City Council
Regular Meeting
December 1, 2025 - 7:00 PM
City Hall Council Chambers

AGENDA

CALL TO ORDER

LAND ACKNOWLEDGEMENT

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

PUBLIC PARTICIPATION

A. The Auburn City Council Meeting scheduled for Monday, December 1, 2025, at 7:00 p.m. will be held in person and virtually.

Virtual Participation Link:
To view the meeting virtually please click the below link, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:
https://www.youtube.com/user/watchauburn/live/?nomobile=1

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

Telephone: 253 205 0468
Toll Free: 888 475 4499
Zoom: https://us06web.zoom.us/j/81182738908

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENTS, MAYOR'S PROCLAMATIONS, AND PRESENTATIONS

APPOINTMENTS

A. Airport Advisory Board
City Council to approve the reappointment of Deanna Clark and Andrea Prasse to the Airport Advisory Board for a three-year term expiring December 31, 2028

(RECOMMENDED ACTION: Move to approve the reappointment of Deanna Clark and Andrea Prasse to the Airport Advisory Board for a three-year term to expire December 31, 2028.)

B. Cemetery Board
City Council to approve the reappointment of Jeanne Hicks to the Cemetery Board, for a three-year term expiring December 31, 2028

(RECOMMENDED ACTION: Move to approve the reappointment of Jeanne Hicks to the Cemetery Board, for a three-year term to expire December 31, 2028.)

C. Parks & Recreation Board
City Council to approve the reappointment of Tiffany Lindsay to the Parks & Recreation Board, for a three-year term expiring December 31, 2028

(RECOMMENDED ACTION: Move to approve the reappointment of Tiffany Lindsay to the Parks & Recreation Board, for a three-year term to expire December 31, 2028.)

D. Planning Commission
City Council to approve the appointments of William Stewart, Aaron VanderPol and Lynn Walters to the Planning Commission, for a three-year term expiring December 31, 2028

(RECOMMENDED ACTION: Move to approve the appointments of William Stewart, Aaron VanderPol and Lynn Walters to the Planning Commission, for a three-year term expiring December 31, 2028.)

E. Independent Salary Commission
City Council to approve the reappointment of George Fraiser to the Independent Salary Commission, for a four-year term expiring December 31, 2029

(RECOMMENDED ACTION: Move to approve the reappointment of George Fraiser to the Independent Salary Commission, for a four-year term to expire December 31, 2029.)

AGENDA MODIFICATIONS

PUBLIC COMMENT

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

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

Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day of the scheduled meeting and must be 350 words or less.
Please mail written comments to:
City of Auburn
Attn: Shawn Campbell, City Clerk
25 W Main St
Auburn, WA 98001

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

Email written comments to: publiccomment@auburnwa.gov

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

CORRESPONDENCE

CONSENT AGENDA

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

A. Minutes from the November 17, 2025, City Council Meeting

B. Claims Vouchers (Thomas)
Claims voucher list dated November 19, 2025, which includes voucher numbers 481906 through voucher 482033, in the amount of $4,859,958.31, twelve electronic fund transfers in the amount of $5,169.11, and one wire transfer in the amount of $615,211.08

C. Payroll Voucher (Thomas)
Payroll check numbers 539755 through 539759 in the amount of $705,546.27, electronic deposit transmissions in the amount of $2,871,411.86, also a special payroll for late submitted Parks timecards with an electronic deposit transmissions in the amount of $2,495.31, for a grand total of $3,579,453.44 for the period covering November 13, 2025, to November 26, 2025

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

UNFINISHED BUSINESS

NEW BUSINESS

A. Selection of Deputy Mayor (Council)

ORDINANCES

A. Ordinance No. 6990 (Krum)
An Ordinance relating to Planning; Adopting the 2025 Annual Comprehensive Plan Text Amendments and Plan Map Amendment pursuant to the provisions of Chapter 36.70A RCW and adopting a corresponding Rezone

(RECOMMENDED ACTION: Move to approve Ordinance No. 6990.)

B. Ordinance No. 7009 (Krum)
An Ordinance adopting School Impact Fees For 2026, amending Chapter 19.02 of the Auburn City Code

(RECOMMENDED ACTION: Move to approve Ordinance No. 7009.)

C. Ordinance No. 7010 (Martinson)
An Ordinance affirming that Councilmembers and the Deputy Mayor are eligible for optional participation in the Public Employees' Retirement System (PERS) and authorizing payment of the required employer contribution for those who elect membership

(RECOMMENDED ACTION: Move to approve Ordinance No. 7010.)

RESOLUTIONS

A. Resolution No. 5839 (Krum)
A Resolution approving the Lodging Tax Grant Disbursements recommended by the Auburn Lodging Tax Advisory Committee and authorizing the Mayor to execute associated agreements for the purpose of Tourism

(RECOMMENDED ACTION: Move to adopt Resolution No. 5839.)

B. Resolution No. 5875 (Hay)
A Resolution amending the Community Development Block Grant Annual Action Plan for the plan year of 2025

(RECOMMENDED ACTION: Move to adopt Resolution No. 5875.)

C. Resolution No. 5878 (Council)
A Resolution of the City Council amending the City Council Rules of Procedure

(RECOMMENDED ACTION: Move to adopt Resolution No. 5878.)

MAYOR AND COUNCILMEMBER REPORTS

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

A. From the Council

B. From the Mayor

ADJOURNMENT

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

AGENDA BILL APPROVAL FORM

Agenda Subject:
Minutes from the November 17, 2025, City Council Meeting

Meeting Date:
December 1, 2025

Department:
City Council

Attachments:
11-17-2025 Minutes

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

City Council
Regular Meeting
November 17, 2025 - 7:00 PM
City Hall Council Chambers

MINUTES

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

PUBLIC PARTICIPATION

The City Council Meeting was held in person and virtually.

PLEDGE OF ALLEGIANCE

Girl Scouts Ashlie and Aislyn Marrufo with Troop No. 45603, led those in attendance in the Pledge of Allegiance.

ROLL CALL

Councilmembers present: Hanan Amer, Kate Baldwin, Lisa Stirgus, Clinton Taylor, Tracy Taylor, and Yolanda Trout-Manuel. Deputy Mayor Cheryl Rakes was excused.

Mayor Nancy Backus and the following staff members present included: Chief of Police Mark Caillier, Director of Public Works Ingrid Gaub, Director of Community Development Jason Krum, Deputy City Attorney Paul Byrne, Director of Human Resources and Risk Management Candis Martinson, Assistant Director of Human Resources Aaron Barber, Director of Finance Jamie Thomas, and Deputy City Clerk Hannah Scholl.

ANNOUNCEMENTS, MAYOR'S PROCLAMATIONS, AND PRESENTATIONS

A. Small Business Saturday

Mayor Backus proclaimed November 29, 2025, as "Small Business Saturday" in the City of Auburn.

AGENDA MODIFICATIONS

There were no modifications to the agenda.

PUBLIC HEARINGS

A. Public Hearing for Ordinance No. 7000 (Thomas)
An Ordinance amending the City's 2025-2026 Biennial Budget

Mayor Backus opened the Public Hearing at 7:05 p.m.

Ronald Morgan provided comments.

Mayor Backus closed the Public Hearing at 7:09 p.m.

B. Public Hearing for Ordinance No. 7003 (Thomas)
An Ordinance establishing the levy for Regular Property Taxes by the City of Auburn for collection in 2026 for general City operational purposes in the amount of $25,843,584

Mayor Backus opened the Public Hearing at 7:10 p.m.

No one came forward to speak.

Mayor Backus closed the Public Hearing at 7:10 p.m.

PUBLIC COMMENT

Jason Sutherland, Ronald Morgan, Lee Valenta, Trish Borden, Trista Sutherland, and Kim Duncan provided comments.

CORRESPONDENCE

There was no correspondence for Council to review.

CONSENT AGENDA

A. Minutes from the November 3, 2025, City Council Meeting

B. Minutes from the November 10, 2025, Study Session Meeting

C. Claims Vouchers (Thomas)
Claims voucher list dated November 5, 2025, which includes voucher numbers 481772 through voucher 481905, in the amount of $4,561,671.00, thirteen electronic fund transfers in the amount of $19,373.12, and five wire transfers in the amount of $1,003,222.67

D. Payroll Voucher (Thomas)
Payroll check numbers 539748 through 539754 in the amount of $84,139.58, electronic deposit transmissions in the amount of $2,932,533.30, for a grand total of $3,016,672.88 for the period covering October 30, 2025, to November 12, 2025

Councilmember Amer moved and Councilmember Baldwin seconded to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY. 6-0

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

ORDINANCES

A. Ordinance No. 7000 (Thomas)
An Ordinance amending the City's 2025-2026 Biennial Budget

Councilmember Baldwin moved and Councilmember Trout-Manuel seconded to approve Ordinance No. 7000.

MOTION CARRIED UNANIMOUSLY. 6-0

B. Ordinance No. 7003 (Thomas)
An Ordinance establishing the levy for Regular Property Taxes by the City of Auburn for collection in 2026 for general City operational purposes in the amount of $25,843,584

Councilmember Baldwin moved and Councilmember Amer seconded to approve Ordinance No. 7003.

MOTION CARRIED UNANIMOUSLY. 6-0

C. Ordinance No. 7004 (Thomas)
An Ordinance amending Sections 13.06.360, 13.20.440, and 13.48.100 of the Auburn City Code (ACC), relating to City Utility Rates

Councilmember Baldwin moved and Councilmember C. Taylor seconded to approve Ordinance No. 7004.

MOTION CARRIED UNANIMOUSLY. 6-0

D. Ordinance No. 7005 (Gaub)
An Ordinance granting to Soos Creek Water and Sewer District, a Washington Municipal Corporation, a franchise for Sanitary Sewer Facilities

Councilmember T. Taylor moved and Councilmember C. Taylor seconded to approve Ordinance No. 7005.

MOTION CARRIED UNANIMOUSLY. 6-0

E. Ordinance No. 7007 (Gaub)
An Ordinance granting to Hyperfiber of Washington, LLC dba Ripple Fiber, a Delaware Limited Liability Company, a franchise for Wireline Telecommunications

Councilmember T. Taylor moved and Councilmember Stirgus seconded to approve Ordinance No. 7007.

MOTION CARRIED UNANIMOUSLY. 6-0

F. Ordinance No. 7008 (Thomas)
An Ordinance amending Sections 3.60.010 and 3.60.020 of the Auburn Municipal Code to authorize an additional one tenth of one percent Sales and Use Tax for Criminal Justice purposes in accordance with Section 201, Chapter 350, Laws of 2025, providing for severability, and establishing an effective date

Councilmember C. Taylor moved and Councilmember Trout-Manuel seconded to approve Ordinance No. 7008.

Council discussed the impact on households.

MOTION CARRIED UNANIMOUSLY. 6-0

RESOLUTIONS

A. Resolution No. 5868 (Martinson)
A Resolution authorizing the Mayor to execute an agreement between the City of Auburn and the Office of Public Defense to accept and expend grant funds for public defense improvement

Councilmember C. Taylor moved and Councilmember Stirgus seconded to adopt Resolution No. 5868.

MOTION CARRIED UNANIMOUSLY. 6-0

B. Resolution No. 5870 (Gaub)
A Resolution authorizing the Mayor to accept and administer a Commute Trip Reduction formula grant award from the Washington State Department of Transportation

Councilmember T. Taylor moved and Councilmember C. Taylor seconded to adopt Resolution No. 5870.

MOTION CARRIED UNANIMOUSLY. 6-0

C. Resolution No. 5872 (Whalen)
A Resolution amending the City of Auburn Fee Schedule

Councilmember Baldwin moved and Councilmember Amer seconded to adopt Resolution No. 5872.

MOTION CARRIED UNANIMOUSLY. 6-0

CLOSED SESSION

Mayor Backus recessed into a Closed Session at 7:41 p.m. per RCW 42.30.140(4)(b) to discuss Collective Bargaining Agreements for 30 minutes. In addition to the Mayor and Council, Deputy City Attorney Byrne, Chief Caillier, Director Martinson, and Assistant Director Barber were required to attend. There was anticipated action after the Closed Session.

Mayor Backus extended the Closed Session at 8:11 p.m. by 10 minutes. Mayor Backus reconvened the meeting at 8:21 p.m. Council added Resolution 5873 and 5874 to the agenda.

A. Resolution No. 5873 (Martinson)
A Resolution authorizing the Mayor to execute a Collective Bargaining Agreement between the City of Auburn and the Auburn Police Sergeants' Association for 2025–2027

Councilmember Stirgus moved and Councilmember Amer seconded to adopt Resolution No. 5873.

MOTION CARRIED UNANIMOUSLY. 6-0

B. Resolution No. 5874 (Martinson)
A Resolution authorizing the Mayor to execute a Collective Bargaining Agreement between the City of Auburn and the International Association of Machinists and Aerospace Workers, District Lodge No. 160 for 2025–2027

Councilmember Stirgus moved and Councilmember Amer seconded to adopt Resolution No. 5874.

MOTION CARRIED UNANIMOUSLY. 6-0

MAYOR AND COUNCILMEMBER REPORTS

A. From the Council

Councilmembers had no reports.

B. From the Mayor

Mayor Backus had no report.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:24 p.m.

APPROVED this 1st day of December 2025.

_____ _____

NANCY BACKUS, MAYOR Hannah Scholl, Deputy City Clerk

AGENDA BILL APPROVAL FORM

Agenda Subject:
Claims Vouchers (Thomas)
Claims voucher list dated November 19, 2025, which includes voucher numbers 481906 through voucher 482033, in the amount of $4,859,958.31, twelve electronic fund transfers in the amount of $5,169.11, and one wire transfer in the amount of $615,211.08

Meeting Date:
December 1, 2025

Department:
Finance

Attachments:
None

Budget Impact:

Administrative Recommendation:
City Council to approve Claim Vouchers.

Background for Motion:

Background Summary:
Claims voucher list dated November 19, 2025 which includes voucher numbers 481906 through voucher 482033, in the amount of $4,859,958.31, twelve electronic fund transfers in the amount of $5,169.11 and one wire transfer in the amount of $615,211.08.

Councilmember: Kate Baldwin

Staff: Jamie Thomas

AGENDA BILL APPROVAL FORM

Agenda Subject:
Payroll Voucher (Thomas)
Payroll check numbers 539755 through 539759 in the amount of $705,546.27, electronic deposit transmissions in the amount of $2,871,411.86, also a special payroll for late submitted Parks timecards with an electronic deposit transmissions in the amount of $2,495.31, for a grand total of $3,579,453.44 for the period covering November 13, 2025, to November 26, 2025

Meeting Date:
December 1, 2025

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

Department:
Finance

Attachments:
None

Budget Impact:

Administrative Recommendation:
City Council to approve Payroll Vouchers.

Background for Motion:

Background Summary:
Payroll check numbers 539755 through 539759 in the amount of $705,546.27, electronic deposit transmissions in the amount of $2,871,411.86, also a special payroll for late submitted Parks timecards with an electronic deposit transmissions in the amount of $2,495.31, for a grand total of $3,579,453.44 for the period covering November 13, 2025, to November 26, 2025.

Councilmember: Kate Baldwin

Staff: Jamie Thomas

AGENDA BILL APPROVAL FORM

Agenda Subject:
Selection of Deputy Mayor (Council)

Meeting Date:
December 1, 2025

Department:
City Council

Attachments:
None

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

SECTION 12 - DEPUTY MAYOR

12.1 Annually or more often as deemed appropriate, the members of the City Council, by majority vote, shall designate one of their members as Deputy Mayor for a one- year time period, except as provided in Section 12.1, Paragraphs G and H. Elections will be held no later than the last Council meeting of the year.

A. Any member of the City Council who will have served on the Council for one year at the beginning for that Councilmember's terms as Deputy Mayor and has attained their Certificate of Municipal Leadership from AWC, may be nominated for the position of Deputy Mayor by having that Councilmember's name placed in nomination by a Councilmember. The nomination of a councilmember for the position of Deputy Mayor does not require a second, and a councilmember may nominate him or herself.

1. Nominations for the position of Deputy Mayor shall be made by members of the City Council on the dates of election for the Deputy Mayor position.

2. In connection with the selection of Deputy Mayor, Councilmembers are expected to approach the election in an open, transparent, and respectful manner, avoiding anything that jeopardizes harmony among Councilmembers.

B. The Councilmember receiving a majority of the votes cast by the members of the City Council shall be elected Deputy Mayor. A Councilmember may vote for themself.

C. The names of all nominees for the position of Deputy Mayor shall be included in the vote.

D. If no single Councilmember received a majority of the votes cast, a second vote/ballot between

the two nominees who received the largest number of votes will be held.

E. The Deputy Mayor shall serve at the pleasure of the Council.

F. In the event of a prolonged absence or unavailability of the Deputy Mayor, the Council shall vote on which Councilmember shall serve as the Interim Deputy Mayor. The Interim Deputy Mayor shall be the Councilmember who receives a majority vote. That Councilmember shall then serve as Interim Deputy Mayor until the return of the regular Deputy Mayor, or until the subsequent Deputy Mayor is designated by majority vote. The Interim Deputy Mayor shall have all the rights, duties, and authority of the Deputy Mayor under these rules

G. If the designated Deputy Mayor is unable to serve the full term of the position of Deputy Mayor, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term. If the appointment is declined the process shall continue until a Deputy Mayor is designated.

H. In the event that the Councilmember selected as Deputy Mayor or Interim Deputy Mayor is unable to perform the duties of the position of Deputy Mayor, or fails to act in accordance with the City Council Rules of Procedure, the City Council may, by a majority vote of the full City Council, remove the Deputy Mayor or Interim Deputy Mayor from this position, in which case, the Council shall elect the next Deputy Mayor or Interim Deputy Mayor in accordance with Section 12 to serve the remainder of the term.

I. Routine Elections will be held no later than the last Council meeting of the year for determining the Deputy Mayor for the subsequent year.

Councilmember: **Staff:**

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6990 (Krum)
An Ordinance relating to Planning; Adopting the 2025 Annual Comprehensive Plan Text Amendments and Plan Map Amendment pursuant to the provisions of Chapter 36.70A RCW and adopting a corresponding Rezone

Meeting Date:
December 1, 2025

(RECOMMENDED ACTION: Move to approve Ordinance No. 6990.)

Department:
Community Development

Attachments:
Ordinance No. 6990, Exhibit A Map Amendments, Exhibit B Presentation, Exhibit C Capital Facilities Plan, Exhibit D PC Staff Report

Budget Impact:

Administrative Recommendation:
City Council to approve Ordinance No. 6990.

Background for Motion:
This Ordinance completes the 2025 annual amendment process by adopting the Privately-Initiated and City-Initiated amendments to the Comprehensive Plan.

Background Summary:
Privately-initiated Comprehensive Plan Map Amendment
CPA25-0004
The Privately-initiated Map Amendment and Rezone, City File No. CPA25-0004, amends the Comprehensive Land Use Map for fifteen (15) parcels from Neighborhood Residential Two to Public/Quasi-Public and to rezone fourteen (14) of the parcels from Lakeland Hills South PUD to P-1 Public Use District one (1) parcel from R-2 Residential Low to P-1 Public Use District, to build a new middle school for the Auburn School District.

City-initiated Comprehensive Plan Text Amendments and Map Amendments
CPA25-0003 and CPA25-0005
The City initiated and processed seven (7) Text Amendments (City File No. CPA25-0003) and one (1) City-initiated Map Amendment (City File No. CPA25-0005). The City-initiated Text Amendments, CPA25-0003, updates the Capital Facilities Plans for the School Districts which serve the student population within the City of Auburn, updates to the Capital Facilities Element, Housing Element, and Housing Needs Assessment. The City-initiated Map Amendment, CPA25-0005, revises the

Comprehensive Land-Use Map and redesignates 23 parcels to Residential Neighborhood Two that were inadvertently designated Public/Quasi-Public as a part of the land use designation process during the 2024 Periodic Update to the Comprehensive Plan Land Use Map by Ordinance No. 6960.

P/T No. 1 – Capital Facilities Plan (CFP) Update for Auburn School District
P/T No. 2 – Capital Facilities Plan (CFP) Update for Dieringer School District
P/T No. 3 – Capital Facilities Plan (CFP) Update for Federal Way Public Schools
P/T No. 4 – Capital Facilities Plan (CFP) Update for Kent School District
P/T No. 5 – Capital Facilities Plan (CFP) Update for City of Auburn
P/T No. 6 – Housing Element Update for City of Auburn
P/T No. 7 – Housing Needs Assessment Update for City of Auburn
M No. 1 – Comprehensive Land Use Map Update for City of Auburn

Staff presented the proposed changes to City Council at Study Session on November 24, 2025.

Councilmember: Tracy Taylor **Staff:** Jason Krum

ORDINANCE NO. 6990

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO PLANNING; ADOPTING THE 2025 ANNUAL COMPREHENSIVE PLAN TEXT AMENDMENTS AND PLAN MAP AMENDMENT PURSUANT TO THE PROVISIONS OF CHAPTER 36.70A RCW AND ADOPTING A CORRESPONDING REZONE

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

WHEREAS, Chapter 36.70A Revised Code of Washington (RCW) requires cities to take legislative action to periodically review and revise their Comprehensive Plans and development regulations to ensure continued compliance with State planning requirements under the Growth Management Act (GMA); and

WHEREAS, on December 16, 2024, the City Council adopted an updated Comprehensive Plan by Ordinance No. 6960; and

WHEREAS, the City of Auburn received one Privately-initiated Map Amendment and associated Rezone for the 2025 Comprehensive Plan Annual Amendments (Auburn School District, City File No. CPA25-0004); and

WHEREAS, to maintain consistency between the City's Zoning Map and its Comprehensive Plan, the Privately-initiated Map Amendment (CPA25-0004) has an associated Rezone (Zoning Map Amendment); and

WHEREAS, pursuant to Chapter 36.70A RCW the Privately-initiated Map Amendment was transmitted to the Washington State Department of Commerce, Growth Management Services Division for a 60-day review period ending October 5, 2025; and

WHEREAS, the City initiated seven (7) Text Amendments (City File No. CPA25-0003) and one Map Amendment (City File No. CPA25-0005); and

WHEREAS, five (5) of the seven (7) City-initiated Text Amendments amend the Capital Facilities Plans for the Auburn School District, Dieringer School District, Federal Way Public Schools, Kent School District, and City of Auburn; and

WHEREAS, two (2) of the seven (7) City-initiated Text Amendments amend the Housing Element and Housing Needs Assessment, respectively; and

WHEREAS, the City-initiated Map Amendment, CPA25-0005, redesignates 23 parcels to Residential Neighborhood Two that were inadvertently designated Public/Quasi-Public as a part of the land use designation process during the 2024 Periodic Update to the Comprehensive Plan Land Use Map by Ord. No. 6960. City-initiated Map Amendment (CPA25-0005) does not have an associated Rezone; and

WHEREAS, pursuant to Chapter 36.70A RCW the proposed City-initiated Amendments for were transmitted to the Washington State Department of Commerce, Growth Management Services Division, for a 60-day review period ending October 21, 2025; and

WHEREAS, the 2025 Annual Amendments (both City-initiated and Privately-initiated) were processed by the Department of Community Development during the 2025 Annual Amendment Cycle; and

WHEREAS, the environmental impacts of the 2025 Comprehensive Plan Annual Amendments were considered in accordance with the procedures of the State Environmental Policy Act (SEPA) under City File Nos. SEP25-0010 (Auburn School District Middle School No. 5) and SEP25-0013 (City-initiated Amendments) were determined to have no probable significant adverse environmental impacts; and

WHEREAS, after proper notice published in the City's official newspaper at least ten (10) days prior to the date of the hearings, the Auburn Planning Commission on October 21, 2025, conducted a Public Hearing on the proposed amendments, heard and considered public testimony, viewed the evidence and exhibits presented, and made recommendations to the City Council on the proposed 2025 Comprehensive Plan Annual Amendments; and

WHEREAS, on November 24, 2025, the Auburn City Council reviewed the Planning Commission's recommendations.

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

Section 1. Privately-initiated Map Amendment, CPA25-0004, as set forth in Exhibit A, is adopted. The Private-initiated Map Amendment and Rezone amends the Comprehensive Land Use Map for fifteen (15) parcels from Neighborhood Residential Two to Public/Quasi-Public and to rezone fourteen (14) of the parcels from Lakeland Hills South PUD to P-1 Public Use District one (1) parcel from R-2 Residential Low to P-1 Public Use District, to build a new middle school for the Auburn School District. The written findings outlined in the October 6, 2025, staff report adopted by the Planning Commission and recommended to Council as set forth in Exhibit B, are adopted.

Section 2. City-initiated Amendments, City File Nos. CPA25-0003 and CPA25-0005, as set forth in Exhibit C, are adopted. The City-initiated Text Amendment, CPA25-0003, updates the Capital Facilities Plans for the School Districts which serve the student population within the City of Auburn, updates to the Capital Facilities Element, Housing Element, and Housing Needs Assessment. The City-initiated Text Amendment, CPA25-0005, amends the Comprehensive Land Use Map which redesignates 23 parcels to Residential Neighborhood Two that were inadvertently designated Public/Quasi-Public as a part of the land use designation process during the 2024 Periodic Update to the Comprehensive Plan Land Use Map by Ord. No. 6960. The written findings outlined in the October 3, 2025, staff report adopted by the Planning Commission and recommended to Council, as set forth in Exhibit D, are adopted.

Section 3. Implementation. The Mayor is authorized to implement the administrative procedures necessary to carry out the directives of this legislation.

Section 4. Severability. The provisions of this Ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this Ordinance or its application to other persons or circumstances.

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

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

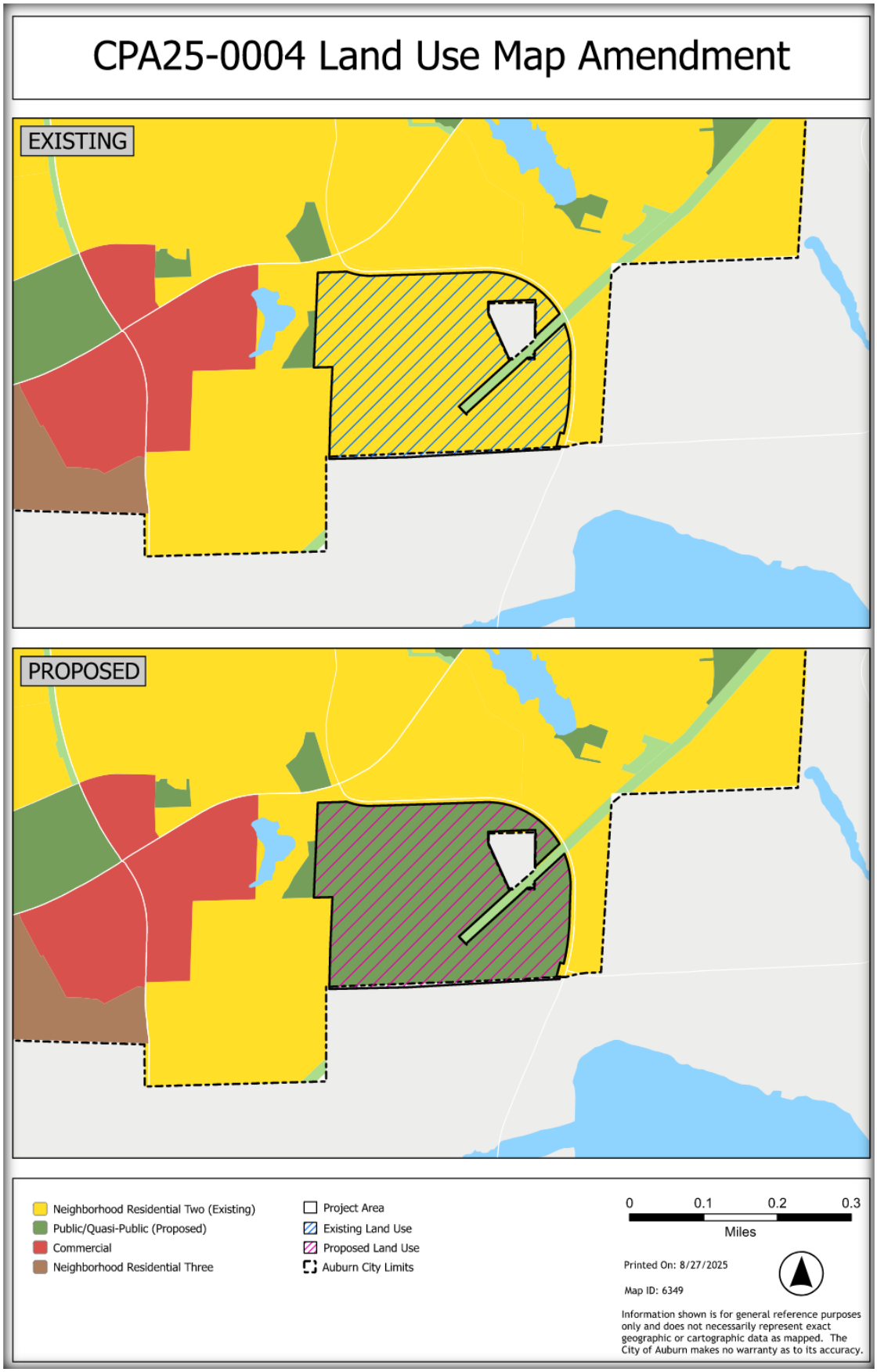
_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

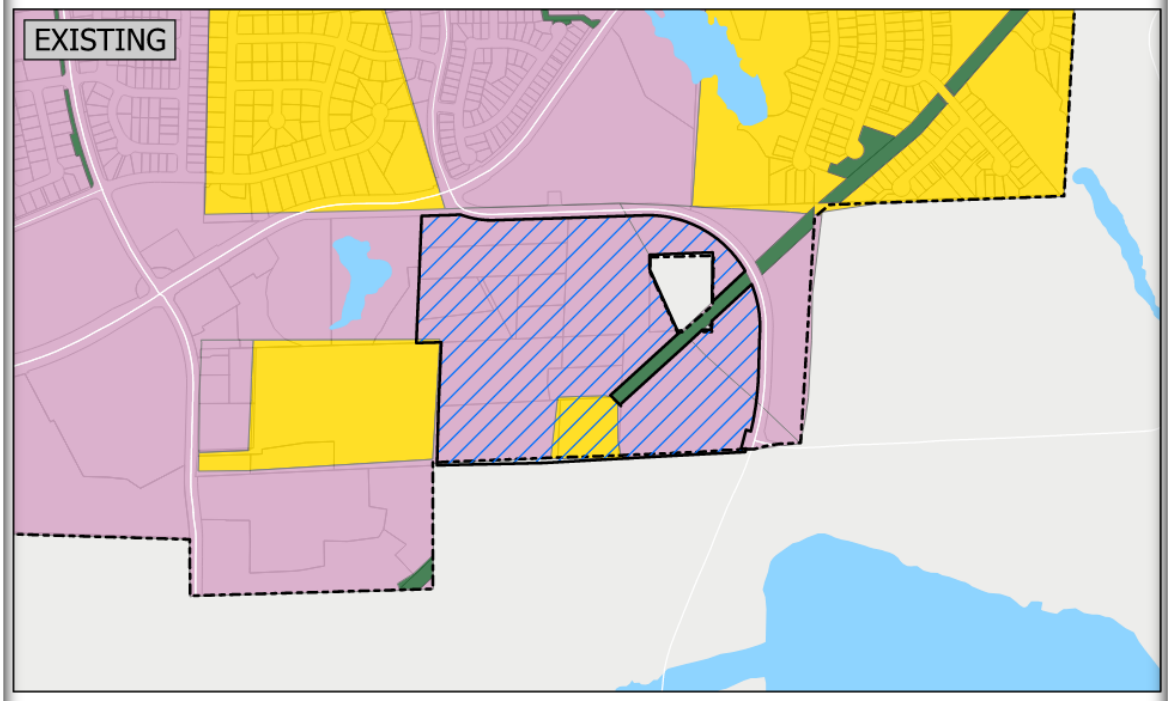
_____
Jason Whalen, City Attorney

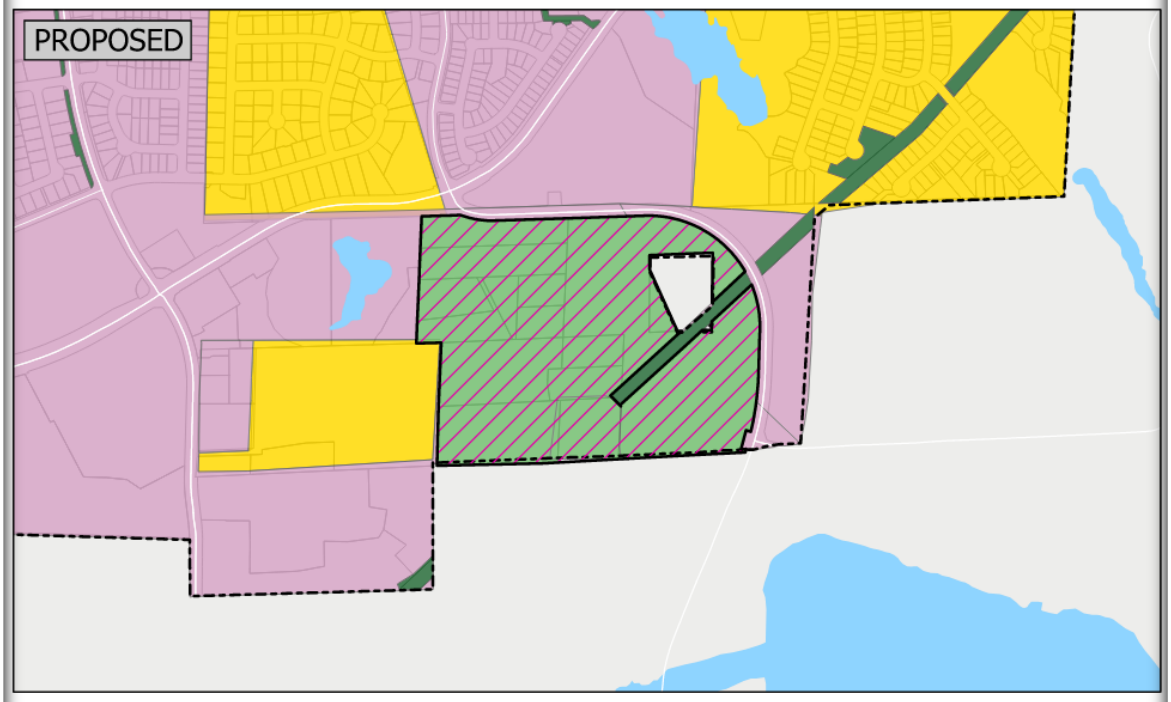
Published: _____

Exhibit A


CPA25-0004 Land Use Map Amendment
EXISTING
PROPOSED
Neighborhood Residential Two (Existing)
Public/Quasi-Public (Proposed)
Commercial
Neighborhood Residential Three
Project Area
Existing Land Use
Proposed Land Use
Auburn City Limits
0
0.1
0.2
0.3
Miles
Printed On: 8/27/2025
Map ID: 6349
Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.

CPA25-0004 Zoning Map Amendment





- Open Space
- R-2 Residential Low
- P-1 Public Use District
- Lakeland Hills South PUD
- Parcels to be removed from Lakeland Hills S PUD Boundary
- Existing Zoning
- Proposed Zoning
- Auburn City Limits

0 0.1 0.2 0.3
Miles

Printed On: 8/27/2025

Map ID: 6348

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

EXHIBIT B

PLANNING COMMISSION

AUBURN SCHOOL DISTRICT PRIVATE-INITIATED LAND USE MAP AMENDMENT CPA25-0004

PRESENTED BY
DINAH REED, SENIOR PLANNER
DEPARTMENT OF COMMUNITY DEVELOPMENT
OCTOBER 21, 2025

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

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

PRIVATE-INITIATED COMPREHENSIVE PLAN LAND USE MAP AMENDMENT

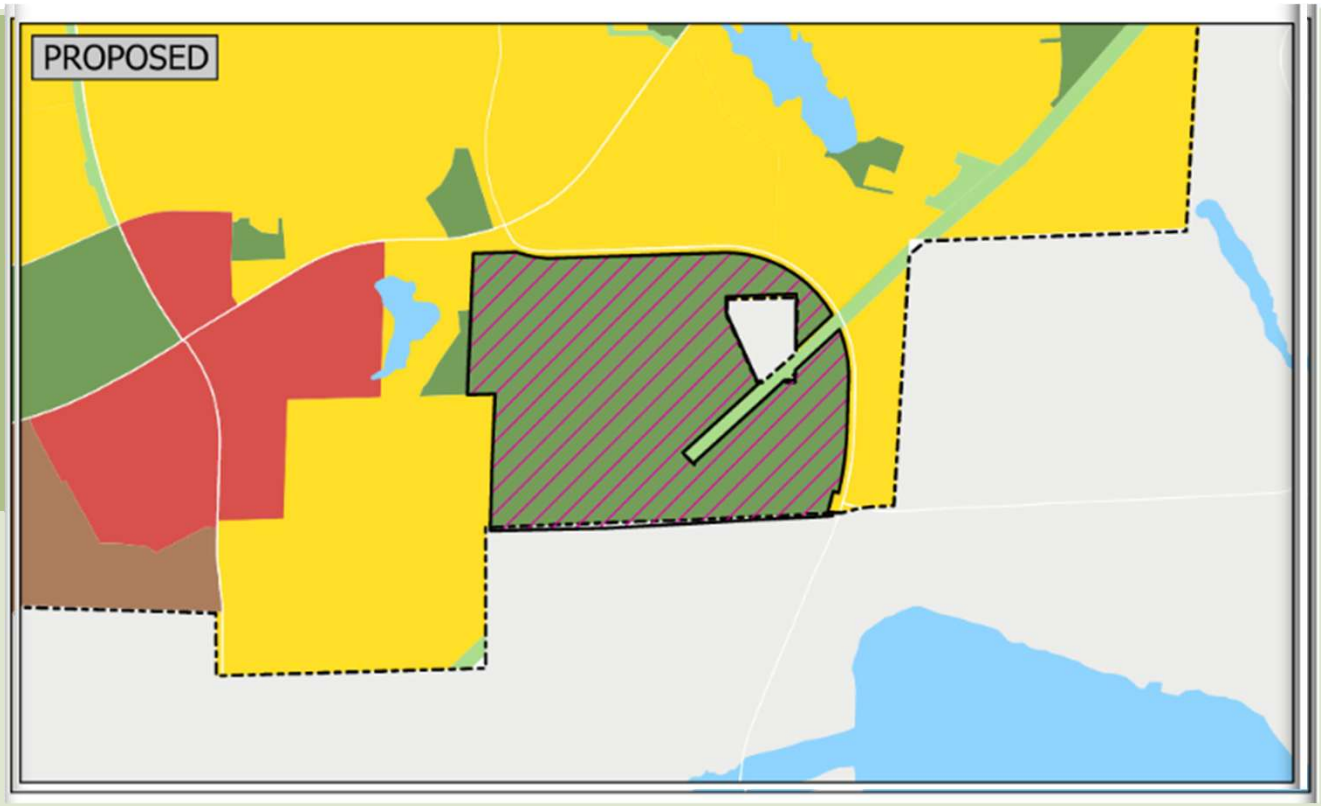
- Private initiated map amendment
- Change land use designation & rezone
- City Council adopted Ordinance No. 6988

Vicinity Map

LAND USE DESIGNATIONS

PROPOSED

Public/Quasi Public

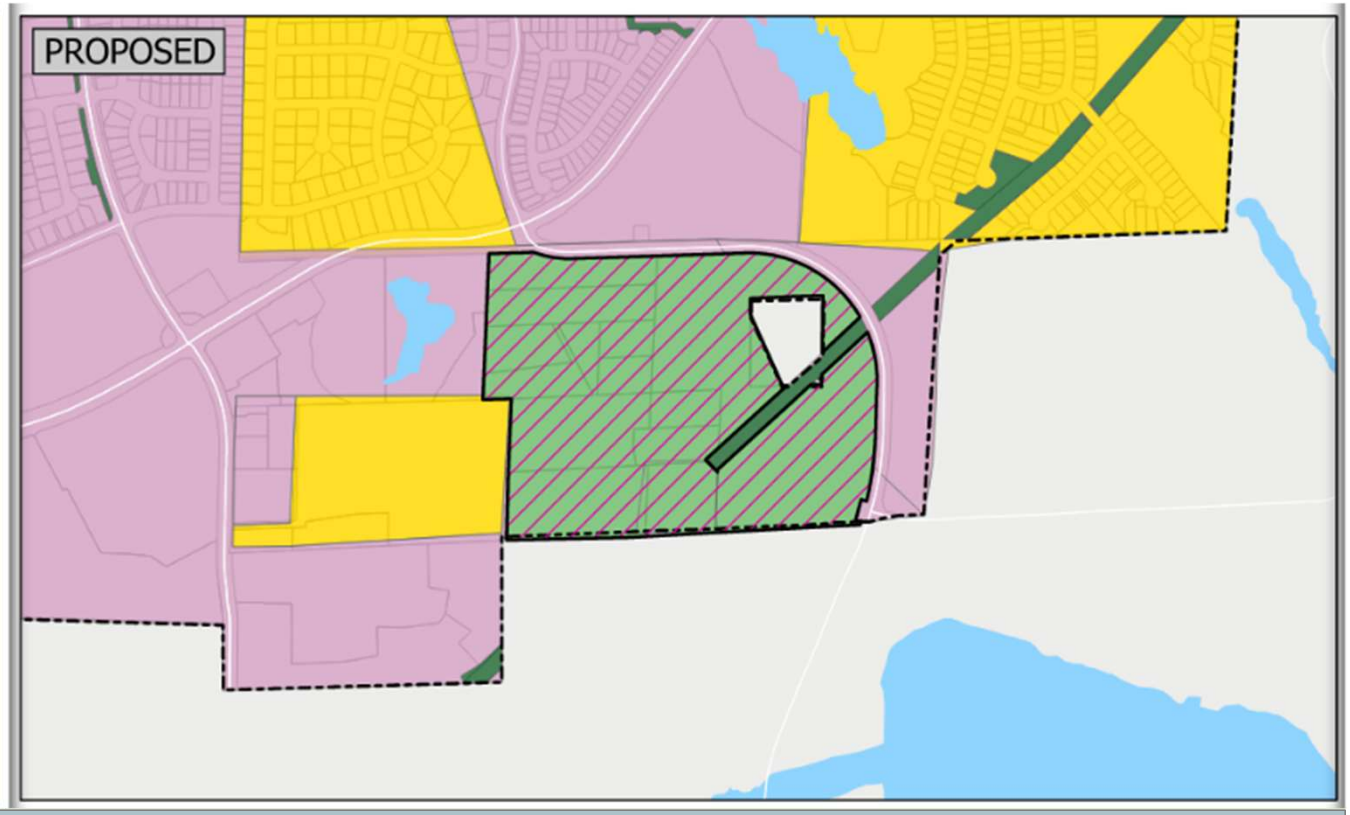


SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

ZONING MAP AMENDMENTS

PROPOSED

P-1 Public Use District for all 15 parcels



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

STAFF RECOMMENDATION

Planning Commission to recommend to the City Council approval of the Auburn School District request for a Comprehensive Plan Land Use Map Amendment (CPA25-0004) to change the map designation of fifteen Pierce County parcels from Neighborhood Residential Two to Public/Quasi Public, and to rezone fourteen parcels from Lakeland Hills South Special Plan Area PUD to P-1 Public Use District and to rezone one parcel from R-2 Residential Low to P-1 Public Use District.

Thank you for your time.
Any questions?

Department of Community Development

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

AUBURN VALUES

SERVICE

ENVIRONMENT

ECONOMY

CHARACTER

SUSTAINABILITY

WELLNESS

CELEBRATION

PLANNING COMMISSION STAFF REPORT

AGENDA SUBJECT/TITLE:
Comprehensive Plan Map Amendment and Rezone

CITY FILE NO.:
CPA25-0004

APPLICANT:
Camie Anderson, President and Managing Principal
Shockey Planning Group
1426 35th Street
Everett, WA 98201

OWNER:
Jeff Grose, Executive Director-Capital Projects
Auburn School District No. 408
915 4th Street NE
Auburn, WA 98002

REQUEST:
Comprehensive Land Use Map Amendment of fifteen (15) parcels from Neighborhood Residential Two to Public/Quasi-Public and to Rezone fourteen (14) parcels from Lakeland Hills South Special Plan Area - PUD to P-1 Public Use District and one (1) parcel from R-2 Residential Low to P-1 Public Use District.

LOCATION:
Located in the Lakeland Hills south area, south of the intersection of Lake Tapps Parkway SE and Sumner Tapps Highway E. The subject parcels include the following Pierce County Parcel Nos: 0520053001, 0520053006, 0520053013, 0520053014, 0520053015, 0520053016, 0520053034, 0520053035, 0520053036, 0520053040, 0520053041, 0520053046, 0520053055, 0520053060, and 0520054081. The Auburn School District's compilation of parcels is bisected by Pierce County parcel 0520053025, which is a pipeline/powerline right-of-way owned by Northwest Pipeline Corporation, and parcel 0520053072, containing a water tower owned by the City of Bonney Lake. These two parcels are not a part of the application.

NOTIFICATION:
Hearing Notice was mailed to surrounding property owners within 300 feet, published in the Seattle Times, posted on the City's Land Use Notice webpage and physically posted at City Hall and City Hall Annex on October 6, 2025. The property is also posted on site.

HEARING DATE:
October 21, 2025

SEPA STATUS:
An application was received on June 3, 2025. A SEPA Environmental Checklist – Non Project Action, and Comprehensive Plan Land Use Map Amendment and Rezone Exhibit were submitted and reviewed with the application. A DNS using the Optional process was issued on September 23, 2025, with the appeal period expiring on October 21, 2025.

EXISTING LAND USE:
Neighborhood Residential Two

EXISTING ZONING:
Lakeland Hills South Special Plan Area - PUD (14 parcels), R-2 Residential Low (1 parcel)

STAFF:
Dinah Reed, Senior Planner, Dept. of Community Development

STAFF RECOMMENDATION:
Planning Commission to deliberate and take action to recommend to City Council approval of the Auburn School District request for a Comprehensive Plan Land Use Map Amendment to change the map designation of fifteen Pierce County parcels from Neighborhood Residential Two to Public/Quasi-Public and to rezone fourteen parcels from Lakeland Hills South Special Plan Area - PUD to P-1 Public Use District and to rezone one parcel from R-2 Residential Low to P-1 Public Use District.

FINDINGS OF FACT:

1. Camie Anderson, President and Managing Principal of Shockey Planning Group (Applicant), on behalf of Auburn School District (District), submitted a major amendment to the Lakeland Hill South PUD Boundary in conjunction with a Comprehensive Plan Land Use Map Amendment and Rezones. The application was submitted on June 3, 2025. The PUD boundary amendment was approved by the City Council and adopted by Ordinance No. 6988 on September 15, 2025.

2. In accordance with Auburn City Code (ACC) 18.76.090(B) the application submittal included an environmental checklist, a conceptual design of the public facilities, and a site plan.

3. The District owns 15 contiguous parcels, totaling approximately 46 acres, located south of the intersection of Lake Tapps Parkway SE and Sumner Tapps Highway E in the City of Auburn. The area was created to provide enhanced flexibility and alternative residential development for a mix of residential densities; however, the site is no longer intended for residential development. The District intends to develop these parcels into a new middle school.

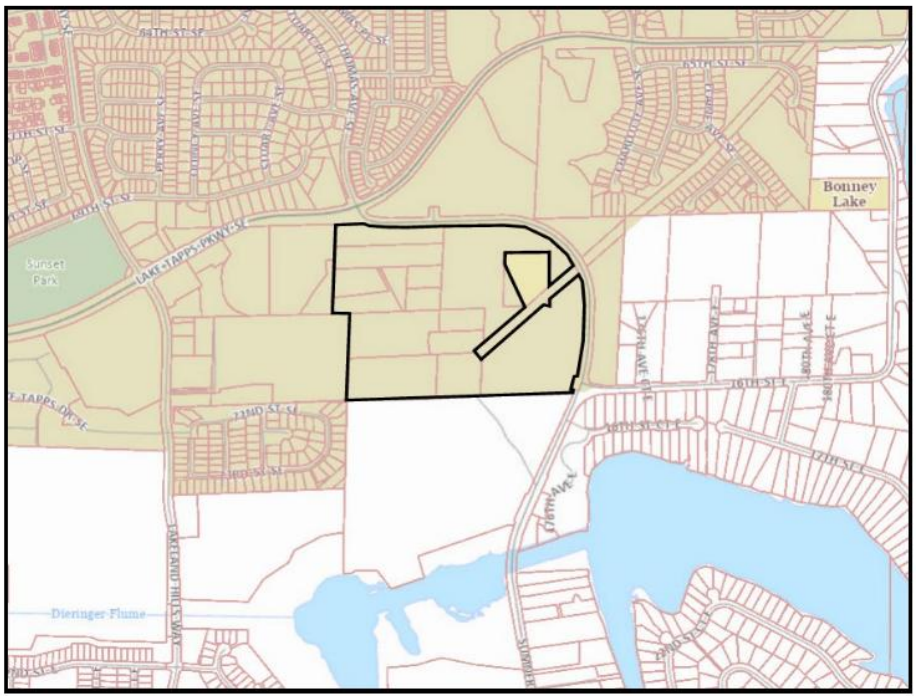
4. City File No. CPA25-0004 includes amending the 2024 Comprehensive Plan to redesignate all the subject parcels to Public/Quasi-Public use to support the development of the new middle school, and to rezone 14 of the subject parcels from Lakeland Hills South Special Plan Area - PUD zoning to P-1 Public Use District and one parcel from R-2 Residential Low to P-1 Public Use District.

5. The site is bordered to the north by Four Lakes Apartments, to the east by vacant land owned by the Auburn School District, to the south by vacant land owned by Puget Sound Energy, and the west by undeveloped/vegetated land and a large parcel with a single family home.

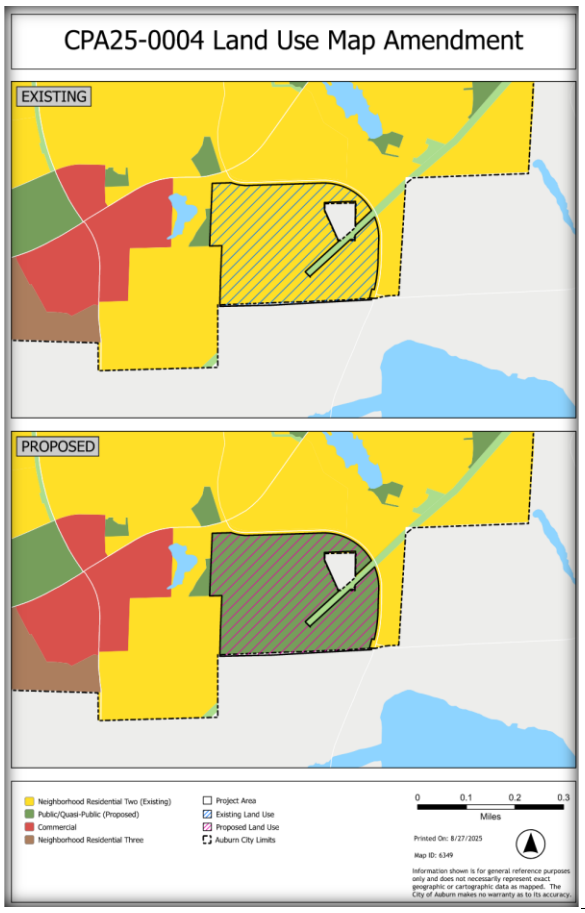
6. The current Comprehensive Plan designation, zoning classification and current land uses of the sites and surrounding properties are as follows:

	Comprehensive Plan Designation	Zoning classification	Current Land Use
Project Site	Neighborhood Residential Two	Lakeland Hills South Special Plan – PUD & R-2 Residential Low	Vacant
North	Neighborhood Residential Two	R-2 Residential Low	Multifamily
South	Moderate Density Single Family (Unincorporated Pierce County)	Suburban Residential (Unincorporated Pierce County)	Vacant
East	Neighborhood Residential Two	Lakeland Hills South PUD	Vacant
West	Neighborhood Residential Two & Public/Quasi -Public	Lakeland Hills South PUD	Environmentally sensitive parcels/Vacant

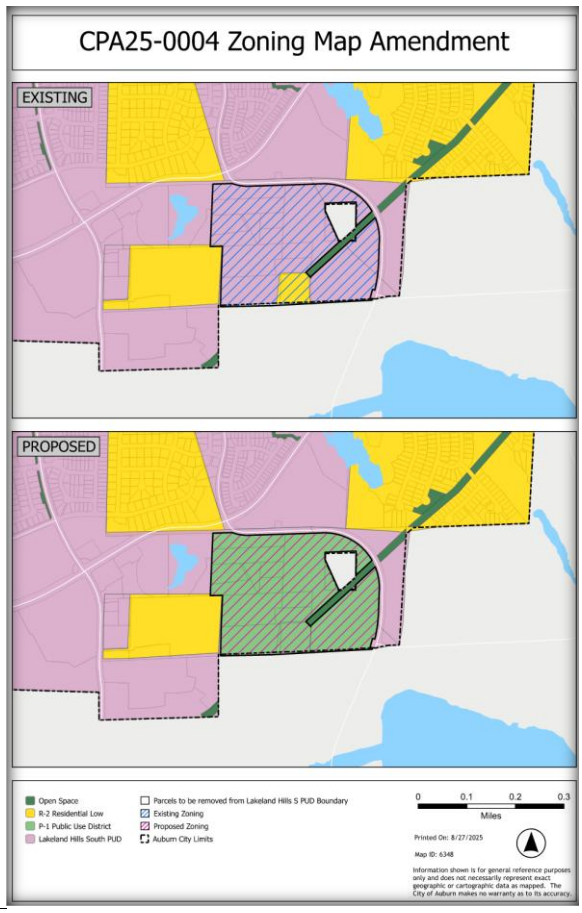
Vicinity Map



LAND USE MAP AMENDMENT



ZONING MAP AMENDMENT



7. Chapter 14.22, "Comprehensive Plan" of the Auburn City Code (ACC) provides the city's laws for amending the Comprehensive Plan. Amendments can be initiated by the City of Auburn (city-initiated) and by private citizens (privately-initiated).

8. RCW 36.70A.130 (GMA) provides for annual amendments to locally adopted comprehensive plans. Except in limited circumstances as provided for in State law, Comprehensive Plan amendments shall be considered by the city or county legislative body no more frequently than once per calendar year. The annual limitation and exceptions are also restated in city code at ACC 14.22.060.

9. Per Chapter 14.22 ACC), privately-initiated amendments to the Comprehensive Plan shall have at least one public hearing before the Planning Commission who then forward a recommendation to the City Council. City Council consideration and action on the amendments generally occurs prior to the end of the year.

10. ACC 18.68.030(A)(2) states A "Site-Specific Rezone, Category 2" is an application requesting to rezone a property to a zoning district that does not implement (i.e., is in conflict with) the existing comprehensive plan land use map designation applied to the property, and a concurrent comprehensive plan amendment application must be submitted. This type of rezone shall be processed as a legislative nonproject decision, consistent with ACC 14.03.060.

11. Chapter 14.22 ACC outlines the process for submittal of private initiated amendments and the processing of Comprehensive Plan amendments as follows:

    "ACC Section 14.22.100

    A. The planning commission shall hold at least one public hearing on all proposed amendments to the comprehensive plan. Notice of such public hearing shall be given pursuant to Chapter 1.27 ACC and, at a minimum, include the following:
        1. For site-specific plan map amendments:
            a. Notice shall be published once in the official newspaper of the city not less than 10 calendar days prior to the date of public hearing;
            b. Notice shall be mailed by first class mail to all property owners of record within a radius of 300 feet of the proposed map amendment request, not less than 10 calendar days prior to the public hearing;
    B. Notwithstanding the above, the director may expand the minimum noticing provisions noted above as deemed necessary.
    C. Planning Commission Recommendation. The planning commission shall conduct a public hearing on all potential comprehensive plan amendments and shall make and forward a recommendation on each to the city council. The planning commission shall adopt written findings and make a recommendation consistent with those findings to the city council.
    D. The city council, if it elects to amend the comprehensive plan, shall adopt written findings and adopt said amendments by ordinance.
    E. State Review. All comprehensive plan amendments considered by the planning commission shall be forwarded for state agency review consistent with RCW 36.70A.106.
    F. Any appeal of an amendment to the comprehensive plan shall be made in accordance with Chapter 36.70A RCW. (Ord. 6172 § 1, 2008.)"

12. The intent of the "P-1 Public Use Zone" states, The P-1 Public Use Zone is intended to provide for the appropriate location and development of public uses that serve the cultural, educational, recreational, and public service needs of the community. A broader list of public and quasi-public uses may be allowed to develop.

13. The Comprehensive Plan Map Amendment application seeks to change the designation of fifteen (15) parcels, Pierce County Parcel Nos. 0520053001, 0520053006, 0520053013, 0520053014, 0520053015, 0520053016, 0520053034, 0520053035, 0520053036, 0520053040, 0520053041, 0520053046, 0520053055, 0520053060, and 0520054081 from Neighborhood Residential Two to Public/Quasi-Public.

CRITERIA FOR COMPREHENSIVE PLAN LAND USE MAP AMENDMENTS

14. The City's Comprehensive Plan contains the following objectives and policy guidance that support the redesignation to Public/Quasi-Public Designation as follows:

    - Land Use (LU)-111 The primary purpose of this designation is to address public needs while taking advantage of synergies with the adjacent areas where they are sited.
    - LU-112 Appropriate uses for this designation include facilities that serve the needs of the larger community such as public schools, active parks, city operated municipal facilities, police stations, and fire stations.

- LU-113 Innovative strategies to integrate the uses and sites into the areas where they are sited is encouraged. These strategies should maximize use of the site while minimizing fiscal impacts and impacts to adjacent areas.
- LU-119 Coordination with other Institutional entities is essential in the implementation of the Public/Quasi-Public land use designation.
- LU-127 Build on partnerships with school districts to expand public use of school facilities for recreation and exercise, and to improve public access to facilities for this purpose, as appropriate.
- Capital Facilities (CF)-2 Encourage development where new public facilities can be provided in an efficient manner.
- CF-5 Provide additional public facility capacity when existing facilities are used to their maximum level of efficiency (consistent with adopted standards for level of service).
- C-10 Establish land use patterns that optimize the use of public facilities.

15. The purpose of the City's Comprehensive Plan document is to provide a policy basis for the zoning changes to ensure that the Comprehensive Plan and Zoning Ordinance are consistent as required by the following city code provision:

    "ACC 14.22.050 Conformance and consistency.
    The zoning, land division and other development codes contained or referenced within Auburn City Code shall be consistent with and implement the intent of the comprehensive plan. Capital budget decisions shall be made in conformity with the comprehensive plan. "

16. The City code provides certain criteria for decision-making for comprehensive plan amendments as follows:

    "ACC 14.22.110 Decision criteria for plan amendments.
    A. The comprehensive plan was developed and adopted after significant study and public participation. The principles, goals, objectives and policies contained therein shall be granted substantial weight when considering a proposed amendment. Therefore, the burden of proof for justifying a proposed amendment rests with the applicant, who must demonstrate that the request complies with and/or relates to the following decision criteria, 1 – 6 as outlined in the "Comprehensive Plan Land Use Map Related-Conclusions".

CONFORMANCE WITH THE CRITERIA FOR PLAN AMENDMENTS (*criteria in italics*)

17. *The proposed change will further and be consistent with the goals and objectives of the plan and the plan will remain internally consistent;*

    Staff analysis: The proposed change from Neighborhood Residential Two to Public/Quasi-Public aligns with the goals and policies of the Land Use Element and Capital Facilities Element of the Auburn Comprehensive Plan 2024 update, adopted on December 16, 2024. The proposed change is consistent with goals and policies to support a new middle school as intended by the site.

18. *Whether the capacity to provide adequate services is diminished or increased*;

    Staff analysis: The development will include frontage improvements per city code, construction of a single-land roundabout at Sumner Tapps Highway E and the middle school access, including a right

turn lane into the school, new gated driveway at 16th Street E and Sumner Tapps Highway E Easement for school bus access. Additionally, an estimated $518,056 traffic impact fee will be assessed for the new development.

19. *Assumptions upon which the comprehensive plan is based are found to be invalid;*

    Staff analysis: The current land use designation is Neighborhood Residential Two which implements residential uses. The District acquired 15 parcels of the subject site area with the intention of building a new middle school. Amending the 2024 Comprehensive Plan to redesignate 15 parcels to Public/Quasi-Public which implements the P-1 Public Use District which will allow for the development of Middle School No. 5.

20. *A determination of change or lack of change in conditions or circumstances has occurred since the adoption of the latest amendment to the specific section of the comprehensive plan that dictates the need for a proposed amendment;*

    Staff analysis: The subject site area was originally intended for the development of a variety of housing densities, however, the site is now needed for the development of a new middle school. The District serves a rapidly growing population across Auburn, Algona, Pacific and unincorporated King County. The comprehensive plan land use map amendment request supports the development of Middle School No. 5, which is anticipated to be completed and operational in 2027.

21. *If applicable, a determination that a question of consistency exists between the comprehensive plan and Chapter 36.70A RCW, the countywide planning policies for either King and/or Pierce County, as appropriate, and Vision 2050;*

    Staff analysis: The change, if approved, would continue to be consistent with the Growth Management Act (RCW 36.70A), the Countywide Planning Policies of Pierce County and "Vision 2050: Growth and Transportation Strategy for the Puget Sound Region". The proposal is consistent because it provides land suitable for a new middle school. Pierce County Countywide Planning Policies states in, Education Policy ED-3 "Coordinate with other institutions or governmental entities responsible for providing education services, in order to ensure the provision of educational facilities along with other necessary public facilities and services and long with established and planned growth patterns through: 3.1 The capital facilities plan element; 3.2 The land use element; 3.3 School Site location decisions; 3.4 Coordination and, if necessary, formal interlocal agreements between school districts and other governmental entities exercising land use planning, regulation, and capital improvement planning functions..."

22. *If the request is to change the land use designation of a specific property on the comprehensive land use map, the applicant must demonstrate one of the following:*

    a. *The current land use designation was clearly made in error or due to an oversight;*
    b. *The proposed land use designation is adjacent to property having a similar or compatible designation, or other conditions are present to ensure compatibility with surrounding properties;*
    c. *There has been a change in conditions since the current land use designation came into effect.*

Staff analysis: The proposal is consistent with findings (b) and (c). The subject parcels are bordered by properties with the Neighborhood Residential Two land use designation to the north, east and west within the City of Auburn. Land to the south is unincorporated Pierce County and the land use designation is Suburban Residential. It is appropriate to have a new middle school that is surrounded by residential development providing opportunities for recreational and sport opportunities, and vehicular and pedestrian connections.

CONFORMANCE WITH THE CRITERIA FOR REZONE (*criteria in italics*)

23. *The rezone implements the policies of the comprehensive plan; or.*

    Staff analysis: Rezoning the fifteen parcels to P-1 Public Use supports the policies of the Comprehensive Plan by aligning the rezone with the request for the land use redesignation of Public/Quasi-Public.

24. *The rezone is necessary due to a substantial change in circumstances since the current zoning; and*

    Staff analysis: The proposed rezone is necessary for the future proposal for a new middle school development. Schools are not an allowed use in the existing zoning of R-2, Residential Low zone.

25. *The rezone bears a substantial relationship to the public health, safety, or welfare.*

    Staff analysis: As stated in the applicant's narrative, the District serves a rapidly growing population across Auburn, Algona, Pacific and unincorporated King County. The rezone request supports the development of Middle School No. 5, which is anticipated to be completed and operational in 2027.

    The new middle school will serve grades 6 through 8 and accommodate approximately 800 students in permanent facilities, along with an additional 250 students in 10 portable classrooms. New recreational fields for track and field, lacrosse, football, soccer, softball and baseball are also planned for the development. The conceptual site plan for the school is sensitive to development needs and protection of the wetland critical area on the west side of the site, as well as retention of dense tree populations along the west, south, and eastern boundaries.

    The new school will increase student capacity, meet current educational and facility standards, incorporate advanced technology systems, and expand opportunities for community use, providing for public health, safety, and welfare of the students and residents of the City of Auburn and Auburn School District.

PROCEDURAL STEPS

26. The City of Auburn established a June 15, 2025 submittal deadline for comprehensive plan amendments for the year 2025.

27. The proposed map amendment and rezone was presented to the Planning Commission at a special meeting on September 16, 2025.

28. Pursuant to Revised Code of Washington (RCW) 36.70A, the map amendment was transmitted to the Washington State Department of Commerce on August 6, 2025. The 60-day notice period ended on October 5, 2025.

29. ACC 14.22.100 outlines the public hearing requirements by planning commission. Amendments to the Periodic Comprehensive Plan generally comply with "area-wide" requirements.
    A. The planning commission shall hold at least one public hearing on all proposed amendments to the comprehensive plan. Notice of such public hearing shall be given pursuant to Chapter 1.27 ACC and, at a minimum, include the following:
        1. For site-specific plan map amendments:
            a. Notice shall be published once in the official newspaper of the city not less than 10 calendar days prior to the date of public hearing;
            b. Notice shall be mailed by first class mail to all property owners of record within a radius of 300 feet of the proposed map amendment request, not less than 10 calendar days prior to the public hearing;
        2. For area-wide plan map amendments:
            a. Notice shall be published once in the official newspaper of the city not less than 10 calendar days prior to the date of public hearing;
            b. Notice shall be mailed by first class mail to all property owners of record within the area subject to the proposed amendment;
            c. Notice shall be posted in at least two conspicuous locations in the area subject to the proposed amendment not less than 10 calendar days prior to the date of the public hearing.
    B. Notwithstanding the above, the director may expand the minimum noticing provisions noted above as deemed necessary.
    C. Planning Commission Recommendation. The planning commission shall conduct a public hearing on all potential comprehensive plan amendments and shall make and forward a recommendation on each to the city council. The planning commission shall adopt written findings and make a recommendation consistent with those findings to the city council.
    D. The city council, if it elects to amend the comprehensive plan, shall adopt written findings and adopt said amendments by ordinance.
    E. State Review. All comprehensive plan amendments considered by the planning commission shall be forwarded for state agency review consistent with RCW 36.70A.106.
    F. Any appeal of an amendment to the comprehensive plan shall be made in accordance with Chapter 36.70A RCW.

30. A Notice of Public Hearing (NOH) was issued on October 6, 2025. Pursuant to ACC 14.22.100, the following methods of noticing for the Planning Commission public hearing were conducted:
    a. The NOH was published in the Seattle Times on October 6, 2025.
    b. The NOH was posted in two general public locations (City Hall and City Annex).
    c. The NOH was posted on City's Public Land Use Notice webpage.

31. A Determination of Non-Significance (DNS), the environmental review decision required under the State Environmental Policy Act (SEPA), for the application for a Comprehensive Plan Map Amendment and Rezone was noticed under City File No. SEP25-0010 on September 24, 2025.

32. A public hearing was conducted by the Planning Commission on October 21, 2025.

EXHIBITS

1. PowerPoint Presentation
2. Land Use Map Amendment
3. Zoning Map Amendment
4. Auburn School District Application
5. Public Comments

CITY OF AUBURN

Land Use Application #1661262 - ASD-MS5 COMP PLAN & REZONE

Applicant

First Name	Last Name	Company Name
Jeff	Grose	Auburn School District

Number	Street	Apartment or Suite Number	E-mail Address
915	4th Street NE		jgrose@auburn.wednet.edu

City	State	Zip	Phone Number	Extension
Auburn	WA	98002	(253) 931-4826	

Contractor

Company Name

Number	Street	Apartment or Suite Number

City	State	Zip	Phone Number	Extension

State License Number	License Expiration Date	UBI #	E-mail Address

Project Location

Number	Street	Floor Number	Suite or Room Number
0			

City	Zip Code	County Parcel Number
AUBURN		0520054081

Associated Building Permit Number	Tenant Name
PUD1658073;	vacant land

Additional Information (i.e. equipment location or special instructions).

Work Location

Property Owner

First Name	Last Name or Company Name
*	AUBURN SCHOOL DIST 408

Number	Street	Apartment or Suite Number
915	FOURTH ST NE	

City	State	Zip
AUBURN	WA	98002

Certification Statement - The applicant states:

I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance.

Date Submitted: 6/3/2025 **Submitted By:** Jeff Grose

Land Use Application #1661262 - ASD-MS5 COMP PLAN & REZONE

Project Contact

Company Name: Shockey Planning Group

Name: Camie Anderson **Email:** canderson@shockeyplanning.com

Address: 1426 35th Street Everett WA 98201 **Phone #:** (425) 258-9308

Project Type	Activity Type	Scope of Work
New	None	Comprehensive Plan Amendment

Project Name: ASD-MS5 COMP PLAN & REZONE

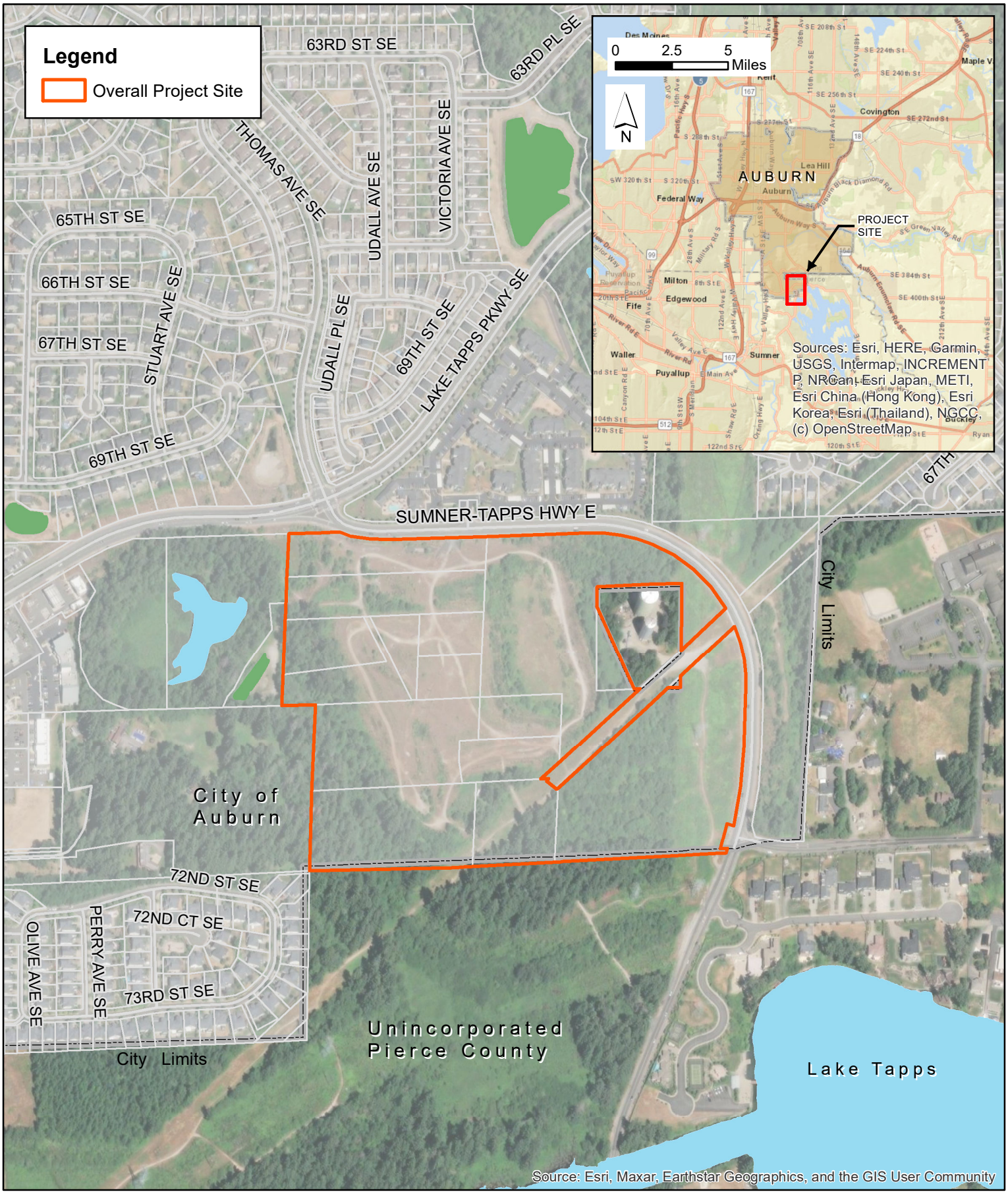
Description of Work: Comprehensive Plan Amendment: Under the Imagine Auburn Comprehensive Plan Update 2024, the current land use designation for the subject site is Neighborhood Residential Two, which is intended to accommodate a variety of residential dwelling types. This category includes R-2 Residential Low and R-3 Residential Moderate as implementing zoning districts, neither of which permit public schools. As such, the District is requesting an amendment to the 2024 Comprehensive Plan to redesignate all of the subject parcels to Public Quasi-Public land use to support the development of Middle School No. 5, and to implement the P-1 Public Use District zoning. Rezone: Concurrently with the Comprehensive Plan Amendment, the District is requesting to rezone 14 of the subject parcels from their current PUD zoning to P-1, and to rezone the remaining parcel (currently zoned R-2 Residential Low) to P-1 as well. These three actions are necessary to align the land use framework with the construction of the new middle school.

Project Details

Development Type

Map Amendment

Additional Parcels:
0520053001, 0520053006, 0520053013, 0520053014, 0520053015, 0520053016, 0520053034, 0520053035, 0520053036, 0520053040, 0520053041, 0520053046, 0520053055, 0520053060



SHOCKEY PLANNING GROUP, Inc.

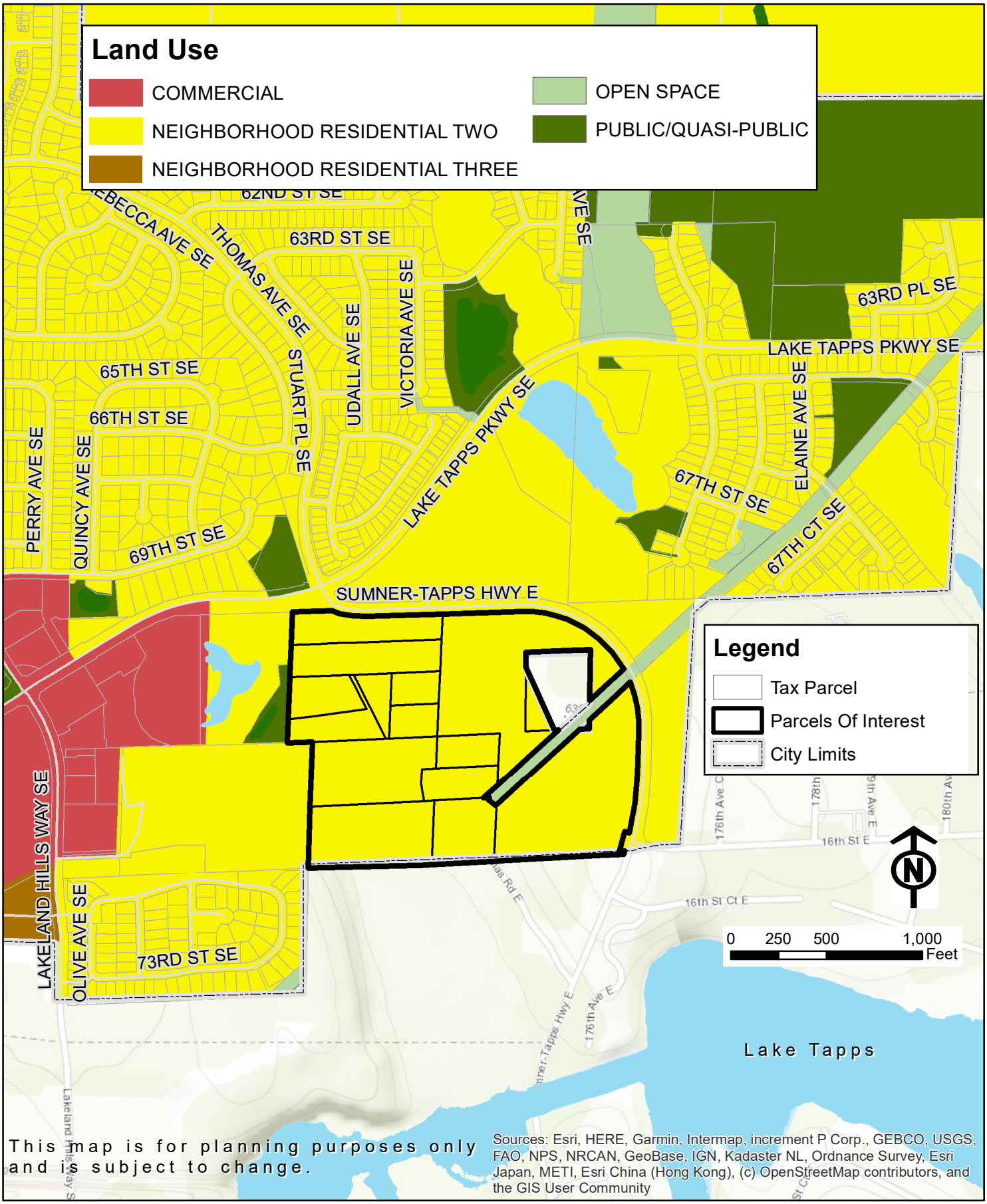
0 250 500 Feet

N

Vicinity Map

Comprehensive Plan and Rezone

Map Date: 5/9/2025

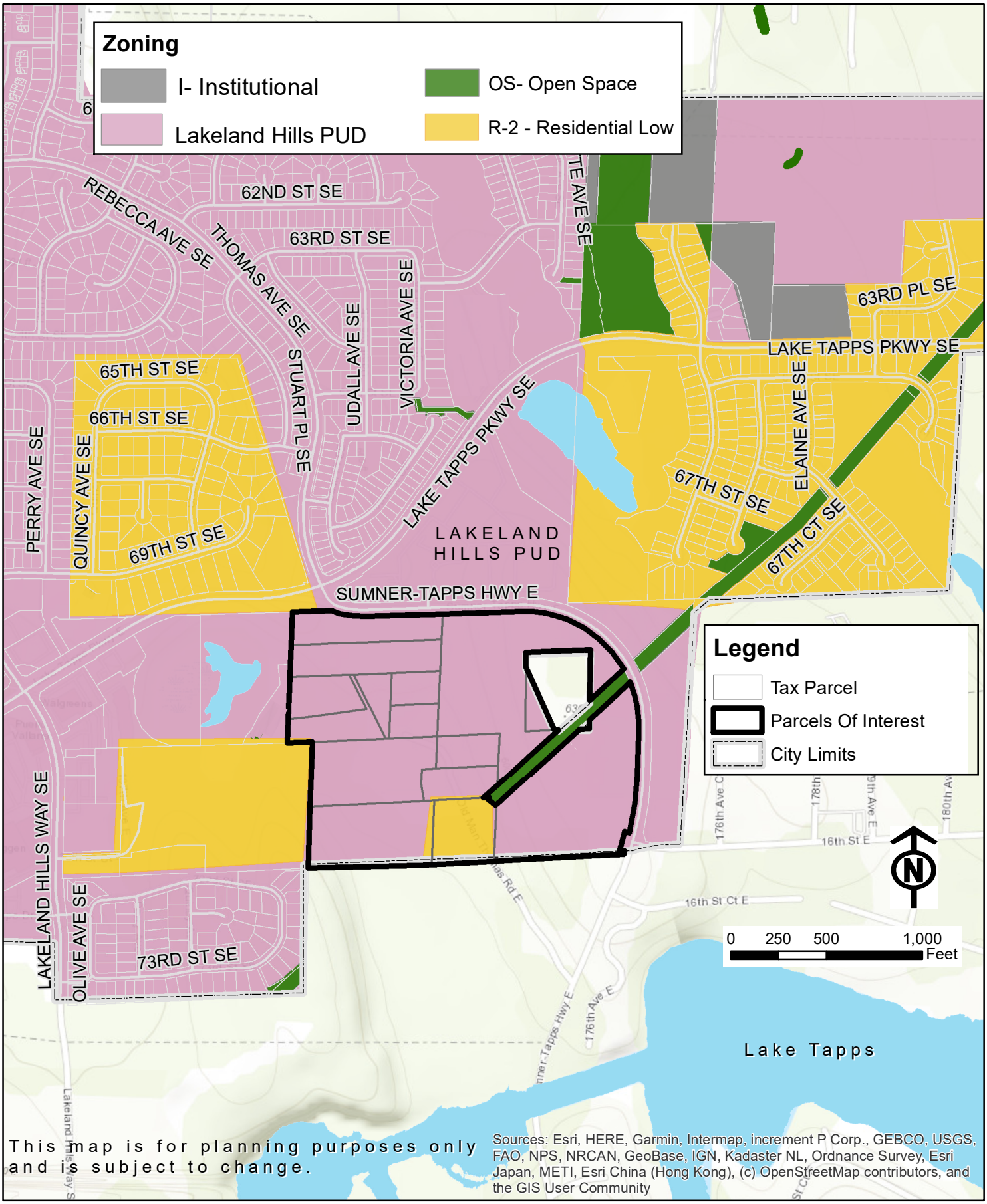


SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/28/2025

Existing Comprehensive Land Use Plan Map

Existing Land Use: Neighborhood Residential Two
Figure 4

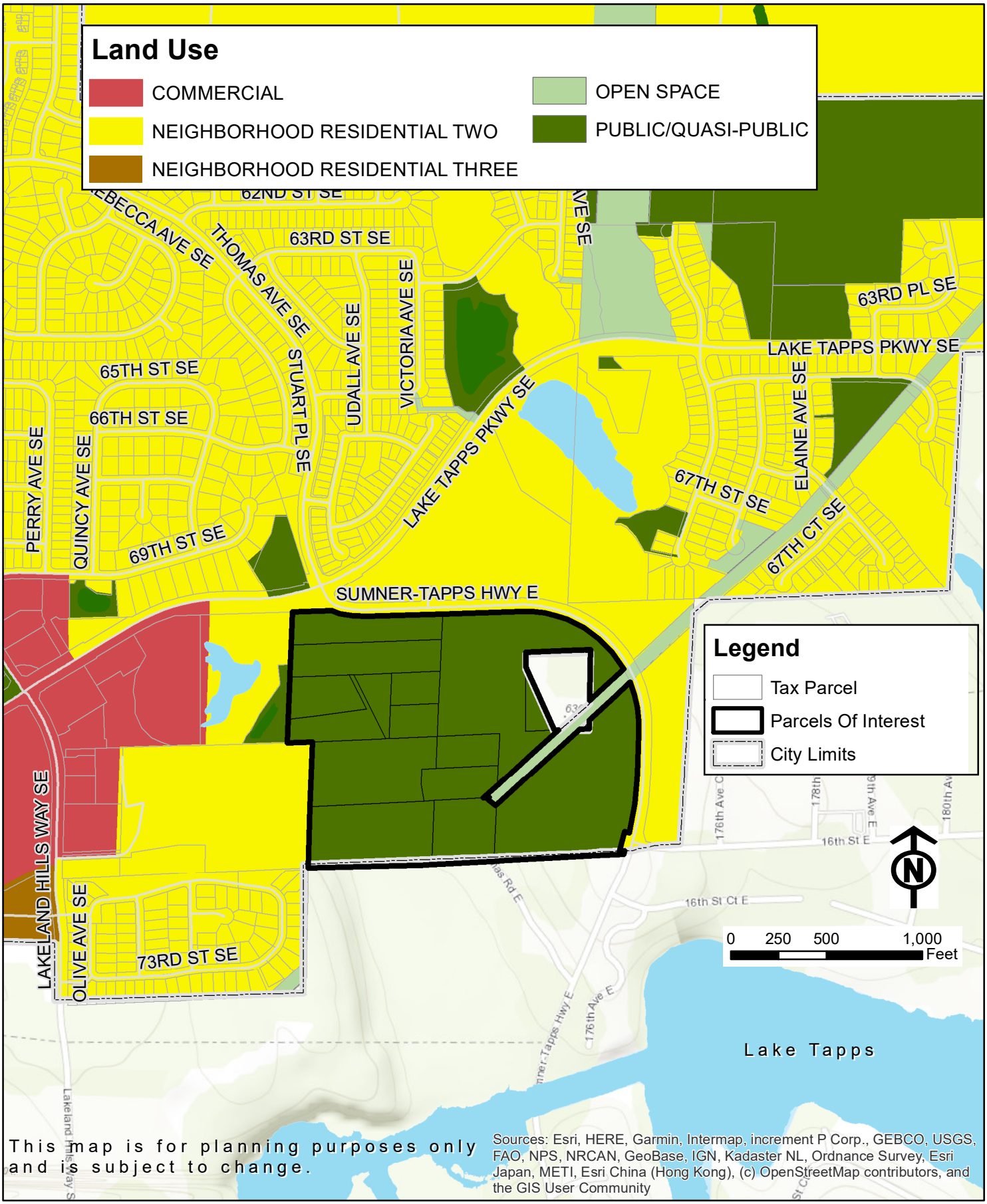


SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/25/2025

Existing Zoning Map

Existing Zoning: Lakeland Hills PUD and R-2 Residential Low
Figure 6

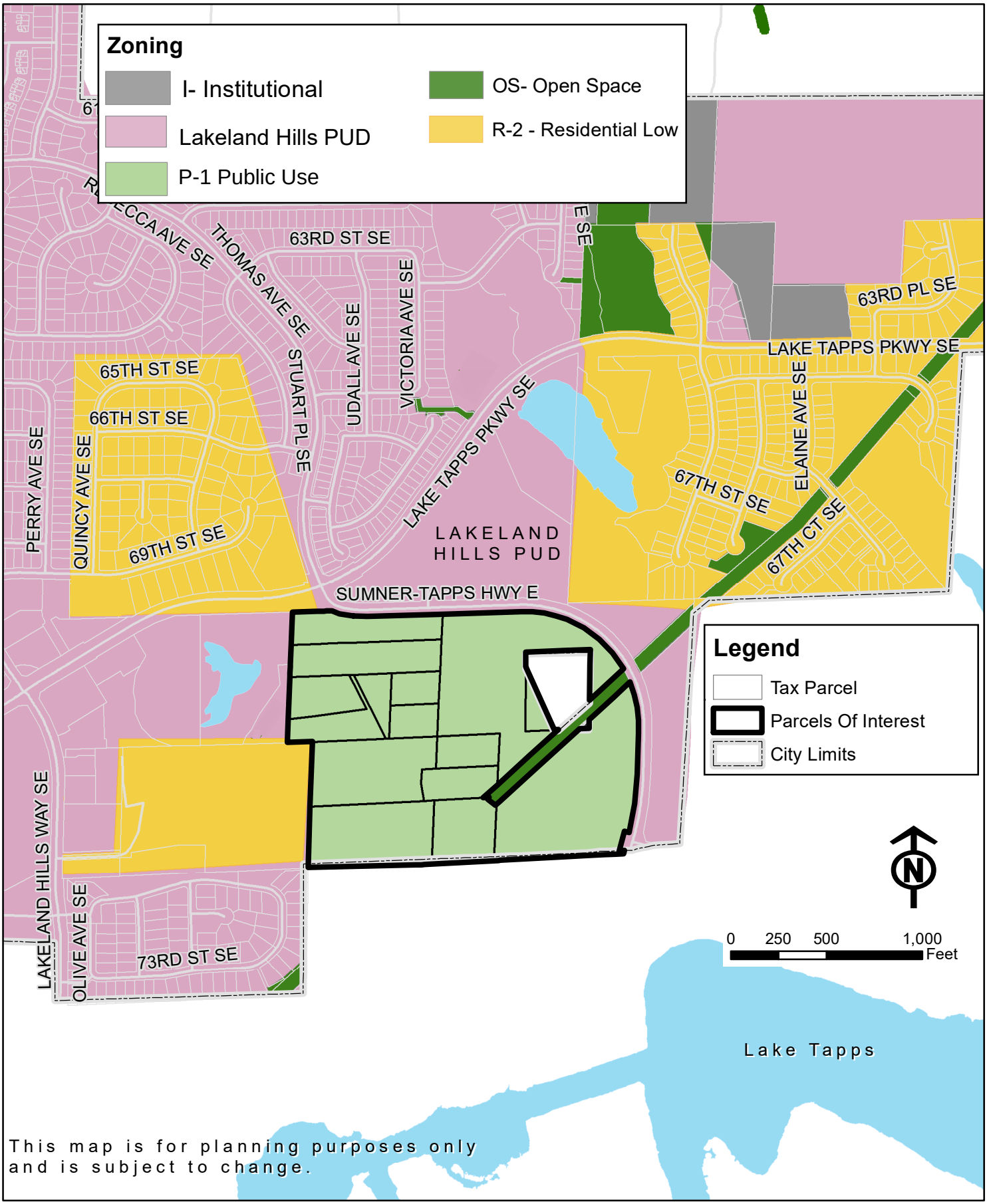


SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/28/2025

Proposed Comprehensive Land Use Plan Map

Proposed Land Use: Public/Quasi-Public
Figure 5



SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/28/2025

Proposed Zoning Map

Proposed Zoning: P-1 Public Use

Figure 7

SHOCKEY PLANNING GROUP, Inc.

Land Use
Environmental Analysis
Permitting
Public Policy

1426 35th Street, Suite 1
Everett, WA 98201
p: 425.258.9308
www.shockeyplanning.com

Your planning partner since 1980.

Major Amendment to the Lakeland Hills South PUD Boundary, Comprehensive Plan Land Use Map Amendment, and Rezones

Written Statements and Narrative

Auburn School District Middle School No. 5

June 3, 2025

On behalf of Auburn School District (District), the following requests are submitted:

1- *Major Amendment to the Lakeland Hills South Planned Unit Development (PUD) Boundary*
2- *Annual Comprehensive Plan Amendment: Amendment of the City of Auburn Comprehensive Land Use Map from Neighborhood Residential Two to Public/Quasi-Public and*
3- *Two rezone actions: Zoning Map Amendment from Lakeland Hills South PUD to P-1 Public Use & Zoning Map Amendment from R-2 Residential Low to P-1 Public Use*

Background & Land Use Requests:
The District owns 15 contiguous parcels, totaling approximately 46 acres, located south of the intersection of Lake Tapps Parkway SE and Sumner Tapps Highway East in the City of Auburn. The District intends to develop these parcels into a new middle school, referred to as Middle School No. 5. To develop the future Middle School No. 5, various land use requests are proposed to align with the educational facility project.

Request 1 – Amend the boundary of the existing Lakeland Hills PUD to extract 14 of 15 of the District's parcels out of the Lakeland Hills South PUD through a Major PUD Amendment. Most of the subject parcels (except for one parcel, Pierce County Tax Parcel No. 0520053013, which is zoned R-2) are currently located within the Lakeland Hills South PUD zoning district, originally established in the 1990s. The Lakeland Hills South PUD district encompasses a large area in the southern section of Auburn and was created to provide enhanced flexibility and alternative residential development standards for a mix of residential densities.

However, the subject site is no longer intended for residential subdivision development, as the proposed use is a new middle school. Therefore, the boundary of the existing Lakeland Hills PUD district should be amended to allow the establishment of the appropriate zoning.

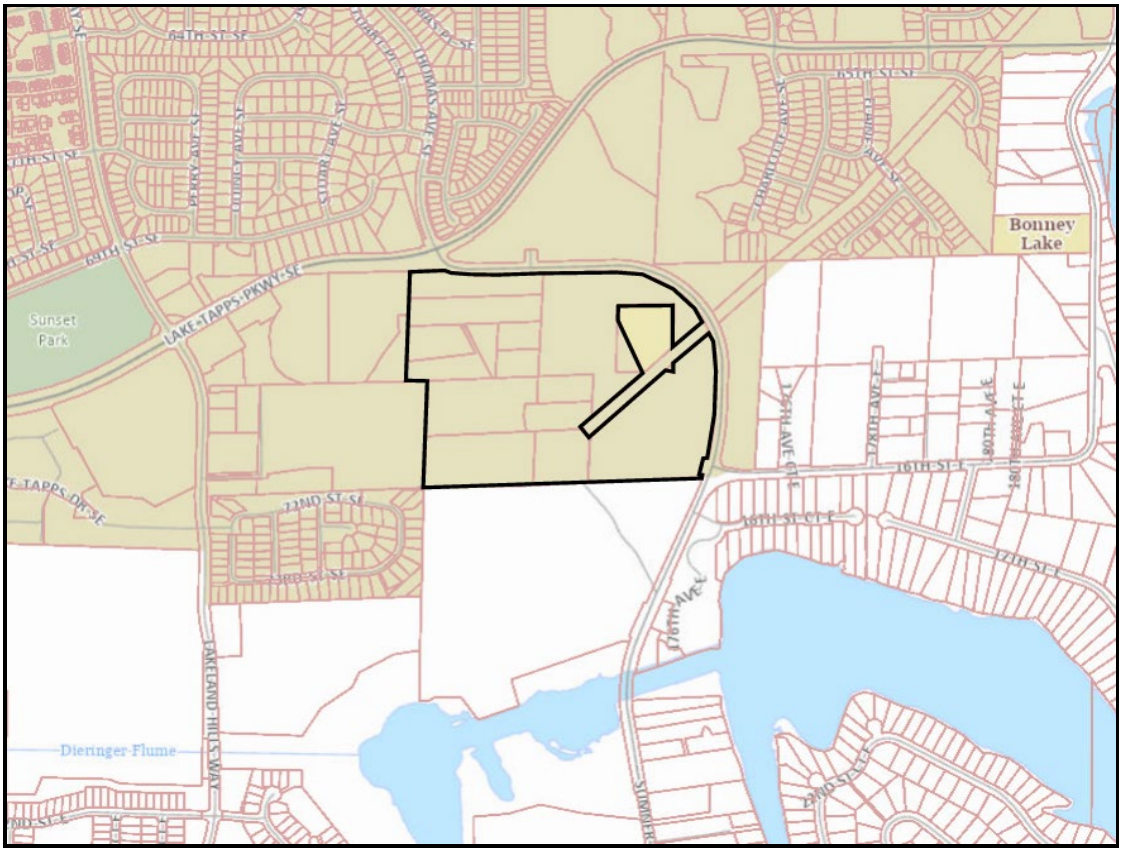
The area proposed for removal from the overall 768.79-acre Lakeland Hills South PUD is approximately 43.6 acres and would result in zero dwelling units, as it is designated for future middle school development.

Request 2 – Amend the 2024 Comprehensive Plan to redesignate all the subject parcels to Public/Quasi-Public land use to support the development of Middle School No. 5, and to implement the P-1 Public Use District zoning. Under the *Imagine Auburn Comprehensive Plan Update 2024*, the current land use designation for the subject site is Neighborhood Residential Two, which is intended to accommodate a variety of residential dwelling types. This category includes R-2 Residential Low and R-3 Residential Moderate as implementing zoning districts, neither of which permit public schools.

Request 3 – Concurrently with the Comprehensive Plan Amendment, rezone 14 of the subject parcels from their current PUD zoning to P-1 Public Use, and rezone the remaining parcel (currently zoned R-2 Residential Low) to P-1 Public Use.

These three actions are necessary to align the land use framework with the construction of the new middle school.

Figure 1 - Vicinity Map:
All District owned parcels shown with a **black** boundary.



Source: Pierce County GIS

Figure 2 – Aerial Map:
All District owned parcels shown with a **black** boundary.

Source: Pierce County GIS

Subject Property Description:
The subject parcels include the following Pierce County Tax Parcel Numbers: 0520053001, 0520053006, 0520053013 (only parcel currently zoned R-2 as opposed to PUD), 0520053014, 0520053015, 0520053016, 0520053034, 0520053035, 0520053036, 0520053040, 0520053041, 0520053046, 0520053055, 0520053060, and 0520054081.

The District's compilation of parcels is bisected by Pierce County parcel 0520053025, which is a pipeline/powerline right-of-way owned by Northwest Pipeline Corporation, and parcel 0520053072, which contains a water tower owned by the City of Bonney Lake. These two parcels are not a part of the application.

The total site encompasses approximately 46 acres and is currently vacant. It consists primarily of open, vegetated areas, with dense forest located in the western and southern portions. Power lines and gas lines run across portions of the site. Historically, the property included residential

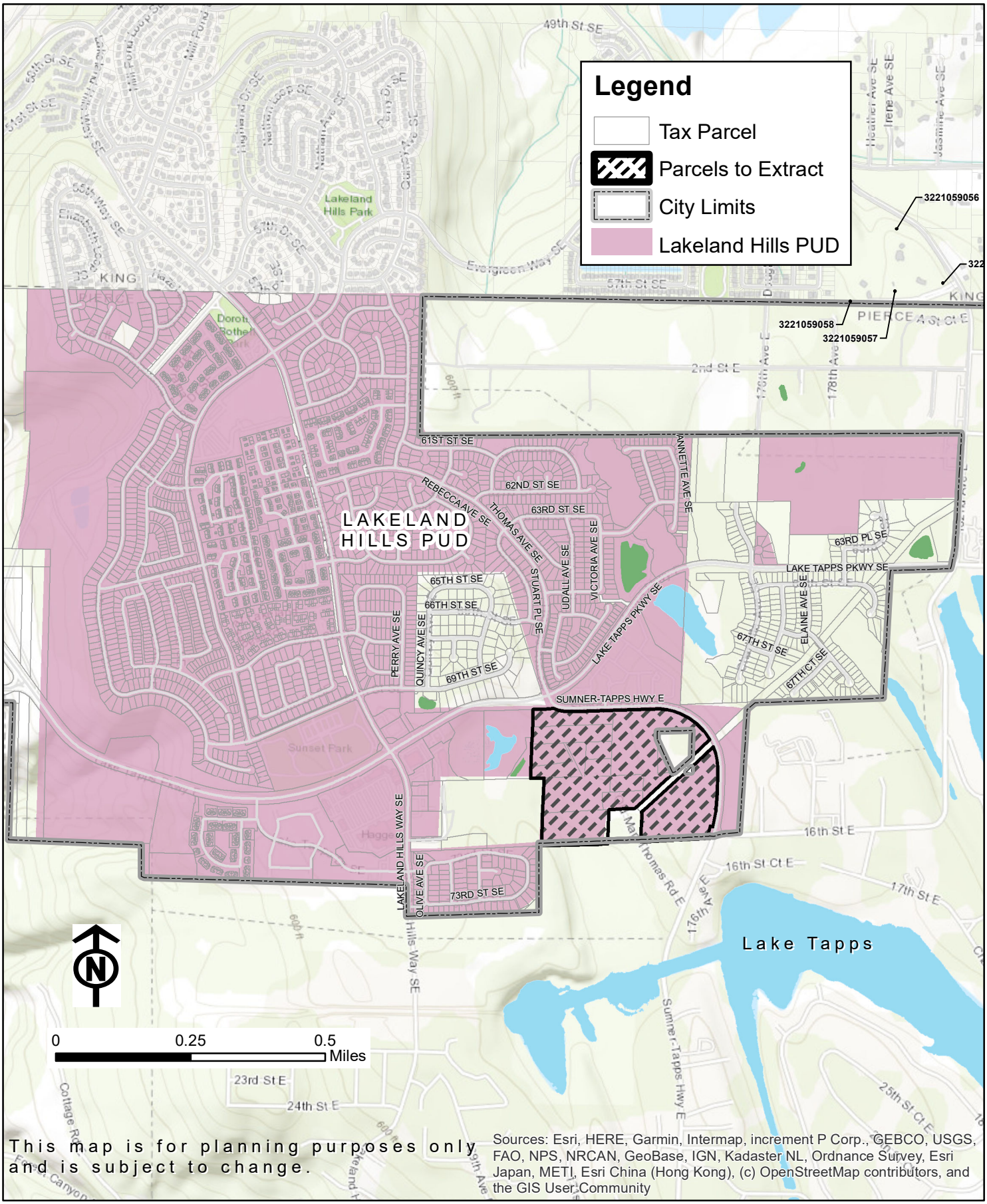
homesites and areas used for commercial equipment storage. The homes were removed in 2006, and the equipment storage use ceased by 2009.

Two wetlands, identified in the Critical Areas Report as Wetland A and Wetland B, are both depressional Category III wetlands. Historically, these wetlands may have been connected prior to land development activities that altered the landscape. Wetland A is located along the western boundary of the site and extends south toward Lake Tapps. Wetland B is situated to the west of the site.

The subject site is bordered by Sumner Tapps Highway East along its northern and eastern edges. Directly across the highway to the north are the existing Four Lakes Apartment Homes, while to the east lies a densely forested area. Beyond the forested area are single-family residences and Lake Tapps Elementary School, situated within unincorporated Pierce County.

To the west and south of the site is undeveloped land characterized by dense tree cover, wetlands, and overhead powerlines. The area directly south of the site also falls within unincorporated Pierce County.

Requested Actions:
Please see the Major PUD Amendment Map (Figure 3), Existing and Proposed Comprehensive Plan Amendment Maps (Figure 4 and Figure 5), and Existing and Proposed Zoning District Amendment Maps (Figure 6 and Figure 7) that illustrate the proposed changes.



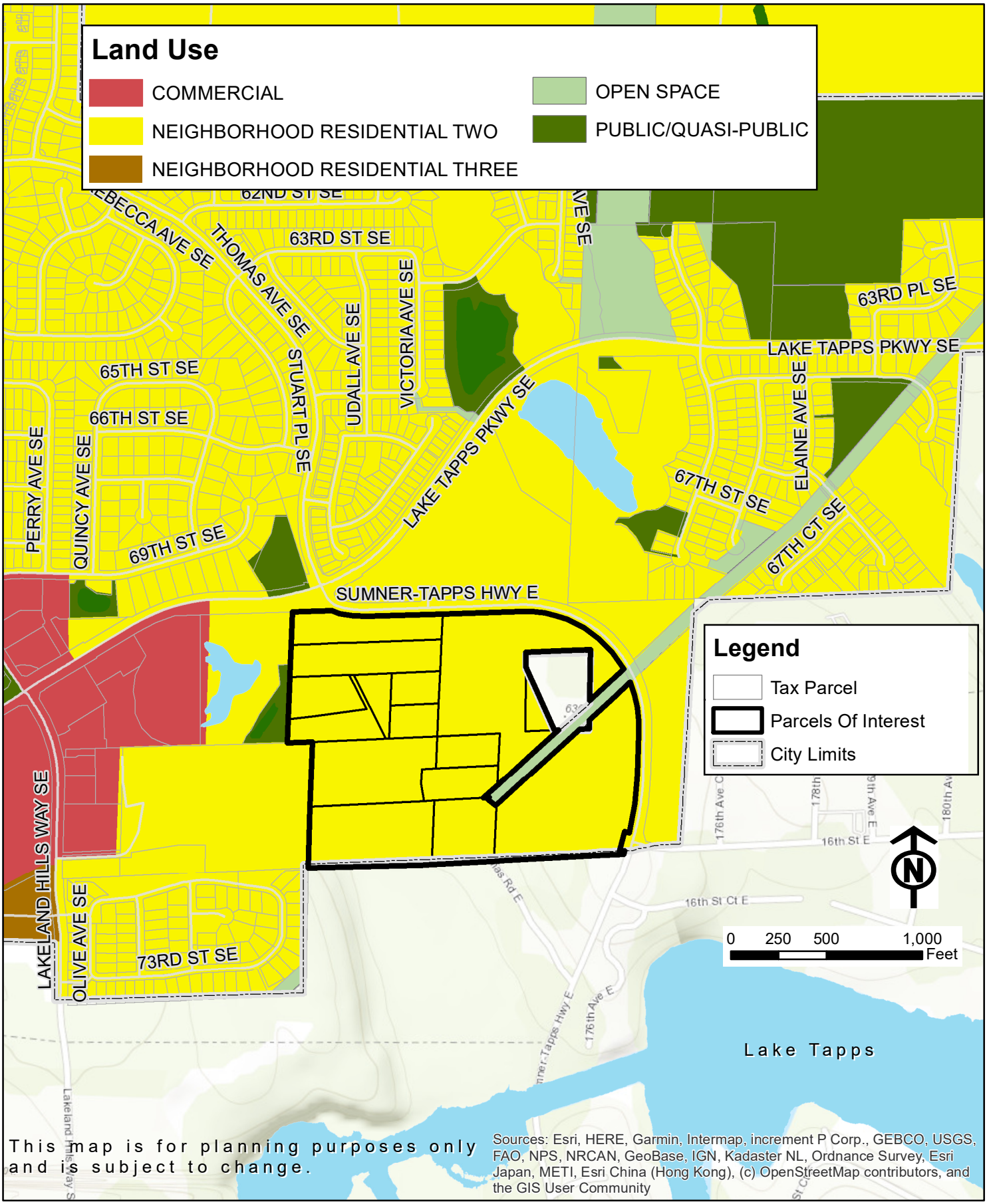
This map is for planning purposes only and is subject to change.

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

SHOCKEY PLANNING GROUP, Inc.

Major PUD Boundary Amendment Map
Figure 3

Map Date: 4/28/2025

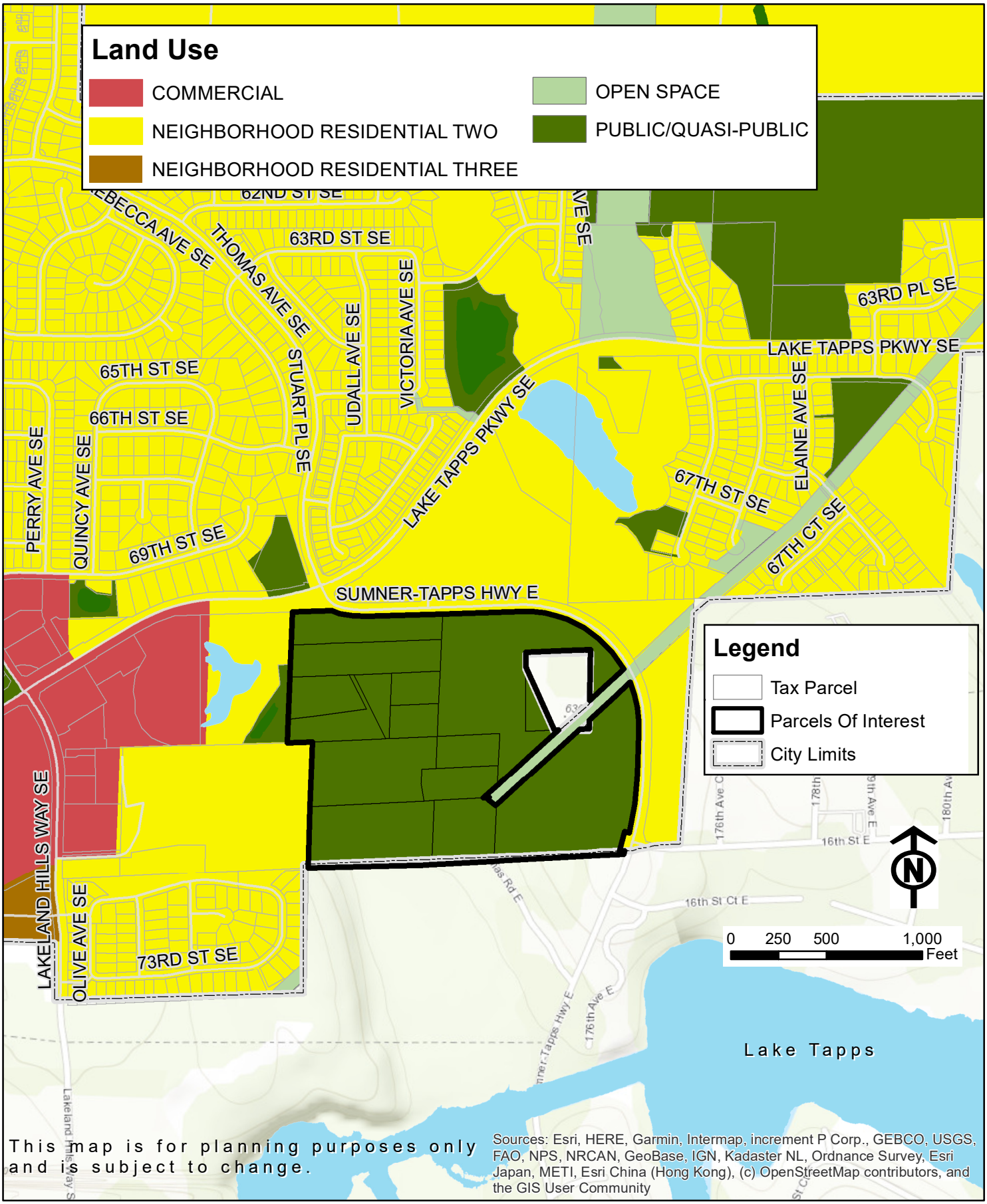


SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/28/2025

Existing Comprehensive Land Use Plan Map

Existing Land Use: Neighborhood Residential Two
Figure 4

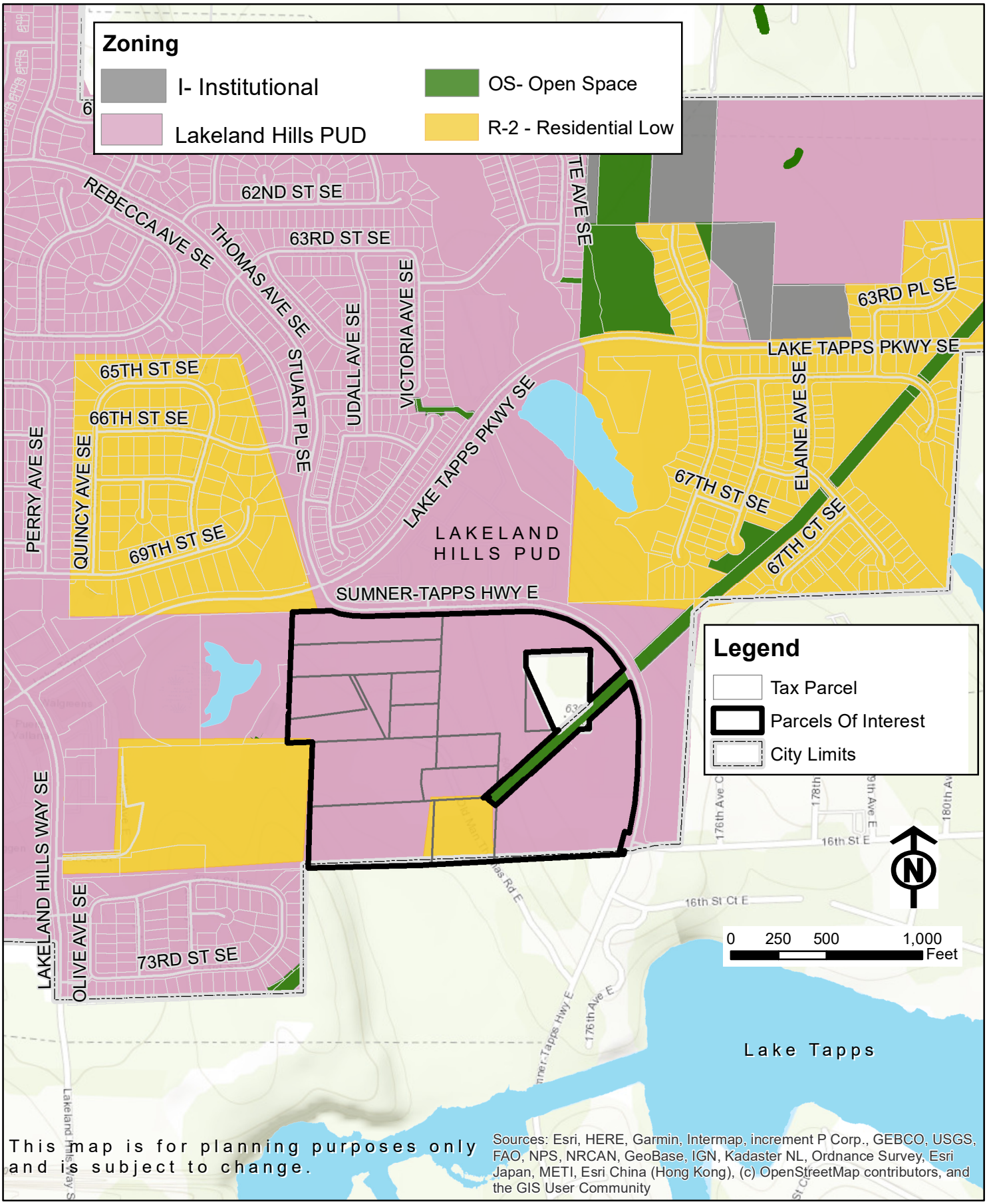


SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/28/2025

Proposed Comprehensive Land Use Plan Map

Proposed Land Use: Public/Quasi-Public
Figure 5

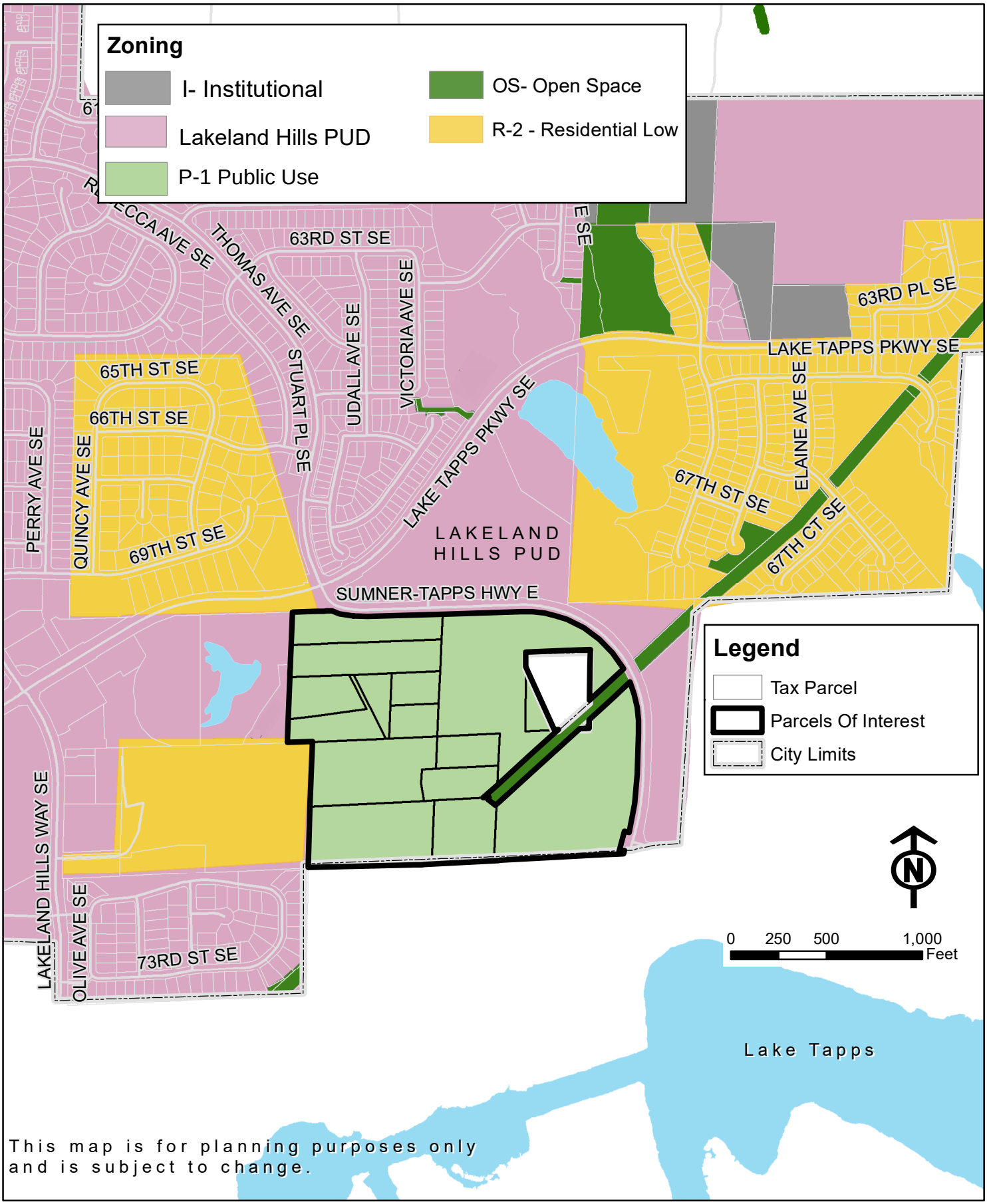


SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/25/2025

Existing Zoning Map

Existing Zoning: Lakeland Hills PUD and R-2 Residential Low
Figure 6



SHOCKEY PLANNING GROUP, Inc.

Map Date: 4/28/2025

Proposed Zoning Map

Proposed Zoning: P-1 Public Use

Figure 7

Proposed Middle School Description:
The District has provided a *preliminary site plan* drawing for reference purposes with this application. The FAC permit for the construction of the site and infrastructure has been submitted to the City of Auburn. Full site plan and design details can be found within that project file.

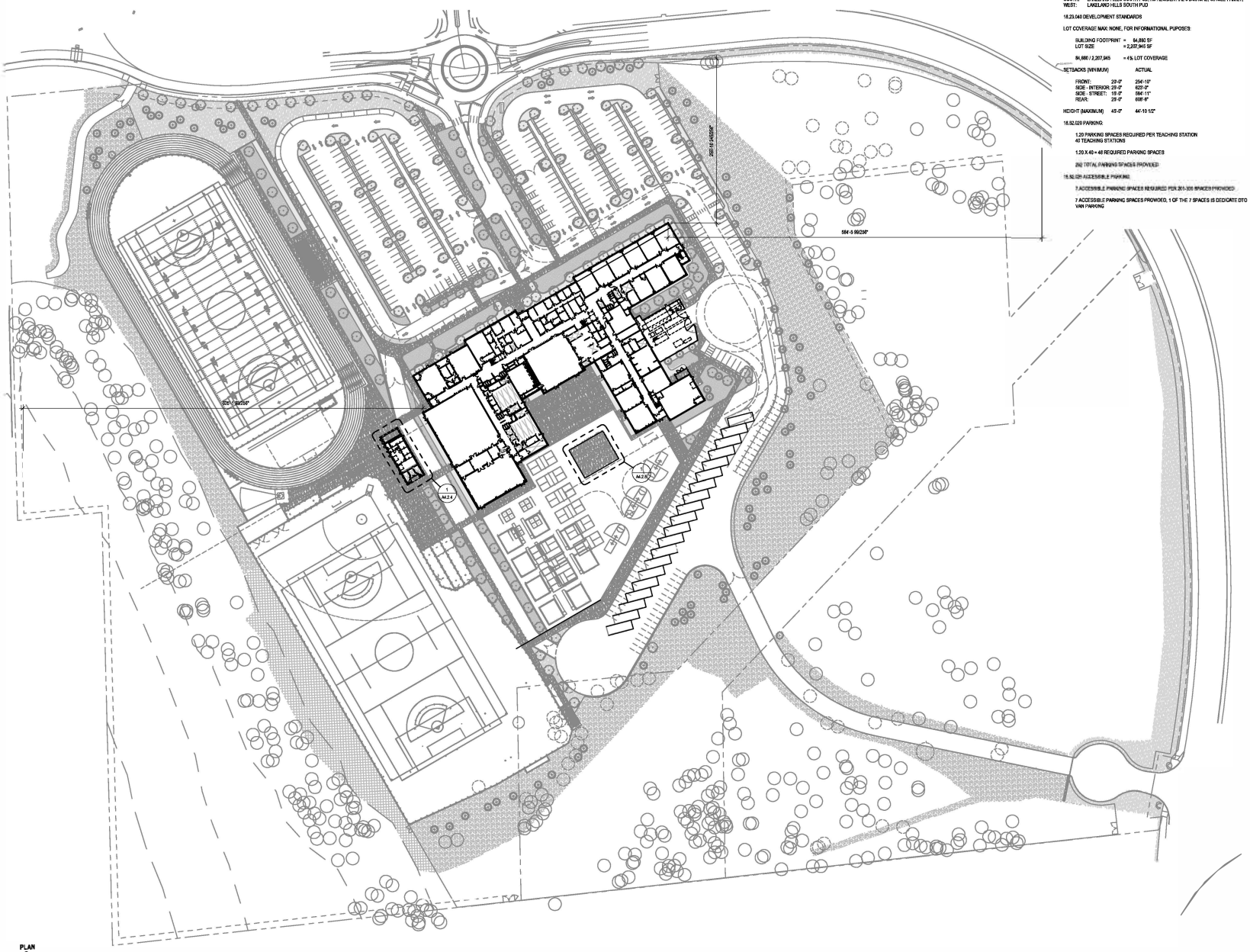
The new middle school will serve grades 6-8 and accommodate approximately 800 students in permanent facilities, along with an additional 250 students in 10 portable classrooms. The main school building will be centrally located on the site and is proposed to be approximately 118,000 square feet in size. It will include spaces for administration, specialists, commons, a library, food services, and community use.

Primary access to the site will be from Sumner Tapps Highway East, along the northern edge of the property, via a new single-lane roundabout located directly across from the Four Lakes Apartment Homes. A secondary, gated, and access-controlled bus entrance and exit will be provided at 16th Street East, along the eastern boundary, forming a new fourth leg of the existing signalized intersection. Vehicular access from Sumner Tapps Highway East will lead to two parking areas designated for visitors, parents, staff, and event attendees.

Located south of the parking areas, the main school building will be accompanied by 10 portable classrooms, hardscaped play areas, and a designated bus drop-off and pick-up zone. To the west of the building and parking lots, two athletic fields are planned: the northern field will accommodate track and field events, football, soccer, and lacrosse, while the southern field will support ball fields and additional soccer and lacrosse use.

In accordance with Auburn Municipal Code 18.52.020, 1.20 parking spaces are required per teaching station. With 40 teaching stations planned, 48 parking spaces are required; however, the project will provide approximately 292 on-site parking spaces, significantly exceeding the minimum requirement.

The 15 parcels will be later be combined through a boundary line elimination. Pending approval of a capital bond, the new middle school is anticipated to be completed and operational in 2027.



TRUE NORTH
PLAN NORTH

ARCHITECTURAL SITE PLAN
Scale: 1" = 60'-0"

ZONING REQUIREMENTS

ZONING: LAKELAND HILLS SOUTH PUD 18.76, C-1

ADJACENT PROPERTY ZONING & LAND USE:

NORTH: LAKELAND HILLS SOUTH PUD, R5 RESIDENTIAL 5 DU/ACRE, SINGLE-FAMILY;
EAST: LAKELAND HILLS SOUTH PUD
SOUTH: LAKELAND HILLS SOUTH PUD, R5 RESIDENTIAL 5 DU/ACRE, SINGLE-FAMILY;
WEST: LAKELAND HILLS SOUTH PUD

18.23.040 DEVELOPMENT STANDARDS

LOT COVERAGE MAX: NONE, FOR INFORMATIONAL PUPOSES:

BUILDING FOOTPRINT = 94,880 SF
LOT SIZE = 2,207,945 SF

94,880 / 2,207,945 = 4% LOT COVERAGE

SETBACKS (MINIMUM)		ACTUAL
FRONT:	20'-0"	254'-10"
SIDE - INTERIOR:	20'-0"	622'-0"
SIDE - STREET:	15'-0"	564'-11"
REAR:	20'-0"	608'-8"
HEIGHT (MAXIMUM)	45'-0"	44'-10 1/2"

18.92.020 PARKING:

1.20 PARKING SPACES REQUIRED PER TEACHING STATION
40 TEACHING STATIONS

1.20 X 40 = 48 REQUIRED PARKING SPACES

292 TOTAL PARKING SPACES PROVIDED

18.92.020 ACCESSIBLE PARKING:

7 ACCESSIBLE PARKING SPACES REQUIRED PER 201-300 SPACES PROVIDED

7 ACCESSIBLE PARKING SPACES PROVIDED, 1 OF THE 7 SPACES IS DEDICATE DTO VAN PARKING

SITE PLAN NOTES

1. SEESHEET AX.XX TO LOC ATE MONUMENT SIGN
2. SEE SHEETS AX.XX & AX.XX FOR EXTERIOR SITEELEVATIONS, SECTIONS AND DETAILS INCLUDING: MONUMENT SIGN, TYPICAL PORTAL GATE COLUMNS, ANDSERVICE YARD WALL
3. SEE SHEET AX.XX FOR TYPICAL WALL MOCKUP PLANS, SECTION, AND ELEVATIONS

LEGAL DESCRIPTION

PARCEL A:

THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EASTOF THE WILLAMETTE MERIDIAN IN PIERCE COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF PIERCE, STATEOF WASHINGTON

PARCEL B:

THE SOUTH 1 ACRE OF THE EAST 2 ACRES OF THE SOUTH 5 ACRES OF THE NORTH 10 ACRESOF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 E ASTOF THE WILLAMETTE MERIDIAN.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL C:

THE NORTH 1 ACRE OF THE EAST 2 ACRES OF THE SOUTH 5 ACRES OF THE NORTH 10 ACRESOF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RNAGE 5 EAST OF THE WILLAMETTE MERIDIAN

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL D:

ALL THATPORTION OF THE SOUTH HALFO FTHE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST, WILLAMETTE MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5;
THENCE SOUTH 87°42'03", WEST ALONG THE SOUTH LINE OF SAID SUBDIVISION A DISTANCE OF 55.37 FEET;
THENCE NORTH 00°17'33" WEST A DISTANCE OF 87.73 FEET;
THENCE NORTH 02°39'09" EAST A DISTANCE OF 78.72 FEET;
THENCE NORTH 87°48'18" EAST A DISTANCE OF 72.88 FEET TO THE EAST LINEOF SAID SUBDIVISION;
THENCE CONTINUING NORTH 87°48'18" EAST ALONG THE NORTH LINE OF THE SOUTH HALFOF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5 A DISTANCE OF 332.61 FEET TO THE EAST LINE THEREOF;
THENCE SOUTH 02°48'47" WEST ALONG SAID EAST LINEOF SAID SUBDIVISIONA DISTANCE OF 98.14 FEET TO THE NORTHWESTERLY BOUNDARY LINE OF THAT PORTION CONVEYED TO EL PASO NATURAL GAS CO BY DEED PER AUDITOR'S FILE NO. 2412443;
THENCE SOUTH 47°06'59" WEST ALONG SAID NORTHWESTERLY BOUNDARY A DISTANCE OF 101.60 F EETTO THE SOUTH LINE OF SAID SUBDIVISION;
THENCE ALONG SAID SOUTH LINE SOUTH 87°42'03" WEST ADISTANCE OF 250.79 FEET TO THE TRUE POINT OFBEGINNING

SITUATE IN THE COUNTY OF PIERCE, STATEOF WASHINGTON

PARCEL E:

THENORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN, IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION DESCRIBED AS FOLLOWS:

BEGINNING ATTHE SOUTHEAST CORNER OF SAID NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER;
THENCE SOUTH 87°42'03" WEST ALONG THESOUTH LINE OF SAID SUBDIVISIONA DISTANCE OF 55.37 FEET;
THENCE NORTH 00°17'33" WEST A DISTANCE OF87.73FEET;
THENCE NORTH 02°39'09" EAST A DISTANCE OF 78.72FEET;
THENCE NORTH 87°48'18" EAST A DISTANCE OF 72.8 FEETTO THE EAST LINE OF SAID SUBDIVISION;
THENCE SOUTH 02°39'09" WEST ALONG SAID LINE AD ISTANCE OF 166. 16 IEETTO SAID SOUTHEAST CORNER AND THE POINTO FBEGINNING.

SITUATE INTHE COUNTY OF PIERCE, STATE OF WASHINGTON

PARCEL F:

LOT 2 AS SHOWN ON SURVEY NO. 1313, FIELD FOR RECORD JUNE 7, 1976 IN BOOK 14 OF SURVEYS AT PAGE 13, RECORDS OF PIERCE COUNTY AUDITOR;

TOGETHER WITH THAT PORTION OF SAID SURVEY DELINEATED AS EXISTING SERVICE ROAD.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL G:

LOT 1 AS SHOWN ON SURVEY NO. 1313, FILED FOR RECORD JUNE2 1976 IN BOOK 14 OF SURVES AT PAGE13, RECORDS OF PIERCE COUNTY AUDITOR.

SITUATEIN THE COUNTY OF PIRECE, STATEOF WASHINGTON.

PARCEL H:

LOT 3, AS SHOWN ON SURVEY NO. 1313, FIELD FOR RECROD JUNE 7, 1976IN BOOK 14 OF SURVEYS AT PAGE 13, RECORDS OF PIERCE COUNTY AUDITOR.

SITUATE INTHE COUNTY OF PIERCE, STATE OF WASHINGTON

PARCEL I:

THE NORTH HALF OFTHE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN, IN PIERCE COUNTY, WASHINGTON.

SITUATE INTHE COUNTY OF PIERCE, STATE OF WASHINGTON.

EXCEPT THAT PORTION CONVEYED TO EL PASO NATURAL GAS COMPANY BY DEED DATED SEPTEMBER 20, 1991, RECORDED SEPTEMBER 27, 1991, UNDER AUDITOR'S FILENO. 2412443.

SITUATE INTHE COUNTY OFPIERCE, STATEOF WASHGTON

PARCEL L:

BEGINNING ATTHE NORTHWEST CORNER OF THE EAST 330 FEET OF THAT PORTION OF THENORTH 330 F EET OF THESOUTH 660 F EET OF THE SOUTH HALF OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 E AST OF THE WILLAMETTE MERIDIAN, LYING WEST OF THE BONNEVILLE POWER ADMINSTRAT ION RIGHT OF WAY, AS GRANTED TO THE UNITED ST ATESOF AMERICA BY INSTRUMENT RECORDED FEBRUARY 24, 1941 UNDER RECORDING NUMBER 1274447.
THENCESOUTHERLY ALONG THE WEST LINE OF SAID E AST 330 F EET, A DISTANCE OF 165 FEET;
THENCENORTHWESTERLY AL ONGA STRAIGHT LINE TOTHE PLACE OF BEGINNING.
EXCEPT THEREFROM THAT PORTION CONVEYED TO EL PASO NATURAL GAS COMPANY BY DEED RECORDED SEPTEMBER 27, 1971UNDER RECORDING NUMBER 2412443, RECORDS OF P IERCE COUNTY, WASHINGTON.

SITUATE INTHE COUNTY OF PIERCE, STATE OF WASHINGTON

PARCEL M:

TOGETHER WITH AN EASEENT FORACCESS AND DRAIN AGE F ACILITIES ASSET F ORTH ININSTRUMENT RECORDED UNDER RECORDED NO. 200906081079

SITUATE INTHE COUNTY OFPIERCE, STATE OF WASHINGTON

Figure 8

REVISIONS

100% DESIGN DEVELOPMENT

AUBURN SCHOOL DISTRICT #408
MIDDLE SCHOOL #5
SUMNER-TAPS HIGHWAY DIST., AUBURN, WA 98001

NAC ARCHITECTURE

NAC NO.	121-24046
DRAWN	KRL
CHECKED	KRL
DATE	4-11-2025

ARCHITECTURAL SITE PLAN

A1.3.1

Autodesk Docs://121-24046 Auburn SD Middle School No 5/MS#5 R24.rvt
4/11/2025 3:22:13 PM

Major PUD Amendment
ACC 18.76.140 Findings of Fact:

Applications for a major amendment to a PUD shall only be approved if sufficient findings of facts are drawn to support the following:

A. Adequate provisions are made for the public health, safety and general welfare and for open spaces, drainage ways, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds, or sites for schools.

The proposed Major Lakeland Hills South PUD Amendment, which would remove 14 of the District's 15 parcels from the PUD boundary, will continue to provide, and improve, public facilities and infrastructure serving the site.

The future middle school will provide code-compliant street frontage improvements and utility extensions. Primary vehicular access will be from Sumner Tapps Highway East, aligned with the entrance to Four Lakes Apartment Homes, via a new single-lane roundabout. In addition, a gated, access-controlled bus entrance and exit will be located on 16th Street East, forming the new fourth leg of the existing signalized intersection.

Pedestrian and non-motorized access will be enhanced with a new 10-foot-wide sidewalk and upgraded lighting along the site's entire street frontage. Open space proposed on-site includes perimeter landscaping, a track and field facility, soccer/football/lacrosse fields, baseball and softball fields, and a protected, undisturbed wetland area (Wetland A along the western boundary).

B. The proposed major amendment to the PUD is in accordance with the goals, policies and objectives of the comprehensive plan.

To align the City of Auburn's guiding documents, along with the Major PUD Amendment, a Comprehensive Plan Land Use Map Amendment is proposed to change the designation of all subject parcels from Neighborhood Residential Two to Public/Quasi-Public. Additionally, the concurrent Rezone request would change the zoning of 14 parcels from PUD and one parcel from R-2 Residential Low to P-1 Public Use. These changes are intended to support the future development of Middle School No. 5.

Please see Comprehensive Plan section of this narrative that speaks to the how the proposed land use map amendment addresses the goals, policies, and objectives of the *Imagine Auburn Comprehensive Plan Update 2024.*

C. The major amendment is consistent with the purpose of this chapter, ACC 18.76.010, provides for the public benefits required of the development of PUDs and does not result in only

increasing the number of units that would otherwise be attained through a development using the existing zoning and subdivisions standards.

The removal of the 14 affected parcels from the existing PUD boundary will not result in an increase in the number of permitted dwelling units. On the contrary, it will reduce the overall residential development potential, as the site is being repurposed for a much-needed public school rather than the higher-density residential use originally anticipated under the PUD. There are no dwelling units proposed with this Major PUD Amendment.

D. The proposed major amendment to the PUD conforms to the general purposes of other applicable policies or plans which have been adopted by the city council.

The proposed Major PUD Amendment, along with the proposed Comprehensive Plan Amendment and Rezone, establishes the necessary land use framework to support the development of a new middle school campus. This coordinated effort aligns with the overarching goals and policies adopted by the City Council, ensuring consistency across all applicable City plans and regulatory documents.

E. The approval of the major amendment will have no more of an adverse impact upon the surrounding area than the approved Lakeland Hills South PUD as shown on the official Lakeland plan map.

Approval of the Major PUD Amendment to remove the affected parcels from the Lakeland Hills South PUD, will not result in adverse impacts to the surrounding area.

The area proposed for removal from the overall 768.79-acre Lakeland Hills South PUD is approximately 43.6 acres, leaving 725.19 acres as a part of the Lakeland Hills South PUD. The subject site would still be bordered by the broader PUD boundary, which includes existing residential and commercial development, and future allowances for additional residential density to keep up with market demands.

ACC 18.76.090 Application for approval of major amendment to the PUD:

a. The name of the proposed PUD or planning area and a general description of the proposed development requiring the major amendment, including descriptions of buildings, and other site improvements;

The proposal is for extraction of 14 parcels, owned by the District, from the larger Lakeland Hills South PUD, for the purpose of a future middle school on the site.

b. A proposed schedule that includes submittal of the site plan, preliminary plat, proposed phased developments, if any, and target dates for starting construction;

The proposed Major PUD Amendment, and associated Comprehensive Plan Amendment and Rezone, will require review and recommendations from the Hearing Examiner and Planning Commission, followed by final consideration by the City Council. The full review process typically takes approximately six months and is anticipated to be completed by December 2025.

The District, in anticipation of its capital bond approval, will submit separate applications for site design review and a boundary line elimination to consolidate all subject parcels. The new middle school is anticipated to be completed and operational in 2027.

c. Proposed land uses including the type and amount or densities;

Proposed land use is an approximately 118,000 square foot middle school. There is no proposed residential density.

d. Number and types of dwelling units in the proposed development requiring the major amendment;

There are no dwelling units proposed with the Major PUD Amendment.

e. Total amount of open spaces, the designated or proposed use, and the amount of open space designated for public and private use;

The middle school site plan designates open space areas, such as landscaped settings, athletic fields, and play area, which totals to approximately 11.33 acres of the overall 46.16 acre site. In addition to the planned open space settings, the protected wetland, dense trees, and natural landscaped areas total to approximately 24.8 acres of the overall 46.16 acre site.

f. Plans for the perpetual maintenance and preservation of private spaces and private streets;

The subject site is private property and will be maintained and preserved by the District. There are no private streets, such as tracts, proposed. There are internal driveways and drive aisles proposed for traffic circulation.

g. Any requests for modifications to the street construction standards of the land division ordinance including substantiating information as to why the modifications are necessary;

Not at this time.

h. The gross acreage of the PUD or planning area, the net usable acreage, and the acreage of any nonbuildable areas;

The existing Lakeland Hills South PUD is approximately 768.79 acres. The area proposed for extraction from the existing PUD is 43.6 acres.

i. The name and address of the applicant. All land within the PUD or planning area shall be under the ownership of the applicant. Applicants are defined as an individual, partnership, corporation, or groups of individuals, partnerships or corporations; and

The applicant is the Auburn School District, who owns all the proposed parcels to be removed from the existing PUD.

j. The name, address, stamp and signature of the professional engineer, professional architect or professional land surveyor who prepared the site plan.

NAC Architects
Attn: Karee Loghry
Project Manager
2025 1st Ave Suite 300
Seattle, Washington 98121
Phone: (206) 411-4522
Email: kloghry@nacarchitecture.com

Comprehensive Plan and Zoning Overview:

	Existing Zoning	Proposed Zoning	Existing Plan Designation	Proposed Plan Designation
Subject Site (14 of 15 parcels)	Lakeland Hills South PUD	Public Use District	Neighborhood Residential Two	Public/Quasi-Public
Subject Site (1 of 15 parcels)	Residential Low	Public Use District	Neighborhood Residential Two	Public/Quasi-Public
North	Lakeland Hills South PUD	n/a	Neighborhood Residential Two	n/a
South	Moderate Density Single Family (Unincorporated Pierce County)	n/a	Suburban Residential (Unincorporated Pierce County)	n/a
East	Lakeland Hills South PUD	n/a	Neighborhood Residential Two	n/a
West	Lakeland Hills South PUD & Residential Low	n/a	Neighborhood Residential Two	n/a

Comprehensive Plan Amendment Written Statement
ACC 14.22.110 Decision criteria for plan amendments:

A. The comprehensive plan was developed and adopted after significant study and public participation. The principles, goals, objectives and policies contained therein shall be granted substantial weight when considering a proposed amendment. Therefore, the burden of proof for justifying a proposed amendment rests with the applicant, who must demonstrate that the request complies with and/or relates to the following decision criteria:

1. The proposed change will further and be consistent with the goals and objectives of the plan and the plan will remain internally consistent;

The proposed Comprehensive Plan Map Amendment, to change the land use category of the subject site from Neighborhood Residential Two to Public/Quasi-Public, aligns with the goals and policies of the *Imagine Auburn Comprehensive Plan Update 2024,* adopted on December 16, 2024, and overall project intent to use the site as a new middle school. The proposed change would result in internally consistent guiding documents and future development on site. Examples of Comprehensive Plan goals are addressed below.

Land Use Element - Goals, Policies, and Land Use Characteristics - Public/Quasi-Public Designation

LU-111 The primary purpose of this designation is to address public needs while taking advantage of synergies with the adjacent areas where they are sited.

The District's purpose is to provide educational services to students living within its District. Schools are typically placed in the residential neighborhoods they serve. The District acquired these parcels to ensure that Middle School No. 5 could be developed to better serve the needs of Auburn's growing community and surrounding area.

LU-112 Appropriate uses for this designation include facilities that serve the needs of the larger community such as public schools, active parks, city operated municipal facilities, police stations, and fire stations.

The proposed land use designation, Public/Quasi-Public, is for the intention of a new public middle school.

LU-127 Build on partnerships with school districts to expand public use of school facilities for recreation and exercise, and to improve public access to facilities for this purpose, as appropriate.

The future middle school development will expand recreational opportunities for both students and residents (during non-school hours), through the construction of a track and field facility, soccer/football field, baseball and softball fields.

Capital Facilities Element - Goals and Policies - Goal 1: Keeping Pace with Growth

CF-2 Encourage development where new public facilities can be provided in an efficient manner.

CF-5 Provide additional public facility capacity when existing facilities are used to their maximum level of efficiency (consistent with adopted standards for level of service).

CF-10 Establish land use patterns that optimize the use of public facilities.

The adopted 2024 Comprehensive Plan recognizes and identifies the new middle school, Middle School No. 5, as a part of the District's future projects to accommodate projected growth in the area. Approval of Comprehensive Plan Map Amendment to redesignate the site to Public-Quasi-Public allows the District to move forward with the middle school project which promotes land use patterns that make efficient use of public facilities.

2. Whether the capacity to provide adequate services is diminished or increased;

Transportation wise, improvements proposed by the District include frontage improvements per city code, construction of a single-lane roundabout at Sumner Tapps Highway East and the middle school access, including a right turn lane into the school, new gated driveway at 16th Street East and Sumner Tapps Highway Easement for school bus access, and an estimated $518,056 traffic impact fee based on the 2025 fee schedule.

The site plan will be designed to adhere to required fire department infrastructure (sprinklers, hydrants, etc.) and access throughout the project. Water and sewer extensions will be made from Sumner Tapps Highway East in accordance with Bonney Lake, for water, and City of Auburn for sewer.

Educational services would be increased by allowing the Auburn School District to proceed with the new middle school development.

3. Assumptions upon which the comprehensive plan is based are found to be invalid;

The District acquired 14 of the 15 parcels in 2009 and the remaining parcel in 2023 and is now ready to proceed with the new middle school development. The current land use designation for the subject site is Neighborhood Residential Two, which is intended to accommodate a variety of residential dwelling types. This category includes R-2 Residential Low and R-3 Residential Moderate as implementing zoning districts, neither of which permit public schools. As such, the District is requesting an amendment to the *2024 Comprehensive Plan* to redesignate all of the subject parcels to Public/Quasi-Public land use to support the development of Middle School No. 5, and to implement the P-1 Public Use District zoning.

4. A determination of change or lack of change in conditions or circumstances has occurred since the adoption of the latest amendment to the specific section of the comprehensive plan that dictates the need for a proposed amendment;

See response to item number 3 above.

5. If applicable, a determination that a question of consistency exists between the comprehensive plan and Chapter 36.70A RCW, the countywide planning policies for either King and/or Pierce County, as appropriate, and Vision 2050;

This is not applicable.

6. If the request is to change the land use designation of a specific property on the comprehensive land use map, the applicant must demonstrate one of the following:

a. The current land use designation was clearly made in error or due to an oversight;

This is not applicable.

b. The proposed land use designation is adjacent to property having a similar or compatible designation, or other conditions are present to ensure compatibility with surrounding properties;

The subject site is bordered by properties with the Neighborhood Residential Two land use designation to the north, east, and west, within the City of Auburn. To the south, is unincorporated Pierce County land, with the Suburban Residential land use designation.

These residential based Comprehensive Plan land use designations are compatible with the proposed Public/Quasi-Public land use designation because a middle school is an appropriate and logical land use within this context. The new middle school is intended to serve the surrounding community (and beyond) and locating a school within a residential area supports neighborhood cohesion, recreational and sport opportunities, vehicular and pedestrian connections, and everyday guardianship.

c. There has been a change in conditions since the current land use designation came into effect.

The District acquired the majority of the subject parcels in 2009 and the remaining parcel in 2023. At the time, the site was designated as Moderate Density Residential and Open Space in the 1995 Comprehensive Plan. It was later reclassified as Single Family Residential in the 2015 Plan, and most recently as Neighborhood Residential Two in the 2024 Comprehensive Plan. With plans now underway for the development of Middle School No. 5, the District is requesting a land use redesignation to Public/Quasi-Public to support the proposed educational use.

Rezone Written Statement
ACC 18.68.040 Rezone (zoning map amendment) approval criteria:

A. The rezone implements the policies of the comprehensive plan; or

The proposed rezone - which would rezone 14 of the 15 parcels from Lakeland Hills South PUD to P-1 Public Use, and one parcel from R-2 Residential Low to P-1 Public Use - supports the policies of the *2024 Comprehensive Plan* by aligning with the associated Comprehensive Plan Land Use redesignation request for Public/Quasi-Public. The *2024 Comprehensive Plan* lists the P-1 Public Use zoning district as an implementing zoning designation for the Public/Quasi-Public Designation. Land within the City of Auburn is assigned a land use designation and implementing zoning district, which builds from previously adopted Comprehensive Plan Maps, the existing land use pattern, adopted subarea plans, topography, natural features, and targeted goals for shifting the character of specified areas.

B. The rezone is necessary due to a substantial change in circumstances since the current zoning; and

The proposed rezone is a necessary and logical action to align the site with land use objectives for the new middle school development. The current zoning designation, Lakeland Hills South PUD zoning, is intended for a mix of residential densities and flexible development standards, and R-2 zoning does not permit schools as an allowed land use.

C. The rezone bears a substantial relationship to the public health, safety, or welfare.

The Auburn School District serves a rapidly growing population across Auburn, Algona, Pacific, and Unincorporated King County. The rezone request supports the development of Middle School No. 5, which is anticipated to be completed and operational in 2027.

The new middle school will serve grades 6-8 and accommodate approximately 800 students in permanent facilities, along with an additional 250 students in 10 portable classrooms. The conceptual site plan for the school is sensitive to development needs and protection of critical areas. Key features include:

- New parking facilities for visitors, staff, students, and parents
- Designated bus pick up and drop off areas
- Two new recreational fields: one for track and field, lacrosse, football, and soccer, and the other for lacrosse, softball, and baseball
- Preservation of the existing wetland on the west side of the site
- Retention of dense tree populations along the west, south, and eastern boundaries

The new school will increase student capacity, meet current educational and facility standards, incorporate advanced technology systems, and expand opportunities for community use. Consequently, the rezone has a substantial and positive relationship to the public health, safety, and welfare of the students and residents of the City of Auburn and Auburn School District.

AUBURN SCHOOL DISTRICT – SITE 35

CRITICAL AREAS REPORT

Grette Associates LLC
ENVIRONMENTAL CONSULTANTS

AUBURN SCHOOL DISTRICT – SITE 35

CRITICAL AREAS REPORT

PREPARED FOR:

AUBURN SCHOOL DISTRICT
915 FOURTH ST. NE
AUBURN, WA 98002

PREPARED BY:

GRETTE ASSOCIATES LLC
2709 JAHN AVE. NW, STE. H5
GIG HARBOR, WA 98335-7999
(253) 573-9300

NOVEMBER 2023

CHAD WALLIN, PWS
BIOLOGIST

DATE

TABLE OF CONTENTS

1 INTRODUCTION 1
2 FEATURE SUMMARY 1
3 BACKGROUND 2
3.1 Existing Conditions 2
3.2 Local Critical Areas Inventory 2
3.3 National Wetlands Inventory 3
3.4 Sensitive Wildlife and Plants 3
3.5 State Water Classification System 3
3.6 Soil Information 3
4 METHODS 3
4.1 Hydrophytic Vegetation 4
4.2 Wetland Hydrology 4
4.3 Hydric Soils 5
5 PRECIPITATION ANALYSIS 5
6 WETLAND RESULTS 5
6.1 Wetland A 5
6.2 Wetland B 6
6.3 Wetland Categorization 6
6.4 Regulatory Considerations 7
6.5 Disclaimer 7
7 BIOLOGIST QUALIFICATIONS 8
7.1 Chad Wallin 8
8 REFERENCES 8

LIST OF FIGURES

Figure 1. Vicinity map 1

LIST OF TABLES

Table 1. Wetland delineation summary 2
Table 2. Definitions for USFWS plant indicator status 4
Table 3. WETS precipitation analysis 5
Table 4. Wetland rating and categorization summary 6

LIST OF APPENDICES

Appendix A. Wetland Delineation Map
Appendix B. Wetland Summaries
Appendix C. Wetland Datasheets
Appendix D: Wetland Rating Form
Appendix E: Queried Database Figures

1 INTRODUCTION

Grette Associates (Grette) is under contract with the Auburn School District to perform a wetland delineation and critical areas assessment at the Auburn School District's property known as Site 35 (Pierce County parcels 0520053055, 3014, 3034, 3036, 3006, 3035, 3016, 3040, 3001, 3041, 3015, 4081, 4080, 3060, and 4079; 2412443; Figure 1).

The purpose of this critical areas report is to document all wetlands, natural water features, and wildlife habitat areas (WHAs) that are located within 300 feet of the subject property. This report has been prepared in compliance with Chapter 16.10 of the Auburn Municipal Code (AMC) and is intended to serve as a baseline conditions report.

Figure 1. Vicinity map (subject property highlighted in yellow)

2 FEATURE SUMMARY

A Grette Associates qualified consultant visited the subject property on September 18, 2023 to conduct a critical areas reconnaissance within the subject property. In summary, two probable wetland features (Wetland A and Wetland B) were identified by Grette (Grette Associates 2023). Following the September 2023 reconnaissance, Grette completed a second site visit on October 25, 2023 to delineate the onsite wetland feature (Wetland A). No additional critical areas were identified during Grette's site visits.

Grette Associates collected wetland delineation data and delineated the onsite wetland feature (Wetland A; Appendix A) according to the procedures defined in the U.S. Army Corps of Engineers (USACE) *Federal Wetland Delineation Manual* (1987) and the USACE's *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)* (2010). The offsite wetland feature (Wetland B) was visually evaluated using the USACE's *Regional* Supplement

(2010). Wetlands were rated according to AMC 16.10.080 and the Washington State Department of Ecology's (Ecology) *Washington State Wetland Rating System for Western WA – 2014 Update: Version 2* (Hruby and Yahnke 2023). Wetland delineation summaries, field datasheets and wetland rating forms are presented in Appendices B, C and D, respectively. A summary of the identified wetlands is provided in Table 1.

Table 1. Wetland delineation summary

Feature	Cowardin Class[1]	Hydrology Modifier	HGM Class	Wetland Category	Buffer Width[2,3]
A	PEM/FO	Seasonally Flooded and Saturated	Depressional	III	110 ft.
B	PEM/SS	Seasonally Flooded and Saturated	Depressional	III	60 ft.

[1] Classification based on Cowardin et al. (1979).
[2] Buffers are based on AMC 16.10.090 and the habitat scores as determined from the rating form. The buffers also assume implementation of the mitigation measures in AMC 16.10.090(1)(a)(ii).
[3] Wetland A has a moderate habitat score while Wetland B has a low habitat score (Hruby and Yahnke 2024).

3 BACKGROUND

3.1 Existing Conditions

The subject property primarily consists of a large developed area that has historically consisted of a mix of residential homesites and commercial equipment storage areas. The residential homesites were removed in 2006, while the equipment storage was removed by 2009. Aerial imagery also shows that in 2009 the site was largely cleared and graded in preparation of site development. The 2009 development activities appear to include the construction of several stormwater ponds and ditches to manage runoff.

Undeveloped areas within the subject property are native forest predominantly consisting of Douglas fir (*Pseudotsuga menziesii*) and big-leaf maple (*Acer macrophyllum*) with an understory dominated largely by salal (*Gaultheria shallon*) and sword fern (*Polystichum munitum*; Figures 1 and 2).

Figure 2. General Forested Conditions

3.2 Local Critical Areas Inventory

The City of Auburn's online GIS database was queried to identify any potential critical areas on or within the vicinity of the subject property. This database did not have any critical area data available at the time of Grette's inquiry so Grette utilized Pierce County's Public GIS online database to identify any critical areas that are mapped at the local level.

According to Pierce County's database, there are no critical areas mapped within the subject property (Appendix E). Offsite wetland features mapped by Pierce County include Wetland B and a small wetland area located south of the subject property.

3.3 National Wetlands Inventory

The U.S. Fish and Wildlife Service's National Wetlands Inventory (NWI) was queried to determine if previously-identified wetlands are present within 300 feet of the subject property (USFWS 2023). According to the NWI Interactive Online Mapper, the southern portion of Wetland A and the general area of Wetland B are mapped by NWI (Appendix E). In addition, NWI maps two of the constructed stormwater ponds identified during Grette's site assessments.

3.4 Sensitive Wildlife and Plants

The Washington Department of Fish and Wildlife's (WDFW) Priority Habitats and Species (PHS) database on-line mapper was queried to determine if state or federally listed fish or wildlife species occur near the subject property (WDFW 2023). According to the PHS database, in addition to those features mapped by NWI, WDFW identifies the mapped wetland features as small waterfowl concentration areas (Appendix E). No additional PHS features (e.g., streams) are mapped in the vicinity of the subject property.

The Washington Department of Natural Resources' (WDNR) Wetlands of High Conservation Value mapper was queried to determine if the subject property occurs in a location reported to contain high quality natural heritage wetland occurrences or occurrences of natural heritage features commonly associated with wetlands (WDNR 2023a). According to WDNR's mapper, there are no records of rare plants or high-quality native ecosystems occurring on or in the vicinity of the subject property (Appendix E).

3.5 State Water Classification System

The WDNR's Forest Practice Application Mapping Tool on-line mapper was queried to identify the water typing of any streams mapped by WDNR (WDNR 2023b). According to WDNR, the central portion of Wetland B is mapped to provide potential fish (i.e., Type-F) but does not map any other type of natural water feature (e.g., streams) in the vicinity of the subject property.

3.6 Soil Information

According to the Natural Resources Conservation Service's (NRCS) Web Soil Survey (NRCS 2023a), the soils within the subject property consists of Alderwood gravelly sandy loam (8-15 percent slopes) and Alderwood gravelly sandy loam (15-30 percent slopes; Appendix E). Neither of these soil units are mapped as hydric by the NRCS.

4 METHODS

The identified onsite wetland was delineated according to the procedures described in the USACE's *Federal Wetland Delineation Manual* (1987), and the USACE's *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)* (2010). Paired data plots and soil test pits were excavated to evaluate wetland and upland conditions. Guidance from the USACE's *Regional Supplement* was used to evaluate the data at each data point.

The boundary of the wetland was established based on changes in vegetation, field indicators of hydric soils, water levels at or below 12 inches, topographic changes, and best professional judgment. Data plots were established in and adjacent to the wetland. The location of the wetland boundary was defined by placement of florescent orange flagging tape. The location of each data plot was defined by the placement of pink flagging tape. The wetland boundary flagging was labeled alpha-numerically (i.e. A-2), where the letter designates the wetland and the number designates the specific flag angle point.

Plants were determined to be more or less associated with wetlands based on their wetland indicator (FAC) status. The percent dominance for each plant strata was determined using the 50-20 Rule, which is the recommended method for selecting dominant species from a plant community in instances where quantitative data are available (USACE 2010). In utilizing this rule, dominants are the most abundant species that individually or collectively accounts for more than 50 percent of the total coverage of vegetation in the stratum plus any other species that, by itself accounts for at least 20 percent of the total.

4.1 Hydrophytic Vegetation

The U.S. Fish and Wildlife Service (USFWS) and the NWI have established a rating system that has been applied to commonly occurring plant species on the basis of their frequency of occurrence in wetlands (Table 3). Species indicator status expresses the range in which plants may occur in wetlands and non-wetlands (uplands). Under this system, vegetation is considered hydrophytic when there is an indicator status of facultative (FAC), facultative wetland (FACW) or obligate wetland (OBL) (Table 2). The hydrophytic vegetation criterion for wetland determination is met when ***more than*** 50 percent of the dominant species in the plant community are FAC or wetter. The USACE's *National Wetland Plant List* (USACE 2020) was used to determine vegetation indicator status.

Table 2. Definitions for USFWS plant indicator status

Plant Indicator Status Category	Indicator Status Abbreviation	Definition (Estimated Probability of Occurrence)
Obligate Upland	UPL	Occur rarely (<1 percent) in wetlands, and almost always (>99 percent) in uplands
Facultative Upland	FACU	Occur sometimes (1 percent to <33 percent) in wetlands, but occur more often (>67 percent to 99 percent) in uplands
Facultative	FAC	Similar likelihood (33 percent to 67 percent) of occurring in both wetlands and uplands
Facultative Wetland	FACW	Occur usually in wetlands (>67 percent to 99 percent), but also occur in uplands (1 percent to 33 percent)
Obligate Wetland	OBL	Occur almost always (>99 percent) in wetlands, but rarely occur in uplands (<1 percent)
Not Listed	NL	Not listed due to insufficient information to determine status

4.2 Wetland Hydrology

Evidence of permanent or periodic inundation (water marks, drift lines, drainage patterns), or soil saturation to the surface for 14 consecutive days or more during the growing season meets the hydrology criterion. Oxidized root channels in the top 12 inches and hydrogen sulfide are primary indicators and water-stained leaves and geomorphic position are secondary indicators of wetland hydrology.

4.3 Hydric Soils

Soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper soil horizons are considered hydric soils. Field indicators include histosols, the presence of a histic epipedon, a sulfidic odor, low soil chroma, and gleying. Soil conditions were compared to the Field Indicators of Hydric Soils detailed in the USACE's *Regional Supplement*.

5 PRECIPITATION ANALYSIS

During the site assessment, the Tacoma #1 National Weather Station (NWS Station 458278) recorded 0.57 inches of rainfall (NRCS 2023b). In the 14 days preceding the site assessment, 1.49 inches of rainfall was recorded at the station (NRCS 2023b).

The total precipitation recorded at the Tacoma station from October 1, 2022 through September 30,2023 (30.18 inches) was approximately 74 percent of the normal rainfall (40.81 inches) that occurs during the same time (NOAA 2023 and NRCS 2023b).

Table 3 below presents an analysis of the appropriate NRCS WETS table (NRCS 2023b) for the three months preceding the field investigation.

Table 3. WETS precipitation analysis

Preceding Month	WETS Rainfall Percentile (inches)		Measured Rainfall[1] (inches)	Conditions[2]	Condition Value[3]	Month Weight	Value
	30%	70%					
October	2.50	4.76	2.67	Normal	2	3	6
September	0.59	1.78	2.49	Wet	3	2	6
August	0.27	0.85	0.26	Dry	1	1	1
						Sum:	13

[1] Observed rainfall for the month (NOAA 2016b)
[2] Dry conditions are below 30% WETS table value, Normal conditions are between 30% and 70% of the WETS table values, Wet conditions are above 70% of the WETS table value.
[3] Dry equals a value of 1, normal equals a value of 2, wet equals a value of 3
[4] Due to the timing of the site assessment, October precipitation results were included in this analysis.

Bins were established to evaluate the overall rainfall period during the field investigation; drier (sum is 6-9), normal (sum is 10-14), wet (sum is 15-18). A sum of 13 indicates that hydrologic conditions are normal.

6 WETLAND RESULTS

6.1 Wetland A

Wetland A is a palustrine emergent and forested wetland that originates in the northwest portion of the subject property (Appendix A). This wetland feature contains both depressional and slope geomorphic and hydrologic wetland characteristics.

Historically, Wetland A and Wetland B were potentially one contiguous feature; however, as land development activities began to occur overtime, a disconnection between these two wetland areas was established. Namely through historical clearing and grading and the construction of a maintenance access road.

Wetland A receives seasonal overflow from Wetland B through an approximate 18-inch culvert situated beneath a maintenance road that provides access to one of the constructed stormwater ponds within the subject property (Appendix A). Surface water discharged to Wetland A appears to sheet flow and infiltrate across the wetland. No defined channelization was observed within Wetland A during Grette's site visits. Any seasonal ponding that occurs within Wetland A is likely limited to small depressional areas that are located throughout the wetland.

Based on aerial imagery and Pierce County's wetland database, Wetland A extends south of the subject property towards Lake Tapps. More specifically, Grette delineated the wetland boundary extending to the southern edge of the subject property where it continues downslope towards a previously delineated offsite wetland mapped by Pierce County (Appendix A).

6.2 Wetland B

Wetland B is an offsite palustrine emergent/scrub-shrub wetland that is situated within a distinct topographic depression (Appendix A). Based on aerial imagery, the eastern portion of Wetland B contains an area of seasonal ponding that occurs for a large duration of the year and only appears to dry out during the peak of the summer season. The remaining wetland area appears to be seasonally saturated.

Seasonal discharge from Wetland B appears to be conveyed to Wetland A from a ditch and through an approximately 18-inch culvert. As noted above, the area where these conveyance features are located appear to have been manipulated over time to manage seasonal surface water flows. According to lidar imagery (WDNR 2023b), there is a well-defined linear ditch that extends from the eastern portion of Wetland B to the culvert beneath the existing maintenance road (Appendix A).

6.3 Wetland Categorization

To determine the categorization of the wetlands based on function, the wetland classification guidelines in Ecology's wetland rating system (Hruby and Yahnke 2023) were used. Based on this guidance, each wetland was given a score for each of three functions: Water Quality, Hydrology, and Habitat (Table 4).

Table 4. Wetland rating and categorization summary

Feature	Cowardin Class	HGM Class	Water Quality	Hydrology	Habitat	Total	Category
Wetland A	PEM/FO	Depressional	7	6	6	19	III
Wetland B	PEM/SS	Depressional	7	6	5	18	III

Per Chapter 16.10 of the AMC, wetlands are subject to a buffer to protect the integrity and function of said feature and are based on the quality of the habitat function they provide. Wetland A provides moderate habitat function due to the special habitat features available within the wetland (Hruby and Yahnke 2023). However, while in close proximity, Wetland B does not have the diversity of special habitat features compared to Wetland A. As a result, Wetland B provides low habitat function.

According to AMC 16.10.090, in addition to their habitat score, wetland buffers are also determined based on whether or not the mitigation measures outlined in AMC

16.10.090(1)(a)(ii) are used. If the applicable measures are adopted in a proposed site design, a Category III wetland providing low habitat function would be subject to a 60-foot buffer and a Category III wetland providing moderate habitat function would be subject to a 110-foot buffer. In the event a proposed project does not include the applicable mitigation measures, the buffers would be 80 feet and 150 feet, respectively.

6.4 Regulatory Considerations

Wetlands are regulated by agencies at the local, state, and federal levels. At the local level, wetlands and their associated buffers within the City of Auburn are regulated under their critical areas ordinance (Chapter 16.10 of the ACC).

At the state level, wetlands are regulated by the Washington State Department of Ecology through the federal Clean Water Act (Section 401) and the State Water Pollution Control Act (RCW 90.48). The requirement for a Water Quality Certification from Ecology for wetland impacts is triggered by an applicant's applying for a federal Clean Water Act Section 404 permit from the USACE. Ecology may also issue an Administrative Order through RCW 90.48, allowing them wetland regulatory authority without a federal nexus.

Additionally, WDFW regulates work within state waters to protect fish life under the State's Hydraulic Code (RCW 77.55) through the Hydraulic Project Approval (HPA) program.

At the federal level, impacts (specifically dredging or filling) to wetlands are regulated by the Environmental Protection Agency through the US Army Corps of Engineers. The USACE administers the federal Clean Water Act (Section 404) for projects involving dredging or filling in Waters of the US (lakes, streams, marine waters, and most non-isolated wetlands).

While it is the regulatory agencies that make the final determination regarding jurisdictional status, project proponents can infer jurisdiction using the guidance provided by each agency or local government. This inference can be used to design a project based on the anticipated regulatory constraints within the project area. However, it is the project proponent's responsibility to contact each potential regulating agency and confirm their regulatory status and requirements.

6.5 Disclaimer

The findings and conclusions documented in this report have been prepared for specific application to this proposed project site. They have been developed in a manner consistent with that level of care and skill normally exercised by members of the environmental science profession currently practicing under similar conditions in the area. Our work was also performed in accordance with the terms and conditions set forth in our proposal. The conclusions and recommendations presented in this report are professional opinions based on an interpretation of information currently available to us and are made within the operation scope, budget, and schedule of this project. No warranty, expressed or implied, is made. In addition, changes in government codes, regulations, or laws may occur. Because of such changes, our observations and conclusions applicable to this site may need to be revised wholly or in part.

Wetland boundaries are based on conditions present at the time of the site visit and considered preliminary until the flagged wetland and/or drainage boundaries are validated

by the appropriate jurisdictional agencies. Validation of the boundaries by the regulating agencies provide a certification, typically in writing, that the wetland boundaries verified are the boundaries that will be regulated by the agencies until a specific date or until the regulations are modified. Only the regulating agencies can provide this certification.

Since wetlands are dynamic communities affected by both natural and human activities, changes in wetland boundaries may be expected. Because of such changes, our observations and conclusions applicable to this site may need to be revised wholly or in part.

7 BIOLOGIST QUALIFICATIONS

7.1 Chad Wallin

Chad Wallin is a Biologist with extensive training in wetland science and ecology restoration. Chad also has professional experience in stream and fish restoration, marine monitoring, mitigation monitoring, and fish and wildlife assessments.

Chad has earned a Bachelor's of Arts degree in Environmental Studies from the University of Washington along with certificates in ecology restoration and wetland science and management. Chad is also a certified Professional Wetland Scientist through the Society of Wetland Scientists.

For a list of representative projects, please contact him at Grette Associates.

8 REFERENCES

Cowardin, L. M., V. Carter, F. C. Golet, and E. T. LaRoe. 1979. Classification of Wetlands and Deepwater Habitats for the United States. FWS/OBS-79/31, U.S. Department of Interior, Fish and Wildlife Service. Washington D.C.

Environmental Laboratory (Corps). 1987. Corps of Engineers Wetlands Delineation Manual. Technical Report Y-87-1, US Army Engineer Waterways Experiment Station, Vicksburg, Mississippi.

Grette Associates, LLC. 2023. Site 35 – Wetland Reconnaissance: Technical Memorandum. Prepared Auburn School District. September 18, 2023.

Hruby, T. & Yahnke, A. 2023. Washington State Wetland Rating System for Western Washington: 2014 Update (Version 2). Publication #23-06-009. Washington Department of Ecology.

National Oceanic and Atmospheric Administration (NOAA). 2023. National Climate Data Center (NCDC). Normal Climatological Report: Water Year Data. Accessed October 26, 2023. URL: www.ncdc.noaa.gov

Natural Resource Conservation Service (NRCS). 2023a. United States Department of Agriculture. Web Soil Survey [map online]. Queried October 30, 2023. URL: http://websoilsurvey.nrcs.usda.gov/

Natural Resource Conservation Service (NRCS). 2018b. Climate Data for Pierce County, WA. National Water and Climate Center. Tacoma - No. 1 NWS Station (458278). Accessed October 26, 2023. URL: https://agacis.rcc-acis.org/?fips=53053

U.S. Army Corps of Engineers (USACE). 2020. National Wetland Plant List, version 3.5. http://wetland-plants.usace.army.mil/ U.S. Army Corps of Engineers, Engineer Research and Development Center. Cold Regions Research and Engineering Laboratory, Hanover, NH.

U.S. Army Corps of Engineers (USACE). 2010. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*, ed. J. S. Wakeley, R. W. Lichvar, and C. V. Noble. ERDC/EL TR-10-3. Vicksburg, MS: U.S. Army Engineer Research and Development Center.

U.S. Fish and Wildlife Service (USFWS). 2023. Wetland Mapper [map online]. National Wetlands Inventory Queried October 26, 2023. URL: http://www.fws.gov/wetlands/Wetlands-Mapper.html Interactive Layer = "Wetlands".

Washington Department of Fish and Wildlife (WDFW). 2023. PHS on the Web [map online]. Priority Habitats and Species Queried October 30, 2023. URL: http://wdfw.wa.gov/mapping/phs/.

Washington Department of Natural Resources (WDNR). 2023a. Wetlands of High Conservation Value Mapper [map online]. Queried October 30, 2023. URL: https://www.dnr.wa.gov/NHPwetlandviewer

Washington Department of Natural Resources (WDNR). 2023b. Forest Practices Application Mapping Tool [map online]. Streams and Water Type Breaks. Queried October 30, 2023. URL: https://fortress.wa.gov/dnr/protectiongis/fpamt/index.html

AUBURN SCHOOL DISTRICTS – SITE 35

CRITICAL AREAS REPORT

APPENDIX A: WETLAND DELINEATION MAP

AUBURN SCHOOL DISTRICT - SITE 36

A PORTION OF THE SE 1/4 & THE SW 1/4 OF THE SW 1/4 & THE SE 1/4 OF THE SE 1/4 OF SEC. 05, TWN. 20 N., RGE. 5 E. W.M.

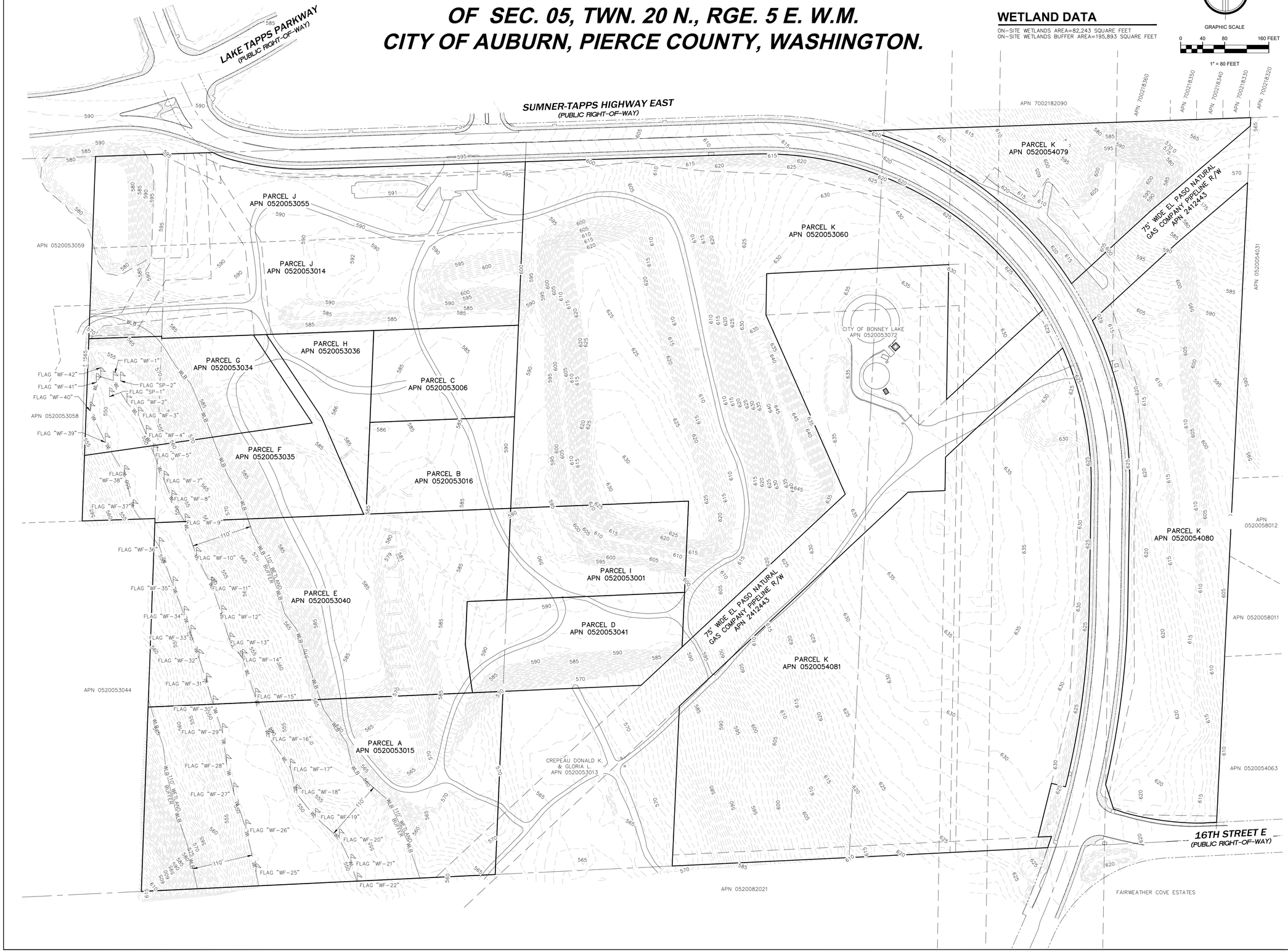
CITY OF AUBURN, PIERCE COUNTY, WASHINGTON.

WETLAND DATA

ON-SITE WETLANDS AREA=82,243 SQUARE FEET
ON-SITE WETLANDS BUFFER AREA=195,893 SQUARE FEET

N

GRAPHIC SCALE
0 40 80 160 FEET
1" = 80 FEET



AHBL
TACOMA · SEATTLE · SPOKANE · TRI-CITIES

2215 North 30th Street, Suite 200 Tacoma, WA 98403
253.383.2422 TEL 253.383.2572 FAX www.ahbl.com WEB

Project Title:
AUBURN SCHOOL DISTRICT SITE 36

Client:
AUBURN SCHOOL DISTRICT NO. 408

915 FOURTH STREET NE
AUBURN, WA 98002-4499

JEFFREY L. GROSE

Job No.
2220870.50

Issue Set & Date:

FEBRUARY 6, 2023

DAVID C. FOLLANSBEE
STATE OF WASHINGTON
REGISTERED PROFESSIONAL LAND SURVEYOR

11/13/2023

NOTICE
ALTERATION OF THIS DOCUMENT SHALL INVALIDATE THE PROFESSIONAL SEAL AND SIGNATURE. PERMISSION OF OWNER/AUTHOR DOES NOT DESIGNATE THEM AS EXPERTS OR AUTHORITIES FOR USE OF DOCUMENTS. FOR USE ONLY FOR THE PROJECT IDENTIFIED IN THE TITLE BLOCK AND IS NOT TO BE USED FOR REPAIR, REMODEL OR ADDITION TO THAT PROJECT OR FOR ANY OTHER PROJECT.

4 _____

3 _____

2 11/13/23 (SR) - ADDED WETLAND 110' BUFFER

1 11/06/23 (FS) - ADDED WETLAND FLAGS AND BOUNDARY

Revisions:

Sheet Title:
OVERALL PARCEL AND TOPOGRAPHIC SURVEY

Designed by:	Drawn by:	Checked by:
	FS	DF

Sheet No.
1
1 of 1 Sheets

AUBURN SCHOOL DISTRICTS – SITE 35

CRITICAL AREAS REPORT

APPENDIX B: WETLAND SUMMARY

WETLAND A SUMMARY	
Approximate Size (sq. ft.):	-
Cowardin Classification[1]:	PEM/FO
HGM Classification[2]:	Depressional
Wetland Category[3]:	III
Wetland Buffer Width[4]:	110 ft./150 ft.
Sample Plot Total[5]:	3
Hydrophytic Vegetation Present (Y/N)?	Yes
Hydric Soil Indicator?	*Depleted Matrix*
Wetland Hydrology Present?	Yes

Summary of Findings	
Dominant Vegetation:	The forested area predominately consists of a red alder (*Alnus rubra*) black cottonwood (*Populus* balsamifera) with an understory of largely consisting of red-osier dogwood (*Cornus sericea*) salmonberry (*Rubus spectabilis*) and slough sedge (*Carex obnupta*).
Soil Profile:	The soils observed in the wetland consisted of a surface layer (0-5 inches) of very dark brown (10YR2/2) silty loam with a layer (5-18 inches) of brown (10YR4/2) sandy silt containing prominent strong brown (7.5YR4/6) redox concentrations beneath.
Primary Hydrological Support:	Hydrologic support for Wetland A is primarily provided by shallow groundwater and seasonal discharge from Wetland B.

Wetland Data Plot:	**Upland Data Plot:**

Notes:
[1] Classification based on Cowardin et al. (1979).
[2] HGM classification based on Brinson, M.M. (1993) and Ecology's rating system (Hruby and Yahnke 2023).
[3] Wetland rating was determined based on the guidelines defined in the local municipal code.
[4] Wetland buffer was determined based on the local municipal code.
[5] Sample plot total includes the collective amount of wetland and upland samples plots examined to define the wetland boundary.

WETLAND B SUMMARY	
Approximate Size (sq. ft.):	-
Cowardin Classification[1]:	PEM/SS
HGM Classification[2]:	Depressional
Wetland Category[3]:	III
Wetland Buffer Width[4]:	60 ft./80 ft.
Sample Plot Total[5]:	N/A
Hydrophytic Vegetation Present (Y/N)?	Yes
Hydric Soil Indicator?	Not Evaluated
Wetland Hydrology Present?	Yes

Summary of Findings	
Dominant Vegetation:	Based on aerial imagery, Wetland B appears to predominantly consist of emergent vegetation within patches of shrub vegetation intermixed throughout.
Soil Profile:	Given its offsite location, soils were not evaluated.
Primary Hydrological Support:	Hydrologic support for Wetland B appears to be direct precipitation and shallow groundwater. Additional support potentially includes stormwater discharge from the surrounding areas.

Wetland Data Plot:	**Upland Data Plot:**
N/A	N/A

Notes:
[1] Classification based on Cowardin et al. (1979).
[2] HGM classification based on Brinson, M.M. (1993) and Ecology's rating system (Hruby and Yahnke 2023).
[3] Wetland rating was determined based on the guidelines defined in the local municipal code.
[4] Wetland buffer was determined based on the local municipal code.
[5] Sample plot total includes the collective amount of wetland and upland samples plots examined to define the wetland boundary.

AUBURN SCHOOL DISTRICTS – SITE 35

CRITICAL AREAS REPORT

APPENDIX C: WETLAND DATASHEETS

WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region

Project Site: Site 35 - Auburn SD
City/County: Auburn / Pierce
Sampling Date: 10/25/23
Applicant/Owner: Auburn School District
State: WA
Sampling Point: SP-1
Investigator(s): Wallin
Section, Township, Range: _____
Landform (hillslope, terrace, etc.): Depression / slope
Local relief (concave, convex, none): ____
Slope (%): ____
Subregion (LRR): _____
Lat: _____
Long: _____
Datum: _____
Soil Map Unit Name: _____
NWI classification: _____
Are climatic / hydrologic conditions on the site typical for this time of year? Yes ☐ No ☐ (If no, explain in Remarks.)
Are Vegetation ☐, Soil ☐, or Hydrology ☐, significantly disturbed? Are "Normal Circumstances" present? Yes ☒ No ☐
Are Vegetation ☐, Soil ☐, or Hydrology ☐, naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ☒	No ☐	Is the Sampled Area within a Wetland? Yes ☒ No ☐
Hydric Soil Present?	Yes ☒	No ☐	
Wetland Hydrology Present?	Yes ☒	No ☐	

Remarks:

VEGETATION – Use scientific names of plants

Tree Stratum (Plot size: 30')	Absolute % Cover	Dominant Species?	Indicator Status
1. ALRU	40%	Y	FAC
2. PIBA	25%	Y	FAC
3.			
4.			
50% = ____, 20% = ____		= Total Cover	
Sapling/Shrub Stratum (Plot size: 15')			
1. RUSP	20%	Y	FAC
2.			
3.			
4.			
5.			
50% = ____, 20% = ____		= Total Cover	
Herb Stratum (Plot size: ____)			
1. CAOB	60%	Y	OBL
2. RARE	10%	N	FAC
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
50% = ____, 20% = ____		= Total Cover	
Woody Vine Stratum (Plot size: ____)			
1.			
2.			
50% = ____, 20% = ____		= Total Cover	

% Bare Ground in Herb Stratum ±30%

Dominance Test Worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 4 (A)

Total Number of Dominant Species Across All Strata: 4 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 100% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	____	x1 =	____
FACW species	____	x2 =	____
FAC species	____	x3 =	____
FACU species	____	x4 =	____
UPL species	____	x5 =	____
Column Totals:	____ (A)		____ (B)

Prevalence Index = B/A = ____

Hydrophytic Vegetation Indicators:

- ☐ 1 – Rapid Test for Hydrophytic Vegetation
- ☒ 2 - Dominance Test is >50%
- ☐ 3 - Prevalence Index is ≤3.0[1]
- ☐ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants[1]
- ☐ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ☒ No ☐

Remarks:

Project Site: _____

SOIL

Sampling Point: SP-1

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)	Matrix %	Redox Features Color (moist)	Redox %	Type[1]	Loc[2]	Texture	Remarks
0-5	10YR2/2	100%					silty loam	
5-18"+	7.5YR2/2	95%	7.5YR4/6	5%	C	M	sandy silt	

[1]Type: C= Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains. [2]Location: PL=Pore Lining, M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☒ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Mucky Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) **(except MLRA 1)**
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Very Shallow Dark Surface (TF12)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type: _____

Depth (inches): _____

Hydric Soils Present? Yes ☒ No ☐

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift Deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) **(except MLRA 1, 2, 4A, and 4B)**
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☒ Oxidized Rhizospheres along Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stresses Plants (D1) **(LRR A)**
- ☐ Other (Explain in Remarks)

Secondary Indicators (2 or more required)

- ☐ Water-Stained Leaves (B9) **(MLRA 1, 2, 4A, and 4B)**
- ☐ Drainage Patterns (B10)
- ☐ Dry-Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-Neutral Test (D5)
- ☐ Raised Ant Mounds (D6) **(LRR A)**
- ☐ Frost-Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ☐	No ☒	Depth (inches): _____		
Water Table Present?	Yes ☐	No ☒	Depth (inches): _____		
Saturation Present? (includes capillary fringe)	Yes ☐	No ☒	Depth (inches): _____	**Wetland Hydrology Present?**	Yes ☒ No ☐

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks: Soils moist

WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region

Project Site: Site 35 City/County: Auburn / Pierce Sampling Date: 10-25-23
Applicant/Owner: Auburn SD. State: WA Sampling Point: SP-2
Investigator(s): Walter Section, Township, Range: ____
Landform (hillslope, terrace, etc.): Slope Local relief (concave, convex, none): ____ Slope (%): ____
Subregion (LRR): ____ Lat: ____ Long: ____ Datum: ____
Soil Map Unit Name: ____ NWI classification: ____
Are climatic / hydrologic conditions on the site typical for this time of year? Yes ☐ No ☐ (If no, explain in Remarks.)
Are Vegetation ☐, Soil ☐, or Hydrology ☐, significantly disturbed? Are "Normal Circumstances" present? Yes ☒ No ☐
Are Vegetation ☐, Soil ☐, or Hydrology ☐, naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ☒	No ☐	Is the Sampled Area within a Wetland? Yes ☐ No ☒
Hydric Soil Present?	Yes ☐	No ☒	
Wetland Hydrology Present?	Yes ☐	No ☒	

Remarks:

VEGETATION – Use scientific names of plants

Tree Stratum (Plot size: 30')	Absolute % Cover	Dominant Species?	Indicator Status
1. POBA	20%	Y	FAC
2. ALRU	20%	Y	FAC
3. DOME	10%	N	FACW
4. FRLA	10%	N	FACW
50% = ____, 20% = ____	60%	= Total Cover	

Sapling/Shrub Stratum (Plot size: 15')	Absolute % Cover	Dominant Species?	Indicator Status
1. OBCE	20%	Y	FACW
2. RUSP	20%	Y	FAC
3.			
4.			
5.			
50% = ____, 20% = ____	40%	= Total Cover	

Herb Stratum (Plot size: ____)	Absolute % Cover	Dominant Species?	Indicator Status
1. POMU	40%	Y	FACW
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
50% = ____, 20% = ____		= Total Cover	

Woody Vine Stratum (Plot size: ____)	Absolute % Cover	Dominant Species?	Indicator Status
1.			
2.			
50% = ____, 20% = ____		= Total Cover	

% Bare Ground in Herb Stratum ____

Dominance Test Worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 3 (A)

Total Number of Dominant Species Across All Strata: 5 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 60% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	____	x1 =	____
FACW species	____	x2 =	____
FAC species	____	x3 =	____
FACU species	____	x4 =	____
UPL species	____	x5 =	____
Column Totals:	____ (A)		____ (B)

Prevalence Index = B/A = ____

Hydrophytic Vegetation Indicators:

- ☐ 1 – Rapid Test for Hydrophytic Vegetation
- ☒ 2 - Dominance Test is >50%
- ☐ 3 - Prevalence Index is ≤3.0[1]
- ☐ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants[1]
- ☐ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ☒ No ☐

Remarks:

Project Site: ____

Sampling Point: SP-2

SOIL

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)	Matrix %	Redox Features Color (moist)	Redox %	Type[1]	Loc[2]	Texture	Remarks
0-16"	10YR 3/2	100%					gravelly loam	

[1]Type: C= Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains. [2]Location: PL=Pore Lining, M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Mucky Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) **(except MLRA 1)**
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Very Shallow Dark Surface (TF12)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type: ____

Depth (inches): ____

Hydric Soils Present? Yes ☐ No ☒

Remarks: No redox observed, ± 28"-36" inches above SP-1's elevation

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift Deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) **(except MLRA 1, 2, 4A, and 4B)**
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres along Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stresses Plants (D1) **(LRR A)**
- ☐ Other (Explain in Remarks)

Secondary Indicators (2 or more required)

- ☐ Water-Stained Leaves (B9) **(MLRA 1, 2, 4A, and 4B)**
- ☐ Drainage Patterns (B10)
- ☐ Dry-Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-Neutral Test (D5)
- ☐ Raised Ant Mounds (D6) **(LRR A)**
- ☐ Frost-Heave Hummocks (D7)

Field Observations:

Surface Water Present? Yes ☐ No ☒ Depth (inches): ____

Water Table Present? Yes ☐ No ☒ Depth (inches): ____

Saturation Present? (includes capillary fringe) Yes ☐ No ☒ Depth (inches): ____

Wetland Hydrology Present? Yes ☐ No ☒

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks: Soils dry

WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region

Project Site: Site - 35 City/County: Auburn / Pierce Sampling Date: 10-25-23
Applicant/Owner: Auburn SD State: WA Sampling Point: SP-3
Investigator(s): [illegible] Section, Township, Range: _____
Landform (hillslope, terrace, etc.): Depressional / Slope Local relief (concave, convex, none): ____ Slope (%): ____
Subregion (LRR): _____ Lat: _____ Long: _____ Datum: _____
Soil Map Unit Name: _____ NWI classification: _____
Are climatic / hydrologic conditions on the site typical for this time of year? Yes ☐ No ☐ (If no, explain in Remarks.)
Are Vegetation ☐, Soil ☐, or Hydrology ☐, significantly disturbed? Are "Normal Circumstances" present? Yes ☒ No ☐
Are Vegetation ☐, Soil ☐, or Hydrology ☐, naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ☒ No ☐	Is the Sampled Area within a Wetland? Yes ☒ No ☐
Hydric Soil Present?	Yes ☒ No ☐	
Wetland Hydrology Present?	Yes ☒ No ☐	

Remarks:

VEGETATION – Use scientific names of plants

Tree Stratum (Plot size: 30')	Absolute % Cover	Dominant Species?	Indicator Status
1. ALRU	20%	Y	FAC
2. SALA	20%	Y	FACW
3.			
4.			
50% = ____, 20% = ____		= Total Cover	
Sapling/Shrub Stratum (Plot size: 15')			
1. RUSP	30%	Y	FAC
2. COSE	50%	Y	FACW
3.			
4.			
5.			
50% = ____, 20% = ____	80%	= Total Cover	
Herb Stratum (Plot size: 5')			
1. CAOB	75%	Y	OBL
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
50% = ____, 20% = ____		= Total Cover	
Woody Vine Stratum (Plot size: ____)			
1.			
2.			
50% = ____, 20% = ____		= Total Cover	
% Bare Ground in Herb Stratum ____			

Dominance Test Worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC:	5	(A)
Total Number of Dominant Species Across All Strata:	5	(B)
Percent of Dominant Species That Are OBL, FACW, or FAC:	100%	(A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:
OBL species	____	x1 = ____
FACW species	____	x2 = ____
FAC species	____	x3 = ____
FACU species	____	x4 = ____
UPL species	____	x5 = ____
Column Totals:	____ (A)	____ (B)

Prevalence Index = B/A = ____

Hydrophytic Vegetation Indicators:

- ☐ 1 – Rapid Test for Hydrophytic Vegetation
- ☒ 2 - Dominance Test is >50%
- ☐ 3 - Prevalence Index is ≤3.0[1]
- ☐ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants[1]
- ☐ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ☒ No ☐

Remarks: Patches of skunk cabbage w/10' of plot.

Project Site: _____

Sampling Point: SP23

SOIL

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)	Matrix %	Redox Features Color (moist)	Redox %	Type[1]	Loc[2]	Texture	Remarks
0-10	10YR2/1	100%					loamy silt	
10-16+	7.5YR 4/2	85%	7.5YR5/1	15%	D	M	clay silt	

[1]Type: C= Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains. [2]Location: PL=Pore Lining, M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Mucky Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) **(except MLRA 1)**
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Very Shallow Dark Surface (TF12)
- ☒ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type: _____

Depth (inches): _____

Hydric Soils Present? Yes ☒ No ☐

Remarks:

Green veg. & geo position, soils appear to meet the fedr. definition of a hydric soil,

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift Deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) **(except MLRA 1, 2, 4A, and 4B)**
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres along Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stresses Plants (D1) **(LRR A)**
- ☐ Other (Explain in Remarks)

Secondary Indicators (2 or more required)

- ☐ Water-Stained Leaves (B9) **(MLRA 1, 2, 4A, and 4B)**
- ☐ Drainage Patterns (B10)
- ☐ Dry-Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☒ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☒ FAC-Neutral Test (D5)
- ☐ Raised Ant Mounds (D6) **(LRR A)**
- ☐ Frost-Heave Hummocks (D7)

Field Observations:

Surface Water Present? Yes ☐ No ☐ Depth (inches): _____

Water Table Present? Yes ☐ No ☐ Depth (inches): _____

Saturation Present? (includes capillary fringe) Yes ☐ No ☐ Depth (inches): _____

Wetland Hydrology Present? Yes ☒ No ☐

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

AUBURN SCHOOL DISTRICTS – SITE 35

CRITICAL AREAS REPORT

APPENDIX D: WETLAND RATING FORM

Wetland name or number A

RATING SUMMARY – Western Washington

Name of wetland (or ID #): Wetland A Date of site visit: 10/25/23 9/7/23 ?

Rated by Wallin Trained by Ecology? X Yes ___ No Date of training 2014

HGM Class used for rating Depressional Wetland has multiple HGM classes? X Y ___ N

NOTE: Form is not complete without the required figures (figures can be combined).
Source of base aerial photo/map Google Earth

OVERALL WETLAND CATEGORY III (based on functions X or special characteristics ___)

1. Category of wetland based on FUNCTIONS

___ **Category I** – Total score = 23 - 27

___ **Category II** – Total score = 20 - 22

X **Category III** – Total score = 16 - 19

___ **Category IV** – Total score = 9 - 15

FUNCTION	Improving Water Quality	Hydrologic	Habitat	
	Circle the appropriate ratings			
Site Potential	H (M) L	H (M) L	H (M) L	
Landscape Potential	H (M) L	H (M) L	H (M) L	
Value	(H) M L	H (M) L	H (M) L	**TOTAL**
Score Based on Ratings	7	6	6	19

Score for each function based on three ratings (order of ratings is not important)

9 = H, H, H
8 = H, H, M
7 = H, H, L
7 = H, M, M
6 = H, M, L
6 = M, M, M
5 = H, L, L
5 = M, M, L
4 = M, L, L
3 = L, L, L

2. Category based on SPECIAL CHARACTERISTICS of wetland

CHARACTERISTIC	CATEGORY
Estuarine	I II
Wetland of High Conservation Value	I
Bog	I
Mature Forest	I
Old Growth Forest	I
Coastal Lagoon	I II
Interdunal	I II III IV
None of the above	N/A

Wetland name or number A

Maps and figures required to answer questions correctly for Western Washington

Depressional Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	D 1.3, H 1.1, H 1.4	1
Hydroperiods	D 1.4, H 1.2	1
Location of outlet *(can be added to map of hydroperiods)*	D 1.1, D 4.1	1
Boundary of area within 150 ft of the wetland *(can be added to another figure)*	D 2.2, D 5.2	1
Map of the contributing basin	D 4.3, D 5.3	2
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	2
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	D 3.1, D 3.2	3
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	D 3.3	4

Riverine Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	H 1.1, H 1.4	
Hydroperiods	H 1.2	
Ponded depressions	R 1.1	
Boundary of area within 150 ft of the wetland *(can be added to another figure)*	R 2.4	
Plant cover of trees, shrubs, and herbaceous plants	R 1.2, R 4.2	
Width of unit vs. width of stream *(can be added to another figure)*	R 4.1	
Map of the contributing basin	R 2.2, R 2.3, R 5.2	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	R 3.1	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	R 3.2, R 3.3	

Lake Fringe Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	L 1.1, L 4.1, H 1.1, H 1.4	
Plant cover of trees, shrubs, and herbaceous plants	L 1.2	
Boundary of area within 150 ft of the wetland *(can be added to another figure)*	L 2.2	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	L 3.1, L 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	L 3.3	

Slope Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	H 1.1, H 1.4	
Hydroperiods	H 1.2	
Plant cover of **dense** trees, shrubs, and herbaceous plants	S 1.3	
Plant cover of **dense, rigid** trees, shrubs, and herbaceous plants *(can be added to figure above)*	S 4.1	
Boundary of 150 ft buffer (can be added to another figure)	S 2.1, S 5.1	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	S 3.1, S 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	S 3.3	

Wetland name or number A

HGM Classification of Wetlands in Western Washington

For questions 1-7, the criteria described must apply to the entire unit being rated.

If the hydrologic criteria listed in each question do not apply to the entire unit being rated, you probably have a unit with multiple HGM classes. In this case, identify which hydrologic criteria in questions 1-7 apply, and go to Question 8.

1. Are the water levels in the entire unit usually controlled by tides except during floods?

NO – go to 2 **YES** – the wetland class is **Tidal Fringe** – go to 1.1

1.1 Is the salinity of the water during periods of annual low flow below 0.5 ppt (parts per thousand)?

NO – Saltwater Tidal Fringe (Estuarine) **YES – Freshwater Tidal Fringe**

If your wetland can be classified as a Freshwater Tidal Fringe use the forms for **Riverine** wetlands. If it is Saltwater Tidal Fringe, it is an **Estuarine** wetland and is not scored. This method **cannot** be used to score functions for estuarine wetlands.

2. The entire wetland unit is flat, and precipitation is the only source (>90%) of water to it. Groundwater and surface water runoff are NOT sources of water to the unit.

NO – go to 3 **YES** – The wetland class is **Flats**

If your wetland can be classified as a Flats wetland, use the form for **Depressional** wetlands.

3. Does the entire wetland unit **meet all** of the following criteria?

___The vegetated part of the wetland is on the shores of a body of permanent open water (without any plants on the surface at any time of the year) at least 20 ac (8 ha) in size,

___At least 30% of the open water area is deeper than 6.6 ft (2 m).

NO – go to 4 **YES** – The wetland class is **Lake Fringe** (Lacustrine Fringe)

4. Does the entire wetland unit **meet all** of the following criteria?

____The wetland is on a slope (slope can be very gradual),

____The water flows through the wetland in one direction (unidirectional) and usually comes from seeps. It may flow subsurface, as sheet flow, or in a swale without distinct banks,

____The water leaves the wetland **without being impounded**.

NO – go to 5 **YES** – The wetland class is **Slope**

NOTE: Surface water does not pond in these type of wetlands except occasionally in very small and shallow depressions or behind hummocks (depressions are usually <3 ft diameter and less than 1 ft deep).

Wetland name or number A

5. Does the entire wetland unit **meet all** of the following criteria?
   _____The unit is in a valley, or stream channel, where it gets inundated by overbank flooding from that stream or river,
   _____The overbank flooding occurs at least once every 2 years.

NO – go to 6 **YES** – The wetland class is **Riverine**
NOTE: The Riverine unit can contain depressions that are filled with water when the river is not flooding

6. Is the entire wetland unit in a topographic depression in which water ponds, or is saturated to the surface, at some time during the year? This means that any outlet, if present, is higher than the interior of the wetland.

NO – go to 7 **YES** – The wetland class is **Depressional**

7. Is the entire wetland unit located in a very flat area with no obvious depression and no overbank flooding? The unit does not pond surface water more than a few inches. The unit seems to be maintained by high groundwater in the area. The wetland may be ditched but has no obvious natural outlet.

NO – go to 8 **YES** – The wetland class is **Depressional**

8. Your wetland unit seems to be difficult to classify and probably contains several different HGM classes. For example, seeps at the base of a slope may grade into a riverine floodplain, or a small stream within a Depressional wetland has a zone of flooding along its sides. GO BACK AND IDENTIFY WHICH OF THE HYDROLOGIC REGIMES DESCRIBED IN QUESTIONS 1-7 APPLY TO DIFFERENT AREAS IN THE UNIT (make a rough sketch to help you decide). Use the following table to identify the appropriate class to use for the rating system if you have several HGM classes present within the wetland unit being scored.

   NOTE: Use this table only if the class that is recommended in the second column represents 10% or more of the total area of the wetland unit being rated. If the area of the HGM class listed in column 2 is less than 10% of the unit; classify the wetland using the class that represents more than 90% of the total area.

HGM classes within the wetland unit being rated	HGM class to use in rating
Slope + Riverine	Riverine
Slope + Depressional	Depressional
Slope + Lake Fringe	Lake Fringe
Depressional + Riverine along stream within boundary of depression	Depressional
Depressional + Lake Fringe	Depressional
Riverine + Lake Fringe	Riverine
Salt Water Tidal Fringe and any other class of freshwater wetland	Treat as ESTUARINE

If you are still unable to determine which of the above criteria apply to your wetland, or if you have **more than 2 HGM classes** within a wetland boundary, classify the wetland as Depressional for the rating.

Wetland name or number A

DEPRESSIONAL AND FLATS WETLANDS

Water Quality Functions - Indicators that the site functions to improve water quality

D 1.0. Does the site have the potential to improve water quality?	
D 1.1. Characteristics of surface water outflows from the wetland: Wetland is a depression or flat depression (QUESTION 7 on key) with no surface water leaving it (no outlet). points = 3 Wetland has an intermittently flowing stream or ditch, OR highly constricted permanently flowing outlet. ↳ sheet flow - no distinct outlet observed. points = 2 Wetland has an unconstricted, or slightly constricted, surface outlet that is permanently flowing points = 1 Wetland is a flat depression (QUESTION 7 on key), whose outlet is a permanently flowing ditch. points = 1	2
D 1.2. The soil 2 in. below the surface (or duff layer) is true clay or true organic *(use NRCS definitions)*. Yes = 4 No = 0	Ø
D 1.3. Characteristics and distribution of persistent plants (Emergent, Scrub-shrub, and/or Forested Cowardin classes): Wetland has persistent, ungrazed plants > 95% of area points = 5 Wetland has persistent, ungrazed plants > ½ of area points = 3 Wetland has persistent, ungrazed plants ≥ $^1/_{10}$ of area points = 1 Wetland has persistent, ungrazed plants < $^1/_{10}$ of area points = 0	5
D 1.4. Characteristics of seasonal ponding or inundation: *This is the area that is ponded for at least 2 months. See description in manual.* Area seasonally ponded is > ½ total area of wetland points = 4 Area seasonally ponded is ≥ ¼ total area of wetland — rather wide before slope increases points = 2 Area seasonally ponded is < ¼ total area of wetland points = 0	2
Total for D 1 — Add the points in the boxes above	9

Rating of Site Potential If score is: __12-16 = H ✓6-11 = M ___0-5 = L *Record the rating on the first page*

D 2.0. Does the landscape have the potential to support the water quality function of the site?	
D 2.1. Does the wetland unit receive stormwater discharges? pipe observed along east boundary Yes = 1 No = 0	1
D 2.2. Is > 10% of the area within 150 ft of the wetland in land uses that generate pollutants? Yes = 1 No = 0	Ø
D 2.3. Are there septic systems within 250 ft of the wetland? Yes = 1 No = 0	Ø
D 2.4. Are there other sources of pollutants coming into the wetland that are not listed in questions D 2.1-D 2.3? Source_____ Yes = 1 No = 0	Ø
Total for D 2 — Add the points in the boxes above	1

Rating of Landscape Potential If score is: __3 or 4 = H ✓1 or 2 = M ___0 = L *Record the rating on the first page*

D 3.0. Is the water quality improvement provided by the site valuable to society?	
D 3.1. Does the wetland discharge directly (i.e., within 1 mi) to a stream, river, lake, or marine water that is on the 303(d) list? Yes = 1 No = 0	Ø
D 3.2. Is the wetland in a basin or sub-basin where an aquatic resource is on the 303(d) list? Yes = 1 No = 0	1
D 3.3. Has the site been identified in a watershed or local plan as important for maintaining water quality? (Answer YES if there is a TMDL in development or in effect for the basin in which the unit is found.) Yes = 2 No = 0	2
Total for D 3 — Add the points in the boxes above	3

Rating of Value If score is: ✓2-4 = H ___1 = M ___0 = L *Record the rating on the first page*

Wetland name or number A

DEPRESSIONAL AND FLATS WETLANDS

Hydrologic Functions - Indicators that the site functions to reduce flooding and stream degradation

D 4.0. Does the site have the potential to reduce flooding and erosion?		
D 4.1. Characteristics of surface water outflows from the wetland:		2
Wetland is a depression or flat depression with no surface water leaving it (no outlet)	points = 4	
Wetland has an intermittently flowing stream/ditch, OR highly constricted permanently flowing outlet	points = 2	
Wetland is a flat depression (question 7 on key), whose outlet is a permanently flowing ditch	points = 1	
Wetland has an unconstricted, or slightly constricted, surface outlet that is permanently flowing	points = 0	
D 4.2. Depth of storage during wet periods: Estimate the height of ponding above the bottom of the outlet. For wetlands with no outlet, measure from the surface of permanent water or if dry, the deepest part.		3
Marks of ponding are 3 ft or more above the surface or bottom of outlet	points = 7	
Marks of ponding between 2 ft to < 3 ft from surface or bottom of outlet	points = 5	
Marks are at least 0.5 ft to < 2 ft from surface or bottom of outlet	points = 3	
The wetland is a "headwater" wetland	points = 3	
Wetland is flat but has small depressions on the surface that trap water	points = 1	
Marks of ponding less than 0.5 ft (6 in)	points = 0	
D 4.3. Contribution of the wetland to storage in the watershed: Estimate the ratio of the area of upstream basin contributing surface water to the area of the wetland unit itself.		3
The area of the basin is less than 10 times the area of the unit	points = 5	
The area of the basin is 10 to 100 times the area of the unit	points = 3	
The area of the basin is more than 100 times the area of the unit	points = 0	
Entire wetland is in the Flats class	points = 5	
Total for D 4	Add the points in the boxes above	8

Rating of Site Potential If score is: ___12-16 = H ___6-11 = M ___0-5 = L *Record the rating on the first page*

D 5.0. Does the landscape have the potential to support hydrologic functions of the site?		
D 5.1. Does the wetland receive stormwater discharges?	Yes = 1 No = 0	1
D 5.2. Is >10% of the area within 150 ft of the wetland in land uses that generate excess runoff?	Yes = 1 No = 0	0
D 5.3. Is more than 25% of the contributing basin of the wetland covered with intensive human land uses (residential at >1 residence/ac, urban, commercial, agriculture, etc.)?	Yes = 1 No = 0	1
Total for D 5	Add the points in the boxes above	2

Rating of Landscape Potential If score is: ___3 = H ___1 or 2 = M ___0 = L *Record the rating on the first page*

D 6.0. Are the hydrologic functions provided by the site valuable to society?		
D 6.1. Is the unit in a landscape that has flooding problems? Choose the description that best matches conditions around the wetland unit being rated. Do not add points. Choose the highest score if more than one condition is met. The wetland captures surface water that would otherwise flow downgradient into areas where flooding has damaged human or natural resources (e.g., houses or salmon redds):		1
• Flooding occurs in a sub-basin that is immediately downgradient of unit.	points = 2	
• Surface flooding problems are in a sub-basin farther downgradient. Rarely occasionally	points = 1	
• Flooding from groundwater is an issue in the sub-basin.	points = 1	
• The existing or potential outflow from the wetland is so constrained by human or natural conditions that the water stored by the wetland cannot reach areas that flood. *Explain why* _____	points = 0	
• There are no problems with flooding downstream of the wetland.	points = 0	
D 6.2. Has the site been identified as important for flood storage or flood conveyance in a regional flood control plan?	Yes = 2 No = 0	0
Total for D 6	Add the points in the boxes above	1

Rating of Value If score is: ___2-4 = H ___1 = M ___0 = L *Record the rating on the first page*

Wetland name or number A

These questions apply to wetlands of all HGM classes.

HABITAT FUNCTIONS - Indicators that site functions to provide important habitat

H 1.0. Does the site have the potential to provide habitat?

H 1.1. Structure of plant community: Indicators are Cowardin classes and strata within the Forested class. Check the Cowardin plant classes in the wetland. Up to 10 patches may be combined for each class to meet the threshold of ¼ ac if the unit is at least 2.5 ac, or more than 10% of the unit if it is smaller than 2.5 ac.

____Aquatic bed
X Emergent
____Scrub-shrub (areas where shrubs have > 30% cover)
X Forested (areas where trees have > 30% cover)

4 structures or more: points = 4
3 structures: points = 2
2 structures: points = 1
1 structure: points = 0

If the unit has a Forested class, check if:

X The Forested class has 3 out of 5 strata (canopy, sub-canopy, shrubs, herbaceous, moss/groundcover) that each cover 20% within the Forested polygon

2

H 1.2. Hydroperiods

Check the types of water regimes (hydroperiods) present within the wetland. The water regime has to cover more than 10% of the wetland if the unit is < 2.5 ac, or ¼ ac if the unit is at least 2.5 ac to count (see text for descriptions of hydroperiods).

____Permanently flooded or inundated
X Seasonally flooded or inundated Secondary
____Occasionally flooded or inundated
X Saturated only Primary
____Permanently flowing stream or river in, or adjacent to, the wetland
____Intermittently or seasonally flowing stream in, or adjacent to, the wetland
____**Lake Fringe wetland** **2 points**
____**Freshwater tidal wetland** **2 points**

4 or more types present: points = 3
3 types present: points = 2
2 types present: points = 1
1 type present: points = 0

1

H 1.3. Richness of plant species

Count the number of plant species in the wetland that cover at least 10 ft^2.

Different patches of the same species can be combined to meet the size threshold and you do not have to name the species. **Do not include Eurasian milfoil, reed canarygrass, purple loosestrife, Canada thistle**

If you counted: > 19 species — points = 2
5 - 19 species — points = 1
< 5 species — points = 0

1

H 1.4. Interspersion of habitats

Decide from the diagrams below whether interspersion among Cowardin plants classes (described in H 1.1), or the classes and unvegetated areas (can include open water or mudflats) is high, moderate, low, or none. If you have four or more plant classes or three classes and open water, the rating is always high.

None = 0 points — **Low** = 1 point — **Moderate** = 2 points

All three diagrams in this row are **High** = 3 points

2

6

Wetland name or number A

H 1.5. Special habitat features: Check the habitat features that are present in the wetland. The number of checks is the number of points. X Large, downed, woody debris within the wetland (> 4 in. diameter and 6 ft long). ____ Standing snags (dbh > 4 in.) within the wetland ____ Undercut banks are present for at least 6.6 ft (2 m) **and/or** overhanging plants extend at least 3.3 ft (1 m) over open water or a stream (or ditch) in, or contiguous with the wetland, for at least 33 ft (10 m) ____ Stable steep banks of fine material that might be used by beaver or muskrat for denning (> 30 degree slope) OR signs of recent beaver activity are present (cut shrubs or trees that have not yet weathered where wood is exposed) X At least ¼ ac of thin-stemmed persistent plants or woody branches are present in areas that are permanently or seasonally inundated (structures for egg-laying by amphibians) X Invasive plants cover less than 25% of the wetland area in every stratum of plants (see H 1.1 above for the list of strata and H 1.5 in the manual for the list of aggressive plant species)	6 3
Total for H 1 — Add the points in the boxes above	9

Rating of Site Potential If score is: __15-18 = H X 7-14 = M __0-6 = L *Record the rating on the first page*

H 2.0. Does the landscape have the potential to support the habitat functions of the site?	
H 2.1. Accessible habitat (include only habitat polygons accessible from the wetland. *Calculate:* % relatively undisturbed habitat 33% + [(% moderate and low intensity land uses)/2] Ø = _____% Total accessible habitat is: > 1/3 (33.3%) of 1 km Polygon + 1/3 accessible — points = 3 20-33% of 1 km Polygon — points = 2 10-19% of 1 km Polygon — points = 1 < 10% of 1 km Polygon — points = 0	3
H 2.2. Total habitat in 1 km Polygon around the wetland. *Calculate:* % relatively undisturbed habitat ____ + [(% moderate and low intensity land uses)/2] Ø = _____% Total habitat > 50% of Polygon — points = 3 Total habitat 10-50% and in 1-3 patches — points = 2 Total habitat 10-50% and > 3 patches — points = 1 Total habitat < 10% of 1 km Polygon — points = 0	1
H 2.3. Land use intensity in 1 km Polygon: > 50% of 1 km Polygon is high intensity land use — points = (- 2) ≤ 50% of 1 km Polygon is high intensity — points = 0	-2
Total for H 2 — Add the points in the boxes above	2

Rating of Landscape Potential If score is: __4-6 = H X 1-3 = M __< 1 = L *Record the rating on the first page*

H 3.0. Is the habitat provided by the site valuable to society?	
H 3.1. Does the site provide habitat for species valued in laws, regulations, or policies? *Choose only the highest score that applies to the wetland being rated.* Site meets ANY of the following criteria: — points = 2 — It has 3 or more Priority Habitats within 100 m (see next page) — It provides habitat for Threatened or Endangered species (any plant or animal on the state or federal lists) — It is mapped as a location for an individual WDFW Priority Species — It is a Wetland of High Conservation Value as determined by the Department of Natural Resources data — It has been categorized as an important habitat site in a local or regional comprehensive plan, in a Shoreline Master Plan, or in a watershed plan Site has 1 or 2 Priority Habitats (listed on next page) within 100 m — points = 1 Site does not meet any of the criteria above — points = 0	1

Rating of Value If score is: __2 = H X 1 = M __0 = L *Record the rating on the first page*

Wetland name or number A

WDFW Priority Habitats

See complete descriptions of Priority Habitats listed by WDFW, and the counties in which they can be found, in: Washington Department of Fish and Wildlife. 2008 (current year, as revised). Priority Habitat and Species List.[133] This list was updated for consistency with guidance from WDFW.

This question is independent of the land use between the wetland unit and the Priority Habitat. All vegetated wetlands are by definition a Priority Habitat but are not included in this list because they are addressed by this rating system.

Count how many of the following Priority Habitats are within 330 ft (100 m) of the wetland unit:

— **Aspen Stands:** Pure or mixed stands of aspen greater than 1 ac (0.4 ha).

— **Biodiversity Areas and Corridors**: Areas of habitat that are relatively important to various species of native fish and wildlife. This habitat automatically counts if mapped on the PHS online map within 100m of the wetland. If not mapped, a determination can be made in the field.

— **Caves:** A naturally occurring cavity, recess, void, or system of interconnected passages under the earth in soils, rock, ice, or other geological formations and is large enough to contain a human.

— **Cliffs:** Greater than 25 ft (7.6 m) high and occurring below 5000 ft elevation.

— **Fresh Deepwater:** Lands permanently flooded with freshwater, including environments where surface water is permanent and often deep, so that water, rather than air, is the principal medium within which the dominant organisms live. Substrate does not support emergent vegetation. Do not select if Instream habitat is also present, or if the entire Deepwater feature is included in the wetland unit being rated (such as a pond with a vegetated fringe).

— **Herbaceous Balds:** Variable size patches of grass and forbs on shallow soils over bedrock.

— **Instream:** The combination of physical, biological, and chemical processes and conditions that interact to provide functional life history requirements for instream fish and wildlife resources. Do not select if Fresh Deepwater habitat is also present.

— **Nearshore:** Relatively undisturbed nearshore habitats. These include Coastal Nearshore, Open Coast Nearshore, and Puget Sound Nearshore.

✓ **Old-growth/Mature forests:** Old-growth west of Cascade crest – Stands of at least 2 tree species, forming a multi-layered canopy with occasional small openings; with at least 8 trees/ac (20 trees/ha) > 32 in. (81 cm) diameter at breast height (dbh) or > 200 years of age. Mature forests – Stands with average diameters exceeding 21 in. (53 cm) dbh; crown cover may be less than 100%; decay, decadence, numbers of snags, and quantity of large downed material is generally less than that found in old-growth; 80-200 years old west of the Cascade crest.

[133] http://wdfw.wa.gov/publications/00165/wdfw00165.pdf

Wetland name or number A

— **Oregon White Oak:** Woodland stands of pure oak or oak/conifer associations where canopy coverage of the oak component is important. For single oaks or oak stands <0.4 ha in urban areas, WDFW's Management Recommendations for Oregon White Oak[134] provides more detail for determining if they are Priority Habitats

— **Riparian:** The area adjacent to freshwater aquatic systems with flowing or standing water that contains elements of both aquatic and terrestrial ecosystems which mutually influence each other.

— **Snags and Logs:** Trees are considered snags if they are dead or dying and exhibit sufficient decay characteristics to enable cavity excavation/use by wildlife. Priority snags have a diameter at breast height of > 20 in. (51 cm) in western Washington and are > 6.5 ft (2 m) in height. Priority logs are > 12 in. (30 cm) in diameter at the largest end, and > 20 ft (6 m) long.

— **Talus:** Homogenous areas of rock rubble ranging in average size 0.5 - 6.5 ft (0.15 - 2.0 m), composed of basalt, andesite, and/or sedimentary rock, including riprap slides and mine tailings. May be associated with cliffs.

— **Westside Prairies:** Herbaceous, non-forested plant communities that can either take the form of a dry prairie or a wet prairie.

[134] https://wdfw.wa.gov/publications/00030/wdfw00030.pdf

Wetland name or number A

CATEGORIZATION BASED ON SPECIAL CHARACTERISTICS

Wetland Type *Check off any criteria that apply to the wetland. Circle the category when the appropriate criteria are met.*	Category
SC 1.0. Estuarine wetlands Does the wetland meet the following criteria for Estuarine wetlands? —— The dominant water regime is tidal, —— Vegetated, and —— With a salinity greater than 0.5 ppt Yes – Go to **SC 1.1** (No = **Not an estuarine wetland**	
SC 1.1. Is the wetland within a National Wildlife Refuge, National Park, National Estuary Reserve, Natural Area Preserve, State Park or Educational, Environmental, or Scientific Reserve designated under WAC 332-30-151? Yes = **Category I** No – Go to **SC 1.2**	**Cat. I**
SC 1.2. Is the wetland unit at least 1 ac in size and meets at least two of the following three conditions? —— The wetland is relatively undisturbed (has no diking, ditching, filling, cultivation, grazing), and has less than 10% cover of non-native plant species. If non-native species are *Spartina*, see chapter 4.8 in the manual. —— At least ¾ of the landward edge of the wetland has a 100 ft buffer of shrub, forest, or un-grazed or un-mowed grassland. —— The wetland has at least two of the following features: tidal channels, depressions with open water, or contiguous freshwater wetlands. Yes = **Category I** No = **Category II**	**Cat. I** **Cat. II**
SC 2.0. Wetlands of High Conservation Value (WHCV) SC 2.1. Does the wetland overlap with any known or historical rare plant or rare & high-quality ecosystem polygons on the WNHP Data Explorer?[135] Yes = **Category I** (No – Go to **SC 2.2**) SC 2.2. Does the wetland have a rare plant species, rare ecosystem (e.g., plant community), or high-quality common ecosystem that may qualify the site as a WHCV? Contact WNHP for resources to help determine the presence of these elements. Yes – Submit data to WA Natural Heritage Program for determination,[136] Go to **SC 2.3** No = **Not a WHCV** SC 2.3. Did WNHP review the site within 30 days and determine that it has a rare plant or ecosystem that meets their criteria? Yes = **Category I** No = **Not a WHCV**	**Cat. I**
SC 3.0. Bogs Does the wetland (or any part of the unit) meet both the criteria for soils and vegetation in bogs? *Use the key below.* ***If you answer YES, you will still need to rate the wetland based on its functions.*** SC 3.1. Does an area within the wetland unit have organic soil horizons, either peats or mucks, that compose 16 in. or more of the first 32 in. of the soil profile? Yes – Go to **SC 3.3** No – Go to **SC 3.2** SC 3.2. Does an area within the wetland unit have organic soils, either peats or mucks, that are less than 16 in. deep over bedrock, or an impermeable hardpan such as clay or volcanic ash, or that are floating on top of a lake or pond? Yes – Go to **SC 3.3** (No = **Not a bog**) SC 3.3. Does an area with peats or mucks have more than 70% cover of mosses at ground level, AND at least a 30% cover of plant species listed in Table 4? Yes = **Category I bog** No – Go to **SC 3.4** **NOTE:** If you are uncertain about the extent of mosses in the understory, you may substitute that criterion by measuring the pH of the water that seeps into a hole dug at least 16 in. deep. If the pH is less than 5.0 and the plant species in Table 4 are present, the wetland is a bog. SC 3.4. Is an area with peats or mucks forested (> 30% cover) with Sitka spruce, subalpine fir, western red cedar, western hemlock, lodgepole pine, quaking aspen, Engelmann spruce, or western white pine, AND any of the species (or combination of species) listed in Table 4 provide more than 30% of the cover under the canopy? Yes = **Category I bog** No = **Not a bog**	**Cat. I**

[135] https://www.dnr.wa.gov/NHPdata
[136] https://www.dnr.wa.gov/Publications/amp_nh_sighting_form.pdf

Wetland name or number A

SC 4.0. Forested Wetlands Does the wetland have at least 1 contiguous acre of forest that meets one of these criteria for the WA Department of Fish and Wildlife's forests as Priority Habitats? ***If you answer YES, you will still need to rate the wetland based on its functions.*** — **Old-growth forests** (west of Cascade crest): Stands of at least two tree species, forming a multi-layered canopy with occasional small openings; with at least 8 trees/ac (20 trees/ha) that are at least 200 years of age OR have a diameter at breast height (dbh) of 32 in. (81 cm) or more. — **Mature forests** (west of the Cascade Crest): Stands where the largest trees are 80- 200 years old OR the species that make up the canopy have an average diameter (dbh) exceeding 21 in. (53 cm). Yes = **Category I** (No) = **Not a forested wetland for this section**	**Cat. I**
SC 5.0. Wetlands in Coastal Lagoons Does the wetland meet all of the following criteria of a wetland in a coastal lagoon? — The wetland lies in a depression adjacent to marine waters that is wholly or partially separated from marine waters by sandbanks, gravel banks, shingle, or, less frequently, rocks — The lagoon in which the wetland is located contains ponded water that is saline or brackish (> 0.5 ppt) during most of the year in at least a portion of the lagoon *(needs to be measured near the bottom)* — The lagoon retains some of its surface water at low tide during spring tides Yes – Go to **SC 5.1** (No) = **Not a wetland in a coastal lagoon**	**Cat. I**
SC 5.1. Does the wetland meet all of the following three conditions? — The wetland is relatively undisturbed (has no diking, ditching, filling, cultivation, grazing), and has less than 20% cover of aggressive, opportunistic plant species (see list of species in H 1.5 in the manual). — At least ¾ of the landward edge of the wetland has a 100 ft buffer of shrub, forest, or un-grazed or un-mowed grassland. — The wetland is larger than $^{1}/_{10}$ ac (4350 ft^2) Yes = **Category I** No = **Category II**	**Cat. II**
SC 6.0. Interdunal Wetlands Is the wetland west of the 1889 line (also called the Western Boundary of Upland Ownership or WBUO)? ***If you answer YES, you will still need to rate the wetland based on its habitat functions.*** In practical terms that means the following geographic areas: — Long Beach Peninsula: Lands west of SR 103 — Grayland-Westport: Lands west of SR 105 — Ocean Shores-Copalis: Lands west of SR 115 and SR 109 and Ocean Shores Blvd SW, including lands west of E. Oceans Shores Blvd SW. Yes – Go to **SC 6.1** (No) = **Not an interdunal wetland for rating**	**Cat I** **Cat. II**
SC 6.1. Is the wetland 1 ac or larger and scores an 8 or 9 for the habitat functions on the form (rates H,H,H or H,H,M for the three aspects of function)? Yes = **Category I** No – Go to **SC 6.2** SC 6.2. Is the wetland 1 ac or larger, or is it in a mosaic of wetlands that is 1 ac or larger? Yes = **Category II** No – Go to **SC 6.3** SC 6.3. Is the unit between 0.1 and 1 ac, or is it in a mosaic of wetlands that is between 0.1 and 1 ac? Yes = **Category III** No = **Category IV**	**Cat. III** **Cat. IV**
Category of wetland based on Special Characteristics If you answered No for all types, enter "Not Applicable" on Summary Form	N/A

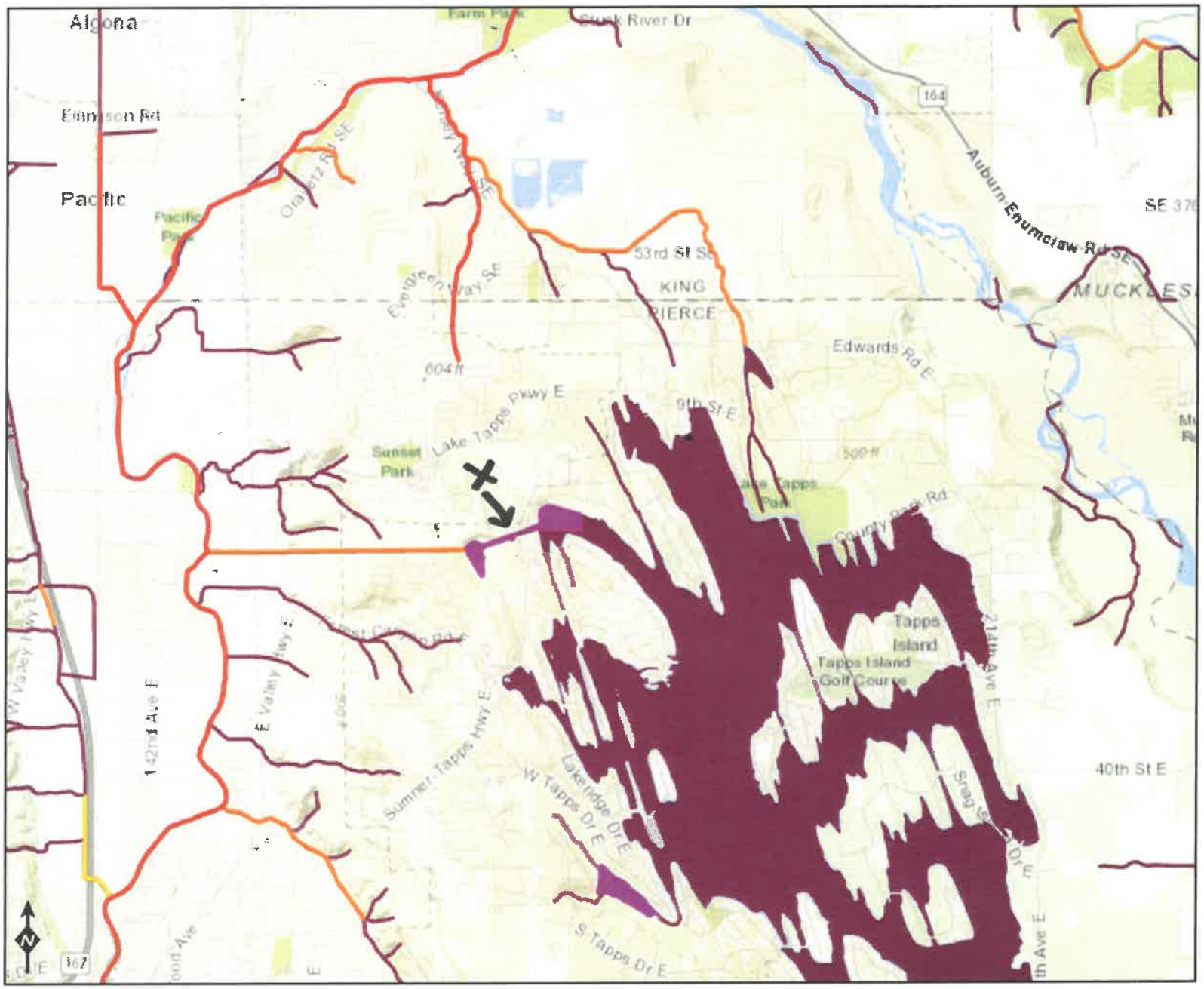
Figure 1

Google Earth
1000 ft
N
Lakeland Hills Way
162nd Ave E
Perry Ave SE
Quincy St E
Sumner Tapps Hwy E
16th St E
16th St NE
176th Ave E
178th Ave E
EM

Figure 2

Lake Tapps Pkwy SE
Sumner Tapps Hwy E
Lakeland Hills Way
Cottage Rd
Tacoma Point Dr E
Google Earth
3000 ft
N

Water Quality Atlas



Assessed Water/Sediment

Water
- Category 5 - 303d
- Category 4C
- Category 4B
- Category 4A
- Category 2
- Category 1

Sediment
- Category 5 - 303d
- Category 4C
- Category 4B
- Category 4A
- Category 2
- Category 1

Water Quality Standards
- All Standards

King County, WA State Parks GIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA

DEPARTMENT OF ECOLOGY State of Washington

Pierce County

Water quality improvement projects

Select the waterbody or pollutant name to find more information about the specific project.

Waterbody Name(s)	Pollutant(s)	Status	Project Lead(s)
Clarks and Meeker Creeks	Dissolved Oxygen Sediment Fecal Coliform	EPA approved and Has an implementation plan	Donovan Gray 360-407-6407
Clover Creek	Dissolved Oxygen Fecal Coliform Temperature	Under development	Donovan Gray 360-407-6407
Commencement Bay	Dioxin	EPA approved	Donovan Gray 360-407-6407
Puyallup River Watershed	Fecal Coliform	EPA approved and Has implementation plan	Donovan Gray 360-407-6407
Puyallup River Watershed	Multi-parameter Ammonia-N BOD (5-day)	EPA approved	Donovan Gray 360-407-6407
Puyallup River: Upper White River	Sediment Temperature	EPA approved	Donovan Gray 360-407-6407
Puyallup River: Puyallup River Watershed> Lower White River	pH	Under development	Donovan Gray 360-407-6407
South Prairie Creek	Fecal Coliform Temperature	EPA approved and Has an implementation plan	Donovan Gray 360-407-6407
Wapato Lake	Total Phosphorus	EPA approved	Donovan Gray 360-407-6407

Wetland name or number B

RATING SUMMARY – Western Washington

Name of wetland (or ID #): Wetland B Date of site visit: 10/25/23

Rated by Wallin Trained by Ecology? x Yes ___No Date of training 2014

HGM Class used for rating Depressional Wetland has multiple HGM classes? ___Y X N

NOTE: Form is not complete without the required figures (figures can be combined).

Source of base aerial photo/map _____

OVERALL WETLAND CATEGORY III (based on functions X or special characteristics__)

1. Category of wetland based on FUNCTIONS

_____**Category I** – Total score = 23 - 27

_____**Category II** – Total score = 20 - 22

X **Category III** – Total score = 16 - 19

_____**Category IV** – Total score = 9 - 15

FUNCTION	Improving Water Quality	Hydrologic	Habitat	
	Circle the appropriate ratings			
Site Potential	H (M) L	H (M) L	H M (L)	
Landscape Potential	H (M) L	H (M) L	H (M) L	
Value	(H) M L	H (M) L	H (M) L	TOTAL
Score Based on Ratings	7	6	5	18

Score for each function based on three ratings (order of ratings is not important)

9 = H, H, H
8 = H, H, M
7 = H, H, L
7 = H, M, M
6 = H, M, L
6 = M, M, M
5 = H, L, L
5 = M, M, L
4 = M, L, L
3 = L, L, L

2. Category based on SPECIAL CHARACTERISTICS of wetland

CHARACTERISTIC	CATEGORY
Estuarine	I II
Wetland of High Conservation Value	I
Bog	I
Mature Forest	I
Old Growth Forest	I
Coastal Lagoon	I II
Interdunal	I II III IV
None of the above	N/A

Wetland name or number B

Maps and figures required to answer questions correctly for Western Washington

Depressional Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	D 1.3, H 1.1, H 1.4	
Hydroperiods	D 1.4, H 1.2	
Location of outlet *(can be added to map of hydroperiods)*	D 1.1, D 4.1	
Boundary of area within 150 ft of the wetland *(can be added to another figure)*	D 2.2, D 5.2	
Map of the contributing basin	D 4.3, D 5.3	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	D 3.1, D 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	D 3.3	

Riverine Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	H 1.1, H 1.4	
Hydroperiods	H 1.2	
Ponded depressions	R 1.1	
Boundary of area within 150 ft of the wetland *(can be added to another figure)*	R 2.4	
Plant cover of trees, shrubs, and herbaceous plants	R 1.2, R 4.2	
Width of unit vs. width of stream *(can be added to another figure)*	R 4.1	
Map of the contributing basin	R 2.2, R 2.3, R 5.2	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	R 3.1	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	R 3.2, R 3.3	

Lake Fringe Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	L 1.1, L 4.1, H 1.1, H 1.4	
Plant cover of trees, shrubs, and herbaceous plants	L 1.2	
Boundary of area within 150 ft of the wetland *(can be added to another figure)*	L 2.2	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	L 3.1, L 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	L 3.3	

Slope Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	H 1.1, H 1.4	
Hydroperiods	H 1.2	
Plant cover of **dense** trees, shrubs, and herbaceous plants	S 1.3	
Plant cover of **dense, rigid** trees, shrubs, and herbaceous plants *(can be added to figure above)*	S 4.1	
Boundary of 150 ft buffer (can be added to another figure)	S 2.1, S 5.1	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and total habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	S 3.1, S 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	S 3.3	

Wetland name or number B

HGM Classification of Wetlands in Western Washington

For questions 1-7, the criteria described must apply to the entire unit being rated.

If the hydrologic criteria listed in each question do not apply to the entire unit being rated, you probably have a unit with multiple HGM classes. In this case, identify which hydrologic criteria in questions 1-7 apply, and go to Question 8.

1. Are the water levels in the entire unit usually controlled by tides except during floods?

   NO – go to 2 **YES** – the wetland class is **Tidal Fringe** – go to 1.1

   1.1 Is the salinity of the water during periods of annual low flow below 0.5 ppt (parts per thousand)?

   NO – Saltwater Tidal Fringe (Estuarine) **YES – Freshwater Tidal Fringe**
   If your wetland can be classified as a Freshwater Tidal Fringe use the forms for **Riverine** wetlands. If it is Saltwater Tidal Fringe, it is an **Estuarine** wetland and is not scored. This method **cannot** be used to score functions for estuarine wetlands.

2. The entire wetland unit is flat, and precipitation is the only source (>90%) of water to it. Groundwater and surface water runoff are NOT sources of water to the unit.

   NO – go to 3 **YES** – The wetland class is **Flats**
   If your wetland can be classified as a Flats wetland, use the form for **Depressional** wetlands.

3. Does the entire wetland unit **meet all** of the following criteria?
   ___The vegetated part of the wetland is on the shores of a body of permanent open water (without any plants on the surface at any time of the year) at least 20 ac (8 ha) in size,
   ___At least 30% of the open water area is deeper than 6.6 ft (2 m).

   NO – go to 4 **YES** – The wetland class is **Lake Fringe** (Lacustrine Fringe)

4. Does the entire wetland unit **meet all** of the following criteria?
   ____The wetland is on a slope (slope can be very gradual),
   ____The water flows through the wetland in one direction (unidirectional) and usually comes from seeps. It may flow subsurface, as sheet flow, or in a swale without distinct banks,
   ____The water leaves the wetland **without being impounded**.

   NO – go to 5 **YES** – The wetland class is **Slope**

   NOTE: Surface water does not pond in these type of wetlands except occasionally in very small and shallow depressions or behind hummocks (depressions are usually <3 ft diameter and less than 1 ft deep).

Wetland name or number B

5. Does the entire wetland unit **meet all** of the following criteria?
   ____The unit is in a valley, or stream channel, where it gets inundated by overbank flooding from that stream or river,
   ____The overbank flooding occurs at least once every 2 years.

   NO – go to 6 **YES** – The wetland class is **Riverine**
   NOTE: The Riverine unit can contain depressions that are filled with water when the river is not flooding

6. Is the entire wetland unit in a topographic depression in which water ponds, or is saturated to the surface, at some time during the year? This means that any outlet, if present, is higher than the interior of the wetland.

   NO – go to 7 **YES** – The wetland class is **Depressional**

7. Is the entire wetland unit located in a very flat area with no obvious depression and no overbank flooding? The unit does not pond surface water more than a few inches. The unit seems to be maintained by high groundwater in the area. The wetland may be ditched but has no obvious natural outlet.

   NO – go to 8 **YES** – The wetland class is **Depressional**

8. Your wetland unit seems to be difficult to classify and probably contains several different HGM classes. For example, seeps at the base of a slope may grade into a riverine floodplain, or a small stream within a Depressional wetland has a zone of flooding along its sides. GO BACK AND IDENTIFY WHICH OF THE HYDROLOGIC REGIMES DESCRIBED IN QUESTIONS 1-7 APPLY TO DIFFERENT AREAS IN THE UNIT (make a rough sketch to help you decide). Use the following table to identify the appropriate class to use for the rating system if you have several HGM classes present within the wetland unit being scored.

   NOTE: Use this table only if the class that is recommended in the second column represents 10% or more of the total area of the wetland unit being rated. If the area of the HGM class listed in column 2 is less than 10% of the unit; classify the wetland using the class that represents more than 90% of the total area.

HGM classes within the wetland unit being rated	HGM class to use in rating
Slope + Riverine	Riverine
Slope + Depressional	Depressional
Slope + Lake Fringe	Lake Fringe
Depressional + Riverine along stream within boundary of depression	Depressional
Depressional + Lake Fringe	Depressional
Riverine + Lake Fringe	Riverine
Salt Water Tidal Fringe and any other class of freshwater wetland	Treat as ESTUARINE

If you are still unable to determine which of the above criteria apply to your wetland, or if you have **more than 2 HGM classes** within a wetland boundary, classify the wetland as Depressional for the rating.

Wetland name or number B

DEPRESSIONAL AND FLATS WETLANDS

Water Quality Functions - Indicators that the site functions to improve water quality

D 1.0. Does the site have the potential to improve water quality?	
D 1.1. Characteristics of surface water outflows from the wetland: Wetland is a depression or flat depression (QUESTION 7 on key) with no surface water leaving it (no outlet). points = 3 Wetland has an intermittently flowing stream or ditch, OR highly constricted permanently flowing outlet. points = 2 Wetland has an unconstricted, or slightly constricted, surface outlet that is permanently flowing points = 1 Wetland is a flat depression (QUESTION 7 on key), whose outlet is a permanently flowing ditch. points = 1	2
D 1.2. The soil 2 in. below the surface (or duff layer) is true clay or true organic *(use NRCS definitions)*. