

**City Council
Special Meeting
December 2, 2024 - 5:30 PM
City Hall Council Chambers**

AGENDA

CALL TO ORDER

LAND ACKNOWLEDGEMENT

We would like to acknowledge the Federally Recognized Muckleshoot Indian Tribe, the ancestral keepers of the land we are gathered on today. We thank them for their immense contributions to our state and local history, culture, economy, and identity as Washingtonians.

PUBLIC PARTICIPATION

- A. The Auburn City Council Special Meeting scheduled for Monday, December 2, 2024, at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

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

Telephone: 253 205 0468

Toll Free: 888 475 4499

Zoom: <https://us06web.zoom.us/j/84346952388>

PLEDGE OF ALLEGIANCE

ROLL CALL

APPOINTMENTS

- A. Airport Advisory Board
City Council to approve the reappointments of Justin Heater, Jay Miner, and Wayne Osborne to the Airport Advisory Board for a three-year term expiring December 31, 2027

(RECOMMENDED ACTION: Move to approve the reappointments of Justin Heater, Jay Miner, and Wayne Osborne to the Airport Advisory Board for a three-year term expiring December 31, 2027.)

- B. Human Services Committee
City Council to approve the reappointments of Susan Miller, Suzanne Pak, and Erica Thomas to the Human Services Committee for a three-year term expiring December 31, 2027
- (RECOMMENDED ACTION: Move to approve the reappointments of Susan Miller, Suzanne Pak, and Erica Thomas to the Human Services Committee for a three-year term expiring December 31, 2027.)**
- C. Parks & Recreation Board
City Council to approve the reappointments of Matt Jennings and Wayne Osborne to the Parks & Recreation Board for a three-year term expiring December 31, 2027
- (RECOMMENDED ACTION: Move to approve the reappointments of Matt Jennings and Wayne Osborne to the Parks & Recreation Board for a three-year term expiring December 31, 2027.)**
- D. Planning Commission
City Council to approve the reappointment of Julie Berry to the Planning Commission for a three-year term expiring December 31, 2027
- (RECOMMENDED ACTION: Move to approve the reappointment of Julie Berry to the Planning Commission for a three-year term expiring December 31, 2027.)**
- E. Salary Commission
City Council to approve the reappointment of Grantley Martelly to the Salary Commission for a four-year term expiring December 31, 2028
- (RECOMMENDED ACTION: Move to approve the reappointment of Grantley Martelly to the Salary Commission for a four-year term expiring December 31, 2028.)**
- F. Transportation Advisory Board
City Council to approve the new appointment of Keila Cassia Yagumyum and the reappointments of Emmanuel Dolo and Michael Harbin Jr., to the Transportation Advisory Board for a three-year term expiring December 31, 2027
- (RECOMMENDED ACTION: Move to approve the new appointment of Keila Cassia Yagumyum and the reappointments of Emmanuel Dolo and Michael Harbin Jr., to the Transportation Advisory Board for a three-year term expiring December 31, 2027.)**
- G. Urban Tree Board
City Council to approve the reappointment of James Tourangeau to the Urban Tree Board for a three-year term expiring December 31, 2027
- (RECOMMENDED ACTION: Move to approve the reappointment of James Tourangeau to the Urban Tree Board for a three-year term expiring December 31, 2027.)**

AUDIENCE PARTICIPATION

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

- A. The public can participate in-person or submit written comments in advance.

Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Shawn Campbell, City Clerk

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Shawn Campbell, City Clerk

Fax number: 253-804-3116

Email written comments to: publiccomment@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day of the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the City Clerk's Office in person, by phone (253) 931-3039, or by email (publiccomment@auburnwa.gov).

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 from the November 18, 2024, City Council Meeting
- B. Claims Vouchers (Thomas)
Claims voucher list dated November 26, 2024, which includes voucher numbers 478201 through voucher 478305, in the amount of \$2,124,000.65, three electronic fund transfers in the amount of \$325.71, and six wire transfers in the amount of \$804,183.64
- C. Payroll Voucher (Thomas)
Payroll check numbers 539625 through 539626 in the amount of \$611,495.87, electronic deposit transmissions in the amount of \$2,698,061.25, for a grand total of \$3,309,557.12 for the period covering November 14, 2024, to November 27, 2024

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

ORDINANCES

- A. Ordinance No. 6954 (Krum)
An Ordinance relating to Planning; adopting 2024 Annual Comprehensive Plan Text Amendments pursuant to the provisions of RCW Chapter 36.70A

(RECOMMENDED ACTION: Move to approve Ordinance No. 6954.)

- B. Ordinance No. 6955 (Krum)
An Ordinance amending Sections 19.02.115, 19.02.120, 19.02.130 and 19.02.140 of Auburn City Code relating to School Impact Fees

(RECOMMENDED ACTION: Move to approve Ordinance No. 6955.)

- C. Ordinance No. 6961 (Thomas)
An Ordinance amending the City's 2023-2024 Biennial Operating and Capital Budgets

(RECOMMENDED ACTION: Move to approve Ordinance No. 6961.)

RESOLUTIONS

- A. Resolution No. 5800 (Hinman)
A Resolution adopting the 2025 State Legislative Agenda

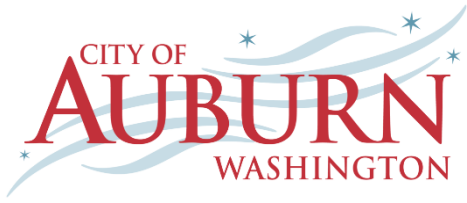
(RECOMMENDED ACTION: Move to adopt Resolution No. 5800.)

DISCUSSION ITEMS

- A. Jurassic Parliament Training

ADJOURNMENT

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



AGENDA BILL APPROVAL FORM

Agenda Subject:

Minutes from the November 18, 2024, City Council Meeting

Meeting Date:

December 2, 2024

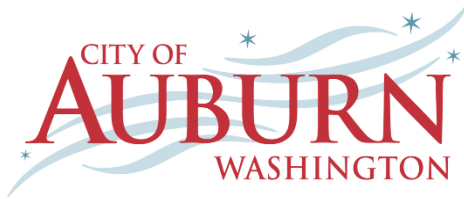
Department:

City Council

Attachments:

11-18-2024 Minutes

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**



**City Council
Regular Meeting
November 18, 2024 - 7:00 PM
City Hall Council Chambers**

MINUTES

CALL TO ORDER

Mayor Backus called the meeting to order at 7:00 PM in the Council Chambers of Auburn City Hall, 25 West Main Street.

LAND ACKNOWLEDGEMENT

Mayor Backus acknowledged the Federally Recognized Muckleshoot Indian Tribe as the ancestral keepers of the land we are gathered on today.

PUBLIC PARTICIPATION

The meeting was held both in person and virtually.

PLEDGE OF ALLEGIANCE

Mayor Backus led those in attendance in the Pledge of Allegiance.

ROLL CALL

Councilmembers present: Acting Deputy Mayor Yolanda Trout-Manuel, Kate Baldwin, Hanan Amer, Cheryl Rakes, and Tracy Taylor. Deputy Mayor Larry Brown, and Councilmember Clinton Taylor were excused.

Mayor Nancy Backus and the following staff members present included: Senior City Staff Attorney Taryn Jones, Inspectional Services Commander Shaun Feero, Director of Public Works Ingrid Gaub, Director of Parks, Arts, and Recreation Daryl Faber, Director of Community Development Jason Krum, Director of Human Services Kent Hay, Director of Human Resources and Risk Management Candis Martinson, and Deputy City Clerk Hannah Scholl.

ANNOUNCEMENTS, MAYOR'S PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, Mayor's proclamations, or presentations.

APPOINTMENTS

A. Human Services Committee

City Council to approve the appointments of Amber Lott and Heather Wise to the Human Services Committee for a three-year term expiring December 31, 2027

Councilmember T. Taylor moved and Acting Deputy Mayor Trout-Manuel seconded to approve the appointments of Amber Lott and Heather Wise to the Human Services Committee for a three-year term expiring on December 31, 2027.

MOTION CARRIED UNANIMOUSLY. 5-0

AGENDA MODIFICATIONS

There were no modifications to the agenda.

PUBLIC HEARINGS

A. Public Hearing No. 2 for Ordinance No. 6948 (Thomas)

City Council to conduct a second Public Hearing to consider Ordinance No. 6948 adopting the 2025-2026 Biennial Operating Budget for the City of Auburn, Washington

Mayor Backus opened the Public Hearing at 7:03 p.m.

No one came forward to speak.

Mayor Backus closed the Public Hearing at 7:04 p.m.

AUDIENCE PARTICIPATION

No one came forward to speak.

CORRESPONDENCE

There was no correspondence for Council to review.

CONSENT AGENDA

A. Minutes of the November 4, 2024, Study Session Meeting

B. Claims Vouchers (Thomas)

Claims voucher list dated November 13, 2024, which includes voucher number 478069 in the amount of \$24,700.00

C. Claims Vouchers (Thomas)

Claims voucher list dated November 13, 2024, which includes voucher

numbers 478018 through voucher 478068 and voucher numbers 478070 through voucher 478200 in the amount of \$4,671,193.73, ten electronic fund transfers in the amount of \$1,322.27 and six wire transfers in the amount of \$646,430.10

D. Payroll Voucher (Thomas)

Payroll check numbers 539622 through 539624 in the amount of \$82,935.36, electronic deposit transmissions in the amount of \$2,830,035.48, for a grand total of \$2,912,970.84 for the period covering October 31, 2024 to November 13, 2024

Councilmember Amer moved and Councilmember T. Taylor seconded to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY. 5-0

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

ORDINANCES

A. Ordinance No. 6947 (Thomas)

An Ordinance establishing the Levy for regular property taxes by the City of Auburn for collection in 2025 for general City operational purposes in the amount of \$25,607,602

Councilmember Baldwin moved and Councilmember Amer seconded to approve Ordinance No. 6947.

MOTION CARRIED UNANIMOUSLY. 5-0

B. Ordinance No. 6948 (Thomas)

An Ordinance adopting the 2025-2026 Biennial Operating Budget for the City of Auburn, Washington

Councilmember Baldwin moved and Councilmember Rakes seconded to approve Ordinance No. 6948.

MOTION CARRIED UNANIMOUSLY. 5-0

- C. Ordinance No. 6956 (Thomas)
An Ordinance adopting the 2025-2030 Capital Facilities Plan for the City of Auburn, Washington

Councilmember Baldwin moved and Councilmember Amer seconded to approve Ordinance No. 6956.

MOTION CARRIED UNANIMOUSLY. 5-0

MAYOR AND COUNCILMEMBER REPORTS

- A. From the Council

Acting Deputy Mayor Trout-Manuel reported she attended the City of Auburn's Veterans Day Parade, National League of Cities (NLC) Conference, and announced she received the 2024 Elected Women of Excellence Award from the National Foundation for Women Legislators (NFWL).

Councilmember Amer reported she attended the Auburn Food Bank Harvest Breakfast, City of Auburn's Veterans Day Parade, NLC Conference, and the Water Resource Inventory Area 9 (WRIA 9) meeting.

Councilmember Baldwin reported she attended the Auburn Food Bank Harvest Breakfast, City of Auburn's Veterans Day Parade events, and the NLC Conference.

- B. From the Mayor

Mayor Backus reported she attended the Veterans Luncheon at the Senior Center, the first session of the Leadership Institute of Puget Sound, and City of Auburn's Veterans Day Parade events. She also attended the Welcome Ceremony at the Muckleshoot Casino Resort for the first female Prime Minister of Samoa, Fiamé Naomi Mata'afa.

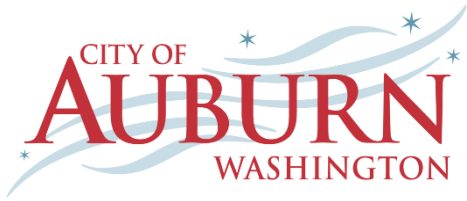
ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:22 p.m.

APPROVED this 2nd day of December 2024.

NANCY BACKUS, MAYOR

Hannah Scholl, Deputy City Clerk



AGENDA BILL APPROVAL FORM

Agenda Subject:

Claims Vouchers (Thomas)

Claims voucher list dated November 26, 2024, which includes voucher numbers 478201 through voucher 478305, in the amount of \$2,124,000.65, three electronic fund transfers in the amount of \$325.71, and six wire transfers in the amount of \$804,183.64

Meeting Date:

December 2, 2024

Department:

Finance

Attachments:

None

Budget Impact:**Administrative Recommendation:**

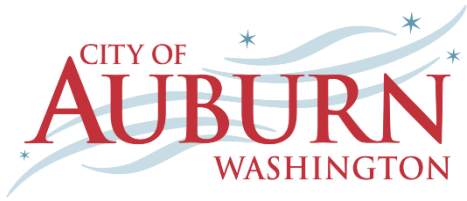
City Council to approve Claim Vouchers.

Background for Motion:**Background Summary:**

Claims voucher list dated November 26, 2024, which includes voucher numbers 478201 through voucher 478305, in the amount of \$2,124,000.65, three electronic fund transfers in the amount of \$325.71, and six wire transfers in the amount of \$804,183.64.

Councilmember: Kate Baldwin

Staff: Jamie Thomas



AGENDA BILL APPROVAL FORM

Agenda Subject:

Payroll Voucher (Thomas)
Payroll check numbers 539625 through 539626 in the amount of \$611,495.87, electronic deposit transmissions in the amount of \$2,698,061.25, for a grand total of \$3,309,557.12 for the period covering November 14, 2024, to November 27, 2024

Meeting Date:

December 2, 2024

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

Department:

Finance

Attachments:

None

Budget Impact:**Administrative Recommendation:**

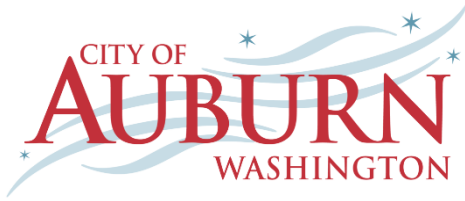
City Council to approve Payroll Vouchers.

Background for Motion:**Background Summary:**

Payroll check numbers 539625 through 539626 in the amount of \$611,495.87, electronic deposit transmissions in the amount of \$2,698,061.25, for a grand total of \$3,309,557.12 for the period covering November 14, 2024, to November 27, 2024.

Councilmember: Kate Baldwin

Staff: Jamie Thomas



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6954 (Krum)

An Ordinance relating to Planning; adopting 2024 Annual Comprehensive Plan Text Amendments pursuant to the provisions of RCW Chapter 36.70A

Meeting Date:

December 2, 2024

(RECOMMENDED ACTION: Move to approve Ordinance No. 6954.)

Department:

Community Development

Attachments:

Ordinance No. 6954, EXHIBIT A
- Staff Report, EXHIBIT B - CFP
Update for Auburn School
District, EXHIBIT C - CFP Update
for Dieringer School District,
EXHIBIT D - CFP Update for
Federal Way Public Schools,
EXHIBIT E - CFP Update for
Kent School District

Budget Impact:

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

Administrative Recommendation:

City Council to approve Ordinance No. 6954.

Background for Motion:

This Ordinance adopts the Auburn, Kent, Federal Way, and Dieringer School Districts Capital Facilities Plans.

Background Summary:

The City of Auburn adopted amendments to its Comprehensive Plan in 1995 in response to the Washington State Growth Management Act (GMA) requirements, as amended. Since then, the Auburn Comprehensive Plan has been amended annually. At the end of 2015, the City adopted a substantially updated Comprehensive Plan in compliance with State-required periodic updates. Annual Comprehensive Plan amendments can be initiated by the City of Auburn (City- initiated) and by private parties (private-initiated).

This year the City is initiating four policy/text amendments:

*P/T No. 1 Auburn School District Capital Facilities Plan (2024-2030)

*P/T No. 2 Dieringer School District Capital Facilities Plan

*P/T No. 3 Federal Way Public Schools Capital Facilities Plan

*P/T No. 4 Kent School District Capital Facilities Plan

This staff report and recommendation addresses the City-initiated policy/text amendments and specifically:

- *P/T No. 1 Auburn School District Capital Facilities Plan
- *P/T No. 2 Dieringer School District Capital Facilities Plan
- *P/T No. 3 Federal Way Public Schools Capital Facilities Plan
- *P/T No. 4 Kent School District Capital Facilities Plan

In terms of process, the Comprehensive Plan amendments are initially reviewed during a Public Hearing process before the City of Auburn Planning Commission, who then provides a recommendation to the City Council for final action. City Council consideration and action on the amendments generally occurs but is not required prior to the end of the year.

City Comprehensive Plan Amendments CPA24-0001:

- *P/T No. 1 – Capital Facilities Plan (CFP) Update for Auburn School District
- *P/T No. 2 – Capital Facilities Plan (CFP) Update for Dieringer School District
- *P/T No. 3 – Capital Facilities Plan (CFP) Update for Federal Way Public Schools
- *P/T No. 4 – Capital Facilities Plan (CFP) Update for Kent School District

The attached staff report (EXHIBIT A) addresses the full set of 2024 Annual Comprehensive Plan Amendments. EXHIBITS B -E contain staff reports for City-initiated amendments and materials provided to the Planning Commission.

Councilmember: Tracy Taylor

Staff: Jason Krum

ORDINANCE NO. 6954

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO PLANNING; ADOPTING 2024 ANNUAL COMPREHENSIVE PLAN TEXT AMENDMENTS PURSUANT TO THE PROVISIONS OF RCW CHAPTER 36.70A

WHEREAS, since 1986 the City of Auburn has maintained a Comprehensive Plan, periodically updated and reaffirmed by the City Council, that includes a map establishing the location of the Comprehensive Plan Land Use Designations throughout the City; and

WHEREAS, on December 14, 2015, the Auburn City Council adopted an updated Comprehensive Plan by Ordinance No. 6584; and

WHEREAS, the City of Auburn received and processed five Capital Facilities Plan Amendments to the Comprehensive Plan (Auburn School District, Dieringer School District, Federal Way Public Schools, Kent School District, and City of Auburn); and

WHEREAS, the Comprehensive Plan text/policy amendments were processed by the Community Development Department as proposed Year 2024 Annual Amendments to the City of Auburn Comprehensive Plan; and

WHEREAS, on May 23, 2024, the Auburn School District issued a Determination of Non-Significance for the 2024–2030 for the Auburn School District Capital Facilities Plan; on June 2, 2023, the Dieringer School District issued a Determination of Non-Significance for the Dieringer School District Capital Facilities Plan 2023-2029; on June 13, 2024, Federal Way Public Schools issued a Determination of Non-Significance for the 2025 Federal Way Public Schools Capital Facilities Plan; and on May 13, 2024, the Kent School District issued a Determination of Non-Significance for the 2023-2024 through 2029-2023 Kent School District Capital Facilities Plan; and

WHEREAS, the environmental impacts of the proposed Year 2024 Comprehensive Plan Amendments were considered in accordance with procedures of the State Environmental Policy Act File No. SEP24-0017 (city-initiated amendments), were determined to have no environmental significance; and

WHEREAS, the Growth Management Act, RCW 36.70A, requires the City to maintain a current Capital Facilities Plan which the City updates on a bi-annual schedule with the most recent update occurring in 2024; and

WHEREAS, the proposed amendments were transmitted to the Washington State Department of Commerce, Growth Management Services Division, and other State agencies on October 3, 2024 for the 60-day review period in accordance with RCW 36.70A.106; and

WHEREAS, after proper notice published in the City's official newspaper at least ten (10) days prior to the date of the Hearings, the Auburn Planning Commission on October 23, 2024, conducted Public Hearings on the proposed amendments heard and considered the public testimony, viewed the evidence and exhibits presented to it, and made recommendations to the City Council on the proposed Year 2024 Annual Comprehensive Plan map and text amendments and for certain amendments, on the associated rezones; and

WHEREAS, on November 25, 2024, the Auburn City Council reviewed the Planning Commission's recommendations; and

WHEREAS, on November 18, the Auburn City Council adopted the City's Capital Facilities Plan under Ordinance No. 6956.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The 2024 annual Comprehensive Plan City-Initiated Text Amendments (CPA24-0001), as set forth in Exhibits B, C, D, and E are approved. The full text of the four school district's Capital Facilities Plans copies of which shall be on file with the Office of the City Clerk are adopted and referenced in the City Capital Facilities Element. The Findings and Conclusions outlined in the October 8, 2024, staff report to City Council, as set forth in Exhibit A, are adopted.

Section 2. The adopted Comprehensive Plan as amended is designated as a basis for the exercise of substantive authority under the Washington State Environmental Policy Act by the City's responsible environmental official in accordance with RCW 43.21C.060.

Section 3. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation to include incorporating into one document the adopted Comprehensive Plan map and text amendments, attached as Exhibits B, C, D, and E when preparing and publishing the amended Comprehensive Plan.

Section 4. 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 thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 5. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

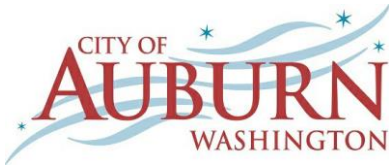
ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____



STAFF REPORT PLANNING COMMISSION

Agenda Subject/Title:

CPA24-0001, CPA24-0002, SEP24-0014,
2024 Annual Comprehensive Plan
Amendments – Specifically, City Initiated
Plan Policy/Text Amendments

Date:

October 8, 2024

Department:

Community Development

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation: Planning Commission to conduct public hearing and recommend to City Council approval of the 2024 City-Initiated Comprehensive Plan Amendments (Policy/Text Amendments).

Background Summary: The City of Auburn adopted amendments to its Comprehensive Plan in 1995 in response to the Washington State Growth Management Act (GMA) requirements, as amended. Since then, the Auburn Comprehensive Plan has been amended annually. At the end of 2015, the City adopted a substantially updated Comprehensive Plan in compliance with state-required periodic updates.

Annual Comprehensive plan amendments can be initiated by the City of Auburn (city-initiated) and by private parties (private-initiated).

This year the city is initiating:

- Five policy/text amendments
 - P/T #1 Auburn School District Capital Facilities Plan (2024-2030)
 - P/T #2 Dieringer School District Capital Facilities Plan
 - P/T #3 Federal Way Public Schools Capital Facilities Plan
 - P/T #4 Kent School District Capital Facilities Plan
 - P/T #5 City of Auburn Capital Facilities Plan

This staff report and recommendation addresses the city-initiated amendments and specifically:

- Policy/Text (P/T) Amendments P/T # 1 through # 5
 - P/T #1 Auburn School District Capital Facilities Plan
 - P/T #2 Dieringer School District Capital Facilities Plan
 - P/T #3 Federal Way Public Schools Capital Facilities Plan
 - P/T #4 Kent School District Capital Facilities Plan
 - P/T #5 City of Auburn Capital Facilities Plan

In terms of process, the Comprehensive plan amendments are initially reviewed during a public hearing process before the City of Auburn Planning Commission, who then provides a recommendation to the City Council for final action. City Council consideration and action on the amendments generally occurs but is not required prior to the end of the year.

A. Findings

1. RCW 36.70A.130 (Washington State Growth Management Act (GMA)) provides for amendments to locally adopted GMA comprehensive plans. Except in limited circumstances as provided for in State law and City Code, comprehensive plan amendments shall be considered by the city legislative body no more frequently than once per year.
2. As a result of the periodic comprehensive plan update, the city temporarily paused the acceptance of privately initiated comprehensive plan map and text amendments for processing in the annual cycle of 2024. The City has not accepted applications for consideration in the 2024 annual amendment cycle but will resume accepting applications for the 2025 annual cycle.
3. The City of Auburn received annual updates to the four (4) school district Capital Facilities Plans whose districts occur within the City of Auburn, and one (1) City of Auburn Capital Facilities Plan. These Capital Facilities Plans are proposed to be incorporated by reference in the current Capital Facilities Element, of the current Auburn Comprehensive Plan and are processed as Policy/Text (P/T) amendments.
4. The environmental review decision under the State Environmental Policy Act (SEPA) for the school district capital facilities plans were prepared separately by each school district acting as their own lead agency, as allowed by State law (State Environmental Policy Act (SEPA)).
5. The environmental review under the State Environmental Policy Act (SEPA) for the remaining city-initiated policy/text amendments, resulted in a Determination of Non-Significance (DNS) issued for the City-initiated Comprehensive Plan Amendments on September 23, 2024 (City File No. SEP24-0014). The comment period will end at 5:00 p.m. October 7, 2024, and the appeal period will end at 5:00 p.m. October 23, 2024. A copy of the DNS and environmental checklist application is provided as exhibit 25.
6. Auburn City Code (ACC) Chapter 14.22 outlines the process for submittal of privately-initiated amendments and the general processing of comprehensive plan amendments as follows:

“Section 14.22.100

- A. The planning commission shall hold at least one public hearing on all proposed amendments to the comprehensive plan. Notice of such public hearing shall be given pursuant to Chapter 1.27 ACC and, at a minimum, include the following:*
 - 1. For site-specific plan map amendments:*
 - a. Notice shall be published once in the official newspaper of the city not less than 10 calendar days prior to the date of public hearing;*
 - b. Notice shall be mailed by first class mail to all property owners of record within a radius of 300 feet of the proposed map amendment request, not less than 10 calendar days prior to the public hearing;*
 - 2. For area-wide plan map amendments:*
 - a. Notice shall be published once in the official newspaper of the city not less than 10 calendar days prior to the date of public hearing;*

- b. *Notice shall be mailed by first class mail to all property owners of record within the area subject to the proposed amendment;*
 - c. *Notice shall be posted in at least two conspicuous locations in the area subject to the proposed amendment not less than 10 calendar days prior to the date of the public hearing.*
 - B. *Notwithstanding the above, the director may expand the minimum noticing provisions noted above as deemed necessary.*
 - C. *Planning Commission Recommendation. The planning commission shall conduct a public hearing on all potential comprehensive plan amendments and shall make and forward a recommendation on each to the city council. The planning commission shall adopt written findings and make a recommendation consistent with those findings to the city council.*
 - D. *The city council, if it elects to amend the comprehensive plan, shall adopt written findings and adopt said amendments by ordinance.*
 - E. *State Review. All comprehensive plan amendments considered by the planning commission shall be forwarded for state agency review consistent with RCW 36.70A.106.*
 - F. *Any appeal of an amendment to the comprehensive plan shall be made in accordance with Chapter 36.70A RCW. (Ord. 6172 § 1, 2008.)"*
7. As provided in the City code, the Comprehensive Plan amendments are initially reviewed during a public hearing process before the City of Auburn Planning Commission, who then provides a recommendation to the City Council for final action which generally occurs, but is not required to, prior to the end of the year.
8. Pursuant to RCW 36.70A.106, the proposed comprehensive plan amendments outlined in this agenda bill were sent to the Washington State Department of Commerce and other state agencies for the required state review. The Washington State Department of Commerce acknowledged receipt on October 3, 2024, by Submittal ID No. 2024-S-7564, and 2024-S-7565. No comments have been received from the Washington State Department of Commerce or other state agencies as of the writing of this report. A copy of the transmittal and acknowledgement is provided as No. 2024-S-7564 see exhibit 22 and ID No. 2024-S-7565 see exhibit 27.
9. The following report identifies Comprehensive Plan Policy/Text (P/T) and Map (CPM) amendments scheduled for the Planning Commission's October 23, 2024 public hearing with a staff recommendation.

Comprehensive Plan Policy/Text Amendments (File No. CPA24-0001, City initiated)

P/T No. 1

Incorporate the Auburn School District Capital Facilities Plan 2024 through 2030 into the City of Auburn Comprehensive Plan.

Discussion

The Auburn School District has provided the City with its annually updated Capital Facilities Plan (CFP) covering from 2024-2030. The CFP was prepared by the District

staff and adopted by the Auburn School District School Board of Directors on June 10, 2024 and has been subject to separate SEPA review and a Determination of Non-Significance (DNS) prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district. The Planning Commission action is to incorporate the Auburn School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- Six-year enrollment projections
- Auburn school district level of service standards
- An inventory of existing facilities
- The district's overall capacity of the 6-year period
- District capital construction Plan
- Impact fee calculations

A review of the Auburn School District's updated Capital Facilities Plan indicates the District is requesting a decrease in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$4,584.00, a decrease of \$1,373.02 and the requested fee for multiple-family dwellings is \$8,966, a decrease of \$947.64. The actual impact fees are established by ordinance through subsequent City Council action.

Recommendation

Planning Commission to recommend approval of the Auburn School District Capital Facilities Plan 2024 through 2030 to the City Council.

P/T No. 2

Incorporate the Dieringer School District Capital Facilities Plan 2023-2029 into the City of Auburn Comprehensive Plan.

Discussion

The Dieringer School District has provided the City with its Capital Facilities Plan 2023 - 2029. Dieringer has opted to retain the CFP adopted by the Dieringer School District Board of Directors on June 20, 2023. The CFP has been subject to separate SEPA review and a DNS prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district. The Planning Commission action is to incorporate the School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- Overview
- An inventory of existing facilities
- Six-year enrollment projections
- Standard of service
- Capacity projects
- Finance plan
- Impact fee calculations

A review of the Dieringer School District's 2023 Capital Facilities Plan indicates the District has requested no changes to the fees compared to those currently adopted. As mentioned above, the impact fees will remain unchanged from 2023 to 2024. The net fee obligation for single-family dwellings is \$8,054 and the fee for multiple family dwellings is \$3,400. The actual impact fees are established by ordinance through subsequent City Council action.

Recommendation

Planning Commission to recommend approval of the Dieringer School District Capital Facilities Plan 2023-2029 to the City Council.

P/T No. 3

Incorporate the Federal Way School District 2025 Capital Facilities Plan into the City of Auburn Comprehensive Plan.

Discussion

The Federal Way School District has provided the City with its annually updated Capital Facilities Plan 2025. The CFP was adopted by the Federal Way School District School Board July 23, 2024. The CFP has been subject to separate SEPA review and a DNS prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district. The Planning Commission action is to incorporate the School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- Introduction
- Inventory of educational facilities & non-instructional facilities
- Needs forecast, existing & new facilities
- Six-year finance plan
- Maps of district boundaries
- Building capacities & portable locations
- Student forecast
- Capacity summaries
- Student forecasts
- Impact fee calculations

A review of the Federal Way School District's updated Capital Facilities Plan indicates the District is not requesting to retain the \$0.00 impact fee for single-single family development and decrease the multiple family dwellings impact fee to \$0.00, a decrease of \$6,998. Federal Way Public Schools requested to not adopt school impact fees for 2025. The actual impact fees are established by ordinance through subsequent City Council action.

Recommendation

Planning Commission to recommend approval of the Federal Way School District's 2024 Capital Facilities Plan to the City Council.

P/T No. 4

Incorporate the Kent School District Capital Facilities Plan 2022-2023 to 2028-2029 into the City of Auburn Comprehensive Plan.

Discussion

The Kent School District has provided its annually updated 2023-2024 to 2029-2030 Capital Facilities Plan. The CFP was adopted by the Kent School District School Board in June 2024 and has been subject to separate SEPA review and a DNS prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district. The Planning Commission action is to incorporate the School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- Executive Summary
- Six-year enrollment projection & history
- District standard of service
- Inventory, capacity & maps of existing schools
- Six-year planning & construction plan
- Portable classrooms
- Projected classroom capacity
- Finance Plan, cost basis and impact fee schedules
- Summary of changes to previous plan

A review of the Kent School District's updated Capital Facilities Plan indicates the District is not requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be maintained at \$0.00, and the fee for multi-family dwellings is proposed to be maintained at \$0.00. The District notes in the Capital Facilities Plan impact fees are not proposed in 2024 based on revised student generation rates, and capacity and enrollment projections.

Recommendation

Planning Commission to recommend approval of the Kent School District Capital Facilities Plan 2022-2023 to 2028-2029 to the City Council.

Comprehensive Plan Policy/Text Amendments (File No. CPA24-0002, City initiated)

P/T No. 5

Incorporate the City of Auburn Capital Facilities Plan 2025 – 2030 into the City of Auburn Comprehensive Plan.

Discussion

A Capital Facilities Plan is one of the comprehensive plan elements required by the Washington State Growth Management Act (GMA) (RCW 36.70A). The GMA requires that a capital facilities plan include an inventory of existing capital facilities (showing

locations and capacities), a forecast of future needs for such capital facilities, proposed locations and capacities of new or expanded capital facilities, and a minimum of a six-year plan to finance capital facilities with identified sources of funding. The proposed City of Auburn 6-year Capital Facilities Plan 2025-2030 satisfies the GMA requirements for a capital facilities element as part of the Comprehensive Plan.

Each comprehensive plan prepared under the GMA must include a capital facilities plan element. More specifically, RCW 36.70A.070(3) of the GMA requires the following:

“A capital facilities plan element consisting of:

- (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities;
- (b) a forecast of the future needs of such capital facilities;
- (c) the proposed locations and capacities of expanded or new capital facilities;
- (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and
- (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.”

A capital facility is defined as a structure, street or utility system improvement, or other long-lasting major asset, including land. Capital facilities are provided for public purposes. Capital facilities include, but are not limited to, the following: streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreation facilities, and police and fire protection facilities. These capital facilities include necessary ancillary and support facilities.

The City of Auburn 6-year Capital Facilities Plan 2025-2030 is proposed to be incorporated by reference in the Comprehensive Plan, Capital Facilities Element. A review of the City of Auburn’s updated Capital Facilities Plan indicates the costs of facilities will total \$273,664,914 between 2025 and 2030. This plan indicates a \$16,216,616 decrease in expenditures from \$289,881,530 in the 2023 Capital Facilities Plan. The city has revised the list of current and pending projects throughout the document for this iteration.

Recommendation

Planning Commission to recommend approval of the City of Auburn Capital Facilities Plan 2025 - 2030 to the City Council.



Auburn School District No. 408

Capital Facilities Plan 2024 through 2030



Chinook Elementary School – 2023

*Adopted by the Auburn School District Board of Directors on
June 10, 2024.*



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SECTION 1 – EXECUTIVE SUMMARY

Auburn School District (District) has prepared this six-year Capital Facilities Plan (Plan) in compliance with the requirements of Washington’s Growth Management Act and the ordinances adopted by the counties and cities served by the District. The District reviews and amends the Plan annually. All changes are made pursuant to the Growth Management Act and the local ordinances.

The Plan was prepared using data available in the spring of 2024 unless otherwise noted.

The Plan is consistent with prior long-term capital facilities plans adopted by the District. This Plan is not intended to be the sole plan for all the District’s needs. The District may prepare interim and periodic long-range Capital Facilities Plans consistent with this six-year Capital Facilities Plan.

The Plan will be submitted to jurisdictions located within the District’s service area along with a request to include the plan as an element in the jurisdictions’ Comprehensive Plans. King County, and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific must adopt this Plan to enable the District to collect impact fees within their jurisdiction. In the past, the Cities of Algona and Pacific have not adopted a school impact fee ordinance or the District’s Capital Facilities Plans.

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. This Plan provides the data and calculations required by King County and the Cities to establish the District’s school impact fees for 2024. The District’s 2024 impact fee for Single-Family Residences is \$4,584. The 2024 impact fee for Multi-Family Residences is \$8,966.

The Plan establishes the District’s Standard of Service to determine the District’s current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for school capacity, those guidelines do not account for the local program needs of the District. The Growth Management Act and the school impact fee ordinance authorize the District to define its standard of service based on the District’s specific needs.

The District’s Standard of Service is based upon the District’s current student-teacher ratio and service model for special programs. The Standard of Service and District’s school inventory have been used to calculate the capacity of schools in the District. The District’s permanent capacity for the 2024-25 school year is 14,595 students. The number of students enrolled in the District as of October 1, 2023, is 17,239 students.

The following table summarizes changes that are incorporated in the District's 2024-2030 Capital Facilities Plan:

Table 1: 2024 Capital Facilities Plan Changes

ITEM	2023 CFP	2024 CFP	COMMENTS
Classroom Capacity - Elem. Schools	20.33	20.29	Adjusted for Pre-Kindergarten classes
Debt Service Tax Rate	1.84000	1.93178	Per King County
District Average Assessed Value - SFR	\$573,704	\$530,816	Per King County
District Average Assessed Value - MFR	\$270,892	\$232,969	Per King County
District SF Capacity - Permanent	14,230	14,595	Updated calculation
District SF Capacity - Permanent + Portables	17,074	17,541	Updated calculation
District Impact Fee - SFR	\$5,615.82	\$4,584.00	Updated calculation
District Impact Fee - MFR	\$9,223.54	\$8,966.00	Updated calculation
Facility Cost - Middle School	\$143,000,000	\$143,300,000	Construction cost escalation
Facility Cost - Portable Classroom	\$250,000	\$388,165	Based on current portable classroom cost
Facility SF % - Permanent - Elementary	96.16%	97.73%	Adjusted for portable classroom relocations
Facility SF % - Permanent - Middle School	92.45%	91.28%	Adjusted for portable classroom relocations
Facility SF % - Permanent - High School	95.96%	94.87%	Adjusted for portable classroom relocations
Facility SF % - Portables - Elementary	3.84%	2.27%	Adjusted for portable classroom relocations
Facility SF % - Portables - Middle School	7.55%	8.72%	Adjusted for portable classroom relocations
Facility SF % - Portables - High School	4.04%	5.13%	Adjusted for portable classroom relocations
Genl. Obligation Bonds Interest Rate	3.58%	3.48%	Per Bond Buyer Index
OSPI Construction Cost Allowance	\$246.83	\$375.00	Per OSPI
OSPI Match % - District	35.42%	33.14%	Per OSPI
OSPI Match % - State	64.58%	66.86%	Per OSPI
Student Generation Rate - Elementary - SFR	0.303	0.269	Updated housing inventory
Student Generation Rate - Middle School - SFR	0.133	0.107	Updated housing inventory
Student Generation Rate - High School - SFR	0.151	0.117	Updated housing inventory
Student Generation Rate - Elementary - MFR	0.440	0.482	Updated housing inventory
Student Generation Rate - Middle School - MFR	0.150	0.131	Updated housing inventory
Student Generation Rate - High School - MFR	0.172	0.146	Updated housing inventory

SECTION 2 – FACILITY INVENTORY

Auburn School District encompasses 62 square miles in King and Pierce Counties and serves the cities of Auburn, Algona, Pacific, as well as a portion of Unincorporated King County. The District owns 661 acres of property, operates 30 facilities, and utilizes 112 portable classrooms. The 30 facilities include 16 elementary schools, four middle schools, four high schools, and six support facilities. 108 portable classrooms are located at schools and four are located at the District's Administration Building and used for conferences, training, and office space.

The following map shows the District’s boundaries, school locations, major roads, and the Urban Growth Boundary.

Figure 1 – School District Map



The following table identifies the District's school facilities and facility data.

Table 2: School Facility Inventory

FACILITY	ADDRESS	YEAR BUILT	MAJOR MOD.	SITE SIZE (ACRES)	GROSS SF	OSPI SF
ELEMENTARY SCHOOLS						
Alpac	310 Milwaukee Blvd N, Pacific	1972	1987	10.68	48,042	46,592
Arthur Jacobsen	29205 132 nd Ave SE, Auburn	2007	NA	10.02	56,620	56,283
Bowman Creek	5701 Kersey Way SE, Auburn	2020	NA	21.85	75,862	74,413
Chinook	3502 Auburn Way S, Auburn	2022	NA	13.07	75,896	74,496
Dick Scobee	1031 14 th St NE, Auburn	2020	NA	8.90	76,371	74,961
Evergreen Heights	5602 S 316 th St, Auburn	1970	2014 / 2017	10.10	44,231	41,923
Gildo Rey	1005 37 th St SE, Auburn	1969	1988 / 2012	10.05	49,123	47,697
Hazelwood	11815 SE 304 th St, Auburn	1990	NA	13.08	54,906	53,482
Ilalko	301 Oravetz Place SE, Auburn	1992	NA	14.22	54,734	53,310
Lake View	16401 SE 318 th St, Auburn	1980	NA	16.48	54,054	52,252
Lakeland Hills	1020 Evergreen Way SE, Auburn	2006	NA	12.00	54,876	53,454
Lea Hill	30908 124 th Ave SE, Auburn	2022	NA	20.24	75,896	74,384
Pioneer	2301 M St SE, Auburn	2021	NA	11.13	76,758	75,358
Terminal Park	1101 D St SE, Auburn	2023	NA	6.09	77,443	75,793
Washington	20 E St NE, Auburn	1972	1988	5.33	46,378	46,377
Willow Crest	13002 SE 304 th St, Auburn	2021	NA	10.43	75,849	74,405
TOTAL				193.67	997,039	975,180
MIDDLE SCHOOLS						
Cascade	1015 24 th St NE, Auburn	1967	1998	16.94	89,320	89,320
Mt Baker	620 37 th St SE, Auburn	1994	NA	28.98	90,365	90,365
Olympic	839 21 st St SE, Auburn	2019	NA	17.40	107,625	107,625
Rainier	30620 116 th Ave SE, Auburn	1991	NA	25.54	91,321	91,321
TOTAL				88.86	378,631	378,631
HIGH SCHOOLS						
Auburn High – Main Building	711 E Main St, Auburn	2015	NA	20.50	277,229	276,229
Auburn High – TAP Building	501 3 rd St NE, Auburn	2009	NA	0.24	2,662	2,662
Auburn Mountainview	28900 124 th Ave SE, Auburn	2005	NA	39.42	187,542	187,539
Auburn Riverside	501 Oravetz Rd, Auburn	1995	NA	35.32	180,248	180,248
West Auburn	401 W Main St, Auburn	1990	NA	5.26	30,295	30,295
TOTAL				100.74	677,976	676,973
GRAND TOTAL				383.27	2,053,646	2,030,784

The following table identifies the District's support facilities and facility data.

Table 3: Support Facility Inventory

FACILITY	ADDRESS	YEAR BUILT	MAJOR MOD.	SITE SIZE (ACRES)	GROSS SF	OSPI SF
SUPPORT FACILITIES						
Administration Building	915 4 th St NE, Auburn	1968	1987 / 2017	3.50	24,046	NA
Administration Annex	502 4 th St NE, Auburn	1935	1989	0.34	6,557	NA
Auburn Memorial Stadium	405 4 th St NE, Auburn	1978	1980 / 1997	6.60	17,055	NA
Auburn Pool	516 4 th St NE, Auburn	1971	2011	0.74	14,390	NA
Support Services	1302 4 th St SW, Auburn	1996	NA	5.50	41,184	NA
Transportation Center	615 15 th St SW, Auburn	1997	NA	5.90	19,500	NA
TOTALS				22.58	122,732	

The following table identifies the District's portable classrooms that are located at schools.

Table 4: School Portable Classroom Inventory

FACILITY	SINGLE PORTABLE CLASSROOMS	DOUBLE PORTABLE CLASSROOMS	TOTAL PORTABLE CLASSROOMS
ELEMENTARY SCHOOLS			
Alpac	8	0	8
Arthur Jacobsen	0	0	0
Bowman Creek	0	0	0
Chinook	0	0	0
Dick Scobee	0	0	0
Evergreen Heights	4	0	4
Gildo Rey	2	0	2
Hazelwood	2	0	2
Ilalko	2	0	2
Lake View	0	0	0
Lakeland Hills	3	1	5
Lea Hill	0	0	0
Pioneer	0	0	0
Terminal Park	0	0	0
Washington	8	0	8
Willow Crest	0	0	0
MIDDLE SCHOOLS			
Cascade	8	0	8
Mt. Baker	6	3	12
Olympic	8	0	8
Rainier	9	1	11
HIGH SCHOOLS			
Auburn High - Main Building	8	0	8
Auburn High - TAP Building	0	0	0
Auburn Mountainview	10	1	12
Auburn Riverside	6	6	18
West Auburn	0	0	0
TOTALS	84	12	108

The following table identifies the District's inventory of undeveloped property.

Table 5: Undeveloped Property Inventory

SITE NO.	LOCATION	YEAR ACQUIRED	SITE SIZE (ACRES)	BUILDING DEPT. JURISDICTION	URBAN GROWTH BOUNDARY
23A	SE 318th St., Auburn	1948	62.44	King County	Outside
25A	SE Lake Holm Road / 190th Ave. SE, Auburn	1990	23.86	King County	Outside
25B	SE Lake Holm Road / 188th Ave. SE, Auburn	2008	5.00	King County	Outside
33	SE Lake Holm Road / 129th Way SE, Auburn	2005	40.00	King County	Outside
34/39	I St. NE/40th St. NE, Auburn	2002 / 2022	72.28	City of Auburn	Within
35	Sumner Tapps Hwy. E./ 62nd St. SE, Auburn	2009	53.00	City of Auburn	Within
TOTAL			256.58		

SECTION 3 – ENROLLMENT PROJECTIONS

The District's consultant, Davis Demographics, analyzed demographic data relevant to the District's facility planning efforts. The report created by Davis Demographics identifies trends occurring in the community, how these trends may affect future student populations, and assists in illustrating facility adjustments that may be necessary to accommodate student population.

