

**City Council
Study Session
PW & CD Special Focus Area
January 27, 2025 - 5:30 PM
City Hall Council Chambers**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Auburn City Council Study Session Meeting scheduled for Monday, January 27, 2025, at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

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

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

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

Telephone: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/83540582299>

ROLL CALL

AGENDA MODIFICATIONS

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

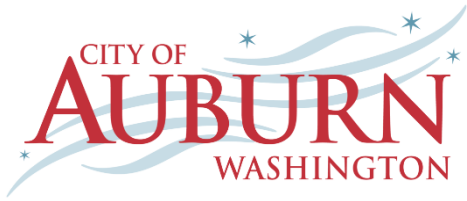
- A. Economic Development - 2024 Year in Review (Krum) (45 Minutes)
- B. 2024 End of Year Capital Projects Wrap Up and 2025 Preview (Gaub) (20 Minutes)
- C. 2025 Engineering Design Standards Update (Gaub) (20 Minutes)
- D. Resolution No. 5806 (Whalen/Gaub) (10 Minutes)
A Resolution authorizing the Mayor to execute an amendment to the Auburn Municipal Airport Land Lease with Cascade Helicopter Services relating to the implementation of the 2025 Fair Market Value Lease Rate Adjustment

AGENDA ITEMS FOR COUNCIL DISCUSSION

- A. Ordinance No. 6971 (Whalen) (10 Minutes)
An Ordinance relating to the time period to correct Code Violations, and amending Section 1.25.030.A.2 of the Auburn City Code
- B. Resolution No. 5810 (Krum) (10 Minutes)
A Resolution approving the Lodging Tax Grant disbursements recommended by the Auburn Lodging Tax Advisory Committee and authorizing the Mayor to execute an agreement between the City of Auburn and the Auburn Area Chamber of Commerce for the purposes of providing Tourism and Marketing Services

ADJOURNMENT

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



AGENDA BILL APPROVAL FORM

Agenda Subject:

Economic Development - 2024 Year in Review (Krum) (45 Minutes)

Meeting Date:

January 27, 2025

Department:

Community Development

Attachments:

2024 Ec Dev Q4 2024 Update,
2024 DAC Year End Recap,
2024 Chamber and Explore
Auburn Recap

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Economic Development staff will present on a quarterly basis an update on items being worked on throughout the year. This presentation will focus on the 4th quarter of 2024 and include a year end update from the Downtown Auburn Cooperative and Auburn Area Chamber.

Councilmember: Tracy Taylor

Staff: Jason Krum

CITY COUNCIL STUDY SESSION

ECONOMIC DEVELOPMENT 4TH QUARTER UPDATE,
DOWNTOWN AUBURN COOPERATIVE (DAC) 2024
RECAP, EXPLORE AUBURN & AUBURN AREA CHAMBER
2024 RECAP

PRESENTED BY DEPARTMENT OF COMMUNITY
DEVELOPMENT

EMERSON FOLKER AND JENN FRANCIS
KRISTINA DRIESSEN – DAC
KACIE BRAY – AUBURN AREA CHAMBER

JANUARY 27, 2025

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

AUBURN VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

CITY OF AUBURN'S ECONOMIC DEVELOPMENT DIVISION

Jenn Francis

Economic Development Manager



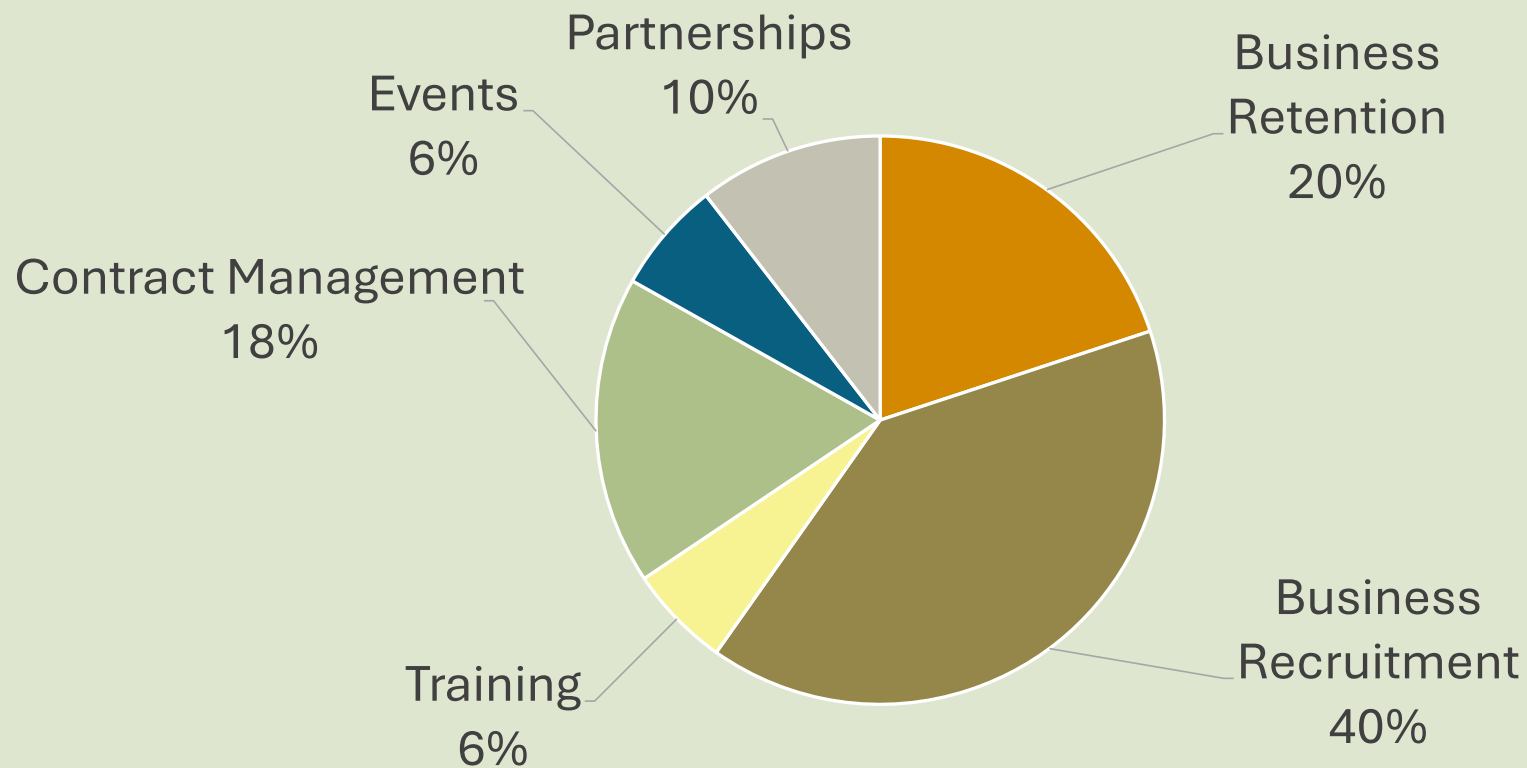
Emerson Folker

Economic Development Coordinator



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

TIME WELL SPENT



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

BUSINESS OUTREACH

83 Business Owners Contacted

20 Alcohol Establishments

- 2 Pubs
- 1 Wineries
- 10 Breweries
- 6 Tap Houses
- 1 Cideries

63 Restaurants Establishments

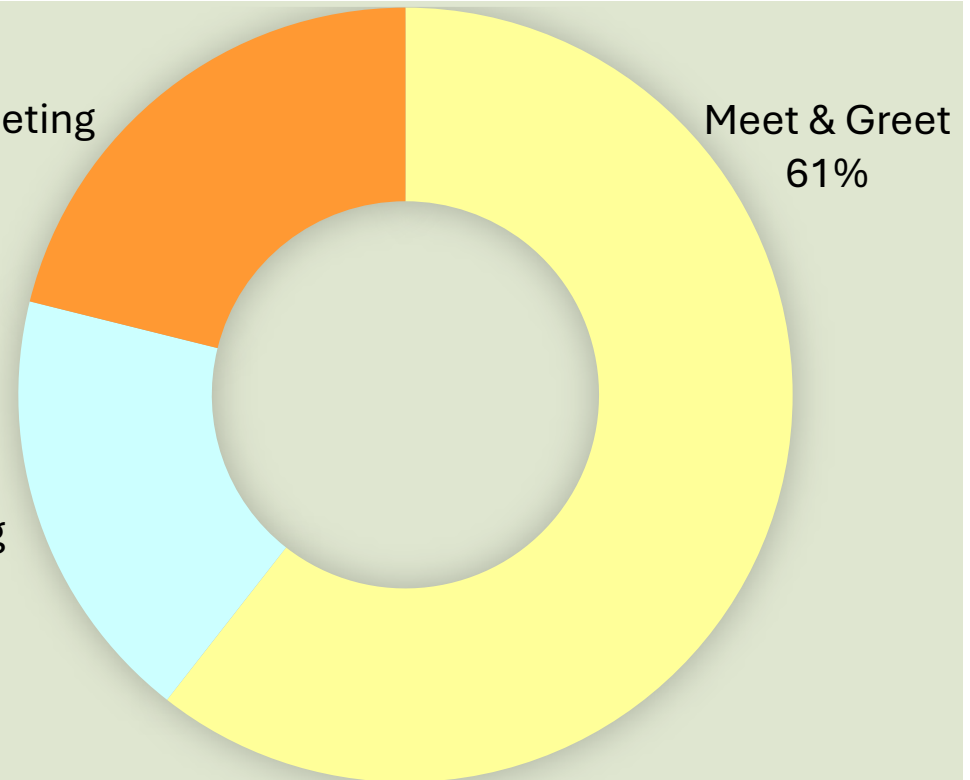
- Sushi
- Bistro's
- Sandwich Shops
- Dim Sum
- Bagel Shops
- Café's
- Regional Pizza Shops
- Regional Burger Shops

Q4 BUSINESS VISITS

QUARTERLY VISITS			
Q1	Q2	Q3	Q4
11	54	122	71

Recruitment Meeting
21%

Unique Meeting
18%



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SMALL BUSINESS SPOTLIGHT



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

Q4 NEW LEASES!



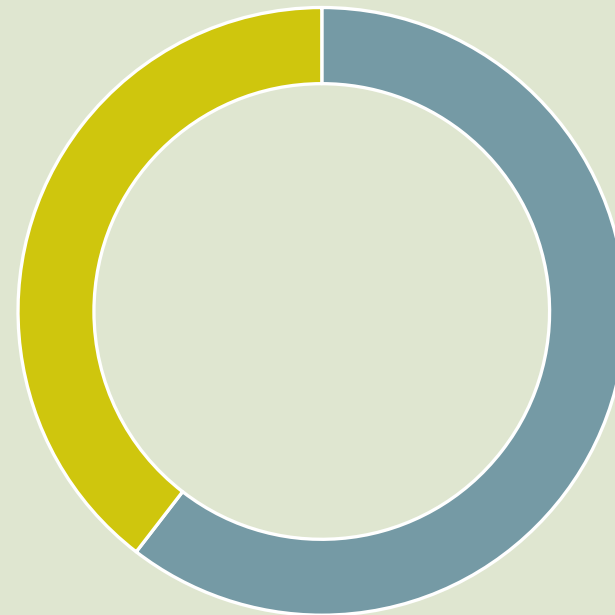
Time Pass Escape Rooms
Tranquility Tattoo
Happy Crab



2024 ANNUAL BUSINESS OUTREACH

260 Business Local Business
Visited

170 Business Contacted for
recruitment



■ Local Business Visits

■ Businesses Contacted for Recruitment

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DOWNTOWN MIX & MINGLES

- Zombie Pub Crawl – October 24th
- November Event – Cancelled
- DAC Holiday Party – December 19th



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BUSINESS CONNECT EVENTS



October – Wheels & Wrenches
November – Mando's Disc Golf
December – Dave & Busters



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ECONOMIC DEVELOPMENT WEBSITE



www.ecdev.auburnwa.gov

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

QUESTIONS?

EMERSON FOLKER
ECONOMIC DEVELOPMENT COORDINATOR
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EFOLKER@AUBURNWA.GOV

JENN FRANCIS
ECONOMIC DEVELOPMENT MANAGER
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JFRANCIS@AUBURNWA.GOV

WWW.ECDEV.AUBURNWA.GOV

Department of Community Development

Planning • Building • Development Engineering • Permit Center
Economic Development • Code Enforcement

AUBURN VALUES

S E R V I C E

E N V I R O N M E N T

E C O N O M Y

C H A R A C T E R

S U S T A I N A B I L I T Y

W E L L N E S S

C E L E B R A T I O N

Downtown Auburn Cooperative

#destinationauburn

#exploredowntownauburn

#buylocalshoplocal

Info@downtownauburncooperative.org



What is the Downtown Auburn Cooperative

The Downtown Auburn Cooperative or DAC is a 501(C)3 non-profit organization with its own set of bylaws and board of 15 Members.

It was established in 1988 as the Auburn Downtown Association and the name was changed in 2020 to the Downtown Auburn Cooperative.



The Downtown Auburn Cooperative is a non-dues membership organization made up of business and property owners within the BIA boundary.

Membership is available to businesses, individuals, and property owners outside the BIA for a fee of \$100 a year.

What is the purpose of the Downtown Auburn Cooperative?

The DAC has a commitment to comprehensive downtown revitalization

The DAC works on Historic preservation ethic (public and private sectors)

The Downtown Auburn Cooperative main charter is to promote Auburn's Downtown Corridor through events, activities and design

The Downtown Auburn Cooperative works with the City of Auburn and the BIA to help design and preserve our downtown.

Organize and promote relationships between local government and business owners.

Provide a forum for members to share knowledge and expertise

How are the Downtown Auburn Cooperative and the BIA Connected?

The Downtown Auburn Cooperative is contracted with the BIA and City of Auburn to promote, coordinate and manage events, beautification within the BIA boundary.

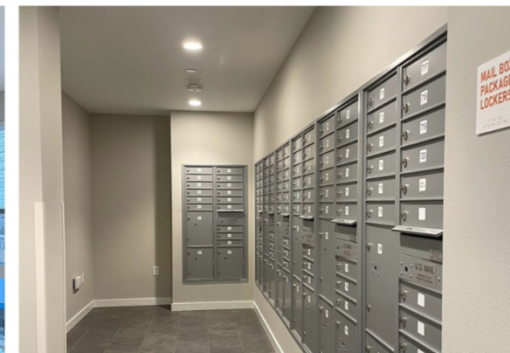
If you are a member of the BIA, you are automatically a member of the Downtown Auburn Cooperative.

The Downtown Auburn Cooperative works with the BIA to complement their projects.

The Downtown Auburn Cooperative works with the BIA to preserve and revitalize Downtown.

What is the BIA?

- The BIA is a special district consisting of approximately 239 businesses located within specific geographic boundary downtown.
- To be a member of the BIA you must fall into the BIA (business improvement area).
- The purpose of the BIA is to aid in general economic development and revitalization within the boundary and to facilitate cooperation of the businesses and residential property owners for the benefit of trade, economic vitality and livability.
- The BIA promotes safety and provides aesthetic value to downtown.
- Downtown Auburn Cooperative provides and organizes activities for businesses and to bring community to Downtown.



Special Projects that were funded through the BIA



Board Members for 2024/2025

- Cheryl Rakes, Executive Director
- Stefanie Cox, President Children's Dance Studio
- Chantel Banks Co Vice President (Trek Apartments)
- Stacy Bonaparte Co Vice President (John L Scott)
- Jordan Yada, Treasurer (Heritage Bank)
- Kelly Murray, Secretary Auburn School District
- Diane Maranda, Trillium Employment
- Emerson Folker, City of Auburn
- Bill Newman, Rail Hop'n Brewery Company
- Vance Olson, SEA AXE
- Shari Nirschl, Roses Makers Market
- Kristina Driessen (A ST Legal)

**The DAC has logged 692
volunteer hours for 2024.**

We have four committees;
We are always looking for
volunteers for.

Promotion

Design

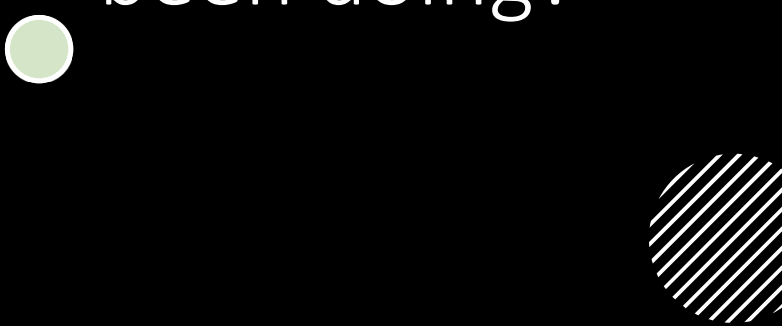
Organization

Economic Vitality

If you are interested in
any of them, please
contact us.



