CITY OF AUBURN WASHINGTON	**City Council Meeting** **June 15, 2020 - 7:00 PM** **Virtual** **AGENDA** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. **CALL TO ORDER**

II. **Virtual Participation Link**

1. Virtual Participation Link

The Auburn City Council Meeting scheduled for Monday, June 15, 2020 at 7:00 p.m. will be held virtually and telephonically. To attend the meeting virtually please click the link or enter the meeting ID into the Zoom app or call into the meeting at the phone number listed below.

Per the Governor's Emergency Proclamation 20-28, the City of Auburn is prohibited from holding an in-person meeting at this time. All meetings will be held virtually and telephonically.

The link to the Virtual Meeting or phone number to listen to the Council Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/j/92336944532

Or join by phone:
1 253 215 8782
888 475 4499 (Toll Free)

Webinar ID: 923 3694 4532

A. **Pledge of Allegiance**

B. **Roll Call**

III. **ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

A. Juneteenth 2020 Proclamation

Mayor Backus to proclaim June 19, 2020 as "Juneteenth 2020" in the City of Auburn

IV. **AGENDA MODIFICATIONS**

V. **NEW BUSINESS**

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

A. **Public Hearings**

1. Public Hearing for 2021-2026 Transportation Improvement Program

   A Public Hearing to Consider the 2021-2026 Transportation Improvement Program

   If you are attending the public hearing virtually (use the link or number provided above) please raise your hand (*9 if using a telephone) the Mayor will call on you to speak at the appropriate time. Participants can alternatively submit written comments to scampbell@auburnwa.gov. All written comments must be received prior 6:00 p.m. and be 350 words or less.

B. **Audience Participation**

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

1. Virtual Participation

   Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 p.m. on the day of the scheduled meeting and must be 350 words or less.

   Please mail comments to:
   City of Auburn
   Attn: Shawn Campbell, City Clerk
   25 W Main St
   Auburn, WA 98001

   Please fax comments to:
   Attn: Shawn Campbell, City Clerk
   Fax number: 253-804-3116

   Email comments to:
   scampbell@auburnwa.gov

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

VII. COUNCIL AD HOC COMMITTEE REPORTS

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

1. Finance Ad Hoc Committee (Chair Baggett)

VIII. CONSENT AGENDA

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

A. Minutes of the May 26, 2020 Study Session

B. Minutes of the June 1, 2020 City Council Meeting

C. Claim Vouchers (Thomas)

Claim voucher list dated June 15th, 2020 which includes voucher numbers 458917 through 459072 in the amount of $5,352,480.95 and three wire transfers in the amount of $379,415.23

D. Payroll Vouchers (Thomas)

Payroll check numbers 538928 through 538935 in the amount of $223,622.13 and electronic deposit transmissions in the amount of $2,183,567.24 for a grand total of $2,407,189.37 for the period covering May 27, 2020 to June 9, 2020

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

IX. UNFINISHED BUSINESS

X. ORDINANCES

A. Ordinance No. 6777 (Thomas)

An Ordinance amending Ordinance No. 6767 extending the temporary waiver of late fees for utility accounts and airport fees in light of a declared Public Health Emergency related to COVID- 19

(RECOMMENDED ACTION: Move to adopt Ordinance No. 6777.)

B. Ordinance No. 6778 (Gaub)

An Ordinance providing a temporary waiver of Right-of-Way Use Permit fees for outside restaurant seating in the public right-of-way, in response to the phased opening of commercial businesses following the COVID-19 declared Public Health Emergency

(RECOMMENDED ACTION: Move to adopt Ordinance No. 6778.)

XI. RESOLUTIONS

A. Resolution No. 5514 (Gaub)

A Resolution authorizing the adoption of Americans with Disabilities Act (ADA) policies for facilities in the public Right-of-Way

(RECOMMENDED ACTION: Move to adopt Resolution No. 5514.)

B. Resolution No. 5525 (Tate)

A Resolution authorizing the Mayor to execute an agreement between the City of Auburn and eCityGov Alliance for building permit management software services

(RECOMMENDED ACTION: Move to adopt Resolution No. 5525.)

C. Resolution No. 5527 (Gaub)

A Resolution authorizing the adoption of the 2021-2026 Transportation Improvement Program

(RECOMMENDED ACTION: Move to adopt Resolution No. 5527.)

D. Resolution No. 5528 (Hinman)

A Resolution authorizing the Mayor to utilize a portion of the City's allocation of Cares Act Funding for small business assistance grants

(RECOMMENDED ACTION: Move to adopt Resolution No. 5528.)

E. Resolution No. 5530 (O'Neil)

A Resolution accepting a US Department of Justice Grant for Coronavirus related Police Funding

(RECOMMENDED ACTION: Move to adopt Resolution No. 5530.)

F. Resolution No. 5531 (Thomas)

A Resolution authorizing the Mayor to execute an interagency agreement between the City of Auburn and the Washington State Department of Commerce relating to the Coronavirus Relief Fund for local governments

(RECOMMENDED ACTION: Move to adopt Resolution No. 5531.)

XII. MAYOR AND COUNCILMEMBER REPORTS

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

A. **From the Council**

B. **From the Mayor**

XIII. ADJOURNMENT

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

AGENDA BILL APPROVAL FORM

Agenda Subject:
Public Hearing for 2021-2026 Transportation Improvement Program

Date:
June 9, 2020

Department:
Public Works

Attachments:
No Attachments Available

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

Administrative Recommendation:

City Council to hold a public hearing in consideration of adoption of the 2021-2026 Transportation Improvement Program. See Resolution No. 5527 for further action on this item.

Background Summary:

The TIP is required to be amended by June 30 each year as required by RCW 35.77.010. The primary importance of the TIP is that, in most instances, projects must be included on the TIP to be eligible for state and federal grant programs. The TIP identifies secured or reasonably expected revenues and expenditures for each of the projects included in the TIP.

The TIP is a multiyear planning tool and document for the development of transportation facilities within the City and does not represent a financial commitment by the City. Once the TIP is approved, projects are budgeted and funded through the City's biennial budget. The TIP sets priorities for the allocation secured and unsecured funding and is a prerequisite of most grant programs. Staff also uses the TIP to coordinate future transportation projects with needed utility improvements. The projects and programs identified in the TIP that increase the capacity of the transportation system to address growth and development provide the basis for the City's transportation impact fee program.

The date of the public hearing was set by consent on June 1, 2020.

Reviewed by Council Committees:

Councilmember: Brown
Staff: Gaub
Meeting Date: June 15, 2020
Item Number: PH.1

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of the May 26, 2020 Study Session

Date:
June 8, 2020

Department:
City Council

Attachments:
05-26-2020 Minutes

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

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: June 15, 2020

Item Number: CA.A

CITY OF AUBURN WASHINGTON	**City Council Study Session Finance, Technology and Economic Development Special Focus Area** **May 26, 2020 - 5:30 PM** **Virtual** **MINUTES** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

Deputy Mayor DaCorsi called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

II. Virtual Participation Link

A. Virtual Participation Link

The City Council Meeting was held virtually in the Council Chambers.

B. Roll Call

Councilmembers virtually present: Deputy Mayor Claude DaCorsi, Bob Baggett, Larry Brown, James Jeyaraj, Robyn Mulenga, and Yolanda Trout-Manuel. Councilmember Chris Stearns arrived at 5:33 p.m. and left at 6:30 p.m.

Mayor Nancy Backus and the following department directors and staff members were present: Outreach Program Administrator Kent Hay, Director of Innovation and Technology David Travis, Innovation and Technical Support Specialist Danika Olson, Chief of Police Dan O'Neil and Deputy City Clerk Teresa Mattingly.

The following department directors and staff members attended the meeting virtually: Senior City Staff Attorney Harry Boesche, City Attorney Daniel Heid, Assistant Director of Innovation and Technology Ashley Riggs, Director of Community Development Jeff Tate, Director of Public Works Ingrid Gaub, Assistant Director of Engineering Services Jacob Sweeting, Senior Traffic Engineer James Webb, Development Engineer Manager Steve Sturza, Development Services Manager Jason Krum, Economic Development Manager Doug Lein and Real Property Analyst Josh Arndt.

III. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There were no announcements, reports or presentations.

IV. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. 2021-2026 Transportation Improvement Program Annual Update (Gaub)(20 Minutes)

Engineer Webb provided Council with the annual update for the 2021-2026 Transportation Improvement Program (TIP). He reviewed the completed and proposed projects to be removed from the TIP, new projects to be added, revising project descriptions and cost estimates and next steps to set a public hearing for June 15, 2020.

Council discussed the status of projects, deferring projects to a future date, if additional cuts or adjustments will be needed to the TIP, year end fund balance, and current and future status of grant funding. Council also thanked Engineer Webb and his staff for their hard work.

B. Ordinance No. 6761 (Tate)(30 Minutes)

An Ordinance relating to Flood Hazard Areas and amending Chapter 15.68 of the Auburn City Code

Manager Sturza reviewed the Floodplain Development Code Update, FEMA's Letter of Determination and the deadline to adopt a new map with Council. He also discussed the negative impacts of non-compliance and staff proposed updates.

Council discussed the number of homes within the Channel Migration Zone, when and how a variance could be granted, residential flood insurance, tribal regulations for historically significant items and how often floodplain maps are updated.

V. FINANCE, TECHNOLOGY AND ECONOMIC DEVELOPMENT DISCUSSION ITEMS

A. COVID-19 Local Business Support Update (Hinman)(20 Minutes)

Councilmember Baggett presided over this section of the meeting.

Director Hinman introduced Economic Development Manager Doug Lein, Real Property Analyst Josh Arndt and Kacey Bray President and CEO of the Auburn Chamber of Commerce.

Manager Lien provided Council with an update on how the City is providing support to local businesses and reviewed the five parts to the support program; Comprehensive Financial Assistance and Resource information for businesses, Financial Assistance Programs, Business Assistance Webinars, promote the use of BuyLocalAuburn.com and the Safe Start Auburn Advisory Committee.

Ms. Bray reviewed the business assistance programs and webinars that the City co-hosts with the Auburn Chamber of Commerce.

Analyst Arndt provided an overview of the resources and webinars available to business and residents online and discussed a four part class on "Developing your Emergency Business Plan" that will be presented by Green River College.

Mayor Backus provided Council with an update on the CARES Act and King County Funding, the restrictions on those funds, and the Safe Start Auburn Advisory Committee and their focus on identifying what the Auburn business community needs.

Council discussed that the online webinars are free, how the Safe Start Auburn Advisory Committee was created and the types of assistance and resources that the Small Business Association will be providing. Council also thanked Manager Lein and his team for the work they are doing for the small businesses.

VI. OTHER DISCUSSION ITEMS

There were no other discussion items.

VII. NEW BUSINESS

There was no new business.

VIII. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 6:56 p.m.

APPROVED this 15th day of June, 2020.

_____ _____

CLAUDE DACORSI, DEPUTY MAYOR Teresa Mattingly, Deputy City Clerk

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

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes of the June 1, 2020 City Council Meeting

Date:
June 8, 2020

Department:
City Council

Attachments:
06-01-2020 Minutes

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

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff:

Meeting Date: June 15, 2020

Item Number: CA.B

CITY OF AUBURN WASHINGTON	**City Council Meeting** **June 1, 2020 - 7:00 PM** **Virtual** **MINUTES** **Watch the meeting LIVE!** **Watch the meeting video** Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

II. Virtual Participation Link

1. Virtual Participation Link
   The City Council Meeting was held virtually in the Council Chambers.

A. Pledge of Allegiance

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

B. Roll Call

Councilmembers present: Deputy Mayor Claude DaCorsi, Bob Baggett, Larry Brown, James Jeyaraj, Robyn Mulenga, Chris Stearns and Yolanda Trout-Manuel.

Mayor Nancy Backus and the following department directors and staff members were present: Innovation and Technical Support Specialist Danika Olson, Chief of Police Dan O'Neil, Director of Innovation and Technology David Travis and City Clerk Shawn Campbell.

The following department directors and staff members attended the meeting virtually: Attorney Daniel Heid, Director of Community Development Jeff Tate, Director of Public Works Ingrid Gaub and Assistant Director of Innovation and Technology Ashley Riggs.

III. AGENDA MODIFICATIONS

The National Day of Mourning and Lament Day Proclamation and the LGBTQ+ Pride Month Proclamation have been added to New Business. Resolution No. 5524 and 5526 have been added to Resolutions on the agenda.

IV. NEW BUSINESS

Mayor Backus read and proclaimed June 1, 2020 as the National Day of Mourning and Lament Day in the City of Auburn.

Mayor Backus read and proclaimed June 2020 as the LGBTQ+ Pride Month in the City of Auburn.

V. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE

A. Public Hearings - (No public hearing is scheduled for this evening.)

B. Audience Participation

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

1. Virtual Participation

Bob Zimmerman, 33029 46th Place South, Auburn
Mr. Zimmerman expressed concern regarding safety protocols and the City's accountability for a disaster.

C. Correspondence

There was no correspondence for Council to review.

VI. COUNCIL AD HOC COMMITTEE REPORTS

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

1. Finance Ad Hoc Committee (Chair Baggett)

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

VII. CONSENT AGENDA

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

A. Minutes of the May 11, 2020 Study Session

B. Minutes of the May 18, 2020 City Council Meeting

C. Claim Vouchers (Thomas)

Claim voucher list dated June 1, 2020 which includes voucher numbers 458739 through 458916 in the amount of $758,755.42 and four wire transfers in the amount of

$726,850.15

D. Payroll Vouchers (Thomas)

Payroll check numbers 538921 through 538927 in the amount of $557,917.22 and electronic deposit transmissions in the amount of $1,991,750.03 for a grand total of $2,549,667.25 for the period covering May 13, 2020 to May 26, 2020

E. Council Rules of Procedure

City Council to suspend Council Rules of Procedure 3.1(H), 4.1, 10.1, 11.2(B) and 16.1 that were amended on May 11, 2020 during the City Council Study Session through July 31, 2020 and allow the virtual and telephonic participation in Council meetings

F. Setting the date for Public Hearing for the TIP (Gaub)

City Council to set the date of the Public Hearing for the 2021-2026 Transportation Improvement Program

Deputy Mayor DaCorsi moved and Councilmember Baggett seconded to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY. 7-0

VIII. UNFINISHED BUSINESS

There was no unfinished business.

IX. ORDINANCES

A. Ordinance No. 6761 (Tate)

An Ordinance relating to Flood Hazard Areas and amending Chapter 15.68 of the Auburn City Code

Councilmember Brown moved and Councilmember Trout-Manuel seconded to adopt Ordinance No. 6761.

MOTION CARRIED UNANIMOUSLY. 7-0

X. RESOLUTIONS

A. Resolution No. 5516 (Gaub)

A Resolution authorizing the Mayor to accept federal grants to be administered through the Washington State Department of Transportation (WSDOT)

Councilmember Jeyaraj moved and Councilmember Stearns seconded to adopt Resolution No. 5516.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Resolution No. 5518 (Gaub)

A Resolution authorizing an interlocal agreement with King County Metro and Pierce Transit for Transit Route 497

Councilmember Mulenga moved and Councilmember Brown seconded to adopt Resolution No.5518.

MOTION CARRIED UNANIMOUSLY. 7-0

C. Resolution No. 5520 (Gaub)

A Resolution authorizing the Mayor to execute an Interlocal Agreement between the City of Auburn and the Auburn School District relating to Project CP1902 – Pedestrian Safety Sidewalk and ADA Improvements

Councilmember Brown moved and Councilmember Trout-Manuel seconded to adopt Resolution No. 5520.

MOTION CARRIED UNANIMOUSLY. 7-0

D. Resolution No. 5523 (Tate)

A Resolution adopting the substantial amendment to the 2019 Community Development Block Grant Annual Action Plan to incorporate CDBG-CV funds

Councilmember Trout-Manuel moved and Councilmember Mulenga seconded to adopt Resolution No. 5523.

MOTION CARRIED UNANIMOUSLY. 7-0

E. Resolution No. 5524 (Tate)

A Resolution granting administrative authority to the Mayor to develop and implement strategies designed to ameliorate the adverse impacts of COVID-19 faced by residential tenants and residential property owners and managers

Councilmember Trout-Manuel moved and Deputy Mayor DaCorsi seconded to adopt Resolution No. 5524.

MOTION CARRIED UNANIMOUSLY. 7-0

F. Resolution No. 5526 (Comeau)

A Resolution ratifying and confirming Emergency Proclamation 2020-06 and the Civil Order imposing curfews and extending the term of the Curfew Order

Deputy Mayor DaCorsi moved and Councilmember Brown seconded to adopt Resolution No. 5526

Mayor Backus advised Council people going to and from work are exempt

from the curfew, residents will not be stopped for walking their dogs and it will be up to the discretion of the police if they issue a warning or citation for ignoring the curfew.

MOTION CARRIED UNANIMOUSLY. 7-0

XI. MAYOR AND COUNCILMEMBER REPORTS

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

A. From the Council

Deputy Mayor DaCorsi reported he attended the Sound Transit Board meeting and made a statement regarding the George Floyd tragedy.

Councilmember Jeyaraj reported he participated with the food delivery for seniors in Auburn and made a statement regarding George Floyd and the history of violence.

Councilmember Brown made a statement regarding American Citizens right to exercise their First Amendment rights.

Councilmember Trout-Manuel reported she attended the Domestic Violence Coalition and the Regional Law and Justice Safety Committee meetings and made a statement about the racial fears.

Councilmember Baggett discussed the cities need for racial equity and reported he attended the Tacoma-Pierce County Board of Health meeting.

Councilmember Mulenga stated she appreciated the comments made by the other Councilmembers and hopes for peace, unity and the end of racism.

Councilmember Stearns reported he listened to an Auburn Arts Commission meeting. He also advised Council that he met with the Public Relations Manager of the Outlet Collection and she had expressed her appreciation for the Auburn Police Department's good work during the riots on May 31, 2020. Councilmember Steams also expressed his heartbreak regarding the George Floyd death.

B. From the Mayor

Mayor Backus reported the Auburn Police Department has responded throughout the region as part of the Civil Disturbance Unit (CDU) to ensure the safety for the residents. She explained the City supports protests and will not tolerate rioting. She also met with Chief O'Neil, Deputy Mayor DaCorsi, Councilmember Jeyaraj and Pastor Lashon Matao to discuss how to bring unity to our City, overcome racism and be better. She stated the City can and will do better.

The Mayor and Council made the following joint statement:

George Floyd did not deserve to die at the hands of the Minneapolis police. Those who are responsible for his death should be brought to swift justice. It is when authority and power is used in an unjust manner that we must take a step back and oppose the injustice. This is a plea that we do not turn our backs on racism in our country. This a moment that can define how we act moving forward. We understand your collective outrage and pain. We stand with you in your demands for institutional change and support your right to exercise your First Amendment right of free speech. We unequivocally support racial equity and social justice in our society and will work to preserve that ideal in our community and beyond. We also stand behind the fact that the actions of one or even a few do not – cannot define an entire group of people. An overwhelming majority of the men and women in law enforcement in this country are good and just people, and prove it each and every day. Please, let us remember them and allow them to be part of the answer. It is the only way forward for all of us.

XII. **ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 7:59 p.m.

APPROVED this 15th day of June, 2020.

_____ _____

NANCY BACKUS, MAYOR Shawn Campbell, City Clerk

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

AGENDA BILL APPROVAL FORM

Agenda Subject:
Claim Vouchers (Thomas)

Date:
June 8, 2020

Department:
Finance

Attachments:
No Attachments Available

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

Administrative Recommendation:

Approve Claim Vouchers.

Background Summary:

Claim voucher list dated June 15th, 2020 which includes voucher numbers 458917 through 459072 in the amount of $5,352,480.95 and three wire transfers in the amount of $379,415.23.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: June 15, 2020

Item Number: CA.C

AGENDA BILL APPROVAL FORM

Agenda Subject:
Payroll Vouchers (Thomas)

Date:
June 8, 2020

Department:
Finance

Attachments:
No Attachments Available

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

Administrative Recommendation:

Approve Payroll Vouchers.

Background Summary:

Payroll check numbers 538928 through 538935 in the amount of $223,622.13 and electronic deposit transmissions in the amount of $2,183,567.24 for a grand total of $2,407,189.37 for the period covering May 27, 2020 to June 9, 2020.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: June 15, 2020

Item Number: CA.D

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6777 (Thomas)

Date:
June 9, 2020

Department:
Finance

Attachments:
Ordinance No. 6777

Budget Impact:

Administrative Recommendation:

City Council to adopt Ordinance No. 6777.

Background Summary:

This ordinance extends the provisions of Ordinance No. 6767, adopted by Council on March 23, 2020. Ordinance No. 6767 temporarily superseded sections of the Auburn Municipal Code which requires water shut offs for delinquent utility accounts and late fees assessed on delinquent water, sewer, and airport consumption/usage. These sections will be waived until the earlier of: (a) termination of the civil emergency proclaimed by the Mayor on March 5, 2020; or (b) June 30, 2020.

This ordinance extends the waiver of the Auburn Municipal Code, as it relates to water shut offs for delinquent utility accounts and late fees assessed through August 31, 2020.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: June 15, 2020

Item Number: ORD.A

ORDINANCE NO. 6777

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING ORDINANCE NO. 6767, EXTENDING THE TEMPORARY WAIVER OF LATE FEES FOR UTILITY ACCOUNTS AND AIRPORT FEES, SUPERSEDING CERTAIN SECTIONS OF AUBURN CITY CODE REQUIRING PAYMENT OF SUCH LATE FEES AS SET FORTH IN ACC 12.56.045; 13.06.300; 13.06.511; 13.20.390; AND 13.48.120, IN LIGHT OF A DECLARED PUBLIC HEALTH EMERGENCY RELATED TO COVID- 19

WHEREAS, the World Health Organization has announced novel coronavirus COVID-19) is officially a global pandemic; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency because of COVID- 19; and

WHEREAS, the Washington Governor declared a State of Emergency due to new cases of COVID-19; and

WHEREAS, on March 5, 2020, the Mayor proclaimed a local emergency due to growing public health impacts of COVID-19, which the Auburn City Council ratified by Resolution No. 5504; and

WHEREAS, the COVID-19 outbreak presents an extreme risk of person-to- person transmission of the virus and public health experts worldwide advise the best way to prevent transmission of the virus is to prevent infected people from coming in close contact with healthy persons; and

WHEREAS, following recommended public health best practices, including social

distancing, which is critical to mitigate the spread of COVID-19, is also having significant negative economic effects on the national, regional, and local economy, in particular small businesses and workers in the Auburn-area who cannot work remotely and may not receive full wages during this time; and

WHEREAS, utility bills combined with the public health emergency for COVID-19 will inherently have a disproportionate negative impact on low-wage workers, individuals on fixed incomes, non- profit organizations and small businesses, inhibiting their ability to pay utility bills before the due date; and

WHEREAS, temporarily waiving the charging of late fees on delinquent bill balances as soon as possible, for utility bills and airport fees, is necessary both to help ease the negative impact on low-wage workers, individuals on fixed incomes, non-profit organizations and small businesses and to reduce the frequency of in-person bill payment during the emergency; and

WHEREAS, the Auburn City Code ("ACC") includes several provisions requiring late fees on delinquent utility consumption and utilization charges; and

WHEREAS, the ACC and the adopted City of Auburn Fee Schedule includes provisions requiring late fees on delinquent airport payments; and

WHEREAS, as part of its continued efforts to respond to the emergency and provide assistance to its customers, the City has determined it is appropriate to temporarily waive imposition or collection of late fees and penalties assessed against users of the City' s utility systems and municipal airport; and

WHEREAS, in order to provide for a waiver of late fees, on March 23, 2020, the City Council adopted Auburn Ordinance No. 6767; and

WHEREAS, in order to address the purposes for which the late fees were to be waived, it is appropriate to extend the waiver of late fees, currently set to expire on June 30, 2020; and

WHEREAS, the provisions of Ordinance No. 6767 should be amended to extend the waiver of late fees through August 31, 2020.

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

The provisions of Ordinance No. 6767 are amended as follows:

Section 1. **Late Fees Waived.** The imposition and collection of late fees assessed against users of the City of Auburn' s utility systems and municipal airport are waived until the earlier of: a) termination of the civil emergency proclaimed by the Mayor on March 5, 2020; or (b) ~~June 30, 2020~~August 31, 2020.

Section 2. **Affected City Code Sections.** To the extent the following sections or subsections of the ACC that authorize or require the collection of late fees and penalties on delinquent utility customer consumption, utilization charges, or airport fees, are inconsistent with Section 1 of this Ordinance, those sections are superseded and waived during the time period stated in Section 1:

ACC 12.46.045 (Airport tiedown, Hangar, and Storage Rental Fees)

ACC 13.06.290 (Water-Service Charges- Nonpayment Action)

ACC 13.06.300 (Water-Service Charges-Payment and Delinquency)

ACC 13.06.511 (Fees, Service Charges, Fines, Penalties and Damage)

ACC 13.20.390 (Sewage Conveyance and Disposal Service Charge-Payment Dates-Payment Delinquency)

ACC 13.48.120 (Sewers- Billing and Collection)

City of Auburn Fee Schedule (B)(9) (Engineering and Public Works Fees, Other Utility Fees)-Delinquent shut off, late charge, delinquent meter pull; (D)(1) (Auburn Municipal Airport Fees, Lease Fees)-Late payments and delinquency fee.

Section 3. **Late Fee Waivers.** The Mayor is authorized to waive late fees both in the code and set forth in the City of Auburn Fee Schedule consistent with ACC 2.03.030.

Section 4. **Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 5. **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 6. **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:_____

CITY OF AUBURN

_____

NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Published: _____

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6778 (Gaub)

Date:
June 9, 2020

Department:
Public Works

Attachments:
Ordinance No. 6778

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

Administrative Recommendation:

City Council to adopt Ordinance No. 6778.

Background Summary:

Ordinance No. 6778 authorizes a temporary waiver of the non-refundable permit application fee for Right-of-Way Use permits applied for by restaurants to temporarily allow outdoor seating for patrons. This waiver will be effective until September 15, 2020 or until the City enters Phase 4 of the Governor's Safe Start plan, whichever comes first.

King County applied for a modification to the uses allowed under Phase 1 of the Governor's Safe Start Plan on June 3, 2020 which was approved on June 5, 2020. The modification will allow restaurants to utilize outdoor seating with appropriate social distancing requirements. Many of our downtown restaurants do not have adequate private property to provide enough area for outdoor seating to meet the social distancing requirements and provide enough customers to make opening of the restaurant feasible.

Following discussion with stakeholders, the City is developing minimum requirements to allow the use of certain public right-of-way to include sidewalks, parking lanes, and alleys for this purpose on a temporary basis. Waiver of the fees would allow restaurant businesses already impacted financially by COVID-19 to apply for and receive a permit that may assist them in keeping their businesses viable. Community Development staff are developing a process to address the use of private property for these purposes as well.

Reviewed by Council Committees:

Councilmember: Brown

Staff: Gaub

Meeting Date: June 15, 2020

Item Number: ORD.B

ORDINANCE NO. 6778

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, PROVIDING A TEMPORARY WAIVER OF RIGHT-OF-WAY USE PERMIT FEES, SET FORTH IN ACC SECTIONS 12.60.020 AND 12.60.025 FOR OUTSIDE RESTAURANT SEATING, IN RESPONSE TO THE PHASED OPENING OF COMMERCIAL BUSINESSES FOLLOWING THE COVID-19 DECLARED PUBLIC HEALTH EMERGENCY

WHEREAS, earlier this year, the World Health Organization has announced novel coronavirus (COVID-19) is officially a global pandemic; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency because of COVID-19; and

WHEREAS, the Washington Governor also declared a State of Emergency due to new cases of COVID-19; and

WHEREAS, on March 5, 2020, the Mayor proclaimed a local emergency due to growing public health impacts of COVID-19, which the Auburn City Council ratified by Resolution No. 5504; and

WHEREAS, the COVID-19 outbreak presents an extreme risk of person-to- person transmission of the virus and public health experts worldwide advise the best way to prevent transmission of the virus is to prevent infected people from coming in close contact with healthy persons; and

WHEREAS, following recommended public health best practices, including social distancing, which is critical to mitigate the spread of COVID-19, is having significant negative economic effects on the national, regional, and local economy, in particular small

businesses and workers in the Auburn-area who cannot work remotely, including those related to restaurants; and

WHEREAS, as the business-related restrictions are relaxed in phases, including opening of restaurants with significantly reduced capacities, flexibility in allowing use of outdoor areas, including some City rights-of-way, could help some restaurants survive during these challenging times; and

WHEREAS, the Auburn City Code ("ACC") includes several provisions identifying different types of right-of-way use permits, including ACC Section 12.60.025; and

WHEREAS, ACC Section 12.60.020 sets forth right-of-way use permit application process and fee; and

WHEREAS, the waiver of such permit fees would forego moderate revenue to the City, but the assistance to restaurants that may be able to use public right-of-way to expand the area within which customers could be served – in light of appropriate social distancing standards and customer health concerns – could help struggling restaurant businesses survive and help keep the restaurant employees who depend on the jobs that have been impacted and jeopardized by the coronavirus shut-downs employed; and

WHEREAS, to assist in the recovery of restaurant related businesses, it is reasonable that the City temporarily waive the fees for right-of-way use permits for outdoor restaurant purposes through September 15, 2020 or until the City enters Phase 4 of the Governor's Safe Start plan, whichever occurs first.

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

Section 1. **Temporary Waiver of Certain ROW Use Permit Fees.** The imposition and collection of fees for right-of-way use permits, per ACC Section 12.60.020-25, for outdoor restaurant seating purposes shall be waived for such use through September 15, 2020 or until the City enters Phase 4 of the Governor's Safe Start plan, whichever occurs first.