Davis Demographics' ten-year forecast methodology combines historic student population counts, past and present demographic characteristics, and planned residential development to forecast future student populations. Additionally, Davis Demographics uses factors calculating incoming kindergarten classes based upon birth rates, additional students from new housing, the effects of student mobility, and a detailed review of planned residential development within the District.

Historical Enrollment

The following table shows the District's October 1 historical enrollment over the past 20-years. The data reveals an average overall growth of 1.46% during the past 10 years. This includes a 4% decrease in October 2020 enrollment due to the COVID pandemic.

Table 6: Historical Enrollment

GRADE	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
TK																			127	135
KDG	892	955	940	995	998	1,032	1,010	1,029	1,098	1,170	1,232	1,198	1,237	1,261	1,271	1,291	1,038	1,227	1,341	1,205
1	960	963	1,012	995	1,014	1,033	1,066	1,068	1,089	1,188	1,219	1,279	1,210	1,276	1,290	1,314	1,236	1,185	1,304	1,305
2	992	963	1,001	1,019	1,024	998	1,016	1,097	1,083	1,124	1,196	1,289	1,300	1,251	1,311	1,295	1,243	1,249	1,241	1,320
3	918	1,002	1,031	997	1,048	993	1,013	996	1,111	1,125	1,136	1,232	1,317	1,328	1,275	1,320	1,243	1,264	1,324	1,265
4	1,016	939	1,049	1,057	1,045	1,073	1,024	1,022	1,038	1,123	1,156	1,170	1,237	1,328	1,378	1,316	1,257	1,255	1,322	1,356
5	956	1,065	998	1,077	1,070	1,030	1,079	1,017	1,070	1,075	1,122	1,172	1,199	1,269	1,345	1,361	1,294	1,251	1,296	1,349
6	1,020	1,004	1,061	1,008	1,096	1,040	1,041	1,063	1,041	1,076	1,059	1,116	1,152	1,207	1,275	1,337	1,306	1,233	1,227	1,276
7	1,124	1,028	1,014	1,057	1,034	1,125	1,060	1,032	1,086	1,072	1,091	1,099	1,132	1,194	1,232	1,295	1,319	1,304	1,267	1,230
8	1,130	1,137	1,069	1,033	1,076	1,031	1,112	1,046	1,018	1,116	1,088	1,136	1,108	1,183	1,213	1,236	1,264	1,312	1,315	1,277
9	1,459	1,379	1,372	1,337	1,257	1,245	1,221	1,273	1,200	1,159	1,275	1,229	1,261	1,257	1,372	1,399	1,351	1,386	1,455	1,453
10	1,260	1,383	1,400	1,367	1,341	1,277	1,238	1,168	1,278	1,229	1,169	1,316	1,248	1,300	1,313	1,410	1,376	1,387	1,416	1,507
11	1,019	1,153	1,294	1,305	1,304	1,269	1,212	1,177	1,116	1,187	1,169	1,111	1,248	1,188	1,198	1,218	1,174	1,299	1,300	1,309
12	833	989	1,068	1,176	1,259	1,319	1,251	1,220	1,231	1,186	1,218	1,175	1,104	1,266	1,126	1,113	1,090	1,248	1,251	1,252
TOTALS	13,579	13,960	14,309	14,423	14,566	14,465	14,343	14,208	14,459	14,830	15,130	15,522	15,753	16,308	16,599	16,905	16,191	16,600	17,186	17,239
Change	381	349	114	143	-101	-122	-135	251	371	300	392	231	555	291	306	-714	409	459	53	
Percent Change	2.81%	2.50%	0.80%	0.99%	-0.69%	-0.84%	-0.94%	1.77%	2.57%	2.02%	2.59%	1.49%	3.52%	1.78%	1.84%	-4.22%	2.53%	2.77%	0.31%	
Average Student Gain/Loss for Past 10 years					228															
Average Student Gain/Loss for Past 10 years					1.46%															

Projected Enrollment

Based upon the district-wide analysis conducted by Davis Demographics:

- The student population in the District is expected to increase slightly by 0.9% during the next five years and decrease slightly by 0.5% during the following five years.
- The birth rates in the District have fluctuated over the past ten years, but the overall trend is positive.
- An influx in students transitioning into 1st grade and 9th grade is expected. The District anticipates the largest decline in students transitioning into 11th and 12th grades. This is primarily due to students participating in the Running Start program.
- The enrollment projection includes 11 residential development projects with a total of 1,024 units during the next ten years.
- The K-5 resident student population is expected to increase to nearly 7,600 in 2026 and then decline slowly due to diminished housing development and larger kindergarten cohorts moving into middle school. Overall, the K-5 grade group is expected to decrease by 0.8% in the 5-year forecast and 1.4% in the ten-year horizon.
- The 6-8 Grade resident population within the District is expected to increase by 3.3% in the five-year forecast and 0.8% in the ten-year horizon.

- High school student population is expected to experience a slight increase of 1.6% in the five-year forecast while remaining flat with a small decrease of 0.1% towards the tail end of the ten-year horizon.

The following table identifies student enrollment projections for the next six years.

Table 7: Student Enrollment Projections

GRADE	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
IN-DISTRICT STUDENTS						
Pre-K	130	130	130	130	130	130
K	1,129	1,165	1,213	1,188	1,180	1,180
1	1,213	1,190	1,230	1,267	1,240	1,230
2	1,268	1,227	1,208	1,235	1,270	1,242
3	1,296	1,302	1,266	1,232	1,258	1,292
4	1,245	1,322	1,336	1,282	1,247	1,272
5	1,321	1,262	1,342	1,343	1,289	1,252
6	1,272	1,288	1,237	1,299	1,299	1,245
7	1,266	1,291	1,308	1,243	1,306	1,306
8	1,216	1,274	1,304	1,305	1,240	1,301
9	1,287	1,253	1,316	1,340	1,339	1,271
10	1,368	1,318	1,290	1,344	1,367	1,364
11	1,301	1,290	1,243	1,208	1,260	1,279
12	1,169	1,275	1,270	1,215	1,179	1,231
Subtotal	16,479	16,587	16,695	16,629	16,605	16,596
OUT-OF-DISTRICT STUDENTS						
K-5	260	260	262	263	261	259
6-8	95	98	100	98	98	100
9-12	516	517	516	514	518	518
Subtotal	871	875	878	874	877	877
TOTAL STUDENTS						
PreK-5	7,861	7,858	7,988	7,939	7,876	7,857
6-8	3,848	3,951	3,950	3,945	3,943	3,953
9-12	5,641	5,653	5,636	5,620	5,663	5,663
TOTAL	17,350	17,462	17,574	17,503	17,482	17,473

SECTION 4 – STUDENT GENERATION RATES

King County Code 21A establishes a formula to determine school impact fees. Developers of residential properties must pay a school district the impact fee to help compensate the District for the impact of new housing units on school facilities. This King County code was substantially adopted by the Cities of Auburn, Black Diamond, and Kent.

This formula requires the District to establish a “Student Generation Rate”. This rate is the average number of students generated by a residential housing unit and is used to

estimate the number of students that will be added to the District by each new housing unit.

Two sets of data are used to calculate Student Generation Rates - current student enrollment and from recently constructed housing units in the District. This information associates each student with a housing unit. Two general housing categories are analyzed - single-family and multi-family.

The District also uses the Student Generation Rates to estimate anticipated student enrollment in the future. Development data is collected to determine the number of new residential units that may be built in the future. The Student Generation Rates applied to estimate the number of new students that the planned residential developments may yield.

Planned residential development data was obtained through discussions with city agencies, counties, and major developers within the District boundaries. Student population by residence includes all approved and tentative tract maps in addition to any planned or proposed development that may occur within the project timeframe. The planned residential development information is a snapshot of the District currently. The information may change and is updated annually.

The following table provides information about recent single-family residential developments in the District and associated Student Generation Rates.

Table 8: Single-Family Residential Development Summary

SINGLE-FAMILY DEVELOPMENTS	OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATE			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Bridges	2021	380	380	0	96	32	45	173	0.253	0.084	0.118	0.455
Forest Glen	2021	30	30	0	23	13	6	42	0.767	0.433	0.200	1.400
Greenvale	2023	17	17	0	0	1	0	1	0.000	0.059	0.000	0.059
Greenview Estates	2023	17	17	0	3	2	3	8	0.176	0.118	0.176	0.471
Hastings	2020	10	10	0	5	1	1	7	0.500	0.100	0.100	0.700
Lozier Ranch		18	7	11	1	0	0	1	0.143	0.000	0.000	0.143
Palisades - Homes		16	15	1	5	2	3	10	0.333	0.133	0.200	0.667
River Rock		14	7	7	0	0	0	0	0.000	0.000	0.000	0.000
Seremounte	2019	30	30	0	7	5	4	16	0.233	0.167	0.133	0.533
Vasiliy	2021	8	8	0	2	0	0	2	0.250	0.000	0.000	0.250
Willow Place	2021	11	11	0	1	1	0	2	0.091	0.091	0.000	0.182
TOTALS		551	532	19	143	57	62	262	0.269	0.107	0.117	0.492

The following table provides information about recent multi-family residential developments in the District and associated Student Generation Rates.

Table 9: Multi-Family Residential Development Summary

MULTI-FAMILY DEVELOPMENTS	OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATE			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Copper Gate Apts.	2021	500	500	0	341	93	103	537	0.682	0.186	0.206	1.074
The Verge Auburn	2022	226	226	0	9	2	3	14	0.040	0.009	0.013	0.062
TOTALS		726	726	0	350	95	106	551	0.482	0.131	0.146	0.759

SECTION 5 – STANDARD OF SERVICE

The School Impact Fee Ordinances adopted by King County and the Cities of Auburn, Black Diamond, and Kent require the District to establish a “Standard of Service” to be eligible to impose school impact fees. The Standard of Service must identify the school program year, class size by grade span, the types of facilities needed to serve its student population, and other Rates identified by the District including the requirements of students with special needs.

CURRENT ENROLLMENT

The District operates 16 elementary schools with pre-school to grade 5, four middle schools with grades 6 to 8, three comprehensive and one alternate education high school with grades 9 to 12. Student enrollments at these schools as of March 2024 are:

- Elementary Schools: 8,569 students
- Middle Schools: 3,656 students
- High Schools: 5,247 students
- Total Enrollment: 17,472 students

CLASS SIZE

Standard class sizes in the District are subject to state regulations, collective bargaining agreements, and student needs. Class sizes also vary based upon grade level and classroom type.

The District’s blended class size standards are as follows:

- Elementary Schools: 20.29 students per classroom
- Middle Schools: 28.02 students per classroom
- High Schools: 28.74 students per classroom
- Self-Contained Special Education: 12.00 students per classroom

PERMANENT CLASSROOMS

Permanent classrooms are located in permanent structures owned and operated by the District. The number of permanent classrooms in the District's 24 schools are:

- Elementary Schools: 507 classrooms
- Middle Schools: 151 classrooms
- High Schools: 221 classrooms
- Total: 879 classrooms

PORTABLE CLASSROOMS

Portable classrooms in the District are modular structures that can be relocated. The District uses portable classrooms when permanent facilities do not have adequate space to accommodate its students and staff. Portable classrooms are also used at the school district's Administration Building for training, conference, and office space. The number of portable classrooms in use and their locations are:

- Elementary Schools: 31 portables
- Middle Schools: 39 portables
- High Schools: 38 portables
- Support Facilities: 4 portables
- Total: 112 portables

TYPES OF CLASSROOMS

The types of classrooms in the District vary based upon grade level, instructional program, and student needs. Classroom types in the District are:

- General Classrooms: Spaces used for general instruction and do not have specialized features or equipment. These classrooms are present in elementary, middle, and high schools.
- Special Education Self-Contained Classrooms: Spaces used for self-contained instruction for students with disabilities. These classrooms are present in elementary, middle, and high schools.
- Specialty Classrooms: Instructional spaces that have unique features or equipment. These classrooms are present in middle and high schools and consist of teaching stations for art, automotive technology, band, business education, career center, choral, construction manufacturing, computer science, culinary arts, drafting, drama, fitness and conditioning, horticulture, kitchen science, marketing, metals, orchestra,

physical education, robotics, science, sports medicine, theater arts, and visual communications.

- Pull-Out Classrooms: Spaces where students receive specialized instruction for a portion of the school day and are comprised of elementary gymnasiums and music, and elementary, middle, and high school multi-lingual, resource, and Title/LAP classrooms. Pull-out classrooms do not contribute to a school's capacity because students visit these classrooms during the school day while excused from their general classrooms.

The standard number of students in a classroom varies based upon grade level and classroom type. Standard class sizes in the District are:

- Elementary General Classroom Pre-Kindergarten: 20 students per classroom.
- Elementary General Classrooms Kindergarten through Grade 3: 17 students per classroom.
- Elementary General Classrooms Grades 4 and 5: 27 students per classroom.
- Middle School General and Specialty Classrooms Grade 6: 27 students per classroom.
- Middle School General and Specialty Classrooms Grades 7 and 8: 28.53 students per classroom.
- High School General and Specialty Classrooms Grades 9 through 12: 28.74 students per classroom.
- Special Education Self-Contained Classrooms Pre-Kindergarten – Grade 12: 12 students per classroom.
- Pull-Out Classrooms Pre-Kindergarten through Grade 12: Class size varies depending on the grade level and type of instruction being provided.

CLASSROOM UTILIZATION

As noted above, the District has established standard student class sizes based upon grade level and classroom use. While the District works diligently to assign students to achieve full classroom capacity, it is not possible to always do so. Consequently, the District applies classroom utilization rates to address inefficiencies in assigning classes. The utilization rates are:

- Elementary Schools: 100% utilization based on the ability to fully assign classes at classroom size standards.
- Middle and High Schools: 76.67% utilization based upon 92% utilization due to elective class sizes x 83% utilization due to classrooms used for planning periods.

SCHOOL CAPACITY

School capacity is determined by the number of teaching stations present at each school, type of teaching station, class size, teaching station capacity, and classroom utilization rate.

The following table identifies the capacity of each school in the District in permanent classrooms.

Table 10 – School Capacities

SCHOOL NAME	GEN. CLRMS.	PRE-K CLRMS.	SPEC. ED. SELF-CONTAINED CLRMS.	PULL-OUT CLRMS.	SPECIALTY CLRMS.	TOTL CLRMS.	GEN. & SPECIALTY CLRM. CAPACITY	SPEC. ED. SELF-CONTAINED CLRM. CAPACITY	CLRM. UTILIZATION RATE	SCHOOL CAPACITY PERMANENT	SCHOOL CAPACITY PERMANENT + PORTABLES
ELEMENTARY SCHOOLS											
Alpac	19	2	0	5	0	26	20.29	12.00	100.00%	426	576
Arthur Jacobsen	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Bowman Creek	32	1	1	5	0	39	20.29	12.00	100.00%	682	682
Chinook	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Dick Scobee	25	4	2	8	0	39	20.29	12.00	100.00%	612	612
Evergreen Heights	16	1	1	4	0	22	20.29	12.00	100.00%	357	457
Gildo Rey	17	3	1	4	0	25	20.29	12.00	100.00%	418	443
Hazelwood	22	1	1	4	0	28	20.29	12.00	100.00%	479	529
Ilalako	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Lake View	19	1	1	4	0	25	20.29	12.00	100.00%	418	418
Lakeland Hills	21	1	1	5	0	28	20.29	12.00	100.00%	458	533
Lea Hill	27	3	3	6	0	39	20.29	12.00	100.00%	645	645
Pioneer	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Terminal Park	27	4	2	6	0	39	20.29	12.00	100.00%	653	653
Washington	12	3	2	7	0	24	20.29	12.00	100.00%	328	578
Willow Crest	29	3	1	6	0	39	20.29	12.00	100.00%	661	661
TOTALS	358	37	24	88	0	507				8,303	8,953
MIDDLE SCHOOLS											
Cascade	14	0	1	8	17	40	28.02	12.00	76.67%	675	899
Mt Baker	12	0	2	7	15	36	28.02	12.00	76.67%	598	990
Olympic	12	0	2	9	17	40	28.02	12.00	76.67%	641	865
Rainier	9	0	3	8	15	35	28.02	12.00	76.67%	543	851
TOTALS	47	0	8	32	64	151				2,458	3,606
HIGH SCHOOLS											
Auburn High	23	0	3	15	40	81	28.74	12.00	76.67%	1,416	1,696
Auburn High - TAP	0	0	3	0	0	3	28.74	12.00	76.67%	28	28
Auburn Mountainview	17	0	4	11	30	62	28.74	12.00	76.67%	1,072	1,408
Auburn Riverside	21	0	2	10	29	62	28.74	12.00	76.67%	1,120	1,624
West Auburn	8	0	0	4	1	13	28.74	12.00	76.67%	198	226
TOTALS	69	0	12	40	100	221				3,834	4,982
GRAND TOTALS	474	37	44	160	164	879				14,595	17,541

SECTION 6 - CAPITAL CONSTRUCTION PLAN

Since 1975, the District has regularly performed an in-depth review of its existing facilities and long-term facility needs. The process includes the formation of community-wide citizens' committees to review facility needs and make recommendations for improvements, modernizations, and new facilities.

In 2015, a citizens' committee recommended the District build two new elementary schools, replace one middle and five elementary schools, and acquire property for three elementary schools. In November 2016, the voters approved by 62.38% a \$456,056,000 bond proposition to build and replace these schools. Capital Project reserve funds were used to acquire the elementary school property. The last project in this building program is under construction and will be completed in July 2024.

In 2023, the District completed a 10-year Facilities Master Plan. This plan identified the following facility needs:

- Complete improvements at 22 facilities to address aging equipment, air conditioning, energy conservation, major maintenance, and safety and security improvements within six years.
- Replace Alpac Elementary School within six years.
- Replace Cascade Middle School with six years.
- Build a new middle school within six years.
- Replace Evergreen Heights and Gildo Rey Elementary Schools within seven to 13 years.
- Replace the Administration Building and Administration Annex within seven to 13 years.
- Build a new high school in nine years if current enrollment projections remain accurate.
- Acquire new portable classrooms and relocate existing portable classrooms where needed to accommodate localized enrollment growth at individual schools.

A citizens' committee was convened in the fall of 2023 and recommended completion of the facility improvements, facility replacements, and new school construction identified in the 2023 Facilities Master Plan. The District Board of Directors is considering a November 2024 bond proposition to address facility needs recommended to be completed within six years. The District is eligible for state funding assistance for school replacement projects. The District is not eligible for state funding assistance for a new middle school project.

The new middle school, as part of the District's permanent and portable classroom solution, will provide new capacity to serve growth and is the basis for the District's impact

fees. The District also plans to purchase or relocate portable classrooms to accommodate growth at the middle and high school levels.

These District's six-year facility needs are summarized in the following table.

Table 11 : Six-Year Capital Construction Plan

PROJECT	ADDED CAPACITY	FUND SOURCE	ESTIMATED COMPLETION	ESTIMATED COST (2024)	SIX-YEAR FINANCE PLAN						
					2024	2025	2026	2027	2028	2029	Total
New Middle School	800	Future Bond	Aug. 2027	\$143,300,000	\$1,433,000	\$3,037,960	\$64,404,752	\$95,576,652	\$1,706,726	\$0	\$166,159,090
Alpac Elem. Replacement	224	Future Bond	Aug. 2028	\$89,872,100	\$0	\$952,644	\$1,797,443	\$42,815,644	\$63,538,415	\$1,134,615	\$110,238,761
Cascade MS Replacement	125	Future Bond	Aug. 2028	\$142,587,755	\$0	\$1,511,430	\$3,204,232	\$67,929,719	\$100,807,703	\$1,800,138	\$175,253,222
Improvements at 22 Facilities	0	Future Bond	Aug. 2029	\$55,476,260	\$0	\$5,880,484	\$15,583,281	\$19,821,934	\$17,509,375	\$7,003,750	\$65,798,824
Portable Classrooms	0	Cap. Proj. Fund	Aug. 2024	\$1,750,000	\$1,750,000	\$0	\$0	\$0	\$0	\$0	\$1,750,000
Property Acquisitions	0	Cap. Proj. Fund	NA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$432,986,115	\$3,183,000	\$11,382,518	\$84,989,708	\$226,143,948	\$183,562,219	\$9,938,502	\$519,199,896

SECTION 7 - IMPACT FEES

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. The fee schedule is based on the school impact fee formula set out in King County Ordinance 11621 Attachment A.

The following table identifies the data used by the District in calculating impact fees for 2024.

Table 12: Impact Fee Data

IMPACT FEE ELEMENTS	SOURCE	SINGLE FAMILY			MULTI FAMILY		
		Elementary	Middle School	High School	Elementary	Middle School	High School
Classroom Capacities	District Standards	20.29	28.02	28.74	20.29	28.02	28.74
Debt Service Tax Rate	King County	1.93178	1.93178	1.93178	1.93178	1.93178	1.93178
District Average Assessed Value	King County	\$530,816	\$530,816	\$530,816	\$232,969	\$232,969	\$232,969
District SF Capacity- Permanent	District Data	997,039	378,631	677,976	997,039	378,631	677,976
District SF Capacity - Portables	District Data	23,200	36,160	36,640	23,200	36,160	36,640
District SF Capacity - Permanent + Portables	District Data	1,020,239	414,791	714,616	1,020,239	414,791	714,616
District Impact Fees	CFP Calculation	\$4,584.00	\$4,584.00	\$4,584.00	\$8,966.00	\$8,966.00	\$8,966.00
Facility Cost - Middle School	District Data	\$0	\$143,300,000	\$0	\$0	\$143,300,000	\$0
Facility Cost - Portable Classroom	District Data	\$388,165	\$388,165	\$388,165	\$388,165	\$388,165	\$388,165
Facility SF % - Permanent Facilities	District Data	97.73%	91.28%	94.87%	97.73%	91.28%	94.87%
Facility SF % - Portable Facilities	District Data	2.27%	8.72%	5.13%	2.27%	8.72%	5.13%
Genl. Obligation Bonds Interest Rate	Bond Buyer Index	3.48%	3.48%	3.48%	3.48%	3.48%	3.48%
OSPI Construction Cost Allowance	OSPI	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
OSPI Match % - District	OSPI	66.86%	66.86%	66.86%	66.86%	66.86%	66.86%
OSPI Match % - State	OSPI	33.14%	33.14%	33.14%	33.14%	33.14%	33.14%
OSPI Square Footage Per Student	OSPI	90	108	130	90	108	130
School Capacities	District Standards	650	800	1,500	650	800	1,500
Site Acreage	District Standards	12	24	36	12	24	36
Site Cost per Acre	District Standards	\$2,023	\$2,023	\$2,023	\$2,023	\$2,023	\$2,023
Student Generation Rates	CFP Calculation	0.269	0.107	0.117	0.482	0.131	0.146

The following table shows the District's impact fee calculation for single-family residences.

Table 13: Impact Fee Calculation – Single-Family Residences

SCHOOL SITE ACQUISITION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	\$0	650	\$0	0.269	\$0
Middle	24	\$0	800	\$0	0.107	\$0
High	36	\$0	1,500	\$0	0.117	\$0
TOTAL						\$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	650	0.9773	\$0	0.269	\$0
Middle	\$143,300,000	800	0.9128	\$163,505	0.107	\$17,495
High	\$0	1,500	0.9487	\$0	0.117	\$0
TOTAL						\$17,495
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	20.29	0.0227	\$0	0.269	\$0.00
Middle	\$388,165	28.02	0.0872	\$1,208	0.107	\$129.26
High	\$388,165	28.74	0.0513	\$693	0.117	\$81.06
TOTAL						\$210.32
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	\$375.00	90	0.6686	\$0	0.269	\$0
Middle	\$375.00	108	0.6686	\$0	0.107	\$0
High	\$375.00	130	0.6686	\$0	0.117	\$0
TOTAL						\$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	\$530,816	1.93178	0.0348	10		\$8,537
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee SFR
\$0	\$17,495	\$210	\$0	(\$8,537)	0.500	\$4,584

The following table shows the District's impact fee calculation for multi-family residences.

Table 14: Impact Fee Calculation – Multi-Family Residences

SCHOOL SITE ACQUISITION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	\$2,023	650	\$0	0.482	\$0
Middle	24	\$2,023	800	\$0	0.131	\$0
High	36	\$2,023	1,500	\$0	0.146	\$0
TOTAL						\$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	650	0.9773	\$0	0.482	\$0
Middle	\$143,300,000	800	0.9128	\$163,505	0.131	\$21,419
High	\$0	1,500	0.9487	\$0	0.146	\$0
TOTAL						\$21,419
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	20.29	0.0227	\$0	0.482	\$0.00
Middle	\$388,165	28.02	0.0872	\$1,208	0.131	\$158.25
High	\$388,165	28.74	0.0513	\$693	0.146	\$101.16
TOTAL						\$259.41
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	\$375.00	90	0.6686	\$0	0.482	\$0
Middle	\$375.00	108	0.6686	\$0	0.131	\$0
High	\$375.00	130	0.6686	\$0	0.146	\$0
TOTAL						\$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	\$232,969	1.93178	0.0348	10		\$3,747
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee MFR
\$0	\$21,419	\$259	\$0	(\$3,747)	0.500	\$8,966

SECTION 8 – CONCLUSIONS

Housing units continue to be built in the District and the student population continues to grow. The student population is projected to increase during the next five years but at a slower rate than in the past 10 years.

The District built two new elementary schools and replaced five elementary schools with larger facilities during the past four years. This increased elementary school capacity so that it fully accommodates current elementary students. However, the District continues to lack permanent classroom space to accommodate middle and high school students, including students from new growth. Consequently, 55 portable classrooms are being used to accommodate middle and high school students and are part of the District's capacity solution.

Because of a shortage of classrooms at middle and high schools, the District is considering placing a bond proposition on the ballot in November 2024 to build an additional middle school. The District is also monitoring annual enrollment levels and bonding capacity to determine when an additional high school should be built.

While new housing units continue to be built in the District, the rate is slowing. Consequently, the District's Student Generation Rates have decreased during the past year. This is the primary factor reducing the District's school impact fees for 2024. This is reflected in a reduction for single-family residences from \$5,615.82 to \$4,584.00 and a reduction for multi-family residences from \$9,223.54 to \$8,966.00.

Auburn School District's 2024-2030 Capital Facilities Plan, including its 2024 impact fee rates, will be submitted to King County and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific with a request the jurisdictions adopt the plan and include the plan as an element in their Comprehensive Plans.



***Dieringer School District
Capital Facilities Plan
2023-2029***

DRAFT

Board Approval scheduled on June 20, 2023

DIERINGER SCHOOL DISTRICT NO. 343

**1320-178th Avenue East
Lake Tapps, Washington 98391
(253) 862-2537**

BOARD OF DIRECTORS

Megan Bearor

Mike Skagen

Greg Johnson

Chelsea Steiner

Michael Farmer, Superintendent

Dieringer

Educating every child for

Confidence today and

Contribution tomorrow

Dieringer School District No. 343

An Overview

Established in 1890, Dieringer School District consolidated with Lake Tapps School District in 1936. The District's three schools, Lake Tapps Elementary School, Dieringer Heights Elementary School and North Tapps Middle School, provide K through 8th grade education, and serve as hubs for community activities as well. Dieringer School District #343 is located in unincorporated Pierce County, bounded on the east by the White River, on the west by the Stuck River, on the north by the city of Auburn, and on the south by the cities of Bonney Lake and Sumner. The District surrounds the northern two-thirds of Lake Tapps and covers approximately 5.5 square miles.

The current student enrollment is approximately 1,418 students in grades kindergarten through eight. Students in grades first through third are housed at Lake Tapps Elementary, constructed in 2005 as a replacement project. Construction was complete on an addition in the September 2017. Dieringer Heights Elementary opened in the fall of 2000 and is home to students in kindergarten, fourth and fifth grade. Dieringer Heights Elementary also houses two inclusion preschool classrooms. Originally constructed in 1992 and added on to in 1998 and 2009, North Tapps Middle School houses students in grades sixth-eighth. The district supports an additional 560 high school students who may select to attend any public high school. The majority chose to attend Auburn Riverside, Sumner and Bonney Lake High Schools.

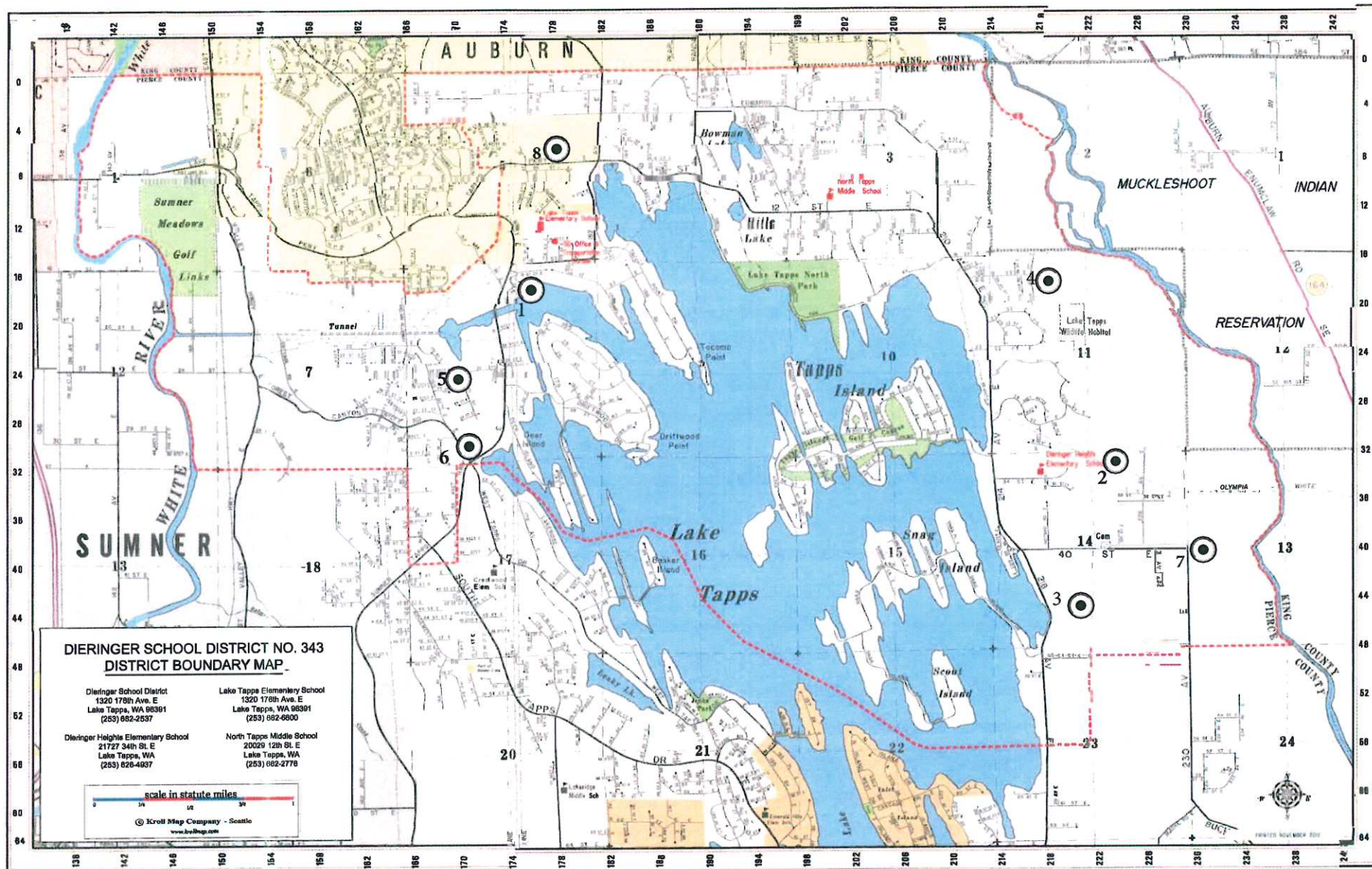
The district has a long standing history of providing high quality education for all our students. Our goal is for our students to gain the skills that will allow them to become successful, confident, contributing members of society. Dieringer is composed of students who come to school well prepared and eager to learn. Parents are concerned with student success and provide outstanding support for their children and the Dieringer School District. The PTA and many volunteers contribute countless hours and resources to our schools and students. The community supports the schools through the passage of funding issues to support bus acquisition, student access to current technology and the construction of school facilities. Impact fees, including interest, are held in reserve until used to meet District identified needs for site acquisition, additional facilities and improvements and/or technology capital expenditures.

DIERINGER SCHOOL DISTRICT NO. 343

Capital Facilities Plan Update, 2023

Current Facilities Inventory of Public Schools

<u>NAME</u>	<u>CAPACITY</u>	<u>LOCATION</u>
Lake Tapps Elementary	357	1320-178 th Ave E., Lake Tapps
Dieringer Heights Elementary	508	21727 – 34 th St. E., Lake Tapps
North Tapps Middle School	536	20029- 12 th St., E., Lake Tapps
High School	<u>0</u>	
TOTAL	1,401	



**Dieringer School District Proposed Housing
Potential Enrollment Increase
June 2020**

Proposed Housing Units:

*Single Family- $224 \times .381$ generation factor = 85.3 students K-8

Enrollment Impact:

85.3 students K-8

Estimated 17.1 students a year over the period 2021-2026

Potential enrollment increase = 5.6% (based on 1,523 enrollment 4/20)

Increase per grade level = 9.5 students (based on 9 grade bands)

Approximately students per school: 28.4

**District enrollment based on 4/19 and potential growth = 1,608.3 / 1654.3

District program capacity = 1,401 students

*Generation factor based on an average of 2019 Sumner .429 and Auburn .333

**Numbers are without and with preschool students, respectively

Enrollment Projections

The Dieringer School District is located in an area that continues to experience growth. This growth can be noted by reviewing the following indicators: enrollment trend data, proposed housing development, and the mitigation impact fees received for new construction.

The District continues to experience steady growth in student enrollment. This has slightly exceeded the Pierce County and Puget Sound Educational Service District (PSESD) enrollment growth over the same period. A review of proposed construction within the borders of the Dieringer School District indicates that the growth trend can be expected to continue over the next four years and beyond. The growth this year has been higher than anticipated. There are 224 single family residents slated for construction within the next five years. These projects, together with individual lots and general immigration, are anticipated to generate an additional 85.3 students in kindergarten through eighth grade.

To partially address this growth, the District passed a 2006 bond issue to construct an additional five classrooms at Dieringer Heights Elementary. Those classrooms were completed and occupied in 2009. The bond issue also provided for the addition of an auxiliary gym, health and fitness classroom, and four science rooms at North Tapps Middle School. Those projects were completed in 2009 and the new instructional spaces are in use. At Lake Tapps Elementary School the construction of 3 new classrooms was completed in September 2017.

HOUSING DEVELOPMENT/POTENTIAL ENROLLMENT INCREASE

#1 Fairweather Cove Estates (18)

- 28 lots total
- 8 lots sold (Lived in) (1 on 2 lots combined)
- 18 active lot listings
- 2 active construction
- 2011 permit for PSE replacing 3 power poles
- 1600-2000 block of 16th St. @ the 17500-17800 block of Sumner-Tapps Hwy.

#2 Rainier Plateau (10)

- 10 lots total
- Permit approved
- Behind DHES
- No active building
- End of 34th St.

#3 Tapps Meadows (6)

- 10 Lots
- 4 completed
- Across from Snag Island

#4 Country Creek Estates (1)

- 9 out 10 lots built
- Remaining lot filed for Plat Alteration 2007
- Off 15th near Edwards Road

#5 Forest Canyon Estates (124)

- 1 year extension approved (Applied 3/2018)
- Owner Kenneth Atkinson
- 124 lots; Behind Al Lago/off Forest Canyon Rd.

#6 The Ridge at Lake Tapps (45)

- No active permits
- 45 Single Family Lots -32XX Sumner Tapps Hwy. E./next to al Lago

#7 Maryanski Plat (4)

- Short Plat (4 or less. Usually 6-month completion time)
- 4 Single Family Lots; 40th St. E and 230th Ave E
- No active building
- Toward Wildview Ridge

#8 Franklin Northlake (16)

- Active site; pre-build
- 16 Single Family Lots-off Lake Tapps Pkwy

Single Family Units to be built: 224

Standard of Service

The Dieringer School District houses children in elementary schools serving students preschool through fifth grade and a middle school that houses grades six through eighth. High school students, grades nine through twelve, attend adjacent high schools, primarily in the Auburn and Sumner School Districts.

Dieringer School District follows a traditional school calendar beginning in early September and completing in mid June. The daily school schedules begin between 7:49 and 8:45 a.m. and end between 2:17 and 3:15 p.m.

The Dieringer School District standard of service is based on class size and program decisions adopted by the Dieringer School District Board of Directors. Based on the legislative funding regarding class size, the targeted number of students per classroom kindergarten through third grade 17, fourth through fifth and sixth grade 27 and seven through eighth grade 28. These class sizes have an impact on facilities and the permanent capacity of each school reflects these class sizes.

In the District, rooms designated and assigned for special use are not counted as capacity classrooms. At the elementary level students are provided music instruction and physical education in non-capacity classrooms. Special education and intervention programs are provided as pullout programs and do not provide capacity. At the middle school level, instruction is organized around a six period day; classrooms are calculated as providing 5/6 capacity to accommodate teacher planning time in the instructional space.

DIERINGER SCHOOL DISTRICT NO. 343

Capital Facilities Plan Update, 2023

Dieringer School District Service Standards Public School Facilities (Square Feet Per Student)

Elementary School	139
Middle School	148
Junior High	NA
High School	NA

Dieringer School District Individual Capacity Projects (2022-2027)

Elementary School #3 Middle	400
School Classroom Addition	112

DIERINGER SCHOOL DISTRICT NO. 343

PERMANENT CAPACITY PROJECTS
MASTER SCHEDULE
June, 2022

<u>Name</u>	<u>Current Capacity</u>	<u>6 - Year Capacity</u>	<u>Total Capacity</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lake Tapps Elementary	357		357						
Dieringer Heights Elem.	508		508						
Elementary #3		400	400						400
North Tapps MS	536	112	536						112
TOTALS	1401	433	1834						

DIERINGER SCHOOL DISTRICT NO. 343

Capital Facilities Plan Update, June 2023

CFP Projects and Financing Plan
Sources and Uses of Funds
(x \$1,000)

Sources of Funds

Existing Revenue:

Reserve	\$7,481,000
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New Revenue:

Bonds, Levies, Fees, State Matching	
Funds, Dedications, Mitigation Payments	<u>\$37,057,761</u>

TOTAL SOURCES	<u>\$44,538,761</u>
---------------	---------------------

Uses of Funds

Elementary #3	(\$32,978,807)
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NTMS Classroom Addition	(\$3,322,589)
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Non-Capacity Projects:

School Site, Technology Upgrades, And Board Approved Projects	<u>(8,237,365)</u>
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TOTAL USES	<u>(\$44,538,761)</u>
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BALANCE	0
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DIERINGER SCHOOL DISTRICT NO. 343

FINANCE PLAN 2023-2029

June 2023

<u>Permanent Capacity Projects</u>		<u>Unsecured Source of Funds</u>			<u>Secured Source of Funds</u>		
	<u>Estimated Cost</u>	<u>Estimated Amt Levy, Bond</u>	<u>Estimated Unrestricted</u>	<u>Impact Fees</u>	<u>Levy, Bond & Amount</u>	<u>Unrestr Amount</u>	<u>Impact Fees</u>
School Site Elem. No. 3	29,945,896	29,632,896	4,000	9,000	0	0	300,000
Total Capacity Projects	<u>29,945,896</u>	<u>29,632,896</u>	<u>4,000</u>	<u>9,000</u>	<u>0</u>	<u>0</u>	<u>300,000</u>
<u>Non-Capacity Projects</u>							
School Site Elem. No. 3	6,355,500	5,604,079	0	0	0	751,421	0
Technology Improvements	8,237,365	3,528,892	10,000	0	4,708,473	0	0
Total Non-Capacity Projects	<u>14,592,865</u>	<u>8,040,827</u>	<u>10,000</u>	<u>0</u>	<u>4,708,473</u>	<u>751,421</u>	<u>0</u>
TOTAL PROJECTS	<u>44,538,761</u>	<u>38,765,867</u>	<u>14,000</u>	<u>9,000</u>	<u>4,708,473</u>	<u>751,421</u>	<u>300,000</u>

DIERINGER SCHOOL DISTRICT NO. 343

Capital Facilities Plan Update, 2023

Capital Facilities Requirements to 2029

Time Period	Student Population	Student Capacity	Net Reserve Or (Deficiency)
2020 Actual	1523.0	1401	(122)
2021-2026 Growth	85.3	433	347.7

Dieringer School District Cost Per Student

(2020 Dollars)

<u>Elementary Schools</u>	<u>Middle Schools</u>	<u>Junior High Schools</u>	<u>High Schools</u>
\$57,639	\$64,467	NA	NA

School Impact Fee Calculation 6/22						DISTRICT	Dieringer School District					
School Site Acquisition Cost:												
(AcresxCost per Acre /Facility Capacity)x Student Generation Factor												
		Facility		Cost/	Facility	Student		Student				
		Acreage		Acre	Capacity	Factor		Factor		Cost/	Cost/	
						SFR		MFR		SFR	MFR	
Elementary	#3	12		\$529,625	400	0.322		0.172		\$5,116	\$2,733	
Middle						0.13		0.07				
								TOTAL		\$5,116	\$2,733	
School Construction Cost:												
(Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)												
				Facility Cost	Facility Capacity	Student		Student				
						Factor		Factor		Cost/	Cost/	
						SFR		MFR		SFR	MFR	
Elementary #3				\$2,6623,307	400	0.322		0.172		\$21,432	\$11,448	
						0.13		0.07				
NTMS Classroom Addition				\$3,322,589	112	0.322		0.172				
						0.13		0.07		\$3,857	\$2,077	
								TOTAL		\$25,288	\$13,525	
Temporary Facility Cost:												
(Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Feet)												
						Student		Student	Cost/		Cost/	
		%Temp/		Facility	Facility	Factor		Factor	SFR		MFR	
		Total Sq.F		Cost	Size	SFR		MFR				
Elementary						0		0.322	0.172			
Middle						0		0.13	0.07			
								TOTAL		\$0	\$0	
State Matching Credit:												
Boeckh Index X SPI Square Footage X District Match % X Student Factor												
						Student		Student				
		Boeckh		SPI	District	Factor		Factor	Cost/		cost/	
		Index		Footage	Match %	SFR		MFR	SFR		MFR	
Elementary												
Middle												
								TOTAL		\$0	\$0	
Tax Payment Credit:									SFR		MFR	
Average Assessed Value 2021									\$937,043		\$619,841	
Capital Bond Interest Rate (est 5/20)									0.40%		0.40%	
Net Present Value of Average Dwelling									\$9,164,187		\$6,061,983	
									10		10	
Property Tax Levy Rate				2023					\$1.56		\$1.56	
		Present Value of Revenue Stream							\$14,296		\$9,457	
		Fee Sumary:				Single		Multiple				
						Family		Family				
		Site Acquistion Costs					\$5,116.18	\$2,732.87				
		Permanent Facility					\$25,288	\$13,525				
		Temporary Facility Cost					\$0.00	\$0.00				
		State Match Credit					\$0.00	\$0.00				
		Tax Payment Credit					(\$14,296.13	(\$9,457)				
		FEE					\$16,108	\$6,801				
		FEE WITH DISCOUNT OF 50%					\$8,054					
		FEE WITH DISCOUNT OF 50%						\$3400				



FEDERAL WAY PUBLIC SCHOOLS

Each Scholar: A voice. A dream. A **BRIGHT** future.



Lake Grove Elementary



Mirror Lake Elementary



Wildwood Elementary



Thomas Jefferson
High School



Star Lake Elementary/
Evergreen Middle School



Illahee Middle School



Memorial Field Renovation



Olympic View K-8 School

Capital Facilities Plan 2025

**FEDERAL WAY PUBLIC SCHOOLS
2025
CAPITAL FACILITIES PLAN**
July 23, 2024

BOARD OF EDUCATION

Dr. Jennifer Jones, President
Luckisha Phillips, Vice President and Legislative Representative
Trudy Davis, Board Director
Quentin Morris, WIAA Representative
Joan Marie Murphy, Board Director

SUPERINTENDENT

Dr. Dani Pfeiffer

Prepared by: Rob Bryant, Chief Finance & Operations Officer
Michael Swartz, Executive Director of Capital Projects
Jennifer Thomas, Student & Demographic Forecaster

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INTRODUCTION

In response to the requirements of the State of Washington Growth Management Act (SHB) 2929 (1990) and ESHB 1025 (1991)), and under the School Impact Fee Ordinances of King County Code 21A, City of Federal Way Ordinance No. 95-249 effective December 21, 1995 as amended, City of Kent Ordinance No.4278 effective June 2018, revised December 2021, and the City of Auburn Ordinance No. 5078 effective 1998, Federal Way Public Schools has updated its Capital Facilities Plan as of May 2024.

