Native American	Asian Population	Percent Asian	Hawaiian/PI Population	Percent Hawaiian/PI
City of Algona	3,171	933	3.40	2,210	70%	166	5%	31	1%	326	10%	11	0%
City of Auburn	77,440	28,274	2.74	52,828	68%	3,732	5%	1,701	2%	7,632	10%	1,992	3%
Town of Beaux Arts Village	342	123	2.78	314	92%	0	0%	0	0%	20	6%	0	0%
City of Bellevue	139,014	55,691	2.50	77,733	56%	3,889	3%	370	0%	47,056	34%	414	0%
City of Black Diamond	4,378	1,686	2.60	3,785	86%	8	0%	98	2%	156	4%	0	0%
City of Bothell	44,082	16,813	2.62	31,607	72%	1,018	2%	236	1%	6,258	14%	58	0%
City of Burien	50,729	18,606	2.73	31,449	62%	3,599	7%	610	1%	6,202	12%	682	1%
City of Carnation	1,808	644	2.81	1,674	93%	10	1%	0	0%	60	3%	6	0%
City of Clyde Hill	3,231	1,128	2.86	2,503	77%	28	1%	8	0%	561	17%	0	0%
City of Covington	19,918	7,010	2.84	14,803	74%	1,056	5%	55	0%	2,154	11%	65	0%
City of Des Moines	31,080	11,704	2.66	18,266	59%	2,070	7%	154	0%	3,897	13%	922	3%
City of Duvall	7,683	2,593	2.96	6,952	90%	222	3%	0	0%	198	3%	0	0%
City of Enumclaw	11,670	4,662	2.50	9,851	84%	273	2%	91	1%	138	1%	16	0%
City of Federal Way	94,905	34,755	2.73	54,466	57%	10,141	11%	694	1%	13,808	15%	2,191	2%
Town of Hunts Point	423	155	2.73	335	79%	0	0%	0	0%	73	17%	0	0%
City of Issaquah	35,629	14,550	2.45	24,816	70%	1,320	4%	7	0%	7,227	20%	0	0%
City of Kenmore	22,154	8,644	2.56	17,714	80%	360	2%	62	0%	2,603	12%	100	0%
City of Kent	126,561	43,509	2.91	65,873	52%	14,415	11%	1,673	1%	25,416	20%	2,204	2%
City of Kirkland	86,772	36,127	2.40	66,732	77%	1,036	1%	282	0%	12,272	14%	60	0%
City of Lake Forest Park	13,247	5,194	2.55	10,753	81%	219	2%	18	0%	1,135	9%	20	0%
City of Maple Valley	25,375	8,656	2.93	21,031	83%	406	2%	148	1%	1,419	6%	28	0%
City of Medina	3,217	1,175	2.74	2,352	73%	20	1%	0	0%	635	20%	0	0%
City of Mercer Island	24,768	9,867	2.51	18,554	75%	447	2%	8	0%	4,683	19%	17	0%
City of Milton	7,481	3,051	2.45	6,563	88%	0	0%	17	0%	213	3%	68	1%
City of Newcastle	11,346	4,284	2.65	7,103	63%	325	3%	12	0%	3,245	29%	0	0%
City of Normandy Park	6,634	2,807	2.36	5,990	90%	0	0%	0	0%	525	8%	0	0%
City of North Bend	6,645	2,387	2.78	5,683	86%	80	1%	0	0%	55	1%	0	0%
City of Pacific	7,113	2,475	2.87	4,791	67%	305	4%	57	1%	688	10%	285	4%
City of Redmond	60,712	24,514	2.48	35,106	58%	1,061	2%	85	0%	20,590	34%	112	0%
City of Renton	99,692	38,563	2.59	50,578	51%	10,046	10%	537	1%	22,397	22%	1,647	2%
City of Sammamish	62,877	20,855	3.01	42,060	67%	587	1%	78	0%	17,213	27%	76	0%
City of Seatac	28,597	9,857	2.90	12,019	42%	6,666	23%	261	1%	4,507	16%	706	2%
City of Seattle	688,245	314,850	2.19	472,347	69%	48,884	7%	3,799	1%	99,728	14%	2,675	0%
City of Shoreline	55,431	21,930	2.53	38,500	69%	3,517	6%	611	1%	7,799	14%	123	0%
Town of Skykomish	101	60	1.68	86	85%	8	8%	0	0%	4	4%	0	0%
City of Snoqualmie	12,944	4,179	3.10	10,526	81%	63	0%	28	0%	1,564	12%	0	0%
City of Tukwila	20,025	7,123	2.81	7,442	37%	3,431	17%	214	1%	4,746	24%	427	2%
City of Woodinville	11,675	4,742	2.46	9,705	83%	120	1%	14	0%	1,259	11%	29	0%
Town of Yarrow Point	1,184	430	2.75	925	78%	2	0%	0	0%	211	18%	0	0%
King County Total	2,118,119	851,077	2.49	1,402,793	66%	130,594	6%	14,276	1%	350,616	17%	16,522	1%
Unincorporated King County	243,333	89,155	2.73	181,255	74%	11,835	5%	2,481	1%	26,459	11%	1,721	1%