What has the Downtown Auburn Cooperative been doing?



Working on
restructuring the 4
committees



Recruiting New Board
Members and making
a strong board



updating Website



Implementing new
ways to involve
our members

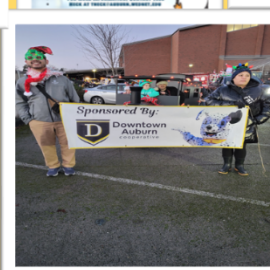
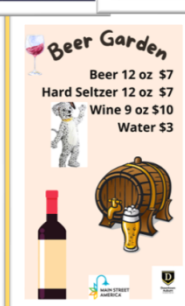
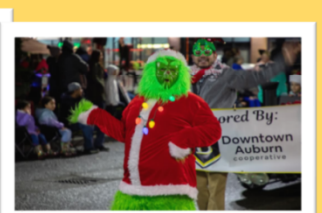
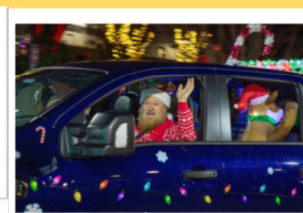
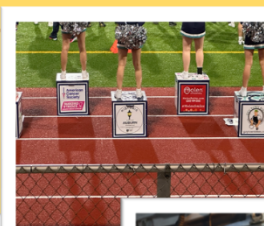


Planning Events



Securing Funding

Events the DAC had for 2024



Mix & Mingles Ribbon Cuttings 2024



How does the Downtown Auburn Cooperative Connect with the Community?

Attend Monthly
BIA Meetings

Attend Mix &
Mingles

Attend City Council
Meetings

Partner with the
City of Auburn and
Economic
Development

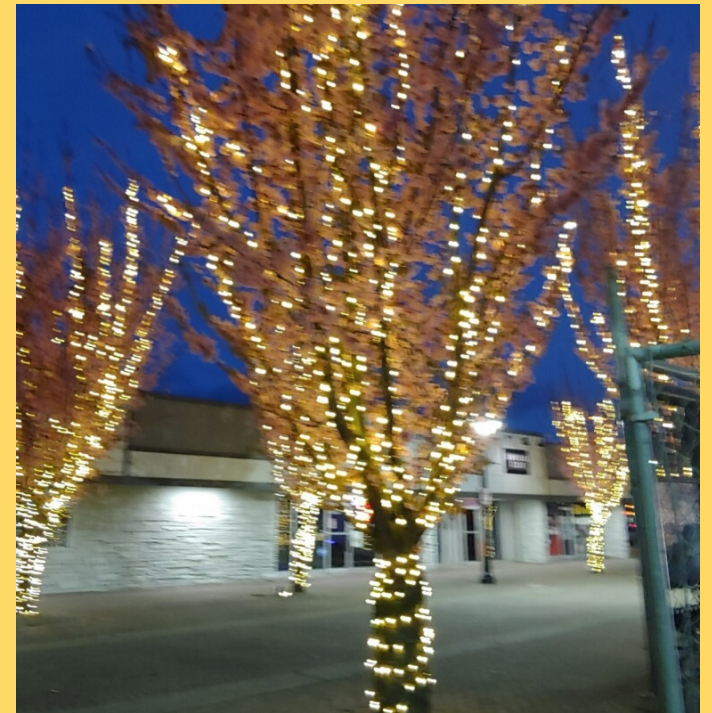
Partner with the
City of Auburn
Parks Department

Volunteer and
donate at Auburn
Community Events

Partner with other
Auburn
Community Groups

Community email
newsletter, first
Monday of the
month

Attend our weekly
Historic downtown
walks



Historic Walks every Friday
from June to September
Downtown Auburn.

We meet at City Hall Plaza on Friday mornings at 8 am and
walk for about for about an hour.

The Executive Director talks to the walkers about the history
downtown and new things coming to downtown.



Get Involved!

Our goal is to have a diverse board to help foster and encourage creativity of events

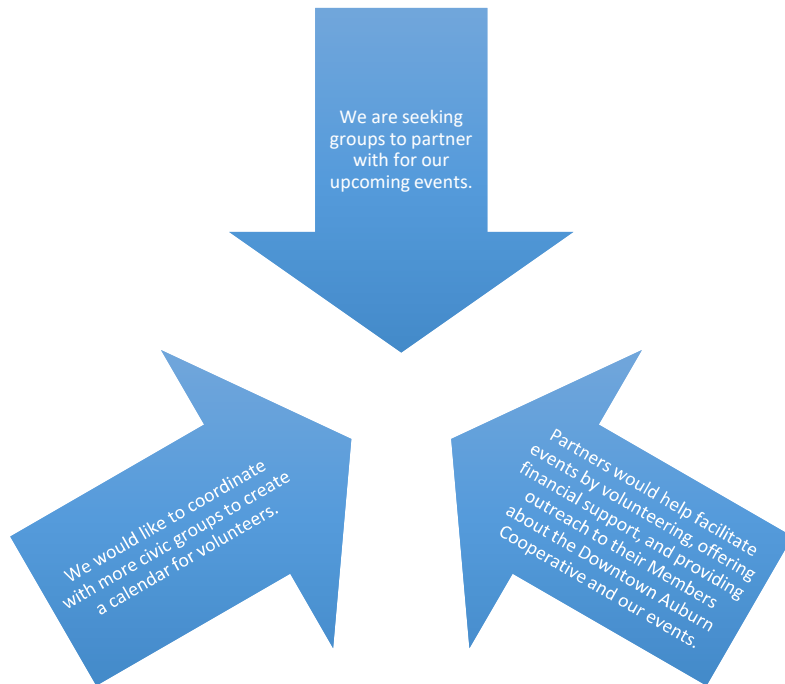
Join our Board

- Attend our monthly meetings
- Volunteer at our events
- Sign up for our newsletter
- Attend our Events
- Sponsor our Events

The more events we have the more we are going to be able to attract new businesses and opportunity for the downtown

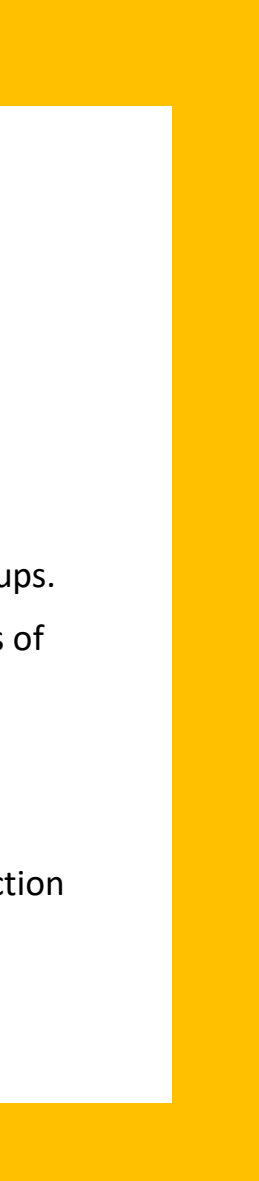


Partner with The Downtown Auburn Cooperative





The Future of the Downtown Auburn Cooperative

- Our goal is to create new traditions in our downtown that inspire our community
 - attract new businesses and residents.
 - We would like to see all board positions filled.
 - We would like to see the Downtown Auburn Cooperative partner with various community groups.
 - We want to see a downtown that the residents of Auburn can be proud of, one that thrives and is sustainable for many generations.
 - Right now, we have a chance for a new path Downtown Auburn!
 - With all the new apartments and new construction now is the time to make a difference!
- 

And where did "Duke" come from?

- The board wanted something new and exciting to start the 2020 year out. They wanted a mascot that could go to our events.
- Everyone was told to go home and think of ideas that wouldn't interfere with the school Mascots.
- Our Executive Director had the perfect idea.
- In the 60's and 70;s there was a fire dog that lived at the Fire station,. And his name was Duke. He was a Dalmatian. You see her Dad was a fireman and every morning Duke left the Fire station and walked down Mainstreet. He stopped at Rottles, Rainbow Café and other businesses that would feed him. He always made his way back to the station. We thought it would be so cool to bring back "Duke, the hometown Dog". And Duke was born again!
- It was a surprise to the young firemen that we told the story to, so we can find a picture. We think they thought we were crazy, but we found one!





2024 **RECAP**

Presented By | Kacie Bray | Auburn Area **CONNECT**

WEBSITE STATS



1029

BUSINESS
LISTINGS

The Outlet Collection | Seattle

Family friendly Kid friendly
LGBTQ+ friendly Wheelchair accessible Explore



1101 OUTLET COLLECTION WAY 1268

(253) 833-1790

outletcollectionseattle.com



Oct 26, 2024 @ 1:00 pm - 5:00 pm

AUBURN'S HALLOWEEN
HARVEST FESTIVAL &
TRUNK-OR-TREAT

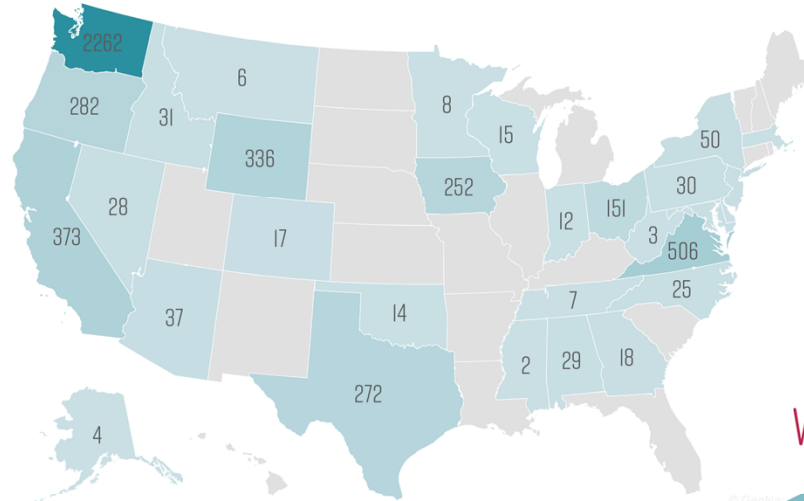
Les Gove Park, 910 9th St SE, Auburn, WA 98002-
6200, United States
Hosted By Auburn Arts and Events, Auburn
Parks, Arts & Recreation

Read More

156

EVENT POSTS

WEBSITE VISITS BY STATE



WEBSITE VISITS BY STATE



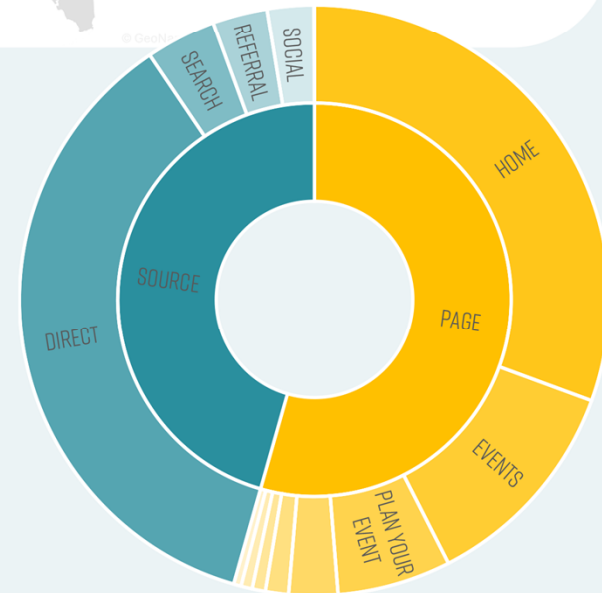
TOP COUNTRIES

UNITED STATES | CANADA | GERMANY | JAPAN | RUSSIA



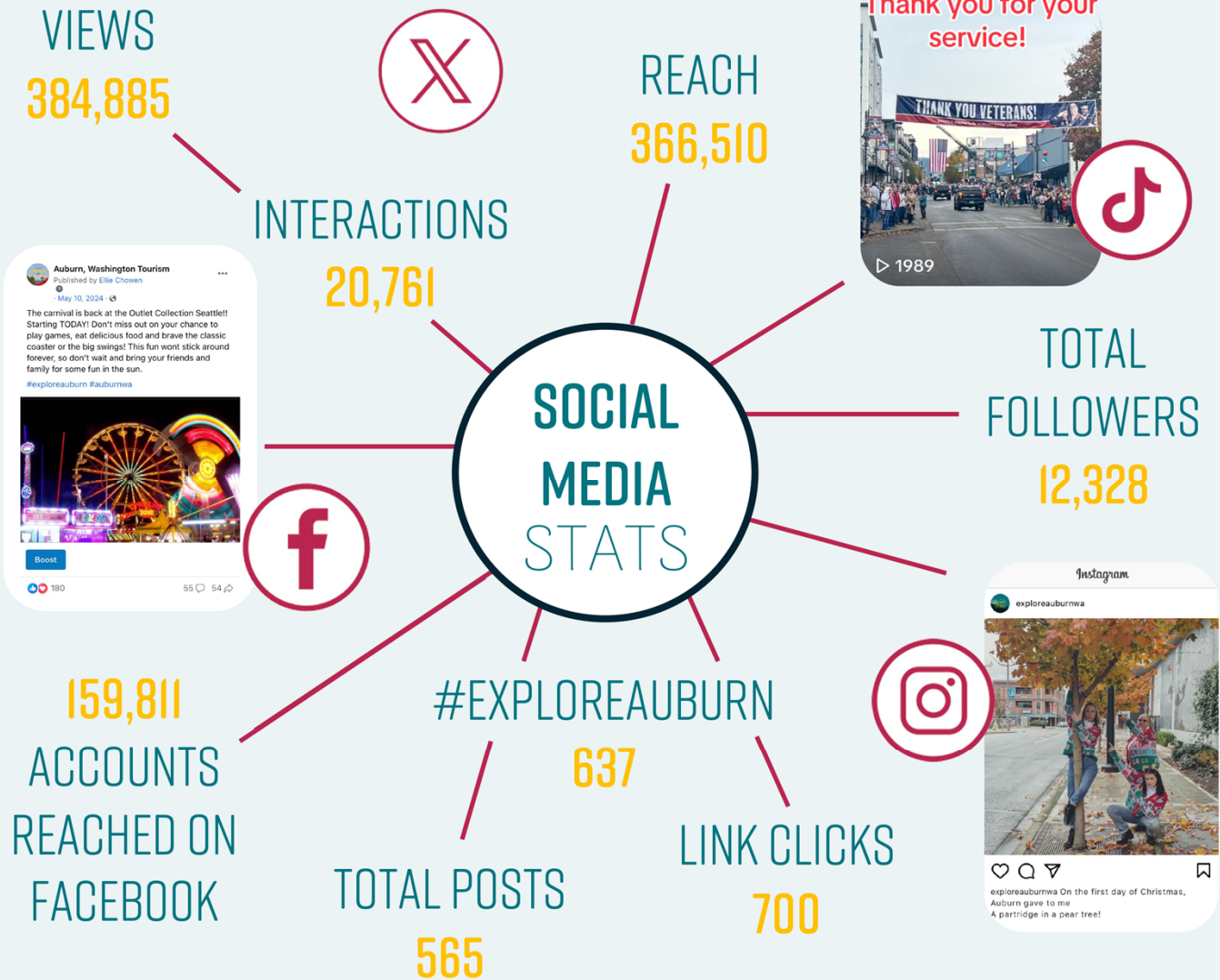
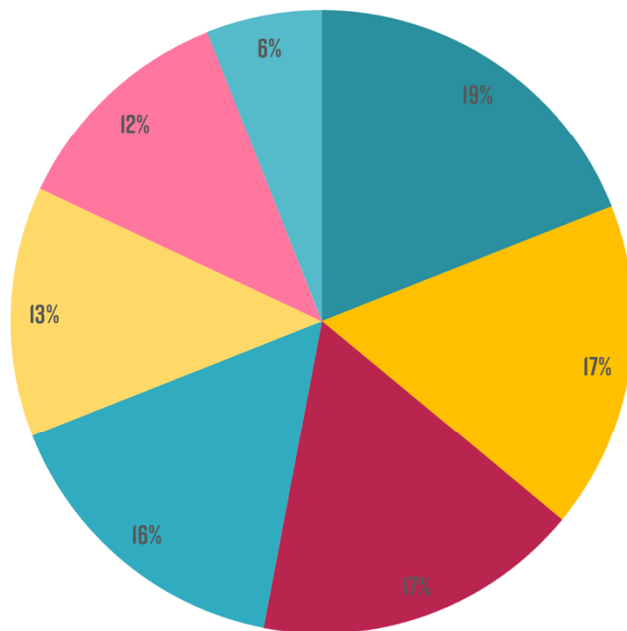
BLOG POSTS