This plan will be submitted for consideration to each of the jurisdictions located with the Federal Way Public Schools' service area: King County, the City of Kent, City of Federal Way, and the City of Auburn and is incorporated in the Comprehensive Plans of each jurisdiction by reference. This plan is requested to be included in the Facilities Plan element of the Comprehensive Plans of each jurisdiction. To date, the City of Des Moines has not adopted a school impact fee ordinance. The City of Des Moines collects school impact fees as part of the SEPA process. Discussions with the City of Milton to adopt an ordinance for school impact fees for parcels located within the Federal Way School District's service area is in process.

The Growth Management Act requires the County to designate Urban Growth areas within which urban growth can be encouraged. The Growth Management Planning Council adopted and recommended to the King County Council for Urban Growth Area Line Maps with designations for urban centers. A designation was made within the Federal Way planning area, which encompasses Federal Way Public Schools boundaries. King County will encourage and actively support the development of Urban Centers to meet the region's need for housing, jobs, services, culture, and recreation. This Plan's estimated population growth is prepared with this underlying assumption.

This Capital Facilities Plan will be used as documentation for any jurisdiction which requires its use to meet the needs of the Growth Management Act. This plan is not intended to be the sole planning tool for all of the District needs. The District may prepare interim plans consistent with Board policies or management need.

Currently Federal Way Public Schools is nearing the end of Phase 2 Bond projects supporting school expansion and replacement as authorized by the voters in 2017. Prior to the passage of the Phase 2 Bond the District formed a 100-member Facilities Planning Committee consisting of parents, community members and staff. This Committee was tasked with developing a recommendation to the Superintendent regarding Phase 2 of the District's plan for school construction, remodeling, and/or modernization for voter consideration in November 2017. The voters passed this \$450M bond authorization with a 62% YES vote reflecting a commitment to invest in the modernization of our infrastructure. As of today, the District has completed Thomas Jefferson High School, Evergreen Middle School, Lake Grove Elementary, Mirror Lake Elementary, Star Lake Elementary, Wildwood Elementary, Olympic View K-8 and Memorial Field. Illahee Middle School is currently about 50% complete and will be ready to move in once school is out in June 2025.

INTRODUCTION, continued

The rebuilding of the schools has and will continue to create additional capacity for students at the elementary and high school levels.

The District continues to monitor factors that may have an impact on enrollment and capacity at our schools, including new single-family and multi-family residential developments and any impacts due to the COVID-19. In accordance with the McCleary decision, the State has provided funding to reduce K-3 class size to 17 and 4-12 class size to 25. Beginning in 2019-20 the legislature expected compliance with this funding adding pressure to the need for elementary capacity. In response to this need the district has acquired a commercial building to renovate into classrooms to provide permanent additional capacity.

The COVID-19 pandemic negatively affected brick and mortar enrollment in recent years, as well as increased enrollment in the Internet Academy. However, the district's 2022-23 enrollment was higher than projected. We have seen similar growth in the 2023-2024 school year, although we have not yet reached our Pre-Covid enrollment numbers. We are anticipating continued enrollment growth, especially considering the City of Federal Way's plans to increase housing in the downtown core in conjunction with Sound Transit's Link Light Rail development.

The District has increased capacity at the elementary level over the past several years and shows no unhoused scholars based on the six-year enrollment projections (even with projected growth at that level). The 2025 Capital Facilities Plan shows fairly flat enrollment; however, we will adjust our projections yearly based on new housing developments currently being proposed to open in 2027 and beyond.

SECTION 1 - THE CAPITAL FACILITIES PLAN

The State Growth Management Act requires that several pieces of information be gathered to determine the facilities available and needed to meet the needs of a growing community.

This section provides information about current facilities, existing facility needs, and expected future facility requirements for Federal Way Public Schools. A Financial Plan that shows expected funding for any new construction, portables and modernization listed follows this.

INVENTORY OF EDUCATIONAL FACILITIES

ELEMENTARY SCHOOLS (K-5)

Adelaide	1635 SW 304 th St	Federal Way	98023
Brigadoon	3601 SW 336 th St	Federal Way	98023
Camelot	4041 S 298 th St	Auburn	98001
Enterprise	35101 5 th Ave SW	Federal Way	98023
Green Gables	32607 47 th Ave SW	Federal Way	98023
Lake Dolloff	4200 S 308 th St	Auburn	98001
Lake Grove	303 SW 308 th St	Federal Way	98023
Lakeland	35827 32 nd Ave S	Auburn	98001
Mark Twain	2450 S Star Lake Rd	Federal Way	98003
Meredith Hill	5830 S 300 th St	Auburn	98001
Mirror Lake	625 S 314 th St	Federal Way	98003
Nautilus (K-8)	1000 S 289 th St	Federal Way	98003
Olympic View (K-8)	2626 SW 327 th St	Federal Way	98023
Panther Lake	34424 1 st Ave S	Federal Way	98003
Rainier View	3015 S 368 th St	Federal Way	98003
Sherwood Forest	34600 12 th Ave SW	Federal Way	98023
Silver Lake	1310 SW 325 th Pl	Federal Way	98023
Star Lake	26812 40 th Ave S, Bldg.B	Kent	98032
Sunnycrest	24629 42 nd Ave S	Kent	98032
Twin Lakes	4400 SW 320 th St	Federal Way	98023
Valhalla	27847 42 nd Ave S	Auburn	98001
Wildwood	2405 S 300 th St	Federal Way	98003
Woodmont (K-8)	26454 16 th Ave S	Des Moines	98198

MIDDLE SCHOOLS (6-8)

Federal Way Public Academy (6-10)	34620 9 th Ave S	Federal Way	98003
Illahee	36001 1 st Ave S	Federal Way	98003
Kilo	4400 S 308 th St	Auburn	98001
Lakota	1415 SW 314 th St	Federal Way	98023
Sacajawea	1101 S Dash Point Rd	Federal Way	98003
Sequoyah	3450 S 360 th ST	Auburn	98001
Evergreen	26812 40 th Ave S, Bldg.A	Kent	98032
TAF @ Saghalie (6-12)	33914 19 th Ave SW	Federal Way	98023

HIGH SCHOOLS (9-12)

Decatur	2800 SW 320 th St	Federal Way	98023
Federal Way	30611 16 th Ave S	Federal Way	98003
Thomas Jefferson	4248 S 288 th St	Auburn	98001
Todd Beamer	35999 16 th Ave S	Federal Way	98003
Career Academy at Truman	31455 28 th Ave S	Federal Way	98003

ADDITIONAL SCHOOLS

Internet Academy (K-12)	31455 28 th Ave S	Federal Way	98003
Employment Transition Program (12+)	33250 21 st Ave SW	Federal Way	98023
Federal Way Open Doors	31455 28 th Ave S	Federal Way	98003
ES24 (Former DeVry Property) (K-8)	3600 S 344 th Way,	Federal Way	98001

CURRENT INVENTORY NON-INSTRUCTIONAL FACILITIES

Developed Property

Central Kitchen	1214 S 332 nd St	Federal Way	98003
Federal Way Memorial Field	1300 S 308 th St	Federal Way	98003
Educational Services Center	33330 8 th Ave S	Federal Way	98003
Support Services Center	1211 S 332 nd St	Federal Way	98003

Leased Property

Early Learning Center at Uptown Square	1066 S 320 th St	Federal Way	98003
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Undeveloped Property

Site #	Location
75	SW 360th Street & 3rd Avenue SW – 9.2 Acres
65	S 351st Street & 52nd Avenue S – 8.8 Acres
60	E of 10th Avenue SW - SW 334th & SW 335 th Streets - 10.04 Acres
73	N of SW 320 th and east of 45 th PL SW – 23.45 Acres
71	S 344th Street & 46th Avenue S - 17.47 Acres
82	1 st Way S and S 342 nd St – Minimal acreage
96	S 308 th St and 14 th Ave S – .36 Acres

Notes:

Not all undeveloped properties are large enough to meet school construction requirements. Properties may be traded or sold depending on what locations are needed to house students in the District.

NEEDS FORECAST - EXISTING FACILITIES

PHASE	EXISTING FACILITY	FUTURE NEEDS	ANTICIPATED SOURCE OF FUNDS
As needed	Purchase and Relocate Portables	Interim Capacity	Anticipated source of funds is Impact Fees.
II	Thomas Jefferson High School	Replaced Existing Building, Increased Capacity	Voter Approved Capital bond
II	Illahee Middle School	Replace Existing Building	Voter Approved Capital bond
II	Evergreen Middle School	Replaced Existing Building	Voter Approved Capital bond
II	Lake Grove Elementary	Replaced Existing Building, Increased Capacity	Voter Approved Capital bond
II	Mirror Lake Elementary	Replaced Existing Building, Increased Capacity	Voter Approved Capital bond
II	Olympic View K-8 School	Replaced Existing Building, Increased Capacity	Voter Approved Capital bond
II	Star Lake Elementary	Replaced Existing Building, Increased Capacity	Voter Approved Capital bond
II	Wildwood Elementary	Replaced Existing Building, Increase Capacity	Voter Approved Capital bond
II	Memorial Stadium	Replaced Existing Facility	Voter Approved Capital bond
II	ES24 (DeVry Property)	Temp Swing School Increase Capacity	SCAP and K-3 Class size reduction funding
III	Mark Twain Elementary	Replace Existing Building, Increase Capacity	TBD
III	Decatur High School	Replace Existing Building, Increase Capacity	TBD
III	Kilo Middle School	Replace Existing Building	TBD
III	Sacajawea Middle School	Replace Existing Building	TBD
III	Adelaide Elementary	Replace Existing Building, Increase Capacity	TBD
III	Brigadoon Elementary	Replace Existing Building, Increase Capacity	TBD
III	Camelot Elementary	Replace Existing Building, Increase Capacity	TBD
III	Lake Dolloff Elementary	Replace Existing Building, Increase Capacity	TBD
III	Nautilus K-8 School	Replace Existing Building, Increase Capacity	TBD
III	Twin Lakes Elementary	Replace Existing Building, Increase Capacity	TBD
III	Woodmont K-8 School	Replace Existing Building, Increase Capacity	TBD

NEEDS FORECAST - ADDITIONAL FACILITIES

NEW FACILITY	LOCATION	ANTICIPATED SOURCE OF FUNDS
--------------	----------	-----------------------------

FWPS has leased a portion of the Truman Campus property to Region X and Puget Sound Education Service District. Region X and PSESD built a Head Start building on this property which has served Federal Way 3- and 4-year-olds for the last twenty years. In the recent re-competition, the federal funding for a Head Start program at this location was lost. Subsequently the District has been using this facility for a state-funded Early Childhood Education (ECEAP) program and is currently in negotiations to secure title to the building. The building will only be available for preschool activities.

FEDERAL WAY PUBLIC SCHOOLS 2025 CAPITAL FACILITIES PLAN

SIX YEAR FINANCE PLAN

Secured Funding

Sources	
Impact Fees (1)	\$173,000
Land Sale Funds (2)	\$2,964,000
Bond or Levy Funds (3)	\$10,726,000
K3-Class Size Reduction (4)	\$6,585,000
School Construction Assistance Program (SCAP) (5)	\$77,764,000
TOTAL	\$98,212,000

Projected Revenue

Sources	
School Construction Assistance Program (SCAP) (6)	\$18,998,000
K-3 Class Size Reduction (7)	\$0
Bond Funds (8)	\$0
Land Fund Sales (9)	\$0
Impact Fees (10)	\$0
TOTAL	\$18,998,000

Actual and Planned Expenditures

Total Secured Funding and Projected Revenue	\$117,210,000
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NEW SCHOOLS	Estimated and Prior Years	Budget 2024-2025	2025 2025-2026	2026 2026-2027	2027 2027-2028	2028 2028-2029	2029 2029-2030	2030 2030-2031	Total 2024-2031	Total Cost
MODERNIZATION AND EXPANSION										
Lake Grove Elementary (11)	\$39,780,000								\$0	\$39,780,000
Mirror Lake Elementary (11)	\$42,200,000								\$0	\$42,200,000
Star Lake Elementary (11)	\$39,623,000								\$0	\$39,623,000
Wildwood Elementary (11)	\$41,190,000								\$0	\$41,190,000
Olympic View K-8 School (11)	\$46,350,000								\$0	\$46,350,000
Thomas Jefferson High School (11)	\$117,728,000	\$7,000,000							\$7,000,000	\$124,728,000
Evergreen Middle School (11)	\$65,688,000								\$0	\$65,688,000
Illahee Middle School (11)	\$22,746,000	\$66,127,000							\$66,127,000	\$88,873,000
Memorial Stadium (11)	\$28,804,000	\$3,000,000							\$3,000,000	\$31,804,000
									\$0	\$0
									\$0	\$0
SITE ACQUISITION										
Former DeVry/ES 24 (12)	\$28,891,000	\$1,423,000	\$1,422,000	\$1,424,000	\$1,422,000	\$1,423,000			\$7,114,000	\$36,005,000
TEMPORARY FACILITIES										
Portables (13)	\$3,500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,500,000	\$7,000,000
TOTAL	\$476,500,000	\$78,050,000	\$1,922,000	\$1,924,000	\$1,922,000	\$1,923,000	\$500,000	\$500,000	\$86,741,000	\$563,241,000

NOTES:

- These fees are currently being held in a King County, City of Federal Way, City of Auburn, and City of Kent impact fee account, and will be available for use by the District for system improvements. This is year end balance on 12/31/23.
- This is year end balance on 12/31/23.
- This is the 12/31/23 balance of bond funds and capital levy funds. This figure includes interest earnings.
- This represents the K3-CSR revenue received but not spent as of 12/31/2023.
- This represents the balance of SCAP funding but not spent as of 12/31/2023.
- This is anticipated SCAP for the future projects authorized by the voters in 2017.
- This is the remaining K-3 Class size reduction grant revenue.
- In November 2017, the District passed a \$450M bond measure. All bonds authorized have been issued.
- There are no projected sale of surplus properties.
- In this current plan, there are no projected impact fees.
- Project budgets are updated as of December 2023. The budget for Illahee Middle School is still being updated.
- A former private university campus located in Federal Way was purchased in 2019 to provide up to 43 additional permanent elementary classrooms. Prior to creating new permanent capacity this location will be used as a temporary housing. These costs are excluded from impact fee calculations.
- These fees represent the cost of purchasing and installing new portables. The portable expenditure in future years may replace existing portables that are not functional. These may not increase capacity and are not included in the capacity summary.

SECTION 2 - MAPS

As of September 2024, Federal Way Public Schools has twenty elementary schools (grades K-5), three schools with a K-8 grade configuration, six middle school schools (grades 6-8), four high schools (grades 9-12) and four small secondary schools. The Federal Way Public Academy serves students in grades 6-10. The programs at Open Doors and Career Academy at Truman High School serve students in grades 9-12. In addition to these programs, TAF@Saghalie serves students in grades 6-12 who reside within the service area and the Employment and Transition Program (ETP) at the Norman Center serves 18–21-year-old scholars.

The Growth Management Act requires that a jurisdiction evaluate if the public facility infrastructure is in place to handle new housing developments. In the case of most public facilities, new developments have major impacts on the facilities immediately adjacent to that development. School districts are different. If the district does not have permanent facilities available, interim measures must be taken until new facilities can be built or until boundaries can be adjusted to match the population changes to the surrounding facilities.

It is important to realize that a single housing development does not require the construction of a complete school facility. School districts are required to project growth throughout the district and build or adjust boundaries based on growth throughout the district, not just around a single development.

Adjusting boundaries requires careful consideration by the district and is not taken lightly. It is recognized that there is a potential impact on students who are required to change schools. Boundary adjustments impact the whole district, not just one school.

The final map included represents the city and county boundaries which overlap with the district's service areas.

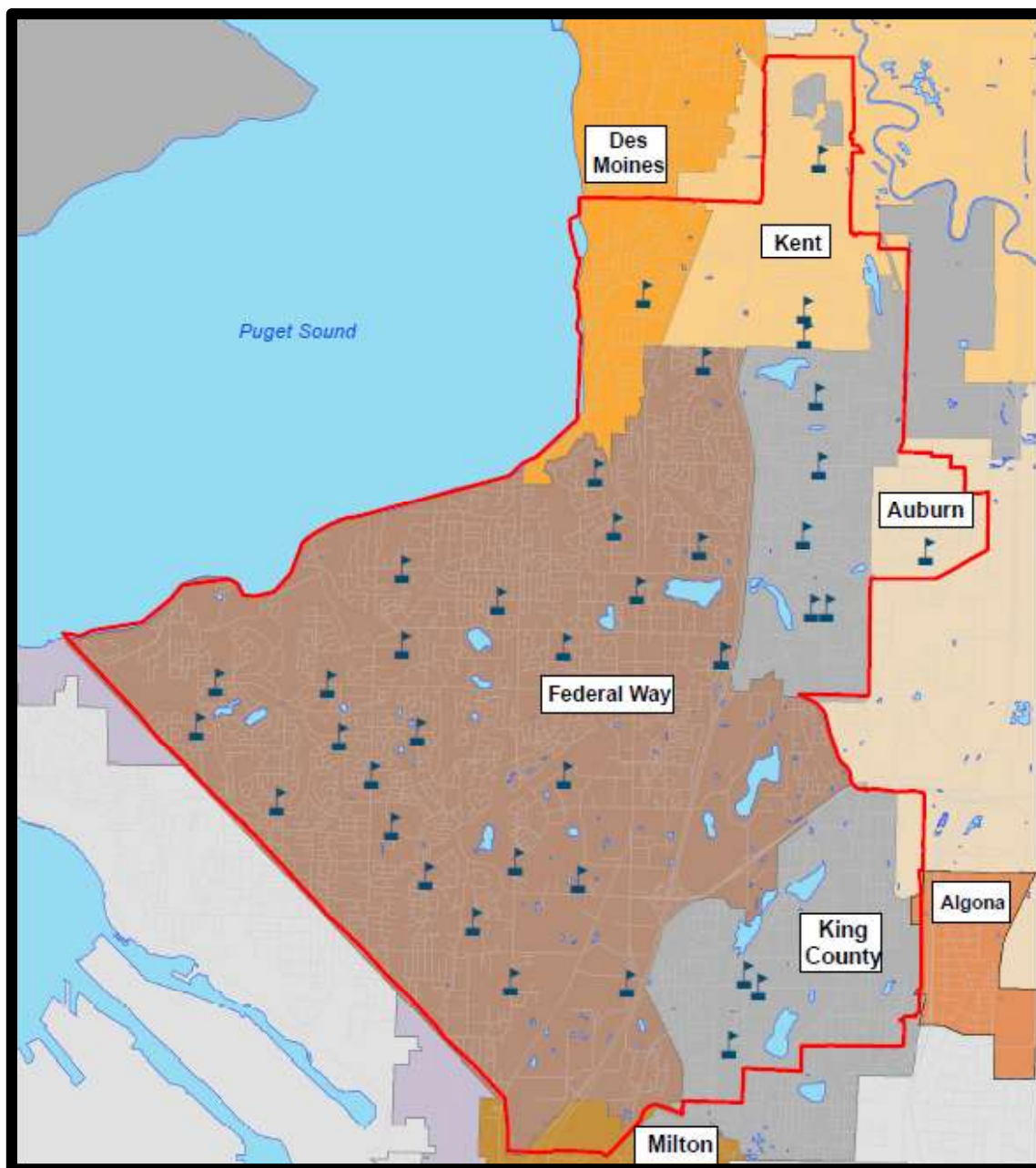
- City of Algona
- City of Auburn
- City of Des Moines
- City of Federal Way
- City of Kent
- City of Milton
- Unincorporated King County

MAP – CITY AND COUNTY JURISDICTIONS



**FEDERAL WAY
PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.



0 0.5 1 2 Miles

**City and County
Jurisdictions**

FWPS boundaries is 100% Urban Growth Area

SECTION 3 - SUPPORT DOCUMENTATION

Building Capacities - The Education Program

Portable Locations

Student Forecast – 2025 through 2031

BUILDING CAPACITIES

This Capital Facilities Plan establishes the District’s “standard of service” in order to ascertain the District’s current and future capacity. The Superintendent of Public Instruction establishes square footage guidelines for capacity, but these guidelines do not take into consideration the education program needs.

In general, the District’s current target class size provides that the average class size for a standard classroom for grades K through 3 should be 17 students to comply with current legislation. In grades 4-5 the target is 25 students. For grades 6 to 12 the target class size is 26 students. Classrooms for students with Individualized Education Program (Special Education) needs are calculated at 12 seats per classroom.

Historically, the District has used the OSPI square footage calculation as a baseline for capacity calculation and made adjustments for specific program needs. The District will continue to use this calculation for determining capacity at our middle and high schools. However, for elementary school capacity will be calculated based on the number of classroom spaces and the number of students assigned to each classroom.

Class Size Guidelines	FWPS Historical “Standard of Service”	HB2661/SHB2776 Enacted Law	Square Footage Guideline
Kindergarten	18.9	17	25-28
Grades 1-2	18.9	17	25-28
Grade 3	18.9	17	28
Grades 4-5	25	25	28
Grades 6-12	26	26	28

For the purposes of determining student capacity at individual schools, the following list clarifies adjustments to classroom spaces and the OSPI calculation.

Special Education Resource Rooms:

Each middle school requires the use of a standard classroom(s) for special education students requiring instruction to address specific disabilities.

English as a Second Language Programs:

Each middle school and high school require the use of a standard classroom for students learning English as a second language.

Middle School Computer Labs:

Each middle school has computer labs, except Evergreen Middle School. Wireless access has been installed at all secondary schools. If additional classroom space is needed, these computer labs may be converted to mobile carts.

BUILDING CAPACITIES, continued

High School Career Development and Learning Center (Resource) Room:

Each high school provides special education resource room and career development classrooms for students requiring instruction to address specific disabilities.

Preschool/ECEAP:

Our district currently offers preschool programs for both special needs & typically developing students at 9 elementary schools. We also have the ECEAP program at 10 sites (6 elementary schools, 3 high schools, and 1 commercial site). These programs decrease capacity at those schools.

Alternative Learning Experience:

Federal Way offers students the opportunity to participate in an Alternative Learning Experience through our Internet Academy. These students have never been included in the capacity calculation of unhoused students.

1418 Youth Reengagement:

Federal Way offers students the opportunity to participate in 1418 Youth Reengagement Open Doors program. These students are housed at the Truman campus but are not currently included in the capacity calculation of unhoused students.

BUILDING CAPACITIES, continued

ELEMENTARY BUILDING PROGRAM CAPACITY

School Name	Headcount	¹ Preschool
Adelaide	392	30
Brigadoon	408	30
Camelot	378	30
Enterprise	524	15
Green Gables	439	
Lake Dolloff	535	
³ Lake Grove	588	
Lakeland	455	
Mark Twain	515	
Meredith Hill	606	30
³ Mirror Lake	514	30
Nautilus (K-8)	512	
Olympic View (K-8)	429	
Panther Lake	501	
Rainier View	607	30
Sherwood Forest	451	6
Silver Lake	476	
Star Lake	544	30
Sunnycrest	636	
Twin Lakes	413	30
Valhalla	598	
³ Wildwood	597	30
Woodmont (K-8)	474	
TOTAL	11,592	291

Elementary Average	504	
---------------------------	------------	--

MIDDLE SCHOOL BUILDING PROGRAM CAPACITY

School Name	Headcount
Illahee	855
Kilo	779
Lakota	786
Sacajawea	694
Sequoyah	585
Evergreen	795
TAF @ Saghalie	598
Federal Way Public Academy	183
TOTAL	5,275

*Middle School Average	727
-------------------------------	------------

HIGH SCHOOL BUILDING PROGRAM CAPACITY

School Name	Headcount
Decatur	1243
Federal Way	1684
Thomas Jefferson	1600
Todd Beamer	1085
TAF @ Saghalie	155
Career Academy at Truman	159
Federal Way Public Academy	116
Employment Transition Program	48
TOTAL	6,090

²High School Average	1,403
--	--------------

Notes:

¹Preschool enrollment reduces capacity for K-5 students. 15 preschool students in one classroom.

²Federal Way Public Academy, Career Academy at Truman High School, and Employment Transition Program and TAF @ Saghalie for the high school school grade span (9-12) are non-boundary schools. These schools are not used in the calculated averages.

³ Lake Grove and Wildwood opened January 2021; Mirror Lake opened September 2021

PORTABLE LOCATIONS

The Washington State Constitution requires the State to provide each student a basic education. It is not an efficient use of District resources to build a school with a capacity for 500 students due to lack of space for 25 students when enrollment fluctuates throughout the year and from year to year.

Portables are used as interim measures to house students when increasing population impacts a school attendance area. Portables may also be required to house students when new or changing programs require additional capacity. They also provide housing for students until permanent facilities can be financed and constructed. When permanent facilities become available, the portable(s) is either used for other purposes such as storage or childcare programs or moved to another school for an interim classroom. Some portables may not be fit to move due to age or physical condition. In these cases, the District may choose to buy new portables and surplus these unfit portables.

With the school expansion projects funded through the 2017 Bond, new capacity has been created within the new schools and portables have been eliminated from these campuses.

The following page provides a list of the location of the portable facilities used for educational facilities by Federal Way Public Schools.

PORTABLE LOCATIONS, continued

**PORTABLES LOCATED
AT ELEMENTARY SCHOOLS**

	INSTRUCTIONAL	NON INSTRUCTIONAL*
Adelaide	1	2
Brigadoon	1	
Camelot	1	
Enterprise	3	
Green Gables	1	
Lake Dolloff	5	1
Lake Grove		
Lakeland		
Mark Twain	3	
Meredith Hill	3	
Mirror Lake		
Nautilus	3	
Olympic View		
Panther Lake	4	
Rainier View	5	
Sherwood Forest	2	2
Silver Lake	1	3
Star Lake		
Sunnycrest	6	
Twin Lakes	1	2
Valhalla	4	
Wildwood		
Woodmont	3	
TOTAL	47	10

**PORTABLES LOCATED
AT HIGH SCHOOLS**

	INSTRUCTIONAL	NON INSTRUCTIONAL
Decatur	8	1
Federal Way		
Thomas Jefferson		
Todd Beamer	8	
TOTAL	16	1

**PORTABLES LOCATED
AT SUPPORT FACILITIES**

MOT	
TDC	9
Former TAFA	
TOTAL	9

**DISTRICT PORTABLES IN USE FOR ECEAP
AND/OR HEADSTART**

Sherwood Forest	2
Evergreen	
Total	2

**PORTABLES LOCATED
AT MIDDLE SCHOOLS**

	INSTRUCTIONAL	NON INSTRUCTIONAL
Illahee		
Kilo	1	6
Lakota		
Sacajawea	5	
Sequoyah		2
Evergreen		
TAF@ Saghalie	4	
TOTAL	10	8

STUDENT FORECAST

Student enrollment projections are a basic component of budget development and facility need. Enrollment projections influence many of the financial estimates that go into budget preparation. The majority of staffing requirements are derived directly from the forecasted number of students. Allocations for instructional supplies and materials are also made based on projected enrollment. Other expenditures and certain revenue projections are directly related to enrollment projections.

Enrollment projections are completed annually in the Business Services Department. Projections must be detailed at various levels, district total, school-building totals, grade level and program level to include vocational and special education students.

The basis of projections has been cohort survival analysis. Cohort survival is the analysis of a group that has a common statistical value (grade level) as it progresses through time. In a stable population the cohort would be 1.00 for all grades. This analysis uses historical information to develop averages and project the averages forward. This method does not trace individual students; it is concerned with aggregate numbers in each grade level. The district has used this method with varying years of history and weighted factors to study several projections. Because transfers in and out of the school system are common, student migration is factored into the analysis as it increases or decreases survival rates. Entry grades (kindergarten) are a unique problem in cohort analysis. The district collects information on birth rates within the district's census tracts and treats these statistics as a cohort for kindergarten enrollment in the appropriate years.

The Federal Way School District is using various statistical methods for projecting student enrollments. The resultant forecasted enrollments are evaluated below.

In February 2024, the District contracted a demographer to develop projections for the Federal Way School District. The model used to forecast next year's enrollment uses cohort survival rates to measure grade to grade growth, assumes market share losses to private schools (consistent with county-wide average), assumes growth from new housing or losses due to net losses from migration. This forecast was provided as a range of three projections. The long-range forecast provided with this report used a model with cohort survival rates and growth rates based on projected changes in the 5-19 age group for King County.

STUDENT FORECAST, CON'T

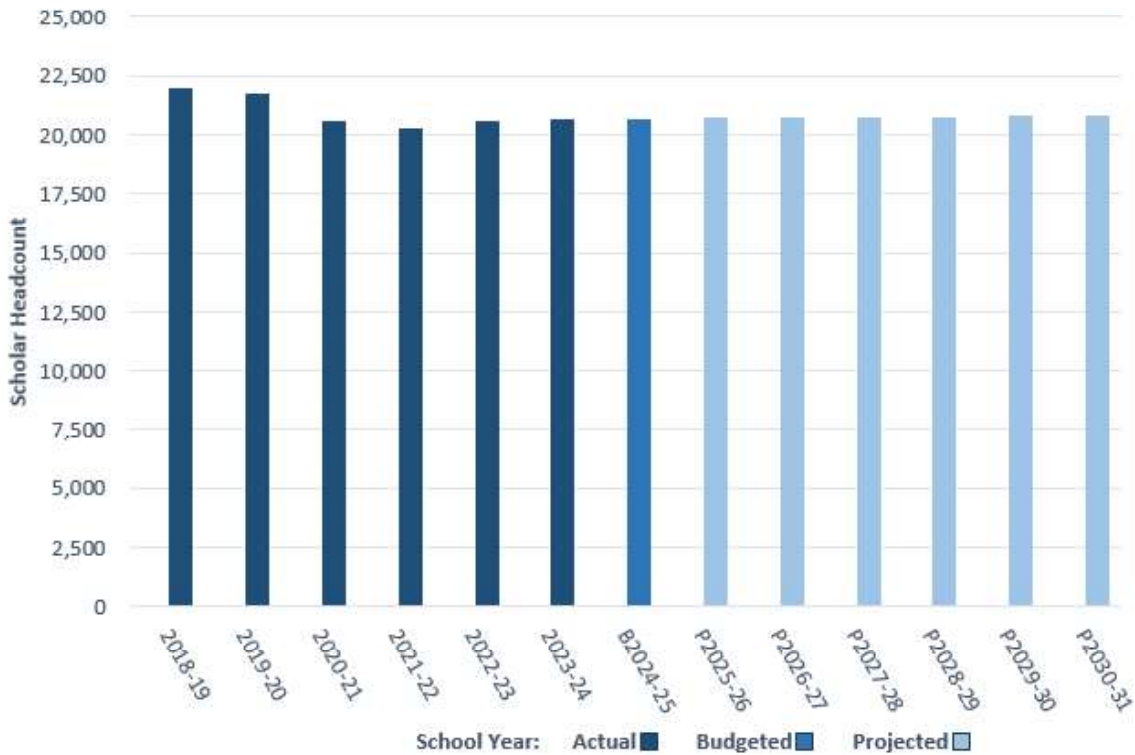
October 1 Head Count Enrollment History and Projections

Calendar Yr	School Year	Elementary	Middle School	High School	Total K-12	Percent Change
2018	2018-19	10,158	5,115	6,674	21,947	
2019	2019-20	9,953	5,309	6,516	21,778	-0.8%
2020	2020-21	9,192	4,990	6,385	20,567	-5.6%
2021	2021-22	9,062	4,850	6,393	20,305	-1.3%
2022	2022-23	9,317	4,719	6,532	20,568	1.3%
2023	2023-24	9,461	4,714	6,521	20,696	0.6%
2024	B2024-25	9,415	4,749	6,526	20,690	0.0%
2025	P2025-26	9,424	4,754	6,533	20,711	0.1%
2026	P2026-27	9,434	4,759	6,539	20,731	0.1%
2027	P2027-28	9,443	4,763	6,546	20,752	0.1%
2028	P2028-29	9,453	4,768	6,552	20,773	0.1%
2029	P2029-30	9,462	4,773	6,559	20,794	0.2%
2030	P2030-31	9,472	4,778	6,565	20,814	0.2%

Elementary K-5 Middle School 6-8 High School 9-12

Includes Open Doors and Internet Academy / Excludes Preschool and Full-time Running Start

Enrollment History and Six Year Forecast



STUDENT FORECAST, continued

Most of the methods used for long range enrollment reporting assume that enrollment is a constant percent of something else (e.g. population) or that enrollment will mirror some projected trend for the school-age population over time. The report included 5 different calculations to provide a range of possible projections for the District to the year 2029. This model produces a projection that is between 19,500 and 21,000 when applied to the low, medium, and high range modes. This provides a reasonable range for long-range planning and is consistent with estimates from various models.

Long-range projections that establish the need for facilities are a modification of the cohort survival method. The cohort method of analysis becomes less reliable the farther out the projections are made. The Federal Way School District long-range projections are studied annually. The study includes information from the jurisdictional demographers as they project future housing and population in the region. The long-range projections used by Federal Way Public Schools reflect a similar age trend in student populations as the projections published by the Office of Financial Management for the State of Washington.

Near term projections assume some growth from new housing, which is offset by current local economic conditions. The District tracks new development from five permitting jurisdictions. Long range planning assumes a student yield from proposed new housing consistent with historical growth patterns.

Growth Management requires jurisdictions to plan for a minimum of twenty years. The Federal Way School District is a partner in this planning with the various jurisdictions comprising the school district geography. These projections create a vision of the school district community in the future.

The COVID-19 pandemic negatively affected brick and mortar enrollment in recent years, as well as increased enrollment in the Internet Academy. The district's 2022-23 enrollment was higher than projected. As we move farther away from the effects of COVID-19, we hope to see continued enrollment growth, especially considering the City of Federal Way's plans to increase housing in the down-town core in conjunction with Sound Transit's Link Light Rail development.

SECTION 4 – KING COUNTY, CITY OF FEDERAL WAY, AND CITY OF KENT
IMPACT FEE CALCULATIONS

Capacity Summaries

Site & Construction Costs Allocations

Student Generation Rates

Impact Fee Calculations

Reference to Impact Fee Calculations

CAPACITY SUMMARIES

All Grades, Elementary, Middle School, and High Schools

The Capacity Summaries combine Building Capacity information, Portable Capacity information and the Student Forecast information. The result demonstrates the requirements for new or remodeled facilities and why there is a need for the District to use temporary facilities or interim measures.

The District has recently adjusted its capacity calculation method for Elementary schools to better show capacity needed to comply with the K-3 Class Size Reduction. This adjustment is also shown in the portable capacity calculation. In order to allow for flexibility in portable usage the District will use an average class size calculation of 21 for each Elementary portable and an average class size of 25 for each Middle and High School portable.

The information is organized with a page summarizing the entire District, and then evaluating capacity vs. number of students at elementary, middle school, and high school levels individually.

The notes at the bottom of each spreadsheet provide information about what facilities are in place each year.

CAPACITY SUMMARIES, Continued

Capacity Summary – All Grades

	Actual	Budget	-- Projected --					
Calendar Year	2024	2025	2026	2027	2028	2029	2030	2031
School Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
CAPACITY								
BUILDING PROGRAM								
HEADCOUNT CAPACITY	22,957	22,957	22,957	23,569	23,569	23,569	23,569	23,569
Add Capacity	0	0	612	0	0	0	0	0
Adjusted Program Headcount Capacity	22,957	22,957	23,569	23,569	23,569	23,569	23,569	23,569

ENROLLMENT

Basic Headcount Enrollment	20,568	20,696	20,690	20,711	20,731	20,752	20,773	20,805
Internet Academy Headcount Enrollment ¹	(255)	(255)	(255)	(255)	(255)	(255)	(255)	(255)
Basic FTE Enrollment without Internet Academy	20,313	20,441	20,435	20,456	20,476	20,497	20,518	20,550

SURPLUS OR (UNHOUSED) PROGRAM FTE CAPACITY	2,644	2,516	3,134	3,113	3,093	3,072	3,051	3,019
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RELOCATABLE CAPACITY

Current Portable Capacity	1,685	1,685	1,687	1,739	1,791	1,843	1,895	1,947
Add/Subtract Portable Capacity	0	2	52	52	52	52	52	0
Adjusted Portable Capacity	1,685	1,687	1,739	1,791	1,843	1,895	1,947	1,947

SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY	4,329	4,203	4,873	4,904	4,936	4,967	4,998	4,966
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NOTES:

- ¹ Internet Academy students are included in projections but do not require full time use of school facilities. This represents historic enrollment.

FEDERAL WAY PUBLIC SCHOOLS 2025 CAPITAL FACILITIES PLAN

CAPACITY SUMMARIES, Continued

Capacity Summary – Elementary Schools

	Actual	Budget	-- Projected --					
Calendar Year	2024	2025	2026	2027	2028	2029	2030	2031
School Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
CAPACITY								
BUILDING PROGRAM								
HEAD COUNT CAPACITY	11,592	11,592	11,592	12,204	12,204	12,204	12,204	12,204
Add/Subtract capacity total	0	0	612	0	0	0	0	0
Add capacity at ¹ :								
<i>Star Lake</i>								
<i>De Vry</i>			612					
<i>Olympic View K-8</i>		0						
Adjusted Program Headcount Capacity	11,592	11,592	12,204	12,204	12,204	12,204	12,204	12,204

ENROLLMENT

Basic Headcount Enrollment	9,317	9,461	9,415	9,424	9,434	9,443	9,453	9,472
Internet Academy Headcount ²	(20)	(20)	(20)	(20)	(20)	(20)	(20)	(20)
Basic Headcount Enrollment without Internet Academy	9,297	9,441	9,395	9,404	9,414	9,423	9,433	9,452

SURPLUS OR (UNHOUSED) PROGRAM CAPACITY	2,295	2,151	2,809	2,800	2,790	2,781	2,771	2,752
---	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

RELOCATABLE CAPACITY³

Current Portable Capacity	931	931	931	931	931	931	931	931
Add/Subtract portable capacity		0	0	0	0	0	0	0
Add portable capacity at:								
Subtract portable capacity at:								
<i>Lake Grove</i>								
<i>Mirror Lake</i>								
<i>Star Lake</i>								
<i>Wildwood</i>								
<i>Olympic View K-8</i>	(42)							
Adjusted Portable Capacity	931	931	931	931	931	931	931	931

SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY	3,226	3,082	3,740	3,731	3,721	3,712	3,702	3,683
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NOTES:

- Capacity increases are projected based on a design to accommodate 525 students. Increased capacity is currently stated as the difference between current calculated capacity and the projected design. In order to reduce elementary class size, Devry capacity is calculated at 17 scholars per classroom.
- Internet Academy students are included in projections but do not require full time use of school facilities. This represents historic enrollment.
- Relocatable Capacity is based on the number of portables available and other administrative techniques which can be used to temporarily house students until permanent facilities are available. This is a calculated number only based on class size capacity of 21. The actual number of portables that will be used will be based on actual student population needs.

CAPACITY SUMMARIES, Continued

Capacity Summary – Middle Schools

	Actual	Budget	-- Projected --					
Calendar Year	2024	2025	2026	2027	2028	2029	2030	2031
School Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
CAPACITY								
BUILDING PROGRAM								
HEADCOUNT CAPACITY	5,275	5,275	5,275	5,275	5,275	5,275	5,275	5,275
Add/Subtract capacity	0	0	0	0	0	0	0	0
Add capacity at:								
Evergreen ¹								
Illahee								
Adjusted Program Headcount Capacity	5,275	5,275	5,275	5,275	5,275	5,275	5,275	5,275

ENROLLMENT

Basic Headcount Enrollment	4,719	4,714	4,749	4,754	4,759	4,763	4,768	4,768
Internet Academy ²	(55)	(55)	(55)	(55)	(55)	(55)	(55)	(55)
Basic Enrollment without Internet Academy	4,664	4,659	4,694	4,699	4,704	4,708	4,713	4,713

SURPLUS OR (UNHOUSED)								
PROGRAM CAPACITY	611	616	581	576	571	567	562	562

RELOCATABLE CAPACITY³

Current Portable Capacity	338	338	288	288	288	288	288	288
Add/Subtract portable capacity	0	(50)	0	0	0	0	0	0
Evergreen Middle School								
Sacajawea Middle School								
Illahee Middle School		(50)						
Adjusted Portable Capacity	338	288	288	288	288	288	288	288

SURPLUS OR (UNHOUSED)								
PROGRAM AND RELOCATABLE								
CAPACITY	949	904	869	864	859	855	850	850

NOTES:

- Evergreen and Illahee Middle Schools currently have capacity for 800 & 850 students respectively, so no new capacity is anticipated with the rebuild of these older buildings.
- Internet Academy students are included in projections but do not require full time use of school facilities. This represents historic enrollment.
- Relocatable Capacity is based on the number of portables available and other administrative techniques which can be used to temporarily house students until permanent facilities are available. This is a calculated number only based on class size capacity of 25. The actual number of portables that will be used will be based on actual student population needs.

CAPACITY SUMMARIES, Continued

Capacity Summary – High Schools

CAPACITY		Actual	Budget	-- Projected --					
	Calendar Year	2024	2025	2026	2027	2028	2029	2030	2031
	School Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
BUILDING PROGRAM									
HEADCOUNT CAPACITY		6,090	6,090	6,090	6,090	6,090	6,090	6,090	6,090
Add/Subtract capacity		0	0	0	0	0	0	0	0
Thomas Jefferson High School									
Adjusted Program Headcount Capacity		6,090	6,090	6,090	6,090	6,090	6,090	6,090	6,090

ENROLLMENT

Basic Headcount Enrollment	6,532	6,521	6,526	6,533	6,539	6,546	6,552	6,565
Internet Academy ¹	(180)	(180)	(180)	(180)	(180)	(180)	(180)	(180)
Basic Ed without Internet Academy	6,352	6,341	6,346	6,353	6,359	6,366	6,372	6,385

SURPLUS OR (UNHOUSED) PROGRAM CAPACITY	(262)	(251)	(256)	(263)	(269)	(276)	(282)	(295)
---	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

RELOCATABLE CAPACITY²

Current Portable Capacity	416	416	520	624	728	832	936	1,040
Add/Subtract portable capacity	0	52	52	52	52	52	52	0
As Needed on High School Campuses		52	52	52	52	52	52	
Adjusted Portable Capacity	416	520	624	728	832	936	1,040	1,040

SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY³	154	269	368	465	563	660	758	745
---	------------	------------	------------	------------	------------	------------	------------	------------

NOTES:

- Internet Academy students are included in projections but do not require full time use of school facilities. This represents historic enrollment.
- Relocatable Capacity is based on the number of portables available and other administrative techniques which can be used to temporarily house students until permanent facilities are available. This is a calculated number only based on class size capacity of 25. The actual number of portables that will be used will be based on actual student population needs.
- Capacity for unhoused students will be accommodated with traveling teachers and no planning time in some classrooms.

IMPACT FEE CALCULATIONS

Single and Multi-Family Residences

Each jurisdiction that imposes school impact fees requires that developers pay these fees to help cover a share of the impact of new housing developments on school facilities.

To determine an equitable fee throughout unincorporated King County, a formula was established. This formula can be found in King County Code 21A and was substantially adopted by the City of Auburn, Federal Way, and Kent. The formula requires the District to establish a "Student Generation Factor" which estimates how many students will be added to a school district by each new single or multi-family unit and to gather some standard construction costs, which are unique to that district.

Impact Fee Calculation

When applicable, the CFP includes variables for the calculation of the Impact Fee for single family and multi-family units based on King County Code 21A and the Growth Management Act.

	<i>Plan Year 2024</i>	Plan Year 2025
Single Family Units	\$0	\$0
Multi-Family Units	\$6,998	\$0

Impact Fee Calculation - King County Code 21A

IMPACT FEE CALCULATION, CON'T

SCHOOL CONSTRUCTION COST

Consistent with the capacity calculations described earlier, the District uses the OSPI square footage calculation for determining capacity at our secondary schools. Based on this methodology, the following construction costs for Thomas Jefferson High School are allocated as the proportionate share:

Square Footage	Capacity at approx. 131 sq. ft.
Current: 179,119	1378
Planned: 210,000	1615
Increased Capacity	237
Increase as %	17.24%
GMP	\$92,903,922
Proportionate Share	\$16,017,095

The District will use the above formulas created as a base for future Capital Facilities Plans during the life of the current bond authorization. The capacity of these schools may vary from year to year as programs are added or changed and construction cost may increase over time.