Data Source: 2017 ACS 5-Year Population Estimate

Jurisdiction	Other Races Population	Percent Other Races	Multiracial Population	Percent Multiracial	Hispanic or Latinx Population	Percent Hispanic or Latinx	White, Not Hispanic Population	Percent White, Not Hispanic	Foreign Born Population	Percent Foreign Born	Percent Cost Burdened	Percent Severe Cost Burdened	Percent HHs earning <80% AMI
City of Algona	283	9%	144	5%	609	19%	1,903	60%	789	25%	48%	20%	53%
City of Auburn	3,177	4%	6,378	8%	11,185	14%	46,073	59%	15,031	19%	37%	15%	47%
Town of Beaux Arts Village	4	1%	4	1%	4	1%	310	91%	32	9%	37%	17%	14%
City of Bellevue	2,856	2%	6,696	5%	10,063	7%	71,100	51%	52,871	38%	31%	14%	29%
City of Black Diamond	250	6%	81	2%	446	10%	3,589	82%	318	7%	29%	16%	44%
City of Bothell	1,951	4%	2,954	7%	4,673	11%	29,448	67%	8,819	20%	33%	14%	34%
City of Burien	4,970	10%	3,217	6%	12,342	24%	25,491	50%	12,046	24%	41%	19%	53%
City of Carnation	0	0%	58	3%	280	15%	1,398	77%	183	10%	35%	12%	39%
City of Clyde Hill	0	0%	131	4%	62	2%	2,455	76%	667	21%	29%	16%	19%
City of Covington	506	3%	1,279	6%	1,423	7%	14,090	71%	2,290	11%	29%	12%	28%
City of Des Moines	3,411	11%	2,360	8%	5,670	18%	16,540	53%	6,687	22%	37%	16%	50%
City of Duvall	59	1%	252	3%	517	7%	6,494	85%	480	6%	25%	9%	24%
City of Enumclaw	754	6%	547	5%	1,436	12%	9,308	80%	1,054	9%	35%	15%	52%
City of Federal Way	6,452	7%	7,153	8%	17,181	18%	45,518	48%	23,536	25%	40%	19%	51%
Town of Hunts Point	1	0%	14	3%	4	1%	333	79%	75	18%	49%	23%	21%
City of Issaquah	817	2%	1,442	4%	3,043	9%	23,035	65%	8,473	24%	32%	14%	29%
City of Kenmore	315	1%	1,000	5%	1,687	8%	16,565	75%	3,838	17%	33%	14%	32%
City of Kent	9,244	7%	7,736	6%	20,152	16%	57,751	46%	37,600	30%	40%	17%	49%
City of Kirkland	1,657	2%	4,733	5%	6,108	7%	62,986	73%	19,345	22%	33%	14%	29%
City of Lake Forest Park	250	2%	852	6%	712	5%	10,371	78%	1,621	12%	33%	14%	29%
City of Maple Valley	341	1%	2,002	8%	1,432	6%	20,153	79%	1,649	6%	28%	7%	22%
City of Medina	18	1%	192	6%	96	3%	2,256	70%	678	21%	32%	15%	15%
City of Mercer Island	152	1%	907	4%	732	3%	17,925	72%	4,587	19%	30%	16%	23%
City of Milton	98	1%	287	4%	558	7%	6,129	82%	362	5%	35%	13%	32%
City of Newcastle	107	1%	554	5%	401	4%	6,859	60%	3,235	29%	27%	12%	20%
City of Normandy Park	38	1%	81	1%	251	4%	5,761	87%	645	10%	28%	12%	32%
City of North Bend	526	8%	301	5%	897	13%	5,366	81%	751	11%	32%	19%	38%
City of Pacific	356	5%	631	9%	1,417	20%	3,997	56%	928	13%	40%	18%	51%
City of Redmond	992	2%	2,766	5%	4,568	8%	32,034	53%	24,315	40%	25%	11%	25%
City of Renton	6,961	7%	7,526	8%	13,642	14%	45,623	46%	28,500	29%	38%	15%	43%
City of Sammamish	357	1%	2,506	4%	2,463	4%	40,295	64%	16,475	26%	24%	9%	13%
City of Seatac	2,015	7%	2,423	8%	5,225	18%	9,221	32%	11,619	41%	43%	17%	62%
City of Seattle	15,155	2%	45,657	7%	44,505	6%	449,138	65%	123,919	18%	35%	15%	39%
City of Shoreline	1,902	3%	2,979	5%	5,276	10%	35,870	65%	11,260	20%	37%	16%	41%
Town of Skykomish	0	0%	3	3%	0	0%	86	85%	10	10%	37%	17%	63%
City of Snoqualmie	59	0%	704	5%	421	3%	10,147	78%	1,518	12%	28%	3%	12%
City of Tukwila	1,575	8%	2,190	11%	3,007	15%	6,580	33%	8,104	40%	45%	24%	60%
City of Woodinville	57	0%	491	4%	361	3%	9,457	81%	1,532	13%	30%	11%	27%
Town of Yarrow Point	4	0%	42	4%	15	1%	912	77%	225	19%	37%	21%	15%
King County Total	73,630	3%	129,688	6%	200,545	9%	1,300,694	61%	467,938	22%	34%	15%	38%
Unincorporated King County	6,708	3%	13,171	5%	19,992	8%	171,262	70%	37,034	15%	30%	13%	31%

Data Source: 2017 ACS 5-Year Population Estimate

Appendix B: Housing Discrimination Testing Final Report

FAIR HOUSING
CENTER OF WASHINGTON
Embracing Diversity, Advocating Equality

Final Testing Report for King County

This document is a summary report of the Fair Housing Center of Washington's results of the contract. A spreadsheet with the total number of tests completed, the name, city and subregion of the test site, protected classes tested, type of test (policy, differential treatment), and test results is included in the final report packet.

As of May 31, 2019, the Fair Housing Center of Washington completed eighty-two (82) tests, of which forty-three (43) were negative and thirty-nine (39) were positive. The violations observed during this contract were either differential treatment based on a protected class status or discriminatory policies that placed additional barriers to housing due to a person's inclusion in a protected class. For tests indicating differential treatment violations, the FHCW recommends additional testing to determine if there is a pattern of differential treatment based on a protected class. For tests indicating one or more discriminatory policies, the FHCW recommends a technical letter advising the test site to correct their policies so that they adhere to fair housing laws. For either type of fair housing violation, the FHCW may pursue enforcement of fair housing laws if a pattern of discrimination is determined.