WEBSITE VISITS



SOCIAL MEDIA CONTENT BREAKDOWN

- EVENTS
- FOOD
- RETAIL & HOTELS
- OTHER
- HOLIDAYS & FUN
- ATTRACTIONS
- ARTS & OUTDOORS



SOCIAL DEMOGRAPHICS

TOP CITIES

SEATTLE
LOS ANGELES
HOUSTON
PHOENIX
LAS VEGAS

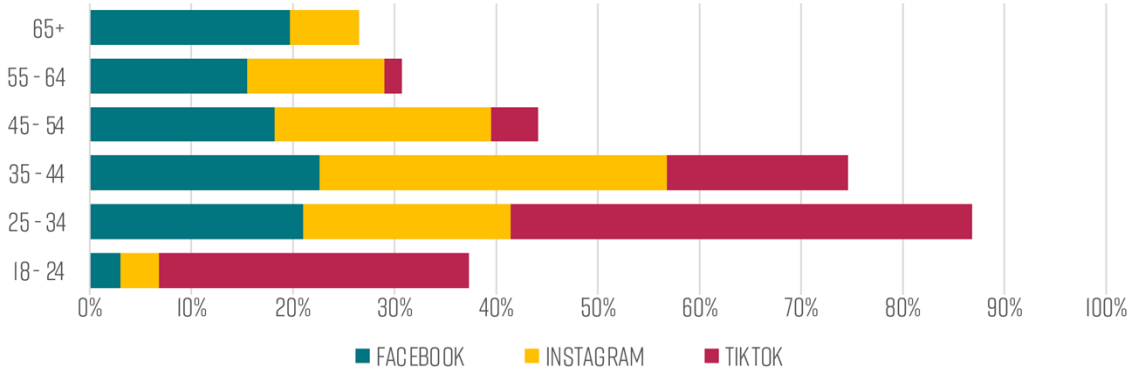
VIEWERS BY GENDER



TOP COUNTRIES

UNITED STATES
CANADA
MEXICO
PUERTO RICO
NIGERIA

VIEWERS BY AGE



88

**PARTICIPATED IN
EXPLORE AUBURN
PHOTO BOOTH**

MARKETING

EMAIL BLASTS

EMAILS COLLECTED 629 | EMAILS SENT 4 | AVERAGE OPEN RATE 28.8%

OVER 1200 PROMOTIONAL ITEMS HANDED OUT
AT EVENTS AND CONFERENCES

MARKETING MATERIALS

VENDOR BOOTH | KOOZIES | POSTERS | KEYCHAINS | POSTCARDS | STICKERS | DRINKWARE | SLAP BRACELETS
HOTEL ROOM SIGNAGE | GAMES | BUBBLES | BANDANAS | VISORS | T-SHIRTS | VISITOR GUIDES | PHOTO BOOTH | ADS

ATTENDED THE WASHINGTON STATE TOURISM CONFERENCE & RECEIVED THE
WASHINGTON STATE TOURISM ROOKIE OF THE YEAR AWARD FOR EXPLORE AUBURN

“WANTED TO LET YOU KNOW VISITORS LOVE THE POSTERS. LOTS OF FOLKS HAVE TAKEN THEM AND
EVERYONE THINKS THEY ARE SO COOL!”

~ **RACHAEL MCALISTER, MUSEUM AND FARM DIRECTOR**



ACTIVATIONS



YEAR LONG SPONSORSHIP LOCATIONS
EMERALD DOWNS | PACIFIC RACEWAYS | JUNIOR
ACHIEVEMENT | OUTLET COLLECTION SEATTLE





EXPLORE
AUBURN BOOTH
ACTIVATIONS AT
4 EVENTS



EVENT SPONSORSHIPS & PROMOTIONS

PETPALOOZA | VETERANS DAY PARADE | AIRPORT DAY | NHRA RACES | NHRA FANFEST | FESTIVAL OF TREES | STUDENTS OF COLOR CONFERENCE | GREEN RIVER NEW STUDENT ORIENTATION | EMERALD DOWNS RELAY RACES | KENTUCKY DERBY SEATTLE PARROT EXPO | ALOHA FEST | NATIVE AMERICAN WORKFORCE CONFERENCE SANTA PAWS | SANTA PARADE | SYL GALA | CHEERS FOR CAREERS | YMM GALA



10 EXPLORE
AUBURN GIFT
BASKET GIVEN OUT



OVER \$2,500 WORTH OF
PRODUCT AND GIFT CARDS TO
LOCAL BUSINESSES DISTRIBUTED





Auburn Area CONNECT Economic Development Recap 2024

CONNECTING Businesses



White Willow Co.
Wheels & Wrenches
AVHS Cat Café
Auburn Food Bank
Pacific NW BIO
@WORK
Koffie Bean
Canterbury House
City Hall @ Junior Achievement

CONNECTING Businesses

BUSINESS CONNECT events



"Providing an energetic mid-week business boost the Auburn Chamber Business Connect events serve as a great tool to lift my week. I have met countless partners as we find ways to make an impact for our community. As a Community Engagement Officer for Red Canoe Credit Union, it is our vision to be the most impactful credit union in the communities we serve. This event has provided countless opportunities to plant seeds. I am looking forward to seeing the fruit that will harvest in the years to come."

Karissa Thompson, Red Canoe Credit Union

White Willow Co
Red Canoe
Emerald City Fashion
Green River College SBDC
Live Nation
Imperial Palace Casino
Haveli Indian Grill
Haggens Pub
Wheels & Wrenches
Mando's Disc Golf
Dave & Buster's

10K

Business Directories Distributed Throughout

112

1,456 Welcome Home Guides Mailed To New Residents

16,360 Auburn Area CONNECT Social Media Views

118 Events Promoted

83 Email Blasts

19,258 Auburn Area CONNECT Website Views

213 + Events & Meetings Attended

Small Business Saturday

Items Given Out Stickers, Bags, Pens, Window Clings, Balloons, Posters, Banners, & Signs



Economic growth through **CONNECTION**

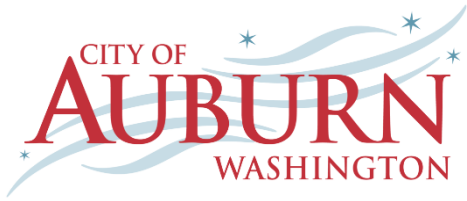
SOUTH SOUND BUSINESS SUMMIT | SOUTH SOUND LEADERSHIP INSTITUTE
GREEN RIVER ADVISORY COMMITTEE | POLICE ADVISORY COMMITTEE | AUBURN BUSINESS BUILDERS
SOUTH SOUND CHAMBER OF COMMERCE LEGISLATIVE COLLATION | CITIES AND SCHOOLS
ASSOCIATION OF WASHINGTON BUSINESSES | WSDOT GATEWAY EXECUTIVE COMMITTEE
GATEWAY PROGRAM STEERING COMMITTEE | NEW EDUCATOR BREAKFAST
CONNECT SPOTLIGHT BUISENESS AWARDS | CONNECT GOLF TOURNAMENT



Thank you from ~



YOUR AUBURN
AREA CONNECTOR



AGENDA BILL APPROVAL FORM

Agenda Subject:

2024 End of Year Capital Projects Wrap Up and 2025 Preview (Gaub) (20 Minutes)

Meeting Date:

January 27, 2025

Department:

Public Works

Attachments:

Presentation, Capital Projects
Status Report

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

The purpose of this discussion is to inform the City Council and Public of the overall status of the City's Capital Projects that are managed by the Public Works Department - Engineering Services Division.

Engineering Services is currently managing 46 projects, totaling approximately \$151 million in total project costs. Of these projects, 28 are in design and 18 are under construction.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES

CAPITAL PROJECT STATUS - 2024 YEAR END WRAP UP & 2025 PREVIEW

MATT LARSON AND JEFFERY BENDER
CITY COUNCIL STUDY SESSION
JANUARY 27, 2025

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

AUBURN
VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

CAPITAL PROJECT STATUS REPORTS

- **Public Works Engineering Services Manages City Capital Projects**
 - Transportation
 - Airport
 - Water, Sewer, & Storm Utilities
 - Facilities
 - Parks
- **Reports Provided to City Council (Capital Project Status – CPS)**
 - Projects in design or construction
 - Description
 - Cost
 - Status

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CAPITAL PROJECT STATUS REPORTS

- Quarterly Discussion Item at Public Works Special Focus Study Session
 - Feature Capital Project
 - Review/Discussion of CPS Report
 - Year End Wrap Up and Preview
- Capital Project Status available online:
https://www.auburnwa.gov/city_hall/public_works/capital_projects

CAPITAL PROJECTS – 2024 STATS

- Preserved 2.5 lanes miles of pavement
- Installed 5,200 lf of sidewalk
- Upgraded 63 curb ramps
- Installed 21 new streetlights
- Utility Work:
 - 7,100 lf of storm pipe
 - 700 lf of sewer pipe
 - 5,100 lf of watermain
- Demolished the Auburn Avenue Theater
- 360-foot Retaining Wall
- New Pedestrian Bridge over the White River



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CAPITAL PROJECTS – CURRENT STATUS

46 Active Capital Projects (Approximate total project value \$151 million)

- **28 in Design Phase (Approximate total project value \$90 million)**
- **18 in Construction Phase (Approximate total project value \$61 million)**
- **Note that project values/budgets span multiple years.**

AUBURN AVE THEATER REBUILD – STATUS

- Page 10 of CPS Report
- Preliminary Schematic Design Complete
- Contract Negotiations for Final Design Underway
- Design and Permitting Schedule, 2025
- Tentative Groundbreaking, 1st Quarter 2026
- Tentative Ribbon Cutting, 4th Quarter 2026

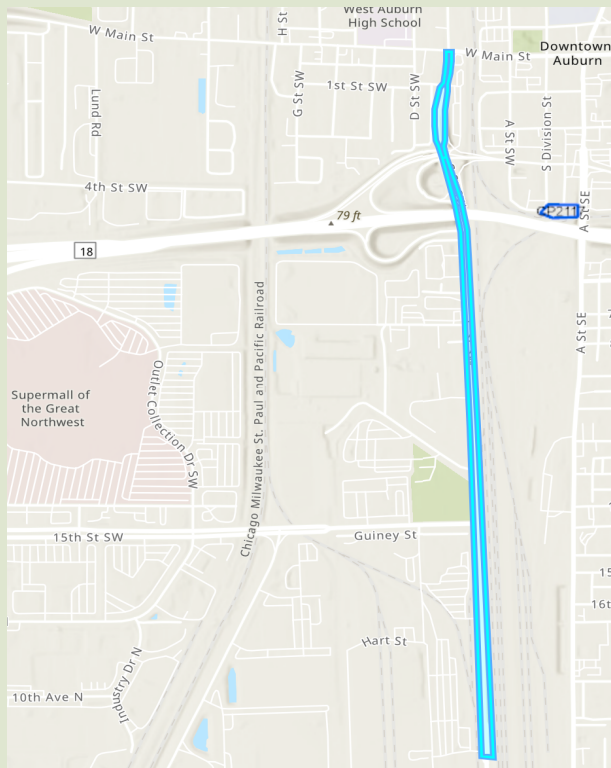
SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

UNDER CONSTRUCTION IN 2025...



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

C STREET SW PRESERVATION (CP2123)

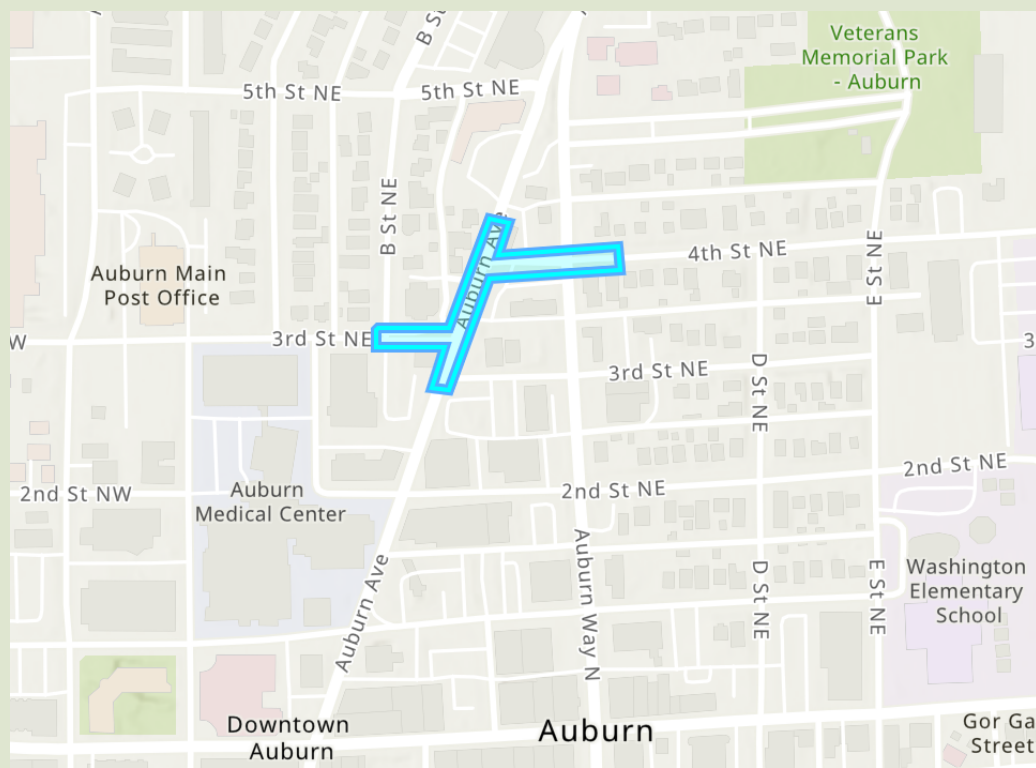


- Page 4 of 17 in CPS Report
- Patches and replaces roadway surface pavement on C Street SW between W Main Street and the GSA signal
- Improvements to watermain, storm drainage, & sanitary sewer utilities



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REGIONAL GROWTH CENTER ACCESS IMPROVEMENTS (CP2110)



- Page 5 of 17 in CPS Report
- Improves the 3rd Street NE/4th Street NE corridor between Auburn Ave and Auburn Way N:
 - Non-motorized Access Improvements
 - Traffic Operations and Circulation
 - Stormwater within the project area
 - Traffic Signals
 - Street Lighting



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PUBLIC WORKS M&O FACILITY IMPROVEMENTS PHASE 1 (CP2107)



- Page 5 of 17 in CPS Report
- Adds 6 Vehicle Maintenance Bays for Servicing Small Fleet Vehicles
- Two Restrooms and Office Space

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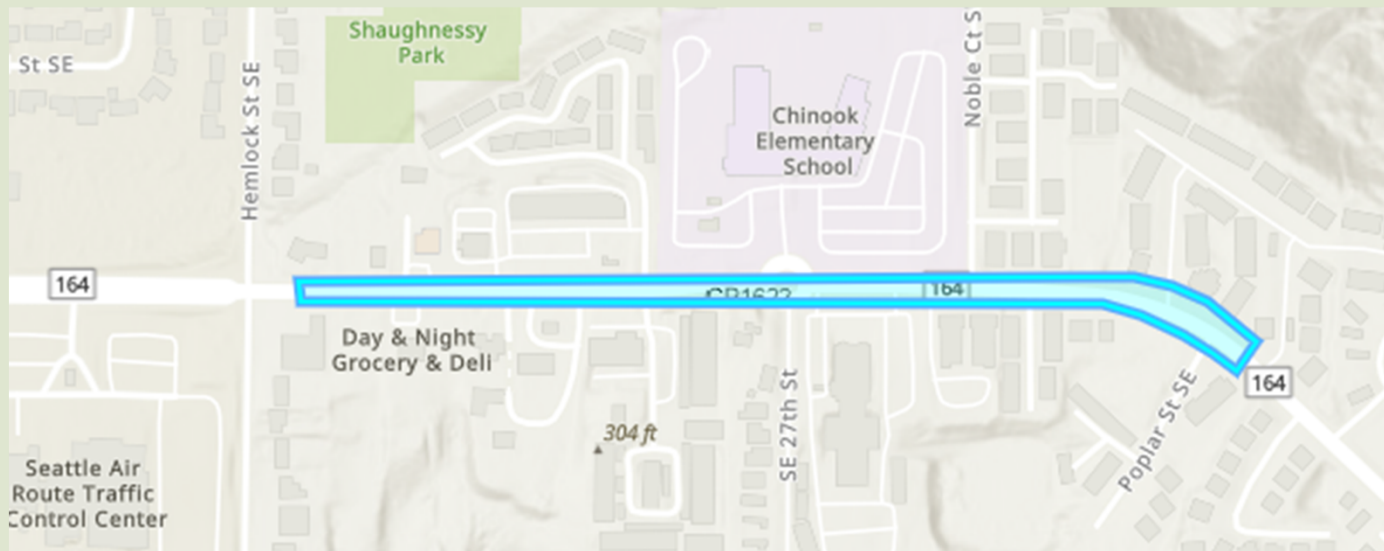
GARDEN AVENUE REALIGNMENT (CP2022)