FACILITIES CAPACITY

Permanent Facility Capacity:

Changes to the Building Program Capacities calculation are found on page 15.

Capacity Summaries:

The changes in the Capacity Summary reflect the changes in the capacities and student forecast. New schools and increased capacity at current buildings are shown as increases to capacity. Capacity Summaries are found on pages 22-26.

Student Generation Factor Analysis:

Federal Way Public Schools student generation factor was determined separately for single-family units and multi-family units. The factors used in the 2025 Capital Facilities Plan were derived using actual generation factors from single-family units and multi-family units that were constructed in the District in the last five (5) years and can be found on the next page.

Temporary Facility Cost:

The list of portables reflects the movement of portables between facilities or new portables purchased. Portable Locations can be found on pages 16 and 17.

FEDERAL WAY PUBLIC SCHOOLS 2025 CAPITAL FACILITIES PLAN

STUDENT GENERATION RATES

New Construction 2019-2023

Single family - Year Built	Homes	KG	1st	2nd	3rd	4th	5th	ES Total	6th	7th	8th	MS Total	9th	10th	11th	12th	HS Total	Total
2019	30	8	5	4	4	3	2	26	5	2	2	9	4	3	6	6	19	54
2020	37	9	7	7	5	9	3	40	6	5	3	14	4	1	4	3	12	66
2021	23	9	4	2	2	3	3	23	3	2	3	8	1	3	1	2	7	38
2022	12	1	1	3		2	1	8	5	1	2	8	3	1	1	1	6	22
2023	12	4	2	1	2	2	2	13	2	4	1	7			2	2	4	24
Total	114	31	19	17	13	19	11	110	21	14	11	46	12	8	14	14	48	204

Multi family	Units	KG	1st	2nd	3rd	4th	5th	ES Total	6th	7th	8th	MS Total	9th	10th	11th	12th	HS Total	Total
21-Watermark (650)	221	35	32	29	28	26	23	173	26	25	27	78	26	24	21	23	94	345
24-Trouve (450)	233	2						2			1	1					0	3
Total	454	37	32	29	28	26	23	175	26	25	28	79	26	24	21	23	94	348

Single family	Homes	ES	MS	HS	ES SGR	MS SGR	HS SGR	Total SGR
2019	30	26	9	19	0.8667	0.3000	0.6333	1.8000
2020	37	40	14	12	1.0811	0.3784	0.3243	1.7838
2021	23	23	8	7	1.0000	0.3478	0.3043	1.6522
2022	12	8	8	6	0.6667	0.6667	0.5000	1.8333
2023	12	13	7	4	1.0833	0.5833	0.3333	2.0000
Total	114	110	46	48	0.9649	0.4035	0.4211	1.7895

Multi family	Units	ES	MS	HS	ES SGR	MS SGR	HS SGR	Total SGR
21-Watermark (650)	221	173	78	94	0.7828	0.3529	0.4253	1.5611
24-Trouve (450)	233	2	1	0	0.0086	0.5000	0.0000	0.0129
Total	454	175	79	94	0.3855	0.1740	0.2070	0.7665

IMPACT FEE CALCULATION CHANGES FROM 2024 to 2025

<u>Item</u>	<u>From/To</u>	<u>Comment</u>
Percent of Permanent Facilities	97.65% to 97.68%	Report #3 OSPI
Percent Temporary Facilities	2.41% to 2.32%	Updated portable inventory
Average Cost of Portable Classrooms	\$128,646 to \$231,523	Cost of last portable purchased.
Construction Cost Allocation	\$246.83 to \$271.61	Change effective July 2024
State Match	63.86% to 63.86%	Change effective February 2024
Average Assessed Value		Per King County Assessor's Office
	SFR- \$581,023 to \$536,791	Single-family residences (taxable)
	MFR- \$198,069 to \$203,026	Apartments/Condos (taxable)
Capital Bond Interest Rate	3.58% to 3.48%	Market Rate
Property Tax Levy Rate	\$1.45 to \$1.53	King County Treasury Division
Student Generation Factors		Updated Housing Inventory
Single-Family		<i>Note: Student generation factors for our single family units are based on new developments constructed within the District over the last five (5) years prior to the date of the fee calculation.</i>
Elementary	0.1705 to 0.9649	
Middle School	0.0682 to 0.1740	
High School	0.0958 to 0.4211	
Multi-Family		<i>Student generation factors for are multi-family units are based on new developments constructed within the District over the last five (5) years prior to the date of the fee calculation.</i>
Elementary	0.7104 to 0.3855	
Middle School	0.3665 to 0.1740	
High School	0.3665 to 0.2070	
Impact Fee ¹		
	SFR- \$0 to \$0	Single-Family Residential based on the updated calculation
	MFR - \$6,998 to \$0	Multi-Family Residential based on the updated calculation

¹Each jurisdiction (King County, Cities of Federal Way, Auburn, Kent) through local ordinances may adopt lesser fees.



KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

Six-Year Capital Facilities Plan 2023-2024 through 2029-2030

June 2024

Kent School District No. 415
12033 SE 256th Street
Kent, Washington 98030-6643
(253) 373-7526

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Six-Year Capital Facilities Plan

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I - Executive Summary

This Six-Year Capital Facilities Plan has been prepared by the Kent School District as the organization's capital facilities planning document, in compliance with the requirements of Washington's Growth Management Act, King County Code K.C.C. 21A.43 and Cities of Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, and SeaTac. This annual Plan update was prepared using data available in the spring of 2024 for the 2023-2024 school year. This annual update of the Plan reflects no new major capital projects.

This Plan is consistent with prior long-term capital facilities plans adopted by the Kent School District. This Plan is not intended to be the sole planning document for all the District's needs. The District may prepare interim and periodic Long-Range Capital Facilities Plans consistent with Board Policies, considering a longer or shorter period, other factors and trends in the use of facilities, and other needs of the District as may be required.

Prior Capital Facilities Plans of the Kent School District have been adopted by Metropolitan King County Council and Cities of Kent, Covington, Auburn, and Renton and included in the Capital Facilities Plan element of the Comprehensive Plans of each jurisdiction. This Plan has also been submitted to the cities of Black Diamond, Maple Valley, and SeaTac for their information and inclusion in their Comprehensive Plans.

In order for impact fees to be collected in the unincorporated areas of Kent School District, the Metropolitan King County Council must adopt this Plan and a fee- implementing ordinance for the District. For impact fees to be collected in the incorporated portions of the District, the cities of Kent, Covington, Renton and Auburn must also adopt this Plan and their own school impact fee ordinances.

This Capital Facilities Plan establishes a standard of service in order to ascertain current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for capacity, those guidelines do not account for local program needs in the District. The Growth Management Act, King County and City codes and ordinances authorize the District to make adjustments to the standard of service based on specific needs for students of the District.

This Plan includes the standard of service as established by Kent School District. Functional capacity is based on an average capacity and updated to reflect changes to special programs served in each building. Portables in the interim capacity calculation use the same standard of service as the permanent facilities.

The capacity of each school in the District is calculated based on the District's standard of service and the existing inventory of permanent facilities. The District's program capacity of permanent facilities reflects program changes and the state's mandated reduction of class size to meet the standard of service for Kent School District. Portables provide additional interim capacity.

Kent School District is the fifth largest (FTE basis) district in the state. Enrollment is electronically reported monthly to the Office of the Superintendent of Public Instruction ("OSPI") on Form P-223. Although funding apportionment is based on Annual Average Full Time Equivalent (AAFTE), enrollment on October 1 is a widely recognized "snapshot in time" that is used to report the District's enrollment for the year as reported to OSPI (*See Table 1*).

The District's standard of service, enrollment history and projections, and use of interim facilities are reviewed in detail in various sections of this Plan. The District plans to continue to satisfy concurrency requirements through the interim use of portables.

This Plan currently represents projects in process funded primarily by the Kent School District's 2016 Bond, as well as the 2018 Capital Levy. Additional information about these projects can be found on the District's capital projects homepage ([link](#)). Additionally, project updates sent to our community of stakeholders can be accessed on the KSD website ([link](#)).

Based on revised student generation rates, our capacity and enrollment projections, the District will stay current with non-collection of student impact fee rate for the coming year. For a short overview, see Section IX (Summary of Changes to the June 2024 Capital Facilities Plan).

KENT SCHOOL DISTRICT No. 415
OCTOBER REPORT 1251H (HEADCOUNT) ENROLLMENT HISTORY

For 2024 CFP - Headcount Enrollment History								
LB = Live Births	LB in 2011	LB in 2012	LB in 2013	LB in 2014	LB in 2015	LB in 2016	LB in 2017	LB in 2018
October HC Enrollment	2016	2017	2018	2019	2020	2021	2022	2023
King County Live Births ¹	24,630	25,032	24,910	25,348	25,487	26,011	25,274	24,337
Incr/(Decr)	116	402	(122)	438	139	524	(737)	(937)
Kindergarten / Birth % ¹	8.17%	8.14%	7.98%	7.93%	6.68%	7.06%	7.41%	7.24%
Kindergarten	2,013	2,037	1,989	2,010	1,703	1,836	1,874	1,761
Grade 1	2,067	2,056	2,061	2,036	1,882	1,768	1,945	1,931
Grade 2	2,163	2,077	2,008	2,091	1,980	1,818	1,840	1,966
Grade 3	2,195	2,143	2,043	1,995	2,001	1,938	1,887	1,878
Grade 4	2,195	2,218	2,118	2,038	1,912	1,924	1,953	1,924
Grade 5	2,103	2,189	2,170	2,120	1,937	1,872	1,953	1,973
Grade 6 Middle	1,952	2,119	2,184	2,164	2,024	1,893	1,962	1,948
Grade 7 " "	2,021	1,922	2,044	2,166	2,010	1,925	1,906	1,949
Grade 8 " "	2,021	2,043	1,882	2,073	2,086	1,937	1,956	1,922
Grade 9 High	2,105	2,006	2,003	1,888	2,001	2,042	2,010	1,958
Grade 10 " "	2,099	2,080	1,946	2,034	1,811	1,959	2,048	2,001
Grade 11 " "	1,865	1,823	1,732	1,663	1,743	1,584	1,679	1,729
Grade 12 " "	1,730	1,810	1,653	1,634	1,453	1,655	1,467	1,502
Total Enrollment ²	26,529	26,523	25,833	25,912	24,543	24,151	24,480	24,442
Yearly Headcount Incr/(Decr)	17	(6)	(690)	79	(1,369)	(392)	329	(38)
Cumulative Incr/(Decr)	(302)	(308)	(998)	(919)	(2,288)	(2,680)	(1,959)	(2,718)
¹ This number indicates actual births in King County 5 years prior to enrollment year as updated by Washington State Department of Health, Center for Health Statistics. Kent School District percentage based on actual Kindergarten enrollment 5 years later. ² Enrollment reported to OSPI on Form P-223 generates basic education funding and excludes Early Childhood Special Education ("ECSE" & "B2" or Birth to 2 Preschool Inclusive Education) and excludes College-only Running Start students.								

II - Six - Year Enrollment Projection

For capital facilities planning, enrollment growth projections are based on cohort survival and student yield from documented residential construction projected over the next six years (*See Table 2*). For this Plan, the District relied substantially on the results from Dr. Les Kendrick's study of long-range enrollment forecasts for the Kent School District in the winter of 2022.

King County live births and the District's relational percentage average were used to determine the number of kindergartners entering the system (*See Table 2*). 7.24% of 24,337 King County live births in 2018 is projected for 1,761 students expected in Kindergarten for October 1, 2023. This is a decrease of 937 live births in King County over the previous year.

Early Childhood Education students (also identified as "ECE"), "Early Childhood Special Education ("ECSE") students are forecast and reported to OSPI separately on Form P-223H for Special Education Enrollment. Capacity is reserved to serve students in the ECE programs at elementary schools.

In addition to live birth data, enrollment projections for October 1, 2024 going forward rely upon the results of the enrollment study by Dr. Kendrick, utilizing the "low growth" methodology.

Within practical limits, the District has kept abreast of proposed developments. The District will continue to track new development activity to determine impact to schools. Information on new residential developments and the completion of these proposed developments in all jurisdictions will be considered in the District's future analysis of growth projections.

The Kent School District serves eight permitting jurisdictions: unincorporated King County, the cities of Kent, Covington, Renton, and Auburn and smaller portions of the cities of SeaTac, Black Diamond, and Maple Valley.

STUDENT GENERATION FACTOR

"Student Factor" is defined by King County code as "the number derived by a school district to describe how many students of each grade span are expected to be generated by a dwelling unit" based on district records of average actual student generated rates for developments completed within the last ten years.

Following these guidelines, the student generation rate for Kent School District is as follows:

Single Family	Elementary	.229
	Middle	.087
	High	<u>.113</u>
	Total	.429

Multi-Family	Elementary	.109
	Middle	.037
	High	<u>.054</u>
	Total	.200

The student generation factor is based on 2,062 new SFD (Single Family Detached) units built between 2017 and 2022. The student generation factor is based on 1,709 new MF (Multi-Family) units built during the same period. The multi-family units consisted of 1,379 apartment units and 330 townhome units.

The District sees an average of 43 students for every 100 single family units that are built and an average of 20 students for every 100 multi-family units that are built. The rate for apartment units is higher than for townhome units. The District sees an average of 23 students for every 100 apartment units and only 6 students for every 100 townhome units.

The student generation rate also varies among apartment developments, based on the number of bedrooms in the unit. Units with three plus bedrooms have much higher student generation rates than units that have two or fewer bedrooms. Noting these differences can help the District when planning for future growth from housing.

In preparing the 2023-2024 to 2029-2030 Capital Facilities Plan the District contracted with Educational Data Solutions, LLC led by Dr. Les Kendrick, a noted expert in demographic studies for school districts, to analyze and prepare the student generation factor.

Within the District's borders there are several income-based and multi-family housing projects coming on-line in 2023/2024. Once developed with occupancy occurring the District does recognize that the student generation for multi-family housing may impact future Capital Facilities Plan updates. At the start of the 2023-24 school year, 2 apartment complexes; Alexan Gateway and Station by Vintage have been excluded from the available multi-family units because the units have not been completed and/or have not been released to be rented.

KENT SCHOOL DISTRICT No. 415 SIX - YEAR ENROLLMENT PROJECTION

2023 - 2029 Enrollment Projections							
Full Day Kindergarten at all Elem	LB in 2018	LB in 2019	LB in 2020	LB in 2021	LB in 2022	LB in 2023	Est. LB in 2024
	ACTUAL ENROLLMENT	PROJECTED ENROLLMENT					
October	2023	2024	2025	2026	2027	2028	2029
King County Live Births	24,337	24,090	23,686	23,390	23,012	23,973	24,428
Incr/(Decr)	(937)	(247)	(404)	(296)	(378)	961	455
Kindergarten / Birth %	7.24%	7.53%	7.60%	7.61%	7.94%	7.75%	7.60%
FD Kindergarten	1,761	1,814	1,801	1,781	1,827	1,857	1,857
Grade 1	1,931	1,893	1,902	1,888	1,849	1,897	1,918
Grade 2	1,966	1,961	1,946	1,955	1,931	1,891	1,930
Grade 3	1,878	2,004	2,017	2,002	2,011	1,986	1,936
Grade 4	1,924	1,861	2,013	2,026	2,010	2,019	1,985
Grade 5	1,973	1,887	1,893	2,047	2,060	2,044	2,043
Grade 6 Middle	1,948	2,009	1,950	1,955	2,114	2,128	2,101
Grade 7 " "	1,949	1,973	2,005	1,946	1,952	2,111	2,114
Grade 8 " "	1,922	1,937	1,991	2,024	1,965	1,970	2,120
Grade 9 High	1,958	1,939	1,993	2,049	2,083	2,022	2,018
Grade 10 " "	2,001	1,990	1,958	2,012	2,069	2,103	2,031
Grade 11 " "	1,729	1,754	1,755	1,726	1,774	1,824	1,845
Grade 12 " "	1,502	1,695	1,678	1,680	1,652	1,698	1,737
Total Enrollment Projection	24,442	24,717	24,902	25,091	25,297	25,550	25,635
Yearly Incr/(Decr)	(38)	275	185	189	206	253	85
Yearly Incr/(Decr) %	-0.16%	1.13%	0.75%	0.76%	0.82%	1.00%	0.33%
Total Enrollment Projection*	24,442	24,717	24,902	25,091	25,297	25,550	25,635
<i>*Does not include iGrad, RS</i>							
Projection Source: Les Kendrick Demographic Study Dec '22 ("Preferred Forecast")							

III - Current Kent School District "Standard of Service"

In order to determine the capacity of facilities in a school district, King County Code 21A.06.1225 references a "standard of service" that each school district must establish in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors determined by the district which would best serve the student population.

This Plan includes the standard of service as established by Kent School District. The District has identified schools with significant special needs programs as "impact" schools and the standard of service targets a lower-class size at those facilities. Portables included in the capacity calculation use the same standard of service as the permanent facilities.

The standard of service defined herein will continue to evolve in the future. Kent School District is continuing a long-term strategic planning process combined with review of changes to capacity and standard of service. This process will affect various aspects of the District's standard of service and future changes will be reflected in future capital facilities plans.

Current Standards of Service for Elementary Students

- Class size ratio for grades K - 3 is planned for an average of 23 students per class, not to exceed 26.
- Class size ratio for grades 4 - 5 is planned for an average of 27 students per class, not to exceed 29.

Some special programs require specialized classroom space and the program capacity of some of the buildings housing these programs is reduced. Some students, for example, leave their regular classroom for a short period of time to receive instruction in special programs and space must be allocated to serve these programs.

Students may also be provided with music instruction and physical education in a separate classroom or facility.

Some identified students will also be provided educational opportunities in classrooms for special programs such as those designated as follows:

Career and Technical Education (CTE) – State Program
Closing Educational Achievement Gaps (Title I – Part A) - Federal Program
Highly Capable Students (HiCap) - State Program

Learning Assistance Program (LAP) – State Program
Multilingual Education (MLE) - State Program

Inclusive Education Service for Elementary and Secondary students with disabilities may be provided in a separate or self-contained classroom sometimes with a capacity of 10-15 students, depending on the program.

Current District Standards of Service for Secondary Students

The standards of service outlined below reflect only those programs and educational opportunities provided to secondary students which directly affect the capacity of the school buildings per the negotiated collective bargaining agreement with KEA.

- The average class size ratio for grades 6–8 is 30 students per class and 143 students per day, with a maximum daily class load/enrollment of 150 based on five class periods per day.
- The average class size ratio for grades 9-12 is 32 students per class and 153 students per day, with a maximum daily class load/enrollment of 160 based on five class periods per day.

Like Inclusive Education Programs listed above, many other secondary programs require specialized classroom space which can reduce the functional capacity of the permanent school buildings, such as technology labs, performing arts activities, a variety of career and technical education programs, and other specialized programs.

Space or Classroom Utilization

As a result of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a workspace during their planning periods, it is not possible to achieve 100% utilization of regular teaching stations at secondary schools. Based on the analysis of actual utilization of classrooms, the Kent School District has determined that the standard utilization rate is 66% for secondary schools. Functional capacity at elementary schools reflects 56% utilization at the elementary level.

IV - Inventory and Capacity of Existing Schools

Currently, the District has permanent functional capacity to house 35,494 students and interim (portable) capacity to house 4,238. This capacity is based on the District's Standard of Service as set forth in Section III. Included in this Plan is an inventory of the District's schools by type, address and current capacity (*See Table 3*). The ratio between permanent capacity and portable capacity is 89% - 11%.

The functional capacity is periodically updated for changes in the programs, additional classrooms, and new schools. Functional capacity has been updated in this Plan to reflect program changes implemented in the fall of 2023.

Calculation of Elementary, Middle School and High School capacities are set forth in Appendices A, B, and C. Maps of existing schools are included.

For clarification, the following is a brief description of some of the non-traditional programs for students in Kent School District:

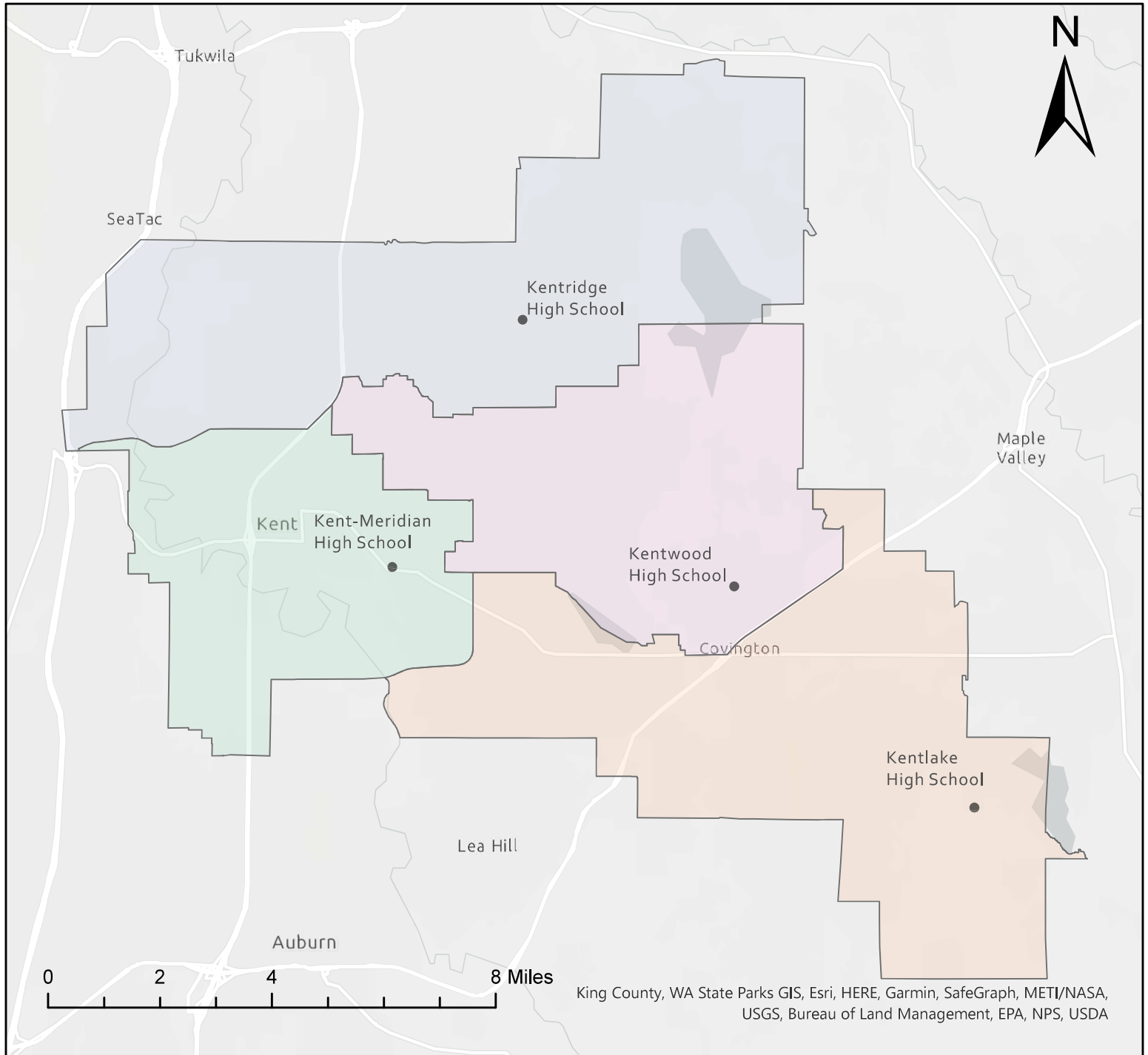
iGrad - Kent School District has developed the Individualized Graduation and Degree Program or "iGrad". iGrad is an Open Door (Drop-out Reengagement) School that offers a second plus chance to students aged 16-21 who have dropped out of high school or are at risk of not earning a high school diploma by age 21. iGrad is not included in this Capital Facilities Plan, because it is served as a leased space at the Kent Hill Plaza Shopping Center. Over the past three years, enrollment in the iGrad program has averaged over 434 students.

Kent Virtual Academy - The Kent Virtual Academy is open to grades 6-12 and is currently serving 108 students. The virtual school offers a flexible learning experience designed to engage students when and where they work best. Each school day includes a combination of live (synchronous) virtual instruction and on-demand (asynchronous) learning opportunities outside of a traditional bell schedule. Students can attend live virtual lessons with their teachers and classmates, participate in live virtual class or small group discussions, check-in or meet with teachers, watch recorded video lessons, work independently on projects and lessons, participate in learning experiences outside the school setting for credit or to meet competencies. Virtual school students may also attend their boundary school for select classes and services.

SCHOOL	Year Opened	ABR	ADDRESS	2023-2024 Functional
Carriage Crest Elementary	1990	CC	18235 - 140th Avenue SE, Renton 98058	626
Cedar Valley Elementary	1971	CV	26500 Timberlane Way SE, Covington 98042	568
Covington Elementary	2018	CO	25811 156th Avenue SE, Covington 98042	744
Crestwood Elementary	1980	CW	25225 - 180th Avenue SE, Covington 98042	629
East Hill Elementary	1953	EH	9825 S 240th Street, Kent 98031	779
Emerald Park Elementary	1999	EP	11800 SE 216th Street, Kent 98031	653
Fairwood Elementary	1969	FW	16600 - 148th Avenue SE, Renton 98058	528
George T. Daniel Elementary	1992	DE	11310 SE 248th Street, Kent 98030	640
Glenridge Elementary	1996	GR	19405 - 120th Avenue SE, Renton 98058	591
Grass Lake Elementary	1971	GL	28700 - 191st Place SE, Kent 98042	595
Horizon Elementary	1990	HE	27641 - 144th Avenue SE, Kent 98042	634
Jenkins Creek Elementary	1987	JC	26915 - 186th Avenue SE, Covington 98042	641
Kent Elementary	1999	KE	24700 - 64th Avenue South, Kent 98032	760
Lake Youngs Elementary	1965	LY	19660 - 142nd Avenue SE, Kent 98042	725
Martin Sortun Elementary	1987	MS	12711 SE 248th Street, Kent 98030	768
Meadow Ridge Elementary	1994	MR	27710 - 108th Avenue SE, Kent 98030	706
Meridian Elementary	1939	ME	25621 - 140th Avenue SE, Kent 98042	793
Millennium Elementary	2000	ML	11919 SE 270th Street, Kent 98030	688
Neely-O'Brien Elementary	1990	NO	6300 South 236th Street, Kent 98032	864
Panther Lake Elementary	2009	PL	12022 SE 216th Street, Kent, 98031	744
Park Orchard Elementary	1963	PO	11010 SE 232nd Street, Kent 98031	701
Pine Tree Elementary	1967	PT	27825 - 118th Avenue SE, Kent 98030	732
Ridgewood Elementary	1987	RW	18030 - 162nd Place SE, Renton 98058	661
River Ridge Elementary	2021	RR	22420 Military Rd. S., SeaTac, WA 98198	886
Sawyer Woods Elementary	1994	SW	31135 - 228th Ave SE, Black Diamond 98010	549
Scenic Hill Elementary	1960	SH	26025 Woodland Way South, Kent 98030	837
Soos Creek Elementary	1971	SC	12651 SE 218th Place, Kent 98031	591
Springbrook Elementary	1969	SB	20035 - 100th Avenue SE, Kent 98031	730
Sunrise Elementary	1992	SR	22300 - 132nd Avenue SE, Kent 98042	719
Elementary TOTAL				20,082
Canyon Ridge Middle	1966	CR	11000 SE 264th Street, Kent 98030	1,110
Cedar Heights Middle	1993	CH	19640 SE 272nd Street, Covington 98042	1,140
Mattson Middle	1981	MA	16400 SE 251st Street, Covington 98042	1,020
Meeker Middle	1970	MK	12600 SE 192nd Street, Renton 98058	1,224
Meridian Middle	1958	MM	23480 - 120th Avenue SE, Kent 98031	1,110
Mill Creek Middle	2005	MC	620 North Central Avenue, Kent 98032	1,200
Northwood Middle	1996	NW	17007 SE 184th Street, Renton 98058	1,140
Middle TOTAL				7,950
Kent-Meridian High	1951	KM	10020 SE 256th Street, Kent 98030	2,595
Kentlake High	1997	KL	21401 SE 300th Street, Kent 98042	2,714
Kentridge High	1968	KR	12430 SE 208th Street, Kent 98031	2,932
Kentwood High	1981	KW	25800 - 164th Avenue SE, Covington 98042	2,917
High TOTAL				11,158
Kent Laboratory Academy	2021	KLA	105 SE 208th St., Kent, WA 98031	542
DISTRICT TOTAL				39,732

Table 3

Kent School District 2023/24 School Year High School Boundaries

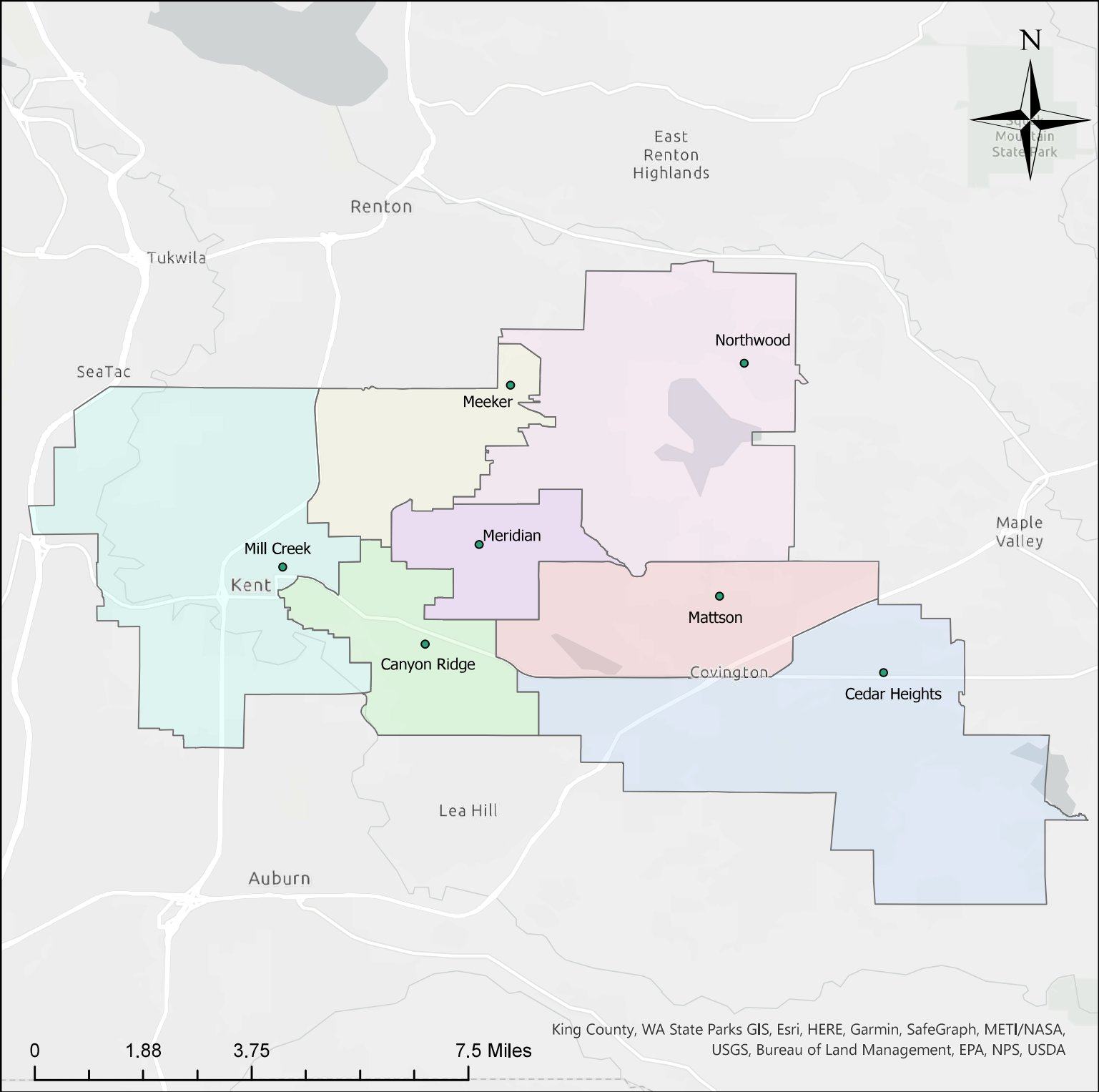


Legend

- | | |
|---|---|
| ● High School Buildings | Kentridge High School |
| Kent-Meridian High School | Kentwood High School |
| Kentlake High School | |

Kent School District 2023/2024 School Year

Middle School Boundaries



- Middle Schools

Cedar Heights Middle School

Canyon Ridge Middle School

Mattson Middle School

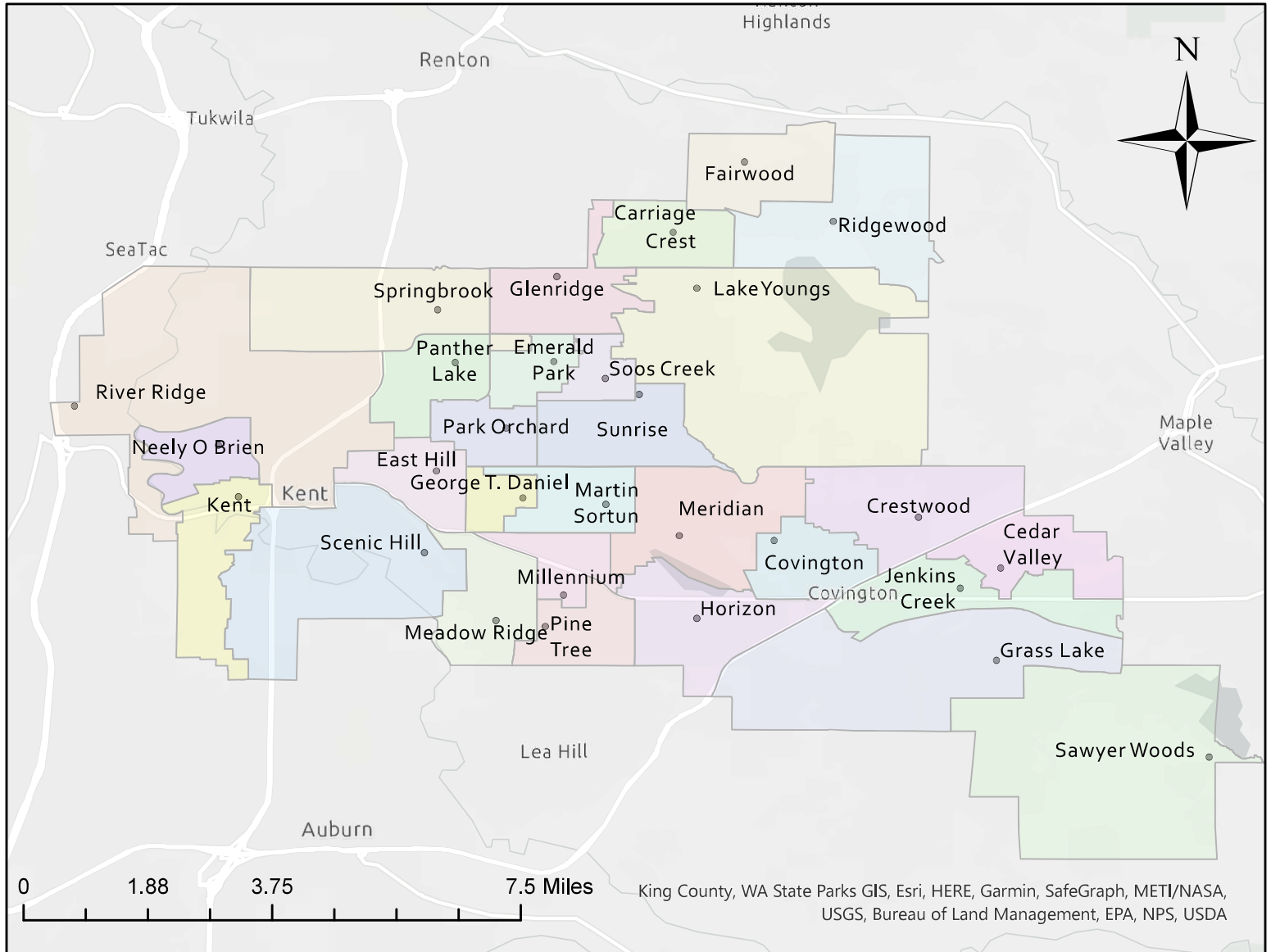
Meeker Middle School

Meridian Middle School

Mill Creek Middle School

Northwood Middle School
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Kent School District 2023/2024 School Year Elementary Boundaries



Carriage Crest Elementary	Fairwood Elementary	Meadow Ridge Elementary	Ridgewood Elementary
Cedar Valley Elementary	Glenridge Elementary	Meridian Elementary	River Ridge Elementary
Covington Elementary	Grass Lake Elementary	Millennium Elementary	Sawyer Woods Elementary
Crestwood Elementary	Horizon Elementary	Neely O'Brien Elementary	Scenic Hill Elementary
Daniel Elementary	Jenkins Creek Elementary	Panther Lake Elementary	Soos Creek Elementary
East Hill Elementary	Kent Elementary	Park Orchard Elementary	Springbrook Elementary
Emerald Park Elementary	Lake Youngs Elementary	Pine Tree Elementary	Sunrise Elementary
Martin Sortun Elementary			Elementary Schools

V - Six-Year Planning and Construction Plan

In November [2016](#), the voters of the Kent School District approved a bond measure for \$252 million. This bonding authority provided for the replacement of Covington Elementary school, which opened in August of 2018, the new River Ridge Elementary school, and our new Kent Laboratory Academy, which both opened in August 2021.

As a critical component of capital facilities planning, county and city planners and decision-makers are encouraged to consider safe walking conditions for all students when reviewing applications and design plans for new roads and developments. This should include sidewalks for pedestrian safety to and from schools and bus stops, as well as bus pull-outs and turn-arounds.

Included in this Plan is an inventory of potential projects and sites identified by the District which are potentially acceptable site alternatives in the future (*See Table 4 & Sitemap*).

Voter approved bond issues have included funding for the purchase of sites for future schools and district use; the sites acquired to date are included in this Plan. Some funding is secured for the purchase of additional sites but may also be funded with impact fees as needed. Not all undeveloped properties meet current school construction requirements, and some property may be traded or sold to meet future facility needs.

The Board will continue an annual review of standards of service and those decisions will be reflected in each update of the Capital Facilities Plan.

Our District went out for a Bond Measure in April of 2023 and did not receive enough votes for approval. We reevaluated the District needs and looked at next steps to align with the Strategic Plan which continues to make it a priority to revitalize, rejuvenate and rebuild our aging schools as well as begin a process to remove interim classroom portables and find room or create permanent structures to reduce and eventually eliminate the more than 166 portable classrooms in our District. We will continue to determine capacity versus enrollment as well as programs to ensure this goal to reduce and or eliminate all portables in our District is obtained in the next several years.

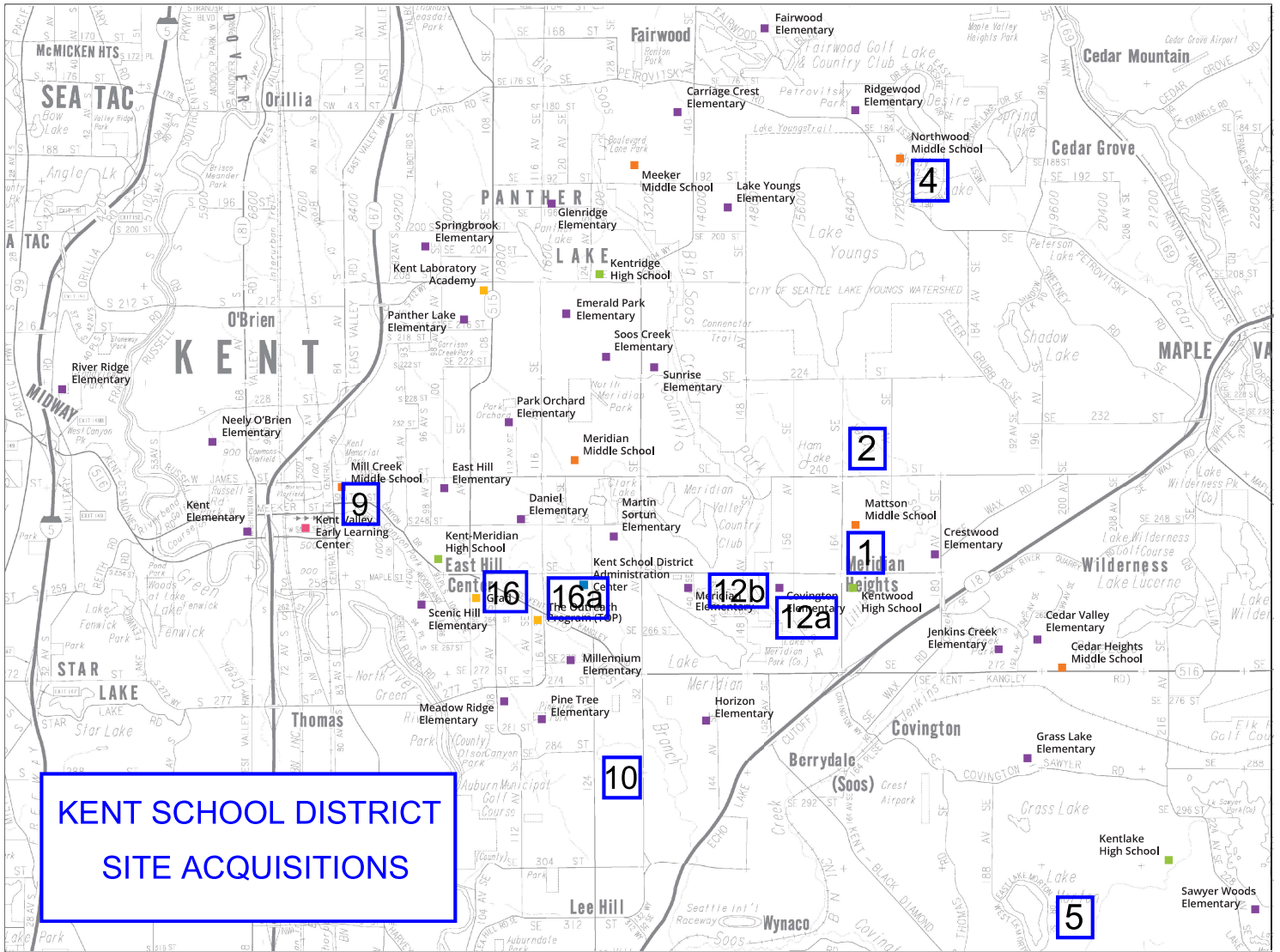
As a part of the planning process, the District has been tracking a few major development projects which have affected enrollment and will continue to increase students' forecasts. On Meeker Street in Kent, we have seen several major apartment complexes, ETHOS and Midtown 64 Apartments. These continue to have an impact on enrollment as they fill up their newly built facilities. The Alexian Gateway Project is located on the corner of Military Road and Veterans Drive in Kent and has begun occupying its 283 units in 2023-2024.

In Covington, we are tracking a multi-family house development which has been approved and construction has begun. The 1700-unit Lakepointe Urban Community will fall within our

enrollment boundary and proposed completion of Phase 4 is shown to be 2027. Construction in the Kent School District boundaries have been steadily rising over the last four years and planned communities are now being recognized through the planning teams in multiple city and county jurisdictions we serve.

KENT SCHOOL DISTRICT No. 415
Site Acquisitions and Projects Planned to Provide Additional Capacity

SCHOOL / FACILITY / SITE							LOCATION		Type	Status	Projected Completion Date	Projected Program Capacity	% for new Growth
											Approximate	Approximate	
# on Map	ELEMENTARY												
MIDDLE & HIGH													
TEMPORARY FACILITIES													
												Additional Capacity	
# on Map	2 OTHER SITES ACQUIRED												
12	256th - Covington (Halleson)		25435 SE 256th, Covington 98042		Rural	Sold	King County						
12a	156th - Covington (Wikstrom)		25847 156th Ave. SE, Covington 98042		Rural	To be sold	King County						
16	White House - Kent (Top)		11027 SE Kent-Kangley Kent, WA 98030		Commercial	Purchased	King County						
16a	Green Building - Kent (iGrad)		11109 SE Kent-Kangley Kent, WA 98030		Commercial	Purchased	King County						
Notes:													
None													





1 UNIT NUMBERING PLAN
SCALE: 1/8" = 1'-0"

LEGEND

- ONE BEDROOM UNITS
- TWO BEDROOM UNITS
- THREE BEDROOM UNITS
- TYPE A UNITS
- NO UNIT - GARAGE ONLY
- BUILDING SIGNAGE

1. UNIT NUMBERS READ TOP TO BOTTOM (FLOOR 1-4) AS INDICATED ON THE UNIT STACK

APPROVED PROJECTS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE CITY OF TAMPA'S ZONING ORDINANCES AND THE CITY OF TAMPA'S SUBDIVISION MAP ACT. THE CITY OF TAMPA'S ZONING ORDINANCES AND THE CITY OF TAMPA'S SUBDIVISION MAP ACT SHALL BE APPLIED TO THE PROJECTS IN ACCORDANCE WITH THE CITY OF TAMPA'S ZONING ORDINANCES AND THE CITY OF TAMPA'S SUBDIVISION MAP ACT. THE CITY OF TAMPA'S ZONING ORDINANCES AND THE CITY OF TAMPA'S SUBDIVISION MAP ACT SHALL BE APPLIED TO THE PROJECTS IN ACCORDANCE WITH THE CITY OF TAMPA'S ZONING ORDINANCES AND THE CITY OF TAMPA'S SUBDIVISION MAP ACT.

KATERRA

360 N. MILITARY AVENUE, SUITE 4
TAMPA, FLORIDA 33604

Owner: **TCR**
TAMPA CITY RESIDENTIAL

Architect: **ALEXAN**
ALEXAN GATEWAY APARTMENTS

2020-10-10 10:00 AM
10/10/2020

Drawn By: **SSA**
Project Manager: **SSA**
Job Number: **2000000001**
Date Of Issue: **10/10/2020**

Revisions:

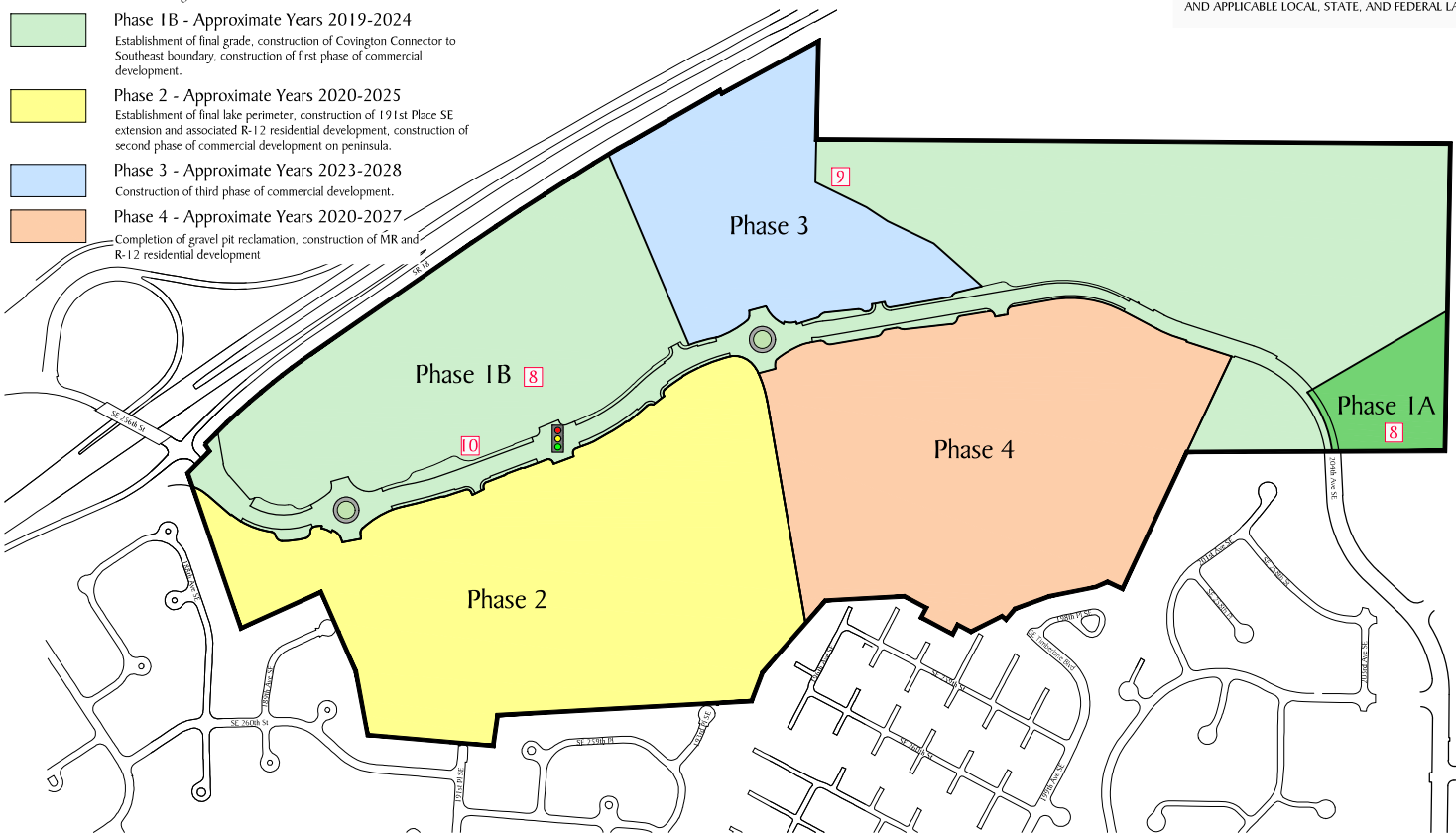
Rev.	Date	Description
1	10/10/2020	ISSUED FOR PERMIT
2	10/10/2020	ISSUED FOR PERMIT
3	10/10/2020	ISSUED FOR PERMIT

IFC SET
10/10/2020

UNIT NUMBERING/ ADDRESSING SHEET(1,2,3)
G.00.014

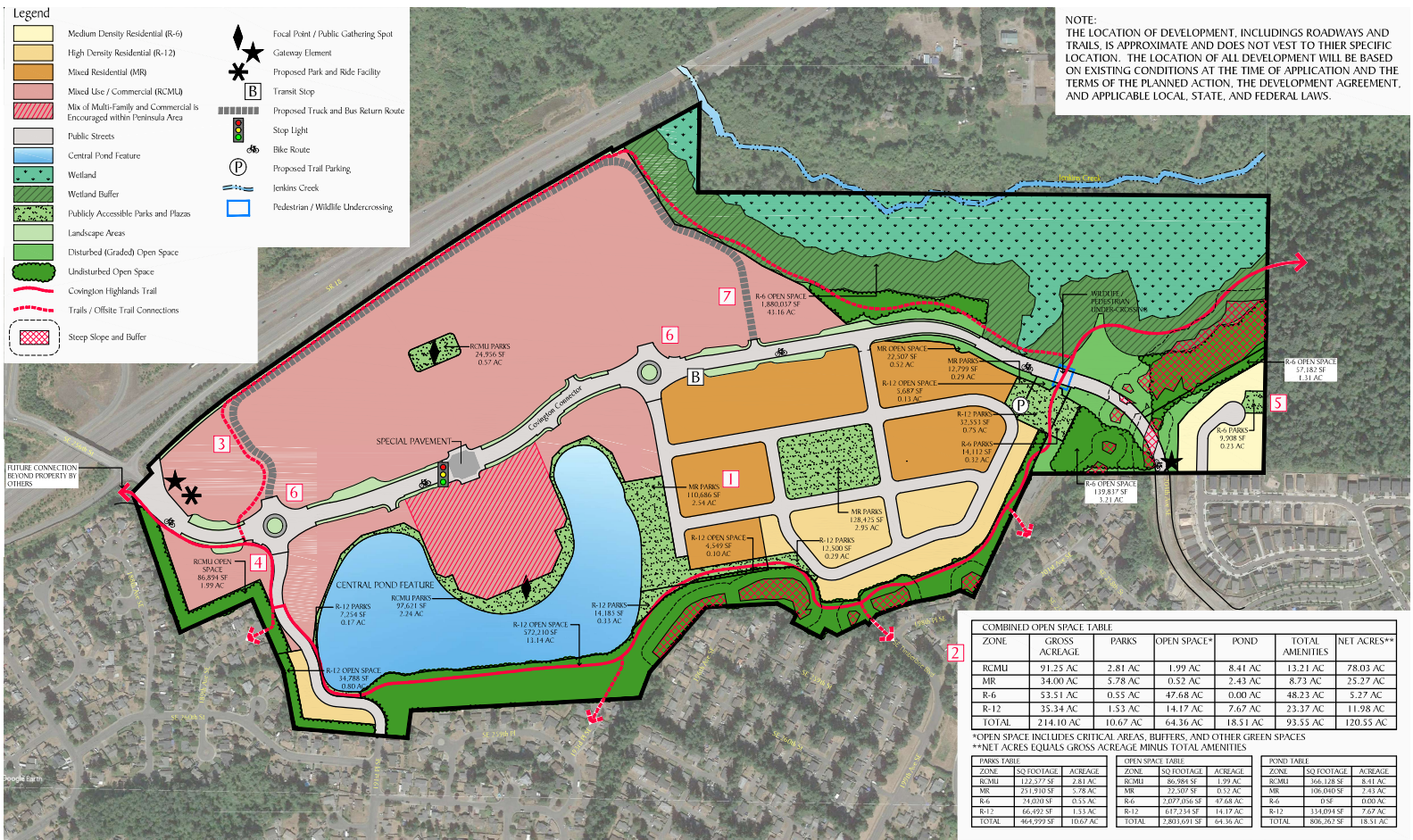
-

NOTE: THE LOCATION OF DEVELOPMENT, INCLUDING ROADWAYS AND TRAILS, IS APPROXIMATE AND DOES NOT VEST TO THEIR SPECIFIC LOCATION. THE LOCATION OF ALL DEVELOPMENT WILL BE BASED ON EXISTING CONDITIONS AT THE TIME OF APPLICATION AND THE TERMS OF THE PLANNED ACTION, THE DEVELOPMENT AGREEMENT, AND APPLICABLE LOCAL, STATE, AND FEDERAL LAWS.



OAKPOINTE

January 30, 2017
Updated September 15, 2021



Lakepointe Urban Village

LAKEPOINTE

Master Development Plan

SCALE: 1" = 400'

January 30, 2017

Updated September 15, 2021

VI - Portable Classrooms

The Plan references use of portables as interim capacity for facilities.

Currently, the District utilizes portables to house students more than functional capacity and for program purposes at some school locations (*Please see Appendices A, B, C*).

Based on enrollment projections, implementation of full day kindergarten programs, lower state mandated class sizes, functional capacity, and no need for additional interim capacity, the District anticipates no need to purchase or lease additional portables during the next six-year period to ensure capacity requirement (Noted in section V. Six Yr. Planning Construction).

During the time period covered by this Plan, the District does not anticipate that all of the District's portables will be replaced by permanent facilities. During the useful life of some of the portables, the school-age population may decline in some communities and increase in others, and these portables provide the flexibility to accommodate the immediate needs of the community.

Portables may be used as interim facilities:

1. To prevent overbuilding or overcrowding of permanent school facilities.
2. To cover the gap between the times of demand for increased capacity and completion of permanent school facilities to meet that demand.
3. To meet unique program requirements.

Portables currently in the District's inventory are continually evaluated and maintained. The District's goal is to reduce the number of portables so we may provide an equitable learning environment for all.

The Plan projects that the District will use portables to accommodate interim housing needs for the next six years and beyond. The use of portables, their impacts on permanent facilities, life cycle and operational costs, and the interrelationship between portables, emerging technologies, and educational restructuring will continue to be examined.

KENT SCHOOL DISTRICT
FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

Student Generation Factors - Single Family

Elementary	(Grades K- 5)	0.229
Middle	(Grades 6- 8)	0.087
High	(Grades 9-12)	0.113
Total		0.429

Student Generation Factors - Multi-Family

Elementary	(Grades K-5)	0.109
Middle	(Grades 6- 8)	0.037
High	(Grades 9-12)	0.054
Total		0.200

Projected Increased Student Capacity

Elementary	0
Middle	0
High (Academy)	0

OSPI - Square Footage per Student, see side chart

Elementary	90
Middle	117
High	130
Special Education	144

Required Site Acreage per Facility

Elementary (required)	12
Middle (required)	25
High (required)	40

Average Site Cost / Acre

Elementary	\$161,678
Middle	\$0
High	\$0

New Facility Construction Cost

Elementary	\$68,000,000
Middle	\$155,000,000
High	\$220,000,000

Temporary Facility Capacity & Cost

Elementary	@ 24	\$315,000
Middle	@ 29	\$315,000
High	@ 31	\$315,000

Temporary Facility Square Footage

Elementary	123,702
Middle	10,256
High	21,296
Total	155,254

State Funding Assistance Credit

District Funding Assistance Percentage	52.88%
--	---------------

Construction Cost Allocation

CCA - Cost/Sq. Ft.	\$375.00
--------------------	-----------------

Permanent Facility Square Footage

Elementary	1,567,594
Middle	760,483
High/Other	1,077,315
Total	3,405,392

District Average Assessed Value

Single Family Residence	\$594,679
-------------------------	------------------

Total Facilities Square Footage

Elementary	1,691,296
Middle	770,739
High/Other	1,098,611
Total	3,560,646

District Average Assessed Value

Multi-Family Residence	\$310,811
------------------------	------------------

Bond Levy Tax Rate/\$1,000

	\$1.11
Current Rate / 1,000 Tax Rate	0.0011

Developer Provided Sites / Facilities

Value	0
Dwelling Units	0

General Obligation Bond Interest Rate

Current Bond Interest Rate	3.48%
----------------------------	--------------

CPI Inflation Factor

5.80%

[Budget Preparations | OSPI \(www.k12.wa.us\)](http://www.k12.wa.us)

KENT SCHOOL DISTRICT

IMPACT FEE CALCULATION for SINGLE FAMILY RESIDENCE

Site Acquisition Cost per Single Family Residence

Formula: ((Acres x Cost per Acre) / Facility Capacity) x Student Generation Factor

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	\$161,678	0	0.229	
A 2 (Middle)	25	\$0	0	0.087	
A 3 (High)	40	\$0	0	0.113	
Total	77	\$161,678	0	0.429	
				A ⇨	\$0.00

Permanent Facility Construction Cost per Single Family Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent/Total Square Footage Ratio)

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	\$68,000,000	0	0.229	0.903	
B 2 (Middle)	\$155,000,000	0	0.087	0.984	
B 3 (High)	\$220,000,000	0	0.113	0.998	
Total	\$443,000,000	0	0.429		
				B ⇨	\$0.00

Temporary Facility Construction Cost per Single Family Residence (Portables)

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary / Total Square Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	\$315,000	24	0.229	0.097	\$291.55
C 2 (Middle)	\$315,000	29	0.087	0.016	\$15.12
C 3 (High)	\$315,000	31	0.113	0.020	\$22.96
Total	\$945,000	84	0.429		
				C ⇨	\$329.63

State Funding Assistance Credit per Single Family Residence (formerly "State Match")

Formula: Area Cost Allowance x SPI Square Feet per student x Funding Assistance % x Student Factor

	Construction Cost Allocation	SPI Sq. Ft. / Student	Assistance %	Student Factor	
D 1 (Elementary)	\$375.00	115	0.5288	0.229	\$5,222.23
D 2 (Middle)	\$375.00	148	0.5288	0.087	\$2,553.31
D 3 (High)	\$375.00	173	0.5288	0.113	\$3,876.57
				D ⇨	\$11,652.11

Tax Credit per Single Family Residence

Average SF Residential Assessed Value (AAV)	\$594,679
Net Present Value (per EQ) (NPV)	8.32
Current Debt Service Rate / 1,000 (r)	0.11%

(Below used to calculate NPV)

Current Bond Interest Rate	3.48%
Years Amortized (10 Years)- Used in NPV Calculation	10

TC ⇨ \$5,473.99

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units
0	0

FC ⇨ 0

Fee Recap **

A = Site Acquisition per SF Residence	\$0.00
B = Permanent Facility Cost per Residence	\$0.00
C = Temporary Facility Cost per Residence	\$329.63
Subtotal	\$329.63
D = State Match Credit per Residence	\$11,652.11
TC = Tax Credit per Residence	\$5,473.99
Subtotal	\$17,126.10
Total Unfunded Need	(\$16,796.47)
50% Developer Fee Obligation	(\$8,398)
FC = Facility Credit (if applicable)	\$0
District Adjustment	\$8,398
Net Fee Obligation per Residence - Single Family	(\$0.00)

KENT SCHOOL DISTRICT

IMPACT FEE CALCULATION for MULTI-FAMILY RESIDENCE

Site Acquisition Cost per Multi-Family Residence Unit

Formula: ((Acres x Cost per Acre) / Facility Capacity) x Student Generation Factor

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	\$161,678	0	0.109	
A 2 (Middle)	25	\$0	0	0.037	
A 3 (High)	40	\$0	0	0.054	
Total	77	\$161,678	0	0.200	
				A ⇨	\$0.00

Permanent Facility Construction Cost per Multi-Family Residence Unit

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent / Total Square Footage Ratio)

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	\$68,000,000	0	0.109	0.903	
B 2 (Middle)	\$155,000,000	0	0.037	0.984	
B 3 (High)	\$220,000,000	0	0.054	0.998	
Total	\$443,000,000	0	0.200		
				B ⇨	\$0.00

Temporary Facility Cost per Multi-Family Residence Unit

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary / Total Square Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	\$315,000	24	0.109	0.097	\$138.77
C 2 (Middle)	\$315,000	29	0.037	0.016	\$6.43
C 3 (High)	\$315,000	31	0.054	0.020	\$10.97
Total	\$945,000	84	0.200		
				C ⇨	\$156.18

State Funding Assistance Credit per Multi-Family Residence (formerly "State Match")

Formula: Area Cost Allowance x SPI Square Feet per student x Funding Assistance % x Student Factor

	Area Cost Allowance	SPI Sq. Ft. / Student	Equalization %	Student Factor	
D 1 (Elementary)	\$375.00	115	0.5288	0.109	\$2,485.69
D 2 (Middle)	\$375.00	148	0.5288	0.037	\$1,085.89
D 3 (High)	\$375.00	173	0.5288	0.054	\$1,852.52
				D ⇨	\$5,424.10

Tax Credit per Multi Family Residence

Average MF Residential Assessed Value (AAV)	\$310,811
Net Present Value (per EQ) (NPV)	8.32
Current Debt Service Rate / 1,000 (r)	0.11%

(Below used to calculate NPV)

Current Bond Interest Rate	3.48%
Years Amortized (10 Years)- Used in NPV Calculation	10

TC ⇨ \$2,861.00

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units
0	0

FC ⇨ 0

Fee Recap **

A = Site Acquisition per Multi-Family Unit	\$0.00	
B = Permanent Facility Cost per MF Unit	\$0.00	
C = Temporary Facility Cost per MF Unit	\$156.18	
Subtotal		\$156.18
D = State Match Credit per MF Unit	\$5,424.10	
TC = Tax Credit per MF Unit	\$2,861.00	
Subtotal		\$8,285.10
Total Unfunded Need		(\$8,128.92)
50% Developer Fee Obligation		(\$4,064)
FC = Facility Credit (if applicable)		0
District Adjustment		\$4,064
Net Fee Obligation per Residential Unit - Multi-family		(\$0.00)

VII - Projected Six-Year Classroom Capacity

As stated in Section IV, the functional capacity study is periodically updated for changes in special programs and reflects class size requirements, class size fluctuations etc. As shown in the Inventory and Capacity chart in Table 3, the functional capacity is also reflected in the capacity and enrollment comparison charts (*See Tables 5 & 5 a-b-c*).

Enrollment is electronically reported to OSPI on Form P-223 on a monthly basis and funding apportionment is based on Annual Average FTE (AAFTE). The first school day of October is widely recognized as the enrollment “snapshot in time” to report enrollment for the year.

Kent School District continues to be the fifth largest district (both FTE and headcount basis) in the State of Washington. The P-223 Headcount for October 2023 was 24,442 with kindergarten students counted at 1.0 and excluding ECSE and college-only Running Start students.

In October 2023, there were 1087 students in 11th and 12th grade participating in the Running Start program at different colleges and receiving credits toward both high school and college graduation. Of these students, 560 attended classes only at the college (“college-only”) and are excluded from FTE and headcount for capacity and enrollment comparisons. Kent School District has one of the highest Running Start program participation rates in the state.

Based on the enrollment forecasts, permanent facility inventory and capacity, current standard of service, portable capacity, and future additional classroom space, the District plans to continue to satisfy required capacity through the interim use of portables (*See Table 5 and Tables 5 a-b-c*).

While the District currently shows available capacity to address projected need on a purely statistical basis, there are variety of extenuating factors that need to be considered. The Kent School District currently makes significant use of portables, which we do not consider as part of our permanent standard of service. We have included portable space in our interim capacity figures, and we do not count that as a permanent space solution. Kent is unusual in that it incorporates neighborhoods intersecting with at least 6 municipalities, including Kent, Auburn, Black Diamond, Maple Valley, Renton, and SeaTac. The district covers 73 square miles and includes over 40 schools. Within this large geographic area, we expect to have pockets of localized capacity need that are not necessarily reflected in the aggregate figures. As one example, the Lakepointe Urban Village development in Covington may require new classroom capacity even as space may exist in schools on the far other end of the District’s boundaries.

PROJECTED ENROLLMENT and CAPACITY TOTAL DISTRICT

SCHOOL YEAR							
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P R O J E C T E D					
Permanent Functional Capacity ¹							
Changes to Permanent Capacity ¹							
Capacity Increase (F)							
Additional Permanent Classrooms	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	35,494	35,494	35,494	35,494	35,494	35,494	35,494

Interim Portable Capacity										
Elementary Portable Capacity Required	3,255	3,201	3,201	3,201	3,201	3,201	3,201	3,201	3,201	3,201
Middle School Portable Capacity Required	375	375	375	375	375	375	375	375	375	375
High School Portable Capacity Required	608	608	608	608	608	608	608	608	608	608
Interim Portable Capacity Total	4,238	4,184	4,184	4,184	4,184	4,184	4,184	4,184	4,184	4,184

TOTAL CAPACITY ¹	39,732	39,678	39,678	39,678	39,678	39,678	39,678	39,678	39,678	39,678
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Total Enrollment/Projection ²	24,385	24,225	24,197	24,201	24,265	24,378	24,348
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DISTRICT AVAILABLE CAPACITY	15,347	15,453	15,481	15,477	15,413	15,300	15,330
------------------------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

ELEMENTARY: Grades K - 5

	Elementary Grade K-5						
SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P	R	O	J	E	C
Elementary Permanent Capacity ¹	16,827	16,696	16,696	16,696	16,696	16,696	16,696
Additional Permanent Classrooms ²	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	16,827	16,696	16,696	16,696	16,696	16,696	16,696
Interim Portable Capacity	3,255	3,201	3,201	3,201	3,201	3,201	3,201
TOTAL CAPACITY ¹	20,082	19,897	19,897	19,897	19,897	19,897	19,897
ENROLLMENT / PROJECTION ²	11,433	11,420	11,572	11,699	11,688	11,694	11,669
SURPLUS (DEFICIT) CAPACITY	8,649	8,477	8,325	8,198	8,209	8,203	8,228

¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

MIDDLE SCHOOL: Grades 6 - 8

	Middle School Grade 6-8						
SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P R O J E C T E D					
Middle School Permanent Capacity ¹	7,575	7,216	7,216	7,216	7,216	7,216	7,216
Changes to Middle School Capacity	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	7,575	7,216	7,216	7,216	7,216	7,216	7,216

Portable Interim Capacity ¹	375	375	375	375	375	375	375
--	-----	-----	-----	-----	-----	-----	-----

TOTAL CAPACITY ¹	7,950	7,591	7,591	7,591	7,591	7,591	7,591
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ENROLLMENT / PROJECTION ²	5,819	5,919	5,946	5,925	6,032	6,209	6,335
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SURPLUS (DEFICIT) CAPACITY	2,131	1,672	1,645	1,666	1,559	1,382	1,256
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¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

HIGH SCHOOLS: Grades 9 - 12

SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30		
	Actual	P	R	O	J	E	C	T	E
High Permanent Capacity ¹	10,550	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097
Changes to High School Capacity	0	0	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	10,550	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097
Portables Interim Capacity 1	608	608	608	608	608	608	608	608	608
TOTAL CAPACITY ¹	11,158	10,705	10,705	10,705	10,705	10,705	10,705	10,705	10,705
ENROLLMENT / PROJECTION ²	7,195	7,378	7,384	7,467	7,578	7,647	7,631	7,631	7,631
SURPLUS (DEFICIT) CAPACITY	3,963	3,327	3,321	3,238	3,127	3,058	3,074	3,074	3,074

1 Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

2 Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

VIII - Finance Plan

The finance plan shown on *Table 6* demonstrates how the Kent School District plans to finance improvements for the years 2023-2024 through 2029-2030. The financing components include secured and unsecured funding and impact fees. The plan is based on future bond issues, state school construction assistance, collection of impact fees under the State Growth Management Act and voluntary mitigation fees paid pursuant to State Environmental Policy Act.

In November 2016, the District held a special election to approve the authorization of \$252,000,000 in bonding authority. The projects described below are part of this authorization. The first series of bonds (\$80 million) were issued in February 2017, which funded the Covington Elementary Replacement School, as well as other infrastructure projects. Impact fees were used at both River Ridge Elementary School and Kent Laboratory Academy projects due to escalation in construction pricing across the Pacific Northwest.

According to RCW 82.02.090, the definition of an impact fee is ". . . a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. 'Impact fee' does not include a reasonable permit or application fee." Mitigation or impact fees can be calculated on the basis of "unhoused student need" or "the maintenance of a district's level of service" as related to new residential development.

A mitigation/impact fee may be imposed based upon a determination of insufficient existing permanent and/or interim portable school space or to pay for permanent and/or newly acquired interim portable school space previously constructed as a result of growth in the district. A district's School Board must first approve the application of the mitigation or impact fees and, in turn, approval must then be granted by the other general government jurisdictions having responsibility within the district, counties, cities and towns (Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, SeaTac, and Unincorporated King County).

Though the current enrollment projections increase for both elementary and secondary schools are relatively flat, the ongoing need to provide permanent instructional facilities to house students is a driving need as the shifts in our family populations continue, due to ongoing development. Previously collected impact fees may be used to support and address the challenges related to the number of interim instructional facilities currently in use, the replacement of some of these aged facilities, the maintenance of the district's level of services, and the potential expansions to existing facilities in future years.

The Kent School District 2023-2024 CFP update includes continued execution of the 2016 Capital Bond Projects, the 2018 Levy Projects, and the data collection and review of our Facility Assessment Reports. The District Facilities and Capital Planning Teams had come together and joined the Capital

Bond Planning Task Force (CBPTF) which included District personnel, design professionals, teaching staff, student voices, as well as community members who collaborated and discussed the District's needs. The initial plan revealed priorities including school replacement due to age, and the need for added permanent facilities to (1) reduce and eliminate our need for portables and (2) accommodate future growth as housing in the Kent region continues to expand. We started with a list of 2 billion in needs and through itemizing and prioritizing, we brought the list of essential projects to 495 million. This list was brought before the District's Board of Directors for comments, discussion, and approval. A Capital Bond Measure followed and went out to vote in April 2023 and did not pass with voter approval.

After the failure to pass the 2023 Bond, we re-evaluated needs and for next steps. Surveys went out to the community to see what people would like to prioritize from the list of needed projects. A new list of projects was presented through the 2023 Levy in November. This levy did not pass. This list was again taken and revised to prioritize projects that are critical to operations and life safety within our buildings. In April we set forth our 2024 Levy to a vote, which also did not receive the needed support to pass.

Future updates to this Capital Facilities Plan will include details of any adopted planning. With the opening of Canyon Ridge Middle School, our sixth grade moving from elementary to middle school, and our boundary change, we have advanced opportunities to even out capacity at each site to accommodate our programs, district-wide site capacity, and student-based needs.

For the Six-Year Finance Plan, costs of future schools are based on estimates from Kent School District Capital Planning Team. Please see pages 13-14 for a summary of the cost basis.

Cost Basis Summary

For impact fee calculations, construction estimated costs are based on the last elementary school built in Kent, adjusted for inflation, and projected cost future elementary school, as well as average pricing of nearby school districts recently built new middle and new high school projects.

Project	Projected Cost
New Elementary School	\$68,000,000
New Middle School	\$155,000,000
New High School	\$220,000,000

Site Acquisition Cost

The site acquisition cost is based on an average cost of sites purchased or built on within the last ten years. Please see Table 7 for a list of site acquisition costs and averages.

District Adjustment

The impact fee calculations on Appendix B & C result in a zero-dollar impact fee total for this year but may be adjusted if needed per RCW 36.70A.130(2)(b) provision.

**KENT SCHOOL DISTRICT No. 415
SIX-YEAR FINANCE PLAN**

										Secured	Unsecured	Impact
SCHOOL FACILITIES	*	2022	2023	2024	2025	2026	2027	2028	TOTAL	Local & State	State ² or Local ³	Fees ⁵
											Estimated	Estimated
PERMANENT FACILITIES												
No School Projects at this time.									\$0			
TEMPORARY FACILITIES												
Additional portables ³⁻⁴									\$0			
OTHER												
N / A												
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* F = Funded U = Unfunded

NOTES:

² The District anticipates receiving some State Funding Construction Assistance for some projects.

³ Facility needs are pending review. Some of these projects may be funded with impact fees.

⁴ Cost of portables based on current cost and adjusted for inflation for future years.

⁵ Fees in this column are based on amount of fees collected to date and estimated fees on future units.

KENT SCHOOL DISTRICT No. 415
Site Acquisitions & Costs
Average of Sites Purchased, Sold or Built on within last 10 Years

Type & # on Map	School / Site	Year Open / Purchased Sold	Location	Acreage	Cost/Price	Avg cost-price/acre	Total Average Cost / Acre
Elementary	No Acquisitions for Elemenary Schools			0.00	\$0		
			Elementary Site Subtotal	0.00	\$0		\$0 Elem site average
Middle School	No Acquisitions for Middle Schools			0.00	\$0		
			Middle School Site Subtotal	0.00	\$0		\$0 Middle Schl Site Avg.
High	No Acquisitions for High			0.00	\$0		\$0
			Senior High Site Subtotal	0.00	\$0		\$0 Sr Hi Site Average
Note: All rural sites were purchased prior to adoption of Urban Growth Area.							
Numbers correspond to locations on Site Bank & Acquisitions Map on Page 17							
1 / Urban	Site - Covington area North (So of Mattson MS)	1984					
2 / Rural	Site - Ham Lake east (Pollard)	1992					
4 / Urban	Site - Shady Lake (Sowers-Blaine-Drahota-Paroline)	1995					
5 / Rural	Site - SE of Lake Morton area (West property)	1993					
9 / Rural	Site - McMillan Assemblage (South of MC)	98 - 04					
10 / Urban	Site - Yeh-Williams (W of 132 Ave SE at SE 288)	1999					
12a / Urban	Site - 156th Ave. SE Covington (Wikstrom)	2004					
12b / Urban	Site - SE 256th St. Covington (West of CO)	2004					
16	Site - 11027 SE Kent-Kangley Kent, WA 98030	2023					
16a	Site - 11109 SE Kent-Kangley Kent, WA 98030	2023					
				Total Acreage & Cost		Total Average Cost / Acre	
				0.00 \$0		#DIV/0!	
				0 0		0	

IX - Summary of Changes to June 2024 Capital Facilities Plan

The Capital Facilities Plan (the "Plan") is updated annually based on previous Plans in effect since 1993. The primary changes from the June 2023 Plan are summarized here.

Capacity changes continue to reflect fluctuations in class size ratio and program changes. Changes in portables or transitional capacity reflect use, lease or purchase, sale, surplus and/or movement between facilities.

The District moved to a K-5 Elementary and 6-8 Middle School model beginning at the 2023-2024 school year. Capacity has been added at the middle school level by reopening the original Sequoia Junior High (now Canyon Ridge Middle School).

The District worked with Educational Data Solutions, LLC to update student generation factors. The updated rates are included in the body of the Plan.

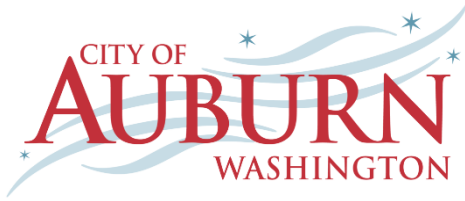
The District expects to receive some State Funding Assistance (formerly called "state matching funds") for projects in this Plan and tax credit factors are updated annually. Unfunded site and facility need will be reviewed in the future.

The impact fees for 2024 calendar year will result in no collection of impact fees for both Single-Family and Multi-Family due to the capacity study completed in spring 2024.

X - Appendices

Changes to Impact Fee Calculation Factors Include:

ITEM	Grade /Type	FROM	TO	Increase/ Decrease	Comments
Student Generation Factor	Elem	0.248	0.229	-0.019	
Single Family (SF)	MS	0.085	0.087	0.002	
	SH	0.107	0.113	0.006	
	Total	0.440	0.429	-0.011	
Student Generation Factor	Elem	0.130	0.109	-0.021	
Multi-Family (MF)	MS	0.049	0.037	-0.012	
	SH	0.056	0.054	-0.002	
	Total	0.235	0.200	-0.035	
State Funding Assistance Ratios ("State Match")		51.86%	52.88%	1.02%	Per OSPI Website
Area Cost Allowance		\$246.83	\$375.00	128.170	Per OSPI Website Link
Average Assessed Valuation (AV)	SF	\$653,485	\$594,679	(58,806)	King County
AV - Average of Condominiums & Apts.	MF	\$290,599	\$310,811	20,212	King County
Debt Service Capital Levy Rate / \$1000		\$1.02	\$1.11	\$0.09	Per King Co. Assessor Report
General Obligation Bond Interest Rate		3.58%	3.48%	-0.10%	Bond Buyers 20 year GO Index
Impact Fee - Single Family	SF	\$0.00	\$0.00	\$0.00	No Change
Impact Fee - Multi-Family	MF	\$0.00	\$0.00	\$0.00	No Change



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6955 (Krum)
An Ordinance amending Sections 19.02.115, 19.02.120, 19.02.130 and 19.02.140 of Auburn City Code relating to School Impact Fees

Meeting Date:

December 2, 2024

(RECOMMENDED ACTION: Move to approve Ordinance No. 6955.)

Department:

Community Development

Attachments:

Ordinance No. 6955

Budget Impact:

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

Administrative Recommendation:

City Council to approve Ordinance No. 6955.

Background for Motion:

Ordinance No. 6955 would amend Chapter 19.02 of Auburn City Code to reflect the 2024 School Impact Fees adopted by the Auburn, Kent, Federal Way, and Dieringer School Districts.

Background Summary:

Title 19 (Impact Fees) of the Auburn City Code (ACC) contains standards and regulations pertaining to the collection of impact fees in the City of Auburn. Impact fees are authorized by State law. Specifically, Chapter 19.02 (School Impact Fees) addresses the establishment, calculation, collection and amendment of School Impact Fees within the municipal boundaries of the City of Auburn. The City originally established School Impact Fees in 1998 by Ordinance No. 5078. Portions of four school districts occur within the City limits.

Pursuant to Code Section 19.02.060 (Annual Council Review) of the Auburn City Code, on at least an annual basis, the Auburn City Council shall review the information submitted by the Districts pursuant to ACC 19.02.050. The review shall be in conjunction with any update of the Capital Facilities Plan Element of the City's Comprehensive Plan. The City Council may also at this time determine if an adjustment to the amount of the impact fees is necessary.

The City of Auburn Annual Comprehensive Plan Amendment process for 2024 included requests for City approval of the Capital Facilities Plans of the four districts as follows:

*2024-2030 Auburn School District Capital Facilities Plan;

- *2023-2024 to 2028-2029 Dieringer School District Capital Facilities Plan;
- *2025 Federal Way Public Schools Capital Facilities Plan; and
- *2023-2024 through 2029-2030 Kent School District Capital Facilities Plan

These requests were submitted in accordance with the provisions of Section 19.02.050 (Submission of District Capital Facilities Plan and Data) of the Auburn City Code. The School Districts' Capital Facilities Plans are contained in the packet for the 2024 Annual Comprehensive Plan Amendments, distributed to the City Council prior to the November 25, 2024, Study Session.

Other key points of the City's regulations include:

*RCW 82.02.050 - .110 and WAC 365-196-850 authorize cities (towns & counties) planning under the Growth Management Act (GMA) to impose impact fees.

*The impact fee shall be based on a Capital Facilities Plan adopted by the school district and incorporated by reference by the City as part of the Capital Facilities Element of the City's Comprehensive Plan, adopted pursuant to Chapter 36.70A RCW, for the purpose of establishing the fee program.

*Separate fees shall be calculated for single-family and multifamily types of dwelling units, and separate student generation rates must be determined by the district for each type of dwelling unit.

*The fee shall be calculated on a district-wide basis using the appropriate factors and data supplied by the district. The fee calculations shall also be made on a district-wide basis to assure maximum utilization of all available school facilities in the district which meet district standards.

*As a condition of the City's authorization and adoption of a School Impact Fee Ordinance, the City and the applicable district shall enter into an Interlocal Agreement governing the operation of the School Impact Fee Program and describing the relationship and liabilities of the parties. The agreement must provide that the district shall hold the City harmless for all damages.

*On an annual basis (by July 1st or on a date agreed to by district and the City and stipulated in the Interlocal Agreement), any district for which the City is collecting impact fees shall submit the Capital Facilities Plan and supporting information to the City.

*Applicants for single-family and multifamily residential building permits shall pay the total amount of the impact fees assessed before the building permit is issued, using the impact fee schedules in effect, unless the fee has been deferred pursuant to City Ordinance No. 6341.

*The impact fee calculation shall be based upon the formula set forth in ACC 19.02.110, "Impact fee formula". The formula is the City's determination of the appropriate proportionate share of the costs of public school capital facilities needed to serve new growth and development to be funded by school impact fees based on the factors defined in ACC 19.02.020. Based on this formula, the "Fee Obligation" is the "Total Unfunded Need" x 50% = Fee Calculation.

The Capital Facilities Plans that were approved by each of the school boards contain proposed school impact fees for each of the districts. The requests for adjustment of the School Impact Fees are required to be submitted concurrent with the submittal of the Capital Facilities Plans. Under City regulations a separate letter request is only required to be submitted to the City when the fee adjustment is requesting an increase.

Auburn School District:

The Auburn School District indicated by letter submitted with their Capital Facilities Plan, that they are requesting an increase in School Impact Fees for the year 2025. The year 2025 fees for single-family dwellings is proposed to be \$4,584.00, a decrease of \$1,373.02, and the requested fee for multiple-family dwellings is \$8,966.64, a decrease of \$947.64.

Dieringer School District:

The Dieringer School District requests to retain the 2024 Impact Fee Rates, as indicated by the letter submitted with their Capital Facilities Plan. The year 2024 fees for single-family dwellings is proposed to be \$8,054.00, for single family units and the fee for multiple family dwellings is proposed to be \$3,400.00 for multifamily unit.

Historically, the City has established fee rates for the Dieringer School district that is the same as the fee implemented in Pierce County's fee since it is more appropriate and consistent with the public's interest in reasonably mitigating school impacts within the affected portion of the City. The single-family and multiple family dwelling school district fee calculation exceeds the maximum fee obligation proposed by a draft Pierce County Ordinance by No. 2023-64, which was discussed during the October 17, 2023, regular Council Hearing; anticipated to be effective February 1, 2023. The proposed Ordinance identifies a maximum impact fee obligation for single family dwelling units of \$4,545.00, and for multi-family dwelling units of \$2,410.00. The Dieringer School District is the only school district common to both the jurisdictions of the City of Auburn and Pierce County.

Federal Way Public Schools:

The Federal Way Public Schools indicated by letter submitted with their Capital Facilities Plan that they are requesting to retain the \$0 impact fee for single-single family development and decrease the multiple-family dwellings impact fee to \$0.00, a decrease of \$6,998. Federal Way Public Schools requested to not adopt School Impact Fees for 2025.

Kent School District

The Kent School District indicated by letter submitted with their Capital Facilities Plan they are not requesting a School Impact Fee for 2025 and did not request school impact fees for 2024. The District notes in the Capital Facilities Plan Impact Fees are not proposed in 2025 based on revised student generation rates, and capacity and enrollment projections.

The establishment of the actual fee amount occurs through separate Council action amending Chapter 19.02 of the Auburn City Code. Section 19.02.060, (Annual Council Review) specifies the following:

"On at least an annual basis, the city council shall review the information submitted by the district pursuant to ACC 19.02.050. The review shall be in conjunction with any update of the capital facilities plan element of the city's comprehensive plan. The city council may also at this time determine if an adjustment to the amount of the impact fees is necessary; provided, that any school impact fee adjustment that would increase the school impact fee shall require the submittal of a written request for the adjustment by the applicable school district concurrent with the submittal of the annual capital facilities plan pursuant to ACC 19.02.050. In making its decision to adjust impact fees, the city council will take into consideration the quality and completeness of the information provided in the applicable school district capital facilities plan and may decide to enact a fee less than the amount supported by the capital facilities plan."

This Section provides the Auburn City Council is not obligated to accept the fees proposed by the School Districts within their submitted Capital Facilities Plans and may establish fees that the Council determines are more appropriate and consistent with the public's interest in reasonably mitigating school impacts within the affected portion of the City.

Councilmember: Tracy Taylor

Staff: Jason Krum

ORDINANCE NO. 6955

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON AMENDING SECTIONS
19.02.115, 19.02.120, 19.02.130 AND 19.02.140 OF THE
AUBURN CITY CODE RELATING TO SCHOOL IMPACT
FEES

WHEREAS, the City of Auburn has adopted a School Impact Fee Ordinance and collects School Impact Fees on behalf of certain School Districts located in part within the City of Auburn; and

WHEREAS, the Auburn School District, Federal Way Public Schools, and the Kent School District, each being located in part within the City of Auburn, have provided the City of Auburn with updated Capital Facilities Plans to be considered during the City's 2024 Annual Comprehensive Plan Amendment process that addresses among other things, the appropriate School Impact Fee for single family residential dwellings and multi-family residential dwellings for each district; and

WHEREAS, the Dieringer School District will resubmit the 2023-2024 Capital Facilities Plan for 2023-2024 to 2028-2029; calculated impact fees will remain unchanged; and

WHEREAS, after proper notice published in the City's official newspaper at least ten (10) days prior to the date of Hearing, the Auburn Planning Commission on October 23, 2024, conducted Public Hearings on the proposed Auburn School District 2024-2030 Capital Facilities Plan; the proposed Dieringer School District Capital Facilities Plan 2023-2029; the proposed Federal Way Public Schools 2025 Capital Facilities Plan; and the proposed Kent School District 2023-2024 through 2029-2030 Capital Facilities Plan; and

WHEREAS, following the conclusion of the Public Hearing on October 23, 2024, and subsequent deliberations, the Auburn Planning Commission, following individual positive motions, made recommendations to the Auburn City Council on the approval of the School Impact Fees for single family residential dwellings and multi-family residential dwellings for each district; and

WHEREAS, the Auburn City Council reviewed the recommendations of the Auburn Planning Commission for the School Districts' Capital Facilities Plans at both a regularly scheduled Study Session, on November 25, 2024, and a regularly scheduled meeting, on December 2, 2024; and

WHEREAS, on December 2, 2024, the Auburn City Council approved the proposed Auburn School District 2024-2030 Capital Facilities Plan; the proposed Dieringer School District Capital Facilities Plan 2023-2029; the proposed Federal Way Public Schools 2025 Capital Facilities Plan; and the proposed Kent School District 2023-2024 through 2029-2030 Capital Facilities Plan; and

WHEREAS, the Auburn City Code Chapter 19.02 provides for adjustments to School Impact Fees based on a review of the Capital Facilities Plans for each of the districts; and

WHEREAS, on November 25, 2024, the Auburn City Council at a regularly scheduled Study Session reviewed amendments to Auburn City Code Chapter 19.02 (School Impact Fees) pertaining to School Impact Fees for single family residential dwelling units and multi-family residential dwelling units to be applied in the City of Auburn for the Auburn School District; Dieringer School District; Federal Way Public Schools; and

the Kent School District; respectively, based on the aforementioned Capital Facilities Plans for each of these districts; and

WHEREAS, Section 19.02.060 (Annual Council Review) of the Auburn City Code specifies that in making its decision to adjust impact fees the Auburn City Council will take into consideration the quality and completeness of the information provided in the applicable school district Capital Facilities Plan and may decide to enact a fee less than the amount supported by the Capital Facilities Plan.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. **Amendment to the City Code.** Section 19.02.120 of the Auburn City Code is amended to read as follows.

19.02.120 Impact fee calculation and schedule for the Auburn School District.

The impact fee calculation and schedule is based upon a review of the impact fee calculation for single-family residences and for multifamily residences set forth in the most recent version of the Auburn School District's Capital Facilities Plan adopted by the Auburn City Council as an element of the Auburn comprehensive plan. The calculation is the determination of the appropriate proportionate share of the costs of public school capital facilities needed to serve new growth and development to be funded by school impact fees based on the factors defined in ACC 19.02.020.

Effective January 1, ~~2024~~2025, or the effective date of this ordinance whichever is later, the school impact fee shall be as follows:

Per Single-Family Dwelling Unit	\$5,957.02 <u>\$4,584.00</u>
Per Multifamily Dwelling Unit	\$9,913.64 <u>\$8,966.00</u>

(Ord. 6627 § 1, 2016; Ord. 6581 § 2, 2016; Ord. 6542 § 2, 2014; Ord. 6488

§ 2, 2013; Ord. 6445 § 2, 2012; Ord. 6393 § 2, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 2, 2010; Ord. 6279 § 2, 2009; Ord. 6214 § 2, 2008; Ord. 6134 § 2, 2007; Ord. 6060 § 2, 2006; Ord. 5950 § 1, 2005; Ord. 5793 § 1, 2003; Ord. 5232 § 1, 1999.)

Section 2. Amendment to the City Code. Section 19.02.115 of the Auburn City

Code is amended to read as follows.

19.02.115 Impact fee calculation and schedule for the Dieringer School District.

The impact fee calculation and schedule below is based upon a review of the impact fee calculation for single-family residences and for multifamily residences set forth in the most recent version of the Dieringer School District Capital Facilities Plan adopted by the Auburn City Council as an element of the Auburn comprehensive plan. The calculation is the determination of the appropriate proportionate share of the costs of public school capital facilities needed to serve new growth and development to be funded by school impact fees based on the factors defined in ACC 19.02.020.

Effective January 1, ~~2024~~2025, or the effective date of this ordinance whichever is later, the school impact fee shall be as follows:

Per Single-Family Dwelling Unit \$4,545.00

Per Multifamily Dwelling Unit \$2,410.00

(Ord. 6627 § 1, 2016; Ord. 6581 § 1, 2016; Ord. 6542 § 1, 2014; Ord. 6488 § 1, 2013; Ord. 6445 § 1, 2012; Ord. 6393 § 1, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 1, 2010; Ord. 6279 § 1, 2009; Ord. 6214 § 1, 2008; Ord. 6134 § 1, 2007; Ord. 6060 § 1, 2006; Ord. 5950 § 2, 2005.)

Section 3. Amendment to the City Code. Section 19.02.140 of the Auburn City

Code is amended to read as follows.

19.02.140 Impact fee calculation and schedule for the Federal Way Public Schools

The impact fee calculation and schedule is based upon a review of the impact fee and calculation for single-family residences and for multifamily

residences set forth in the most recent version of the Federal Way Public Schools's Capital Facilities Plan adopted by the Auburn City Council as an element of the Auburn comprehensive plan. The calculation is the determination of the appropriate proportionate share of the costs of public school capital facilities needed to serve new growth and development to be funded by school impact fees based on the factors defined in ACC 19.02.020.

Effective January 1, ~~2024~~2025, or the effective date of this ordinance whichever is later, the school impact fee shall be as follows:

Per Single-Family Dwelling Unit \$0.00

Per Multifamily Dwelling Unit ~~\$ 6,998.00~~ \$0.00

(Ord. 6627 § 1, 2016; Ord. 6581 § 4, 2016; Ord. 6542 § 4, 2014; Ord. 6488 § 4, 2013; Ord. 6445 § 4, 2012; Ord. 6393 § 4, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 4, 2010; Ord. 6279 § 4, 2009; Ord. 6214 § 4, 2008; Ord. 6134 § 4, 2007; Ord. 6060 § 4, 2006; Ord. 6042 § 1, 2006.)

Section 4. Amendment to the City Code. Section 19.02.130 of the Auburn City

Code is amended as follows.

19.02.130 Impact fee calculation and schedule for the Kent School District.

The impact fee calculation and schedule is based upon a review of the impact fee and calculation for single-family residences and for multifamily residences set forth in the most recent version of the Kent School District's Capital Facilities Plan adopted by the Auburn City Council as an element of the Auburn comprehensive plan. The calculation is the determination of the appropriate proportionate share of the costs of public school capital facilities needed to serve new growth and development to be funded by school impact fees based on the factors defined in ACC 19.02.020.

Effective January 1, ~~2024~~2025, or the effective date of this ordinance whichever is later, the school impact fee shall be as follows:

Per Single-Family Dwelling Unit \$0.00

Per Multifamily Dwelling Unit \$0.00

(Ord. 6627 § 1, 2016; Ord. 6581 § 3, 2016; Ord. 6542 § 3, 2014; Ord. 6488 § 3, 2013; Ord. 6445 § 3, 2012; Ord. 6393 § 3, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 3, 2010; Ord. 6279 § 3, 2009; Ord. 6214 § 3, 2008; Ord. 6134 § 3, 2007; Ord. 6060 § 3, 2006; Ord. 5950 § 1, 2005; Ord. 5233 § 1, 1999.)

Section 5. Constitutionality and Invalidity. If any section, subsection sentence, clause, phrase or portion of this Ordinance, is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 6. Implementation. The Mayor is authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 7. Effective Date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

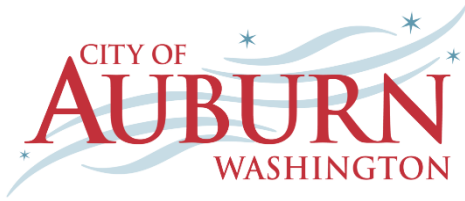
ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6961 (Thomas)
An Ordinance amending the City's 2023-2024 Biennial Operating and Capital Budgets

Meeting Date:

December 2, 2024

(RECOMMENDED ACTION: Move to approve Ordinance No. 6961.)

Department:

Finance

Attachments:

Ordinance No. 6961, 2024 BA6
Ord No 6961 Schedule A, 2024
BA6 Ord No 6961 Schedule B

Budget Impact:

Current Budget:
\$588,247,181.00
Proposed Revision:
\$11,563,152.00
Revised Budget:
\$599,810,333.00

Administrative Recommendation:

City Council to approve Ordinance No. 6961.

Background for Motion:

Ordinance No. 6961 is the sixth and final amendment to the City of Auburn's 2023-2024 Biennial Budget, and authorizes Operational and Capital Budget adjustments, recognition of grant and loan revenues and expenditures, and limited requests for new budget authority.

Background Summary:

Ordinance No. 6961 (Budget Amendment No. 6) represents the sixth and final Budget Amendment for the 2023-2024 Biennium. The sixth Budget Amendment of the Biennium consists of operational adjustments, capital project and equipment purchase adjustments, grant and loan revenues and expenditures, reallocation of American Rescue Plan Act (ARPA) project funding and limited requests for new budget authority.

For details, see attached transmittal memorandum and supporting materials.

Councilmember: Kate Baldwin

Staff: Jamie Thomas

ORDINANCE NO. 6961

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, AMENDING THE CITY'S 2023-2024
BIENNIAL OPERATING AND CAPITAL BUDGETS**

WHEREAS, at its November 21, 2022, regular meeting, the Auburn City Council Enacted Ordinances No. 6879 and 6888, which adopted the City's 2023-2024 Biennial budget (Budget); and

WHEREAS, the City Council has amended the Budget five times since adoption (by enacting Ordinance No. 6900 on April 14, 2023, Ordinance No. 6911 on July 17, 2023, Ordinance No. 6918 on November 20, 2023, Ordinance No. 6937 on April 15, 2024, and Ordinance No. 6945 on August 19, 2024); and

WHEREAS, the City deems it necessary to amend the Budget a sixth time to appropriate additional funds into the various Budget funds outlined in the schedules attached to this Ordinance; and

WHEREAS, the City Council has approved this Ordinance by one more than its majority in accordance with RCW 35A.34.200.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment of the 2023-2024 Biennial Budget. Pursuant to RCW 35A.34, the City hereby amends its 2023-2024 Biennial Budget to reflect the revenues and expenditures shown on Schedules "A" and "B" attached hereto and incorporated herein by reference.

Section 2. Implementation. The Mayor is authorized to utilize the revenue and expenditure amounts shown on Schedules “A” and “B” attached to this Ordinance. A copy of these Schedules are on file with the City Clerk and available for public inspection. The Mayor is further authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. 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 4. Effective date. This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
General Fund (#001)				
2024 Adopted Budget	9,475,710	101,921,889	101,372,924	10,024,675
Previous Budget Amendments	36,243,836	6,182,986	12,247,520	30,179,302
2024 Amended Budget	45,719,546	108,104,875	113,620,444	40,203,977
 BA#6 (Ordinance #6961, Proposed):	-	1,013,296	1,794,829	(781,533)
 Administration				
True-up EMPG Grant gr2304	-	6,114	6,114	-
Human Resources				
Updates to Court Prof Svcs	-	-	245,000	(245,000)
2024-25 OPD SPAR Grant gr2407	-	388,000	388,000	-
Finance Department				
2024 ARPA Project Reallocation	-	-	-	-
Community Development				
Climate Commitment Planning Program	-	125,000	125,000	-
Police Department				
Evidence Room Roof Repair	-	-	67,000	(67,000)
K9 Sale Revenue	-	37,160	37,160	-
pd2202/pd2302 grant funding/CF	-	8,662	8,662	-
pd2301 2023 wellness grant CF	-	26,666	26,666	-
pd2303 BVP 2023 grant CF	-	6,102	6,102	-
pd2306/2404RSO Grnt Funding/CF	-	10,299	10,299	-
pd2407 BVP Grant Accpetance	-	13,368	13,368	-
Public Works Department				
Traffic Signal Rpr-Ins Recover	-	34,140	34,140	-

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Parks Department				
Remove Double Budgeted Project Amount	-	-	(50,000)	50,000
Senior Center Exterior Siding Repair	-	-	316,000	(316,000)
Tourism Board Grant spevnt	-	16,000	16,000	-
4Culture Local Arts Award 2024	-	13,000	13,000	-
4Culture Preservatn Award 2024	-	3,682	3,682	-
Increase Operating Supplies Budget	-	10,000	10,000	-
Cascade Bike Club Grant-WSDOT	-	212,033	212,033	-
Increase Inventory Budget	-	60,000	60,000	-
KCD 2024 Farmers Market Grant	-	20,000	20,000	-
Museum Director	-	-	28,000	(28,000)
Lea Hill Insurance Claim	-	23,070	23,070	-
Streets Department				
Streets De-Icer Truck Replacement	-	-	175,533	(175,533)
Revised 2024 Budget - Fund 001	45,719,546	109,118,171	115,415,273	39,422,444
Arterial Street Fund (#102)				
2024 Adopted Budget	690,081	11,307,150	11,968,800	28,431
Previous Budget Amendments	1,589,050	14,489,580	15,888,250	190,380
2024 Amended Budget	2,279,131	25,796,730	27,857,050	218,811
BA#6 (Ordinance #6961, Proposed):	-	(2,235,986)	(2,235,986)	-
Garden Ave Project, Add FIL	-	20,000	20,000	-
A St NW Ph. 2-Remove 2024 TIF	-	(150,000)	(150,000)	-
AWS/6th St SE-Remove 2024 TIF	-	(435,000)	(435,000)	-
304/132 RAB-Remove 2024 TIF	-	(50,000)	(50,000)	-
Stewart Rd Sumner Contribution	-	150,000	150,000	-
A St SE Study-Remove 2024 TIF	-	(34,782)	(34,782)	-
AWS Widening - Remove 2024 TIF	-	(1,736,204)	(1,736,204)	-
Revised 2024 Budget - Fund 102	2,279,131	23,560,744	25,621,064	218,811

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Housing and Comm Develop Fund (#119)				
2024 Adopted Budget	42,842	650,000	650,000	42,842
Previous Budget Amendments	62	-	-	62
2024 Amended Budget	42,904	650,000	650,000	42,904
BA#6 (Ordinance #6961, Proposed):	-	216,057	216,057	-
CDBG Grant Carryforward	-	216,057	216,057	-
Revised 2024 Budget - Fund 119	42,904	866,057	866,057	42,904
Cumulative Reserve Fund (#122)				
2024 Adopted Budget	29,402,101	80,000	12,959,994	16,522,107
Previous Budget Amendments	1,487,714	6,102,000	(65,130)	7,654,844
2024 Amended Budget	30,889,815	6,182,000	12,894,864	24,176,951
BA#6 (Ordinance #6961, Proposed):	-	-	4,459,604	(4,459,604)
2023 CF – POL.0039 Transfer Budget	-	-	659,604	(659,604)
cp2227 ACRC Funding inc Grant	-	-	3,800,000	(3,800,000)
Revised 2024 Budget - Fund 122	30,889,815	6,182,000	17,354,468	19,717,347

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Mitigation Fees Fund (#124)				
2024 Adopted Budget	5,533,385	1,600,100	7,003,800	129,685
Previous Budget Amendments	10,838,081	-	6,483,975	4,354,106
2024 Amended Budget	16,371,466	1,600,100	13,487,775	4,483,791
BA#6 (Ordinance #6961, Proposed):	-	-	(2,555,986)	2,555,986
cp2325 Drvng Rge Rtn Park Impact	-	-	(300,000)	300,000
A St NW Ph. 2-Remove 2024 TIF	-	-	(150,000)	150,000
AWS/6th St SE-Remove 2024 TIF	-	-	(435,000)	435,000
304/132 RAB-Remove 2024 TIF	-	-	(50,000)	50,000
Stewart Rd Sumner Contribution	-	-	150,000	(150,000)
A St SE Study-Remove 2024 TIF	-	-	(34,782)	34,782
AWS Widening - Remove 2024 TIF	-	-	(1,736,204)	1,736,204
Revised 2024 Budget - Fund 124	16,371,466	1,600,100	10,931,789	7,039,777
Parks Construction Fund (#321)				
2024 Adopted Budget	1,013,804	568,800	768,500	814,104
Previous Budget Amendments	575,491	1,517,292	2,567,471	(474,688)
2024 Amended Budget	1,589,295	2,086,092	3,335,971	339,416
BA#6 (Ordinance #6961, Proposed):	-	1,217,260	1,217,260	-
cp2423 Thtr Plaza/Comic purch	-	1,217,260	1,217,260	-
Revised 2024 Budget - Fund 321	1,589,295	3,303,352	4,553,231	339,416

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Capital Improvements Fund (#328)				
2024 Adopted Budget	13,591,156	4,099,300	7,249,500	10,440,956
Previous Budget Amendments	2,078,134	12,853,776	16,682,380	(1,750,470)
2024 Amended Budget	15,669,290	16,953,076	23,931,880	8,690,486
BA#6 (Ordinance #6961, Proposed):	-	5,710,125	8,740,125	(3,030,000)
cp2414 Theater Construction	-	-	2,000,000	(2,000,000)
2024 ARPA Project Reallocation	-	222,850	222,850	-
cp2325 Drvng Rge Rtn Park Impact	-	(300,000)	(300,000)	-
cp2227 ACRC Funding inc Grant	-	5,770,000	6,800,000	(1,030,000)
2024 Street Lighting Rebate	-	17,275	17,275	-
Revised 2024 Budget - Fund 328	15,669,290	22,663,201	32,672,005	5,660,486
Water Fund (#430)				
2024 Adopted Budget	6,238,052	18,963,410	21,242,749	3,958,713
Previous Budget Amendments	11,364,035	-	10,840,419	523,616
2024 Amended Budget	17,602,087	18,963,410	32,083,168	4,482,329
BA#6 (Ordinance #6961, Proposed):	-	3,637,666	12,439	3,625,227
cp1603 Loan Proceeds CF	-	3,637,666	-	3,637,666
Streets De-Icer Truck Replacement	-	-	12,439	(12,439)
Revised 2024 Budget - Fund 430	17,602,087	22,601,076	32,095,607	8,107,556
Sewer Fund (#431)				
2024 Adopted Budget	8,526,494	9,661,700	10,676,197	7,511,997
Previous Budget Amendments	7,480,243	-	425,064	7,055,179
2024 Amended Budget	16,006,737	9,661,700	11,101,261	14,567,176
BA#6 (Ordinance #6961, Proposed):	-	-	12,439	(12,439)
Streets De-Icer Truck Replacement	-	-	12,439	(12,439)
Revised 2024 Budget - Fund 431	16,006,737	9,661,700	11,113,700	14,554,737

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Storm Drainage Fund (#432)				
2024 Adopted Budget	13,315,693	11,160,700	17,964,446	6,511,947
Previous Budget Amendments	3,024,091	130,000	1,455,974	1,698,117
2024 Amended Budget	16,339,784	11,290,700	19,420,420	8,210,064
BA#6 (Ordinance #6961, Proposed):	-	-	67,639	(67,639)
Vegetation Truck Replacement	-	-	55,200	(55,200)
Streets De-Icer Truck Replacement	-	-	12,439	(12,439)
Revised 2024 Budget - Fund 432	16,339,784	11,290,700	19,488,059	8,142,425
Airport Fund (#435)				
2024 Adopted Budget	267,581	1,938,000	2,107,005	98,576
Previous Budget Amendments	1,651,182	781,756	1,324,989	1,107,949
2024 Amended Budget	1,918,763	2,719,756	3,431,994	1,206,525
BA#6 (Ordinance #6961, Proposed):	-	-	-	-
Tow-behind FOD Blower	-	-	-	-
Revised 2024 Budget - Fund 435	1,918,763	2,719,756	3,431,994	1,206,525
Airport Capital Fund (#465)				
2024 Adopted Budget	73,580	1,145,755	1,101,210	118,125
Previous Budget Amendments	164,158	5,555,611	5,724,222	(4,453)
2024 Amended Budget	237,738	6,701,366	6,825,432	113,672
BA#6 (Ordinance #6961, Proposed):	-	238,255	238,255	-
cp2335 AWOS Beacon & Emerg Gen	-	238,255	238,255	-
Revised 2024 Budget - Fund 465	237,738	6,939,621	7,063,687	113,672

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

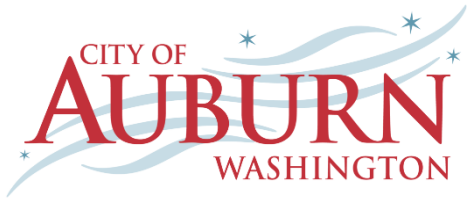
	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Workers' Comp Fund (#503)				
2024 Adopted Budget	3,496,920	1,144,900	751,000	3,890,820
Previous Budget Amendments	(108,951)	-	309,300	(418,251)
2024 Amended Budget	3,387,969	1,144,900	1,060,300	3,472,569
BA#6 (Ordinance #6961, Proposed):	-	410,000	500,000	(90,000)
Worker's Compensation Settlement	-	410,000	500,000	(90,000)
Revised 2024 Budget - Fund 503	3,387,969	1,554,900	1,560,300	3,382,569
Facilities Fund (#505)				
2024 Adopted Budget	368,394	4,451,000	4,468,294	351,100
Previous Budget Amendments	(160,590)	313,105	385,130	(232,615)
2024 Amended Budget	207,804	4,764,105	4,853,424	118,485
BA#6 (Ordinance #6961, Proposed):	-	548,000	548,000	-
Community Center Gym Floor Patch	-	165,000	165,000	-
Evidence Room Roof Repair	-	67,000	67,000	-
Senior Center Exterior Siding Repair	-	316,000	316,000	-
Revised 2024 Budget - Fund 505	207,804	5,312,105	5,401,424	118,485
Equipment Rental Capital Fund (#560)				
2024 Adopted Budget	4,882,593	3,023,152	2,648,380	5,257,365
Previous Budget Amendments	456,182	2,462,261	6,675,223	(3,756,780)
2024 Amended Budget	5,338,775	5,485,413	9,323,603	1,500,585
BA#6 (Ordinance #6961, Proposed):	-	864,160	284,400	579,760
2023 CF – POL.0039 Transfer Budget	-	579,760	-	579,760
Tow-behind FOD Blower	-	16,350	16,350	-
Vegetation Truck Replacement	-	55,200	55,200	-
Streets De-Icer Truck Replacement	-	212,850	212,850	-
Revised 2024 Budget - Fund 560	5,338,775	6,349,573	9,608,003	2,080,345

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #6 (Ordinance #6961)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
IT Capital Fund (#568)				
2024 Adopted Budget	326,754	603,944	514,544	416,154
Previous Budget Amendments	278,686	824,456	1,064,916	38,226
2024 Amended Budget	605,440	1,428,400	1,579,460	454,380
BA#6 (Ordinance #6961, Proposed):	-	79,844	-	79,844
2023 CF – POL.0039 Transfer Budget	-	79,844	-	79,844
Revised 2024 Budget - Fund 568	605,440	1,508,244	1,579,460	534,224
SKHHP Fund (#654)				
2024 Adopted Budget	1,599,818	331,000	377,600	1,553,218
Previous Budget Amendments	6,091,282	4,120,300	1,126,573	9,085,009
2024 Amended Budget	7,691,100	4,451,300	1,504,173	10,638,227
BA#6 (Ordinance #6961, Proposed):	-	(135,525)	-	(135,525)
SKHHP Affordable Housing Tax Revenue Adjustment	-	(135,525)	-	(135,525)
Revised 2024 Budget - Fund 654	7,691,100	4,315,775	1,504,173	10,502,702
Grand Total - All Funds				
2024 Adopted Budget	128,255,683	269,799,652	304,836,791	93,218,544
Previous Budget Amendments	112,485,534	77,706,312	132,678,989	57,512,857
2024 Amended Budget	240,741,217	347,505,964	437,515,780	150,731,401
Total BA#6 (Ordinance #6961, Proposed):	-	11,563,152	13,299,075	(1,735,923)
Revised 2024 Budget	240,741,217	359,069,116	450,814,855	148,995,478
		599,810,333		599,810,333

Schedule B
2024 Ending Fund Balance/Working Capital
by Fund

Fund	2024 Amended Beginning Balance	2024 Amended Ending Balance	BA#6 (ORD #6961) Revenues	BA#6 (ORD #6961) Expenditures	BA#6 (ORD #6961) Net Change in Fund Balance	Revised Ending Balance
General Fund (#001)	45,719,546	40,203,977	1,013,296	1,794,829	(781,533)	39,422,444
Arterial Street Fund (#102)	2,279,131	218,811	(2,235,986)	(2,235,986)	-	218,811
Local Street Fund (#103)	6,372,457	4,180,848	-	-	-	4,180,848
Hotel/Motel Tax Fund (#104)	506,580	473,380	-	-	-	473,380
Arterial Street Preservation Fund (#105)	5,773,021	2,860,624	-	-	-	2,860,624
American Rescue Plan Act Fund (#106)	-	-	-	-	-	-
Drug Forfeiture Fund (#117)	959,366	702,449	-	-	-	702,449
Housing and Comm Develop Fund (#119)	42,904	42,904	216,057	216,057	-	42,904
Recreation Trails Fund (#120)	109,020	49,910	-	-	-	49,910
BIA Fund (#121)	-	-	-	-	-	-
Cumulative Reserve Fund (#122)	30,889,815	24,176,951	-	4,459,604	(4,459,604)	19,717,347
Mitigation Fees Fund (#124)	16,371,466	4,483,791	-	(2,555,986)	2,555,986	7,039,777
2020 LTGO A&B Refunding Bonds Fund (#232)	483,916	484,016	-	-	-	484,016
SCORE Debt Service Fund (#238)	-	-	-	-	-	-
LID Guarantee Fund (#249)	-	-	-	-	-	-
Golf/Cemetery 2016 Refunding Fund (#276)	-	-	-	-	-	-
Parks Construction Fund (#321)	1,589,295	339,416	1,217,260	1,217,260	-	339,416
Capital Improvements Fund (#328)	15,669,290	8,690,486	5,710,125	8,740,125	(3,030,000)	5,660,486
Local Revitalization Fund (#330)	485,926	25,885	-	-	-	25,885
Water Fund (#430)	17,602,087	4,482,329	3,637,666	12,439	3,625,227	8,107,556
Sewer Fund (#431)	16,006,737	14,567,176	-	12,439	(12,439)	14,554,737
Storm Drainage Fund (#432)	16,339,784	8,210,064	-	67,639	(67,639)	8,142,425
Sewer Metro Sub Fund (#433)	4,882,326	4,909,826	-	-	-	4,909,826
Solid Waste Fund (#434)	1,196,491	535,733	-	-	-	535,733
Airport Fund (#435)	1,918,763	1,206,525	-	-	-	1,206,525
Cemetery Fund (#436)	1,719,510	973,772	-	-	-	973,772
Water Capital Fund (#460)	5,583,234	300,795	-	-	-	300,795
Sewer Capital Fund (#461)	10,812,955	1,634,688	-	-	-	1,634,688
Storm Drainage Capital Fund (#462)	8,239,288	459,356	-	-	-	459,356
Airport Capital Fund (#465)	237,738	113,672	238,255	238,255	-	113,672
Cemetery Capital Fund (#466)	46,805	23,482	-	-	-	23,482
Insurance Fund (#501)	1,429,696	1,124,196	-	-	-	1,124,196
Workers' Comp Fund (#503)	3,387,969	3,472,569	410,000	500,000	(90,000)	3,382,569
Facilities Fund (#505)	207,804	118,485	548,000	548,000	-	118,485
Innovation & Technology Fund (#518)	2,706,614	1,959,036	-	-	-	1,959,036
Equipment Rental Fund (#550)	3,275,831	2,919,046	-	-	-	2,919,046
Equipment Rental Capital Fund (#560)	5,338,775	1,500,585	864,160	284,400	579,760	2,080,345
IT Capital Fund (#568)	605,440	454,380	79,844	-	79,844	534,224
Fire Pension Fund (#611)	1,870,328	1,739,672	-	-	-	1,739,672
SKHHP Fund (#654)	7,691,100	10,638,227	(135,525)	-	(135,525)	10,502,702
Cemetery Endowment Fund (#701)	2,390,209	2,454,339	-	-	-	2,454,339



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5800 (Hinman)
A Resolution adopting the 2025 State Legislative Agenda

Meeting Date:

December 2, 2024

(RECOMMENDED ACTION: Move to adopt Resolution No. 5800.)

Department:

Administration

Attachments:

Resolution No. 5800, Exhibit A - \$0
2025 City of Auburn Legislative
Priorities

Budget Impact:**Administrative Recommendation:**

City Council to adopt Resolution No. 5800.

Background for Motion:

A Resolution for the Auburn City Council to adopt the 2025 Legislative Priorities for the City of Auburn to inform the City's advocacy work during the 2025 Legislative Session.

Background Summary:

The City of Auburn staff, City Council, and community, in conjunction with other municipalities, organizations and agencies work together each year in between Legislative Sessions to develop a list of priority topics for our communities. The 70th Legislative Session is a long session (105 days) and will convene on January 13, 2025, and is expected to end on April 27, 2025.

Councilmember: Kate Baldwin

Staff: Dana Hinman

RESOLUTION NO. 5800

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ADOPTING THE 2025 STATE LEGISLATIVE AGENDA

WHEREAS, the actions of the Washington State Legislature in respect to local government issues, services, and funding have a profound effect on the City's ability to provide local services to its residents; and

WHEREAS, the Auburn City Council believes that it is appropriate to communicate its position regarding issues affecting the City and local government that may come before the State Legislature during the 2025 Legislative Session.

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

Section 1. The City Council adopts its 2025 Legislative Agenda as set forth in Exhibit A.

Section 2. The Mayor shall cause a copy of this Resolution be delivered to the City's State Legislative District Representatives and to other regional government entities.

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

Dated and Signed this _____ day of _____, 2024.

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

2025 State Legislative Priorities

The **City of Auburn**, like most communities, faces a number of issues that impact our community. What is becoming very clear, we cannot treat each issue as separate. Instead, the City is committed to continue efforts that look at solving our challenges in a comprehensive manner. Our belief is that the following problems can only be solved with an interconnected strategy for success.

PUBLIC SAFETY

ISSUE: The City of Auburn supports the continued reforms to policing and community caretaking in our State and wishes to continue working in concert with legislators, police officers, our communities and others to continue this effort.



REQUEST: Work with cities to make technical fixes those bills in which language is vague, conflicting or confusing.

ISSUE: Police agencies are currently in a staffing crisis. As we seek to fill vacated positions, we will need tools to ensure our departments are fully staffed and able to effectively respond to local public safety needs.

REQUEST: Additional funding for officer wellness and DEI staffing within police agencies.

REQUEST: Additional funding sources for officer recruitment and retention. Possibly through a councilmanic public safety sales tax, impact fees or direct funding from the state.

ISSUE: Impacts to towing companies from the Seattle v. Long decision force cities to expend more sums for towing services.

REQUEST: Additional dedicated funding to cities for towing services, or an increase in funding to the State reimbursement account under RCW 46.53.010

ISSUE: Ongoing public safety issues related to illegal drug use.

REQUEST: Restore drug free school zones and expand to community parks

REQUEST: Additional funding to implement new law (Blake fix)

REQUEST: Ongoing funding for therapeutic courts, recovery programs in jails and after treatment supports

REGULATORY & LAND USE

ISSUE: Affordable housing needs are deeper than 60% AMI – more like 50% or 40%. Washington State Housing Finance Commission programs are providing great support for projects that hit the 60% AMI mark.



REQUEST: Create incentives to hit the deeper marks since that is where the greatest need exists.

REQUEST: Future legislation related to affordable housing, missing middle housing or other land use laws must provide safe harbor for those cities that are creating or in the process of creating their Housing Action Plan (HAP) in line with previous legislative actions that included grant funding provided by the State Legislature.

ISSUE: Rehabilitate existing affordable housing. There are very few programs that help maintain older homes and multifamily complexes which results in one of two outcomes (1) older properties are maintained appropriately, but the investment is reflected in increasing rental costs, or (2) older properties are not maintained which helps keep rental costs down but at the sake of declining health and safety for tenants.

REQUEST: Create dedicated funds to put towards the rehabilitation of single or multifamily units because it is far less expensive and environmentally sustainable to preserve existing housing stock instead of building new units and will ensure housing stock is readily available in the market.

ISSUE: The large number of regulatory processes are a hindrance to bringing affordable housing projects to fruition including SEPA, GMA, NPDES. State Environmental Policy Act (SEPA) is an outdated and overly burdensome process that adds time and money. Growth Management Act (GMA) and affordable housing objectives are at direct odds because the GMA limits supply which increases costs. National Pollutant Discharge Elimination System (NPDES) adds significant cost to development which is passed on to future owners or tenants.

REQUEST: Allow procedural relief for any mandates that the State Legislature imparts upon cities. Work with cities to make it easier for us to update our local laws if or when it is in response to a State mandate rather than having to go through all of the obligations related to the planning commission, SEPA, public notice, etc.

ISSUE: The 2023 and 2024 legislative sessions introduced a high volume of planning and zoning changes centered around affordable housing. The City of Auburn supports efforts to address the current housing crisis in Washington, and in King County specifically, and want to part of the solution.

REQUEST: Allow cities time to respond to the recent changes in planning and zoning laws from 2023 and 2024 and also to ensure the changes are accomplishing the desired results.

REQUEST: Remedy conflicting or vague language in the multitude of planning and zoning bills passed in recent years. For example, the definition of a transit stop varies widely between bills.

PUBLIC WORKS, TRANSPORTATION, INFRASTRUCTURE

ISSUE: It is critical to protect all of the State funds that support local transportation projects. The cities cannot do this on their own given the amount of growth and commerce in the region. This includes maintained or increased funding for Transportation Improvement Board (TIB) and Freight Mobility Strategic Investment Board (FMSIB) along with state grant programs managed by the WSDOT for local agency projects.

Contact

Dana Hinman, Director of Administration
Office: 253-931-4009 | Cell: 253-266-2787
dhinman@auburnwa.gov

2025 State Legislative Priorities

REQUEST: Fund a \$2.5M Implementation Plan for the SR167 Master Plan that was completed in 2023. The Master Plan was an important first step in meeting the needs of the underserved communities along the SR167 corridor and the legislature needs to support the next step of creating the implementation plan so that the projects envisioned collaboratively in the Master Plan have the potential to be completed and provide the benefit to the region that was identified in the plan and is needed in the region.



REQUEST: Increase the councilmanic ability to levy sales taxes for infrastructure.

REQUEST: Make changes to appropriate RCWs to allow Municipalities to charge properties for street lighting. Current RCW 54.16.120 allows Utility Districts to charge properties for providing street lighting, but the law does not allow Municipalities to do this. Current revenues for general fund use cannot meet the needs and charging for street lighting would be an appropriate way to address a specific service being provided to residents and businesses within a jurisdiction.

REQUEST: Retain or increase the Public Works Trust Fund amount. The legislature continues to raid this fund to fix structural budget issues and it must stop. The PWTF it is key to providing funding for local agency projects.

REQUEST: Retain and increase the Drinking Water State Revolving Fund. This fund is key for local water purveyors to cost effectively fund needed infrastructure projects.

REQUEST: Support allocating 1% of the existing aviation fuel tax to WSDOT's Aviation account to fund airport projects. Current levels of funding cannot meet the growing need to maintain and improve this important infrastructure that provides a significant benefit to commerce and the State's economy.

REQUEST: Support the industry and federal efforts to develop a replacement fuel to 100 Low-Lead for aviation uses that works for all aircraft without adding additional time constraints for Washington State only that will only negatively impact these industries and users within Washington.

SOCIAL SERVICES

ISSUE: Cities throughout the state do not have the local resources available to adequately address homelessness, substance abuse disorders and untreated mental illness.



REQUEST: Support greater funding for behavioral health programs and incentivize workers to pursue careers in behavioral health

REQUEST: Support and fund programs that will alleviate the need for police response to quality-of-life issues such as mental distress or illness, substance abuse and persons experiencing homelessness

REQUEST: Make any necessary changes to State laws that prohibit cities from hiring Mental Health Professionals or Designated Crisis Responders

REQUEST: Provide clarification on the qualified use of Trueblood dollars to ensure the continuum of care in local communities

REQUEST: Support the construction and operation of tiny home villages that provide permanent supportive housing using a community living concept.

ISSUE: South King County is facing a growing affordable housing crisis. As a member of the South King Housing and Homelessness Partners (SKHHP), we pool funds with other cities to support the production and preservation of affordable housing in South King County, but we need more help.

REQUEST: In order to address this crisis, we need to fund all aspects of affordable housing, including:

- Homeownership for moderate income households and below
- Preservation of naturally occurring affordable housing (NOAH)
- Land acquisition to secure permanent affordability
- Permanent supportive housing (PSH)
- Infrastructure around affordable housing developments
- Workforce housing

PARKS AND OPEN SPACES



ISSUE: Help cities protect and maintain parks and open spaces

REQUEST: Maintain funding for the Washington Recreation & Conservation Office and Land/Water Conservation Fund so residents have increased access to existing and new public spaces

REQUEST: Support Washington State Historical Society's (WSHS) capital budget request and the Heritage Capital Projects in the 2025-2027 funding biennium which includes the transformation of Auburn's Historic Post office building into an Arts & Culture Center

REQUEST: Support Recreation and Conservation Office (RCO) request for municipal parks deferred maintenance grant funding program in the 2025-27 Operating Budget

BUDGET & FINANCE



ISSUE: The arbitrary 1% property tax cap is regressive and hinders growth in Washington state. The City of Auburn supports a commonsense reform to this cap.

REQUEST: Revise the cap by tying it to inflation and population growth with a limit of 3%

ISSUE: The leasehold excise tax can be interpreted in many ways according to the Department of Revenue and causes confusion within local jurisdictions.

REQUEST: Provide greater clarification on what is considered a benefit and who the beneficiary is to ensure equitable application of the law

Mayor

Nancy Backus

Deputy Mayor

Larry Brown

Councilmembers

Yolanda Trout-Manuel

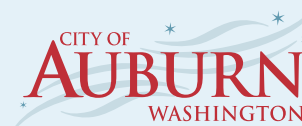
Kate Baldwin

Cheryl Rakes

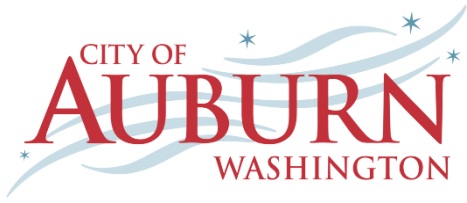
Tracy Taylor

Clinton Taylor

Hanan Amer



25 West Main Street
Auburn, WA 98001
253-931-3000
auburnwa.gov



AGENDA BILL APPROVAL FORM

Agenda Subject:

Jurassic Parliament Training

Meeting Date:

December 2, 2024

Department:

City Council

Attachments:

Jurassic Parliament Training
Presentation

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

Great City Council Meetings

Ann G. Macfarlane, Professional Registered Parliamentarian
Jurassic Parliament

City of Auburn, Washington

Monday, December 2, 2024

Our topics

- I. Introduction
- II. Meeting discussion, Point of Order, Appeal
- III. How to do this?
- IV. Motions and Amendments
- V. Who's in charge?
- VI. Citizen committees and public comment
- VII. The right kind of control
- VIII. Conclusion

I. Introduction

Why are we here?

To energize you to run effective meetings
to serve your community

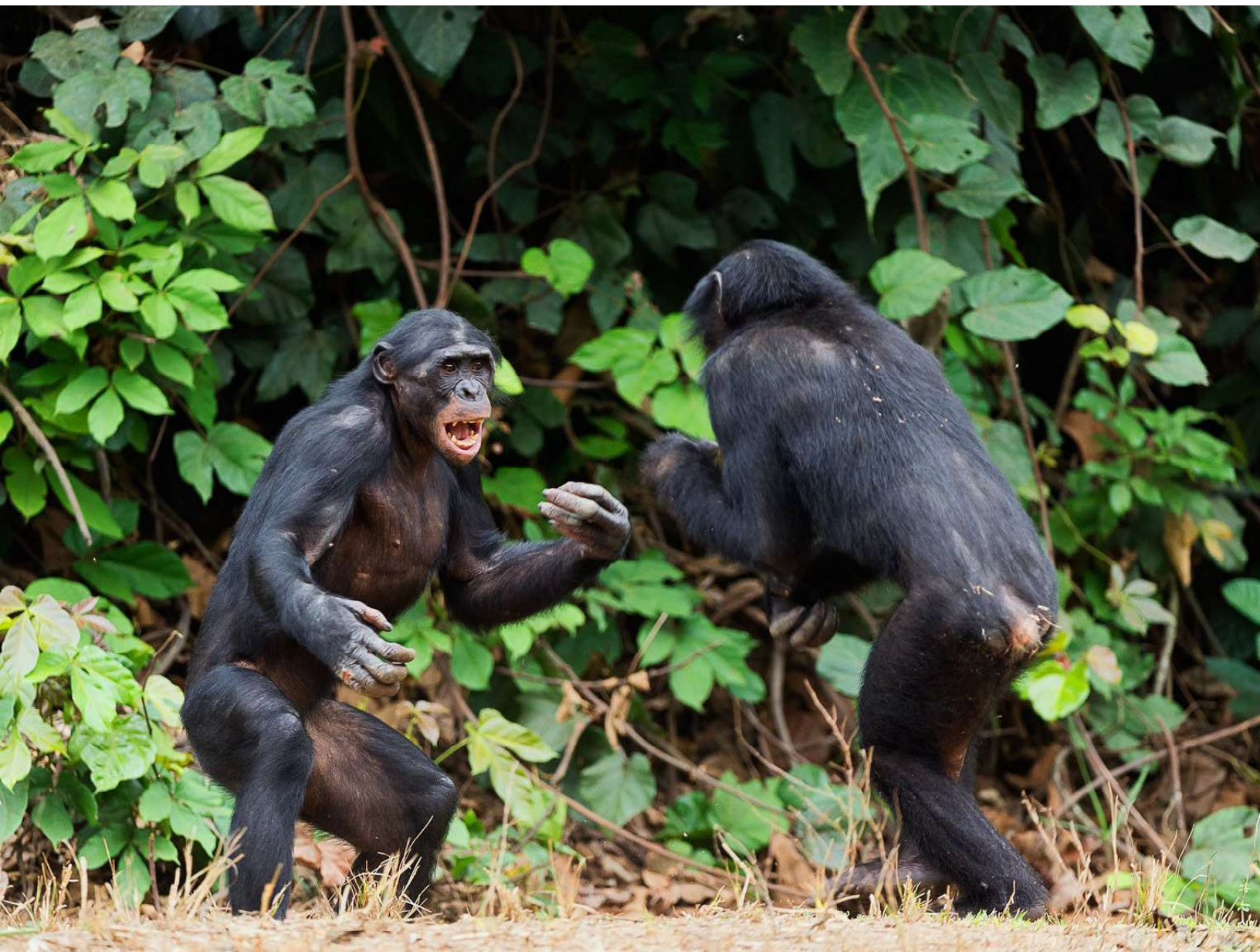
After taking this training you will be able to:

1. Apply the principle that the authority of the group is more important than any single individual, even the chair.
2. Follow best practices for discussion.
3. Respond to disorder and difficult people.
4. Make Motions and Amendments.
5. Run effective public comment sessions.
6. Make better decisions for your community.

Disclaimer

The material contained in this presentation is based upon the principles and practices of parliamentary procedure. I am not an attorney and nothing in this presentation constitutes legal advice.

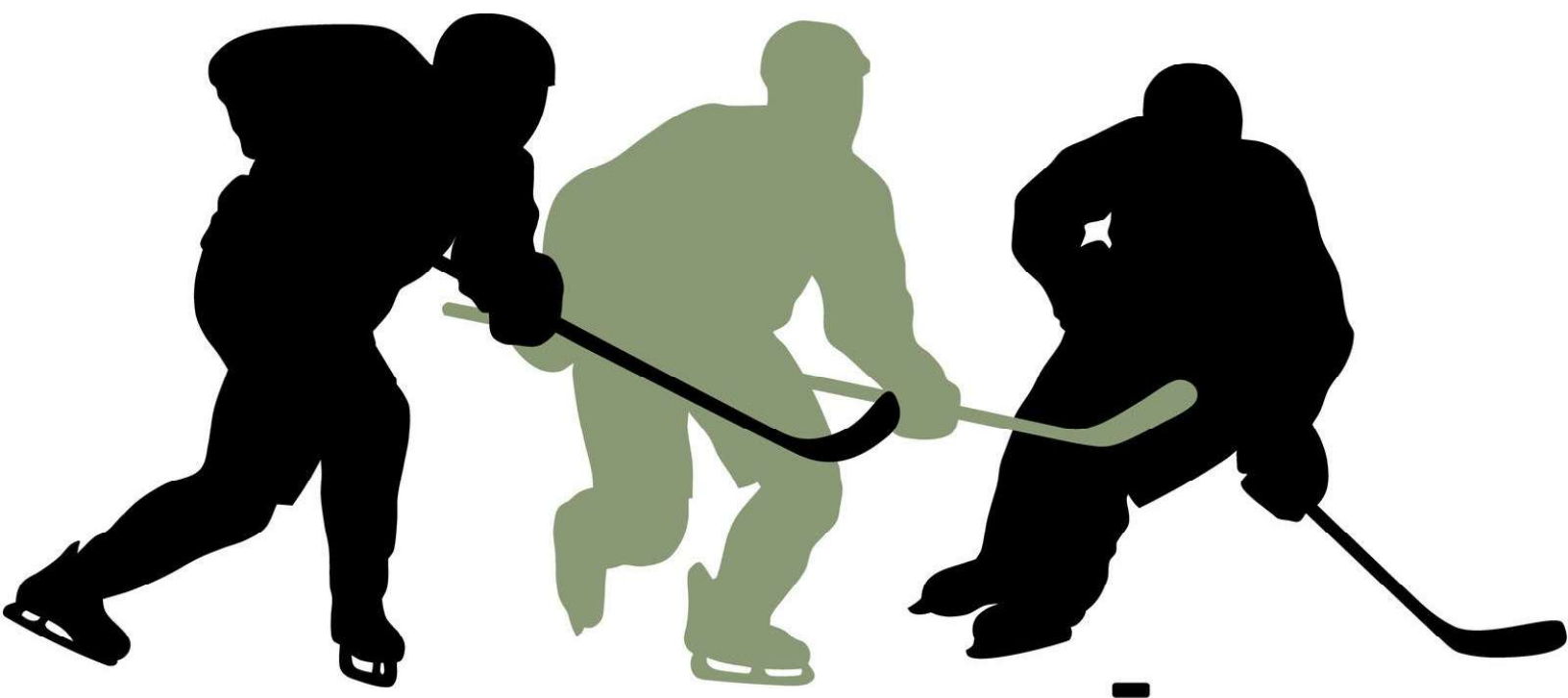




We are better than chimps

- Most adult human beings are peaceful and compliant.
- When group expectations are clear, they will follow them.
- Many of our local governments and nonprofit boards do just fine.





Solution: adopt and enforce common guidelines

Enforcement

- We don't like the idea that guidelines must be enforced.
- However, all human organizations, even benign institutions like hospitals, schools and retirement communities, ultimately depend on power enforcement for their success.

You need two things...

- The ability of the chair (which can be learned!)
- The agreement of a majority of the members to democratic principles and processes

- This training invites you to make a personal and whole-hearted commitment to the principles we are going to discuss.
- PERSONAL? WHOLE-HEARTED?
- Emotion is more important than procedure.

II. Meeting discussion, Point of Order, and Appeal

Workshop method

- We are in the League of Northwest Dino Cities.
- This is not entirely realistic – it is a fantasy – but there is some overlap with real life!
- We use broad strokes to convey the big picture.
- You are going to be the members of the Dinopolis City Council.



City of Dinopolis Regular Council Meeting

Motto: *We do our best for all our residents,
whether we like them or not!*



Call meeting to order

- Sit in the chair reserved for the person running the meeting.
- Rap the gavel lightly one time and announce, “This meeting of the Dinopolis City Council is called to order.”
- Ask the clerk to take the roll.
- Announce that a quorum is present (or not).

Quorum

- The “quorum” is the minimum number of voting members who must be present for business to be done.
- For local governments, usually it is a majority (more than half) of the fixed positions in the body.
- “Quorum” is different from “votes cast.”
- If you lose your quorum, you can’t do business.

Serial meeting

- Local government bodies must not create a “walking quorum” or a “serial meeting.”
- Generally speaking, when members of the body talk or email with each other outside of meetings, such that a quorum is discussing the body’s business, the Open Public Meetings Act has been violated.

Agenda

- Prepared by leadership, but within control of council (subject to notice requirements, of course).
- Robert's Rules says that if you follow the standard "Order of Business," you don't need to vote to adopt an agenda.
- However, many bodies do vote. Takes a majority vote to adopt, and a 2/3 vote to change later in the meeting.

Regular agenda/consent agenda

Question: *What's the difference between the regular agenda and the consent agenda?*

- The regular agenda lays out the items to be taken up at a particular meeting.
- It follows your “Order of Business.”
- The agenda may include, as a single item, “Adoption of the consent agenda.”

Consent agenda/consent calendar

- A “consent agenda” lists items that are expected not to be controversial.
- If any member requests that an item be removed from the consent agenda, it is done on request.
- The item is then placed at its proper place in the regular agenda.
- Some cities add a line item right after the consent agenda.

Consent agenda

- The consent agenda CANNOT BE DISCUSSED OR DEBATED.
- It is adopted with a single vote.
- The minutes must list all the items that were approved.

EXERCISE

Script Reading

Watch for

- Rules for discussion
- Inappropriate remarks
- Point of Order and Appeal
- Chair out of line

- In real life, members must be recognized by the chair before speaking.
- In this script, the numbers take the place of recognition.

Weed control at city hall

Chair - Ann

Banker

Gardener

Dancer

Photographer

Football fan

Principle of Equality

All members have equal rights,
privileges and obligations.

Key Point

Discussion in council and
committee meetings is
NOT A CONVERSATION.
It is **DEBATE** and has its own rules.

Fundamental guideline

- No one may speak a second time until everyone who wishes to do so has spoken once.

Fundamental guideline

- No one may speak a second time until everyone who wishes to do so has spoken once.

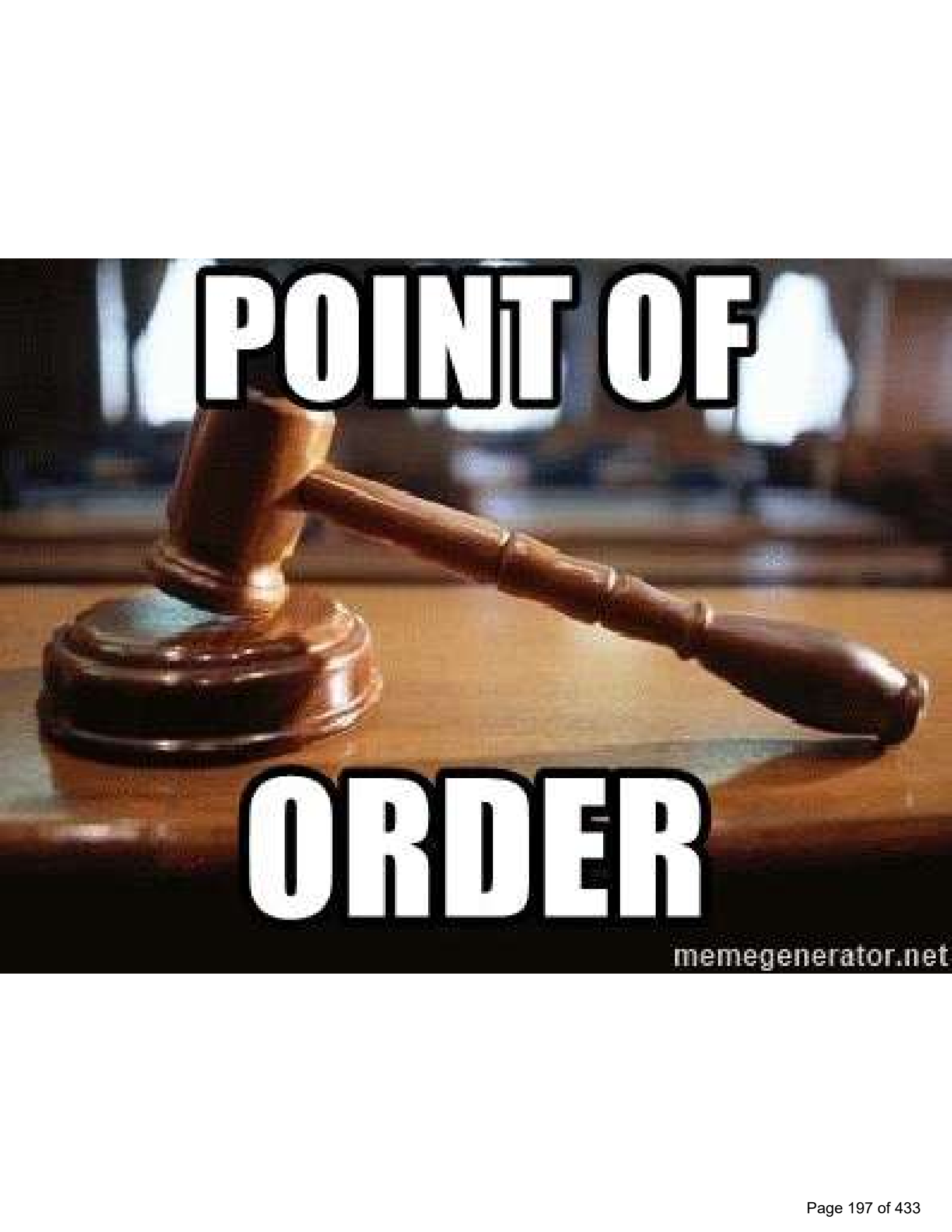
Why don't we follow this?

- Councils tend to discuss their affairs in conversational mode.
- In conversations, dominant people tend to dominate.
- Agreeable people tend to let them.
- Must have a structure to make sure that everyone has an equal chance to speak.
- This is both fair and efficient.

Equity and inclusion

- This rule is also the best way to ensure that each person has an equal voice.
- The system is formal but inclusive.
- It will make for robust discussion and advance your equity goals.

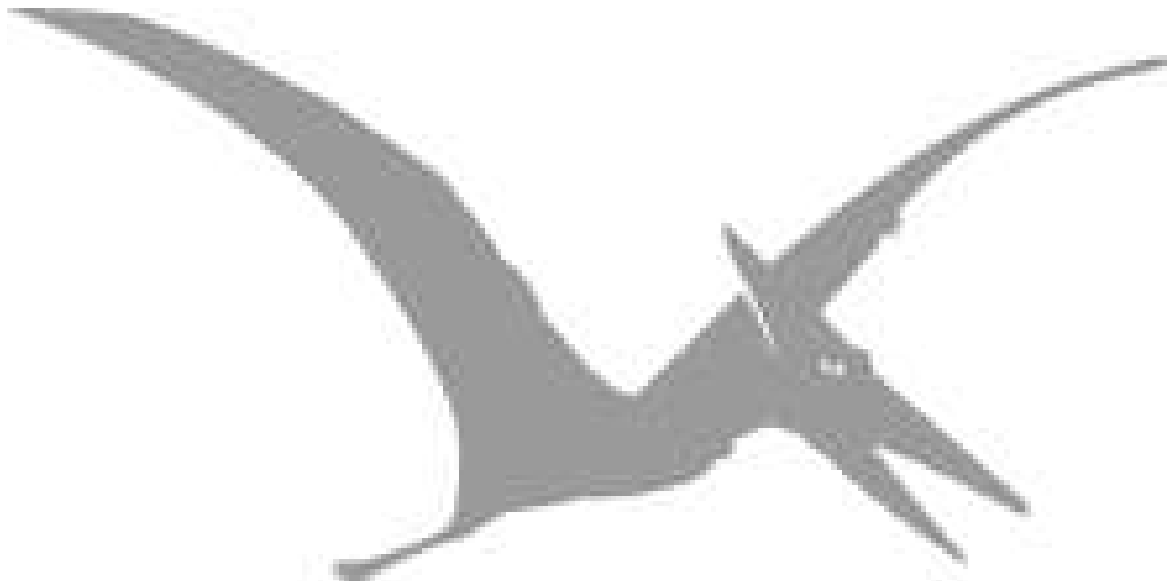
- Note that this guideline pertains to discussion on the substantive issues.
- The chair will speak more than others on procedural matters, because they have the role of facilitating the discussion during the meeting.



POINT OF

ORDER

memegenerator.net



Point of Order
flying dinosaur

Point of Order

flying dinosaur

- When ANOTHER MEMBER breaks one of the rules, a member may make a POINT OF ORDER.
- Chair rules on the point.

Point of Order

- A motion claiming that a procedural mistake has been made.
- According to Robert, can be made only by a member.
- We recommend that key staff be authorized also.
- Public may not raise a Point of Order.



Process Point of Order

1. Member: *Point of Order!*
2. Chair: *State your point.*
3. Member: *That remark breaks our rules of decorum.*
4. Chair: *The point is well taken. Members may not use this term.*

Point of Order

- You can make this at any time, except during voting.
- Do not have to be recognized.
- May interrupt a speaker if necessary.
- Must be timely – made at the time of the offense.

The chair must issue a ruling

- It is the chair's responsibility to say, "The point is well taken," or "The point is not well taken."
- Be alert as to whether the member who says "Point of Order" is actually using the motion correctly.
- The ruling goes into the minutes, as a precedent for the future. Use the passive voice! "A Point of Order was made that the word malarkey is insulting..."

Language tip

- Use the “third person” to keep things neutral and lessen conflict.
- Note that the chair states the general rule.
- The chair is speaking on behalf of the rules of procedure.
- DO NOT SAY “You are out of order” or “You made a mistake.”

When should members make a Point of Order?

- Make a Point of Order if a rule has been broken.
- DO NOT make a Point of Order to bring something to the chair's attention, or because you think someone has made a factual mistake, or because you disagree with what they said.
- Speak about that when it is your turn to discuss.

If someone is confused...

- If a member has trouble explaining what the Point of Order is about, the chair can ask:

What rule has been broken?

When in doubt, ask the group!

- Chair can always ask the group to decide if a Point of Order is correct (“well-taken”) or not.

- Member A: *That statement is just a bunch of baloney!*
- Member B: *Point of Order!*
- Chair: *State your point.*
- Member B: *The word “baloney” is insulting!*
- Chair: *The chair is in doubt and will ask the group to decide.*

- Chair: *All those who believe that the word “baloney” is insulting, say “aye.”*
- Members in favor: *Aye!*
- Chair: *All those who believe it is not insulting, say “no!”*
- Members opposed: *No!*
- Chair: *The ayes have it, the word baloney is insulting and may not be used, OR The noes have it, the word baloney is not insulting and may be used.*

Chair doesn't have to say "Point of Order"

- The chair has the duty of maintaining order and decorum, so doesn't need to say "Point of Order."
- Just needs to take appropriate action.

Chair subject to same rules

- If the chair breaks one of the rules, a member may raise a Point of Order.
- The chair rules on own behavior, which seems odd, but is the way the system works.

No further discussion

- Once the chair has ruled on a Point of Order, the only allowable form of discussion is to appeal the ruling.

APPEAL

Appeal

The most important motion in all of
Robert's Rules –
and the least known!

Chair's rulings can be appealed

- The CHAIR enforces order and decorum.
- The GROUP is the final authority.
- Any TWO MEMBERS can appeal a ruling of the chair (one member appeals and one seconds the appeal).
- EXCEPTION: If the ruling is a matter on which there cannot be two reasonable interpretations, the ruling cannot be appealed.

Appealing a ruling of the chair

- Member A: *Chair, Point of Order.*
- Chair: *State your point.*
- Member A: *My esteemed colleague has used the term “cream-faced loon” in referring to the Secretary. According to Robert’s Rules, insults are not allowed in debate.*
- Chair: *The point is well taken. Members will refrain from using improper language.*

- Member B: *Chair, I appeal the Point of Order on the grounds that “cream-faced loon” is a literary reference and not an insult.*
- Member C: *Second!*
- Chair: *Very well, since the ruling of the chair has been appealed, the group will decide. Note that appeals pertaining to proper use of language and decorum may not be debated.*

- Chair: *All those who believe that “cream-faced loon” is an insult, say “aye.”*
- Members who agree: *Aye!*
- Chair: *All those who believe that this phrase is not an insult, say “no.”*
- Members who believe it is not an insult: *No!*

- Chair: *The ayes have it, the ruling of the chair is sustained, and members may not use this term, OR The noes have it, the ruling of the chair is not sustained, and members may use this term.*
- Clerk, *please record this outcome in the minutes.*

Note that the vote was on whether the ruling of the chair should be SUSTAINED.

Don't get into arguments!

- If you are a member, you may not argue with the chair.
- If you are the chair, don't argue with a difficult member.
- Simply state your ruling, and then say
Does the member wish to appeal this ruling?

Further points

- Point of Order is made by one member, but an Appeal needs a second.
- Point of Order and Appeal are processed immediately. No other business can take place until they are dealt with.
- Points of Order and Appeals do not count against a member's turn to speak in debate.

Debatable?

- Point of Order cannot be debated.
- Appeals pertaining to language, decorum, and the order of business cannot be debated.
- When an appeal can be debated, the process is different from anything else in Robert's Rules.

Don't get into arguments!

- If you are a member, you may not argue with the chair.
- If you are the chair, don't argue with a difficult member.
- Simply state your ruling, and then say
Does the member wish to appeal this ruling?

Point of Order and Appeal are the heart of democracy



In our view, the motions Point of Order and Appeal are the heart of our democracy. They provide the mechanism to stop a dictatorial chair who is acting like a “boss.” They are essential for every local

III. How to do this?

- Seek recognition before speaking.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- No interrupting (in general)
- No sidebar conversations.
- Set time limits.
- Courtesy and respect are required.

Seeking recognition

- Members must seek recognition from the presider before speaking.

Seeking recognition

- Raise your hand and wait to speak until the presider (chair) calls your name, nods at you, or gives some other sign that you have permission to speak (you “have the floor”)
- Online, you can use the “raise hand” function or raise your physical hand.
- For Zoom on the telephone, press *9 (star nine).

Most useful phrase

*Members will kindly seek
recognition before speaking.*

*Just a moment Josh, Elaine has the
floor.*

Duty to remain silent

- When you have not been recognized, you have a duty to remain silent.
- The exception is a Point of Order when essential.

Rights and Responsibilities of the Member



Weldon L. Merritt, FRP, CPP, has graciously authorized Jurassic Parliament to publish this listing of the rights and responsibilities of ordinary members of an organization.

Please note that neither the list of member rights nor the list of member responsibilities is intended to be exhaustive. In addition, neither the rights nor the responsibilities are necessarily absolute in every instance. For example, the right to debate may be cut off or limited by motions for the Previous Question or to Limit Debate. And, while a member should not vote on a matter of direct personal interest, under Robert's

...

Fundamental guideline

- No one may speak a second time until everyone who wishes to do so has spoken once.

**NO CROSS TALK
BETWEEN
COUNCILMEMBERS!**

HOW to do this?

- Chair can keep track of who has spoken and who wishes to speak, using a chart.
- Chair can empower vice-chair to do this – good training for them.

SPEAKING CHART

Name	1	2	3	4	5	6	etc.
Garcia							
Jackson							
Juma							
Lee							
Patel							
Smith							
Young							

A great method – the “round robin”

- The chair goes around the table, asking each person in turn for their opinion. People may pass and speak at the end.
- Important to have a pencil in hand, to jot down points or questions for when your turn arrives.
- Chair must wait their turn also!
- This rule applies to questions and answers also, and to discussions with staff.
- Don't let any two people “hijack” the meeting.

Interrupting

- When a member has the floor, they have the right to speak until they have completed their comments.
- Members may not interrupt each other.
- Chair may interrupt members when necessary to bring them to order.
- Members may interrupt to make a Point of Order when essential.

No sidebars or texting

- No “sidebar conversations”
- No whispering! Disable the chat.
- No texting to each other or people outside during meetings.
- No posting on social media during meetings.

Frustrating

- Structuring discussion in these ways can be frustrating.
- Councilmembers sometimes say, “I wish we could just hash it out and have a free-form discussion.”
- The Open Meetings Act, and the press of time, mean that usually, this won’t serve your council well.
- However...

An occasional exception...

- Sometimes there is benefit in the conversational style or “informal discussion.”
- It can be useful at study sessions (Committee of the Whole), or in committee meetings.
- Chair must still ensure that no one dominates.
- Do not make the conversational style your ordinary or “default” style of discussion.

Set time limits

- Jurassic Parliament recommends that councils set estimated times for agenda items.
- We recommend time limits on individual councilmember speeches – 3 or 5 minutes.
- Time limits cannot be debated.
- They can be suspended or changed by a two-thirds vote without debate.

Time limits create productive meetings



The mayor of Alexandria, Virginia began council meetings by responding to each person giving public comment, sometimes delaying the start of regular business three hours or more. Was this reasonable? No. We need time limits to establish structure and create productive meetings. Robert's Rules says that members have the right to an efficient meeting. It takes effort to do this, and for the chair to maintain the limits, but the effort will pay off big time.

SET AN OVERALL TIME LIMIT FOR THE MEETING

If you are a private nonprofit board, a good target for a regular board meeting is two hours. After

Fundamental guideline

Courtesy and respect towards everyone are required.

These remarks are inappropriate

1. Personal remarks about other members (except for conflict of interest)
2. Discourteous remarks – insulting language, attacks
3. Inflammatory language
4. Criticizing past actions of the group (unless subject is under discussion, or member is about to propose to amend or rescind the action at the end of their speech)
5. Remarks that are not germane (relevant) to the discussion

Inappropriate Remarks on Local Government Councils



If you serve as an elected official on a local government council or board, you should know the types of remarks that are inappropriate during discussion at a meeting. Robert's Rules of Order and the common parliamentary law it is based on require that:

- Members of a council or board must be courteous to one another.

Personal remarks

The measure, not the member, is the subject of debate...The moment the chair hears such words as “fraud,” “liar,” or “lie” used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.

Robert's Rules of Order Newly Revised, 12th edition, Section 43:21



PHOTO: BRYAN ALLEN

CHEAT SHEET

WAIT! WAIT! WHAT SHOULD I SAY?

BIG MISTAKES

	If you are the chair, say...	If you are a member speaking about another member, say...	If you are a member speaking about the chair, say...
speaking twice in a row	Members are reminded that no one may speak a second time until everyone who wishes to do so has spoken once.	Point of order...The member has spoken twice while others are waiting to speak.	Point of order...The chair does not have the right to dominate the discussion, but must speak in turn.
not seeking recognition	Members will kindly seek recognition before speaking.	Point of order...Members must seek recognition before speaking.	[not applicable]
speaking directly to another member	Members will kindly address all remarks to the chair.	Point of order...Members are supposed to speak to the chair.	[not applicable]
interrupting another person	Members will kindly refrain from interrupting one another.	Point of order...Interrupting is not allowed.	Point of order...The chair does not have the right to interrupt a member.

INAPPROPRIATE REMARKS

personal remarks	Members will refrain from making personal remarks.	Point of order...Personal remarks are not allowed.	Point of order...Personal remarks are not allowed.
insulting language, vulgarity, attacks	Insulting or vulgar language is not allowed at our meetings.	Point of order...The language used by the member is insulting/vulgar.	Point of order...The chair is using insulting/vulgar language.
inflammatory language	Inflammatory language is not allowed.	Point of order...That remark is inflammatory.	Point of order...That remark is inflammatory.
criticizing past actions	Members may not criticize a past action of the group during a meeting, with two exceptions.*	Point of order...Members may not criticize a past action of the group during a meeting, with two exceptions.*	Point of order...The chair may not criticize a past action of the group during a meeting, with two exceptions.*

Note that this is proprietary information. Do not duplicate.

Who decides?

- If any question arises whether a remark is appropriate or not, or a comment is germane, the chair rules, subject to appeal.
- The chair may also turn immediately to the group to ask the members to decide.
- Ultimately it is the GROUP'S CALL.

Important note

- Note that these are council rules for discussion among yourselves. They **DO NOT APPLY** to the public when they are giving public comment.

PARTNER DISCUSSION

Please pair up with a partner and share two items that you have found valuable from this presentation so far.



Stand at ease

10 minutes

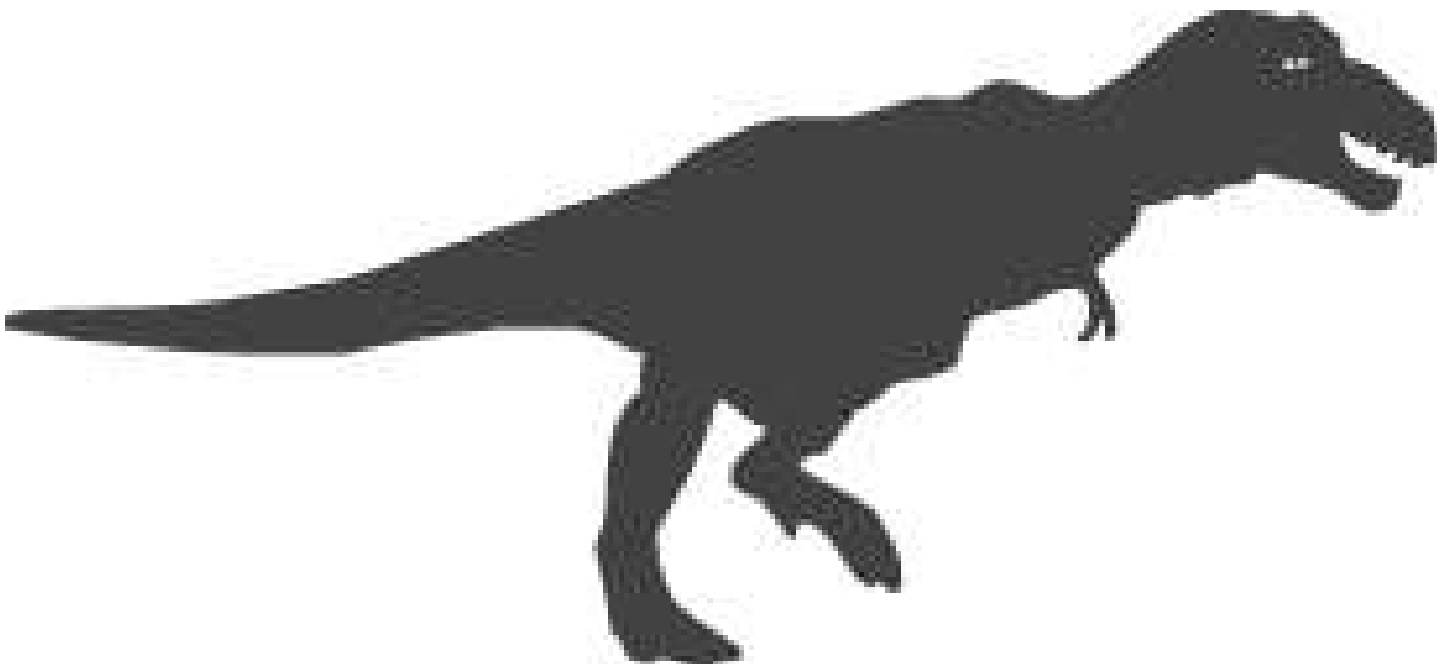
Please choose your roles
for the motions practice.

IV. Motions and Amendments

Main Motion

Tyrannosaurus rex

- A main motion is the usual and customary way to start the action of discussion and decision-making.
- For small boards (up to about 12 people), it is OK to have discussion before a motion is moved. Jurassic Parliament recommends moving the motion before discussing it whenever possible.



Main Motion
Tyrannosaurus rex

Main Motion

We recommend this sequence:

- Staff presents proposal in writing and answers any questions. Each councilmember may ask one or two questions, then the next member has a turn.
- Motion is moved and seconded.
- Members discuss motion and may amend it.
- Members vote on motion.

Characteristics of Main Motion

- It should be in writing if at all possible.
- It should be **clear** and unambiguous. Don't say, "I move what he just said," or "so moved."
- It should be phrased in the grammatical **positive**.
- It must comply with the **bylaws** and the **procedural** law of the land.
- You can have only **one main motion** at a time.

Fundamental guideline

One thing at a time.

How do you introduce a Main Motion?

Three little words:

I move that...

Member must be clear

- The member has the responsibility of formulating the motion.
- Don't mix up your ideas about the subject with the motion itself. Save those for debate.

I've been noticing that the number of wild cats is increasing in our city, and they're getting stomped on by bigger dinosaurs. It's important that the city do something to protect them, so I think allowing catios would be great, this fits in with our mandate to serve all species and it will make the little kitties safer.

State the exact motion clearly

I move that residents be authorized to build catios in their private yards.

You can request a moment to write it down

- May I have a few minutes to write this motion down?
- Chair may also request that motion be written.

Second

Second the motion!

Second the motion

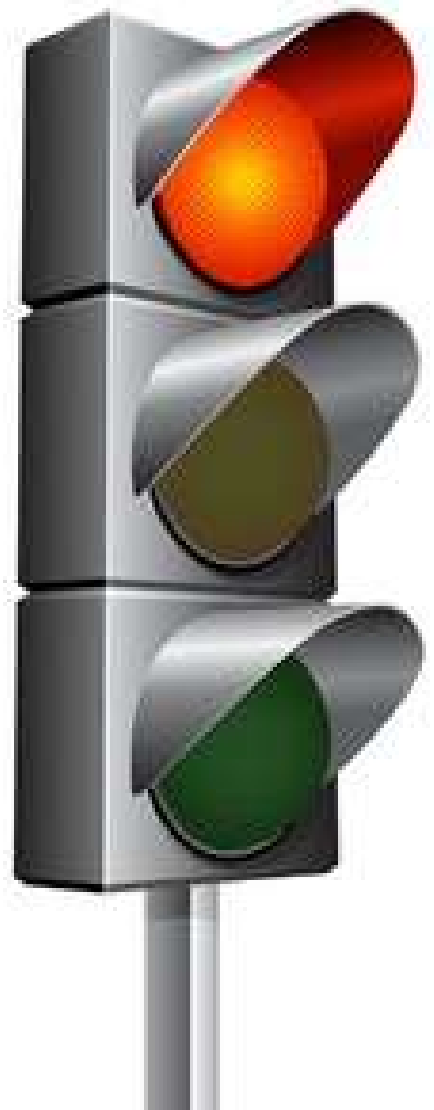
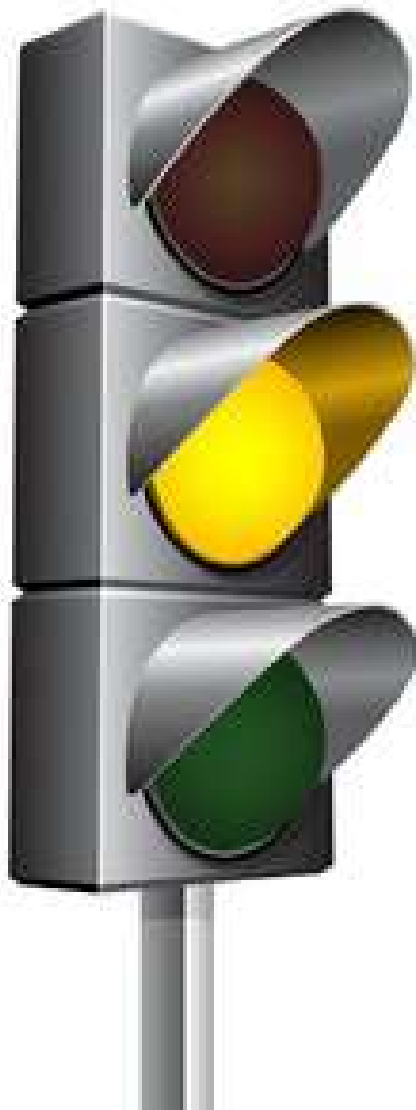
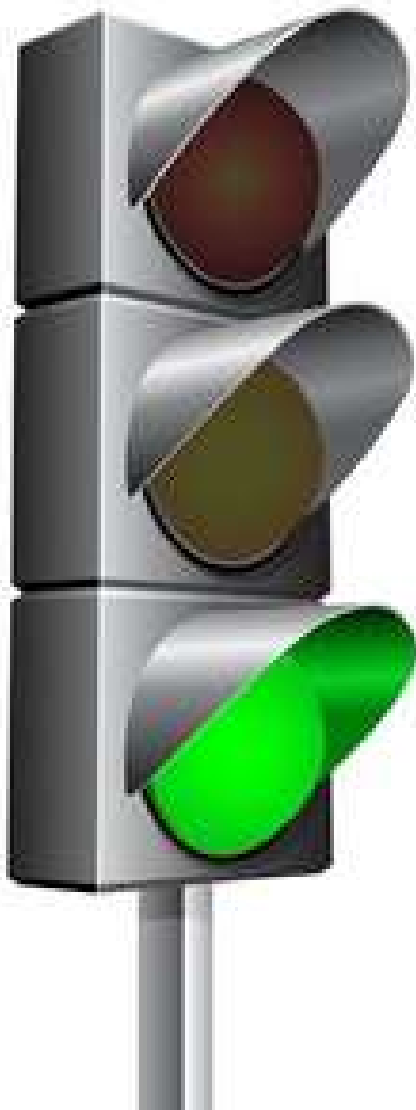
- You “second a motion” to show that you would like to talk about it.
- No need to be recognized. Just call out “second.”
- It is OK to second a motion you disagree with, if you want to explain why it’s a bad idea.

If no second...

- If there is no second, the chair says:
There being no second, the motion will not be considered.
- Then moves immediately to next item of business.

You can't speak against your own motion

- Under Robert's Rules, the maker of the motion cannot speak against it.
- If the discussion has changed their mind, they should request permission to withdraw the motion.
- The maker CAN vote against their own motion.



EXERCISE

Eight steps cards

Please fill in the blanks in the worksheet.

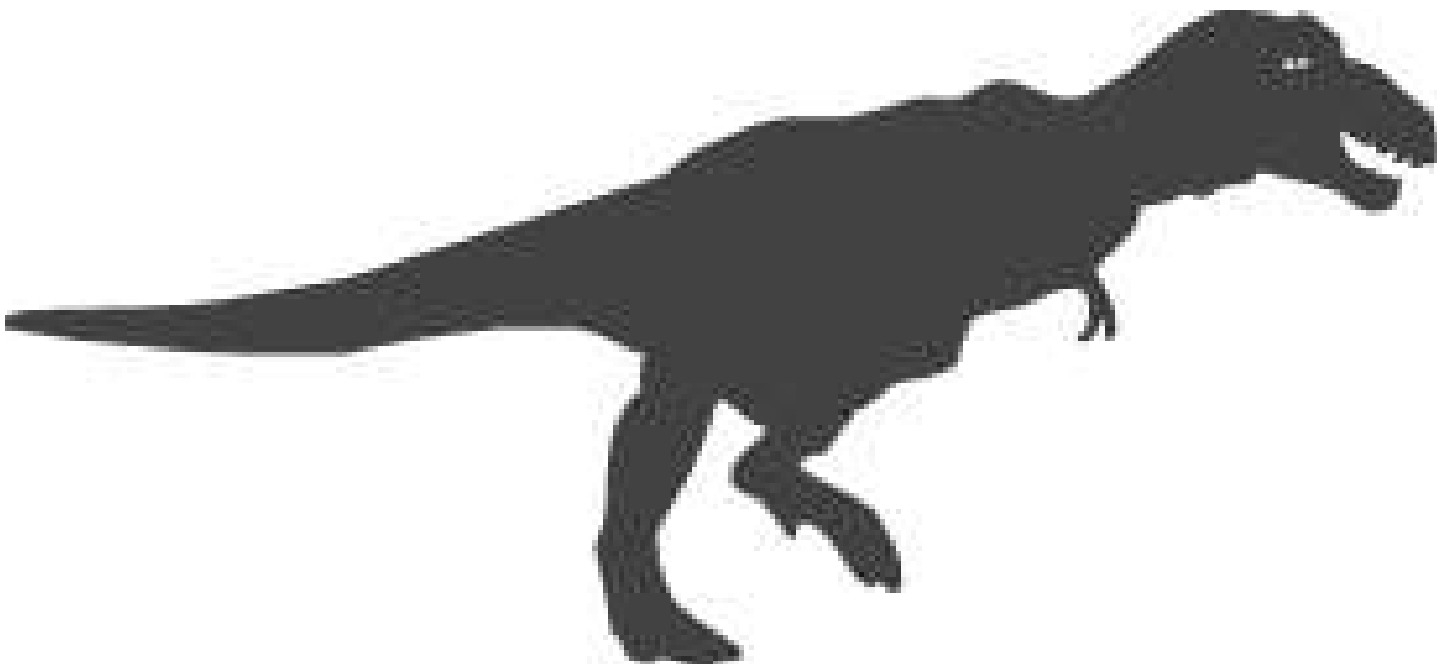
Eight steps to process a motion

1. **Member makes motion.**
2. Another member seconds motion.
3. **Chair states motion.**
4. Members debate and/or amend motion.
5. **Chair restates motion and calls for vote.**
6. Members vote on motion.
7. Chair states results of vote, whether motion passes or fails, and what happens next as a result of the vote.
8. Chair states next item of business.

Main Motion

Tyrannosaurus rex

Residents will be authorized to build catios in their private yards.



Main Motion
Tyrannosaurus rex

Step #3 is very important!

- Presider **MUST** repeat the motion, or have the clerk repeat it.
- After step #3, the motion belongs to the group as a whole, not to the person who made it.
- **WHY?** So that everyone knows what we are actually discussing.

Step #5 is also very important!

- Chair must repeat the motion before the vote is taken.
- Have you ever been at a meeting when once the vote is taken, someone says, “What did we just approve?” and no one knows exactly what it was?
- WHY? So that everyone knows what we are actually voting on.

Point of Information

Friendly member: *Chair, Point of Information. I'm confused! What exactly IS a "catio"?*

Chair: *A catio is a patio for cats. Here's an example.*



Point of Information

Note that “Point of Information” is a QUESTION. It is also called “Request for Information.” It cannot be used to GIVE information.

Discussion

General Contractor: *I feel that catios will allow our dear feline friends to experience the outdoors without getting hurt or endangering other wildlife. I urge my colleagues to vote in favor of this motion.*

Discussion

Photographer: *I'm in favor! My cousin has built a catio, and her little pet Fuzzy is completely at home in it, as you can see from this picture.*



Discussion

Architect: *I think this is a terrible idea! Catos are intrusive and will ruin the look of our city. Here's an example I saw when I visited Dinodome last week. We don't want this kind of ugly building in beautiful Dinopolis.*



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Moving to vote

- When it seems that discussion is finished, chair asks, “Is there any further discussion?” or “Are you ready to vote?” and then, if no one speaks up, takes the vote.

Voting

- Chair repeats the motion.
- Chair says, “All those in favor say ‘aye,’ all those opposed say ‘no.’”
- Chair announces results of vote, whether motion passes or fails, and what will happen next as a result of the vote.
- Chair announces next item of business.

Voting

The “ayes” have it, the motion passes, and residents will be authorized to build catios in their private yards,

OR

The “noes” have it, the motion fails, and we will not implement this proposal.

- Note that on a voice vote, the chair must call for the negative vote, even if it seems obvious that the motion is unanimous.

No debate during voting

- Nothing can interrupt the voting process.
- Members are not allowed to explain their vote during the vote, or afterwards.
- Even a Point of Order must wait until the result of the vote is announced.

Changing your vote

- A member may change their vote up until the time the chair announces the result.
- After that time, it takes unanimous consent of the body (everyone agreeing) for the member to change their vote.
- Once the chair has moved on to the next item of business, it is too late to change a vote.

Abstain

- Under Robert's Rules, to abstain is to do nothing.
- Abstentions are not counted.
- The chair does not call for abstentions.
- However, if you are a public body, likely you will count abstentions.

Conflict of interest

- If you have a conflict of interest, you should “recuse” yourself from the vote.
- Recusal is a special form of abstention.
- Talk with your attorney before the meeting! Don’t spring it during the meeting itself.
- It may be that recusal is not enough.

See MRSC post

Resolving Financial Conflicts of Interest:
Is Abstaining from Voting Enough?

www.mrsc.org

MRSC

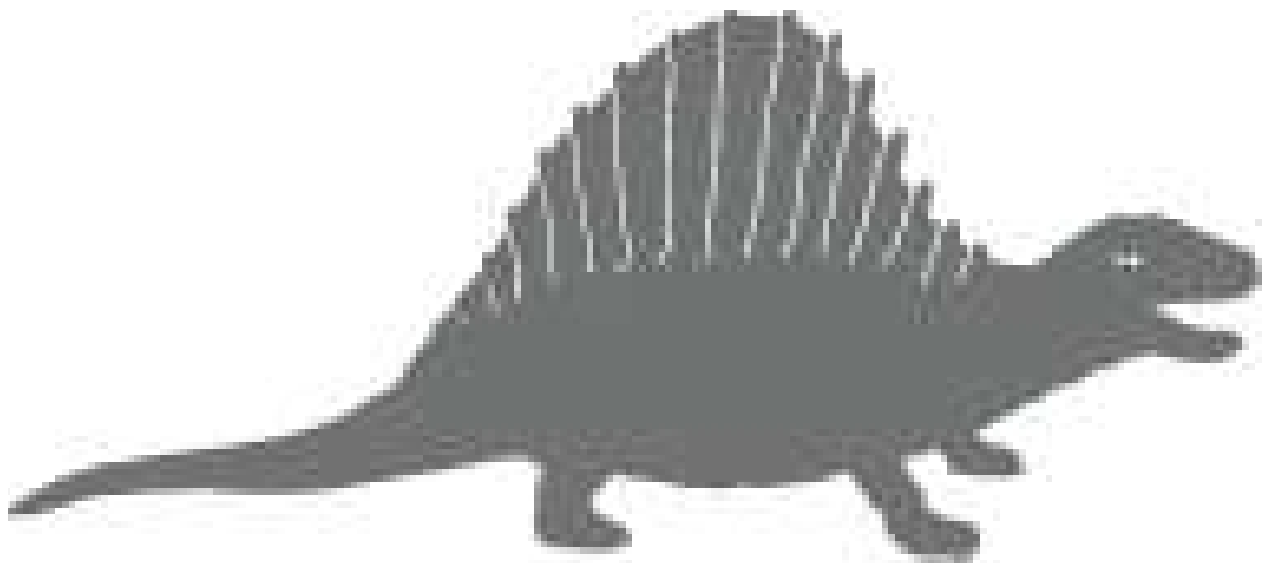
- MRSC, formally known as the Municipal Research and Services Center, is a private nonprofit organization in Washington State that provides guidance to local government bodies.

Unanimous consent

- Form of voting—a type of “fast track.”
- Very efficient for minor procedural matters.
- Presider suggests something, and if you agree, REMAIN SILENT. Silence means consent.
- If you don't want to proceed in this way, say “OBJECTION.”
- Presider then abandons the fast track to use the regular method.

Examples

- A member has proposed an amendment to correct an error in the Main Motion. The presider sees that this is a necessary correction, so says, “Is there any objection to accepting this correction?”
- The meeting has become fraught, and the presider recognizes that a recess would help cool tempers down, so says, “Is there any objection to taking a 10-minute recess?”



Amendment
Dimetrodon

Amendment

Dimetrodon

- You amend a motion to improve it.
- The Amendment applies to the main motion.
- The Amendment must be germane (relevant).
- Anyone may move to amend, even the person who made the motion.

Amendment

Engineer: *I move that we amend the motion by adding the words, “Provided that the plan for each catio is approved by the Design Review Board.”*

If adopted, will read:

Residents will be authorized to build catios in their private yards, **provided that the plan for each catio is approved by the Design Review Board.**

Four ways to amend

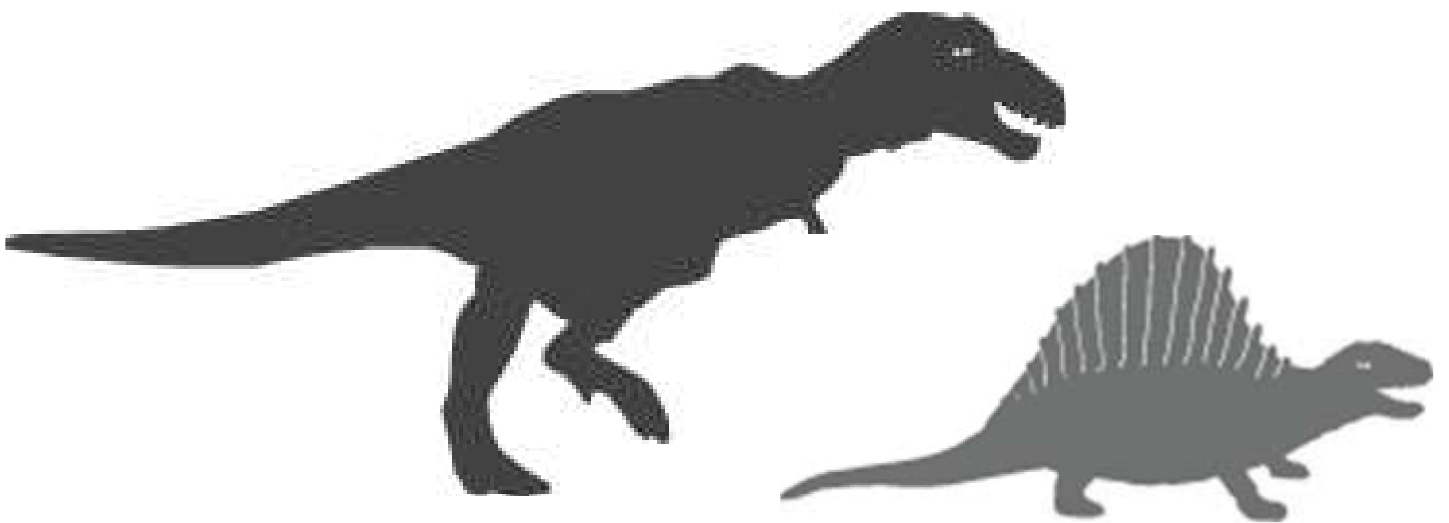
1. Add or insert words.
2. Strike out words.
3. Strike out words and insert words in their place.
4. Substitute (not recommended!).

Process Amendment

- The Amendment is processed using the same eight steps that we just saw for a main motion.

The challenge is...

- We vote on amendments BEFORE we vote on the main motion, in order to make the main motion as good as possible—to PERFECT the motion.



Amendment blocks Main Motion

Fate of the Amendment

- People sometimes get confused, and don't realize that after voting on the amendment, the process continues.
- Once the fate of the amendment has been decided, debate continues on the main motion.

More amendments are possible...

- Once you've dealt with one amendment, you may have others...
- provided that they apply to a *different aspect* of the main motion.
- It takes special actions (reconsideration) to go back and change something we've already amended.

The process continues

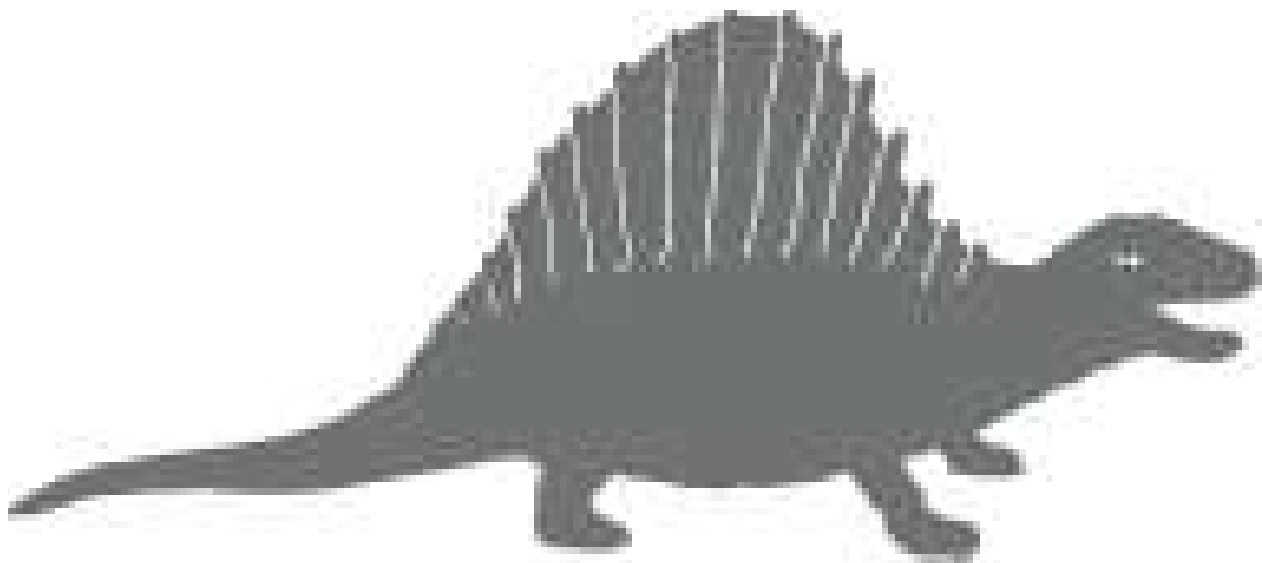
- After all amendments have been processed, the body still must vote on the AMENDED MAIN MOTION.

“Friendly amendment”

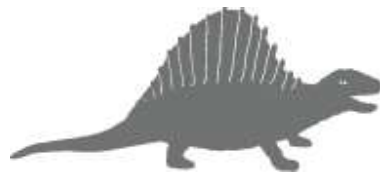
- People often process “friendly amendment” the wrong way.
- DO NOT turn to maker and seconder to ask if they accept the amendment – this give them improper power.
- Handle this the same as any other amendment.
- Ask, “Is there a second?” etc.
- Once a motion has been stated by the chair, the maker and seconder have same rights as any other member.

Secondary amendment

- When an amendment has been proposed, it is called a “primary amendment.”
- It is also possible to amend the amendment, which is called a “secondary amendment.”
- This is processed just like the main motion, EXCEPT that no further amendments are possible—no “tertiary” amendments.



Primary Amendment
Dimetrodon



Secondary Amendment *Small Dimetrodon*

Amend the Amendment

Architect: *I move that we amend the amendment by striking the words “Design Review Board” and inserting the words “a licensed architect.”*

If adopted, amendment will read:

provided that the plan for each catio is approved by ~~the Design Review Board~~ **a licensed architect.**



Secondary amendment

Secondary amendment
blocks primary amendment

Sequence

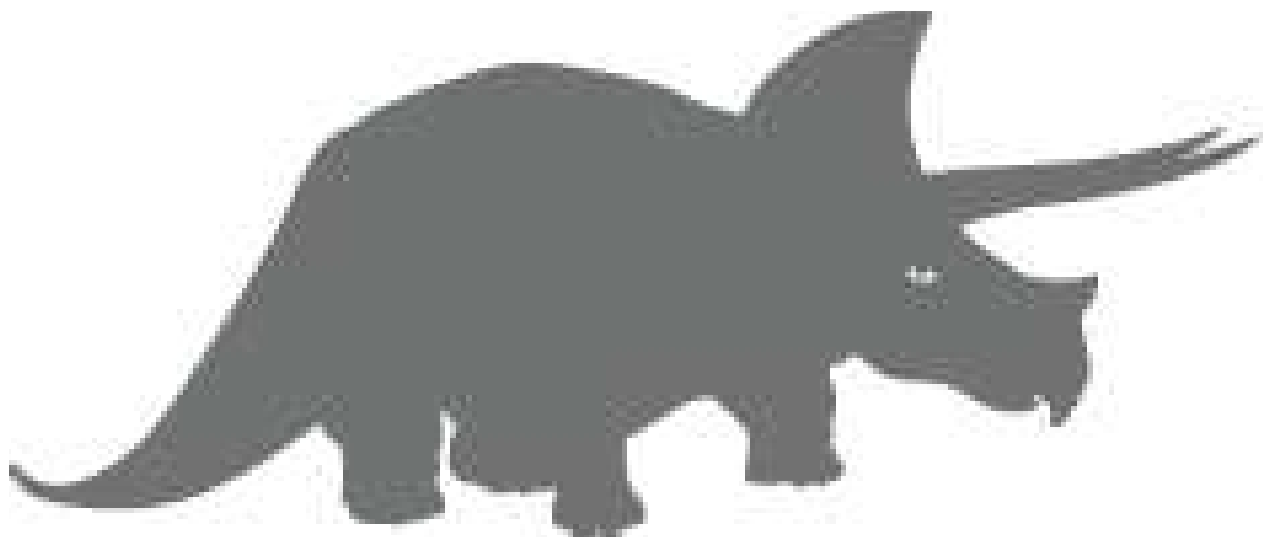
- Discuss and vote on the secondary amendment.
- Discuss and vote on the primary amendment.
- Discuss and vote on the Main Motion.

How many amendments?

- “Primary amendments” are amendments to the main motion itself. You may have as many as you have time for, one after another.
- There are also “secondary amendments.”
- You may have as many of these as you have time for.
- At any given moment, there may be only ONE primary amendment and ONE secondary amendment pending.

No amendments in minutes

- According to Robert's Rules of Order, details of each amendment and how it was voted on **ARE NOT INCLUDED** in the minutes.
- “After discussion and amendment, the following motion was adopted...”



Call the Question
Triceratops

Call the Question

Triceratops

- People often process this motion wrong.
- You cannot simply cut off debate by saying “question.”
- You must be recognized to make this motion.
- It requires a **second**.
- It cannot be **debated or amended**.
- It takes a **two-thirds** vote to pass.

EXERCISE

Motions practice

EXERCISE

Using the surplus

**Dinopolis has a \$10 million
surplus this year.**

What will the city do with it?

Performing Arts Center

Moved and seconded: That the city build a performing arts center at a cost not to exceed \$10 million.

Review and note eight steps

- 1. Member makes motion.**
- 2. Another member seconds motion.**
- 3. Chair states motion.**

4. Members debate and/or amend motion.

- 5. Chair restates motion and calls for vote.**
6. Members vote on motion.
7. Chair states results of vote, whether motion passes or fails, and what happens next as a result of the vote.

8. Chair states next item of business.

V. Who's in charge?

Can the mayor discuss?

- In Washington State, the mayor is not technically a member of the council.
- The RCW says that “the mayor and council shall meet,” which implies discussion. In our view, the mayor can and should take part in discussion.
- We recommend that the mayor exercise restraint, and speak last in each round.

Can the mayor take part in discussion?



What is the role of the mayor in discussion at city council meetings? The answer to this question is a bit subtle.

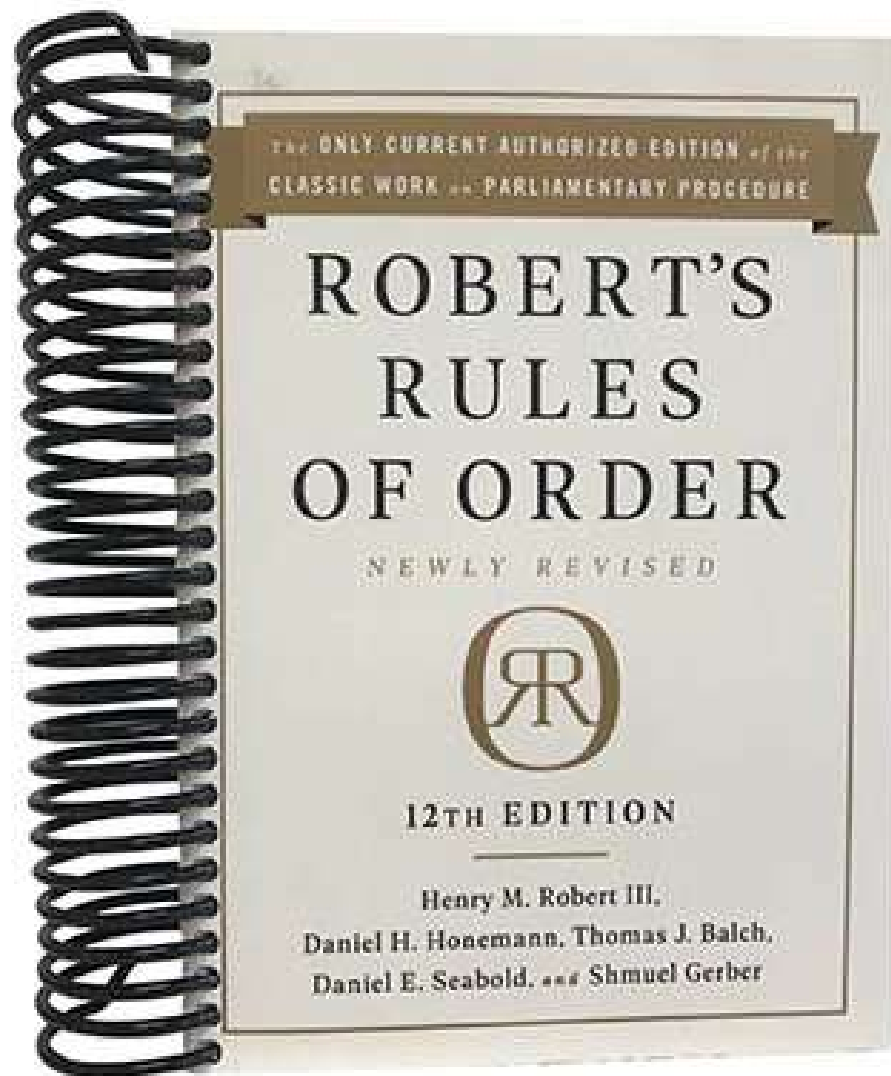
Robert's Rules of Order Newly Revised,
12th edition

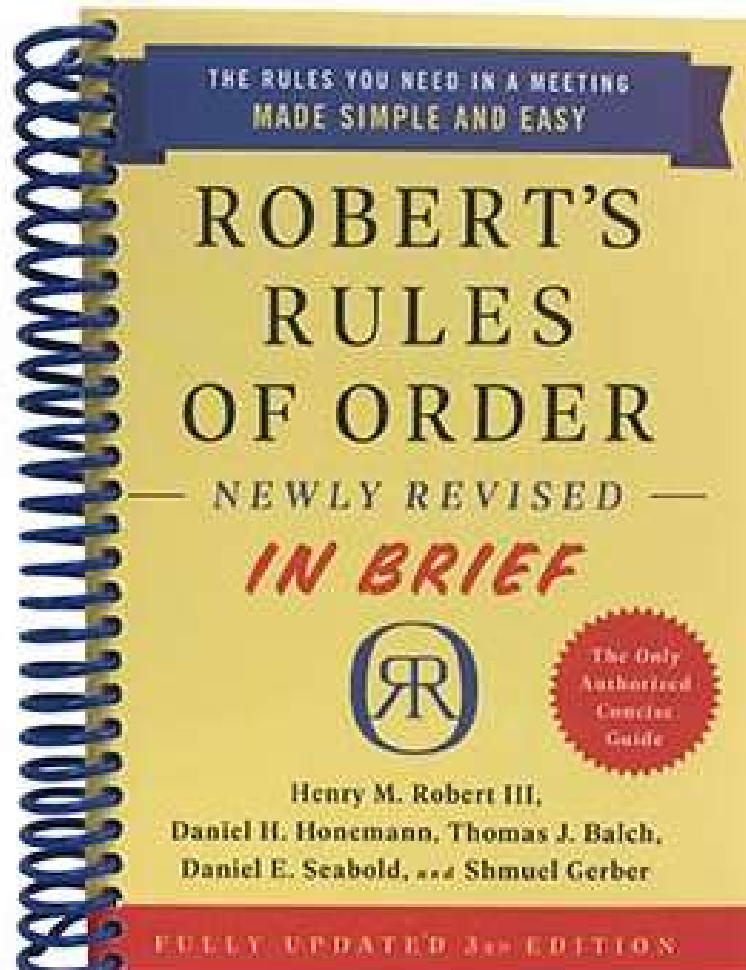
Abbreviated RONR

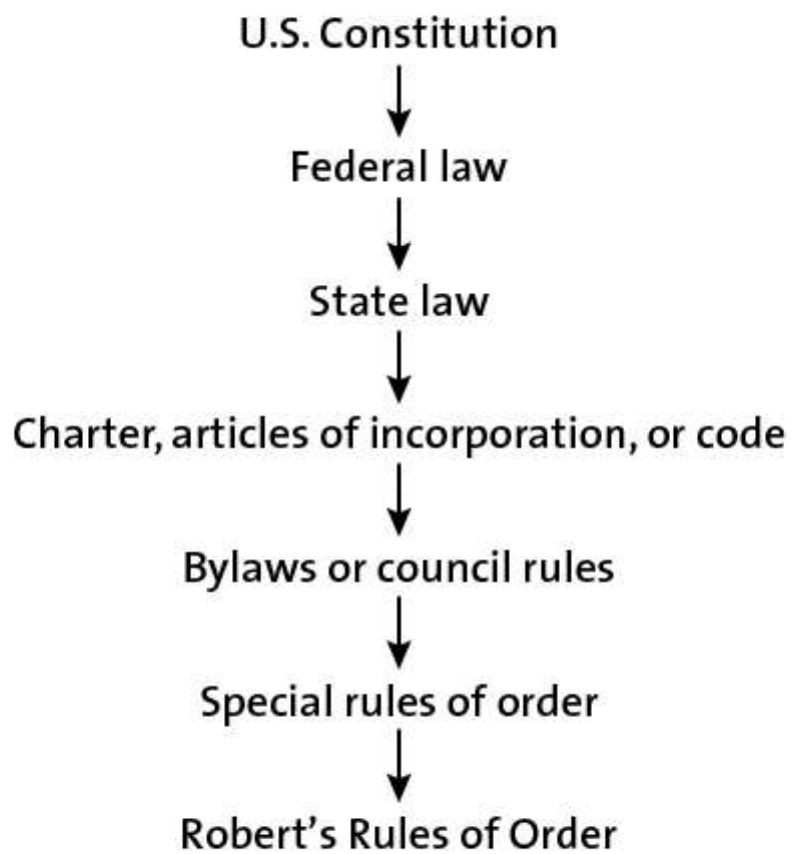
“Rules of Order Newly Revised”

We recommend spiral-bound edition from
National Association of Parliamentarians

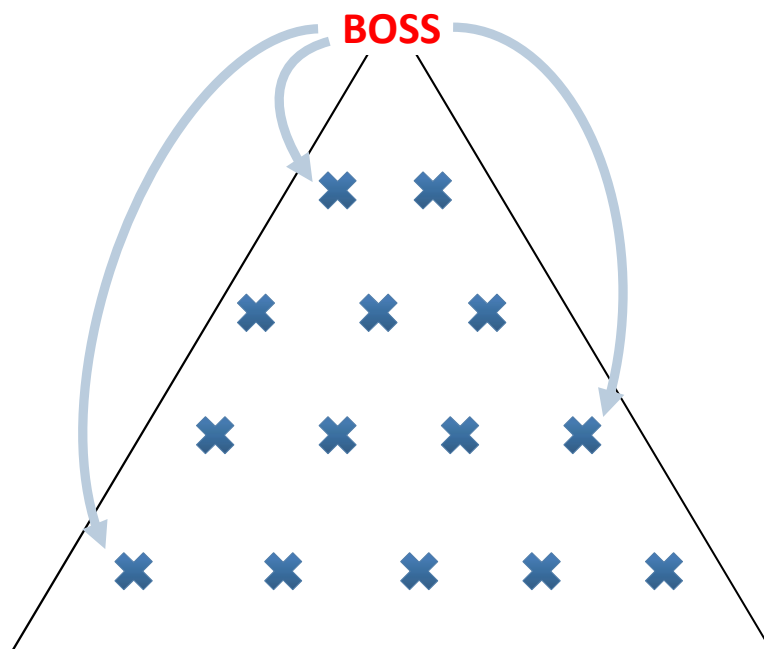
Also available from Amazon on Kindle
(good for searching)



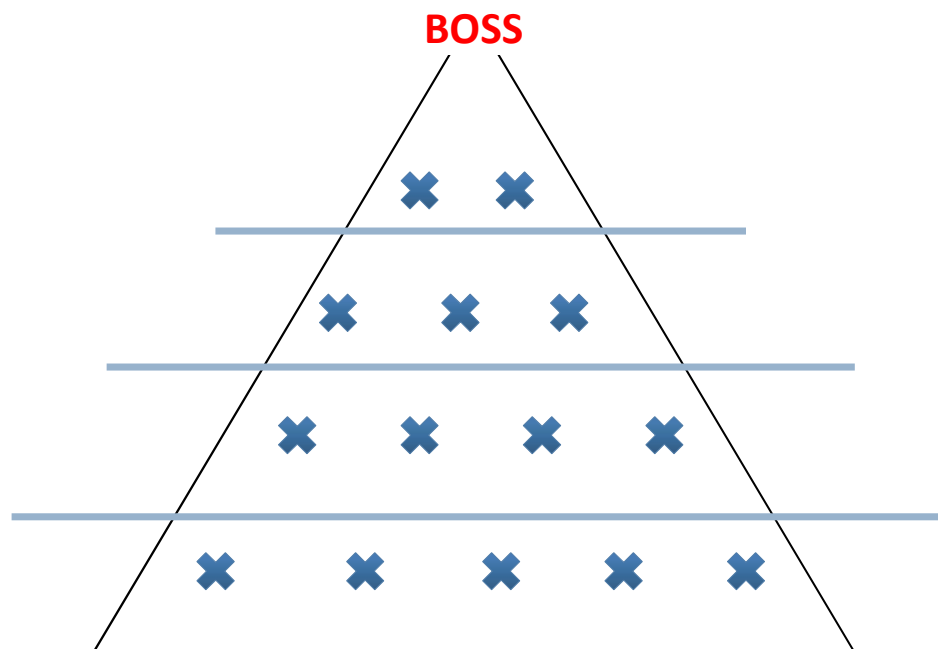




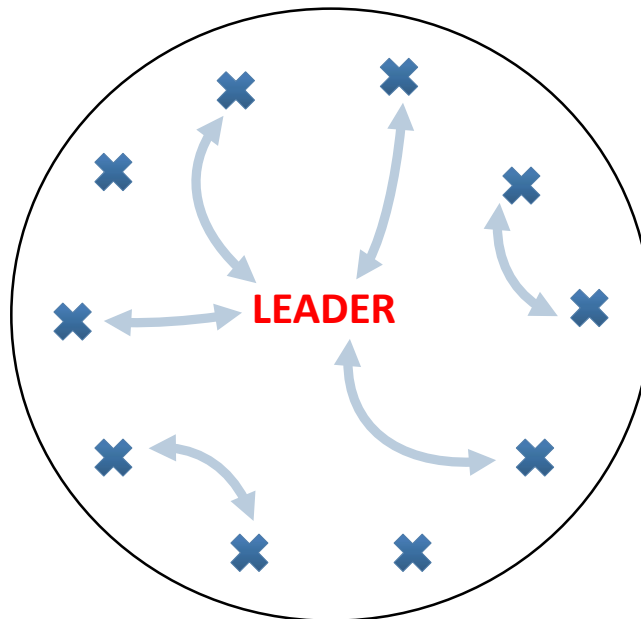
Accountability Hierarchy



Accountability Hierarchy



Voluntary Association



Key Point

Each member has an equal right to speak and to try to persuade others to accept their view.

Key Point

During meetings,
the chair controls the process
so the group can make the decisions.

Fundamental guideline

During meetings,
the chair is the servant of the group,
and the group is the final authority.

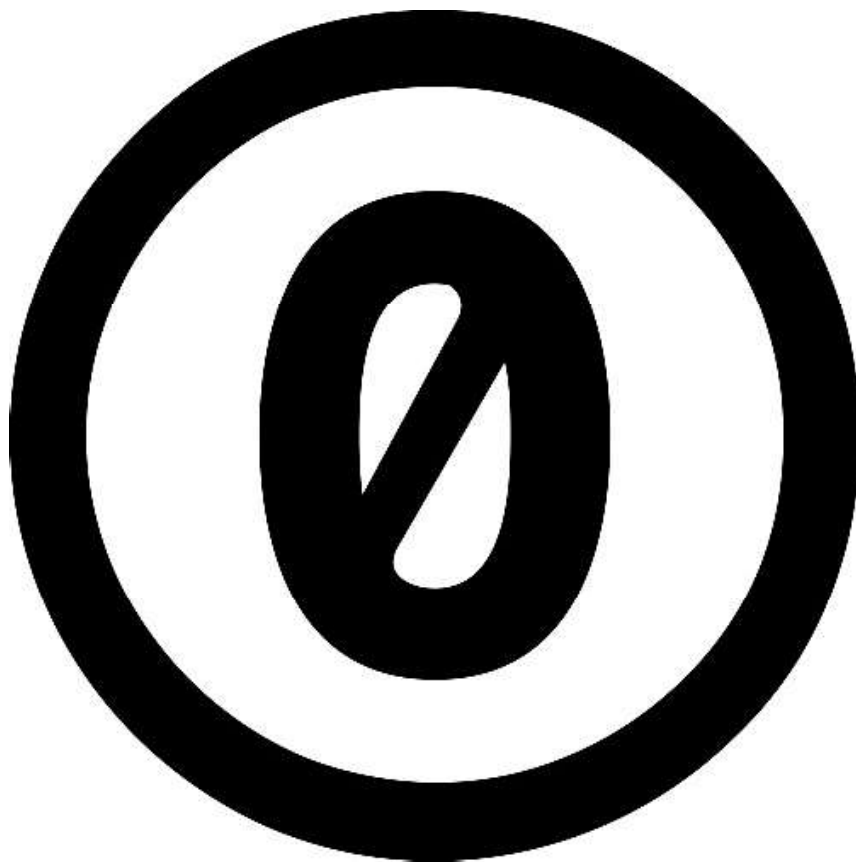
Fundamental guideline

During meetings,
the chair is the servant of the group,
and the group is the final authority.

You have both types of structure

- The council forms a voluntary association.
- The mayor and staff form an accountability hierarchy.

What is each person's individual authority?



ZERO
Nothing
Nada
Zip
0

All members of a governing board share in a joint and collective authority which exists and can be exercised only when the group is in session.

The Standard Code of Parliamentary Procedure

What is your individual power?



LEGISLATION is the prerogative of the council. Mayor supports council, but does not decide.



ADMINISTRATION is the prerogative
of the mayor.
Council may not interfere.

Councilmembers may not do the work of the city

- Elected officials care deeply about their city.
- Sometimes they have special knowledge and expertise.
- They may make suggestions to the mayor, but they may not do the work of the city themselves.
- Why? They must not cross the line between legislation and administration.
- This is a legal requirement!

Your duty as a councilmember

- Debate and determine overall strategy, policy, and legislation for your city.
- Leave the details of operations to the mayor and staff.

Vigorous discussion

- Discussion on council motions can and should be vigorous!
- Express your views freely and don't hold back.
- Once the vote has been taken, however, things change.

It's OK to disagree

- The fact that people have different opinions is a strength. It's a good thing!
- BUT we tend to identify with our own position.
- When we are defeated, we sometimes take it personally.
- This is a mistake.

At the end of the day, the body must unite behind its decision.

- It is a basic democratic principle that the decision of the majority, voting at a properly called meeting, is the decision of the body as a whole.
- The minority must make it their decision as well.



Democracy is the worst system of government in all the world, with the exception of those others that have been tried from time to time.

Winston Churchill

Bottom line

- In a democracy, HOW we decide things is more important than WHAT we decide.
- Courtesy and respect, no surprises, no unilateral action, no end-runs...these are essential for the system to work.

Fiduciary duties

- Duty of care
- Duty of loyalty
- Duty of obedience

Duty of care

- A councilmember has the duty of exercising the diligence a reasonable person would use in carrying out his or her duties.

Duty of loyalty

- A councilmember has the duty of furthering the interests of the city and the council, as established by majority rule, and may not take action to undermine or harm its moral stance or business interests.

Duty of loyalty

- A councilmember may not use their position on the council to prioritize their personal business interests over the interests of the general public.

Duty of obedience

- A councilmember has the duty of obeying the agreed-upon rules and guidelines established by the council.
- A councilmember may propose changes, but is bound by the rules until they are changed.

Duty of obedience

- When serving on a city council, councilmembers have a duty **to uphold the decision of that body, even if they disagree with it.**

Disagreement

- Members may express their disagreement in public, but may not attempt to UNDERMINE the decision.
- They are free to try to persuade their colleagues, during the meeting, to change the decision (within limits).

We all want to be right

- It's human nature to be unhappy when you oppose the decision.
- Our current culture places a strong premium on individuality.
- I invite you to commit yourself to a bigger principle than your own views.

WHY?

The essential principle
of majority rule.

Lost the vote? Don't sabotage the council's action



We've had inquiries recently about elected officials who lost a vote, and then actively worked against the outcome. This amounts to trying to sabotage the council. It is wrong, wrong, wrong.

THE MAJORITY RULES

General Henry Martyn Robert, the original author of *Robert's Rules of Order*, expresses it this way:

What is the alternative?

*The ballot box is sacred
because the alternative is blood.*

Elias Canetti, author and Nobel Prize winner

VI. Advisory committees and public comment

Another disclaimer

Robert's Rules of Order contains very little guidance on advisory committees and public comment. In general, this information comes from Jurassic Parliament's experience over 20 years of working with local governments.

Confusion about the job

The work of the Planning Commission is to carry out the instructions of the Council.

City of Bellevue Planning Commissioner

What is a planning commission or city advisory committee?

- A planning commission or city advisory committee is a body that has been established in order to do a job ASSIGNED BY SOMEONE ELSE.
- This can be a challenge!

Public hearing vs public comment

- A PUBLIC HEARING is an administrative procedure governed by state law and your council rules.
- It is a meeting of the public.
- You must include testimony, or a summary, in the minutes.
- The PUBLIC COMMENT PERIOD is an agenda item governed by your own rules.

WHY public comment?

- A council meeting is NOT A MEETING OF THE PUBLIC.
- It is a MEETING OF THE COUNCIL that is held in public.
- The purpose of the “public comment” period is to allow the councilmembers to become informed about the views of the public.
- It should be carefully structured.

Be consistent

- Best to announce rules at beginning of each session, and provide written handout.
- For the sake of fairness, rules for public comment **MUST** be enforced consistently.
- Public must address remarks to chair, not to individual councilmembers or the audience.

Follow time limits

- Ask staff to time speakers so chair is not distracted.
- Some bodies have a visible timer so speakers know when their limit is approaching.
- Speakers may not donate their time to someone else.

Do not dialogue

- This is not a dialogue.
- Do not get into back-and-forth with the public. If chair starts dialoguing with the public, the situation can quickly become confusing.
- If you respond to some speakers but not to others, it can be interpreted as showing bias.

Differing expectations

- The public may have different expectations.
- They may come to the meeting looking for answers to specific questions.
- They may want to argue.
- They may want their remarks “on the record.”
- They may want to raise a “Point of Order,” which they cannot do.
- Education is critical!

Audience relations

- Only the chair may speak to the audience as a whole.
- Individual councilmembers may not speak to the public or recognize people in the audience.
- Discourage demonstrations—clapping, booing, whistling, stamping of feet, etc. These can chill free speech, both for councilmembers and public.

Time, place and manner

- The courts have found that local governments may limit the time, place and manner of public comment.
- All such restrictions must be viewpoint-neutral.
- We recommend setting a time period for public comment (for example, 30 minutes).
- We recommend setting a 3-minute limit for individual speakers.

If a speaker runs over...

- If a speaker runs over the limit, interrupt and request that they conclude their remarks, or simply inform them, “Your time is up.”

Comment vs. disruption

- Attendees do not have the right to DISRUPT the meeting.
- However, the courts have found that mere words do not usually constitute disruption.
- In general, residents can say whatever they like during public comment, including offensive remarks, remarks about individuals, and so on.
- You can have rules prohibiting campaigning.

First Amendment liability?

*Any person who causes **actual disruption** by failing to comply with the allotted time established for the individual speaker's public comment, **making personal attacks, using hate speech, making slanderous remarks** or other disruptive conduct while addressing the Council shall be barred from further participation by the Presiding Officer, unless permission to continue is granted by a majority vote of Councilmembers present.*

Rules of Procedure of the City Council of the City of Auburn, Washington, 10.2

How to act on dais?

- Chair and members convey interest and concern by their body language.
- They should listen to each person speaking as if there were no one else in the room (this is hard!).
- Keep a warm and pleasant expression, or a neutral face if speaker is not complimentary.
- Don't whisper, pass notes, or use your cell phone.

How to respond?

- Best approach is to thank each speaker, unless extremely negative, and move on.
- Chair may provide brief factual information, if appropriate, which must not degenerate into lecturing or criticism.
- When highly offensive comments are made, chair may make a brief statement reaffirming the council's commitment to principle.

City of Kirkland WA

Before continuing, I want to offer a comment on behalf of our Council. We heard statements tonight that were hurtful, and offensive to our community. The City Council does not condone those comments and they are actually disruptive to our meeting. We are committed to making Kirkland a safe, inclusive, and welcoming place for all. At the same time, "Items From The Audience" provides an opportunity for community members to express their views to Council, regardless of content.

Attacks on staff

- Councilmembers should not criticize staff in public and must be courteous to them, because it is an unequal power relationship.
- If public attacks staff, do not get defensive.
- Do not get in a hostile exchange.
- Be prepared if appropriate to refer the matter to the mayor.

Conclude with thanks

- At the end of the public comment period, the chair should thank the public for attending.
- Explain again that while this is not a time for dialogue, all comments and questions are taken seriously by the body.
- Sincerity and warmth on the part of the chair will make a big difference to the experience the public has at your meeting.

No public comment in minutes

- Jurassic Parliament recommends that details of public comment should NOT be included in the minutes.
- See our blog entry, *“Don’t include detailed public comment in meeting minutes.”*

MRSC recommends

Since meeting minutes are subject to disclosure under the Public Records Act, if your agency chooses to include public comment in the minutes, we recommend a summary of the comment period that avoids providing personally identifiable information on individual commenters.

Blog entry “Less is More” August 23, 2023

Other channels

- It is essential for you to be in touch with your public, to be responsive, and to appear responsive.
- Given the limitations of the public comment period, we recommend maintaining other channels for dialogue with the public.
- Community forums, personal discussions, “coffee with the council” (always less than a quorum), a form on your website, surveys, etc.

Best practices for public comment

1. Set time limits for public comment and for individual speeches.
2. Have the public address the chair, and have the chair respond.
3. Don't engage in dialogue with the public, but have arrangements to answer their questions afterwards.
4. Speakers may not donate their time.
5. On the dais, make the effort to be, and to appear to be, listening intently to all speakers.

50 Guidelines for Public Comment



INTRODUCTION

In recent years the climate for public comment at local government meetings — city councils, school boards, utility districts, etc. — has become much more challenging. People everywhere are feeling the stress brought on by the pandemic's suffering and loss, economic difficulties, greater hostility in the political sphere, and global concerns. This stress sometimes erupts in tense public meetings.

VII. The right kind of control

Three things you must have:

1. Knowledge of how this system works
2. A majority on your council in favor of civility and this system.
3. The personal moxie,chutzpah, energy and drive to put it all into practice.

Chair must control who speaks when

- The chair serves as a BENEVOLENT DICTATOR, enforcing the rules the group has chosen.
- Individual members must SEEK RECOGNITION before speaking.

Chair controls who speaks when

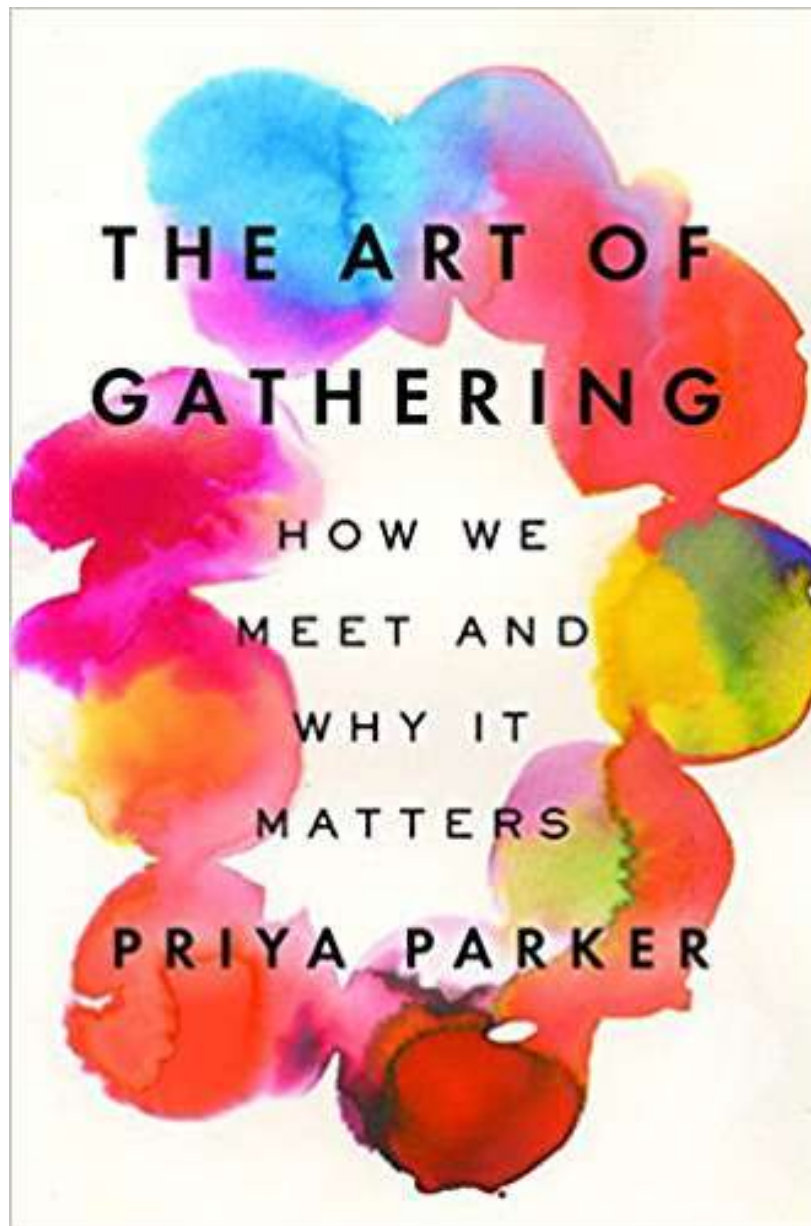
- If someone speaks up without being recognized, STOP THEM.
- If someone speaks out of turn, INTERRUPT THEM.
- If someone makes insulting remarks, CUT THEM OFF.

Duty to obey the chair

- Members have a duty to obey the chair's directions.
- If they disagree, they can't argue back.
- What can they do?
- They can make a Point of Order or an Appeal.

HOW to control?

“Generous authority”



Abandon “Northwest Nice”

- We are recommending a style that is the opposite of our common way of speaking here in the Pacific Northwest.
- Psychologically we are encouraged to defer to others, to suggest rather than to direct, to phrase things as gently as possible.
- This doesn't work well for local government meetings!

Give directions, not suggestions

- *Kindly place these flags to the side, so the dais is clear, vs*
- *Would you be willing to move these flags to the side?*



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Guide your members by stating the obvious

- You as chair know more about the process than anybody else.
- You must repeat yourself, and state the obvious, to help bring everyone along.

Keep things moving! Be brisk! Speak crisply!

- *Well, I guess the agenda is adopted...*
- *I'll kind of get a thumbs up from the board next week...*

Don't say "you"

- *These remarks are out of order vs
You are out of order.*
- *Members are reminded that remarks must be
relevant to the subject at hand vs
John, I think you're off topic.*

Don't say "I" or "my"

- *This is my meeting!*
- *The chair will entertain a motion vs
I will entertain a motion.*
- *The chair will ask the committee to look into this vs
I'll ask my committee to look into this.*

Don't be intimidated by anger

- Evolutionary psychologists tell us that anger evolved “in the service of bargaining, to resolve conflicts of interest in favor of the angry individual.”

Leonard Mlodinow, *Emotion: How Feelings Shape Our Thinking*

Language tip

- End your sentences on a falling tone.

Language tip

- No sarcasm, no eye-rolling, no shoulder shrugging.
- Respect is essential, even when provoked.
- Your colleagues and the public will detect contempt instantly, and it will worsen the atmosphere.

Emotion is more important than procedure

Language tip

- Phrase things in the positive.
 - *We're committed to being transparent vs.
We're not trying to hide anything here.*

.

Language tip

- Give up on the word “but.” Always say “and.”
 - *You make a very good point, and I would also like to mention... vs*
You make a very good point, but I feel it's also important to mention...

Language tip

- Don't say "please" This sounds like pleading.
- Instead, use the word "kindly," or no adverb when you need to escalate your direction.
 - *Members will kindly refrain from using improper language.*
 - *According to Council policy, cell phone use is not allowed on the dais. If members must use their cell phone, kindly leave the room.*

Strength and warmth

John Neffinger and Matthew Kohut

*Compelling People:
The Hidden Qualities that
Make Us Influential*

"A must read for all leaders who want to maximize their influence on others."
—ART MARKMAN, *author of Smart Thinking and Habits of Leadership*

COMPELLING PEOPLE



THE HIDDEN QUALITIES
THAT MAKE US INFLUENTIAL

JOHN NEFFINGER + MATTHEW KOHUT

A balancing act

- Radiate confidence.
- Speak clearly and definitely.
- At the same time, keep emotionally connected to the people present, insofar as possible.
- Your style should be firm, but not harsh.

CHEAT SHEET

LANGUAGE TIPS FOR MEETING MANAGEMENT

SITUATION	CHAIR CAN SAY
Call to order	<i>This meeting of the [name of organization] is called to order.</i>
Unanimous consent	<i>Without objection... If there is no objection...</i>
To begin discussion	<i>It has been moved and seconded that... Is there any discussion?</i>
If there is no second	<i>Since there is no second, the motion will not be considered.</i>
To end discussion	<i>Is there any further discussion? or Are you ready to vote?</i>
Process Point of Order	1. Member says, "Point of Order." 2. Chair says, "State your point." 3. Member explains issue. 4. Chair says, "The point is well taken," or "The point is not well taken."
When someone says "Point of Order" but can't explain what they mean	<i>What rule has been broken?</i>
Process Point of Information	1. Member says, "Point of Information." 2. Chair replies, "State your question."

HOW to control?

The chair should never get excited.

Robert's Rules of Order Newly Revised, 12th edition, Section 47:19



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VIII. Conclusion

WHY do we need rules?

Win/lose is the only game most of us understand. We have a constant unspoken need for domination and actually find no enjoyment in win/win situations.

Richard Rohr

Vision phase one

- Each member expresses their personal views on topics before the council with vigor, energy, commitment, and respect.

Vision phase two

- Once the vote is taken, personal opinions and political views are **LESS IMPORTANT** than the majority vote of the council.
- Members accept the decision and move on without rancor or bitterness.

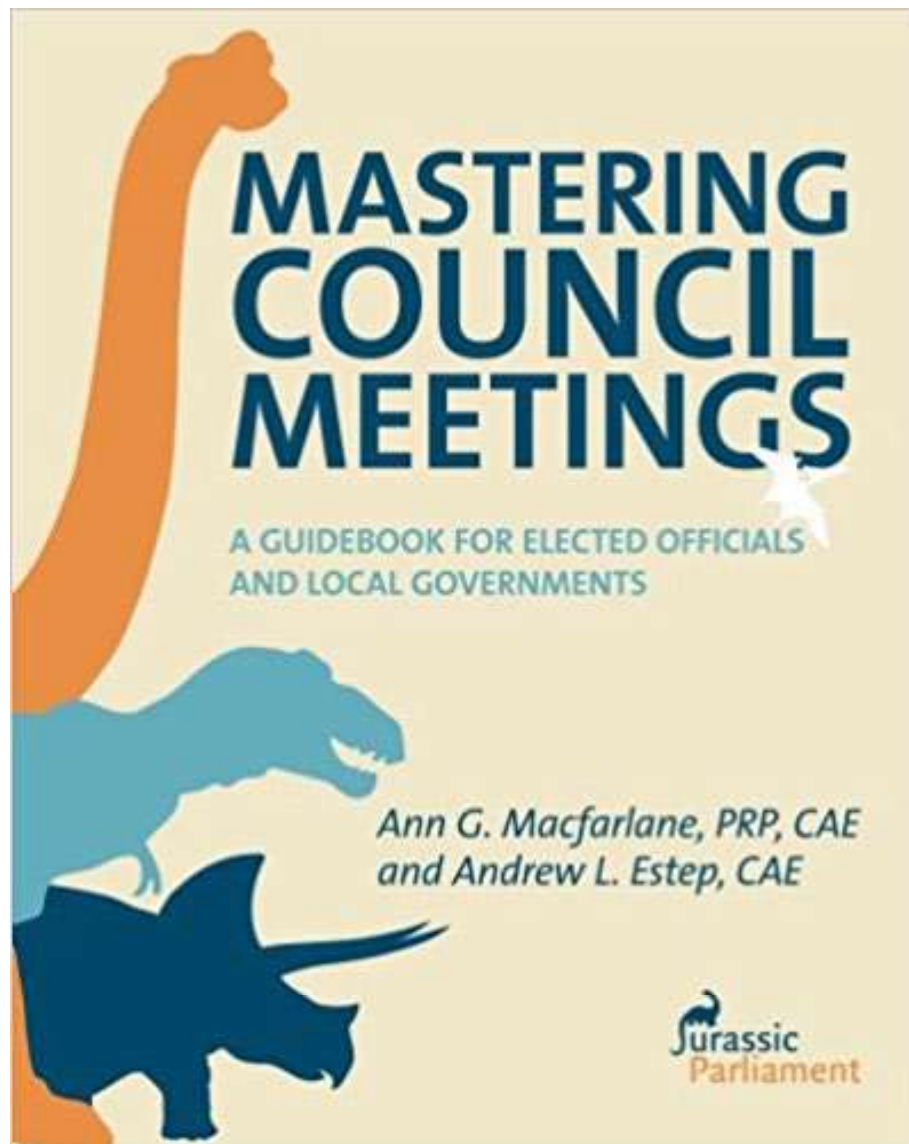
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After taking this training you will be able to:

1. Apply the principle that the authority of the group is more important than any single individual, even the chair.
2. Follow best practices for discussion.
3. Respond to disorder and difficult people.
4. Make Motions and Amendments.
5. Run effective public comment sessions.
6. Make better decisions for your community.

Follow four fundamental guidelines for successful meetings



Gig Harbor, Washington City Council. ©Jurassic Parliament 2018.

Robert's Rules of Order includes **four fundamental guidelines** that will create successful meetings. They are easy to say but take some effort to apply, since prevailing culture is often very different. Run your meetings according to these guidelines so your meetings—and your organization—will flourish.

Quick Guide for City Councils



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Follow this quick guide to take the pain out of your meetings, hold productive discussions, and serve your community better.

▶ **BASICS**

A quorum must be present for business to be done. Usually a quorum means a majority (more than half) of the voting members in office.

CITIZEN'S GUIDE TO EFFECTIVE CONDUCT OF PUBLIC MEETINGS USING PARLIAMENTARY PROCEDURE AND ROBERT'S RULES OF ORDER IN WASHINGTON STATE



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This guide has been prepared to assist citizens and residents who want to know the expectations for public meetings and how to conduct them. It is based on the Robert's Rules of Order in Washington State. We want the council

*Kindness is within our power.
Liking is not.*

Samuel Johnson, British author

*Serving on a local government board
is like being in a marriage
arranged by the citizens.*

Tami Tanoue, Colorado Intergovernmental
Risk Sharing Agency

Why are we here?

To energize you to run effective meetings
to serve your community

Disclaimer: Nothing in this presentation constitutes business or legal advice.

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