CITY OF AUBURN WASHINGTON	**City Council Study Session** **February 23, 2015 - 5:30 PM** **Auburn City Hall** **AGENDA** Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.

I. **CALL TO ORDER**

A. **Roll Call**

II. **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

III. **AGENDA ITEMS FOR COUNCIL DISCUSSION**

A. **Stormwater Management Program Update (10 minutes)* (Snyder)**
A Resolution of the City Council of the City of Auburn, Washington, approving the 2015 Stormwater Management Program Plan and authorizing the Mayor to include a copy of the program plan in the National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit Annual Report for 2014 to the Washington State Department of Ecology

B. **System Development Charges - Fee Update (30 minutes)* (Snyder)**

C. **Comprehensive Water Plan (30 minutes) (Snyder)**

D. **Public Works Project No. CP1412, Community Center Youth Center Conceptual Design Discussion (30 minutes)* (Snyder)**

E. **Resolution No 5129 - Comprehensive Emergency Management Plan (15 minutes)* (Hursh)**
A Resolution of the City Council of the City of Auburn, Washington, adopting the City of Auburn Comprehensive Emergency Management Plan (CEMP)

F. **Resolution No. 5133 - Auburn Design Standards (10 minutes)* (Snyder)**
A Resolution of the City Council of the City of Auburn, Washington, amending the City of Auburn Design Standards for its Downtown Urban Center Zone

IV. **OTHER DISCUSSION ITEMS**

V. **ADJOURNMENT**

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

*Denotes attachments included in the agenda packet.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Stormwater Management Program Update (10 minutes)

Date:
February 11, 2015

Department:
CD & PW

Attachments:
Resolution No. 5131
2015 Stormwater Management Program Plan - Final Draft
2014 Annual Report

Budget Impact:
$0

Administrative Recommendation:

For discussion only.

Background Summary:

The City of Auburn was issued a municipal stormwater permit by the Washington State Department of Ecology in compliance with provisions of the State of Washington Water Pollution Control Law and the Federal Water Pollution Control Act (The Clean Water Act).

Requirements of the Permit include the development and annual update of a Stormwater Management Program Plan (SWMP Plan) which describes the actions and activities to be implemented by the City in order to reduce the discharge of pollutants.

The SWMP Plan is to include measures related to Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Controlling Runoff from New Development, Redevelopment, and Construction Sites, Municipal Operations and Maintenance, Compliance with Total Maximum Daily Load Requirements and Monitoring. The Permit lists specific actions and methods that the City must implement through the SWMP Plan.

The City of Auburn is accepting comments on the draft 2015 Stormwater Management Program Plan. Written comments must be received by close of business on March 16, 2015. There will be a public hearing at the March 16th City Council meeting where comments will also be accepted.

Reviewed by Council Committees:

Councilmember: **Staff:** Snyder

Meeting Date: February 23, 2015 **Item Number:** DI.A

RESOLUTION NO. 5131

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING THE 2015 STORMWATER MANAGEMENT PROGRAM PLAN AND AUTHORIZING THE MAYOR TO INCLUDE A COPY OF THE PROGRAM PLAN IN THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM WESTERN WASHINGTON PHASE II MUNICIPAL STORMWATER PERMIT ANNUAL REPORT FOR 2014 TO THE WASHINGTON STATE DEPARTMENT OF ECOLOGY

WHEREAS, The Washington State Department of Ecology issues a National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit that regulates the discharge of stormwater from municipal stormwater systems; and

WHEREAS, the City operates a municipal stormwater system and is regulated under the National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit; and

WHEREAS, the National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit requires development and implementation of a Stormwater Management Program Plan; and

WHEREAS, the National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit requires submittal of the Stormwater Pollution Program Plan to the Washington State Department of Ecology

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

Section 1. The Stormwater Management Program Plan is approved for implementation in the City of Auburn in substantial conformity with the agreement attached hereto, marked as Exhibit "A" and incorporated herein by this reference.

Section 2. That the Mayor is authorized to implement such other administrative procedures as may be necessary to carry out the directives of this legislation, including submitting a copy of the Stormwater Management Program Plan to the Washington State Department of Ecology.

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

Dated and Signed this _____ day of _____, 2015.

CITY OF AUBURN

_____
NANCY BACKUS
MAYOR

ATTEST:

_____
Danielle E. Daskam,
City Clerk

APPROVED AS TO FORM:

_____
Daniel B. Heid,
City Attorney

CITY OF AUBURN

2015 STORMWATER MANAGEMENT PROGRAM PLAN

City of Auburn, WA
March 2015

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1. INTRODUCTION

1.1 Overview

This document presents the City of Auburn's Stormwater Management Program (SWMP). Preparation and maintenance of this SWMP Plan is required by the Washington State Department of Ecology (Ecology) as a condition of the Western Washington Phase II Municipal Stormwater Permit (the Phase II Permit). The Phase II permit covers discharges from regulated small municipal separate storm sewer systems (MS4s). The SWMP Plan is intended to inform the public of the planned SWMP activities for the upcoming year.

The permit to discharge stormwater is designed to reduce the discharge of pollutants, protect water quality, and meet the requirements of the federal Clean Water Act.

Appendix A includes acronyms and definitions from the Permit to help the reader understand the City's Stormwater Management Program.

1.2 Regulatory Background

The National Pollutant Discharge Elimination System (NPDES) permit program is a requirement of the federal Clean Water Act, which is intended to protect and restore waters for "fishable, swimmable" uses. The federal Environmental Protection Agency (EPA) has delegated permit authority to state environmental agencies, and these agencies can set permit conditions in accordance with and in addition to the minimum federal requirements. In Washington, the NPDES-delegated permit authority is the Washington State Department of Ecology (Ecology).

In Washington, municipalities with a population of over 100,000 are designated as Phase I communities and must comply with Ecology's Phase I NPDES Municipal Stormwater Permit. Auburn's population is below the 100,000 threshold, so the City must comply with the Phase II Municipal Stormwater Permit. About 100 other municipalities in Washington must also comply with the Phase II Permit, as operators of small municipal separate storm sewer systems (MS4s). Ecology's Phase II Municipal Stormwater Permit is available on Ecology's website at
http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/wwphiipermit.html

The Permit allows municipalities to discharge stormwater runoff from municipal drainage systems into the state's water bodies (e.g., streams, rivers, lakes, wetlands, and aquifers) as long as municipalities implement programs to protect water quality by reducing the discharge of "non-point source" pollutants to the "maximum extent practicable" (MEP) through application of Permit-specified "best management practices" (BMPs). The BMPs specified in the Permit are collectively referred to as the Stormwater Management Program (SWMP) and grouped under the following Program components:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Controlling Runoff from New Development, Redevelopment, and Construction Sites

- Municipal Operations and Maintenance

In addition to the SWMP components the Permit contains special conditions covering:

- Compliance with Total Maximum Daily load requirements
- Monitoring and Assessment
- Reporting Requirements

The Permit issued by Ecology became effective on August 1, 2013, was modified January 16, 2015 and expires on July 31, 2018. The Permit requires the City to submit an annual report no later than March 31st of each year beginning in 2015, on progress in SWMP implementation. The Permit also requires submittal of a SWMP Plan which describes proposed SWMP activities for the current calendar year. The SWMP Plan is to be updated annually and be included in the submittal of the previous year's annual report.

1.3 City of Auburn Regulated Area

The Western Washington Phase II Permit applies to operators of regulated small MS4s that discharge stormwater to waters of Washington State located west of the crest of the Cascade Range (west of the eastern boundaries of Whatcom, Skagit, Snohomish, King, Pierce, Lewis and Skamania counties). For cities, the Permit requirements extend to those areas of each City that drain to MS4s. Most of Auburn drains to MS4s that ultimately discharge into the Green River, the White River, or Mill Creek. In addition, some portions of the City drain to regional infiltration basins.

1.4 SWMP Implementation Responsibilities

The Utilities Engineering Division in the Community Development and Public Works Department coordinates the overall administration of efforts to comply with Permit requirements. The work plan tables in each Chapter provide the lead departments for the associated task. Other major departments/divisions included in the 2015 SWMP implementation are Maintenance and Operations (M&O), Human Resources (HR), Development Engineering, Permit Center, Innovation and Technology (IT), and Parks.

1.5 Document Organization

The contents of this document are based upon Permit requirements and Ecology's "Guidance for City and County Annual Reports for Western Washington, Phase II Municipal Stormwater General Permits." The program components of this SWMP are organized as listed in the Permit:

- **Section 2.0** addresses administering the City's Stormwater Management Program.
- **Section 3.0** addresses public education and outreach.
- **Section 4.0** addresses public involvement and participation.
- **Section 5.0** addresses illicit discharge detection and elimination.
- **Section 6.0** addresses controlling runoff from new development, redevelopment, and construction sites.
- **Section 7.0** addresses municipal operations and maintenance.
- **Section 8.0** addresses compliance with TMDL requirements.
- **Section 9.0** addresses monitoring.

Each section includes a summary of the relevant Permit requirements and a table showing the planned activities for 2015. This document also includes acronyms and definitions in Appendix A for easy reference.

2. STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

This section of the SWMP describes Permit requirements related to overall Stormwater Management Program administration, and planned compliance activities for 2015.

2.1 Permit Requirements

The Permit (Section S5.A) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Develop and implement a Stormwater Management Program (SWMP) and prepare written documentation (SWMP Plan) for submittal to Ecology by March 31 of each year. The purpose of the SWMP is to reduce the discharge of pollutants from the municipal stormwater system to the maximum extent practicable and thereby protect water quality. The SWMP Plan is intended to inform the public of the planned SWMP activities for the upcoming calendar year, and any actions to meet the requirements of S7 Compliance with Total Maximum Daily Load Requirements, and S8 Monitoring.
- Implement a program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities.
- Coordinate with other permittees on stormwater related policies programs, and projects within adjacent or shared areas.
- Coordinate between City departments to eliminate barriers to compliance with the terms of the permit.

2.2 Planned 2015 Compliance Activities

Auburn has positioned itself to maintain compliance. Table 2-1 presents the proposed work plan for the 2015 SWMP administration activities.

Table 2-1. 2015 Stormwater Management Administration Program Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
SWMP-1	Revise and update the City's Stormwater Management Program Plan (SWMP Plan) to identify planned SWMP activities for 2015.	Utilities Engineering	The SWMP submittal is due by March 31st of each year.
SWMP-2	Track program element implementation.	Utilities Engineering	Annual Reporting is due by March 31st of each year beginning in 2015.

3. PUBLIC EDUCATION AND OUTREACH

This section describes the Permit requirements related to public education and outreach, and planned compliance activities for 2015.

3.1 Permit Requirements

The Permit (Section S5.C.1) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Prioritize and target education and outreach activities to specified audiences, including the general public, businesses, residents/homeowners, landscapers, property managers, engineers, contractors, developers, and land use planners to build general awareness and to effect behavior change with the intent to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts.
- Have an outreach program that is designed to improve the target audience's understanding of the problem and what they can do to solve it.
- Create and/or partner with existing organizations to encourage residents to participate in stewardship opportunities.
- Measure the understanding and adoption of the targeted behaviors for at least one target audience in at least one subject area. Use the resulting measurements to direct education and outreach resources most effectively.
- Track and maintain records of public education and outreach activities.

3.2 Planned 2015 Compliance Activities

The City plans to continue the program that has been developed over the last permit cycle. The target audiences include:

- The general public
- Businesses (including home-based and mobile businesses)
- Residents/homeowners
- Landscapers
- Property managers
- Engineers, contractors, developers and land use planners

Table 3-1 presents the work plan for the 2015 SWMP public education and outreach activities.

Table 3-1. 2015 Public Education and Outreach Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
EDUC-1	Continue collaboration with other NPDES municipalities through Stormwater Outreach for Regional Municipalities (STORM) and Puget Sound Starts Here efforts to promote regional education and outreach programs.	Utilities Engineering	Refinements to existing public education and outreach activities are on-going.
EDUC-2	Refine education and outreach strategy to supplement existing education activities. An example would be evaluating the current pet waste cleanup education strategy and whether existing education activities should be supplemented for better results.	Utilities Engineering	
EDUC-3	Implement new or modify existing education and outreach activities. An example would be implementing actions related to our Kid's Day educational activities based on the evaluation done after the 2014 event.	Utilities Engineering	
EDUC-4	Staff training related to Surface Water Management Manual Implementation/Technical Standards: • Permitting • Plan Review • Site Inspections • Maintenance Standards.	Utilities Engineering	
EDUC-4a	Educate select city staff and elected officials to develop a common level of knowledge related to Low Impact Development stormwater management techniques.	LID Core Team	2015
EDUC-5	Inform public employees, businesses and the general public of the hazards associated with illegal discharges and improper disposal of waste.	Utilities Engineering	Ongoing
EDUC-6	Provide stewardship opportunities such as planting native plants and invasive species removal at the Auburn Environmental park.	Planning and Public Works Divisions	2015
EDUC-7	Measure understanding and adoption of pollution prevention and spill management by business property managers/owners.	Utilities Engineering	February 2, 2016

4. PUBLIC INVOLVEMENT AND PARTICIPATION

This section describes the Permit requirements related to public involvement and participation, and planned compliance activities for 2015.

4.1 Permit Requirements

The Permit (Section S5.C.2) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Provide ongoing opportunities for public involvement and participation through advisory boards or commissions, public hearings, watershed committees, public participation in developing rate structures and budgets, or other similar activities. The public must be able to participate in the decision-making processes, including development, implementation, and update of the SWMP.
- Make the SWMP Plan and Annual Compliance Report available to the public, by posting on the City's website. Make any other documents required to be submitted to Ecology in response to Permit conditions available to the public.

4.2 Planned 2015 Compliance Activities

The City of Auburn has a history of including the public in decision making. Table 4-1 below presents the work plan for the 2015 SWMP public involvement and participation activities.

Table 4-1. 2015 Public Involvement and Participation Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
PI-1	Provide public involvement opportunities for annual SWMP update.	Utilities Engineering	Public involvement opportunities will be available before the March 31, 2015 submittal.
PI-2	Make SWMP document Report available to public by posting on the City website.	Utilities Engineering	

5. ILLICIT DISCHARGE DETECTION AND ELIMINATION

This section describes the Permit requirements related to illicit discharge detection and elimination (IDDE), and planned compliance activities for 2015.

5.1 Permit Requirements

The Permit (Section S5.C.3) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Implement an ongoing program to detect and remove illicit discharges, connections, and improper disposal, including any spills into the municipal separate storm sewers owned or operated by the City.
- Maintain a storm sewer system map, have ordinances that prohibit illicit discharges, and implement an ongoing program to detect and address illicit discharges.
- Publicly list and publicize a hotline or other local telephone number for public reporting of spills and other illicit discharges. Track illicit discharge reports and actions taken in response through close-out, including enforcement actions.
- Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.
- Train staff on proper IDDE response SOPs and train municipal field staff to recognize and report illicit discharges.
- Summarize all illicit discharges and connections reported to the City and response actions taken, including enforcement actions, in the Annual Compliance Report; identify any updates to the SWMP.

5.2 Planned 2015 Compliance Activities

Table 5-1 presents the work plan for 2015 SWMP illicit discharge detection and elimination activities.

Table 5-1. 2015 Illicit Discharge Detection and Elimination Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
IDDE-1	Continue to implement City-wide IDDE Program and develop any necessary supplemental IDDE activities.	Utilities Engineering	Ongoing
IDDE-2	Continue to review and update storm system map to address data gaps and Permit requirements.	Utilities Engineering/IT	Ongoing
IDDE-3	Integrate illicit discharge field screening into the public facility and catch basin inspection programs.	Utilities Engineering	2015

IDDE-4	Provided IDDE training to new hires in Utility Engineering and Maintenance & Operations	Utilities Engineering	Ongoing

6. CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT, AND CONSTRUCTION SITES

This section describes the Permit requirements related to controlling runoff from new development, redevelopment, and construction sites, and planned compliance activities for 2015.

6.1 Permit Requirements

The Permit (Section S5.C.4) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Implement, and enforce a program to reduce pollutants in stormwater runoff (i.e., illicit discharges) to the municipal separate storm sewer system from new development, redevelopment, and construction site activities. The program must apply to both private and public projects, including roads, and address all construction/development-associated pollutant sources.
- Have adopted regulations (codes and standards), have plan review, inspection, and escalating enforcement SOPs necessary to implement the program in accordance with Permit conditions, including the minimum technical requirements in Appendix 1 of the Permit by December 31, 2016.
- Review, revise and make effective local development-related codes, rules, standards, or other enforceable documents to incorporate and require Low Impact Development (LID) principles and LID best management practices (BMPs) with the intent of making LID the preferred and commonly-used approach to site development by December 31, 2016.
- Participate in watershed-scale stormwater planning under condition S5.C.4.c of the Phase I Municipal Stormwater General Permit if required.
- Have adopted regulations (codes and standards) and processes to verify adequate long-term operations and maintenance of new post-construction permanent stormwater facilities and BMPs in accordance with Permit conditions, including an annual inspection frequency and/or approved alternative inspection frequency and maintenance standards for private drainage systems as protective as those in Chapter 4 of Volume V of the 2012 Ecology Stormwater Management Manual for Western Washington by December 31, 2016.
- Provide copies of the Notice of Intent (NOI) for construction or industrial activities to representatives of the proposed new development and redevelopment.
- Provide training to staff on the new codes, standards, and SOPs and create public education and outreach materials.
- Record and maintain records of all inspections and enforcement actions by staff.
- Summarize annual activities for the "Controlling Runoff" component of the Annual Compliance Report; identify any updates to the SWMP.

6.2 Planned 2015 Compliance Activities

The City has a program to help reduce stormwater runoff from new development and construction sites. Table 6-1 presents the work plan for 2015 SWMP activities related to runoff control for new development, redevelopment, and construction sites.

Table 6-1. 2015 Controlling Runoff from Development, Redevelopment, and Construction Sites Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
CTRL-1	Track and report construction, new development, and redevelopment permits, inspections and enforcement actions.	Planning/ Permit Center	On-going
CTRL-1a	Prior to clearing and construction, inspect all permitted development sites that have a high potential for sediment transport	Construction	On-going
CRTL-1b	Inspect all permitted development sites during construction	Construction	On going
CRTL-1c	Inspect all permitted development sites upon completion of construction and prior to final approval or occupancy	Construction	Ongoing
CRTL-1d	Inspect all permanent stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments every six months until 90% of the lots are constructed or construction has stopped and site is fully stabilized	Construction	Ongoing
CTRL-2	Conduct annual inspection of all treatment and flow control BMPs/facilities (other than catch basins) – i.e., private systems.	Utilities Engineering	On-going
CTRL-3	Begin process to update city code related to controlling runoff from new development, redevelopment and construction site projects.	Storm Drainage Utility and Building Division	2016
CTRL-4	Begin process to develop and adopt a stormwater management manual equivalent to the 2012 *Stormwater Management Manual for Western Washington* as amended in 2014.	Storm Drainage Utility and Building Division	2016

CTRL-5	Begin process to review, revise and make effective development-related codes, rules, standards, or other enforceable documents to incorporate and require LID principles and LID BMPs.	Storm Drainage Utility and Planning Division	2016
CTRL-6	Provide copies of the "Notice of Intent for Construction Activity" and copies of the "Notice of Intent for Industrial Activity" to representatives of proposed new development and redevelopment.	Permit Center	Ongoing
CTRL-7	Enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology	Construction and Code Enforcement	Ongoing

7. MUNICIPAL OPERATIONS AND MAINTENANCE

This section describes the Permit requirements related to municipal operations and maintenance, and planned compliance activities for 2015.

7.1 Permit Requirements

The Permit (Section S5.C.5) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Implement an O&M program, with the ultimate goal of preventing or reducing pollutant runoff from municipal separate stormwater system and municipal O&M activities.
- Implement maintenance standards for the municipal separate stormwater system that are at least as protective as those specified in the 2012 Stormwater Management Manual for Western Washington as amended in 2014.
- Conduct annual inspection of all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities and perform maintenance as needed to comply with maintenance standards.
- Inspect all catch basins and inlets owned or operated by the City at least once no later than August 1, 2017 and every two years thereafter. Clean the catch basins if inspections indicate cleaning is needed to comply with maintenance standards.
- Check treatment and flow control facilities after major storms and perform repairs as needed in accordance with adopted maintenance standards.
- Have SOPs in place to reduce stormwater impacts associated with runoff from municipal O&M activities, including but not limited to streets, parking lots, roads, or highways owned or maintained by the City, and to reduce pollutants in discharges from all lands owned or maintained by the City.
- Train staff to implement the SOPs and document that training.
- Prepare Stormwater Pollution Prevention Plans (SWPPPs) for all heavy equipment maintenance or storage yards identified for year-round facilities or yards, and material storage facilities owned or operated by the City.
- Summarize annual activities for the "Pollution Prevention and Operations and Maintenance for Municipal Operations" component of the Annual Compliance Report; identify any updates to the SWMP.

7.2 Planned 2015 Compliance Activities

Table 7-1 presents the work plan for 2015 SWMP activities related to municipal operations and maintenance.

Table 7-1. 2015 Municipal Operations and Maintenance Work Plan

Task ID	Task Description	Responsible	Schedule Notes
MOM-1	Conduct annual inspection of all treatment and flow control (other than catch basins) in the public system and perform maintenance as triggered by the maintenance standards.	Utilities Engineering	On-going
MOM-2	Inspect 25% of the public catch basins before July 31, 2015 and perform maintenance as triggered by the maintenance standards.	M&O	On-going
MOM-3	Perform street sweeping to reduce the amount of street waste that enters the storm drainage conveyance system.	M&O	Ongoing
MOM-4	Develop draft Low Impact Development maintenance standards, levels of service and inspection procedures for adoption in 2016.	Utilities Engineering	2015

8. COMPLIANCE WITH TOTAL MAXIMUM DAILY LOAD REQUIREMENTS

The federal Clean Water Act requires that Ecology establish "Total Maximum Daily Loads" (TMDL) for rivers, streams, lakes, and marine waters that don't meet water quality standards. A TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards. After the TMDL has been calculated for a given water body, Ecology determines how much each source must reduce its discharges of the pollutant in order bring the water body back into compliance with the water quality standards. TMDL requirements are included in the stormwater NPDES permits for discharges into affected water bodies.

Stormwater discharges covered under this Permit are required to implement actions necessary to achieve the pollutant reductions called for in applicable TMDLs. Applicable TMDLs are those approved by the EPA before the issuance date of the Permit or which have been approved by the EPA prior to the issue date of the Permit or the date Ecology issues coverage under the Permit, whichever is later. Information on Ecology's TMDL program is available on Ecology's website at www.ecy.wa.gov/programs/wq/tmdl.

In accordance with Permit condition S7 Compliance with Total Maximum Daily Load Requirements the City must comply with the following TMDL.

Name of TMDL	Puyallup Watershed Water Quality Improvement Project
Document(s) for TMDL	*Puyallup River Watershed Fecal Coliform Total Maximum Daily Load – Water Quality Improvement Report and Implementation Plan*, June 2011, Ecology Publication No. 11-10-040. http://www.ecy.wa.gov/biblio/1110040.html
Location of Original 303(d) Listings	Puyallup river 16712, 7498, White River 16711, 16708, 16709, Clear Creek 7501, Swan Creek 7514, Boise Creek 16706
Area Where TMDL Requirements Apply	Requirements apply in all areas regulated under the Permittee's municipal stormwater permit and discharging to water bodies listed within the specific requirement in this TMDL section.
Parameter	Fecal Coliform
EPA Approval Date	September 2011
MS4 Permittee	Phase I Permit: King County, Pierce County Phase II Permit: Auburn, Edgewood, Enumclaw, Puyallup, Sumner

Actions required of the City under this TMDL include:

- Beginning no later than October 1, 2013, conduct twice monthly wet weather sampling of stormwater discharges to the White River at Auburn Riverside High School to determine if specific discharges from Auburn's MS4 exceed the water quality criteria for fecal coliform bacteria.
    - Data shall be collected for one wet season.
    - Data shall be collected in accordance with an Ecology-approved QAPP.
    - Data collected since EPA TMDL approval can be used to meet this requirement.

  These actions have been completed.

- For any of the outfalls monitored above showing discharges that exceed water quality criteria for primary contact recreation: designate those areas discharging via the MS4 of concern as high priority areas for illicit discharge detection and elimination efforts and implement the schedules and activities identified in S5.C.3 of the Western Washington Phase II permit for response to any illicit discharges found beginning no later than August 1, 2014.

  This action has been completed.

- Install and maintain pet waste education and collection stations at municipal parks and other Permittee owned and operated lands adjacent to streams. Focus on locations where people commonly walk their dogs.

8.1 Planned 2015 Compliance Activities

Table 8-1 presents the work plan for 2015 SWMP activities related to TMDL requirement compliance.

Table 8-1. 2015 Compliance with TMDL Load Requirements

Task ID	Task Description	Responsible	Schedule Notes
TMDL - 1	Include summary of activities conducted in TMDL area to address TMDL parameter (fecal coliform) with annual report to Ecology	Utilities Engineering	March 31, 2015
TMDL-2	Maintain pet waste education and collection stations at municipal parks and other public lands adjacent to the White River and it's tributaries.	Parks Department	On-going

9. MONITORING

This section describes the Permit requirements related to water quality monitoring, and planned compliance activities for 2015.

9.1 Permit Requirements

The Permit (Section S8) requires the City to either conduct Status and Trends Monitoring, and Effectiveness Studies, or pay annually into a collective fund to implement monitoring through the Regional Stormwater Monitoring Program (RSMP). The City committed in 2013 to pay $45,096.00 annually into the collective RSMP monitoring fund for both Status and Trends Monitoring and Effectiveness Studies.

All permittees are required to pay into the RSMP to implement the RSMP Source Identification Information Repository (SIDIR). Auburn's annual payment will be $2,614.00.

Payments are due to the Department of Ecology by August 15th each year.

The City is required to provide the following monitoring and/or assessment data in each annual report:

- A description of any stormwater monitoring or studies conducted by the City during the reporting period. If stormwater monitoring was conducted on behalf of the City, or if studies or investigations conducted by other entities were reported to the City, a brief description of the type of information gathered or received shall be included in the annual report.
- An assessment of the appropriateness of the best management practices identified by the City for each component of the SWMP; and any changes made, or anticipated to be made, to the BMPs that were previously selected to implement the SWMP and why.

9.2 Planned 2015 Compliance Activities

Table 9-1 presents the work plan for 2015 SWMP monitoring activities.

Table 9-1. 2015 Water Quality Monitoring Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
MNTR -1	Pay $47,710.00 annually into the RSMP collective fund for implementation of Status and Trends Monitoring, Effectiveness Studies, and the Source Identification Information Repository.	Utilities Engineering	Annual payment due by August 15th.

APPENDIX A

Acronyms and Definitions

The following definitions and acronyms are taken directly from the Phase II Permit and are reproduced here for the reader's convenience.

40 CFR means Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

AKART means all known, available, and reasonable methods of prevention, control and treatment. See also State Water Pollution Control Act, chapter 90.48.010 RCW and chapter 90.48.520 RCW.

All known, available and reasonable methods of prevention, control and treatment refers to the State Water Pollution Control Act, chapter 90.48.010 RCW and chapter 90.48.520 RCW.

Applicable TMDL means a TMDL which has been approved by EPA on or before the issuance date of this Permit, or prior to the date that Ecology issues coverage under this Permit, whichever is later.

Beneficial Uses means uses of waters of the state which include but are not limited to use for domestic, stock watering, industrial, commercial, agricultural, irrigation, mining, fish and wildlife maintenance and enhancement, recreation, generation of electric power and preservation of environmental and aesthetic values, and all other uses compatible with the enjoyment of the public waters of the state.

Best Management Practices are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by Ecology that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

BMP means Best Management Practice.

Bypass means the diversion of stormwater from any portion of a stormwater treatment facility.

Census defined urban area means Urbanized Area.

Circuit means a portion of a MS4 discharging to a single point or serving a discrete area determined by traffic volumes, land use, topography or the configuration of the MS4.

Component or **Program Component** means an element of the Stormwater Management Program listed in S5 Stormwater Management Program for Cities, Towns, and Counties or S6 Stormwater Management Program for Secondary Permittees, S7 Compliance with Total Maximum Daily Load Requirements, or S8 Monitoring of this permit.

Co-Permittee means an owner or operator of an MS4 which is in a cooperative agreement with at least one other applicant for coverage under this permit. A Co-Permittee is an owner or operator of a regulated MS4 located within or in proximity to another regulated MS4. A Co- Permittee is only responsible permit conditions relating to discharges from the MS4 the Co- Permittee owns or operates. See also 40 CFR 122.26(b)(1)

CWA means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub.L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. (6-483 and Pub. L. 97-117, 33 U.S.C. 1251 et.seq).

Director means the Director of the Washington State Department of Ecology, or an authorized representative.

Entity means a governmental body, or a public or private organization.

EPA means the U.S. Environmental Protection Agency.

General Permit means a permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual permits being issued to each discharger.

Ground water means water in a saturated zone or stratum beneath the surface of the land or below a surface water body. Refer to chapter 173-200 WAC.

Hazardous substance means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090 or WAC 173-303-100.

Heavy equipment maintenance or storage yard means an uncovered area where any heavy equipment, such as mowing equipment, excavators, dump trucks, backhoes, or bulldozers are washed or maintained, or where at least five pieces of heavy equipment are stored on a long- term basis.

Highway means a main public road connecting towns and cities.

Hydraulically near means runoff from the site discharges to the sensitive feature without significant natural attenuation of flows that allows for suspended solids removal. See Appendix 7 Determining Construction Site Sediment Damage Potential for a more detailed definition.

Hyperchlorinated means water that contains more than 10 mg/Liter chlorine.

Illicit connection means any infrastructure connection to the MS4 that is not intended, permitted or used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in this permit (S5.C.3 and S6.D.3). Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the MS4.

Illicit discharge means any discharge to a MS4 that is not composed entirely of stormwater or of non-stormwater discharges allowed as specified in this permit (S5.C.3 and S6.D.3).

Impervious surface means a non-vegetated surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non- vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or stormwater areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

Land disturbing activity means any activity that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to clearing, grading, filling and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered land disturbing activity. Vegetation maintenance practices, including landscape maintenance and gardening, are not considered land disturbing activity. Stormwater facility maintenance is not considered land disturbing activity if conducted according to established standards and procedures.

LID means Low Impact Development.

LID BMP means low impact development best management practices.

LID Principles means land use management strategies that emphasize conservation, use of on- site natural features, and site planning to minimize impervious surfaces, native vegetation loss, and stormwater runoff.

Low Impact Development means a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

Low impact development best management practices means distributed stormwater management practices, integrated into a project design, that emphasize pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to, bioretention/rain gardens, permeable pavements, roof downspout controls, dispersion, soil quality and depth, vegetated roofs, minimum excavation foundations, and water re-use.

Material Storage Facilities means an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.

Maximum Extent Practicable refers to paragraph 402(p)(3)(B)(iii) of the federal Clean Water Act which reads as follows: Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants.

MEP means Maximum Extent Practicable.

MS4 means municipal separate storm sewer system.

Municipal Separate Storm Sewer System means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

(i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of wastes,

stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of Washington State.

(ii) Designed or used for collecting or conveying stormwater.

(iii) Which is not a combined sewer;

(iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.; and

(v) Which is defined as "large" or "medium" or "small" or otherwise designated by Ecology pursuant to 40 CFR 122.26.

National Pollutant Discharge Elimination System means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington Department of Ecology.

Native vegetation means vegetation comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and which reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas Fir, western hemlock, western red cedar, alder, big-leaf maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed.

New development means land disturbing activities, including Class IV General Forest Practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development. Refer to Appendix 1 for a definition of hard surfaces.

New Permittee means a city, town, or county that is subject to the *Western Washington Municipal Stormwater General Permit* and was not subject to the permit prior to August 1, 2013.

New Secondary Permittee means a Secondary Permittee that is covered under a municipal stormwater general permit and was not covered by the permit prior to August 1, 2013.

NOI means Notice of Intent.

Notice of Intent means the application for, or a request for coverage under a General Permit pursuant to WAC 173-226-200.

Notice of Intent for Construction Activity means the application form for coverage under the *Construction Stormwater General Permit.*

Notice of Intent for Industrial Activity means the application form for coverage under the *General Permit for Stormwater Discharges Associated with Industrial Activities*.

NPDES means National Pollutant Discharge Elimination System.

Outfall means point source as defined by 40 CFR 122.2 at the point where a discharge leaves the MS4 and discharges to waters of the State. Outfall does not include pipes, tunnels, or other conveyances which connect segments of the same stream or other surface waters and are used to convey primarily surface waters (i.e. culverts).

Permittee unless otherwise noted, the term "Permittee" includes city, town, or county Permittee, Co-Permittee, New Permittee, Secondary Permittee, and New Secondary Permittee.

Physically Interconnected means that one MS4 is connected to another storm sewer system in such a way that it allows for direct discharges to the second system. For example, the roads with drainage systems and municipal streets of one entity are physically connected directly to a storm sewer system belonging to another entity.

Project site means that portion of a property, properties, or right-of-ways subject to land disturbing activities, new hard surfaces, or replaced hard surfaces. Refer to Appendix 1 for a definition of hard surfaces.

QAPP means Quality Assurance Project Plan.

Qualified Personnel means someone who has had professional training in the aspects of stormwater management for which they are responsible and are under the functional control of the Permittee. Qualified Personnel may be staff members, contractors, or volunteers.

Quality Assurance Project Plan means a document that describes the objectives of an environmental study and the procedures to be followed to achieve those objectives.

RCW means the Revised Code of Washington State.

Receiving waters means bodies of water or surface water systems to which surface runoff is discharged via a point source of stormwater or via sheet flow. Receiving waters may also be ground water to which surface runoff is directed by infiltration.

Redevelopment means, on a site that is already substantially developed (i.e., has 35% or more of existing hard surface coverage), the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities. Refer to Appendix 1 for a definition of hard surfaces.

Regional Stormwater Monitoring Program means, for all of western Washington, a stormwater-focused monitoring and assessment program consisting of these components: status and trends monitoring in small streams and marine nearshore areas, stormwater management program effectiveness studies, and a source identification information repository (SIDIR). The priorities and scope for the RSMP are set by a formal stakeholder group. For this permit term, RSMP status and trends monitoring will be conducted in the Puget Sound basin only.

Regulated Small Municipal Separate Storm Sewer System means a Municipal Separate Storm Sewer System which is automatically designated for inclusion in the Phase II stormwater permitting

program by its location within an Urbanized Area, or by designation by Ecology and is not eligible for a waiver or exemption under S1.C.

RSMP means Regional Stormwater Monitoring Program.

Runoff is water that travels across the land surface and discharges to water bodies either directly or through a collection and conveyance system. See also "Stormwater."

Secondary Permittee is an operator of a regulated small MS4 which is not a city, town or county. Secondary Permittees include special purpose districts and other public entities that meet the criteria in S1.B.

Sediment/Erosion-Sensitive Feature means an area subject to significant degradation due to the effect of construction runoff, or areas requiring special protection to prevent erosion. See Appendix 7 Determining Construction Site Sediment Transport Potential for a more detailed definition.

Shared water bodies means water bodies, including downstream segments, lakes and estuaries that receive discharges from more than one Permittee.

SIDIR means Source Identification Information Repository.

Significant contributor means a discharge that contributes a loading of pollutants considered to be sufficient to cause or exacerbate the deterioration of receiving water quality or instream habitat conditions.

Small Municipal Separate Storm Sewer System means an MS4 that is not defined as "large" or "medium" pursuant to 40 CFR 122.26(b)(4) & (7) or designated under 40 CFR 122.26 (a)(1)(v).

Source control BMP means a structure or operation that is intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. The *SWMMWW* (2012) separates source control BMPs into two types. Structural Source Control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering stormwater. Operational BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater. See Volume IV of the *SWMMWW* (2012) for details.

Stormwater means runoff during and following precipitation and snowmelt events, including surface runoff, drainage or interflow.

Stormwater Associated with Industrial and Construction Activity means the discharge from any conveyance which is used for collecting and conveying stormwater, which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant, or associated with clearing, grading and/or excavation, and is required to have an NPDES permit in accordance with 40 CFR 122.26.

Stormwater Management Program means a set of actions and activities designed to reduce the discharge of pollutants from the MS4 to the MEP and to protect water quality, and comprising the components listed in S5 (for cities, towns and counties) or S6 (for Secondary Permittees) of this Permit and any additional actions necessary to meet the requirements of applicable TMDLs pursuant to S7 *Compliance with TMDL Requirements,* and S8 *Monitoring and Assessment.*

Stormwater Treatment and Flow Control BMPs/Facilities means detention facilities, treatment BMPs/facilities, bioretention, vegetated roofs, and permeable pavements that help meet Appendix 1 Minimum Requirements #6 (treatment), #7 (flow control), or both.

SWMMWW means *Stormwater Management Manual for Western Washington (2005).*

SWMP means Stormwater Management Program.

TMDL means Total Maximum Daily Load.

Total Maximum Daily Load means a water cleanup plan. A TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and nonpoint sources.

The calculation must include a margin of safety to ensure that the water body can be used for the purposes the state has designated. The calculation must also account for seasonable variation in water quality. Water quality standards are set by states, territories, and tribes. They identify the uses for each water body, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. The Clean Water Act, section 303, establishes the water quality standards and TMDL programs.

Tributary conveyance means pipes, ditches, catch basins, and inlets owned or operated by the Permittee and designed or used for collecting and conveying stormwater.

UGA means Urban Growth Area.

Urban Growth Area means those areas designated by a county pursuant to RCW 36.70A.110.

Urbanized Area is a federally-designated land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile. Urbanized Areas are designated by the U.S. Census Bureau based on the most recent decennial census.

Vehicle Maintenance or Storage Facility means an uncovered area where any vehicles are regularly washed or maintained, or where at least 10 vehicles are stored.

Water Quality Standards means Surface Water Quality Standards, chapter 173-201A WAC, Ground Water Quality Standards, chapter 173-200 WAC, and Sediment Management Standards, chapter 173-204 WAC.

Waters of the State includes those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the state" as defined in chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and water courses within the jurisdiction of the State of Washington.

Waters of the United States refers to the definition in 40 CFR 122.2.

City of Auburn Annual Report for 2014

National Pollutant Discharge Elimination System

Western Washington Phase II Municipal Stormwater Permit







DEPARTMENT OF ECOLOGY State of Washington

Submittals WQWebSubmittal

Annual Report

Question Number	Permit Section	Questions
1	S5.A.2	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2) **Saved Document Name: Final Draft 2015 SWMP Plan_1_02102015_0140.pdf**
2	S9.D.5	Attach a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.5. **Not Applicable**
3	S5.A.3	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP. **Yes**
4	S5.A.5.b	Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b) **Yes**
4b	S5.A.5.b	Attach a written description of internal coordination mechanisms. (Required to be submitted no later than March 31, 2015, S5.A.5.b) **Saved Document Name: Internal Coord 20150204 draft_4b_02042015_0311.pdf**
5	S5.C.1.a.i and ii	Attach description of public education and outreach efforts conducted per S5.C.1.a.i and ii. **Saved Document Name: City of Auburn 2014 Public Education Summary_5_02102015_0141.pdf**
6	S5.C.1.b	Created stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.1.b. **Yes**
7	S5.C.1.b	Used results of measuring the understanding and adoption of targeted behaviors among at least one audience in at least one subject area to direct education and outreach resources and evaluate changes in adoption of targeted behaviors. (Required no later than February 2, 2016, S5.C.1.b) **Not Applicable**
7b	S5.C.1.b	Attach description of how this requirement was met.
8	S5.C.2.a	Describe the opportunities created for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP. (S5.C.2.a) **Public comments were requested on the draft SWMP Plan. A public hearing was held at a City Council meeting for the public to comment, or written comments were accepted. The draft SWMP Plan was available for review on the City's website.**
9	S5.C.2.b	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.C.2.b) **Yes**
9b		

	S5.C.2.b	List the website address. **http://www.auburnwa.gov/services/utilities/storm_drainage/stormwater_permit.htm**
10	S5.C.3.a.i - vi	Maintained a map of the MS4 including the requirements listed in S5.C.3.a.i.-vi. **Yes**
11	S5.C.3.b.v	Implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the regulatory mechanism described in S5.C.3.b. (S5.C.3.b.v) **Yes**
12	S5.C.3.b.vi	Updated, if necessary, the regulatory mechanism to effectively prohibit illicit discharges into the MS4 per S5.C.3.b.vi. (Required no later than February 2, 2018) **Not Applicable**
12b		Cite the Prohibited Discharges code reference
13	S5.C.3.c.i	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.3.c.i. **Yes**
13b	S5.C.3.c.i	Cite methodology **Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual (WSDOE)**
14	S5.C.3.c.i	Percentage of MS4 coverage area screened in reporting year per S5.C.3.c.i. (Required to screen 40% of MS4 no later than December 31, 2017 (except no later than June 30, 2018 for the City of Aberdeen) and 12% on average each year thereafter. (S5.C.3) **44**
15	S5.C.3.c.ii	List the hotline telephone number for public reporting of spills and other illicit discharges. (S5.C.3.c.ii) **(253) 931-3048**
15b	S5.C.3.c.ii	Number of hotline calls received. **8**
16	S5.C.3.c.iii	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.3.c.iii. **Yes**
17	S5.C.3.c.iv	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. (S5.C.3.c.iv) **Yes**
17b	S5.C.3.c.iv	Describe the information sharing actions. (S5.C.3.c.iv) **Field maintenance staff recieved training on BMPs to prevent stormwater pollution for the work they perform, ECOSS and King County Local Source Control programs provided spill prevention and source control technical assistance to businesses, postcards were sent to neighborhoods where illicit discharges were investigated reminding residents to prevent stormwater pollution.**
18	S5.C.3.d	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.3.d. **Yes**
19	S5.C.3.d.iv	Number of illicit discharges, including illicit connections, eliminated during the reporting year. (S5.C.3.d.iv) **29**

20	S5.C.3.d.iv	Attach a summary of actions taken to characterize, trace and eliminate each illicit discharge found by or reported to the permittee. For each illicit discharge, include a description of actions according to required timeline per S5.C.3.d.iv **Saved Document Name: 1 Auburn IDDE Tracking Form Data_20_02042015_0122.pdf**
21	S5.C.3.e	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities as described in S5.C.3.e. **Yes**
22	S5.C.4.a	Implemented an ordinance or other enforceable mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.4.a. **Yes**
24	S5.C.4.a.i	Number of exceptions granted to the minimum requirements in Appendix 1. (S5.C.4.a.i., and Section 6 of Appendix 1) **0**
25	S5.C.4.a.i	Number of variances granted to the minimum requirements in Appendix 1. (S5.C.4.a.i., and Section 6 of Appendix 1) **0**
26	S5.C.4.b.i	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.4.a.i. (S5.C.4.b.i) **Yes**
26b	S5.C.4.b.i	Number of site plans reviewed during the reporting period. **441**
27	S5.C.4.b.ii	Inspected, prior to clearing and construction, permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Damage Potential, or alternatively, inspected all construction sites meeting the minimum thresholds adopted pursuant to S5.C.4.a.i. (S5.C.4.b.ii) **Yes**
27b	S5.C.4.b.ii	Number of construction sites inspected per S5.C.4.b.ii. **8**
28	S5.C.4.b.iii	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. (S5.C.4.b.iii) **Yes**
28b	S5.C.4.b.iii	Number of construction sites inspected per S5.C.4.b.iii. **32**
29	S5.C.4.b.ii, iii and	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects). (S5.C.4.b.ii, iii and v) **20**
30	S5.C.4.b.iv	Inspected all permitted development sites that meet the thresholds in S5.C.4.a.i upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.4.b.iv) **Yes**
31	S5.C.4.b.ii-iv	Achieved at least 80% of scheduled construction-related inspections. (S5.C.4.b.ii-iv) **Yes**

32	S5.C.4.b.iv	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects. (S5.C.4.b.iv)	**Yes**
33	S5.C.4.c	Implemented provisions to verify adequate long-term operation and maintenance (O&M) of stormwater treatment and flow control BMPs/facilities that are permitted and constructed pursuant to S5.C.4. a and b. (S5.C.4.c)	**Yes**
35	S5.C.4.c.iii	Annually inspected stormwater treatment and flow control BMPs/facilities per S5.C.4.c.iii.	**Yes**
35b	S5.C.4.c.iii	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.4.c.iii	**Not Applicable**
36	S5.C.4.c.iv	Inspected new residential stormwater treatment and flow control BMPs/facilities and catch basins every 6 months per S5.C.4.c.iv to identify maintenance needs and enforce compliance with maintenance standards.	**Yes**
37	S5.C.4.c.v	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C4.c.v)	**Yes**
38	S4.C.4.c.vi	Verified that maintenance was performed per the schedule in S5.C.4.c.vi when an inspection identified an exceedance of the maintenance standard.	**Yes**
38b	S5.C.4.c.vi	Attach documentation of any maintenance delays. (S5.C.4.c.vi)	**Not Applicable**
39	S5.C.4.d	Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment. (S5.C.4.d)	**Yes**
40	S5.C.4.e	All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities. (S5.C.4.e)	**Yes**
42	S5.C.4.g	Participated and cooperated with the watershed-scale stormwater planning process led by a Phase I county. (S5.C.4.g)	**Not Applicable**
43	S5.C.5.a	Implemented maintenance standards as protective, or more protective, or facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington. (Cowlitz/Lewis counties apply until no later than June 30,2017 & City of Aberdeen apply until no later than June 30, 2018, S5.C.5.a).	**Yes**
44	S5.C.5.a	Applied a maintenance standard that is not specified in the 2012 Stormwater Management Manual for Western Washington.	**Not Applicable**
44b	S5.C.5.a	Please note what kinds of facilities are covered by this alternative maintenance standard. (S5.C.5.a)	

45	S5.C.5.a.ii	Performed timely maintenance per S5.C.5.a.ii. **Yes**
46	S5.C.5.b	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.5.b) **Yes**
46b	S5.C.5.b	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities. (S5.C.5.b) **245**
46c	S5.C.5.b	Number of facilities inspected during the reporting period. (S5.C.5.b) **241**
46d	S5.C.5.b	Number of facilities for which maintenance was performed during the reporting period. (S5.C.5.b) **25**
47	S5.C.5.b	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.5.b. **Not Applicable**
48	S5.C.5.c	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms as per S5.C.5.c. **Yes**
49	S5.C.5.d	Inspected all municipally owned or operated catch basins and inlets as per S5.C.5.d, or used an alternative approach. (Required once no later than August 1, 2017 and every two years thereafter, except once no later than June 30, 2018 and every two years thereafter for the City of Aberdeen) **Not Applicable**
49b	S5.C.5.d	Number of known catch basins. **12554**
49c	S5.C.5.d	Number of catch basins inspected during the reporting period. **1756**
49d	S5.C.5.d	Number of catch basins cleaned during the reporting period. **339**
50	S5.C.5.d.i-ii	Attach documentation of alternative catch basin cleaning approach, if used. (S5.C.5.d.i or ii) **Not Applicable**
51	S5.C.5.f	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.5.f) **Yes**
52	S5.C.5.g	Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.5.g.) **Yes**
53	S5.C.5.h	Implemented a Stormwater Pollution Prevention Plan for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.5.h)

		Yes
54	S7.A	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A) **Yes**
55	S7.A	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A) **Saved Document Name: City of Auburn 2014 TMDL Summary_55_02102015_0143.pdf**
56	S8.A	Attach a description of any stormwater monitoring or stormwater-related studies as described in S8.A. **Saved Document Name: City of Auburn 2014 Monitoring Summary_56_02102015_0143.pdf**
57	S8.B.1	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for status and trends monitoring. (S8.B.1) **Yes**
58	S8.C.1	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for effectiveness studies. (S8.C.1) (Required to begin no later than August 15, 2014) **Yes**
59	S8.D.1	Contributed to the RSMP for source identification and diagnostic monitoring information repository in accordance with S8.D.1. (Required to begin no later than August 15, 2014) **Yes**
60	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3) **Yes**
61	G3	Number of G3 notifications provided to Ecology. **16**
62	G3.A	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A. **Yes**
63	S4.F.1	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1) **Not Applicable**
64	S4.F.3.a	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a. **Not Applicable**
65	S4.F.3.d	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d) **Not Applicable**
66	G20	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20) **Yes**
67	G20	Number of non-compliance notifications (G20) provided in reporting year. **1**
67b		

G20	List the permit conditions described in non-compliance notification(s).
	S5.C.4, S5.C.3

Attachments:

View Files Attached to Submission

	DocDescr	DocName	DocExt	DocID	SubID	AppName
View		1 Auburn IDDE Tracking Form Data_20_02042015_0122.	.pdf	332990	1487339	wqwebportal
View		Final Draft 2015 SWMP Plan_1_02042015_0311.pdf	.pdf	333046	1487339	wqwebportal
View		Internal Coord 20150204 draft_4b_02042015_0311.pdf	.pdf	333047	1487339	wqwebportal
View		City of Auburn 2014 Public Education Summary_5_021	.pdf	334747	1487339	wqwebportal
View		City of Auburn 2014 TMDL Summary_55_02102015_0143.	.pdf	334750	1487339	wqwebportal
View		City of Auburn 2014 Monitoring Summary_56_02102015	.pdf	334751	1487339	wqwebportal

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Question 1. Attach updated annual Stormwater Management Program Plan (SWMP Plan)

Attachment follows:

Full document attached to
Resolution No. 5131

CITY OF AUBURN
2015 STORMWATER MANAGEMENT PROGRAM PLAN

City of Auburn, WA
March 2015

Question 4b. Attach a written description of internal coordination mechanisms.

Attachment follows:

Question 4b. Description of internal coordination methods

SWMP Component		Key Staff Positions (L) Lead, (S) Support		Notes/Comments
Administration				
Coordination of Permit implementation		Water Quality Programs Coordinator (WQPC) (L), Storm Drainage Engineer (S)		WQPC works with lead staff in other departments/divisions to promote Permit implementation.
Coordination between jurisdictions with interconnected MS4's		WQPC (L), Storm Drainage Engineer (S)		WQPC communicates with neighboring MS4 managers as necessary.
Stormwater Management Program Plan development and updates		WQPC (L), Storm Drainage Engineer (S)		WQPC leads update process. CDPW staff, the public and City elected officials provide comments/suggestions.
Public Education and Outreach				
Awareness building outreach		WQPC (L), Utilities Engineering Group (S), Solid Waste Utility (S), Multimedia (S)		WQPC and Utilities Engineering staff participate in the regional STormwater Outreach for Regional Municipalities (STORM) group and promote their events within the City. The Storm Drainage, Water and Solid Waste Utilities work together to coordinate messaging, Multimedia provides technical production support.
Behavior change outreach		WQPC (L), Utilities Engineering Group (S), Solid Waste Utility (S), Multimedia (S)		WQPC and Utilities Engineering staff participate in the regional STormwater Outreach for Regional Municipalities (STORM) group and promote their events within the City. The Storm Drainage, Water and Solid Waste Utilities work together to coordinate messaging, Multimedia provides technical production support.
Stewardship		Environmental Services Manager (L), Environmental Services Program (S), Parks Maintenance (S)		Environmental Services Program staff coordinate stewardship events which are supported by Parks Department staff.
Measurement of understanding and adoption of targeted behaviors		WQPC (L)		Any reports on measurement and adoption of targeted behaviors are routed to the WQPC for discussion by Storm Drainage Utility staff for inclusion in the annual report. Information in the report helps refine future outreach efforts.

Question 4b. Description of internal coordination methods

Public Involvement and Participation

Create opportunities for public participation in SWMP Plan updates		WQPC (L), Storm Drainage Engineer (S)		The WQPC schedules the public comment period and public hearing to allow for comments on the SWMP Plan.
Post SWMP Plan and Annual Report on City website		WQPC (L), Multimedia Department (S), Engineering Services Administrative Staff (S)		The WQPC coordinates with Multimedia or Engineering Services Administrative Staff to have the SWMP Plan and Annual Report posted on the City's website.

Illicit Discharge Detection and Elimination

Mapping		Storm Drainage Technician (L), Design Technician Supervisor (L), Storm Drainage Engineer (S), IT/GIS Division (S)		Storm Utility is conducting field inventory of storm drainage assets and coordinating with IT/GIS to update GIS maps. The Design Technician Supervisor coordinates with IT/GIS to ensure that capital projects are entered into the City's GIS maps.
Prohibited discharge ordinance development/updates		WQPC (L), Storm Drainage Engineer (S), Legal Department (S)		Storm Utility staff coordinate with the Legal Department and others to update city code as required.
Program to detect and identify non-stormwater discharges and illicit connections to MS4		WQPC (L), Storm Drainage Technician (S), Water Resources Technician (S), Storm Division Crew (S)		Spill or dumping reports are received at Maintenance and Operations (and through any other City staff). Once received they are routed to the IDDE investigation team (WQPC, Storm Drainage Technician, and Water Resources Technician). The investigation team may request assistance from storm maintenance staff if the television truck, smoke testing, traffic control or confined space entry are needed. The WQPC conducts IDDE screening as part of the annual inspection of all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities.
Program to address illicit discharges, including spills and illicit connections, into the MS4		WQPC (L), Storm Drainage Technician (S), Water Resources Technician (S), Storm Division Crew (S), Code Enforcement (S)		Identified spills or illicit connections are initially addressed by the IDDE investigation team. Spill clean-up often requires the assistance of storm/streets maintenance staff. The IDDE investigation team works with the Building Division and Code Enforcement to address illicit connections.
Training for staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, spills and illicit connections		WQPC (L), Storm Drainage Technician (S), Water Resources Technician (S)		The WQPC ensures IDDE identification and reporting training is conducted for new staff and that the IDDE investigation team is kept up to date in their training.

Question 4b. Description of internal coordination methods

Recordkeeping		WQPC (L)		The WQPC maintains records pertaining to Illicit Discharge Detection and Elimination.

Controlling Runoff from New Development, Redevelopment and Construction Sites

Ordinance that addresses runoff from new development, redevelopment and construction site projects		Storm Drainage Engineer (L), Development Engineer (S), Construction Manager (S), Legal Department (S)		The Storm Drainage Engineer is the lead on code updates related to controlling runoff from new development, redevelopment and construction sites and coordinates updates with Development Services and Construction Management to ensure that the changes are communicated to review staff. All code changes are coordinated with the Legal Department.
Program for permitting, site plan review, inspection and enforcement for private and public projects		Asst Director of Community Development Services (L), Asst Director of Engineering/City Engineer (L), Development Engineer (S), Storm Drainage Engineer (S), Construction Manager (S)		Developers work with Planning staff prior to submitting plans to ensure that their project will meet City zoning standards and that environmental review is complete. Developer plans are received through the City's Permit Center. The plans are routed through the development review process including review by Development, Traffic and Utility Engineers, Construction and the Building Department staff. Approved development plans move to Construction for inspection by the Construction Inspection and Stormwater Management Inspection staff during the construction phase. Public projects are designed in house or by consultants under City contract to meet City stormwater standards. Construction oversight is provide by Construction Inspection and Stormwater Management Inspection staff.
Program to verify adequate long-term operation and maintenance of stormwater treatment and flow control BMPs/facilities		Storm Drainage Engineer (L), Development Engineer (L), Water Resources Technician (S), Storm Drainage Technician (S)		Development Engineering staff prepare and ensure that permanent Maintenance and Inspection Easement documents are approved and recorded for each development project. Prior to recording, the documents are reviewed and signed by the Storm Drainage Engineer. Annual City budget includes allocations for operation and maintenance of public stormwater facilities.
Make copies of "Notice of Intent for Construction Activity" and "Notice of Intent for Industrial Activity" available to representatives of new development and redevelopment		Development Engineer (L), Development Review Engineer (S)		The Development Engineer and his staff provide Notice of Intent information to developers during the design phase of development projects.

Question 4b. Description of internal coordination methods

Train permitting, plan review, construction site inspection, and enforcement staff to conduct these activities		Asst Director of Engineering Services/City Engineer (L), Asst Director of Community Development Services (L), Development Engineer (L), Construction Manager (L)		Training on the plan review process is conducted by the Asst Director of Engineering Services/City Engineer and the Development Engineer. Construction site inspection and enforcement staff training is coordinated by the Asst Director of Community Development Services and Construction Manager.
Low impact development code-related requirements		Storm Drainage Engineer (L), Development Engineer (S), WQPC (S), Asst Director of Community Development Services (S), Building Official (S)		The City has organized a core group to implement Low Impact Development. The group, led by the Storm Drainage Engineer includes Permitting, Planning, Development Review, Building and Storm Drainage Utility management level staff.
Watershed-scale stormwater planning		WQPC (L)		The WQPC will ensure that watershed-scale stormwater planning is addressed when required.

Municipal Operations and Maintenance

Implement maintenance standards that are as protective, or more protective, of facility function than those specified in the Stormwater Management Manual for Western Washington		WQPC (L), Storm Division Crew (S)		The WQPC utilizes maintenance standards that are equivalent to those in the Stormwater Management Manual for Western Washington when inspecting public treatment and flow control facilities. Maintenance and Operations staff that are performing catch basin inspection have been provided with equivalent standards.
Annual inspections of all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities		WQPC (L)		The WQPC conducts inspections of all municipally owned and operated permanent stormwater treatment and flow control BMPs/facilities.
Spot checks of potentially damaged permanent stormwater treatment and flow control BMPs/facilities after major storm events		Storm Division Manager (L), Storm Division Crew (S)		Storm maintenance staff under direction of the Storm Division Manager perform inspections after storm events to look for facility damage or maintenance needs.
Inspection of all catch basins or inlets at least once by August 1, 2017 and every two years thereafter		Storm Division Manager (L), Storm Division Field Supervisor (S), Storm Division Crew (S)		The Storm Maintenance Division under direction of the Storm Division Manager is responsible for completing catch basin inspection and maintenance in accordance with the schedule outlined in the Permit.
Establish an inspection program designed to inspect all sites and achieving at least 95% of inspections		WQPC (L), Storm Division Manager (L)		The WQPC is responsible for inspection of public treatment and flow control facilities. The Storm Division Manager is responsible for ensuring inspection of all public catch basins.

Question 4b. Description of internal coordination methods

Implement practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the City, and road maintenance activities		Asst Director of Public Works Operation Services (L), Parks Maintenance Manager (L), Facilities Manager (L), WQPC (S)		The WQPC prepares documentation of practices, policies and procedures to reduce impacts from City lands and maintenance activities. The Asst Director of Public Works Operation Services, Parks Maintenance Manager and Facilities Manager are responsible for implementing those practices.
Train employees whose primary construction, operations or maintenance job functions may impact stormwater quality		Asst Director of Public Works Operation Services (L), Parks Maintenance Manager (L), Cemetery Supervisor (L), Golf Course Greens Superintendent (L), Facilities Manager (L)		The Asst Director of Public Works Operation Services, Parks Maintenance Manager, Cemetery Supervisor, Golf Course Greens Superintendent and Facilities Manager ensure that new staff receive training on best management practices to prevent stormwater pollution from their work practices; including follow-up training to address changes in procedures, techniques, requirements or staffing. Documentation of training is submitted to the WQPC.
Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities		Asst Director of Public Works Operation Services (L), Storm Division Manager (S), Cemetery Supervisor (L), WQPC (S), two Cemetery Maintenance Worker II positions (S)		The Asst Director of Public Works Operation Services, Storm Division Manager and WQPC make up the Pollution Prevention Team for Maintenance and Operations. Two Maintenance Worker II positions make up the Pollution Prevention Team for the Cemetery. These teams implement the SWPPPs, including annual review and update (if needed).
Maintain records of inspections and maintenance or repair activities conducted by the City		WQPC (L), Storm Drainage Manager (L), Vegetation Manager (S), IT/GIS (L)		All records of inspections and maintenance/repair activities are entered into the City asset management software program. The WQPC records inspections and Storm Maintenance staff (under supervision of the Storm Division Manager record maintenance and repair activities. IT/GIS assists with managing the asset management software program.

TMDL Compliance

Beginning no later than October 1, 2013, conduct twice monthly wet weather sampling of stormwater discharges to the White River at Auburn Riverside High School		Storm Drainage Technician (L), WQPC (S)		This work has been completed.
For any outfalls monitored that show discharges exceed water quality criteria for primary contact recreation: designate those areas as high priority for illicit discharge investigation		WQPC (L), Storm Drainage Technician (S)		This work has been completed.

Question 4b. Description of internal coordination methods

Install and maintain pet waste education and collection stations at municipal parks and other City owned and operated lands adjacent to streams. Focus on locations where people commonly walk their dogs		Parks Maintenance Manager (L)		The Parks Maintenance Manager oversees installation and maintenance of pet waste stations and disposal receptacles.

Monitoring and Assessment

Status and trends monitoring		Storm Drainage Engineer (L)		The City is paying into the Regional Stormwater Monitoring Program.
Effectiveness studies		Storm Drainage Engineer (L)		The City is paying into the Regional Stormwater Monitoring Program.
Source identification and diagnostic monitoring		Storm Drainage Engineer (L)		The City is paying into the Regional Stormwater Monitoring Program.

Reporting

Annual Reporting		WQPC (L), Storm Drainage Engineer (S)		The WQPC receives and compiles data related to implementation of the Municipal Permit with the assistance of the Storm Drainage Engineer. The WQPC fills out the annual report and is responsible for submitting the report to the Department of Ecology.

Question 5. Attach description of public education and outreach efforts conducted per S5.C.1.a.i and ii

Attachment follows:

City of Auburn 2014 Public Education and Outreach Summary

Public Education Activity	Target Audience	Comments
City Storm Drainage Web Site	General Public	City website provides general information on the City's storm drainage program, links to the City's SWMP and annual reports and lists the Spill Reporting phone number.
City Storm Drainage Web Site	Private Storm Facility Owners and Managers	City website provides information on maintenance standards for private storm drainage systems.
Stormwater Outreach for Regional Municipalities (STORM)	General public	Auburn participated in this regional public education program. PSSH branded information and items were distributed.
Puget Sound Starts Here City Proclamation	General public	The Mayor issued a proclamation that May was Puget Sound Starts Here Month
Solid Waste & Recycling Newsletter	Homeowners	Provided information on disposal options for household hazardous waste and on keeping hazardous waste out of stormwater. Included reminder for pet owners to clean up pet waste.
Puget Sound Starts Here Don't Drip and Drive Campaign	Vehicle owners	The City advertised the Don't Drip and Drive campaign on it's closed circuit television channel in public facilities.
ECOSS Spill Kit Program	Business types included automotive, food service, gas stations, grocery marts and retail	Outreach and educational training was provided to 76 businesses in 2014. 46% of the businesses contacted spoke English as a second language.
Water Festival	Fourth and fifth grade students	311 Auburn students attended Water Festival 2014 where they learned about stormwater, pollution prevention, wetlands, salmon, drinking water and sanitary sewer issues through hands on activities and presentations.
Natural Yard Care Workshops	Homeowners	The three workshops were attended by between 20 and 32 people per session (39 unique households) from the south valley area of Auburn (Main St south to the White River). Attendees learned that they could have beautiful, healthy yards while reducing their dependence on pesticides and fertilizer.
Kid's Day	School children and their parents	One day fair where approximately 1,500 children visited the Auburn Utilities booth and learned about stormwater pollution prevention and other water resource information.
Carwash Kit Program / IDDE	Property owners / managers	Kit checkout procedures continued to include a process were the City verifies that a kit will function at a site prior to it being check out for use.
Volunteer Vegetation Planting at the Fenster Nature Park	General public	The City organized and led native plant planting at the Fenster Nature Park.
Volunteer Mulching at the Reddington Levee Setback Site	General public	The City organized and led an event to spread wood chip mulch around native plants that had been planted at the Reddington Levee Setback Site.
Volunteer Vegetation Planting at the Auburn Environmental Park	General public	The City organized and led native plant planting, invasive species control and mulching opportunities at the Auburn Environmental Park. Approximately 150 volunteers participated.

City of Auburn 2014 IDDE Education Summary

Public Education Activity	Target Audience	Comments
Rain Drain Postcard	Homeowners in areas where illicit discharges are suspected	Postcard was mailed to 63 residences in areas where illicit discharges had been identified.
Rain Drain Postcard - updated	Homeowners in areas where illicit discharges are suspected	Developed a new postcard to send to addresses in the vicinity of illicit discharges. Postcard reminds residents that storm drains flow to the nearest river. Includes illicit discharge reporting number and is a "Puget Sound Starts Here" labeled product. Mailed to 83 addresses in 2014.
Best Management Practices Training to Prevent Stormwater Pollution for Municipal Operations	Municipal operations staff including Community Development and Public Works Department and Parks, Arts and Recreation Department maintenance workers	81 municipal maintenance staff attended the training on stormwater pollution prevention related to the work that they perform.
ECOSS Spill Kit Program	Business types included automotive, food service, gas stations, grocery marts and retail	Outreach and educational training was provided to 76 businesses in 2014. 46% of the businesses contacted spoke English as a second language.
I poop, you scoop ad	Ad was placed in the Lakeland Hills HOA newsletter	The Lakeland Hills area includes the drainage basin where Auburn has a fecal coliform TMDL.
Poop scoop information was included in the City's recycling newsletter	This information is distributed City wide	The recycling newsletter is distributed in the Lakeland Hills TMDL emphasis area.

Question 20. Attach a summary of actions taken to characterize, trace and eliminate each illicit discharge found by or reported to the Permittee. For each illicit discharge, include a description of actions according to required timeline per S5.C.3.d.iv.

Attachment follows:

2014 Illicit Discharge Detection and Elimination Summary

2. Unique Identifier	3. Date incident initially reported	6. Frequency	7. Threat Determination and G3 Notification: (constituted a threat to human health or the environment)	7a. Immediate Response?	9. How did you learn about the problem?	10. Source Tracing Methods:	11. Indicator Testing:	12. Pollutant(s) Identified:	13. Source or Cause:	14. Correction/ Elimination Method:	15. Final Resolution Date	16. Field notes, explanations, and other comments:
R14-00182	1/23/2014	Naturally occuring discharge	No	Yes	Staff Referral	Visual recon	Color, Visual indicators	Natural Source	Iron bacteria	No Action Needed	1/23/2014	Reported problem was identified as iron bacteria.
R14-00127	1/14/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Not Used	Vehicle Fluids	Vehicle	Other (explain in Field 16)	1/14/2014	14. Spill of oil from a vehicle accident. Absorbant pads were used to clean up the oil.
R14-00341	2/10/2014	Incident not found	No	Yes	ERTS	Visual recon	Not Used	Not Identified	Source Not Identified	Other (explain in Field 16)	2/10/2014	Report of oil on road surface. Intersection location does not exist in Auburn. Streets that may have been incorrectly identified were investigated. Ecology was notified that the incident may be in Sumner instead of Auburn.
R14-00460	2/21/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Not Used	Vehicle Fluids	Vehicle	No Action Needed	2/21/2014	Report of spill from vehicle collision. Found extremely small amount of non-recoverable sheen on pavement surface.
R14-00552	3/3/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Vehicle Fluids	Vehicle	Other (explain in Field 16)	3/4/2014	Report of vehicle fluids from an accident. Staff used absorbant pads to pick up as much spilled fluid as possible. Pads were placed in the gutter line at catch basins to try to catch additional fluid/sheen. Pads were collected and disposed of on 3/4/14.
R14-00588	3/11/2014	Intermittent	Yes	Yes	Call from property owner	Visual recon	Flow, Odor, Visual indicators, Coliform test	Sewage/Septage	Multifamily	Education/Technical Assistance, Enforcement, Problem Not Abated (explain in Field 16)	4/9/2014	Preliminary results of a coliform test indicated that a illicit connection or broken sewer line is present. Based on the test results and that sewage contaminated stormwater was on the ground and discharged from the property during storm events the correction process was turned over to code enforcement and the building department. The property manager was directed to pump residual contaminated stormwater to a sewer cleanout. Correction is in process.
R14-00640	3/10/2014	One-time Spill or Discharge	No	Yes	ERTS	Visual recon	Visual indicators	None Found	Industrial	Education/Technical Assistance, No Action Needed	3/11/2014	Based on ERTS# 647365 Utility inspection staff responded. No evidence to support the reported activity was visible. Inspectors provided best management proctice information to the business manager.
R14-00747	3/21/2014	One-time Spill or Discharge	No	Yes	ERTS, Other Agency Referra	Visual recon	Odor, Visual indicators	Vehicle Fluids	Industrial, Vehicle	No Action Needed	3/21/2014	The City recieved a call from the EPA that a spill had occured. Staff visited the site and found that fuel had spilled on the ground while persons unknown were stealing fuel from a parked vehicle. The spilled fuel entered a private storm system. The business maintenance manager had applied absorbant and booms to contain some of the oil, and had reported the spill. The manager was waiting for DOE response to determine what method to use to clean the parking lot and storm system. No fuel entered the municipal MS4.
R14-00796	3/27/2014	One-time Spill or Discharge	No	Yes	Visual observation	Visual recon	Odor, Visual indicators	Vehicle Fluids	Vehicle	Other (explain in Field 16)	3/27/2014	Diesel sheen tracked over 1/2 mile of road surface. Trail became too diffuse to follow before a source could be identified.
R14-00805	3/28/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Odor, Visual indicators	Concrete Form Release Oil	Construction	Education/Technical Assistance, Behavior/Operations Modification	3/28/2014	A sheen of oil based contrete form release agent was released from a construction site after forms or a application sprayer were set on a sidewalk during a heavy rain. The sheen flowed onto a porous concrete street and into a storm drain. The contractor corrected the problem by removing potential sources and cleaned all remaining sheen from the area.
R14-00887	4/7/2014	One-time Spill or Discharge	No	Yes	ERTS	Visual recon	Not Used	Ethylene glycol	Public School	No Action Needed	4/7/2014	Maintenance contractor was working on the schools heater/chiller unit and spilled approximately 15 gallons of ethylene glycol. The EG drained into the onsiite storm drainage system which leads to the school's storm pond. The pond discharges directly to waters of the state. No impact to the MS4.

2014 Illicit Discharge Detection and Elimination Summary

2. Unique Identifier	3. Date incident initially reported	6. Frequency	7. Threat Determination and G3 Notification: (constituted a threat to human health or the environment)	7a. Immediate Response?	9. How did you learn about the problem?	10. Source Tracing Methods:	11. Indicator Testing:	12. Pollutant(s) Identified:	13. Source or Cause:	14. Correction/ Elimination Method:	15. Final Resolution Date	16. Field notes, explanations, and other comments:
R14-00970	4/16/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Not Used	Vehicle Fluids	Vehicle	Other (explain in Field 16)	4/16/2014	Found oil sheen on road surface for two blocks, followed the trail into a shopping center and behind the building. Found where absorbant had been applied and found a paper coffee cup full of waste oil. Picked-up and bagged the coffee cup of oil and some of the absorbant for disposal. The property management company was called and a message left that more clean-up was required.
R14-01051	4/25/2014	NA	No	Yes	Pollution Hotline	Visual recon	Color, Odor, Visual indicators	None Found	Source Not Identified	No Action Needed	4/25/2014	Anonymous caller reported diesel or antifreeze being dumped into a storm drain. No evidence of dumping was found on site or in the downstream storm system.
R14-01061	4/29/2014	One-time Spill or Discharge	Yes	Yes	Pollution Hotline	Visual recon	Visual indicators	Food Waste/Oil, charcoal briquettes	Source Not Identified	Other (explain in Field 16)	4/29/2014	Investigation found that charcoal briquettes, ash and grease had been dumped into a catchbasin in an alleyway. Catchbasin and downstream system were cleaned. A post card was sent to all addresses in the vicinity notifying them that storm drains are for rain water only.
R14-01102	5/2/2014	One-time Spill or Discharge	Yes	Yes	Pollution Hotline	Visual recon	Visual indicators	Vehicle Fluids	Vehicle	Other (explain in Field 16)	5/2/2014	Spill of motor oil from a vehicle accident. Applied absorbant and swept it up for disposal. Street sweeper was used to remove residual absorbant.
R14-01176	5/9/2014	Unconfirmed Report	No	Yes	ERTS	Visual recon	Visual indicators	None Found	Unconfirmed Report	No Action Needed	5/9/2014	Initial report of an employee dumping waste liquids into a sewer was called in to the EPA who forwarded the report to WSDOE. City investigators inspected the site and could find no evidence of illicit discharge.
W14-03957	5/11/2014	One-time Spill or Discharge	Yes	Yes	ERTS, Other Agency Referral	Visual recon	Color, Visual indicators	Not Identified	Source Not Identified	Education/Technical Assistance, Problem Not Abated (explain in Field 16)	5/12/2014	Storm Utility staff responded to a report of an unknown substance in a City storm pond. Material may be latex paint but is very dilute. No evidence of dumping was found upstream of the pond. Postcards will be sent to the neighborhood reminding people to not use the storm system for waste disposal.
R14-01366	6/2/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Odor, Visual indicators	Sediment/Soil, Vehicle Fluids	Vehicle	Other (explain in Field 16)	6/2/2014	Semi truck and trailer drove off road into ditch that conveys a stream. Due to the accident oil, diesel and antifreeze were spilled, contaminating soil and water in the ditch. The trailer also lost its load of landscaping and soil amendments into the ditch (bags of sand, rock, steer manure, potting soil and bark mulch). DOE contracted with NRC to provide clean-up services for the contamination. Tow company contract employees helped remove the trailer load.
R14-01706	7/3/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Visual indicators	Vehicle Fluids, Dumping/Trash	Vehicle	Other (explain in Field 16)	7/3/2014	Waste Management garbage truck rolled over and leaked hydraulic oil. Absorbent pads and granular absorbent were used to contain and clean up the oil.
R24	8/1/2014	One-time Spill or Discharge	Yes	Yes	Pollution Hotline	Visual recon	Not Used	Vehicle Fluids	Vehicle	Other (explain in Field 16)	8/1/2014	Oil spill from vehicle accident. Applied absorbent and swept it up.
R25	7/28/2014	One-time Spill or Discharge	Yes	Yes	Pollution Hotline	Visual recon	Not Used	Vehicle Fluids	Vehicle	Other (explain in Field 16)	7/28/2014	Oil drained from a moving vehicle. Staff used absorbent to clean up areas where the oil had puddled. Vehicle could not be located.
R28	7/29/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Flow, Odor	Sewage/Septage	Sanitary Overflow	Other (explain in Field 16)		Sewage spill from a private sewage lift station serving a commercial / manufacturing development. City staff contacted the owner to stop the overflow. The City will be working with the owner to prevent future overflows.
R66	8/7/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Color	Paint	Public Entity (explain in	Other (explain in Field 16)	8/7/2014	Container of latex paint fell off of a City of Auburn truck and spilled approximately 1 gallon of paint of the road surface. The paint was washed from the road into the storm system and a educator truck used to clean the water and paint from the catch basins/manholes.

2014 Illicit Discharge Detection and Elimination Summary

2. Unique Identifier	3. Date incident initially reported	6. Frequency	7. Threat Determination and G3 Notification: (constituted a threat to human health or the environment)	7a. Immediate Response?	9. How did you learn about the problem?	10. Source Tracing Methods:	11. Indicator Testing:	12. Pollutant(s) Identified:	13. Source or Cause:	14. Correction/ Elimination Method:	15. Final Resolution Date	16. Field notes, explanations, and other comments:
R595	9/30/2014	One-time Spill or Discharge	Yes	Yes	Police call	Visual recon	Visual indicators	Vehicle Fluids	Vehicle	Other (explain in Field 16)	9/30/2014	Auburn Police called and requested spill response staff to stand by at a rollover truck accident in case fluids spilled during righting and towing of the truck. Staff provided oversight as the truck was righted and towed. Antifreeze spilled on the road shoulder and on the road surface. Antifreeze spilled on the road surface was immediately contained with absorbent for disposal.
R676	10/15/2014	One-time Spill or Discharge	Yes	Yes	Pollution Hotline	Visual recon	Odor, Visual indicators	Vehicle Fluids	Vehicle	Other (explain in Fie	10/14/2014	Vehicle spilled fluids (gas and possibly oil) onto road surface. Absorbent was applied and cleaned up for disposal. Fluids did not leave the road surface.
R772	10/31/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Odor, Visual indicators	Vehicle Fluids	Vehicle	No Action Needed	10/31/2014	Report of a sheen on street runoff called in to the City. Staff responded and found sheen from a couple drip spots being washed of the street by the rain. No recoverable fuel or oil was present.
R693	10/15/2014	One-time Spill or Discharge	Yes	Yes	Pollution Hotline	Visual recon	Visual indicators	Vehicle Fluids	Vehicle fire	No Action Needed	10/16/2014	Runnoff from fire fighting activities at a fire of three semi trucks discharged vehicle fluids into a short segment of piped system and ditch line.
R804	11/10/2014	One-time Spill or Discharge	Yes	Yes	Staff Referral	Visual recon	Visual indicators	Latex paint	Resident	Education/ Technical Assistance	11/18/2014	Discharge of milky liquid into a catch basin was noticed by the City's data inventory crew. No flow was entering the inlet to the pipe upstream. The storm crew smoke tested and televised the pipeline and while that was occuring a neighboring property owner told investigating staff that he had washed out a paint brush into his driveway drain which is tied into the pipe. The property owner was provided residential BMP information for preventing stormwater pollution.
W152	11/26/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Foam	Not identified	Educational postcard mailed to neighborhood	12/8/2014	Suds were discovered in a catch basin. Investigation upstream identified one other catch basin with suds. Continued surveillance over the next week didn't identify any further issues. This issue is occuring in other areas of the City so may be from natural causes. Samples collected on 12/10/2014. Analysis indicated that surfactants were non-detect and fecal coliform were within range for stormwater.
R987	12/11/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Vehicle Fluids	Vehicle accident	No Action Needed	12/11/2014	Minor amount of vehicle fluid spilled on road surface due to a vehicle accident during heavy rain. No fluid was recoverable. No sheen was observed in adjacent catch basin.
R901	11/24/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Turbid water	Construction site	Issue had cleared up by the time investigation	11/24/2014	Turbid water reported over the weekend. Inspection on Monday morning showed no issue. Follow-up inspections were clear as well.
R923	12/4/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Vehicle Fluids	Vehicle	No Action Needed	12/4/2014	Non recoverable spill of vehicle fluids was found. Location was outside Auburn's jurisdiction.
R1008	12/15/2014	Unknown	No	Yes	Staff Referral	Visual recon	Visual indicators	Foam	Possibly natural causes	Upstream system was inspected	12/16/2014	Foam present in storm catch basin. No evidence of an illicit connection or discharge. Similar issue is being seen around the City indicating it may be from natural causes.
R1031	12/18/2014	Naturally occuring discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Iron bacteria	Natural cause	No Action Needed	12/18/2014	Report of brown substance in ditch. Investigators determined that it was iron bacteria.
R1035	12/18/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Plaster	Manufacturing	Refered to code enforcement	Open	Plaster from form manufacturing had been tracked into the parking lot of the business. No evidence that it had made it into the site discharge. Education regarding City code requirements was conducted. Code enforcement was called to enforce clean-up.
R1064	12/23/2014	One-time Spill or Discharge	No	Yes	Staff Referral	Visual recon	Visual indicators	Pressure washing	Building cleaning	Education/Technical Assistance	12/23/2014	Commercial pressure washing company was washing a building. Much of the material being removed was bird nests and waste. Provided BMP information and requested that they sweep up and bag the solids as they were washed from the building to keep the rain from washingthem into the storm system.