- Page 6 of 17 in CPS Report
- Creates a new east/west connection between 102nd Ave SE (Garden Ave) and 104th Ave SE.
- Eliminates the existing Garden Ave connection to 8th St NE and replaces it with a permanent cul-de-sac.
- Utility improvements include storm drainage needed to support the roadway surface; new water and sewer mains

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AUBURN WAY SOUTH IMPROVEMENTS HEMLOCK TO POPLAR (CP1622)



- Page 7 of 17 in CPS Report
- Roadway Widening to Create 5-lanes Section
 - Two general purpose Lanes in each direction
 - Center Two-way Left Turn Lane
- 10 foot Wide Sidewalks
- Streetlights
- Transit Stop Improvements
- Enhanced Pedestrian Crossing
- Watermain & Storm Drainage Improvements

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125 EAST MAIN BUILDING DEMOLITION (CP2423)

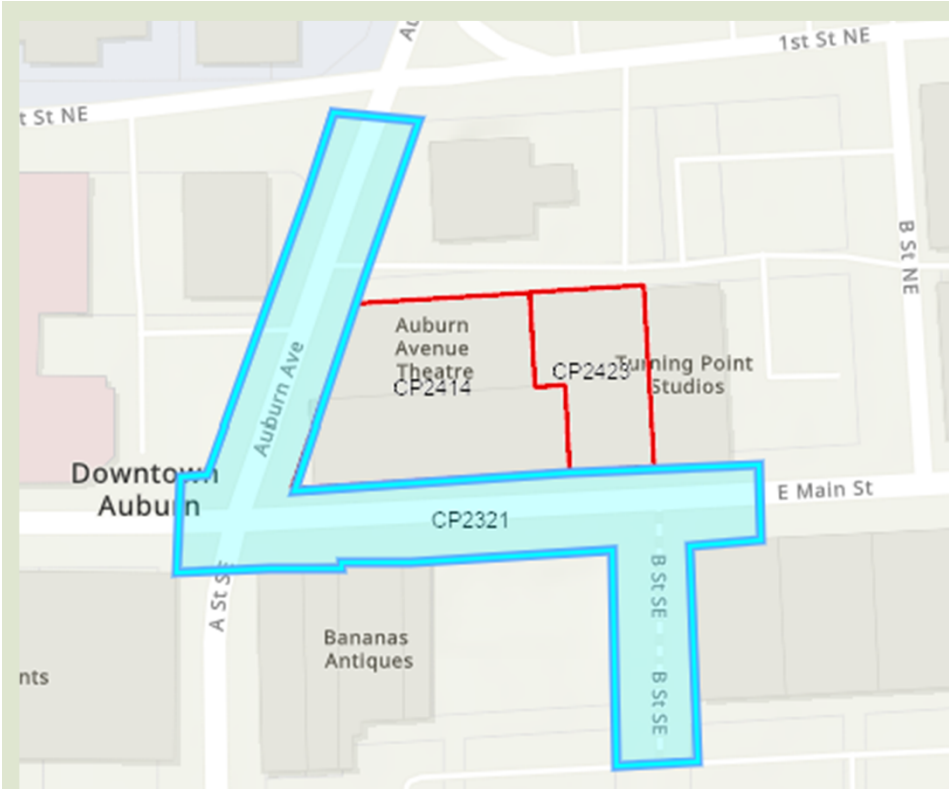


- Page 9 of 17 in CPS Report
- Demolish the recently acquired building
- Site of a future downtown park



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DOWNTOWN INFRASTRUCTURE IMPROVEMENTS (CP2321)



- Page 14 of 17 in CPS Report
- Infrastructure Improvements in Downtown
 - New traffic signal at Main/Auburn Ave
 - Watermain, Storm Drainage, Sanitary Sewer
 - Downtown Decorative Features
 - Re-imagined B Street Plaza
- Promotes future re-development
- Supports existing businesses



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NEIGHBORHOOD TRAFFIC CALMING PROGRAM SIDEWALK REPAIR PROGRAM



The City of Auburn is dedicated to improving the quality and livability of Auburn's residential neighborhoods.

According to the Institute of Transportation Engineers, traffic calming "...reduces automobile speeds or volumes as a means of improving the quality of life in residential areas, increasing walking safety and making bicycling more comfortable."

[Home](#) > [City Hall](#) > [Public Works](#) > [Transportation](#) > [Neighborhood Traffic Calming Program](#)

- 2024 Neighborhood Improvements (CP2317)
 - Currently in Construction
 - Page 2 of 17 in CPS Report
- 2023/2024 Neighborhood Traffic Calming Program Focus Area (CP2305)
 - Currently In Construction
 - Page 2 of 17 in CPS Report
- 2025 Neighborhood Traffic Safety and Pedestrian Accessibility (CP2501)
 - Currently in Design
 - Page 8 of 17 in CPS Report

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QUESTIONS?

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Capital Project Status Report

Public Works Department - Engineering General Services Division

Construction Projects

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2409	Jornada Park Access Improvements The project will construct an access driveway for utility maintenance activities. The project will also complete limited storm and sewer improvements.	\$261,000	QTR 4 (OCT-DEC) 24	QTR 1 (JAN-MAR) 25	Samim Qayoomi	Construction is nearly complete with minor corrections and work remaining.	N/A	Stafford Excavating
CP2327	2024 Arterial Preservation The 2024 Arterial Preservation project will perform asphalt pavement patching (removal and replacement of damaged pavement) on Arterial and Collector streets as part of the City's Arterial and Collector Street Preservation Program.	\$1,601,000	QTR 3 (JUL-SEP) 24	QTR 1 (JAN-MAR) 25	Shelbi Meyer	Construction is nearly complete with minor corrections and work remaining.	N/A	Miles Resources
CP2317	2024 Neighborhood Improvements This project will construct neighborhood improvements intended to improve safety, accessibility, and non-motorized connectivity. The project includes installation of new street lighting, construction of new sidewalks, replacement of existing sidewalks, and implementation of traffic calming measures.	\$1,965,000	QTR 3 (JUL-SEP) 24	QTR 1 (JAN-MAR) 25	Aleksey Koshman	Construction is underway.	N/A	Stafford Excavating

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2315	R Street SE Preservation - 33rd St SE to 37th St SE The project will provide roadway improvements along R St SE from 33rd St SE to 37th St SE. Improvements include gridding and overlaying the roadway pavement, new street lighting, a non-motorized multi-use path, and associated underground utilities improvements.	\$2,935,000	QTR 2 (APR-JUN) 24	QTR 2 (APR-JUN) 25	Kim Truong	The construction work has been suspended for the procurement of long lead-time materials. It is anticipated that the work will resume in March 2025. The contractor may be onsite periodically to perform minor work activities.	HDR	Active Construction Inc.
CP2309	2023 City Safety Pedestrian Crossing Enhancements The project will install RRFBs at four locations around the City, at the SE 304th Street/116th Avenue intersection, on R Street SE to the north of 37th Street SE, at the S 296th Street/57th Place S intersection, and at M Street SE/33rd Street SE.	\$795,000 Includes Federal Grant Funds	QTR 3 (JUL-SEP) 24	QTR 2 (APR-JUN) 25	Jeffrey Bender	Construction is underway.	N/A	Diversified Holdings
CP2305	2024 Neighborhood Traffic Calming This project will implement traffic calming measures intended to improve safety for all road users by reducing vehicle speed and discouraging cut-through vehicle traffic. Improvements will be implemented on B St SE between 13th Street SE and 16th St SE and F St SE, G St SE, H St SE, J St SE and K St SE between 12th St SE and 21st St SE.	\$543,000	QTR 4 (OCT-DEC) 24	QTR 3 (JUL-SEP) 25	Shelbi Meyer	Construction is underway.	N/A	Puget Paving & Construction

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2219	Reservoirs 4 and 8 Seismic Retrofits This project will install 4 seismic control valves at 4 of City of Auburn's reservoir sites. Furthermore, the air vents for 3 of the reservoirs will be retrofitted or replaced.	\$1,601,000 Includes State Grant Funds	QTR 1 (JAN-MAR) 24	QTR 2 (APR-JUN) 25	Aleksey Koshman	The construction work has been suspended for the procurement of long lead-time materials. It is anticipated that the work will resume March 2025. The contractor may be onsite periodically to perform minor work activities.	Parametrix	Northwest Cascade, Inc.
CP2213	Runway and Taxiway Improvements and RSA Grading Rehabilitate the runway and taxiway pavement, upgrade taxiway lighting to LED, update lights on the side of the runway that provide guidance to pilots during decent, extend the safety area at the south end of the runway by regrading a small portion of the King County Park & Ride, and survey of existing facilities for the Airport Geographic Information System (AGIS) phase.	\$4,775,000 Includes Federal & State Grant Funds	QTR 1 (JAN-MAR) 24	QTR 4 (OCT-DEC) 24	Seth Wickstrom	Construction is complete. Project closeout is underway.	Century West	Tucci & Sons, Inc.
CP2207	10th St NW/A Street NW Intersection Improvements The project will construct a new traffic signal at the intersection in place of the existing stop control on the 10th Street NW approach.	\$847,000	QTR 3 (JUL-SEP) 24	QTR 3 (JUL-SEP) 25	Nahom Kahsay	The construction work has been suspended for the procurement of long lead-time materials. It is anticipated that the work will resume on March 17, 2025. The contractor may be onsite periodically to perform minor work activities.	N/A	Transportati on Systems, Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2125	D Street SE and 23rd Street SE Storm Improvements Project The purpose of this project is to eliminate localized flooding and make better use of available capacity in the 21st St SE Regional Infiltration Storm Pond by extending and connecting existing storm drainage infrastructure in the area south of 21st St SE at D Street SE and at K Street SE.	\$7,079,000	QTR 4 (OCT-DEC) 23	QTR 4 (OCT-DEC) 24	Lauren Kirk	Construction is complete. Project closeout is underway.	Conсор	Active Construction, Inc.
CP2123	C Street SW Preservation This Project will grind and overlay C Street SW between W Main Street and the GSA signal (approximately 2,000 feet to the south of 15th Street SW). As part of the project, non-ADA compliant curb ramps and pedestrian push buttons will be upgraded, and c-curbing and vehicle detection loops will be replaced as needed. There are also, water, storm and sewer improvements along a portion of C St SW.	\$5,240,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 25	QTR 4 (OCT-DEC) 25	Kim Truong	Bids were opened on October 24, 2024. The City received 6 total bids and awarded the contract to lowest responsive bidder, Johansen Construction, on December 20, 2024. Construction work is anticipated to begin in February 2025.	N/A	Johansen Construction

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2110	Regional Growth Center Access Improvements The project would improve the 3rd Street NE/4th Street NE intersections with Auburn Ave and Auburn Way N. The project will improve non-motorized access and traffic operations and circulation. The project adds the northbound left-turn lane and a northbound/southbound crosswalk at 3rd St/Auburn Ave, and removes the split phase operations at 4th St/Auburn Way N.	\$4,856,000 Includes State Grant Funds	QTR 3 (JUL-SEP) 24	QTR 3 (JUL-SEP) 25	Seth Wickstrom	Construction is underway.	TranspoGroup	Ceccanti
CP2107	M&O Facility Improvements Phase 1 The project involves expanding Auburn's maintenance building with a six-bay vehicle shop, restrooms, office space, and a uniform closet. It includes a new fire sprinkler system, plumbing, HVAC, and electrical upgrades. Site work includes reconfiguring parking, removing a planter, grading, adding structural fill, and adjusting utilities (stormwater, water, sewer) to accommodate the addition.	\$3,148,000	QTR 1 (JAN-MAR) 25	QTR 1 (JAN-MAR) 26	Lauren Kirk	Design is complete and this project was advertised for bids on January 16, 2025. Bid opening is scheduled on February 6, 2025.	Page & Beard Architects	TBD
CP2101	2023 Local Streets Preservation Construction is complete. Project closeout is underway.	\$1,913,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 24	QTR 1 (JAN-MAR) 25	Aleksey Koshman	Construction is nearly complete with minor corrections and work remaining.	KPFF	Scotty's General Construction, Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2022	Garden Avenue Realignment The project will create a new east/west connection between Garden Ave (102nd Ave SE) and 104th Ave SE and remove the existing Garden Ave connection to 8th St NE and replace it with a permanent cul-de-sac. The project will also demolish an existing building and acquire the ROW needed for the roadway. Utility improvements include storm drainage needed to support the roadway surface; approx. 1500 ft of new/replaced watermain; and approx. 220 ft of sewer line.	\$2,273,000	QTR 1 (JAN-MAR) 25	QTR 4 (OCT-DEC) 25	Kim Truong	Bids were opened on December 19, 2024. The City received 14 total bids and awarded the contract to lowest responsive bidder, Diversified Holdings, on January 16, 2025.	N/A	Diversified Holdings
CP2021	Well 4 Facility Improvements The project includes a comprehensive investigation and evaluation of the well operation. The consultant design team has already determined that the soft starter settings needed to be adjusted for the generator to function as designed and a new VFD or generator are not needed. The team has also determined which aging mechanical and electrical components need to be replaced. The remaining scope of this project includes the replacement of these aging mechanical and electrical components.	\$1,095,000	QTR 3 (JUL-SEP) 24	QTR 2 (APR-JUN) 25	Nahom Kahsay	Construction is underway.	Carollo	General Mechanical, Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP1622	Auburn Way South Improvements - Hemlock St SE to Poplar St SE Roadway widening to create a five-lane cross section with two general purpose travel lanes in each direction, and a two-way center left-turn lane. Additionally, curb and gutter, 10 foot sidewalks, illumination, transit stop improvements, storm water improvements, water main extension, and access management (where feasible) with accommodation for U-turns are proposed.	\$14,750,000 Includes Federal & State Grant Funds	QTR 1 (JAN-MAR) 25	QTR 2 (APR-JUN) 26	Jeffrey Bender	Design is complete and this project was advertised for bids on December 26, 2024. Bid opening is scheduled on January 30, 2025.	Parametrix	TBD

CP1603	Coal Creek Springs Transmission Main Repair The project will construct a second, parallel transmission pipeline over the White River suspended from a new pedestrian bridge.	\$5,709,000	QTR 3 (JUL-SEP) 23	QTR 4 (OCT-DEC) 24	Seth Wickstrom	Construction is complete. Project closeout is underway.	Jacobs	Pivetta Brothers Construction , Inc
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Construction Projects Summary	Number of Projects	Total Budget
	18	\$61,386,000

Design Projects

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2501	Neighborhood Traffic Safety and Pedestrian Accessibility The project will improve safety and pedestrian accessibility on local residential streets by installing speed cushions and speed limit signs at numerous locations throughout the City.	\$500,000	QTR 3 (JUL-SEP) 25	QTR 3 (JUL-SEP) 25	Samim Qayoomi	Project design was initiated in January 2025 and is underway.	N/A	TBD
CP2425	C Street SW Preservation (GSA Signal to Ellingson Road SE) The project will grind and overlay C Street SW from the GSA signal (approximately 2,000 feet to the south of 15th Street SW) to Ellingson Road SE. The project also includes ADA upgrades to curb ramps and pedestrian push buttons, and replacement vehicle detection.	\$1,928,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 26	QTR 4 (OCT-DEC) 26	Shelbi Meyer	Design survey is underway.	N/A	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2424	1st Street NE/NW & Division Street Ped Improvements The project will implement non-motorized improvements at the 1st Street NE/NW/N Division Street intersection in downtown Auburn. The proposed improvements will create raised intersection to reinforce slow speeds, and encourage motorists to yield to pedestrians using the crosswalks; add curb bulbs where they are not currently provided to reduce crossing distances and improve pedestrian visibility; construct new ADA complaint ramps; and lighting improvements	\$720,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 26	QTR 4 (OCT-DEC) 26	Shelbi Moyer	Project design was initiated in January 2025 and is underway. Preparing grant funding documents to begin design work.	N/A	TBD
CP2423	125 E Main Street Demolition This project will demolish the building at 125 East main Street in preparation for the construction of the downtown park adjacent to the future theater.	\$450,000	QTR 2 (APR-JUN) 25	QTR 3 (JUL-SEP) 25	Samim Qayoomi	Project design was initiated in January 2025 and is underway.	N/A	TBD
CP2420	Hazelwood Elementary Crossing Retrofit Replace the existing HAWK signal with an RRFB at the intersection of SE 304th St and 118th Ave SE.	\$42,000	QTR 2 (APR-JUN) 25	QTR 2 (APR-JUN) 25	Seth Wickstrom	Design is underway and is 90% complete.	N/A	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2418	2026 Local Street Preservation Project The project includes upgrades to streets, stormwater, sewer, and water systems across three sites. Improvements involve pavement reconstruction, sidewalk and curb replacements, storm pipe upgrades, and water main replacements. Additional work includes updating speed cushions, installing new catch basins, and upsizing stormwater and sewer mains.	\$4,821,000	QTR 1 (JAN-MAR) 26	QTR 3 (JUL-SEP) 26	Aleksey Koshman	Consultant selection process is underway.	TBD	TBD
CP2414	Auburn Downtown Theater This project will construct 290-300 seat performing arts theater.	\$12,000,000 Includes State Grant Funds	QTR 1 (JAN-MAR) 26	QTR 4 (OCT-DEC) 26	Matt Larson	OTAK has been selected as the design consultant for this project. Consultant contract negotiations are underway. It is anticipated that design work will begin in February 2025.	OTAK	TBD
CP2413	Reservoir 2 Seismic Control Valve Replace 2 valves, add seismic control, add new SCADA panel at site.	\$1,000,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 25	QTR 2 (APR-JUN) 26	Aleksey Koshman	Parametrix, Inc. has been selected as the design consultant for this project. Consultant contract negotiations are underway. It is anticipated that design work will begin in March 2025.	Parametrix	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2412	2025 Local Street Preservation The project will reconstruct the pavement, replace ADA ramps at M St SE and 33rd St SE as needed, replace ADA ramps at O St SE and 33rd St SE, construct a receiving ramp on North side of 33rd St SE at O St SE intersection, replace traffic calming devices, and replace the sidewalk/curb & gutter where damaged. Utility needs for the project include water main replacement on 33rd St SE and O St SE, and storm main upgrades.	\$3,068,000	QTR 2 (APR-JUN) 25	QTR 4 (OCT-DEC) 25	Shelbi Meyer	Design is underway and is 30% complete.	KPG Psomas	TBD
CP2411	Lea Hill ITS Expansion Project The purpose of this project is to provide fiberoptic cable connectivity between the existing ITS cabinet on the roundabout at 124th Ave SE/SE 304th Street and the existing traffic signal controller cabinet at the 132nd Ave SE/SE 304th Street.	\$600,000	QTR 1 (JAN-MAR) 25	QTR 2 (APR-JUN) 25	Samim Qayoomi	Design is underway and is 30% complete.	N/A	TBD
CP2410	112th Place SE Water Main Replacement Replace existing 6" cast iron watermain with 8" ductile iron watermain. Includes storm drainage improvements.	\$2,180,000	QTR 2 (APR-JUN) 25	QTR 3 (JUL-SEP) 25	Lauren Kirk	Design is underway and is 60% complete.	Conсор	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2404	12th St SE and Auburn Way S Water Repair and Replacement This project repairs a leak in 10-inch valve in 12th St SE by replacing distribution mains with 12-inch ductile iron including appurtenances. Project also includes storm drainage improvements upsizing existing 8" concrete storm pipes with 12" PVC.	\$796,000	QTR 2 (APR-JUN) 25	QTR 4 (OCT-DEC) 25	Nahom Kahsay	Design is underway and is 90% complete.	N/A	TBD
CP2403	Well 4 Electrical Improvements This project will provide electrical improvements to the existing Well 4 facility	\$1,050,000	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Nahom Kahsay	Design is underway.	Carollo	TBD
CP2402	2024 Sewer Repair and Replacement This project repairs and/or replaces sewer infrastructure as various location throughout Auburn.	\$600,000	QTR 2 (APR-JUN) 25	QTR 4 (OCT-DEC) 25	Nahom Kahsay	Design is underway and is 60% complete.	N/A	TBD
CP2336	2024 Storm Pipeline Extension Program This project extends existing stormwater conveyance systems at various locations throughout Auburn to elevate localized surface water accumulations.	\$826,000	QTR 2 (APR-JUN) 25	QTR 4 (OCT-DEC) 25	Lauren Kirk	Design is underway and is 60% complete.	N/A	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2335	AWOS, Beacon & Emergency Generator The project will construct a new Automated Weather Observing System (AWOS), replace the Airport beacon, and install a new standby generator. The AWOS is a group of instruments that continuously measures and reports weather data that will be used by pilots. The beacon is a bright light that helps pilots locate the Airport at night and will be replaced due to its age and deteriorating condition. A standby generator will provide backup electrical service during power outages.	\$1,209,000 Includes Federal & State Grant Funds	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	Design is underway and is 90% complete.	Century West	TBD
CP2332	Lea Hill Safe Routes to Schools Complete sidewalk gaps and install enhanced crosswalks on SE 304th Street and 124th Ave SE.	\$997,000 Includes State Grant Funds	QTR 2 (APR-JUN) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	Design is underway and is 90% complete.	BCRA	TBD
CP2331	1st Street NE and R St NE Sewer Replacement Replace approximately 500 LF of sewer main located along the back yard property lines of residential properties between 1st Street NE and 2nd Street NE, east of R Street NE.	\$450,000	QTR 2 (APR-JUN) 25	QTR 3 (JUL-SEP) 25	Seth Wickstrom	Preliminary design concept is being developed.	N/A	TBD

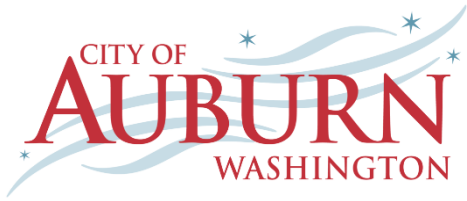
Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2328	A Street SE Preservation (37th St SE to Lakeland Hills Way) The project will grind and overlay A Street SE from 37th Street SE to the intersection with Lakeland Hills Way. The project also includes ADA upgrades to curb ramps, pedestrian push buttons, replacement of vehicle detection at signalized intersections and channelization.	\$2,034,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 25	QTR 3 (JUL-SEP) 25	Aleksey Koshman	Design is underway and is 90% complete.	N/A	TBD
CP2321	Downtown Infrastructure Improvements This project will construct infrastructure improvements in Downtown Auburn that will support existing development and future re-development activities and to replace infrastructure that is at or near the end of its useful service life. This project will also initiate the design of a new performing arts theater with the option of completing the design and constructing the new theater if funding becomes available.	\$4,700,000 Includes County Grant Funds	QTR 2 (APR-JUN) 25	QTR 1 (JAN-MAR) 26	Matt Larson	Design is underway and is 60% complete.	Otak	TBD
CP2319	Lea Hill Road/104th Avenue SE Roundabout The project will construct a roundabout at the Lea Hill Road intersection with 104th Avenue SE. The roundabout will replace the existing span-wire signal. The project is needed to improve traffic operations and safety at the intersection. Additionally the existing water mains will be replaced.	\$4,377,000 Includes Federal Grant Funds	QTR 4 (OCT-DEC) 27	QTR 4 (OCT-DEC) 28	Jeffrey Bender	Design is underway and is 30% complete.	Conсор	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2313	Auburn Way South Roundabout Center Design This project will design of the landscape, lighting, irrigation, and structural installation of the Enhancements (artwork) to be installed in the center island of the roundabout. The City will install the Enhancements and construct improvements needed to accommodate the Enhancements as part of the project construction.	\$150,000	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Jeffrey Bender	Design is underway and is 99% complete.	Parametrix	TBD
CP2311	E Valley Hwy Widening The project will widen E Valley Hwy between Lakeland Hills Way and Terrace View Drive to a four-/five-lane roadway. The project will include a trail along the east side, lighting and storm improvements.	\$11,361,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 28	QTR 4 (OCT-DEC) 29	Lauren Kirk	Design is underway and is 15% complete.	Jacobs	TBD
CP2308	R Street SE/21st Street SE Roundabout The project will construct a single lane roundabout at the intersection of R Street SE and 21st Street SE.	\$2,980,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 26	QTR 4 (OCT-DEC) 26	Kim Truong	Design is underway and is 30% complete.	HDR, Inc.	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2211	49th Street NE (Auburn Way N to D Street NE) The project will complete the buildout of 49th Street NE between Auburn Way N and D Street NE to complete the roadway cross section. The project will widen the roadway, where required, to provide a complete three lane section matching the existing cross section to the east of D Street NE.	\$1,531,000	QTR 2 (APR-JUN) 25	QTR 4 (OCT-DEC) 25	Steven Sturza	Design is underway and is 90% complete. Property acquisition process is underway.	BCRA	TBD
CP2210	M Street NE Widening (Main to 4th Street NE) The project will widen M Street NE to a 4/5 lane section between Main Street and 4th Street NE. The project will also replace the signal at Main/M Street.	\$6,923,000	QTR 1 (JAN-MAR) 26	QTR 1 (JAN-MAR) 27	Nahom Kahsay	Design is underway.	KPG Psomas	TBD
CP2116	R Street SE Widening - 22nd St SE to 33rd St SE The project will provide roadway and utility improvements along R Street SE from 33rd St SE to 22nd St SE. Improvements include adding a second southbound lane to address level of service deficiencies, street lighting and a non-motorized multi-use path.	\$12,432,000	QTR 1 (JAN-MAR) 27	QTR 4 (OCT-DEC) 27	Kim Truong	Design is underway and is 60% complete. Property acquisition process is underway.	HDR	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2009	Rainier Ridge Pump Station This project will replace the Rainier Ridge Sewer Pump Station and its associated force main (approximately 725 ft).	\$9,981,000	QTR 2 (APR-JUN) 25	QTR 3 (JUL-SEP) 26	Nahom Kahsay	Design is underway and is 60% complete.	Kennedy Jenks	TBD

Design Projects Summary	Number of Projects	Total Budget
	28	\$89,706,000



AGENDA BILL APPROVAL FORM

Agenda Subject:

2025 Engineering Design Standards Update (Gaub) (20 Minutes)

Meeting Date:

January 27, 2025

Department:

Public Works

Attachments:

Presentation

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Per Chapter 12.04 (Public Works Construction) of the Auburn City Code (ACC), all Public Work Construction Contracts of the City and work within the Public Right of Way must conform to the City's Engineering Design Standards (EDS). The EDS are developed, published, and periodically updated by the City Engineer.

Updates to the EDS are scheduled to be published in February 2025. Per ACC 12.04.010, the City Engineer will consult with City Council regarding changes to EDS that are "policy issues or [have] broad citywide implications". The proposed 2025 changes to requirements associated with the following standards will be discussed: criteria for minor grading permits, alley paving and traffic volume limitations, typical roadway cross sections, driveways, and shared driveway access roads/tracts.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES

DESIGN AND CONSTRUCTION STANDARDS UPDATE

**JACOB SWEETING, CITY ENGINEER
CITY COUNCIL STUDY SESSION
JANUARY 27, 2025**

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

DESIGN STANDARDS OVERVIEW

- ACC 12.04
- Public Works Contracts
- Work in ROW
- City utilities & streets
- Developed & adopted by City Engineer
- Consultation w/City Council



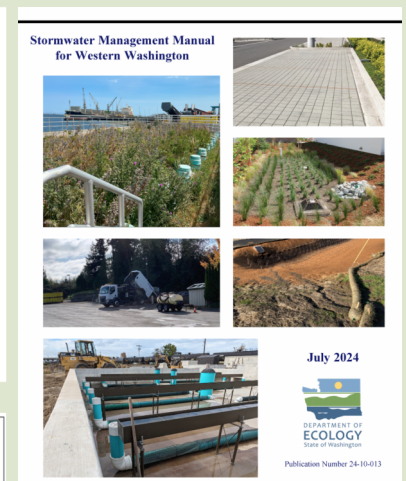
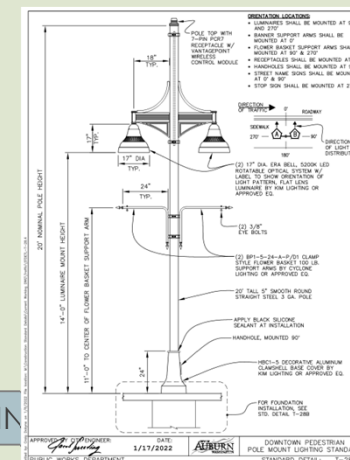
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CELEBRATION

DESIGN & CONSTRUCTION STANDARDS OVERVIEW

- Design Standards Manual
- SWMMM – Depart. of Ecology Manual & Auburn Supplement
- Auburn Standard Details, General & Special Provisions
- WSDOT Construction Specifications & Standard Plans

SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAIN



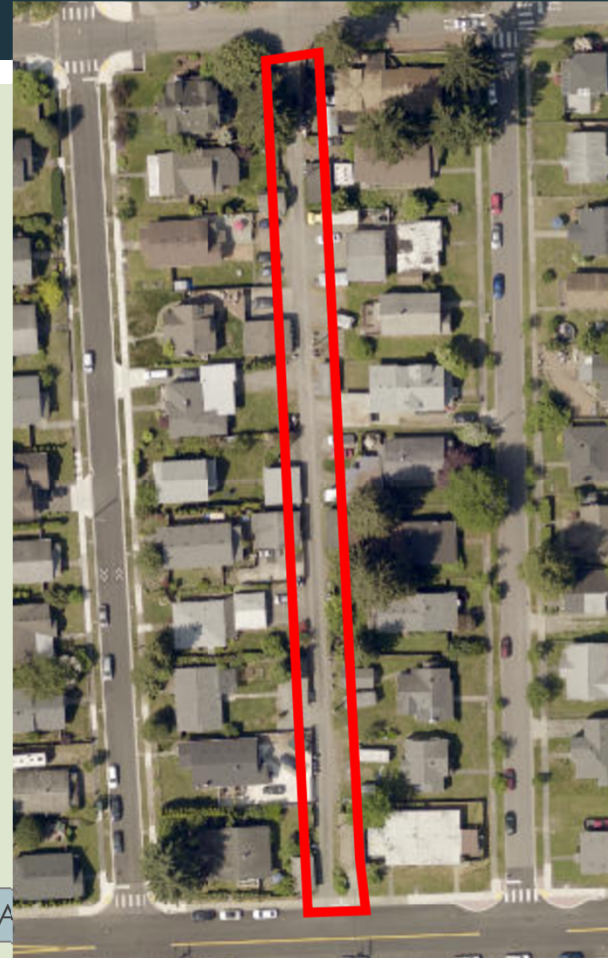
ECDS UPDATE BACKGROUND & PURPOSE

- **Current EDCS published February 2024**
- **HB1110: Supports Middle Housing**
- **2024 Comprehensive Transportation Plan (CTP) and HB1181**
- **Align w/WSDOT 2025 Standard Specifications**
- **Adopt and Align w/2024 Ecology Stormwater Manual**

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

HB1110 RELATED CHANGES

- SFR project exemption from full alley paving removed
- Alley paving for 20+ ADT
- Alley 600 ADT limit added
- SFR project exemption for ADT limits removed



SERVICE • ENVIRONMENT • ECONOMY • CHARA

HB1110 RELATED CHANGES

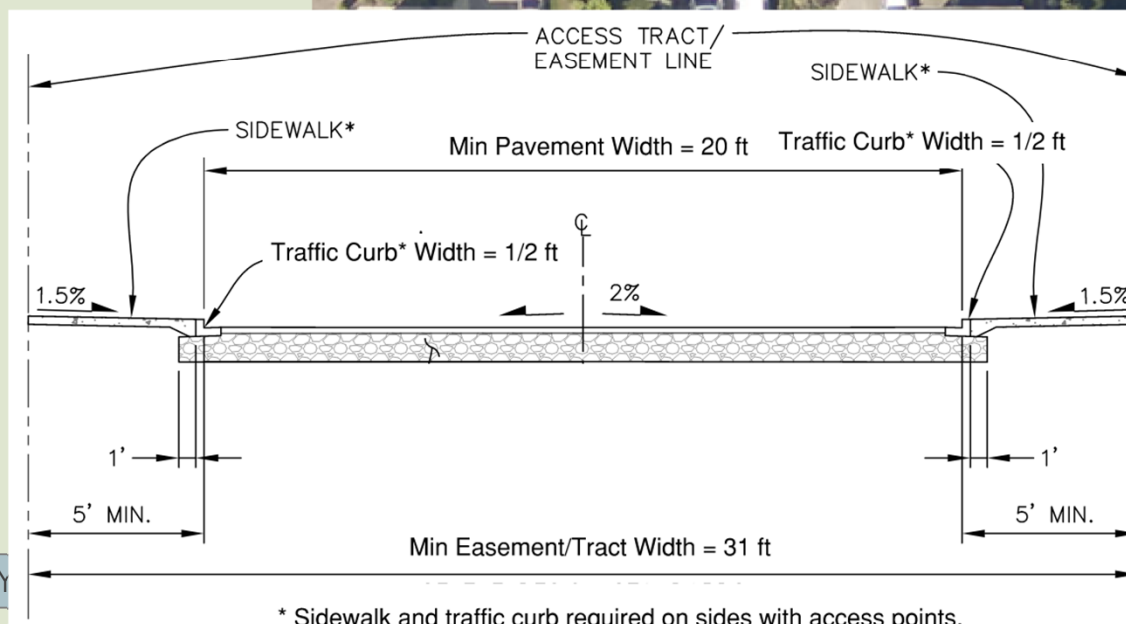
- Definition of “Parcel” clarified
- Single driveway access is allowed for each parcel or project. Unit lots within a parcel do not each get driveway access to ROW
- Shared driveway access roads/access tracts dwelling unit limitations



SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY

HB1110 RELATED CHANGES

- Shared driveway access roads/tracts design requirements
- Easement/Tract Width
- Sidewalks
- Exceptions



SERVICE • ENVIRONMENT • ECONOMY

2024 CTP RELATED CHANGES

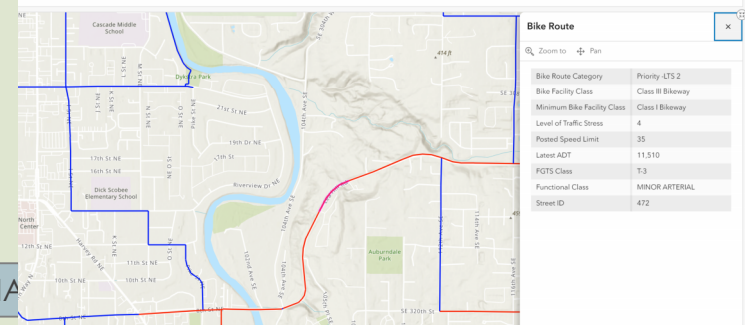
- Frontage Improvements triggered by development includes Active Transportation Facilities
- Updated bike facilities standards
- Road sections refer to CTP for bike facilities



Table 7. Bicycle Facility LTS Table

POSTED SPEED LIMIT (MPH)	ARTERIAL TRAFFIC VOLUME/ FREIGHT CLASS	CLASS III BIKEWAY	CLASS III BIKEWAY W/ PAVEMENT MARKINGS	CLASS II BIKEWAY	CLASS II BIKEWAY W/BUFFER	CLASS I BIKEWAY
25/Not Posted	<3k	1	1	1	1	1
	3-7k	3	2	2	2	1
	≥7k	3	3	2	2	1
30	<15k	4	3	2	2	1
	≥15k	4	4	3	2	1
35	<25k	4	4	3	3	1
	≥25k	4	4	4	3	1
40+	Any Volume	4	4	4	4	1
Any	T-2+ or Greater	4	4	4	4	1

Auburn Bike Route Network Gap Analysis



2024 CTP RELATED CHANGES

- Updated Street Classifications
- Arterial streets curb lane widths reduced from 14 ft to 12 ft
- Local Industrial Streets lane widths reduced from 17 ft to 14 ft
- Curves on truck routes require additional width as needed to accommodate trucks

SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY

Figure 10-7 Local Non-Residential Cross Section

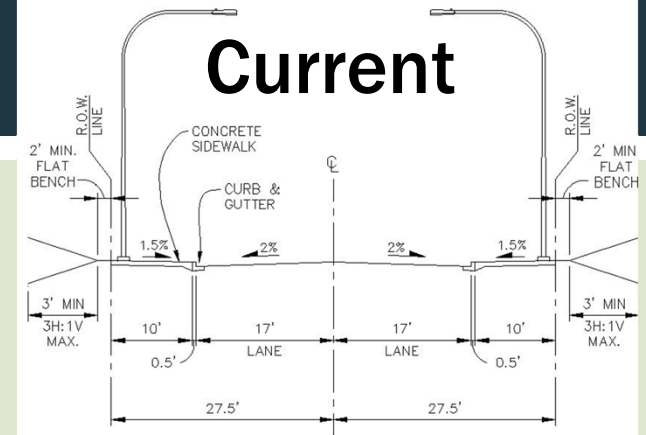
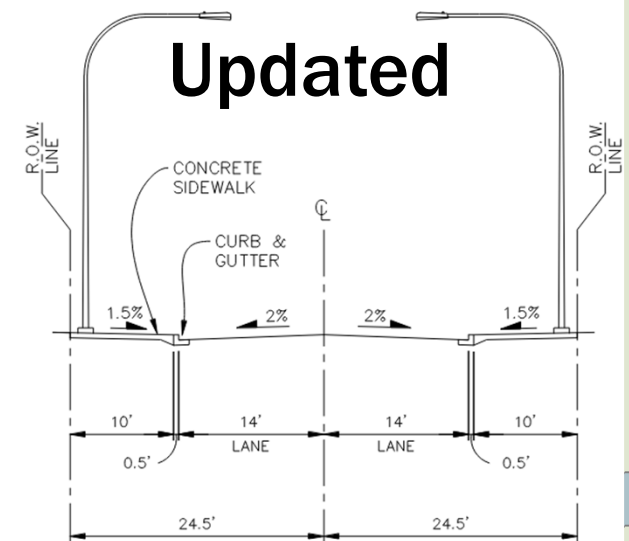


Figure 10-7 Local Industrial Cross Section



OTHER NOTABLE CHANGES

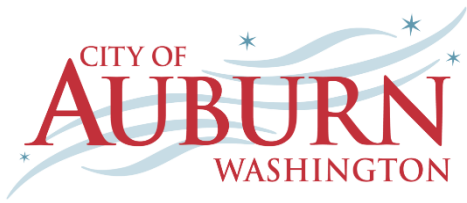
- Minor grading permit criteria
 - Added commercial and industrial property
 - Maximum grading amount increased
 - Maximum new or replaced hard surface increased
 - Allowed proximity to property line reduced
 - Added must be 10 ft from critical areas

DESIGN & CONSTRUCTION STANDARDS UPDATE

- Publish revised EDCS early February

Questions?

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AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5806 (Whalen/Gaub) (10 Minutes)
A Resolution authorizing the Mayor to execute an amendment to the Auburn Municipal Airport Land Lease with Cascade Helicopter Services relating to the implementation of the 2025 Fair Market Value Lease Rate Adjustment

Meeting Date:

January 27, 2025

Department:

Legal

Attachments:

Resolution No. 5806,
7th Amendment to Cascade LA
(Exh A), 1st ADDENDUM -
Lease Rate Discount Exh B

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

The Airport's Land Leases are subject to Fair Market Value ("FMV") Lease Rate Adjustments in calendar years ending in a "0" and "5" (example: 2020, 2025, 2030, 2035). Per lease requirements, the City commissioned an appraisal to evaluate the market and determine the FMV lease rate for leased land on the Airport. The June 24, 2024 report, prepared by MAI certified appraiser – S. Murray Brackett & Senior Valuation Associate – Tim Lovell of CBRE's Valuation & Advisory Services concluded a FMV lease rate of \$1.35 per square foot of land, per year, roughly a 35% increase over the 2024 lease rate.

On October 7, 2024, the City Council passed Resolution No. 5785, which authorized the Mayor to execute amendments to the Airport Land Leases subject to the FMV increase, including Cascade. Cascade elected not to execute the amendment attached to Resolution No. 5785 (the other tenants did) but wanted to negotiate for different terms than those provided for in the Resolution No. 5785 amendment.

Cascade and Airport Management worked together to identify services and benefits desired by Airport Management that could be provided by Cascade in return for rate discounts and other lease terms they desired. The Lease Amendment attached as Exhibit A and 1st Addendum attached as

Exhibit B are reflective of those negotiations.

Councilmember: Kate Baldwin

Staff: Jason Whalen

RESOLUTION NO. 5806

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AUBURN MUNICIPAL AIRPORT LAND LEASE WITH CASCADE HELICOPTER SERVICES RELATING TO THE IMPLEMENTATION OF THE 2025 FAIR MARKET VALUE LEASE RATE ADJUSTMENT

WHEREAS, the City of Auburn has a land lease located on the Auburn Municipal Airport ("Airport") with Cascade Airframe Repair Inc., DBA Cascade Helicopter Services ("Cascade"), successor in interest to Sky Services; and

WHEREAS, the lease contains a Fair Market Valuation ("FMV") rent escalation clause; and

WHEREAS, the appraisal establishing the FMV rent for the 2025 term produced a rate that is substantially higher than the 2024 lease rate; and

WHEREAS, on October 7, 2024, the Auburn City Council approved Resolution No. 5785 authorizing the Mayor to execute lease amendments with the Airport land lease tenants, including Cascade; and

WHEREAS, Cascade never executed the amendment authorized in Resolution No. 5785. Instead, Cascade desired to negotiate different terms in exchange for providing certain services and benefits to the Airport not provided by the other tenants.

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

Section 1. The Mayor is authorized to execute the Lease Amendment attached as Exhibit A and 1st Addendum attached as Exhibit B.

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

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

Dated and Signed: _____

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

**SEVENTH AMENDMENT TO THE LEASE AGREEMENT
BETWEEN THE CITY OF AUBURN AND SKY SERVICES, INC.**

THIS AMENDMENT is made and entered into this ____ day of _____, 2025, by and between the **CITY OF AUBURN**, a municipal corporation of the State of Washington (the “CITY”), and Cascade Airframe Repair Inc., DBA **Cascade Helicopter Services** (the “Lessee”), as an amendment to the Lease Agreement between the parties for land located on the Auburn Municipal Airport (“Airport”) dated the 27th day of February 1978.

I. RECITALS:

1. The CITY and Sky Services entered into a lease agreement at the Auburn Municipal Airport dated February 27th, 1978 (the “Original Lease Agreement”), authorized through the ratification of Resolution 866.
2. Sky Services was succeeded by Auburn Flight Services who was further succeeded by Cascade Helicopter Services.
3. The Original Lease Agreement together with all previous amendments are collectively referred to herein as the “Lease Agreement”.
4. Paragraph 3 “Rental Rate and Rate Adjustment” of the Second Amendment provided for periodic rent adjustments of the Premises.
5. That portion of Sixth Amendment relating to rental rate and rate adjustments provided for periodic rent adjustments, replacing in its entirety Paragraph 3 “Rental Rate and Rate Adjustment” of the Second Amendment.
6. Certain tenants, including the Lessee have been receiving a 35% discount to the FMV lease rate in exchange for the Lessee taking on the cost and burden of maintaining the pavement areas located within their leased premises.
7. On October 7th, 2024 in a regular Council Meeting, the Auburn City Council passed Resolution 5785 approving lease amendments implementing the 2025 Fair Market Valuation (“FMV”) lease rate adjustment over a three-year period. Lessee elected not to participate in the lease amendments approved under Resolution 5785 on the grounds that Lessee argued that Lessee provided and would agree to provide more services, providing for a greater impact to the Airport than the other Airport land tenants and therefore should realize a greater discount to the FMV than what was accounted for in the Lessees amendment described in Resolution 5785.
8. The Parties wish to amend Paragraph 6 set forth in the Sixth Amendment, including adding a new subparagraph “(e)”.

II. AMENDMENT:

NOW THEREFORE in consideration of their mutual covenants, conditions, and promises, the Parties agree as follows:

1. Paragraph 6 as amended in the Sixth Amendment is amended to read as follows including the addition of a new subparagraph “(e)”:

(a). The Monthly Base Rent will be ~~adjusted~~increased by 3% on June 1 of every calendar year ending in a “2” or “7” during the term of this lease, ~~by a multiplier equal to the change in the Price Index (PI) pursuant to the procedure set forth in Section 6(e) below with the first PI adjustment commencing June 1, 2027~~2. Notwithstanding the foregoing, Monthly Base Rent will be adjusted every five (5) years, commencing on January 1, 2025, to equal the “fair market rental value” (FMV) of Auburn Airport land, pursuant to the procedure set forth in Section 6(d) below.

(b). Definitions: The adjusted Monthly Base Rent will be determined in accordance with the formula set for in Section 6(c) below. In applying the formula, the following definitions apply:

- (1) “Bureau” means the U.S. Department of Labor, Bureau of Labor Statistics or any successor agency.
- (2) “Price Index” means the Consumer Price Index for the month of February for all Urban Consumers, All Items (Seattle-Tacoma-Bellevue) issued from time to time by the Bureau, or any other measure hereafter employed by the Bureau in lieu of the price index that measures the cost of living or if said Bureau should cease to issue such indices and any other agency of the United States should perform substantially the same function, then the indices issued by such other agency.

(c.). ~~The adjusted Monthly Base Rent shall be determined by multiplying the Monthly Base Rent being adjusted by a multiplier equal to the cumulative change in the Price Index over the previous 24 months ending in February of the adjustment year, computed as follows:~~

~~(Cumulative percentage change in Price Index over previous 24 months ending in February) x (current Monthly Base Rent) = (Adjusted Monthly Base Rent)~~ *Intentionally Left Blank*

(d). Each five (5) years, commencing on January 1, 2025, the Monthly Base Rent will be revised based upon an appraisal establishing fair market rental value of Auburn Airport land, excluding rental value of any Lessee constructed Improvements. Lessor will retain and pay the costs of an MAI appraiser. The ~~annual adjustment formula~~ set forth in Sections 6(~~ab~~) & (~~ee~~) will not be applied each such fifth (5th) year. Lessor may, at its discretion, utilize an appraisal completed within 12 months prior to the date of the periodic five year adjustment. Additionally, this appraisal may be used by Lessor for setting rates for leases other than this Lease. In the event Lessee disagrees with Lessor’s appraisal, Lessee may, at their own expense, retain a second appraisal. Lessor and Lessee will then attempt to

negotiate a lease rate. If these negotiations are unsuccessful, the parties will mutually agree on the selection of an arbitrator. The costs of arbitration will be shared equally. The arbitrator's determination will be based upon the appraisals, but in no event will the new Monthly Base Rent be lower than the Monthly Base Rent in effect at the time of arbitration. The decision of the arbitrator regarding the increases will be final. In the event of ongoing negotiations or arbitration, the determined rental rate will be made retroactive to January 1 of the current FMV cycle.

6(e) The 2025 FMV adjustment as defined in Section 6 of this Lease Agreement as amended will be implemented over two years based on the following schedule:

- January 2025 – December 2025 assessed at \$0.57 per square foot, per year.
- January 2026 – May 2027 assessed at \$0.7425 per square foot, per year.

2. Lessee's name is amended as follows:

Sparrow TangCascade Airframe Repair, Inc. DBA Cascade Helicopter Services

All other terms and conditions of this Lease Agreement as amended shall remain the same.

[SIGNATURES ON THE FOLLOWING PAGES]

Signed and dated on this _____ day of _____, 2025

**Cascade Airframe Repair, Inc. DBA
Cascade Helicopter Services**

Name: Sparrow Tang

Title: President/CEO

STATE OF WASHINGTON)
) ss.
County of _____)

The undersigned Notary Public hereby certifies: That on this ____ day of _____,
20____, personally appeared before me _____ (name),
_____ (title), to me known to be the individual(s) described in
and who executed the within instrument, and acknowledged that he/she signed and sealed the same
as his/her free and voluntary act and deed, for the purposes and uses therein mentioned, and on
oath stated that he/she was duly authorized to execute said document on behalf of
_____.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and
year first above written.

Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

Signed and dated on this _____ day of _____, 2025

City of Auburn

Mayor: Nancy Backus

Approved as to form:

City Attorney: Jason Whalen

STATE OF WASHINGTON)
) ss.
County of _____)

The undersigned Notary Public hereby certifies: That on this ____ day of _____, 20____, personally appeared before me _____ (name), _____ (title), to me known to be the individual(s) described in and who executed the within instrument, and acknowledged that he/she signed and sealed the same as his/her free and voluntary act and deed, for the purposes and uses therein mentioned, and on oath stated that he/she was duly authorized to execute said document on behalf of _____.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

**FIRST ADDENDUM TO THE LEASE AGREEMENT – RENTAL RATE DISCOUNT
BETWEEN THE CITY OF AUBURN AND SKY SERVICES, INC.**

THIS ADDENDUM is made and entered into this ____ day of _____, 2025, by and between the **CITY OF AUBURN**, a municipal corporation of the State of Washington (the “CITY”), and Cascade Airframe Repair, Inc., DBA **Cascade Helicopter Services** (the “Lessee”), as an addendum to the Lease Agreement between the parties for land located on the Auburn Municipal Airport (“Airport”) dated the 27th day of February 1978.

I. RECITALS:

1. The CITY and Sky Services entered into a lease agreement at the Auburn Municipal Airport dated February 27th, 1978 (the “Original Lease Agreement”), authorized through the ratification of Resolution 866.
2. Sky Services was succeeded by Auburn Flight Services who was further succeeded by Cascade Helicopter Services.
3. Original Lease Agreement has previously been amended seven times, however, some of those amendments have incorrectly been labeled as “addendums”. The Parties acknowledge and consider those incorrectly labeled addendums as amendments when referenced.
4. The Original Lease Agreement together with all previous amendments are collectively referred to herein as the “Lease Agreement”.
5. Certain tenants, including the Lessee have been receiving a 35% discount to the FMV lease rate in exchange for the Lessee taking on the cost and burden of maintaining the pavement areas located within their leased premises.
6. On October 7th, 2024 in a regular Council Meeting, the Auburn City Council passed Resolution 5785 approving lease amendments implementing the 2025 Fair Market Valuation (“FMV”) lease rate adjustment over a three-year period. Lessee elected not to participate in the lease amendment approved under Resolution 5785 on the grounds that Lessee believes they provide for a greater economic impact to the Airport than other tenants receiving a lease rate discount. Lessee further desires to provide even more beneficial services to the Airport in exchange for an even greater discount to the FMV than what was accounted for in Resolution 5785.
7. The Parties wish to attribute and memorialize a lease rate discount provided to Lessee based upon Lessee’s satisfactory performance of the services described in the addendum.

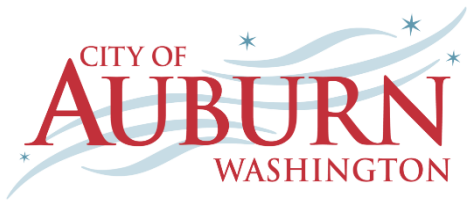
II. ADDENDUM:

NOW THEREFORE in consideration of their mutual covenants, conditions, and promises, the Parties agree as follows:

In exchange for those services provided to the Airport by Lessee, Lessee shall receive a 45% discount to the appraisal rate determined through the Fair Market Value (“FMV”) appraisal setting forth the land lease rates provided for in the Lease. The discount shall be attributed to the following services provided for in the table below.

<u>Discount</u>	<u>Cascade Provided Service</u>
35%	Maintenance of the pavement area within the leased premises. The pavement must be kept in a similar or better condition than the surrounding pavement in the vicinity of the leased premises.
1%	Participating with Airport Management in the hosting of Auburn’s annual “Airport Days”. At a minimum participation will include providing Cascade’s east paved lot as guest parking for the event and allowing access to power at no cost to the City.
2%	Provide support for Airport Emergencies. This will include providing qualified personnel to be on-call and respond to aircraft incidents and disabled aircraft at the Airport within 1hr of being notified of said incident. This will also include utilizing Cascade-owned equipment to move disabled aircraft when necessary at no cost to the City.
2%	Provide Jet-A fuel service to the Airport.
1%	Support of for Emergency Air Medical Operations. Cascade will allow emergency air medical rotor wing evacuation operations to utilize its leased premises.
4%	Courtesy Vehicle. Cascade will provide a courtesy vehicle (make and model to be approved by Airport Management) for use by Airport visitors at no charge to the Airport or the users of the vehicle. Cascade must have the vehicle available 24/7, year-round, keep it in good operating condition as well as provide all necessary insurance on the vehicle.

In years ending in a “4” and “9” (years proceeding implementation of the next FMV cycle) the Parties will convene and audit the services provided. If the City determines that Lessee is not offering the above services at a reasonable level as determined by the City, the Parties agree that said service and the associated discount rate shall be removed from the next FMV cycle.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6971 (Whalen) (10 Minutes)
An Ordinance relating to the time period to correct Code Violations, and amending Section 1.25.030.A.2 of the Auburn City Code

Meeting Date:

January 27, 2025

Department:

Legal

Attachments:

Ordinance No. 6971, Ordinance
No. 6971 Exhibit A

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Auburn City Code allows Code Enforcement Officials to serve code violators within the City with a "Notice to Correct", a violation of City Code that designates a time period for the violation to be corrected before further action is taken.

Certain violations of City Code can be rectified rather quickly, such as issues with litter or graffiti. Other violations of City Code may require City permits, contracting for services with other entities, and encompass work that can only be performed during certain times of the year. For example, for a violation which will require a parking area to be paved to correct a violation and the notice of violation is served in the winter, an entity may not be able to obtain paving services within fifteen days, nor may winter weather allow work to begin or be completed within fifteen days.

The proposed amendments will add flexibility to the time periods provided to correct code violations, better serving the City, and its residents and businesses. The type of violations, scope of violations, and necessary steps to address the violation would inform the time given to correct the violation before the City takes further actions. The provision of Code which previously required all violations to be addressed expeditiously would remain.

Councilmember: Tracy Taylor

Staff: Jason Whalen

ORDINANCE NO. 6971

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO THE TIME PERIOD TO CORRECT CODE VIOLATIONS, AND AMENDING SECTION 1.25.030.A.2 OF THE AUBURN CITY CODE

WHEREAS, Section 1.25.030.A.2 of the Auburn City Code currently prescribes the time period for an individual or entity to correct a violation of City Code, regardless of the particulars of the violation;

WHEREAS, Section 1.25.030.A.2 provides a one (1) to fifteen (15) day period to correct a violation of City Code, regardless of the particulars of the violation;

WHEREAS, code violations range in scope and requirements for corrections, some requiring simple cleanup efforts, while others may require City permitting and other approvals;

WHEREAS, due to the variation in potential code violations and the range in scope and requirements it may take to address them, an amendment which grants the City flexibility in setting a time period for correction will better serve the City, and its residents and businesses; and

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

Section 1. Amendment to City Code. Section 1.25.030.A.2 of the Auburn City Code is amended to read as shown in Exhibit A.

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: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____

1.25.030 Notice to correct violation.

A. Authority to Issue.

1. Whenever the code enforcement official or other authorized enforcement official, or designee, determines that a violation is occurring or has occurred, they may issue a notice to correct the violation, in a form pursuant to subsection [C](#) of this section, to the property owner(s) and/or tenant(s) and/or to any person(s) causing or allowing or participating in the violation.
2. If a notice to correct the violation has been issued, the code enforcement official shall require the violation to be corrected within ~~one to 15 calendar days~~ a reasonable amount of time from the issuance of the notice to correct ~~and the time shall be designated in the notice~~. The length of time to correct shall be determined, in the sole discretion of the code enforcement official or other authorized enforcement official, or designee, by the scope of violation, the history of prior violations by the same persons and/or at the same location and method needed to correct violation. Should the correction of the violation require permitting or other similar approvals, the code enforcement official or other authorized enforcement official, or designee, may in their sole discretion set a time period by which to apply for and/or obtain permitting and other approvals. All violations, in any event, shall be corrected expeditiously.

B. Receipt of Correction Notice.

1. Upon receipt of notice to correct violation, the violator shall either correct the violation or ask the code enforcement official for a reconsideration of the notice to correct within the time frame set out in subsection [\(B\)\(3\)](#) of this section.
 2. If the violator corrects the violation, the code enforcement official shall close the violation file and notify violator of compliance.
 3. The property owner and/or tenant may request reconsideration of the notice to correct violation by the code enforcement official. This request must be made in writing prior to the date on which corrections are to be completed as specified in the notice. The code enforcement official shall respond to the request for reconsideration, if timely received, no later than seven calendar days from the date the request for reconsideration was received.
-

The code enforcement official may amend the notice: (a) to correct the notice, (b) for good cause to allow for a longer time to correct the violation, (c) to amend the scope of violation, or (d) to rescind the notice. A stay of the time allowed for correction shall be in effect from the date that a request for reconsideration was received, if timely received, until the date a response to the request for reconsideration is sent.

4. If the violator corrects the violation pursuant to the reconsideration determination, the code enforcement official shall close the violation file and notify the violator of compliance.

C. *Content.* The notice to correct violation shall contain the following:

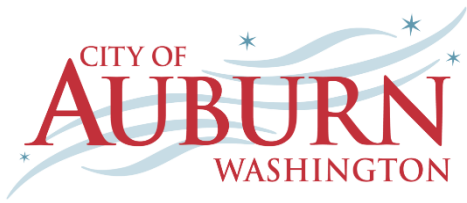
1. The name and address of the property owner and/or tenant and/or other person to whom the notice to correct violation is directed; and
2. The street address or description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring; and
3. A description of the violation and a reference to the Auburn City Code or related provision, standard, regulation, procedure or permit which has been violated; and
4. A statement of the action required to be taken to correct the violation as determined by the code enforcement official and a date or time by which correction is to be completed; and
5. A statement that the property owner and/or tenant may request a reconsideration of the notice to correct violation by the code enforcement official and the procedures required for such request; and
6. A statement that the consequences of failing to correct the violation may result in monetary penalties and/or other enforcement requirements; and
7. A statement that the person to whom the notice to correct violation is directed shall inform the code enforcement official of the correction so an inspector can be sent to the violation premises to confirm the correction.

D. *Service of Notice.* The code enforcement official shall cause the notice to correct violation to be served on the person(s) to whom it is directed by personal service or by mailing a copy of the notice to correct violation by regular mail, postage prepaid, to such person(s) at their last

known address. If the person's address is unknown, service shall be completed by mailing the notice to the address of the most recent payer of the property tax for the property, as shown in the county's records, and by posting a copy of the notice to correct violation conspicuously on the affected property or structure. Mailed notices shall be deemed received three business days after the postmark.

E. *Extension.* Upon written request received prior to the correction date or time, the code enforcement official may extend the date set for correction for good cause. The code enforcement official may consider but is not limited to the consideration of substantial completion of the necessary correction or unforeseeable circumstances which render completion impossible by the date established as good cause.

F. *Repeat Violations.* Notwithstanding the above provisions, in the case of a repeat violation, the code enforcement official or other authorized enforcement official, or designee, may issue a notice of infraction regardless of whether a notice to correct violation has been issued. For the purposes hereof, "repeat violation" means that the same person or property has been the subject of one or more notice to correct violation within the preceding 12 months.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5810 (Krum) (10 Minutes)
A Resolution approving the Lodging Tax Grant disbursements recommended by the Auburn Lodging Tax Advisory Committee and authorizing the Mayor to execute an agreement between the City of Auburn and the Auburn Area Chamber of Commerce for the purposes of providing Tourism and Marketing Services

Meeting Date:

January 27, 2025

Department:

Community Development

Attachments:

Resolution No. 5810, Resolution
No. 5810 Attachment A - Tourism
Agreement

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Resolution No. 5810 approves the Lodging Tax Advisory Committee (LTAC) recommendation of Lodging Tax Grant Fund disbursement and authorizes the Mayor to enter into a 1 year contract (2025) with the Auburn Area Chamber of Commerce for the purposes of providing Tourism and Marketing Services.

The Auburn Area Chamber of Commerce made application for a 2025 Lodging Tax Grant on December 20, 2024, for Tourism and Marketing Services. At the January 15, 2025 LTAC meeting, the LTAC voted unanimously to approve the LTAC use Lodging Tax Funds to support this contract.

The contract attached to this Resolution provides \$150,000 for the 1-year period. It is fully funded through Lodging Taxes that are collected under Auburn City Code (ACC) Chapter 3.58 and is fully within the overall Tourism Budget approved by City Council under account 104. At the end of 2024 the Lodging Tax Special Lodging Tax Fund had a balance of approximately \$450,000 and an estimated 2025 additional anticipated revenue of \$171,000.

About LTAC (Chapter 2.76 ACC); LTAC is the Committee that has been set up as a requirement of Washington State Law to help oversee and guide the use of Lodging Taxes collected within Auburn. The LTAC makes recommendations regarding the use of Lodging Taxes to City Council. LTAC is comprised of 3 members of the Community that represent the businesses that collect the tax (e.g. hotels/motels) and 3 members who are eligible to be the recipient of the benefits of how the tax is

spent and/or the tourism that is generated within the community (e.g. Emerald Downs, the Outlet Collection, City Parks and Recreation). The LTAC is Chaired by the Mayor.

About the Tax (Chapter 3.58 ACC): the Lodging Tax is levied as a special Excise Tax of one percent. Cities are allowed to levy this tax under the authority established in RCW 67.28 and RCW 82.02. Taxes that are collected must be placed in a special fund and may only be used for Tourism related functions. The tax is collected in conjunction with people that patron local hotels and motels. Under state law, a portion of Lodging Taxes that are collected by a city must be made available through a competitive grant process where applicants seek funding support to market events that are intended to draw visitors from out of town into Auburn.

Councilmember: Tracy Taylor

Staff: Jason Krum

RESOLUTION NO. 5810

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING THE LODGING TAX GRANT DISBURSEMENTS RECOMMENDED BY THE AUBURN LODGING TAX ADVISORY COMMITTEE AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF AUBURN AND THE AUBURN AREA CHAMBER OF COMMERCE FOR THE PURPOSES OF PROVIDING TOURISM AND MARKETING SERVICES

WHEREAS, pursuant to RCW 67.28, on June 4, 2001, the Auburn City Council adopted Ordinance No. 5554 which established Chapter 2.76 of the Auburn City Code and the Lodging Tax Advisory Committee (LTAC); and

WHEREAS, the purpose of the LTAC was to consider the creation and imposition of Lodging Tax and to provide recommendations to City Council on how Lodging Taxes that are collected will be spent; and

WHEREAS, pursuant to RCW 67.28 and RCW 82.02, on August 6, 2001, the Auburn City Council adopted Ordinance No. 5561 which established Chapter 3.58 of the Auburn City Code and the authority to levy a special Excise Tax of one percent on the sale of or charge made for the furnishing of lodging in Auburn; and

WHEREAS, Lodging Taxes collected under Chapter 3.58 of the Auburn City Code are placed in a special fund to be used solely for the purpose of paying all or any part of the cost of tourist promotion, acquisition or tourism-related facilities, or operation of tourism-related facilities or to pay for any other uses authorized in RCW 67.28; and

WHEREAS, the City of Auburn seeks to enter into a contract with the Auburn Area Chamber of Commerce for the purposes of delivering tourism related functions as well as marketing and advertising (attached as "Attachment A"); and

WHEREAS, the scope of services set forth in Attachment A was presented to the LTAC through a Logging Tax Grant Fund Application for Fiscal Year 2025 during a publicly noticed meeting that occurred on Wednesday, January 15, 2025; and

WHEREAS, the LTAC cast a unanimous vote in support of the City entering into a contract to provide Tourism, Advertising and Marketing Services; and

WHEREAS, the contract is fully funded through Lodging Taxes that are collected and held in the special fund established in Chapter 3.58 of the Auburn City Code.

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 Auburn Area Chamber of Commerce, which agreement will be in substantial conformity with the agreement attached hereto.

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:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

**PROFESSIONAL SERVICES AGREEMENT
FOR 2025 VISITOR AND TOURISM FOR
THE AUBURN AREA CHAMBER**

This Professional Services Agreement ("Agreement") made and entered into this 1st day of January, 2025, by and between the City of Auburn, a Washington municipal corporation ("City"), and the Auburn Area Chamber ("Contractor"). The City and the Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this agreement.

Auburn Area Chamber of Commerce
268 E Main Street
Auburn, WA 98002
(253) 833-0700

City of Auburn
25 W Main Street
Auburn, WA 98001
(253) 931-3000

The Parties agree as follows:

1. **TERM.** The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than December 31, 2025. ("Term").
2. **SERVICES.** The Contractor shall perform the services more specifically described in Exhibits A and B, attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the Mayor or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Auburn business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantially or the ease of its discovery.
3. **TERMINATION.** Either party may terminate this Agreement, with or without cause, upon providing the other party 90 days written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails to maintain

required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

4.1 Amount. In return for the Services, the City shall pay the Contractor an amount not to exceed a maximum amount specified in Exhibit C and according to a rates and method as delineated in Exhibit D attached hereto and incorporated by this reference. The Contractor agrees that any hourly or flat rate charged by it for its services contracted for herein shall remain locked at the negotiated rate(s) for the Term. Except as otherwise provided in Exhibit B, the Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.2 Method of Payment. On a monthly basis, the Contractor shall submit a voucher or invoice in the form specified by the City, a digital version (pdf) including a description of what Services have been performed, the name of the personnel performing such Services, any hourly labor charge rate for such personnel, and the purchase order number (PO#). The Contractor shall also submit a final bill upon completion of all Services. Payment shall be made on a monthly basis by the City only after the Services have been performed and within thirty (30) days after receipt and approval by the appropriate City representative of the voucher or invoice. If the Services do not meet the requirements of this Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

4.3 Non-Appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

5. INDEMNIFICATION.

5.1 Contractor Indemnification. Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

5.2 Industrial Insurance Act Waiver. It is specifically and expressly understood that the Contractor waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. Contractor's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

5.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

6. INSURANCE. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

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

6.2. Minimum Scope of Insurance. Contractor shall obtain insurance of the types and coverage described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- b. Commercial General Liability insurance shall be at least as broad as ISO

occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Professional Liability insurance appropriate to the Contractor's profession.

6.3. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- c. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

6.4 Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

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

6.6 Verification of Coverage. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

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

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon

which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

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

6.10 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement.

7. WORK PRODUCT. All originals and copies of work product, including plans, sketches, layouts, designs, design specifications, records, files, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the Work shall belong to the City upon delivery. The Contractor shall make such data, documents, and files available to the City and shall deliver all needed or contracted for work product upon the City's request. At the expiration or termination of this Agreement, all originals and copies of any such work product remaining in the possession of Contractor shall be delivered to the City.

8. BOOKS AND RECORDS. The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Work and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

9. INDEPENDENT CONTRACTOR. The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and

subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

10. CONFLICT OF INTEREST. It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.

11. EQUAL OPPORTUNITY EMPLOYER. In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Contractor or its subcontractors of any level, or any of those entities' employees, agents, subcontractors, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

12. GENERAL PROVISIONS.

12.1 **Interpretation and Modification.** This Agreement, together with any attached

Exhibits, contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior statements or agreements, whether oral or written, shall be effective for any purpose. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. The respective captions of the Sections of this Agreement are inserted for convenience of reference only and shall not be deemed to modify or otherwise affect any of the provisions of this Agreement. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Any act done by either Party prior to the effective date of the Agreement that is consistent with the authority of the Agreement and compliant with the terms of the Agreement, is hereby ratified as having been performed under the Agreement. No provision of this Agreement, including this provision, may be amended, waived, or modified except by written agreement signed by duly authorized representatives of the Parties.

12.2 Assignment and Beneficiaries. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

12.3 Compliance with Laws. The Contractor shall comply with and perform the Services in accordance with all applicable federal, state, local, and city laws including, without limitation, all City codes, ordinances, resolutions, regulations, rules, standards and policies, as now existing or hereafter amended, adopted, or made effective.

12.4 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall

be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative process. If the King County Superior Court does not have jurisdiction over such a suit, then suit may be filed in any other appropriate court in King County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in King County, Washington and waives any objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each Party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, however nothing in this paragraph shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

12.5 Execution. Each individual executing this Agreement on behalf of the City and Contractor represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. The signature and acknowledgment pages from such counterparts may be assembled together to form a single instrument comprised of all pages of this Agreement and a complete set of all signature and acknowledgment pages. The date upon which the last of all of the Parties have executed a counterpart of this Agreement shall be the "date of mutual execution" hereof.

13. **EXHIBITS.** This agreement includes the following Exhibits, which are incorporated by reference:

- a. Exhibit A: SERVICES
- b. Exhibit B: 2025 EXPLORE AUBURN TOURISM PLAN
- c. Exhibit C: COMPENSATION
- d. Exhibit D: PROJECT BUDGET

[Signature page follows]

IN WITNESS, the Parties hereto have caused this agreement to be executed the day and year first above written.

CITY OF AUBURN

AUBURN AREA CHAMBER OF
COMMERCE

Nancy Backus, Mayor

Kacie Bray, Executive Director

Date

Date

ATTEST:

Shawn Campbell, City Clerk

APPROVED AS TO FORM:

Jason Whalen, City Attorney

EXHIBIT A

SERVICES

The Service Provider shall implement a marketing promotion program in 2025 for the City of Auburn which shall include:

The \$150,000 is earmarked as follows:

Auburn Lodging Tax funds will support the marketing and tourism efforts for the City of Auburn.

See Exhibit B for additional service details.

Not more than 10% of any lodging tax grant will be reimbursed for items bought by the contractor and subsequently kept by organization members, planners, organizers, promoters, or others. These items could include all types of clothing, hats, and/or other objects.

The City shall have the right to review and make suggestions to advertisements, banners, questionnaires and other materials and services provided in connection with this Contract.

The Service Provider shall provide the City with copies of all materials developed pursuant to this Contract. The copies of these materials shall meet the requirement of City ownership of work product as referenced in Section 7 of this contract. All material will be printed no later than December 26, 2025.

The Service Provider shall provide a written summary report of the work completed in 2025 as well as any and all other reports, documents and receipts requested by the City no later than December 31, 2025.

ACKNOWLEDGEMENT OF LODGING TAX FUNDING:

All advertising must include an acknowledgement that "The advertising is made possible, in part, by a City of Auburn Lodging Tax Grant

EXHIBIT B

2025 EXPLORE AUBURN TOURISM PLAN

[see attached]



Tourism Key Objectives

- Covert Day Trip Visitors to Overnight Visitors
- Extend Visitor Stays to Drive Incremental Overnight Visitation and Revenue
- Increase Occupancy during off season
- Influence Long term development of the Destination and the Explore Auburn Brand

Key Components will be grounded on two principles:

#1. Communications and messaging will hinge around the City of Auburn's unique brand made up by the city's diverse demographic, attractions, and geographic location. Brand point of view will feature why Auburn is unique, valuable, and worth visiting. We will convey this through taking an authentic approach that emotionally attracts travelers through current tourism trends.

#2. Maximize the impact of every dollar. Auburn is a smaller player, budget-wise, competing in a highly competitive space. We, therefore, need to adopt an operating principle of: FEWER, BIGGER, BETTER: We will ensure that we stretch our budget as much as possible by focusing on what will have the biggest impact on our business goals.

- Primary Objective: Increase overnight bookings, the most efficient way to increase revenue for all Explore Auburn constituents.
- Secondary Objective: Drive day visitors to convert to overnight.

GEOGRAPHIC FOCUS

In order to meet our objectives, we need to shift priority of who we target, organizing around targeting consumers that have highest propensity to stay overnight in Auburn. Based on our analysis, through Explore Auburn digital analytics and WA State Tourism data we have developed the following target prioritization for 2025:

Long Drive Market | Focusing on Idaho, Oregon, and parts of Montana

Fly Market | Focus on key direct fly routes consisting of Hawaii, California, Arizona, Utah, and Colorado

International Market | British Columbia and parts of Asia

The Short Drive Market | Eastern Washington, along with other key cities that are outside 50 plus miles from Auburn

TRAVELER FOCUS

Almost every industry in every sector prioritizes consumer loyalty and customer lifetime value over everything else. From a travel perspective, that means repeat visitation and travel recommendation is a core priority to our long-term success. To do this we look at who the current traveler is to our area and additionally to Washington state. Using city, state and country and international travel data over the last year we are focusing on the following audience:

Community Driven Tourist

Attract repeat visitors that want to feel like they are a part of the community and culture.

Business Event Organizations

Attract universities, research institutions and advanced/creative industries to better attract high-value business events and conferences.

Recreational Tourist

Attract recreational and sporting groups and events that continue to drive return hotel nights stays year after year.

The above traveler focuses are identified for the ability to impact hotel night stay more frequently. However, there will be other tourism audiences impacted by our tactical plan. Which will benefit the hotels in capturing additional hotel night stays.

TACTICAL PLAN

Objective 1: Increase awareness and consideration of Auburn, Washington as a destination for recreational and business travel.

STRATEGIES:

- Develop a new, strategic ad campaign and targeted media plan to reach key audiences effectively and efficiently.
- Produce collateral and compelling content that serve to differentiate Auburn and our hotels apart from other nearby cities.
- Leverage paid media spend through grant recipient's ad buys to additionally brand Explore Auburn as a destination.
- Create an email database that will provide local attraction and tourism information. Segmented by tourism profile and interest.
- Ensure consistent positioning and messaging across all communication tactics – including traditional and non-traditional advertising, publishing, social media and public relations efforts.

SUCCESS METRICS:

- Advertising impressions.
- Unique website visitors and social media engagement/followers.
- Visitor Guide circulation
- Email database open and conversion rate.

Objective 2: Drive incremental overnight visitation and revenue

STRATEGIES:

- Develop tactical programs, tailored messaging and promotions during need periods specifically focused on driving incremental overnight visitation.
- Evaluate and prioritize drive vs. fly target markets to focus media investments on those markets that have a higher propensity for overnight stays.
- Explore partnerships and collaborate with select drive market destination marketing organizations on strategic programming/promotions to capitalize on visitors traveling through the area.
- Explore development of new materials and messaging to reach primary target audience.
- Work with hoteliers, restaurants, and area attractions to create unique multi-day packages and discounts for hotel guests.

- Explore nimble advertising solutions that allow for quick adjustments to creative and messaging based on occupancy trends and transient occupancy tax collections.
- Provide marketing services and solutions that enhance the visitor experience and thereby, encourage and solicit sharing with friends, family, and influencers.
- Partner with regional event venues and partners outside of Auburn to find ways to capture additional hotel night stays from regional events.

SUCCESS METRICS:

- Benchmark and track activity, engagement and redemption of executed programs, packages, and promotions.
- Benchmark and track increase patterns in occupancy tax collections through city reporting.
- Track increased brand awareness and new partnerships on a regional level.

Objective 3: Utilize ExploreAuburn.com to convert the “Undecided Traveler” to choose Auburn as their next travel destination.

STRATEGIES:

- Utilize tools within the new site to continually provide strong visuals and authentic storytelling, inspiring travelers to select Auburn as their destination of choice.
- Highlight captivating, destination specific visuals so visitors get a true sense of the destination.
- Develop unique and compelling content that differentiates Auburn from other nearby cities.
- Create and leverage fresh itineraries on an ongoing basis as fuel for potential visitors to imagine what a weekend or season staying in Auburn would look and feel like.
- Create in-language inspirational itineraries for top non-English speaking tourist that can be located on our website.
- Create a robust SEO strategy to target and direct consumers to our website for those looking to decide on a vacation destination.

SUCCESS METRICS:

- Increased traffic from international markets.
- User engagement - including traffic to, average time on, and scroll depth to bottom of page on key pages and areas of the site.
- Ongoing monitoring and optimizing of site SEO & keywords for maximum performance across search engines.

Objective 4: Utilize ExploreAuburn.com to extend visitor stays (day trippers and those already planning to overnight in Auburn).

STRATEGIES:

- Increase the conversion of “Trip Extenders” in the area by showcasing that there is simply too much to do to stay for less than 1-2 days.
- Focus content on itinerary building and niche categories to ensure Auburn appeals to diverse demographics and interests.
- Ensure that all signature and noteworthy events are added to the Calendar of Events.

SUCCESS METRICS:

- Creation of 1 article per month focused on what's happening in our "Stay Golden Auburn" Blog, to provide visitors inspiration to extend their stay.
- Minimum creation of 4 seasonal itineraries/ideas per year with the intent to show visitors why they need to extend their stay in Auburn.
- Increased traffic in unique visitors and unique pageviews.
- Increased number of referrals to partner websites for additional trip planning, community, and regional information.
- Event page click-throughs for more information.

Objective 5: Utilize social media platforms to extend visitor stay and convert day trippers into overnight visitors.

STRATEGIES:

- Independent of the brand campaign, Explore Auburn social media channels will have an increased focus on fly markets and large group events and conferences.
- Social channels will promote local favorites, events, meeting and convention spaces.
- Focus on an integrated approach that utilizes social media extensions dedicated to help amplify new ad campaign messaging.
- Social media campaign extensions will incorporate fly market cities and segments beyond geography to increase awareness.
- Explore partnerships with state and sports tourism organizations for expanded social presence.

SUCCESS METRICS:

- Increased fan growth in Fly Markets.
- Increased fan growth in International Markets.
- Increased traffic from partnering sites.
- Additional success will be measured by number of impressions from social platforms utilized within a campaign.

Objective 6: Drive occupancy during off season utilizing social media.

STRATEGIES:

- Create seasonally shifted content, advertising and promotional campaigns dedicated to increasing visitation during key need periods.
- Create "value for experience" messaging that targets the price conscious consumer that tends to travel during off peak seasons.
- Focus on local interest and events to attract drive market users to make a weekend trip to Auburn.
- Leverage Facebook events platform to promote local happenings and encourage attendance interest.
- Identify key social media influencers within drive markets to extend campaign reach and amplify messaging.

SUCCESS METRICS:

- Creation of new content/platforms for real-time engagement to drive interest and awareness to target markets during need periods.
- Partnerships with influencers in key markets engagement statics.
- Increased video views across all platforms.
- Newly created Explore Auburn Tik Toc account growth and engagement.

- Additional success will be measured by number of impressions from social platforms utilized within the campaign.

Objective 7: Grow group meeting, conventions, and sporting group opportunities for Auburn hotels and event spaces.

STRATEGIES:

- Develop and execute targeted action plans in group verticals.
- Explore development of a group advertising campaign that targets Corporate, Association Incentive & Third-Party meetings audiences.
- Create and employ prospecting tools to identify prospective list of targets.
- Incentivize groups to extend conference/meeting stays through tactical promotions and actives.
- Market and grow Explore Auburn grants to new applicants.

SUCCESS METRICS:

- Creation of digital event space guide for Auburn.
- Creation and growth of group travel organizations and contact database.
- Creation of online inquiry for group travel, meeting, and events spaces to provide Auburn locations event booking referrals.
- Increased grant application submissions.

Objective 8: Formalize a tourism relationship with the Muckleshoot Tribe. Growing a partnership with them as their gaming and consumer amenities evolve as a regional tourism asset to our community.

STRATEGIES:

- Be a point of contact for the Muckleshoot Tribe for tourism information and resources.
- Explore the development of a group advertising campaign.
- Foster a relationship that will result in monthly or quarterly meetings and/or tourism board involvement.
- Find ways to work together for the benefit of both organizations resulting in more hotel night stays and sales revenue.

SUCCESS METRICS:

- Successful partnership and collaboration meetings.
- Creation and growth of comarketing.
- Providing website and social media metrics on all promotions of Muckleshoot amenities amongst Explore Auburn assets.
- Leads produced and provided to Muckleshoot or leads from Muckleshoot to hotels and other Auburn meeting spaces to provide customers options and opportunities in Auburn.

EXHIBIT C
COMPENSATION

The City shall pay to the Service Provider, as compensation for the services described above, a total amount of not to exceed One Hundred Fifty Thousand Dollars payable upon receipt of reimbursable receipts. Compensation will be completed through reimbursement for approved services, and final payment may be held by the City until all reports are received. Requests for reimbursement may be made on a monthly basis, but must be received by the City no later than December 26, 2025. Only those services rendered within the term of the contract and received by December 26, 2025 are reimbursable.

EXHIBIT D

PROJECT BUDGET

Project Budget (for non-capital projects). Do not include in-kind contributions.

<i>Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.</i>			
Funding Source: List all revenue sources anticipated for 2025. Do not include requested Lodging Tax Funds	Amount	Confirmed? Yes/No	Date Available
	\$NA		
	\$NA		
	\$NA		
	\$NA		
	\$NA		
<i>Expenses: Based on full funding, please list project costs.</i> <i>Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.</i> <i>You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.</i>			
	a. Lodging Tax Funds Requested *	Other Funds (Do not include "in-kind" dollars)	c. Total Project Cost **
Personnel (salaries & benefits)	\$70,000	\$NA	\$70,000
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	\$20,000	\$NA	\$20,000
Marketing/Promotion	\$54,782	\$Na	\$54,782
Direct Sales Activities (including trade shows, sales calls, and related travel) Describe below	\$750.00	\$NA	\$750
Minor Equipment (computers, desks, etc.)	\$968.00	\$NA	\$968
Travel	\$1500.00	\$NA	\$1,500
Contract Services Describe below	\$2,000.00	\$NA	\$2,000
Other Describe below	\$0	\$NA	\$0
TOTAL COST	\$150,000	\$NA	\$150,000
Description for Direct Sales Activities, Contract Services, Travel and Others	See 2025 Explore Auburn Plan		
In-Kind Contributions	NA		

*Amount in column a "Lodging Tax Funds Requested" must match "Amount of Lodging Tax Funding Requested" under 1a of application.

** Amount in column c "Total Project Cost" must match "Total Project Cost" under 1a of application.