Of the thirty-nine (39) positive tests, thirty-two (32) had recommendations for additional testing for differential treatment based on a protected class.

Row Labels	Negative	Positive	Grand Total
No further action recommended	43	0	43
Additional testing recommended	0	32	32
Technical letter recommended	0	7	7
Grand Total	**43**	**39**	**82**

As of May 31, 2019, the Fair Housing Center of Washington completed sixteen (16) policy check tests, of which seven (7) were conducted in the North/East subregion and nine (9) were conducted in the South subregion of King County.

Subregion	Negative	Positive	Grand Total
North / East	4	3	7
South	5	4	9
Grand Total	**9**	**7**	**16**

Of the sixteen (16) policy check tests, four (4) tested for willingness to grant reasonable accommodations to persons with a disability, and eleven (11) tested for willingness to accept alternative sources of income, including housing vouchers (Section 8) and maternity leave.

Protected Basis	Negative	Positive	Grand Total
Reasonable Accommodations	1	3	4
Source of Income – Housing Voucher	5	4	9
Source of Income – Maternity Leave	2	0	2
Income & Reasonable Accommodation	1	0	1
Grand Total	**9**	**7**	**16**

As of May 31, 2019, the Fair Housing Center of Washington completed sixty-six (66) differential treatment tests, of which thirty-four (34) were conducted in the North/East subregion and thirty-two (32) were conducted in the South subregion of King County.

	Negative	Positive	Grand Total
North/East	16	18	34
South	18	14	32
Grand Total	**34**	**32**	**66**

Of the thirty-four (34) differential treatment tests conducted in the North/East subregion, sixteen (16) were negative and eighteen (18) were positive, including:

North/East	Negative	Positive	Grand Total
Disability	7	5	12
Familial Status	2	3	5
National Origin	1	2	3
Race	4	4	8
Religion	2	4	6
Grand Total	**16**	**18**	**34**

Of the thirty-two (32) differential treatment tests conducted in the South subregion, fourteen (14) were positive, including:

South	Negative	Positive	Grand Total
Disability	1		1
Familial Status	6	3	9
National Origin	5	6	11
Race	1	3	4
Religion	5	2	7
Grand Total	**18**	**14**	**32**

Of the sixty-six (66) differential treatment tests conducted, fourteen (14) were conducted via email, twenty-one (21) were conducted via phone calls, and thirty-one (31) were conducted via site visits.

Contact Type	Negative	Positive	Grand Total
Email	7	7	14
Phone	12	9	21

Site	15	16	31
Grand Total	**34**	**32**	**66**

Of the thirty-one (31) site differential treatment tests, five (5) tests were conducted in Auburn, six (6) were conducted in Bellevue, one (1) was conducted in Burien, five (5) were conducted in Federal Way, five (5) were conducted in Kent, and one (1) was conducted in Renton.

City	Negative	Positive	Grand Total
Auburn	2	3	5
Bellevue	3	3	6
Burien	0	1	1
Federal Way	2	3	5
Kent	4	1	5
Renton	0	1	1

Of the five (5) site, differential treatment tests conducted in Kent, one (1) was based on disability, one (1) was based on familial status, one (1) was based on national origin, one (1) was based on race, and one (1) was based on religion.

Protected Basis (Kent)	Negative	Positive	Grand Total
Disability	1	0	1
Familial Status	1	0	1
National Origin	0	1	1
Race	1	0	1
Religion	1	0	1
Grand Total	**4**	**1**	**5**

In sum, the Fair Housing Center of Washington observed thirty-nine (39) positive violations of Fair Housing law throughout King County during the contract period. Additional testing as well as sending of technical letters are both recommended to 1) further identify potentially systemic barriers to fair housing, 2) make violators aware of their actions and 3) bring said violators into compliance with Fair Housing law. In addition, increased fair housing education, including annual fair housing training throughout the county may help to combat instances of discrimination, for both new and seasoned property managers, leasing agents and other actors in the housing space.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5464 (Gaub)

Date:
October 15, 2019

Department:
Public Works

Attachments:
Resolution No. 5464
Exhibit A
Vicinity Maps

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

Administrative Recommendation:

City Council adopt Resolution No. 5464.

Background Summary:

Resolution No. 5464 authorizes the City Council to adopt modifications to the 2020-2025 Transportation Improvement Program.

Previous TIP modifications were made with annual TIP update adopted in June of this year. Since then, changes in available project funding and the addition of projects associated with grants and developer projects necessitates additional modifications. The proposed modifications are summarized below.

SUMMARY OF PROPOSED AMENDMENTS TO THE 2020-2025 TIP

Modifications: The following existing projects are proposed to be revised:

- TIP P-7: Auburn Way N Preservation Phase 2 ($1.63M) – A portion of the grant funds awarded to this project were swapped with local funds in the A Street SE preservation project to help meet regional funding obligation targets set by FHWA for 2019.
- TIP R-8: 49th Street NE ($5.35M) – The project will complete the 49th Street NE corridor between Auburn Way N and I Street NE. Proposed changes reflect portions of the project being completed as part of a development project and the remaining portion would be completed by the City with traffic mitigation funds.
- TIP R-16: Regional Growth Center Access Improvements ($2.01M) – The project is being revised to reflect the award of $1.625M in grant funds from the Sound Transit Access Fund competition.

Additions: The following projects are proposed to be added to the updated TIP:

- TIP I-16: 15th Street NW/SR-167 NB Ramps ($1.65M) – The project would fund the design and construction of a new westbound right-turn pocket at the intersection.