Question 55. For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s).

Attachment follows:

City of Auburn 2014 Puyallup River Watershed Fecal Coliform TMDL Summary

Action	Comments
Completed second wet season of illicit discharge investigative sampling within the drainage basin draining the north end of the Lakeland Hills neighborhood into the White River.	Sampling throughout the drainage basin did not produce results that would indicate the presence of an illicit connection to the MS4.
Install and maintain a pet waste education and collection station.	A pet waste education and collection station is installed and maintained at the off leash park in Roegner Park.
I poop, you scoop advertising.	An "I Poop, You Scoop" ad was run in the Lakeland Hills Homeowner Association newsletter
Inspected catch basins and manholes within drainage basin to identify all inlets/outlets.	As part of the City's data inventory staff inspected and collected geographic data on approximately 95% of the storm catch basins and manholes within the drainage basin. All inlets were verified to ensure that illicit connections were not present. No evidence of illicit discharge was noted.

Question 56. Attach a description of any stormwater monitoring or stormwater-related studies as described in S8.A.

Attachment follows:

City of Auburn 2014 Monitoring Summary

Monitoring Description	Purpose	Comments
Fecal coliform sampling	Illicit discharge investigation	The "T" basin which drains a portion of the Lakeland Hills neighborhood was identified as a high priority area for illicit discharge investigation under the Puyallup River Watershed Fecal Coliform TMDL. Sampling within the basin did not indicate the presence of an illicit connection.
Fecal coliform sampling	Illicit discharge investigation	Confirmed that fecal coliform was present in discharge from private property. Property owner identified and repaired a broken waste pipe.
Fecal coliform and surfactant sampling	Illicit discharge investigation	Investigating the source of foam found in the storm drainage system. Insignificant fecal coliform and no surfactants were found. Determined that the foam was naturally occurring.

AGENDA BILL APPROVAL FORM

Agenda Subject:
System Development Charges - Fee Update (30 minutes)

Date:
February 13, 2015

Department:
CD & PW

Attachments:
System Development Charges Presentation
Technical Memoranda from FCS Group

Budget Impact:
$0

Administrative Recommendation:

For discussion only.

Background Summary:

The City of Auburn has implemented System Development Charges (SDCs) as a part of the funding available for its water, sanitary sewer and storm drainage utility systems. Each new connection pays SDCs to buy into the use of the existing utility systems infrastructure and to pay for expansions and upgrades necessary to serve new connections. The current SDCs have not increased since 2006, but the need for additional facilities to serve the growth in our community has continued to increase. The costs to construct those additional facilities has also increased. City staff has identified that modifications to the existing SDCs are needed to provide the revenue necessary to pay for future new facilities and is therefore recommending to the City Council proposed increases in water and sewer SDCs. Please note that staff is not recommending an increase in the storm drainage SDC at this time.

Background

The existing utility facilities partially paid for by SDCs have included wells and springs, reservoirs, water treatment facilities, pump stations, connections to the regional Tacoma water system and purchasing permanent water supply capacity in Pipeline 5, water transmission mains, sewer and storm interceptors, and sewer and storm pump stations. Future needed facilities identified through the City's comprehensive planning effort for its utilities will include Well 1, additional purchases of capacity from the regional water system, Fulmer Well Field treatment and supply expansion, a new reservoir in the Valley, new pump station expansions, larger diameter regional storm water pipe improvements, and new sewer interceptors. The costs of future projects that are attributable to rehabilitation, replacement, and maintenance were not included in the costs for determining the SDCs.

During 2014, the City's consultant, FCS Group, prepared an evaluation of the water, sewer, and storm water SDCs, as described in the attached technical memoranda. The former Public Works Committee of the City Council evaluated various alternatives to balance the City's need for revenue to build infrastructure to serve future growth with a desire to support continued robust growth. The Public Works Committee concluded that without additional funding from the SDCs, future growth may be limited by the City's ability to provide service, or the cost of future improvements could be borne entirely by future development rather than being shared with existing customers. The Public Works Committee recommended to the City Council that the water and sewer SDCs should be increased beginning in 2015, while the storm SDC should remain constant. The Public Works Committee also recommended that the same water SDC would apply to all customer classes that use a ¾" or 1" meter. The former Planning and Community Development Committee of the City Council concurred with this recommendation. A summary of former committee discussions and SDC recommendations are attached in "System Development Charges (SDC), City Council Study Session, February 23, 2015".

The Committees also recommended that the SDCs should be modified by at least the construction cost index (CCI) each year, with re-evaluation of the SDCs following completion of the current updates of utility comprehensive plans. The Committees felt that it was important to have consistent and continuous management of utility connection fees to avoid long periods of time between needed updates to fees that can affect the City's economic development efforts.

The City's 2014 Comprehensive Water Plan is nearing completion, including its capital improvement program and associated financial analysis. Mayor Backus requested that the discussion on SDC's planned in January 2015 be postponed to provide staff with the opportunity to verify the parameters used in the 2014 SDC study with the financial analysis in the proposed Comprehensive Water Plan and to conduct additional outreach and communications with interested and affected parties.

The Plan's capital improvement program includes future project costs that are in addition to the existing and future water system value that was presented in the SDC evaluation. The Plan also includes a larger increase in the projected number of future customers in addition to the total number of customers in the SDC evaluation. An evaluation of these changes in the information provided verification that the water SDC that was presented to the former Committees in 2014 is an acceptable rate. Therefore, staff recommends that the water and sewer SDC changes as proposed be considered for adoption at the March 16, 2015 City Council meeting.

Reviewed by Council Committees:

Councilmember:		**Staff:**	Snyder
Meeting Date:	February 23, 2015	**Item Number:**	DI.B

System Development Charges (SDC)

City Council Study Session

February 23, 2015

Definitions

SDCs:

- Are charges for new development to "buy in" to connect to existing utility systems
- Are collected as part of the building permit process
- Are for building new or expanded utilities to support current and future growth and development in the City (not for operations and maintenance)
- Provide intergenerational equity between existing and new customers for the cost of the utility systems
- Are based on the Capital Program* costs of the existing and future utility systems for upgrade and expansion

*Capital Program is based on Comprehensive Plan policies set by the City Council

Management Philosophies

Reactive



Continuous



Consistent

Staff
Recommended

Today's Meeting Goals

- Summarize evaluation of SDCs and discussions with former Council Committees
- Provide Council with opportunity to discuss proposed changes
- Discuss proposed schedule for adoption of the recommended changes in SDCs

Current SDCs

- Water - $2,424.00* for ¾" water meter

  *Larger meters are proportionally greater

- Sewer - $850.00 per Residential Customer Equivalent (RCE)
- Storm - $1,162.00 per Equivalent Service Unit (ESU)

These SDCs have been in effect since 2006 - however, the Sewer SDC has not had a significant increase since 1996.

2014 SDC Evaluation

Consultant analyzed:

- Value of existing utilities systems
- Cost of necessary expansions & upgrades needed over next 20 years based on 1% growth rate
- Revisions to SDCs based on existing value and future costs divided by existing and future customers

Major Utility Infrastructure Projects (Existing and Future)

- Purchase of water capacity in Tacoma Pipeline 5
- Wells and treatment facilities
- Expansion of Coal Creek and West Hill water supply facilities
- New Valley reservoir and water pump station expansions
- New sewer and storm water interceptors and pump stations
- New regional storm water improvements

SDCs should be updated because:

1. Policy decisions made during comprehensive planning processes include identifying system expansion needs (extensions, enlarged conveyance, new supply, etc.)
2. System expansion costs change over time due to inflation and increased regulatory requirements
3. Charges based on outdated costs and growth projections will not collect sufficient revenue for desired improvements or to meet level-of-service expectations
4. Need to reflect new cost and growth projections to ensure future customers are paying their fair share of costs
5. Utility comprehensive plan policies state that "growth pays for growth"

SDC Evaluation considered multiple options to meet revenue needs

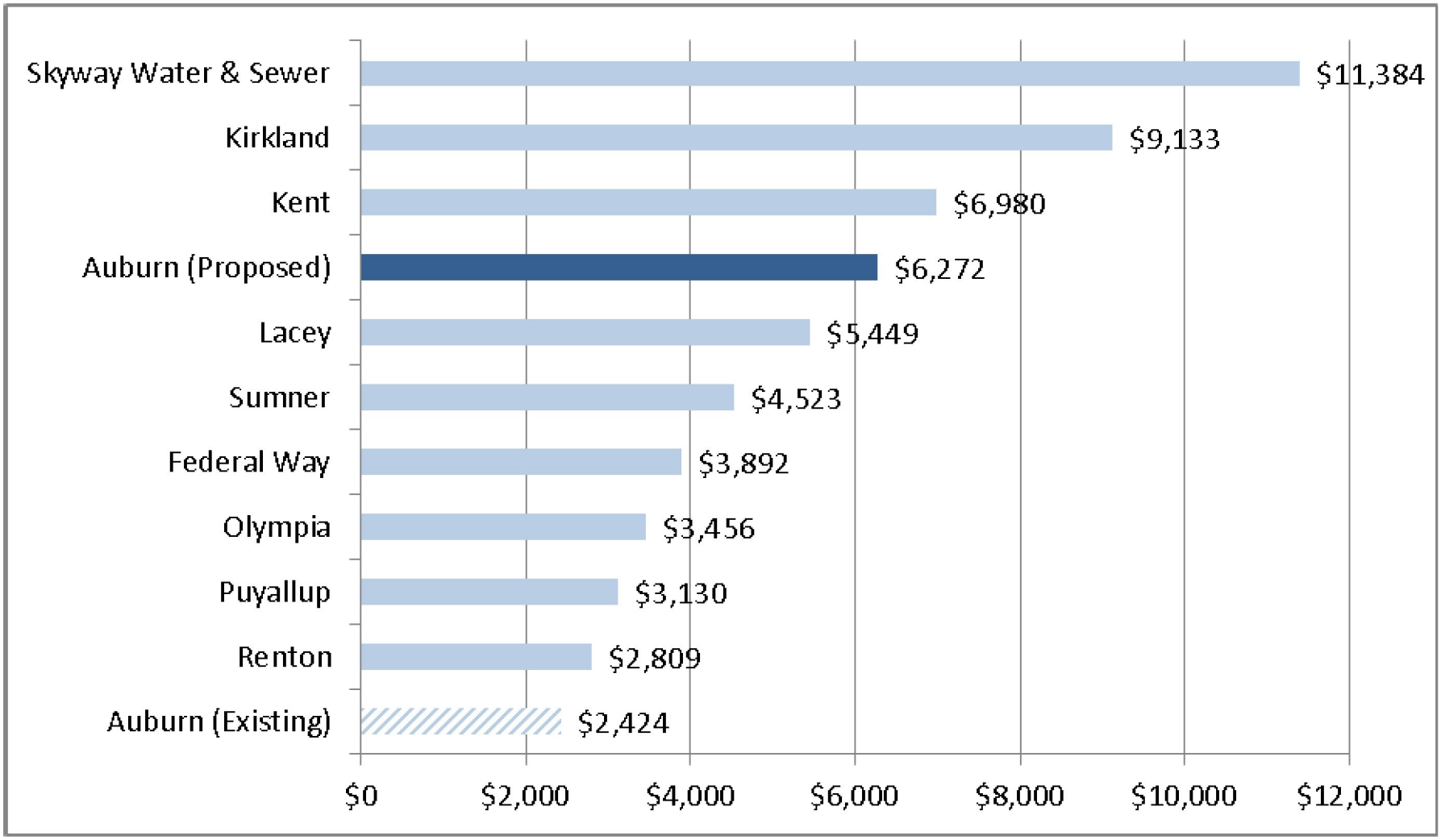
- Full increase in 2015 – *recommended approach*
- Adjust 2006 rates only for inflation
- Phase in the required increase over a 3-year period
- Phase in the required increase over a 5-year period

Recommended SDC Changes

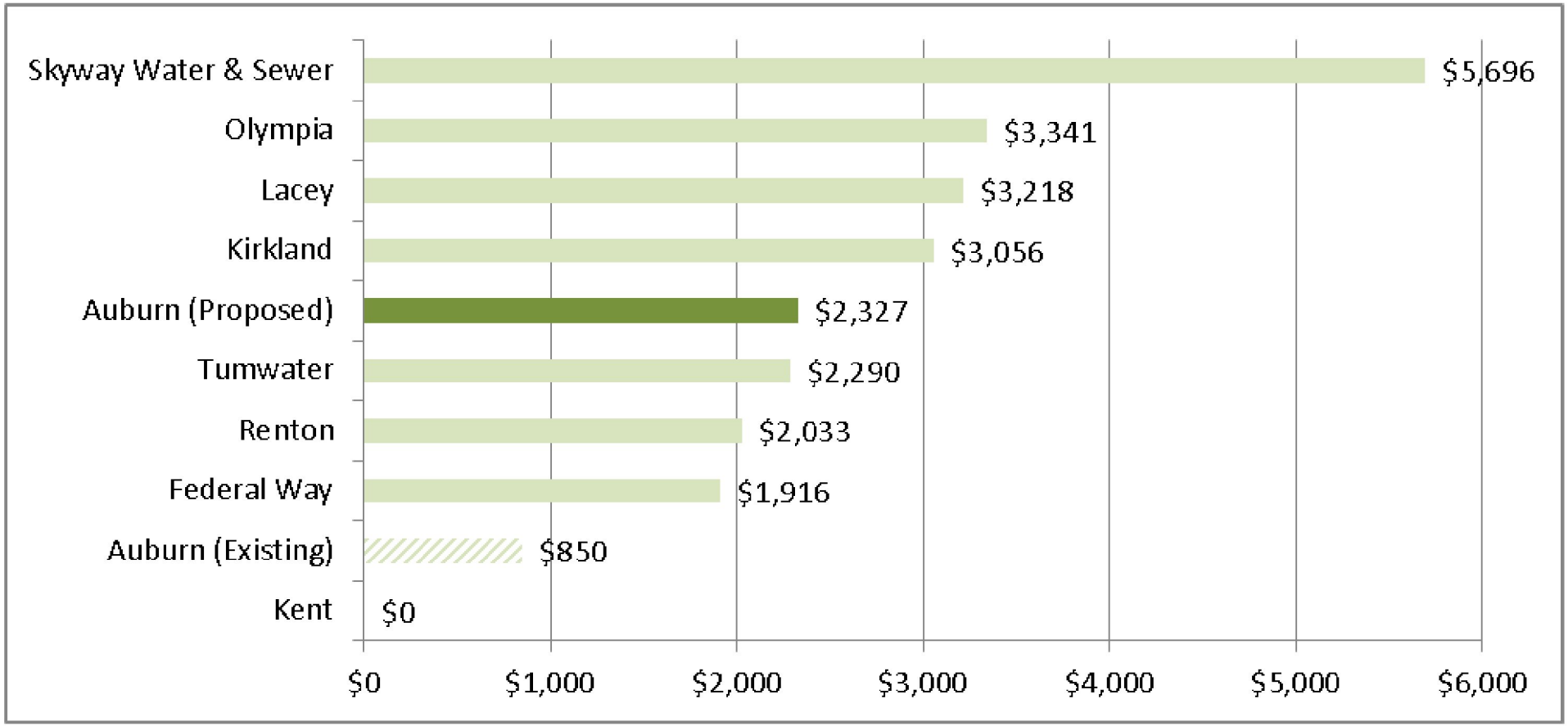
	Existing SDC	Recommended 2015 SDC
Water SDC	**$2,424**	**$6,272**[1]
Sewer SDC	**$850**	**$2,327**[2]
Storm SDC	**$1,162**	**$1,162**[3]

[1] For ¾" and 1" water meter, per Equivalent Residential Unit (ERU)
[2] Per Residential Customer Equivalent (RCE)
[3] Per Equivalent Service Unit (ESU)

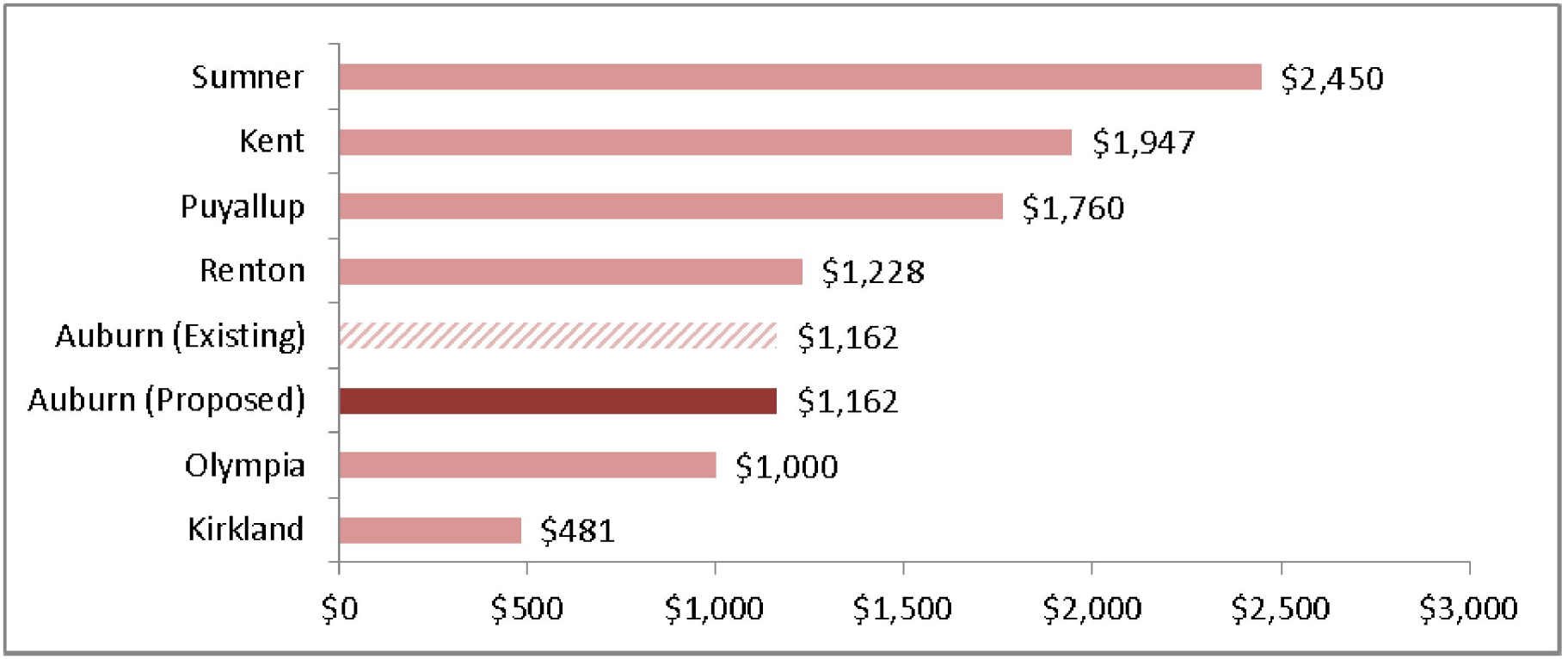
Comparison of Water Utilities - 2015



Comparison of Sewer Utilities - 2015



Comparison of Storm Utilities - 2015



Former PW and PCD Committees' Recommendations

- Implement the full change in water and sewer SDCs in 2015
- Use the same SDC for ¾" & 1" meters for all water customers
- No change in the storm SDC in 2015
- Base future annual increases for water, sewer, and storm SDCs on Construction Cost Index (CCI) adjustments, but not less than 0% per year

Council Direction Needed

- Concur with former Committees' Recommendations:
  - Implement the full change in water and sewer SDCs in 2015
  - Use the same SDC for ¾" & 1" meters for all water customers
  - No change in the storm SDC in 2015
  - Base future annual increases for water, sewer, and storm SDCs on Construction Cost Index (CCI) adjustments, but not less than 0% per year
- And schedule consideration of adoption for March 16, 2015 Council Meeting
- Or provide alternate direction for re-evaluation

Questions?

FCS GROUP
Solutions-Oriented Consulting

Project Memorandum

To: Susan Fenhaus, Water Utility Engineer
Auburn, Washington

Date: September 19, 2014

From: Karyn Johnson, Principal; Tage Aaker, Analyst

RE: System Development Charge (SDC) Update

A. INTRODUCTION

Members of the Public Works Committee have requested to see an additional water and sewer system development charge scenario. This update addresses Committee comments regarding the length of the phase-in period, customer growth assumptions, and implications of providing service to Lakeland Hills, which is currently being served by Bonney Lake. There are no requested changes to the stormwater charge at this time, therefore this memo does not address the stormwater utility. Lastly, only "Approach A" results are shown in this memo because the committee has collectively expressed a preference for the "Approach A" methodology during a previous committee meeting.

B. UPDATES FROM PREVIOUS ANALYSIS

B1. PHASE-IN PERIOD

This SDC update assumes a five year phase-in strategy for the water and sewer system development charges. Previous phase-in strategies assumed a three-year period, which aligned with the remaining three-year adopted utility rate schedule.

B2. CUSTOMER GROWTH

In previous iterations, we assumed a customer growth rate of 2% per year for water and sewer and 1% for stormwater based on City staff input. Committee members asked that this assumption be revisited, which proved timely because new customer growth projections were recently made available through the Water Comprehensive Plan effort. Based on projections provided within Chapter 4 of the Plan, we estimate that customer growth will be approximately 1% throughout the study period. The following exhibit details the underlying data for this assumption.

Exhibit B-1: Customer Growth Projections

Total Accounts	2015	2021	2025	2035	20 - Year (2015 - 2035) CAGR
Single-family/Duplex	11,558	12,110	12,462	13,178	0.7%
Multifamily	1,007	1,133	1,248	1,429	1.8%
Commercial	1,145	1,348	1,693	1,926	2.6%
Mfg/Industry	45	49	52	60	1.4%
Schools	40	43	45	49	1.0%
City	30	33	35	38	1.2%
Irrigation	461	530	625	707	2.2%
Total	**14,286**	**15,246**	**16,160**	**17,387**	**1.0%**

** Data based on Table 4.10 of draft Water Comprehensive Plan*

Updated customer growth projections are not available for the sewer utility. Based on the similar size of the water and sewer service areas, City staff recommends that the same annual growth assumption

(1%) be used for the sewer utility. An annual customer growth assumption of 1% is now being used in all three utility SDC calculations. Lower growth rates for water and sewer will mean a smaller future customer base which lowers the denominator in the SDC calculation which will increase the SDC if all else is equal.

B3. LAKELAND HILLS SERVICE AREA PROJECT

It was noted in a review with committee members and City staff that a water project in the capital improvement plan would expand the water service area. However, the additional customers within this service area were not reflected in the future customer base for the water SDC, which artificially increased the calculated charge. The following two options were posed to City staff:

- Exclude the project from the capital improvement plan altogether since the additional customers are not currently reflected in the future customer base. This would reduce the dollar amount included in the numerator.
- Leave the project in the capital plan and add the estimated number of meter capacity equivalents for the customers in this area to the future customer base.

In summary, both the project and the affected customers should either be included or excluded from both the numerator (project dollars) and denominator (customer base in meter capacity equivalents). City staff recommended excluding the project from the capital plan for the following reasons:

- According to the current version of the CIP, the project is estimated to be completed by 2033 (the last year of the study period). However, City staff said that this timing is not certain and could potentially be delayed beyond 2033 which would push the project out of the study period. Additionally, an update to the water comprehensive plan is currently underway which may provide more clarity on the impacts of this project for a future SDC update.
- The City does not currently have customer data on the potential service area. Staff would need to request customer account and meter size data from Bonney Lake which could potentially be a lengthy process and delay the SDC analysis.

C. WATER SDC PHASE-IN STRATEGY

Exhibit C-1 shows the effects of changing the growth assumption as well as removing the Lakeland Hills Service Area project. Before changing the growth assumption from 2% to 1%, the calculated SDC was $5,124. Changing the growth assumption to 1% increased the calculated charge to $6,302. The smaller growth assumption reduces the future customer base. This reduces the denominator in the SDC calculation which increases the charge, all else being equal. When we removed the Lakeland Hills project, the charge was reduced from $6,302 to $6,089, a decrease of $213.

Exhibit C-1: Water SDC Progression

		Approach A		
SDC Progression	Existing	2% Customer Growth	1% Customer Growth	1% Customer Growth - No Lakeland Hills Project
SDC Charge	$2,424	$5,124	$6,302	$6,089
Incremental Change		$2,700	$1,178	($213)
Total Change		$2,700	$3,878	$3,665

Exhibit C-2 shows the existing charge, the fully calculated Approach A charge, and an alternative five year phase-in strategy. Based on historical trends, the phase-in strategy assumes an annual 3% construction cost index (CCI) adjustment to arrive at the "End of Phase-In" 2019 charge. The fully calculated Approach A charge of $6,089 increases to $7,059 after applying five years of 3% CCI adjustments. The difference between $7,059 and $2,424 is $4,635. This equates to a $927 per year increment when spread equally over five years.

Exhibit C-2: Water SDC Phase-In

Phase - In Strategy		Existing Charge	Approach A
Water SDC Charge (Fully Calculated)		$2,424	$6,089
Water SDC End of Phase-in Plan			**$7,059**
Average Annual $ Increase			$927
2015	SDC During Phase - In		$3,351
2016	SDC During Phase - In		$4,278
2017	SDC During Phase - In		$5,205
2018	SDC During Phase - In		$6,132
2019	SDC During Phase - In		**$7,059**

D. SEWER SDC PHASE-IN STRATEGY

Exhibit D-1 shows the effect of changing the customer grow assumption. Before changing the growth assumption, the calculated SDC was $1,837. Changing the growth assumption from 2% to 1% increased the calculated charge to $2,259. The smaller growth assumption reduces the future customer base. This reduces the denominator in the SDC calculation which increases the charge.

Exhibit D-1: Sewer SDC Progression

		Approach A	
SDC Progression	Existing	2% Customer Growth	1% Customer Growth
SDC Charge	$850	$1,837	$2,259
Incremental Change		$987	$422
Total Change		$987	$1,409

Exhibit D-2 shows the existing charge, the fully calculated Approach A charge, and an alternative five year phase-in strategy. The fully calculated Approach A charge of $2,259 increases to $2,619 after applying five years of 3% CCI adjustments. The difference between $2,619 and $850 is $1,769. This equates to a $354 per year increment when spread equally over five years.

Exhibit D-2: Sewer SDC Phase-In

Phase - In Strategy		Existing Charge	Approach A
Sewer SDC Charge (Fully Calculated)		$850	$2,259
Sewer SDC End of Phase-in Plan			**$2,619**
Average Annual $ Increase			$354
2015	SDC During Phase - In		$1,204
2016	SDC During Phase - In		$1,557
2017	SDC During Phase - In		$1,911
2018	SDC During Phase - In		$2,265
2019	SDC During Phase - In		**$2,619**

E. SUMMARY OF ALTERNATIVES

The City can consider and evaluate the following options:

- Maintain system development charges at current levels
- Maintain current charges and apply an annual adjustment based on the previous year's actual CCI change starting in 2015
- Adopt the fully calculated charges under Approach A in 2015:
  - Fully calculated water charge: $6,089
  - Fully calculated sewer charge: $2,259

  We recommend that the City apply an annual CCI adjustment on these charges until the next SDC update is performed.
- Adopt the five year phase-in strategies summarized in **Exhibits C-2** and **D-2**

Note that the calculated charges reflect the maximum allowable charge per state SDC guidelines, and as a matter of policy, the City may choose to implement charges below the calculated maximum to support economic development.

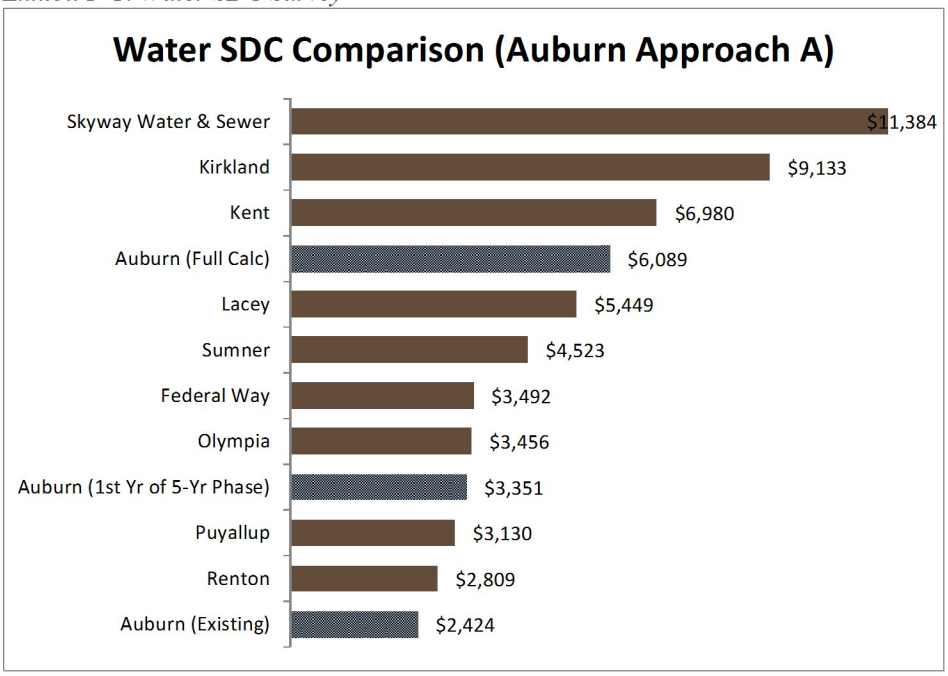
F. SUMMARY OF COMPARISONS

F1. JURISDICTIONAL SURVEY

The following exhibits highlight how each utility's charges compare with other survey members. Each utility's graph shows the existing rate, the fully calculated rate, and the first year of the five year phase-in strategy.

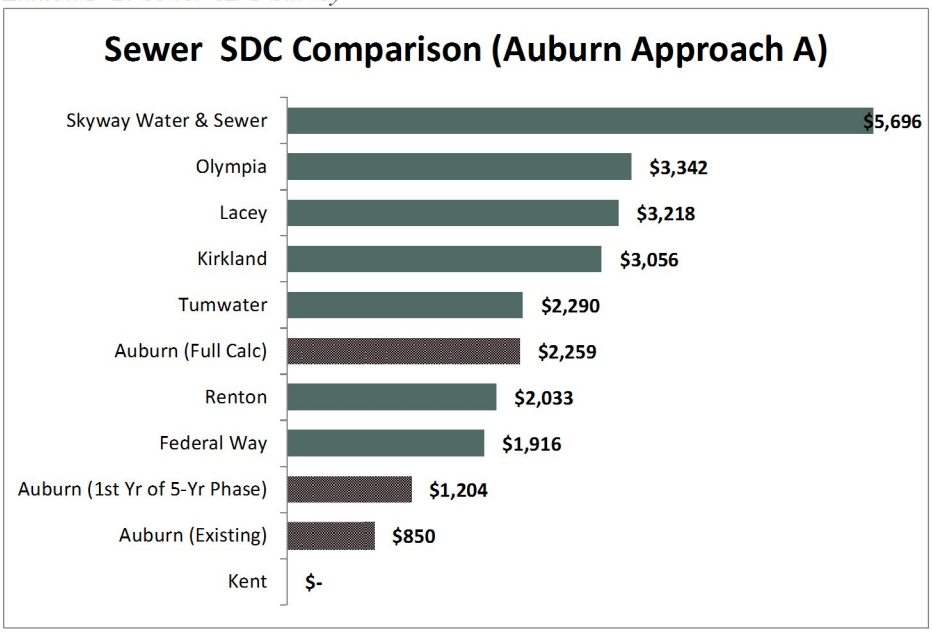
Water's current charge is $2,424 which is the lowest among the survey group. The fully calculated charge of $6,089 would leave Auburn as the fourth highest member of the survey group. The first year of the five year phase-in would place Auburn above Renton and Puyallup and below seven other jurisdictions.

Exhibit F-1: Water SDC Survey



Sewer's current charge is $850 which is the lowest among those members with an SDC charge. The fully calculated Approach A charge is $2,259 and would place Auburn above Federal Way and Renton but still below five other jurisdictions. The first year of the five year phase-in would still leave Auburn as the lowest charge.

Exhibit F-2: Sewer SDC Survey



F2. CURRENT CHARGE WITH CCI COMPARISON

The following exhibits compare the fully calculated Approach A charge as well as the charge for the first year of the five year phase-in period with what the existing charge would have been if annual CCI adjustments had been applied.

Exhibit F-3: Water Comparison with Existing SDC plus CCI

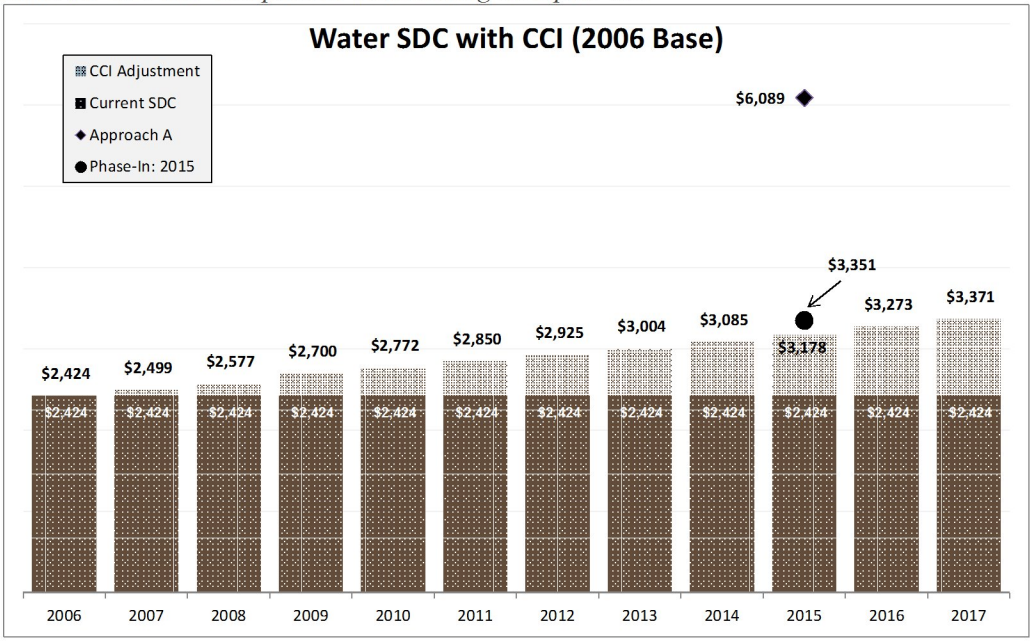
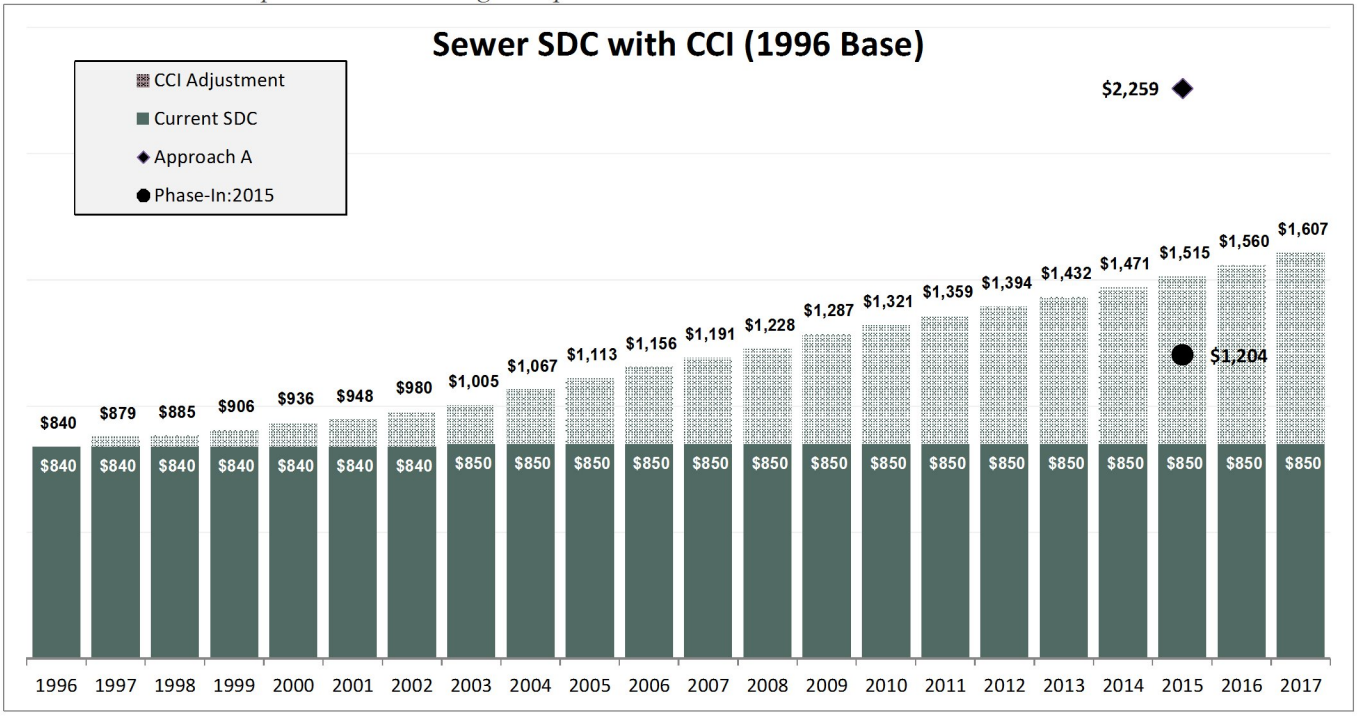


Exhibit F-4: Sewer Comparison with Existing SDC plus CCI



FCS GROUP
Solutions-Oriented Consulting

Research Request

To: Susan Fenhaus, Water Utility Engineer
Auburn, Washington

Date: August 1, 2014

From: Karyn Johnson, Principal; Tage Aaker, Analyst **RE:** SDC History & Comparison

This brief document is the result of a request of information by the Public Works Committee. Members had wanted to see how the SDCs would have changed over time if they had applied an annual Construction Cost Index escalator to those charges. Years 2015-2017 assume a 3% escalator.

Exhibit A-1: Summary

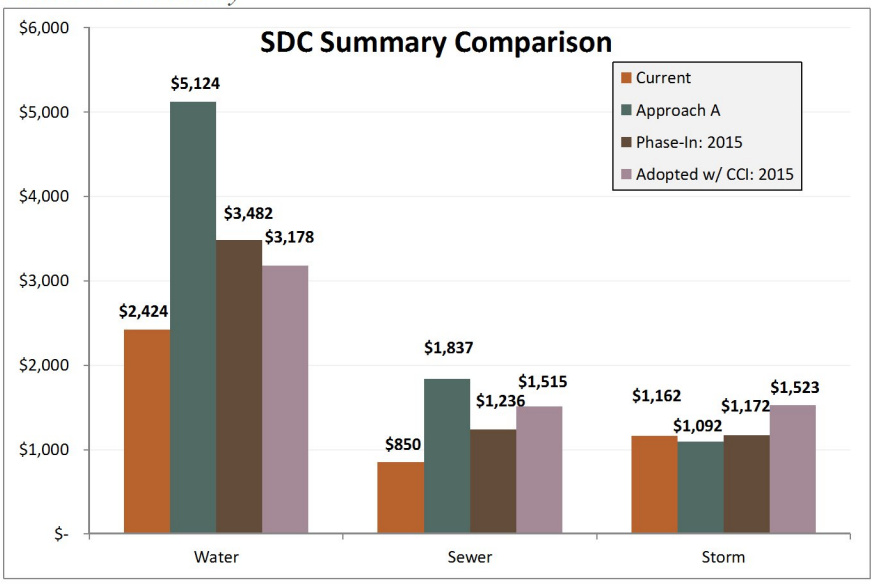


Exhibit A-2: Water SDC Projection & Comparison

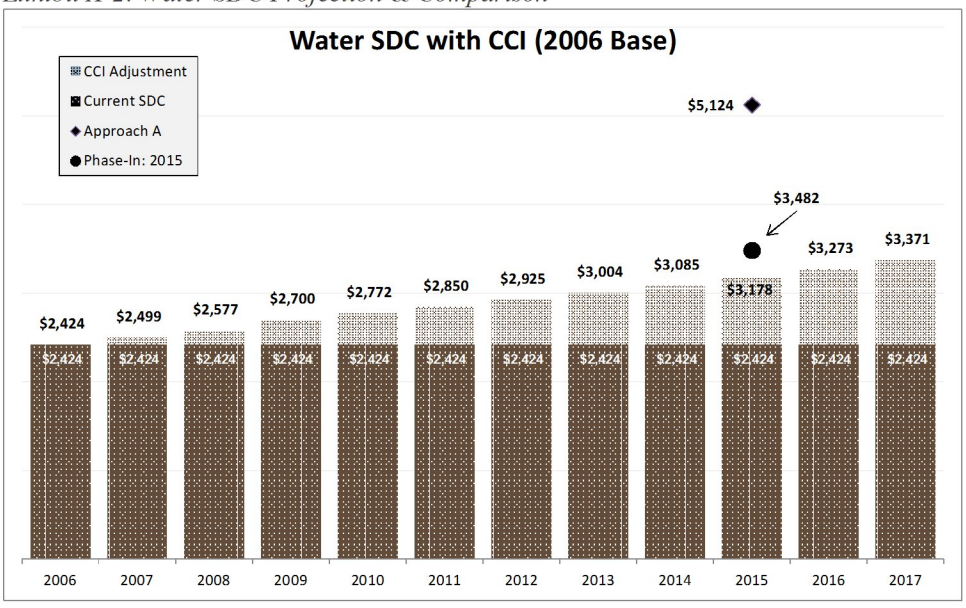


Exhibit A-3: Sewer SDC Projection & Comparison

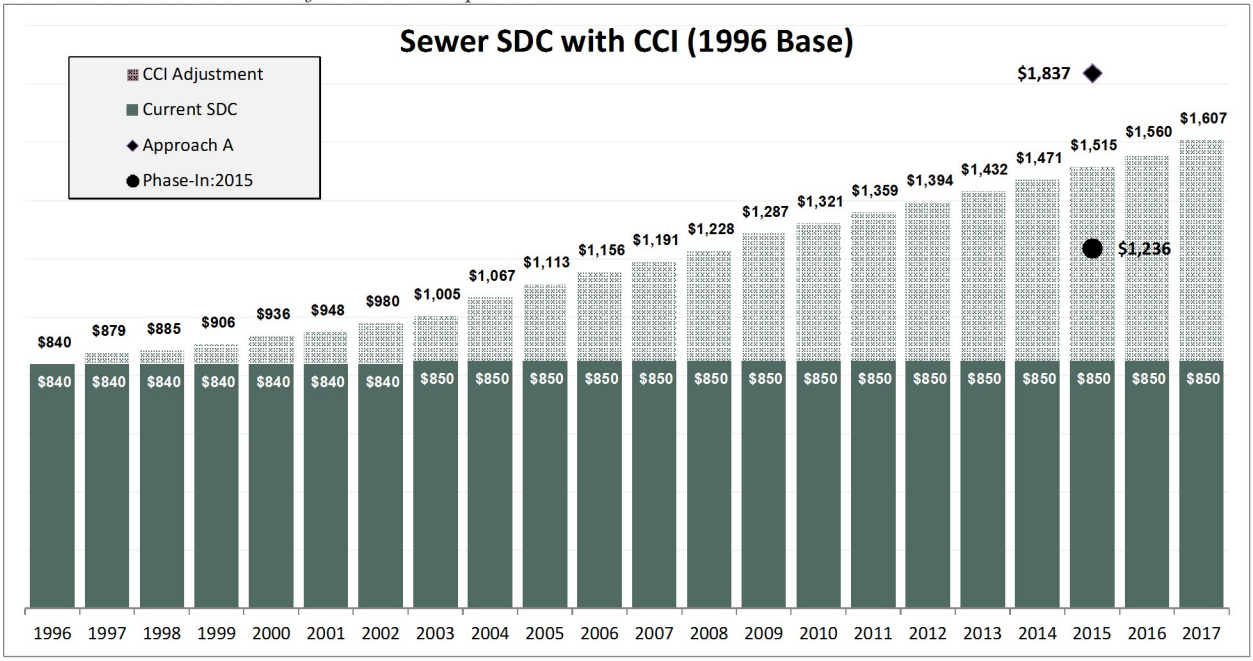
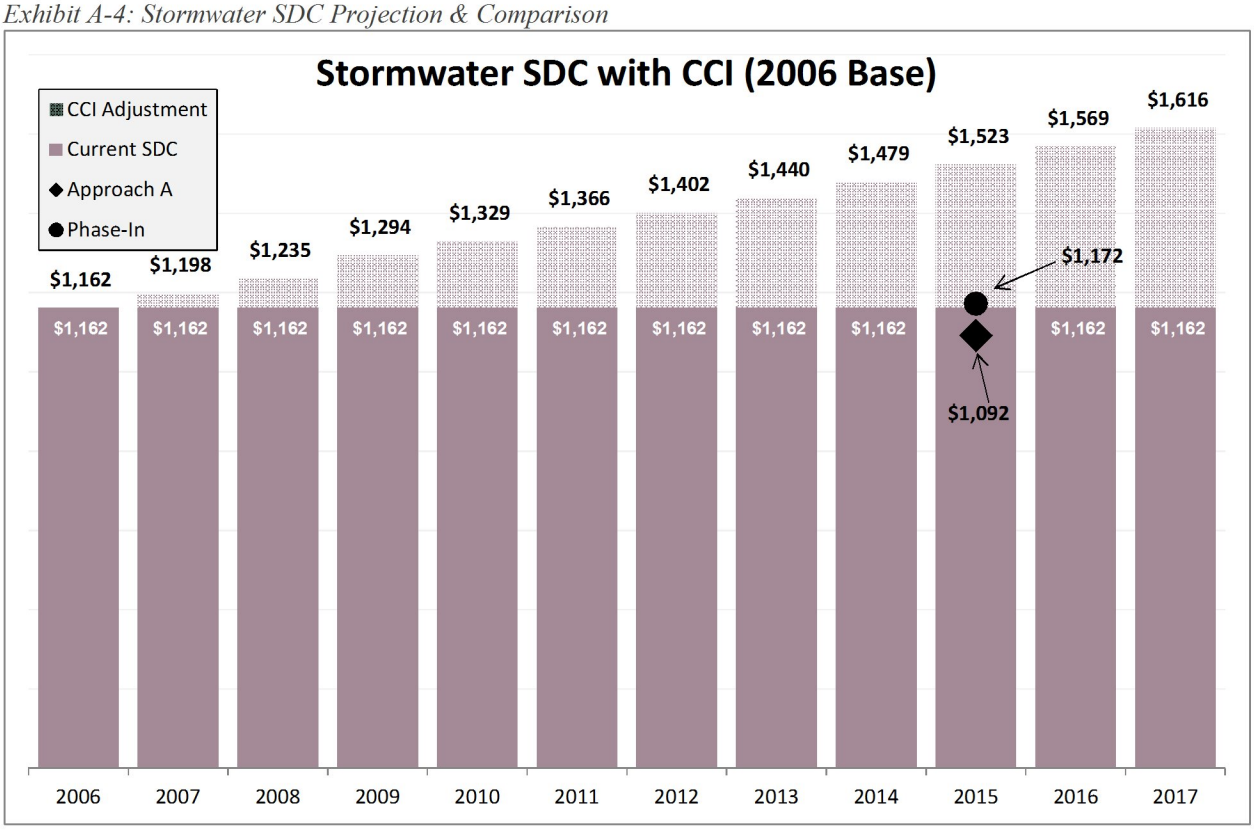


Exhibit A-4: Stormwater SDC Projection & Comparison



FCS GROUP
Solutions-Oriented Consulting

Project Memorandum

To: Susan Fenhaus, Water Utility Engineer
Auburn, Washington

Date: May 20, 2014

From: Karyn Johnson, Principal
Tage Aaker, Analyst

RE: System Development Charge (SDC) Update & Methodology White Paper - **DRAFT**

A. INTRODUCTION / BACKGROUND

In 2013, the City of Auburn (City) contracted with Financial Consulting Solutions Group, Inc. (FCS GROUP) to perform a Water, Sewer, and Stormwater Cost of Service and System Development Charge (SDC) Study. The SDC component of the study included an SDC White Paper, the goal of which is to address general SDC background, philosophy, and alternative methodologies commonly used in the industry and in compliance with Washington State legal precedence. SDCs were developed for each utility under each alternative methodology evaluated herein. This memo updates our previous draft (dated January 15th, 2014) and incorporates updated financial data as well as requested phase-in strategies per City Council and Staff direction.

B. SYSTEM DEVELOPMENT CHARGE BACKGROUND

Utility connection charges are imposed to recover system capital costs from new utility customers. They serve two primary purposes: to provide equity between existing and new customers and to provide a source of capital (equity) funding in support of system costs. SDCs are a form of utility connection charge intended to recover the capital cost associated with providing system capacity, in a manner proportionate to the estimated or projected system demands of a new customer. The charge is imposed upfront on new development as well as on expansion or densification of development when such actions increase requirements for utility system capacity.

Most municipal utilities operate as self-sufficient enterprises with utility system costs fully borne by existing customers of the system. This means that existing customers have invested in the system capacity that serves them and supported any excess system capacity available to serve growth. To avoid dilution of the investment of existing customers, or the cost impact of adding more expensive capacity to serve growth, a utility SDC allows new customers to make a similar investment commensurate with the cost of system infrastructure needed to serve them.

Absent an appropriate SDC, existing customers support the costs of capacity needed for future customers without equitable compensation for this support. In this case, the concept of "growth pays for growth" has merit, as the absence of an equitable SDC would result in a subsidy of new customers by existing customers.

As a term used in Washington statute, utility "connection charges" are referred to in the industry by a variety of names, most commonly general facilities charges or system development charges. The

term system development charge, or SDC, will be used in this study to define the system connection charge under development.

In addition to SDCs, there are also various charges that focus on local facilities costs, or the cost of accessing the capacity-bearing system. These charges are often termed latecomer, in-lieu charges, or local facilities charges, and are intended to equitably recover the capital cost of physical access to the system, primarily as related to those portions of the system in physical proximity to the property requesting service. This study does not address such charges. It is generally appropriate to impose such charges in addition to the SDC, with the distinction being that the SDC provides capacity to serve, while those other charges relate to the extension of service to a specific property.

SDCs are authorized under the general statutory revenue authority of cities embodied in RCW 35.92 (and largely in parallel in RCW 35.67). SDCs are charges for service that relate to the general revenue authority defined in RCW 35.92.010, as further specifically detailed in RCW 35.92.025. Under this guidance, they are intended to recover an equitable and proportional share of utility system costs, leaving substantial discretion to the City to determine this equitable basis. This statute and related Washington case law also provides guidance on acceptable methods for determining an SDC.

C. SYSTEM DEVELOPMENT CHARGE METHODOLOGY

C1. GENERAL METHODOLOGY

The basic approach to the SDC calculation can be shown in general terms as:

General SDC Methodology

$$\text{SDC} = \frac{\text{Allocable Capital Cost}}{\text{Applicable Customer Base}}$$

There are a variety of analytical and conceptual approaches to defining the capital cost and customer base as used in this simplistic equation. There are also variations of this equation that reflect different utility circumstances or policy preferences when defining system costs or an equitable share thereof. Each of the approaches described in this memorandum is consistent with general parameters defined by the RCW and legal cases as related to cities, and provides a rational basis for determining a fair share of system cost. Therefore, they should all represent legally sound and acceptable alternatives for the SDC.

The capital costs used in the SDC calculation are separable into the following general categories:

- **Existing system:** These costs are associated with investments that the utility has made in infrastructure that currently provides service to existing customers (and presumably has capacity to serve growth to some extent).

- **Future capital projects:** These costs relate to capital improvement projects that the utility plans to undertake within a period of time specified in the utility's system planning documents. These projects fall into one of three categories:
  - **Repair & Replacement Projects:** These projects involve replacing aging infrastructure that has degraded over time due to the wear and tear of use by existing customers, and generally do not provide capacity for growth.
  - **Upgrade Projects:** These projects broadly benefit both existing and future customers without necessarily increasing system capacity. Examples might include construction of an operations facility or improving system security.
  - **Expansion Projects.** These projects primarily intend to increase system capacity to serve growth. Examples would include water main extensions and investments in conservation programs.

During the course of this study, three analytical approaches were documented. For each of the water, sewer, and stormwater utilities, SDCs were calculated under these three approaches.

C2. SPECIFIC METHODOLOGIES

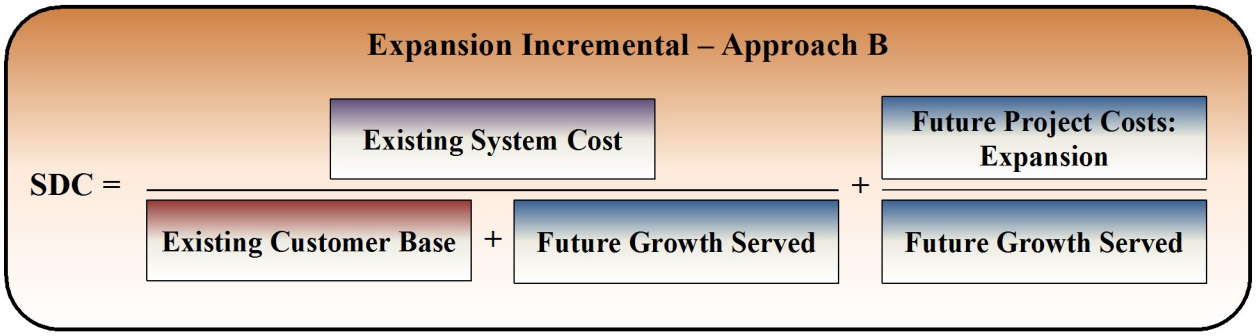
1. Average Integrated – Approach A

Average Integrated – Approach A

$$SDC = \frac{\text{Existing System Cost} + \text{Future Project Costs: Upgrade} + \text{Future Project Costs: Expansion}}{\text{Existing Customer Base} + \text{Future Growth Served}}$$

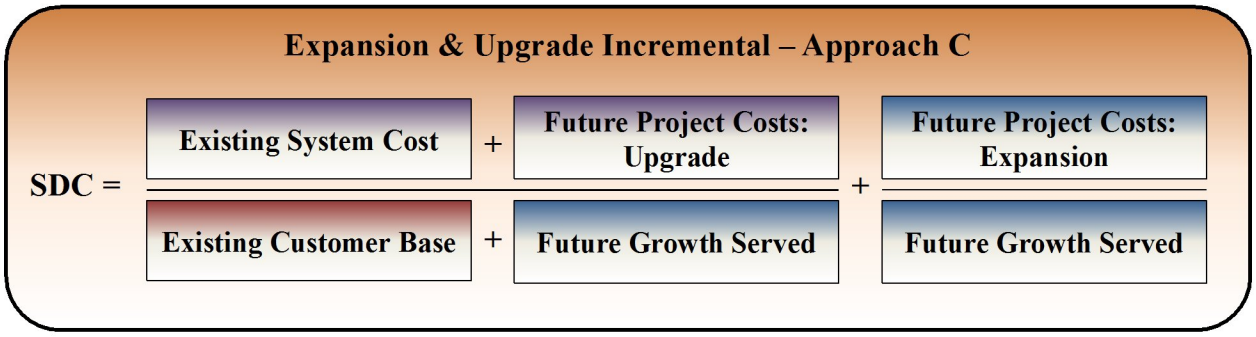
This integrated approach is commonly used to recognize that a utility both provides existing infrastructure and plans to invest in future infrastructure to serve a growing customer base. Under this approach, the entire existing system cost is included, plus all future costs that upgrade or expand the system. This total conceptually represents the cost of the total system needed to serve the projected total customer base, and is divided by the total existing and future customer base to determine an ***average unit cost of the system***. Under this generalized approach, future costs that improve or expand the system are allocated in direct proportion to the share of the total future customer base represented by future growth.

2. Expansion Incremental – Approach B



This variation of the Integrated Approach sums two distinct cost components to determine the total charge, recognizing that systems sometimes commit existing capacity but must add incremental elements of capacity to augment or extend the existing system. This approach effectively discounts the buy-in by allocating only existing costs to all customers, and then adds an increment for future expansion projects assigning these costs solely to future growth. Only future costs specifically incurred to expand system capacity are included in this more detailed, incremental cost method.

3. Expansion & Upgrade Incremental – Approach C



This variation of the Integrated Approach also sums two cost components to determine the charge. This approach incrementally assigns future expansion projects solely to future growth. This approach also includes a broader definition of growth-related costs when compared to Approach B. It adds to existing costs future growth's share of upgrade projects that serve both future and existing customers. Growth's share of future upgrade projects is generalized and allocated in direct proportion to future growth's share of the total future customer base as opposed to a detailed project-specific basis. Overall, this approach results in a larger allocation of future costs to growth than the other methods.

The exhibit below shows a breakdown of each Approach and how they compare in each of the several following categories: Equity, Revenue Potential, Revenue Stability, Administrative Ease, & Transparency.

Criterion	Generally Accepted Objectives/ Standards	Average Integrated Approach A	Expansion Incremental Approach B	Expansion & Upgrade Incremental Approach C
Equity	*Charge should reflect a proportionate share of system costs and requirements*	Defines a consistent cost-sharing for all customers new and existing	Defines a reasonable share of existing and growth-induced costs	Defines both existing and future cost shares, but with a heavy weighting of future costs
Revenue Potential	*Program is intended to provide a material source of funding toward capital program costs*	Increases system equity funding in proportion to capacity cost increases	Increases system equity funding to reflect existing and future capacity burdens imposed	Increases system equity funding based on all costs potentially attributable to new growth
Predictability and Stability of Charge	*Charge should not fluctuate wildly over time*	Stable charge that will increase in anticipation of new system costs	Greater volatility due to expansion cost feature and dependency on growth estimates	Greater volatility due to expansion cost feature and dependency on growth estimates
Administrative Ease	*Charge should be simple to update and apply*	Update derives from standard reports and adopted plans. Only capital allocation needed is between Repair/Replacement projects and Other.	Requires careful analysis and allocation of growth-related costs and revisits of growth forecasts	Requires careful analysis and allocation of growth-related costs and revisits of growth forecasts
Transparency	*Charge basis should be clear and explainable, and minimize points of dispute and subjective decisions*	Clear conceptual and analytical basis. Avoids discrete allocation decisions that can introduce dispute.	Clear conceptual basis. Applies subjective adjustment to buy-in component that might be questioned. Applies project allocation decisions that can introduce dispute.	Clear conceptual basis. Applies subjective adjustment to buy-in component that might be questioned. Applies project allocation decisions that can introduce dispute. May appear to compound charges.

C3. SYSTEM COSTS CRITERIA

Each of these approaches has been applied in this study and the calculations and results are documented in the ensuing sections specifically addressing water, wastewater, and stormwater. Whenever a method combines existing and future system costs, care should be taken to avoid over-allocating costs and capacity to new customers. The analytical method needs to recognize that the resulting charge assembles the unit cost of capacity provided by the system, differing only in the way that these system costs are allocated between existing and future customer groups.

In the development of an equitable SDC, system costs to be included in the charge should be identified in a manner that satisfies three general criteria:

- That the asset and its cost be related to the system capacity, facilities, and improvements serving new customers (nexus);
- That costs be incorporated and charges calculated in a manner that does not result in a pyramiding of system costs, especially as related to both existing and future facilities; and
- That upon connecting to the system and paying the SDC, new customers will have attained relative parity with existing customers in terms of contribution toward their allocated share of system costs.

With respect to the first criterion, it is generally accepted that SDCs reflect general system costs and need not specify or delineate specific facilities related to a specific customer location. In this sense, system capacity is a generalized term referring to a ***common unit of service***, rather than a detailed assignment of shares of facilities unique to each customer location. To this end, the methods can address system-wide costs and capacity, even while incorporating projects specific to smaller areas of service.

The second criterion is intended to avoid the issue of double-charging in the specific methodology being employed. The approaches summarized previously differ in what costs are included and how they are incorporated, but all are structured with the intent that a new customer pays an equitable and proportional share of existing and/or future system costs in terms of a growth charge. To do so, an equitable method should ensure that the aggregate of components and costs, when used in the growth charge, does not lead to an over-assignment of capacity and cost required to serve the new customer. In the approaches assigning future costs, the new customer may appear to pay twice on future costs first through the SDC and then later as a ratepayer. However, by paying the portion of future costs directly allocated to them through the SDC, the corresponding cost is cash-funded and thus explicitly not debt financed. Further, while the utility is likely to continue to use debt as a means for timely and complete funding of projects, including growth projects, all customers constantly share the related payment burden, both on their own behalf and that of other system users both connected and anticipated. In short, ratepayers currently support growth costs through rates, and will continue to do so, and this obligation is not waived by prior rate or SDC payments nor eliminated by imposing SDCs. However, the overall debt and cost burden is lowered by the presence of SDC revenues, and all ratepayers benefit proportionately from this resource, including the new customer.

The third criterion provides a conceptual basis for, or definition of, equity as a charge that provides new customers general parity with existing customers. This does not require that new customers make the same level of investment as made by existing customers; the result could neglect trends in system costs or expenses to serve added customers. However, it does suggest that an equitable charge is ultimately judged to reasonably reimburse existing customers for investments now available to serve new growth and offset adverse impacts of adding capacity to the existing system. The range of approaches outlined above is indicative of the range of perspectives and results that can reasonably lead to an equitable SDC. They vary in the relative weighting of costs and definition of equity. The approach ultimately employed will reflect the merits of equitable cost allocation in conjunction with the values and objectives of the governing body for the utility.

The sections below provide a more detailed description of the existing cost basis, future cost basis, and definitions of existing and future customer bases used in the general SDC methodology. It then describes the use of this data to generate the three approaches to utility SDCs addressed in this study. The determination of unique considerations and results for each of the three utility systems is separately documented and discussed in subsequent sections.

a) Defining Existing System Costs

The cost of the system is defined based on utility accounting records recording fixed assets. The original cost of system assets is used as the basis for the cost of the existing system, even though it is common in the industry to use system replacement cost or replacement cost net of depreciation as the basis. The use of original cost is based primarily on a Washington court decision that determined that the use of replacement cost, rather than actual original construction cost, was not consistent with the statutory definition of system cost. As provided under Washington statute, up to ten years of interest can then be added to the original construction cost. This is incorporated into the existing cost basis by applying interest rates applicable at time of construction of each asset for up to ten years based on age. Assets that were grant funded or donated to the utility by developers were excluded from the calculated charge.

Another adjustment to the existing system cost basis is to deduct the net liability of outstanding utility debt, recognizing that new customers will bear a proportionate share of this debt related to existing assets through their utility rates. Therefore, the cost of those assets charged to new development is offset to some degree by the remaining debt liability. Since the utility typically has cash resources that are not included in the system cost basis, the net debt load is defined as total debt minus outstanding cash and investments. This net amount is then deducted from the utility system cost, reducing the basis for the SDC.

b) Defining Future System Costs

A utility capital improvement program (CIP) includes projects that address many needs, including system expansion, system extensions, upgrades and improvements, and replacement of aged infrastructure. In many cases, a CIP project can serve more than one of these purposes.

The CIP was reviewed by City engineers and assigned (or allocated) to three basic categories based upon guidelines provided by FCS GROUP. The three categories include: repair and replacement, upgrade, and expansion. For all methods, the projects or portions of projects attributed to repair and replacement are excluded from the analysis, so that new customers are not charged for both an existing asset and its replacement. At the other extreme, expansion costs are always included in the charge. Depending upon the methodology, upgrade project costs may or may not be included in the calculated SDC.

Unlike the provision and adjustment for existing debt, the cost of future projects is incorporated into the SDC based on the share of cost attributable to future growth, regardless of intended financing or funding methods. This is based on the charge being structured to reflect a pro rata share of system costs. Future funding decisions do not alter that share, recognizing that all customers will share the burden of future debt.

c) Defining Customer Base Served by the System

The determination of the denominator in the SDC calculation similarly involves policy and analytical requirements.

In general, a key objective in defining the customer base is to provide an equitable allocation of costs through the development charge. Toward this end, the metrics used to recover capacity-based costs should be related to potential demand and provide proportionality that relates to system capacity requirements. The basis for defining the system customer base is specific to each utility. The customer base is defined in terms of existing connected customer base and planned future customer base. Existing customer equivalents for each utility were derived from the utility billing system.

- For Water, meter capacity equivalents (MCEs) were calculated based upon the number of connected meters and their corresponding size.
- For Sewer, residential customer equivalents (RCEs) were based upon the average of four recent quarterly reports from the City to King County. These reports provide a total number of RCEs within Auburn's system each quarter.
- For Stormwater, equivalent service units (ESUs) were provided within the billing data and were totaled to provide a current customer base.

The future customer base is typically defined in a manner consistent with the adopted CIP. The analysis currently incorporates a twenty-year CIP (through 2033), so projected twenty year growth above the 2013 customer statistics is calculated as an appropriate allocation basis.

Major large-scale projects might prove problematic if they provide capacity for much longer periods of growth. The projection of customer growth for this study is based on growth estimates provided by City during an on-site review in October 2013:

- Water: 2% Annual Customer Growth
- Sewer: 2% Annual Customer Growth
- Stormwater: 1% Annual Customer Growth

D. WATER SYSTEM DEVELOPMENT CHARGE

The development of the water system development charge (SDC) relies on City records related to existing fixed assets, capital improvement plans, and customer records from utility billing. The following discussion summarizes the development of the existing cost basis, future cost basis, and customer base definition used to calculate the charge, followed by a summary of the alternative charge methods and their results.

This study was conducted using the most recently available fiscal year financial records, in this case the 2013 financial statements. For consistency, the analysis is then conducted considering January 1, 2014 as the hinge date separating existing and future customers and improvements. The resulting calculated SDCs are summarized in **Exhibit D-1** below.

Exhibit D-1: Summary of Water SDC Calculation

Water SDC Calculation				
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Total System Development Charge per MCE		**$ 5,124**	**$ 5,313**	**$ 6,006**
Existing System Development Charge per MCE	$2,424			
Percent Increase / -Decrease from Existing		111%	119%	148%
Dollar Increase / -Decrease from Existing		$2,700	$2,889	$3,582

D2. INPUT DATA FOR THE WATER SYSTEM SDC

Exhibit D-2: Summary of Input Data for the Water SDC

Water SDC Calculation					
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data					
Existing Cost Basis					
Existing System Assets		$ 110,201,769	$ 110,201,769	$ 110,201,769	Original cost of plant-in-service as of end of year 2013
Plus: Construction Work in Progress		10,812,019	10,812,019	10,812,019	End of year 2013 CWIP
Plus: Interest on Non-Contributed Plant		33,528,141	33,528,141	33,528,141	Interest on assets up to a maximum 10-year period
Less: Contributed Capital		(28,063,765)	(28,063,765)	(28,063,765)	E.g. Developer donations / contributed capital
Less: Outstanding Debt Net of Current Cash Balances					
Existing Cash Balances	$ 16,269,290				Ending cash & equivalents for 2013 per City's S.N.P.
Less: Debt Principal Outstanding	(24,075,381)				Total principal outstanding for the existing debt
Net Outstanding Debt Balance		(7,806,091)	(7,806,091)	(7,806,091)	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis		**$ 118,672,073**	**$ 118,672,073**	**$ 118,672,073**	
Future Cost Basis (20 - Year CIP)					
Repair & Replacement Projects		$ 46,010,700	$ 46,010,700	$ 46,010,700	CIP for 2014 - 2033 (Escalated to 2014 $)
Upgrade Projects		20,554,000	20,554,000	20,554,000	CIP for 2014 - 2033 (Escalated to 2014 $)
Expansion Projects		12,709,008	12,709,008	12,709,008	CIP for 2014 - 2033 (Escalated to 2014 $)
Total Future Cost Basis (20-year CIP)		**$ 79,273,708**	**$ 79,273,708**	**$ 79,273,708**	
Customer Base (Meter Capacity Equivalents)					
Existing MCEs		19,955	19,955	19,955	2013 Estimated Meter Capacity Equivalents (MCEs)
Future MCEs (Incremental)		9,697	9,697	9,697	Incorporates annual growth through 2033 (2% annual)
Total Customer Base		**29,652**	**29,652**	**29,652**	

b) Existing System

The cost of the existing water system is obtained from the fixed asset schedule acquired from the City, which details original asset cost, acquisition year, and whether or not the asset was contributed by a developer or other contribution. Existing system costs total $110.2 million, plus another $10.8 million for construction work in progress.

Additionally, interest is calculated and added to the existing cost basis as allowed by RCW 35.92.025, up to 10 years of accrued interest for each asset. Interest is computed for each asset based on that asset's original cost and acquisition date using interest rates from the Bond Buyer Index from the acquisition year (for assets acquired prior to 1953, the minimum interest rate in available records is used). This calculation results in a total allowable interest adjustment of $33.5 million.

The total existing cost basis is reduced by the amount of those assets that were donated as well as outstanding debt principal (net of available utility cash and investments). Total contributed assets amounts to $28.1 million. Total outstanding debt principal totals $24.1 million. This amount is offset by $16.3 million in utility cash, for a net outstanding debt burden of $7.8 million.

c) Future Capital Program

Future capital costs are obtained from the City's 20-year water capital improvement plan for the years 2014-2033, which totals approximately $79.3 million in year 2014 dollars. (Note: The CIP was originally given to us in 2013 dollars, so for this more recent update, we escalated cost estimates one year forward to 2014 using 2013's actual ENR Construction Cost Index inflation of 2.57%, then rounded to the nearest $100). Each project was reviewed by City engineers and assigned into one or more of the following categories: repair and replacement, upgrade, or expansion. One item of significance is the Water Purchase project in the CIP. The original amount provided to us by the City was approximately $21 million. This amount included two distinct portions: permanent ($10 million) and reserve ($11 million). The permanent portion is assumed to be of use over the next twenty years,

and the reserve portion is assumed to be of use after the initial twenty years. Based on discussions with the City, the SDC was calculated with only the permanent portion of the project included.

System repair and replacement (R&R) projects (or portions of projects) that replace existing system assets are excluded from the SDC basis so that the system cost does not include duplicative costs for a single system component. Projects identified as R&R total $46 million, and include general main repair and replacements, reservoir painting, a well replacement, pump station replacements, billing system improvements and other miscellaneous replacements. The costs of these projects are shown in **Exhibit D-3** and are not included in any of the SDC methods employed.

Expansion costs total $12.7 million and are included in all methods. These costs represent projects or larger portions of projects that are entirely or predominately intended to expand capacity or provide new service to be used by new development. The projects include Auburn's planned water purchase, a new reservoir, new pump stations, and other miscellaneous projects. Note: In this calculation, only the permanent portion of the water purchase is included.

Upgrade projects (projects that benefit both existing and future customers by upgrading system reliability or performance, even if no explicit increase in capacity is provided) total $20.5 million. Various upgrade projects include upgrades to a reservoir, to pump stations, to a PRV station, to a support center, to wells, and to other miscellaneous projects. Additionally, there is a project to provide service to Lakeland Hills Area currently served by Bonney Lake, but within the City Limits of Auburn. This is an upgrade project per City Engineers.

Exhibit D-3: 20 – Year Capital Project Summary for Water

Water Capital Improvement Plan	20 - Year (Current 2014 $)			
Project	**Upgrade**	**Expansion**	**Replacement**	**Total**
Well 1 Improvements	$ -	$ -	$ -	$ -
Fulmer Well Field Improvements	$ 1,794,900	$ -	$ -	$ 1,794,900
Water Purchase	$ -	$ 10,105,808	$ -	$ 10,105,808
Coal Creak Springs Phase 1 Rehabilitation	$ 697,500	$ -	$ 2,789,800	$ 3,487,300
Valley Service Area New Reservoir	$ 2,256,500	$ 2,256,500	$ -	$ 4,513,000
Academy Pump Station #1 Pump Replacement	$ 1,089,800	$ -	$ 1,089,800	$ 2,179,600
Lea Hill Booster Pump Station Expansion and Rezone	$ 256,400	$ 256,400	$ 512,800	$ 1,025,600
Lea Hill New Pump Station	$ -	$ -	$ -	$ -
Water Right Re-Allocation - Valley Wellfield Improvements	$ 2,307,700	$ -	$ 2,307,700	$ 4,615,400
Provide Service to Lakeland Hills Area Currently Served by Bonney Lake	$ 5,128,300	$ -	$ -	$ 5,128,300
Green River PS Emergency Power	$ 353,900	$ -	$ 353,900	$ 707,800
Well 4 Power & Chlorination	$ 978,600	$ -	$ -	$ 978,600
Well 5 Upgrade	$ 974,400	$ -	$ 974,400	$ 1,948,800
Well Inspection and Redevelopment Program	$ 276,900	$ -	$ 1,107,700	$ 1,384,600
Water Repair & Replacements	$ -	$ -	$ 21,364,600	$ 21,364,600
Lakeland Hills Reservoir 5 Improvements	$ 384,600	$ -	$ 384,600	$ 769,200
Comprehensive Water Plan	$ 707,700	$ -	$ 707,700	$ 1,415,400
Well 7 Emergency Power	$ -	$ -	$ -	$ -
Maintenance and Operations Expansion	$ 90,300	$ 90,300	$ 45,100	$ 225,700
MIT Master Meters	$ 98,500	$ -	$ 393,900	$ 492,400
Street Utility Improvements	$ 2,051,300	$ -	$ 8,205,300	$ 10,256,600
Lea Hill PRV Station Improvements	$ 230,800	$ -	$ 230,800	$ 461,600
Water Meter & Billing System Improvements	$ 307,700	$ -	$ 1,230,800	$ 1,538,500
West Hill and Coal Creek Springs Chlorination Improvements	$ 153,800	$ -	$ 153,800	$ 307,600
Reservoir Painting	$ -	$ -	$ 3,846,200	$ 3,846,200
Utilities Field Operation Support Center	$ 102,600	$ -	$ -	$ 102,600
Game Farm Park Pump Station Replace Pump	$ 311,800	$ -	$ 311,800	$ 623,600
Total	**$ 20,554,000**	**$ 12,709,008**	**$ 46,010,700**	**$ 79,273,708**

d) Water Customer Base

In total, there were approximately 13,500 estimated connected customers in 2012 based on data from the utility billing system. Since individual connections can vary greatly in potential water demands, the connections are further analyzed by a breakdown of water meter size (converting accounts to meter capacity equivalents—or MCEs). Within the water industry, standards for water meter

capacity are established by the American Water Works Association, and provide a basis for weighting meters relative to their potential maximum flow rates. For example, a 3-inch meter is rated to deliver 300 gallons per minute as a maximum instantaneous flow rate, as compared to 30 gallons per minute for a standard 3/4-inch meter, which is most commonly installed for single-family residences. Based on this, 3-inch meters are weighted by a factor of 10 equivalent standard meters. Similar factors are used for each applicable meter size. Since the system is presumed to be constructed in a way that can facilitate this potential capacity, this is what is used within the customer base to calculate the charge.

Using those meter standards, a meter equivalent basis for defining the customer base is developed, which introduces proportionality between the request for service and the capacity that is required based on meter size. After weighting the installed meter base by meter flow equivalency factors, the approximately 13,500 meters were determined to be equivalent to 19,564 standard 3/4-inch meters in terms of total flow capacity in 2012. When applying one year of projected customer growth the total number of MCEs is estimated to have reached 19,955 in 2013. Based upon the 2% annual growth estimates provided by the City, the customer base would grow by 9,697 meter equivalents between 2014 and 2033 to reach a total customer base of 29,652 MCEs as of the end of the CIP planning period (2033).

D3. CALCULATION OF ALTERNATIVE CHARGE METHODS

Exhibit D-4: Calculating the SDC under Approaches A, B, and C

Water SDC Calculation				
System Development Charge Components		**Average Integrated (Approach A)**	**Expansion Incremental (Approach B)**	**Expansion & Upgrade Incremental (Approach C)**
SDC Calculations				
Costs Allocated to Future Customers Only				
Existing Assets + Interest		$ -	$ -	$ -
Repair & Replacement Projects		-	-	-
Upgrade Projects		-	-	-
Expansion Projects		-	12,709,008	12,709,008
Total		**$ -**	**$ 12,709,008**	**$ 12,709,008**
Allocable Number of MCEs		9,697	9,697	9,697
Future SDC Cost Component		**$ -**	**$ 1,311**	**$ 1,311**
Costs Allocated to Existing & Future Customers				
Existing Assets + Interest		$ 118,672,073	$ 118,672,073	$ 118,672,073
Repair & Replacement Projects		-	-	-
Upgrade Projects		20,554,000	-	20,554,000
Expansion Projects		12,709,008	-	-
Total		**$ 151,935,081**	**$ 118,672,073**	**$ 139,226,073**
Allocable Number of MCEs		29,652	29,652	29,652
Integrated SDC Cost Component		**$ 5,124**	**$ 4,002**	**$ 4,695**
Total System Development Charge per MCE		**$ 5,124**	**$ 5,313**	**$ 6,006**
Existing System Development Charge per MCE	$2,424			
Percent Increase / -Decrease from Existing		111%	119%	148%
Dollar Increase / -Decrease from Existing		$2,700	$2,889	$3,582

The data previously summarized above forms the basis for the SDC calculations as shown in **Exhibit D-4.** The following discussion summarizes the unique basis of each charge.

- **Integrated Approach A:** The total amount to be included within the charge is defined as the sum of the existing cost basis of $119 million, the cost of upgrade projects of $21

million, and the cost of expansion projects of $13 million. This results in a total water system cost of $152 million. This is divided by the entire projected customer base of 29,652 meter equivalents to determine a system cost of **$5,124** per meter equivalent.

- **Integrated Approach B:** The total cost of the existing system, $119 million, is divided by the total customer base (29,652 meter equivalents) to arrive at a buy-in charge of $**4,002** per meter equivalent. The cost of expansion projects ($13 million) is divided by the projected 9,697 MCEs of growth to arrive at a cost of growth charge of **$1,311** per meter equivalent. These two charges are added together to produce a total SDC of **$5,313** per meter equivalent.
- **Integrated Approach C:** The system cost allocable to both existing customers and growth is defined as the sum of the existing system cost of $119 million and the upgrade project cost of $21 million. This total amount, $139 million, is divided by the total future projected customer base of 29,652 meter equivalents to arrive at a unit cost of **$4,695.** Capacity expansion projects totaling $13 million are divided by future growth of 9,697 meter equivalents, resulting in a unit cost of **$1,311**. The sum of these two components results in a total system cost of **$6,006** per meter equivalent.

D4. SDC SCHEDULE & REVENUE IMPACTS

The following **Exhibit** provides a schedule of rates for the various alternatives discussed above. The meter equivalency factor implied by the current SDC schedule for the 10 inch meter is 56.09, whereas the proposed factor based upon AWWA specifications suggests the factor be 76.67. We recommend that this factor be updated to match the best practice standard of 76.67 for systems with a 3/4" meter base.

*Exhibit D-5: SDC Schedule by Approach, **Assuming a 3/4" Meter Base***

Meter Size	Existing		Calculated SDC Alternatives			
	SDC Charge	Implied Factor	Proposed Factor	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
0.75	$ 2,424	1.00	1.00	$ 5,124	$ 5,313	$ 6,006
1.00	$ 4,048	1.67	1.67	$ 8,557	$ 8,872	$ 10,030
1.50	$ 8,072	3.33	3.33	$ 17,062	$ 17,691	$ 20,000
2.00	$ 12,920	5.33	5.33	$ 27,310	$ 28,317	$ 32,011
3.00	$ 24,240	10.00	10.00	$ 51,239	$ 53,127	$ 60,059
4.00	$ 40,408	16.67	16.67	$ 85,415	$ 88,563	$ 100,118
6.00	$ 80,792	33.33	33.33	$ 170,779	$ 177,072	$ 200,175
8.00	$ 129,280	53.33	53.33	$ 273,256	$ 283,326	$ 320,292
10.00	$ 135,971	56.09	76.67	$ 392,847	$ 407,324	$ 460,469

Note: "Factor" is the Equivalent Flow Factor for a given meter size

Each of these alternatives will have an impact on SDC revenues. **Exhibit D-6** shows three different growth scenarios for the customer base: 0.50%, 0.89% and 2.00%. The 0.50% assumption is the growth rate used in the City's rate revenue model in its recent rate update. The 0.89% is the calculated annual growth rate based upon five years history of water SDC revenue. The 2.00% figure is the assumption used in calculating the denominator (customer base) in the SDC.

For reference, the existing charge would generate approximately $430,000 if annual growth is 0.89% (the five-year average). Approach A's charge would generate approximately $910,000, Approach B would generate approximately $940,000 and Approach C would generate approximately $1.07 million.

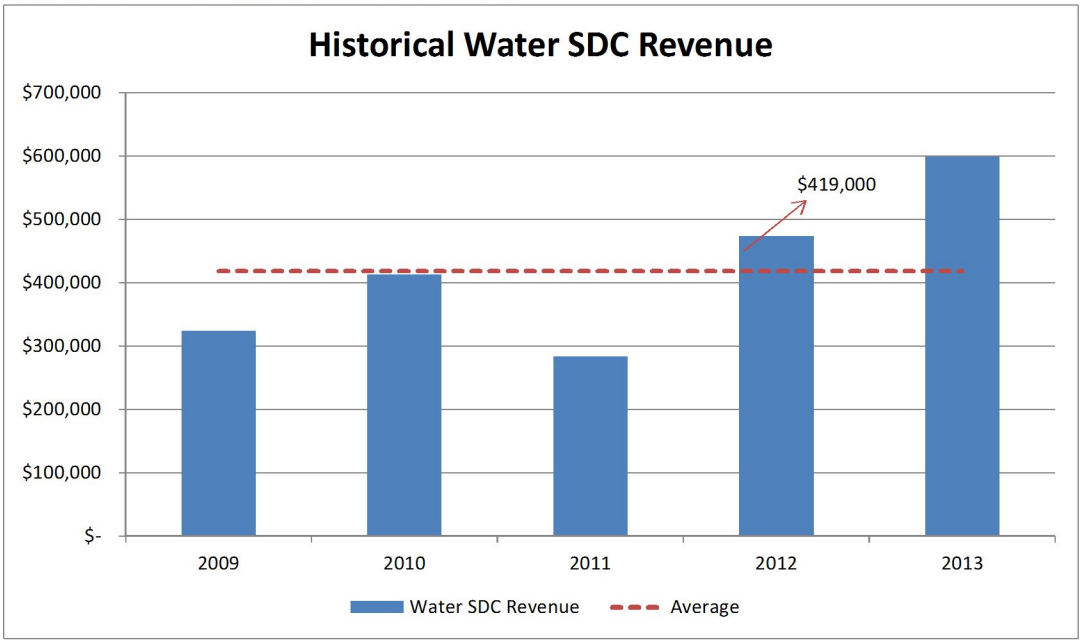
Exhibit D-6: Sample Annual Revenue Impacts for each Approach under Various Growth Assumptions

Sample SDC Revenue Projections			Annual Growth in MCEs	Existing Charge	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Growth Scenario	0.50%	(Rate Model)	100	$ 240,000	$ 510,000	$ 530,000	$ 600,000
Growth Scenario	0.89%	(5-Year Avg.)	177	$ 430,000	$ 910,000	$ 940,000	$ 1,070,000
Growth Scenario	2.00%	(Rate per City)	399	$ 970,000	$ 2,040,000	$ 2,120,000	$ 2,400,000

Note: Annual SDC Revenue Assumed in Model is $320,000 and is not linked to a growth rate
Note: Figures rounded to the nearest $10,000

The following graph shows five years of historical SDC revenue as another point of reference of historical performance. As can be seen from these historical years, SDC revenue can be very volatile even when the unit development charge remains the same. Even in a small sample size of five years, the highest annual SDC revenue is over two times that of the lowest year (2011 compared to 2013). The scenarios above are driven by two key assumptions: customer growth rate and the selected system development charge level. The scenarios are not meant to imply a guaranteed, level revenue stream. It is possible that high customer growth coupled with a relatively low charge could generate similar revenues as a relatively high charge coupled with low customer growth.

Exhibit D-7: Historical Water SDC Revenue



D5. ALTERNATIVE SDC SCHEDULE (3/4" & 1" SAME SDC)

During this recent update, City staff discussed a new policy which mirrors a growing trend within the utility industry. It is the City's new policy that the smallest installed water pipe size will be 1". However, it is possible that either a 3/4" or 1" meter could be connected to this 1" pipe. In fact, the 3/4" meter measures low-flow more accurately and is also able to accurately meter higher flows coming through a 1" pipe; for these reasons, it is not uncommon for a customer to have a 1" pipe and a 3/4" meter.

The alternative scenarios presented in this section would set the schedule of charges so that 3/4" meters and 1" meters would have the same charge, whereas typically 3/4" meters have the smallest charge and 1" meters would have a different, larger charge. **Exhibit D-8** shows a new schedule of charges where 3/4" and 1" meters have the same charge with the proposed factors being based upon a 1" meter base flow. **Exhibit D-9** shows a schedule of charges where 3/4" and 1" meters have the same charge with the proposed factors being based upon a 3/4" meter base flow. **Exhibit D-9** is most similar to the original schedule presented in **Exhibit D-5**. Ultimately, this is a policy choice for decision makers within the City of Auburn, and each set of schedules has defensible traits. As an informational side note, the City of Renton currently has a structure similar to that shown in **D-9** (same charge for the smallest two meter sizes with factors based on the smallest meter size not the 1" meter), except that Renton has a 5/8" meter base rather than a 3/4" base which leads to higher meter factors.

*Exhibit D-8: SDC Schedule by Approach, **Assuming a 1" Meter Base, Same Charge for 3/4", 1"***

Meter Size	Existing		Calculated SDC Alternatives			
	SDC Charge	Implied Factor	Proposed Factor	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
0.75	$ 2,424	1.00	1.00	$ 5,124	$ 5,313	$ 6,006
1.00	$ 4,048	1.67	1.00	$ 5,124	$ 5,313	$ 6,006
1.50	$ 8,072	3.33	1.99	$ 10,217	$ 10,594	$ 11,976
2.00	$ 12,920	5.33	3.19	$ 16,353	$ 16,956	$ 19,168
3.00	$ 24,240	10.00	5.99	$ 30,682	$ 31,813	$ 35,963
4.00	$ 40,408	16.67	9.98	$ 51,147	$ 53,031	$ 59,951
6.00	$ 80,792	33.33	19.96	$ 102,263	$ 106,031	$ 119,865
8.00	$ 129,280	53.33	31.93	$ 163,626	$ 169,656	$ 191,792
10.00	$ 135,971	56.09	45.91	$ 235,238	$ 243,907	$ 275,730

*Exhibit D-9: SDC Schedule by Approach, **Assuming 3/4" Meter Base, Same Charge for 3/4", 1"***

Meter Size	Existing		Calculated SDC Alternatives			
	SDC Charge	Implied Factor	Proposed Factor	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
0.75	$ 2,424	1.00	1.00	$ 5,124	$ 5,313	$ 6,006
1.00	$ 4,048	1.67	1.00	$ 5,124	$ 5,313	$ 6,006
1.50	$ 8,072	3.33	3.33	$ 17,062	$ 17,691	$ 20,000
2.00	$ 12,920	5.33	5.33	$ 27,310	$ 28,317	$ 32,011
3.00	$ 24,240	10.00	10.00	$ 51,239	$ 53,127	$ 60,059
4.00	$ 40,408	16.67	16.67	$ 85,415	$ 88,563	$ 100,118
6.00	$ 80,792	33.33	33.33	$ 170,779	$ 177,072	$ 200,175
8.00	$ 129,280	53.33	53.33	$ 273,256	$ 283,326	$ 320,292
10.00	$ 135,971	56.09	76.67	$ 392,847	$ 407,324	$ 460,469

E. SEWER SYSTEM DEVELOPMENT CHARGE

The development of the sewer SDC relies on City records related to existing fixed assets as of the end of 2013, capital improvement plans, and customer records from the quarterly report to KC Metro. **Exhibit E-1** provides a summary of the sewer SDC calculation alternatives.

Exhibit E-1: Summary of SDC Calculation Approaches for Sewer

Sewer SDC Calculation			
System Development Charge Components	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Total System Development Charge per RCE	**$ 1,837**	**$ 1,826**	**$ 1,894**
Existing System Development Charge per RCE $ 850			
Percent Increase / -Decrease from Existing	116%	115%	123%
Dollar Increase / -Decrease from Existing	$ 987	$ 976	$ 1,044

E2. INPUT DATA FOR THE SEWER SYSTEM SDC

Exhibit E-2: Summary of Input Data for the Sewer SDC

Sewer SDC Calculation				
System Development Charge Components	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data				
Existing Cost Basis				
Existing System Assets	$ 91,757,823	$ 91,757,823	$ 91,757,823	Original cost of plant-in-service as of end of year 2013
Plus: Construction Work in Progress	2,372,710	2,372,710	2,372,710	End of year 2013 CWIP
Plus: Interest on Non-Contributed Plant	21,870,695	21,870,695	21,870,695	Interest on assets up to a maximum 10-year period
Less: Contributed Capital	(39,886,851)	(39,886,851)	(39,886,851)	E.g. Developer donations / contributed capital
Less: Outstanding Debt Net of Current Cash Balances				
Existing Cash Balances $13,838,476				Ending cash balances for 2013
Less: Debt Principal Outstanding (8,727,152)				Total principal outstanding for the existing debt
Net Outstanding Debt Balance	-	-	-	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis	**$ 76,114,377**	**$ 76,114,377**	**$ 76,114,377**	
Future Cost Basis				
Repair & Replacement Projects	$ 28,818,700	$ 28,818,700	$ 28,818,700	CIP for 2014 - 2033 (Escalated to 2014 $)
Upgrade Projects	2,977,100	2,977,100	2,977,100	CIP for 2014 - 2033 (Escalated to 2014 $)
Expansion Projects	1,215,400	1,215,400	1,215,400	CIP for 2014 - 2033 (Escalated to 2014 $)
Total Future Cost Basis (20-year CIP)	**$ 33,011,200**	**$ 33,011,200**	**$ 33,011,200**	
Customer Base - Residential Customer Equivalents (RCEs)				
Existing RCEs	29,425	29,425	29,425	2013 Estimated Residential Customer Equivalents (RCEs)
Future RCEs (Incremental)	14,299	14,299	14,299	Incorporates annual grow th through 2033 (2% annual)
Total Customer Base	**43,725**	**43,725**	**43,725**	

b) Existing System

The cost of the existing sewer system is obtained from the fixed asset schedule acquired from the City, which details original asset cost, acquisition year, and whether or not the asset was a contributed by a developer (based upon the asset description of "Developer" or "Contribution"). Existing system costs total $92 million, plus another $2.4 million for construction work in progress.

Additionally, interest is calculated and added to the existing cost basis as allowed by RCW 35.92.025, up to 10 years of accrued interest for each asset. Interest is computed for each asset based on that asset's original cost and acquisition date using interest rates from the Bond Buyer Index from

the acquisition year (for assets acquired prior to 1953, the minimum interest rate in available records is used). This calculation derives a total allowable interest adjustment of $22 million.

The total existing cost basis is reduced by those assets that were contributed, as well as outstanding debt principal (net of available utility cash and investments). Contributed assets total $40 million. Total outstanding debt principal totals $9.0 million. This amount is offset by $13.8 million in utility cash and investments, for a net outstanding debt burden of zero dollars. If cash balances exceed total debt principal outstanding, the additional cash does not get added to the existing cost basis.

c) Future Capital Program

Future capital costs are obtained from the City's 20-year sewer capital improvement plan for the years 2014-2033, which totals approximately $33 million in year 2014 dollars. (Note: The CIP was originally given to us in 2013 dollars, so for this update, we escalated cost estimates one year forward to 2014 using 2013's actual ENR Construction Cost Index inflation of 2.57%, then rounded to the nearest $100). Each project was reviewed by City engineers and assigned into one or more of the following categories: repair and replacement, upgrade, or expansion.

System repair and replacement (R&R) projects, or portions of projects, functionally replace existing system assets. These are excluded from the SDC basis so that the system cost does not include duplicative costs for a single system component. Including projects wholly assigned as R&R, and portions of other projects allocated as an R&R element, a total of $29 million in projects is identified. Major projects include general main repair and replacements including street related repair and replacement, a pump station replacement, a comprehensive plan update, and work on the M&O building. The costs of these projects are shown in **Exhibit E-3** and are not included in any of the SDC methods employed.

Expansion costs total $1.2 million and are included in all methods. These costs represent projects or larger portions of projects that are entirely or predominately intended to expand capacity or provide new service to be used by new development. The projects include a pump station upgrade, a vactor decant facility, and an M&O building expansion.

Upgrade projects (projects that benefit both existing and future customers by upgrading system reliability or performance, even if no explicit increase in capacity is provided) total $3 million. Various improvement projects include a pump station upgrade, river crossing improvements, a comprehensive plan update, an M&O building upgrade, and a utilities field operations center.

Exhibit E-3: 20 – Year Capital Project Summary for Sewer

Sewer Capital Improvement Plan	20 - Year (Current 2014 $)			
Project	**Upgrade**	**Expansion**	**Replacement**	**Total**
Repair & Replacement/System Improvement Projects	$ -	$ -	$ 20,913,300	**$ 20,913,300**
Repair and Replacement associated with transportation projects (Arterial, SOS)	$ -	$ -	$ 4,102,700	**$ 4,102,700**
Pump Station Replacement/Upgrade	$ 923,100	$ 692,300	$ 3,000,100	**$ 4,615,500**
River Crossing Improvements	$ 1,025,700	$ -	$ -	**$ 1,025,700**
Vactor Decant Facility	$ -	$ 276,900	$ -	**$ 276,900**
M&O Building Expansion/Upgrade	$ 246,200	$ 246,200	$ 123,100	**$ 615,500**
Utilities Field Operation Support Center	$ 102,600	$ -	$ -	**$ 102,600**
Comprehensive Plan Update	$ 679,500	$ -	$ 679,500	**$ 1,359,000**
Total	**$ 2,977,100**	**$ 1,215,400**	**$ 28,818,700**	**$ 33,011,200**

d) Sewer Customer Base

The customer base for the sewer SDC charge was sourced from the quarterly reports Auburn sends to King County for the sewer treatment charge. One single family account is assumed to be one

residential customer equivalent (RCE) and non-single family's actual flows are divided by 750 cubic feet per month. The average number of RCEs for 2012 totaled 28,848 RCEs which consists of 11,454 residential accounts and 17,394 non-residential RCEs; the estimated total in 2013 is 29,425 RCEs when applying a year of projected customer growth.

The 29,425 RCEs are escalated based upon growth factors provided by City engineers specific to the sewer system and customer class. For this analysis, we are assuming 2% growth per year through 2033. With these growth projections, the customer base would grow by 14,299 residential customer equivalents from 2014 to 2033 to reach a total customer base of 43,725 RCEs as of the end of the CIP planning period (2033).

E3. CALCULATION OF ALTERNATIVE CHARGE METHODS

Exhibit E-4: Calculating the SDC under Approaches A, B, and C

Sewer SDC Calculation			
System Development Charge Components	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
SDC Calculations			
Costs Allocated to Future Customers Only			
Existing Assets + Interest	$ -	$ -	$ -
Repair & Replacement Projects	-	-	-
Upgrade Projects	-	-	-
Expansion Projects	-	1,215,400	1,215,400
Total	**$ -**	**$ 1,215,400**	**$ 1,215,400**
Allocable Number of RCEs	14,299	14,299	14,299
Future SDC Cost Component	**$ -**	**$ 85**	**$ 85**
Costs Allocated to Existing & Future Customers			
Existing Assets + Interest	$ 76,114,377	$ 76,114,377	$ 76,114,377
Repair & Replacement Projects	-	-	-
Upgrade Projects	2,977,100	-	2,977,100
Expansion Projects	1,215,400	-	-
Total	**$ 80,306,877**	**$ 76,114,377**	**$ 79,091,477**
Allocable Number of RCEs	43,725	43,725	43,725
Integrated SDC Cost Component	**$ 1,837**	**$ 1,741**	**$ 1,809**
Total System Development Charge per RCE	**$ 1,837**	**$ 1,826**	**$ 1,894**
Existing System Development Charge per RCE $ 850			
Percent Increase / -Decrease from Existing	116%	115%	123%
Dollar Increase / -Decrease from Existing	$ 987	$ 976	$ 1,044

The data summarized above forms the basis for the SDC calculations as summarized in **Exhibit E-4**. The following discussion summarizes the unique basis of each charge:

- **Integrated Approach A:** The total amount to be included within the charge is defined as the sum of the existing cost basis of $76 million, the cost of upgrade projects of $3 million, and the cost of expansion projects of $1.2 million. This results in a total sewer system cost of $80 million. This is divided by the entire projected customer base of 43,725 RCEs to determine a system cost of **$1,837** per RCE.
- **Integrated Approach B:** The total cost of the existing system, $76 million, is divided by the total customer base (43,725 meter equivalents) to arrive at a buy-in charge of **$1,741** per RCE. The cost of expansion projects ($1.2 million) is divided by the projected 14,299

RCEs of growth to arrive at a pure cost of growth charge of **$85** per RCE. These two charges are added together to produce a total SDC of $**1,826** per residential equivalent.

- **Integrated Approach C:** The system cost allocable to both existing customers and growth is defined as the sum of the existing system cost of $76 million and the upgrade project cost of $3 million. This total amount, $79 million, is divided by the total future projected customer base of 43,725 RCEs to arrive at a unit cost of **$1,809**. Capacity expansion projects totaling $1.2 million are divided by future growth of 14,299 RCEs, resulting in a unit cost of **$85**. The sum of these two components results in a total system cost of **$1,894** per RCE.

E4. SDC SCHEDULE & REVENUE IMPACTS

The following **Exhibit** provides a schedule of rates for the various alternatives discussed above as well as a summary of sample annual SDC revenue estimates.

Exhibit E-5: Sample Annual Revenue Impacts for each Approach under Various Growth Assumptions

Sewer SDC	Existing Charge	Alternative Charges: Average Integrated (Approach A)	Alternative Charges: Expansion Incremental (Approach B)	Alternative Charges: Expansion & Upgrade Incremental (Approach C)
All Customer Classes per RCE development charge	$850	$ 1,837	$ 1,826	$ 1,894

Sample SDC Revenue Projections			Growth in RCEs	Existing Charge	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Growth Scenario	0.50%	(Rate Model)	150	$ 128,000	$ 276,000	$ 274,000	$ 284,000
Growth Scenario	1.44%	(5-Year Avg.)	432	$ 367,000	$ 793,000	$ 789,000	$ 818,000
Growth Scenario	2.00%	(Rate per City)	600	$ 510,000	$ 1,103,000	$ 1,096,000	$ 1,137,000

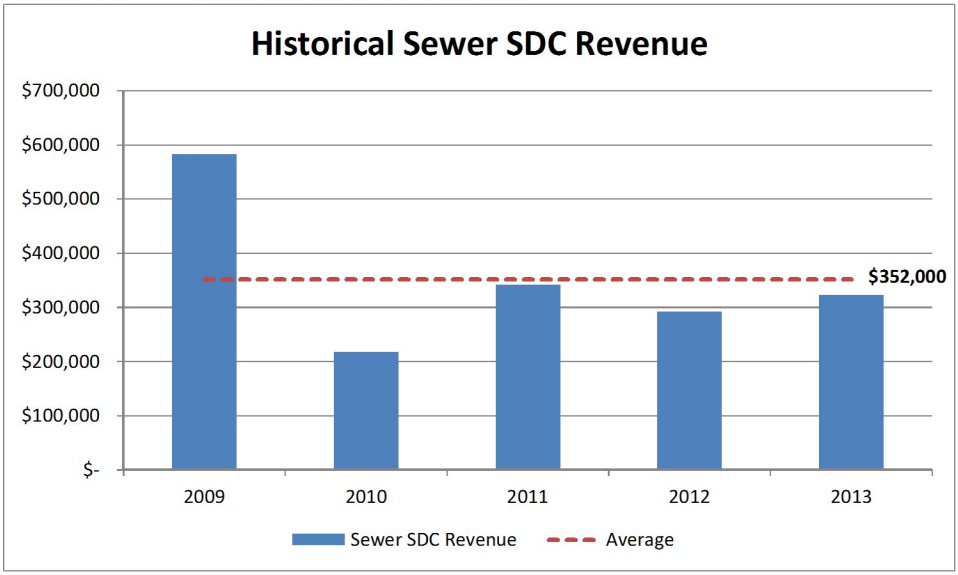
Note: Annual SDC Revenue Assumed in Model is $300,000 and is not linked to a growth rate
Note: Figures rounded to the nearest $10,000

Each of these alternatives will have an impact on SDC revenues. **Exhibit E-5** shows three different growth scenarios for the customer base: 0.50%, 1.44% and 2.00%. The 0.50% assumption is the growth rate used in the City's rate revenue model in its recent rate update. The 1.44% is the calculated annual growth rate based upon five years history of sewer SDC revenue. The 2.00% figure is the assumption used in calculating the denominator (customer base) in the SDC.

For example, the existing charge would generate approximately $367,000 if annual growth is 1.44% (the five-year average). Approach A's charge would generate approximately $793,000, Approach B would generate approximately $789,000 and Approach C would generate approximately $818,000.

Below is a graph showing the historical revenue for Sewer SDCs for an additional point of reference.

Exhibit E-6: Historical Sewer SDC Revenue



F. STORMWATER SYSTEM DEVELOPMENT CHARGE

The development of the stormwater SDC relies on City records related to existing fixed assets as of the end of 2013, capital improvement plans for 2014 and beyond, and customer records from utility billing. **Exhibit F-1** provides a summary of the stormwater SDC calculation alternatives.

Exhibit F-1: Summary of System Development Charges for Stormwater

Stormwater SDC Calculation				
Stormwater System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Total System Development Charge per ESU		**$ 1,092**	**$ 1,204**	**$ 1,291**
Existing System Development Charge per ESU	$1,162			
Percent Increase / -Decrease from Existing		-6%	4%	11%
Dollar Increase / -Decrease from Existing		($70)	$42	$129

F2. INPUT DATA FOR THE STORMWATER SYSTEM SDC

Exhibit F-2: Summary of Input Data for the Stormwater SDC

Stormwater SDC Calculation					
Stormwater System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data					
Existing Cost Basis					
Existing System Assets		$ 62,343,464	$ 62,343,464	$ 62,343,464	Original cost of plant-in-service as of end of year 2013
Plus: Construction Work in Progress		2,992,064	2,992,064	2,992,064	End of year 2013 CWIP
Plus: Interest on Non-Contributed Plant		21,654,564	21,654,564	21,654,564	Interest on assets up to a maximum 10-year period
Less: Contributed Capital		(16,009,663)	(16,009,663)	(16,009,663)	E.g. Developer donations / contributed capital
Less: Outstanding Debt Net of Current Cash Balances					
Existing Cash Balances	$ 16,447,159				Ending cash balances for 2013
Less: Debt Principal Outstanding	(9,693,126)				Total principal outstanding as of end of 2013
Net Outstanding Debt Balance		-	-	-	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis		**$ 70,980,428**	**$ 70,980,428**	**$ 70,980,428**	
Future Cost Basis (20-Year CIP)					
Repair & Replacement Projects		$ 17,790,200	$ 17,790,200	$ 17,790,200	CIP for 2014 - 2033 (Escalated to 2014 $)
Upgrade Projects		6,387,700	6,387,700	6,387,700	CIP for 2014 - 2033 (Escalated to 2014 $)
Expansion Projects		3,230,700	3,230,700	3,230,700	CIP for 2014 - 2033 (Escalated to 2014 $)
Total Future Cost Basis (20-year CIP)		**$ 27,408,600**	**$ 27,408,600**	**$ 27,408,600**	
Customer Base (Equivalent Service Units)					
Existing Equivalent Service Units		60,502	60,502	60,502	2013 Estimated Equivalent Service Units (ESUs)
Future Equivalent Service Units (Incremental)		13,322	13,322	13,322	Incorporates annual growth through 2033 (1% annual)
Total Customer Base		**73,824**	**73,824**	**73,824**	

b) Existing System

The cost of the existing stormwater system is obtained from the fixed asset schedule acquired from the City, which details original asset cost, acquisition year, and whether or not the asset was a contributed by a developer (based upon the asset description of "Developer" or "Contribution"). Total existing system costs total $62 million, plus another $3 million for construction work in progress (CWIP).

Additionally, interest is calculated and added to the existing cost basis as allowed by RCW 35.92.025, up to 10 years of accrued interest for each asset. Interest is computed for each asset based on that asset's original cost and acquisition date using interest rates from the Bond Buyer Index from the acquisition year (for assets acquired prior to 1953, the minimum interest rate in available records is used). This calculation derives a total allowable interest adjustment of $22 million.

The total existing cost basis is reduced by the amount of contributed assets as well as outstanding debt principal (net of available utility cash and investments). Contributed assets total $16 million. Total outstanding debt principal totals $9.7 million. This amount is offset by $16 million in utility cash and investments, for a net outstanding debt burden of zero dollars. If cash balances exceed total debt principal outstanding, the additional cash does not get added to the existing cost basis, and the net impact on the existing cost basis is zero.

c) Future Capital Program

Future capital costs are obtained from the City's 20-year stormwater capital improvement plan for the years 2014-2033 (plus the 2013 CIP), which totals approximately $27.4 million in year 2014 dollars. (Note: The CIP was originally given to us in 2013 dollars, so for this update, we escalated cost estimates one year forward to 2014 using 2013's actual ENR Construction Cost Index inflation of

2.57%, then rounded to the nearest $100). Each project was reviewed by City engineers and assigned into one or more of the following categories: repair and replacement, upgrade, or expansion.

System repair and replacement (R&R) projects, or portions of projects, functionally replace existing system assets. These are excluded from the SDC basis so that the system cost does not include duplicative costs for a single system component. Including projects wholly assigned as R&R, and portions of other projects allocated as an R&R element, a total of $17.8 million in projects is identified. Major projects include general repair and replacements including street related repair and replacement, a pump station replacement, a comprehensive plan update, Mill Creek Wetland Restoration, work on the M&O building, and other various replacement projects. The costs of these projects are shown in **Exhibit F-3** and are not included in any of the SDC methods employed.

Upgrade projects (projects that benefit both existing and future customers by upgrading system reliability or performance, even if no explicit increase in capacity is provided) total $6.4 million. Various improvement projects include pump station upgrades, improvements to reduce and control flooding, M&O building improvements, Utilities Field Operation Support Center improvements, Mill Creek Wetland Restorations, and other various projects.

Expansion costs total $3.2 million and are included in all methods that incorporate future capital costs. These costs represent projects or larger portions of projects that are entirely or predominately intended to expand capacity or provide new service to be used by new development. The projects include a composting facility, improvements to reduce and control flooding, a Vactor Decant Facility, and other various projects.

Exhibit F-3: Scheduled Capital Projects for Storm Drainage

Stormwater Capital Improvement Plan	20 - Year (Current 2014 $)			
Project	**Upgrade**	**Expansion**	**Replacement**	**Total**
Repair & Replacement/System Improvement Projects	$ -	$ -	$ 12,308,000	**$ 12,308,000**
Repair and Replacement associated with transportation projects	$ 2,051,300	$ -	$ 2,051,300	**$ 4,102,600**
30th Street NE Area Flooding, Phase 2	$ 171,800	$ 515,400	$ -	**$ 687,200**
Eastridge Manor Outfall replacement	$ 230,800	$ -	$ 230,800	**$ 461,600**
Composting Facility	$ -	$ 1,025,700	$ -	**$ 1,025,700**
30th Street NE Area Flooding, Phase 3	$ 295,900	$ 887,700	$ -	**$ 1,183,600**
West Main Street Pump Station Upgrade	$ 1,164,100	$ -	$ -	**$ 1,164,100**
Pump Station Replacement/Upgrade	$ 923,100	$ -	$ 2,153,900	**$ 3,077,000**
Vactor Decant Facility	$ -	$ 276,900	$ -	**$ 276,900**
M&O Building Expansion/Upgrade	$ 246,200	$ 246,200	$ 123,100	**$ 615,500**
Comprehensive Plan Update	$ 628,200	$ -	$ 628,200	**$ 1,256,400**
Utilities Field Operation Support Center	$ 102,600	$ -	$ -	**$ 102,600**
Mill Creek Wetland 5k Reach Restoration	$ 294,900	$ -	$ 294,900	**$ 589,800**
Bypass at 2nd and G Street SE	$ 278,800	$ 278,800	$ -	**$ 557,600**
Total	**$ 6,387,700**	**$ 3,230,700**	**$ 17,790,200**	**$ 27,408,600**

d) Stormwater Customer Base

The residential equivalent metric for the stormwater system is referred to as equivalent service units (ESU). The average number of ESUs throughout 2012, derived from the utility billing system, totaled 59,903; the estimated total in 2013 is 60,502 ESUs when applying a year of projected customer growth. For informational purposes, per City Fee Schedule, one ESU is considered equal to 2,600 square feet of parcel coverage by impervious surfaces.

The 60,502 ESUs are escalated based upon growth factors provided by City staff; the annual growth rate assumed is 1%. With this assumption, the customer base would grow by an estimated 13,322

equivalent service units between 2014 and 2033 to reach a total customer base of 73,824 ESUs as of the end of the CIP planning period in 2033.

F3. CALCULATION OF ALTERNATIVE CHARGE METHODS

Exhibit F-4: Calculating the SDC under Approaches A, B, and C

Stormwater SDC Calculation			
Stormwater System Development Charge Components	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
SDC Calculations			
Costs Allocated to Future Customers Only			
Existing Assets + Interest	$ -	$ -	$ -
Repair & Replacement Projects	$ -	$ -	$ -
Upgrade Projects	$ -	$ -	$ -
Expansion Projects	$ -	$ 3,230,700	$ 3,230,700
Total	**$ -**	**$ 3,230,700**	**$ 3,230,700**
Allocable Number of Equivalent Service Units	13,322	13,322	13,322
Future SDC Cost Component	**$ -**	**$ 243**	**$ 243**
Costs Allocated to Existing & Future Customers			
Existing Assets + Interest	$ 70,980,428	$ 70,980,428	$ 70,980,428
Repair & Replacement Projects	$ -	$ -	$ -
Upgrade Projects	$ 6,387,700	$ -	$ 6,387,700
Expansion Projects	$ 3,230,700	$ -	$ -
Total	**$ 80,598,828**	**$ 70,980,428**	**$ 77,368,128**
Allocable Number of Equivalent Service Units	73,824	73,824	73,824
Integrated SDC Cost Component	**$ 1,092**	**$ 961**	**$ 1,048**
Total System Development Charge per ESU	**$ 1,092**	**$ 1,204**	**$ 1,291**
Existing System Development Charge per ESU $1,162			
Percent Increase / -Decrease from Existing	-6%	4%	11%
Dollar Increase / -Decrease from Existing	($70)	$42	$129

The data summarized above forms the basis for the SDC calculations as summarized in **Exhibit F-4**. The following discussion summarizes the unique basis of each charge.

- **Averaged Integrated (Approach A):** The total amount to be included within the charge is defined as the sum of the existing cost basis of $71 million, the cost of upgrade projects of $6.4 million, and the cost of expansion projects of $3.2 million. This results in a total stormwater system cost of $81 million. This is divided by the entire projected customer base of 73,824 ESUs to determine a system cost of **$1,092** per ESU.
- **Expansion Incremental (Approach B):** The total cost of the existing system, $71 million, is divided by the total customer base (73,824 equivalent service units) to arrive at an integrated charge of **$961** per ESU. The cost of expansion projects ($3.2 million) is divided by the projected 13,322 ESUs of growth to arrive at a pure cost of growth charge of **$243** per ESU. These two charges are added together to produce a total SDC of **$1,204** per equivalent service unit.
- **Expansion & Upgrade Incremental (Approach C):** The system cost allocable to both existing customers and growth is defined as the sum of the existing system cost of $71 million and the upgrade project cost of $6.4 million. This total amount, $77 million, is divided by the total future projected customer base of 73,824 ESUs to arrive at a unit cost

of **$1,048**. Capacity expansion projects totaling $3.2 million are divided by future growth of 13,322 ESUs, resulting in a unit cost of **$243**. The sum of these two components results in a total system cost of **$1,291** per ESU.

F4. SDC SCHEDULE & REVENUE IMPACTS

The following **Exhibit** provides a schedule of rates for the various alternatives discussed above as well as a summary of sample annual SDC revenue estimates.

Exhibit F-5: Sample Revenue Impacts for each Approach under Various Growth Assumptions

Stormwater SDC	Existing Charge	Alternative Charges: Average Integrated (Approach A)	Alternative Charges: Expansion Incremental (Approach B)	Alternative Charges: Expansion & Upgrade Incremental (Approach C)
All Customer Classes per ESU development charge	$1,162	$1,092	$1,204	$1,291

Sample Annual SDC Revenue Projections			Annual Growth in ESUs	Existing Charge	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Growth Scenario	0.50%	(Rate in City Model)	306	$355,000	$334,000	$368,000	$394,000
Growth Scenario	0.66%	(5-Year Avg.)	402	$467,000	$439,000	$484,000	$518,000
Growth Scenario	1.00%	(Rate per City)	611	$710,000	$667,000	$736,000	$789,000

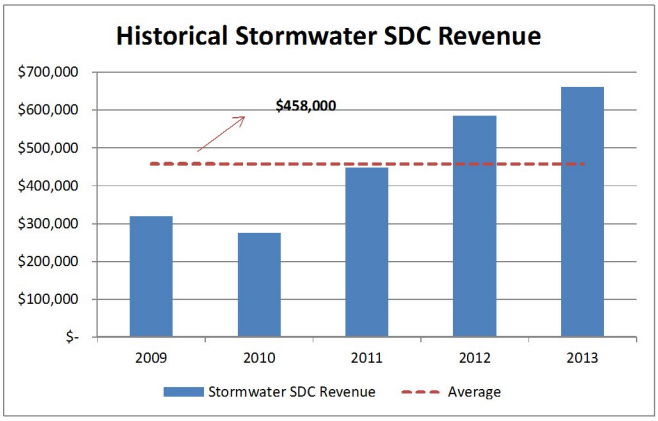
Note: Annual SDC Revenue Assumed in Model is $200,000 and is not linked to a growth rate
Note: Figures rounded to the nearest $10,000

Each of these alternatives will have an impact on SDC revenues. **Exhibit F-5** shows three different growth scenarios for the customer base: 0.50%, 0.66% and 1.00%. The 0.50% assumption is the growth rate used in the City's rate revenue model in its recent rate update. The 0.66% is the calculated annual growth rate based upon five years history of water SDC revenue. The 1.0% figure is the assumption used in calculating the denominator (customer base) in the SDC.

For example, the existing charge would generate approximately $467,000 if annual growth is 0.66% (the five-year average). Approach A's charge would generate $439,000 Approach B would generate approximately $484,000 and Approach C would generate approximately $518,000.

Below is a graph showing the five – year average as well as the annual SDC revenue for the prior five years for the Stormwater Utility. This can help provide reference for the various SDC revenue scenarios.

Exhibit F-6: Historical Stormwater SDC Revenue



G. SUMMARY OF CALCULATED CHARGES & OPTIONS

The following summary provides a summary of the existing SDCs for each of the three utilities as well as their respective calculated alternatives.

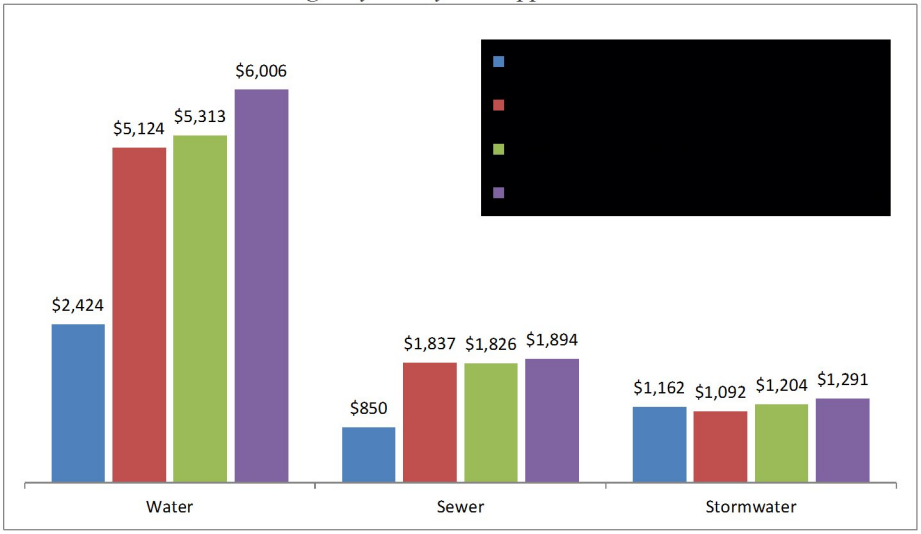
G1. SDC RESULTS

Exhibit G-1: Summary of Calculated Charges Across all Utilities

Utility	Basis for Charge Structure	Existing	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Water	MCEs - Water Meter Size	$2,424	$5,124	$5,313	$6,006
Sewer	RCEs - Flow Based Equivalents per KC Metro	$850	$1,837	$1,826	$1,894
Stormwater	Impervious Area	$1,162	$1,092	$1,204	$1,291
Total		**$4,436**	**$8,052**	**$8,342**	**$9,190**

Each of these three integrated approaches is equitable and defensible, and the selected methodology will likely depend on decision makers' policy and philosophy of "growth pays for growth." However in order to be the most equitable and defensible, we would recommend that the same approach be selected for all three utilities. For example, we would not recommend selecting Integrated A for water, Integrated B for sewer, and Integrated C for stormwater. We would recommend selecting either approach A, B, or C for all three utilities. The following **exhibit** displays the existing charges and alternative approaches graphically.

Exhibit G-2: SDC Charges by Utility and Approach



It is our recommendation that in between future SDC updates, the City escalate the currently adopted SDC each year by the prior year's ENR Construction Cost Index. This allows for the nominal charge level to keep pace with inflation as well as help mitigate or avoid large swings in SDC charges the next time a new charge is calculated and adopted.

G2. OPTIONS FOR IMPLEMENTATION

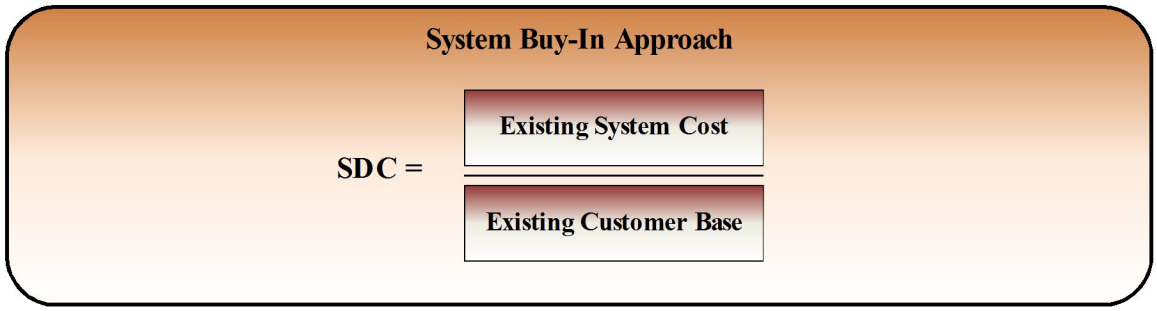
The following points help frame the City's options:

- Keep current SDCs and make no changes.
- Keep current SDCs and make annual inflationary adjustments based on historical CCI.
- Adopt one of the new approaches (A, B, or C) and implement corresponding charges for each utility, but do not escalate each charge by annual Construction Cost Index (CCI). Charges would be updated through a future SDC study.
- Adopt one of the new approaches and implement new charges for each utility. In subsequent years, escalate each charge by annual CCI to keep pace with inflation.
- Adopt one of the new approaches but phase into SDC levels. If the City chooses the phase-in alternative, we recommended escalating the currently calculated SDCs with three years of projected CCI and phasing into that higher level. By phasing in the SDC charges over three years (thereby not adopting the fully calculated rates starting in 2015), the City will be foregoing revenue from new connections as a result of having charges in place that are lower than fully calculated charges (i.e. "falling behind" in equitable revenue recovery).

H. LESS COMMON SDC METHODOLOGIES

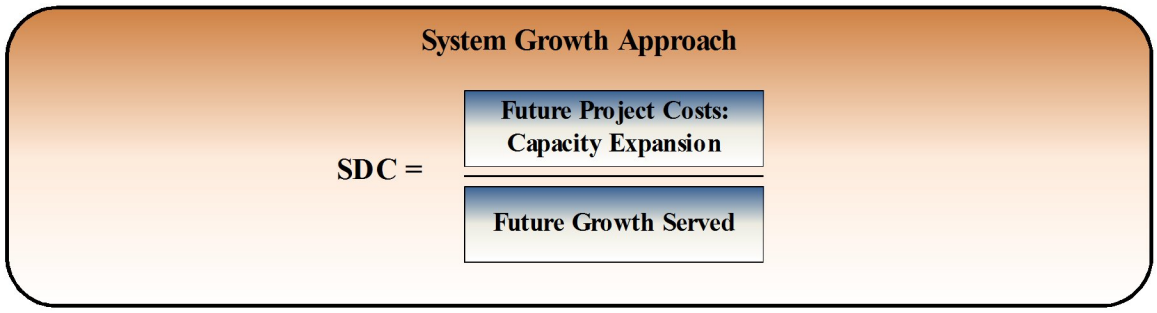
There are other less common (but still valid) methodologies that were not discussed in the analysis above. Based upon Auburn's current specific utility circumstances, FCS GROUP did not believe the following approaches were applicable. A brief summary and sample calculation formula are provided for informational purposes only.

1. System Buy-In Approach



This approach reflects the average investment made by existing customers, ensuring that a new customer makes an investment commensurate with the average investment in infrastructure already made by existing customers. It determines the cost of the existing system and allocates this cost over either the existing customer base or the existing system capacity. This approach is often utilized in a fully mature utility system with little to no growth, where most costs are already embedded in existing system investments. This approach increases system equity funding in proportion to growth in customer base and is a stable charge based upon cumulative costs.

2. System Growth Approach



Most applicable in rapid growing systems with major expansion needs, this approach determines the charge using a method comparable to impact fee methods used in Washington State. This approach isolates and focuses on future growth-related capital projects that expand capacity and serve new growth and allocates those costs solely to future growth. This approach is best for new or rapidly growing systems. It fails to recognize existing capacity investments that serve growth. It also generates funding well below investment costs of capacity serving new growth. It is subject to large swings as capital projects and growth estimates change, and it requires careful analysis and allocation of growth-related costs and consistent growth forecasts.

I. JURISDICTIONAL RESEARCH

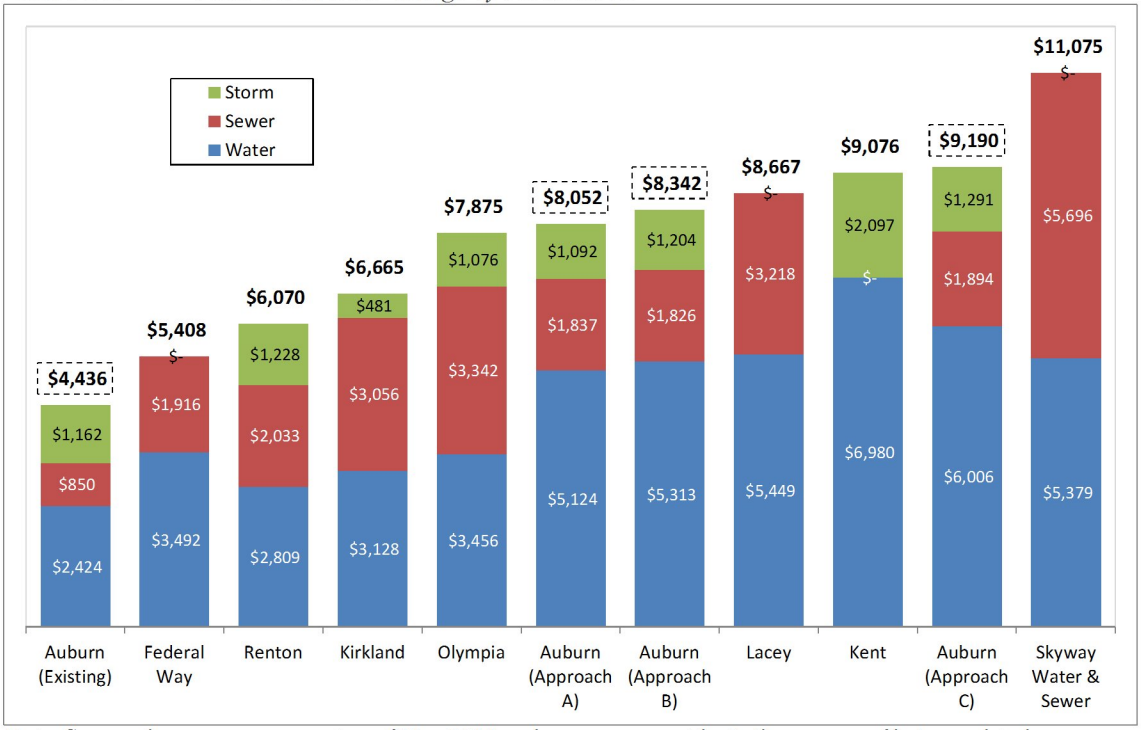
I1. SURVEY OF CHARGES

There are several graphs below that show a comparison of connection charges by Jurisdiction and Utility service. The charges within Section I1 are current SDCs in 2014.

There are two parts to Section I. The first part shown in I1 simply compares the charges from several jurisdictions. The second part shown in I2 shows a detailed methodology table for five of the jurisdictions per the Scope of Services. For I1, we included more jurisdictions than are shown in I2 to help provide deeper context, especially if certain jurisdictions in I2 did not have a charge for a utility service. This was most common in stormwater. Additionally, in each individual utility graph (water, sewer, or storm), there may be additional jurisdictions than are shown in the combined graph. For example, Sumner and Puyallup were included in the water and stormwater surveys but not the sewer portion because their SDC includes collection and treatment and it would not be a fair comparison. Additionally, all of the municipal participants in LOTT were included in the sewer survey, but may not be included in other utility surveys depending on the circumstances.

Auburn's current combined SDC charge is lowest out of all the jurisdictions surveyed for this portion of the study. It is even lower than Federal Way, Lacey and Skyway Water & Sewer (Seattle was used for Skyway's stormwater survey, since their jurisdictions overlap with Seattle per District website) which do not have stormwater SDC charges. Approaches A and B place Auburn among the average charge within survey group, and Approach C places the City as the second highest in the survey. The "$-" label indicate no charge for the given utility and service.

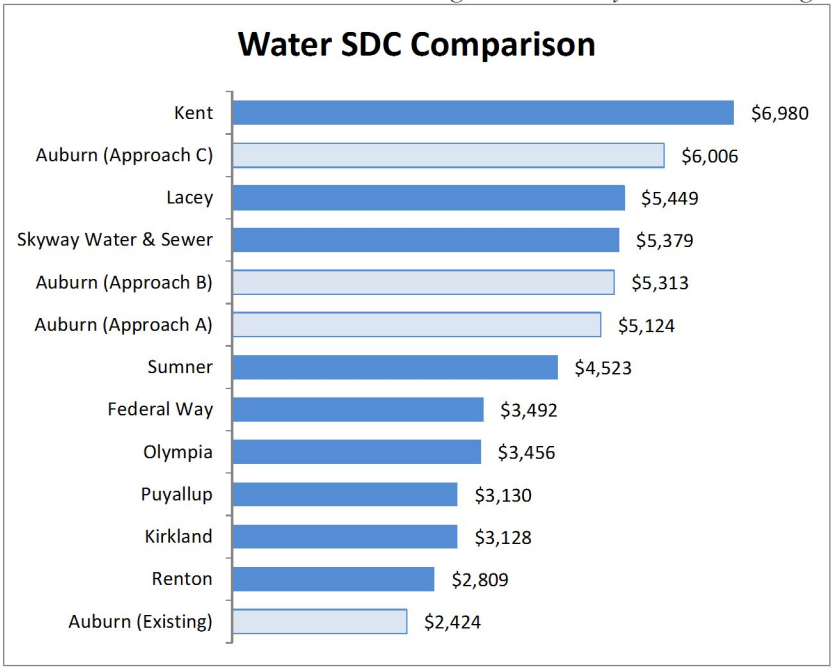
Exhibit I-1: Total Connection Charge by Jurisdiction



Note: Survey charges were current as of May 2014 and may or may not be in the process of being updated.

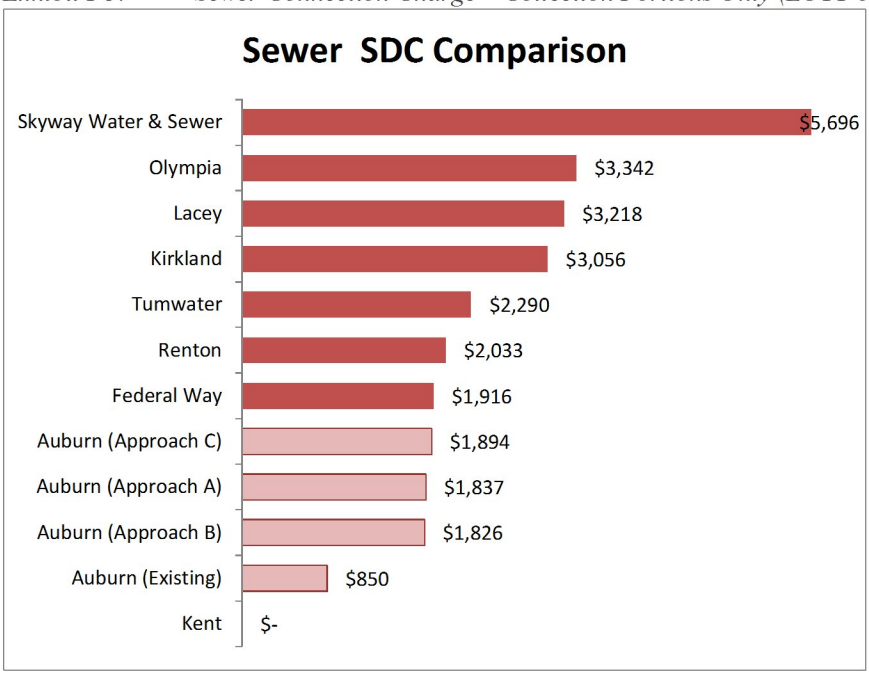
Auburn currently has the lowest water SDC in this survey group. Any of the newly calculated approaches places Auburn in the middle to upper end of the survey group.

Exhibit I-2: Water Connection Charge / SDC Survey with 2014 Charges



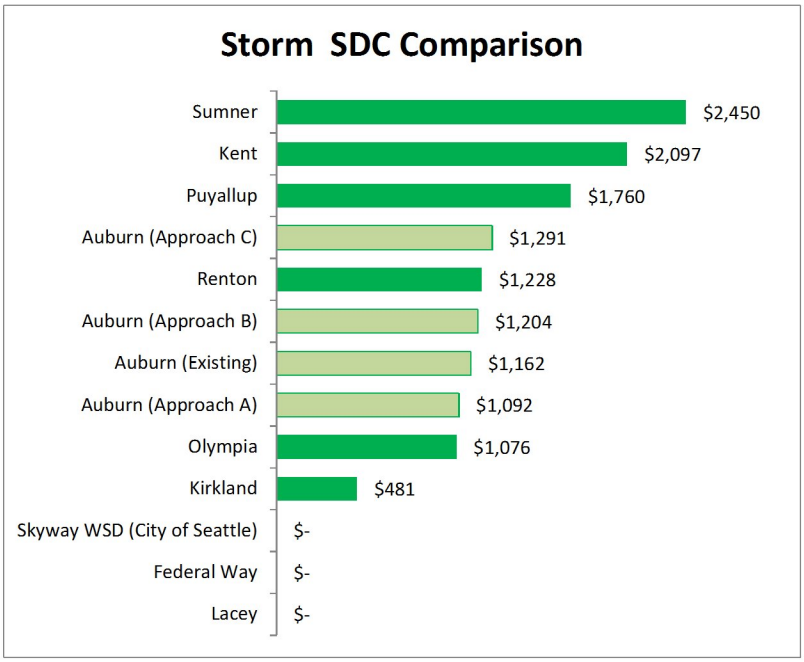
Auburn also has the lowest sewer SDC of all of the survey participants that have a charge (Kent does not have a sewer SDC). All three approaches yield a charge that remains lower than the other jurisdictions in the survey.

Exhibit I-3: Sewer Connection Charge – Collection Portions Only (LOTT or KC Metro) with 2014 Charges



Auburn's existing stormwater charge is on the low end of the spectrum. Approach A yields a charge that is slightly *lower* than the existing charge. Approaches B and C would place Auburn higher than Renton, but still below the highest three charges from Sumner, Kent, and Puyallup. Olympia's charge also incorporates additional charges above the $1,076 for trip generation considerations.

Exhibit I-4: Stormwater Connection Charge with 2014 Charges



12. SURVEY OF METHODOLOGIES

Per the Scope of Services, we chose five jurisdictions for the detailed methodology survey. The jurisdictions we chose all received treatment from King County or the Lacey, Olympia, Tumwater & Thurston County (LOTT) Alliance. This allows for meaningful comparisons since Auburn also receives wholesale sewer treatment services. The methodology portion of this survey is current as of 2013. The Single – Family Charge survey portion was conducted in 2013 and then updated in 2014 to account for any charge updates in the new year.

Exhibit I-5: Detailed Methodology Survey for Five (5) Jurisdictions

City	Utility	Charge Schedule	Methodology	CIP	Existing Cost	Future Cost	Credit Available?	Single-Family Charge
City of Kirkland	**Stormwater**	Sq ft of impervious area being added/2600; then use rounded-down result x $481.00	**Approach B**	10 Year	✓	✓	No credit available to new connections per conversation with Public Works.	**$481**
	Sewer	Based upon meter size, the 5/8" x 3/4" charge is $3,056 and increases based on AWWA meter capacity ratios up to a $244,480 for a 8" meter.	**Approach A**	20 Year	✓	✓	No credit available to new connections per conversation with Public Works.	**$3,056**
	Water	Based upon meter size, the 5/8" x 3/4" charge is $3,128 and increases based on AWWA meter capacity ratios up to a $250,240 for a 8" meter.	**Approach A**	6 Year	✓	✓	If meter is upsized for fire sprinklers, the new connection wouldn't pay the SDC on the upsized amount.	**$3,128**
City of Kent	**Stormwater**	**$1,947** for a single family residence. Non single family charge is based upon new impervious square feet at the rate of $0.78 per imp. square foot ($1,947 ÷ 2,500 sf).	**Approach B**	10 Year	✓	✓	City will review credits for the stormwater charge on a case by case basis. For example, credits may be given if pervious structures (e.g. pavement) are installed.	**$2,097**
	Sewer	***No System Development Charge for Sewer***						
	Water	Based upon meter size, the 3/4" charge is $6,481. Charges increased based upon meter size and AWWA standard meter ratios.	**Approach A**	20 Year	✓	✓	Per City contact, there are no credits available that offset the system development charge.	**$6,980**

Exhibit I-6: Detailed Methodology Survey for Five (5) Jurisdictions (Continued…)

City	Utility	Charge Schedule	Methodology	CIP	Existing Cost	Future Cost	Credit Available?	Single-Family Charge
City of Lacey	**Stormwater**	---------- *No System Development Charge for Stormwater* ----------						
	Sewer	The amount of the sewerage general facilities charge levied on a particular piece of property shall be equal to the number of equivalent residential units estimated to be used by said property multiplied by the rate per equivalent residential unit determined as set forth in LMC 13.16.027(B) Non residential ERUs are defined as 900 cf of water consumed per month.	**Proposed Method: Approach B**	6 Year	✓	✓	Per contact with City, no credits are offered.	**Collection Portion Only $3,218**
	Water	The charge for a 5/8" meter is $5,141 and increases based on AWWA meter capacity ratios up to a $210,474 for a 6" meter.	**Approach B**	20 Year	✓	✓	Per contact with City, no credits are offered.	**$5,449**
City of Federal Way	**Stormwater** (City)	---------- *No System Development Charge for Stormwater* ----------						
	Sewer (Lakehaven)	The amount of the sewer capital facilities (CFC) charge for single family is $1,916 for the collection portion only. For new non single family connections the sewer CFC is levied on a per equivalent residential (ERU) unit basis which is 220 gallons per day.	**Approach A**	10 Years	✓	✓	Per contact with City, no credits are offered.	**Collection Portion Only $1,916**
	Water (Lakehaven)	The amount of the water capital facilities (CFC) charge for single family is $3,492. For new non single family connections the water CFC is levied on a per equivalent residential (ERU) unit basis which is 255 gallons per day.	**Supply:** Total Cost Basis (Future + Unused Capacity) ÷ ERUS (Future + Unused Capacity) **Non-Supply:** Approach A	10 Years	✓	✓	Per contact with City, no credits are offered.	**$3,492**
Skyway Water & Sewer District	**Stormwater** (City of Seattle)	---------- *No System Development Charge for Stormwater* ----------						
	Sewer	The charge for a 5/8" X 3/4" meter is $5,696 and increases based on AWWA meter capacity ratios up to $455,693 for a 8" meter.	**Approach A**	10 Years	✓	✓	Per contact with the District, no credits are available for new construction.	**$5,696**
	Water	The charge for a 5/8" X 3/4" meter is $5,379 and increases based on AWWA meter capacity ratios up to a $430,315 for a 8" meter.	**Approach A**	10 Years	✓	✓	Per contact with the District, no credits are available for new construction.	**$5,379**

J. SDC PHASE-IN STRATEGY (ALTERNATIVE)

After reviewing draft SDC results in early 2014, City Council's direction was for FCS GROUP to provide options for phasing in the calculated SDC charges. Phase-in strategy options are presented below.

The SDC phase-in strategy assumptions are noted below:

- **Phase-In Duration:** The phase-in horizon will span three years: 2015, 2016, and 2017. This timeline coincides with the remaining years of adopted rate increases per Ordinance 6401.

- **Annual Increase by Construction Cost Index (CCI):** By phasing in the SDC charges over three years (thereby not adopting the fully calculated rates starting in 2015), the City may be foregoing revenue from new connections as a result of having charges in place that may be lower than fully calculated charges (i.e. "falling behind" in equitable recovery). To mitigate this shortfall, as well as to avoid falling further behind in nominal SDC rate levels, we recommend that the fully calculated charges (shown in the **Exhibit J-1** for reference) be increased by three years of CCI then phased-in by equal dollar amounts over three years.

For example, consider Approach A under the Water utility for which the calculated charge is $5,124. Instead of phasing the Water charge from $2,424 to $5,124 by 2017, we recommend phasing the existing charge to $5,599. We arrive at $5,599 by increasing the full calculated charge of $5,124 by three years of CCI, which is assumed to be 3.00% per year based on historical trends. The charge would then increase by $1,058 per year for each of 2015, 2016, and 2017 ($5,599 - $2,424 = $3,175 | $3,175 ÷ 3 yrs. = $1,058 per year). Phase-in schedules are provided in the following sections.

Exhibit J-1: Current Calculated SDCs for Each Utility and Approach.

Utility	Basis for Charge Structure	Existing	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Water	MCEs - Water Meter Size	$2,424	$5,124	$5,313	$6,006
Sewer	RCEs - Flow Based Equivalents per KC Metro	$850	$1,837	$1,826	$1,894
Stormwater	Impervious Area	$1,162	$1,092	$1,204	$1,291
Total		**$4,436**	**$8,052**	**$8,342**	**$9,190**

For each utility, a phase-in strategy has been developed. Along with the actual SDC rates for each year, a sample revenue projection is also provided. Depending upon the growth scenario and calculation approach, a revenue figure representing the sum of three years revenue is shown.

J2. WATER PHASE-IN STRATEGY

There are two scenarios within this section as shown below.

- Option 1: City keeps the current SDC OR selects one of the non-phased-in approaches. We assume here that the selected charge remains the same throughout the study period (2015 – 2017). This provides a baseline revenue number to compare the phase-in approach to.
- Option 2: City decides to phase-in selected charge throughout study period; the existing charge of $2,424 can be gradually increased each year.

Option 1 – Exhibit J-2: This section shows the projected three-year revenue for each approach and growth scenario – using the full SDC calculation, assuming the City selects a charge and maintains the same charge over the next three years. For example, under the Approach A charge ($5,124), total three-year revenues vary from $1.5 to $6.1 million depending the growth scenario (E.g. 0.50% scenario: $5,124 X 100 MCEs X 3 years = $1.5 million).

Exhibit J-2: SDC Calculations and Resulting 3-Year Revenue Samples ***(Option 1)***

				Alternative Charges		
Water SDC			**Existing Charge**	**Approach A**	**Approach B**	**Approach C**
Water SDC Charge			$2,424	$5,124	$5,313	$6,006

Assumes 2014 Calculated Charges Adopted for 2015, 2016, and 2017

Sample SDC Revenue Projections (3 - Year Total)			Growth in MCEs	Existing Charge	Approach A	Approach B	Approach C
Growth Scenario	0.50%	*(Rate Model)*	100	$ 730,000	$ 1,530,000	$ 1,590,000	$ 1,800,000
Growth Scenario	0.89%	*(5-Year Avg.)*	177	$ 1,290,000	$ 2,730,000	$ 2,830,000	$ 3,200,000
Growth Scenario	2.00%	*(Rate per City)*	399	$ 2,900,000	$ 6,130,000	$ 6,360,000	$ 7,190,000

Note: Figures rounded to the nearest $10,000

Option 2 – Compare the "Approach A" range of $1.5 to $6.1 million from above with the range of $1.4 to $5.4 million in the table below in **J-3**. Once again, the first range is based on assuming a water charge of $5,124 for each 2015, 2016, and 2017 as shown under Approach A. The latter range is based on using charges $3,482 in 2015, $4,541 in 2016, and $5,599 in 2017. The resulting charge in 2017 of $5,599 is higher under the phase-in scenario than in **Exhibit J-2**, but the charges in both 2015 and 2016 are lower.

Exhibit J-3: Water SDC Phase-In Strategy ***(Option 2)***

		Alternative Charges		
Water SDC - Three Years of CCI Increase	**Existing Charge**	**Approach A**	**Approach B**	**Approach C**
Phase - In Approach: 2015 SDC	$2,499	$3,482	$3,551	$3,804
Phase - In Approach: 2016 SDC	$2,574	$4,541	$4,678	$5,183
Phase - In Approach: 2017 SDC	$2,649	$5,599	$5,805	$6,563

Sample SDC Revenue Projections (3 - Year Total)			Growth in MCEs	Existing Charge	Approach A	Approach B	Approach C
Growth Scenario	0.50%	*(Rate Model)*	100	$ 770,000	$ 1,360,000	$ 1,400,000	$ 1,550,000
Growth Scenario	0.89%	*(5-Year Avg.)*	177	$ 1,370,000	$ 2,420,000	$ 2,490,000	$ 2,760,000
Growth Scenario	2.00%	*(Rate per City)*	399	$ 3,080,000	$ 5,440,000	$ 5,600,000	$ 6,210,000

J3. SEWER PHASE-IN STRATEGY

There are two options within this section:

- Option 1: City does not change the current SDC OR selects one of the non-phased-in approaches. The selected charge remains the same throughout the study period (2015 – 2017)
- Option 2: City decides to phase-in selected charge throughout study period; the existing charge of $850 can be gradually increased each year as a phase-in strategy.

Option 1 – Exhibit J-4: This section shows the projected three-year revenue for each approach and growth scenario – using the full SDC calculation, assuming the City selects a charge and maintains the same charge over the next three years. For example, under the Approach A charge ($1,837), total three-year revenues vary from $790,000 to $3.2 million depending the growth scenario (E.g. 0.50% scenario: $1,837 X 144 RCEs X 3 years = $790,000).

Exhibit J-4: SDC Calculations and Resulting 3-Year Revenue Projections ***(Option 1)***

				Alternative Charges		
Sewer SDC			**Existing Charge**	**Approach A**	**Approach B**	**Approach C**
Sewer SDC Charge			**$850**	**$1,837**	**$1,826**	**$1,894**

Assumes 2014 Calculated Charges Adopted for 2015, 2016, and 2017

Sample SDC Revenue Projections (3 - Year Total)			Growth in RCEs	Existing Charge	Approach A	Approach B	Approach C
Growth Scenario	0.50%	*(Rate Model)*	144	$ 370,000	$ 790,000	$ 790,000	$ 820,000
Growth Scenario	1.44%	*(5-Year Avg.)*	442	$ 1,130,000	$ 2,430,000	$ 2,420,000	$ 2,510,000
Growth Scenario	2.00%	*(Rate per City)*	577	$ 1,470,000	$ 3,180,000	$ 3,160,000	$ 3,280,000

Note: Figures rounded to the nearest $10,000

Option 2 – Compare the range of $790,000 to $3.2 million from above with the range of $700,000 to $2.8 million in the table below in **J-5**. Once again, the first range is based on assuming a sewer charge of $1,837 under Approach A for each 2015, 2016, and 2017. The latter range is based on using charges $1,236 in 2015, $1,621 in 2016, and $2,007 in 2017 as shown under Approach A. The resulting charge in 2017 of $2,007 is higher under the phase-in scenario than in **Exhibit J-4**, but the charges in both 2015 and 2016 are lower.

Exhibit J-5: Sewer SDC Phase-In Strategy ***(Option 2)***

Sewer SDC - Three Years of CCI Increase	Existing Charge	Alternative Charges		
		Approach A	Approach B	Approach C
Phase - In Approach: 2015 SDC	$876	$1,236	$1,232	$1,256
Phase - In Approach: 2016 SDC	$903	$1,621	$1,613	$1,663
Phase - In Approach: 2017 SDC	$929	$2,007	$1,995	$2,069

Sample SDC Revenue Projections (3 - Year Total)			Growth in RCEs	Existing Charge	Approach A	Approach B	Approach C
Growth Scenario	0.50%	*(Rate Model)*	144	$ 390,000	$ 700,000	$ 700,000	$ 720,000
Growth Scenario	1.44%	*(5-Year Avg.)*	442	$ 1,200,000	$ 2,150,000	$ 2,140,000	$ 2,200,000
Growth Scenario	2.00%	*(Rate per City)*	577	$ 1,560,000	$ 2,810,000	$ 2,790,000	$ 2,880,000

Note: Figures rounded to the nearest $10,000

J4. STORMWATER PHASE-IN STRATEGY

There are two options within this section:

- Option 1: City does not change the current SDC OR selects one of the non-phased-in approaches. The selected charge remains the same throughout the study period (2015 – 2017)
- Option 2: City decides to phase-in selected charge throughout study period; the existing charge of $1,162 can be gradually increased each year as a phase-in strategy.

Option 1 – Exhibit J-6 in this section shows the projected three-year revenue for each approach and growth scenario – using the full SDC calculation, assuming the City selects a charge and maintains the same charge over the next three years. For example, under the Approach A charge ($1,092), total three-year revenues vary from $1.0 million to $2.0 million depending the growth scenario (E.g. 0.50% scenario: $1,092 X 306 ESUs X 3 years = $1.0 million).

Exhibit J-6: SDC Calculations and Resulting 3-Year Revenue Projections ***(Option 1)***

Stormwater SDC	Existing Charge	Alternative Charges		
		Approach A	Approach B	Approach C
Stormwater SDC Charge	$1,162	$1,092	$1,204	$1,291

Assumes 2014 Calculated Charges Adopted for 2015, 2016, and 2017

Sample SDC Revenue Projections (3 - Year Total)			Growth in ESUs	Existing Charge	Approach A	Approach B	Approach C
Growth Scenario	0.50%	*(Rate Model)*	306	$ 1,070,000	$ 1,000,000	$ 1,100,000	$ 1,180,000
Growth Scenario	0.66%	*(5-Year Avg.)*	402	$ 1,400,000	$ 1,320,000	$ 1,450,000	$ 1,560,000
Growth Scenario	1.00%	*(Rate per City)*	611	$ 2,130,000	$ 2,000,000	$ 2,210,000	$ 2,370,000

Note: Figures rounded to the nearest $10,000

Option 2 – Compare the range of $1.0 million to $2.0 million from above with the range of $1.1 million to $2.2 million in the table below in **J-7**. Once again, the first range is based on assuming a stormwater charge of $1,092 for each 2015, 2016, and 2017. The latter range is based on using charges $1,172 in 2015, $1,183 in 2016, and $1,193 in 2017. Because of the relatively small increase above the existing charge in each of the stormwater approaches (when compared to water and sewer),

the differences in revenue ranges between Option 1 and Option 2 are not as significant and in some cases are relatively the same.

Exhibit J-7: Stormwater SDC Phase-In Strategy ***(Option 2)***

Stormwater SDC - Three Years of CCI Increase	Existing Charge	Alternative Charges		
		Approach A	Approach B	Approach C
Phase - In Approach: 2015 SDC	$1,198	$1,172	$1,213	$1,245
Phase - In Approach: 2016 SDC	$1,234	$1,183	$1,264	$1,327
Phase - In Approach: 2017 SDC	$1,270	$1,193	$1,316	$1,410

Sample SDC Revenue Projections (3 - Year Total)			Growth in ESUs	Existing Charge	Approach A	Approach B	Approach C
Growth Scenario	0.50%	*(Rate Model)*	306	$ 1,130,000	$ 1,080,000	$ 1,160,000	$ 1,220,000
Growth Scenario	0.66%	*(5-Year Avg.)*	402	$ 1,490,000	$ 1,430,000	$ 1,520,000	$ 1,600,000
Growth Scenario	1.00%	*(Rate per City)*	611	$ 2,260,000	$ 2,170,000	$ 2,320,000	$ 2,430,000

Note: Figures rounded to the nearest $10,000

J5. JURISDICTIONAL COMPARISON – 2015 PHASED-IN SDC

In this section, the SDC comparison charts are updated to show the 2015 SDC phase-in rate (the first year of the phase-in) for Auburn alongside the existing SDCs of the other jurisdictions. For comparison purposes, the combined jurisdictional charges are shown with and without the phase-in approach. Auburn's combined charges go from the middle to upper range to the lower range when accounting for the phase-in strategy. Note: Survey charges were current as of May 2014 and may or may not be in the process of being updated.

*Exhibit J-8: Total Connection Charge by Jurisdiction (**With** Phased-in SDCs)*

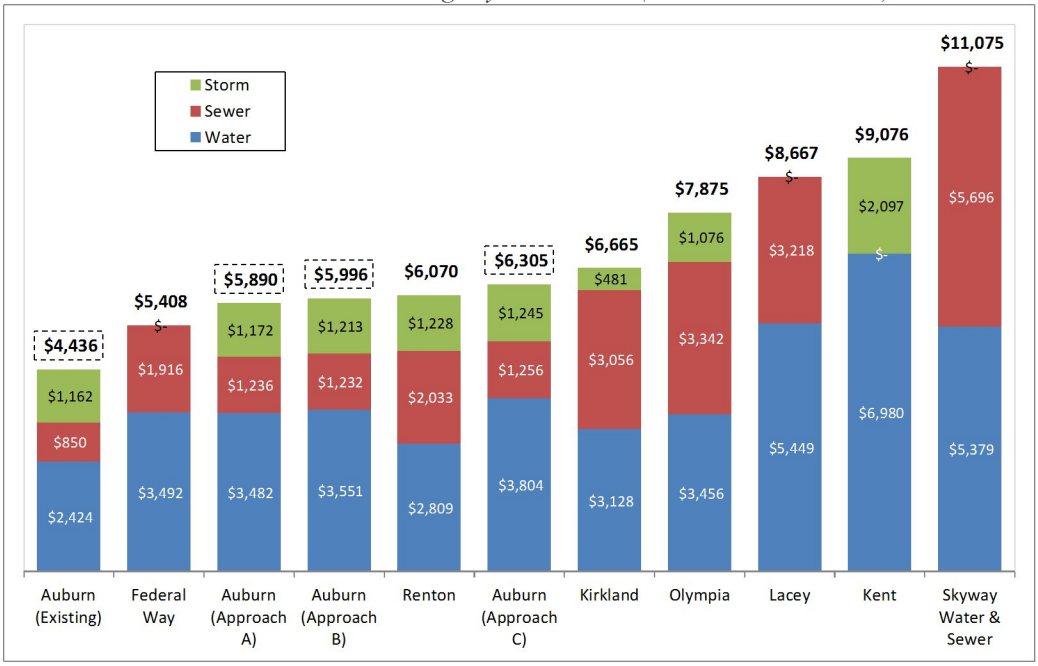
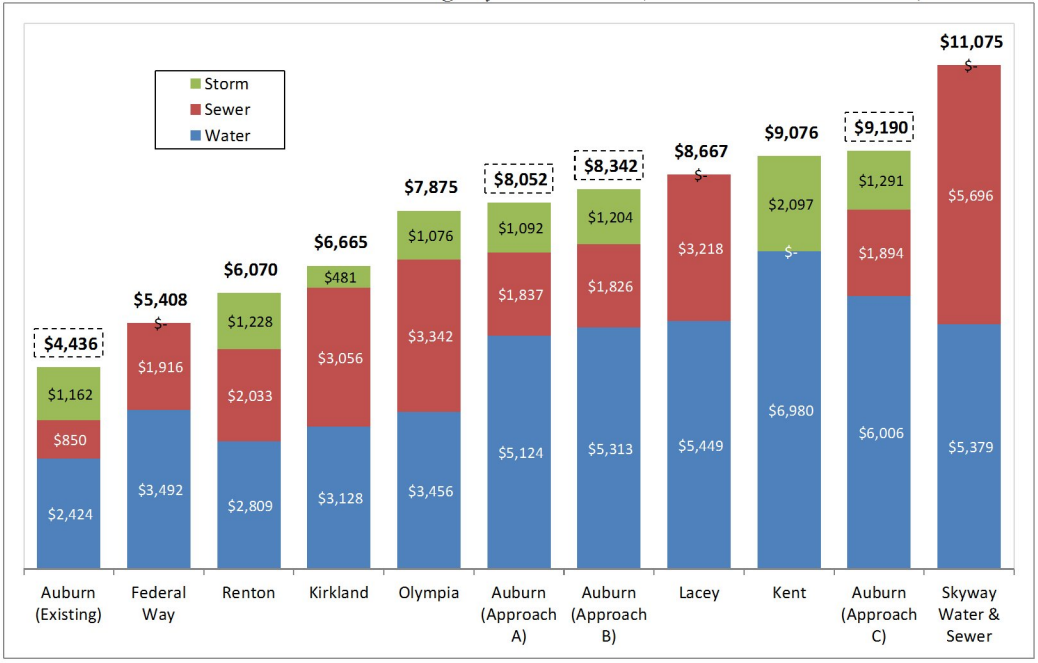
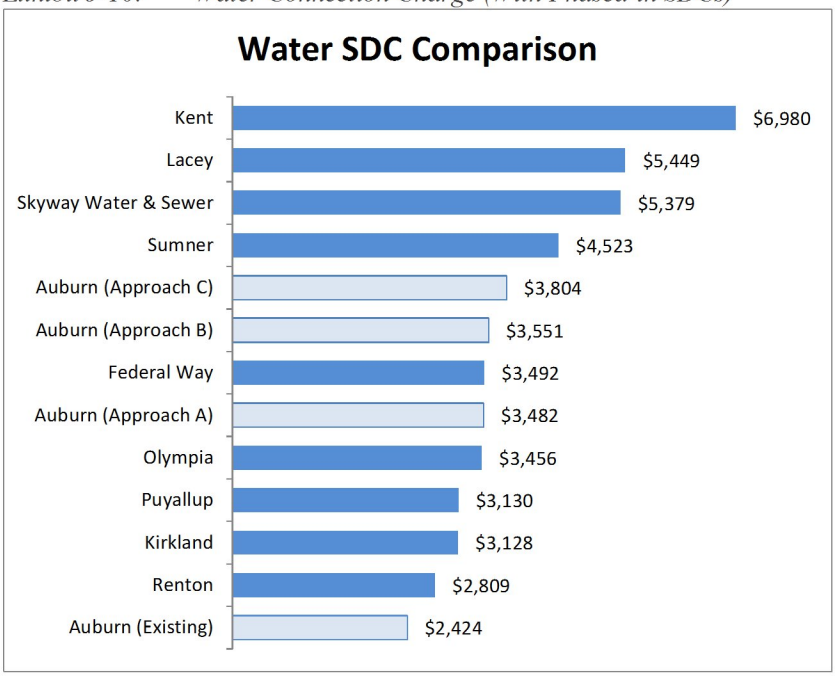


*Exhibit J-9: Total Connection Charge by Jurisdiction (**Without** Phased-in SDCs)*



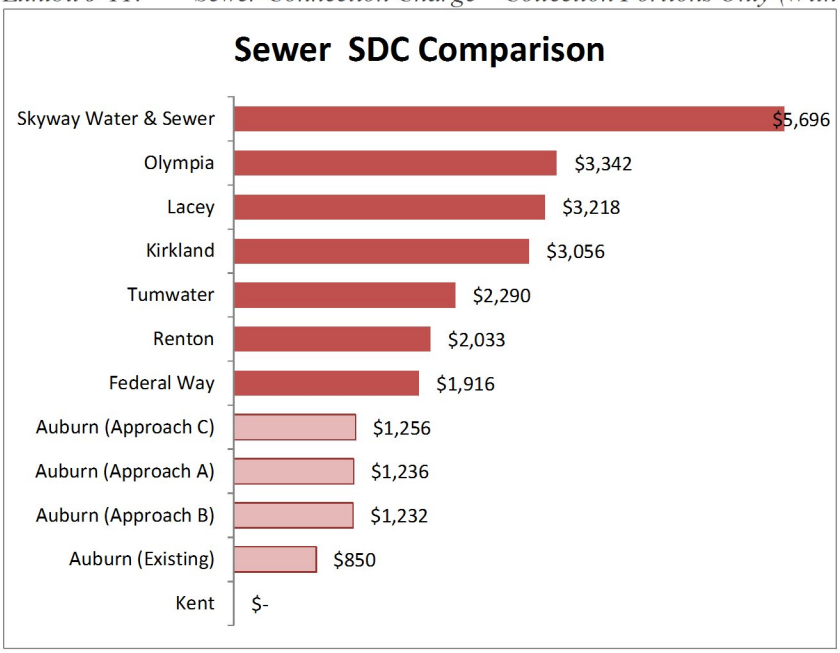
Auburn currently has the lowest water SDC in this survey group. The 2015 phased-in approaches place Auburn in the middle portion of the survey group whereas the non-phased-in SDCs range from the middle to the higher part of the survey group.

Exhibit J-10: Water Connection Charge (With Phased-in SDCs)



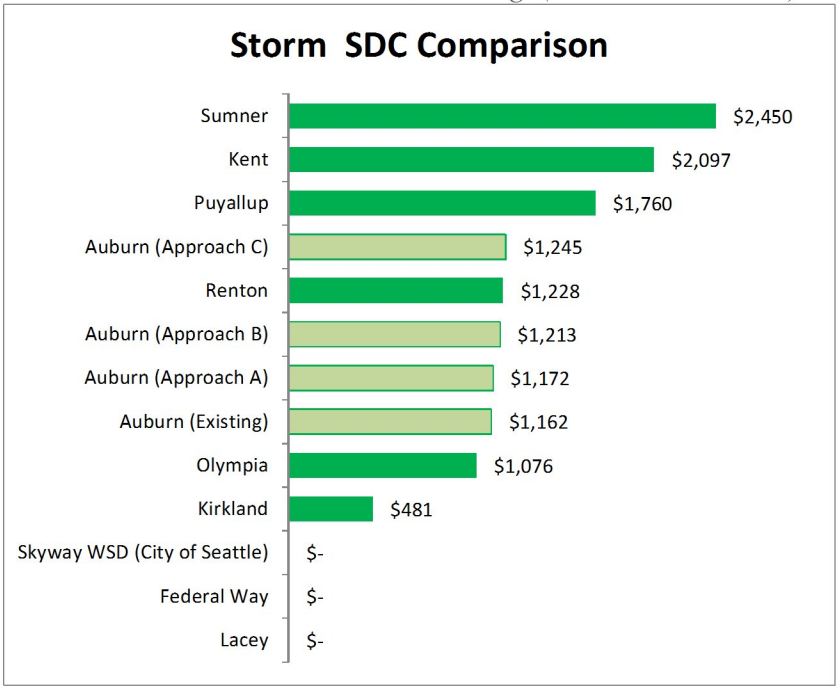
Auburn also has the lowest sewer SDC of all of the survey participants that have a charge (Kent does not have a sewer SDC). All three 2015 phased-in approaches for sewer yield a charge that remains lower than the other jurisdictions in the survey.

Exhibit J-11: Sewer Connection Charge – Collection Portions Only (With Phased-in SDCs)



Auburn's existing stormwater charge is on the low end of the spectrum. The 2015 Approach A yields a charge that is slightly *higher* than the existing charge. Approaches B and C would place Auburn just higher than Renton, but still below the highest three charges from Sumner, Kent, and Puyallup. Olympia's charge also incorporates additional charges above the $1,076 for trip generation considerations.

Exhibit J-12: Stormwater Connection Charge (With Phased- in SDCs)



FCS GROUP
Solutions-Oriented Consulting

Project Memorandum

To: Marin Chaw, Financial Planning Manager
Auburn, Washington

Date: January 10, 2014

From: Karyn Johnson, Principal
Tage Aaker, Analyst

RE: System Development Charge (SDC) Update & Methodology White Paper

A. INTRODUCTION / BACKGROUND

In May 2013, the City of Auburn (City) contracted with Financial Consulting Solutions Group, Inc. (FCS GROUP) to perform a Water, Sewer, and Stormwater Cost of Service and System Development Charge (SDC) Study. The SDC component of the study included an SDC White Paper, the goal of which is to address general SDC background, philosophy, and alternative methodologies commonly used in the industry and in compliance with Washington State legal precedence. SDCs were developed for each utility under each alternative methodology evaluated herein.

B. SYSTEM DEVELOPMENT CHARGE BACKGROUND

Utility connection charges are charges imposed to recover system capital costs from new utility customers. They serve two primary purposes: to provide equity between existing and new customers and to provide a source of capital (equity) funding in support of system costs. SDCs are a form of utility connection charge intended to recover the capital cost associated with providing system capacity, in a manner consistent with and proportionate to the estimated or projected system demands of a new customer. The charge is an upfront charge imposed primarily on new development, although also applicable to expansion or densification of development when such actions increase requirements for utility system capacity.

Most municipal utilities operate as self-sufficient enterprises with utility system costs fully borne by existing customers of the system. This means that existing customers have invested in the system capacity that serves them and supported any excess system capacity available to serve growth. To avoid dilution of the investment of existing customers, or the cost impact of adding more expensive capacity to serve growth, a utility SDC allows new customers to make a similar investment commensurate with the cost of system infrastructure needed to serve them.

Absent an appropriate SDC, existing customers support the costs of capacity needed for future customers without equitable compensation for this support. In this case, the concept of "growth pays for growth" has merit, as the absence of an equitable SDC would result in a subsidy of new customers by existing customers.

As a term used in Washington statute, utility "connection charges" are referred to in the industry by a variety of names, most commonly general facilities charges or system development charges. The term system development charge, or SDC, will be used in this study to define the system connection charge under development.

In addition to SDCs, there are also various charges that focus on local facilities costs, or the cost of accessing the capacity-bearing system. These charges are often termed latecomer, in-lieu charges, or local facilities charges, and are intended to equitably recover the capital cost of physical access to the system, primarily as related to those portions of the system in physical proximity to the property requesting service. This study does not address such charges. It is generally appropriate to impose such charges in addition to the SDC, with the distinction being that the SDC provides capacity to serve, while those other charges relate to the extension of service to a specific property.

SDCs are authorized under the general statutory revenue authority of cities embodied in RCW 35.92 (and largely in parallel in RCW 35.67). SDCs are charges for service that relate to the general revenue authority defined in RCW 35.92.010, as further specifically detailed in RCW 35.92.025. Under this guidance, they are intended to recover an equitable and proportional share of utility system costs, leaving substantial discretion to the City to determine this equitable basis. This statute and related Washington case law also provides guidance on acceptable methods for determining an SDC.

C. SYSTEM DEVELOPMENT CHARGE METHODOLOGY

C1. GENERAL METHODOLOGY

The basic approach to the SDC calculation can be shown in general terms as:

General SDC Methodology

$$SDC = \frac{\text{Allocable Capital Cost}}{\text{Applicable Customer Base}}$$

There are a variety of analytical and conceptual approaches to defining the capital cost and customer base as used in this simplistic equation. There are also variations of this equation that reflect different utility circumstances or policy preferences when defining system costs or an equitable share thereof. Each of the approaches described in this memorandum is consistent with general parameters defined by the RCW and legal cases as related to cities, and provides a rational basis for determining a fair share of system cost. Therefore, they should all represent legally sound and acceptable alternatives for the SDC.

The capital costs used in the SDC calculation are separable into the following general categories:

- **Existing system:** These costs are associated with investments that the utility has made in infrastructure that currently provides service to existing customers (and presumably has capacity to serve growth to some extent).
- **Future capital projects:** These costs relate to capital improvement projects that the utility plans to undertake within a period of time specified in the utility's system planning documents. These projects fall into one of three categories:

- **Repair & Replacement Projects:** These projects involve replacing aging infrastructure that has degraded over time due to the wear and tear of use by existing customers, and generally do not provide capacity for growth.
- **Upgrade Projects:** These projects broadly benefit both existing and future customers without necessarily increasing system capacity. Examples might include construction of an operations facility or improving system security.
- **Expansion Projects.** These projects primarily intend to increase system capacity to serve growth. Examples would include water main extensions and investments in conservation programs.

During the course of this study, three analytical approaches were documented. For each of the water, sewer, and stormwater utilities, SDCs were calculated under these three approaches.

C2. SPECIFIC METHODOLOGIES

1. Average Integrated – Approach A

Average Integrated – Approach A

$$SDC = \frac{\text{Existing System Cost} + \text{Future Project Costs: Upgrade} + \text{Future Project Costs: Expansion}}{\text{Existing Customer Base} + \text{Future Growth Served}}$$

This integrated approach is commonly used to recognize that a utility both provides existing infrastructure and plans to invest in future infrastructure to serve a growing customer base. Under this approach, the entire existing system cost is included, plus all future costs that upgrade or expand the system. This total conceptually represents the cost of the total system needed to serve the projected total customer base, and is divided by the total existing and future customer base to determine an ***average unit cost of the system***. Under this generalized approach, future costs that improve or expand the system are allocated in direct proportion to the share of the total future customer base represented by future growth.

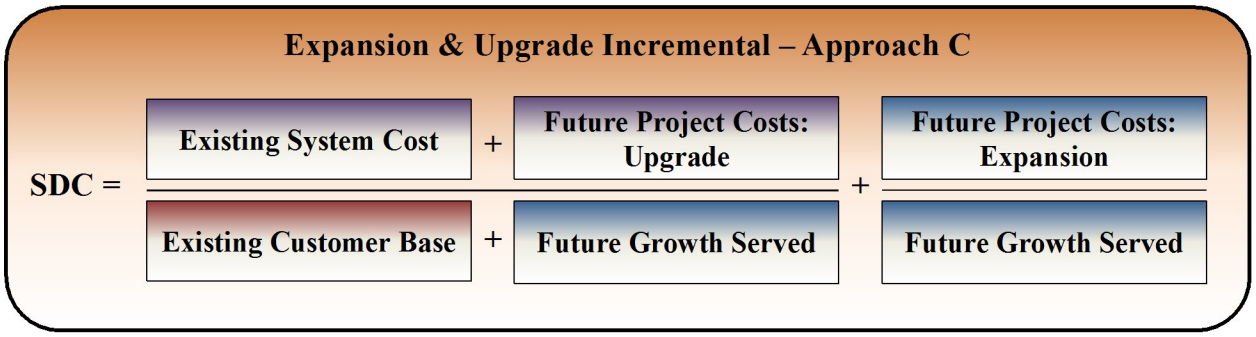
2. Expansion Incremental – Approach B

Expansion Incremental – Approach B

$$SDC = \frac{\text{Existing System Cost}}{\text{Existing Customer Base} + \text{Future Growth Served}} + \frac{\text{Future Project Costs: Expansion}}{\text{Future Growth Served}}$$

This variation of the Integrated Approach adds two distinct cost components to determine the total charge, recognizing that systems sometimes commit existing capacity but must add incremental elements of capacity to augment or extend the existing system. This approach effectively discounts the buy-in by allocating only existing costs to all customers, and then adds an increment for future expansion projects assigning these costs solely to future growth. Only future costs specifically incurred to expand system capacity are included in this more detailed, incremental cost method.

3. Expansion & Upgrade Incremental – Integrated Approach C



This variation of the Integrated Approach also adds two cost components to determine the charge. This approach incrementally assigns future expansion projects solely to future growth. This approach also includes a broader definition of growth-related costs when compared to Approach B. It adds to existing costs future growth's share of upgrade projects that serve both future and existing customers. Growth's share of future upgrade projects is generalized and allocated in direct proportion to future growth's share of the total future customer base as opposed to a detailed project-specific basis. Overall, this approach results in a larger allocation of future costs to growth than the other methods.

The exhibit below shows a breakdown of each Approach and how they compare in each of the several following categories: Equity, Revenue Potential, Revenue Stability, Administrative Ease, & Transparency.

Criterion	**Generally Accepted Objectives/ Standards**	**Average Integrated** Approach A	**Expansion Incremental** Approach B	**Expansion & Upgrade Incremental** Approach C
Equity	*Charge should reflect a proportionate share of system costs and requirements*	Defines a consistent cost-sharing for all customers new and existing	Defines a reasonable share of existing and growth-induced costs	Defines both existing and future cost shares, but with a heavy weighting of future costs
Revenue Potential	*Program is intended to provide a material source of funding toward capital program costs*	Increases system equity funding in proportion to capacity cost increases	Increases system equity funding to reflect existing and future capacity burdens imposed	Increases system equity funding based on all costs potentially attributable to new growth

Criterion	Generally Accepted Objectives/ Standards	Average Integrated Approach A	Expansion Incremental Approach B	Expansion & Upgrade Incremental Approach C
Predictability and Stability of Charge	*Charge should not fluctuate wildly over time*	Stable charge that will increase in anticipation of new system costs	Greater volatility due to expansion cost feature and dependency on growth estimates	Greater volatility due to expansion cost feature and dependency on growth estimates
Administrative Ease	*Charge should be simple to update and apply*	Update derives from standard reports and adopted plans. Only capital allocation needed is between Repair/Replacement projects and Other.	Requires careful analysis and allocation of growth-related costs and revisits of growth forecasts	Requires careful analysis and allocation of growth-related costs and revisits of growth forecasts
Transparency	*Charge basis should be clear and explainable, and minimize points of dispute and subjective decisions*	Clear conceptual and analytical basis. Avoids discrete allocation decisions that can introduce dispute.	Clear conceptual basis. Applies subjective adjustment to buy-in component that might be questioned. Applies project allocation decisions that can introduce dispute.	Clear conceptual basis. Applies subjective adjustment to buy-in component that might be questioned. Applies project allocation decisions that can introduce dispute. May appear to compound charges.

C3. SYSTEM COSTS CRITERIA

Each of these approaches has been applied in this study and the calculations and results are documented in the ensuing sections specifically addressing water, wastewater, and stormwater. Whenever a method combines existing and future system costs, care should be taken to avoid over-allocating costs and capacity to new customers. The analytical method needs to recognize that the resulting charge assembles the unit cost of capacity provided by the system, differing only in the way that these system costs are allocated between existing and future customer groups.

In the development of an equitable SDC, system costs to be included in the charge should be identified in a manner that satisfies three general criteria:

- That the asset and its cost be related to the system capacity, facilities, and improvements serving new customers (nexus);
- That costs be incorporated and charges calculated in a manner that does not result in a pyramiding of system costs, especially as related to both existing and future facilities; and
- That upon connecting to the system and paying the SDC, new customers will have attained relative parity with existing customers in terms of contribution toward their allocated share of system costs.

With respect to the first criterion, it is generally accepted that SDCs reflect general system costs and need not specify or delineate specific facilities related to a specific customer location. In this sense, system capacity is a generalized term referring to a ***common unit of service***, rather than a detailed

assignment of shares of facilities unique to each customer location. To this end, the methods can address system-wide costs and capacity, even while incorporating projects specific to smaller areas of service.

The second criterion is intended to avoid the issue of double-charging in the specific methodology being employed. The approaches summarized previously differ in what costs are included and how they are incorporated, but all are structured with the intent that a new customer pays an equitable and proportional share of existing and/or future system costs in terms of a growth charge. To do so, an equitable method should ensure that the aggregate of components and costs, when used in the growth charge, does not lead to an over-assignment of capacity and cost required to serve the new customer. In the approaches assigning future costs, the new customer may appear to pay twice on future costs first through the SDC and then later as a ratepayer. However, by paying the portion of future costs directly allocated to them through the SDC, the corresponding cost is cash-funded and thus explicitly not debt financed. Further, while the utility is likely to continue to use debt as a means for timely and complete funding of projects, including growth projects, all customers constantly share the related payment burden, both on their own behalf and that of other system users both connected and anticipated. In short, ratepayers currently support growth costs through rates, and will continue to do so, and this obligation is not waived by prior rate or SDC payments nor eliminated by imposing SDCs. However, the overall debt and cost burden is lowered by the presence of SDC revenues, and all ratepayers benefit proportionately from this resource, including the new customer.

The third criterion provides a conceptual basis for, or definition of, equity as a charge that provides new customers general parity with existing customers. This does not require that new customers make the same level of investment as made by existing customers; the result could neglect trends in system costs or expenses to serve added customers. However, it does suggest that an equitable charge is ultimately judged to reasonably reimburse existing customers for investments now available to serve new growth and offset adverse impacts of adding capacity to the existing system. The range of approaches outlined above is indicative of the range of perspectives and results that can reasonably lead to an equitable SDC. They vary in the relative weighting of costs and definition of equity. The approach ultimately employed will reflect the merits of equitable cost allocation in conjunction with the values and objectives of the governing body for the utility.

The sections below provide a more detailed description of the existing cost basis, future cost basis, and definitions of existing and future customer bases used in the general SDC methodology. It then describes the use of this data to generate the three approaches to utility SDCs addressed in this study. The determination of unique considerations and results for each of the three utility systems is separately documented and discussed in subsequent sections.

a) Defining Existing System Costs

The cost of the system is defined based on utility accounting records recording fixed assets. The original cost of system assets is used as the basis for the cost of the existing system, even though it is common in the industry to use system replacement cost or replacement cost net of depreciation as the basis. The use of original cost is based primarily on a Washington court decision that determined that the use of replacement cost, rather than actual original construction cost, was not consistent with the statutory definition of system cost. As provided under Washington statute, up to ten years of interest can then be added to the original construction cost. This is incorporated into the existing cost basis by applying interest rates applicable at time of construction of each asset for up to ten years based on age. Assets that were grant funded or donated to the utility by developers were excluded from the calculated charge.

Another adjustment to the existing system cost basis is to deduct the net liability of outstanding utility debt, recognizing that new customers will bear a proportionate share of this debt related to existing assets through their utility rates. Therefore, the cost of those assets charged to new development is offset to some degree by the remaining debt liability. Since the utility typically has cash resources that are not included in the system cost basis, the net debt load is defined as total debt minus outstanding cash and investments. This net amount is then deducted from the utility system cost, reducing the basis for the SDC.

b) Defining Future System Costs

A utility capital improvement program (CIP) includes projects that address many needs, including system expansion, system extensions, upgrades and improvements, and replacement of aged infrastructure. In many cases, a CIP project can serve more than one of these purposes.

The CIP was reviewed by City engineers and assigned (or allocated) to three basic categories based upon guidelines provided by FCS GROUP. The three categories include: repair and replacement, upgrade, and expansion. For all methods, the projects or portions of projects attributed to repair and replacement are excluded from the analysis, so that new customers are not charged for both an existing asset and its replacement. At the other extreme, expansion costs are always included in the charge. Depending upon the methodology, upgrade project costs may or may not be included in the calculated SDC.

Unlike the provision and adjustment for existing debt, the cost of future projects is incorporated into the SDC based on the share of cost attributable to future growth, regardless of intended financing or funding methods. This is based on the charge being structured to reflect a pro rata share of system costs. Future funding decisions do not alter that share, recognizing that all customers will share the burden of future debt.

c) Defining Customer Base Served by the System

The determination of the denominator in the SDC calculation similarly involves policy and analytical requirements.

In general, a key objective in defining the customer base is to provide an equitable allocation of costs through the development charge. Toward this end, the metrics used to recover capacity-based costs should be related to potential demand and provide proportionality that relates to system capacity requirements. The basis for defining the system customer base is specific to each utility. The customer base is defined in terms of existing connected customer base and planned future customer base. Existing customer equivalents for each utility were derived from the utility billing system.

- For Water, meter capacity equivalents (MCEs) were calculated based upon the number of connected meters and their corresponding size
- For Sewer, residential customer equivalents (RCEs) were calculated based upon the number of residential customers plus converting non-residential usage into RCEs using the standard defined by King County Metro which provides treatment for the City's sewage (One RCE equals 7.50 ccf per month)
- For Stormwater, equivalent service units (ESUs) were provided within the billing data and were totaled to provide a current customer base.

The future customer base is typically defined in a manner consistent with the adopted CIP. The analysis currently applies a current year plus twenty-year CIP, so projected growth over the current year (2013) plus next twenty years is calculated as an appropriate allocation basis.

Major large-scale projects might prove problematic if they provide capacity for much longer periods of growth. For this reason, the City instructed FCS GROUP to run two SDC scenarios for the Water Utility – full Water Purchase amount (includes the permanent and reserve portions) versus only the permanent Water Purchase amount. For the purposes of our analysis, we assumed the permanent portion of the Water Purchase amount in our detailed water SDC within **Section D**. The City informed us that the permanent portion of the water purchase fit well within our 20-year timeline. We calculated an SDC using the full Water Purchase plus additional customer growth (corresponding with additional capacity beyond 20-years of customer growth) in **Section E.**

The projection of customer growth for this study is based on growth estimates provided by City during an on-site review in October 2013:

- Water: 2% Annual Customer Growth
- Sewer: 2% Annual Customer Growth
- Stormwater: 1% Annual Customer Growth

D. WATER SYSTEM DEVELOPMENT CHARGE – *PERMANENT PORTION OF WATER PURCHASE*

The development of the water system development charge (SDC) relies on City records related to existing fixed assets, capital improvement plans, and customer records from utility billing. The following discussion summarizes the development of the existing cost basis, future cost basis, and customer base definition used to calculate the charge, followed by a summary of the alternative charge methods and their results.

This study was conducted using the most recently completed fiscal year financial records, in this case the 2012 financial statements. For consistency, the analysis is then conducted considering January 1, 2013 as the hinge date separating existing and future customers and improvements. The resulting calculated SDCs are summarized in **Exhibit D-1** below.

Exhibit D-1: Summary of Water SDC Calculation

Water SDC Calculation				
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Total System Development Charge per MCE		**$ 5,314**	**$ 5,227**	**$ 6,229**
Existing System Development Charge per MCE	$2,424			
Percent Increase / -Decrease from Existing		119%	116%	157%
Dollar Increase / -Decrease from Existing		$2,890	$2,803	$3,805

D2. INPUT DATA FOR THE WATER SYSTEM SDC

Exhibit D-2: Summary of Input Data for the Water SDC

Water SDC Calculation					
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data					
Existing Cost Basis					
Existing System Assets		$ 105,136,754	$ 105,136,754	$ 105,136,754	Original cost of plant-in-service as of end of year 2012
Plus: Construction Work in Progress		9,189,882	9,189,882	9,189,882	End of year 2012 CWIP
Plus: Interest on Non-Contributed Plant		32,679,160	32,679,160	32,679,160	Interest on assets up to a maximum 10-year period
Less: Contributed Capital		(27,657,826)	(27,657,826)	(27,657,826)	CIAC, Grants, and other contributed capital
Less: Outstanding Debt Net of Current Cash Balances					
Existing Cash Balances	$17,382,682				Ending cash balances for 2012 per City Rate Model
Less: Debt Principal Outstanding	(22,882,432)				Total principal outstanding for the existing debt
Net Outstanding Debt Balance		(5,499,750)	(5,499,750)	(5,499,750)	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis		**$ 113,848,220**	**$ 113,848,220**	**$ 113,848,220**	
Future Cost Basis (20 - Year CIP)					
Repair & Replacement Projects		$ 49,749,500	$ 49,749,500	$ 49,749,500	CIP for 2013 - 2033
Upgrade Projects		29,734,650	29,734,650	29,734,650	CIP for 2013 - 2033
Expansion Projects		13,993,806	13,993,806	13,993,806	CIP for 2013 - 2033
Total Future Cost Basis (20-year CIP)		**$ 93,477,956**	**$ 93,477,956**	**$ 93,477,956**	
Customer Base (Meter Capacity Equivalents)					
Existing MCEs		19,564	19,564	19,564	2012 Calculated Meter Capacity Equivalents (MCEs)
Future MCEs (Incremental)		10,088	10,088	10,088	Incorpoates annual growth 2013-2033 (2% annual)
Total Customer Base		**29,652**	**29,652**	**29,652**	

b) Existing System

The cost of the existing water system is obtained from the fixed asset schedule acquired from the City, which details original asset cost, acquisition year, and whether or not the asset was contributed by a developer or other contribution. Existing system costs total $105.1 million, plus another $9.2 million for construction work in progress.

Additionally, interest is calculated and added to the existing cost basis as allowed by RCW 35.92.025, up to 10 years of accrued interest for each asset. Interest is computed for each asset based on that asset's original cost and acquisition date using interest rates from the Bond Buyer Index from the acquisition year (for assets acquired prior to 1953, the minimum interest rate in available records is used). This calculation results in a total allowable interest adjustment of $32.7 million.

The total existing cost basis is reduced by the amount of those assets that were donated as well as outstanding debt principal (net of available utility cash and investments). Total contributed assets amounts to $27.7 million. Total outstanding debt principal totals $22.9 million. This amount is offset by $17.4 million in utility cash and investments, for a net outstanding debt burden of $5.5 million.

c) Future Capital Program

Future capital costs are obtained from the City's 20-year water capital improvement plan for the years 2014-2033 (plus the 2013 CIP), which totals approximately $93.5 million in year 2013 dollars. Each project was reviewed by City engineers and assigned into one or more of the following categories: repair and replacement, upgrade, or expansion. One item of significance is the Water Purchase project in the CIP. The original amount provided to us by the City was approximately $21 million. This amount included two distinct portions: permanent and reserve. The permanent portion is assumed to be of use over the next twenty years, and the reserve portion is assumed to be of use after the initial twenty years. Based on discussions with the City, the SDC was calculated with and

without the reserve portion. Section D presents the SDC calculation without the reserve portion and Section E presents the SDC calculation with the reserve portion.

System repair and replacement (R&R) projects (or portions of projects) that replace existing system assets are excluded from the SDC basis so that the system cost does not include duplicative costs for a single system component. Projects identified as R&R total of $50 million, and include general main repair and replacements, reservoir painting, a well replacement, pump station replacements, billing system improvements and other miscellaneous replacements. The costs of these projects are shown in **Exhibit D-3** and are not included in any of the SDC methods employed.

Expansion costs total $14 million and are included in all methods. These costs represent projects or larger portions of projects that are entirely or predominately intended to expand capacity or provide new service to be used by new development. The projects include Auburn's planned water purchase, a new reservoir, new pump stations, and other miscellaneous projects. In this scenario, only the permanent portion of the water purchase is included.

Upgrade projects (projects that benefit both existing and future customers by upgrading system reliability or performance, even if no explicit increase in capacity is provided) total $30 million. Various upgrade projects include upgrades to a reservoir, to pump stations, to a PRV station, to a support center, to wells, and to other miscellaneous projects. Additionally, there is a project to provide service to Lakeland Hills Area currently served by Bonney Lake, but within the City Limits of Auburn. This is an upgrade project per City Engineers.

Exhibit D-3: 20 – Year Capital Project Summary for Water

Water Capital Improvement Plan	20 - Year (Current 2013 $)			
Project	Upgrade	Expansion	Replacement	Total
Well 1 Improvements	$ 1,840,000	$ -	$ 1,840,000	$ 3,680,000
Fulmer Well Field Improvements	$ 7,265,000	$ -	$ -	$ 7,265,000
Water Purchase	$ -	$ 10,105,806	$ -	$ 10,105,806
Coal Creak Springs Phase 1 Rehabilitation	$ 680,000	$ -	$ 2,720,000	$ 3,400,000
Valley Service Area New Reservoir	$ 2,200,000	$ 2,200,000	$ -	$ 4,400,000
Academy Pump Station #1 Pump Replacement	$ 1,062,500	$ -	$ 1,062,500	$ 2,125,000
Lea Hill Booster Pump Station Expansion and Rezone	$ 250,000	$ 250,000	$ 500,000	$ 1,000,000
Lea Hill New Pump Station	$ 1,350,000	$ 1,350,000	$ -	$ 2,700,000
Water Right Re-Allocation - Valley Wellfield Improvements	$ 2,250,000	$ -	$ 2,250,000	$ 4,500,000
Provide Service to Lakeland Hills Area Currently Served by Bonney Lake	$ 5,000,000	$ -	$ -	$ 5,000,000
Green River PS Emergency Power	$ 345,000	$ -	$ 345,000	$ 690,000
Well 4 Power & Chlorination	$ 1,199,150	$ -	$ -	$ 1,199,150
Well 5 Upgrade	$ 950,000	$ -	$ 950,000	$ 1,900,000
Well Inspection and Redevelopment Program	$ 300,000	$ -	$ 1,200,000	$ 1,500,000
Water Repair & Replacements	$ -	$ -	$ 22,180,000	$ 22,180,000
Lakeland Hills Reservoir 5 Improvements	$ 375,000	$ -	$ 375,000	$ 750,000
Comprehensive Water Plan	$ 690,000	$ -	$ 690,000	$ 1,380,000
Well 7 Emergency Power	$ 515,000	$ -	$ -	$ 515,000
Maintenance and Operations Expansion	$ 88,000	$ 88,000	$ 44,000	$ 220,000
MIT Master Meters	$ 96,000	$ -	$ 384,000	$ 480,000
Street Utility Improvements	$ 2,100,000	$ -	$ 8,400,000	$ 10,500,000
Lea Hill PRV Station Improvements	$ 225,000	$ -	$ 225,000	$ 450,000
Water Meter & Billing System Improvements	$ 400,000	$ -	$ 1,600,000	$ 2,000,000
West Hill and Coal Creek Springs Chlorination Improvements	$ 150,000	$ -	$ 150,000	$ 300,000
Reservoir Painting	$ -	$ -	$ 3,750,000	$ 3,750,000
Utilities Field Operation Support Center	$ 100,000	$ -	$ -	$ 100,000
Game Farm Park Pump Station Replace Pump	$ 304,000	$ -	$ 304,000	$ 608,000
Total	**$ 29,734,650**	**$ 13,993,806**	**$ 49,749,500**	**$ 93,477,956**

d) Water Customer Base

In total, there were approximately 13,500 estimated connected customers in 2012 based on data from the utility billing system. Since individual connections can vary greatly in potential water demands,

the connections are further analyzed by a breakdown of water meter size. Within the water industry, standards for water meter capacity are established by the American Water Works Association, and provide a basis for weighting meters relative to their potential maximum flow rates. For example, a 3-inch meter is rated to deliver 300 gallons per minute as a maximum instantaneous flow rate, as compared to 30 gallons per minute for a standard 3/4-inch meter, which is most commonly installed for single-family residences. Based on this, 3-inch meters are weighted by a factor of 10 equivalent standard meters. Similar factors are used for each applicable meter size. Since the system is presumed to be constructed in a way that can facilitate this potential capacity, this is what is used within the customer base to calculate the charge.

Using those meter standards, a meter equivalent basis for defining the customer base is developed, which introduces proportionality between the request for service and the capacity that is required based on meter size. After weighting the installed meter base by meter flow equivalency factors, the approximately 13,500 meters were determined to be equivalent to 19,564 standard 3/4-inch meters in terms of total flow capacity. This value represents the total customer base as of 2012 in terms of meter equivalents. Based upon the 2% annual growth estimates provided by the City, the customer base would grow by 10,088 meter equivalents between 2013 and 2033 to reach a total customer base of 29,652 ERUs as of the end of the CIP planning period (2033).

D3. CALCULATION OF ALTERNATIVE CHARGE METHODS

Exhibit D-4: Calculating the SDC under Approaches A, B, and C

Water SDC Calculation				
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
SDC Calculations				
Costs Allocated to Future Customers Only				
Existing Assets + Interest		$ -	$ -	$ -
Repair & Replacement Projects		-	-	-
Upgrade Projects		-	-	-
Expansion Projects		-	13,993,806	13,993,806
Total		**$ -**	**$ 13,993,806**	**$ 13,993,806**
Allocable Number of Equivalent Service Units		10,088	10,088	10,088
Future SDC Cost Component		**$ -**	**$ 1,387**	**$ 1,387**
Costs Allocated to Existing & Future Customers				
Existing Assets + Interest		$ 113,848,220	$ 113,848,220	$ 113,848,220
Repair & Replacement Projects		-	-	-
Upgrade Projects		29,734,650	-	29,734,650
Expansion Projects		13,993,806	-	-
Total		**$ 157,576,676**	**$ 113,848,220**	**$ 143,582,870**
Allocable Number of MCEs		29,652	29,652	29,652
Integreated SDC Cost Component		**$ 5,314**	**$ 3,839**	**$ 4,842**
Total System Development Charge per MCE		**$ 5,314**	**$ 5,227**	**$ 6,229**
Existing System Development Charge per MCE	$2,424			
Percent Increase / -Decrease from Existing		119%	116%	157%
Dollar Increase / -Decrease from Existing		$2,890	$2,803	$3,805

The data previously summarized above forms the basis for the SDC calculations as shown in **Exhibit D-4.** The following discussion summarizes the unique basis of each charge.

- **Integrated Approach A:** The total system cost is defined as the sum of the existing cost basis of $114 million, the cost of upgrade projects of $30 million, and the cost of expansion projects of $14 million. This results in a total water system cost of $158

million. This is divided by the entire projected customer base of 29,652 meter equivalents to determine a system cost of **$5,314** per meter equivalent.

- **Integrated Approach B:** The total cost of the existing system, $114 million, is divided by the total customer base (29,652 meter equivalents) to arrive at a buy-in charge of $**3,839** per meter equivalent. The cost of expansion projects ($14 million) is divided by the projected 10,088 ERUs of growth to arrive at a cost of growth charge of **$1,387** per meter equivalent. These two charges are added together to produce a total SDC of **$5,227** per meter equivalent.
- **Integrated Approach C:** The system cost allocable to both existing customers and growth is defined as the sum of the existing system cost of $114 million and the upgrade project cost of $30 million. This total amount, $144 million, is divided by the total future projected customer base of 29,652 meter equivalents to arrive at a unit cost of **$4,842.** Capacity expansion projects totaling $14 million are divided by future growth of 10,088 meter equivalents, resulting in a unit cost of **$1,387**. The sum of these two components results in a total system cost of **$6,229** per meter equivalent.

D4. SDC SCHEDULE & REVENUE IMPACTS

The following **Exhibit** provides a schedule of rates for the various alternatives discussed above. The meter equivalency factor implied by the current SDC schedule for the 10 inch meter is 56.09, whereas the proposed factor based upon AWWA specifications suggests the factor be 76.67. We recommend that this factor be updated to match the best practice standard of 76.67 for systems with a 3/4" meter base.

Exhibit D-5: SDC Schedule by Approach

Meter Size	Existing		Calculated SDC Alternatives			
	SDC Charge	Implied Factor	Proposed Factor	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
0.75	$ 2,424	1.00	1.00	$ 5,314	$ 5,227	$ 6,229
1.00	$ 4,048	1.67	1.67	$ 8,875	$ 8,728	$ 10,403
1.50	$ 8,072	3.33	3.33	$ 17,696	$ 17,404	$ 20,744
2.00	$ 12,920	5.33	5.33	$ 28,324	$ 27,857	$ 33,202
3.00	$ 24,240	10.00	10.00	$ 53,141	$ 52,265	$ 62,293
4.00	$ 40,408	16.67	16.67	$ 88,586	$ 87,126	$ 103,843
6.00	$ 80,792	33.33	33.33	$ 177,120	$ 174,200	$ 207,623
8.00	$ 129,280	53.33	53.33	$ 283,402	$ 278,731	$ 332,209
10.00	$ 135,971	56.09	76.67	$ 407,434	$ 400,718	$ 477,601

Each of these alternatives will have an impact on SDC revenues. **Exhibit D-6** shows three different growth scenarios for the customer base: 0.50%, 0.92% and 2.0%. The 0.50% assumption is the growth rate used in the City's rate revenue model in its recent rate update. The 0.94% is the calculated annual growth rate based upon five years history of water SDC revenue. The 2.0% figure is the assumption used in calculating the denominator (customer base) in the SDC.

For reference, the existing charge would generate approximately $440,000 if the growth in 2014 is 0.92% (the five-year average). Approach A's charge would generate approximately $960,000, Approach B would generate approximately $950,000 and Approach C would generate approximately $1.13 million.

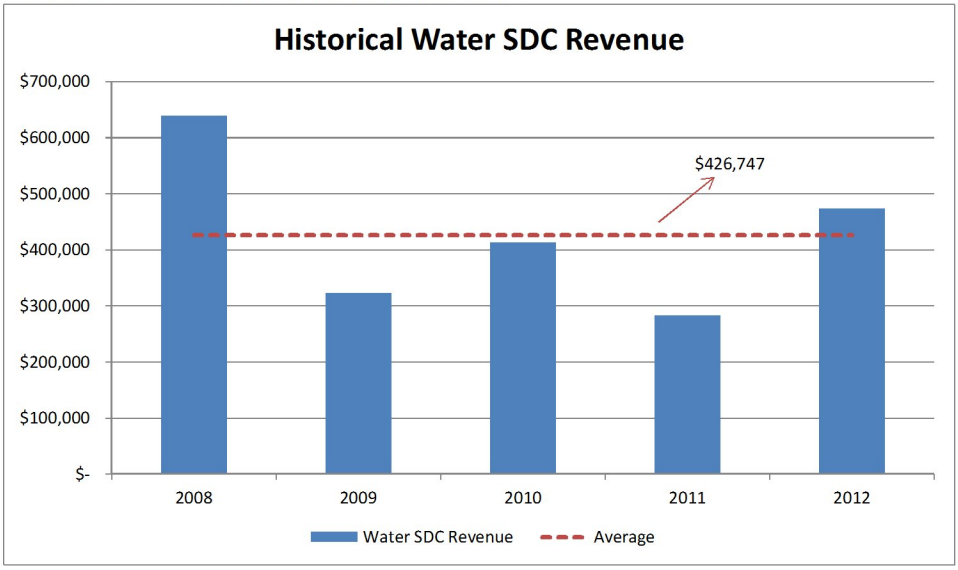
Exhibit D-6: 2014 Sample Revenue Impacts for each Approach under Various Growth Assumptions

Sample SDC Revenue Projections			Annual Growth in MCEs	Existing Charge	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Growth Scenario	0.50%	(Rate Model)	98	$ 240,000	$ 520,000	$ 510,000	$ 610,000
Growth Scenario	0.92%	(5-Year Avg.)	181	$ 440,000	$ 960,000	$ 950,000	$ 1,130,000
Growth Scenario	2.00%	(Rate per City)	391	$ 950,000	$ 2,080,000	$ 2,050,000	$ 2,440,000

Note: Annual SDC Revenue Assumed in Model is $320,000 and is not linked to a growth rate
Note: Figures rounded to the nearest $10,000

The following graph shows five years of historical SDC revenue as another point of reference of historical performance. As can be seen from these historical years, SDC revenue can be very volatile even when the unit development charge remains the same. Even in a small sample size of five years, the highest annual SDC revenue is over two times that of the lowest year (2008 compared to 2011). The scenarios above are driven by two key assumptions: customer growth rate and the selected system development charge level. The scenarios are not meant to imply a guaranteed, level revenue stream. It is possible that high customer growth coupled with a relatively low charge could generate similar revenues as a relatively high charge coupled with low customer growth.

Exhibit D-7: Historical Water SDC Revenue



E. WATER SYSTEM DEVELOPMENT CHARGE – *FULL WATER PURCHASE COST*

The City requested that FCS GROUP run a scenario where the entire Water Purchase project cost is included in the SDC calculation. The total project cost as provided is $21,073,743. According to our current copy of Resolution No. 4986, the permanent portion of the Water Purchase project is estimated to be $10,105,806, with the remaining cost ($21,073,743 - $10,105,806 = $10,967,937) assumed to be represented by the reserve portion of the purchase. This means the total expansion project dollars included in the SDC calculation will be increased by $10,967,937.

However, we cannot simply add the $11 million to the SDC numerator without considering the additional customers this water could serve. We were instructed by the City to assume that the permanent portion of the water purchase would serve the next twenty years of customer growth. The permanent portion is 4 MGD, while the reserve portion is 6 MGD, for a total of 10 MGD. If 4 MGD is able to serve the next twenty years, we will assume that the 6 MGD will be able to serve an additional 30 years beyond the initial twenty years [(6 ÷ 4) * 20 Years)] for a total of 50 years of water supply. This is consistent with language in the resolution that states this purchase helps Auburn meet "their projected 50-year water supply needs." We calculated customer growth for the next 50 years instead of the next 20 years as assumed in Section D. We then added the additional reserve water purchase cost (~$11 million) to the SDC cost numerator. The newly calculated total customer base changes from 29,652 to almost 53,000 as a result of using 50 years of growth, which matches the water purchase useful horizon. The resulting charges can be seen in **Exhibit E-1.**

Exhibit E-1: Water SDC with Full Water Purchase Cost plus 30 Additional Years of Customer Growth

Water SDC Calculation				
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Total System Development Charge per MCE		**$ 3,138**	**$ 2,851**	**$ 3,404**
Existing System Development Charge per MCE	$2,424			
Percent Increase / -Decrease from Existing		29%	18%	40%
Dollar Increase / -Decrease from Existing		$714	$427	$980

It is important to note that we did not assume any additional capital costs (other than the reserve portion of the Water Purchase) that may be needed to serve an additional 30 years of customer growth beyond the original SDC horizon of 2033. Without an adopted CIP beyond the initial twenty years, we cannot include additional capital costs into the SDC for years 2034 – 2063.

The detailed calculation of this scenario can be seen in **Exhibit E-2.** The numbers highlighted in yellow represent changes when compared to the numbers in Section D. Expansion costs increased, but so did the total customer based as a result of including an additional 30 years of customer growth. The calculated charges here in Section E are significantly less than those calculated in Section D.

Exhibit E-2: Full SDC Calculation with a Increased Future Capital Component

Water SDC Calculation					
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data					
Existing Cost Basis					
Existing System Assets		$ 105,136,754	$ 105,136,754	$ 105,136,754	Original cost of plant-in-service as of end of year 2012
Plus: Construction Work in Progress		9,189,882	9,189,882	9,189,882	End of year 2012 CWIP
Plus: Interest on Non-Contributed Plant		32,679,160	32,679,160	32,679,160	Interest on assets up to a maximum 10-year period
Less: Contributed Capital		(27,657,826)	(27,657,826)	(27,657,826)	CIAC, Grants, and other contributed capital
Less: Outstanding Debt Net of Current Cash Balances					
Existing Cash Balances	$17,382,682				Ending cash balances for 2012
Less: Debt Principal Outstanding	(22,882,432)				Total principal outstanding for the existing debt
Net Outstanding Debt Balance		(5,499,750)	(5,499,750)	(5,499,750)	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis		**$ 113,848,220**	**$ 113,848,220**	**$ 113,848,220**	
Future Cost Basis (20 - Year CIP)					
Repair & Replacement Projects		$ 49,749,500	$ 49,749,500	$ 49,749,500	CIP for 2013 - 2033
Upgrade Projects		29,734,650	29,734,650	29,734,650	CIP for 2013 - 2033
Expansion Projects		24,961,743	24,961,743	24,961,743	CIP for 2013 - 2033
Total Future Cost Basis (20-year CIP)		**$ 104,445,893**	**$ 104,445,893**	**$ 104,445,893**	
Customer Base (Meter Capacity Equivalents)					
Existing MCEs		19,564	19,564	19,564	2012 Calculated Meter Capacity Equivalents (MCEs)
Future MCEs (Incremental)		34,147	34,147	34,147	Incorpoates annual grow th 2013-2063 (2% annual)
Total Customer Base		**53,711**	**53,711**	**53,711**	
SDC Calculations					
Costs Allocated to Future Customers Only					
Existing Assets + Interest		$ -	$ -	$ -	
Repair & Replacement Projects		-	-	-	
Upgrade Projects		-	-	-	
Expansion Projects		-	24,961,743	24,961,743	
Total		**$ -**	**$ 24,961,743**	**$ 24,961,743**	
Allocable Number of Equivalent Service Units		34,147	34,147	34,147	
Future SDC Cost Component		**$ -**	**$ 731**	**$ 731**	
Costs Allocated to Existing & Future Customers					
Existing Assets + Interest		$ 113,848,220	$ 113,848,220	$ 113,848,220	
Repair & Replacement Projects		-	-	-	R&R projects excluded from all SDC methods
Upgrade Projects		29,734,650	-	29,734,650	
Expansion Projects		24,961,743	-	-	
Total		**$ 168,544,613**	**$ 113,848,220**	**$ 143,582,870**	
Allocable Number of MCEs		53,711	53,711	53,711	
Integreated SDC Cost Component		**$ 3,138**	**$ 2,120**	**$ 2,673**	
Total System Development Charge per MCE		**$ 3,138**	**$ 2,851**	**$ 3,404**	Maximum Allow able Charge per MCE
Existing System Development Charge per MCE	$2,424				
Percent Increase / -Decrease from Existing		29%	18%	40%	
Dollar Increase / -Decrease from Existing		$714	$427	$980	

F. SEWER SYSTEM DEVELOPMENT CHARGE

The development of the sewer SDC relies on City records related to existing fixed assets as of the end of 2012, capital improvement plans, and customer records from the quarterly report to KC Metro. **Exhibit F-1** provides a summary of the sewer SDC calculation alternatives.

Exhibit F-1: Summary of SDC Calculation Approaches for Sewer

Sewer SDC Calculation				
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Total System Development Charge per RCE		**$ 1,785**	**$ 1,771**	**$ 1,838**
Existing System Development Charge per RCE	$ 850			
Percent Increase / -Decrease from Existing		110%	108%	116%
Dollar Increase / -Decrease from Existing		$ 935	$ 921	$ 988

F2. INPUT DATA FOR THE SEWER SYSTEM SDC

Exhibit F-2: Summary of Input Data for the Sewer SDC

Sewer SDC Calculation					
System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data					
Existing Cost Basis					
Existing System Assets		$ 90,509,379	$ 90,509,379	$ 90,509,379	Original cost of plant-in-service as of end of year 2012
Plus: Construction Work in Progress		1,694,876	1,694,876	1,694,876	End of year 2012 CWIP
Plus: Interest on Non-Contributed Plant		20,754,429	20,754,429	20,754,429	Interest on assets up to a maximum 10-year period
Less: Contributed Capital		(39,024,564)	(39,024,564)	(39,024,564)	CIAC, Grants, and other contributed capital
Less: Outstanding Debt Net of Current Cash Balances					
Existing Cash Balances	$12,072,579				Ending cash balances for 2012
Less: Debt Principal Outstanding	(9,047,902)				Total principal outstanding for the existing debt
Net Outstanding Debt Balance		-	-	-	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis		**$ 73,934,120**	**$ 73,934,120**	**$ 73,934,120**	
Future Cost Basis					
Repair & Replacement Projects		$ 29,765,000	$ 29,765,000	$ 29,765,000	CIP for 2013 - 2033
Upgrade Projects		2,940,000	2,940,000	2,940,000	CIP for 2013 - 2033
Expansion Projects		1,185,000	1,185,000	1,185,000	CIP for 2013 - 2033
Total Future Cost Basis (20-year CIP)		**$ 33,890,000**	**$ 33,890,000**	**$ 33,890,000**	
Customer Base - Residential Customer Equivalents (RCEs)					
Existing RCEs		28,848	28,848	28,848	2012 Calculated Residential Customer Equivalents (RCEs)
Future RCEs (Incremental)		14,876	14,876	14,876	Incorpoates annual grow th 2013-2033 (2% annual)
Total Customer Base		**43,725**	**43,725**	**43,725**	

b) Existing System

The cost of the existing sewer system is obtained from the fixed asset schedule acquired from the City, which details original asset cost, acquisition year, and whether or not the asset was a contributed by a developer (based upon the asset description of "Developer" or "Contribution"). Existing system costs total $91 million, plus another $1.7 million for construction work in progress.

Additionally, interest is calculated and added to the existing cost basis as allowed by RCW 35.92.025, up to 10 years of accrued interest for each asset. Interest is computed for each asset based on that asset's original cost and acquisition date using interest rates from the Bond Buyer Index from the acquisition year (for assets acquired prior to 1953, the minimum interest rate in available records is used). This calculation derives a total allowable interest adjustment of $21 million.

The total existing cost basis is reduced by those assets that were contributed, as well as outstanding debt principal (net of available utility cash and investments). Contributed assets total $39 million. Total outstanding debt principal totals $9.0 million. This amount is offset by $12.1 million in utility

cash and investments, for a net outstanding debt burden of zero dollars. If cash balances exceed total debt principal outstanding, the additional cash does not get added to the existing cost basis.

c) Future Capital Program

Future capital costs are obtained from the City's 20-year sewer capital improvement plan for the years 2014-2033 (plus the 2013 CIP), which totals approximately $34 million in year 2013 dollars. Each project was reviewed by City engineers and assigned into one or more of the following categories: repair and replacement, upgrade, or expansion.

System repair and replacement (R&R) projects, or portions of projects, functionally replace existing system assets. These are excluded from the SDC basis so that the system cost does not include duplicative costs for a single system component. Including projects wholly assigned as R&R, and portions of other projects allocated as an R&R element, a total of $30 million in projects is identified. Major projects include general main repair and replacements including street related repair and replacement, a pump station replacement, a comprehensive plan update, and work on the M&O building. The costs of these projects are shown in **Exhibit F-3** and are not included in any of the SDC methods employed.

Expansion costs total $1.2 million and are included in all methods. These costs represent projects or larger portions of projects that are entirely or predominately intended to expand capacity or provide new service to be used by new development. The projects include a pump station upgrade, a vactor decant facility, and an M&O building expansion.

Upgrade projects (projects that benefit both existing and future customers by upgrading system reliability or performance, even if no explicit increase in capacity is provided) total $2.9 million. Various improvement projects include a pump station upgrade, river crossing improvements, a comprehensive plan update, an M&O building upgrade, and a utilities field operations center.

Exhibit F-3: 20 – Year Capital Project Summary for Sewer

Sewer Capital Improvement Plan	20 - Year (Current 2013 $)			
Project	**Upgrade**	**Expansion**	**Replacement**	**Total**
Repair & Replacement/System Improvement Projects	$ -	$ -	$ 21,820,000	**$ 21,820,000**
Repair and Replacement associated with transportation projects (Arterial, SOS)	$ -	$ -	$ 4,200,000	**$ 4,200,000**
Pump Station Replacement/Upgrade	$ 900,000	$ 675,000	$ 2,925,000	**$ 4,500,000**
River Crossing Improvements	$ 1,000,000	$ -	$ -	**$ 1,000,000**
Vactor Decant Facility	$ -	$ 270,000	$ -	**$ 270,000**
M&O Building Expansion/Upgrade	$ 240,000	$ 240,000	$ 120,000	**$ 600,000**
Utilities Field Operation Support Center	$ 100,000	$ -	$ -	**$ 100,000**
Comprehensive Plan Update	$ 700,000	$ -	$ 700,000	**$ 1,400,000**
Total	**$ 2,940,000**	**$ 1,185,000**	**$ 29,765,000**	**$ 33,890,000**

d) Sewer Customer Base

The customer base for the sewer SDC charge was sourced from the quarterly reports Auburn sends to King County for the sewer treatment charge. One single family account is assumed to be one residential customer equivalent (RCE) and that non-single family's actual flows are divided by 750 cubic feet per month. The average number of RCEs for 2012 totaled 28,848 RCEs which consists of 11,454 residential accounts and 17,394 non-residential RCEs.

The 28,848 RCEs are escalated based upon growth factors provided by City engineers specific to the sewer system and customer class. For this analysis, we are assuming 2% growth per year from 2013 through 2033. With these growth projections, the customer base would grow by 14,876 residential

customer equivalents by the year 2033 to reach a total customer base of 43,725 ERUs as of the end of the CIP planning period (2033).

F3. CALCULATION OF ALTERNATIVE CHARGE METHODS

Exhibit F-4: Calculating the SDC under Approaches A, B, and C

Sewer SDC Calculation			
System Development Charge Components	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
SDC Calculations			
Costs Allocated to Future Customers Only			
Existing Assets + Interest	$ -	$ -	$ -
Repair & Replacement Projects	-	-	-
Upgrade Projects	-	-	-
Expansion Projects	-	1,185,000	1,185,000
Total	**$ -**	**$ 1,185,000**	**$ 1,185,000**
Allocable Number of Equivalent Service Units	14,876	14,876	14,876
Future SDC Cost Component	**$ -**	**$ 80**	**$ 80**
Costs Allocated to Existing & Future Customers			
Existing Assets + Interest	$ 73,934,120	$ 73,934,120	$ 73,934,120
Repair & Replacement Projects	-	-	-
Upgrade Projects	2,940,000	-	2,940,000
Expansion Projects	1,185,000	-	-
Total	**$ 78,059,120**	**$ 73,934,120**	**$ 76,874,120**
Allocable Number of RCEs	43,725	43,725	43,725
Integreated SDC Cost Component	**$ 1,785**	**$ 1,691**	**$ 1,758**
Total System Development Charge per RCEs	**$ 1,785**	**$ 1,771**	**$ 1,838**
Existing System Development Charge per RCE $ 850			
Percent Increase / -Decrease from Existing	110%	108%	116%
Dollar Increase / -Decrease from Existing	$ 935	$ 921	$ 988

The data summarized above forms the basis for the SDC calculations as summarized in **Exhibit F-4**. The following discussion summarizes the unique basis of each charge:

- **Integrated Approach A:** The total system cost is defined as the sum of the existing cost basis of $74 million, the cost of upgrade projects of $2.9 million, and the cost of expansion projects of $1.2 million. This results in a total sewer system cost of $78 million. This is divided by the entire projected customer base of 43,725 RCEs to determine a system cost of **$1,785** per RCE.
- **Integrated Approach B:** The total cost of the existing system, $74 million, is divided by the total customer base (43,725 meter equivalents) to arrive at a buy-in charge of **$1,691** per RCE. The cost of expansion projects ($1.2 million) is divided by the projected 14,876 RCEs of growth to arrive at a pure cost of growth charge of **$80** per RCE. These two charges are added together to produce a total SDC of $**1,771** per residential equivalent.
- **Integrated Approach C:** The system cost allocable to both existing customers and growth is defined as the sum of the existing system cost of $74 million and the upgrade project cost of $2.9 million. This total amount, $77 million, is divided by the total future projected customer base of 43,725 RCEs to arrive at a unit cost of **$1,758**. Capacity expansion projects totaling $1.2 million are divided by future growth of 14,876 RCEs,

resulting in a unit cost of **$80**. The sum of these two components results in a total system cost of **$1,838** per RCE.

F4. SDC SCHEDULE & REVENUE IMPACTS

The following **Exhibit** provides a schedule of rates for the various alternatives discussed above as well as a summary of sample annual SDC revenue estimates.

Exhibit F-5: Sample Revenue Impacts for each Approach under Various Growth Assumptions

Sewer SDC	Existing Charge	Alternative Charges: Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
All Customer Classes per RCE development charge	$850	$ 1,785	$ 1,771	$ 1,838

Sample SDC Revenue Projections			Growth in RCEs	Existing Charge	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Growth Scenario	0.50%	(Model)	144	$ 123,000	$ 258,000	$ 255,000	$ 265,000
Growth Scenario	1.53%	(5-Year Avg.)	442	$ 375,000	$ 788,000	$ 782,000	$ 812,000
Growth Scenario	2.00%	(Engineers)	577	$ 490,000	$ 1,030,000	$ 1,022,000	$ 1,060,000

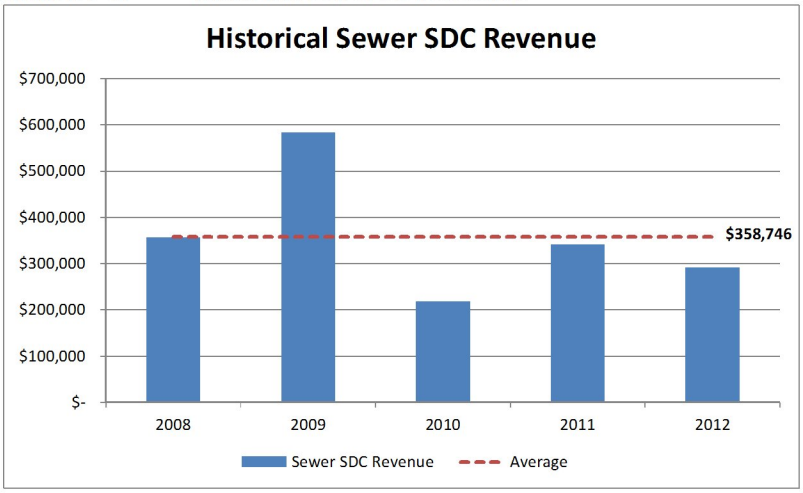
Note: Annual SDC Revenue Assumed in Model is $300,000 and is not linked to a growth rate
Note: Figures rounded to the nearest $10,000

Each of these alternatives will have an impact on SDC revenues. **Exhibit F-5** shows three different growth scenarios for the customer base: 0.50%, 1.50% and 2.0%. The 0.50% assumption is the growth rate used in the City's rate revenue model in its recent rate update. The 1.50% is the calculated annual growth rate based upon five years history of sewer SDC revenue. The 2.0% figure is the assumption used in calculating the denominator (customer base) in the SDC.

For example, the existing charge would generate approximately $375,000 if the growth in 2014 is 1.50% (the five-year average). Approach A's charge would generate approximately $788,000, Approach B would generate approximately $782,000 and Approach C would generate approximately $812,000.

Below is a graph showing the historical revenue for Sewer SDCs for an additional point of reference.

Exhibit F-6: Historical Sewer SDC Revenue



G. STORMWATER SYSTEM DEVELOPMENT CHARGE

The development of the stormwater SDC relies on City records related to existing fixed assets as of the end of 2012, capital improvement plans, and customer records from utility billing. **Exhibit G-1** provides a summary of the stormwater SDC calculation alternatives.

Exhibit G-1: Summary of System Development Charges for Stormwater

Stormwater SDC Calculation			
Stormwater System Development Charge Components	**Average Integrated (Approach A)**	**Expansion Incremental (Approach B)**	**Expansion & Upgrade Incremental (Approach C)**
Total System Development Charge per ESU	**$ 1,112**	**$ 1,559**	**$ 1,631**
Existing System Development Charge per ESU $ 1,162			
Percent Increase / -Decrease from Existing	-4%	34%	40%
Dollar Increase / -Decrease from Existing	($49.88)	$397.36	$469.38

G2. INPUT DATA FOR THE STORMWATER SYSTEM SDC

Exhibit G-2: Summary of Input Data for the Stormwater SDC

Stormwater SDC Calculation					
Stormwater System Development Charge Components		Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)	Notes
Input Data					
Existing Cost Basis					
Existing System Assets		$ 61,468,926	$ 61,468,926	$ 61,468,926	Original cost of plant-in-service as of end of year 2012
Plus: Construction Work in Progress		1,083,761	1,083,761	1,083,761	End of year 2012 CWIP
Plus: Interest on Non-Contributed Plant		20,956,907	20,956,907	20,956,907	Interest on assets up to a maximum 10-year period
Less: Contributed Capital		(15,633,686)	(15,633,686)	(15,633,686)	CIAC, Grants, and other contributed capital
Less: Outstanding Debt Net of Current Cash Balances					
Existing Cash Balances	$ 15,422,794				Ending cash balances for 2012
Less: Debt Principal Outstanding	(9,737,340)				Total principal outstanding for the existing debt
Net Outstanding Debt Balance		-	-	-	Debt principal outstanding, net of cash reserves
Total Existing Cost Basis		**$ 67,875,908**	**$ 67,875,908**	**$ 67,875,908**	
Future Cost Basis (20-Year CIP)					
Repair & Replacement Projects		$ 19,658,250	$ 19,658,250	$ 19,658,250	CIP for 2013 - 2033
Upgrade Projects		5,317,300	5,317,300	5,317,300	CIP for 2013 - 2033
Expansion Projects		8,908,550	8,908,550	8,908,550	CIP for 2013 - 2033
Total Future Cost Basis (20-year CIP)		**$ 33,884,100**	**$ 33,884,100**	**$ 33,884,100**	
Customer Base (Equivalent Service Units)					
Existing Equivalent Service Units		59,903	59,903	59,903	2012 Calculated Equivalent Service Units (ESUs)
Future Equivalent Service Units (Incremental)		13,921	13,921	13,921	Incorpoates annual grow th 2013-2033 (1% annual)
Total Customer Base		**73,824**	**73,824**	**73,824**	

b) Existing System

The cost of the existing stormwater system is obtained from the fixed asset schedule acquired from the City, which details original asset cost, acquisition year, and whether or not the asset was a contributed by a developer (based upon the asset description of "Developer" or "Contribution"). Total existing system costs total $61 million, plus another $1 million for construction work in progress (CWIP).

Additionally, interest is calculated and added to the existing cost basis as allowed by RCW 35.92.025, up to 10 years of accrued interest for each asset. Interest is computed for each asset based on that asset's original cost and acquisition date using interest rates from the Bond Buyer Index from the acquisition year (for assets acquired prior to 1953, the minimum interest rate in available records is used). This calculation derives a total allowable interest adjustment of $21 million.

The total existing cost basis is reduced by the amount of contributed assets as well as outstanding debt principal (net of available utility cash and investments). Contributed assets total $16 million. Total outstanding debt principal totals $9.7 million. This amount is offset by $15.4 million in utility cash and investments, for a net outstanding debt burden of zero dollars. If cash balances exceed total debt principal outstanding, the additional cash does not get added to the existing cost basis, and the net impact on the existing cost basis is zero.

c) Future Capital Program

Future capital costs are obtained from the City's 20-year stormwater capital improvement plan for the years 2014-2033 (plus the 2013 CIP), which totals approximately $34 million in year 2013 dollars. Each project was reviewed by City engineers and assigned into one or more of the following categories: repair and replacement, upgrade, or expansion.

System repair and replacement (R&R) projects, or portions of projects, functionally replace existing system assets. These are excluded from the SDC basis so that the system cost does not include duplicative costs for a single system component. Including projects wholly assigned as R&R, and portions of other projects allocated as an R&R element, a total of $19.7 million in projects is identified. Major projects include general repair and replacements including street related repair and replacement, a pump station replacement, a comprehensive plan update, Mill Creek Wetland Restoration, work on the M&O building, and other various replacement projects. The costs of these projects are shown in **Exhibit G-3** and are not included in any of the SDC methods employed.

Upgrade projects (projects that benefit both existing and future customers by upgrading system reliability or performance, even if no explicit increase in capacity is provided) total $8.9 million. Various improvement projects include pump station upgrades, improvements to reduce and control flooding, M&O building improvements, Utilities Field Operation Support Center improvements, Mill Creek Wetland Restorations, and other various projects.

Expansion costs total $5.3 million and are included in all methods that incorporate future capital costs. These costs represent projects or larger portions of projects that are entirely or predominately intended to expand capacity or provide new service to be used by new development. The projects include a composting facility, improvements to reduce and control flooding, a Vactor Decant Facility, and other various projects.

Exhibit G-3: Scheduled Capital Projects for Storm Drainage

Stormwater Capital Improvement Plan	20 - Year (Current 2013 $)			
Project	**Upgrade**	**Expansion**	**Replacement**	**Total**
Repair & Replacement/System Improvement Projects	$ -	$ -	$ 13,000,000	**$ 13,000,000**
Repair and Replacement associated with transportation projects	$ 2,100,000	$ -	$ 2,100,000	**$ 4,200,000**
30th Street NE Area Flooding, Phase 2	$ 167,500	$ 502,500	$ -	**$ 670,000**
Eastridge Manor Outfall replacement	$ 250,000	$ -	$ 250,000	**$ 500,000**
Composting Facility	$ -	$ 1,000,000	$ -	**$ 1,000,000**
30th Street NE Area Flooding, Phase 3	$ 288,500	$ 865,500	$ -	**$ 1,154,000**
West Main Street Pump Station Upgrade	$ 1,135,000	$ -	$ -	**$ 1,135,000**
Pump Station Replacement/Upgrade	$ 900,000	$ -	$ 2,100,000	**$ 3,000,000**
Vactor Decant Facility	$ -	$ 270,000	$ -	**$ 270,000**
M&O Building Expansion/Upgrade	$ 240,000	$ 240,000	$ 120,000	**$ 600,000**
Comprehensive Plan Update	$ 700,000	$ -	$ 700,000	**$ 1,400,000**
Utilities Field Operation Support Center	$ 100,000	$ -	$ -	**$ 100,000**
Mill Creek Wetland 5k Reach Restoration	$ 588,250	$ -	$ 588,250	**$ 1,176,500**
Bypass at 2nd and G Street SE	$ 271,800	$ 271,800	$ -	**$ 543,600**
Hidden Valley	$ -	$ -	$ 300,000	**$ 300,000**
BNSF Utilities Crossing	$ -	$ -	$ 500,000	**$ 500,000**
30th St NE Area Flooding Ph 1	$ 1,348,500	$ 1,348,500	$ -	**$ 2,697,000**
AWS Flooding Phase 1 & 2	$ 819,000	$ 819,000	$ -	**$ 1,638,000**
Total	**$ 8,908,550**	**$ 5,317,300**	**$ 19,658,250**	**$ 33,884,100**

d) Stormwater Customer Base

The residential equivalent metric for the stormwater system is referred to as equivalent service units (ESU). The average number of ESUs throughout 2012, derived from the utility billing system, totaled 59,903.

The 59,903 ESUs are escalated based upon growth factors provided by City staff; the annual growth rate assumed is 1%. With this assumption, the customer base would grow by an estimated 13,921

equivalent service units between 2013 and 2033 to reach a total customer base of 73,824 ERUs as of the end of the CIP planning period in 2033.

G3. CALCULATION OF ALTERNATIVE CHARGE METHODS

Exhibit G-4: Calculating the SDC under Approaches A, B, and C

Stormwater SDC Calculation			
Stormwater System Development Charge Components	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
SDC Calculations			
Costs Allocated to Future Customers Only			
Existing Assets + Interest	$ -	$ -	$ -
Repair & Replacement Projects	$ -	$ -	$ -
Upgrade Projects	$ -	$ -	$ -
Expansion Projects	$ -	$ 8,908,550	$ 8,908,550
Total	**$ -**	**$ 8,908,550**	**$ 8,908,550**
Allocable Number of Equivalent Service Units	13,921	13,921	13,921
Future SDC Cost Component	**$ -**	**$ 640**	**$ 640**
Costs Allocated to Existing & Future Customers			
Existing Assets + Interest	$ 67,875,908	$ 67,875,908	$ 67,875,908
Repair & Replacement Projects	$ -	$ -	$ -
Upgrade Projects	$ 5,317,300	$ -	$ 5,317,300
Expansion Projects	$ 8,908,550	$ -	$ -
Total	**$ 82,101,758**	**$ 67,875,908**	**$ 73,193,208**
Allocable Number of Equivalent Service Units	73,824	73,824	73,824
Integreated SDC Cost Component	**$ 1,112**	**$ 919**	**$ 991**
Total System Development Charge per Equivalent Servic	**$ 1,112**	**$ 1,559**	**$ 1,631**
Existing System Development Charge per ESU $ 1,162			
Percent Increase / -Decrease from Existing	-4%	34%	40%
Dollar Increase / -Decrease from Existing	($49.88)	$397.36	$469.38

The data summarized above forms the basis for the SDC calculations as summarized in **Exhibit G-4**. The following discussion summarizes the unique basis of each charge.

- **Averaged Integrated (Approach A):** The total system cost is defined as the sum of the existing cost basis of $68 million, the cost of upgrade projects of $5.3 million, and the cost of expansion projects of $8.9 million. This results in a total stormwater system cost of $82 million. This is divided by the entire projected customer base of 73,824 ESUs to determine a system cost of **$1,112** per ESU.
- **Expansion Incremental (Approach B):** The total cost of the existing system, $68 million, is divided by the total customer base (73,824 equivalent service units) to arrive at an integrated charge of **$919** per ESU. The cost of expansion projects ($8.9 million) is divided by the projected 13,921 ESUs of growth to arrive at a pure cost of growth charge of **$640** per ESU. These two charges are added together to produce a total SDC of **$1,559** per equivalent service unit.
- **Expansion & Upgrade Incremental (Approach C):** The system cost allocable to both existing customers and growth is defined as the sum of the existing system cost of $68 million and the upgrade project cost of $5.3 million. This total amount, $73 million, is divided by the total future projected customer base of 73,824 ESUs to arrive at a unit cost of **$991**. Capacity expansion projects totaling $8.9 million are divided by future growth

of 13,921 ESUs, resulting in a unit cost of **$640**. The sum of these two components results in a total system cost of **$1,631** per ESU.

G4. SDC SCHEDULE & REVENUE IMPACTS

The following **Exhibit** provides a schedule of rates for the various alternatives discussed above as well as a summary of sample annual SDC revenue estimates.

Exhibit G-5: Sample Revenue Impacts for each Approach under Various Growth Assumptions

Stormwater SDC	Existing Charge	Alternative Charges: Average Integrated (Approach A)	Alternative Charges: Expansion Incremental (Approach B)	Alternative Charges: Expansion & Upgrade Incremental (Approach C)
All Customer Classes per ESU development charge	$ 1,162	$ 1,112	$ 1,559	$ 1,631

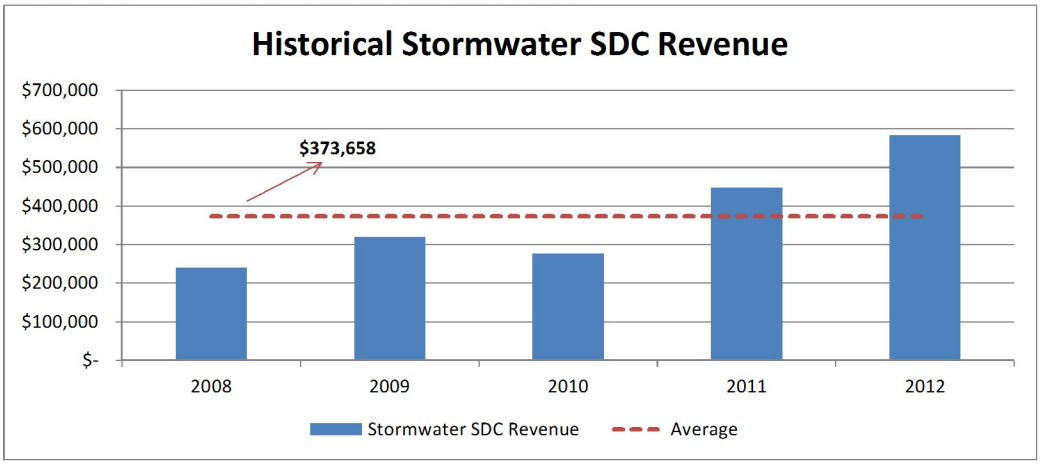
Sample Annual SDC Revenue Projections			Annual Growth in ESUs	Existing Charge	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Growth Scenario	0.50%	(Assumed in City Model)	300	$ 348,000	$ 333,000	$ 467,000	$ 489,000
Growth Scenario	0.55%	(5-Year Actual Avg.)	327	$ 380,000	$ 363,000	$ 510,000	$ 533,000
Growth Scenario	1.00%	(Engineers)	599	$ 696,000	$ 666,000	$ 934,000	$ 977,000

Each of these alternatives will have an impact on SDC revenues. **Exhibit G-5** shows three different growth scenarios for the customer base: 0.50%, 0.55% and 1.0%. The 0.50% assumption is the growth rate used in the City's rate revenue model in its recent rate update. The 0.55% is the calculated annual growth rate based upon five years history of water SDC revenue. The 1.0% figure is the assumption used in calculating the denominator (customer base) in the SDC.

For example, the existing charge would generate approximately $380,000 if the growth in 2014 is 0.55% (the five-year average). Approach A's charge would generate $363,000, Approach B would generate approximately $510,000 and Approach C would generate approximately $533,000.

Below is a graph showing the five – year average as well as the annual SDC revenue for the prior five years for the Stormwater Utility. This can help provide reference for the various SDC revenue scenarios.

Exhibit G-6: Historical Stormwater SDC Revenue



H. SUMMARY OF CALCULATED CHARGES

The following summary provides a summary of the existing SDCs for each of the three utilities as well as their respective calculated alternatives.

Exhibit H-1: Summary of Calculated Charges Across all Utilities

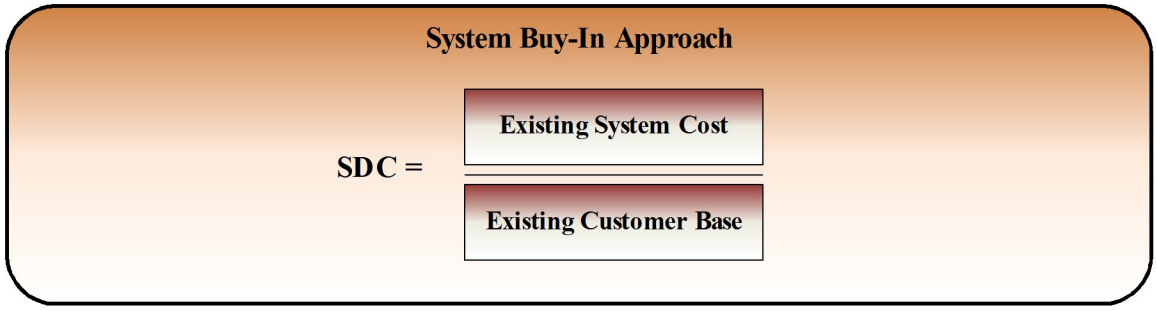
Utility	Basis for Charge Structure	Existing	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Water (Full Water Purchase) (50 Years Customer Growth)	MCEs - Water Meter Size	$ 2,424	$ 3,138	$ 2,851	$ 3,404
Water (Permanent Portion Only) (20 Years Customer Growth)	MCEs - Water Meter Size	$ 2,424	$ 5,314	$ 5,227	$ 6,229
Sewer	RCEs - Flow Based Equivalents per KC Metro	$ 850	$ 1,785	$ 1,771	$ 1,838
Stormwater	Impervious Area	$ 1,162	$ 1,112	$ 1,559	$ 1,631

Each of these three integrated approaches is equitable and defensible, and the selected methodology will likely depend on decision makers' policy and philosophy of "growth pays for growth." However in order to be the most equitable and defensible, we would recommend that the same approach be selected for all three utilities. For example, we would not recommend selecting Integrated A for water, Integrated B for sewer, and Integrated C for stormwater. We would recommend selecting either approach A, B, or C for all three utilities.

I. LESS COMMON SDC METHODOLOGIES

There are other less common (but still valid) methodologies that were not discussed in the analysis above. Based upon Auburn's current specific utility circumstances, FCS GROUP did not believe the following approaches were applicable. A brief summary and sample calculation formula are provided for informational purposes only.

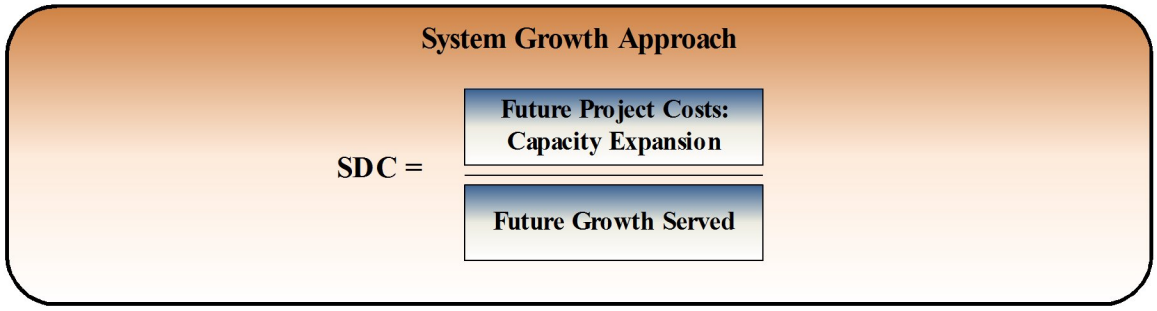
1. System Buy-In Approach



This approach reflects the average investment made by existing customers, ensuring that a new customer makes an investment commensurate with the average investment in infrastructure already made by existing customers. It determines the cost of the existing system and allocates this cost over either the existing customer base or the existing system capacity. This approach is often utilized in a fully mature utility system with little to no growth, where most costs are already embedded in

existing system investments. This approach increases system equity funding in proportion to growth in customer base and is a stable charge based upon cumulative costs.

2. System Growth Approach



Most applicable in rapid growing systems with major expansion needs, this approach determines the charge using a method comparable to impact fee methods used in Washington State. This approach isolates and focuses on future growth-related capital projects that expand capacity and serve new growth and allocates those costs solely to future growth. This approach is best for new or rapidly growing systems. It fails to recognize existing capacity investments that serve growth. It also generates funding well below investment costs of capacity serving new growth. It is subject to large swings as capital projects and growth estimates change, and it requires careful analysis and allocation of growth-related costs and consistent growth forecasts.

J. JURISDICTIONAL RESEARCH

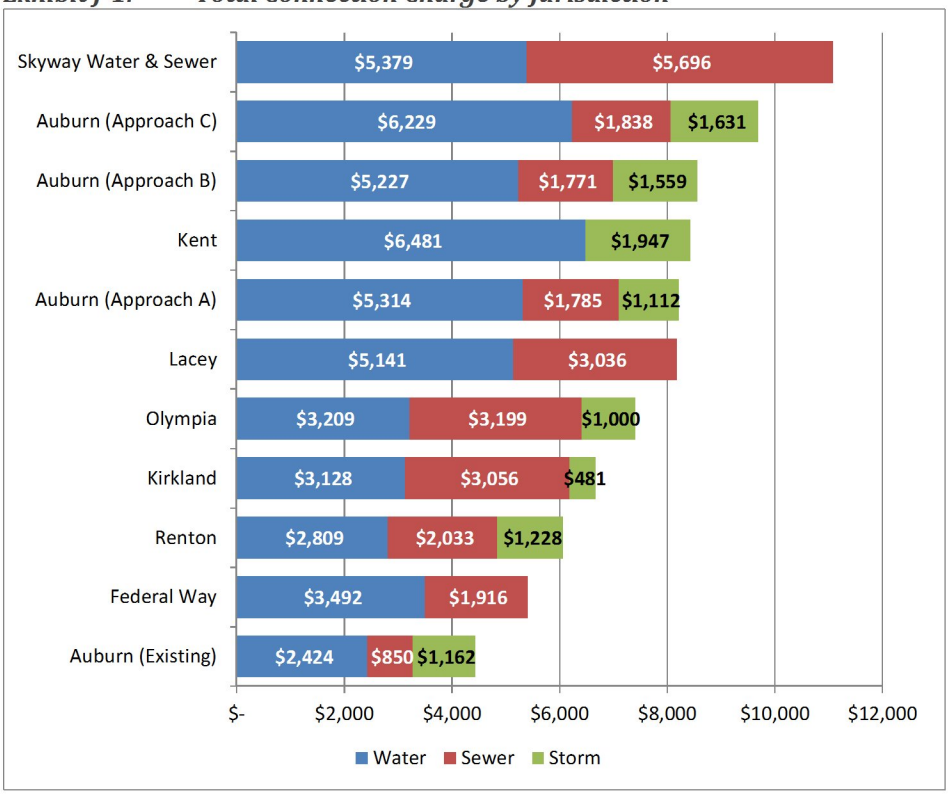
J1. SURVEY OF CHARGES

There are several graphs below that show a comparison of connection charges by Jurisdiction and Utility service. The charges below are as of 2013, unless the 2014 charge is known.

There are two parts to Section J. The first part shown in J1 simply compares the charges from several jurisdictions. The second part shown in J2 shows a detailed methodology table for five of the jurisdictions per the Scope of Services. For J1, we included more jurisdictions than are shown in J2 to help provide deeper context, especially if certain jurisdictions in J2 did not have a charge for a utility service. This was most common in stormwater. Additionally, in each individual utility graph (water, sewer, or storm), there may be additional jurisdictions than are shown in the combined graph. For example, Sumner and Puyallup were included in the water and stormwater surveys but not the sewer portion because their SDC includes collection and treatment and it would not be a fair comparison. Additionally, all of the municipal participants in LOTT were included in the sewer survey, but may not be included in other utility surveys depending on the circumstances.

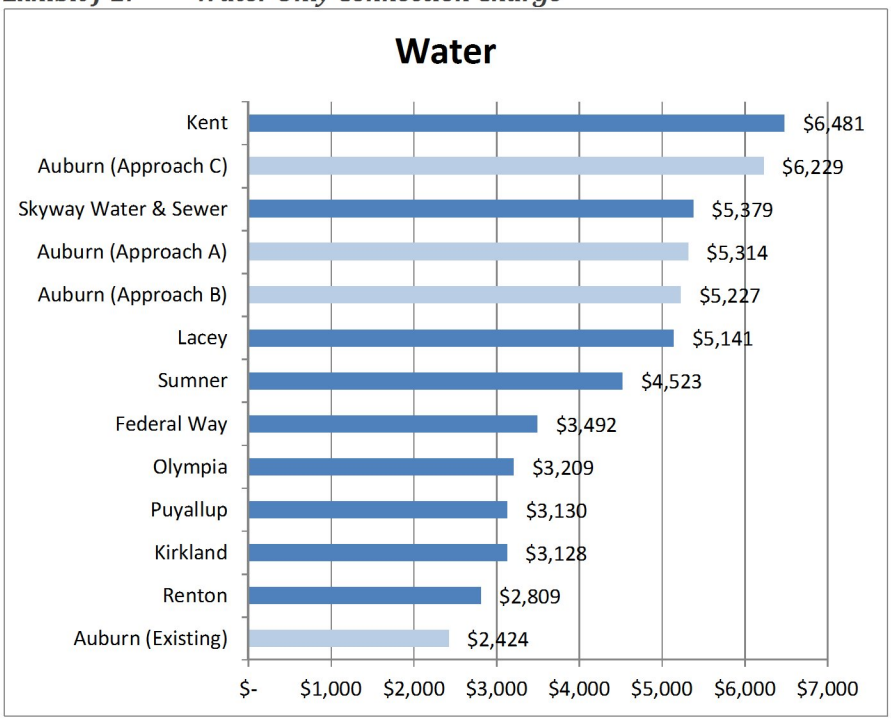
Auburn's current combined SDC charge is lowest out of all the jurisdictions surveyed for this portion of the study. It is even lower than Federal Way, Lacey and Skyway Water & Sewer (Seattle was used for the Survey since part of Skyway's jurisdictions overlap with Seattle per District website) which do not have stormwater SDC charges. Approach A places Auburn closer towards the middle of the survey group, but Approaches B and C place it towards the upper end.

Exhibit J-1: Total Connection Charge by Jurisdiction



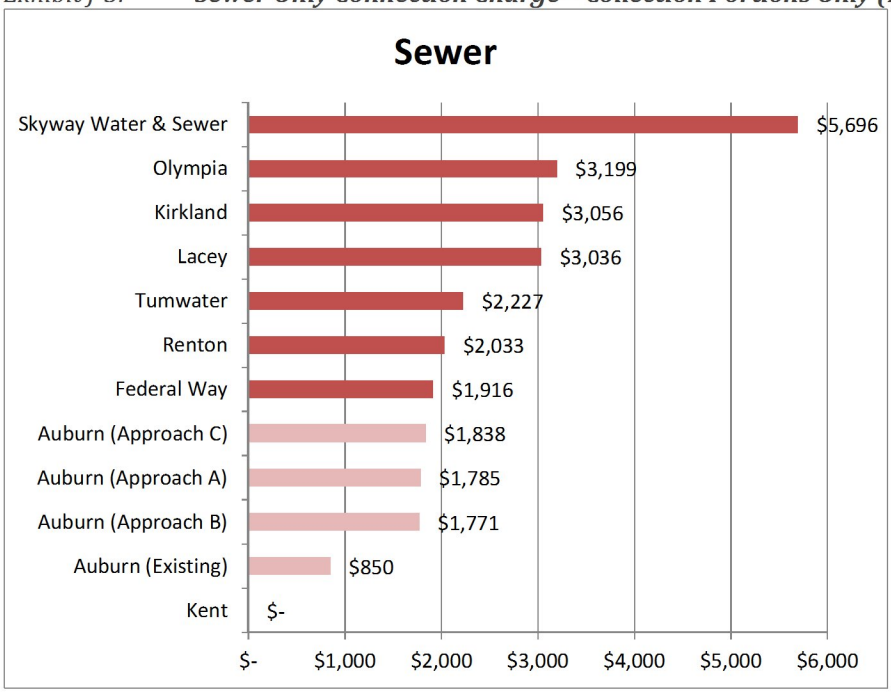
Auburn currently has the lowest water SDC in this survey group. Any of the newly calculated approaches places Auburn in the upper end of the survey.

Exhibit J-2: Water Only Connection Charge



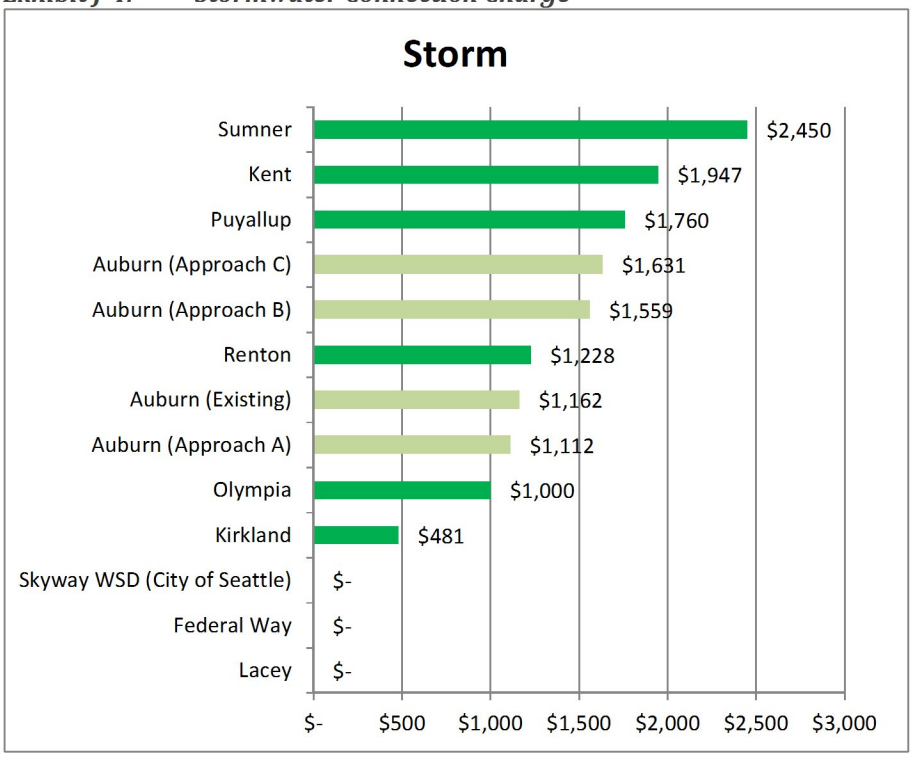
Auburn also has the lowest sewer SDC of all of the survey participants that have a charge (Kent does not have a sewer SDC). Every single calculated approach yields a charge that is still lower than the other jurisdictions in the survey.

Exhibit J-3: ***Sewer Only Connection Charge – Collection Portions Only (LOTT or KC Metro)***



Auburn's existing stormwater charge is on the low end of the spectrum. Approach A yields a charge that is slightly lower than the existing charge. Approaches B and C would place Auburn higher than Renton, but still below the highest three charges from Sumner, Kent, and Puyallup.

Exhibit J-4: Stormwater Connection Charge



J2. SURVEY OF METHODOLOGIES

Per the Scope of Services, we chose five jurisdictions for the detailed methodology survey. The jurisdictions we chose all received treatment from King County or the Lacey, Olympia, Tumwater & Thurston County (LOTT) Alliance. This allows for meaningful comparisons since Auburn also receives wholesale sewer treatment services.

Exhibit J-5: Detailed Methodology Survey for Five (5) Jurisdictions

City	Utility	Charge Schedule	Methodology	CIP	Existing Cost	Future Cost	Credit Available?	Single-Family Charge
City of Kirkland	**Stormwater**	Sq ft of impervious area being added/2600; then use rounded-down result x $481.00	**Approach B**	10 Year	✓	✓	No credit available to new connections per conversation with Public Works.	**$481**
	Sewer	Based upon meter size, the 5/8" x 3/4" charge is $3,056 and increases based on AWWA meter capacity ratios up to a $244,480 for a 8" meter.	**Approach A**	20 Year	✓	✓	No credit available to new connections per conversation with Public Works.	**$3,056**
	Water	Based upon meter size, the 5/8" x 3/4" charge is $3,128 and increases based on AWWA meter capacity ratios up to a $250,240 for a 8" meter.	**Approach A**	6 Year	✓	✓	If meter is upsized for fire sprinklers, the new connection wouldn't pay the SDC on the upsized amount.	**$3,128**
City of Kent	**Stormwater**	**$1,947** for a single family residence. Non single family charge is based upon new impervious square feet at the rate of $0.78 per imp. square foot ($1,947 ÷ 2,500 sf).	**Approach B**	10 Year	✓	✓	City will review credits for the stormwater charge on a case by case basis. For example, credits may be given if pervious structures (e.g. pavement) are installed.	**$1,947**
	Sewer	***No System Development Charge for Sewer***						
	Water	Based upon meter size, the 3/4" charge is $6,481. Charges increased based upon meter size and AWWA standard meter ratios.	**Approach A**	20 Year	✓	✓	Per City contact, there are no credits available that offset the system development charge.	**$6,481**

Exhibit J-6: Detailed Methodology Survey for Five (5) Jurisdictions (Continued...)

City	Utility	Charge Schedule	Methodology	CIP	Existing Cost	Future Cost	Credit Available?	Single-Family Charge
City of Lacey	Stormwater	---------- *No System Development Charge for Stormwater* ----------						
	Sewer	The amount of the sewerage general facilities charge levied on a particular piece of property shall be equal to the number of equivalent residential units estimated to be used by said property multiplied by the rate per equivalent residential unit determined as set forth in LMC 13.16.027(B) Non residential ERUs are defined as 900 cf of water consumed per month.	**Proposed Method: Approach B**	6 Year	✓	✓	Per contact with City, no credits are offered.	**Collection Portion Only: Current: $3,036 Proposed: $3,369**
	Water	The charge for a 5/8" meter is $5,141 and increases based on AWWA meter capacity ratios up to a $210,474 for a 6" meter.	**Approach B**	20 Year	✓	✓	Per contact with City, no credits are offered.	**$5,141**
City of Federal Way	**Stormwater** (City)	---------- *No System Development Charge for Stormwater* ----------						
	Sewer (Lakehaven)	The amount of the sewer capital facilities (CFC) charge for single family is $1,916 for the collection portion only. For new non single family connections the sewer CFC is levied on a per equivalent residential (ERU) unit basis which is 220 gallons per day.	**Approach A**	10 Years	✓	✓	Per contact with City, no credits are offered.	**Collection Portion of Charge: $1,916 (2014 Charge)**
	Water (Lakehaven)	The amount of the water capital facilities (CFC) charge for single family is $3,492. For new non single family connections the water CFC is levied on a per equivalent residential (ERU) unit basis which is 255 gallons per day.	**Supply:** Total Cost Basis (Future + Unused Capacity) ÷ ERUS (Future + Unused Capacity) **Non-Supply:** Approach A	10 Years	✓	✓	Per contact with City, no credits are offered.	**$3,492 (2014 Charge)**
Skyway Water & Sewer District	**Stormwater** (City of Seattle)	---------- *No System Development Charge for Stormwater* ----------						
	Sewer	The charge for a 5/8" X 3/4" meter is $5,696 and increases based on AWWA meter capacity ratios up to $455,693 for a 8" meter.	**Approach A**	10 Years	✓	✓	Per contact with the District, no credits are available for new construction.	**$5,696**
	Water	The charge for a 5/8" X 3/4" meter is $5,379 and increases based on AWWA meter capacity ratios up to a $430,315 for a 8" meter.	**Approach A**	10 Years	✓	✓	Per contact with the District, no credits are available for new construction.	**$5,379**

FCS GROUP
Solutions-Oriented Consulting

Executive Summary

To: Martin Chaw, Financial Planning Manager
Auburn, Washington

Date: January 15, 2014

From: Karyn Johnson, Principal
Tage Aaker, Analyst

RE: Executive Summary for System Development Charge (SDC) Study - **DRAFT**

A. STUDY GOALS

In May 2013, the City of Auburn (City) contracted with Financial Consulting Solutions Group, Inc. (FCS GROUP) to perform a Water, Sewer, and Stormwater Cost of Service and System Development Charge (SDC) Study. The SDC component of the study included an SDC White Paper, the goal of which is to address general SDC background, philosophy, and alternative methodologies commonly used in the industry and in compliance with Washington State legal precedence. SDCs were developed for each utility under each alternative methodology evaluated herein. A survey of SDC methodologies for five neighboring communities was also conducted (cities of Kirkland, Kent, Lacey, Federal Way and Skyway Water/Sewer District). As some of these jurisdictions include wastewater treatment expenses in their SDC charges, only the collection portion of their wastewater SDC charges are presented for comparability.

B. STUDY CALCULATION METHODOLOGIES

The SDC study calculated three different charges for each utility, using three distinct methodologies:

B1. AVERAGE INTEGRATED – APPROACH A

This approach is commonly used to recognize that a utility both provides existing infrastructure and plans to invest in future infrastructure to serve a growing customer base.

Average Integrated – Approach A

$$SDC = \frac{\text{Existing System Cost} + \text{Future Project Costs: Upgrade} + \text{Future Project Costs: Expansion}}{\text{Existing Customer Base} + \text{Future Growth Served}}$$

According to our methodology survey, this approach has been used by Kent, Kirkland, Federal Way, and Skyway W/S District.

B2. EXPANSION INCREMENTAL – APPROACH B

This approach allocates the cost of existing infrastructure proportionately to all customers (existing and future) and adds an increment by allocating future expansion costs to future customers.

Expansion Incremental – Approach B

$$SDC = \frac{\text{Existing System Cost}}{\text{Existing Customer Base} + \text{Future Growth Served}} + \frac{\text{Future Project Costs: Expansion}}{\text{Future Growth Served}}$$

According to our methodology survey, this approach has been used by Kirkland, Kent, and Lacey.

B3. EXPANSION & UPGRADE INCREMENTAL – APPROACH C

This approach segregates and allocates the cost of existing, expansion and future growth to existing and future customers.

Expansion & Upgrade Incremental – Approach C

$$SDC = \frac{\text{Existing System Cost} + \text{Future Project Costs: Upgrade}}{\text{Existing Customer Base} + \text{Future Growth Served}} + \frac{\text{Future Project Costs: Expansion}}{\text{Future Growth Served}}$$

According to our methodology survey, this approach was not used within those five jurisdictions.

C. CRITERION SUMMARY

Criterion	Generally Accepted Objectives/ Standards	Average Integrated Approach A	Expansion Incremental Approach B	Expansion & Upgrade Incremental Approach C
Equity	*Charge should reflect a proportionate share of system costs and requirements*	Defines a consistent cost-sharing for all customers new and existing	Defines a reasonable share of existing and growth-induced costs	Defines both existing and future cost shares, but with a heavy weighting of future costs
Revenue Potential	*Program is intended to provide a material source of funding toward capital program costs*	Increases system equity funding in proportion to capacity cost increases	Increases system equity funding to reflect existing and future capacity burdens imposed	Increases system equity funding based on all costs potentially attributable to new growth
Predictability and Stability of Charge	*Charge should not fluctuate wildly over time*	Stable charge that will increase in anticipation of new system costs	Greater volatility due to expansion cost feature and dependency on growth estimates	Greater volatility due to expansion cost feature and dependency on growth estimates
Administrative Ease	*Charge should be simple to update and apply*	Update derives from standard reports and adopted plans. Only capital allocation needed is between Repair/Replacement projects and Other.	Requires careful analysis and allocation of growth-related costs and revisits of growth forecasts	Requires careful analysis and allocation of growth-related costs and revisits of growth forecasts
Transparency	*Charge basis should be clear and explainable, and minimize points of dispute and subjective decisions*	Clear conceptual and analytical basis. Avoids discrete allocation decisions that can introduce dispute.	Clear conceptual basis. Applies subjective adjustment to buy-in component that might be questioned. Applies project allocation decisions that can introduce dispute.	Clear conceptual basis. Applies subjective adjustment to buy-in component that might be questioned. Applies project allocation decisions that can introduce dispute. May appear to compound charges.

D. STUDY RESULTS

The following exhibit provides a summary of the existing SDCs for each of the three utilities as well as their respective calculated alternatives.

Exhibit D-1: Summary of Calculated Charges Across all Utilities

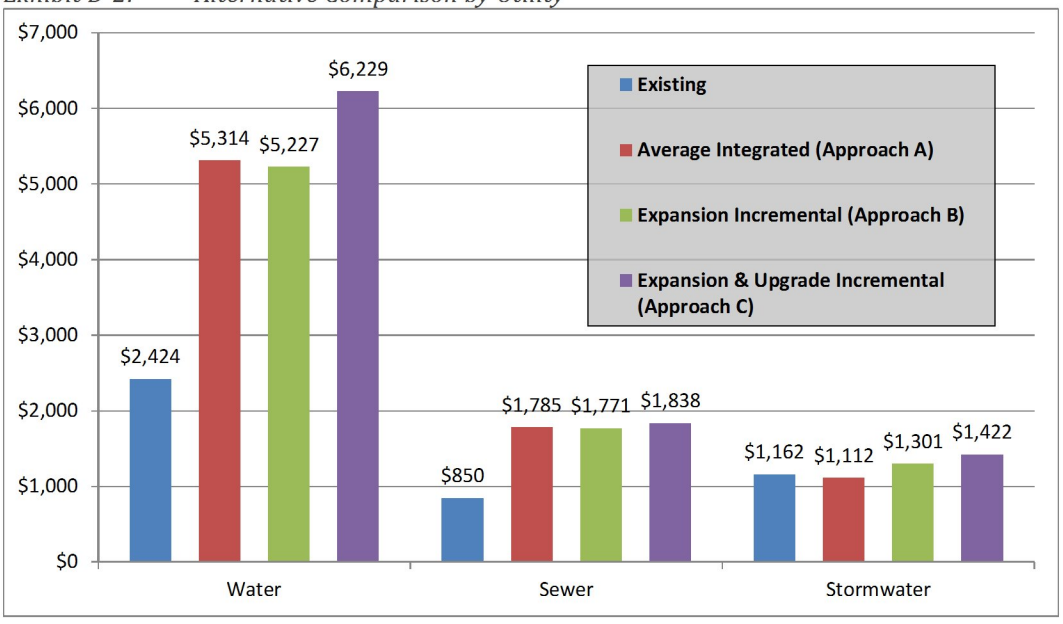
Utility	Basis for Charge Structure	Existing	Average Integrated (Approach A)	Expansion Incremental (Approach B)	Expansion & Upgrade Incremental (Approach C)
Water	MCEs - Water Meter Size	$2,424	$5,314	$5,227	$6,229
Sewer	RCEs - Flow Based Equivalents per KC Metro	$850	$1,785	$1,771	$1,838
Stormwater	Impervious Area	$1,162	$1,112	$1,301	$1,422
Total		**$4,436**	**$8,211**	**$8,298**	**$9,489**

Each of these three approaches is equitable and defensible, and the selected methodology will likely depend on decision makers' policy and philosophy of "growth pays for growth." However in order to be the most equitable and defensible, we would recommend that the same approach be selected for all three utilities. For example, we would not recommend selecting Integrated A for water, Integrated B for sewer, and Integrated C for stormwater. We would recommend selecting either approach A, B, or C for all three utilities.

- **Water:** Each Approach results in a charge that is more than double the current charge.
- **Sewer:** Each Approach results in a charge that is more than double the current charge.
- **Stormwater:** Approach A's charge is slightly lower than the existing charge. Approach B and C would increase the existing charge by $139 and $260 respectively.

Exhibit D-2 compares the existing charge to the alternative approaches for each utility.

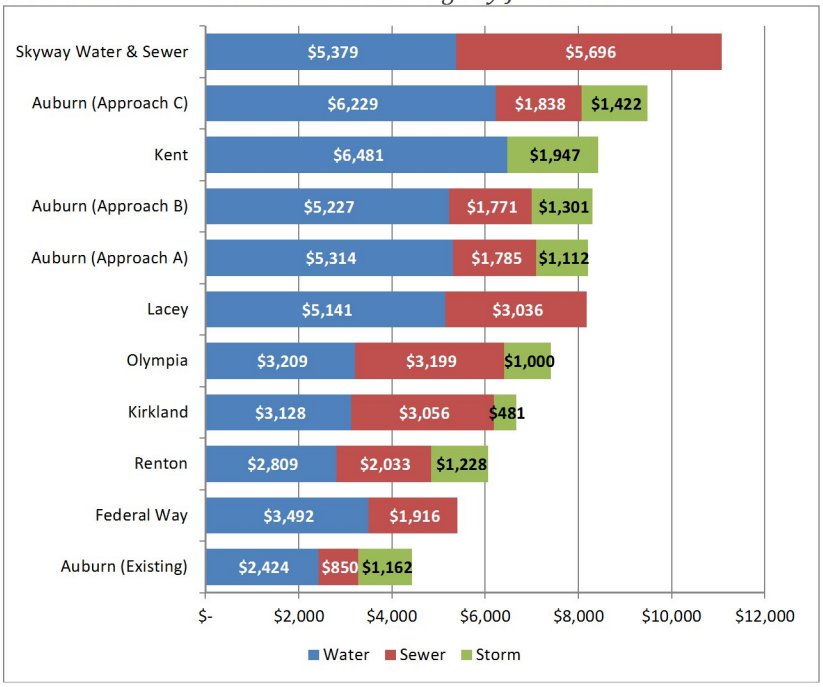
Exhibit D-2: Alternative Comparison by Utility



E. STUDY SURVEY

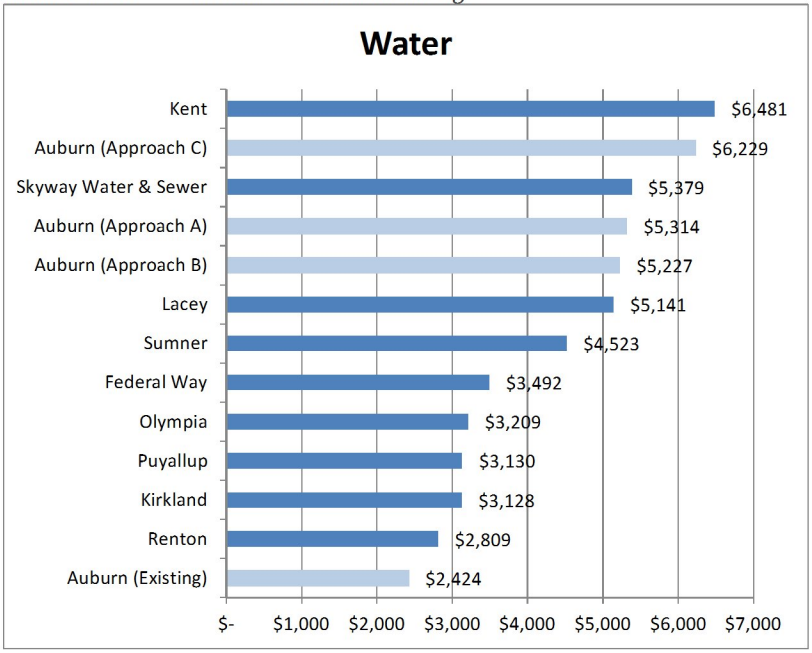
The following series of graphs illustrate how the City compares to other jurisdictions. The charges below are as of 2013 (the current year at the time of analysis) unless the 2014 charge was known (Renton and Federal Way charges are 2014 charges).

Exhibit E-1: Total Connection Charge by Jurisdiction



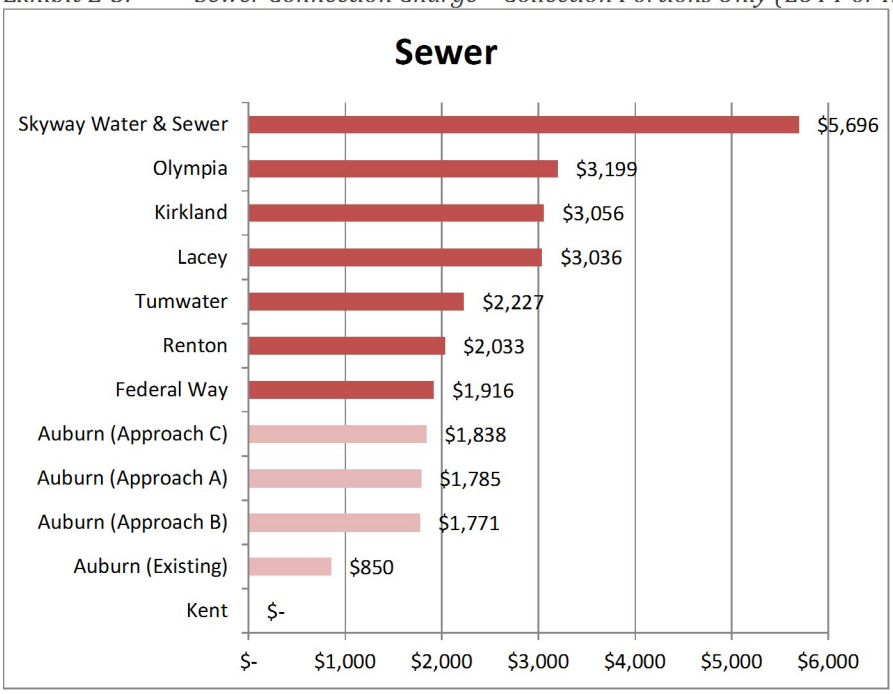
Auburn currently has the lowest water charge in this survey group. Any of the newly calculated approaches places Auburn in the upper end of the survey.

Exhibit E-2: Water Connection Charge



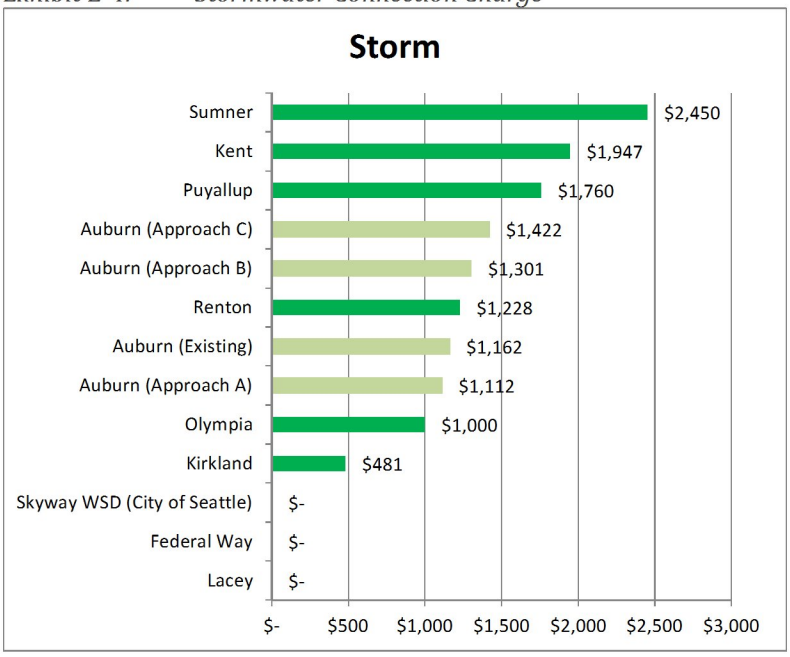
Auburn also has the lowest sewer charge of all of the survey participants that have a charge (Kent does not have a sewer charge). All three approaches yield a charge that remains lower than the other jurisdictions in the survey.

Exhibit E-3: Sewer Connection Charge – Collection Portions Only (LOTT or KC Metro)



Auburn's existing stormwater charge is on the low end of the spectrum. Approach A yields a charge that is slightly lower than the existing charge. Approaches B and C would place Auburn higher than Renton, but still below the highest three charges from Sumner, Kent, and Puyallup.

Exhibit E-4: Stormwater Connection Charge



F. STUDY DATA & ASSUMPTIONS

The following section summarizes the sources of the data that were incorporated into the SDC study.

- **Existing System Costs:** The cost of the existing assets within each system was based upon fixed asset schedules acquired from the City. This data contained original asset cost, acquisition year, and whether or not the asset was contributed by a developer or other contribution (donated assets are excluded from the calculated charged).
- **Future System Costs:** Future capital costs were based upon capital improvement plan (CIP) documents provided by the City. These plans covered a twenty year time period (2014-2033). These project costs were then categorized by City engineers into one of three categories: repair and replacement, upgrade, or expansion. In some cases, a single project was split between two or three of these categories based upon functional purpose.
- **Customer Base:** The basis for the customer data varied by utility:
  - *Water Utility:* Water customer data was derived from the utility billing system. Each customer account and associated meter size was converted into meter capacity equivalents (MCEs). For example, a 3-inch meter is rated to deliver 300 gallons per minute as a maximum instantaneous flow rate, as compared to 30 gallons per minute for a standard 3/4-inch meter, which is most commonly installed for single-family residences. Based upon this ratio, 3-inch meters are weighted by a factor of 10 equivalent standard meters.
  - *Sewer Utility:* Sewer customer data was sourced from the quarterly reports Auburn sends to King County for the sewer treatment charge. The data takes the form of residential customer equivalents (RCEs). Per King County, one single family account is one residential customer equivalent (RCE) and non-single family's actual flows are divided by 750 cubic feet per month to convert to RCEs.
  - *Stormwater Utility:* Stormwater customer data was derived from the utility billing system. Equivalent service units (ESUs) were provided within the billing system data and were totaled to provide a current customer base. One ESU is considered equal to 2,600 square feet of parcel coverage by impervious surfaces.
- **Customer Growth:** These growth figures were provided by City staff:
  - Water: 2% Annual Customer Growth
  - Sewer: 2% Annual Customer Growth
  - Stormwater: 1% Annual Customer Growth

AGENDA BILL APPROVAL FORM

Agenda Subject:
Comprehensive Water Plan (30 minutes)

Date:
February 12, 2015

Department:
CD & PW

Attachments:
No Attachments Available

Budget Impact:
$0

Administrative Recommendation:

For discussion only.

Background Summary:

The City is in the process of updating the Comprehensive Water Plan. The final plan will consist of two large binders; one with chapter data and one with appendices. This is a large amount of information to review, especially at one time. We also have a deadline to submit the plan to Washington Department of Health (DOH) that is quickly approaching. This discussion will complete the review process started in November 2014 and continued in January 2015 which divided the chapters for review of the preliminary draft plan into smaller segments. Reviewing the plan in this manner will allow us to meet the DOH deadline.

November 2014 - Chapters 2-6 were reviewed with Public Works and Planning & Community Development Committees. These chapters include information on Planning Considerations, Policies & Criteria, Water Requirements, Existing System, and Water Resources.

January 2015 - Chapters 7-9 were reviewed at a Council Study Session. These chapters include information on Water Quality, Water Use Efficiency, and System Analysis.

February 2015 - Chapters 1, 10-12 will be reviewed at a Council Study Session on the 23rd. This includes an Introduction chapter and information on Capital Improvements Plan, Financial, and Operations & Maintenance. The Executive Summary is also included.

Appendices will only be included in the final document, unless specific data is requested.

A binder with Chapters 2-9 was provided to the councilmembers. Chapters 1, 10-12 and the Executive Summary are being distributed prior to the February 23rd study session for inclusion in the previously provided binder.

An electronic version of the Preliminary Draft Comprehensive Water Plan can be found on the City's website at http://weblink.auburnwa.gov/External/ElectronicFile.aspx?docid=256143&dbid=0

Reviewed by Council Committees:

Councilmember:		**Staff:**	Snyder
Meeting Date:	February 23, 2015	**Item Number:**	DI.C

AGENDA BILL APPROVAL FORM

Agenda Subject:
Public Works Project No. CP1412, Community Center Youth Center Conceptual Design Discussion (30 minutes)

Date:
February 12, 2015

Department:
CD & PW

Attachments:
Project Summary

Budget Impact:
$0

Administrative Recommendation:

For discussion only.

Background Summary:

This project will design and construct a community and youth center at the north end of the Les Gove Community Campus. The community and youth center will provide approximately 21,000 square feet of building space to be used for educational, cultural, and social activities. Emphasis will be made on creating spaces that will attract teens and encourage cross-generational interactions with the existing neighboring Senior Center. The community and youth center will be created by renovating the City's existing Parks, Recreation and Arts Administration Building (approximately 7,300 square feet) and adding approximately 13,700 square feet of new building space.

The project team is presenting the Schematic Design, which defines the building footprint, general form, and conceptual floor plan based on high-level programming needs. These drawings will be presented at the Council Study Session on February 23rd. The team's focus has been on developing a design that can be constructed within the City's schedule and budget while still meeting the project goals.

Reviewed by Council Committees:

Councilmember:

Staff: Snyder

Meeting Date: February 23, 2015

Item Number: DI.D

AUBURN COMMUNITY AND YOUTH CENTER

PROJECT SUMMARY

February 12, 2015

PROJECT DESCRIPTION

This project will design and construct a community and youth center at the north end of the Les Gove Community Campus. The community and youth center will provide approximately 21,000 square feet of building space to be used for educational, cultural, and social activities. Emphasis will be made on creating spaces that will attract teens and encourage cross-generational interactions with the existing neighboring Senior Center. The community and youth center will be created by renovating the City's existing Parks, Recreation and Arts Administration Building (approximately 7,300 square feet) and adding approximately 13,700 square feet of new building space.

PROJECT BENEFITS

- Allows the City to expand educational and recreational programs.
- Promotes opportunities for cross generational and cross cultural interactions.
- Provides teens their own place to hang-out in a positive environment that encourages health, learning, socialization, and fun.
- Creates a central community gathering space.

CREATING SPACES

Community Center:

- Multi-Purpose Room - public and private events, classes, exercise, meetings, and city-wide celebrations (250 person capacity), divisible into 3 rooms.
- Classroom/Meeting Room
- Fitness Room – cardio and resistance machines
- Administration – offices and work areas for City Parks, Recreation and Arts administration staff
- Storage – tables, chairs, programming resources

Youth Center:

- Youth Activity Area - multi-functional space intended for informal uses such as gathering, games and socializing as well as structured programs such as performances.
- Arts Classroom
- Computer Lab
- Youth Center Staff offices
- Entry and Reception Area – separate entry and reception desk

Shared Spaces:

- Lobby – multi-functional to include reception, art, gathering and overflow from the Multi-Purpose room.
- Teaching / Warming Kitchen – the existing kitchen is renovated and expanded to serve the Youth and Community Centers and for cooking classes
- Outdoor Gathering Areas

ENGAGEMENT and OUTREACH

City staff structured the public outreach and engagement with city elected officials and the community to make sure that the site plan and building design were developed with the perspective of and input from users and stakeholders.

- ✓ November 4, 2014 – Project Kickoff/Eco-Charrette, brainstormed project goals, measures of success, and environmental considerations.
- ✓ November 4, 2014 – Joint City Council and Junior City Council Meeting, presented project and received feedback.
- ✓ December 9, 2014 – Les Gove Community Campus Committee Report, reported summary of project kick-off/eco-charrette.
- ✓ January 13, 2015 - Neighborhood Meeting, discussed project with residents/owners in adjacent neighborhood.
- ✓ February 10, 2015 – Community Groups Meeting, discussed project with specific community groups.
- February 23, 2015- City Council Study Session, present schematic design
- February to August – Public engagement through internet, virtual open house, social media
- April 2015 – City Council Study Session, provide project update
- June 2015 – City Council Study Session, provide project update
- August 2015 – City Council Meeting, Award Construction Contract
- August 2015 – Community Meeting after project award to discuss construction schedule and impacts and building design/programming.
- August 2015 to June 2016 – Public engagement through internet and social media.

PROJECT SCHEDULE

Design and Permitting	November 2014 – June 2015
Bidding	July 2015 – August 2015
Construction	August 2015 – June 2016
Grand Opening	June 2016

PROJECT BUDGET

Design and Permitting	$1.9 million
Construction, Furniture, Commissioning	$6.7 million
Project Contingency	$0.4 million
Total	$9.0 million

CURRENT STATUS

The project team is currently finalizing the Schematic Design, which defines the building footprint, general form, and conceptual form based on high-level programming needs. The team's focus has been on developing a design that can be constructed within the City's schedule and budget while still meeting the project goals.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No 5129 - Comprehensive Emergency Management Plan (15 minutes)

Date:
February 9, 2015

Department:
Administration

Attachments:
Agenda Bill No 5129
Resolution No 5129
Comprehensive Emergency Management Plan

Budget Impact:
$0

Administrative Recommendation:

Discussion only.

Background Summary:

The City of Auburn is required under RCW 38.52 and WAC 118-30 to have a Comprehensive Emergency Management Plan and to update that plan every four years. The last plan was adopted in 2009. The 2015 plan reflects all current state and federal requirements have been met. This plan serves as a guide to all disaster response, recovery, mitigation, and planning efforts conducted by the City. It should be noted that the State of Washington granted the City a one-year extension due to the change in City administration and the State received this plan in 2014 and subsequently approved it.

Reviewed by Council Committees:

Municipal Services, Public Works

Councilmember:

Staff: Hursh

Meeting Date: February 23, 2015

Item Number: DI.E

AGENDA BILL APPROVAL FORM

Agenda Subject: Adoption of 2015 City of Auburn Comprehensive Emergency Management Plan (CEMP)		**Date:** ??
Department: Administration	**Attachments:** Resolution No. 5129	**Budget Impact:** N/A

Administrative Recommendation:
City Council adopt Resolution No. 5129 and the 2015 City of Auburn Comprehensive Emergency Management Plan (CEMP).

Background Summary:

The City of Auburn is required under RCW 38.52 and WAC 118-30 to have a Comprehensive Emergency Management Plan and to update that plan every four years. The last plan was adopted in 2009. The 2015 plan reflects all current state and federal requirements have been met. This plan serves as a guide to all disaster response, recovery, mitigation, and planning efforts conducted by the City. It should be noted that the State of Washington granted the City a one-year extension due to the change in City administration and the State received this plan in 2014 and subsequently approved it.

Reviewed by Council & Committees:

- ☐ Arts Commission
- ☐ Airport
- ☐ Hearing Examiner
- ☐ Human Services
- ☐ Park Board
- ☐ Planning Comm.

COUNCIL COMMITTEES:

- ☐ Finance
- ☒ Municipal Serv.
- ☐ Planning & CD
- ☒ Public Works
- ☐ Other _____

Reviewed by Departments & Divisions:

- ☐ Building
- ☐ Cemetery
- ☐ Finance
- ☐ Fire
- ☐ Legal
- ☐ Public Works
- ☐ Information Services
- ☐ M&O
- ☐ Mayor
- ☐ Parks
- ☐ Planning
- ☐ Police
- ☐ Human Resources

Action:

Committee Approval: ☐Yes ☐No
Council Approval: ☐Yes ☐No Call for Public Hearing ___/___/____
Referred to _____ Until ____/___/____
Tabled _____ Until ___/___/____

Councilmember:	**Staff:** Miller or Hursh
Meeting Date: ???	**Item Number:**

RESOLUTION NO. 5129

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ADOPTING THE CITY OF AUBURN COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP).

WHEREAS, RCW Chapter 38.52 and WAC Chapter 118-30 require counties and cities within the State of Washington to establish emergency management organizations and emergency plans for the protection of persons and property in the event of disaster and to provide for the coordination of emergency management functions with other public agencies and organizations; and

WHEREAS, the City's existing Comprehensive Emergency Management Plan was adopted in 2009 and is required to be updated every four years; and

WHEREAS, the Comprehensive Emergency Management Plan provides the City with a method to address the City's preparedness for handling and responding to disasters and emergencies, and assisting citizens to be prepared in the case of disasters or emergencies; and

WHEREAS, the City's Comprehensive Emergency Management Plan has been updated to reflect changes in local, state, and federal laws and regulations;

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

Section 1. Purpose. The City Council of the City of Auburn hereby adopts the City of Auburn Comprehensive Emergency Management Plan, dated January 2015.

DRAFT

Section 2. Implementation. The Mayor of the City of Auburn is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this resolution.

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

SIGNED and DATED this _____ day of February 2015.

CITY OF AUBURN

_____
Nancy Backus
MAYOR

ATTEST:

_____
Danielle Daskam,
City Clerk

APPROVED AS TO FORM:

_____
Daniel B. Heid,
City Attorney

DRAFT

City of Auburn, Washington

Comprehensive Emergency Management Plan

January 2015

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EMERGENCY CONTACT NUMBERS

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

24-Hour Emergency Telephone: **911**

For non-emergency assistance, please contact:

Auburn Police Department: **253-931-3080**

Auburn Emergency Management: **253-876-1925**

Valley Regional Fire Authority: **253-288-5831**

The City of Auburn's 2014 Comprehensive Emergency Management Plan (CEMP) will be distributed electronically as well as hard copy. A redacted version will be available on the City of Auburn's website at http://www.auburnwa.gov.

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FOREWARD

The City of Auburn sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2015 City of Auburn Comprehensive Emergency Management Plan (CEMP).

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

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

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

_____
Michael Hursh
Director of Administration/Director of Emergency Management
City of Auburn

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LETTER OF PROMULGATION

To All Recipients:

With this notice, we are pleased to officially promulgate the 2015 City of Auburn Comprehensive Emergency Management Plan (CEMP). It is intended to provide a structure for standardized plans and procedures through the City and to facilitate interoperability between local, county, state, and federal agencies.

Every effort has been made to ensure that the City of Auburn's CEMP is compatible with the King County, Pierce County, and Washington State CEMPs, the National Response Framework (NRF), the National Incident Management System (NIMS), the Revised Code of Washington, and other local, county, state, and federal regulations. It will be tested, revised, and updated as required. All recipients are requested to advise the City of Auburn Emergency Management Division regarding recommendations for improvements.

The format of the CEMP the City of Auburn supports that of the National Response Framework (NRF). It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, county, state, federal, volunteer, and other public and private sector organizations. It also contains detailed information on participant Emergency Support Functions as single function activities. The CEMP will help minimize the impacts of disasters and other emergencies in the City of Auburn by ensuring responder safety and accountability, saving lives, protecting property, preserving the environment, and sustaining the economy.

Finally, as a reminder to the City of Auburn elected officials and employees and other public and private organizations, the primary response and recovery goals for emergency management in any hazard that impacts the City are to support the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during and after an emergency or disaster.

Adopted pursuant to City of Auburn Resolution 5129 by the City Council of the City of Auburn, Washington at its regularly scheduled meeting on February XX, 2015.

_____

Nancy Backus
Mayor
City of Auburn

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DISTRIBUTION PAGE

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

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

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RECORD OF REVISIONS

Change #	Date Entered	Contents of Change	Initials

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BASIC PLAN

INTRODUCTION

A. Mission

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

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

B. Purpose

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

The plan is also intended to do the following:

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

C. Scope and Applicability

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

This CEMP is intended to be both "generic" and "hazard specific", covering the entire range of emergency and disaster situations, from natural disasters to the technological hazards created as a byproduct of our modern society.

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

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

D. Incident Management Activities

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

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

E. Authorities

This CEMP is developed under the authority of the following local, State, and Federal statutes and regulations:

a. Auburn City Code, Chapter 2.75: Emergency Preparedness
b. King County Comprehensive Emergency Management Plan
c. Pierce County Comprehensive Emergency Management Plan
d. State Revised Code of Washington (RCW)
   i. 35.33.081, Emergency Expenditures – Nondebatable Emergencies
   ii. 35.33.101, Emergency Warrants
   iii. 38.52, Emergency Management
   iv. 38.56, Intrastate Mutual Aid System
   v. 39.34, Interlocal Cooperation Act
   vi. 49.60.400, Discrimination, Preferential Treatment Prohibited
e. Washington Administrative Code (WAC)
   i. 118-04, Emergency Worker Program
   ii. 118-30, Local Emergency Management/Services Organizations, Plans and Programs
   iii. 296-62, General Occupational Health Standards
f. Federal Public Law:
   i. 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
   ii. 96-342, Improved Civil Defense Act of 1980, as amended
   iii. 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

F. Key Concepts

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

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

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

4. It is the policy of the City that no services will be denied on the basis of race, color, national origin, religion, sex, age, sexual orientation, or disability. Additionally no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

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

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

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

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

PLANNING ASSUMPTIONS AND CONSIDERATIONS

The City of Auburn is located in King and Pierce Counties, in the south Puget Sound area of the State of Washington, approximately 20 miles south of Seattle. Auburn has an area of 29.83 square miles, with 28.17 square miles located in King County and 1.66 square miles located in Pierce County. Approximately 74,860 individuals reside within Auburn, with approximately 67,300 of those living in the King County portion and 7,560 in the Pierce County portion. 2010 Census data showed the population comprised of 49.4% males and 50.6% females. The elevation of the City at Main St. and Auburn Ave. is 84 feet and latitude 47.3072 N; longitude 122.2283 W. The lowest elevation in the city is 43 feet and the highest is 650.

State Route 18, State Route 167 and State Route 164 provide major highway access to the City. The Burlington Northern Santa Fe Railway Company and the Union Pacific Railroad Corporation provide freight rail service. Passenger rail service is limited to commuter trains (see below) although Amtrak does utilize tracks within the City.

Transportation assets in Auburn include the Auburn School District, with their transportation facility located at 615 15th St. SW, which serves their entire district. Public transportation is primarily provided by King County Metro bus services, with a terminal located at the Auburn Transit Station downtown. Pierce County Transit provides morning and evening weekday shuttles between the Lakeland Hills neighborhood in southeast Auburn to the Auburn Transit Station. Sound Transit also provides limited stop regional bus service. Passenger rail service is provided between the cities of Seattle and Tacoma by Sound Transit, with the Sounder commuter train making morning and evening stops at the Auburn Transit Station.

Valley Communications (ValleyCom), located in unincorporated King County, between the cities of Auburn and Kent, WA, provides 911 dispatching services for police and fire response.

The City Maintenance and Operations Division is located at 1305 C Street SW and is responsible for all streets within the City, with the exception of State Highways 18, 167, and 164. The State Department of Transportation (DOT) Highway Maintenance Shop is located at 26620 West Valley Highway, just north of the Auburn city limits. State DOT is responsible for the state highways located within the City.

The City of Auburn is served by four public school districts, only two of which have facilities located inside the City limits (Auburn School District and Federal Way School District). Together, they offer 14 elementary schools, 4 middle schools, and 4 high schools. Other districts providing service in Auburn do not have facilities located within the City limits. Five private schools exist in Auburn, including one boarding school hosting international high school students. Additionally, Green River Community College, with an enrollment of nearly 10,000, is located in Auburn on the east hill. It also serves a large number of international students.

The major employment industries in Auburn are Services (17.9%), Administrative Support staff (15.6%) and Professional (15.3%). The local hospital is the Multicare Auburn Medical Center, located at 202 N Division St. There is also an urgent care facility, operated by MultiCare, located at 202 Cross St. SE. There are three nursing homes, four assisted living/boarding homes, and 15 adult family homes located in Auburn.

Assumptions

1. The King and Pierce County Hazard Identification and Vulnerability Assessments (HIVA) provide information on potential hazards threatening the City. The City does not maintain a separate HIVA but contributes to the county level ones based on their existing processes. Disasters have occurred in the City and will occur again, some with warning and others with no warning at all.

2. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and/or disruption of essential services in the City. These situations may also create significant financial, psychological, and sociological impacts on residents of and visitors to the community and the City governmental organization itself.

3. It is reasonable to assume that, with impending incidents including, but not limited to, storms, floods, and acts of terrorism, warnings will be issued to enable some preparation prior to the event. Other disasters, such as earthquakes and lahars, will come with no advance warning.

4. In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of non-profit organizations, businesses, and residents within the City for initial response operations.

5. The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City

ROLES AND RESPONSIBILITIES

This CEMP identifies responsibilities of City departments, outside agencies, and other organizations.

Emergency Support Functions (ESFs) establish mitigation, preparedness, response, and recovery activities. There is either one department or agency or joint departments or agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1 – 15, and 20 correspond to the Washington State Comprehensive Emergency Management Plan and the National Response Framework numbering system.

A. City of Auburn

   1. General Responsibilities

      The following are basic responsibilities for emergency management operations provided by and through City government. Detailed responsibilities and essential activities are found in the appropriate ESFs and Appendices to this document. Department Standard Operating Procedures (SOPs) or Continuity of Operations (COOP) plans detail how individual departments shall perform their responsibilities as delineated in the Basic Plan, ESFs, and Appendices. Direction, control, and coordination of emergency management activities undertaken in accordance with the City of Auburn CEMP are outlined in SA 1: Direction and Control.

a. The City Council will be convened pursuant to ACC 2.06.040 to perform legislative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
b. The Director of Emergency Management for the City will be appointed by the Mayor. The Director shall be responsible for the organization, administration, and operation of the emergency management organization, and shall serve as incident commander for any occurrence with significant city-wide impact, when so directed by the Mayor.
c. The Emergency Operations Board, comprised of the Mayor and all City Department Heads, shall oversee emergency operations and provide policy recommendations to the City Council during emergency and recovery periods.
d. The Emergency Preparedness Manager shall be appointed by the Emergency Management Director. The Manager shall direct and coordinate development, implementation, and maintenance of all City emergency management related plans. The Manager facilitates coordination with outside agencies and organizations involved in emergency management, provides public education and information related to disasters, and manages the Emergency Operations Center during disasters.
e. The Emergency Management Committee shall be comprised of representatives of each City department, as well as representatives of other public and private entities that have a significant role in emergency management within the City. The Committee is responsible for providing input into all City emergency management related plans and for staffing the Emergency Operations Center during a disaster.
f. Each City department has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery.

2. Limitations

   It is the policy of the City of Auburn that no guarantee of a perfect response system is implied by or should be inferred from this plan. As City assets and systems may be overwhelmed, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time.

3. City Departments:
   a. Ensure that employee work areas are safe, clear of equipment and supplies that may compromise ingress and egress routes, and that no equipment or supplies can injure employees.
   b. Develop Standard Operating Procedures (SOPs) and/or Continuity of Operations (COOP) plans designed to reestablish or maintain department operations after a disaster, including notification of critical personnel, assessment of damage and resources, identification of critical department functions, and estimated time to open for business.
   c. Participate in emergency management training, drills, and exercises to test department and City plans and procedures.
   d. Train department employees on emergency and disaster plans and procedures to ensure operational capabilities to facilitate an effective response. This includes NIMS-mandated training for all non-temporary employees.
   e. Provide department resources (supplies, equipment, services and personnel), as coordinated through the Emergency Operations Center (EOC).
   f. Follow procedures to document all costs associated with disaster response and recovery operations.

B. Local Agencies/Organizations

1. Valley Regional Fire Authority
   a. Provide and/or coordinate all fire suppression, technical rescue, hazardous materials incident response, and emergency medical services in the City.
   b. Assist in providing communications support.
   c. Provide representation to the EOC, if requested, and as resources allow.

2. Auburn School District
   a. Provide public shelter facilities through agreements with the American Red Cross (ARC), if requested and as resources allow.
   b. Conduct damage assessments on school-owned facilities and provide situation reports to the EOC.
   c. Assist with transportation, if requested and as resources allow.
   d. Provide representation to the EOC, if requested and as resources allow.

3. King and Pierce County Emergency Management
   a. Coordinate emergency management activities in the County, protect lives and property, and preserve the environment.
   b. Provide information regarding county-wide activities and resource availability.

4. King and Pierce County Health Departments
   a. Coordinate and provide environmental health services.
   b. Coordinate and provide emergency health services, including, but not limited to, communicable disease control, immunizations, and quarantine procedures.
   c. Advise on public health matters, if requested.
   d. Order quarantines as necessary
   e. Provide a representative to EOC, if appropriate and as resources allow.
   f. Supervise the food and water quality control program.

5. King and Pierce County Sheriff's Offices
   a. Provide assistance with crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities, if requested and as resources allow.

6. King County Metro and Sound Transit
   a. Provide assistance with transportation, if requested and as resources allow.

C. State

1. Emergency Management Division
   a. Through the Washington State CEMP and the State Emergency Operations Center (EOC), coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.
   b. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
   c. Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal

1. Federal Emergency Management Agency (FEMA)
   a. Provide assistance to save lives and protect property, the economy, and the environment.
   b. Facilitate the delivery of all types of Federal response assistance to state and local governments.
   c. Assist states in recovering from an emergency or disaster.

E. Residents and Visitors

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. The City encourages residents and visitors to be self-sufficient for at least 7days in the event of an emergency or disaster.

CONCEPT OF OPERATIONS

A. General

1. The classification of non-charter code city as provided in the Optional Municipal Code Title 35A, Revised Code of Washington, is adopted as the classification for the government of the City of Auburn, Washington. (Ord. 2402 § 1, 1969).

2. The plan of government for the City of Auburn, Washington is the mayor-council plan of government as provided for in the Optional Municipal Code, Title 35A, Revised Code of Washington. (Ord. 2402 § 2, 1969).

3. The Revised Code of Washington (RCW) Chapter 38.52, Emergency Management, empowers local governmental entities to establish a program to deal with emergencies.

4. Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.

5. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries.

6. The City is provided fire protection, technical rescue, hazardous materials response and emergency medical services by the Valley Regional Fire Authority (VRFA).

7. Disaster operations will be in coordination with other local agencies and organizations and conducted or supervised by City personnel. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. Resources obtained from the County, State and from Federal agencies will also be utilized.

8. The Director of Emergency Management, has been delegated the responsibility for the development and maintenance of the City's CEMP and the coordination of emergency preparedness and management activities within the City.

9. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

B. Overall Coordination of Incident Management Activities

1. The Mayor is head of the executive branch and the City Council makes up the legislative branch of City government. The legislative branch of the City is responsible for overall policy direction within the City, and the executive branch is responsible for implementation of that direction.

2. The Director of Emergency Management is appointed by the Mayor (Ord. 6428 § 2013). In that role, he/she oversees and provides policy recommendations to the Mayor and City Council during emergency and recovery periods and is responsible to ensure the development and maintenance of the CEMP.

3. The Director of Emergency Management, or designee, is responsible for directing all emergency management operations and programs throughout City government and preserving City records.

4. Emergency management activities are conducted so as to follow the Incident Command System (ICS) to the maximum extent possible.

C. Concurrent Implementation of Other Plans

The CEMP is the core plan for emergency management. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources of direct assistance and operational support through the EOC that the City may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

1. The Basic Plan presents the policies, and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.

2. The Appendices describe emergency management activities and give details supporting the Basic Plan.

3. The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

4. Other plans, authorities, protocols, and guidance that may be used before, during, or after disasters and emergencies within the City of Auburn include:
   a. City of Auburn Emergency Management Duty Officer Manual
   b. City of Auburn EOC Manager Manual
   c. City of Auburn Continuity of Operations Plans (by individual departments)
   d. King and Pierce County Hazard Identification and Vulnerability Assessments
   e. King and Pierce County Regional Hazard Mitigation Plans
   f. King and Pierce County Comprehensive Emergency Management Plans
   g. Washington State Comprehensive Emergency Management Plan
   h. National Response Framework

D. Organizational Structure

The day-to-day organizational structure of departments will be maintained; to the extent it is practical to do so, for major emergency and disaster situations, with the understanding that all departments have an obligation to assign personnel to the Emergency Operations Center (EOC) and the labor pool as requested. All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.

E. Principal Incident Management Organizational Elements

Various City departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies. Each department is responsible for keeping track of its available personnel and equipment and reporting availability directly to the EOC during an activation. These include the following:

1. Administration
    a. The Director of Emergency Management is responsible for overall Incident Command activities during a disaster or large-scale emergency when so directed by the Mayor. He/she has the responsibility to lead the Emergency Management Board to oversee the event as appropriate.
    b. Public Affairs Division is responsible for coordinating public information activities related to a disaster or emergency, including operation of a Joint Information Center (JIC) if needed.
    c. Emergency Management Division is responsible for coordination with internal and external stakeholders and EOC management.
    d. Human Services Division coordinates post-disaster recovery efforts for residents.
    e. Facilities Division oversees all buildings owned by the city and is responsible for conducting rapid damage assessments of them as well as coordinating emergency and long-term repairs.

2. Police Department
    a. Provides law enforcement services within the City, as well as rapid damage assessments during disasters.

3. Community Development and Public Works Department (CDPW)
    a. Maintenance and Operations and Engineering maintain all City-owned critical infrastructure, including streets, water, sanitary sewer, storm drainage, dikes and bridges within the city. Responsible for conducting rapid damage assessments on City owned facilities during disasters and emergencies.
    b. Community Development Services is responsible for organizing and conducting both rapid damage assessment and detailed building inspections of both City owned facilities and those critical to the needs of the community at large.

4. Parks, Arts, and Recreation Department
    a. Open and operate disaster shelters for City employees and the general public, as well as to provide support to CDPW in some areas.

F. Emergency Response and Support Teams (Field Level)

Trained and certified federal teams described in the Concept of Operations of the National Response Framework may be available to assist in incident management, setup of response facilities, and to provide additional expertise and capability. They include representatives from the federal Emergency Support Functions. They will integrate into the Joint Field Office when it is established.

G. Defense Support of Civil Authorities

1. The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies to assist.

2. DOD support is described in the Concept of Operations of the National Response Framework (NRF). DOD responds to requests for assistance during disasters and emergencies when local, state or federal resources are overwhelmed. This support is provided on a reimbursable basis.

3. Emergency Support Function (ESF) 20 details the Department of Defense (DOD) support that is available.

H. Law Enforcement Assistance

The Auburn Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and letters of mutual support exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through the EOC, when activated, with the understanding that in a significant regional event, outside assistance will not be available for some time.

Law enforcement support that may be available to deploy to the City of Auburn during disasters and emergencies includes, but is not limited to, the following:

1. Local Agencies (mutual aid/notices of consent)
   a. Pacific Police Department
   b. Algona Police Department
   c. Kent Police Department
   d. Federal Way Police Department
   e. Sumner Police Department

2. County Agencies (mutual aid/notices of consent)
   a. King County Sheriff
   b. Pierce County Sheriff

3. State Agencies
   a. Washington State Patrol
   b. Washington National Guard

4. Federal Agencies
   a. FBI
   b. BATF
   c. Secret Service
   d. Federal Protective Services
   e. Department of Homeland Security

   These are federal government resources described in the Concept of Operations of the National Response Framework. Federal agencies may be requested to provide public safety and security during disasters and emergencies. ESF #13 provides guidance on the integration of resources to support incident management functions.

INCIDENT MANAGEMENT ACTIONS

It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

When a major emergency or disaster occurs, departments shall use the following general checklist as a basis for managing their disaster operations:

1. Establish Incident Command following procedures established by each department.
2. Report to a pre-determined site to manage department operations.
3. Account for personnel.
4. Assess damages to facilities and resources.
5. Assess personnel and resources available.
6. Assess problems and needs.
7. Report the situation, damages, and capabilities to the EOC.
8. Send designated department representatives to the EOC.
9. Carry out department responsibilities and assigned tasks.
10. Continue assessment of and report to the EOC regarding department resources, needs, damages, actions etc.
11. Keep detailed and accurate records, document actions, costs, situations, etc.

A. Notification and Assessment

1. Federal, State, local, tribal, private-sector, and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The established communication channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Auburn is through King or Pierce County Emergency Management (or their respective EOC/DOC, if activated) to the Washington State Emergency Management Division (or the Washington State Emergency Operations Center, if activated).

2. Suspicious activity, terrorist threats, and actual incidents with a potential or actual terrorist nexus are to be reported immediately to the regional Joint Terrorism Task Force (JTTF) in Seattle. The FBI will make subsequent notifications to other federal and state agencies as appropriate.

B. Activation

It is the mission of the City to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be followed:

1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOPs) and Continuity of Operations Plans.

2. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.

3. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

4. The Mayor, Director of Emergency Management, or designees may activate the EOC. Any City department may also request that the EOC be activated. Additionally, the EOC may be activated at the request of an outside agency such as King or Pierce County Emergency Management or other governmental entity to support their operations, subject to approval by the Mayor, Director of Emergency Management, or designees when the level of operations requires it. Requested staff will report to the EOC to coordinate response efforts and support field operations. The EOC will be activated at a level appropriate to the specific emergency or disaster.

5. The City's primary EOC is located at 1 E Main St., Suite 380. The designated alternate EOC location is the Auburn Justice Center at 340 E Main St., Suite 201.

6. In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

7. Any City facility may be utilized as an EOC in the event that the primary and alternate sites are rendered unusable by the event.

8. Each Department has one or more designated Department Operations Centers (DOCs). Department personnel are to respond to these centers as directed in their departmental emergency plans. DOC locations are:

   - Administration (City Hall): 25 W Main St.
   - Legal Department (City Hall): 25 W Main St.
   - Public Works M&O: 1305 C St. SW
   - Community Development and Public Works (Annex): 1 E Main St., 2nd Floor
   - Parks Admin: 910 9th St. SE
   - Parks Maintenance: 1401 C St. SW

- Police: 340 E Main St., Suite 201
- Finance (Annex): 1 E Main St., 3rd Floor
- HR/Risk/Property Management (City Hall): 25 W Main St.
- Innovation & Technology (Annex): 1 E Main St., 3rd Floor

A map is provided to each employee in their disaster backpack that includes these locations.

C. Requests for Assistance

When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibility into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid agreements, through the King County Zone 3 Coordinator, through King or Pierce County Emergency Management, or directly from the State Emergency Operations Center. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC (if activated). Resources to support City operations may be placed at staging areas until specific assignment can be made.

D. Pre-Incident Actions (Preparedness and Mitigation)

Preparedness involves taking steps to ready the City and the community for emergencies and disasters while mitigation involves actions taken to protect lives and property.

1. Long term mitigation activities, both pre- and post-disaster, are covered in detail in the King County Regional Hazard Mitigation Plan (RHMP), to which the City is a signatory. Auburn's portion of the RHMP includes detailed lists of prioritized activities that can be taken to reduce risk in the community.

2. Public Health and Safety: Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Health and Human Services (HHS) and State and local public health officials.

3. Responder Health and Safety: The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is key to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

4. Property and the Environment: Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include, but are not limited to, sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

5. Specific preparedness activities for each department include:
   a. Establish policies and procedures for department chain of command and succession of authority.
   b. Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.
   c. Identify and obtain necessary equipment and supplies which may be needed to manage department activities.
   d. Identify the information needed to manage department activities including how it will be gathered, stored, and accessed.
   e. Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.
   f. Encourage development of employee response teams from within their department.
   g. Establish procedures to ensure the ability to activate personnel on a 24-hour basis.
   h. Make staff available, when requested by the Director of Emergency Management or Emergency Preparedness Manager, or EOC Manager, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.
   i. Maintain an updated inventory of key department personnel, facilities, and equipment resources.

E. Response Activities

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During the event, the Director of each department, with concurrence of the Director of Emergency Management, shall:

1. Assess the impact of the event on department personnel, facilities, equipment, and capabilities.

2. Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.

3. Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.

4. In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

5. Response actions may also include immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety. Though the City does not have the direct capability to perform all of these functions, it will take steps to ensure that the functions are carried out as needed.

6. During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and are closely coordinated with the law enforcement effort to facilitate the collection of evidence without impacting ongoing life-saving operations.

7. In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.

F. Recovery Activities

Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.

All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC is guided by SOPs. Following the event, the Director of each department, with the concurrence of the Director of Emergency Management, shall:

1. Continue to report any observed damage and assess community needs.

2. Prioritize recovery projects and assign functions accordingly.

3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

4. Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.

5. Assist in establishing disaster assistance offices to aid private businesses and residents with individual recovery.

6. Assess special community needs and provide information and assistance, as deemed appropriate.

G. Demobilization

When the Director of Emergency Management or designee determines that activation of the EOC is no longer required, he/she will disseminate instructions for demobilization from emergency management activities at the conclusion of an event. Planning for demobilization will commence upon initial activation of the EOC.

ONGOING PLAN MANAGEMENT AND MAINTENANCE

A. Coordination

Ongoing plan management and maintenance requires coordination with the whole community. The City of Auburn Emergency Preparedness Manager will coordinate with all agencies and organizations that have a role in incident response management for the development and execution of policy, planning, training, equipping, and other preparedness activities. This will primarily be achieved through the use of the City's Emergency Management Committee, which includes representatives from the City, neighboring cities, the Muckleshoot Tribe, and various non-profit and private organizations located within Auburn.

B. Plan Maintenance

1. The Emergency Preparedness Manager will ensure that exercises of this plan are conducted on an annual basis, except in years when there are actual EOC activations. EOC activations will be used in lieu of exercises for plan evaluation and maintenance purposes.

2. After-action reviews (AAR) will be conducted for all EOC activations and exercises for the purpose of identifying lessons learned and incorporating them into future plan updates. AARs will include corrective action plans as necessary.

3. This plan will be completely updated every four years (at a minimum), with supplemental updates done as the need arises. The complete update will be submitted to the Washington State Emergency Management Division for review prior to formal adoption.

C. NIMS Integration

1. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-profits to effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

2. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology.

3. It is the policy of the City of Auburn that all emergency management activities will be conducted in accordance with NIMS and that the City will remain fully compliant with NIMS.

REFERENCES

1. City of Auburn – Ordinance 6088, 2007, Emergency Preparedness

2. City of Auburn – Ordinance 6428, 2013, Director of Emergency Management
3. City of Auburn Duty Officer Manual
4. City of Auburn EOC Manager Manual
5. King County Hazard Identification and Vulnerability Assessment
6. King County Comprehensive Emergency Management Plan
7. King County Regional Coordination Framework
8. Pierce County Hazard Identification and Vulnerability Assessment
9. Pierce County Comprehensive Emergency Management Plan
10. RCW 35.33.081, Emergency Expenditures- Nondebatable Emergencies
11. RCW 35.33.101, Emergency Warrants
12. RCW 38.52, Emergency Management
13. RCW 38.56, Intrastate Mutual Aid System
14. RCW 39.34, Interlocal Cooperation Act
15. RCW 43.43, Washington State Patrol -State Fire Services Mobilization Plan
16. RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
17. WAC 118-04, Emergency Worker Program
18. WAC 118-30, Local Emergency Management/Services Organizations, Plans & Programs
19. WAC 296-62, General Occupational Health Standards
20. Washington State Comprehensive Emergency Management Plan
21. Public Law 93-288, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
22. Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
23. Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know
24. Title 44, CFR, Section 205.16 – Nondiscrimination
25. National Response Framework
26. National Incident Management System

ATTACHMENTS

None.

APPENDICES

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APPENDIX 1: DEFINITIONS

Term	Description
ACCESS (A Centralized Computer Enforcement Service System)	Statewide law enforcement data network controlled and administered by the Washington State Patrol. Used primarily for law enforcement functions, this network also provides the capability to send warning and notification of emergencies from state and federal organizations to local jurisdictions.
Administration and Finance Chief	Responsible for all costs and financial/administrative considerations of the incident. Part of the Command and General Staff, reporting to the Incident Commander.
After Action Report (AAR)	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
Amateur Radio Emergency Service (ARES)	The American Radio Relay League (ARRL) public service arm for providing support primarily to non-government agencies during an emergency/disaster. A primary user of the ARES is the American Red Cross.
AMBER Alert	Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system.
American Red Cross (ARC)	Non-profit organization that provides support of mass care, sheltering, communication, and other services in times of disaster. Relies on volunteers to carry out operations.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.
Appendix	An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples: non-critical lists such as phone lists or annual lists of events.
Area Command	An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. May be established at an EOC or at some location other than an ICP.
Call Center Supervisor	Volunteer or staff member assigned to supervise call takers.
Call Takers	Volunteers or staff assigned to answer phones in either the EOC or the public call center.

Term	Description
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Command Staff	The Command Staff consists of the Safety Officer, Liaison Officer, and Public Information Officer, who report directly to the Incident Commander.
Communications Unit	In incident command structure, responsible for providing communication services at an incident, whether it be by phone, radio, in person, etc…
Comprehensive Emergency Management Network (CEMNET)	Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.
Comprehensive Emergency Management Plan (CEMP)	A required plan which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Concept of Operations (CONOPS)	User-oriented document that describes the characteristics for a proposed asset or system from the viewpoint of any individual or organizational entity that will use it in their daily work activities or who will operate or interact directly with it.
Continuity of Government (COG)	Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations (COOP)	An internal effort within individual components of a government to ensure the capability exists to continue essential functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
COOP Emergency Response Team	The individuals, identified by position, within the jurisdiction that are responsible for ensuring the essential functions are performed in an emergency and for taking action to facilitate that performance.
Critical Customers	Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.
Debrief/Debriefing	A meeting held after an event or disaster to discuss what happened, lessons learned and to discuss what may or may not be shared with the public.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Duty Officer	Generally refers to the person designated to intake and assess emergency events on a 24/7 basis.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.

Term	Description
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Disaster assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.
Disaster Recovery Center (DRC)	A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.
Donated Resources	Volunteer labor, donated equipment, and donated materials. If tracked appropriately, may be used to satisfy the matching requirements of federal disaster relief funds.
Emergency Alert System (EAS)	A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.
Emergency Management	The preparation for and the carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.
Emergency Management Director	The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.
Emergency Communications Team (EmComm)	City of Auburn volunteers trained to manage communications functions, including phones, radios, and social media.
Emergency Coordination Center (EOC)	See Emergency Operations Center.
Emergency Management Assistance Compact (EMAC)	Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident.
Emergency Management Committee (EMC)	The EMC is responsible for participating in the emergency management planning process, as well as to provide trained and qualified individuals to carry out coordination functions during and event. Each department is required to have at least one representative on the committee. The committee will also include public and private agencies whom have direct responsibilities within the CEMP.
Emergency Management Division (EMD)	Washington State Emergency Management Division, responsible for coordinating state-wide emergency management activities.

Term	Description
Emergency Medical Services (EMS)	Emergency Medical Services provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.
Emergency Operations Center (EOC)	A central location from which overall direction, control, and coordination of a single community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.
Emergency Operations Center Manager	The staff person assigned to manage the EOC during an activation or exercise.
Emergency Operations Plan (EOP)	See Comprehensive Emergency Management Plan.
Emergency Protective Measures	Actions taken by jurisdictions before, during, and after a disaster to save lives, protect public health, and to prevent damage to improved public and private property.
Emergency Support Function (ESF)	Emergency Support Functions are functional annexes to the basic Comprehensive Emergency Management Plan. They outline the general guidelines by which organizations will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.
Emergency Work	Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.
Emergency Worker	Emergency worker means any person, including but not limited to, an architect registered under Chapter 18.08 RCW, a professional engineer registered under Chapter 18.43 RCW, or a volunteer registered under RCW 38.52/WAC 118.04 who is registered with a local emergency management organization for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.
Essential Functions	Those functions, stated or implied, that jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.
Essential Operations	Those operations, stated or implied, that state departments and local jurisdictions are required to perform by stature or executive order or are otherwise deemed necessary.
Essential Personnel	Staff of the department or jurisdiction that are needed for the performance of the organization's mission-essential functions.
Evacuation	A protective action which involves leaving an area of risk until the hazard has passed.

Term	Description
Event	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g. parades, concerts or sporting events.
Facility	Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
Federal Disaster Declaration	See Presidential Declaration.
Federal Emergency Management Agency (FEMA)	Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for state and local emergency management agencies, manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.
Finance/ Administration Section	Responsible for all costs and financial/administrative considerations of the incident. Section Chief reports directly to the Incident Commander.
First Responders	Those in occupations that require they respond immediately to an emergency event. Example: firefighters, law enforcement officers, emergency medical services personnel, public works.
Force Account	A jurisdiction's own labor forces and equipment.
Government Emergency Telecommunications Service (GETS)	A service providing priority access telephone dialing during circuit overload conditions.
Governor's Proclamation of a State of Emergency	A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Identification and Vulnerability Analysis (HIVA)	The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.
Hazard Mitigation	Any measure that will reduce or prevent the damaging effects of a hazard.
Hazmat	Hazardous Materials
Hazmat Team	Team with specialized training to response to hazardous materials incidents.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.
Incident Action Plan (IAP)	The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.
Incident Command Post (ICP)	A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; usually collated with the incident base.

Term	Description
Incident Command System (ICS)	The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of coordinating the response to any event. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS). An equivalent and compatible all-hazards, on-scene, functional management system.
Incident Commander (IC)	The individual responsible for the management of operations at the scene of an incident.
Incident Period	The time span during which an incident or event occurs.
Incidents of National Significance	Those high-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. All Presidential declared disasters are considered Incidents of National Significance.
Individual Assistance (IA)	Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.
Integrated Public Alert & Warning System (iPAWS)	It is a modernization and integration of the nation's alert and warning infrastructure. Provides public safety officials with an effective way to alert and warn the public about serious emergencies using EAS, WEA, NOAA and other public alerting systems from a single interface.
Interoperable Communications	Alternate communications that provide the capability to perform minimum essential departmental or jurisdictional functions, in conjunction with other agencies, until normal operations can be resumed.
Joint Information Center (JIC)	A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents. May also be conducted virtually.
Liaison Officer	The point of contact for assisting or coordinating agencies.
Local Emergency Declaration	A proclamation by the Mayor or his/her designee in accordance with RCW 36.40.180 and 38.52.070(2) which activates the City of Auburn Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52.
Local Emergency Planning Committee (LEPC)	A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986. As the planning body for preparing local hazardous materials plans.
Local Resources	The combined resources, of the type needed to respond to a given hazardous event, of the City and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted.

Term	Description
Logistics Chief	In the incident command structure, responsible for resource management and responding to resource requests. Oversees Logistics Section. Reports directly to the Incident Commander.
Logistics Section	In Incident Command structure, responsible for providing facilities, services, and materials for an incident or event.
Major Disaster	As defined in the Stafford Act, "Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
Message Controller	A volunteer or staff member charged with recording and distributing paper based messages in the EOC or public call center.
Message Distributors	In the Incident Command structure, responsible for routing information about resources reporting to the incident, resource status, and administrative and tactical traffic
Military Department	Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.
Mitigation	Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.
Multi-Agency Coordination (MAC)	A system by which multiple agencies coordinate response and limited resources.
Mutual Aid Agreement (MAA)	A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.
National Incident Management System (NIMS)	A concept that provides for a total approach to all risk incident management; NIIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
National Response Framework (NRF)	The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

Term	Description
National Warning System (NAWAS)	The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
NORTHCOM	Military structure that provides command and control of Department of Defense (DOD) homeland defense efforts and coordinates defense support of civil authorities.
Objectives	The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.
Officer	The Incident Command title for individuals responsible for Public Information. Liaison and Safety.
Operational Period	In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan
Operations Chief	In an incident command structure, a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders. Oversees the Operations Section. Reports to the Incident Commander.
Operations Sections	In an Incident Command structure, responsible for all tactical operation at the incident.
Order of Succession	The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.
Plan Maintenance	Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.
Planning Chief	In an incident command structure, responsible for situation analysis and anticipating future response or recovery needs and activities. Oversees the Planning Section. Reports directly to the Incident Commander.
Planning Section	In incident command structure, responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of IAPs
Preliminary Damage Assessment (PDA)	The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to , and recover from domestic incidents. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
Presidential Disaster Declaration	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

Term	Description
Public Assistance (PA)	Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, tribes, or eligible private, nonprofit organizations.
Public Information Officer (PIO)	The person designated and trained to coordinate disaster related public information and media relations.
Radio Amateur Civil Emergency Service (RACES)	Volunteer ham (amateur) radio operators who provide reserve communications within government agencies in times of extraordinary need. Although the exact nature of each activation will be different, the common thread is communications.
Radio Operators	Staff or volunteers assigned to operate radios in the EOC radio room or in the field.
Radio Room Supervisor	Staff member or volunteer assigned to supervise the people and activities in the EOC radio room.
Recovery	A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
Regional Coordination Framework (RCF)	A mutual aid agreement specific to King County, which encompasses government agencies, non-profit organizations, and private businesses.
Response	The actual provision of services during an event. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.
Robert T. Stafford Disaster Relief and Emergency Assistance Act	(Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.
Search and Rescue (SAR)	The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE.

Term	Description
Shelter in place	A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.
Stafford Act	See **Robert T. Stafford Disaster Relief and Emergency Assistance Act.**
Staging Area	In an Incident Command structure, the location where incident personnel and equipment are assigned on an immediately available status.
Task Force	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
Technical Specialist	Personnel with special skills who are activated only when needed.
Terrorism	The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.
Unified Command	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members fo the Unified Command, to establish a common set of objectives and strategies and a single IAP.
Urban Search and Rescue (USAR)	Locating, extricating, and providing for the immediate medical treatment of victims.
Urban Search and Rescue task force	A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.
US-NORTHCOM	See NORTHCOM.
Warning and Information	Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.
Washington State Mutual Aid Agreement (WAMAC/WAMAS)	Mutual aid agreement covering all cities, counties, and state agencies in Washington State.
Weapon of Mass Destruction (WMD)	Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

APPENDIX 2: ACRONYMS

APD – Auburn Police Department
ARC - American Red Cross
ARES - Amateur Radio Emergency Services
ARNORTH – Army component of NORTHCOM.
CCU – Valley Crisis Communications Unit
CDPW – Community Development and Public Works Department
CEMP - Comprehensive Emergency Management Plan
CERT – Community Emergency Response Team
COAD – Community Organizations Active in Disasters
COOP – Continuity of Operations Plan
DHS – Department of Homeland Security
DOC – Department Operations Center
DOD -United States Department of Defense
DOT – Department of Transportation
DSCA – Defense Support of Civil Authorities
DSHS - Department of Social and Health Services
EAS - Emergency Alert System
EMCOMM – Emergency Communications Team
EMD - Washington State Emergency Management Division
EMS - Emergency Medical Services
EOC - Emergency Operations Center
ESF - Emergency Support Function
FAA - Federal Aviation Administration
FEMA - Federal Emergency Management Agency
HHS – Health and Human Services
HIVA -- Hazard Identification and Vulnerability Assessment
HSEEP – Homeland Security Exercise and Evaluation Program
HSOC – Homeland Security Operations Center (DHS)
HSPD – Homeland Security Presidential Directive
IC - Incident Commander
ICP - Incident Command Post
ICS - Incident Command System
iPAWS – Integrated Public Alert and Warning System
IT – Innovation and Technology Department
JIC -Joint Information Center
JOC – Joint Operations Center
JTTF – Joint Terrorism Task Force
LEPC - Local Emergency Planning Committee
MAMC – Multicare Auburn Regional Medical Center
MRC - Medical Reserve Corps
MSCA -Military Support to Civil Authorities
MYN – Map Your Neighborhood
NAWAS - National Warning System
NIMS - National Incident Management System
NOAA - National Oceanic Atmospheric Administration
NORTHCOM – US Northern Command
NRF – National Response Framework
NWACP - Northwest Area Contingency Plan
NWS – National Weather Service
PDA -Preliminary Damage Assessment
PIO - Public Information Officer
PSAP - Public Safety Answering Point (911 answering point)
RCF – King County Regional Coordination Framework
RCW -Revised Code of Washington
RHMP – Regional Hazard Mitigation Plan
SAR - Search and Rescue
SARA – Superfund Amendments and Reauthorization Act
SBA - Small Business Association
SOP - Standard Operating Procedures
TNET – Tahoma Narcotics Enforcement Team
UC - Unified Command
USCG - United States Coast Guard
USAR - Urban Search and Rescue
ValleyCom – Valley Communications Center (local PSAP/911 center)
VNET – Valley Narcotics Enforcement Team
VRFA – Valley Regional Fire Authority
WAC - Washington Administrative Code
WAMAS – Washington State Mutual Aid System
WMD - Weapons of Mass Destruction
WSDOT - Washington State Department of Transportation

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APPENDIX 3: AUTHORITIES AND REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Auburn Comprehensive Emergency Management Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

Codes and Regulations

City of Auburn
- Auburn City Code 2.75, Emergency Preparedness

Washington State
- RCW 10.93, Washington Mutual Aid Peace Officers Power Act
- RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies
- RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
- RCW 35.33.101, Emergency Warrants
- RCW 35.33.111, Forms – Accounting –Supervision by state
- RCW 35A.38, Emergency Services
- RCW 38.52, Emergency Management
- RCW 38.52.020, Declaration of policy and purpose
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
- RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
- RCW 38.56, Intrastate Mutual Aid System
- RCW 39.34, Interlocal Cooperation Act
- RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction
- RCW 42.12, Vacancies
- RCW 42.14, Continuity of Government Act
- RCW 43.21 G, Energy Supply- Emergencies and Alerts
- RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
- RCW 47.68.380, Search and Rescue
- RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
- RCW 68.50.010, Coroner's Jurisdiction over Remains
- Section 7 of Article VIII of Washington State Constitution
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
- WAC 296-62, General Occupational Health Standards

Federal
- Comprehensive Preparedness Guide 101 – A guide for All-Hazard Emergency Operations Planning
- Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
- Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA)of 1986, Title III, Emergency Planning and Community Right to Know
- Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
- Title 44, CFR, Section 205.16 – Nondiscrimination

Plans

City
- Auburn Police Department – Standard Operating Procedures
- City of Auburn Duty Officer Manual
- City of Auburn EOC Manager Manual

County
- King County Hazard Identification and Vulnerability Assessment
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Pierce County Hazard Identification and Vulnerability Assessment
- Pierce County Comprehensive Emergency Management Plan

State
- Washington State Comprehensive Emergency Management Plan
- Washington State Department of Transportation Disaster Plan
- Washington State Emergency Communication Development Plan
- Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal
- American Red Cross Disaster Plan
- American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Amendments Act of 2008, Public Law 110-325
- National Response Framework
- Interstate Mutual Aid Compact
- National Search and Rescue Plan
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Comprehensive Preparedness Guide 101 v2 Guide for All-Hazard Emergency Operations Planning

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Auburn (City) employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

CONCEPT OF OPERATIONS

The Emergency Preparedness Manager will be responsible for ensuring that City staff receives training in specific emergency management skills and related professional development.

Public education programs will be made available upon request, and as resources permit, to all segments of the community to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. The Emergency Management Division will work with public and private partners to offer the following programs:

- Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculty, and school administrators. The development, standardization, and practice of emergency plans will be encouraged.

- Community Groups: Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to participate in Community Emergency Response Team (CERT) and Map Your Neighborhood (MYN) programs to build disaster response and organizational skills designed to increase neighborhood resiliency.

- Businesses and Non-Profits: Information on local hazards and how to prepare for and respond to their effects will be provided to the business and non--profit communities. These communities will be encouraged to engage in business resumption and contingency planning, as well as CERT training.

- City Employees: Information on local hazards and how to prepare for their effects will be provided to City employees. CERT training (or components of CERT training) will also be made available to them.

The City will utilize the full-range of exercise types including discussion, tabletop, functional, and full-scale exercises.

Each City department is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP) and in the department-specific standard operating procedures (SOPs) or Continuity of Operations (COOP) Plan. The Emergency Management Division will regularly offer training on the CEMP and will assist departments in SOP and/or COOP training.

Every non-temporary City employee and elected official is required to complete ICS 100 (or G402 for elected officials) and IS 700 training within six months of hire to ensure the City's continued compliance with NIMS. The Emergency Management Division will offer the courses as-needed and will assist employees with taking them on-line..

Certain City employees are required to complete more advanced levels of NIMS compliant ICS training. This includes:

- Supervisors: ICS 200
- Mid-Level Managers and designated EOC Section Chiefs: ICS 300 and IS 800,
- Senior Managers/Department Directors, designated Incident Commanders and EOC Managers: ICS 400
- EOC Section Chiefs/Incident Commands/EOC Managers: FEMA position specific and/or IEMC training,

Generally, an employee is required to complete each new level of training within 6 months of being hired or promoted. The Emergency Management Division will identify these employees and provide them with information on upcoming training opportunities as appropriate. The City will use outside resources to provide specialized training, if appropriate.

The Emergency Preparedness Manager, in coordination with the Director of Emergency Management, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.

RESPONSIBILITIES

A. City of Auburn

1. City Departments
   a. Develop SOPs or COOPs that define employees' operational responsibilities during an emergency or disaster.
   b. Provide necessary training, in coordination with the Emergency Management Division, to enable employees to carry out those responsibilities.
   c. Provide input for after-action and corrective action reports.

2. Emergency Management Division
   a. In coordination with the Director of Emergency Management and outside agencies as appropriate, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employee training.
   b. In coordination with all City Departments and outside agencies as appropriate, coordinate the writing and dissemination of exercise related after-action reports, including recommended corrective action measures.
   c. Design, coordinate, evaluate and report corrective actions in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

B. Local Organizations

1. Valley Regional Fire Authority (VRFA)
   a. As requested, assist the Emergency Management Division in the design, implementation, and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and to ensure coordination of efforts during a real event.

2. Multicare Auburn Medical Center (MAMC)
   a. As requested, assist the Emergency Management Division in the design, implementation, and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and to ensure coordination of efforts during a real event.

3. All other support agencies
   a. Participate in training and exercises, if requested and as resources allow.

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APPENDIX 5: DISTRIBUTION LIST

NAME	DEPARTMENT OR AGENCY	PLAN #
Nancy Backus	Mayor	1
Rich Wagner	Deputy Mayor	2
John Holman	Councilmember	3
Claude DaCorsi	Councilmember	4
Wayne Osborne	Councilmember	5
Largo Wales	Councilmember	6
Bill Peloza	Councilmember	7
Yolanda Trout	Councilmember	8
Bob Lee	Police Chief	9
Rob Roscoe	Director of HR/Risk & Property Mgt	10
Shelley Coleman	Finance Director	11
	IT Director	12
Dan Heid	City Attorney	13
Kevin Snyder	CDPW Director	14
Daryl Faber	Parks, Arts & Recreation Director	15
Jeff Tate	CDPW Asst. Director, Planning	16
Sarah Miller	Emergency Management [EMC]	17
EOC	Emergency Management	18
EM Office	Emergency Management	19
Randy Bailey	CDPW Asst. Director, M&O [EMC]	20
		21
Ingrid Gaub	CDPW Asst.Director, Engineering [EMC]	22
Jeff Dixon	Planning Manager [EMC]	23
Aaron Barber	Emp Rel/Compensation Mgr [EMC]	24
		25
Tom Ushing	Building Division Manager [EMC]	26
Mike Hirman	Police Commander [EMC]	27
Brian Petty	Recreation Manager [EMC]	28
Patrick Mamaril	Support Specialist [EMC]	29
Dana Hinman	Public Affairs/Marketing Manager [EMC]	30
Bob Brooks	Financial Planning Manager [EMC]	31
Mike Miller	Parks Maintenance Manager [EMC]	32
		33
Lisa Moore	Facilities Manager	34
Michael Hursh	Director of Administration/EM Director	35
Neil Wachter	Asst City Attorney [EMC]	36
Radine Lozier	Senior Center Supervisor	37
Chris James	Police Records Manager	38
		39
Mike Gerber	VRFA	40

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EMERGENCY SUPPORT FUNCTIONS

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ESF 1: TRANSPORTATION

LEAD: Community Development and Public Works (CDPW)

SUPPORT: City: Innovation & Technology (GIS)
Police
Parks, Arts, and Recreation
Emergency Management

Local: Auburn School District

County: King County Transportation Department
Pierce County Transportation Department
King County Metro Transit
Sound Transit

State: Washington State Department of Transportation
Washington State Emergency Management Division

INTRODUCTION

A. Purpose

1. To provide guidance and direction to ensure effective coordination and utilization of the transportation system during emergency situations.

2. To provide identification of emergency transportation routes for the movement of people and materials.

3. To provide for the coordinated evacuation of the population from an area of high risk in the event of a threatened hazard.

B. Scope

This Emergency Support Function (ESF) addresses emergency transportation issues including capabilities, routes, and resources needed for the ability to deliver relief services, supplies, and the ability to move people.

POLICIES

A. The Transportation Coordinator in the Emergency Operations Center (EOC), with assistance from internal departments and outside support agencies, has primary responsibility for emergency transportation activities within the City of Auburn.

PLANNING ASSUMPTIONS

A. The Community Development and Public Works Department (CDPW) will provide a representative to the EOC who will serve as Transportation Coordinator. This will generally be an employee from the Transportation Section of the Engineering Division.

B. The Transportation Coordinator will coordinate transportation activities within the City.

C. Transportation infrastructure may sustain significant damage in a disaster. The damage will influence the means and accessibility level for relief services and supplies.

D. Disaster responses which require transportation capacity may be difficult to coordinate effectively immediately following an emergency or disaster.

E. The requirement for transportation capacity during the immediate life saving response phase may exceed the availability of City readily obtained assets.

F. Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions (cities and counties) will act to restore transportation systems and equipment on a priority basis.

G. Metro Transit, Sound Transit, and the Auburn School District may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses, vans, or trains upon request of the City.

CONCEPT OF OPERATIONS

A. The CDPW Department shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The department shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.

B. As the extent and transportation needs resulting from an emergency or disaster are identified, the Transportation Coordinator, in conjunction with CDPW Department, will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency or disaster.

C. If local capabilities in meeting transportation needs are exceeded, additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private vendors. Requests for additional assistance should be coordinated through the Transportation Coordinator.

RESPONSIBILITIES

A. City of Auburn

1. All City Departments
   a. Designated staff report to the EOC for duty
   b. Notify EOC of observed and reported damage to the transportation system.
   c. Provide transportation resources and support, as requested and available.

d. Maintain accurate records of all personnel and equipment usage time to facilitate reimbursement.
e. Support recovery efforts as identified in the SOPs.
f. Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of local plans and procedures.
g. Provide situation and status reports, as requested.
h. Participate in debriefing and critiques organized by the Emergency Management Division or individual City departments.

2. Community Development and Public Works Department
   a. Develop policies and procedures to ensure delivery of adequate fuel sources for City resources during an event.
   b. Identify emergency routes and alternative methods of transportation to be used during an emergency.
   c. Maintain an inventory of equipment (signs, barricades, paints, etc.) that is readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster.
   d. Maintain a list of transportation assets owned by the City (buses, vans, etc.) and organizations with which the City has mutual aid agreements, as well as organizations that might have transportation assets available to the City for use during an emergency or disaster.
   e. Establish a system for dispatching and tracking repair crews and equipment hours of work/use.
   f. Provide a representative to serve as the Transportation Coordinator in the EOC.
   g. Coordinate operational strategies with county and state transportation systems to ensure an integrated approach to transportation issues.
   h. Immediately notify the EOC of partial or total road closures and detours.
   i. Place signs, barricades, and traffic control devices, as needed, to promote orderly traffic flow and protect the public from unsafe conditions.
   j. Arrange for delivery of emergency fuel sources.
   k. Coordinate assessment and reporting of damage to streets, bridges, and other transportation routes.
   l. Select detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
   m. Provide for the safe and effective operation of streets and walkways through debris removal.
   n. Conduct minor street and structure repair as directed by CDPW DOC or the EOC.
   o. Decide when to re-open closed roads and coordinate activities necessary to accomplish this.
   p. Request additional resources or assistance through mutual aid agreements, existing contracts, or the EOC.
   q. Arrange for needed City vehicle maintenance and support.
   r. Conduct detailed assessment of all streets, bridges, and other transportation routes.
   s. Develop a list of all damaged transportation facilities, establish priorities, and estimate repair costs.
   t. Coordinate the return of the transportation system to normal operations.

3. Innovation & Technology – GIS Division
   a. Work with CDPW Department to determine types of maps needed during an event.
   b. Ensure that the EOC is supplied with current paper maps related to transportation; coordinate the number, type, and geographic section with the transportation section of the CDPW Department. Maps will be printed and stored at the CDPW DOC as well as the EOC.
   c. Ensure that electronic maps related to transportation are kept updated and readily available for emergency purposes.
   d. Create and print additional maps as directed by the Transportation Coordinator during an event.
   e. Update existing maps to reflect any permanent changes to the transportation system that resulted from the event.

4. Parks Department
   a. Coordinate with the CDPW Department to supplement their work force during an event.
   b. In coordination with the CDPW Department, provide for the safe and effective operation of streets and walkways through debris removal.

5. Police Department
   a. Coordinate with the CDPW Department to identify emergency routes and alternate methods of transportation to be used during an emergency.
   b. Report transportation infrastructure damage to the EOC.
   c. Provide support for traffic control.
   d. Request placement of traffic control devices to affect orderly traffic flow.
   e. Recommend detour routes.
   f. Coordinate with the Transportation Coordinator to assist in re-opening of closed roads..

6. Emergency Management Division
   a. Develop plans and agreements to utilize transportation assets belonging to outside organizations.
   b. Facilitate resource inventory and tracking systems.
   c. Conduct public education campaigns to alert residents of emergency transportation and evacuation routes.
   d. Ensure that EOC staff has access to resources necessary to perform transportation functions.
   e. Compile information on personnel and equipment usage to be used for reimbursement purposes.
   f. Assist in locating funding sources for transportation infrastructure repair and/or replacement.

B. Local Organizations

1. Auburn School District
   a. Provide a representative to the EOC, if requested and as resources allow.
   b. Coordinate with the EOC for the provision of school district transportation assets to assist in meeting emergency transportation needs, as resources allow.

2. King and Pierce County Transportation Departments
   a. Coordinate county-wide transportation route recovery projects with affected agencies and jurisdictions.
   b. Provide support to the City in re-opening transportation routes.
   c. Provide information to the City on closed routes outside the City limits that may impact City transportation needs.

3. Regional Transit Agencies (Metro and Sounder)
   a. Provide a representative to the EOC, if requested and as resources allow. Coordinate with the EOC for the provision of agency assets to assist in meeting emergency transportation needs, as resources allow.

4. Washington State Department of Transportation
   a. Coordinate repair and recovery projects on state maintained highways.
   b. Provide information to the City on closed routes that may impact City transportation needs.

5. Washington State Emergency Management Division
   a. Coordinate State and Federal response for transportation assistance, if requested by local or county government.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. Washington State Department of Transportation Disaster Plan
8. National Response Framework

ATTACHMENTS

1. City of Auburn Evacuation Plan
   a. Pre-Printed Evacuation Instructions
2. City of Auburn Snow and Ice Routes Map
3. City of Auburn Lahar Evacuation Map

Attachment 1: City of Auburn Evacuation Plan

INTRODUCTION

A. Purpose of Plan

The purpose of the Evacuation Annex is to provide the guidelines necessary for the City of Auburn to conduct an organized and efficient evacuation of all, or part, of the City population.

The plan is not meant to identify routes for evacuation, but is meant to provide the information, tools and guidelines that officials will need in the event the City of Auburn (City) orders an evacuation.

This plan will rely on the City's Comprehensive Emergency Management Plan (CEMP) for establishing command structure, identification of resources, and coordination protocol between neighboring jurisdictions and other levels of government.

B. Scope

This Evacuation Plan is specific to the City of Auburn. This plan is designed to be a subset of the City's Comprehensive Emergency Management Plan (CEMP), which is designed to work in concert with the emergency management plans of both King and Pierce Counties, as well as the State of Washington and the National Response Framework (NRF). The City's CEMP defines the geographic scope and population of the City which must be considered in an evacuation. All issues not specifically addressed in this plan will be found in the CEMP in the appropriate ESF.

C. Authorities

This plan is developed under the authorities of the local, state, and federal statutes and regulations that are listed in the CEMP.

CRITICAL ASSUMPTIONS

A. Regulatory issues in State of Washington relevant to conducting an evacuation:

- The City is responsible for evacuations that occur within the City limits and may only issue an evacuation order after the Mayor or his/her designee has proclaimed a civil emergency.
- King and Pierce County Emergency Management will support the City with carrying out evacuation and sheltering activities.
- King and Pierce County Emergency Management will coordinate with federal, state, volunteer and private agencies, however, primarily coordination is the responsibility of the City.

B. Local Parameters

Localized site-evacuations due to small incidents will be handled using the Incident Command System as outlined in the CEMP. The Incident Commander is authorized to take measures designed to protect lives and does not require a Mayor's proclamation to do so.

C. Local Limitations

It is assumed that in cases of large-scale evacuation, City resources will rapidly become overwhelmed. It is likely that assistance will be required from all surrounding jurisdictions and this assistance will need to be coordinated at the Zone or County level.

It is assumed that the City will issue notices of evacuation areas and provide final destination locations when possible, but will not force those to leave who refuse.

All evacuation announcements, notices and related information will be provided in English.

The City owns limited wheel-chair accessible vehicles. In an evacuation scenario with suitable notice, the City will rely upon mutual aid agreements, including the King County Regional Coordination Framework, to procure suitable transportation for all those who need to leave the area. For short notice events, such as a lahar, it will not be possible to call upon those agreements due to the extremely compressed time-frame and the influx of traffic fleeing the lahar path from the south. Residents, workers, or other people or groups that cannot assist themselves will only receive assistance from the City if resources are available, which is not likely in a lahar scenario. Schools, nursing homes, and other facilities with large numbers of people and limited transportation must plan for their own transportation in case of an evacuation in this scenario.

Coordination of security in evacuated areas is the responsibility of the Auburn Police Department and may be conducted by APD, by police agencies responding under mutual aid, by private security under contract, or by requested military forces, and will be accomplished at a level deemed appropriate under the circumstances at the time. Given that evacuation orders are only given when a hazard presents a threat to life safety, it is unlikely that evacuated areas will be actively patrolled since it is the City's policy not to put the lives of first responders in jeopardy to protect property. Security in evacuated areas will primarily consist of limiting or blocking access to the evacuated areas until such time as a reentry process is established. When a re-entry process is established, those tasked with security will follow the process set forward by the Incident Commander.

HAZARDS

A. All hazards

All known hazards have been identified in the King and Pierce County Regional Hazard Mitigation Plans (RHMP). This annex is designed in such a way as to be usable for all types of hazards.

B. Likely hazards of note for jurisdiction

Auburn's portion of the King County Regional Hazard Mitigation Plan highlights the hazards that are more likely to occur within Auburn. Among the most significant with the potential for evacuation are lahar, flood, and hazardous materials incidents.

CONCEPT OF OPERATIONS

Evacuation operations occur in four stages: 1) Evacuation of the population; 2) Support of mobile (passing through) evacuees; 3) Reception of evacuees and; 4) Support of agencies performing 1-3. Local government is responsible for the development of a plan to evacuate and provide mass care services for the public in the event of an emergency. Local government will perform one or more of the functions listed above. The Counties and State will assist in this effort, however the majority of resources will initially come from local jurisdictions.

RESPONSIBILITIES

King and Pierce County Offices of Emergency Management, as well as the Washington State EOC, will support local government units with carrying out evacuation and sheltering activities, however the responsibility to request and utilize resources rests with the local government unit, in this case the City.

At the local level, four types of evacuations have been defined. They are:

1. Site Evacuation:

   A small-scale localized evacuation may be needed as a result of a severe weather event, hazardous materials incident, major fire, bomb threat, or civil disturbance. Site evacuation involves a small number of people. This typically includes workers at the site and people from adjacent occupancies or areas. The people are easily evacuated and collected upwind or outside the hazard zone. Evacuation holding times are typically short, generally less than an hour or two, and people are permitted to return to their businesses or homes.

2. Intermediate Level Evacuation

   Intermediate level involves a larger number of people and a larger area. This level effects homes and businesses away from the initial incident area, however still generally effects less than 100 people. People may remain out of the area for two to four hours or longer. Evacuation completion times will be somewhat longer than a site evacuation but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or at the direction of their employers. Site perimeters become larger and perimeter security requires more resources. Close coordination between involved departments and agencies will be required. The EOC may be activated to support incident activities, as the situation warrants.

3. Large Scale Evacuation

   Large scale evacuation could be required in the event of a significant natural or technological disaster or a terrorist threat or attack. Thousands of people could potentially be evacuated and rapid initiation of the evacuation process may be required.

Evacuees may be out of their homes and businesses for many hours or days. Evacuation completion time frames will be extended. Evacuation shelters and dormitory style shelters will need to be located, opened, and managed, either by the City of Auburn or by supporting cities. Documentation and tracking of evacuees will become more important and more difficult. Close coordination with all responding agencies will become more critical. Evacuation sites and perimeters will become extended and require many more resources to maintain. Security of the evacuated area will become a larger concern. The EOC will be activated to support the incident activities.

4. Mass Evacuation

Mass evacuation could be required due to an event that has, or may cause, a major disaster in the City of Auburn and/or the surrounding area. The situation may require the implementation of regional, multi-jurisdictional evacuation and sheltering operations, utilizing mutual aid agreements and the King County Regional Coordination Framework (RCF). Entire portions of the City may need to be evacuated for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources will not only be part of the evacuating population, but will also be almost immediately exhausted. Significant regional, state, and federal assistance will likely be required to support evacuation and sheltering operations.

EVACUATION OPERATIONS

The sequence of an evacuation can be divided into six phases in the following order:

1. Incident Analysis
2. Warning
3. Preparation to Move
4. Movement and En-Route Support
5. Reception and Support
6. Return

Within each of these phases different steps may occur. This portion of the plan identifies tools and resources that could be utilized in an emergency evacuation situation. It is likely that some, but not all, of these tools would be used and the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency, specific to the hazards known at the time of the event. However, some evacuations are predictable and can be planned in advance (dam breaks, lahars, some floods, etc). Where a known hazard exists that can be adequately planned for, evacuation areas and routes will be planned in advance to the greatest extent possible and made available both to the public and to City officials and responders.

The following pages detail the responsibilities of each ICS section for each of the six evacuation phases.

A. Incident Analysis

1. Command

Decisions to evacuate will be made on a case-by-case basis, except in response to known hazards such as dam breaks and lahars. The decision to evacuate will depend

entirely upon the nature, scope, and severity of the emergency. Other factors to consider are the number of people affected, the actions necessary to protect the public, and the length of time available in which to effect evacuation. Those decisions may be made singularly or jointly by the on-scene Incident Commander(s), the Emergency Management Director, or the Mayor. Though it is preferable to have an evacuation order signed by the Mayor (or designee) for any evacuation larger than a "Site Evacuation", the safety of the public is our foremost concern and evacuations that are necessary to immediately protect lives will not be delayed due to the lack of such an order.

There are three types of evacuation notices:

Evacuation Alert

This alert is issued when it is believed that a hazard has a high probability of posing a significant threat to people living in an area of risk. People and businesses are encouraged to prepare to leave the danger area, however the decision to evacuate will be in the hands of the individuals. This type of alert might be used when it appears that a flood event is probable but is still 72 hours away from occurring.

Evacuation Request or Warning

This evacuation order is issued when it is believed that though the possibility of a hazard is high, the potential impact is low to moderate. Again, the decision to evacuate is solely the responsibility of the individuals. This type of notification might be used when it appears that a flood event is highly probably but is still 48 hours away from occurring.

Mandatory Evacuation Order

A mandatory evacuation order is issued when it is believed that both the probability and impact of a hazard are high and that the lives of the public, and any responders attempting to assist them, will be at grave risk. Though ultimately the decision to evacuate still rests with the individual, those who choose not to heed the order will, whenever possible, be warned that the availability of emergency responders to assist them will be severely hampered or non-existent. Whenever possible, responders will utilize the guidelines contained in ESF 2: Communications and Warning for gathering information from residents who refuse to leave. It is understood that the City of Auburn will not dedicate resources to force the evacuation of those who refuse to leave, even if doing so will save their lives. Resources will be dedicated to assisting in the safe evacuation of those who voluntarily leave. This order might be used when flooding is projected to occur within the next 24 hours or is occurring now.

2. Operations

The Field Incident Commander will be responsible for assessing the situation and performing the following tasks as necessary:

- Conduct rapid size-up and determine the need to evacuate
- Determine initial evacuation boundaries
- Appropriately staff the command post and field ICS organization
- Order the alert of outside agencies and departments

- Provide the EM Director and/or EOC Manager with pertinent details and current status

3. Planning

   The Planning Section will gather information on current conditions, projected conditions, and any additional hazards and re-evaluate the initial evacuation area, recommending any necessary adjustments.

4. Logistics

   The Logistics Section will provide for all requested logistical needs and will look ahead to identify future resources needs and availability (based on information provided by the Planning Section).

5. Finance

   The Finance Section will ensure compliance with existing disaster financial policies, make recommendations for emergency policies, and establish administrative controls to manage the expenditure of funds, provide reasonable accountability, and secure necessary documentation for bill payment and reimbursement requests. They also assist the Logistics Section with purchasing and acquisition needs.

B. Warning and Notification

The decision to evacuate must be carefully considered with the timing and nature of the incident. Some incidents, such as a White River lahar, will trigger immediate evacuation notices and movement. Other incidents will require a much more organized and supervised effort to relocate people. Although evacuation is an effective means of moving people out of a hazard area, anything larger than a site evacuation should be considered a measure of last resort due to its complexity and the stress it puts on both the public and responders.

1. Command

   The decision to evacuate, warn, and notify rests with the Incident Commander or Emergency Management Director. Whenever feasible, this decision will be made in conjunction with the Mayor or designee. Lives will not be put in jeopardy however awaiting confirmation of such order from a higher authority. A PIO will be added to the Command Staff if not already assigned in order to facilitate Communications, Warning, and Public Information requirements.

2. Operations

   Once the decision to evacuate has been made, notifications will be made utilizing the process and procedures outlined in ESF 2, including the Field Warning/Evacuation instructions contained in ESF 2 Attachment 2 and CodeRed usage outlined in Attachment 3. Instructions will be provided in an appropriate manner utilizing the format contained in ESF 1 Attachment 1 “Public Pre-Printed Evacuation Instructions”. Public notifications will also be made in accordance with ESF 15.

   Door-to-door or neighborhood evacuation instructions will be determined based on the

"most good for the most number" philosophy, recognizing that there may not be sufficient time or personnel to reach every single person. It is important to note that in case of a lahar, which leaves a potential 90 minute window in which to evacuate the valley floor, it will not be possible to perform any notifications other than mass media and CodeRed. City personnel efforts will be concentrated on removing personnel and equipment from harms way in order to safeguard our ability to assist those in need after the event occurs.

3. Planning

   The Planning Section will be responsible for all planning associated with the evacuation, including identification of alternate routes and planning for re-entry.

4. Logistics and Finance

   Refer to responsibilities listed in the "Incident Analysis" section.

C. Preparation to Move

The third phase in the evacuation function is to prepare to move those in the affected area. To successfully implement a large-scale evacuation, it is essential that all affected communities, regions, and the state work together prior to and during the evacuation process. An effective evacuation is closely dependent upon the provision and coordination of evacuation information and instructions.

1. Command

   Once the decision has been made to evacuate, the Incident Commander or Emergency Management Director shall direct personnel to carry out the necessary activities and to determine whether Unified Command with other organizations is necessary. Command will also have the responsibility for approving the evacuation plan created by the Planning Section.

2. Operations

   The actual evacuation process will typically be managed and executed by the Operations Section, as an Evacuation Branch, upon receipt of an evacuation plan approved by the Incident Commander. Other ICS Branches will be implemented as needed. Groups within the Evacuation Branch may include, but are not limited to: Transportation, Public Information, Police, Staging, Reception, and Shelter.

3. Planning

   The Planning Section will be responsible for all evacuation planning for which pre-plans do not exist, in cooperation with all involved departments and agencies. Any evacuation plan will be approved by the Incident Commander prior to implementation. Evacuation planning considerations include, but are not limited to:

   a. Command structure: single jurisdiction, multiple jurisdictions (Unified Command), or large area (Area Command).

b. Communications needs and availability. Whenever possible, evacuation operations will be conducted on separate channels from response operations and routine traffic.
c. Implementation of a building marking/recording system that incorporates three designations: 1) Occupants have been informed and will evacuate; 2) Occupants notified but refused to evacuate; and 3) Notification attempted but no occupant available to receive (information should be posted on doors in that event).
d. Need for a mobile command post
e. Procedures for security and admission to restricted areas
f. Procedures for identifying those with authority to travel in restricted areas (emergency vehicles, essential personnel, etc.)
g. Number of buildings to be notified and number of personnel needed to conduct notification in a given time period
h. Availability and issuance of personal protective equipment and devices when needed.
i. Ability to shelter-in-place versus evacuation as appropriate and ability to convey such information to building occupants.
j. Ability to brief all incident personnel on evacuation or shelter-in-place procedures, building marking/recording system, and critical life safety information.
k. Criteria that must be met before re-entry will be allowed and identification that must be provided by occupants before they will be allowed to re-enter the impacted area.
l. Availability of neighboring jurisdiction, regional disaster plan, county, state, and federal assets to assist in evacuation.

4. Logistics and Finance

Refer to responsibilities listed in the “Incident Analysis” section.

D. Movement and En-route Support

Transportation to evacuation and sheltering locations remains primarily the responsibility of individuals ; however the City will assist with transportation to the extent it is able.

1. Command

Command responsibilities remain the same as in the previous section.

2. Operations

If outside transportation assets are available for large scale evacuations, transportation pick-up points will be established for those who do not have their own transportation. Pick-up points must be sufficiently large to accommodate the anticipated number of evacuees and transportation assets and must be easy for evacuees to find. Staging areas will be established to organize and direct any incoming transportation assets and to route them to the appropriate pick-up and drop-off locations. Whenever possible, evacuees will be informed of their destination prior to boarding provided transportation. Depending upon the situation, law enforcement assets may need to be utilized as escorts for transportation in order to move people from pick-up points to evacuation or shelter sites. These escorts can also provide necessary communication between the transportation assets and Incident Command. If escorts are not used, it is imperative that some reliable method of communication be established between the transportation assets and Incident Command.

Evacuation routes must be coordinated with outside jurisdictions and agencies whenever jurisdictional boundaries are crossed. This coordination may be long-term in nature. Efficient and rapid communication between all impacted jurisdictions is essential.

3. Planning

The most likely area of Auburn to require evacuation is the valley floor. There are limited transportation routes available for evacuation from the valley floor to higher ground. Not only are there a limited number of routes, the majority of the routes also have limited capacity, due to their being two-lane roads. Several State routes run through and near the City and every effort must be made to coordinate usage with the State and other impacted jurisdictions. The primary form of transportation out of the hazard area will be private vehicles owned and operated by the evacuating public, even in instances such as a lahar where people are specifically told to walk out of the area. Additional modes of transportation should be identified by the Planning Section to accommodate those who do not have their own transportation.

The City of Auburn owns very limited transportation assets. Through the Regional Coordination Framework the City has access to Auburn School District, Sound Transit, and King County Metro busses, as well as other assets. Activation of those assets is time consuming and potentially costly. It is not reasonable to believe those assets would be available with short-notice; however they would likely be within a matter of hours, assuming the event is localized. If the event is more regional in nature, the assets available to the City of Auburn may be limited or non-existent.

Before announcing evacuation routes to the public, it is critical to determine evacuation and/or shelter points as well, so that people have a destination in mind when they evacuate. If these evacuation or shelter points are located outside the City, maps will need to be provided or evacuation routes will need to be well marked. Traffic conditions along evacuation routes need to be monitored and adjustments made as necessary to maximize throughput.

4. Logistics and Finance

Refer to responsibilities listed in the “Incident Analysis” section.

E. Reception and Support

The requirements for mass care support will vary depending upon the nature, type, and level of the evacuation and event. If evacuation points are utilized, they will be operated as “safe zones” where water, restrooms, and ample parking are made available when possible. The majority of services required for Reception and Support are covered under ESF 6: Mass Care.

1. Command

The high demand for mass care support during a large-scale evacuation will likely necessitate partnerships between a variety of government, non-profit, and even private organizations. Guidelines for this can be found in ESF #6. Command will need to ensure

appropriate Liaisons are setup between all involved agencies.

2. Operations

   The Operations Section will be responsible for staffing any shelters activated within the City limits, according to the guidelines in ESF #6. All shelter locations, whether "official" or "unofficial" must be reported to the Planning Section for accurate tracking.

3. Planning

   The City is responsible for providing shelters, shelter staffing, and shelter supplies within the City limits to the extent that it can do so. These efforts may be supplemented by the American Red Cross, Salvation Army, and a variety of other non-profit and private organizations. It will likely take several days before those resources arrive and can be utilized, particularly in the event of a large-scale disaster. The Planning Section must take these factors into account when preparing plans for reception and support. Refer to the ESF #6 Shelter typing list for specific types of shelters that may be needed and their individual requirements.

4. Logistics and Finance

   Refer to responsibilities listed in the "Incident Analysis" section.

F. Return

1. Command

   The decision to return evacuees to their homes rests with the Incident Commander or Emergency Management Director. No other agency or individual may authorize mass reentry, however all relevant decision-makers will be included in the process and all relevant information will be utilized.

2. Operations

   If re-entry is to be restricted or partial, the Operations Section must have procedures in place to properly identify residents, support personnel, first responders, contractors, insurance adjusters, media, and others who have legitimate reasons to be in the previously closed area. Staffing for re-entry points must be obtained, including additional law enforcement personnel if necessary. Transportation may need to be provided for those who were transported out of the area initially. The Incident Commander will be responsible for determining when re-entry has been completed and making appropriate notifications. At this point, Operations may become primarily a human services oriented section and appropriate staff must be added to provide those services and related information.

3. Planning

   The Planning Section will develop the re-entry plan in conjunction with all involved sections, departments, and agencies. Re-entry priorities include:

   - Life Safety

- Physical Security
- Damage Assessment
- Service Restoration
- Information Dissemination

Prior to re-entry being allowed, the closed area must be thoroughly inspected and analyzed to ensure the safety of returning residents. The assessment should include, but not be limited to:

- Structures and trees are stable (or unstable ones are clearly tagged out)
- Initial damage and safety assessments have been completed
- Leaking or ruptured gas lines have been capped or repaired
- Downed power and other utility lines have been repair or do not pose a safety hazard
- Water and sewer lines have been repaired
- Search and rescue operations are complete
- Hazardous materials have been removed or appropriate warnings issued
- City water is safe to drink or appropriated notices have been made (boil water orders, etc.)
- Major transportation routes are passable and debris has been cleared from right-of-way
- Flood waters have receded
- All significant threats to public safety have been eliminated or mitigated

The public will be notified of re-entry status using the communications methods identified in ESF #2 and ESF #15.

4. Logistics and Finance

   Refer to responsibilities listed in the “Incident Analysis” section.

ADMINISTRATION

This plan should serve as a guidance document for the City of Auburn, in conjunction with the CEMP, for dealing with evacuation emergencies. This plan shall be incorporated into the CEMP and adopted/updated on the same schedule.

A. Resource Management

Evacuations can be resource-intensive. General guidelines exist, within this plan and elsewhere, on the types and numbers of resources necessary to conduct an evacuation. The resources needed will depend on a variety of factors, including incident size, location, time of day, and others. The City has available to it additional resources via the King County Regional Coordination Framework and other mutual aid agreements. Resources will be managed in such a way that unused/unneeded resources will not be retained, but instead will be made available to other jurisdictions that may need them.

B. Supportive Agreements

Nearly any medium or large scale evacuation will initially overwhelm the City’s available resources. Large incidents may overwhelm available resources for several days or longer.

The City, through the previously mentioned agreements, may reach out to neighboring jurisdictions, counties, the state, non-profit organizations, and the private sector to obtain needed personnel, technical assistance, and supplies.

C. Emergency Funding Mechanisms

The need for additional resources is likely to put extreme strain on existing City funds. Though in a major disaster, federal assistance is likely; funds must first be expended locally and then reimbursed by the federal government. There is no guaranteed timeline for when that reimbursement will take place. All agreements and understandings entered into for the purchase, lease, or use of equipment and services will be in accordance with the provisions of Auburn Municipal Code and procedures. A declaration of emergency by the Mayor, or designee, may suspend select rules and regulations; however, it is critical that the City Finance Department, either in their capacity as Finance Section or in daily operations, be involved in major purchase issues to ensure adequate funds exist to pay for them. Any changes or special procedures the Finance Section puts in to place during an emergency must be clearly communicated to the Emergency Management Director, Incident Commander, EOC Manager, and others who may have spending authority. It is critical that all expenditures, finance procedure changes, and other finance related matters be thoroughly documented in order to seek reimbursement from the federal government should it become available.

D. Post-Incident After Action Reports

The City recognizes the value of conducting a debriefing of those parties involved in disaster incidents. This allows for review of how the evacuation was executed and helps to illustrate what can be done to better prepare the City for the next event. Debriefings and after-action reports will be conducted after every significant evacuation event.

PLAN REVIEW AND MAINTENANCE

Planning is an on-going process. As a result, this document is likely to change and adapt in order to reflect growth and change within the City. As part of the City's CEMP, this plan will be reviewed annually and updated not less than every four years. The process for review and maintenance will follow that of the CEMP.

TRAINING AND EXERCISES

On-going training and exercises based on this plan will ensure that new hazards and changes in the City can be addressed. This plan will be trained and exercised in conjunction with the CEMP, following the procedures put forth in that document.

APPENDICES

Transportation Resource List
Evacuation Maps (based on known hazards and prepared by GIS)

Attachment 1-a: Public Pre-Printed Evacuation Instructions

Whenever an emergency has the possibility of becoming life threatening you may be asked to prepare for an evacuation.
When you are directed to evacuate, take the following steps:

1. Stay calm – gather your family

2. Gather only what you need

    a. This leaflet
    b. Maps of the area
    c. Pets and pet supplies
    d. Extra clothing and blankets
    e. Eyeglasses, dentures, prescriptions, other medications, and a first aid kit
    f. Supplies to care for your children or elderly household members
    g. Portable radio or TV, flashlight, fresh batteries
    h. Checkbook, credit cards, cash
    i. Drivers license, and/or other identification

3. Your children in school will be taken to the evacuation center/shelter for their school area and the school will make arrangements for you to be reunited with them. Please do not go to the school until requested to do so.

4. Turn off your appliances and lights and lock your doors on the way out.

5. Be prepared to walk to safety depending on the nature of the emergency.

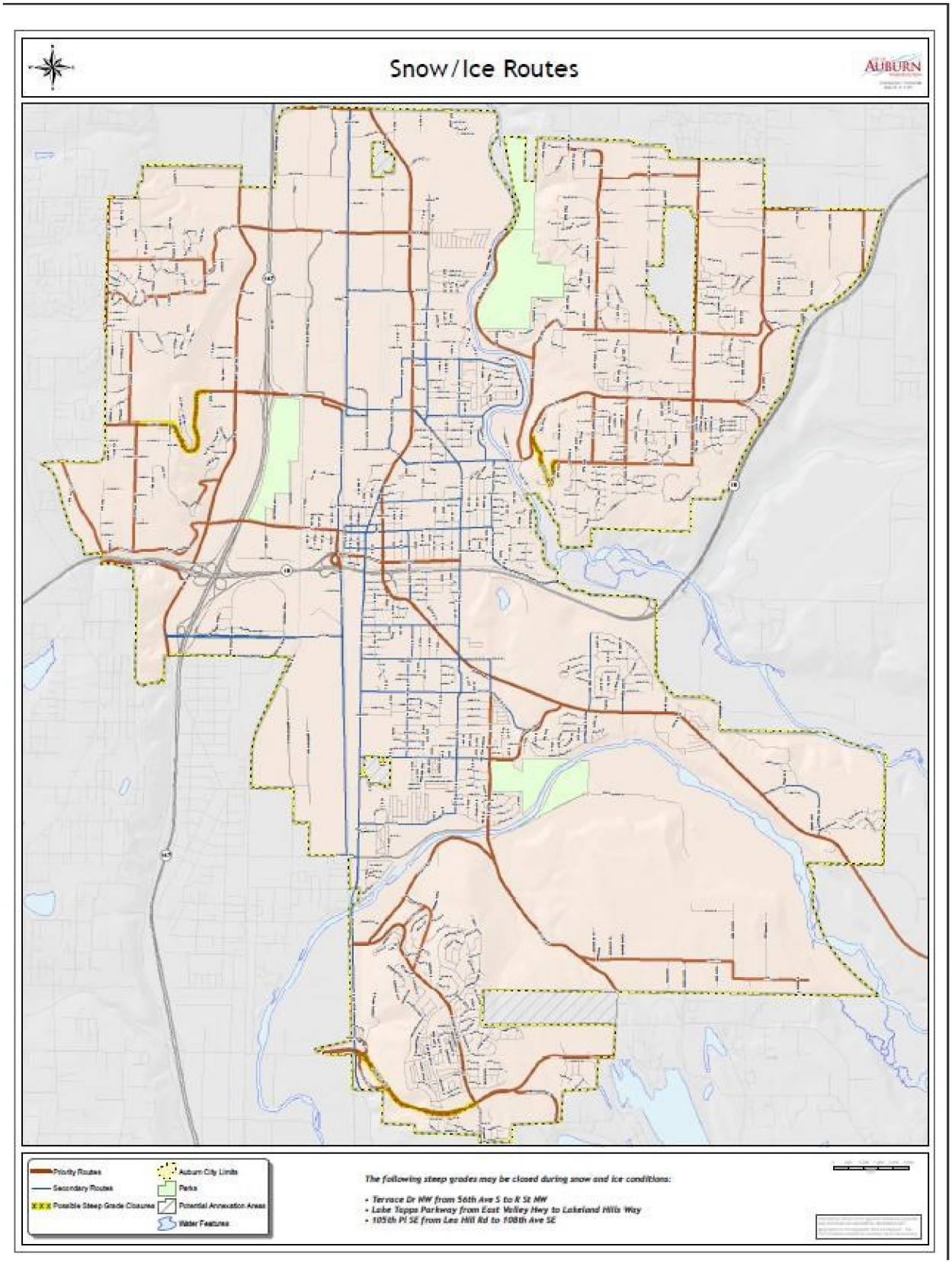
6. Do not use more than one car for your family. Take neighbors who need a ride.

7. Tune radio to any news radio station (such as KOMO 1000 AM or KIRO 97.3 FM) for emergency information and 1700 AM for information specific to the City of Auburn.

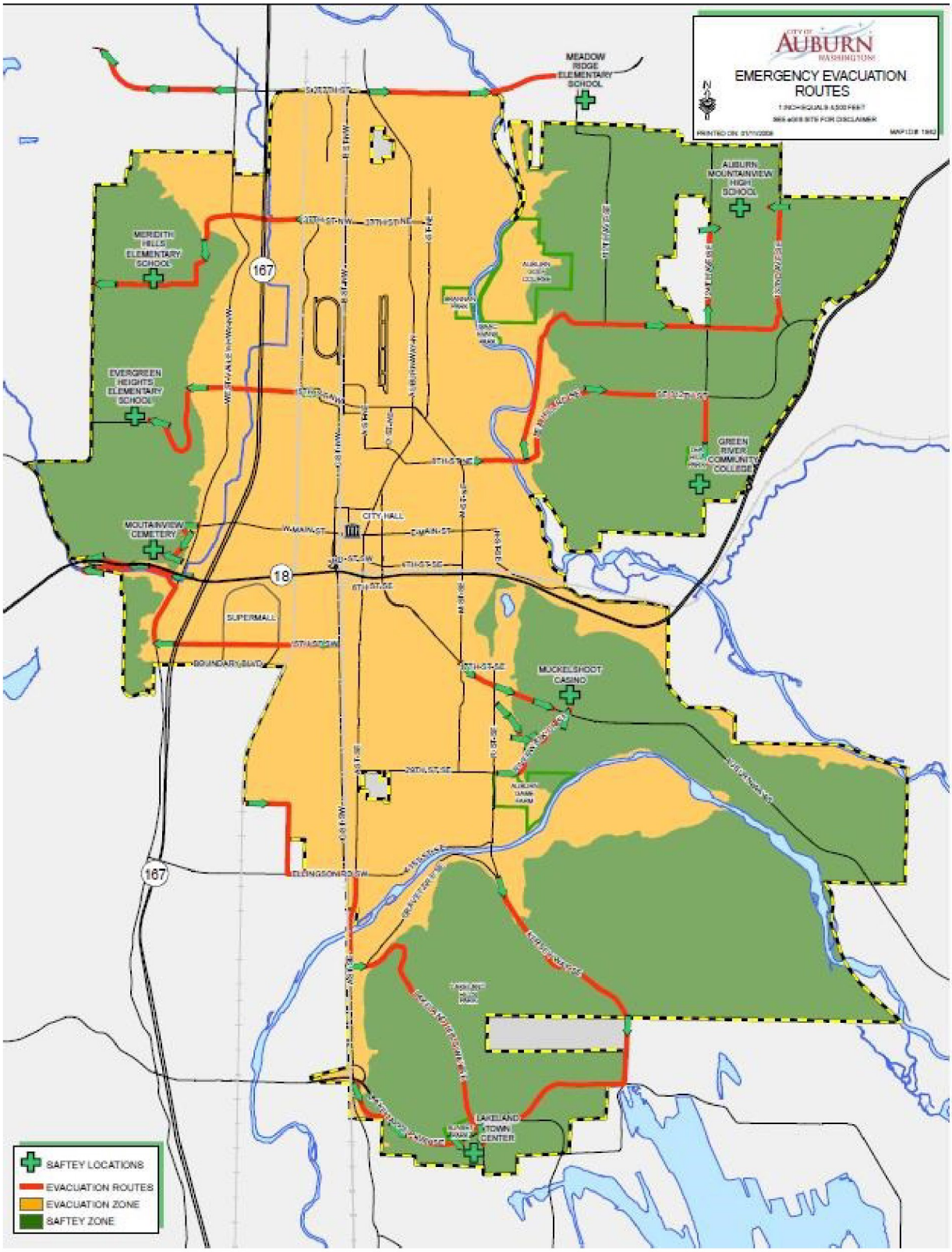
8. Follow the directions of officials who may be stationed along emergency routes. They are there to make the evacuation safe for everyone.

9. **IF YOU CHOOSE NOT TO EVACUATE**, please realize that emergency responders may not be able to reach you for several days, or even weeks. You should prominently display your name and other vital statistics, along with next of kin information, somewhere on your person or securely attached to your residence. This will assist officials in identifying you should you die during the event.

Attachment 2: Snow and Ice Routes



Attachment 3: Lahar Evacuation Routes



ESF 2: COMMUNICATIONS AND WARNING

LEAD: Innovation & Technology (Communications)
Emergency Management (Warning)

SUPPORT:

City: Police
Community Development and Public Works
Communication/Multimedia Division

Local: ValleyCom
Valley Regional Fire Authority

County: King County Emergency Operations Center
Pierce County OEM

State: Washington State Emergency Management Division

INTRODUCTION

A. Purpose

1. To provide for and maintain a communications system to ensure the efficient flow of information during emergency or disaster operations in the City of Auburn.

2. To provide or supplement alerting and warning of an impending or occurring emergency or disaster to key officials and the public.

B. Scope

1. This ESF addresses all communication and warning assets available to the City, including AM radio, 2-way public safety radio, 911, voice and data links, telephone and cellular systems, National Warning System (NAWAS), Emergency Alert System (EAS), iPAWS, NOAA Weather Radios, amateur radio, TV21, CodeRed, Internet resources, and others.

2. This ESF specifically does not address Amber Alert procedures, as those are the responsibility of the Auburn Police Department (APD) and are covered under APD Manual of Standards 5.14.2.9.G – Amber Alert. All of the systems listed ESF 2 can be utilized to rebroadcast an Amber Alert issued by Auburn Police, however the issuance of the alert itself is outside the scope of this ESF.

POLICIES

A. It is the policy of the City to develop a hazard warning system supplemental to, not substituting for, the warning systems provided by county, state, and federal agencies and local media. Moreover, residents are anticipated to be aware of any hazardous situation for which there is significant media attention, such as severe weather or flooding. Consequently, and supplemental to information being provided by other sources, the City will attempt to make a reasonable effort to warn the public of hazardous situations that could result in an increased risk to the community. The reasonableness of the effort will depend on the nature of the hazard, when emergency management officials are made aware of a

hazardous situation, the quality and quantity of information available, communications and warning resources available, media attention, and other situationally dependent factors.

1. In accordance with RCW 38.52.110, in responding to an emergency or disaster, or the threat of emergency or disaster, the Mayor or Director of Emergency Management or their designee "are directed to utilize the services, equipment, supplies, and facilities of existing departments, officers, and agencies of the state, political subdivisions, and all other municipal corporations thereof including, but not limited to, districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the offers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

PLANNING ASSUMPTIONS

A. Reliable communications capabilities are necessary at all levels of government for day-to-day communication, warning of an impending emergency or disaster, disaster response and recovery operations, and coordination between the local, county, state and federal governments and response organizations.

B. Routine day-to-day modes of communication will be utilized to the degree that they survive the disaster.

C. City government may request assistance by contacting King or Pierce County Emergency Management or by contacting Washington State Emergency Management Operations Center directly if necessary.

D. The City is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warnings may originate from any level of government; however most disaster forecasting resources are located within the federal government.

E. The National Warning System (NAWAS), established by the federal government, is the primary means of receiving and disseminating warning(s) to the state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Operations Center, with operation assistance provided by the Washington State Patrol. The City's NAWAS receiving point is ValleyCom, a 24-hour PSAP facility.

F. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

G. Initially, the City will focus on coordinating lifesaving activities and reestablishing communications and control in the hazardous area.

H. Initial reports of damage may be fragmented and provide an incomplete picture of the extent of damage to telecommunications facilities.

I. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication nodes into the area.

J. Test of local warning systems will be conducted periodically to familiarize government and the public with their use.

K. In the event that public instructions need to be translated into languages other than English, the City will utilize in-house translators whenever possible, followed by translators that may be made available through King or Pierce County Emergency Management, the American Red Cross, or other sources. Situations may arise however when no translators are available and instructions or messages are not able to be translated.

CONCEPT OF OPERATIONS

A. Communications

1. City of Auburn
   a. 1 E Main ST; STE 380 serves as the Emergency Operations Center (EOC) for the City and shall be the focal point for coordinating the communications systems of the City during hazardous event.
   b. The EOC is equipped with an emergency generator. The generator fuel is provided via an on-site fuel tank which provides sufficient fuel for approximately 72 hours.
   c. The City has no fixed civil defense sirens or public address systems. Warning of imminent or existing danger can be accomplished by use of fire, police and public works vehicles using mobile sirens and/or public address speakers.
   d. The City owns and operates 1700 AM, a 10-watt radio station capable of transmitting emergency information. The radio station is advertised in various City literature and variable message display signs can be placed throughout the City, directing people to tune to the radio station. The radio station can also be set to rebroadcast over TV21.
   e. The City pays for a subscription to CodeRed, a reverse calling system. This system can be used to provide emergency information via phone, e-mail, text, or mobile app to all or selected parts of the City.
   f. City departments may establish communications control centers within their own Department Operations Centers (DOCs) to coordinate their own resources during a hazardous situation. However, coordination with the EOC will be critical to the City's ability to effectively coordinate and respond to an event.
   g. Communication operations in the EOC may consist of the following positions and tasks:
      1) Communications Unit Leader – Develop a communications plan, coordinate phone, radio, and other message traffic. Transmit information via various emergency and non-emergency notification systems as needed.
      2) Message Controller – Receive information from various sources and either distribute, post, or catalog it.
      3) Message Distributors (runners) – Receive written messages from various points within the EOC and deliver those messages to the intended recipient, passing them through the Message Controller in most instances.
      4) Radio Room Supervisor – Coordinate activities within the radio room, including assigning radio operators to amateur radios, public safety radios, and other city radios as needed. Provide assistance as needed.
      5) Radio Operators – Transmit, receive, and record radio transmissions as needed, pass messages to runners, and maintain a log of communications activities.
      6) Call Center Supervisor – Ensure adequate help is available to answer EOC and/or public call center phones and provide assistance as needed.

7) Call Takers – Answer phones within the EOC and/or public call center, transfer calls, record messages and pass to runner as appropriate.
8) IT Specialist – Ensure phones, computers, and other IT related equipment operates correctly within the EOC. Provide advice and remote assistance to City units in the field who may be experiencing IT difficulties, as appropriate.

2. Valley Communications (ValleyCom)
   a. ValleyCom is located in unincorporated King County between Auburn and Kent and functions as the Public Safety Answering Point (PSAP) for most of South King County, answering 911 calls for service and providing dispatching services via the 800 MHz regional radio systems for the Auburn Police Department, VRFA, and a variety of other emergency and non-emergency response agencies. ValleyCom also serves as the initial communications, alert, and warning point for emergency management activities in the City of Auburn.

3. Emergency Alert System (EAS)
   a. The EAS is a communication and warning tool that operates through designated radio and television stations. It is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.
   b. The EAS may be activated by contacting the King County Emergency Management Duty Office, the King County Sheriff's Office Communication Center, or the Washington State Emergency Management Duty Officer.
   c. The designated EAS radio station for this area is 710 AM KIRO, though most local radio and television stations will rebroadcast the information.

4. Integrated Public Alert and Warning System (iPAWS)
   a. Integrated Public Alert and Warning System (IPAWS) allows emergency messages to be broadcast directly to cellular phones via cellular broadcast towers. It can broadcast the same messages as the EAS, but is accessed via a specific request to King or Pierce County Emergency Management.

5. Communications Capabilities
   a. The City currently has the following communications and warning capabilities:
      1) E-911 Public Safety Answering Point (PSAP) (ValleyCom)
      2) Commercial Telephone
      3) Cellular Telephones
      4) Satellite telephone
      5) Two-way radio
         (i) 800 MHz public safety radios
         (ii) VHF city-wide system (primarily used by Public Works)
         (iii) CEMNET state radio system for direction and control
      6) National Warning System (NAWAS) information received via ValleyCom
      7) EAS system
      8) ACCESS (state-wide centralized law enforcement computer system)
      9) NOAA Weather Alert Radios (in some City facilities, private facilities and residences)
      10) Amateur radio communications team, with radios available in key City facilities and the EOC, operated by trained volunteers.
      11) CodeRed (aka Auburn Alert) reverse emergency telephone calling system, which includes e-mail, text messages, and a mobile app.

12) TV21 government access cable television station
13) 1700 AM 10-watt radio station
14) Internet resources, including e-mail, City website, mailing lists, and other assets

6. Warning

a. Whenever City officials are alerted to the threat or occurrence of a hazardous event that increases the risk to the community, the EOC will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
b. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public-information advisories, and alerting response agencies, City personnel, and outside organizations of the situation.
c. As soon as it is apparent that the public must be provided information and/or must take some action to prepare or protect itself, the local warning system will be activated, as deemed appropriate and as time and resources allow. Warning could take the form of one or more of the following activities:
   1) Activation of the EAS
   2) Broadcast of information over AM 1700 and TV21
   3) Activation of CodeRed for an impacted area or the entire City
   4) Use of audible sirens and public address systems by Police and VRFA personnel
   5) Activation of volunteer resources
   6) Posting of signs or notices
   7) Providing warning information to local and regional media outlets for broadcast
   8) Posting of information on City website, social media outlets, and City e-mail lists.
d. Other methods as the situation dictates
   Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.
e. Notification of residents and visitors regarding emergency information and instructions may be handled through the EAS, door-to-door by uniformed City personnel or volunteers, mobile-public-address systems, or any other means available to the Incident Commander at the time.
f. The Public Information Officers for the City will send emergency public safety information through conventional methods such as e-mail or fax in addition to any of the previously mentioned methods. Refer to ESF 15 for more comprehensive public information capabilities.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Preparedness Manager
   a. Confirm the EOC is maintained in a configuration to support the warning system and efficient and effective communications.
   b. Ensure a coordinated communications plan exists for City radio usage.
   c. Include communications and warning as part of the city-wide emergency management training program.
   d. Ensure sufficient trained PIOs exist among City personnel and that they are able to effectively utilize all applicable communication and warning tools.
   e. Ensure Emergency Communications Volunteers have sufficient training to perform during an emergency.
   f. Ensure adequate coordination of public information efforts and warnings among City personnel.
   g. Activate volunteer resources necessary to support the incident's communication needs.
   h. Manage the internal communication functions of the EOC.

2. All City Departments
   a. Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to EOC communications.
   b. Designate representative to ensure correct communication messages are relayed from the DOC to the EOC.
   c. Make personnel available to the EOC to support or assist with the warning effort, if requested, as feasible, and without jeopardizing their primary mission.

3. Public Affairs and Marketing Manager
   a. In coordination with Emergency Management Division, develop and maintain procedures to provide emergency public information and warning.
   b. In coordination with Emergency Management Division, train sufficient personnel from multiple City departments in emergency public information and warning methods.
   c. Develop appropriate notification lists and procedures for activating the public information and warning systems in order to effectively reach the broadest population base possible.
   d. Coordinate public information and warnings with the Emergency Preparedness Manager, EOC Manager, and/or Incident Commander as appropriate.
   e. Disseminate public information and warnings as above.
   f. Assist Emergency Preparedness Manager with dissemination of recovery and assistance information.

4. Police Department
   a. Develop and maintain procedures to provide communications and warning support and services when requested by the EOC.
   b. Train personnel in proper warning methods, including proper dissemination of warnings received via ACCESS teletype.
   c. Make personnel available to the EOC to assist in the warning effort, if requested, as feasible, and without jeopardizing their primary mission.
   d. Disseminate warnings received via ACCESS teletype to appropriate City personnel.

5. Innovation & Technology
   a. Ensure all city communication systems are adequately tested.
   b. Ensure adequate backups exist for city communication systems.
   c. Ensure IT staff are sufficiently trained to maintain systems during an extended emergency.
   d. Assign at least one staff person to the EOC to handle critical communication issues.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Develop and maintain procedures to support the City communications and warning services when requested by the EOC.
   b. Train personnel in proper warning methods.
   c. Make personnel available to the EOC to assist in the dissemination of information and/or warning effort, if requested, and as feasible, and without jeopardizing their primary mission.

2. ValleyCom
   a. Function as the regional E9-1-1 Public Safety Answering Point
   b. Provide communications and dispatch services to law enforcement, fire, EMS, and other agencies.
   c. Provide public access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
   d. Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the TTY for the deaf and hard of hearing or other method.
   e. Provide direct access via the E9-1-1 emergency number for non-English speakers using available language translation services.

3. King and Pierce County Emergency Management
   a. Activate the EAS when requested.
   b. Distribute emergency public information as requested by local EOC.

4. Washington State Emergency Management Division
   a. Assist local officials in disseminating emergency instructions to affected communities as needed.
   b. Coordinate with local and federal agencies on the release of emergency information and instructions.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
7. Washington State Comprehensive Emergency Management Plan
8. Washington State Department of Transportation Disaster Plan
9. National Response Framework

ATTACHMENTS

1. Warning Dissemination
2. Field Warning/Evacuation Instructions

Attachment 1: Warning Dissemination

Local, County, State, and Federal agencies routinely issue warnings of impending or occurring disasters and emergencies via the state-wide ACCESS teletype system. This system is located within the Records Unit of the Auburn Police Department. Upon receiving a warning of an impending or occurring natural or man-made disaster, the Records Unit will immediately make the following notifications:

1. On-duty Police Department field supervisor
2. On-duty or on-call Police Department Commander
3. Emergency Management Duty Officer
4. Assistant Police Chief
5. Police Chief
6. On-duty or on-call Public Works staff

Records Unit personnel tasked with making notifications will receive verbal confirmation from each person being notified to ensure the warning is clearly received and understood.

Attachment 2: Field Warning/Evacuation Instructions

Though field warnings will primarily be handled by law enforcement and/or fire personnel, other City employees and volunteers may be called upon to assist in the efforts. Following are general directions to follow when providing warning or evacuation information to the public.

1. Drive slowly the length of all streets in the warning area. Use the siren or other means to get people's attention. If you are assigned to go door-to-door, ensure you account for every house in your assigned area.

2. If driving, stop at appropriate intervals and use the public address system to announce the message provide by the EOC or Incident Commander. DO NOT DEVIATE FROM THE MESSAGE. If assigned to go door-to-door, ring the doorbell and knock vigorously on the door of each residence, loudly announcing who you are and your intentions. When someone comes to the door, deliver the message. Again, DO NOT DEVIATE FROM THE PROVIDED MESSAGE.

3. Do not use force of any kind to ensure that people leave.

4. If you encounter a resident who refuses to leave, log the address and, as time permits, attempt to get the names of the people who are not evacuating and their out-of-area next of kin information. If there is not sufficient time or if the resident does not want to give this information, request that they prominently display their name and pertinent information either on their person or someplace visible within their residence to expedite identification should they not survive the event. *Depending on the urgency of the warning/evacuation, do not delay subsequent notification to gather information or give additional identification instructions*.

5. Direct residents to use the designated evacuation routes to the nearest safe area or reception area, as appropriate. Provide them maps if available.

6. Continue to travel your designated area until all residents have been notified or warned.

7. Upon completion of notifications in your assigned area, inform your immediate supervisor so that the EOC can be updated. Relocate to the staging area unless given another assignment.

ESF 3: PUBLIC WORKS AND ENGINEERING

LEAD: Community Development and Public Works Department (CDPW)

SUPPORT: **City:** Finance Department
Police Department

Local: Valley Regional Fire Authority

INTRODUCTION

A. Purpose

1. To provide for effective coordination and operation of public water (potable and fire protection), sanitary sewer, storm drainage, and street transportation facilities required to meet essential needs during major emergencies and disasters, and to provide for the orderly restoration of such facilities affected by an emergency or disaster.

2. To address technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and emergency repair of water, sanitary sewer, storm drainage, and transportation infrastructure.

B. Scope

This Emergency Support Function addresses activities including:

1. Participation in mitigation and preparedness activities, and in needs and damage assessment immediately following an event.

2. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

3. Operation and emergency restoration of critical transportation routes. .

4. Operation and emergency restoration of critical public facilities including water, sanitary sewer, and storm drainage facilities.

5. Emergency demolition or stabilization of damaged structures and facilities. The damaged structures are designated by the State and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.

6. Emergency contracting to support the above-referenced activities.

7. Technical assistance to the Building Division including structural inspection of private residences, commercial buildings, and structures, as resources permit.

POLICIES

A. The City of Auburn has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of wreckage, and administration costs.

B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the Mayor.

C. It is the policy of the City to provide Utility services to lands and facilities under the City's jurisdiction, either directly or through contract. Other services, such as debris collection or fee adjustments, may be established by the Mayor, if deemed necessary.

D. Large-scale debris removal and disposal is covered in the City of Auburn Debris Management Plan.

PLANNING ASSUMPTIONS

A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or partially or fully inoperable.

B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

C. Rapid damage assessment of the disaster area will be required to determine potential workload and priorities.

D. The City shall be responsible for its own emergency repairs and restoration of services. All requests for assistance will be forwarded to the EOC, which will coordinate any needed outside resources.

E. Assistance from the State or Federal government may be needed to clear debris, perform damage assessments and structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting. It is understood however, that these resources take several days to mobilize and respond and that the City should anticipate no state or federal assistance for at least seven days following a major disaster.

F. Significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, may be required from outside the disaster areas.

G. Following an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

CONCEPT OF OPERATIONS

A. City of Auburn

1. The CDPW Department will assign a qualified staff member to the EOC to serve as the primary coordinator of utilities functions for the City.

2. The CDPW Department will assign a qualified staff member to serve as the primary coordinator of engineering functions for the City.

3. The CDPW Department shall provide damage assessments and provide for emergency restoration of all City-owned utilities and street transportation facilities.

4. Priority shall be given to utilities and street transportation facilities that provide critical and essential life safety services, such as to the Multicare Auburn Medical Center.

5. Additional assistance may be obtained through existing mutual aid agreements, contracts with public and private agencies and/or through regional, county, or state agencies.

6. The following utility systems operate within the City:

Public/City Owned	Privately Owned
Water	Electric power
Sanitary Sewer	Natural gas
Storm Drainage	Telephone/Fiber Optic/DSL
	Cable/Satellite Television

These systems, with some exceptions, generally have the following aspects in common:

* They provide services to individual properties, both public and private.
* Most systems have a trunk or trunks from which distribution or collection branches service each property.
* All or substantial portions of each system reside underground.

7. The CDPW Department shall provide damage assessment of City-owned buildings and facilities.

8. Time permitting and resources allowing, the CDPW Department may provide damage assessment for other public buildings and facilities and rapid damage assessment for privately owned critical facilities located within the City of Auburn (VRFA, shelter locations, medical facilities, etc.).

9. The CDPW Department plans for emergency actions in the following phases:
   a. Phase 1
      1) Rapid damage assessment.
      2) Provide a qualified staff member to coordinate City-wide rapid damage assessment efforts from the EOC.

3) Provide building inspectors to sweep affected areas and report damage to the EOC.

b. Phase 2 – Emergency Permitting and Inspections
   1) Review damages and assist application process.
   2) Issue permits.
   3) Permit construction.
   4) Provide inspections.
c. Phase 3 – Abandoned Buildings
   1) Identification.
   2) Inspection.
   3) Coordinate demolition.
   4) Legal process.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Assist in rapid damage assessment, as personnel and resources allow, and report findings to the EOC.

RESPONSIBILITIES

A. City of Auburn

1. CDPW Department
   a. Community Development Services.
      1) Provide post-event serviceability determination of facilities and structures.
      2) Provide support to Valley Regional Fire Authority in the safety evaluation of structures during rescue operations.
      3) Expedite permitting and required inspections, as appropriate and as resources allow.
      4) Coordinate damage assessment and post-disaster safety inspections of City-owned buildings and facilities.
      5) Coordinate with local engineering firms for additional assistance with inspections.
      6) Coordinate damage assessment and post-disaster safety inspections of public assembly buildings (shelter locations, commodity distribution facilities, medical facilities, etc.) if requested and as resources allow.
      7) Enforce City ordinances and State law regarding construction during new or reconstruction efforts prior to and after an emergency or disaster.
      8) Provide for the demolition of damaged and/or abandoned structures posting a threat to human safety.

   b. Engineering Services
      1) Document damages and costs related to damage sustained to street transportation and utility infrastructure during the emergency or disaster.
      2) Coordinate damage assessments and post-disaster safety inspections of city-owned bridges.
      3) Assess hazards associated with damage to streams, shorelines, and steep slopes, and make recommendations for repair and/or mitigation.
      4) Coordinate with local engineering firms for additional assistance with the above hazard assessments.

5) Coordinate with the EOC and PIO on public information.
6) Assist the Community Development Services with damage assessment of buildings and facilities, as requested by the EOC.

c. Operation Services - Water Division
1) Conduct damage assessments of City-owned water facilities.
2) Maintain operation of public water supply, storage, pumping, and distribution systems.
3) Provide for priority restoration of critical water facilities.
4) Provide temporary repair of damaged water infrastructure.

d. Operation Services - Sanitary Sewer Division
1) Conduct damage assessments of city-owned sanitary sewer facilities.
2) Maintain operation of public sanitary sewer collection, conveyance, and pumping systems, assist in meeting public sanitation needs, and control wastewater pollution in the environment.
3) Provide for priority restoration of critical sanitary sewer facilities.
4) Provide temporary repair of damaged sanitary sewer infrastructure.

e. Operation Services - Storm Drainage Division
1) Conduct damage assessment of the City-owned storm drainage system and assist in the assessment of the rivers dike systems.
2) Maintain operation of the public storm drainage collection, conveyance, and pumping systems.
3) Provide for priority restoration of critical storm drainage facilities, including the rivers, dike systems.
4) Provide temporary repair of damaged storm drainage infrastructure, and assist in maintenance of the rivers dike systems.

f. Operation Services - Streets Division
1) Provide debris removal, emergency protective measures, emergency temporary repair, and/or construction to maintain passable vehicular circulation of priority routes.
2) Provide damage assessment of streets to the EOC.
3) Provide for priority restoration of essential streets.
4) Designate potentially usable roads and bridges.
5) Establish and maintain evacuation routes as directed by the EOC.
6) Coordinate road closures through the EOC.
7) Provide temporary repair of damaged City roads and bridges, if possible. Provide road blocks, barricades, signs, or flaggers, as requested and resources allow.

2. Police Department
a. Provide assistance in implementing street closures and detours.
b. Provide perimeter control to bar access to unsafe locations, if requested and as resources allow.
c. Assist in rapid damage assessment (windshield survey) efforts as requested.

3. Finance Department
a. Solid Waste
1) Coordinate debris removal and disposal with contracted service providers for solid waste, pursuant to the City of Auburn Debris Management Plan.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Provide support in rapid damage assessment, debris removal, and emergency protective measures, if requested and as resources allow.

REFERENCES

1. City of Auburn Debris Management Plan
2. City of Auburn Duty Officer Manual
3. City of Auburn EOC Manager Manual
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

Attachment 1: Windshield Survey Form

(see next page)

CITY OF AUBURN EMERGENCY MANAGEMENT WINDSHIELD SURVEY FIELD FORM

Observer/Unit #	District	DATE	TIME
DAMAGE PRIORITY (check one)	P1 ❑ (report immediately)	P2 ❑	P3 ❑

BUILDING INFORMATION

Type: (check one)	Residential ❑	Multi-Family ❑	Business ❑	Public ❑	School ❑	Other ❑

LOCATION/ADDRESS

Nearest Cross Streets

PROBLEM(S)

I. INJURIES REPORTED OR OBSERVED:	Yes ❑	No ❑	If yes, estimate number:	
	Immediate assistance required		Yes ❑	No ❑
II. FIRES OBSERVED:	Yes ❑	No ❑		
If yes, nature of fire (natural gas, live power lines, hazardous materials, etc.):				
III. SIGNIFICANT BUILDING DAMAGE:	Yes ❑	No ❑		
If yes, description (i.e., multi-story collapse, partial collapse, occupied, etc.):				
IV. ENVIRONMENTAL HAZARD PRESENT:	Yes ❑	No ❑		
If yes, what (natural gas, live power lines, hazardous materials, etc.):				
V. INFRASTRUCTURE ASSESSMENT:	Road impassable:		Yes ❑	No ❑
	Water lines broken:		Yes ❑	No ❑
	Power lines down/arcing:		Yes ❑	No ❑
	Gas Leak:		Yes ❑	No ❑
VI. DESCRIPTION/COMMENTS:				

SUBMITTED TO EOC & RECEIVED BY:			
DATE/TIME:	LOGGED ❑	MAPPED ❑	FILED ❑

ESF 4: FIREFIGHTING

LEAD: Valley Regional Fire Authority

SUPPORT: City: Police Department
Emergency Management
Community Development and Public Works

State: Washington State Patrol

INTRODUCTION

A. Purpose

To identify the City of Auburn's support activities relating to fire services within the City.

B. Scope

This Emergency Support Function addresses the City's support activities in relation to the detection and suppression of fires as the City has no direct role in the provision of these services.

POLICIES

A. The City of Auburn receives fire suppression services from the Valley Regional Fire Authority (VRFA), a municipal corporation authorized under RCW 52.26 and charged with the provision of fire suppression services to the City as identified in scope of the VRFA Fire Authority "Plan".

PLANNING ASSUMPTIONS

A. The National Incident Management System (NIMS) will be used for all fire related operations within the City.

B. The City will function in a support role to the VRFA for fire services in the City.

CONCEPT OF OPERATIONS

A. The VRFA provides fire protection services both inside and outside of the City.

B. VRFA is the lead agency for fire suppression operations within the City.

C. VRFA serves multiple cities and as such, will allocate fire resources during emergency incidents using established best practices, incident triage, and methodologies.

D. A VRFA representative will report to or establish communication with the EOC when requested by the City.

E. As authorized by their Board of Governance, VRFA participates in several intrastate mutual aid agreements, which may include, but is not limited to, Washington State Fire Mobilization, King County Mutual Assistance, and Pierce County Mutual Assistance.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Director
   a. Function as, or appoint a, liaison officer to work directly with VRFA representative in the EOC or other location as needed..

2. Building Division
   a. Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

3. Police Department
   a. Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.

4. Community Development and Public Works Department
   a. Provide regular maintenance to hydrants located within the City.
   b. Conduct testing of hydrants located in the City and forward any hydrant out of service or other deficiencies to the VRFA including notification when repairs are completed.
   c. Ensure adequate water pressure to hydrants located within the City, as resources allow.
   d. Ensure a sufficient quantity of water is available for fire protection, as resources allow. Notify the VRFA of any deficiencies in the water delivery system as appropriate.
   e. Provide operational support with equipment, trained staff, traffic control, and utilities control during an emergency or disaster.
   f. Work with other water purveyors that serve the City to complete the above activities as needed.

B. Other Organizations

1. Valley Regional Fire Authority
   a. Provide fire suppression and control and imminent life-safety services within the City.
   b. Provide a representative to the EOC, if requested and as resources allow.
   c. Provide regular status reports and information regarding fire operation and resource needs to the EOC, when activated and if requested.
   d. Assist in warning the public of evacuations, traffic routing, and/or traffic control, if requested and as resources allow.
   e. Support evacuation and recovery efforts, if requested and as resources allow.

2. Washington State Patrol
   a. Coordinate State Fire Mobilization Plan, including requests for mutual aid.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework

5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. National Response Framework
8. Valley Regional Fire Authority Standard Operating Procedures and "Plan".
9. Fire Defense Mobilization Plan
10. RCW 39.34, Interlocal Cooperation Act
11. RCW 43.43, Washington State Patrol – State Fire Services Mobilization Plan

ATTACHMENTS
None.

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ESF 5: EMERGENCY MANAGEMENT

LEAD: Emergency Management Division

SUPPORT: City: GIS
CDPW

INTRODUCTION

A. Purpose

1. To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation.

2. To provide guidance in reporting response and recovery information to local and state emergency management agencies.

B. Scope

This Emergency Support Function (ESF) addresses the informational needs of the Emergency Operations Center (EOC) for assessing a disaster situation and supporting related response and planning efforts. Incident Command is not addressed in this ESF, but instead in the Basic Plan and in SA #1.

POLICIES

It is the policy of the City of Auburn (City) to disseminate current and accurate information, and request the same from outside agencies and volunteer organizations, during times of EOC activations or potential activations. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

PLANNING ASSUMPTIONS

A. To identify urgent response requirements during an emergency or disaster, or the threat of one, and to plan for continuing response, recovery, and mitigation activities, there will be an immediate and continuing need to collect, process, and disseminate situational information.

B. Information will be provided by field personnel, responders, volunteers, the public, the media, and others.

C. Information collection may be hampered due to many factors including: damage to communications systems, communications system overload, damage to transportation infrastructure, effects of weather, smoke, and other environmental factors.

D. Urgent response requirements during an emergency or disaster, or the threat of one, and the plan for continued response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.

E. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

CONCEPT OF OPERATIONS

A. Whenever any part of the City is threatened by a hazard that could lead to a large-scale emergency or disaster, or when such an emergency or disaster situation exists, the EOC will be activated at the appropriate level to assess the situation.

   1. The Planning Section will:
      a. Collect, record, and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders.
      b. Display and analyze information for future response and recovery needs

   2. The Operations Section will:
      a. Display and analyze information for immediate response needs.
      b. Coordinate interdepartmental issues

B. Information analysis will include, as appropriate:

   1. Assessment and display of the hazard's impact and potential future impacts, including the boundaries of the affected area and the distribution, type, and magnitude of the damage.

   2. Maintaining a current status of emergency response activities, resource needs, and requests, and the status of critical facilities.

   3. Establishing priorities in the event of resource scarcity.

   4. Consolidation of information into logs and reports to keep others informed and to document relevant activities.

C. Planning will include, as appropriate:

   1. Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending upon the scenario and situation.

   2. Planning information will be shared with King and Pierce County Emergency Management, neighboring agencies, Washington State Emergency Operations Center (SEOC), and other EOC functional positions. Where possible, it will also be incorporated into appropriate visual displays.

   3. The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.

   4. Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.

D. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made based on the best analysis possible under the

circumstances using the combined talents of the staff then assembled.

E. Analysis and planning will continue until the EOC is deactivated, though it may continue long after deactivation. Analysis and planning functions may be transferred to individual City departments following deactivation.

RESPONSIBILITIES

A. Emergency Preparedness Manager

1. Ensure development of EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.

2. Ensure development of EOC procedures for information analysis and planning.

3. Maintain the EOC in a configuration to support the analysis and planning function.

4. Include analysis and planning as part of the citywide emergency management training program.

5. Ensure development of policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

B. Innovation & Technology Department – GIS

1. Ensure GIS staff is appropriately trained and have access to sufficient tools to provide real-time data display services (mapping and plotting) during an EOC activation.

2. Obtain appropriate data from the EOC Planning Section to produce appropriate visual displays.

3. Work closely with Planning Section to ensure that information is displayed appropriately and is accessible.

C. CDPW Department – Planning Division

1. Ensure Planning Division personnel are sufficiently trained to staff the Planning Section of the EOC.

D. All City Departments

1. Report observed damage information to the EOC in accordance with established damage assessment protocols, including windshield survey data, inspection data, and other tools.

2. Continue to provide additional disaster related information to the EOC as it becomes known.

REFERENCES

1. City of Auburn CEMP Basic Plan: Appendix 4: Training, Drills, and Exercises
2. City of Auburn Duty Officer Manual
3. City of Auburn EOC Manager Manual
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

1. Essential Elements of Information

Attachment 1: Essential Elements of Information

The essential elements of information, which may or may not be immediately or readily available to City staff, but are of common need to one or more response activities, may include the following:

OVERALL DISASTER INFORMATION

1. Boundaries of the disaster area
2. Social/economic/political impacts
3. Jurisdictional boundaries
4. Status of transportation systems
5. Status of communication systems
6. Access points to the disaster area
7. Status of utilities
8. Hazard specific information
9. Weather data affecting operations
10. Seismic or other geophysical information
11. Status of critical facilities
12. Status of key personnel
13. Status of disaster or emergency declaration
14. Major issues/activities
15. Overall priorities for response
16. Status of upcoming activities
17. Status of community housing and shelter
18. Status of critical public health issues (water supply, food, sanitation, etc.)
19. Extent of damage to private property
20. Potential future impacts of the disaster/emergency

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ESF 6: MASS CARE, HOUSING, AND HUMAN SERVICES

LEAD: Parks, Arts, and Recreation Department

SUPPORT: City:
Human Services Division
Building Division
Emergency Management Division
Police Department
M&O Division
Public Information Officer
Human Resources Department

County:
Seattle/King County Public Health
King County Office of Emergency Management
King County Animal Control

Regional: American Red Cross

INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents and City employees impacted by an emergency or disaster who are unable to care for themselves.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering and mass care needs in the City of Auburn during a major emergency or disaster and the coordination regional mass care offerings through the Emergency Operations Center (EOC) in coordination with King and Pierce County Emergency Management and the American Red Cross.

POLICIES

A. It is the policy of the City of Auburn to conduct mass care and shelter operations in close coordination with surrounding agencies and King and Pierce County Emergency Management in order to avoid duplication of effort and to combine and share resources as may be practical.

B. Shelters operated by the City of Auburn will be operated under American Red Cross standards, guidelines, and procedures to the greatest extent possible in order to facilitate joint management with the American Red Cross whenever feasible.

C. All mass care services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

D. The City of Auburn will not operate “Medical Needs” or “Skilled Care” shelters intended for the medically fragile or medically dependent. These shelters require specialized equipment, personnel, and expertise which the City of Auburn does not possess and these shelters fall

under the purview of King County Public Health, which will facilitate their operation on a county-wide basis.

E. All offered mass services will be provided in compliance with the Americans With Disabilities Act and other federal and state laws related to access and functional needs.

F. The City may provide temporary housing as available, either via employee shelters or other accommodations, for City employees and their families who require assistance during a disaster.

G. In accordance with the Federal Pets Act, the City will make available pet shelter facilities to the extent practical, recognizing that the City has limited ability to provide these services directly and must rely upon mutual aid available through King and Pierce Counties.

PLANNING ASSUMPTIONS

A. Mass care requirements during a large emergency or disaster may overwhelm social service agencies.

B. The opening of shelters in the City will be coordinated by the Emergency Management Division, who will coordinate with surrounding agencies, King and Pierce Counties, and the American Red Cross as appropriate.

C. The Parks Department, in cooperation with the Emergency Management Division, will coordinate City resources and services necessary for shelter and mass care operations and management, including employee needs.

D. Each sheltering situation is unique and requires close coordination and possibly inspection of facilities prior to a shelter site being announced. Schools in particular have a primary responsibility to their students and are not a first choice for shelters during the school year.

E. Whenever possible, shelters will be operated using standards created by the American Red Cross.

F. The City has limited capacity and capability for sheltering. Once the City has identified that it has met or will soon meet, those limits, the appropriate County will be notified so that regional sheltering can be initiated.

G. The City has limited capacity and capability for pet sheltering. Once local resources are expended, Auburn Valley Humane Society, other non-profit organizations and King or Pierce County Animal Control will be contacted to operate or coordinate larger shelters.

H. The City has no capacity for large animal sheltering. Large animal sheltering is coordinated by King or Pierce County Emergency Management, with the nearly large animal shelter being located at the Enumclaw Fairgrounds.

CONCEPT OF OPERATIONS

A. Mass care provides for the immediate survival needs of victims through group services and facilities.

B. Mass care will normally be carried out during and immediately after an emergency or disaster, until individual services can be provided. Mass care services are usually provided for less than a week. Local government is responsible for coordinating resources needed in an individual community and may utilize the services of the American Red Cross, Salvation Army, or other non-profit or private organizations.

C. The impact of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, healthcare and mental health care for disaster victims and disaster workers. Crisis support and training will also be required for City staff and volunteers.

D. Delivery of appropriate services will be coordinated to the greatest extent possible through the local EOC, which in turn will coordinate with the Zone Coordinator and/or the County and State Coordination or Operations centers. Whenever possible, the services provided will be consolidated to central locations, with individual City's contributing staff and supplies to the larger effort to achieve economies of scale that cannot be accomplished at the local level.

E. Mass care includes such basic human needs as emergency medical care, emergency shelter, and provisions of emergency food, water, supplies, and medicine.

F. The EOC will coordinate the identification of safe areas of the city, inspection and clearance of potential shelter locations, identification of safe travel routes, assessment of the appropriate number and location of shelters, etc.

G. Victim lists and disaster assistance inquiries will be coordinated within the EOC, which in turn will work closely with the Counties, the Red Cross, and other organizations with similar information to provide a uniform message to the public on these topics.

H. Public information regarding shelter availability and locations shall be coordinated through the designated Public Information Officer for the City or EOC, utilizing the County JIC as appropriate.

I. The range of services needed by disaster victims will depend upon the emergency and could include temporary housing, furniture, building and repair supplies, and occupational and mental health services.

J. Insurance companies, local human service organizations, and various City, County, State, and Federal government agencies will provide individual assistance to disaster victims.

K. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include cash grants, low interest loans, food stamps, disaster counseling, and unemployment benefits.

L. Individuals or families may arrive at shelters in recreational vehicles. They may choose to utilize some or all of the services provided in the shelter.

M. Individuals may arrive at shelters with pets. Whenever practical, pet shelters will be co-located (on the same property) with human shelters to facilitate animal care by pet owners. Pets or companion animals are not allowed in human shelters due to safety and health concerns. Service animals will be allowed in shelters, however may be challenged to verify the service provided by their animal. Reasonable accommodations will be made to allow

bona fide service animals into mass care shelters, including separation of the individual and their service animal from the rest of the population, however such separation is not guaranteed and it may not be possible to accommodate all requests.

RESPONSIBILITIES

A. City of Auburn

1. Parks Department
   a. Act as lead department for emergency shelter operations and mass care.
   b. Open shelters upon request of the EOC, utilizing City personnel and trained volunteers for staff. Shelter locations will be determined by the EOC, taking into account the location of displaced individuals and the condition of potential shelter facilities.
   c. Coordinate the provision of food, clothing, shelter, first aid, and other services to disaster victims, utilizing the resources of the City, non-profit organizations, and private companies.
   d. Develop plans and coordinate utilization of City facilities and park sites for use as shelters or staging areas, in coordination with the Emergency Management Division.
   e. Develop plans to house and feed impacted City employees and their families during disaster operations, when those employees do not have ready access to resources in their own communities.

2. Emergency Management Division
   a. Maintain current list of potential shelter locations, based upon information from the American Red Cross and other sources.
   b. Encourage potential local shelter facilities to sign American Red Cross shelter agreements.
   c. Coordinate and organize a local Community Organizations Active in Disaster (COAD) group to bring potential local resource providers together prior to disaster.
   d. Ensure that identification and inspection of potential shelter locations is coordinated in the EOC during a disaster.
   e. Assist the Parks Department with donation management services.

3. Human Services
   a. Coordinate local non-profit and private resources to meet short term needs of disaster survivors.
   b. Serve as focal point for long-term human services needs of disaster victims, in coordination with local, county, state, and federal agencies.
   c. Assist in locating a facility to serve as local disaster recovery center as needed.

4. Building Division
   a. Provide structural and building safety inspections of potential shelter sites prior to shelters opening.

5. Police Department
   a. Provide or coordinate security, crime prevention, crowd control, traffic control at shelter locations in the city, as resources allow.
   b. Assist in identifying and monitoring safe travel routes to shelters, in conjunction with CDPW.

c. Assist in coordination of emergency pet and large animal sheltering, via the Animal Control Officer.

6. Maintenance and Operations Division
   a. Coordinate disposal of solid waste from shelters, in conjunction with Solid Waste Division.
   b. Coordinate water availability at shelters.
   c. Assist in crowd and traffic control by providing temporary traffic control devices and barriers.
   d. Assist in identifying, monitoring, and maintaining safe travel routes to shelters, in conjunction with Police Department.
   e. Makes vehicles and personnel available to Parks Department to transport donated and procured mass care supplies to shelters and other locations.

7. Public Information Officer
   a. Coordinate the dissemination of public information concerning mass care and individual assistance, ensuring proper information is provided to and by all relevant partner organizations.

8. Human Resources Department
   a. Identify employees and their families who may need disaster related assistance.
   b. Assist Parks Department with disaster related employee services.

B. Local Organizations

1. Auburn Valley Human Society
   a. Coordinate emergency pet sheltering within the City of Auburn.

2. Non-profit organizations
   a. Various organizations, including the American Red Cross, Salvation Army, various religious organizations, and others may provide a variety of donated goods and services after a disaster, which will be done in coordination with the Parks Department, Human Services Division, or Emergency Management Division.

3. Private (for-profit) organizations
   a. Various businesses may provide donated or purchased goods and services for the benefit of disaster victims. This will be done in coordination with the Parks Department, Human Services Division, or Emergency Management Division.

4. All local organizations which provide goods or services which may be useful after a disaster, whether non-profit or for-profit, will be encouraged to become part of the local Community Organizations Active in Disaster group, organized by the Emergency Management Division, in order to provide more efficient services during the disaster.

C. County

1. King and Pierce County Emergency Management
   a. Coordinate the location, staffing, and supplies for regional shelters, in conjunction with all impacted jurisdictions.

b. Coordinate with the American Red Cross and other large service organizations for the provision of shelters and supplies regionally.

2. King and Pierce County Animal Control
   a. Coordinate the location, staffing, and supplies for regional pet shelters, in conjunction with all impacted jurisdictions and non-profit organizations.

REFERENCES

1. American Red Cross Shelter Operations Guide
2. City of Auburn Duty Officer Manual
3. City of Auburn EOC Manager Manual
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

1. King County Regional Sheltering Concept of Operations
2. King County Regional Shelter Types Table
3. King County Regional Sheltering and Mass Care Decision Tree

Attachment 1: King County Regional Shelter Concept of Operations

King County Regional Concept of Operations
For
General Population Shelters
Updated May 26, 2009

The King County Shelter table has been established by the King County Mass Care Workgroup to establish a common operating platform for shelter operations county-wide. The shelter table takes into consideration the potential need for individual cities to be able to offer some sort of shelter in their jurisdiction, while balancing the availability of regional resources and the concept that no person in need will be turned away based on jurisdictional boundaries.

The intent of the Workgroup is to recommend that jurisdictions coordinate shelter services to maximize the efficient use of scare resources. Toward this goal, jurisdictions are encouraged to consolidate dormitory shelters while offering local warming/cooling centers as able and needed. Jurisdictions must evaluate what level of effort they can adequately support and sustain for the anticipated length of the event, taking into consideration staff, supplies, facilities, and other related needs.

The Workgroup recommends that all jurisdictions offering shelter services adopt and utilize sheltering procedures endorsed by the American Red Cross in order to facilitate the potential operation of multi-jurisdiction shelters. The Workgroup further recommends that all jurisdictions in King County adopt the shelter typing system created by the Workgroup.

In a wide-spread regional disaster, the availability of resources from other local jurisdictions and the American Red Cross will be severely limited, thus collaborative regional shelters will be the standard in those situations.

Attachment 2: King County Shelter Types

The King County Shelter types have been established by the King County Mass Care Workgroup to establish a common operating platform for shelter operations county-wide. They take into consideration the need for each individual City to be able to offer some sort of shelter in their jurisdiction, while balancing the availability of regional resources. The intent is to encourage jurisdictions to offer the shelter services they are able to, but to recognize that when local resources are expended, or insufficient to begin with, regional shelters will become necessary in order to leverage available resources from all involved jurisdictions. The shelter typing system encourages all jurisdictions offering shelter services to adopt and utilize sheltering procedures endorsed by the American Red Cross in order to facilitate the operation of multi-jurisdiction shelters. No jurisdiction is prohibited from opening their own shelter of any type, however they must take into consideration the availability of resources to support it, recognizing that local shelters are the sole responsibility of the jurisdiction that opens them, until and unless outside resources are available. In a wide-spread regional disaster, the availability of resources from other local jurisdictions and the American Red Cross will be severely limited, thus collaborative regional shelters are highly encouraged in those situations.

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Regional Dormitory Mega-Shelter (>500 capacity).	Jurisdiction or Tribal Execs thru KCECC, Private Sector. County coordination necessary due to resource constraints.	American Red Cross (ARC), County, City, Special Purpose (SP) Districts, Tribes, Private Sector.	County, City, SP District, Tribes, ARC, Private Sector. Supported by all jurisdictions in region.	Windstorm, Power Outage, Earthquake, Terrorism, Volcanic Eruption	Current event information, public education, prepared meals, sanitation, sleeping, first aid, ADA access, security, pet shelter nearby (see below)	Federal Support; Zone Coordination Centers; State Resources, County, City, SP District, Tribes ARC, Non-Governmental Organizations (NGOs), Faith, Private Sector
Zone dormitory shelter (<500 capacity) *Zone 1 = North County* *Zone 3 = South County + Vashon* *Zone 5 = Seattle.*	Jurisdiction or Tribal Execs thru KCECC or Zone Coord Center. Zone or County coordination necessary due to resource constraints.	ARC, KC Parks, City, SP Districts, Tribes, Private Sector	County, City, SP Districts, Tribes, ARC, Private Sector. Supported by all jurisdictions in Zone.	Hazmat, Earthquake, Flooding, Winter Storm	Current event information, public education, prepared meals, sanitation, sleeping, security, ADA access, first aid, pet shelter in separate location (see below)	County, City, SP District, Tribes, ARC, NGOs, Faith, State Resources Regional Coordination Framework (RCF), Zone Coordination Centers.

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Local dormitory shelter (dependent upon local jurisdiction resources, typically <100 capacity)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, ARC.	Local jurisdictions.	All Hazards, localized	Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below)	City, SP District, Tribes, ARC, Faith, NGOs, Mutual Aid, Inter-local Agreements, RCF, Private Sector
Severe weather shelter (Provides overnight-only sleeping quarters for homeless and general public during severe cold weather events.)	Jurisdiction or Tribal Exec, or ARC, faith-based	County, City, Multiple Agency Partnership, SP District, Tribes, ARC	County, City, SP District, Tribes	Severe Winter Weather	Sanitation, utilities, sleeping, security, ADA access. Optional: Human services information, warm/cold drinks and snacks. Pets per facility policy.	County, City, Multiple Agency Partnership, SP District, Tribes ARC, NGOs, Faith, Private Sector
Medical Needs Shelter (Patients have no acute medical needs but require some medical surveillance and/or special assistance beyond what is available in a standard shelter).	Public Health	KC Public Health	Public Health	All Hazards	Nursing staff, in-patient beds. Medical Reserve Corps staff.	County, City, SP District, Tribes, ARC, Faith, State Resources, RCF, Zone Coordination Center Activations, Private Sector, all health-care providers.

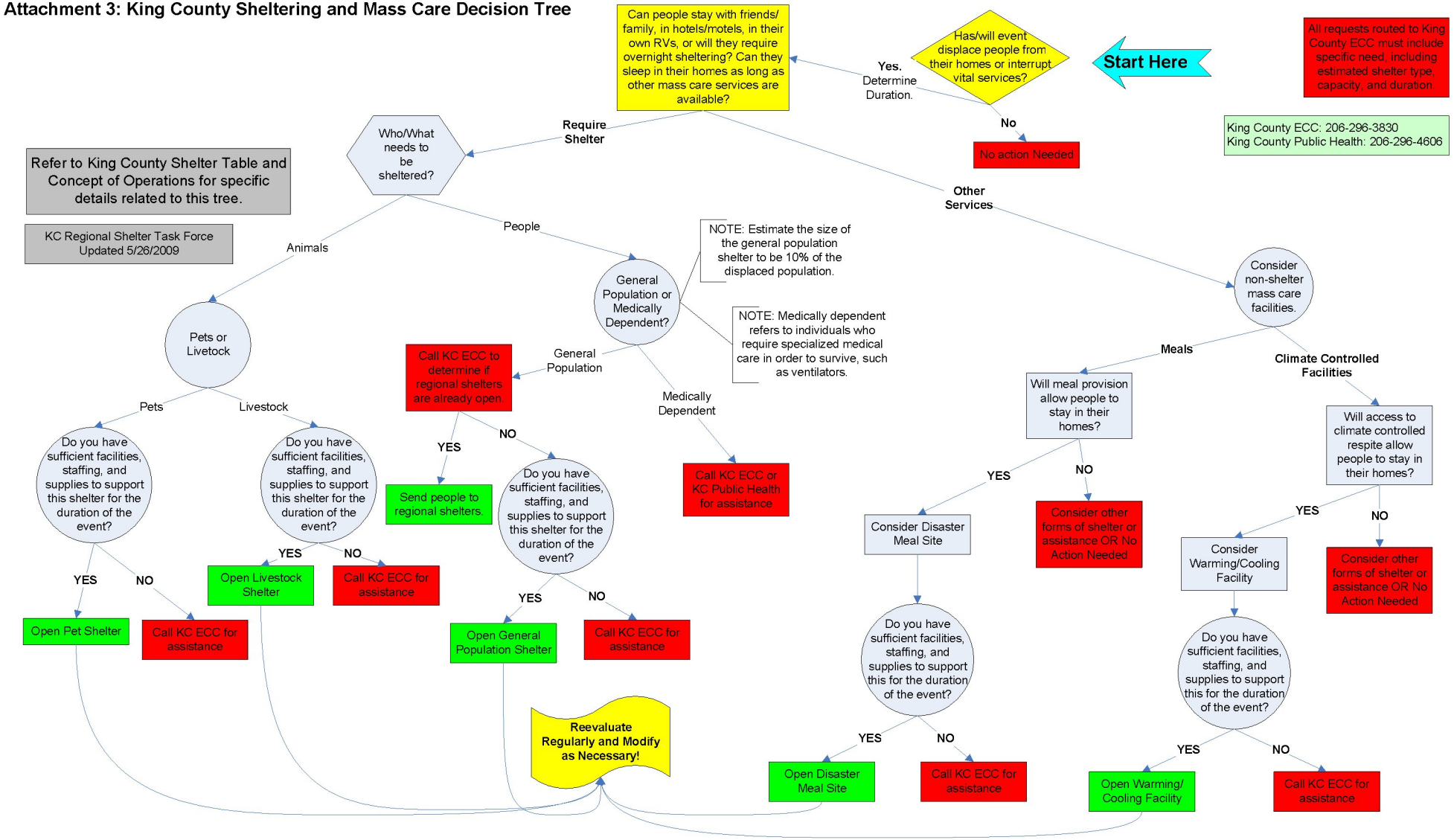
CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Skilled Care Nursing Home Evacuation (Patients who require recurring professional medical care, special medical equipment, and a level of care usually only available in Hospitals or Skilled Care Facility.	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, acute care, oxygen, Medical Reserve Corps staff, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RCF, Zone Coordination Center Activations, Private Sector, all health-care providers.
Medical Surge (Patients who need acute medical care such as individuals experiencing trauma or injury. In case of disease outbreak or certain other disasters, a significant portion of the population may be immediately thrown into this category as a result of the incident.)	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, medical records, acute care, pediatrics team, oxygen, medical reserve corps staff, administration, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RCF, Zone Coordination Center Activations, Private Sector, all health-care providers.
Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, NGOs, ARC	County, City, SP District, ARC Faith, NGOs	All Hazards	Prepared meals, current event information and education; basic sanitation; ADA access	County, City, SP District, ARC, NGOs, Faith Community, Private Sector

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Warming/Cooling Center (Provide respite for general public on a drop-in basis).	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, EOCs	County, City, SP Districts, Tribes, Faith, NGOs, private	All Hazards	Current event information, heating or A/C, basic sanitation, ADA access. Optional: public education, drinks, snacks.	Mutual Aid, Inter-local Agreements, volunteer and faith-based resources; local staffing, ARC, NGOs
Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.)	Jurisdiction or Tribal Exec	Local jurisdiction will address	Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business.	All Hazards	Pet food, water, cages, leashes, vet support, volunteers, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan	Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,
Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located).	Local, county, Tribal Execs	Local jurisdictions and County Animal Control; Shelters cross-leveled at KCECC	See Pet Shelter	All Hazards	See Pet Shelter	County facilities, state Ag, volunteer agencies, private business
Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care).	Individual Resident; Business Owner	Individual Resident; Business Owner/Employees	Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace	All Hazards	Family Plan, Skills; Disaster Supplies; pet supplies. Event information from media (radio, TV, print). Business Plans, Supplies; safe room for shelter in place from hazmat	Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans

CATEGORY	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED	RESOURCE SOURCES
Livestock Shelter (set up to house livestock evacuated form rural/suburban areas.	Jurisdiction Tribal Executive	Same as Local, Zone, Regional shelters	Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business	All Hazards	Livestock food, water, fenced, secure areas; vet support, care volunteers, sanitation supplies, tracking system, owner contacts; shelter SOP, off-site storage, security plan	Livestock owners, State Ag Dept; Volunteer and livestock organizations; County Gov agencies, private business

Attachment 3: King County Sheltering and Mass Care Decision Tree

Attachment 3: King County Sheltering and Mass Care Decision Tree



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ESF 7: RESOURCE SUPPORT

LEAD: Emergency Management Division

SUPPORT: City: Human Resources Department
Finance Department
Police Department
Community Development and Public Works Department
Parks Department
All City Departments

INTRODUCTION

A. Purpose

To provide the most efficient coordination of resources in order to effectively respond to an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses provisions for, and coordination of, resources for all City departments during the immediate response to an emergency or disaster and for subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, "no county, city, town, or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation".

B. In accordance with RCW 38.52.070, "each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds".

C. In accordance with RCW 38.52.110, in responding to a disaster, "the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not

limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law."

D. In accordance with RCW 38.52.110, "the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, that citizens so commandeered shall be entitled during the period of service to all privileges, benefits and immunities as are provided by this chapter and federal and state emergency management regulations for registered emergency workers."

E. In accordance with RCW 38.56, the City is a member of the Washington Intrastate Mutual Aid System and may request resources from any political subdivision in the State which has not opted out of the system. It is understood that the City will reimburse any jurisdiction which provides resources under this system.

PLANNING ASSUMPTIONS

A. The City will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.

B. Each individual department is responsible for inventories of their own resources and for reporting same to the Emergency Management Division or the EOC when requested.

C. The Logistics Section of the EOC will track all unassigned staff and volunteers. When the EOC is not activated, this function will be performed by the HR Department.

D. All unassigned personnel and volunteers will report their location and availability to the nearest Department Operations Center (DOC) or EOC and that information will be tracked by the Logistics Section in the EOC, if activated, otherwise by the HR Department.

E. The Human Resources Department is responsible for handling claims for workers compensation from credentialed volunteers and City personnel, and this function will be coordinated by the Finance/Admin Section in the EOC when activated.

F. The Emergency Management Division is responsible for managing damage and compensation claims from emergency workers eligible for such under WAC 118-04 and for submitting those to the Compensation Board and to the State.

G. The Emergency Management Division is responsible for purchasing, maintaining, and tracking disaster supplies to be issued to employees. This includes, but is not limited to, emergency backpacks, emergency food and water, and other supplies as resources allow.

H. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and affect the availability and distribution of resources.

I. Department Operations Centers will have available, or have immediate access to, resources and vendor lists for the most commonly used or anticipated resources used during an emergency or disaster. This information will also be made available to EOC personnel.

CONCEPT OF OPERATIONS

A. During an emergency or disaster, or the threat of one, the EOC may be activated to coordinate the response and support of City departments and other responding agencies with evaluation, planning, information, and resource management.

B. During urgent preparedness or response activity, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, or upon direction of the Emergency Management Director or EOC Manager.

C. The EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, staff may provide coordination services without EOC activation.

D. During restoration and recovery activities, resource requests are to be made to the Logistics section of the EOC.

E. To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.

F. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.

G. A successful and efficient response and recovery effort relies heavily upon the involvement of the whole community. To that end, the community is encouraged to involve themselves in community based pre-disaster activities. This includes active involvement in the Community Organizations Active in Disaster (COAD) group, which gathers resources information and distributes procedures as part of the preparedness process.

H. Close coordination will be maintained with Federal, Tribal, State, County and Local officials and volunteer associations directly involved in the event. The priority of tasks will be determined by EOC staff.

I. The resources of the City will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110. City departments will retain sufficient quantities of applicable resources in reserve to meet City needs, as appropriate. Should City resources be insufficient, additional resources may be procured or requested through the following:

    1. Private sector purchase.
    2. Mutual Aid and Interlocal Agreements, including the King County Regional Coordination Framework and the Washington Intrastate Mutual Aid Agreement.
    3. Private sector resources, in accordance with the provisions of RCW 38.52.110 (Use of Existing Services and Facilities – Impressment of Citizenry), upon a Governor's declaration of disaster.

J. Ensuring adequate staff to respond during an emergency or disaster is essential.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Division
   a. Ensures deployed and available resources are inventoried and that an updated inventory list is available in the EOC and in each DOC.
   b. Coordinates requests for out-of-area resources through the use of EOC staff.
   c. Provides both disaster preparedness and response training to employees.
   d. Coordinates with all departments to ensure accurate reporting of disaster-related costs, in conjunction with Finance Department.
   e. Provides trained emergency radio volunteers to provide communications from remote or communications damaged sites.
   f. Trains and pre-identifies disaster volunteers.
   g. In conjunction with Community Development and Public Works, develops standard operating procedures for city-wide resource management. Develop and maintain disaster-specific policies and procedures to acquire equipment, materials, supplies, contract services, and equipment maintenance during an emergency or disasters.
   h. Identifies resource distribution and storage areas.
   i. Ensures there are enough adequately trained personnel and/or volunteers to carry out EOC activities and schedules them appropriately.
   j. Ensures that the essential needs of EOC staff are accounted for (food, shelter, rest, mental health, etc.).
   k. Develops plans for managing donated goods and services, whether those goods and services are donated for City use or public use.

2. Human Resources
   a. Develops plans for employee and family notification during an emergency.
   b. Develops procedures and coordinates the registration of temporary emergency workers and volunteers on behalf of the City, in coordination with the Emergency Management Division.
   c. Provides staff to serve in the Logistics and/or Finance Sections of the EOC.

3. All City Departments
   a. Inventories personnel, major equipment, and supplies and provides a listing to the Emergency Management Division prior to a disaster and directly to the EOC during a disaster.
   b. Coordinates resource use under emergency conditions through the EOC.
   c. Monitors and processes time sheets, rosters, overtime requests, and event specific activity logs.
   d. Assesses the impact of the event on available resources and identifies repair, maintenance, and replenishment needs.
   e. Provides appropriate staff to support the EOC, as requested, to ensure the following activities occur:
      1) Procures equipment, materials, supplies, contract services, equipment maintenance, and negotiate leases for grounds, offices, or space required by the City, as directed by the Emergency Management Director.
      2) Coordinates the allocation, utilization, and conservation of resources.

3) Verifies that local resources are exhausted, or are about to be, prior to requesting resources through mutual aid channels.

4. Finance Department
   a. Establishes "Emergency Purchasing Agreements" with local businesses for use during emergency or disaster operations.
   b. Develops and maintains policies, a Continuity of Operations Plan, and Standard Operating Procedures (SOPs) for the department's disaster responsibilities.
   c. Establishes project codes to track disaster expenses for reimbursement.
   d. Establishes all necessary special accounts for the receipt of monetary donations.
   e. Assists in identifying sources of disaster funds, if departmental budgets are exceeded.
   f. Ensures disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
   g. Coordinates with all departments to ensure accurate reporting of disaster-related costs, in conjunction with Emergency Management Division.
   h. Develops procedures for collecting and processing emergency time cards and for paying City employees.

5. Police Department
   a. In coordination with Community Development and Public Works and Valley Regional Fire Authority, identify passable routes for transport of goods and people.
   b. Provides or coordinates security and mobile radio communications at distribution centers, if requested and as resources allow.
   c. Provides or coordinates security at the entrances of the EOC, for access control and logging purposes.
   d. Provides or coordinates security at DOC sites, as requested and as resources allow.

6. Community Development and Public Works Department
   a. In coordination with the Police Department and Valley Regional Fire Authority, identifies passable routes for transport of goods and people.
   b. Assists in the transport of goods and people, if requested and as resources allow.
   c. In conjunction with Emergency Management, develop SOPs for city-wide resource management. Develop and maintain disaster-specific policies and procedures to acquire equipment, materials, supplies, contract services, and equipment maintenance during an emergency or disasters.

7. Parks Department
   a. Assists in the transport of goods and people, if requested and as resources allow.
   b. Assist in distribution of goods and commodities to the public, via established shelter locations or other identified points of distribution.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.020, Declaration of policy and purpose

7. RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures
8. RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
9. RCW 38.56, Intrastate Mutual Aid System
10. Washington State Comprehensive Emergency Management Plan
11. Washington State Constitution, Article VIII, Section 7
12. National Response Framework

ATTACHMENTS

None.

ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES

LEAD: Emergency Management Division

SUPPORT: City: Police Department
Public Information Officer
All City Departments

Local: Valley Regional Fire Authority

Regional: King and Pierce County Public Health

INTRODUCTION

A. Purpose

1. To coordinate the support of health, medical, and mortuary services in the City of Auburn during an emergency or disaster.

2. To provide a format for the City to support a health, medical, or mortuary services emergency in cooperation with King or Pierce County Medical Examiner's Office, Valley Regional Fire Authority (VRFA), King County Medic One, the King or Pierce County Public Health Departments, and/or another related organization by participating in an Incident or Unified Command system depending on the type, severity, and needs of the specific incident.

3. To identify the role of all the agencies that might possibly be involved in a health, medical or mortuary services emergency in the City of Auburn.

B. Scope

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical, and mortuary needs during an emergency or disaster. This includes the following:

- Assessment of medical and health needs
- Health surveillance and communicable disease response
- Medical care personnel
- Medical and health equipment and supplies
- Patient evacuation
- In-hospital care
- Mental health
- Public health information
- Vector control (rats, pests, etc.)
- Potable water, wastewater, and sanitation
- Solid waste disposal
- Mortuary services and victim identification
- Hazardous materials (spills and releases)

POLICIES

A. The City will support the efforts of King and Pierce County Health Departments, VRFA, King County Medic One, the King and Pierce County Medical Examiner's Offices, or other related organizations regarding health, medical, and mortuary services in the City.

B. King and Pierce County Public Health Departments provide guidance to the City, County, and other agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infections or hazardous waste, and communicable diseases.

    1. The County Health Officers, or designee, may implement quarantine policies and/or a health order when required due to incidents of mass communicable disease exposure, or contamination of food, water, and environmental resources.

C. Representatives of County departments will coordinate their county-wide responsibilities from their respective County Emergency Operations Centers. In instances where an event is contained within the Auburn city limits, those organizations may send representatives to the City of Auburn EOC.

D. Unified Command will be used in all incidents relating to health, medical, and mortuary services that are criminal in nature or that require a police investigation be conducted.

PLANNING ASSUMPTIONS

A. The City of Auburn does not provide health, medical, or mortuary services of any type and assists in these functions in a support role only.

B. VRFA and Medic One, along with private ambulance companies, provide emergency medical care in the City of Auburn.

C. A significant natural or technological disaster or terrorist event could overwhelm local medical facilities and services requiring emergency coordination of casualties. This coordination will generally be the responsibility of VRFA, Medic One, and area hospitals.

D. Area hospitals, including Multicare Auburn Medical Center, clinics, nursing homes, pharmacies, and other medical and health care facilities may suffer severe structural damage, be destroyed, or be rendered unusable in a disaster.

E. A major emergency or disaster could pose public health threats to food, water, and personal heath.

F. Damaged manufacturing facilities, waste processing and disposal facilities, sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.

G. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

H. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

CONCEPT OF OPERATIONS

A. Public Health

1. King and Pierce County Health Departments
   a. Provide or coordinate health and environmental health services and activities within the City (including pandemic disease planning and response), including:
      1) Identification of health hazards
      2) Implementation of disease control measures, including examination, testing, treatment, vaccination, isolation, or quarantine, when appropriate.
      3) Coordination with the Department of Ecology to assess the public health risk from a hazardous materials spill.
   b. Report to local officials and the public regarding health conditions, warnings, and public information utilizing available means of communication and information dissemination.
   c. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.
   d. Provide the medical support and mechanism for distribution of prophylaxes to the public and emergency personnel, if warranted by threat of disease.
   e. Provide oversight of potable water supplies, including those operated by the City.

B. Emergency Medical Services (EMS)

1. The primary objective of EMS in an emergency or disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These may include, but are not limited to:

   a. Identification and coordination of medical resources.
   b. Identification of potential sites and support staff for temporary emergency clinics.
   c. Emergency care at shelters and mass care facilities.
   d. Coordination of medical transportation resources.

2. Both King and Pierce Counties have mass casualty plans that detail operational concepts and responsibilities to assure that EMS in the area will be capable of providing mass casualty emergency medical services during an emergency or disaster.

3. Basic and advanced life support services are provided by VRFA, Medic One, and various private ambulance companies within the City of Auburn. Mutual aid between and among EMS providers is utilized to make the most efficient use of available resources.

4. Hospitals and other medical providers and facilities will respond according to their established emergency response and disaster plans.

C. Mortuary Services

1. The King and Pierce County Medical Examiner's Offices have jurisdiction over bodies of all deceased persons within their county boundaries (RCW 68.50.010), with the

exception of incidents that fall under the jurisdiction of the Federal Aviation Administration (FAA), the State of Washington, or the military.

2. Both King and Pierce Counties have Mass Fatality Plans that detail operational concepts and responsibilities to assure that mass fatalities are dealt with in the most appropriate way.

3. The Medical Examiner's Offices will coordinate support of local mortuary services, as needed. Local funeral directors may assist in emergency mortuary services, if requested and at the discretion of the Medical Examiner.

4. If local resources for mortuary services are exceeded, the State and/or Federal government may provide supplemental assistance. The Medical Examiner may make a request for such assistance through his/her respective county EOC or to the Washington State Department of Health.

RESPONSIBILITIES

A. City of Auburn

1. All Departments
   a. Designate appropriate staff to support public health, medical, and mortuary services from the EOC during an event, as requested.
   b. Provide resources to be involved public health, medical, and mortuary service organizations, as requested and as available.
   c. Ensure that departmental Continuity of Operations plans contain contingencies for staffing in the face of pandemic disease outbreak.

2. Emergency Management Division
   a. Prior to an event, work with local medical providers to establish lines of communication to be used during an emergency or disaster.
   b. Coordinate with any voluntary disaster medical organization that may exist within the City of Auburn, ensuring lines of communication exist for information exchange and activation. Ensure that county Public Health agencies are aware of these resources.
   c. Provide logistical support to health and medical providers in the City of Auburn as requested and as resources allow.

3. Public Information Officer
   a. Coordinate closely with public health, medical, and mortuary service organizations during and event to ensure consistent public messaging.

4. Police Department
   a. Provide or coordinate crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.
   b. Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.
   c. Coordinate quarantine enforcement with the King or Pierce County Health Department, if requested and as resources allow.
   d. Provide assistance to the Medical Examiner's Office with mortuary operations if requested and as resources allow.

B. Local Agencies

1. Valley Regional Fire Authority
   a. Coordinate all aspects of emergency medical care and transportation of patients at a specific scene, including but not limited to triage, treatment, transportation, and set-up for an initial morgue area, and provide incident status and operations needs to the DOC/EOC at regular intervals.

2. Local Healthcare Providers
   a. Request mutual aid and medical logistics support through established healthcare logistics mechanisms, utilizing the City of Auburn EOC logistics process only when those channels fail, when the request is non-medical in nature, or when extra coordination is needed between the healthcare provider and the City.

C. County

1. King and Pierce County Public Health Departments
   a. Provide current and accurate information to the City of Auburn EOC, both for internal use and public dissemination.
   b. Organize and mobilize public health services during an emergency or disaster.
   c. Identify and coordinate activation of additional health professionals, when appropriate, including any voluntary disaster medical organization that may exist within the City of Auburn.

2. King and Pierce County Medical Examiner's Office
   a. Assume overall responsibility for emergency mortuary services, including but not limited to selection of suitable facilities for emergency morgues and ensuring qualified personnel are assigned to operate them.
   b. Keep all necessary records and furnish the local EOC with a periodic status report update and casualty list.

D. Federal

1. Department of Agriculture
   a. Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

2. Department of Health and Human Services
   a. Assist State and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.
   b. Assign professional and technical personnel to augment state and local forces.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework

5. Pierce County Comprehensive Emergency Management Plan
6. RCW 68.50.010, Coroner's Jurisdiction Over Remains
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

ESF 9: SEARCH AND RESCUE

LEAD: Police Department
Valley Regional Fire Authority

SUPPORT: City: Emergency Management Division
Community Development and Public Works

INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the support of search and rescue resources that may be operating within the City of Auburn.

B. Scope

This ESF addresses wilderness, suburban/urban, and structural search and rescue operations, and includes ground, air, and water operations.

POLICIES

A. Search and rescue means the acts of searching for, rescuing, or recovering persons whom have become lost, injured, or are killed as a result of natural, technological, or human caused disaster. Refer to RCW 38.52.010.

B. The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities (RCW 38.52.400) and the Police Chief is responsible for search and rescue operations in the City of Auburn.

C. The City of Auburn has no direct search and rescue assets and relies upon the assets of King and Pierce counties to conduct non-structural search and rescue functions within the City. The Valley Regional Fire Authority provides structural search and rescue operations with the City and serves as the Incident Commander for all such operations.

D. The respective outside organizations are responsible for coordinating administrative services for their search and rescue activities.

E. King and Pierce counties will activate and coordinate their non-structural search and rescue assets at the request of the Police Chief.

F. Valley Regional Fire Authority will activate and coordinate their structural search and rescue assets in response to events that require them or at the request of the Police Chief or Director of Emergency Management. VRFA will be responsible for prioritizing use of their structural search and rescue assets across their entire service area.

PLANNING ASSUMPTIONS

A. People may become lost, injured, trapped, or killed, during and emergency or disaster, requiring search and rescue activities in the City of Auburn.

B. An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt structural search and rescue actions.

C. Large numbers of people are likely to initiate their own search and rescue activities in response to a large event. Some of these individuals will have been trained through CERT or other programs, but most will not have. Historically, 95% of people rescued are assisted by other victims, so the self-initiated response of the public must be anticipated.

D. Responders will not have sufficient resources to manage spontaneous volunteers and it will not be possible to account for them all, however procedures must be in place for registering as emergency workers those who can be accounted for.

E. Access to damaged sites or event locations may be limited. Some sites may initially be accessible by only air or water.

F. The Police Chief has the authority to formally limit access to impacted sites where search and rescue operations are underway (RCW 38.52.400).

CONCEPT OF OPERATIONS

A. The Emergency Operations Center (EOC) may be activated to provide coordination and logistical support to search and rescue operations conducted in the City.

B. The Police Chief, or designee, is the Incident Commander of non-structural search and rescue operations in the City and of overall events which may contain a structural search and rescue component. The Police Chief will not directly command structural or technical search and rescue missions.

C. VRFA provides the Incident Commander for structural or technical search and rescue operations that consist primarily of fire, medical, and heavy rescue operations that are localized to a specific incident.

D. The Incident Commander will request search and rescue assets via the appropriate county or other agency. Specialized teams, including water, confined space, high angle, and heavy rescue will be requested through VRFA, who will obtain them via existing mutual aid agreements.

E. WSDOT is responsible for the conduct and management of all aerial search and rescue efforts in the State.

RESPONSIBILITIES

A. City of Auburn

1. Police Department
   a. Establish Incident or Unified Command, as appropriate.

b. Coordinate search and rescue operations.
c. Request appropriate search and rescue resources.
d. Conduct and document all investigative activities.
e. Provide on-site security, if appropriate.

2. Emergency Management Division
   a. Request Washington EMD mission number for search and rescue incidents where outside resources are requested or volunteers are used.
   b. Open and manage the EOC as needed to support search and rescue operations.
   c. Coordinate logistical support between search and rescue assets and their home organizations, as needed.

3. Public Works
   a. Provide equipment and qualified operators for search and rescue operations, if requested and as resources allow.

4. Building Division
   a. Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

B. Local Agencies

1. Valley Regional Fire Authority
   a. Command and conduct technical rescue operations and/or request the resources to do so.

C. County

1. King and Pierce County Emergency Management
   a. Provide non-structural search and rescue assets, if requested and as resources allow.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials.
7. RCW 47.68.380, Search and Rescue
8. Washington State Comprehensive Emergency Management Plan
9. National Response Framework

ATTACHMENTS

None.

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ESF 10: HAZARDOUS MATERIALS RESPONSE

LEAD: Police Department
Valley Regional Fire Authority

SUPPORT: City: Community Development and Public Works
Public Information Officer

State: Washington State Patrol

INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the support of hazardous materials responses within the City of Auburn.

B. Scope

This ESF addresses the support provided by the City of Auburn to hazards materials responses.

POLICIES

A. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPCs). It is the responsibility of each LEPC to develop a Hazardous Material Response Plan. Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, and a list of required personal protective equipment. LEPC functions for the City of Auburn are handled by the King County LEPC, managed by King County Office of Emergency Management.

B. Valley Regional Fire Authority will be incident command for all non-criminal hazardous materials incidents within the City, except for those on State highways, and will follow their applicable policies and procedures.

C. Unified Command will be used for all hazardous materials incidents that include a criminal investigation, including terrorism.

D. Washington State Patrol is responsible for coordinating hazardous materials incident responses that occur on state highways.

PLANNING ASSUMPTIONS

A. Hazardous materials incidents can occur anywhere at any time; however, railways, freeways, and industrial areas are places of higher than usual occurrence.

B. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses, and other facilities.

C. Properly trained and equipped local emergency responders can handle most hazardous materials incidents.

D. Protective actions that may be necessary for the public in affected area may include sheltering, evacuation, and the protection of animals, water, and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather, and road conditions.

E. A natural or technological disaster could result in a single or numerous situations in which hazards materials are released in the environment.

F. Emergency exemptions may be needed for disposal of contaminated materials.

G. The City does not have personnel specifically trained for hazardous materials response and will act solely in a support role for hazardous materials operations.

H. The City does have technical specialists in Public Works, Planning, Police, and other areas who do have specialized knowledge and/or training applicable to hazardous materials incidents. These personnel will be made available as appropriate to assist with hazardous materials events.

CONCEPT OF OPERATIONS

A. Incident or Unified Command will be utilized for all hazardous materials events.

B. The City will assist VRFA, WSP, and other responding agencies as requested and as resources allow.

C. Hazardous materials incidents may require multi-disciplinary response from fire services, law enforcement, emergency medical services, environmental protection, fish and wildlife, and other agencies.

D. The National Incident Management System (NIMS) will be used to manage all hazardous materials incidents, in accordance with local, state, and federal laws.

E. Requests for additional assistance may be routed either through ValleyCom or through the Emergency Management Division/EOC which will make requests through the appropriate county or the State.

F. State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans.

G. Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if federal response is required under federal laws, regulations, or plans.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Director (or designee)
   a. Function as liaison between city responders and VRFA during hazardous materials incidents with no criminal component.
   b. Initiate and be active in Unified Command during hazardous materials incidents that contain a criminal component, including terrorism.

2. Public Information Officer
   a. Serve as the PIO for the City, coordinating information with all other response agencies to create a clear and consistent message.

3. Police Department
   a. Assist with perimeter and traffic control at hazardous materials incidents, if requested and as resources allow.
   b. Provide responders specially trained in CBRNE if requested and as resources allow.

4. Community Development and Public Works
   a. Assist with perimeter and traffic control at hazardous materials incidents, if requested and as resources allow.
   b. Provide equipment and staffing to assist in containment, as requested and as resources allow.
   c. Provide technical specialists from the Engineering and/or Maintenance and Operations divisions if requested and as resources allow.
   d. Implement and or coordinate protection measures to ensure the safety of the water, sewer, and storm water systems.

B. Local Agencies

1. Valley Regional Fire Authority
   a. Command and conduct hazardous materials operations and/or request the resources to do so.
   b. Make necessary immediate protective action decisions for the public and emergency workers.
   c. Participate in Unified Command with other involved agencies as appropriate.

C. County Agencies

1. King and Pierce County Public Health
   a. Coordinate with the Washington State Department of Ecology to assess the public health risk from hazards materials spills.

2. King and Pierce County Emergency Management
   a. Activate appropriate warning systems, as requested.
   b. Support incident operations with information and resource coordination, if requested.
   c. Assume responsibility for emergency notifications, evacuations, and warnings for unincorporated areas of their respective counties that may be impacted by incidents that occur in the City.

3. King and Pierce County Sheriff's Offices
   a. Assist with perimeter control, warning, evacuation, and traffic control, if requested and as resources allow.

D. State Agencies

1. Washington State Patrol
   a. Serve as Incident Command for hazardous materials incidents occurring on state highways and freeways.

2. Department of Ecology
   a. Provide on-scene coordination, technical information, containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis, and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.
   b. Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
   c. Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

3. Department of Health
   a. Serve as the lead agency in Unified Command for incidents involving radioactive materials.
   b. Provide technical personnel and equipment for use with radioactive materials.
   c. Provide advice and guidance regarding the health hazards relating to hazardous materials.
   d. Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. National Response Framework
8. Superfund Amendments and Re-Authorization act of 1986 (SARA Title III)

ATTACHMENTS

None.

ESF 11: AGRICULTURE AND NATURAL RESOURCES

LEAD: Parks, Arts, and Recreation Department

SUPPORT: City: Emergency Management Division
Public Information Officer
Police Department
Community Development and Public Works Department

INTRODUCTION

A. Purpose

The purpose of this ESF is to coordinate efforts to provide safe handling of food, water, and donated goods to persons unable to provide for themselves following a major emergency or disaster.

B. Scope

This ESF provides for the management, safe handling, and distribution of food stocks, water, and donated goods for the needs of people within the City of Auburn during and immediately after a major emergency or disaster.

POLICIES

A. The City will coordinate with county, state, and federal officials, as well as with non-profit organizations to organize the distribution of food, water, and donated goods.

B. The City will not accept unprocessed donated goods during a time of disaster. Only those goods that can quickly be placed into the community will be accepted.

C. The City will keep on-hand sufficient food and water to support all City employees for at least 7 days following a disaster.

D. The City will educate individuals and businesses regarding the need for them to be responsible for their own food and water for at least 7 days following a disaster.

E. The City will encourage the public to only donate cash and specifically requested goods following a disaster.

PLANNING ASSUMPTIONS

A. A wide variety of outside agencies have the ability to provide mass care services, including coordination support. The City will work with all of these organizations in providing for the needs of the community.

B. King and Pierce County Public Health will provide guidance to the City and to individuals to ensure the safety of food and water made available to the public.

C. The distribution of food, water, and donated goods will be a community-wide effort that will be coordinated by the City.

D. The City has limited experience in coordinating the distribution of foods, water, and donated goods in large quantities and will rely upon the expertise of outside agencies and organizations to accomplish these tasks whenever possible.

E. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided.

F. Food warehouses located in the City are not available for the sole use of the City and must be considered a regional resource.

G. Unprocessed and unsolicited donations of goods will arrive in the City after a disaster, however the City does not have the capacity to process them. Unsolicited goods that cannot be immediately placed into the community will be set aside until volunteers or other organizations can process them. It is highly probable that many unsolicited donations will not be appropriate for use and will have to be disposed of during the recovery process.

CONCEPT OF OPERATIONS

A. General

1. During an emergency or disaster, the City will coordinate with local non-profit and private sector organizations for the management of food, water, and donated goods.

2. Management and procurement of food and water in the City for disaster victims and workers will be coordinated by the Logistics Section in the EOC, with the assistance of the Finance/Admin Section. They will coordinate with county, state, and federal resources as appropriate.

3. Distribution of goods will be coordinated by the Parks Department.

4. Food, water, and other goods may be distributed using a Point of Distribution (POD) or Community Point of Distribution (CPOD) concept, using centralized locations in the City from which to distribute commodities. Local organizations, both public and private, may have staff members trained to assist in this function. The Emergency Management Division will actively work with members of the Community Organizations Active in Disaster (COAD) to identify locations for CPODS and organizations that can provide staffing for them.

5. King and Pierce County Health Departments will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food. Information will be disseminated in accordance with ESF 2.

B. Food

1. Food supplies in most retail outlets will be gone in 72 hours or less if re-supply routes are impacted. Close coordination between the food sector and the City is essential to

keeping those routes open and food supplies available.

2. The Logistics section in the EOC will be responsible for procuring food, while the Parks Department will be responsible for managing and distributing it.

3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures.

C. Water

1. City residents obtain their drinking water from the City's public water supply, as well as from privately owned wells.

2. The Logistics Section in the EOC will be responsible for procuring potable water should local water systems fail.

3. Water supplies may be severely impacted during flooding, severe winter storms (frozen and ruptured pipes), and earthquakes (cracks, pipeline failures, etc.).

4. The Community Development and Public Works Department does not have sufficient personnel, equipment or supplies to completely repair the entire City water system after a major event, such as an earthquake, and will need outside assistance to complete recovery efforts.

5. Any event that disrupts water distribution may also cause water supplies to become contaminated.

D. Donated Goods

1. During and immediately following a disaster, individuals and businesses become very generous in donating both money and goods to the impacted area. This outpouring of support often overwhelms local government and social service agencies trying to manage donated goods.

2. The Logistics Section in the EOC will track offers of donations and volunteer assistance and will utilized donated goods to fulfill resources requests anytime possible.

3. The Parks Department will coordinate unsolicited donated goods and resources, in conjunction with the Emergency Management Division, which may have staff and volunteers trained in donations management.

4. In a major region-wide event, the management of donated goods will not only tax government and voluntary agencies, but the donated goods could be both generous and inappropriate, causing many of them to go unused and be disposed of.

5. Nationally donated goods will be coordinated through either King or Pierce County EOC or the Washington State EOC.

6. The Logistics Section in the EOC will make every effort to evenly distribute goods throughout the City based on need.

7. Donated goods are divided into two categories: solicited goods and unsolicited goods.
   a. Solicited Goods – Specific items that are identified by the City as being "needed" and that the City has specifically asked for.
   b. Unsolicited Goods – Items donated by the public which are neither asked for nor specifically needed for the particular event.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Division
   a. Coordinate the purchase and storage of food and water supplies that will sustain City employees for 7 days following a disaster.
   b. Coordinate with local voluntary agencies and private organizations prior to events to verify their readiness and availability, as well as to clarify roles and responsibilities in food, water, and donated goods distribution. This will be accomplished through the use of the Communities Organizations Active in Disaster (COAD) group.
   c. Identify potential sites for holding donated goods, food, and water supplies.
   d. Educate individuals and businesses regarding the need for them to be responsible for their own food and water for at least 7 days following a disaster.

2. Public Information Officer
   a. Coordinate the release of information and instructions regarding food, water, and goods distribution with all involved agencies and organizations.

3. Police Department
   a. Provide or coordinate security at food, water, and donated goods storage areas and crowd control at distribution sites, if requested and as resources allow.

4. Parks Department
   a. Provide one or more representatives to staff the Logistics Section in the EOC as needed.
   b. Coordinate with City departments and relief agencies regarding transportation and distribution of food and water to City staff and the public. .

5. Community Development and Public Works Department
   a. Develop and maintain SOPs to restore water services as quickly as possible after an event.
   b. Work with the Logistics Section to identify potable water supplies and backup water supplies

B. Local Agencies

1. Various non-profit organizations will provide disaster victims with food, water, clothing, shelter, first aid, and other immediate needs following a disaster. These efforts must be coordinated with the Emergency Management Division prior to an event and with the EOC during an event to ensure resources are allocated in the most beneficial way. These organizations will be encouraged to join the Community Organizations Active in

Disaster (COAD) group in order to maintain regular contact with the Emergency Management Division.

C. County Agencies

1. King and Pierce County Emergency Management
   a. Receive resource requests from local government and attempt to fill them though regional or state-wide distribution chains.

2. King and Pierce County Health Departments
   a. Analyze water samples from sources of potentially contaminated water and make appropriate recommendations.
   b. Provide guidance on handling donated food items during a disaster.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 38.52.070, Local Organization and Join Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

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ESF 12: ENERGY

LEAD: Community Development and Public Works Department

SUPPORT: **City:** Police Department
State: Department of Commerce, Energy Division

INTRODUCTION

A. Purpose

1. To provide for the effective utilization of available electric power and petroleum products, as required to meet essential energy needs of the City during an emergency or disaster.

2. To facilitate the coordination with private and public utilities required to meet essential needs during an emergency or disaster.

B. Scope

This ESF addresses:

1. Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems, to the extent possible.

2. Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical uses.

3. Helping energy suppliers to obtain equipment, specialized staffing, and transportation to repair or restore service to pre-disaster levels.

POLICIES

A. The City will prioritize energy needs based on protection of lives, safety of personnel and the public, protection of property, and preservation of the environment.

B. The City will provide prioritized lists for service restoration to utility service providers as requested.

C. The City will distribute fuel based on the priorities set in A above.

D. The City will not attempt to repair energy systems for which it does not have responsibility.

PLANNING ASSUMPTIONS

A. Puget Sound Energy provides electric power and natural gas service inside the City limits.

B. The Public Information Officer will coordinate information regarding electricity and natural gas service with Puget Sound Energy.

C. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted area, and also affect fire fighting, transportation, communication, and other critical lifeline functions needed to ensure public safety.

D. There may be widespread power system failures following an event, which may take weeks to repair.

E. There may be extensive pipeline failures, including natural gas and petroleum products, which may take weeks to repair.

F. There may be hoarding of fuel in areas where shortages have occurred.

G. The City has its own gasoline and diesel fuel pumping station, with sufficient stocks to last approximately 72 hours under normal use. In disaster situations, it is likely this stock will last less than 72 hours. It is also likely that restocking will be limited or non-existent for some period of time after a disaster.

H. The City, under existing building and fire codes, has the authority to disconnect utilities to buildings or structures when deemed necessary during an emergency.

I. Puget Sound Energy, under a Proclamation of Local Emergency, may be granted the authority to go on to private property to evaluate and repair utilities that jeopardize public safety, property or the environment.

J. Ruptures of electrical and petroleum lines can represent potential sources of environmental contamination and/or safety hazards.

CONCEPT OF OPERATIONS

A. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy system.

   1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.

   2. The Washington State Department of Transportation (WSDOT) can access local petroleum supplies and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.

B. To the maximum extent possible during a disaster, energy systems will continue to provide services through their normal means.

C. If energy shortages exist, requests to meet needs will be submitted through existing emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.

D. The Mayor or Emergency Management Director may authorize the fueling of non-City owned vehicles (emergency services, essential utilities, etc.) from city gas and diesel supplies, provided that a complete accounting is made for future reimbursement by the requesting organization.

E. Energy information will be furnished to emergency officials at all levels to inform the public on proper use of services.

F. As needed or requested, energy service providers will compile post-emergency damage assessment reports, service restoration estimates, and other information and provide them to emergency officials at all levels of government.

G. "To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each State or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the government pursuant to this chapter as now or hereafter amended. A local governmental agency shall not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the Governor." (RCW 43.21G.050).

RESPONSIBILITIES

A. City of Auburn

1. Community Development and Public Works Department
   a. Serve as liaison and coordinate response and recovery efforts between City departments and local utility companies, as appropriate.
   b. Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.
   c. Provide assistance in implementing road closures and detours for roadways and providing access to utility service providers to repair damage.
   d. Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity, natural gas, and pipeline fuel transport to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
   e. In coordination with other City departments, identify priorities for energy service restoration.
   f. Coordinate fuel needs, in conjunction with the Logistics Section, for transportation, communications, emergency operations, and critical facilities.

2. Police Department
   a. Provide or coordinate support in securing areas where electrical or natural gas incidents pose a danger to the public.
   b. Provide or coordinate assistance in implementing road closures and detours for roadways.

B. State Agencies

1. Washington State Department of Commerce, Energy Division
   a. Provide assistance to local jurisdictions in assessing damage to energy systems.

b. Coordinate restoration of energy systems statewide and provide assistance to local jurisdictions with energy needs.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. RCW 43.21G, Energy Supply – Emergencies and Alerts
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

ESF 13: PUBLIC SAFETY AND SECURITY

LEAD: Police Department

SUPPORT: City: Community Development and Public Works Department

INTRODUCTION

A. Purpose

1. To provide for the effective coordination of law enforcement operations within the City during an emergency or disaster.

2. To provide support for local and State law enforcement operations.

B. Scope

1. This ESF addresses law enforcement and security activities within the City.

POLICIES

A. Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction.

B. Law enforcement units supplied by other levels of government will operate under the direction and control of the designated Incident Commander, but can be recalled by their jurisdiction at any time.

C. The Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment, in accordance with City of Auburn Police Department MOS 18: Critical Incidents/Unusual Occurrences.

D. During any emergency, the first priority for response is life safety, including the lives of first responders. For this reason, lives will not put in harms way to protect property or the environment.

PLANNING ASSUMPTIONS

A. General law enforcement problems are compounded by disaster-related community disruption.

B. Law enforcement personnel will be responsible for conducting windshield surveys within their assigned districts and reporting results back to either their DOC or the EOC, whichever is active.

C. Many routine calls for service will not be handled during a disaster, while law enforcement personnel are focused on life safety events. Prioritization of calls for service will change as the event fluctuates, and how calls are prioritized will remain with the DOC or EOC.

D. The capabilities of local law enforcement may be strained or exceeded. Supplemental assistance may be requested utilizing existing mutual aid agreements or notices of consent or via the EOC.

CONCEPT OF OPERATIONS

A. The Emergency Management Director is designated as the City's Incident Commander in situations which require a full (Level 3 with IMT) activation of the EOC.

B. The Police Chief will designate a police representative to assist with coordination in the Operations Section of the EOC.

C. If an emergency occurs within the City, the Police Department will exercise overall authority for law enforcement activities and responsibilities.

D. On-scene management of all incidents will follow the National Incident Management System (NIMS) and will utilize the Incident Command System (ICS).

E. Unified Command shall be utilized when multiple departments or jurisdictions respond to the same incident and there is joint responsibility.

F. The on-scene Incident Commander will provide regular status reports and coordinate all requests for additional resources through the EOC.

G. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC, when activated.

RESPONSIBILITIES

A. City of Auburn

1. Police Department
   a. Ensure all Police personnel are trained in MOS 18.
   b. Provide routine and non-routine law enforcement activities within the City during a disaster.
   c. Conduct post-disaster windshield surveys in impacted areas.
   d. Provide or coordinate security and perimeter control at incident scenes and the EOC during activation when appropriate.
   e. Provide support to the King and Pierce County Medical Examiner's Offices in the investigation, identification, recovery, and management of deceased persons.
   f. Provide support to the EOC in the dissemination of emergency warning information to the public, as requested.
   g. Organize completion of Traffic Control Plans as related to road closures and efficient traffic flow.

2. CDPW Department
   a. Provide temporary traffic control measures/devices and operational control of traffic signals, as requested.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. RCW 10.93, Washington Mutual Aid Peace Officers Powers Act
8. National Response Framework

ATTACHMENTS

None.

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ESF 14: LONG TERM COMMUNITY RECOVERY AND MITIGATION

LEAD: Emergency Management Division

SUPPORT: City: Economic Development Division
Human Services Division
Public Information Officer
Innovation & Technology Department
Human Resources Department
Community Development and Public Works Department
Finance Department
All City Departments

INTRODUCTION

A. Purpose

To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the community's transition from an emergency situation to the resumption of normal activities.

B. Scope

This ESF addresses long-term recovery and mitigation activities required to return a community to normal after a major emergency or disaster. It also addresses disaster assistance and services provided to the City and non-profit organizations (Public Assistance) and individuals in the community (Individual Assistance).

POLICIES

A. The recovery efforts for the City in a large disaster will initially be coordinated from the EOC, under the direction of the Emergency Management Director.

B. After the initial recovery efforts are underway, or if the EOC has not been activated, recovery efforts will be coordinated by the Emergency Management Division.

C. Departments are responsible for reporting observed damage to the EOC in accordance with ESF 3, or directly to the Emergency Management Division when the EOC is not activated.

D. Detailed damage assessment will be conducted by the Community Development and Public Works Department and will commence as soon as possible after initial damage surveys are complete.

E. Damage assessment information will be reported to King and Pierce County Emergency Management by the Emergency Management Division as requested and as required for reimbursement purposes.

F. In the event of a state or federal disaster declaration, individuals, families, and businesses with losses will be referred to outside agencies for individual assistance whenever those resources are made available. This activity is typically coordinated by King and Pierce

County Emergency Management, with local information disseminated by the City.

G. When individuals, families, and businesses are not eligible for aid via individual assistance programs, or when such programs are not made available, assistance programs will be coordinated by the Economic Development Division and the Human Services Division as appropriate.

H. Costs related to the event, including public facility damage and response costs, remain the responsibility of the impacted agency, though state and/or federal assistance may be made available.

PLANNING ASSUMPTIONS

A. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

B. All City departments are responsible for inventorying, documenting, and reporting damage to their facilities, as well as reporting time worked by their employees and volunteers, to the Emergency Management Division.

C. The Emergency Management Division will compile and forward damage reports to the respective counties as requested.

D. There are two types of damage assessment: Rapid, as covered in ESF 3, and Detailed, which documents the specific losses incurred by both public and private entities. Detailed assessment is used to justify state and federal disaster declarations and requests for significant assistance.

E. Initial reports of damage may be fragmented, incomplete, and inaccurate and must be followed up on by those charged with compiling complete and detailed damage assessments.

F. There will likely be a shortage of individuals qualified to assess damage.

G. Depending on the nature of the hazard and availability of resources, the City may conduct structural inspections of privately-owned structures and businesses to determine whether they are safe to enter and/or occupy. Those facilities with a life safety component will have the highest priority (hospitals, medical facilities, shelter locations, etc.). The property owner or occupant will be responsible for subsequent engineering evaluations to determine corrective action or to appeal the City's evaluation

H. King and Pierce County collect damage assessment information for individuals and businesses within the City of Auburn and will report that information to the City upon request.

I. The City has a FEMA approved Debris Management Plan, which is incorporated by reference into ESF #14.

CONCEPT OF OPERATIONS

A. Following an event that requires activation of the EOC, the EOC may remain open to coordinate initial recovery and restoration activities. In the event the EOC was not activated, or a large number of people are not required to coordinate these efforts, recovery and restoration activities will be coordinated by the Emergency Management Division and carried out by their respective departments.

B. During the response phase of an event, EOC staff will document reported damage through the City, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary for meeting urgent community needs.

C. No single City Department has the resources necessary to survey and assess damage throughout the entire City in a timely manner. All departments capable of providing appropriate staff will do so and will be coordinated by the EOC or the Emergency Management Division.

D. Damage assessment teams will be supplemented using mutual aid and qualified volunteers.

E. Rapid damage assessment will be carried out by existing field staff, pursuant to ESF 3.

F. The Emergency Management Division will coordinate and compile damage assessment information supplied by all departments, prepare required county, state, or federal reports regarding damage, and will act as the primary point of contact for state and federal reimbursement.

G. Damage assessment will be conducted in two phases: Rapid, as specified in ESF 3, and Detailed, as specified below:

    1. A detailed damaged assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal assistance, and to meet the information needs of the public.

    2. Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.

    3. Detailed damage assessment of city-owned facilities may be conducted by the Community Development and Public Works Department, or other qualified personnel, either employed, contracted, or otherwise retained by the City to perform such services.

    4. Damage will be documented in such a way as to facilitate completion of preliminary damage assessment forms by the Emergency Management Division.

    5. The Emergency Management Division will collect all damage information and complete the preliminary damage assessment forms made available by the State. These forms will be submitted to King and Pierce County Emergency Management as appropriate.

6. Damage assessment forms must generally be provided by the County to the State prior to any public assistance being made available.

7. Information contained on these forms may be made available to the public pursuant to public information laws and information releases will be coordinated between the Emergency Management Division and the City Public Affairs and Marketing Manager.

H. Individuals, families, and businesses seeking post-disaster assistance will be referred to the appropriate Disaster Field Office or local resources as appropriate.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Division
   a. Solicit, receive, document, evaluate, and disseminate damage assessment information if the EOC is not activated.
   b. Ensure appropriate City employees and volunteers are trained in damage assessment process, procedure, and techniques.
   c. In conjunction with other departments, develop a list of essential public and private-owned facilities requiring the highest priority for safety evaluation and approval of any required repair work.
   d. Develop and maintain relationships with community organizations and businesses to facilitate recovery and restoration resources and services.
   e. Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.
   f. Coordinate debriefings, complete after-action reports, and recommend revisions to the CEMP and other plans.
   g. Compile and submit all cost recovery related paperwork to appropriate agencies.
   h. Maintain all official records used to request reimbursement.

2. Public Information Officer
   a. Inform the public of available services and assistance programs and encourage damage reporting.

3. All City Departments
   a. Assist in development of a critical facilities list.
   b. Ensure staff is trained on damage reporting procedures.
   c. Perform immediate assessments of work areas after an event and report information to EOC or DOC.
   d. Direct relocation of department staff pursuant to COOP plans, in coordination with the EOC if possible.
   e. Provide staff to assist with county, state or federal official site visits.
   f. Utilize project tracking to document all incident related expenses

4. Finance Department
   a. Document all expenditures relating to disaster recovery and restoration efforts.
   b. Ensure disaster-related expenditures are made and documented in accordance with applicable laws, regulations, and accounting procedures.

c. Assist City departments with documenting disaster-related expenditures.
d. Conduct financial and cost analysis of emergency and disaster efforts.
e. Assist in identifying internal and external funding sources for disaster-related expenditures if department budgets are exceeded.
f. In conjunction with the Parks Department and the Community Development and Public Works Department, ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures for managing debris removal activities, including recycling issues, solid waste collection, and pick-up and disposal of hazardous materials [refer to the City of Auburn Debris Management Plan].

5. Human Resources Department
   a. Manage the compensation for injury and claims process arising from the event.

6. Innovation & Technology Department
   a. Work to ensure or restore telecommunications services and computers within City facilities.
   b. Provide damage assessments of communications and computer systems in all City facilities.

7. Community Development and Public Works Department
   a. Community Development Services
      1) Assist and advise the public with relevant recovery activities, including, but not limited to building and safety inspections, land use and zoning information, and permits assistance.
      2) Provide expertise and recommendations for reconstruction, demolition, and structural mitigation during the recovery and restoration period.
      3) Review development standards and building codes, making recommendations for improvements based on lessons learned from specific events.
      4) Provide representatives to staff the Planning Section of the EOC, including the Planning Chief position.
   b. Engineering Services
      1) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of city owned transportation and infrastructure facilities.
      2) Develop policies and procedures for addressing storm water, surface water, and drainage issues on public and private property.
      3) Provide a representative to the EOC who will serve in the Operations Section.
   c. Operation Services
      1) In conjunction with the Parks Department and the Solid Waste Division, ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures for managing debris removal activities, including recycling issues, solid waste collection, and pick-up and disposal of hazardous materials.
      2) Identify temporary storage locations for disaster-related debris.
      3) Remove debris from right-of-ways, and repair transportation infrastructure damaged during the event, focusing on critical “lifeline” routes.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. City of Auburn Debris Management Plan
4. King County Comprehensive Emergency Management Plan
5. King County Regional Coordination Framework
6. Pierce County Comprehensive Emergency Management Plan
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

None.

ESF 15: PUBLIC INFORMATION

LEAD: Public Affairs Division

SUPPORT: City: Emergency Management Division
All City Departments

INTRODUCTION

A. Purpose

1. To ensure sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated, and timely information to impacted individuals, first responders, governments, media, tribes, and the private sector.

2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary and supplementing first responder public information officer operations with JIC resources.

B. Scope

1. This ESF details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public information support, or whose public information assets may be utilized during an emergency or disaster.

2. The context of this ESF is emergency or disaster situations that exhaust or nearly exhaust the capacity of local public information officers or in other situations where additional support is requested.

POLICIES

The City recognizes the importance of providing vital information to the community during times of emergency or disaster. The City will endeavor to work with all involved agencies to ensure that information provided to the community is consistent, accurate, complete, and promptly delivered using all appropriate means of communication. The City will coordinate the development and dissemination of all disaster-related public information through a designated Public Information Officer(s).

PLANNING ASSUMPTIONS

A. The Emergency Management Director will appoint a qualified Public Information Officer (PIO) for each operational period of an incident where public information is required. The PIO will act as the focal point for coordination and dissemination for public information, as approved by the Emergency Management Director.

B. The Emergency Management Director may appoint Assistant PIOs when needed, or as requested by the primary PIO.

C. Media briefings will normally take place at City Hall, where adequate parking and media facilities exist. Alternate locations will be identified at the time of the incident should City Hall not be available. Unless absolutely necessary, media briefings will not take place at the EOC.

D. The PIO shall utilize checklists and worksheets for guidance when preparing public information notices during an emergency or disaster.

E. A wide variety of communications tools may be utilized to disseminate public information, including, but not limited to: print, radio, and television media, websites, social media, e-mail, printed materials, public safety and amateur radio systems, and the Emergency Alert System (EAS).

F. In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the Incident Commander at the Command Post shall notify the EOC and the primary PIO as quickly as possible to ensure consistent information releases.

CONCEPT OF OPERATIONS

A. Overview

1. The PIO, as authorized by the Emergency Management Director, will act as the focal point for coordination and dissemination for public information and will coordinate with other PIOs as appropriate.

B. Objectives

1. The public information objectives during an emergency or disaster are:
   a. To inform the public and City employees of the presence of a hazardous situation, its effects, and proper counter measures.
   b. To coordinate the City's release of public information to the media.
   c. To inform the public on protective measures that can be taken during an emergency and the availability of disaster assistance after an emergency.
   d. To control rumors and provide timely and accurate information.

C. Dissemination

1. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization of the Emergency Management Director and in coordination with other City departments.

2. Information will also be disseminated to the Mayor, City Council, field personnel, and other City employees so they are aware of what is being released to the public. Once informed, all personnel are authorized to repeat to the public whatever public information has been provided to them, to ensure that the public receives prompt replies to their inevitable queries.

3. Dissemination of public information regarding City activities and services relating to an emergency will be reviewed and coordinated with the primary PIO.

4. A Joint Information Center (JIC) may be established to coordinate emergency public information in situations where multiple jurisdictions are involved in the emergency response. A JIC will typically be a function of the County during a large-scale event, but may be implemented on the local level when appropriate.

5. Public Information Officers will have access to current distribution lists for media and other public contacts.

RESPONSIBILITIES

A. City of Auburn

1. Emergency Management Director (Incident Commander or EOC Manager as appropriate)
   a. Appoint a PIO for each operational period of the EOC.
   b. Represent the City at press conferences, public meetings, and other public events, along with the Mayor and relevant department heads.
   c. Approve all press releases and briefings
   d. Support the PIO in coordinating all press releases and briefings.

2. Public Information Officer(s)
   a. Organize press conferences, public meetings, and other public events as appropriate, and represent the City at same.
   b. Receive Emergency Management Director (IC or EOC Manager as appropriate) approval for all press releases and briefings.
   c. Coordinate with involved departments and other local agencies when information is to be released via EAS or other shared information systems.
   d. Gather and coordinate emergency public information for timely release to the public.
   e. Notify appropriate agencies to assist in the dissemination of emergency public information.
   f. Give regular information briefings to City officials, news media, and the public, as authorized by the Emergency Management Director.
   g. Provide information to City departments that can be released to the public.
   h. Recommend appropriate location(s) for public official and media briefings to the Emergency Management Director.
   i. Monitor media coverage and public reaction and perceptions in order to identify rumors and misinformation as soon as possible. Prepare and disseminate corrections as appropriate.

3. All City Departments
   a. Provide pertinent and timely information to the EOC through department representatives regarding field activities and emergency public information recommendations and needs.
   b. Notify the PIO of rumors and misinformation so that corrections can be prepared and disseminated.
   c. Coordinate all information release with the PIO.
   d. Provide staff to be trained as PIOs at the request of the Public Affairs and Marketing Manager or Emergency Management Division.
   e. Provide trained PIOs to the EOC or other departments as requested and as resources allow.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Washington State Comprehensive Emergency Management Plan
7. National Response Framework

ATTACHMENTS

None.

ESF 20: DEFENSE SUPPORT OF CIVIL AUTHORITIES

LEAD: Police Department
Community Development and Public Works

SUPPORT: State: Washington State Military Department - EMD
Washington State Military Department - National Guard

Federal: Federal Emergency Management Agency
Department of Defense - ARNORTH/US NORTHCOM

INTRODUCTION

A. Purpose

1. To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support civil authorities.

2. To describe the procedures used to obtain military support.

B. Scope

1. This ESF addresses all requests for military support originated by the City of Auburn through King or Pierce County Emergency Management following a proclamation of civil emergency.

POLICIES

A. The Police Department shall serve as liaison between the EOC and military forces located within the City which are providing law enforcement related services

B. Community Development and Public Works shall serve as liaison between and the EOC and military forces located with the City which are providing services related to the CDPW mission areas.

C. All military forces remain under, and will follow, the military chain of command.

PLANNING ASSUMPTIONS

A. The City may request military assistance to assist in disaster operations and civil emergencies.

B. The military is capable of providing a wide range of support to local governments during an emergency or disaster.

C. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local resources have been, or will imminently be, exhausted.

D. Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.

E. It may take 48 hours or longer to receive military assistance.

F. When deployed to provide military support to civil authorities, military forces will work under the direction of local authority, but will retain their unit integrity and chain of command.

CONCEPT OF OPERATIONS

A. Resource requests are submitted through the appropriate county emergency management agency, which then routes them to the State if they are unable to be fulfilled with existing resources. The state may use military assets to fulfill routine resources requests during a disaster or emergency.

B. All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Operations Center through the applicable county emergency management office.

C. If the City is aware of a specific military asset that would fulfill the resource request submitted, that information should be included in the request.

D. In an imminently serious situation, the City may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:

1. An imminently serious situation exists.

2. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.

3. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can response in time to support the City in alleviating the situation.

4. The Mayor has issued a proclamation of civil emergency.

5. The City government is willing to certify to military authorities that conditions 1, 3, and 4 (above) exist.

6. The City agrees to assume the costs incurred by the military unit to provide the requested support.

E. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST – Joint Base Lewis-McChord) may be requested through Washington State SEOC. All other requests for military assistance must be submitted to SEOC via the appropriate county emergency management agency.

F. The National Guard may be available following activation by the Governor. Requests for National Guard assistance must be submitted to SEOC via the appropriate county emergency management agency.

G. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

H. Under the Posse Comitatus Act, Federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

RESPONSIBILITIES

A. City of Auburn

1. Police Department
   a. Determine if and when a recommendation will be submitted to request military assistance for law enforcement related activities.
   b. Identify suitable staging areas and coordinate logistic support with the responding military unit, as appropriate.
   c. Coordinate activities to ensure efficient use of requested assets.

2. Community Development and Public Works
   a. Determine if and when a recommendation will be submitted to request military assistance for CDPW mission related activities.
   b. Identify suitable staging areas and coordinate logistic support with the responding military unit, as appropriate.
   c. Coordinate activities to ensure efficient use of requested assets.

REFERENCES

1. City of Auburn Duty Officer Manual
2. City of Auburn EOC Manager Manual
3. King County Comprehensive Emergency Management Plan
4. King County Regional Coordination Framework
5. Pierce County Comprehensive Emergency Management Plan
6. Military Support to Civil Authorities Plan, Headquarters I Corps and Joint Base Lewis-McChord
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework

ATTACHMENTS

1. Military Organizations
2. Examples of Military Resources and Services

Attachment 1: Military Organizations

NOTE: all requests for military assistance must be coordinated through the King or Pierce County Emergency Operations Center and requested via the Washington State Emergency Operations Center or Duty Officer.

U.S. Army Corps of Engineers
Seattle, WA

Washington Army National Guard
Camp Murray, WA

Madigan Army Medical Center
Tacoma, WA

364th Expeditionary Sustainment Command (USAR)
Marysville, WA

B Company, 214th Aviation Regiment (USAR)
Joint Base Lewis-McChord, WA

Navy Region Northwest
Silverdale, WA

Naval Station Everett
Everett, WA

Navy Engineering Field Activity NW
Poulsbo, WA

Naval Submarine Base Bangor
Silverdale, WA

62nd Air Force Wing
Joint Base Lewis-McChord, WA

Attachment 2: Examples of Military Resources and Services (not all inclusive)

Washington Military Department

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications
- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water

U.S. Department of Defense Assets

- Medical assistance
- Patient evacuation
- Urban fire suppression
- Communications equipment
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings
- Demolition
- Water supply
- Service restoration for critical facilities
- Contract and construction management
- Electrical generation

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Support Annexes

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SA 1: DIRECTION AND CONTROL

PURPOSE

A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the City of Auburn Comprehensive Emergency Management Plan (CEMP).

B. To ensure continued operation and continuity of City government and its functions during and after and emergency or disaster.

C. To ensure preservation of public and private records essential to the continued operations of government and the private sector.

POLICIES

A. The City Council has adopted Chapter 2.80 of the Auburn City Code to implement the provisions of RCW 42.14, the Continuity of Government Act, for the continuation of local government due to incapacitation because of an emergency or disaster.

B. The City will coordinate its activities with surrounding cities, counties, State, Federal, and Tribal governments and with other jurisdictions within both King and Pierce counties.

C. Each City Department shall be responsible for creating Continuity of Operations (COOP) Plans specific to their mission areas, which are also compatible with the CEMP.

D. The Director of Emergency Management, has authority for the direction and control of emergency operations.

PLANNING ASSUMPTIONS

A. Following a hazardous event, the City will continue to be exposed to the hazards noted in the King County Regional Hazard Mitigation Plan and may have sustained sufficient damage, including loss of life and destruction of infrastructure, that traditional emergency services may be overwhelmed.

B. Activation of the Emergency Operations Center (EOC), with appropriate staff and resources, can facilitate coordination of disaster response and recovery activities thereby reducing personal injury and damage to property and the environment.

C. The EOC will only be activated to the level needed to efficiently coordinate the response to the emergency or disaster at hand and staffing recommendations will be made by the EOC Manager. Several levels of activation are included in the EOC Position Guidebook(s).

D. The EOC may be activated at the request of any impacted Department, at the request of an outside agency, upon the recommendation of the Emergency Preparedness Manager, or at the discretion of the Director of Emergency Management.

E. The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays in activating the EOC.

CONCEPT OF OPERATIONS

A. General

1. Direction, control, and coordination are conducted along the general guidelines shown in Attachment 1 – Emergency Management Organization Chart, Attachments 2-5 – Emergency Operations Center Activation Levels, and Attachment 6 – Functional Responsibility Matrix.

2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

1. Emergency management in the City is established by RCW 38.52, Emergency Management. Other city, county, and state laws and ordinance provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, References).

2. In accordance with ACC 2.75, direction and control of disasters and emergencies in the City is delegated to the Director of Emergency Management, in his/her capacity as Incident Commander, when so designated by the Mayor.

3. Appropriate individuals may operate during emergencies and disasters from the primary EOC, an alternate EOC, or DOCs,

4. Direction and control can be conducted using the existing communications systems that are available to City employees.

C. Coordination

1. The EOC provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with local, county, state, tribal, and federal agencies, as well as special purpose districts, voluntary organizations, and the private sector.

D. Continuity of Government

1. City Council and Mayor
   a. RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated.
   b. RCW 42.12, Vacancies, provides for filling vacant elective offices by the City Council. The line of succession for elected City officials shall be the Mayor, followed by the Deputy Mayor, with further designations specified in ACC 2.80.030.
   c. ACC 2.75 designates the Director of Emergency Management and further designates the Director of Emergency Management as the Incident Commander for City-wide emergencies.
   d. Should it become necessary for the Director of Emergency Management to assume City-wide administrative duties due to line of succession requirements, he or she will appoint an interim Director of Emergency Management to ensure continuity of

Emergency Management functions.

2. Essential Records Preservation
   a. All departments shall identify records essential for continuity and preservation of government and provide for their protection as required by RCW 40.10.010, Essential Records – Designation - List-Security and Protection – Reproduction and as outlined by the State Archivist.

E. Emergency Operations Center

1. The City will coordinate emergency and disaster activities from a central location, referred to as the EOC, which has facilities and amenities to facilitate such activities. The primary EOC is located at 1 E Main ST; Suite 380. The Auburn Police Department, located in the Auburn Justice Center, 340 E Main St. Suite 201., may serve as an alternate EOC

2. The purpose of the EOC is to be the focal point of the City's response to an emergency or disaster and to be a central support and coordination point for City departments. The EOC will:
   a. Collect, record, analyze, display, and distribute information.
   b. Create and maintain situational awareness and a common operating picture, to be disseminated to all City departments.
   c. Coordinate public information and warning.
   d. Coordinate City government emergency activities

3. The EOC may be activated to whatever level is deemed appropriate for the specific circumstances. Recommendation for initial activation of the EOC is the responsibility of the Director of Emergency Management or the Emergency Preparedness Manager, who will then also make staffing and activation level recommendations. Citywide and interagency coordination of information, resources, and plans will take place in the EOC. In general, the EOC will be activated and physically staffed during any situation in which one or more City departments require coordination with outside agencies or in which one or more departments face critical resource shortages. Level one EOC activation may take place from a location other than the designated primary or alternate EOC locations if the necessary functions can be adequately performed. Such locations might include any Department Operations Center or the Emergency Management Office.

RESPONSIBILITIES

A. General

1. General responsibilities for City departments are identified in the Basic Plan, under Responsibilities. Attachment 6, the Functional Responsibility Matrix, identifies lead and support departments, agencies, and other responders as they related to the emergency support functions identified by this CEMP.

2. Administrative and response policy decisions affecting the City are made by the Policy Group in the EOC, lead by the Mayor, with the support of the City Council. The EOC will be informed of all policy decisions that impact response and recovery efforts. The role of the Policy Group is to deal with the policy issues brought about by the circumstances of the emergency or disaster, not to determine on-going or long-term City policies.

3. Department Directors may be required to be part of the Policy Group, hold a position in the EOC, and/or oversee their own departments from their respective DOCs.

4. Overall direction and control of department resources and operations rests with each individual department, recognizing that all large incidents will have a single or unified Incident Command System in place. Overall coordination of information, resources, and preparation of the City-wide Incident Action Plan rests with the Incident Commander if one has been designated. Otherwise, this function falls to the EOC and the EOC Manager.

5. Each department shall have a pre-designated location from which to establish direction and control of its respective activities in an emergency or disaster. These locations will be referred to as Department Operations Centers (DOCs). Department Directors are responsible for ensuring their departments maintain sufficient documentation, communicate and coordinate with the EOC, and follow established procedures for resource needs. Each department engaged in field operations will assign representative(s) to the Operations Section in the EOC to ensure a direct link between the DOC and the EOC.

6. Because of the complexity of emergencies and disasters, departments and individuals may find themselves responsible for functions or operations that do not normally fall within their scope of responsibility. They will further find that they must work closely with other employees, departments, and outside agencies in order to ensure the success of the operation.

7. Personnel in the EOC handle coordination issues, including coordination of operational decisions that significantly affect more than one department. The Incident Commander, Director of Emergency Management, or EOC Manager will keep the Mayor and/or Policy Group apprised of major events, decisions, or activities associated with the emergency or disaster. The Mayor and/or Policy Group will inform the EOC of all policy decisions concerning the event.

B. City of Auburn

1. The Emergency Management Program for the City of Auburn is organized pursuant to ACC 2.75. The appointed Director of Emergency Management is designated by the Mayor and in-turn appoints an Emergency Preparedness Manager. The Emergency Preparedness Manager is responsible for day-to-day emergency management activities in the City, including training, exercises, planning, and compliance activities. The organization includes an Emergency Management Board, which is chaired by the Mayor and vice-chaired by the Director of Emergency Management during non-emergency times. All Department Heads are members of the Emergency Management Board. The Board's responsibility is to provide policy recommendations to the City Council during emergency and recovery periods and to provide policy direction for development and maintenance of the emergency operations plan. During an emergency, the Board is chaired by the Director of Emergency Management and is charged with providing overall policy direction for the incident.

2. The organization also includes an Emergency Management Committee, which is chaired by the Emergency Preparedness Manager. The committee includes representatives

from all City departments as well as those outside organizations with a defined role in emergencies and disasters. The Committee is charged with ensuring the City has a complete and current emergency operations plan and with ensuring appropriate staff are trained and made available to work in the EOC upon activation.

3. During an emergency or disaster, those assigned to either the Board or the Committee may be placed into differing roles in the EOC, depending on the requirements of the incident.

4. RCW 42.14, the Continuity of Government Act, allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Council and the Mayor and be based upon the circumstances of the emergency or disaster or upon the recommendation of staff. RCW 42.30.070, the Open Public Meetings Act – Times and Places for Meetings – Emergencies – Exceptions, allows for City Council to take expedited actions in times of emergency, at a place and time other than their regular meeting, without giving public notice. The Mayor may request a meeting of the Council in times of emergency pursuant to these RCWs.

C. City Council

1. Establish emergency management policy and budget, prior to, during, and after an incident sufficient to fulfill the requirements of the City's preparedness, mitigation, response, and recovery activities.

2. For the duration of an event, maintain liaison with the EOC Policy Group via the Mayor and establish a presence in the EOC Policy Group if requested by the Mayor.

3. Communicate to the EOC via the Mayor, the status of various neighborhoods and any public concerns that exist in the City.

4. Communicate to the public only that information which is approved by the Mayor or Incident Commander for dissemination.

5. Attend emergency City Council meetings called by the Mayor pursuant to RCW 42.14 and RCW 42.30.070 to conduct urgent business of the City.

6. Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.

7. Upon request of the Mayor, host and accompany VIPs and governmental officials on tours of the emergency/disaster area.

D. Mayor

1. Sign proclamations of emergency as warranted by the incident

2. Preserve the continuity of the executive branch of government.

3. Provide for the implementation of planning, including drills and exercises, for the preparedness of persons and property within the City in the event of an emergency or disaster.

4. Provide visible leadership in the community, through direct visits, press conferences, and other means, providing interviews to the media as arranged by the Public Information Officer.

5. Host and accompany VIPs and governmental officials on tours of the emergency/disaster area.

6. Provide for the coordination of local, State, Federal, private, and volunteer organizations and resources before, during, and after an incident.

7. Provide for the appointment of a Liaison Officer to serve in the Incident Command structure to act as the point of contact for outside organizations and agencies.

8. Approve activation of the EOC as recommended by the Director of Emergency Management or other staff.

9. Call emergency meetings of the City Council to pass ordinances and conduct other urgent business pursuant to RCW 42.14 and RCW 42.30.070.

E. Director of Emergency Management (through the Emergency Preparedness Manager or Division as appropriate)

1. Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City. Develop plans necessary for utilization of local resources in disasters.

2. Ensure training programs and emergency operations drills are carried out within the City.

3. Coordinate local, State, Federal, private, and volunteer organizations and resources before, during, and after an incident, in consultation with the Mayor as appropriate.

4. Appoint a Liaison Officer during an event to serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government, in consultation with the Mayor as appropriate.

5. Appoint a Public Information Officer for each operational period, as appropriate.

6. Establish and maintain communications with the Mayor (Policy Group), the Public Information Officer, and EOC Section Chiefs.

7. Activate the EOC when necessary to coordinate disaster response activities of all City departments during disasters or other emergencies. Advise King and/or Pierce County Emergency Management when the local EOC has been activated.

8. Provide initial warning of impending disaster to public officials and local emergency response departments, provide instruction to the general public before, during, and after emergencies, and minimize rumors. A communication link to the local Emergency Alert

System via King and/or Pierce County Emergency Management may be vital to the transmission of information critical to the life safety of responders and the public.

9. Manage EOC operations during activations.

10. During City-wide Incident Management Team activation, approve all decisions and actions by City personnel through the use of an Incident Action Plan.

11. Request disaster mission number from Washington State EMD if volunteers will be assisting in the event, to provide medical and equipment loss coverage to the volunteers pursuant to RCW 38.52.

12. Establish command structure and implement the appropriate EOC level and personnel assignments to manage the event.

13. Establish immediate priorities.

14. Develop and implement strategic goals and tactical objectives based upon the situation and priorities established.

15. Ensure planning meetings and briefings are scheduled and conducted with elected officials and EOC personnel and approve all press releases.

16. Approve and authorize the implementation of the Incident Action Plan (IAP).

17. Provide interviews to the media, as arranged by the Public Information Officer.

18. Implement the City-wide recovery plan.

19. Ensure all EOC personnel maintain an individual Activity Log Sheet.

20. Approve plan for demobilization of resources.

21. Prepare the after action report.

22. Appoint a Logistics Chief to accept requests for additional resources from City personnel, residents, and departments and to coordinate supplemental resources supplied by local private organizations or from the state and federal level.

23. Assist the Mayor, as needed, in drafting and submitting local proclamations of emergency.

24. Ensure mechanisms are in place to register spontaneous volunteers at the time of an event.

25. Coordinate and manage the message control function in the EOC, including staffing, logging, and message delivery.

26. Act as the City's agent for coordinating and requesting FEMA assistance post-disaster.

F. Public Information Officer

1. Obtain prior approval and authorization from the Incident Commander, Director of Emergency Management, or EOC Manager for all press releases and briefings.

2. Prepare and coordinate all press releases and briefings.

3. Provide press releases to the EOC and other City Departments prior to public release if possible.

4. Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.

5. Assist in the preparation of briefings to the Mayor, public and elected officials, and EOC staff.

6. Response to media and public information calls, as appropriate.

7. Establish rumor control hotline, as needed.

G. Department Directors

1. Oversee and provide policy recommendations before, during, and after an emergency or disaster as part of the Emergency Management Board, pursuant to ACC 2.75.

2. Provide staff to support the efforts of the EOC.

3. Identify and train specific staff members to function as Public Information Officers prior to an event, upon the request of the City Public Affairs and Marketing Manager.

4. Work with the Finance Section to document all expenses.

5. Assist the City Clerk and Innovation & Technology in identifying and preserving essential department records.

6. Assign staff members to the Emergency Management Committee (EMC) to carry out development, maintenance, and implementation of the CEMP.

7. Develop and maintain policies and SOPs for the department's disaster responsibilities.

8. Document emergency related activities and costs.

9. Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

H. City Employees

1. Develop individual and family plans for use during an event.

2. Be prepared to respond, as needed, in the role of an emergency worker, assuming that if the disaster is severe enough and communications are down, they will have an

assignment and should attempt to find a way to reach the City.

3. In the event the City is not reachable, report to the nearest other government agency to offer assistance, if appropriate.

4. Respond to a designated area with proper clothing and equipment, as directed.

5. Be prepared to assist in whatever capacity assigned, regardless of regular assignment.

I. City Attorney

1. Provide legal advice to elected officials, the Mayor, the Director of Emergency Management, and City Departments as it pertains to emergency response or disaster recovery.

2. Review contracts for emergency work and procurement.

3. Provide legal review of emergency plans and supporting documents to ensure compliance with local, State, and Federal laws.

4. Prepare a Proclamation of Emergency, if appropriate.

5. Obtain appropriate signatures for ratification of any Proclamation of Emergency.

J. Human Resources

1. Provide a representative to assist in the Planning, Logistics and/or Finance and Administration Sections in the EOC.

2. Develop plans for employee's family notification and support during disaster activities.

3. Develop, in coordination with the Emergency Management Division, procedures to coordinate the registration of volunteers as temporary emergency workers on behalf of the City.

4. Manage the compensation for injury and claims process arising from the disaster, in accordance with ACC 2.75.

5. Provide for continuity for Court operations, as feasible.

6. Continue to operate the Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.

7. Develop plans and procedures to relocate courtrooms to continue necessary judicial process during emergencies or disasters.

8. Work with Building Division to assess and prioritize City-owned building damage/repairs.

9. Utilize Facilities Division to provide minor rapid repairs to critical facilities that will enable them to quickly be placed into service.

10. Identify staff and field support personnel to support emergency operations, including staffing of the Emergency Operations Center.

11. Coordinate with other departments for the provision of emergency staff and field support through the response and recovery phases.

12. Coordinate the hiring of emergency personnel.

13. Document emergency related activities and costs.

14. Support response and recovery activities as requested.

K. Finance Department

1. Provide a representative to serve in the Finance and Admin Section of the EOC.

2. Advise City officials and the Director of Emergency Management on financial matters.

3. Supervise and maintain the financial systems and records of the City.

4. Arrange for emergency cash management and banking services.

5. Establish all necessary special or project accounts for the receipt of donations and cost reimbursements filed under local, state, and federal laws.

6. Assist in identifying sources of disaster funds if department budgets are exceeded.

7. Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures, while making provisions for modified procedures during the time of a declared emergency.

8. Coordinate and implement the City Debris Management Plan.

9. Monitor and process time sheets, rosters, and overtime requests.

10. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.

11. Ensure documentation processes exist for emergency related costs.

12. Maintain a list of all local vendors used by the City and provide to the Emergency Management Division on a quarterly basis.

13. Assist in the procurement of equipment, materials, supplies, contract services, and equipment maintenance in conjunction with the Logistics Section in the EOC.

14. Negotiate leases for grounds, offices, or space required by the City.

L. City Clerk

1. Provide a representative to the Planning Section in the EOC, as requested.
2. Provide information and direction to departments on requirements for the identification and preservation of essential records.
3. Maintain official records of elected officials.
4. File, maintain, and store all incident documents for the official history of the emergency or disaster.

M. Innovation & Technology

1. Provide a representative to support the needs of the EOC as requested.
2. Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.
3. Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to all City Departments, with emphasis on the EOC and DOCs.
4. Assist in identifying and acquiring alternate communications systems during an event.
5. Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.

N. Parks, Arts, and Recreation Department

1. Provide a representative to serve in the Operations, Planning, or Logistics Sections of the EOC, as requested.
2. Activate, manage, and support mass care shelters at sites selected within the City, or assist with regional sites as appropriate.
3. Provide mass care services to both disaster victims and emergency workers in the form of food, blankets, cots, and other disaster relief supplies and services.
4. Coordinate services with the American Red Cross and other non-profit agencies as appropriate.
5. Assign staff to attend American Red Cross disaster shelter training.
6. Provide emergency protective measures and debris removal activities in conjunction with the Public Works Department.
7. Provide transportation to emergency worker and the public as needed and if resources allow.

O. Police Department

1. Provide a representative to serve as the Incident Commander, Operations Section Chief, or Police Operations Representative, as appropriate.

2. Maintain law and order and provide physical security in and around the affected area with the City.

3. Provide command and control for field operations through established command posts, as appropriate.

4. Participate in initial citywide damage assessment (windshield surveys), as appropriate.

5. Provide emergency traffic and crowd control.

6. Provide direction and traffic control for evacuation efforts, as appropriate.

7. Provide support to the King and Pierce County Medical Examiner's Offices as appropriate.

8. Assist King and Pierce County Medical Examiner's Offices with temporary morgue management and security, if requested and as resources allow.

9. Provide support in the dissemination of emergency warning information to the public, as requested.

10. Develop emergency and evacuation plans for facilities under department management.

P. Community Development and Public Works Department

1. Provide representatives to serve in the Operations, Planning, Logistics, and/or other sections in the EOC.

2. Coordinate and compile initial damage assessment and safety evaluation of essential City owned facilities and non-City owned critical facilities.

3. Develop policies and procedures to acquire supplies and services during an emergency or disaster when the EOC Logistics Section is not activated.

4. Establish a centralized location where the impacted community can receive information, direction, and assistance directly related to rebuilding and recovery efforts.

5. Assist in windshield surveys, provide emergency protective measures, emergency and temporary repairs and/or construction for water, wastewater, surface water, and streets.

6. Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the incident, including the waiver of certain review and permit requirements where emergency work is necessary to protect lives or property during an emergency or disaster.

7. Provide support to the VRFA in the safety evaluation of structures during rescue operations.

8. Provide support to the VRFA in hazardous materials incident response as requested.

9. Enforce City ordinances and State laws regulating construction during new or reconstruction efforts prior to and after and emergency or disaster.

10. Provide support to other City Departments regarding critical areas during recovery efforts.

11. Maintain a list of all businesses in the City and provide to the Emergency Management Division as requested.

12. Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.

13. Provide support to City-wide evacuation planning.

14. Install, maintain, and operating all parking and traffic control devices and assist with access and traffic control measures.

15. Provide assessment of transportation routes, identify alternate routes, and provide temporary thoroughfares and bridges for emergency vehicles.

16. Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during and after a disaster.

17. Provide emergency debris removal from City properties and public areas.

18. Develop policies and SOPs for providing and maintaining the sanitary sewer system, storm drainage system, lift stations, and water supply.

19. Coordinate and prioritize public utility restoration.

20. Coordinate with private utilities for the restoration of critical and essential facilities and services.

21. Assist the VRFA with rescue operations, if requested and as resources allow.

22. Coordinate fuel dispensing services for emergency equipment and vehicles and others who may be authorized by the Mayor or Director of Emergency Management.

REFERENCES

a. City of Auburn Duty Officer Manual
b. City of Auburn EOC Manager Manual
c. King County Comprehensive Emergency Management Plan
d. King County Regional Coordination Framework
e. Pierce County Comprehensive Emergency Management Plan
f. RCW 38.52, Emergency Management

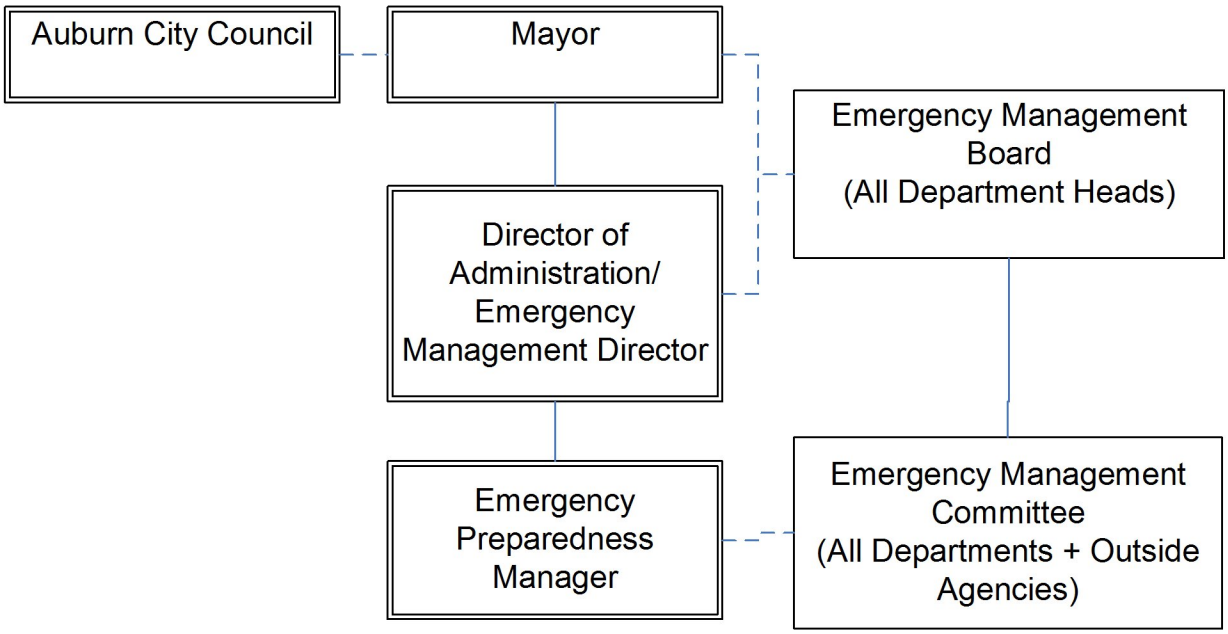
g. RCW 40.10.101, Essential Records – Designation List – Security and Protection – Reproduction
h. RCW 42.12, Vacancies
i. RCW 42.14, Continuity of Government Act
j. RCW 42.30.070, Open Public Meetings Act – Times and Places for Meetings – Emergencies – Exceptions
k. Washington State Comprehensive Emergency Management Plan
l. National Response Framework

ATTACHMENTS

1. Emergency Management Organization Chart
2. EOC Organization Charts
3. Functional Responsibility Matrix

SA 1: DIRECTION AND CONTROL

Attachment 1: Emergency Management Organization Chart

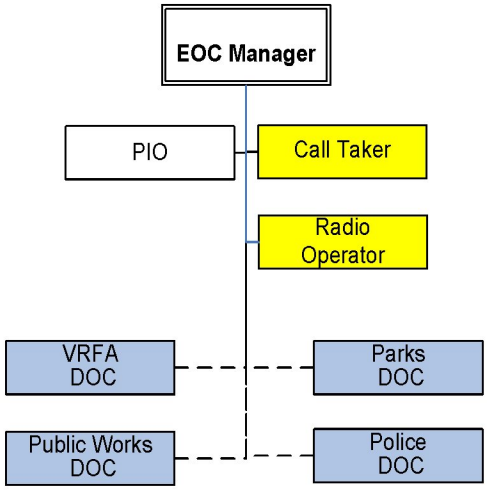


Day-to-day management of the City of Auburn Emergency Management organization, pursuant to ACC 2.75 and RCW 38.52. This diagram is not indicative of an Emergency Operations Center (EOC) activation. See following pages for EOC activation levels.

SA 1: DIRECTION AND CONTROL

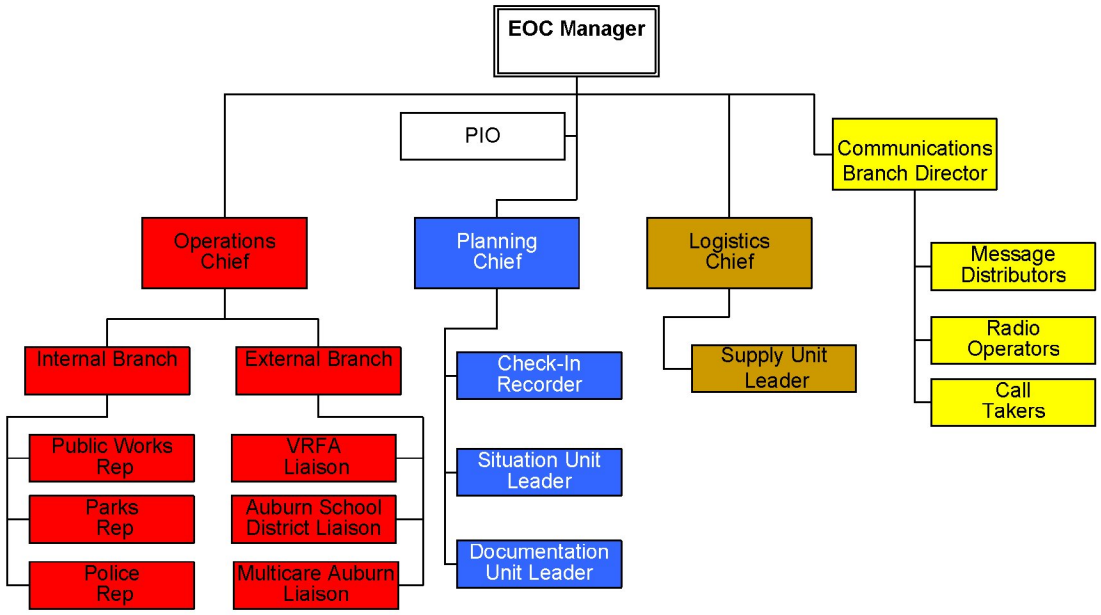
Attachment 2: EOC Organization Chart -- Level One

Monitoring activation, may involve physical setup of the EOC in a standby mode or function from regular work stations, depending on the nature of the incident. Key personnel will begin to monitor events, gather situational awareness information, evaluate required resources, and forecast future impacts. Personnel will generally be limited to Emergency Management staff and a Public Information Officer, though generally at least one Department Operations Center will have been activated. The Emergency Management Director, Mayor, and City Council are kept apprised of the situation, but are not located in the EOC.



SA 1: DIRECTION AND CONTROL

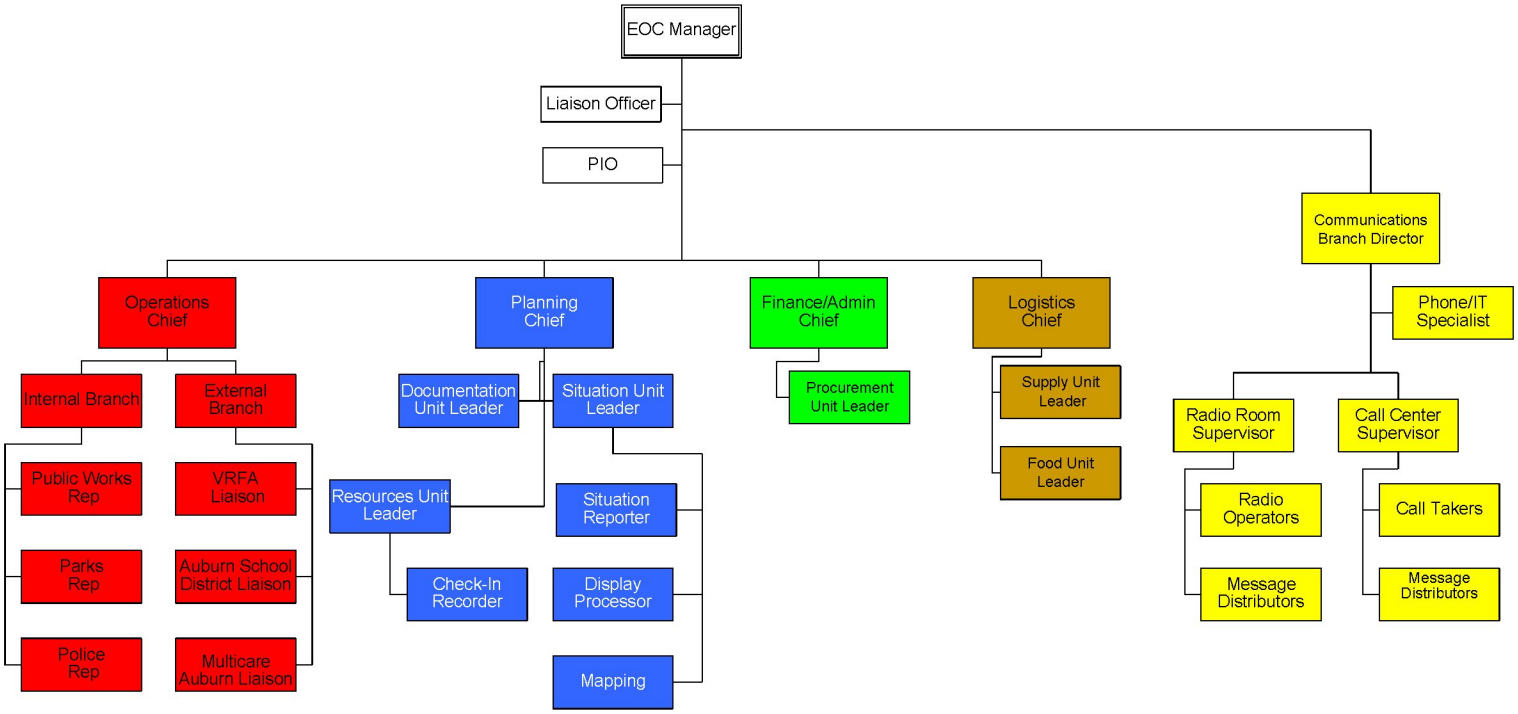
Attachment 3: EOC Organization Chart -- Level Two



Coordination activation, requires physical presence in the EOC. An EOC Manager and Public Information Officer (PIO) will be assigned to the EOC, along with representatives of departments actively involved in the event/incident. The EOC Manager will recommend staffing levels for the EOC consistent with current and projected incident activity. Typically this type of activation will occur when two or more departments are actively involved in event/incident activities. The function of this activation level is to facilitate face-to-face communication between involved departments and to support logistics needs in the field. EOC staff may include representatives of outside agencies. The Emergency Management Director, Mayor, and City Council are kept apprised of the situation, but are not generally located in the EOC.

SA 1: DIRECTION AND CONTROL

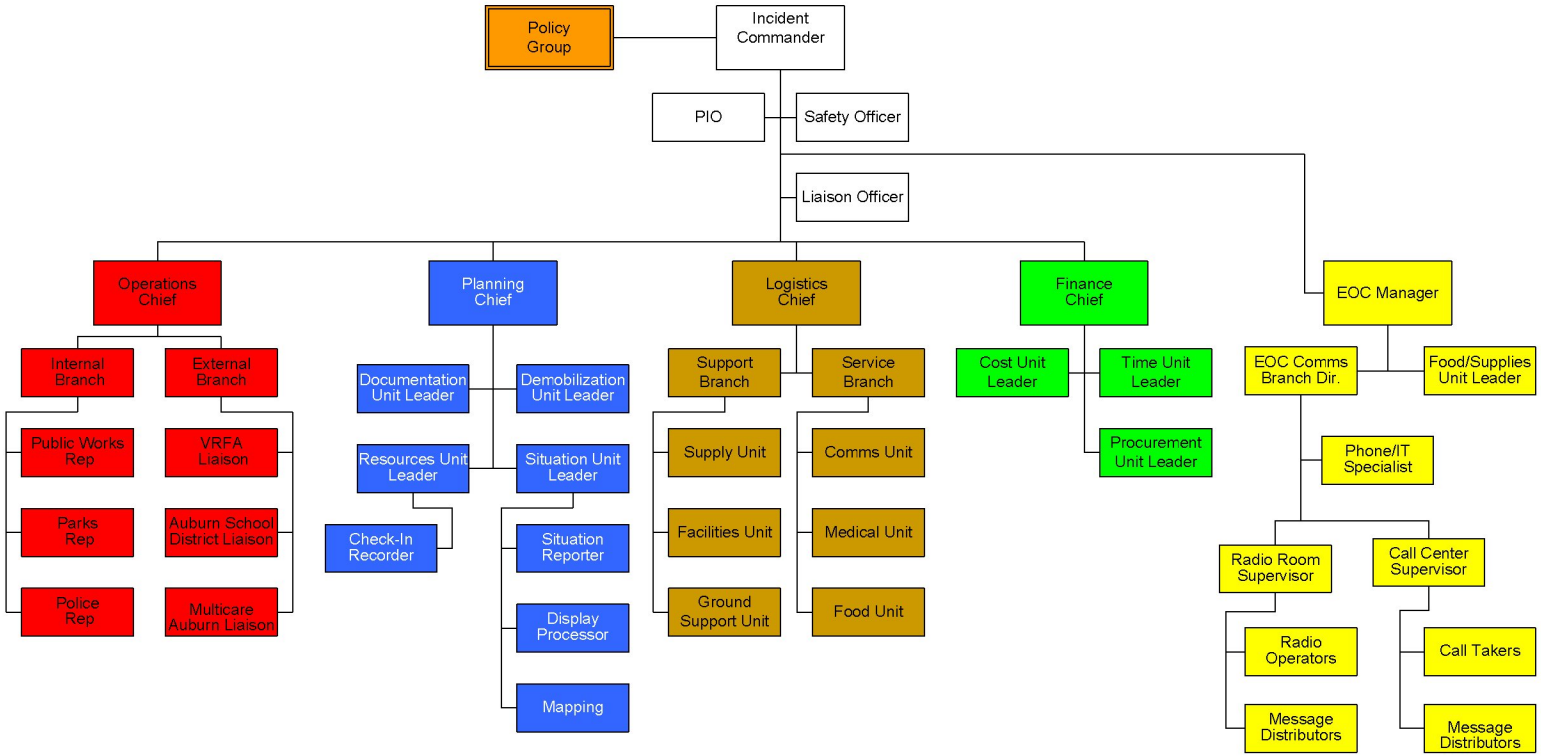
Attachment 4: EOC Organization Chart -- Level Three



This is a full activation of the EOC, with all sections staffed. The purpose is to continue facilitation of department-to-department communications and to handle logistics on a city-wide basis. The Planning section is focused on situational awareness, gathering IAPs from the individual DOCs and compiling them. This level does not direct field operations in any manner, though decisions may be made regarding resource allocation. The Emergency Management Director, Mayor, and City Council are kept apprised of the situation and may or may not be located in the EOC, depending upon the circumstances.

SA 1: DIRECTION AND CONTROL

Attachment 5: EOC Organization Chart -- Level Three with Incident Management Team (IMT)



Adds executive level policy-making to the EOC functions when an overwhelming event has impacted the City and decisions need to be made regarding service priorities and expectations on a city-wide basis. The IMT conducts the city-wide Incident Command Function and is lead by the Chief of Police as the Incident Commander. The remainder of the ICS positions are filled by department directors (or their designees) as appropriate. IMT activation adds a policy-making component to the emergency management organization, lead directly by the Mayor. The policy group may consist of department directors not serving on the IMT, City Council members, and others as appropriate. The Incident Commander serves as the direct link between the Policy Group and the IMT, conveying decisions made by the policy group to the IMT and conveying incident information to the policy group.

SA 1: DIRECTION AND CONTROL

Attachment 6: Functional Responsibility Matrix

CEMP Responsibility Matrix																
It is assumed that most departments will have some interaction with each ESF. This matrix is intended to provide a quick reference to primary and secondary responsibilities for each function.																
Department	Basic	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
Administration	X	X	X		X	X	X	X	X	X	X	X			X	X	
City Attorney	X							X							X		
Finance	X			X				X							X		
HR	X							X							X		
IT	X	X	X			X		X							X		
Parks	X	X					X	X				X			X		
CDPW	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Police	X	X	X	X	X		X	X	X	X	X	X	X	X	X		X

SA 2: FINANCIAL MANAGEMENT

PURPOSE

A. To provide guidelines for fiscal and administrative functions in support of the City of Auburn's emergency services during an emergency or disaster.

POLICIES

A. In emergency situations, political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including, but not limited to, budget law limitations, and the appropriation and expenditure of public funds as identified in the Revised Code of Washington (RCW) 35.33.081, Emergency Expenditures – Nondebatable Emergencies.

B. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing a budget amendment.

C. The emergency or disaster response capabilities of the City will be built upon the capabilities of existing departments, augmented by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

PLANNING ASSUMPTIONS

A. An emergency or disaster may require the expenditure of large sums of money by the City.

B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound finance management and accountability.

C. A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of Public Law 93.288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

D. Actions, decisions, conditions, and expenses must be documented in an emergency or disaster to recover Federal and State funds and to provide for legal documentation.

E. Sufficient administrative personnel will be available to perform support tasks.

CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

2. Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:
   a. *In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.*

3. The City is authorized to make the expenditures necessary to meet emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies:
   a. *Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.*

B. Record Keeping

The City, when expending resources in response to a proclaimed emergency or disaster, will maintain detailed records during such emergencies or disasters to meet the financial and account requirements of the Federal or State funding agency. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

1. Document requests for assistance and ensure maximum eligible reimbursement.

2. Facilitate reimbursement under approved applications pertaining to proclaimed local emergencies.

3. Audit reports and records. Detailed records will be kept from the onset of the emergency or disaster, including but not limited to:
   a. Appropriate extracts from payrolls, with any cross-references needed to located original documents.
   b. A schedule of City equipment used or copies of invoices for rented equipment.
   c. Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
   d. Copies of contracts for all work performed by an outside agency.

C. Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President or under statutory authority of certain Federal agencies. The Federal Emergency Management Agency (FEMA) provides funding to public entities through the Public Assistance program. Other agencies that may provide post-disaster funds to public agencies include, but are not limited to:

- Washington State Department of Energy – FCAAP Grants
- US Department of Transportation – Trans Aid
- US Fish and Wildlife
- FEMA Mitigation Program
- US Army Corps of Engineers
- Federal Highway Administration (for “on-system” roads)
- Natural Resources Conservation Service

1. Before a Presidential Disaster Declaration

   After an occurrence that may result in a declared major disaster or emergency, the Counties will assess damages and prepared an estimate of labor and damage costs. These assessments are provided directly to the counties by local jurisdictions and must be completed quickly after an event and, on occasion, while the event is still in progress. The Counties then forward these Preliminary Damage Assessments (PDAs) to the Washington State Emergency Operations Center. If expenditures within a particular county and/or the state have exceeded a preset threshold, the governor will request a Presidential Disaster Declaration.

2. After a Presidential Disaster Declaration

   Once a disaster declaration is made by the President, Joint Field Offices are opened and staffed by FEMA and the State, for the purpose of administering disaster assistance programs. Public assistance meetings are held with impacted jurisdictions and moneys are made available through established processes.

D. Audits of Disaster-Related Expenditures and Obligations

1. Audits of local disaster-related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of associated work and records must be kept for 6 years.

E. Fiscal Procedures

1. Each City department shall designate personnel to be responsible for documentation of emergency or disaster-related expenses within their department.

2. Emergency or disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies and RCW 35.33.091, Emergency Expenditure – Other Emergencies – Hearing.

3. The Finance Director, or designee, will be responsible for identifying sources of internal funds to meet emergency or disaster related expenses that are incurred.

4. Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency or disaster.

5. Records shall be kept in a manner that distinguishes between day-to-day operations and emergency or disaster expenses.

6. The Emergency Preparedness Manager shall coordinate documentation of city-wide financial records and expenditures resulting from an emergency or disaster and shall serve as the City's Primary Applicant Agency for FEMA reimbursement.

7. Alternate methods of payment and payroll processing shall be established in case of computer system failure.

F. Administrative Procedures

1. Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department.

2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

3. Records of disaster operations activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

4. When appropriate, disaster reports and expenditures shall be coordinated, and documentation for State and/or Federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate State and Federal agencies.

5. Volunteer emergency workers used during emergencies and disaster operations shall be registered with the City as outlined in the Washington Administrative Code (WAC)

118.04, Emergency Worker Program and all donated hours tracked. Volunteers who are pre-registered will be issued City Volunteer Identification cards. Spontaneous volunteers will be registered on-site and their identity verified with government issued photo-ID.

6. In any event where volunteer emergency workers are used, the Emergency Management Division will obtain a mission number from Washington State EMD. All volunteers, their arrival and departure times, the nature of their work, and any injuries or personal equipment losses will be documented for future reimbursement and claim issues.

7. City departments may streamline permit processes based on the circumstances created by the emergency or disaster.

8. City departments shall identify and prepare plans for alternate processing methods of essential documents in case of computer or automation system failure.

G. Electronic Information Management

The Innovation & Technology Department is responsible for the protection and restoration of electronic and computer hardware, software, connectivity, and data. The personnel from this department will work with a designated employee from other departments to identify mission–critical Innovation & Technology equipment with redundancy for emergency operations.

H. Records Preservation and Retention

1. The City Clerk is responsible for establishing and publishing policy for essential record preservation to ensure continuity of City government.

2. Directors of each department are responsible for records preservation in their respective departments.

RESPONSIBILITIES

A. All City Departments

1. Prepare emergency fiscal procedures for the operation of their respective departments.

2. Designate personnel responsible for documenting emergency or disaster-related expenses at the department level.

3. Coordinate with Emergency Management in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.

4. Identify all repair and recovery actions and coordinate those through the EOC or the Emergency Management Division for resolution.

5. Maintain documentation regarding injuries and lost or damaged equipment caused by the emergency or disaster and provide this information to Risk Management, Finance, or Emergency Management as requested.

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SA 3: WORKER HEALTH AND SAFETY

All emergency operations will adhere to the applicable occupational safety and health laws. The following are specific laws passed by the State of Washington Legislature that pertain to occupational safety and health. The laws listed here are hosted on Washington State's Office of the Code Reviser web site.

Chapter 43.05 RCW – Technical Assistance Programs

Title 49 RCW – Labor Regulations

- Chapter 49.17 – WISHA Act
- Chapter 49.19 – Workplace Violence in Healthcare
- Chapter 49.22 – Safety – Crime Prevention
- Chapter 49.26 – Asbestos
- Chapter 49.70 – Right to Know

Title 70 RCW – Public Health and Safety

- Chapter 70.74 – Explosives
- Chapter 70.77 – Fireworks Act
- Chapter 72.23 – Public and Private Facilities for the Mentally Ill
- Chapter 72.23.400 – Workplace safety plan
- Chapter 72.23.410 – Violence prevention training

Washington Administrative Code

- Chapter 298.800 – Safety and Health Core Rules

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5133 - Auburn Design Standards (10 minutes)

Date:
February 17, 2015

Department:
Community Development & Public Works

Attachments:
Resolution No. 5133
Exhibit A - Design Standards DUC Zone

Budget Impact:
$0

Administrative Recommendation:

Discuss eliminating awnings as a required design feature on downtown buildings in favor of allowing awnings as an optional feature with design guidelines.

Background Summary:

During the Downtown Business Summit, a strong sentiment about the damaging visual and experiential effect of poor awning and canopy design resonated with the Mayor, City Council, and business owners. A business owner brought up the fact that awnings and canopies are currently required in the Downtown Urban Center, which goes against consultant advice and conventional design wisdom. As we work toward improving the appearance of our Downtown Urban Center Zone, the City needs to give business owners more flexibility and design options; over-mandating limits creativity and applies a one-size fits all to buildings with different scales and attributes. Finding smart solutions to façade design requires removing an unnecessary requirement to provide awnings and canopies.

The language retains mention of awnings and canopies, but provides more guidance on how to achieve awning and canopy designs that enhance the attractiveness of downtown. The revisions and additions clarify the purpose of awnings, lighting requirements for awnings, as well as awning, canopy, and overhang materials and styles that are considered appropriate in Downtown Auburn.

Reviewed by Council Committees:

Other: Planning, Legal Department

Councilmember:

Staff: Snyder

Meeting Date: February 23, 2015

Item Number: DI.F

RESOLUTION NO. 5 1 3 3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE CITY OF AUBURN DESIGN STANDARDS FOR ITS DOWNTOWN URBAN CENTER ZONING DISTRICT

WHEREAS, the City of Auburn maintains and publishes Design Standards for its DUC Downtown Urban Center zoning district, which are intended to provide standardization of design elements for consistency and to assure public safety; and

WHEREAS, pursuant to Auburn City Code 18.29.070, the Downtown Auburn Design Standards may be amended periodically to respond to new development conditions or to address emerging issues; and

WHEREAS, the Auburn Department of Community Development and Public Works has prepared revisions to the Downtown Auburn Design Standards, to provide updated standards for building design relating to protection of pedestrians from the elements.

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

Section 1. That the Downtown Urban Center Design Standards related to building design and weather protection shall be amended as provided in by the proposed revision to Downtown Urban Center Design Standards document attached hereto as Exhibit A, to be effective as of March 9, 2015.

Section 2. That the Director of the Community Development and Public Works is authorized to implement such administrative procedures as may be

necessary to promulgate and publish this revision to the Downtown Urban Center Design Standards.

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

Dated and Signed this _____ day of _____, 2015.

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

_____
Daniel B. Heid, City Attorney

Downtown Urban Center

City of Auburn Design Standards

ADOPTED 2/12/07;
AMENDED 4/14/08, 06/9/08, 06/16/09, ~~AMENDED~~ 05/24/10;
REVISION EFFECTIVE 03/09/2015

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	--Pedestrian Connections
	--Width / Spacing of Driveways
	Shielded Lighting
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	Public Plazas
Building Design	Entrances
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	Treating Blank Walls
	Use of Neon
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	Screening Rooftop Equipment
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III. Guidelines Applicable to **Pedestrian Streets**

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	Location of Parking
	Location of Drive-Through Lanes
Building Design	Land Use Mix
	Proximity to Sidewalk
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	Weather Protection
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I. DEFINITIONS/ARCHITECTURAL TERMS

These words shall have the following meanings for the purposes of these guidelines:

a. Articulation - in art and architecture, is first of all a joint. Expanding from that definition, articulation is also a method of styling the joints in the formal elements of architectural design. Through degrees of articulation, each part is united with the whole work by means of a joint in such a way that the joined parts are put together in styles ranging from exceptionally distinct jointing to the opposite of high articulation—fluidity and continuity of joining. In highly articulated works, each part is defined precisely and stands out clearly. The articulation of a building reveals how the parts fit into the whole by emphasizing each part separately.

b. Belt Course - A molding or projecting course running horizontally along the face of a building.

c. Boxed Cabinet Signs - is a permanent sign that is mounted on the face of a building that is roughly rectangular in shape and provides for internal illumination and changing the message of the sign by replacing a single transparent or translucent material such as a Plexiglas/lexan face. This definition is meant to distinguish between a cabinet sign that is essentially a rectangular box and one that follows the outlines of the letters of the sign, or an “outline cabinet sign.”

d. Canopy - means a cover over a sidewalk providing protection from the rain, which is constructed of durable, permanent materials.

e. Cornice - upper section of an entablature, a projecting shelf along the top of a wall often supported by brackets.

f. Director - means the director of the Auburn Pplanning and Ddevelopment Ddepartment.

g. Neo-traditional – Design concept that promotes a more livable and alive lively community for residents; more sustainable since it preserves land by encouraging more compact development and reduces air pollution and carbon dioxide emissions by creating new opportunities to walk and bike rather than using a car; and mixed-use with a combination of commercial and residential development.

h. Outlined Cabinet Signs - is a permanent sign that is mounted on the face of a building that roughly follows the shape of the text of the sign and provides for internal illumination. This definition is meant to distinguish between a cabinet sign that follows the outlines of the letters of the sign and one that is essentially a rectangular box or a “boxed cabinet sign.” An “outlined cabinet sign” will be treated more like an “individual letter sign” where the area of the sign is calculated based on the actual outlined shape of the sign.

i. Parking, structured - means parking contained within an enclosed building either part of or designed to appear like it is part of the larger building complex, or a freestanding structure devoted exclusively to above-grade parking.

j. Personal service uses – means uses such as hair salons, nail salons, custom tailoring, dry cleaning, and similar related uses. Personal service uses can also include banks.

k. Plinth - a block used as the base of a column or other upright support.

l. Public art - means any form of painting, mural, mosaic, sculpture, or other work of art, so long as it can be appraised as a work of art and its value as such documented, displayed on the exterior of a building, at or near the pedestrian entrance, or on a public plaza, and visible to users of the public right-of-way at all times.

m. Plaza - means an open space that is visible and accessible to the public at all times predominantly open to the sky, and for use principally by people, as opposed to merely a setting for the building.

n. Street level retail - means uses providing goods and services, including food and drink, adjacent to, visible from, and directly accessible from the public sidewalk.

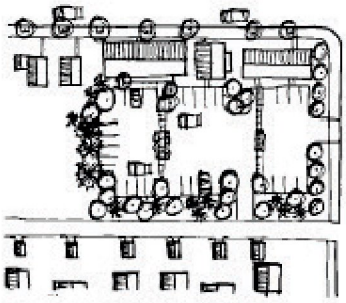
GUIDELINES APPLICABLE TO SITE DESIGN

1. PARKING LOTS AND GARAGES



Intent: Reduce the visual impact of surface parking lots and garages

A. General
   1. Parking shall be located over, under, behind, or to the side of buildings. Parking structures are strongly encouraged.
   2. All parking lots shall meet the design and construction standards of ACC 18.52 unless modified herein.
      - Parking stall standards for 90 degree stalls in structured parking facilities shall be 18 feet in length and 9 feet in width. All other dimensions shall meet ACC 18.52.
   3. Compact parking stalls shall be permitted but only 30% of the parking provided may be dedicated to compact parking.

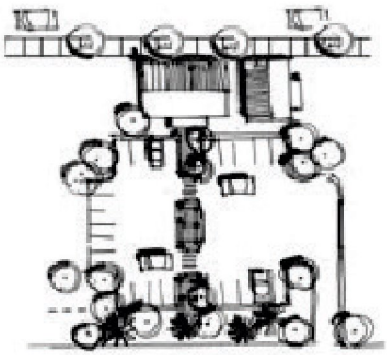


B. Screening and Landscaping
   1. Surface parking lots consisting of ten or more stalls shall feature landscaped planter beds at a ratio of one to every six (6) stalls. Each planter bed shall include at least one tree, a minimum caliper of two (2) inches at the time of planting.
   2. The minimum planter size shall be 100 square feet. Planters shall be protected by concrete curbs and shall also feature shrubs and/or groundcover.
   3. Surface parking lots located adjacent to any street (excluding alleys) shall be screened by one or a combination of the following:
      a. Low walls made of decorative concrete, masonry, or other similar material, not exceeding a maximum height of 30 inches.
      b. Raised planter walls planted with a minimum of 80% evergreen shrubs, not exceeding a total height of 30 inches
      c. Landscape plantings consisting of trees (of which at least 80% are deciduous) and shrubs and groundcover materials (of which at least 80% are evergreen).
      d. All plant material used for parking lot screening shall provide clear views between 30 inches and eight (8) feet above the ground surface, for visibility and safety.
      e. Planting areas shall be a minimum of five (5) feet in width and shall be irrigated.





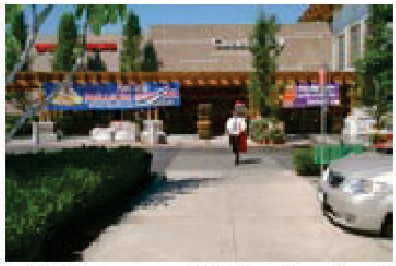
PARKING LOTS AND GARAGES (Cont.)



C. Pedestrian Connections
   1. Pedestrian connections not less than five (5) feet wide shall be provided through parking lots to building entrances, sidewalks and/or transit stops.
   2. Pedestrian connections should be clearly defined by at least two of the following:
      a. Six (6) inch vertical curb in combination with a raised walkway;
      b. Textured paving, including across vehicular lanes, such as unit pavers, stamped and scored concrete;
      c. Bollards;
      d. Trellis;
      e. Continuous landscape area at least three (3) feet wide and at least on one side of the walkway;
      f. Pedestrian-scale lighting to aid in wayfinding.



D. Width / Spacing of Driveways
   1. Driveways should not exceed 24 feet in width at the property line. Distance between curb cuts should not be less than 100 feet, measured from the outer edge of the driveway aprons.
   2. The sidewalk pattern and material shall continue across the driveway.



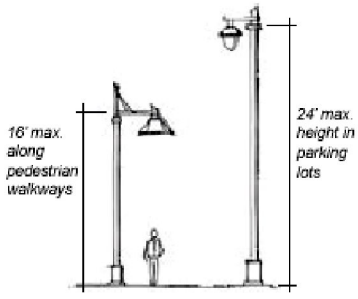
Pedestrian connection through parking lot

2. SHIELDED LIGHTING

Intent: Ensure that exterior site lighting contributes to the character of the site such as accentuating architectural features (e.g., building entrances) and does not disturb adjacent development

A. Only City-approved standard fixtures shall be used for public sidewalk lighting.

B. All site lighting shall be shielded from producing off-site glare, either through exterior shields or through optical design inside the fixture, so that the direction of the light is downward.



C. The maximum height allowed for parking lot lighting is 24 feet. The maximum height along pedestrian walkways is 16 feet.

D. Site lighting should be appropriate to create adequate visibility at night, evenly distributed to increase security, and coordinated with adjacent landscaping to avoid casting long shadows.

E. Incorporate electrical service into lighting fixtures for seasonal ornamental lighting.

3. SCREENING OF TRASH / SERVICE AREAS

Intent: screen trash storage, loading and service areas from public view



A. Trash and service areas shall be placed away from streets.

B. All service, loading and trash collection areas shall be screened by a combination of masonry walls and planting, with similar character to the design of the building it serves. If landscaping cannot be accomplished due to existing site conditions (e.g. existing parking areas) then the Planning Director may approve artistic features on the face of the masonry wall in place of landscaping.

C. Loading and service areas shall not face any residential areas, unless no other location is feasible. Effort should be made to buffer impacts to residential areas.

4. PUBLIC PLAZAS

Intent: If included in the development, ensure public plazas are readily accessible for use and offer a pleasant environment



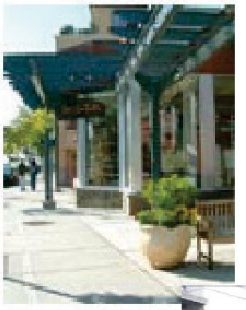
A. Public plazas must abut and be within three (3) feet in elevation of a public sidewalk. Ramps shall be provided consistent with ADA standards.

B. At least ten (10) % of the plaza area shall be planted with trees and other vegetation.

C. Plazas shall include adequate lighting, allow for penetration of sunlight, and provide seating in the form of low walls, benches and/or tables and chairs.



D. Accessory site features such as, waste receptacles, street furniture and movable planters shall be of compatible design to the main building served by the plaza.



1. ENTRANCES

Intent: ensure that entrances are easily identifiable and accessible from streets and sidewalks

A. Main building entrances should be oriented to the property line abutting the primary street rather than to a parking lot.

B. Locate primary entrances so that they are visible from the public right-of-way. The entry should be marked by architecturally prominent elements such as canopies, ornamental lighting fixtures and/or fixed seating that offer visual prominence and a sense of safety.

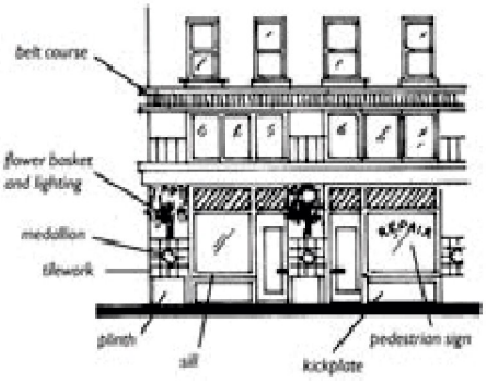


2. GROUND LEVEL DETAILS

Intent: reinforce the character of the streetscape

A. Street-oriented façades of commercial and mixed-use buildings shall be designed to be pedestrian-friendly through the inclusion of at least four of the following elements:

1. Kickplates for storefront windows;
2. Projecting window sills;
3. Pedestrian scale signs;
4. Canopies;
5. Plinths for columns;
6. Containers for seasonal plantings;
7. Ornamental tilework;
8. Medallions;
9. Belt courses;
10. Lighting or hanging baskets supported by ornamental brackets;
11. An element, as approved by the City, which meets the intent of this section.





3. BASE / MIDDLE / TOP

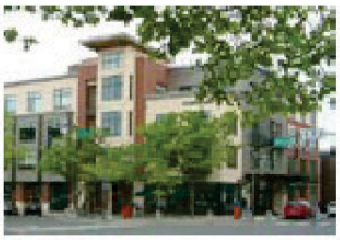
Intent: primarily emphasize the street level, but also create a visually interesting skyline

A. Buildings above 30 feet in height should distinguish a "base" at ground level using articulation and materials such as stone, masonary, or decorative concrete.

A. The "top" of the building should emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level setback or pitched roofline. Materials shall be coordinated within the project.

B. The "middle" of the building should be distinguished by a change in materials or color, windows, balconies, stepbacks and signage.







. UPPER LEVEL SETBACK

Intent: reduce the apparent bulk of multi-story buildings and maintain pedestrian scale

A. Building façades abutting streets shall have an upper level setback at a height 25-40 feet above grade, with a minimum depth of ten (10) feet.

B. New structures that have frontage on Main Street shall be designed to reflect the scale and rhythm of historic Main Street and retain the Main Street pedestrian scale.



5. TREATMENT OF BLANK WALLS

Intent: reduce the visual impact of blank walls by providing visual interest

A. Blank walls visible from the public street longer than 30 feet shall incorporate two (2) or more of the following features:
   1. Vegetation, such as trees, shrubs, ground cover and/or vines adjacent to the wall surface;
   2. Artwork, such as bas-relief sculpture, murals, or trellis structures
   3. Seating area with special paving, lighting fixtures and seasonal plantings; and/or
   4. Architectural detailing, reveals, contrasting materials, or other special interest, consistent with character of the downtown.



6. USE OF NEON

Intent: encourage the use of neon as an architectural embellishment in keeping with the character of downtown.

A. Neon may be allowed to emphasize unique building features.

B. Neon may be used as artwork or as graphic symbols that portray the nature of the business.



7. PARKING STRUCTURES

Intent: reduce the visual impact of structured parking located above grade

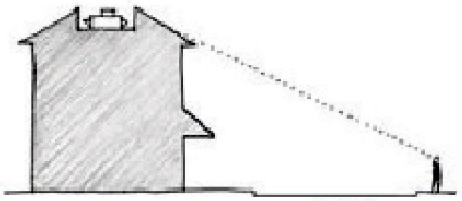
A. At ground level, free-standing parking structures shall comply with guidelines addressed under 'Ground Level Details.'

B. Upper levels of structured parking should be screened or treated architecturally by two or more of the following:
   1. Roughly square openings rather than horizontal
   2. Planting designed to grow on the façade
   3. Louvers
   4. Expanded metal panels
   5. Decorative metal grills
   6. Spandrel (opaque) glass
   7. An element, as approved by the City, which meets the intent of this section.



C. Lighting fixtures within garages should be screened from view from the street.

D. In order to provide a safer environment, parking structure illumination should be designed to a maximum uniformity ratio (proportion of average to minimum illumination) of 4:1.



8. ROOFTOP EQUIPMENT REQUIREMENTS AND SCREENING

Intent: screen rooftop mechanical and communications equipment from the ground level of nearby streets and residential areas

A. Mechanical equipment shall be screened. Screening shall be integrated with the architecture of the building.

B. An access easement to rooftops shall be provided to the City, which will allow the installation of devices for wireless coverage and maintenance of those devices. The applicant shall also provide access to power on rooftops to be used for City wireless facilities. The parameters of the access easement and location of devices shall be approved by the City. Any cabling and/or power shall be secured so the



Visible communication equipment is undesirable

facilities are not damaged by other activity on the roof.

C. The applicant shall install an outdoor speaker system and AM receiver, to receive the City's Main Street radio signal, on any new commercial structure within the Downtown Urban Center zone. The property owner and/or building owner shall be responsible for the outdoor speaker system and any repairs or maintenance.

D. Utility equipment such as power and gas meters shall be painted to match the structure.

E. Private utility cabinets (e.g. Comcast, PSE) shall be screened with landscaping where feasible.

*GUIDELINES APPLICABLE TO **ALL DEVELOPMENT** IN DOWNTOWN*

Sign Design

1. LANDMARK SIGNS

Intent: preserve the unique character of the downtown

A. Retain existing historic signs (as determined by the City) that feature the character of the area, wherever possible.



2. INTEGRATION WITH ARCHITECTURE

Intent: ensure that signage is a part of the overall design of a project and not additive or an afterthought

A. The design plans for buildings and sites shall identify locations and sizes for future signs. As tenants install signs, such signs shall be in conformance with an overall sign program that allows for advertising which fits with the architectural character, proportions, and details of the development. The sign program shall indicate location, size, and general design.

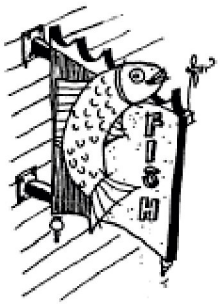
B. New signs shall not project above the roof, parapet or exterior wall unless part of an integral architectural feature. Signs mounted on a roof are not allowed.



3. CREATIVITY

Intent: encourage interesting, creative and unique approaches to the design of signage

A. Signs should be highly graphic in form, expressive and individualized. Signs should convey the product or service offered by the business in a bold, graphic form





B. If a projecting sign is designed by a graphic design professional and includes a non-verbal, three-dimensional symbol that succinctly conveys the nature of the business and constitutes a dominant proportion of the overall design, the sign may be allowed to exceed the maximum area otherwise allowed by 50%.

4. GROUND SIGNS

Intent: ensure that signs are not principally oriented to automobile traffic



A. All freestanding signs shall be ground (monument) signs no higher than five (5) feet. Pole signs are prohibited.

B. The area around the base of any ground sign shall be planted with shrubs and seasonal flowers.

C. Backlit signs are permitted if the sign meets all other standards for signage in this document and Chapter 18.29.

D. Internally-lit signs are p permitted when located adjacent and oriented to Auburn Way North/Auburn Way South street frontages and only with electronic message center signs in accordance with Auburn City Code Chapter 18.56 Signs. If an internally lit sign is utilized, the sign shall also conform to all other applicable standards for changing message center signs as described in this same chapter.



E. Boxed cabinet signs are prohibited in the Downtown Urban Center zone.

F. Outlined cabinet signs are permitted only if the sign meets all other standards for signage in this document and Chapter 18.29.



ADDITIONAL GUIDELINES FOR

DEVELOPMENT SITES ADJACENT TO

PEDESTRIAN STREETS

1. LIMITATIONS ON DRIVEWAYS

Intent: maintain a continuous sidewalk by minimizing driveway access

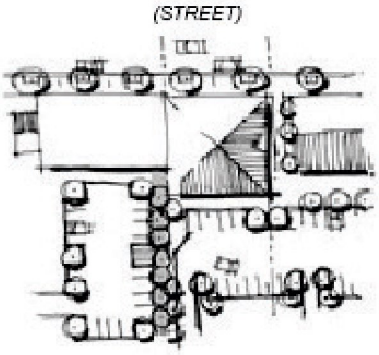


A. Curb cuts are prohibited on Main Street and also on other Pedestrian I Streets, unless access from no other street is available.

2. LOCATION OF PARKING

Intent: reduce the visual impact of parking and enhance the pedestrian experience

A. Parking shall be located under or behind buildings or within structures.



B. On all Pedestrian Streets, surface parking lots are not permitted between the building and the right-of-way.

3. LOCATION OF DRIVE-THROUGH LANES

Intent: preserve a safe and comfortable pedestrian experience

B. Drive-through lanes are not allowed between the building and the public right-of-way on Pedestrian I Streets.

1. LAND USE

Intent: ensure a rich, uninterrupted mixture of lively activities aimed at people on foot



A. Along Pedestrian I Streets, ground floor uses that face the sidewalk shall be retail, restaurant or personal service uses.

B. Along Pedestrian II Streets, ground floor office and residential uses are also acceptable when facing the sidewalk.

2. PROXIMITY TO SIDEWALK

Intent: reinforce an active pedestrian experience along Pedestrian Streets

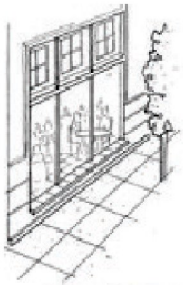


A. Buildings along Pedestrian Streets shall be set immediately at the back of the sidewalk, with the exception of providing open space for public use such as plazas, courtyards and seating areas.

B. Water run-off from canopies/awnings should be controlled by gutter or other means.

3. GROUND LEVEL TRANSPARENCY

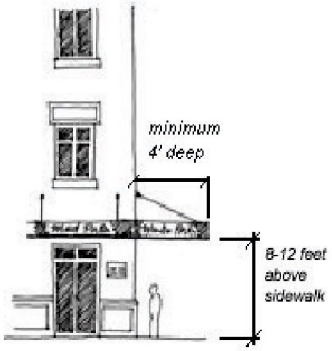
Intent: strongly encourage that structures provide a visual connection with pedestrians between activities inside and outside of buildings



A. Along Pedestrian I Streets, a minimum of 80% of any ground floor façade (between two (2) feet and 12 feet above grade) facing a street or public space shall be comprised of clear, "vision" glass. Placement of office equipment or other similar items shall not be located along the clear vision glass façade that would completely inhibit the visibility into and out of the building space.



B. Along Pedestrian II Streets, a minimum of 60% of any ground floor façade (between two (2) feet and 12 feet above grade) facing a street or public space shall be comprised of clear, "vision" glass. Placement of office equipment or other similar items shall not be located along the clear vision glass façade that would completely inhibit the visibility into and out of the building space.

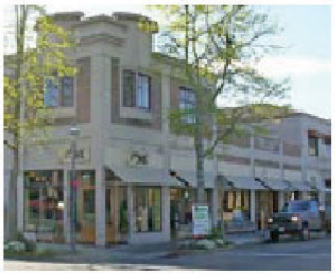


C. Along Main Street, doors and windows should reflect the historic Main Street rhythm of 25-foot wide storefronts.

D. Frosting, tinting, or other similar glass affects that inhibit the visibility into and out of the building space is prohibited.

4. WEATHER PROTECTION

Intent: provide pedestrians with protection from the weather <u>and engaging exterior space to sit, eat, and walk</u>



A. <u>While canopies, awnings, and other types of overhangs are not required, C</u>~~c~~<u>anopies</u>, ~~and~~ <u>awnings, and other types of overhangs may</u>~~shall~~ be ~~provided~~ <u>included</u> ~~along all façades that are adjacent to Pedestrian Streets.~~<u>if they provide protection from the weather (including solar protection from radiant heating or fading), help create an inviting place for outdoor seating or dining area, or enhance the feeling of safety through integral lighting.</u>

B. The minimum depth of any canopy<u>,</u> ~~or~~ awning<u>, or other type of overhang</u> ~~shall be four (4) feet~~<u>must be in proportion to the</u>

use. The vertical dimension between the underside of the canopy, ~~or~~ awning, or other type of overhang and the sidewalk shall be at least eight (8) feet and no more than twelve (12) feet.

C. Canopies ~~and~~, ~~awnings~~, and other types of overhangs shall be ~~of~~ shed or marquee style, except that bowed awnings may be used over arched ~~windows~~building entrances and/or windows.

D. Weather protection can be combined with the method used to achieve visual prominence at building entrances.

~~D.~~E. Canopies not made of a combined metal and glass assembly that allows transmission of light and that extends three feet side-to-side beyond a door or building opening must have integral lighting systems, sconce lighting, or some other additional lighting to prevent dark, shadow-filled spaces under the canopy, awning, or other type of overhang.

ADDITIONAL GUIDELINES FOR DEVELOPMENT SITES ADJACENT TO ***PEDESTRIAN STREETS***

Sign Design

1. PEDESTRIAN ORIENTATION

Intent: provide signs that activate and strengthen the pedestrian realm





A. Signs shall be primarily oriented to pedestrians, rather than people in vehicles. The following are types of signs are encouraged along Pedestrian Streets:
   1) Blade signs (projecting over sidewalk)
   2) Window signs (painted on glass or hung behind glass)
   3) Logo signs (symbols, shapes)
   4) Wall signs over entrance.

B. Monument signs are permitted on pedestrian streets only if the following are met:
   1. The sign is setback from the back of sidewalk;
   2. Does not create a sight distance hazard;
   3. Does not block pedestrian access;
   4. The sign is providing pedestrian wayfinding and not oriented to vehicles; and
   5. Does not conflict with requirements to meet the American with Disabilities Act.

C. Signs shall be evaluated with respect to size, scale, and relationship to other signs, function, location and other factors.

Pedestrian Streets