Section 2. **Implementation.** The Mayor is 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:_____

CITY OF AUBURN

_____

NANCY BACKUS, MAYOR

ATTEST:

_____

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____

Kendra Comeau, City Attorney

Published: _____

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5514 (Gaub)

Date:
May 21, 2020

Department:
Public Works

Attachments:
Resolution No. 5514
Exhibit A

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

Administrative Recommendation:

City Council to adopt Resolution No. 5514.

Background Summary:

Resolution No. 5514 authorizes the adoption of new ADA policies for facilities in the public right-of way, to meet the requirements of the Americans with Disabilities Act.

In November 2019, Staff presented the draft ADA Transition Plan for Facilities in the public right-of-way to Council. From October 1, 2019 to December 31, 2019, the City opened a webpage for the public to provide public comments, and reached out to various interest groups and the Transportation Advisory Board.

On June 8, 2020, Staff presented the draft ADA Transition Plan for Facilities in the public right-of-way to Council, and the draft resolution to adopt the new ADA policies.

The Draft Plan will be adopted and updated administratively.

Reviewed by Council Committees:

Councilmember: Brown

Staff: Gaub

Meeting Date: June 15, 2020

Item Number: RES.A

RESOLUTION NO. 5514

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, TO ADOPT NEW POLICIES TO MEET THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT, TITLE II, ADDRESSING THE FACILITIES WITHIN THE PUBLIC RIGHT-OF-WAY

WHEREAS, in 42 U.S.C. §12134 and 28 C.F.R. §§35.150 and 35.151, the Americans with Disabilities Act (ADA) requires cities to meet certain standards in public facility construction and alteration;

WHEREAS, the ADA requires public agencies with over 50 employees to prepare an ADA Transition Plan identifying the agency facilities, programs and services that do not meet ADA requirements and adopting a plan to conform with the ADA;

WHEREAS, ADA compliance includes the adoption of standards and policies that support the progression towards ADA compliance;

WHEREAS, the City has prepared a draft ADA Transition Plan for Facilities Within the Public Right-of-Way based on previously adopted policies and standards and proposed new policies that have not been previously adopted;

WHEREAS, the City's proposed adoption of these new policies is set forth in the attached Exhibit A to this resolution;

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

Section 1. The Council adopts the ADA policies for facilities in the public right-of-way attached as Exhibit A to this resolution.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

EXHIBIT A
Resolution No. 5514
ADA Policies for facilities in the public right-of-way

These policies focus exclusively on the public right-of-way within the City of Auburn.

Pavement Maintenance Policy

The City adopts the policy established in Chapter 1510.05(2) of the WSDOT Design Manual that establishes which types of pavement maintenance activities trigger ADA improvements as part of the project. Per this policy, the following pavement maintenance activities do not trigger ADA improvements:

- Crack sealing
- Slurry seal
- Spot pavement repairs (pothole repair)
- Lane re-striping (does not alter shoulder usability)

All other pavement maintenance and replacement, including patching and grind/overlaying may require upgrade and/or installation of pedestrian ADA facilities subject to the criteria established in the City of Auburn Engineering Design Standards and in this Plan.

Sidewalks and Roadway Projects Policy

The City adopts a policy that roadway and utility work on existing roadways without sidewalks do not trigger the requirement to construct new sidewalks where they don't already exist. This policy does not preclude projects that include roadway or utility work from triggering the requirement for new sidewalks construction via other mechanisms, an example being Half-Street Improvements that include sidewalk construction that are triggered by certain development activity as defined in Chapter 12.64A of the ACC.

Existing Traffic Signals and Enhanced Crossings Policy

The City adopts a policy for existing signalized and enhanced pedestrian crossings as follows:

- If no curb ramp or electrical work is being performed at a signalized intersection or enhanced crossing location, no work is required for the signal or enhanced crossing pushbuttons as part of the project.
- If a project modifies or expands any portion of the electrical systems of a signalized intersection or enhanced crossing, it must also make all pedestrian pushbutton functions (but not locations) and pedestrian signal heads (as applicable) accessible.
- If a project constructs, modifies, removes/replaces any portion of any curb ramp at a signalized intersection or enhanced crossing, the project must make the pedestrian pushbutton location accessible for that ramp and make the pedestrian pushbutton function accessible for the entire signal or enhanced crossing.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5525 (Tate)

Date:
June 9, 2020

Department:
Community Development

Attachments:
Attachment A Resolution No. 5525
Attachment A eCityGov Alliance Subscriber Agreement 20200518
Attachment A MBP Appendix A Template 20200518

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

Administrative Recommendation:

City Council to adopt Resolution No. 5525.

Background Summary:

The eCityGov Alliance is an alliance of Washington cities that developed for the purpose of creating a common online permitting software interface in order to better serve the construction industry. The product created by eCityGov is called MyBuildingPermit.com (MBP). Cities that are part of the Alliance and that utilize MBP include Bellevue, Bothell, Burien, Edmonds, Issaquah, Kenmore, Kirkland, Mercer Island, Mill Creek, Newcastle, Sammamish, Snoqualmie, King County, and Snohomish County.

In July of 2019 the Department of Community Development completed a significant permit software system upgrade. This upgrade enables the City to entertain the idea of utilizing MBP because both systems can interface with each other.

MBP is an online system that allows customers to submit permit applications, pay their fees, obtain their permits, view city comments, provide resubmittal materials, etc. It also allows contractors who work in multiple cities to have the same online experience and functionality even though they are working in a different jurisdiction.

To join the eCityGov Alliance the City of Auburn will pay a one-time onboarding fee of $10,000 as well as a quarterly subscription rate of approximately $16,000. The subscription rate fluctuates based on each quarter's volume of permits. The Master Builders Association has requested that the City enter into the eCityGov Alliance and to utilize MBP as the online permitting portal and has indicated that permit fees should be increased in order to cover the cost. The $10,000 onboarding fee will be absorbed into the Department's existing budget. The subsequent subscription fees would be absorbed through a 3% to 5% increase in permit fees that would be adopted through a subsequent City Council resolution.

If approved, Community Development has set October 1, 2020 as the launch date.

Reviewed by Council Committees:

Councilmember:	Brown	**Staff:**	Tate
Meeting Date:	June 15, 2020	Item Number:	RES.B

RESOLUTION NO. 5525

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF AUBURN AND eCITYGOV ALLIANCE FOR BUILDING PERMIT MANAGEMENT SOFTWARE SERVICES

WHEREAS, eCityGov Alliance (the "Alliance") was created and duly authorized by the legislative authority of various municipal jurisdictions in accordance with the Interlocal Cooperation Act, Chapter 39.34 RCW, for the purpose of providing a regionally coordinated portal for the delivery of municipal services via the internet and to provide a forum for the sharing of resources in the development and deployment of such services; and

WHEREAS, in keeping with its purpose, the Alliance has created several shared software applications and related products, including building permit management services, which it makes available as a hosted service; and

WHEREAS the City wishes to use certain Alliance shared software applications and related products to deliver public sector services via the internet; and

WHEREAS, the City and the Alliance desire to enter into an agreement for Software and related product(s) to deliver public sector services via the internet as provided herein;

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

Section 1. The Mayor is authorized to execute an Agreement between the City and eCityGov Alliance, which agreement will be in substantial conformity with the agreement attached as Exhibit A.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

SUBSCRIPTION AGREEMENT

Between

City of Auburn

and

eCityGov Alliance

May 18, 2020

SUBSCRIPTION AGREEMENT

This Agreement is entered into between the eCityGov Alliance, hereinafter referred to as the "Alliance", and the City of Auburn, WA, hereinafter referred to as the "Subscriber" (each a "Party" or together, the "Parties").

WITNESSETH:

WHEREAS, the Alliance was created and duly authorized by the legislative authority of each jurisdiction in accordance with the Interlocal Cooperation Act, Chapter 39.34 RCW and the Amended and Restated Interlocal Agreement Establishing eCityGov Alliance, as amended and restated on February 16, 2018 (the "Alliance Interlocal Agreement"); and

WHEREAS, the purpose of the Alliance is to provide a regionally coordinated portal for the delivery of municipal services via the internet and to provide a forum for the sharing of resources in the development and deployment of such services; and

WHEREAS, in keeping with its purpose, the Alliance has created several shared software applications and related products to deliver public sector services via the internet; and

WHEREAS the Alliance provides said software applications as a hosted service; and

WHEREAS, the Subscriber wishes to use certain shared software application(s) and related product(s) to deliver public sector services via the internet; and

WHEREAS, the Alliance pledges to work cooperatively in maintaining the highest level of standards for maintenance and operation of the Software Application(s) and related product(s) on behalf of Partners, Subscribers and users (each as defined herein); and

WHEREAS, the Alliance is duly authorized to enter into agreements as an independent entity; and

WHEREAS, it is the desire of the Parties to enter into an agreement for Software and related product(s) to deliver public sector services via the internet as provided herein;

NOW THEREFORE, the Parties agree as follows:

I IDENTITY OF PARTIES

1. **Alliance**. The Alliance is an independent joint agency formed under Chapter 39.34 RCW, the Interlocal Cooperation Act, and a Washington non-profit corporation, authorized to deliver certain public sector services as provided in the Alliance Interlocal Agreement.

2. **Subscriber**. The Subscriber is a municipal corporation that desires to subscribe to an Alliance hosted service(s) and/or application(s), and to participate as a non-voting but active member in the committees supporting that service(s) and/or application(s).

II PURPOSE

1. The purpose of this Agreement is to provide the terms and conditions under which the Subscriber will receive hosted services from the Alliance. To accomplish this purpose, and in consideration of the benefits to be received by each of the Parties hereto, the Parties agree as follows:

III DEFINITIONS

1. As used herein, the following capitalized terms shall have the following meanings. Terms not otherwise defined herein shall have the meanings set forth in the recitals of this Agreement and the Alliance Interlocal Agreement.

2. "**Agreement**", "**this Agreement**", "**the Agreement**", "**hereof**", "**herein**", "**hereto**", "**hereby**", "**hereunder**" and similar expressions mean this Subscription Agreement, including all instruments supplementing, amending or confirming this Agreement. All references to "Articles" or "Sections" mean and refer to the specified Article or Section of this Agreement.

3. "**Alliance Interlocal Agreement**" has the meaning set forth in the recitals hereto.

4. "**Application Software**", "**Application**" and/or "**Software**" means computer application and related computer code, presented in object code form operating on Hosting Service hardware. Application Software includes, but is not limited to computer code, databases, programs and interfaces in executable code form which have been created or licensed by the Alliance.

5. "**Application Team**", "**Management Committee**" and/or "**Project Team**", means a team made up of a representative(s) from each Alliance partner and subscriber agency for a particular Software Application. The purpose of the Application Team is to guide development and management of the Application.

6. "**Backend Integration**" means that a software application owned and/or licensed by the Subscriber is linked to the Application Software for the purpose of passing data between the two systems.

7. "**Board**" means the Alliance Executive Board.

8. "**Data and Content Management Tool(s)**" means the internet restricted accessible software application used by the Subscriber to update, change and manage application content and data.

9. "**Effective Date**" means the date this Agreement commences.

10. "**Hardware**" means the computers, application servers, magnetic storage devices and other related computer hardware owned by the Alliance for the purposes of providing services and software applications to Alliance partners, subscribers and the general public.

11. "**Hosting Service**" means the city and/or business at which Alliance Application(s), related software and hardware is physically located. The Hosting Service is also responsible for maintaining the shared portion of the service(s) and application(s) affected by this Agreement.

12. "**Partner(s)**" means the governmental jurisdictions that are parties to the Alliance Interlocal Agreement.

13. "**Subscriber**" means the governmental jurisdiction or other organization that elects to enter into an agreement with the Alliance to purchase specific hosted internet software application service(s) on an annual basis. Subscriber status is further defined by the Alliance Administrative Policies and the Alliance Interlocal Agreement.

14. "**Subscription(s)**" means the internet accessible computer application(s) identified in Appendix A.

15. "**Subscription Liaison(s)**" means the Subscriber assigned staff member(s) for each subscription application.

16. "**User**" means members of the general public and city staff who use the services defined herein.

IV APPLICATION SOFTWARE SUBSCRIPTION

1. **Subscription**. During the term of this Agreement, the Alliance grants the Subscriber a non-transferable, nonexclusive subscription to use the Application Software in accordance with the terms and conditions state herein.

2. **Application Software License(s)**. Application Software license(s) are and shall remain the property of the Alliance or its third-party service providers. The Subscriber shall have a non-exclusive right to use the Application Software specified in Appendix A. The Subscriber shall not have taken, or attempt to take, any right, title or interest therein or permit any third party to take any interest therein. The Subscriber will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber or suffer a lien or encumbrance upon or against the Application Software or any interest in the Application Software.

3. **Application Software and Data**. The Subscriber may not move any Application Software or data from any installed location at the Hosting Service place of business without the prior written notification and subsequent technical approval of the Alliance.

4. **Hardware and Provision of System and Application Software**.

   (a) The Alliance shall obtain, install and maintain the necessary hardware, systems software, and Application Software at the location of the Hosting Service to provide the appropriate computing platform to deliver the application services defined in Appendix A.

   (b) The Hardware, Systems Software licenses, and Application Software code and licenses are and shall remain the properly of the Alliance or its third-

party service providers. The Subscriber shall not have taken, or attempt to take, any right, title or interest therein or permit any third party to take any interest therein. The Subscriber will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber or suffer a lien or encumbrance upon or against the Hardware or Systems Software or any interest in the Hardware or Systems Software.

V SUBSCRIBER DATA AND DATABASES

1. The Subscriber shall provide applicable data for each Software Application Subscription to the Alliance in accordance with data specifications in Appendix A.

2. The Subscriber is responsible for updating, changing and maintaining said data as specified in Appendix A.

3. Each Party shall treat all data and information to which it has access by its performance under this Agreement as confidential. Unless required to do so by law, a Party shall not disclose such data or information to a third Party without specific written consent of the other Party. In the event that one Party receives notice that a third Party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of such information, the receiving Party shall promptly inform the other Party. This section shall survive the termination or completion of this Agreement and shall continue in full force and effect and shall be binding upon all Parties and their agents, employees, successors, assigns, subcontractors or any Party or entity claiming an interest in this Agreement.

4. The Alliance will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber, or suffer a lien or encumbrance upon or against the Subscriber data or database or any interest in the Subscriber data or database. The Alliance will maintain the Subscriber data or database at the Hosted Service, and shall notify Subscriber in writing if the data or database is to be moved from the Hosted Service. The Alliance shall not be responsible for any damage to, or loss of, the data, except in cases of gross negligence or wilful misconduct.

VI ACCESS AND USE OF DATA AND CONTENT MANAGEMENT TOOL(S)

1. The Subscriber shall name and authorize certain employees as content managers for the Software Application(s) specified in Appendix A.

2. It is the responsibility of the Subscriber to authorize and manage opening and closing user accounts for third party vendors and/or contract employees.

3. The Alliance will manage password protected user accounts for said employees and vendors. The Alliance will manage only named user accounts. The Subscription Liaison is responsible for authorizing new user accounts and ensuring unneeded user accounts are closed in a timely manner.

4. Access to Alliance web-based products is not restricted in anyway, however: Software Application functionality may be restricted or limited for certain Software Applications or portions of a Software Application to the residents of Alliance partner and subscriber cities. Such restrictions or limitations are dependant on the level of service(s) purchased by the Subscriber and shall be described in Appendix A.

5. An unlimited number of residents, staff and other customers of the Alliance product(s) may access and utilize the product(s) via the internet, except as noted in the previous section.

VII WARRANTIES

1. Alliance represents and warrants that (a) Alliance has the legal right and authority to provide the services that are the subject of this Agreement; and (b) Application Software does not infringe upon any copyright, patent, trademark, trade secret, or any other intellectual property right of any third Party.

2. No Other Warranty. Other than the express warranties contained above, any software Subscription provided and all services performed pursuant to this Agreement are provided and performed on an "as is" basis, and Subscriber's use of the Application Software and services is at its own risk. Alliance does not make, and hereby disclaims, all other warranties, whether express or implied. Alliance does not warrant that the Application Software and services provided hereunder will be uninterrupted, error-free, or completely secure.

3. Limitation of Liability; Damages. Alliance's sole liability to Subscriber for any loss, liability or damage, including attorney's fees, for any claim arising out of or related to this Agreement, regardless of the form of action, shall be limited to Subscriber's actual direct out-of-pocket expenses which are reasonably incurred by Subscriber and shall not exceed the amount of the fees paid to Alliance by Subscriber under this Agreement for the calendar year in which such claim accrued. **In no event shall Alliance be liable to Subscriber or any third party for lost profits, revenue, lost data, consequential, special, incidental, or punitive damages arising out of or related to this Agreement regardless of the basis of the claim.**

VIII SUPPORT

1. **Backend Integration**

(a) Alliance is responsible for Alliance product(s) on the eCityGov.net web sites, including the transmittal of data to and from the Subscriber in the formats(s) identified in Appendix A, to meet the needs of Subscriber's back-end process. Interface and data transmittal standards are subject to approval by the Board.

(b) The Subscriber is responsible for any and all direct integration with their own business processes and systems, including the entire cost and overhead associated with integration of Alliance products to Subscriber-owned systems.

(c) For the purpose of Backend System Integration, the Alliance may assign, on a temporary basis, a reasonable number of Internet Protocol Addresses ("IP Addresses") from the address space assigned to Subscriber by the Hosting Service. The Subscriber acknowledges that the IP Addresses are the sole property of the Alliance and/or of its contracted Service providers, and are assigned for the term of this Agreement to Subscriber as part of the Software Application Subscription(s), and are not "portable".

(d) The Alliance reserves the right to change IP Address assignments at any time; however, the Alliance shall use all reasonable efforts to avoid any disruption to the Subscriber resulting from such renumbering requirement. The Alliance will give the Subscriber reasonable notice of any such renumbering. The Subscriber agrees that it will have no right to IP Addresses upon termination of this Agreement and that any renumbering required of the Subscriber after termination shall be the sole responsibility of Subscriber.

2. **Training**. The Alliance shall provide such training and consultation to the Subscriber regarding the use of a Software Application(s) and services as is determined to be appropriate by the Board and/or the Application Team(s) associated with specific Alliance Software Application(s).

IX SOFTWARE SUPPORT

1. For Application Software residing on Alliance Server(s): The Hosting Service for each product is responsible for ensuring that the Application Software functions correctly, and for responding to Subscribers who submit requests for Application Software corrections in a timely manner. Application Software malfunctions that result in a non-responsive system or incorrect results for customers will be given high priority. Other Application Software malfunctions will be prioritized based on resources and overall project priorities. The actual response escalation levels are specified in SubSection 3 below.

2. For other software residing on Subscriber Servers: The Subscriber is fully responsible for the functioning of any software residing on Subscriber Servers,

including software designed to handle the interface between Alliance service(s) and Software Application(s) and all software licensed directly through third parties to the Subscriber.

3. Technical Support – Requests for technical support will be classified into three priority levels:

   - High – system is down or is returning incorrect results and customer is unable to fulfill critical business functions such as those pertaining to core business functions

   - Urgent – serious issue significantly impacting use of system although customer is still able to perform core business functions

   - Normal – all other issues.

4. Regular Hosting Service business hours are Monday through Friday 7:00 a.m. – 5:00 p.m., excluding holidays. During regular business hours, there is a guaranteed response time of 1 hour for High and Urgent calls. All other calls will be responded to within 8 business hours. Off-hours support (5:00 p.m. – 7:00 a.m., weekends and holidays) is offered only for network and server support. Only high priority calls will be responded to within 2 hours. The contact phone number is 425.452.2886.

X BENEFITS/RELATIONSHIP

1. This Agreement is entered into for the benefit of the Parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons. No joint venture or partnership is formed as a result of this Agreement.

2. The Subscriber is considered a voting member of the Application Team(s) supporting Alliance service(s) and Software Application(s) identified in Appendix A.

3. The Subscriber is entitled to attend Board meetings, but is not a voting member of the Board.

4. The Subscriber is entitled to use the regional portal for delivery of Software Application(s) subscribed to and defined in Appendix A.

5. The Subscriber may participate in and receive the benefits of all Alliance functions, projects, programs, and partnerships including but not limited to:

   - Training programs

   - Information sharing events

- Projects/programs with other public entities, including, but not limited to state, county, utility districts, libraries, and other cities.

XI FEES AND PAYMENT TERMS

1. The invoice shall encompass Subscription fee(s) for one full calendar year or for the applicable pro-rata Subscription fee(s).

2. Annual payment is due within 30 days of invoice.

3. The invoice for the current year will be sent upon signing of this Agreement. Payment is due within 30 days of invoice.

4. Payments which are 30 days past due shall be considered to be in arrears. The Alliance may elect to discontinue service to the Subscriber until said account is paid in full. The Board, at its sole discretion, may elect to not disconnect a Subscriber that is in arrears if suitable arrangements have been made for future payment.

5. The City of Bellevue, acting as the fiscal agent for the Alliance, will issue all invoices. Payment(s) shall be made to the City of Bellevue. The City of Bellevue Tax Identifier Number (TIN) is 91-6007020.

6. Establishment of Fees – Each year the Board shall set Subscriber Fees for the next calendar year, no later than September 30th. At such time the Board may increase, decrease or leave fees unchanged depending need.

XII GENERAL PROVISIONS

1. **Liability/Hold Harmless**. If a claim, demand or cause of action arises from the negligent act or failure to act or intentional wrongful act of one of the Parties hereto, or its officers, agents or employees, then that Party shall indemnify, defend and save the other Party and its officers, agents and employees harmless there from; provided, however, that such provision shall not apply to the extent that damage or injury arises from the fault of the other Party, its officers, agents or employees. In the case of negligence of both the Subscriber and the Alliance, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each Party, and each Party shall have the right to seek contribution from the other Party in proportion to the percentage of negligence attributable to the other Party.

2. **Assignment**. The Subscriber shall not assign, transfer, convey or otherwise dispose of its rights or obligations under this Agreement or permit use of applications and/or services by another entity or person who is not an Alliance Partner, Subscriber, or employee, officer or agent thereof, except to the extent as may be authorized by Alliance rules and procedures.

3. **Notices**. All notices, requests, demands and other communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered or three business days after mailing if mailed by first class mail, postage prepaid and addressed to the Party at its address as stated in this Agreement or at such address as any Party may designate at any time in writing with notice pursuant to this paragraph. At the time of execution the addresses of the Parties are:

eCityGov Alliance	**City of Auburn, WA**
P.O. Box 90012	25 West Main Street
Bellevue, WA 98009-9012	Auburn, WA 98001
Attn: Tyler Running Deer	Attn: Jason Krum
(425) 452-7821	(253) 804-5069
trunningde@ecitygov.net	jkrum@auburnwa.gov

4. **Dispute Resolution**. This section governs any dispute, or controversy between the Parties arising out of or relating to this Agreement or its breach (the "Disputed Matter"). It is agreed that King County shall be the venue for any arbitration. All Disputed Matters shall be submitted to the following dispute resolution process:

(a) Internal Mediation

First the Disputed Matter shall be referred jointly to the Alliance's Executive Director and the Subscriber's representative. If they do not agree within ten (10) days, the Disputed Matter shall be referred jointly to the Chair of the Executive Board and the Subscriber's chief executive or designee. If such persons do not agree upon a decision within ten (10) days after referral of the matter to them, or within such other period as may be mutually agreed upon, the Parties shall proceed to the next stage of the dispute resolution procedure.

(b) Arbitration Procedures

The Subscriber or the Alliance may, within ten (10) days following completion of internal mediation, submit a written demand for arbitration to the American Arbitration Association. The decision of the other Party to invoke the arbitration process below shall constitute an election of

remedies barring the Party from further recourse to the dispute resolution or arbitration process not invoked by it.

Any Disputed Matter referred to arbitration shall be conducted under the Commercial Rules of the American Arbitration Association. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. Any such arbitration will be held in the Seattle Metropolitan Area. The Parties will share the costs of the arbitration equally, subject to final apportionment by the arbitrator. However each Party shall bear the expenses of its own counsel, experts, witnesses and preparation of evidence. The decision of the arbitrator shall be final and shall not be subject to appeal by the Parties. Judgment upon any award rendered by the arbitrator may be entered in any court of competent jurisdiction.

(c) Performance to Continue

Pending the resolution of any Disputed Matter, both Parties shall continue their performance under this Agreement to the extent that such performance is feasible, including but not limited to the payment of all sums which are due or which become due during the dispute resolution process. Neither Party will institute any action or proceeding against the other Party in any court concerning any Disputed Matter that is or could be subject to resolution under this section.

5. **Effective Date and Duration**. This Agreement shall be effective on upon execution of both Parties, and shall continue until termination or withdrawal.

XIII TERMINATION

1. **Termination by annual notice and/or default**. The Subscriber may terminate this Agreement by giving ninety (90) days written notice to Alliance in any year of its intention to terminate effective January 1 of the following year provided notice is given in writing and Subscriber is not in default of its obligations under this Agreement. There will be no refunds of monies collected for the current year. If the Subscriber is in default of a material obligation under this Agreement, and such default remains uncorrected more than thirty (30) days after receipt of written notice of default, the Alliance, in addition to any other rights available to it under law or equity, may terminate this Agreement by giving thirty (30) days written notice to the Subscriber. The Alliance shall be deemed in default if, as a result of the Software Application(s) or Alliance's failure to perform its obligations hereunder, the Software Application(s) continues to exhibit defects causing serious disruption of use and/or repeated periods of downtime, notwithstanding the Alliance's remedial or maintenance efforts, over a continuous period of ninety (90) days, and the Subscriber may terminate the Agreement by

giving thirty (30) days written notice to the Alliance, after which the Alliance shall reimburse the Subscriber for a pro-rated share of the Subscription Fee.

2. **Mid-year termination request by Subscriber**. The Subscriber may terminate this Agreement by giving written notice to the Alliance at any time during the calendar year. The Alliance will terminate the Subscriber's service at the earliest practical date in which the necessary Application reprogramming can be completed. There will be no refunds of monies collected for the current year.

3. **Termination as a result of changes to the Application(s)**. In the event that the Alliance initiates changes to the Application(s) and/or Subscription fee(s) for which the Subscriber chooses not to continue with the Application Subscription, the Alliance will provide a pro-rata refund of the balance of current year Subscription fee. The refund will be calculated from the date in which the Application changes and/or Subscription fee changes take effect.

4. **Modification**. This Agreement represents the entire Agreement between the Parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the Parties unless executed in writing by authorized representatives of each of the Parties. The Agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the Parties.

5. **Severability**. In the event any term or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition or application. To this end the terms and conditions of this Agreement are declared severable.

In witness whereof, the Parties have executed this Agreement as of the Effective Date.

eCityGov Alliance	**City of Auburn**
_____	_____
Accepted By (Signature)	Accepted By (Signature)
Tyler Running Deer Executive Director	Nancy Backus Mayor, City of Auburn
Date:	Date:

APPENDIX A

Description of Application Service(s)

City of Auburn

I PRODUCT SUBSCRIPTION(S):

1. **MyBuildingPermit.com** – development service applications, inspection scheduling, permit status information and other related services

II FEE(S)

1. Onboarding Fee – A one-time on-boarding fee of $10,000 will be assessed upon execution of the subscriber agreement that is based on estimated hours needed to provide technical support and training for implementing MyBuildingPermit.com.

2. Annual Fee – The 2020 subscription fee is estimated at $64,153 which may be prorated in 2020 based on the date the first permits are issued from MBP. The subscription fee is based on a 5-year rolling average of the historical permit revenue actuals to determine a jurisdiction's percentage share of the total MBP expenses. Below is a description of the MBP Fee methodology unless modified as provided in Section II, Annual Fees, paragraph 2, Establishment of Fees:

    - Step 1: Each jurisdiction submits the last five years of permit revenue from which a rolling five-year average can be computed. This softens the impacts of peaks and valleys in permit activity.

    - Step 2: Each jurisdiction's percentage of the total Alliance permit revenue is calculated.

    - Step 3: The percentage is then applied to the expenses (which may include investments) for the biennium budget period to determine each jurisdiction's obligation.

    - Step 4: Each jurisdiction will be billed on a quarterly billing cycle.

3. Establishment of Fees – The 5-year rolling average will be used to set both years of the biennial budget. At the direction of the Executive Board, a mid-biennial adjustment may occur. The Board shall set Subscriber Fees for the next calendar year, no later than September 30th. At such time the Board may communicate an increase, decrease or leave fees unchanged depending on need.

4. The Annual Fee will be invoiced to each Jurisdiction via quarterly billings.

III DESCRIPTION OF PRODUCT SERVICE – MYBUILDINGPERMIT.COM

5. MyBuildingPermit.com (MBP) is managed and operated by the Partner cities of the eCityGov Alliance and the MBP Management Committee. The Management

Committee is made up of building officials or other designated representatives of the Partner and Subscriber agencies.

6. MBP is a web-based transaction portal designed to provide citizens and development professionals the ability to submit development service applications and obtain certain permits from member jurisdictions and agencies. Specifically, applicants may easily apply for, pay for, and receive multiple permits, from multiple member jurisdictions through a single web portal. The portal also provides the capability to schedule inspections and query and search for permit status and history for properties in member jurisdictions and agencies.

7. In order that MBP provide online application and permitting services for multiple jurisdictions and agencies, the Alliance and MBP Management Committee has adopted and requires certain business standards and operating procedures. These standards and procedures are documented in the MBP Administrative Policies (Attachment B). The MBP Administrative Policies are intended to create a quality experience for customers to help ensure a certain level of business consistency, and to keep operating costs to a minimum.

   The MBP site also provides a broad range of sources for building and construction related reference materials.

8. On-line Services:

   MyBuildingPermit.com home page explains the purpose of the site and provides navigational elements. The application functionality and content includes, but is not limited to:

   (a) Information

   - Permit Status
   - Code References
   - Public Information
   - News and Events

   (b) Application and Registration

   - How to Apply
   - Contractor Registration (requires approval)
   - Homeowner Registration (does not require prior approval)

(c) *Transaction Services:* MBP offers jurisdictions and agencies two types of online permitting and application submittals.

Type 1 - No-review, over-the-counter (OTC) permits. These permit types are not reviewed by staff, are paid for online and issue immediately upon payment. The scope, number, fees and configuration of OTC permits is the responsibility of the MBP member jurisdiction or agency.

Requests for modifications to either existing OTC permit requirements and/or types will be handled on a case by case basis. Minor, individual modifications to each agency's permit form are possible.

Example: The City of Sammamish is the only city in the Alliance that legislatively requires an earthquake shutoff valve. The Sammamish plumbing permit form has been modified to accommodate this requirement.

Example: The Alliance added re-roof permits to MBP. Bellevue did not require re-roof permits. In order to create consistency for regional contractors, Bellevue added re-roof permits.

Type 2 – Permits and applications in this category require some level of staff review. The scope, number and configuration of online application types is fully configurable and is the responsibility of the MBP member jurisdiction or agency.

Type 2 Business requirements:

No payment is made until the application is accepted by the jurisdiction or agency. The jurisdiction or agency can use the MBP customer portal to securely send the applicant an invoice(s) as needed. Customers may pay invoices through the portal or directly with the jurisdiction or agency.

The initial application review for acceptance should be completed within 36 hours of receipt of the application.

The permit and application review process, timeline, progress payments, other review criteria and issuance is entirely the responsibility of the MBP member jurisdiction or agency.

Example: Some jurisdictions issue and inspect electrical permits; some utilize the Department of Labor and Industries for this service. Agencies that do issue electrical permits have those choices on their on-line permit forms; those agencies that do not issue electrical permits do not have these choices on their permit application forms.

Requests for modifications to either existing permit application requirements and/or types will be handled on a case by case basis. Minor, individual modifications to each agency's permit form are possible.

(d) *Transaction Service:* As part of the customer on-line OTC and application submittal interview process, the site uses an easy to use search function to give the customer the opportunity to find the correct property address for each permit. The site will not issue a permit without an address match.

Incorrect or missing addresses present the single largest issue for customers and staff. Agencies are highly encouraged to develop and maintain accurate address data to ensure the highest level of accuracy. See Section V. Technical Specifications and Requirements for additional information.

(e) *Transaction Services:* On-line contractor registration for verification of state and local business licenses. Contractors must be registered and approved by MBP and/or participating jurisdictions or agencies before they can submit or obtain on-line permits. Also, homeowners using a contractor but obtaining their own permits must have the contractor registered with MBP. There are no pre-registration requirements for homeowners doing their own work.

(f) *Information Retrieval Service:* On-line permit status and history for **all** permits issued by each participating jurisdiction. Each jurisdiction may specify certain criteria for data included in the on-line reporting system.

9. Other Features and Services

(a) MBP provides authorized staff access to reports for the number of permits issued by type and city. Web statistics are also available upon request.

(b) Staff training in the use and management of MBP site administrative tools will be provided throughout the implementation process and on an on-going basis.

10. Future On-line Services:

The MBP work plan is updated annually. The work plan identifies work including, but not limited to, content development, system enhancements and new system functionality.

As features and services of the MyBuildingPermit.com site grow, it is the intention of the Alliance to create a consistent user experience for customers using the site. Alliance policy is to implement new services for all member departments that perform the function in each jurisdiction.

The Alliance recognizes that there are wide variations between agencies in terms of permit system use, information technology capability and/or business practices. However, it is the expectation of the Alliance that member agencies will make necessary adjustments to their respective business processes and

permit systems to accommodate features and functionality agreed to by the MBP Management Committee.

Every effort will be made to phase this kind of work providing sufficient lead time for individual jurisdictions and departments to make necessary organization and system adjustments.

IV SUBSCRIBER BUSINESS RESPONSIBILITIES

As a part of the implementation process, the Alliance will provide the Subscriber with a detailed implementation roadmap document and checklist. The following outline major tasks and responsibilities associated with the implementation of MBP. The timeline and phasing for implementing a new Subscriber to MBP will be negotiated at the time of the execution of this Agreement.

1. Set up, enter and test user configurable OTC permit types and fees in the MBP test environment. Coordinate any additional fee and technical configuration with the program manager.

2. Complete the permit configuration for plan review permit types. Set up and enter user configurable plan review permit information and fees. Coordinate any additional technical configuration with the program manager.

3. Acquire the following online services for online payments (additional information will be provided as needed);

   (a) A banking internet merchant account for receipting credit card payments. Most, but not all, merchant credit card systems work with MBP. Before securing a merchant account, confirm that the credit card processing system will work with PayPal PayFlowPro.

   (b) A PayPal PayFlowPro account for online credit card transactions.

4. Provide permit status checking and inspection scheduling directions and contact information.

5. Provide hyperlinks to agency code(s) and home web page.

6. Maintain member specific data and information and/or linked content.

7. Authorize and manage user accounts.

V TECHNICAL SPECIFICATIONS & REQUIREMENTS

11. Interfaces

It is possible to implement MBP with all, some or without interfaces between MBP and the agency backend permit system. In the absence of interfaces, some functionality such as permit status may not be available for applicants and

visitors to the MBP web site. In general, the MBP interfaces replace existing manual data entry by creating a new permit record and inserting the permit data directly into backend permit systems.

MBP uses several separate interfaces with individual backend permit systems to be able to provide the full range of services provided by MBP. The current list of functionality and interface requirements will be provided to the Subscriber.

Establishing and implementing interfaces between MBP and the Subscriber's back-end permit tracking system is the responsibility of the Subscriber, including, but not limited to interface and/or web license and implementing to the back-end system. The Alliance will provide the necessary technical specifications, test and production environments and provide assistance for the implementation of said interface(s).

The Alliance standard practice is to use Web Services to exchange XML formatted data and/or serialized objects as well as MS SQL linked servers with MBP specific views for the interface topology.

12. Generic email boxes

    Each Subscriber agency must create and supply generic email boxes addresses and contact phone numbers for user inquiries and comments in the following areas; Permits, Fees, Building, Technical, Inspection, Suggestion, Missing Address and Other. The format for the three general service email addresses is:

    - BuildingOfficial@xxxx
    - PermitTech@xxxxx
    - MyBuildingPermit@xxxx

13. The Subscriber must provide **parcel and address data for their entire jurisdiction** in a format specified (available upon request) by the Alliance for use in MBP or in the absence of this data, the Alliance will use the best available property data. Typically, these are commercially available data and/or county data sets.

14. Credit card and other banking transactions are accomplished using industry standard data encryption technologies. MBP does not retain credit card numbers, this data is passed directly through to the Subscriber's bank merchant account. Both the credit card processing service(s) and the host agency network are PCI compliant at the time this Agreement was executed. Security measures and information is available upon request.

15. The cost to make annual changes to fees and other maintenance services are included in the annual subscription fee.

MyBuildingPermit.com Readiness Checklist
Prepared for XXX government

Business Requirements:

- ☐ Obtain Council or appropriate funding approval for joining MBP and sign Subscriber Agreement
- ☐ Allocate Staff Resources–
  - Stakeholder/Project Champion
  - Project Manager during Implementation
  - IT/Technical Resources – internal/contract developers, database admin, system analyst
  - Permit tech expert with permit system/technical understanding
- ☐ Map Permit/Application Process flow to MBP including: configuration of types and naming conventions, inspections required for each, fees
- ☐ Map Electronic Plan Review process to MBP (software for review/markup, document storage, monitors for viewing not provided by MBP), documents required for each application, supplemental questions needed
- ☐ Document all OTC permit application fee structures/logic charged to customers
- ☐ Accept and adhere to the MBP Administrative Policies
- ☐ Accept and encourage jurisdictional staff to use the MBP Tip Sheets, Code Interpretations, and Standards
- ☐ Participate in MBP Committee/Team meetings
- ☐ Plan for Jurisdiction's costs including: Credit card transaction fees (MBP policy does provide for charging convenience fees) , quarterly MBP Fees, On-Boarding Costs, Webservice Development Costs (if outside resources required)

Technical Requirements:

- ☐ Web Services - .NET 4.x consume XML data sent from MBP in your backend permitting system and return XML response with permit number, etc.
- ☐ IP Address Connectivity with your permit processing system
- ☐ Create and Expose Database Views in you permit processing database
- ☐ Create and Expose a Database View containing your jurisdiction Address information
- ☐ Accept Credit Card payments via VeriSign or Pay Pal with a PayFlowPro Merchant Account
- ☐ Accept File Web Services (provided by eCityGov) and determine location on jurisdiction's network for file storage.

On-boarding Milestones:

Timeline estimates based on the subscriber's backend system and availability of resources.

- ☐ Execute Subscriber Agreement
- ☐ New Jurisdiction Configured in MBP Test site – *Complete in Month 1 of Project*
  - Jurisdiction provides details to MBP
  - MBP Staff creates new organization and logins
  - System Administrator Training begins
- ☐ Determine Modules to Implement – *Complete in Month 1 of Project*
  - Permit Applications – Over-the-Counter and/or Plan Review
  - Status Site
  - Inspection Scheduling
- ☐ Align Current Application process to MBP – *Complete in Months 2-3 of Project*
  - Process Flow
  - Mapping from MBP into backend system
  - Permit fees documented and created in MBP
  - Determine Required, Additional, and Supplemental information for each application
- ☐ Develop and Test Interfaces – *Complete in Months 2-4 of Project*
  - Between MBP and Juris Backend via webservice and database view
  - Status site and Juris Backend via database views
  - Inspection Scheduling via webservice
- ☐ Permit Staff Training – *Complete in Month 5 of Project*
- ☐ Go-Live in Production – *Complete in Month 6 of Project*

ATTACHMENT B

eCityGov Alliance

MyBuildingPermit Management Committee

ADMINISTRATIVE POLICIES

Adopted March 19, 2010

Revised December 7, 2018

Administrative Policies

MyBuildingPermit Management Committee

1. Purpose

The eCityGov Alliance (Alliance) is the sponsoring agency for the MyBuildingPermit program and the Management Committee. The MyBuildingPermit Management Committee Administrative Policies (Policies) identify and document the Committee's operating policies and principles for management of the MyBuildingPermit program.

The Management Committee (Committee) shall be responsible for the operation and oversight of the MyBuildingPermit program. The Committee shall consist of a representative from each member agency.

2. Agreement

These Policies shall be reviewed and adopted by the Alliance Executive Board. The adopted Policies shall be appended to individual MyBuildingPermit subscriber agreements as applicable.

3. Vision Statement

   a) MyBuildingPermit will:

      i) Develop and maintain consistent practices between member agencies.

      ii) Provide a highly-valued development services web portal for our customers.

      iii) Set the standard for working in partnership with cities and counties in the region.

      iv) Deliver web-based, wireless, and paperless development services application, permitting and review processes, setting the benchmark for best practices.

      v) Offer consistent core services that meet the needs of land development and contracting customers and community members.

      vi) Offer the best development data and information available with a full suite of property-related research tools.

      vii) Ensure adequate and ongoing funding for programs and web sites.

      viii) Incorporate sustainability as a component of all practices.

      ix) Maintain broad member agency participation, supported by all Cities' administration.

4. Goals

   a) The Committee shall implement the vision by pursuing the following goals:

i) Continually improve customer service.

ii) Promote building safety and awareness of development and environmental issues.

iii) Improve the development review process for customers.

iv) Maximize resource investments through economies of scale.

v) Promote training and other educational opportunities that will improve staff and customer understanding of codes, standards, and the processes used to manage and regulate development activities.

b) To achieve these goals, the Committee will:

i) Where possible, develop process and management consistency between member agencies.

ii) Regularly gather and use customer feedback and web statistics to help improve services and monitor progress toward measurable goals.

iii) Provide consistent process explanation and code interpretation to facilitate customer understanding of development services processes and regulations.

iv) Actively market and communicate program goals, overall vision, and project objectives to staff, elected officials and customers.

v) Gain organizational support for needed development services process changes.

vi) Periodically review all areas of the development services processes for enhancements that will improve the quality of services to customers.

vii) Monitor State code and legislation, and work with individual jurisdictions to learn of potential impacts of pending legislation. If all principal jurisdictions approve one or more proposed responses, then a joint response could be proposed to the Alliance Board for collective action.

5. Board Committee Structure and Procedures

a) The Committee shall consist of one voting representative from each MyBuildingPermit Partner and Subscriber agency member.

b) Committee members shall be appointed by an authorized executive of the participating agency.

c) Ad-hoc representatives and attendees.

i) Alliance Executive Board members, Alliance and member agency staff, sub-committee members and other invited guests may attend Committee meetings without voting rights.

d) Committee Officers

i) The duties of officers are those normally associated with the office, including but not limited to, preparing agendas, packet materials, meeting notes, attendance, and coordinating work and plans with the Executive Director and Executive Board on behalf of the Committee.

ii) The Committee shall elect a Chair from its members for a period of one year. The Chair may appoint a Vice-Chair to serve as Chair in his or her absence. No individual shall serve as Chair for more than three consecutive years.

iii) The election of the officers may be conducted by either a written, electronic, or verbal vote.

e) Decision Making

i) The Committee will strive to reach consensus on all matters.

ii) If consensus is not reached, decisions shall be made by a of simple majority of the Committee members present, including those members attending electronically or via phone.

f) Duties and Responsibilities of the Committee:

i) Meet monthly or on a schedule mutually agreed upon by Committee members.

ii) Approve extensions and exceptions to the time requirements in Sections 6 and 7 of these Policies, Member Eligibility and Responsibilities, if the Committee finds that circumstances warrant such an extension or exception.

iii) Appoint two non-voting Subscribers to the Executive Board to represent MyBuildingPermit Subscriber jurisdictions, as described in Section 4.5 of the Alliance Bylaws.

(1) Using simple majority vote by small and large Subscriber jurisdictions, respectively, select one Subscriber to represent large jurisdictions and one Subscriber to represent small jurisdictions. A jurisdiction with a population of 100,000 or more constituents is considered a large jurisdiction. The Subscriber member agencies appointed to the board will:

(a) Serve a two-year term commencing on May 1 and biennially selecting new non-voting Board Members to represent Subscribers. A subscriber member agency can serve two terms if selected by Committee.

(b) Provide notification to the Executive Board Chair or Executive Director if unable to attend a meeting.

(c) Address any issues brought forward by the Executive Board Chair.

iv) Recommend to the Alliance Executive Board that an agency's membership level be changed in accordance with the provisions of Section 6 and 7 of these Policies, Member Eligibility and Responsibilities.

v) Responsible to the Alliance Executive Director and Executive Board for the overall development and management of the MyBuildingPermit program and related activities.

vi) Provide oversight and guidance for the MyBuildingPermit program provided for in these Policies, the Alliance Interlocal Agreement, and Subscriber Agreements and adopted Committee operational policies. The Committee's management responsibilities shall include, but are not limited to:

(1) Establishing operational policies and practices as needed to support these duties and responsibilities.

(2) Providing budget and member agency fee recommendations to the Executive Director and the Alliance Executive Board.

(3) Developing and/or approving technical and informational content changes to the MyBuildingPermit web site and other MyBuildingPermit published materials such as technical tips sheets.

(4) Participating in and providing oversight of significant MyBuildingPermit projects in conjunction with Alliance and other technical resource staff.

(5) Working with the Executive Director to produce an annual report and forthcoming year work plan for presentation and approval by the Executive Board.

(6) Monitoring the performance of MyBuildingPermit systems and processes and making adjustments or recommendations as needed.

(7) Creating and overseeing MyBuildingPermit sub-committees including:

(a) Developing and approving sub-committee charters that provide policy and operational direction for the sub-committees.

(b) Assigning a Committee member as a liaison for each sub-committee.

(c) Monitoring, coordinating and managing sub-committee work programs and determining appropriate actions to institute recommendations or resolve issues.

(d) Reviewing and providing guidance on sub-committee annual charter and work plan.

g) Individual Committee Members Duties and Responsibilities:

i) Regularly attend Committee and sub-committee meetings and follow through on MyBuildingPermit work commitments.

(1) Attendance may be in person or via electronic means, including, but not limited to video or phone conferencing.

ii) Notify the Committee chair in advance of an absence.

iii) Represent the interests and legal obligations of his or her agency with respect to the agency's development services functions.

iv) Assist in the coordination of development services functions with and in support of the interests of adjunct development services functions/agencies such as fire districts, utility districts and other agencies which have authority for specific aspects of the development review process.

v) Positively contribute to the MyBuildingPermit program by participating on the Committee and working sub-committees, serving as a Committee officer, and performing other necessary Committee-related duties.

6. Member Agency Eligibility

a) MyBuildingPermit Subscriber Member Eligibility — Any governmental or quasi-governmental agency or jurisdiction located or operating in Washington State that provides development review and permitting function may become a MyBuildingPermit member agency upon approval by the Executive Board.

b) Eligibility may be delayed and/or restricted to meet Alliance and MyBuildingPermit business objectives and constraints including, but not limited to;

i) Available budget and/or staff resources.

ii) Geographic proximity of the requesting agency.

iii) MyBuildingPermit work load and/or regional implementation priorities.

c) The Committee recognizes that some new member agencies will be faced with additional challenges to joining MyBuildingPermit. These challenges may include, but are not limited to, limited technical support, no or limited functionality of back-end permit systems, limited development services revenue levels and limited availability of business staff. At the same time the Committee recognizes that the greater community will benefit from regional inclusion of interested agencies. The committee may make

reasonable efforts to include cities and agencies when membership aligns with MyBuildingPermit work plans, priorities and goals.

7. Member Agency Responsibilities

   a) MyBuildingPermit Participation Levels –There are two levels of MyBuildingPermit members; Active and Non-active.

      i) Active member agencies are required to regularly contribute to the management and operation of MyBuildingPermit through participation on the Management Committee and sub-committees.

         (1) Active member agencies must commit to sending a representative to each regular Management Committee meeting. This representative must be appointed by the member agency's executive and have the authority to vote on behalf of the member agency.

         (2) Active member agencies must make a good faith effort to send a representative to as many standing sub-committee meetings as possible with a minimum of one sub-committee for every six development services employees. Attendance may be in person or via electronic means, including, but not limited to video or phone conferencing.

      ii) Non-active member agencies are not required to participate on the committees. Non-active member agencies agree to accept decisions and direction of the Committee.

   b) Member Agencies agree to:

      i) Utilize all MyBuildingPermit development services code interpretations, standards, and other relevant materials adopted by the Committee within 30 days of becoming a member. Exceptions may be granted by the Committee where adopted resolutions or ordinances conflict with MyBuildingPermit materials, provided the jurisdiction makes a good faith effort to align said resolutions or ordinances with the MyBuildingPermit interpretations and standards in a timely fashion.

      ii) Begin implementation of MBP permit status, MBP inspection scheduling and MBP over-the-counter (OTC) permits within one year of becoming a member or one year from the time that new functionality becomes available. This requirement may be waived by the Committee if implementation is not technically and/or economically feasible. See Section 8, MyBuildingPermit Core Business Requirements for additional information.

      iii) Begin implementation of MBP online permits that require plan review within three years of becoming a member agency or within three years after new functionality becomes available. This requirement may be waived by the Committee if implementation is not technically and/or economically feasible.

iv) Support the effort to adopt a common building code adoption ordinance.

8. MyBuildingPermit Core Business Requirements

   a) Utilize all MyBuildingPermit code interpretations, tip sheets, and other agreed-upon materials.

   b) Agree to and utilize all modules of the MyBuildingPermit web portal as described in section 6.b above.

   c) Regularly maintain and update agency content, hyperlinks, fees, permit types and other configurable content.

   d) Monitor and manage documents and communications with applicants through the MyBuildingPermit applicant and staff web portals.

9. Amendment of Administrative Policies

   a) Amendments and changes to the Policies must first be approved by the Committee and then forwarded to the Executive Director for review and to the Executive Board for final adoption.

10. MyBuildingPermit Budget and Membership Fee Schedule

    a) The MyBuildingPermit budget and membership fee schedule shall be updated and established each year as part of the Alliance budget adoption or budget update process by the Executive Board. The Committee will provide a budget and fee recommendation which will be reviewed as part of the Executive Director's budget recommendation process for the Executive Board.

11. Authorities

    a) The Executive Board is the governing body of the eCityGov Alliance and as such has final authority for the establishing and monitoring of this Policy.

    b) The Executive Director and Committee are responsible for the implementation and administration of this policy.

    c) The Committee may formally adopt exceptions to this Policy that are consistent with Section 4, Vision Statement and Section 5, Goals and Purpose provided that said exceptions do not adversely impact MyBuildingPermit revenue and/or support resources. Adopted exceptions shall be reported to the Executive Board through the regular program reports.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5527 (Gaub)

Date:
June 9, 2020

Department:
Public Works

Attachments:
Resolution No. 5527
TIP Summary Memo
2021-2026 TIP

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

Administrative Recommendation:

City Council to adopt Resolution No. 5527.

Background Summary:

Resolution No. 5527 authorizes the City Council to adopt the 2021-2026 Transportation Improvement Program (TIP).

The TIP is required to be amended by June 30 each year as required by RCW 35.77.010. The primary importance of the TIP is that, in most instances, projects must be included on the TIP to be eligible for state and federal grant programs. The TIP identifies secured or reasonably expected revenues and expenditures for each of the projects included in the TIP.

The TIP is a multiyear planning tool and document for the development of transportation facilities within the City and does not represent a financial commitment by the City. Once the TIP is approved, projects are budgeted and funded through the City's biennial budget. The TIP sets priorities for the allocation secured and unsecured funding and is a prerequisite of most grant programs. Staff also uses the TIP to coordinate future transportation projects with needed utility improvements. The projects and programs identified in the TIP that increase the capacity of the transportation system to address growth and development provide the basis for the City's transportation impact fee program.

The TIP revisions were discussed at the May 26th, 2020 Council Study Session. A public hearing for the TIP was set by consent agenda at the June 1, 2020 Council Meeting. The hearing is scheduled to be held at the June 15, 2020 Council Meeting in advance of the adoption of this resolution to adopt the TIP.

Reviewed by Council Committees:

Councilmember: Brown
Staff: Gaub
Meeting Date: June 15, 2020
Item Number: RES.C

RESOLUTION NO. 5527

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING AND ADOPTING THE 2021-2026 TRANSPORTATION IMPROVEMENT PROGRAM OF THE CITY OF AUBURN

WHEREAS, RCW 35.77.010 requires that the legislative body of each City prepare and adopt a comprehensive Transportation Improvement Program for the ensuing six years, but only after conducting a public hearing; and

WHEREAS, a public hearing to review the 2021-2026 Transportation Improvement Program for the City of Auburn was held on June 15, 2020, at the hour of 7:00 p.m. at the Auburn City Council meeting held virtually, pursuant to notice published in the legal newspaper of the City of Auburn on June 5, 2020.

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

Section 1. The 2021-2026 comprehensive Transportation Improvement Program is adopted, which will be in substantial conformity with the attached Exhibit "A."

Section 2. The City Engineer of the City of Auburn is authorized to file a certified copy of this Resolution and the 2021-2026 Transportation Improvement Program with the Washington State Department of Transportation.

Section 3. The Mayor is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 4. This Resolution shall take effect and be in full force on passage and signatures.

Dated and Signed this _____ day of _____, 2020.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

CITY OF AUBURN WASHINGTON

Memorandum

To: Mayor Backus
Councilmembers

From: James Webb, Senior Traffic Engineer, PE, PTOE

Date: June 3, 2020

Re: 2021-2026 Transportation Improvement Program – Annual Update

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BACKGROUND SUMMARY

The City's Transportation Improvement Program (TIP) identifies projects and programs needed to address transportation needs over the next 6-year period. RCW 35.77.010 requires the City to create a TIP and update it at least once per year. Often the TIP is updated more frequently as additional transportation needs and funding are identified throughout the year. The TIP identifies secured or reasonably expected revenues and expenditures for each of the projects and programs included in the TIP.

The TIP is a multiyear planning tool and document for the development of transportation facilities within the City and does not represent a financial commitment by the City. Once the TIP is approved, projects are budgeted and funded through the City's biennial budget. The TIP sets priorities for the allocation of secured and unsecured funding and is a prerequisite of most grant programs. Staff also uses the TIP to coordinate future transportation projects with needed utility improvements. The projects and programs identified in the TIP that increase the capacity of the transportation system to address growth and development provide the basis for the City's transportation impact fee program.

SUMMARY OF PROPOSED AMENDMENTS TO THE TIP

The currently proposed TIP approaches the balancing of anticipated revenues with needed projects differently than previous TIPs. Previously, the total cost of projects in the first three years of the TIP was balanced to the amount of funding anticipated to be available. However, for the second three years (years 4, 5, and 6) the total projects were not balanced to the anticipated funding due to the high degree of uncertainty in estimating future funding and revenues. This approach resulted in the TIP including many projects in years 4, 5, and 6 that could not be realistically implemented due to funding constraints. To present an overall more realistic and achievable plan, the proposed 2021-2026 TIP financially constrains all six years of the TIP with the exception of the Traffic Impact Fee fund. The proposed TIP shows a negative traffic impact fee fund balance in years 4, 5, and 6 due to projects being included in the TIP as placeholders for

capacity improvements that will be needed should more development occur than is assumed in the conservative revenue projections.

Completed Projects to be Removed: The following projects have, or are anticipated to be, completed by the end of 2020 and therefore are not included in the proposed 2021-2026 TIP:

Intersection Projects

- I-6: Lakeland Tapps Parkway ITS Expansion ($1.01M)

Non-Motorized and Transit Projects

- N-5: F Street SE Non-Motorized Improvements ($3.94M)

Preservation Projects

- P-7: AWN Preservation Phase 2 ($1.628)
- P-8: AWN Preservation Phase 3 ($1.95M)

Roadway Projects

- R-15: Poplar Curve Safety Improvements ($0.268M)

Preliminary Engineering and Miscellaneous Projects

- S-3: A Street SE Corridor Study ($0.10M)

Removed from TIP/Remain in Comprehensive Transportation Plan: The following projects are proposed to be removed from the TIP as potential funding has not been identified within the 6-year TIP timeframe or for other reasons as stated below. The City will continue to seek funding and partnerships for these projects. The projects will remain in the Comprehensive Transportation Plan and will be considered for inclusion in future TIPs based on project prioritization and funding availability:

Intersection Projects

- I-7: SE 320th Street/116th Avenue SE Roundabout ($1.725M)
- I-9: M Street SE/29th Street SE Intersection Improvements ($1.00M)
- I-12: C Street SW/15th Street SW Intersection Improvements ($1.2M)
- I-13: 124th Avenue SE/SE 320th Street Intersection Improvements ($1.95M)
- I-14: 124th Avenue SE/SE 284th Street ($0.70M)

Preservation Projects

- P-6: 15th Street SW Reconstruction ($3.375M)

Roadway Projects

- R-2: I Street NE Corridor (45th Street NE to S 277th Street) ($6.76M) – This project is being completed by a developer without City funding.

- R-10: Auburn Way (4th Street NE to 4th Street SE) ($4.428M) – Elements of the project have been included as part of Auburn Way N Preservation Phase 3 project (P-8) and the Auburn Way N/1st Street NE Signal Replacement Project (I-1). The remaining elements of the project will remain in the Comprehensive Transportation Plan.
- R-12: R Street Bypass ($6.35M)
- R-13: SE 320th Street Corridor Improvements (116th Avenue SE to 122nd Avenue SE) ($3.62M)
- R-14: W Valley Highway Improvements (15th Street NW to W Main Street) ($3.25M)
- R-17: M Street SE Corridor (8th Street SE to Auburn Way S) ($7.3M)
- R-18: Auburn Way S Bypass ($40M) –This project is being completed by MIT and WSDOT without City funding.
- R-19: Auburn Way S Streetscape Improvements (SR 18 to M Street SE) ($4.5M) –The project scope needs to be re-evaluated due to other recently completed and currently underway projects on the Auburn Way corridor.
- R-20, 21, 22: Lea Hill Road Segments 1, 2, and 3 ($30.7M) – The Lea Hill Road Corridor study was recently completed and will be presented to Council on June 8th. Projects R-20, R-21, and R-22 were re-packaged and prioritized based on the study findings. New TIP project I-6 and existing project R-27 include improvements recommended by the study. The remaining improvements will be incorporated into the Comprehensive Plan.
- R-23: W Valley Highway Improvement (SR 18 to 15th Street SW) ($2.4M)
- R-25: R Street SE Corridor Extension ($10M) –The City will continue to seek project funding and/or partnership with the Muckleshoot Indian Tribe to complete the project improvements with the development of the decommissioned Miles sand and gravel pit.

New Projects Added to the TIP: The following projects are proposed to be added to the updated TIP based on prioritization of anticipated funding for capacity, safety, non-motorized, and street preservation needs:

<u>Intersection Projects</u>

- I-6: Lea Hill Road/112th Avenue SE Roundabout ($5.17M) – This project includes improvements recommended in the Lea Hill Road Corridor study (see notes under removed projects R-20, R-21, R-22 above).The project will build a roundabout at the Lea Hill Road intersection with 112th Avenue SE and modify the Lea Hill intersection with 105th Pl. SE.
- I-7: Auburn Avenue/E Main Street Signal Replacement ($0.05M) – This project will replace the existing traffic signal. The existing signal was constructed in 1968, and is approaching the end of its service life.
- I-13: SE 304th Street/132nd Avenue SE ($1.35M) – This project will build a new roundabout at the SE 304th Street intersection with 132nd Avenue SE. The intersection is currently stop-controlled on the side street approach and does not meet adopted LOS standards.

Preservation Projects

- P-6: Lake Tapps Pkwy/Sumner-Tapps Hwy E Preservation ($1.38M) – This project will grind and overlay these roadways and implement ADA improvements. Grant funding was applied for in 2020.
- P-7: 2021 Local Street Preservation Project ($2.5M) – The project will re-build pavement and replace water main on G Street SE (E Main Street to 4th Street SE) and grind and overlay pavement and replace water main in the Riverwalk/Forest Ridge Neighborhood.
- P-8: 2022 Local Street Preservation Project ($1.65M) – The project will re-build pavement and replace water main on I Street SE (E Main Street to 4th Street SE).

Roadway Projects

- R-2: Stewart Road (Lake Tapps Parkway Corridor ($0.15M) – the project will provide funds to the City of Sumner to support their project to replace the bridge over the White River. This is the last remaining segment of Stewart Road to be improved. The project will relieve congestion along the A Street SE and C Street SW corridors in Auburn.

Other Modifications:

Other changes proposed to be made as part of the annual update are to revise certain project descriptions, cost estimates, and anticipated funding sources to be more representative of project scopes and available funding sources.

SUMMARY

Overall the changes proposed above will reduce the funding programmed during the six year period from $181M (2020-2025) to $78.1M (2021-2026). This reduction was needed to balance project programming with realistic forecast levels of funding (including realistic levels of grant funding).

CURRENT STATUS AND NEXT STEPS:

Staff will work to incorporate any City Council comments provided at the Study Session into the final document. It will then be finalized for adoption based on the schedule below.

- ~~**MAY 26, 2020:** COUNCIL STUDY SESSION~~
- ~~**JUNE 1, 2020:** RESOLUTION TO SCHEDULE PUBLIC HEARING~~
- **JUNE 15, 2020:** PUBLIC HEARING & RESOLUTION FOR ADOPTION

2021-2026 Transportation Improvement Program

Public Works Department
Transportation Section

Adopted June 15, 2020 by Resolution No. 5527

Cover Photos: Left: Auburn Way S North Side Sidewalk, Right: Auburn Avenue RRFB

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Dated and Signed this _____ day of _____, 2020.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

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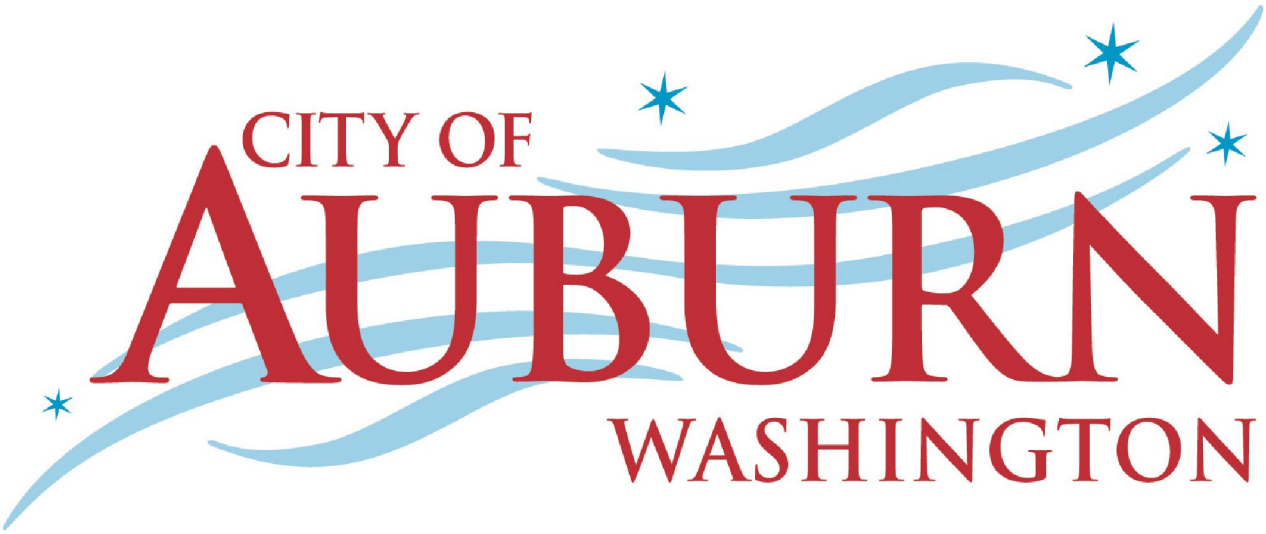

CITY OF
AUBURN
WASHINGTON

EXECUTIVE SUMMARY

The Transportation Improvement Program (TIP) is a 6-year plan for transportation improvements that support the City of Auburns current and future growth. The TIP along with the Comprehensive Transportation Plan (CTP) serve as source documents for the City of Auburn Capital Facilities Plan which is a Comprehensive Plan element required by Washington's Growth Management Act. The program may be revised at any time by a majority of the City Council after a public hearing.

INTRODUCTION

Purpose

The TIP sets priorities for the allocation of secured and unsecured funding and is a prerequisite of most grant programs. Staff also uses the TIP to coordinate future transportation projects with needed utility improvements. The projects and programs identified in the TIP that increase the capacity of the transportation system to address growth and development provide the basis for the City's transportation impact fee program.

Statutory Requirements

Six Year Transportation Improvement Program - RCW 35.77.010 requires that each city prepare and adopt a comprehensive transportation improvement program for the ensuing six calendar years consistent with its CTP. This six-year TIP shall be filed with the Secretary of the Washington State Department of Transportation (WSDOT) each year within 30 days of adoption.

Projects of Regional Significance - RCW 35.77.010 also requires each city to specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program for that region. The 2021-2026 TIP includes three projects of regional significance:

TIP Project Number	Project Title
TIP# R-6	AWS Widening (Hemlock to Poplar)
TIP# R-7	M St NE Widening (E Main St to 4th St NE)

Methodology

Annual updates of the TIP begins with developing a revenue forecast to provide a reasonable estimate of funding available to accomplish the transportation improvement needs. Since the desire to construct transportation improvements typically exceeds the available forecast revenue, it is necessary to prioritize the transportation needs of the City.

Transportation needs are identified by examining the latest information concerning level of service, safety and crash history, growth trends, traffic studies and the City's adopted CTP. The likelihood of receiving federal or state grants for various improvements, community interests and values are also considered. All of these factors yield a prioritized list of transportation improvements.

Projects are grouped into the following categories based on the type of improvement:

- Intersection, Signal & Intelligent Transportation System Projects;
- Non-Motorized & Transit Projects;
- Preservation Projects;
- Roadway Improvement Projects; and
- Preliminary Engineering & Miscellaneous Projects.

Each project is identified as a Capacity or Non-capacity improvement and those that are located on a defined Arterial LOS Corridor (per Table 2-2 of the City's CTP) are identified accordingly. Capacity projects from the 6-year plan are incorporated into the CTP as Group A projects. Longer term capacity projects are listed in the CTP as Group B Projects.

The TIP is proposed to be financially constrained for the entire six years of the TIP with the exception of the Traffic Impact Fee fund. The proposed TIP shows a negative traffic impact fee fund balance in years 4, 5, and 6 due to projects being included in the TIP as placeholders for capacity improvements that will be needed should more development occur than is assumed in the conservative revenue projections.

Projects & Financing Plan Summary

TIP#	Intersection, Signal and ITS Projects	2021	2022	2023	2024	2025	2026	Total
I-1	**Auburn Way N/1st Street NE Signal Replacement**							
	Capital Costs	575,000	-	-	-	-	-	**575,000**
	Funding Sources:							
	Unrestricted Street Revenue	525,000	-	-	-	-	-	**525,000**
	Arterial Preservation Fund (105)	50,000	-	-	-	-	-	**50,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	REET 2	-	-	-	-	-	-	**-**
I-2	**Traffic Signal Improvements**							
	Capital Costs	200,000	100,000	200,000	100,000	200,000	200,000	**1,000,000**
	Funding Sources:	.	.	.	.	.	.	
	Cap. Imp. Fund Balance	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	REET 2	200,000	100,000	200,000	100,000	200,000	200,000	**1,000,000**
I-3	**ITS Dynamic Message Signs**							
	Capital Costs	-	-	-	-	-	20,000	**20,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	20,000	**20,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
I-4	**Street Lighting Improvement Program**							
	Capital Costs	50,000	50,000	50,000	50,000	50,000	50,000	**300,000**
	Funding Sources:							
	Cap. Imp. Fund Balance	-	-	-	-	-	-	-
	Unsecured Grants	-	-	-	-	-	-	-
	REET 2	50,000	50,000	50,000	50,000	50,000	50,000	**300,000**
I-5	**Harvey Road/8th Street NE Intersection Improvements**							
	Capital Costs	83,598	83,196	82,794	82,382	81,990	81,589	**495,549**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	-
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	83,598	83,196	82,794	82,382	81,990	81,589	**495,549**
I-6	**Lea Hill Road/112th Avenue SE Roundabout**							
	Capital Costs	-	-	-	350,000	420,000	2,200,000	**2,970,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	1,100,000	**1,100,000**
	Traffic Impact Fees	-	-	-	350,000	420,000	1,100,000	**1,870,000**
I-7	**Auburn Avenue/E Main Street Signal Replacement**							
	Capital Costs	-	-	-	-	-	150,000	**150,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	150,000	**150,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
I-8	**R Street SE/29th Street SE Intersection Improvements**							
	Capital Costs	750,000	500,000	250,000	3,500,000	-	-	**5,000,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	750,000	500,000	250,000	3,500,000	-	-	**5,000,000**
I-10	**R Street SE/21st Street SE Roundabout**							
	Capital Costs	-	-	250,000	100,000	750,000	-	**1,100,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	500,000	-	**500,000**
	Traffic Impact Fees	-	-	250,000	100,000	250,000	-	**600,000**
I-11	**Auburn Way S/6th Street SE Intersection Improvements**							
	Capital Costs	-	-	130,000	25,000	630,000	-	**785,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	505,000	-	**505,000**
	Traffic Impact Fees	-	-	130,000	25,000	125,000	-	**280,000**

TIP#	Intersection, Signal and ITS Projects	2021	2022	2023	2024	2025	2026	Total
I-13	**SE 304th Street/132nd Avenue SE Roundabout**							
	Capital Costs	-	-	250,000	50,000	1,200,000	-	**1,500,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	250,000	50,000	1,200,000	-	**1,500,000**
I-15	**10th Street NW/A Street NW Intersection Improvements**							
	Capital Costs	-	200,000	650,000	-	-	-	**850,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	200,000	650,000	-	-	-	**850,000**
I-16	**15th Street NW/SR 167 NB Ramps**							
	Capital Costs	1,525,000	-	-	-	-	-	**1,525,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	225,000	-	-	-	-	-	**225,000**
	Other (Developer)	1,300,000	-	-	-	-	-	**1,300,000**
I-17	**Citywide LED Street Lighting and Controls**							
	Capital Costs	39,012	-	-	-	-	-	**39,012**
	Funding Sources:							
	REET 2	37,000	-	-	-	-	-	**37,000**
	Secured Grants	2,012	-	-	-	-	-	**2,012**
	Subtotal, Intersection, Signal and ITS Projects:							
	Capital Costs	**3,222,610**	**933,196**	**1,862,794**	**4,257,382**	**3,331,990**	**2,701,589**	**16,309,561**
	Funding Sources:							
	Unrestricted Street Revenue	525,000	-	-	-	-	170,000	**695,000**
	Arterial Preservation Fund (105)	50,000	-	-	-	-	-	**50,000**
	Secured Grants	2,012	-	-	-	-	-	**2,012**
	Unsecured Grants	-	-	-	-	1,005,000	1,100,000	**2,105,000**
	Traffic Impact Fees	1,058,598	783,196	1,612,794	4,107,382	2,076,990	1,181,589	**10,820,549**
	REET 2	287,000	150,000	250,000	150,000	250,000	250,000	**1,337,000**
	Other (Developer)	1,300,000	-	-	-	-	-	**1,300,000**
	Total Funding	**3,222,610**	**933,196**	**1,862,794**	**4,257,382**	**3,331,990**	**2,701,589**	**16,309,561**

TIP:	Non-Motorized and Transit Projects	2021	2022	2023	2024	2025	2026	Total
N-1	**Pedestrian Accessibility and Safety Program**							
	Capital Costs	50,000	100,000	100,000	100,000	100,000	100,000	**550,000**
	Funding Sources:							
	Unrestricted Street Revenue	50,000	100,000	100,000	100,000	100,000	100,000	**550,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
N-2	**ADA and Sidewalk Improvement Program**							
	Capital Costs	185,000	-	200,000	200,000	200,000	200,000	**985,000**
	Funding Sources:							
	Unsecured Grants	-	-	-	-	-	-	**-**
	REET 2	185,000	-	200,000	200,000	200,000	200,000	**985,000**
N-3	**Arterial Bicycle and Safety Improvement Program**							
	Capital Costs	100,000	-	100,000	-	100,000	-	**300,000**
	Funding Sources:							
	Unrestricted Street Revenue	100,000	-	100,000	-	100,000	-	**300,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
N-4	**Transit Partnership Routes**							
	Capital Costs	180,000	185,000	190,000	195,000	200,000	205,000	**1,155,000**
	Funding Sources:							
	Unrestricted Street Revenue	180,000	185,000	190,000	195,000	200,000	205,000	**1,155,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**

TIP#	Intersection, Signal and ITS Projects	2021	2022	2023	2024	2025	2026	Total
N-6	**Auburn Station Access Improvements**							
	Capital Costs	-	125,000	-	-	-	-	**125,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	25,000	-	-	-	-	**25,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	100,000	-	-	-	-	**100,000**
N-7	**Auburn Way S (SR 164) - Southside Sidewalk Improvements**							
	Capital Costs	-	95,000	750,000	-	-	-	**845,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	80,000	600,000	-	-	-	**680,000**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	REET 2	-	15,000	150,000	-	-	-	**165,000**
N-8	**Evergreen Heights Safe Routes to School Improvements**							
	Capital Costs	-	-	-	-	-	410,000	**410,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	410,000	**410,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	REET 2	-	-	-	-	-	-	**-**
N-9	**Riverwalk Drive SE Non-Motorized Improvements**							
	Capital Costs	200,000	950,000	-	-	-	-	**1,150,000**
	Funding Sources:							
	Unrestricted Street Revenue	20,000	250,000	-	-	-	-	**270,000**
	Unsecured Grants	180,000	450,000	-	-	-	-	**630,000**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	Other (MIT)	-	250,000	-	-	-	-	**250,000**
N-10	**M Street SE Sidewalk Improvements**							
	Capital Costs	669,980	-	-	-	-	-	**669,980**
	Funding Sources:							
	Unrestricted Street Revenue	250,000	-	-	-	-	-	**250,000**
	Secured Grants	419,980	-	-	-	-	-	**419,980**
N-11	**Lea Hill Safe Routes to Schools**							
	Capital Costs	70,000	950,000	-	-	-	-	**1,020,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	55,000	700,000	-	-	-	-	**755,000**
	REET 2	15,000	200,000	-	-	-	-	**215,000**
	Other (ASD)	-	50,000	-	-	-	-	**50,000**
	Subtotal, Non-Motorized & Transit Projects:							
	Capital Costs	**1,454,980**	**2,405,000**	**1,340,000**	**495,000**	**600,000**	**915,000**	**7,209,980**
	Funding Sources							
	Unrestricted Street Revenue	600,000	560,000	390,000	295,000	400,000	715,000	**2,960,000**
	Secured Grants	419,980	-	-	-	-	-	**419,980**
	Unsecured Grants	235,000	1,230,000	600,000	-	-	-	**2,065,000**
	Traffic Impact Fees	-	100,000	-	-	-	-	**100,000**
	REET 2	200,000	215,000	350,000	200,000	200,000	200,000	**1,365,000**
	Other (MIT)	-	250,000	-	-	-	-	**250,000**
	Other (ASD)	-	50,000	-	-	-	-	**50,000**
	Total Funding	**1,454,980**	**2,405,000**	**1,340,000**	**495,000**	**600,000**	**915,000**	**7,209,980**

TIP#	Preservation Projects	2021	2022	2023	2024	2025	2026	Total
P-1	**Arterial Street Preservation Program**							
	Capital Costs	327,498	1,650,000	606,728	599,514	2,100,000	2,200,000	**7,483,740**
	Funding Sources:							
	Arterial Preservation Fund (105)	327,498	1,650,000	606,728	599,514	2,100,000	2,200,000	**7,483,740**
P-2	**Local Street Preservation Program**							
	Capital Costs	-	150,000	1,650,000	1,650,000	1,650,000	1,650,000	**6,750,000**
	Funding Sources:							
	Local Street Pres. Fund (103)	-	-	-	-	-	-	**-**
	Utilities Transfer to 103 Fund	-	150,000	150,000	150,000	150,000	150,000	**750,000**
	REET 1	-	-	-	-	-	-	**-**
	REET 2	-	-	-	-	-	-	**-**
	Other (Unidentified 103 Funding)	-	-	1,500,000	1,500,000	1,500,000	1,500,000	**6,000,000**
P-3	**2nd Street SE Preservation**							
	Capital Costs	868,755	-	-	-	-	-	**868,755**
	Funding Sources:							
	Arterial Preservation Fund (105)	347,502	-	-	-	-	-	**347,502**
	Secured Grants	521,253	-	-	-	-	-	**521,253**
P-4	**Bridge Deck Preservation Program**							
	Capital Costs	-	100,000	100,000	100,000	100,000	100,000	**500,000**
	Funding Sources:							
	Arterial Preservation Fund (105)	-	100,000	100,000	100,000	100,000	100,000	**500,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
P-5	**Bridge Structure Preservation Program**							
	Capital Costs	25,000	50,000	-	50,000	-	50,000	**175,000**
	Funding Sources:							
	Arterial Preservation Fund (105)	25,000	50,000	-	50,000	-	50,000	**175,000**
	Unsecured Grants	-	-	-	-	-	-	**-**
P-6	**Lake Tapps Pkwy/Sumner-Tapps Hwy E Preservation**							
	Capital Costs	-	25,000	75,000	1,284,356	-	-	**1,384,356**
	Funding Sources:							
	Arterial Preservation Fund (105)	-	25,000	75,000	534,356	-	-	**634,356**
	Unsecured Grants	-	-	-	750,000	-	-	**750,000**
P-7	**2021 Local Street Preservation Project**							
	Capital Costs	2,200,000	-	-	-	-	-	**2,200,000**
	Funding Sources:							
	Local Street Pres. Fund (103)	-	-	-	-	-	-	**-**
	Utilities Transfer to 103 Fund	-	-	-	-	-	-	**-**
	REET 1	2,200,000	-	-	-	-	-	**2,200,000**
	REET 2	-	-	-	-	-	-	**-**
P-8	**2022 Local Street Preservation Project**							
	Capital Costs	150,000	1,500,000	-	-	-	-	**1,650,000**
	Funding Sources:							
	Local Street Pres. Fund (103)	-	-	-	-	-	-	**-**
	Utilities Transfer to 103 Fund	150,000	-	-	-	-	-	**150,000**
	REET 1	-	750,000	-	-	-	-	**750,000**
	REET 2	-	750,000	-	-	-	-	**750,000**
P-9	**Lea Hill Bridge Deck Preservation**							
	Capital Costs	80,000	567,850	-	-	-	-	**647,850**
	Funding Sources:							
	Arterial Preservation Fund (105)	-	-	-	-	-	-	**-**
	Secured Grants	80,000	567,850	-	-	-	-	**647,850**
P-10	**A St SE Preservation (37th St SE to Lakeland Hills Way)**							
	Capital Costs	-	25,000	100,000	1,732,260	-	-	**1,857,260**
	Funding Sources:							
	Arterial Preservation Fund (105)	-	25,000	100,000	866,130	-	-	**991,130**
	Unsecured Grants	-	-	-	866,130	-	-	**866,130**

TIP#	Preservation Projects	2021	2022	2023	2024	2025	2026	Total
P-11	**C Street SW Preservation (W Main St to GSA Signal)**							
	Capital Costs	25,000	100,000	2,236,544	-	-	-	**2,361,544**
	Funding Sources:							
	Arterial Preservation Fund (105)	25,000	100,000	1,118,272	-	-	-	**1,243,272**
	Unsecured Grants	-	-	1,118,272	-	-	-	**1,118,272**
P-12	**Lakeland Hills Way Preservation (57th Dr SE to Lake Tapps Pkwy)**							
	Capital Costs	1,100,000	-	-	-	-	-	**1,100,000**
	Funding Sources:							
	Arterial Preservation Fund (105)	1,100,000	-	-	-	-	-	**1,100,000**
	Secured Grants	-	-	-	-	-	-	**-**
P-13	**3rd Street SW Bridges Deck Preservation**							
	Capital Costs	120,000	553,540	-	-	-	-	**673,540**
	Funding Sources:							
	Arterial Preservation Fund (105)	-	-	-	-	-	-	**-**
	Secured Grants	120,000	553,540	-	-	-	-	**673,540**
	Subtotal, Preservation Projects:							
	Capital Costs	**4,896,253**	**4,721,390**	**4,768,272**	**5,416,130**	**3,850,000**	**4,000,000**	**27,652,045**
	Funding Sources							
	Arterial Preservation Fund (105)	1,825,000	1,950,000	2,000,000	2,150,000	2,200,000	2,350,000	**12,475,000**
	Secured Grants	721,253	1,121,390	-	-	-	-	**1,842,643**
	Unsecured Grants	-	-	1,118,272	1,616,130	-	-	**2,734,402**
	REET 1	2,200,000	750,000	-	-	-	-	**2,950,000**
	REET 2	-	750,000	-	-	-	-	**750,000**
	Utilities Transfer to 103 Fund	150,000	150,000	150,000	150,000	150,000	150,000	**900,000**
	Other (Unidentified 103 Funding)	-	-	1,500,000	1,500,000	1,500,000	1,500,000	**6,000,000**
	Total Funding	**4,896,253**	**4,721,390**	**4,768,272**	**5,416,130**	**3,850,000**	**4,000,000**	**27,652,045**

TIP#	Roadway Projects	2021	2022	2023	2024	2025	2026	Total
R-1	**Neighborhood Traffic Safety Program**							
	Capital Costs	10,000	10,000	10,000	50,000	50,000	50,000	**180,000**
	Funding Sources:							
	Cap. Imp. Fund Balance	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	REET 2	10,000	10,000	10,000	50,000	50,000	50,000	**180,000**
R-2	**Stewart Road - Sumner (Lake Tapps Parkway Corridor)**							
	Capital Costs	-	-	-	150,000	-	-	**150,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	Traffic Mitigation Fees	-	-	-	150,000	-	-	**150,000**
R-3	**M Street Underpass (3rd St SE to 8th St SE)**							
	Capital Costs	123,135	122,843	122,550	122,258	121,965	121,673	**734,424**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Traffic Impact Fees	123,135	122,843	122,550	122,258	121,965	121,673	**734,424**
	Traffic Mitigation Fees	-	-	-	-	-	-	**-**
R-4	**A Street Loop**							
	Capital Costs	-	300,000	167,000	1,465,000	-	-	**1,932,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	1,125,000	-	-	**1,125,000**
	Traffic Impact Fees	-	300,000	167,000	-	-	-	**467,000**
	Other (Sound Transit)	-	-	-	340,000	-	-	**340,000**
R-5	**A Street NW, Phase 2 (W Main St to 3rd St NW)**							
	Capital Costs	-	-	-	350,000	2,650,000	-	**3,000,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	200,000	1,325,000	-	**1,525,000**
	Traffic Impact Fees	-	-	-	150,000	-	-	**150,000**
	Other (Developer)	-	-	-	-	1,325,000	-	**1,325,000**

TIP#	Roadway Projects	2021	2022	2023	2024	2025	2026	Total
R-6	**Auburn Way S Widening (Hemlock St SE to Poplar St SE)**							
	Capital Costs	1,500,000	750,000	5,580,120	2,800,000	-	-	**10,630,120**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Secured Grants	648,750	-	-	-	-	-	**648,750**
	Unsecured Grants	-	-	3,000,000	1,500,000	-	-	**4,500,000**
	Traffic Impact Fees	851,250	750,000	1,830,120	1,300,000	-	-	**4,731,370**
	Other (Developer)	-	-	750,000	-	-	-	**750,000**
R-7	**M Street NE Widening (E Main St to 4th St NE)**							
	Capital Costs	-	375,000	50,000	2,485,000	-	-	**2,910,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	120,000	50,000	400,000	-	-	**570,000**
	Arterial Preservation Fund (105)	-	185,000	-	1,220,000	-	-	**1,405,000**
	REET 2	-	-	-	400,000	-	-	**400,000**
	Traffic Impact Fees	-	70,000	-	465,000	-	-	**535,000**
R-8	**49th Street NE (Auburn Way N to I St NE)**							
	Capital Costs	500,000	1,500,000	-	-	-	-	**2,000,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	-
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	Other (Developer)	500,000	1,500,000	-	-	-	-	**2,000,000**
R-9	**46th Place S Realignment**							
	Capital Costs	-	-	-	-	375,000	675,000	**1,050,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	300,000	540,000	**840,000**
	Traffic Impact Fees	-	-	-	-	75,000	135,000	**210,000**
R-11	**124th Avenue SE Corridor Improvements (SE 312th St to SE 318th St)**							
	Capital Costs	-	-	-	-	-	400,000	**400,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	400,000	**400,000**
R-16	**Regional Growth Center Access Improvements**							
	Capital Costs	410,000	100,000	1,500,000	-	-	-	**2,010,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Secured Grants	325,000	-	1,300,000	-	-	-	**1,625,000**
	Traffic Impact Fees	85,000	100,000	200,000	-	-	-	**385,000**
R-24	**Stewart Road - City of Pacific (Lake Tapps Parkway Corridor)**							
	Capital Costs	100,000	-	-	-	-	-	**100,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	-	-	-	-	-	-	**-**
	Traffic Mitigation Fees	100,000	-	-	-	-	-	**100,000**
R-26	**E Valley Highway Widening**							
	Capital Costs	-	-	-	-	300,000	250,000	**550,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	200,000	175,000	**375,000**
	Traffic Impact Fees	-	-	-	-	100,000	75,000	**175,000**
R-27	**Garden Avenue Realignment**							
	Capital Costs	150,000	500,000	-	-	-	-	**650,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	150,000	500,000	-	-	-	-	**650,000**

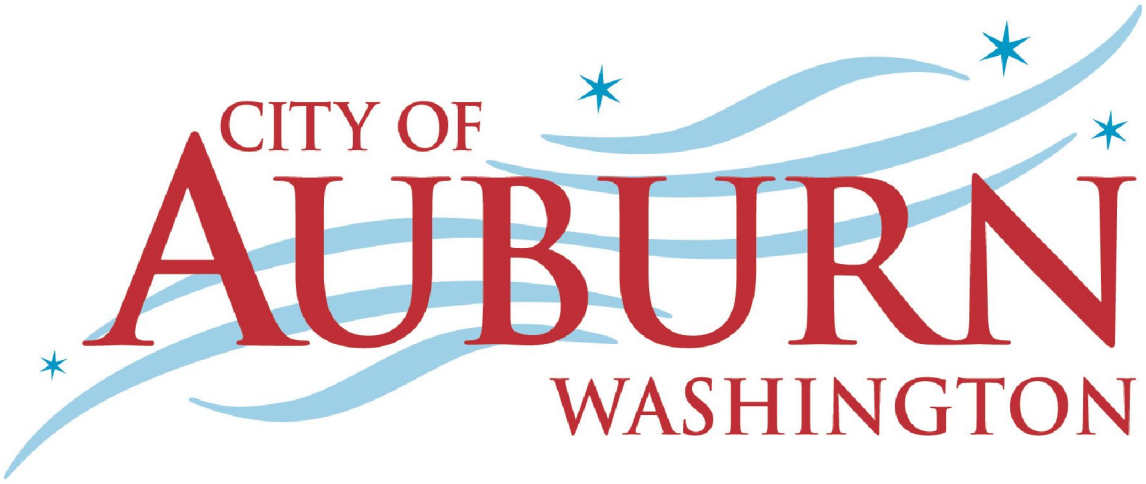
TIP#	Roadway Projects	2021	2022	2023	2024	2025	2026	Total
	Subtotal, Roadway Projects:							
	Capital Costs	**2,793,135**	**3,657,843**	**7,429,670**	**7,422,258**	**3,496,965**	**1,496,673**	**26,296,544**
	Funding Sources							
	Unrestricted Street Revenue	-	120,000	50,000	400,000	-	-	**570,000**
	Arterial Preservation Fund (105)	-	185,000	-	1,220,000	-	-	**1,405,000**
	Capital Improvement Fund (328)	-	-	-	-	-	-	**-**
	Secured Grants	973,750	-	1,300,000	-	-	-	**2,273,750**
	Unsecured Grants	-	-	3,000,000	2,825,000	1,825,000	715,000	**8,365,000**
	Traffic Impact Fees	1,209,385	1,842,843	2,319,670	2,037,258	296,965	731,673	**8,437,794**
	Traffic Mitigation Fees	100,000	-	-	150,000	-	-	**250,000**
	REET 2	10,000	10,000	10,000	450,000	50,000	50,000	**580,000**
	Other (Developer)	500,000	1,500,000	750,000	-	1,325,000	-	**4,075,000**
	Other (Sound Transit)	-	-	-	340,000	-	-	**340,000**
	Total Funding	**2,793,135**	**3,657,843**	**7,429,670**	**7,422,258**	**3,496,965**	**1,496,673**	**26,296,544**

TIP#	Pre. Eng. and Misc. Projects	2021	2022	2023	2024	2025	2026	Total
S-1	**A Street NW - Phase 1 (3rd St NW to 14th St NW) - Env. Monitoring**							
	Capital Costs	25,000	25,000	-	-	-	-	**50,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Secured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	25,000	25,000	-	-	-	-	**50,000**
S-2	**S 277th St Corridor Capacity and Non-Motorized Trail Improvements - Env. Monitoring**							
	Capital Costs	20,000	20,000	20,000	20,000	20,000	20,000	**120,000**
	Funding Sources:							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	20,000	20,000	20,000	20,000	20,000	20,000	**120,000**
	Subtotal, Pre. Eng. and Misc. Projects:							
	Capital Costs	**45,000**	**45,000**	**20,000**	**20,000**	**20,000**	**20,000**	**170,000**
	Funding Sources							
	Unrestricted Street Revenue	-	-	-	-	-	-	**-**
	Secured Grants	-	-	-	-	-	-	**-**
	Unsecured Grants	-	-	-	-	-	-	**-**
	Traffic Impact Fees	45,000	45,000	20,000	20,000	20,000	20,000	**170,000**
	Traffic Mitigation Fees	-	-	-	-	-	-	**-**
	Total Funding	**45,000**	**45,000**	**20,000**	**20,000**	**20,000**	**20,000**	**170,000**

PROJECT FINANCING SUMMARY:	2021	2022	2023	2024	2025	2026	Total
CAPITAL COSTS							
Int., Signal and ITS Projects	3,222,610	933,196	1,862,794	4,257,382	3,331,990	2,701,589	**16,309,561**
Non-Motorized Projects	1,454,980	2,405,000	1,340,000	495,000	600,000	915,000	**7,209,980**
Preservation Projects	4,896,253	4,721,390	4,768,272	5,416,130	3,850,000	4,000,000	**27,652,045**
Roadway Projects	2,793,135	3,657,843	7,429,670	7,422,258	3,496,965	1,496,673	**26,296,544**
Prel. Eng. and Misc. Projects	45,000	45,000	20,000	20,000	20,000	20,000	**170,000**
Total Costs	**12,411,978**	**11,762,429**	**15,420,736**	**17,610,770**	**11,298,955**	**9,133,262**	**77,638,130**
FUNDING SOURCES:							
Unrestricted Street Revenue	1,125,000	680,000	440,000	695,000	400,000	885,000	**4,225,000**
Secured Grants	2,116,995	1,121,390	1,300,000	-	-	-	**4,538,385**
Unsecured Grants	235,000	1,230,000	4,718,272	4,441,130	2,830,000	1,815,000	**15,269,402**
Traffic Impact Fees	2,312,983	2,771,039	3,952,464	6,164,640	2,393,955	1,933,262	**19,528,343**
Traffic Mitigation Fees	100,000	-	-	150,000	-	-	**250,000**
Utilities Transfer to 103 Fund	150,000	150,000	150,000	150,000	150,000	150,000	**900,000**
Other (Unidentified 103 Funding)	-	-	1,500,000	1,500,000	1,500,000	1,500,000	**6,000,000**
Arterial Preservation Fund (105)	1,875,000	2,135,000	2,000,000	3,370,000	2,200,000	2,350,000	**13,930,000**
REET 1	2,200,000	750,000	-	-	-	-	**2,950,000**
REET 2	497,000	1,125,000	610,000	800,000	500,000	500,000	**4,032,000**
Other (ASD)	-	50,000	-	-	-	-	**50,000**
Other (Developer)	1,800,000	1,500,000	750,000	-	1,325,000	-	**5,375,000**
Other (MIT)	-	250,000	-	-	-	-	**250,000**
Other (Sound Transit)	-	-	-	340,000	-	-	**340,000**
Total Funding	**12,411,978**	**11,762,429**	**15,420,736**	**17,610,770**	**11,298,955**	**9,133,262**	**77,638,130**

Financial Constraint and Fund Balance Summary

	2021	2022	2023	2024	2025	2026
Unrestricted Street Revenue 102						
Beginning Fund Balance	649,241	124,241	49,241	214,241	129,241	339,241
Forecast Annual Revenue	600,000	605,000	605,000	610,000	610,000	615,000
Project Expenses	1,125,000	680,000	440,000	695,000	400,000	885,000
End of Year Fund Balance	124,241	49,241	214,241	129,241	339,241	69,241
Traffic Impact Fees						
Beginning Fund Balance	5,667,822	4,354,839	3,158,800	860,086	(3,568,117)	(4,138,812)
Forecast Annual Revenue	1,000,000	1,575,000	1,653,750	1,736,438	1,823,259	1,914,422
Project Expenses	2,312,983	2,771,039	3,952,464	6,164,640	2,393,955	1,933,262
End of Year Fund Balance	4,354,839	3,158,800	860,086	(3,568,117)	(4,138,812)	(4,157,652)
Traffic Mitigation Fees						
Beginning Fund Balance	137,807	82,057	126,307	494,807	344,807	344,807
Forecast Annual Revenue	44,250	44,250	368,500	-	-	-
Project Expenses	100,000	-	-	150,000	-	-
End of Year Fund Balance	82,057	126,307	494,807	344,807	344,807	344,807
Local Street Preservation Fund 103						
Beginning Fund Balance	1,323,778	1,323,778	1,323,778	1,323,778	1,323,778	1,323,778
Forecast Annual Revenue	2,350,000	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000
Project Expenses	2,350,000	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000
End of Year Fund Balance	1,323,778	1,323,778	1,323,778	1,323,778	1,323,778	1,323,778
Arterial Preservation Fund 105						
Beginning Fund Balance	1,654,904	1,579,904	1,344,904	1,344,904	74,904	74,904
Forecast Annual Revenue	1,800,000	1,900,000	2,000,000	2,100,000	2,200,000	2,300,000
Project Expenses	1,875,000	2,135,000	2,000,000	3,370,000	2,200,000	2,350,000
End of Year Fund Balance	1,579,904	1,344,904	1,344,904	74,904	74,904	24,904
Grants						
Secured Grants	2,116,995	1,121,390	1,300,000	-	-	-
Unsecured Grants	235,000	1,230,000	4,718,272	4,441,130	2,830,000	1,815,000


CITY OF
AUBURN
WASHINGTON

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-1

Project Title: **Auburn Way N/1st Street NE Signal Replacement** **STIP# AUB-N/A**
Project No: **CP1927**
Project Type: **Non-Capacity**
Project Manager: **Matt Larson**

Description:
The project will replace the existing traffic signal at the Auburn Way N/1st Street NE signal. The signal was constructed in 1968 and is approaching the end of its service life. The project scope also includes the construction of ADA improvements, curb-bulbs, and storm improvements.

Progress Summary:

Future Impact on Operating Budget:
Replacing the traffic signal will reduce on-going maintenance costs to replace parts and equipment that have reached the end of their service life.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	150,000	50,000	525,000	-	-	-	-	-	-	725,000
Arterial Preservation Fund (105)	-	-	50,000	-	-	-	-	-	-	50,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
REET 2	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**150,000**	**50,000**	**575,000**	**-**	**-**	**-**	**-**	**-**	**-**	**775,000**
Capital Expenditures:										
Design	150,000	-	-	-	-	-	-	-	-	150,000
Right of Way	-	50,000	-	-	-	-	-	-	-	50,000
Construction	-	-	575,000	-	-	-	-	-	-	575,000
Total Expenditures:	**150,000**	**50,000**	**575,000**	**-**	**-**	**-**	**-**	**-**	**-**	**775,000**

Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUND (328)

TIP# I-2

Project Title: **Traffic Signal Improvements** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Non-Capacity (Annual)**
Project Manager: **Scott Nutter**

Description:
The program will replace end of life capital facilities replacement for traffic signal and Intelligent Transportation System equipment including cabinets, video detection cameras, field network devices, traffic cameras, battery backup components, and other related equipment. The program also includes minor safety improvements, operations improvements, and Accessible Pedestrian Signal Improvements based on the requirements of the Americans with Disabilities Act (ADA).

Progress Summary:
Project continues to complete various intersection improvements.

Future Impact on Operating Budget:
This project will have a positive impact on the operating budget for street maintenance, reducing maintenance costs.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Cap. Imp. Fund Balance	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
REET 2	-	100,000	200,000	100,000	200,000	100,000	200,000	200,000	-	1,100,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**100,000**	**200,000**	**100,000**	**200,000**	**100,000**	**200,000**	**200,000**	**-**	**1,100,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	100,000	200,000	100,000	200,000	100,000	200,000	200,000	-	1,100,000
Total Expenditures:	**-**	**100,000**	**200,000**	**100,000**	**200,000**	**100,000**	**200,000**	**200,000**	**-**	**1,100,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-3

Project Title: **ITS Dynamic Message Signs** **STIP# AUB-N/A**
Project No: **CP1912**
Project Type: **Non-Capacity (ITS)**
Project Manager: **Seth Wickstrom**

Description:
The program constructs Dynamic Message Signs at various locations throughout the City. Dynamic message signs are an important tool for communicating with roadway users in real time. Priority locations for sign placement are based on the Comprehensive Transportation Plans ITS map and include S. 277th, Auburn Way N, Auburn Way S, W Valley Highway, E Valley Highway, Lake Tapps Parkway, 15th St NW, and Lea Hill Rd.

Progress Summary:
The first two signs (Auburn Way S and S 277th Street) have been completed. The sign on 15th Street NW is currently in design and will be constructed during 2020.

Future Impact on Operating Budget:
The annual maintenance and operational costs for this project is estimated to be $750 per sign.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	224,320	125,000	-	-	-	-	-	20,000	125,000	494,320
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
REET 2	97,500	-	-	-	-	-	-	-	-	97,500
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**321,820**	**125,000**	**-**	**-**	**-**	**-**	**-**	**20,000**	**125,000**	**591,820**
Capital Expenditures:										
Design	32,500	-	-	-	-	-	-	20,000	-	52,500
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	289,320	125,000	-	-	-	-	-	-	125,000	539,320
Total Expenditures:	**321,820**	**125,000**	**-**	**-**	**-**	**-**	**-**	**20,000**	**125,000**	**591,820**

Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUND (328)

TIP# I-4

Project Title: **Street Lighting Improvement Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Non-Capacity (Annual)**
Project Manager: **Scott Nutter**

Description:
The project constructs lighting improvements throughout the City, including upgrading decorative street lights not converted to LED with the 2020 conversion project, and installing new street lights.

Progress Summary:

Future Impact on Operating Budget:
New street lights installed with this program will increase the City's street light power costs but this increase will be offset by decreased power costs as existing standard street lights are converted to LED.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Cap. Imp. Fund Balance	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
REET 2	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	350,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**350,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	350,000
Total Expenditures:	**-**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**350,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-5

Project Title: **Harvey Rd NE/8th St NE Intersection Improvements** **STIP# AUB-N/A**
Project No: **CP0611**
Project Type: **Capacity**
Project Manager: **N/A** **LOS Corridor ID# 5,19**

Description:
The project constructed one eastbound through/right turn-lane on 8th St NE to the west of Harvey Rd and modified traffic signals and traffic channelization to accommodate the new lane. The additional lane reduced traffic delays and queuing at the intersection of Harvey Rd and 8th St NE in all directions. This project also reconstructed M St NE from 4th St NE to 8th St NE, a segment of roadway approximately 0.3 miles long with a four-lane cross-section. The reconstruction addressed the existing poor pavement condition and completed sidewalk gaps.

Progress Summary:
Project was completed in 2010. Ongoing budget is for Public Works Trust Fund Loan debt payments through 2028.

Future Impact on Operating Budget:
N/A

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees (Debt Service)	861,178	84,000	83,598	83,196	82,794	82,382	81,990	81,589	161,972	1,602,699
Traffic Impact Fees	204,500	-	-	-	-	-	-	-	-	204,500
PWTF	1,527,300	-	-	-	-	-	-	-	-	1,527,300
Total Funding Sources:	**1,731,800**	**84,000**	**83,598**	**83,196**	**82,794**	**82,382**	**81,990**	**81,589**	**161,972**	**1,807,199**
Capital Expenditures:										
Design	327,500	-	-	-	-	-	-	-	-	327,500
Right of Way	200,400	-	-	-	-	-	-	-	-	200,400
Construction	1,203,900	-	-	-	-			-	-	1,203,900
Long Term Debt: PWTF	861,178	84,000	83,598	83,196	82,794	82,382	81,990	81,589	161,972	1,602,699
Total Expenditures:	**1,731,800**	**84,000**	**83,598**	**83,196**	**82,794**	**82,382**	**81,990**	**81,589**	**161,972**	**1,807,199**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-6

Project Title: **Lea Hill Road/112th Avenue SE Roundabout** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Safety, Capacity**
Project Manager: **TBD** **LOS Corridor ID# 19**

Description:
The project will construct a single-lane roundabout at the 112th Avenue SE intersection with Lea Hill Road. The intersection is currently stop-controlled on the 112th Avenue SE approach. The project will also implement turn restrictions at the Lea Hill Road intersection with 105th Place SE, and remove the existing span wire traffic signal. The project will improve traffic operations, safety and non-motorized access.

Progress Summary:
The Lea Hill Road Corridor study was completed during 2020. This project is based on the study recommendations.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	1,100,000	1,100,000	2,200,000
Traffic Impact Fees	-	-	-	-	-	350,000	420,000	1,100,000	1,100,000	2,970,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**-**	**350,000**	**420,000**	**2,200,000**	**2,200,000**	**5,170,000**
Capital Expenditures:										
Pre-Design	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	350,000	-	-	-	350,000
Right of Way	-	-	-	-	-	-	420,000	-	-	420,000
Construction	-	-	-	-	-	-	-	2,200,000	2,200,000	4,400,000
Total Expenditures:	**-**	**-**	**-**	**-**	**-**	**350,000**	**420,000**	**2,200,000**	**2,200,000**	**5,170,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-7

Project Title: **Auburn Avenue/E Main Street Signal Replacement** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Non-Capacity**
Project Manager: **TBD**

Description:
This program will replace the existing traffic signal at the Auburn Avenue/E Main Street signal, which was constructed in 1968. The project scope also includes the construction of ADA improvements.

Progress Summary:

Future Impact on Operating Budget:
Replacing the traffic signal will reduce on-going maintenance costs to replace parts and equipment that have reached the end of their service life.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	150,000	900,000	1,050,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
REET 2	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**150,000**	**900,000**	**1,050,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	150,000	-	150,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	900,000	900,000
Total Expenditures:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**150,000**	**900,000**	**1,050,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-8

Project Title: **R Street SE/29th Street SE Intersection Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 16, 27**

Description:
The project will construct a second southbound through lane between 22nd Street SE and 33rd Street SE and a new signal at the 29th Street SE intersection. The improvements are needed to address the existing LOS deficiency at this intersection during the weekday PM peak hour.

Progress Summary:
The R Street Corridor study was completed during 2020. This project is based on the study recommendations.

Future Impact on Operating Budget:
The additional annual maintenance cost for this project is estimated to be $500. Replacing the traffic signal will reduce on-going maintenance costs to replace parts and equipment that have reached the end of their service life.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-		-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	750,000	500,000	250,000	3,500,000	-	-	-	5,000,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**750,000**	**500,000**	**250,000**	**3,500,000**	**-**	**-**	**-**	**5,000,000**
Capital Expenditures:										
Design	-	-	750,000	250,000	-	-	-	-	-	1,000,000
Right of Way	-	-	-	250,000	250,000	-	-	-	-	500,000
Construction	-	-	-	-	-	3,500,000	-	-	-	3,500,000
Total Expenditures:	**-**	**-**	**750,000**	**500,000**	**250,000**	**3,500,000**	**-**	**-**	**-**	**5,000,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-10

Project Title: **R Street SE/21st Street SE Roundabout** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity, Safety**
Project Manager: **TBD** **LOS Corridor ID# 16**

Description:
The project will construct a single lane roundabout in place of the existing east/west stop-control on 21st Street SE. The project is needed to address an existing LOS deficiency, and will improve safety at the intersection.

Progress Summary:
This improvement was recommended in the R Street Corridor study which was completed during 2020.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	500,000	-	-	500,000
Traffic Impact Fees	-	-	-	-	250,000	100,000	250,000	-	-	600,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**250,000**	**100,000**	**750,000**	**-**	**-**	**1,100,000**
Capital Expenditures:										
Design	-	-	-	-	250,000	-	-	-	-	250,000
Right of Way	-	-	-	-	-	100,000	-	-	-	100,000
Construction	-	-	-	-	-	-	750,000	-	-	750,000
Total Expenditures:	**-**	**-**	**-**	**-**	**250,000**	**100,000**	**750,000**	**-**	**-**	**1,100,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-11

Project Title: **Auburn Way S/6th Street SE Intersection Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity, Safety**
Project Manager: **TBD** **LOS Corridor ID# 3**

Description:
The project will construct a dedicated southbound right-turn pocket on Auburn Way S at 6th Street SE. The project will address an existing level of service deficiency at the intersection.

Progress Summary:
Federal grant funding for construction is proposed to be applied for in 2022. If awarded construction would occur in 2025.

Future Impact on Operating Budget:
This annual maintenance cost for this project is estimated to be $500.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	505,000	-	-	505,000
Traffic Impact Fees	-	-	-	-	130,000	25,000	125,000	-	-	280,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**130,000**	**25,000**	**630,000**	**-**	**-**	**785,000**
Capital Expenditures:										
Design	-	-	-	-	130,000	-	-	-	-	130,000
Right of Way	-	-	-	-	-	25,000	-	-	-	25,000
Construction	-	-	-	-	-	-	630,000	-	-	630,000
Total Expenditures:	**-**	**-**	**-**	**-**	**130,000**	**25,000**	**630,000**	**-**	**-**	**785,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-13

Project Title: **SE 304th Street/132nd Avenue SE Roundabout** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Safety, Capacity**
Project Manager: **TBD** **LOS Corridor ID# 19**

Description:
The project will construct a single-lane roundabout at the SE 304th Street intersection with 132nd Avenue SE on Lea Hill. The roundabout will replace the existing stop-controlled on the SE 304th Street approach. The project is needed to address a level of service deficiency at the intersection.

Progress Summary:

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	250,000	50,000	1,200,000	-	-	1,500,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**250,000**	**50,000**	**1,200,000**	**-**	**-**	**1,500,000**
Capital Expenditures:										
Pre-Design	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	250,000	-	-	-	-	250,000
Right of Way	-	-	-	-	-	50,000	-	-	-	50,000
Construction	-	-	-	-	-	-	1,200,000	-	-	1,200,000
Total Expenditures:	**-**	**-**	**-**	**-**	**250,000**	**50,000**	**1,200,000**	**-**	**-**	**1,500,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-15

Project Title: **10th Street NW/A Street NW Intersection Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity, Safety**
Project Manager: **TBD** **LOS Corridor ID# 18**

Description:
The project will construct a new traffic signal in place of the existing stop-control on the 10th Street NW approach. The project is needed to address a level of service deficiency at the intersection.

Progress Summary:

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	200,000	650,000	-	-	-	-	850,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**200,000**	**650,000**	**-**	**-**	**-**	**-**	**850,000**
Capital Expenditures:										
Design	-	-	-	200,000	-	-	-	-	-	200,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	650,000	-	-	-	-	650,000
Total Expenditures:	**-**	**-**	**-**	**200,000**	**650,000**	**-**	**-**	**-**	**-**	**850,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# I-16

Project Title: **15th Street NW/SR 167 NB Ramps** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 9**

Description:
The project will construct a new westbound right-turn pocket on 15th Street NW at the intersection with the SR 167 northbound ramps. The widening is needed to improve the level of service and manage vehicle queues at the intersection.

Progress Summary:
The design and construction of the project is anticipated as part of an adjacent development project.

Future Impact on Operating Budget:
This annual maintenance cost for this project is estimated to be $500.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	225,000	-	-	-	-	-	-	225,000
Other (Developer)	-	125,000	1,300,000	-	-	-	-	-	-	1,425,000
Total Funding Sources:	**-**	**125,000**	**1,525,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,650,000**
Capital Expenditures:										
Design	-	125,000	-	-	-	-	-	-	-	125,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	1,525,000	-	-	-	-	-	-	1,525,000
Total Expenditures:	**-**	**125,000**	**1,525,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,650,000**

Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUND (328)

TIP# I-17

Project Title: **Citywide LED Street Lighting and Controls** **STIP# AUB-N/A**
Project No: **cp1920**
Project Type: **Non-Capacity**
Project Manager: **Scott Nutter**

Description:
The project will convert all City owned cobra-head street lights to LED. This phase of the project will convert all City owned cobra-head street lights to LED and add smart lighting control technology. Federal grant funding for this phase of the project was awarded in 2019. Future phases to upgrade other types of City street lights (such as decorative residential and downtown decorative lights) to LED will be considered as additional funding is available.

Progress Summary:
A detailed audit of all existing City owned lights and the design phase of the project have been completed. The construction phase of the project is programmed to begin during Spring 2020.

Future Impact on Operating Budget:
This project will reduce annual street light power and maintenance/repair costs by approximately $190,000.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Cap. Imp. Fund Balance	-	-	-	-	-	-	-	-	-	-
Secured Grant	-	497,988	2,012	-	-	-	-	-	-	500,000
REET 2	-	1,813,000	37,000	-	-	-	-	-	-	1,850,000
Other (PSE)	-	350,000	-	-	-	-	-	-	-	350,000
Total Funding Sources:	**-**	**2,660,988**	**39,012**	**-**	**-**	**-**	**-**	**-**	**-**	**2,700,000**
Capital Expenditures:										
Design	-	112,294	-	-	-	-	-	-	-	112,294
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	2,548,694	39,012	-	-	-	-	-	-	2,587,706
Total Expenditures:	**-**	**2,660,988**	**39,012**	**-**	**-**	**-**	**-**	**-**	**-**	**2,700,000**

CITY OF
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Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# N-1

Project Title: **Pedestrian Accessibility and Safety Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Non-Capacity (Annual)**
Project Manager: **James Webb**

Description:
The program will construct small pedestrian improvement projects at locations throughout the City. Projects are prioritized annually based on pedestrian demands, existing deficiencies, and citizen requests. Program funds reflect remaining budget after allocations to specific pedestrian accessibility and safety projects.

Progress Summary:

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	100,000	50,000	100,000	100,000	100,000	100,000	100,000	-	650,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
REET 1	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**100,000**	**50,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**-**	**650,000**
Capital Expenditures:										
Design	-	10,000	5,000	10,000	10,000	10,000	10,000	10,000	-	65,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	90,000	45,000	90,000	90,000	90,000	90,000	90,000	-	585,000
Total Expenditures:	**-**	**100,000**	**50,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**-**	**650,000**

Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUND (328)

TIP# N-2

Project Title: **ADA and Sidewalk Improvement Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Non-Capacity (Annual)**
Project Manager: **James Webb**

Description:
The program will construct citywide accessibility improvements to the public right-of-way sidewalk system including adding/upgrading curb ramps, removing barriers to access and completing gaps. Projects are prioritized annually based on pedestrian demands, existing deficiencies, and citizen requests. Program funds reflect remaining budget after allocations to specific ADA and sidewalk improvement projects.

Progress Summary:

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Cap. Imp. Fund Balance	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
REET 2	-	200,000	185,000	-	200,000	200,000	200,000	200,000	-	1,185,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**200,000**	**185,000**	**-**	**200,000**	**200,000**	**200,000**	**200,000**	**-**	**1,185,000**
Capital Expenditures:										
Design	-	20,000	20,000	-	20,000	20,000	20,000	20,000	-	120,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	180,000	165,000	-	180,000	180,000	180,000	180,000	-	1,065,000
Total Expenditures:	**-**	**200,000**	**185,000**	**-**	**200,000**	**200,000**	**200,000**	**200,000**	**-**	**1,185,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# N-3

Project Title: **Arterial Bicycle and Safety Improvement Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Non-Capacity (Safety)**
Project Manager: **James Webb**

Description:
The program will construct bicycle and safety improvements on classified roadways throughout the City. Projects are prioritized bi-annually based upon field studies and community feedback.

Progress Summary:

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	100,000	-	100,000	-	100,000	-	100,000	400,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**100,000**	**-**	**100,000**	**-**	**100,000**	**-**	**100,000**	**400,000**
Capital Expenditures:										
Design	-	-	10,000	-	10,000	-	10,000	-	10,000	40,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	90,000	-	90,000	-	90,000	-	90,000	360,000
Total Expenditures:	**-**	**-**	**100,000**	**-**	**100,000**	**-**	**100,000**	**-**	**100,000**	**400,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# N-4

Project Title: **Transit Partnership Routes** **STIP# AUB-N/A**
Project No: **N/A**
Project Type: **Other**
Project Manager: **Celile Malik**

Description:
Operating costs associated with the Commuter Shuttle (PT497) from the Lakeland Hills neighborhood to Auburn Station.

Progress Summary:
The Lakeland Hills route, PT497, began in 2009. The route is operated in partnership with King County Metro and Pierce Transit and is being extended. Route 910 is a KC Metro Transit Now Partnership Program currently authorized until September 2020. The agreement for the Route 910 is will not be renewed as King County Metro is ending this program.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	400,000	180,000	185,000	190,000	195,000	200,000	205,000	-	1,555,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
REET 1	-	-	-	-	-	-	-	-	-	-
Other (Agencies)	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**400,000**	**180,000**	**185,000**	**190,000**	**195,000**	**200,000**	**205,000**	**-**	**1,555,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-
Transit Service	-	400,000	180,000	185,000	190,000	195,000	200,000	205,000	-	1,555,000
Total Expenditures:	**-**	**400,000**	**180,000**	**185,000**	**190,000**	**195,000**	**200,000**	**205,000**	**-**	**1,555,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# N-6

Project Title: **Auburn Station Access Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Non-Capacity, Transit**
Project Manager: **TBD**

Description:
The project will reconstruct the channelization and curb radii to improve the turning radius for transit vehicles at the northeast corner of A St SW/2nd St SW.

Progress Summary:
The ROW needed to accommodate this improvement was dedicated by the adjacent development project.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	25,000	-	-	-	-	-	25,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other (King County Metro)	-	-	-	100,000	-	-	-	-	-	100,000
Total Funding Sources:	**-**	**-**	**-**	**125,000**	**-**	**-**	**-**	**-**	**-**	**125,000**
Capital Expenditures:										
Design	-	-	-	15,000	-	-	-	-	-	15,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	110,000	-	-	-	-	-	110,000
Total Expenditures:	**-**	**-**	**-**	**125,000**	**-**	**-**	**-**	**-**	**-**	**125,000**

Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUNDS (328)

TIP# N-7

Project Title: **Auburn Way S (SR 164) - Southside Sidewalk Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Non-motorized, Safety**
Project Manager: **TBD**

Description:
The project will construct missing sidewalk along the south side of Auburn Way S. The existing sidewalk along the south side currently ends at the intersection with Howard Road and restarts to the west of the intersection with Muckleshoot Plaza. The sidewalk gap extends for approximately 1,700 feet. The project also includes a Rapid Flashing Rectangular Beacon (RRFB) across Howard Road to provide a connection from the existing non-motorized facilities to the proposed improvements.

Progress Summary:
Grant funding for the project will be applied for in 2020. Depending on the funding source the design phase could occur in 2021 with construction of the improvements in 2022, or the design phase could start in 2023 with construction of the improvements in 2024.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:

		2020 YE	Budget			Forecast Project Costs				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Cap. Imp. Fund Balance	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	80,000	600,000	-	-	-	-	680,000
Traffic Impact Fees	-		-	-	-	-	-	-	-	-
REET 2	-	-	-	15,000	150,000	-	-	-	-	165,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**95,000**	**750,000**	**-**	**-**	**-**	**-**	**845,000**
Capital Expenditures:										
Design	-	-	-	95,000	-	-	-	-	-	95,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-		750,000	-	-	-	-	750,000
Total Expenditures:	**-**	**-**	**-**	**95,000**	**750,000**	**-**	**-**	**-**	**-**	**845,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# N-8

Project Title: **Evergreen Heights Safe Routes to School Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity, Non-Motorized**
Project Manager: **TBD** **LOS Corridor ID# 37**

Description:
Phase 1 of the project included the vertical realignment of S 316th Street along the school frontage to address a sight-distance problem associated with the school driveways and at the intersection with 56th Avenue S. This improvement was constructed by the school district as part of their half street improvements associated with on-site improvements to the school.

Phase 2 of the project will realign the 56th Avenue S approach to S 316th Street to the east to remove the offset between the street approach and school driveway, and a roundabout will be constructed at the S 316th Street/56th Avenue S intersection replacing the existing all-way stop-control. Other project elements include street lighting and required storm water system improvements.

Progress Summary:
A partnership with the Auburn School District was created for the Phase 1 improvements, which were completed during 2019.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	24,500	-	-	-	-	-	-	410,000	2,270,000	2,704,500
Unsecured State Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other (ASD)	122,500	-	-	-	-	-	-	-	-	122,500
REET 2	-	-	-	-	-	-	-	-	-	-
Traffic Mitigation Fees	100,000	-	-	-	-	-	-	-	-	100,000
Total Funding Sources:	**247,000**	**-**	**-**	**-**	**-**	**-**	**-**	**410,000**	**2,270,000**	**2,927,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	200,000	-	200,000
Right of Way	-	-	-	-	-	-	-	210,000	-	210,000
Construction	247,000	-	-	-	-	-	-	-	2,270,000	2,517,000
Total Expenditures:	**247,000**	**-**	**-**	**-**	**-**	**-**	**-**	**410,000**	**2,270,000**	**2,927,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP # N-9

Project Title: **Riverwalk Drive SE Non-Motorized Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Non-Motorized**
Project Manager: **TBD**

Description:
The project will construct sidewalks, street lighting, and related storm improvements along the east side of Riverwalk Drive SE between Auburn Way S and Howard Road SE. This project will close a major gap in the sidewalk system and ties into the proposed improvements on Auburn Way South. The project will also install a RRFB at the intersection with Howard Road. The project is proposed to be in partnership with the Muckleshoot Indian Tribe.

Progress Summary:
Grant funding was applied for in 2020. If awarded, design will begin in 2021.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $2,000.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Unrestricted Street Revenue	-	-	20,000	250,000	-	-	-	-	-	270,000
Unsecured Grant	-	-	180,000	450,000	-	-		-	-	630,000
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other (MIT)	-	-	-	250,000	-	-	-	-	-	250,000
Total Funding Sources:	**-**	**-**	**200,000**	**950,000**	**-**	**-**	**-**	**-**	**-**	**1,150,000**
Capital Expenditures:										
Design	-	-	200,000	-	-	-	-	-	-	200,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	950,000	-	-	-	-	-	950,000
Total Expenditures:	**-**	**-**	**200,000**	**950,000**	**-**	**-**	**-**	**-**	**-**	**1,150,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# N-10

Project Title: **M Street SE Sidewalk Improvements** **STIP# AUB-N/A**
Project No: **CP2012**
Project Type: **Non-Motorized**
Project Manager: **Luis Barba**

Description:
The project will construct sidewalks along the M Street SE corridor between Auburn Way S and 8th Street SE. The project will complete the missing sections of sidewalk along the west side of M Street SE between Auburn Way S and 8th Street SE, and will complete the missing segments of sidewalk along the east side between Auburn Way S and 12th Street SE. The project will construct approximately 2,000 linear feet of new sidewalk to match adjacent widths. The project will also construct ADA compliant curb ramps and relocate existing utility poles and overhead signage to provide ADA access.

Progress Summary:
Grant funding for the project was awarded by TIB in 2019. The design phase was initiated in 2020 and construction anticipated to be completed during 2021.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	14,980	250,000	-	-	-	-	-	-	264,980
Secured Grant	-	30,020	419,980	-	-	-	-	-	-	450,000
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**45,000**	**669,980**	**-**	**-**	**-**	**-**	**-**	**-**	**714,980**
Capital Expenditures:										
Design	-	45,000	-	-	-	-	-	-	-	45,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	669,980	-	-	-	-	-	-	669,980
Total Expenditures:	**-**	**45,000**	**669,980**	**-**	**-**	**-**	**-**	**-**	**-**	**714,980**

Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUND (328)

TIP# N-11

Project Title: **Lea Hill Safe Routes to Schools** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Non-Motorized**
Project Manager: **TBD**

Description:
The project will construct non-motorized improvements along SE 304th St from Hazelwood Elementary School extending east to 124th Ave SE, and along the west side of 124th Ave SE to the south of SE 304th St. The project will complete multiple gaps in the existing non-motorized network. The project will also construct curb and gutter, ADA compliant curb ramps, driveways aprons and retaining walls associated with the new sidewalks. Utility poles will need to be relocated to accommodate the proposed sidewalk alignment in some locations. Additional lighting is proposed for pedestrian safety and will be incorporated onto existing/relocated utility poles, and an RRFB will be installed at the SE 304th St intersection with 116th Ave SE. Ancillary work, including but not limited to, property restoration, grading, storm upgrades, school zone beacon relocation, channelization, fencing, landscaping and mailbox relocation will be addressed with the project.

Progress Summary:
Grant funding will be applied for in 2020. If secured, the design phase will be started in 2021 and construction completed during 2022.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured State Grant	-	-	55,000	700,000	-	-	-	-	-	755,000
REET 2	-	-	15,000	200,000	-	-	-	-	-	215,000
Other (ASD)	-	-	-	50,000	-	-	-	-	-	50,000
Total Funding Sources:	**-**	**-**	**70,000**	**950,000**	**-**	**-**	**-**	**-**	**-**	**1,020,000**
Capital Expenditures:										
Design	-	-	70,000	-	-	-	-	-	-	70,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	950,000	-	-	-	-	-	950,000
Total Expenditures:	**-**	**-**	**70,000**	**950,000**	**-**	**-**	**-**	**-**	**-**	**1,020,000**

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Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-1

Project Title: **Arterial Street Preservation Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Preservation**
Project Manager: **Kenneth Clark**

Description:
The program preserves classified streets throughout the City. Individual projects may include a combination of crack seal, overlays, rebuilds, and spot repairs. The program also funds the biennial collection of pavement condition ratings. This program is funded through a 1% utility tax that was adopted by City Council in 2008. Program funds reflect remaining budget after allocations to specific arterial street preservation projects, which are included as separate projects in this TIP.

Progress Summary:
The 2020 construction cycle includes the reconstruction of 15th Street NW between West Valley Highway and Terrace Drive. The project will also overlay 15th Street NW between West Valley Highway and SR 167. A crack seal project of arterial and collector streets is also proposed.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:			**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**2020 YE Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	2,200,000	327,498	1,650,000	606,728	599,514	2,100,000	2,200,000	-	9,683,740
Total Funding Sources:	**-**	**2,200,000**	**327,498**	**1,650,000**	**606,728**	**599,514**	**2,100,000**	**2,200,000**	**-**	**9,683,740**
Capital Expenditures:										
Design	-	330,000	49,125	247,500	91,009	89,927	315,000	330,000	-	1,452,561
Right of Way	-	-	-	-					-	-
Construction	-	1,870,000	278,373	1,402,500	515,719	509,587	1,785,000	1,870,000	-	8,231,179
Total Expenditures:	**-**	**2,200,000**	**327,498**	**1,650,000**	**606,728**	**599,514**	**2,100,000**	**2,200,000**	**-**	**9,683,740**

Six Year Transportation Improvement Plan

LOCAL STREET PRESERVATION FUND (103)

TIP# P-2

Project Title: **Local Street Preservation Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Preservation**
Project Manager: **Kenneth Clark**

Description:
The program preserves local (unclassified) streets. Individual projects may include crack sealing, asphalt patching, pre-leveling, asphalt overlays and roadway reconstruction. The program also funds the biennial collection of pavement condition ratings. Beginning in 2019 REET funding was dedicated by council to this program. Beyond 2022, funding for this program is shown as other because a dedicated funding source has not yet been identified, and the use of REET to fund the program is not sustainable long term. Program funds reflect remaining budget after allocations to specific local street preservation projects, which are included as separate projects in this TIP.

Progress Summary:
This program has successfully completed overlays, chip seals and complete reconstructions since 2005. The program will focus on completing reconstruction needs in addition to regular maintenance treatments.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Local Street Preserv. Fund	-	650,000	-	-	-	-	-	-	-	650,000
Utilities Transfer to 103 Fund	-	150,000	-	150,000	150,000	150,000	150,000	150,000	-	900,000
REET 1		750,000	-	-	-	-	-	-	-	750,000
REET 2	-	-	-	-	-	-	-	-	-	-
Other (Unidentified 103 Funding)	-	-	-	-	1,500,000	1,500,000	1,500,000	1,500,000	-	6,000,000
Total Funding Sources:	**-**	**1,550,000**	**-**	**150,000**	**1,650,000**	**1,650,000**	**1,650,000**	**1,650,000**	**-**	**8,300,000**
Capital Expenditures:										
Design	-	525,000	-	150,000	500,000	500,000	500,000	500,000	-	2,675,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	1,025,000	-	-	1,150,000	1,150,000	1,150,000	1,150,000	-	5,625,000
Total Expenditures:	**-**	**1,550,000**	**-**	**150,000**	**1,650,000**	**1,650,000**	**1,650,000**	**1,650,000**	**-**	**8,300,000**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-3

Project Title: **2nd Street SE Preservation** **STIP# AUB-N/A**
Project No: **CP2003**
Project Type: **Preservation**
Project Manager: **Jai Carter**

Description:
This project will reconstruct 2nd Street SE between A Street SE and Auburn Way S. The reconstruction will utilize full depth reclamation techniques. The project will also address fixed objects located within the clear zone, remove barriers to ADA access, and install new LED street lighting.

Progress Summary:
Grant funding for this project was awarded by TIB in 2019. The design phase started in 2020.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	46,000	347,502	-	-	-	-	-	-	393,502
Secured State Grant	-	69,000	521,253	-	-	-	-	-	-	590,253
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**115,000**	**868,755**	**-**	**-**	**-**	**-**	**-**	**-**	**983,755**
Capital Expenditures:										
Design	-	115,000	-	-	-	-	-	-	-	115,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	868,755	-	-	-	-	-	-	868,755
Total Expenditures:	**-**	**115,000**	**868,755**	**-**	**-**	**-**	**-**	**-**	**-**	**983,755**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-4

Project Title: **Bridge Deck Preservation Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Preservation**
Project Manager: **Scott Nutter**

Description:
The program rehabilitates bridge decks as identified by the City's annual bridge inspection program. Program funds reflect remaining budget after allocations to specific bridge deck preservation projects.

Progress Summary:

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	100,000	-	100,000	100,000	100,000	100,000	100,000	-	600,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**100,000**	**-**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**-**	**600,000**
	-									
Capital Expenditures:										
Design	-	10,000	-	10,000	10,000	10,000	10,000	10,000	-	60,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	90,000	-	90,000	90,000	90,000	90,000	90,000	-	540,000
Total Expenditures:	**-**	**100,000**	**-**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**-**	**600,000**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-5

Project Title: **Bridge Structure Preservation Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Preservation**
Project Manager: **Scott Nutter**

Description:
This program performs annual bridge inspections and load ratings as needed and implements identified maintenance, repairs, and improvements. Program funds reflect remaining budget after allocations to specific bridge structure preservation projects.

Progress Summary:

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	50,000	25,000	50,000	-	50,000	-	50,000	-	225,000
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**50,000**	**25,000**	**50,000**	**-**	**50,000**	**-**	**50,000**	**-**	**225,000**
Capital Expenditures:										
Design	-	5,000	25,000	5,000	-	5,000	-	5,000	-	45,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	45,000	-	45,000	-	45,000	-	45,000	-	180,000
Total Expenditures:	**-**	**50,000**	**25,000**	**50,000**	**-**	**50,000**	**-**	**50,000**	**-**	**225,000**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-6

Project Title: **Lake Tapps Pkwy/Sumner-Tapps Hwy E Preservation** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Preservation**
Project Manager: **TBD**

Description:
The project will grind and overlay the Lake Tapps Parkway/Sumner-Tapps Highway E corridor from the intersection of Lake Tapps Parkway with Lakeland Hills Way to the intersection of Sumner-Tapps Highway E with 16th Street E (the Auburn City limit). Portions of the corridor include a center two-way left-turn lane which does not require preservation and would be omitted from the grind and overlay. The project scope also includes upgrades to ADA curb ramps and pedestrian push buttons, and replacement of vehicle detection at signalized intersections.

Progress Summary:
An application for grant funding for the project was submitted in 2020. If awarded, design will begin in 2022 and construction in 2024.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	-	-	25,000	75,000	534,356	-	-	-	634,356
Unsecured Grant	-	-	-	-	-	750,000	-	-	-	750,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**25,000**	**75,000**	**1,284,356**	**-**	**-**	**-**	**1,384,356**
Capital Expenditures:										
Design	-	-	-	25,000	50,000	-	-	-	-	75,000
Right of Way	-	-	-	-	25,000	-	-	-	-	25,000
Construction	-	-	-	-	-	1,284,356	-	-	-	1,284,356
Total Expenditures:	**-**	**-**	**-**	**25,000**	**75,000**	**1,284,356**	**-**	**-**	**-**	**1,384,356**

Six Year Transportation Improvement Plan

LOCAL STREET PRESERVATION FUND (103)

TIP# P-7

Project Title: **2021 Local Street Preservation Project** **STIP# AUB-N/A**
Project No: **CP2019**
Project Type: **Preservation**
Project Manager: **Kim Truong**

Description:
This project will reconstruct G Street SE (from East Main Street to 4th Street SE) and grind and overlay the Riverwalk/Forest Ridge Neighborhood. The scope of work includes the following: full-depth roadway replacement and/or grind and overlay and any needed utility improvements within the project limits.

Progress Summary:

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Local Street Preserv. Fund	-	-	-	-	-	-	-	-	-	-
Utilities Transfer to 103 Fund	-	-	-	-	-	-	-	-	-	-
REET 1	-	300,000	2,200,000	-	-	-	-	-	-	2,500,000
REET 2	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**300,000**	**2,200,000**	**-**	**-**	**-**	**-**	**-**	**-**	**2,500,000**
Capital Expenditures:										
Design	-	300,000	-	-	-	-	-	-	-	300,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	2,200,000	-	-	-	-	-	-	2,200,000
Total Expenditures:	**-**	**300,000**	**2,200,000**	**-**	**-**	**-**	**-**	**-**	**-**	**2,500,000**

Six Year Transportation Improvement Plan

LOCAL STREET PRESERVATION FUND (103)

TIP# P-8

Project Title: **2022 Local Street Preservation Project** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Preservation**
Project Manager: **TBD**

Description:
This project will reconstruct I Street SE (from East Main Street to 4th Street SE). The scope of work includes the following: full-depth roadway replacement and any needed utility improvements within the project limits.

Progress Summary:

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Local Street Preserv. Fund	-	-	-	-	-	-	-	-	-	-
Utilities Transfer to 103 Fund	-	-	150,000	-	-	-	-	-	-	150,000
REET 1	-	-		750,000	-	-	-	-	-	750,000
REET 2		-	-	750,000	-	-	-	-	-	750,000
Total Funding Sources:	**-**	**-**	**150,000**	**1,500,000**	**-**	**-**	**-**	**-**	**-**	**1,650,000**
Capital Expenditures:										
Design	-	-	150,000	-	-	-	-	-	-	150,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	1,500,000	-	-	-	-	-	1,500,000
Total Expenditures:	**-**	**-**	**150,000**	**1,500,000**	**-**	**-**	**-**	**-**	**-**	**1,650,000**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-9

Project Title: **Lea Hill Bridge Deck Preservation** **STIP# AUB-N/A**
Project No: **CP2007**
Project Type: **Preservation**
Project Manager: **Kim Truong**

Description:
This project will grind and overlay the bridge deck in an effort to extend the overall service life of the bridge.

Progress Summary:
Federal Grant funding was awarded in 2020.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Costs				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	-	-	-	-	-	-	-	-	-
Secured Federal Grant	-	-	80,000	567,850	-	-	-	-	-	647,850
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**80,000**	**567,850**	**-**	**-**	**-**	**-**	**-**	**647,850**
Capital Expenditures:										
Design	-	-	80,000	-	-	-	-	-	-	80,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	567,850	-	-	-	-	-	567,850
Total Expenditures:	**-**	**-**	**80,000**	**567,850**	**-**	**-**	**-**	**-**	**-**	**647,850**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-10

Project Title: **A Street SE Preservation (37th Street SE to Lakeland Hills Way)** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Preservation**
Project Manager: **TBD**

Description:
The project will grind and overlay A Street SE from 37th Street SE to the Auburn/Pacific City Limit and from the Pacific/Auburn City Limit to the intersection with Lakeland Hills Way). The project also includes ADA upgrades to curb ramps, pedestrian push buttons, and replacement of vehicle detection loops.

Progress Summary:
An application for grant funding for the construction phase of this project was submitted in 2020. If awarded, design would begin in 2022, with construction in 2024.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Arterial Preservation Fund	-	-	-	25,000	100,000	866,130	-	-	-	991,130
Unsecured Grant	-	-	-	-	-	866,130	-	-	-	866,130
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**25,000**	**100,000**	**1,732,260**	**-**	**-**	**-**	**1,857,260**
Capital Expenditures:										
Design	-	-	-	25,000	75,000	-	-	-	-	100,000
Right of Way	-	-	-	-	25,000	-	-	-	-	25,000
Construction	-	-	-	-	-	1,732,260	-	-	-	1,732,260
Total Expenditures:	**-**	**-**	**-**	**25,000**	**100,000**	**1,732,260**	**-**	**-**	**-**	**1,857,260**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-11

Project Title: **C Street SW Preservation (W Main St to GSA Signal)** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Preservation**
Project Manager: **TBD**

Description:
The project will grind and overlay C Street SW from W Main Street to the GSA signal (approximately 2,000 feet to the south of 15th Street SW). The project also includes ADA upgrades to curb ramps and pedestrian push buttons, and replacement of vehicle detection loops.

Progress Summary:
An application for grant funding for the construction phase of this project was submitted in 2020. If awarded, design would begin in 2021, with construction in 2023.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Arterial Preservation Fund	-	-	25,000	100,000	1,118,272	-	-	-	-	1,243,272
Unsecured Grant	-	-	-	-	1,118,272	-	-	-	-	1,118,272
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**25,000**	**100,000**	**2,236,544**	**-**	**-**	**-**	**-**	**2,361,544**
Capital Expenditures:										
Design	-	-	25,000	75,000	-	-	-	-	-	100,000
Right of Way	-	-	-	25,000	-	-	-	-	-	25,000
Construction	-	-	-	-	2,236,544	-	-	-	-	2,236,544
Total Expenditures:	**-**	**-**	**25,000**	**100,000**	**2,236,544**	**-**	**-**	**-**	**-**	**2,361,544**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-12

Project Title: **Lakeland Hill Way Preservation (57th Drive SE to Lake Tapps Pkwy)** **STIP# AUB-N/A**
Project No: **CP2011**
Project Type: **Preservation**
Project Manager: **Seth Wickstrom**

Description:
The project will grind, patch, and overlay Lakeland Hills Way from 57th Drive SE to Lake Tapps Pkwy. The project also includes ADA upgrades to curb ramps and replacement of vehicle detection loops.

Progress Summary:
Grant funding for the construction phase of this project was awarded in 2018. However, to assist the region in meeting obligation targets for Federal funding, the grant funds awarded for this project were re-allocated to the Auburn Way Phase 2 and Phase 3 preservation projects to be completed in 2020. The re-allocation requires that the City commits to completing this project as originally planned using non-federal funding sources.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				**Total Project**
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Arterial Preservation Fund	-	100,000	1,100,000	-	-	-	-	-	-	1,200,000
Secured Federal Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**100,000**	**1,100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,200,000**
Capital Expenditures:										
Design	-	100,000	-	-	-	-	-	-	-	100,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	1,100,000		-	-	-	-	-	1,100,000
Total Expenditures:	**-**	**100,000**	**1,100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,200,000**

Six Year Transportation Improvement Plan

ARTERIAL PRESERVATION FUND (105)

TIP# P-13

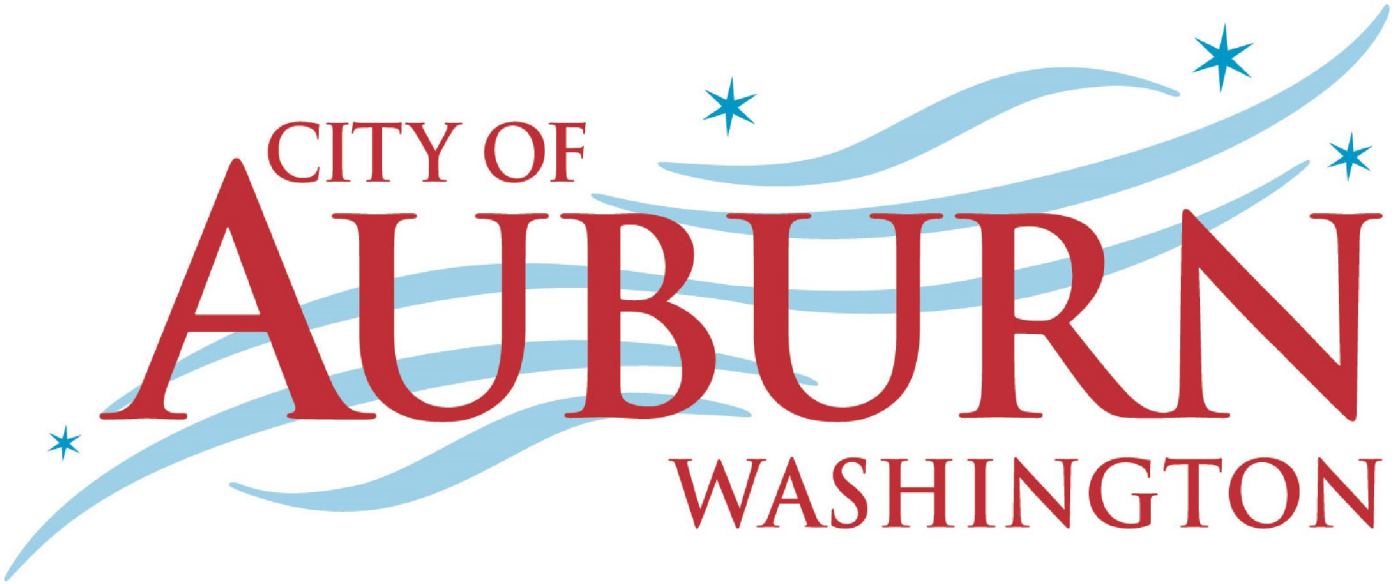
Project Title: **3rd Street SW Bridges Deck Preservation** **STIP# AUB-N/A**
Project No: **CP2006**
Project Type: **Preservation**
Project Manager: **Kim Truong**

Description:
This project will seal and overlay the 3rd Street SW bridge decks in an effort to extend the overall service life of the bridges. The following bridges are included in the project: 3rd Street off-ramp, 3rd Street SW over the BNSF tracks, and 3rd Street SW over A Street SW.

Progress Summary:
Federal Grant funding was awarded in 2020.

Future Impact on Operating Budget:
This project is anticipated to reduce the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Costs				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Arterial Preservation Fund	-	-	-	-	-	-	-	-	-	-
Secured Federal Grant	-	-	120,000	553,540	-	-	-	-	-	673,540
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**120,000**	**553,540**	**-**	**-**	**-**	**-**	**-**	**673,540**
Capital Expenditures:										
Design	-	-	120,000	-	-	-	-	-	-	120,000
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	553,540	-	-	-	-	-	553,540
Total Expenditures:	**-**	**-**	**120,000**	**553,540**	**-**	**-**	**-**	**-**	**-**	**673,540**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Six Year Transportation Improvement Plan

CAPITAL IMPROVEMENT FUND (328)

TIP# R-1

Project Title: **Neighborhood Traffic Safety Program** **STIP# AUB-N/A**
Project No: **Varies**
Project Type: **Non-Capacity**
Project Manager: **Cecile Malik**

Description:
This program will implement low-cost traffic calming strategies, supported by engineering studies as necessary. Projects will be selected annually based on requests from residents, or police concerns, crash history, and available staff and financial resources.

Progress Summary:
Staffing constraints and limited resources make this program challenging to administer. Traffic calming strategies and approaches are being updated to be more sustainable, and adapted to the limited resources (staff and financial) available.

Future Impact on Operating Budget:
The traffic calming program will have no impact on the operating budget for street maintenance.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Fund Balance	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
REET 2	-	10,000	10,000	10,000	10,000	50,000	50,000	50,000	-	190,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**10,000**	**10,000**	**10,000**	**10,000**	**50,000**	**50,000**	**50,000**	**-**	**190,000**
Capital Expenditures:										
Design	-	1,000	1,000	1,000	1,000	5,000	5,000	5,000	-	19,000
Right of Way	-	-	-	-	-	-	-		-	-
Construction	-	9,000	9,000	9,000	9,000	45,000	45,000	45,000	-	171,000
Total Expenditures:	**-**	**10,000**	**10,000**	**10,000**	**10,000**	**50,000**	**50,000**	**50,000**	**-**	**190,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-2

Project Title: **Stewart Road - Sumner (Lake Tapps Parkway Corridor)** **STIP# AUB-N/A**
Project No: **N/A**
Project Type: **Capacity**
Project Manager: **City of Sumner** **LOS Corridor ID# N/A**

Description:
This is a City of Sumner project to widen the Stewart Road (Lake Tapps Parkway) Corridor. The project will replace the existing bridge over the White River with a new wider one. Completion of this corridor widening is expected to significantly relieve traffic congestion in Auburn along the A St SE and C St SW corridors.

Progress Summary:
City of Sumner has initiated preliminary road design and is seeking grant funding to complete the project.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Traffic Mitigation Fees	-	-	-	-	-	150,000	-	-	-	150,000
Total Funding Sources:	**-**	**-**	**-**	**-**	**-**	**150,000**	**-**	**-**	**-**	**150,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	150,000	-	-	-	150,000
Total Expenditures:	**-**	**-**	**-**	**-**	**-**	**150,000**	**-**	**-**	**-**	**150,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-3

Project Title: **M Street Underpass (3rd St SE to 8th St SE)** **STIP# AUB-N/A**
Project No: **c201a0**
Project Type: **Capacity**
Project Manager: **Ryan Vondrak** **LOS Corridor ID# 6**

Description:
The project constructed a grade separated railroad crossing of M Street SE at the BNSF Stampede Pass tracks.

Progress Summary:
Construction was completed in 2014. The project is now in Public Works Trust Fund Loan (PWTFL) debt repayment through 2041.

Future Impact on Operating Budget:
N/A

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Secured Grants (Fed,State)	9,731,904	-	-	-	-	-	-	-	-	9,731,904
REET 2	1,140,000	-	-	-	-	-	-	-	-	1,140,000
Traffic Impact Fees (Construction)	4,309,782	-	-	-	-	-	-	-	-	4,309,782
Traffic Impact Fees (Debt Service)	767,428	123,428	123,135	122,843	122,550	122,258	121,965	121,673	1,789,995	3,415,275
Traffic Mitigation Fees	660,000	-	-	-	-	-	-	-	-	660,000
PWTFL (30 years)	3,284,857	-	-	-	-	-	-	-	-	3,284,857
Other (Agencies)	3,090,514	-	-	-	-	-	-	-	-	3,090,514
Total Funding Sources:	**22,217,057**	**123,428**	**123,135**	**122,843**	**122,550**	**122,258**	**121,965**	**121,673**	**1,789,995**	**22,347,475**
Capital Expenditures:										
Design	2,688,924	-	-	-	-	-	-	-	-	2,688,924
Right of Way	3,358,443	-	-	-	-	-	-	-	-	3,358,443
Construction	16,169,690	-	-	-	-	-	-	-	-	16,169,690
PWTF Debt Service	767,428	123,428	123,135	122,843	122,550	122,258	121,965	121,673	1,789,995	3,415,275
Total Expenditures:	**22,217,057**	**123,428**	**123,135**	**122,843**	**122,550**	**122,258**	**121,965**	**121,673**	**1,789,995**	**22,347,475**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP # R-4

Project Title: **A Street Loop** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 31**

Description:
The project will construct a new one-way (eastbound) roadway connection between A Street SW/S Division Street and A Street SE. The new intersection with A Street SE will allow an unsignalized right-turn movement onto southbound A Street SE, providing an alternative to the intersection of 3rd Street SE and A Street SE, which does not meet adopted LOS standards. The roadway will be constructed as a complete street to accommodate non-motorized road users.

Progress Summary:
Sound Transit has provided $340,000 towards the construction phase as mitigation for the second parking garage. Grant applications for both state and federal funding have been submitted in 2020.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Federal Grant	-	-	-	-	-	1,125,000	-	-	-	1,125,000
Traffic Impact Fees	-	-	-	300,000	167,000	-	-	-	-	467,000
Other (Sound Transit)	-	-	-	-	-	340,000	-	-	-	340,000
Total Funding Sources:	**-**	**-**	**-**	**300,000**	**167,000**	**1,465,000**	**-**	**-**	**-**	**1,932,000**
Capital Expenditures:										
Design	-	-	-	300,000	-	-	-	-	-	300,000
Right of Way	-	-	-	-	167,000	-	-	-	-	167,000
Construction	-	-	-	-	-	1,465,000	-	-	-	1,465,000
Total Expenditures:	**-**	**-**	**-**	**300,000**	**167,000**	**1,465,000**	**-**	**-**	**-**	**1,932,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-5

Project Title: **A Street NW, Phase 2 (W Main St to 3rd St NW)** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 18**

Description:
The project will widen A Street NW to create a three-lane roadway section between W Main St and 3rd St NW. This project will improve the connection between the A St NW Extension, (Phase 1) and Auburn Station and Central Business District. This project could be partially or fully funded by development and/or Sound Transit's parking garage/access improvements. The project is approximately 0.2 miles long.

Progress Summary:

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $500.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	200,000	1,325,000	-	-	1,525,000
Traffic Impact Fees	-	-	-	-	-	150,000	-	-	-	150,000
Other (Developer)	150,000	-	-	-	-	-	1,325,000	-	-	1,475,000
Total Funding Sources:	**150,000**	**-**	**-**	**-**	**-**	**350,000**	**2,650,000**	**-**	**-**	**3,150,000**
Capital Expenditures:										
Design	-	-	-	-	-	250,000	-	-	-	250,000
Right of Way	-	-	-	-	-	100,000	-	-	-	100,000
Construction	150,000	-	-	-	-	-	2,650,000	-	-	2,800,000
Total Expenditures:	**150,000**	**-**	**-**	**-**	**-**	**350,000**	**2,650,000**	**-**	**-**	**3,150,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-6

Project Title: **Auburn Way S Widening (Hemlock St SE to Poplar St SE)** **STIP# AUB-N/A**
Project No: **CP1622**
Project Type: **Capacity**
Project Manager: **Jeff Bender** **LOS Corridor ID# 4**

Description:
The project will widen Auburn Way S between Hemlock St SE and Poplar St SE to accommodate two general purpose lanes in each direction, turn lanes, access management where feasible, U-turns, curb, gutter, sidewalk, illumination, transit stop improvements, a new traffic signal in the vicinity of Chinook Elementary School, Intelligent Transportation Systems, streetscape and storm improvements. The project length is approximately 0.4 miles. The project is needed to address traffic operations issues along the corridor.

Progress Summary:
The project will extend corridor improvements along Auburn Way S recently completed under previous projects. Grant funding for the design phase was awarded in 2019. Grant funding for the construction phase was applied for in 2020. Coordination with the Auburn School District related to the replacement of Chinook Elementary School is in progress.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $2,500.

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Secured Federal Grant	-	648,750	648,750	-	-	-	-	-	-	1,297,500
Unsecured Federal Grant	-	-	-	-	3,000,000	1,500,000	-	-	-	4,500,000
Traffic Impact Fees	-	101,250	851,250	750,000	1,830,120	1,300,000	-	-	-	4,832,620
Other (Developer)	-	-	-	-	750,000	-	-	-	-	750,000
Total Funding Sources:	**-**	**750,000**	**1,500,000**	**750,000**	**5,580,120**	**2,800,000**	**-**	**-**	**-**	**11,380,120**
Capital Expenditures:										
Pre-Design	-	-	-	-	-	-	-	-	-	-
Design	-	750,000	750,000	-	-	-	-	-	-	1,500,000
Right of Way	-	-	750,000	750,000	-	-	-	-	-	1,500,000
Construction	-	-	-	-	5,580,120	2,800,000	-	-	-	8,380,120
Total Expenditures:	**-**	**750,000**	**1,500,000**	**750,000**	**5,580,120**	**2,800,000**	**-**	**-**	**-**	**11,380,120**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-7

Project Title: **M Street NE Widening (E Main St to 4th St NE)** **STIP# AUB-N/A**
Project No: **asbd12**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 5**

Description:
This project will construct a complete four/five-lane street section on M St NE from south of E Main St to 4th St NE, and reconstruct the signal at E Main St. The project is needed to improve traffic operations along the M Street NE corridor, and replace the existing pavement which is in poor condition.

Progress Summary:

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $500.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	120,000	50,000	400,000	-	-	-	570,000
Arterial Street Fund (105)	-	-	-	185,000	-	1,220,000	-	-	-	1,405,000
REET 2	-	-	-	-	-	400,000	-	-	-	400,000
Traffic Impact Fees	-	-	-	70,000	-	465,000	-	-	-	535,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**375,000**	**50,000**	**2,485,000**	**-**	**-**	**-**	**2,910,000**
Capital Expenditures:										
Pre-Design	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	375,000	-	-	-	-	-	375,000
Right of Way	-	-	-	-	50,000	-	-	-	-	50,000
Construction	-	-	-	-	-	2,485,000	-	-		2,485,000
Total Expenditures:	**-**	**-**	**-**	**375,000**	**50,000**	**2,485,000**	**-**	**-**	**-**	**2,910,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-8

Project Title: **49th Street NE (Auburn Way N to D St NE)** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# N/A**

Description:
This project will construct the build-out of 49th Street NE between Auburn Way N and D Street NE. The improvements are funded by private development.

Progress Summary:

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $500

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Other (Developer)	-	-	500,000	1,500,000	-	-	-	-	-	2,000,000
Total Funding Sources:	**-**	**-**	**500,000**	**1,500,000**	**-**	**-**	**-**	**-**	**-**	**2,000,000**
Capital Expenditures:										
Design	-	-	350,000	-	-	-	-	-	-	350,000
Right of Way	-	-	150,000	-	-	-	-	-	-	150,000
Construction	-	-	-	1,500,000	-	-	-	-	-	1,500,000
Total Expenditures:	**-**	**-**	**500,000**	**1,500,000**	**-**	**-**	**-**	**-**	**-**	**2,000,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-9

Project Title: **46th Place S Realignment** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity, Safety**
Project Manager: **TBD** **LOS Corridor ID# N/A**

Description:
The project will realign 46th Place S to the south of S 321st Street. The realignment will move the 46th Place S intersection with S 321st Street approximately 350 feet to the east of the current location. This will create two T-intersections (44th Avenue S and 46th Place S) in place of the existing four-leg intersection. The existing 46th Place S will be dead-ended to the south of S 321st Street. The project will improve safety and traffic operations at the intersections.

Progress Summary:
A portion of the right-of-way for the realigned roadway was dedicated as part of an adjacent development project.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	300,000	540,000	-	840,000
Traffic Impact Fees	-	-	-	-	-	-	75,000	135,000	-	210,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**-**	**-**	**375,000**	**675,000**	**-**	**1,050,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	125,000	-	-	125,000
Right of Way	-	-	-	-	-	-	250,000	-	-	250,000
Construction	-	-	-	-	-	-	-	675,000	-	675,000
Total Expenditures:	**-**	**-**	**-**	**-**	**-**	**-**	**375,000**	**675,000**	**-**	**1,050,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-11

Project Title: **124th Ave SE Widening (SE 312th St to SE 318th St)** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 23**

Description:
This project will widen 124th Avenue SE to create a four-lane section with bicycle and pedestrian facilities SE 318th St and SE 312th St. The project will also construct improvements at the SE 312th St/124th Ave SE intersection (including adding bike lanes, dual westbound left-turn lanes, dual southbound through-lanes, a northbound right-turn pocket, ITS improvements, and pedestrian safety improvements). The project is needed to improve traffic operations along the corridor and to accommodate all travel modes.

Progress Summary:
Phase 1 improvements between SE 318th and SE 316th were completed by GRC in 2012.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	400,000	1,100,000	1,500,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**400,000**	**1,100,000**	**1,500,000**
Capital Expenditures:										
Pre-Design	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	400,000	-	400,000
Right of Way	-	-	-	-	-	-	-	-	1,100,000	1,100,000
Construction	-	-	-	-	-	-	-	-	-	-
Total Expenditures:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**400,000**	**1,100,000**	**1,500,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-16

Project Title: **Regional Growth Center Access Improvements** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 2**

Description:
The project will construct a northbound left-turn lane and a northbound/southbound crosswalk at the 3rd Street NE/Auburn Avenue intersection, and realign the 4th Street NE/Auburn Way N intersection to eliminate the split phase signal operation improving circulation and access. The project will improve traffic operations, safety, and circulation for both vehicles and non-motorized users.

Progress Summary:
Grant funding for the design and construction phases was awarded from Sound Transit in 2019.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $500.

Activity:		2020 YE	Budget			Forecast Project Costs				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Secured Grant (Sound Transit)	-	-	325,000	-	1,300,000	-	-	-	-	1,625,000
Traffic Impact Fees	-	-	85,000	100,000	200,000	-	-	-	-	385,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**410,000**	**100,000**	**1,500,000**	**-**	**-**	**-**	**-**	**2,010,000**
Capital Expenditures:										
Design	-	-	410,000	-	-	-	-	-	-	410,000
Right of Way	-	-	-	100,000	-	-	-	-	-	100,000
Construction	-	-	-	-	1,500,000	-	-	-	-	1,500,000
Total Expenditures:	**-**	**-**	**410,000**	**100,000**	**1,500,000**	**-**	**-**	**-**	**-**	**2,010,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-24

Project Title: **Stewart Road - City of Pacific (Lake Tapps Parkway Corridor)** **STIP# AUB-N/A**
Project No: **N/A**
Project Type: **Capacity**
Project Manager: **City of Pacific** **LOS Corridor ID# N/A**

Description:
This is a City of Pacific project to widen the Stewart Road (Lake Tapps Parkway) Corridor. This is the final segment of widening in the City of Pacific which will tie in with the City of Sumner's planned final widening segment and new bridge over the White River. Completion of this corridor widening is expected to significantly relieve traffic congestion in Auburn along the A St SE and C St SW corridors.

Progress Summary:
City of Pacific is in the process of completing the design phase and environmental permitting for the project. Construction is currently planned for 2021/22.

Future Impact on Operating Budget:
This project will have no impact on the operating budget for street maintenance.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	-	-	-	-	-	-	-	-	-
Traffic Mitigation Fees	-	-	100,000	-	-	-	-	-	-	100,000
Total Funding Sources:	**-**	**-**	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**100,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	100,000	-	-	-	-	-	-	100,000
Total Expenditures:	**-**	**-**	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**100,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-26

Project Title: **E Valley Highway Widening** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Capacity**
Project Manager: **TBD** **LOS Corridor ID# 10**

Description:
This project will widen E Valley Highway between Lakeland Hills Way and Terrace View Drive SE, approximately 0.6 miles. The roadway will have a four/five lane cross section with a trail connection along the east side. Other project elements include storm improvement, illumination and ITS. The project will provide congestion relief along the corridor and provide access for non-motorized users.

Progress Summary:

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $2,500.

Activity:		2020 YE	Budget			Forecast Project Cost				Total Project
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	200,000	175,000	1,000,000	1,375,000
Traffic Impact Fees	-	-	-	-	-	-	100,000	75,000	200,000	375,000
Other (Developer)	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**-**	**-**	**-**	**-**	**-**	**300,000**	**250,000**	**1,200,000**	**1,750,000**
Capital Expenditures:										
Design	-	-	-	-	-	-	300,000	-	-	300,000
Right of Way	-	-	-	-	-	-	-	250,000	-	250,000
Construction	-	-	-	-	-	-	-	-	1,200,000	1,200,000
Total Expenditures:	**-**	**-**	**-**	**-**	**-**	**-**	**300,000**	**250,000**	**1,200,000**	**1,750,000**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# R-27

Project Title: **Garden Avenue Realignment** **STIP# AUB-N/A**
Project No: **TBD**
Project Type: **Safety, Capacity**
Project Manager: **TBD** **LOS Corridor ID# 19**

Description:
The project will construct a new east/west connection between Garden Avenue and 104th Avenue SE, and will cul-de-sac Garden Avenue to the north of 8th Street NE. This will improve traffic operations and safety along 8th Street NE.

Progress Summary:
The previous project title (Lea Hill Rd Segment 1A) was updated based on recommendations from the Lea Hill Corridor Study in 2020. In 2016, a parcel at the intersection of Garden Avenue and 320th/8th Street was purchased for the project. In 2016, right-of-way was dedicated for a portion of the new east/west roadway as part of an adjacent development project.

Future Impact on Operating Budget:
The annual maintenance cost for this project is estimated to be $1,000.

Activity:		2020 YE	Budget			Forecast Project Cost				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-		-	-	-	-	-
Unsecured Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	-	150,000	150,000	500,000	-	-	-	-	-	800,000
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**-**	**150,000**	**150,000**	**500,000**	**-**	**-**	**-**	**-**	**-**	**800,000**
Capital Expenditures:										
Design	-	150,000	-	-	-	-	-	-	-	150,000
Right of Way	-		150,000		-	-	-	-	-	150,000
Construction	-	-	-	500,000	-	-	-	-	-	500,000
Total Expenditures:	**-**	**150,000**	**150,000**	**500,000**	**-**	**-**	**-**	**-**	**-**	**800,000**

CITY OF
AUBURN
WASHINGTON

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# S-1

Project Title: **A Street NW - Phase 1 (3rd St NW to 14th St NW) - Env. Monitoring** **STIP# AUB-N/A**
Project No: **c207a0**
Project Type: **Environmental Monitoring**
Project Manager: **Tim Carlaw** **LOS Corridor ID# 18**

Description:
The project constructed a new multi-lane arterial from 3rd Street NW to 14th Street NW completing a missing link along the corridor. This project improves mobility and was tied to corridor development. The project length was approximately three-quarters of a mile. The City purchased ROW from the northern property owner. If the property develops any access to A St NW, some or a portion of those funds may be reimbursed to the City (total cost was $251,000).

Progress Summary:
Pre-design was completed prior to 2007. Final design and environmental permitting were completed in 2011. Construction was completed in 2012. The project is now in the wetland maintenance monitoring period required until 2023.

Future Impact on Operating Budget:
N/A

Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	123,276	-	-	-	-	-	-	-	-	123,276
Secured Grants (Fed,State)	6,562,702	-	-	-	-	-	-	-	-	6,562,702
Traffic Impact Fees	1,288,115	25,000	25,000	25,000	-	-	-	-	-	1,363,115
Other (Developer)	383,381	-	-	-	-	-	-	-	-	383,381
Total Funding Sources:	**8,357,474**	**25,000**	**25,000**	**25,000**	**-**	**-**	**-**	**-**	**-**	**8,432,474**
Capital Expenditures:										
Design	2,247,331	-	-	-	-	-	-	-	-	2,247,331
Right of Way	821,341	-	-	-	-	-	-	-	-	821,341
Construction	5,000,640	-	-	-	-	-	-	-	-	5,000,640
Monitoring	288,162	25,000	25,000	25,000	-	-	-	-	-	363,162
Total Expenditures:	**8,357,474**	**25,000**	**25,000**	**25,000**	**-**	**-**	**-**	**-**	**-**	**8,432,474**

Six Year Transportation Improvement Plan

ARTERIAL STREET FUND (102)

TIP# S-2

Project Title: **S 277th St Corridor Capacity and Non-Motorized Trail Improvements - Env. Monitoring** **STIP# N/A**
Project No: **CP1821**
Project Type: **Environmental Monitoring**
Project Manager: **Tim Carlaw** **LOS Corridor ID# 15**

Description:
This project will complete the environmental monitoring requirements related to the S 277th St corridor widening project between Auburn Way North and I St NE.

Progress Summary:
The 10 year monitoring period began in 2018 after final completion of the construction phase, and will continue through 2028.

Future Impact on Operating Budget:
N/A

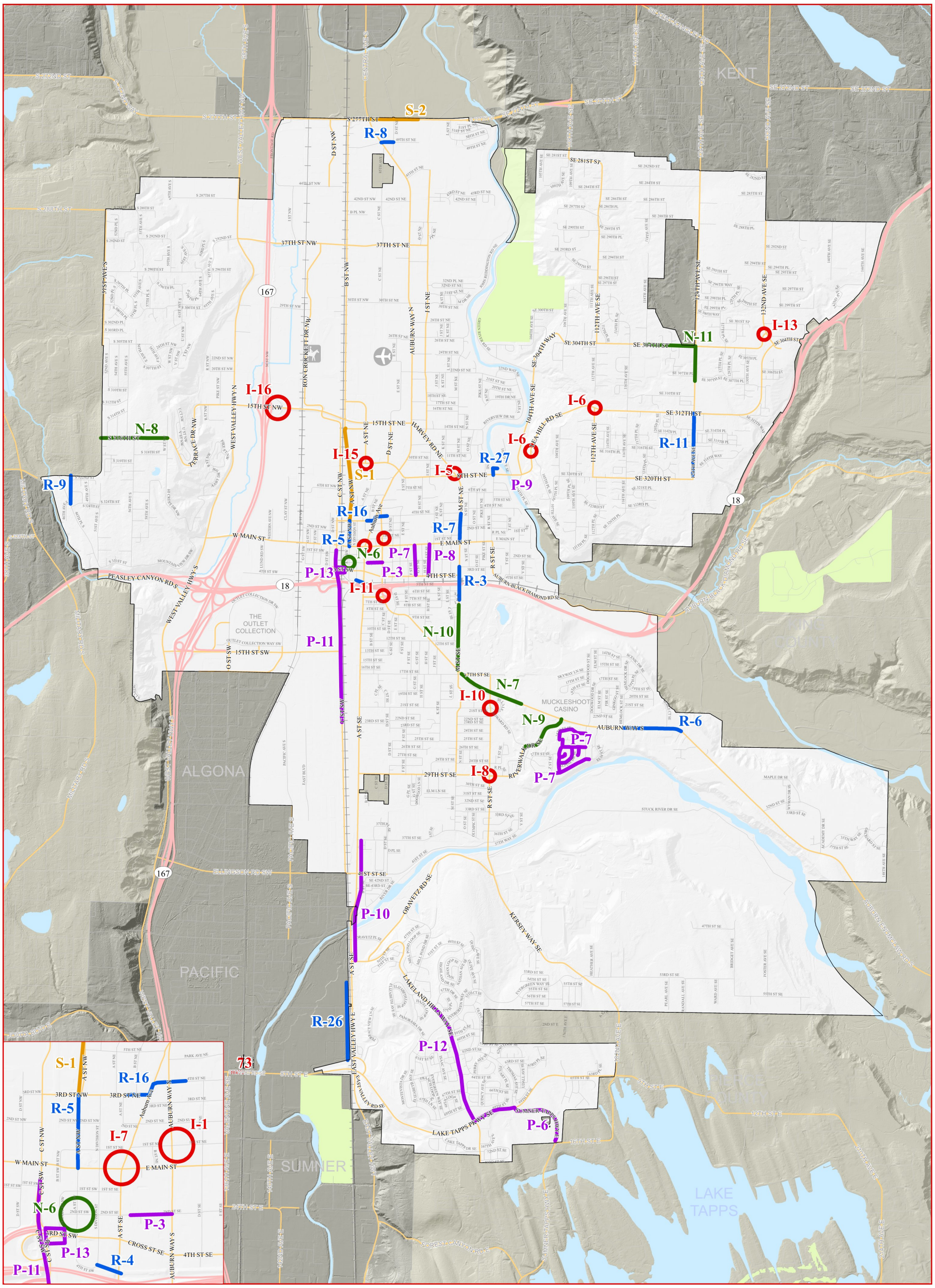
Activity:		**2020 YE**	**Budget**			**Forecast Project Cost**				
Funding Sources:	**Prior to 2020**	**Estimate**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Beyond 2026**	**Total Project Cost**
Unrestricted Street Revenue	-	-	-	-	-	-	-	-	-	-
Unsecured Fed/State Grant	-	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	12,706	20,000	20,000	20,000	20,000	20,000	20,000	20,000	40,000	192,706
Other	-	-	-	-	-	-	-	-	-	-
Total Funding Sources:	**12,706**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**40,000**	**192,706**
Capital Expenditures:										
Design	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-	-
Monitoring	12,706	20,000	20,000	20,000	20,000	20,000	20,000	20,000	40,000	192,706
Total Expenditures:	**12,706**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**40,000**	**192,706**

CITY OF
AUBURN
WASHINGTON

City of Auburn
2021-2026
Transportation Improvement Program Summary

Project Number	TIP #	Project Title	Grant Status	Prior to 2021	2021	2022	2023	2024	2025	2026	Beyond 2026	Total Project Cost
cp1927	I-1	Auburn Way N/1st Street NE Signal Replacement	N/A	200,000	575,000	-	-	-	-	-	-	775,000
Various	I-2	Traffic Signal Improvements	N/A	100,000	200,000	100,000	200,000	100,000	200,000	200,000	-	1,100,000
cp1912	I-3	ITS Dynamic Message Signs	N/A	446,820	-	-	-	-	-	20,000	125,000	591,820
Various	I-4	Street Lighting Improvement Program	N/A	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	350,000
cp0611	I-5	Harvey Rd NE/8th St NE Intersection Improvements	N/A	1,149,678	83,598	83,196	82,794	82,382	81,990	81,589	161,972	1,807,199
cpxxxx	I-6	Lea Hill Rd/112th Ave SE Roundabout	Unsecured	-	-	-	-	350,000	420,000	2,200,000	2,200,000	5,170,000
cpxxxx	I-7	Auburn Avenue/E Main Street Signal Replacement	N/A	-	-	-	-	-	-	150,000	900,000	1,050,000
cpxxxx	I-8	29th St SE/R St SE Intersection Improvements	N/A	-	750,000	500,000	250,000	3,500,000	-	-	-	5,000,000
cpxxxx	I-10	R St SE/21st St SE Intersection Improvements	Unsecured	-	-	-	250,000	100,000	750,000	-	-	1,100,000
cpxxxx	I-11	Auburn Way S/6th St SE Intersection Improvements	Unsecured	-	-	-	130,000	25,000	630,000	-	-	785,000
cpxxxx	I-13	SE 304th Street/132nd Avenue SE Roundabout	N/A	-	-	-	250,000	50,000	1,200,000	-	-	1,500,000
cpxxxx	I-15	10th St NW/A St NW Intersection Improvements	N/A	-	-	200,000	650,000	-	-	-	-	850,000
cpxxxx	I-16	15th Street NW/SR 167 NB Ramps	N/A	125,000	1,525,000	-	-	-	-	-	-	1,650,000
cp1920	I-17	Citywide LED Street Lighting and Controls	Secured	2,660,988	39,012	-	-	-	-	-	-	2,700,000
Various	N-1	Pedestrian Accessibility and Safety Program	N/A	100,000	50,000	100,000	100,000	100,000	100,000	100,000	-	650,000
Various	N-2	ADA and Sidewalk Improvement Program	N/A	200,000	185,000	-	200,000	200,000	200,000	200,000	-	1,185,000
Various	N-3	Arterial Bicycle & Safety Improvement Program	N/A	-	100,000	-	100,000	-	100,000	-	100,000	400,000
N/A	N-4	Transit Partnership Routes	N/A	400,000	180,000	185,000	190,000	195,000	200,000	205,000	-	1,555,000
cpxxxx	N-6	Auburn Station Access Improvements	N/A	-	-	125,000	-	-	-	-	-	125,000
cpxxxx	N-7	Auburn Way S - Southside Sidewalk Improvements	Unsecured	-	-	95,000	750,000	-	-	-	-	845,000
cpxxxx	N-8	Evergreen Heights Safe Routes to Schools	N/A	247,000	-	-	-	-	-	410,000	2,270,000	2,927,000
cpxxxx	N-9	Riverwalk Drive Non-Motorized Improvements	Unsecured	-	200,000	950,000	-	-	-	-	-	1,150,000
cp2012	N-10	M Street SE Sidewalk Improvements	Secured	45,000	669,980	-	-	-	-	-	-	714,980
cpxxxx	N-11	Lea Hill Safe Routes to Schools	Unsecured	-	70,000	950,000	-	-	-	-	-	1,020,000
Various	P-1	Arterial Street Preservation Program	N/A	2,200,000	327,498	1,650,000	606,728	599,514	2,100,000	2,200,000	-	9,683,740
Various	P-2	Local Streets Improvement Program	N/A	1,550,000	-	150,000	1,650,000	1,650,000	1,650,000	1,650,000	-	8,300,000
cp2003	P-3	2nd Street SE Preservation	Secured	115,000	868,755	-	-	-	-	-	-	983,755
Various	P-4	Bridge Deck Preservation Program	N/A	100,000	-	100,000	100,000	100,000	100,000	100,000	-	600,000
Various	P-5	Annual Bridge Structure Preservation Program	N/A	50,000	25,000	50,000	-	50,000	-	50,000	-	225,000
cpxxxx	P-6	Lake Tapps Pkwy/Sumner-Tapps Pkwy E Preservation	Unsecured	-	-	25,000	75,000	1,284,356	-	-	-	1,384,356
cp2019	P-7	2021 Local Street Improvement Project	N/A	300,000	2,200,000	-	-	-	-	-	-	2,500,000
cpxxxx	P-8	2022 Local Street Improvement Project	N/A	-	150,000	1,500,000	-	-	-	-	-	1,650,000
cp2007	P-9	Lea Hill Bridge Deck Preservation	Secured	-	80,000	567,850	-	-	-	-	-	647,850
cpxxxx	P-10	A St SE Preservation (37th St SE to Lakeland Hills Way)	Unsecured	-	-	25,000	100,000	1,732,260	-	-	-	1,857,260
cpxxxx	P-11	C Street SW Preservation (W Main St to GSA Signal)	Unsecured	-	25,000	100,000	2,236,544	-	-	-	-	2,361,544
cp2011	P-12	Lakeland Hills Way Preservation (57th Dr SE to Lake Tapps Pkwy)	Secured	100,000	1,100,000	-	-	-	-	-	-	1,200,000
cp2006	P-13	3rd Street SW Bridge Deck Preservation	Secured	-	120,000	553,540	-	-	-	-	-	673,540
Various	R-1	Traffic Calming	N/A	10,000	10,000	10,000	10,000	50,000	50,000	50,000	-	190,000
N/A	R-2	Stewart Road - City of Sumner	N/A	-	-	-	-	150,000	-	-	-	150,000
c201a0	R-3	M Street Underpass	N/A	19,823,056	123,135	122,843	122,550	122,258	121,965	121,673	1,789,995	22,347,475
cpxxxx	R-4	A Street Loop	Unsecured	-	-	300,000	167,000	1,465,000	-	-	-	1,932,000
cpxxxx	R-5	A St NW, Phase 2 (W Main St to 3rd St NW)	Unsecured	150,000	-	-	-	350,000	2,650,000	-	-	3,150,000
cp1622	R-6	Auburn Way S Widening (Hemlock St SE to Poplar St SE)	Unsecured	750,000	1,500,000	750,000	5,580,120	2,800,000	-	-	-	11,380,120
cpxxxx	R-7	M St NE (E Main St to 4th St NE)	Unsecured	-	-	375,000	50,000	2,485,000	-	-	-	2,910,000
cpxxxx	R-8	49th St NE (Auburn Way N to I St NE)	N/A	-	500,000	1,500,000	-	-	-	-	-	2,000,000
cpxxxx	R-9	46th Place S Realignment	Unsecured	-	-	-	-	-	375,000	675,000	-	1,050,000
cpxxxx	R-11	124th Ave SE Corridor Improvements (SE 312th St to SE 318th St)	N/A	-	-	-	-	-	-	400,000	1,100,000	1,500,000
cpxxxx	R-16	Regional Growth Center Access Improvements	Secured	-	410,000	100,000	1,500,000	-	-	-	-	2,010,000
N/A	R-24	Stewart Road - City of Pacific	N/A	-	100,000	-	-	-	-	-	-	100,000
cpxxxx	R-26	E Valley Hwy Widening	Unsecured	-	-	-	-	-	300,000	250,000	1,200,000	1,750,000
cpxxxx	R-27	Garden Avenue Realignment	N/A	150,000	150,000	500,000	-	-	-	-	-	800,000
c207a0	S-1	A St NW, Phase 1 (3rd St NW to 14th St NW)	N/A	8,382,474	25,000	25,000	-	-	-	-	-	8,432,474
cp1821	S-2	S 277th St Monitoring	N/A	32,706	20,000	20,000	20,000	20,000	20,000	20,000	40,000	192,706
			Total	39,437,722	12,411,978	11,762,429	15,420,736	17,610,770	11,298,955	9,133,262	9,886,967	126,962,819

City of Auburn 2021 - 2026 Transportation Improvement Program (TIP)



Intersection and ITS Improvements

Non-Motorized/Transit Improvements

Prelim Eng and Misc Improvements

Preservation

Roadway Improvements

City of Auburn

Parks

Water Features

0 1,100 2,200 3,300 4,400 5,500
FEET

Printed On: 6/4/2020
Map ID: 6174

Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.

Appendix B

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5528 (Hinman)

Date:
June 10, 2020

Department:
Administration

Attachments:
Resolution No. 5528 CARES Act Funding
Memo to Council-CARES Small Business Assistance

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

Administrative Recommendation:

City Council to adopt Resolution No. 5528.

Background Summary:

City staff presented an overview of the CARES Small Business Assistance concept during the June 8, 2020 Council Study Session. City Council authorized the concept to move forward for Council consideration.

Reviewed by Council Committees:

Councilmember: Baggett
Staff: Hinman
Meeting Date: June 15, 2020
Item Number: RES.D

RESOLUTION NO. 5528

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO UTILIZE A PORTION OF THE CITY'S ALLOCATION OF CARES ACT FUNDING FOR SMALL BUSINESS ASSISTANCE GRANTS

WHEREAS, on March 27, 2020 the U. S. Congress passed the Coronavirus Aid, Relief, and Economic Security Act (H.R. 748), also known as the CARES Act; and

WHEREAS, the City of Auburn was allocated $2.4 million to cover various eligible costs incurred as a result of coronavirus; and

WHEREAS, providing assistance to businesses that have been impacted by the coronavirus is considered an eligible expenditure of CARES Act dollars; and

WHEREAS, the City desires to use a portion of its CARES Act allocation to distribute Small Business Assistance Grants.

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

Section 1. The Mayor is authorized to distribute a portion of the City's allocation of CARES Act dollars for the distribution of Small Business Assistance Grants, which funding is generally described as follows:

CARES Funding – General Description

On March 27, 2020 the U.S. Congress passed the Coronavirus Aid, Relief, and Economic Security Act (H.R. 748), also known as the CARES Act. Approximately $2.4 million was allocated to the City of Auburn to cover various eligible costs that were incurred as a result of coronavirus. The City cannot use funds to supplant lost revenue. One eligible manner to use the CARES funding is to provide assistance to businesses that have been impacted by the coronavirus.

Section 2. The grant funds will be distributed in equal amounts to all businesses that essentially meet the following below described criteria designed to deliver funds to those businesses hardest hit by the impact of the Corona virus.

Proposed Program Overview

Dedicate $650,000.00 for the purposes of aiding small businesses that have been hardest hit by the impact of coronavirus.

Establish criteria that defines the types of businesses that would be eligible to receive grant funds that do not have to be paid back to the City.

Split $600,000.00 equally amongst all businesses that meet the criteria.

Hold $50,000.00 back in order to provide the same assistance to a business that meets the criteria but was not included in the database query that yielded the list (e.g. a business that was inadvertently left off).

Depending upon the final filtering of the criteria there will be between 300 and 500 businesses that will receive a one-time grant allocation (between $2,000.00 and $1,200.00).

Example criteria include the following factors that were applied to our business license database:

- 5 or fewer employees
- Targeting businesses that were forced to close (hair stylists, nail salons, etc.)
- Located in Auburn
- Removed rental licenses
- Removed non-profit organizations
- Removed unmanned businesses (*e.g*. redbox)
- Removed national chain brands

Process for Distributing Funds

Once the database query is complete each business will receive a notice from the City of Auburn making them aware of the program and our belief that they are eligible for this financial distribution.

Business owners will be directed to a web portal where they are able to confirm that they meet the eligibility criteria and provide an IRS W-9 form.

Once the owner has submitted this information an email will be directed to Economic Development who will double check that the owner answered the questions properly and provided the W-9.

If approved, Economic Development will notify Finance that the business qualifies for the distribution and Finance will produce a check that will be provided to the business.

Section 3. That the Mayor is authorized to implement such other administrative procedures as may be necessary to carry out this legislation.

Section 4. That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Dated and Signed this _____ day of _____, 2020.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Memorandum

To: City Council Members

From: Dana Hinman, Administration

CC: Mayor Nancy Backus

Date: June 2, 2020

Re: Overview of Proposed CARES Small Business Assistance Program

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CARES Funding – General Description

On March 27, 2020 the U.S. Congress passed the Coronavirus Aid, Relief, and Economic Security Act (H.R. 748), also known as the CARES Act. Approximately $2.4 million was allocated to the City of Auburn to cover various eligible costs that were incurred as a result of coronavirus. The City cannot use funds to supplant lost revenue. One eligible manner to use the CARES funding is to provide assistance to businesses that have been impacted by the coronavirus.

Proposed Program Overview

Dedicate $650,000 for the purposes of aiding small businesses that have been hardest hit by the impact of coronavirus.

Establish criteria that defines the types of businesses that would be eligible to receive grant funds that do not have to be paid back to the City.

Split $600,000 equally amongst all businesses that meet the criteria.

Hold $50,000 back in order to provide the same assistance to a business that meets the criteria but was not included in the database query that yielded the list (e.g. a business that was inadvertently left off).

Depending upon the final filtering of the criteria there will be between 300 and 500 businesses that will receive a one-time grant allocation (between $2,000 and $1,200).

Example criteria include the following factors that were applied to our business license database:

- 5 or fewer employees
- Targeting businesses that were forced to close (hair stylists, nail salons, etc.)
- Located in Auburn
- Removed rental licenses
- Removed non-profit organizations

- Removed unmanned businesses (e.g. redbox)
- Removed national chain brands

Process for Distributing Funds

Once the database query is complete each business will receive a notice from the City of Auburn making them aware of the program and our belief that they are eligible for this financial distribution.

Business owners will be directed to a web portal where they are able to confirm that they meet the eligibility criteria and provide an IRS W-9 form.

Once the owner has submitted this information an email will be directed to Economic Development who will double check that the owner answered the questions properly and provided the W-9.

If approved, Economic Development will notify Finance that the business qualifies for the distribution and Finance will produce a check that will be provided to the business.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5530 (O'Neil)

Date:
June 11, 2020

Department:
Administration

Attachments:
Resolution No. 5530
Award Report

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

Administrative Recommendation:

City Council to adopt Resolution No. 5530.

Background Summary:

The COVID-19 public health emergency has caused the Auburn Police Department to take on additional expenditures related to officer equipment, supplies and overtime work. To assist the Department with meeting those expenditures, the Department applied for and was awarded a $106,566 financial grant from the U.S. Department of Justice (DOJ). The Department intends to use these grant funds for its COVID-19 related expenditures, consistent with the grant terms and conditions.

Reviewed by Council Committees:

Councilmember:

Staff: O'Neil

Meeting Date: June 15, 2020

Item Number: RES.E

RESOLUTION NO. 5530

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO ACCEPT A U.S. DEPARTMENT OF JUSTICE GRANT FOR CORONAVIRUS RELATED SUPPLEMENTAL POLICE DEPARTMENT FUNDING

WHEREAS, to enable the Auburn Police Department (Department) to more effectively prepare for and absorb the administrative and financial effects of its COVID-19 response, the Department applied for a financial grant from the U.S. Department of Justice (DOJ), Bureau of Justice Assistance;

WHEREAS, the DOJ has approved the Department's grant application and has awarded the Department $106,566 in grant funds;

WHEREAS, a copy of the DOJ grant (award number 2020-VD-BX-1174) is attached to this resolution as Exhibit A, and the Department's use of the grant funds are subject to its conditions and limitations;

WHEREAS, consistent with those conditions and limitations, the Department will use these grant funds to pay for Department expenditures related to its COVID-19 response, including officer supplies and equipment, and officer overtime pay;

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

Section 1. The Mayor is authorized to accept U.S. Department of Justice grant funds as described in the attached award documents attached hereto as Exhibit A.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Department of Justice (DOJ)

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

June 8, 2020

The Honorable Nancy Backus
City of Auburn
25 W. Main Street
Auburn, WA 98001-4998

Dear Mayor Backus:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by City of Auburn for an award under the OJP funding opportunity entitled "BJA FY 20 Coronavirus Emergency Supplemental Funding Program." The approved award amount is $106,566. These funds are for the project entitled Coronavirus Emergency Supplemental Funding Program.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should City of Auburn accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Jeffrey S. Felten-Green, Program Manager at (202) 514-8874; and

- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at ask.ocfo@usdoj.gov.

We look forward to working with you.

Sincerely,

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Encl.

Department of Justice (DOJ)
Office of Justice Programs
Office of Civil Rights

Washington, DC 20531

June 8, 2020

The Honorable Nancy Backus
City of Auburn
25 W. Main Street
Auburn, WA 98001-4998

Dear Mayor Backus:

Congratulations on your recent award. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

Grant

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Auburn
25 W. Main Street
Auburn, WA 98001-4998

4. AWARD NUMBER: 2020-VD-BX-1174

5. PROJECT PERIOD: FROM 01/20/2020 TO 01/31/2022

BUDGET PERIOD: FROM 01/20/2020 TO 01/31/2022

6. AWARD DATE 06/08/2020

7. ACTION

Initial

2a. GRANTEE IRS/VENDOR NO.

916001228

8. SUPPLEMENT NUMBER

00

2b. GRANTEE DUNS NO.

032942575

9. PREVIOUS AWARD AMOUNT $ 0

3. PROJECT TITLE

Coronavirus Emergency Supplemental Funding Program

10. AMOUNT OF THIS AWARD $ 106,566

11. TOTAL AWARD $ 106,566

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

14 . CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.034 - Coronavirus Emergency Supplemental Funding Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Katharine T. Sullivan

Principal Deputy Assistant Attorney General

17. SIGNATURE OF APPROVING OFFICIAL

GRANTEE ACCEPTANCE

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Nancy Backus
Mayor

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	VD	80	00	00		106566

21. VVDUGT1736

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

SPECIAL CONDITIONS

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at https://ojp.gov/funding/Part200UniformRequirements.htm.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at https://ojp.gov/financialguide/DOJ/index.htm), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

SPECIAL CONDITIONS

5. Required training for Point of Contact and all Financial Points of Contact

   Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

   In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

   A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at https://www.ojp.gov/training/fmts.htm. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

   The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

   A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

   If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

SPECIAL CONDITIONS

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov/. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at https://ojp.gov/funding/Explore/SAM.htm (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

SPECIAL CONDITIONS

9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or

SPECIAL CONDITIONS

any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (https://www.e-verify.gov/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at https://ojp.gov/funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed $250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, $250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed $250,000)), and are incorporated by reference here.

SPECIAL CONDITIONS

13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

SPECIAL CONDITIONS

14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

    The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

    The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

    SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

    The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

    The details of this requirement are posted on the OJP web site at https://ojp.gov/funding/Explore/Interact-Minors.htm (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

    The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

    Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

    The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

    Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm.

SPECIAL CONDITIONS

19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at https://www.ecfr.gov/cgi-bin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

SPECIAL CONDITIONS

24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at https://oig.justice.gov/hotline/contact-grants.htm (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

SPECIAL CONDITIONS

27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

SPECIAL CONDITIONS

28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

    The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

    The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

    Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

    Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

    If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

    This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at https://www.ojp.gov/funding/explore/CESF-program-specific-condition, that is incorporated by reference here.

SPECIAL CONDITIONS

33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

34. FFATA reporting: Subawards and executive compensation

    The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of $25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at https://ojp.gov/funding/Explore/FFATA.htm (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

    This condition, including its reporting requirement, does not apply to-- (1) an award of less than $25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Required monitoring of subawards

    The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. Use of program income

    Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

37. Justice Information Sharing

    Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/ gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

38. Avoidance of duplication of networks

    To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.

SPECIAL CONDITIONS

39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at https:/ / bja.gov/ Funding/ nepa.html, for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program . The recipient also agrees to obligate the award funds in the account(including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing $500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP’s Grant Management System (GMS).

SPECIAL CONDITIONS

42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

    The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

    Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

    If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

    Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: https:/ / nij.gov/ topics/ technology/ body-armor/ pages/ safety-initiative.aspx.

45. Missing Attachment: Disclosure of lobbying

    The recipient must complete a Disclosure of Lobbying Activities (SF-LLL) form, and submit it to the grant manager for this award. Award closeout will not be possible until OJP has issued a Grant Adjustment Notice to remove this special condition.

46. Recipient may not obligate, expend, or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Budget Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.

Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for City of Auburn

The Coronavirus Emergency Supplemental Funding (CESF) Program allows eligible states, local units of government, and tribes to support a broad range of activities including preventing, preparing for, and responding to the coronavirus.

All recipients of CESF funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a sub-grantee or third party.

BJA's expectation is that none of the following activities will be conducted whether under this federal award or a related third party action:
(1) New construction
(2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
(3) A renovation that will change the basic prior use of a facility or significantly change its size
(4) Research and technology whose anticipated and future application could be expected to have an effect on the environment
(5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories) other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

If, however, award funds are proposed to be used for any of the enumerated projects or activities above, grant recipients must contact their grant manager, and receive written approval prior to commencing that project or activity.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for BJA.

Department of Justice (DOJ)
Office of Justice Programs

Bureau of Justice Assistance

GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY

Grant

PROJECT NUMBER
2020-VD-BX-1174

This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

1. STAFF CONTACT (Name & telephone number)

Jeffrey S. Felten-Green
(202) 514-8874

2. PROJECT DIRECTOR (Name, address & telephone number)

Steve Stocker
Commander
25 W. Main Street
Auburn, WA 98001-4916
(253) 876-1907

3a. TITLE OF THE PROGRAM

BJA FY 20 Coronavirus Emergency Supplemental Funding Program

3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)

4. TITLE OF PROJECT

Coronavirus Emergency Supplemental Funding Program

5. NAME & ADDRESS OF GRANTEE

City of Auburn
25 W. Main Street
Auburn, WA 98001-4998

6. NAME & ADRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 01/20/2020 TO: 01/31/2022

8. BUDGET PERIOD

FROM: 01/20/2020 TO: 01/31/2022

9. AMOUNT OF AWARD

$ 106,566

10. DATE OF AWARD

06/08/2020

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Coronavirus Emergency Supplemental Funding (CESF) Program allows States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments to support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Funded projects or initiatives may include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

NCA/NCF

OJP FORM 4000/2 (REV. 4-88)

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5531 (Thomas)

Date:
June 9, 2020

Department:
Finance

Attachments:
Resolution No. 5531
CARES Contract

Budget Impact:

Administrative Recommendation:

City Council to adopt Resolution No. 5531.

Background Summary:

Resolution No. 5531 authorizes the Mayor to accept federal grants to be administered through the Washington State Department of Commerce (DOC).

The City was awarded $2,451,600 for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru October 31, 2020. Expenses are considered eligible if:

1. The expense is connected to the COVID-19 emergency.

2. The expense is “necessary”.

3. The expense is not filling a short fall in government revenues.

4. The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020.

5. The expense wouldn’t exist without COVID-19 OR would be for a “substantially different” purpose.

For the purposes of this program “necessary” is defined as activity that is essential to help ensure the safety of staff, the general public, and/or city assets. “Substantially different” is defined as activity, services, and/or work schedules that would not exist without COVID-19.

Reviewed by Council Committees:

Councilmember:

Staff: Thomas

Meeting Date: June 15, 2020

Item Number: RES.F

RESOLUTION NO. 5531

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN INTERAGENCY AGREEMENT BETWEEN THE CITY OF AUBURN AND THE WASHINGTON STATE DEPARTMENT OF COMMERCE RELATING TO THE CORONAVIRUS RELIEF FUND FOR LOCAL GOVERNMENTS

WHEREAS, like many areas of the state of Washington and across the country, the City of Auburn, Washington, (hereinafter the "City"), has had to face, and is still facing, a health emergency due to COVID-19, a respiratory disease that can result in serious illness or death, and is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus not previously having been identified in humans and which can be easily spread from person to person; and

WHEREAS, on January 21, 2020, the Washington State Department of Health (DOH) confirmed localized person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and infection to the general public in Washington State and creating an extreme public health risk that may spread quickly; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Washington State Governor Jay Inslee issued a proclamation declaring a State of Emergency in all counties of the state of Washington in response to new cases of COVID-19, and the Governor has

subsequently issued additional/amended proclamations to prohibit social gathering of over fifty people, closing all public and private schools state-wide, closing restaurants and others social gatherings, and, further, exercising the Governor's emergency powers under RCW 43.06.220 by prohibiting certain other potentially problematic activities; and

WHEREAS, with similar responses across the country, the COVID-19 pandemic caused a sustained, global, economic slowdown, as well as an economic downturn throughout Washington State, resulting in significant economic hardships for governmental bodies, businesses and individuals; and

WHEREAS, on March 27, 2020 the U. S. Congress passed the Coronavirus Aid, Relief, and Economic Security Act (H.R. 748), also known as the CARES Act; and

WHEREAS, among the CARES Act funds allocated to various different types of recipients, some funds were earmarked for Local Governments, to cover costs due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020, through October 31, 2020, so long as the reimbursed expenses are eligible, under applicable guidelines; and

WHEREAS, an expense is considered eligible under this program if:

1. The expense is connected to the COVID-19 emergency.
2. The expense is "necessary."
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020.

5. The expense would not exist without COVID-19, OR would be for a “substantially different” purpose; and

WHEREAS, the City of Auburn has expenses that meet the eligibility requirements of this program, which for the purposes of this program, the City defines and construes “necessary” as meaning an activity that is essential to help ensure the safety of staff, the general public, and/or city assets; and defines and construes “substantially different” as meaning an activity, service, and/or work schedule that would not exist or be needed but for COVID-19; and

WHEREAS, pursuant to the Coronavirus Relief Fund for Local Governments program, the City of Auburn has been slated to receive $2,451,600.00, which funds are to be funneled from the U. S. Department of the Treasury, through the Washington State Department of Commerce, to the City, for the purposes of the program; and

WHEREAS, in order to accommodate and process the distribution of the Coronavirus Relief Fund for Local Governments in the state of Washington, the Washington State Department of Commerce, the pass-through agency, enters into Interagency Agreements with recipient local governments; and

WHEREAS, it is appropriate that the City of Auburn enter into such an Interagency Agreement, in conformity with the requirements of the Coronavirus Relief Fund for Local Governments program.

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

Section 1. The Mayor is hereby authorized to execute an Interagency Agreement between the City and the Washington State Department of Commerce, which agreement shall be in substantial conformity with the Interagency Agreement attached hereto, marked as Exhibit "A" and incorporated herein by this reference.

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

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

Dated and Signed this _____ day of _____, 2020.

CITY OF AUBURN

_____
NANCY BACKUS
MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Kendra Comeau, City Attorney

Exhibit A

Interagency Agreement with

City of Auburn

through

the Coronavirus Relief Fund for Local Governments

For

Costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru October 31, 2020.

Start date: March 1, 2020

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FACE SHEET

Contract Number: 20-6541C-109

Washington State Department of Commerce
Local Government Division
Community Capital Facilities Unit
Coronavirus Relief Fund for Local Governments

1. Contractor	**2. Contractor Doing Business As (optional)**
City of Auburn 25 West Main St Auburn, WA 98001	

3. Contractor Representative	**4. COMMERCE Representative**	
Consuelo Rogel Financial Analyst (253) 804-5023 crogel@auburnwa.gov	Chuck Hunter Project Manager (360) 764-3312 Fax 360-586-5880 chuck.hunter@commerce.wa.gov	P.O. Box 42525 1011 Plum Street SE Olympia, WA 98504-2525

5. Contract Amount	**6. Funding Source**	**7. Start Date**	**8. End Date**
$2,451,600.00	Federal: **X** State: Other: N/A:	March 1, 2020	October 31, 2020

9. Federal Funds (as applicable)	**Federal Agency:**	**CFDA Number:**	**Indirect Rate (if applicable):**
$2,451,600.00	US Dept. of the Treasury	21.019	10.00%

10. Tax ID #	**11. SWV #**	**12. UBI #**	**13. DUNS #**
91-6001228	SWV0002069-01	171-000-010	N/A

14. Contract Purpose

To provide funds for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru October 31, 2020. Final invoices must be received by November 15, 2020.

15. Signing Statement

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report

FOR CONTRACTOR	**FOR COMMERCE**
_____ Nancy Backus, Mayor	_____ Mark K. Barkley, Assistant Director, Local Government Division
_____ Date	_____ Date
	APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 05-01-2020. **APPROVAL ON FILE.**

SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

2. ACKNOWLEDGMENT OF FEDERAL FUNDS

Funds under the Contract are made available and are subject to Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), and Title V and VI of the CARES Act.

The Contractor agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Contractor describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

> "This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Commerce."

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed the contract amount listed on the Face Sheet for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work (Attachment A).

5. EXPENSES

Contractor shall receive reimbursement for allowable expenses as identified in the Scope of Work (Attachment A) or as authorized in advance by COMMERCE as reimbursable.

Travel expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates.

6. INDIRECT COSTS

Contractor shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a *de minimis* indirect cost rate of 10% of modified total direct costs (MTDC) will be used.

7. BILLING PROCEDURES AND PAYMENT

COMMERCE shall reimburse the Contractor for eligible Project expenditures, up to the maximum payable under this Contract. When requesting reimbursement for expenditures made, Contractor shall submit all Invoice Vouchers and any required documentation electronically through COMMERCE's Contracts Management System (CMS), which is available through the Secure Access Washington (SAW) portal. If the Contractor has constraints preventing access to COMMERCE's online A-19 portal, a hard copy A-19 form may be provided by the COMMERCE Project Manager upon request.

The voucher must be certified by an official of the Contractor with authority to bind the Contractor. The final voucher shall be submitted to COMMERCE no later than November 15, 2020.

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly.

The invoices shall describe and document, to COMMERCE's satisfaction, reimbursable expenditures as set forth under the Scope of Work (Attachment A) and Budget & Invoicing (Attachment B). The invoice shall include the Contract Number as stated on the Face Sheet.

Each voucher must be accompanied by an A-19 Certification (Attachment C) and A-19 Activity Report (Attachment D). The A-19 Certification must be certified by an authorized party of the Contractor to certify and attest all expenditures submitted on the voucher are in compliance with the United States Treasury Coronavirus Relief Fund ("Fund") Guidance for State, Territorial, Local, and Tribal Governments:

https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf

The A-19 Activity Report must be submitted which describes, in Excel spreadsheet and narrative form, a detailed breakdown of the expenditures within each applicable budget sub-category identified in the voucher, as well as a report of expenditures to date. COMMERCE will not release payment for any reimbursement request received unless and until the A-19 Certification and A-19 Activity Report is received. After approving the Invoice Voucher, A-19 Certification and Activity Report, COMMERCE shall promptly remit a warrant to the Contractor.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

Should the Contractor be found to spent funds inconsistent with federal laws, rules, guidelines, or otherwise inappropriately, it is the responsibility of the Contractor to reimburse Commerce for any amount spent on disallowed costs.

8. AUDIT

Contractor shall maintain internal controls providing reasonable assurance it is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs; and prepare appropriate financial statements, including a schedule of expenditures of federal awards.

If the Contractor is a subrecipient and expends $750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:

A. Submit to COMMERCE the reporting package specified in OMB Super Circular 2 CFR 200.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
B. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Contractor is a subrecipient and expends less than $750,000 in federal awards from any and/or all sources in any fiscal year, the Contractor shall notify COMMERCE they did not meet the single audit requirement.

The Contractor shall send all single audit documentation to auditreview@commerce.wa.gov.

9. DEBARMENT

A. Contractor, defined as the primary participant and it principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

ii. Have not within a three-year period preceding this Contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and

iv. Have not within a three-year period preceding the signing of this Contract had one or more public transactions (Federal, State, or local) terminated for cause of default.

B. Where the Contractor is unable to certify to any of the statements in this Contract, the Contractor shall attach an explanation to this Contract.

C. The Contractor agrees by signing this Contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.

D. The Contractor further agrees by signing this Contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

i. The lower tier Contractor certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
ii. Where the lower tier Contractor is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract.

E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

10. LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including, but not limited to:

United States Laws, Regulations and Circulars (Federal)

Contractor shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Award, 2 CFR 200, Subpart F – Audit Requirements.

Contractor shall comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation.

Contractor shall comply with Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39.

11. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget & Invoicing
- Attachment C – A-19 Certification
- Attachment D – A-19 Activity Report

GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.

B. "COMMERCE" shall mean the Department of Commerce.

C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

D. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.

E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.

F. "State" shall mean the state of Washington.

G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity.

The Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they

relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. Contractor shall incorporate 2 CFR Part 200, Subpart F audit requirements into all subcontracts. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree

with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

A. Stop work under the contract on the date, and to the extent specified, in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;

C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;

F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and

G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.

B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.

D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Scope of Work

This funding is made available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") and Section V and VI of the CARES Act, for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Under the CARES Act, the Coronavirus Relief Fund may be used to cover costs that:

1. **Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19); AND**

2. **Are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government.**

These funds may be used to reimburse for expenditures incurred during the period of March 1, 2020 thru Oct. 31, 2020. Please note: In order to ensure all funds have been fully utilized prior to the US Treasury's December 30, 2020 end date, the State of Washington must closeout contracts by October 31, 2020. All final requests for reimbursement must be received no later than November 15, 2020.

Expenditures must be used for necessary actions taken to respond to the public health emergency. These may include expenditures incurred to allow the local government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

Payments may be used only to cover costs <u>not</u> accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either:

1. The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; OR

2. The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The "most recently approved" budget is the enacted budget for the relevant fiscal period for the particular government. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

<u>Allowable expenditures include, but are not limited to</u>:

1. Medical expenses such as:
   a. COVID-19-related expenses of public hospitals, clinics, and similar facilities.
   b. Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
   c. Costs of providing COVID-19 testing, including serological testing.
   d. Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
   e. Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.

2. Public health expenses such as:

a. Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
b. Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
c. Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
d. Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
e. Expenses for public safety measures undertaken in response to COVID-19.
f. Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
   a. Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
   b. Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
   c. Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
   d. Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
   e. COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
   f. Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
   a. Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
   b. Expenditures related to a State, territorial, local, or Tribal government payroll support program.
   c. Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Budget & Invoicing

The Contractor shall determine the appropriate budget and use of funds within the following 6 budget categories and their sub-categories:

1. Medical
2. Public Health
3. Payroll
4. Actions to Comply with Public Health Measures
5. Economic Support
6. Other Covid-19 Expenses

The Contractor shall submit invoice reimbursement requests to the Commerce Representative using the Commerce Contract Management System's (CMS) Online A-19 Portal. Each reimbursement request must include:

1. A-19 Certification form – An authorized party of the local government will certify each invoice (A19) submitted for reimbursement and attest that all incurred expenditures meet the US Treasury Department's guidance: https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf
2. A-19 Activity Report
3. A detailed breakdown of the expenditures incurred within each applicable budget sub-category on the A-19 Activity Report.

The A-19 Certification and Activity Report templates will be provided with the executed contract. The documents are included in Attachment C and Attachment D for reference.

Receipts and proof of payment for costs incurred do not need to be submitted with A-19s. All contractors are required to maintain accounting records in accordance with state and federal laws. Records must be sufficient to demonstrate the funds have been used in accordance with section 601(d) of the Social Security Act. Commerce reserves the right to audit any costs submitted for reimbursement. The Contractor shall comply with Commerce A-19 audits and provide the appropriate records upon request.

LOCAL GOVERNMENT CORONAVIRUS RELIEF FUNDS CERTIFICATION

I, **<FIRST, LAST NAME>**, am the **<TITLE>** of **<LOCAL GOVERNMENT>**, and I certify that:

1. I have the authority and approval from the governing body on behalf of the Local Government to request reimbursement from the Department of Commerce (Commerce) per contract number **<COMMERCE CONTRACT NUMBER>** from the allocation of the Coronavirus Relief Fund as created in section 5001 of H.R.748, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") for eligible expenditures included on the corresponding A-19 invoice voucher for report period **<REPORT PERIOD FROM A-19>**.

2. I understand that as additional federal guidance becomes available, a contract amendment to the agreement between Commerce and the Local Government may become necessary.

3. I understand Commerce will rely on this certification as a material representation in processing this reimbursement.

4. I certify the use of funds submitted for reimbursement from the Coronavirus Relief Funds under this contract were used only to cover those costs that:
   a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
   b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
   c. Were incurred during the period that begins on March 1, 2020, and ends on October 31, 2020.

5. I understand the use of funds pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury[1] and certify costs meet the required guidance. Any funds expended by the Local Government or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to the State of Washington.

Footnote:
1 – Guidance available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf (4/30/2020)

6. I understand the Local Government receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Such documentation shall be produced to Commerce upon request and may be subject to audit by the State Auditor.

7. I understand any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

8. I understand funds received pursuant to this certification cannot be used for expenditures for which the Local Government has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

_____
Printed Name

_____
Title

_____
Signature

_____
Date:

CRF A-19 Activity Report
INSTRUCTIONS

INSTRUCTIONS:

A completed CRF A-19 Certification and Activity Report must be submitted with each A-19 reimbursement request. The A-19 Activity Report must be submitted as an Excel spreadsheet, not a PDF. You must also include a detailed breakdown of the individual expenditures reported in **Column F** for each applicable sub-category included on the A-19 Activity Report.

There are 6 primary budget categories;

1. Medical Expenses
2. Public Health Expenses
3. Payroll expenses for public employees dedicated to COVID-19
4. Expenses to facilitate compliance with COVID-19-measures
5. Economic Supports
6. Other COVID-19 Expenses

Each primary budget category includes sub-categories and provides an option to add "other" sub-categories not listed.

Follow the below instructions when completing the A-19 Activity Report:

1 **REPORT PERIOD** - *Enter* the report period into **Cell D1** of the A-19 Activity Report.
- **a** This should match the report period entered on the corresponding A-19.
- **b** Report period should include MM/YY to MM/YYYY, i.e. 03/20, March 2020, 03/2020, etc.

2 **COLUMN E** - *Enter* the total amount of all previous reimbursement requests submitted to Commerce for each applicable sub-category.

3 **COLUMN F** - *Enter* the total amount being requested in the current reimbursement request for each applicable sub-category.

4 **COLUMN H: USE OF FUNDS** - You must include a general description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds helped address the COVID-19 emergency. If applicable, please consider:

- **a** Providing a brief description of the specific activities performed.
- **b** Identifying specific populations served.
- **c** Identifying specific programs created or utilized.
- **d** Including any known or intended outcomes, results, or community impacts.

5 **OTHER SUB-CATEGORIES** - Budget categories 1-5 include a placeholder to add an additional sub-category if necessary.
- **a** *Enter* a **Title** for other expenses added within the appropriate budget category.
- **b** *Enter* titles into **Cells**: **D10**, **D19**, **D27**, **D36**, and **D41**.
- **c** There is only one "other" placeholder in each budget category section. Please combine multiple "other" sub-categories added to the same budget category.

6 **OTHER BUDGET CATEGORIES** - Budget category 6 is where you should include any eligible expenditures that don't fall under budget categories 1-5.
- **a** *Enter* a **Title** for these "other" expenses within budget category 6.
- **b** *Enter* titles into **Cells D44 - D48**.
- **c** There are only 5 entry fields available within Budget Category 6.

Coronavirus Relief Fund
A-19 Activity Report

Report Period:

Eligible Expenditures	Previously Reported Expenditures	Current Expenditures this Invoice	Total Cumulative Expenditures	Brief Description of Use of Funds
1 Medical Expenses				
A. Public hospitals, clinics, and similar facilities	$ -	$ -	$ -	
B. Temporary public medical facilities & increased capacity	$ -	$ -	$ -	
C. COVID-19 testing, including serological testing	$ -	$ -	$ -	
D. Emergency medical response expenses	$ -	$ -	$ -	
E. Telemedicine capabilities	$ -	$ -	$ -	
F. Other:	$ -	$ -	$ -	
Sub-Total:	$ -	$ -	$ -	
2 Public Health Expenses				
A. Communication and enforcement of public health measures	$ -	$ -	$ -	
B. Medical and protective supplies, including sanitation and PPE	$ -	$ -	$ -	
C. Disinfecting public areas and other facilities	$ -	$ -	$ -	
D. Technical assistance on COVID-19 threat mitigation	$ -	$ -	$ -	
E. Public safety measures undertaken	$ -	$ -	$ -	
F. Quarantining individuals	$ -	$ -	$ -	
G. Other:	$ -	$ -	$ -	
Sub-Total:	$ -	$ -	$ -	
3 Payroll expenses for public employees dedicated to COVID-19				
A. Public Safety	$ -	$ -	$ -	
B. Public Health	$ -	$ -	$ -	
C. Health Care	$ -	$ -	$ -	
D. Human Services	$ -	$ -	$ -	
E. Economic Development	$ -	$ -	$ -	
F. Other:	$ -	$ -	$ -	
Sub-Total:	$ -	$ -	$ -	
4 Expenses to facilitate compliance with COVID-19-measures				
A. Food access and delivery to residents	$ -	$ -	$ -	
B. Distance learning tied to school closings	$ -	$ -	$ -	
C. Telework capabilities of public employees	$ -	$ -	$ -	
D. Paid sick and paid family and medical leave to public employee	$ -	$ -	$ -	
E. COVID-19-related expenses in county jails	$ -	$ -	$ -	
F. Care and mitigation services for homeless populations	$ -	$ -	$ -	
G. Other:	$ -	$ -	$ -	
Sub-Total:	$ -	$ -	$ -	
5 Economic Supports				
A. Small Business Grants for business interruptions	$ -	$ -	$ -	
B. Payroll Support Programs	$ -	$ -	$ -	
C. Other:	$ -	$ -	$ -	
Sub-Total:	$ -	$ -	$ -	
6 Other COVID-19 Expenses				
A. Other:	$ -	$ -	$ -	
B. Other:	$ -	$ -	$ -	
C. Other:	$ -	$ -	$ -	
D. Other:	$ -	$ -	$ -	
E. Other:	$ -	$ -	$ -	
Sub-Total:	$ -	$ -	$ -	
TOTAL:	**$ -**	**$ -**	**$ -**	