- TIP P-3: 2nd Street SE Reconstruction ($0.98M) – The project would reconstruct 2nd Street SE between A Street SE and Auburn Way S. TIB grant funding for the project was applied for in 2019.

A public hearing for the TIP was set by consent agenda at the October 7, 2019 Council Meeting. The hearing is scheduled to be held at the October 21, 2019 Council Meeting in advance of the adoption of this resolution to adopt the TIP.

Reviewed by Council Committees:

Councilmember:		**Staff:**	Gaub
Meeting Date:	October 21, 2019	Item Number:	RES.E

RESOLUTION NO. 5464

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING AND ADOPTING THE MODIFICATION OF THE 2020-2025 TRANSPORTATION IMPROVEMENT PROGRAM OF THE CITY OF AUBURN

WHEREAS, RCW 35.77.010 requires that the legislative body of each City prepare and adopt a comprehensive Transportation Improvement Program for the ensuing six years, but only after conducting a public hearing; and

WHEREAS, a public hearing to review the 2020-2025 Transportation Improvement Program for the City of Auburn was held on October 21, 2019 at the hour of 7:00 p.m. in the Council Chambers of the Auburn City Hall, pursuant to notice published in the legal newspaper of the City of Auburn on October 17, 2019.

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

Section 1. The modifications to the 2020-2025 comprehensive Transportation Improvement Program are adopted, which will be in substantial conformity with the attached Exhibit "A."

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

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

Dated and Signed this _____ day of _____, 2019.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Steven L. Gross, City Attorney

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-7

Project Title: **Auburn Way N Preservation Phase 2 (8th St NE to 22nd St NE)** **STIP# AUB-56**
Project No: **TBD**
Project Type: **Preservation**
Project Manager: **Jeff Bender** **LOS Corridor ID# 1/2**

Description:
This project will grind and overlay Auburn Way N from the 22nd Street NE to 8th Street NE, remove unused driveways, and upgrade curb ramps and pedestrian signals as needed to meet ADA requirements.

Progress Summary:
Federal Grant funding was awarded in 2016.

Future Impact on Operating Budget:
There is no impact to the street maintenance budget.

Activity:		**2019 YE**	**Budget**			**Forecast Project Costs**				
Funding Sources:	**Prior to 2019**	**Estimate**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**Beyond 2025**	**Total Project Cost**
Arterial Preservation Fund	-	120,000	439,720	-	-	-	-	-	-	559,720
Secured Federal Grant	-	-	1,068,280	-	-	-	-	-	-	1,068,280
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**120,000**	**1,508,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,628,000**
Capital Expenditures:										
Design	-	120,000	-	-	-	-	-	-	-	120,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	1,508,000	-	-	-	-	-	-	1,508,000
Total Expenditures:	**-**	**120,000**	**1,508,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,628,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-8

Project Title: **49th Street NE (Auburn Way N to I St NE)** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# N/A**

Description:
This project will construct a new traffic signal at the intersection of 49th Street NE and Auburn Way North, improve the intersection of 49th Street NE and Auburn Way North to provide for northbound to southbound u-turns, improve 49th Street NE from Auburn Way North to D Street NE, and construct an extension of 49th Street NE from D Street NE to I Street NE (which is being constructed from 45th Street NE to South 277th Street under a separate project).

Progress Summary:
Portions of this project are anticipated to be constructed with a development project. The remaining portions would be constructed by the City and/or with other future development projects.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $10,000

Activity:		**2019 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2019**	**Estimate**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**Beyond 2025**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	500,000	1,500,000	-	-	-	-	2,000,000
Other (Development)	-	850,000	2,500,000	-	-	-	-	-	-	3,350,000
Total Funding Sources:	**-**	**850,000**	**2,500,000**	**500,000**	**1,500,000**	**-**	**-**	**-**	**-**	**5,350,000**
Capital Expenditures:										
Design	-	250,000	-	350,000	-	-	-	-	-	600,000
Right of Way	-	600,000	-	150,000	-	-	-	-	-	750,000
Construction	-	-	2,500,000	-	1,500,000	-	-	-	-	4,000,000
Total Expenditures:	**-**	**850,000**	**2,500,000**	**500,000**	**1,500,000**	**-**	**-**	**-**	**-**	**5,350,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-16

Project Title: **Regional Growth Center Access Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# N/A**

Description:
This project will make improvements to the intersections of 3rd Street NE and Auburn Avenue, 4th Street NE and Auburn Ave, and 4th Street NE and Auburn Way to improve motorized and non-motorized access to the City's downtown urban center and the Sounder Transit Station. The project will add a northbound left-turn movement and a northbound/southbound crosswalk at the intersection of 3rd Street NE and Auburn Avenue and modify the intersection of 4th St NE with Auburn Way N to eliminate the split phase operation signal improving circulation and access.

Progress Summary:
Grant funding for the design and construction phases was awarded from Sound Transit in 2019.

Future Impact on Operating Budget:
There is no impact to the street maintenance budget.

Activity:		**2019 YE**	**Budget**			**Forecast Project Costs**				
Funding Sources:	**Prior to 2019**	**Estimate**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**Beyond 2025**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Secured Grant	-	-	-	325,000	-	1,300,000	-	-	-	1,625,000
Traffic Impact Fees	-	-	-	85,000	100,000	200,000	-	-	-	385,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**410,000**	**100,000**	**1,500,000**	**-**	**-**	**-**	**2,010,000**
Capital Expenditures:										
Design	-	-	-	410,000	-	-	-	-	-	410,000
Right of Way	-	-	-	-	100,000	-	-	-	-	100,000
Construction	-	-	-	-	-	1,500,000	-	-	-	1,500,000
Total Expenditures:	**-**	**-**	**-**	**410,000**	**100,000**	**1,500,000**	**-**	**-**	**-**	**2,010,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-16

Project Title: **15th Street NW/SR-167 NB Ramps** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 9**

Description:
This project design and construct a new westbound right-turn pocket on 15th Street NW at the intersection with the SR-167 northbound ramps.

Progress Summary:
The design and construction of the project is anticipated as part of an adjacent development project.

Future Impact on Operating Budget:
This annual maintenance cost for this project is estimated to be $2,500.

Activity:		2019 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2019**	**Estimate**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**Beyond 2025**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Federal Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	225,000	-	-	-	-	-	-	225,000
Other (Development)	-	125,000	1,300,000	-	-	-	-	-	-	1,425,000
Total Funding Sources:	**-**	**125,000**	**1,525,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,650,000**
Capital Expenditures:										
Design	-	125,000	-	-	-	-	-	-	-	125,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	1,525,000	-	-	-	-	-	-	1,525,000
Total Expenditures:	**-**	**125,000**	**1,525,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,650,000**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-3

Project Title: **2nd Street SE Preservation** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Preservation**
Project Manager: **TBD** **LOS Corridor ID# N/A**

Description:
This project will reconstruct 2nd Street SE between A Street SE and Auburn Way S. The reconstruction will utilize full depth reclamation techniques. The project will also remove remove fixed objects within the clear zone, remove barriers to ADA access, and install new LED street lighting.

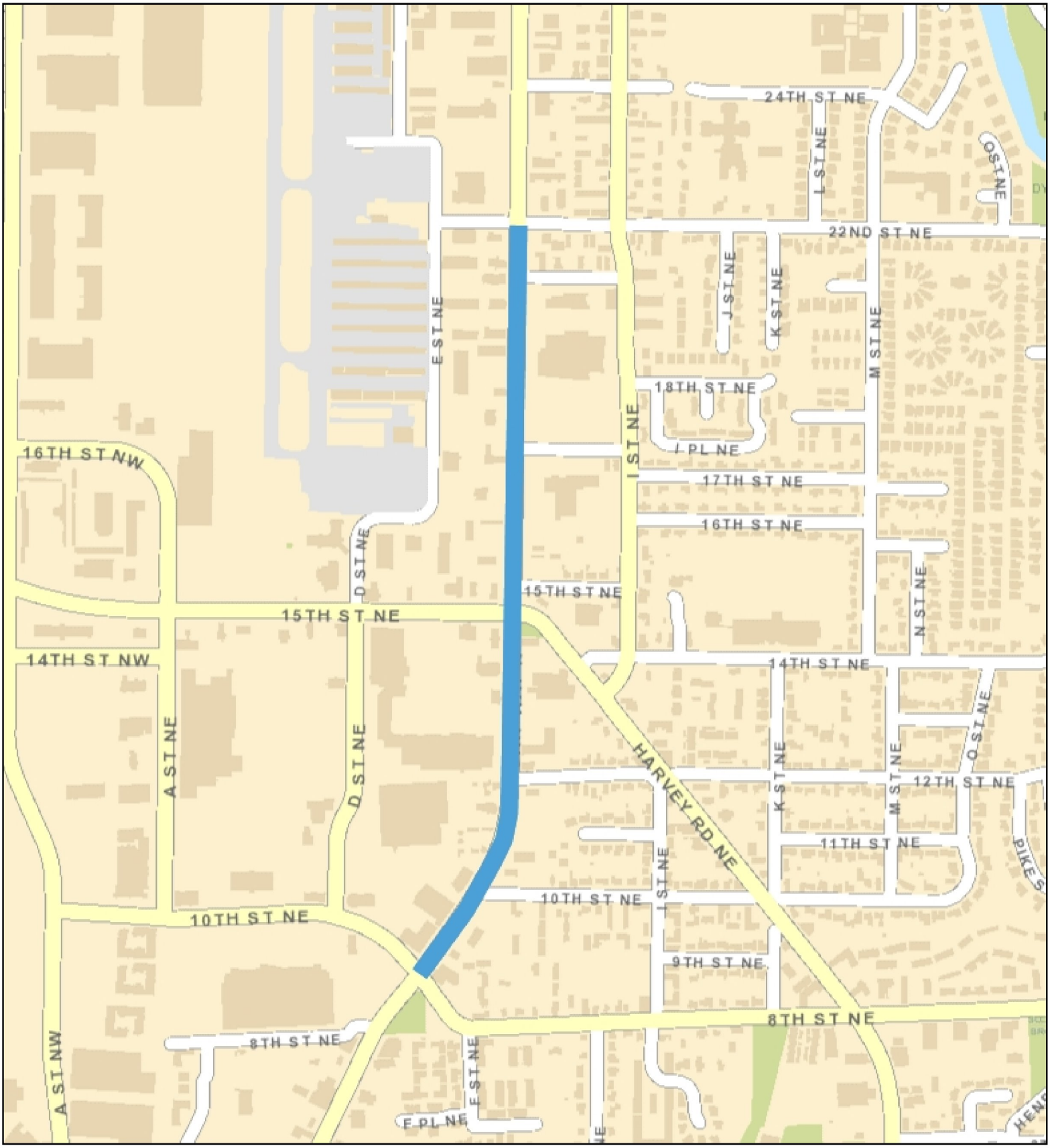
Progress Summary:
Grant funding for this project was applied for in 2019. If awarded, design would occur in 2020 and construction in 2021.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		**2019 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2019**	**Estimate**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**Beyond 2025**	**Total Project Cost**
Arterial Preservation Fund	-	-	46,000	347,502	-	-	-	-	-	393,502
Unsecured Grant	-	-	69,000	521,253	-	-	-	-	-	590,253
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**115,000**	**868,755**	**-**	**-**	**-**	**-**	**-**	**983,755**
Capital Expenditures:										
Design	-	-	115,000	-	-	-	-	-	-	115,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	868,755	-	-	-	-	-	868,755
Total Expenditures:	**-**	**-**	**115,000**	**868,755**	**-**	**-**	**-**	**-**	**-**	**983,755**

TIP# P-7 - Auburn Way N Preservation Phase 2

Printed Date: 10/14/2019
Map Created by City of Auburn eGIS
Imagery Date: May 2015



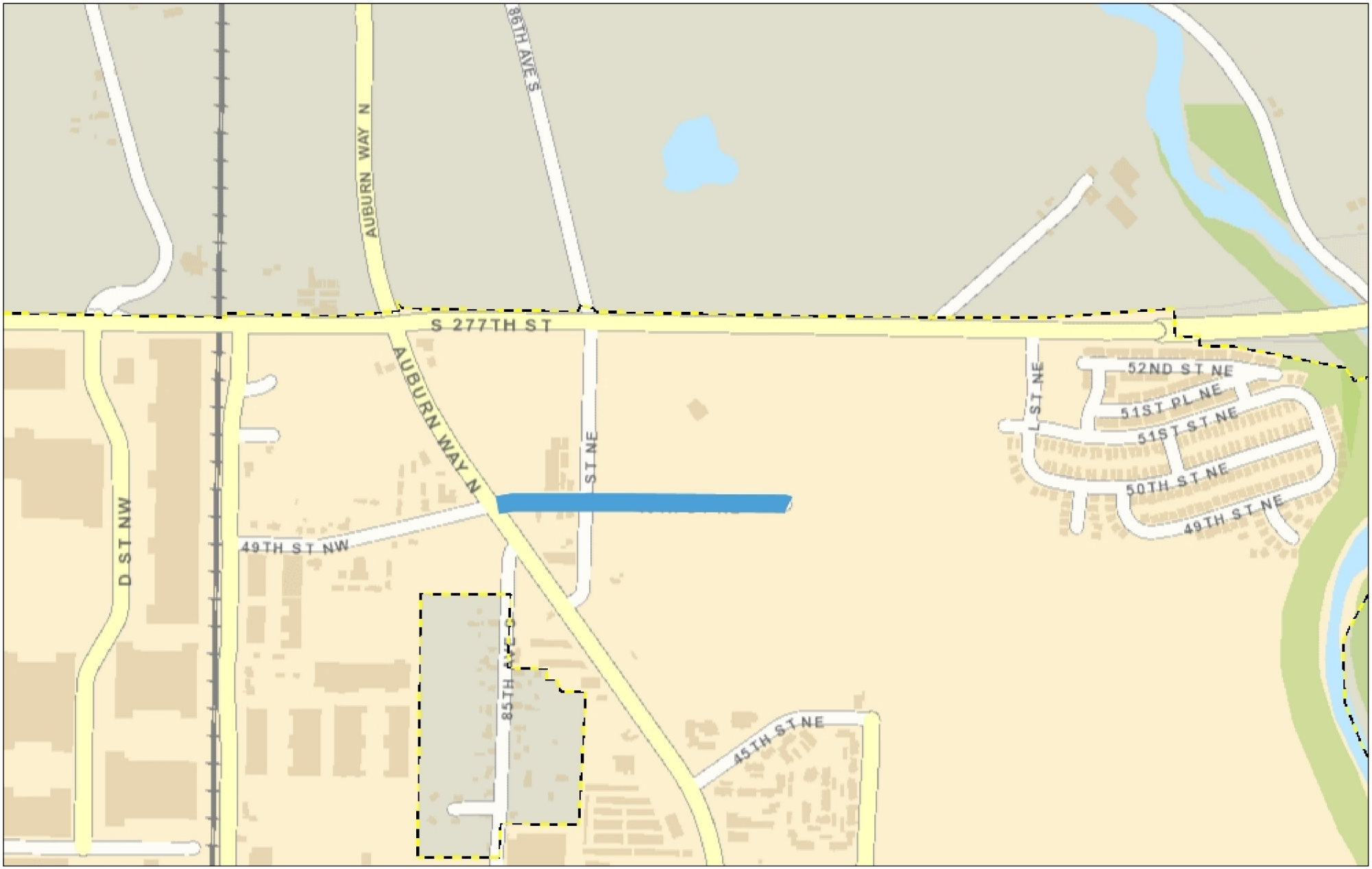
1,333.3 0 666.7 1,333.3 Feet

NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.

TIP# R-8 - 49th Street NE (AWN to I Street NE)

Printed Date: 10/14/2019
Map Created by City of Auburn eGIS
Imagery Date: May 2015



1,333.3 0 666.7 1,333.3 Feet

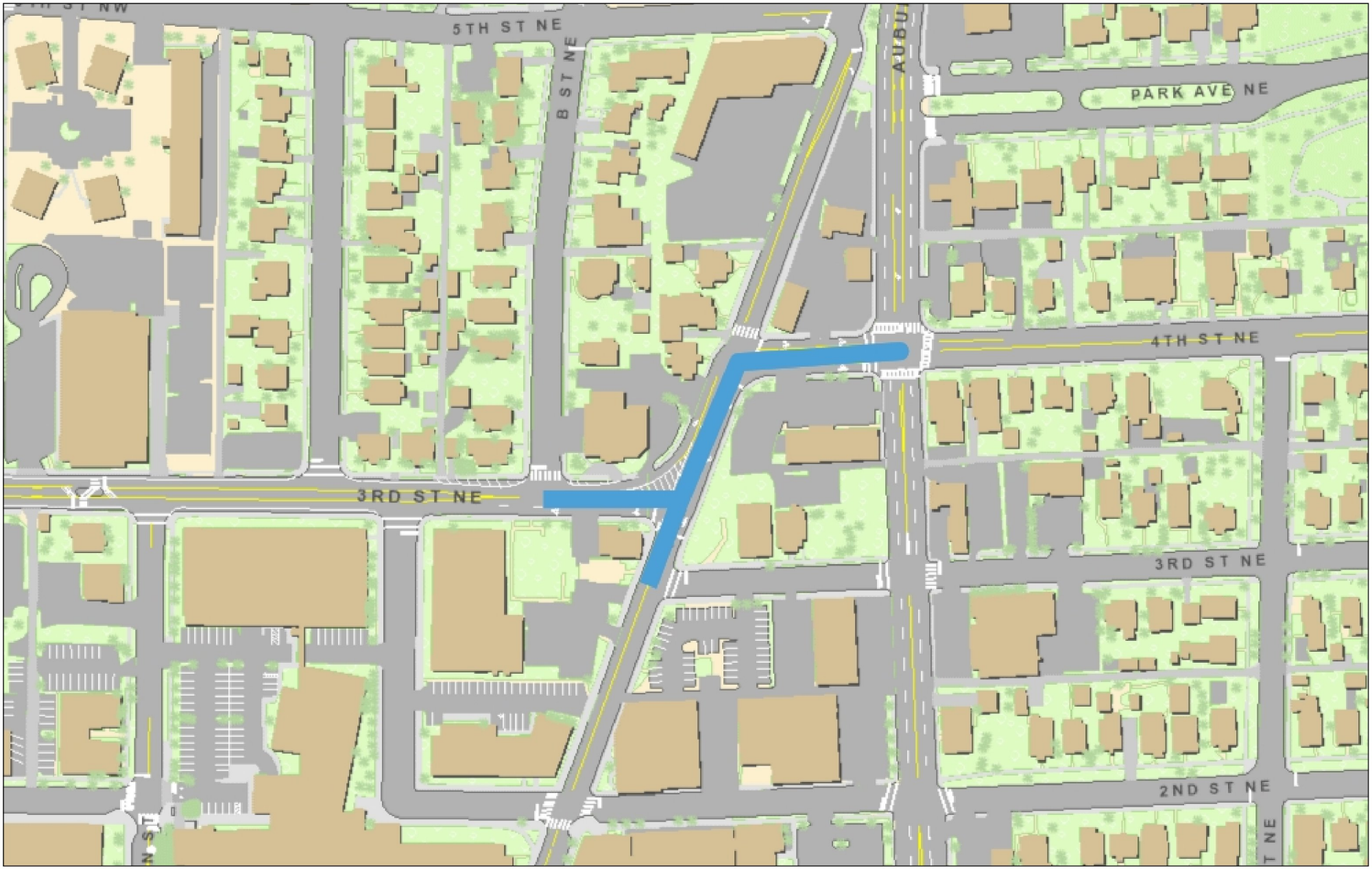
NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 667 ft 1: 8,000

Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.

TIP# R-16 - Regional Growth Center Access Improvements

Printed Date: 10/14/2019
Map Created by City of Auburn eGIS
Imagery Date: May 2015



333.3 0 166.7 333.3 Feet

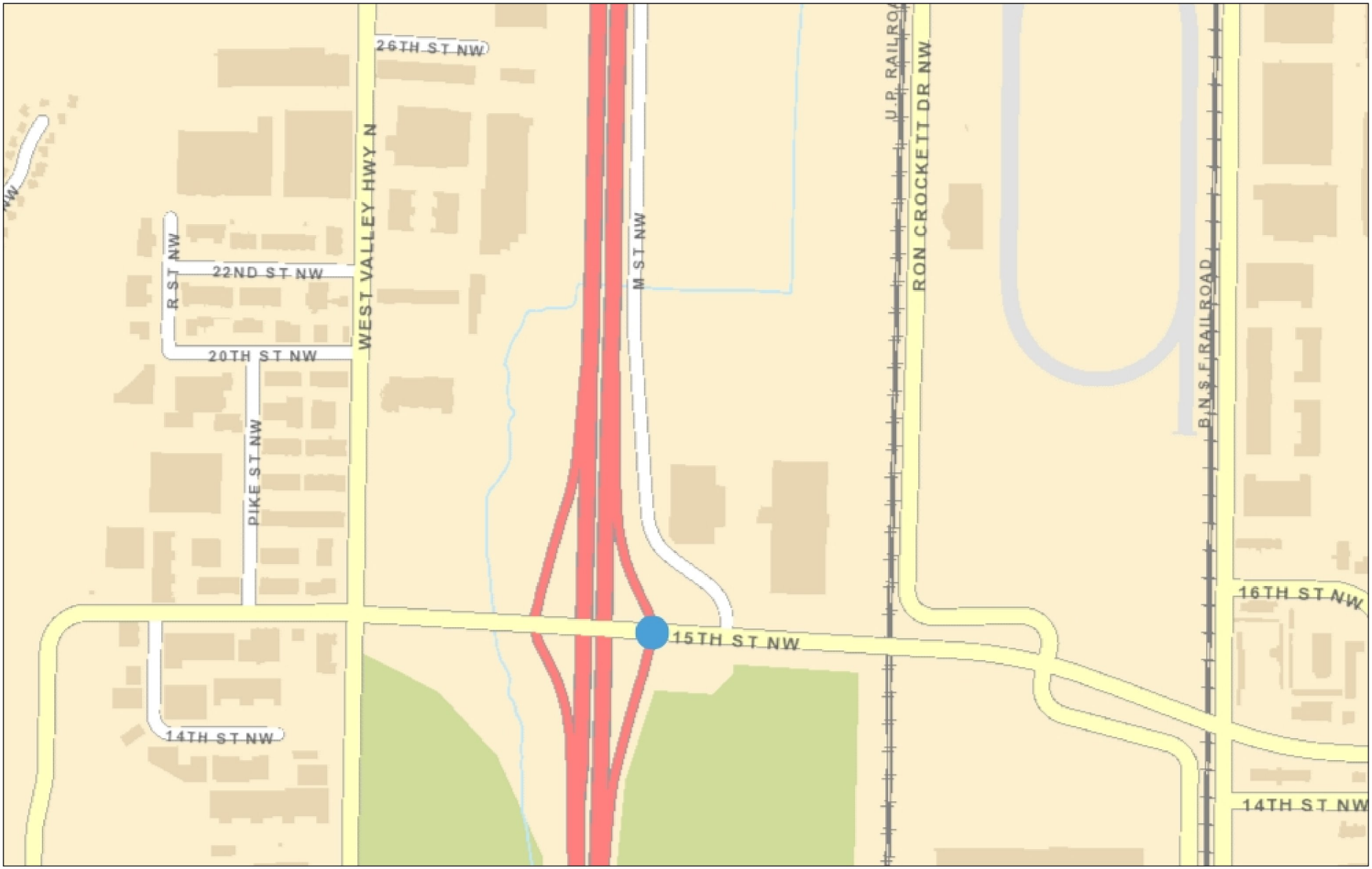
NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 167 ft 1: 2,000

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TIP# I-16 - 15th Street NW/SR-167 NB Ramp

Printed Date: 10/14/2019
Map Created by City of Auburn eGIS
Imagery Date: May 2015



1,333.3 0 666.7 1,333.3 Feet

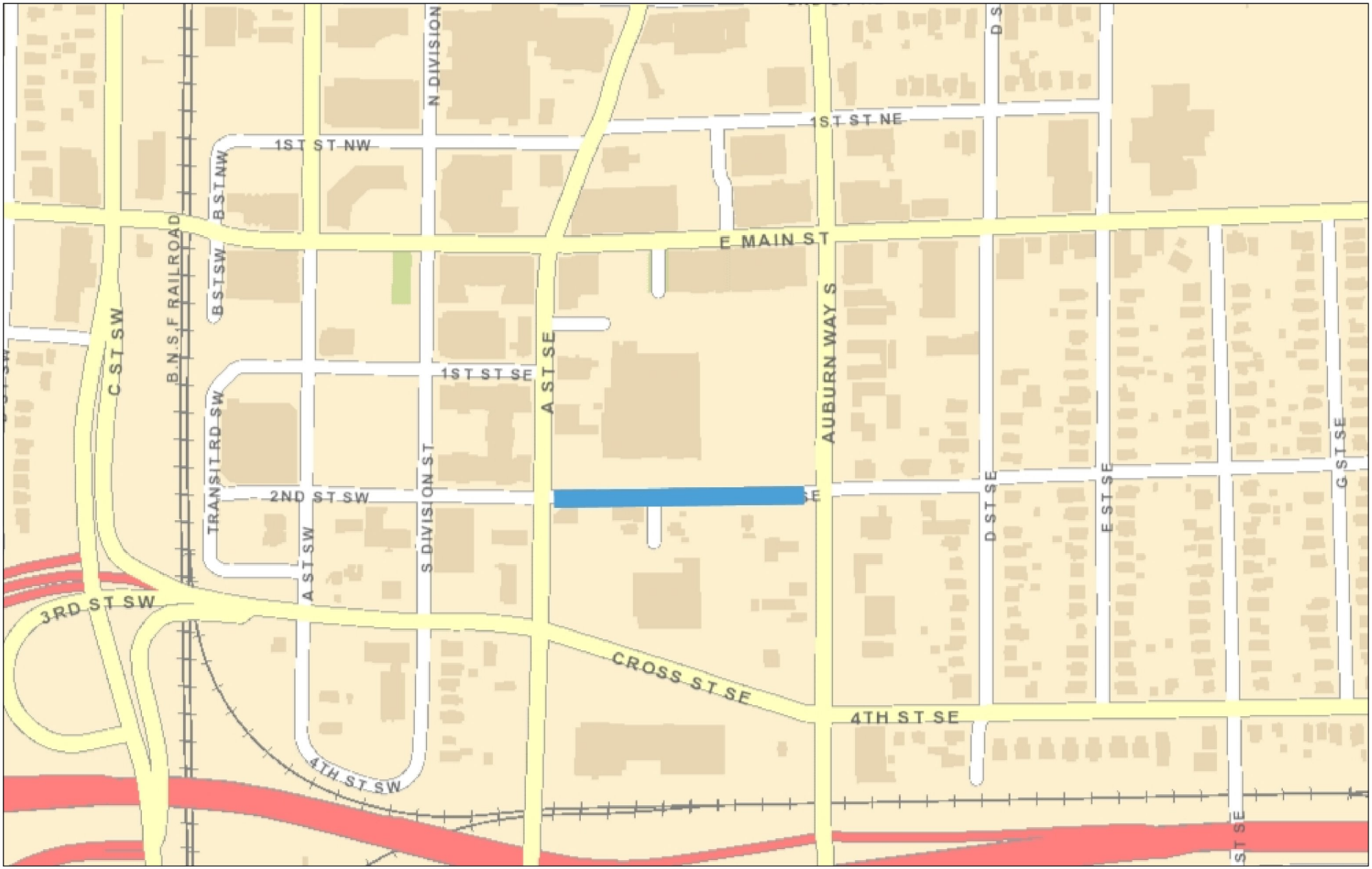
NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 667 ft 1: 8,000

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TIP# P-3 - 2nd Street SE Preservation

Printed Date: 10/14/2019
Map Created by City of Auburn eGIS
Imagery Date: May 2015



666.7 0 333.3 666.7 Feet

NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

1in = 333 ft 1:4,000

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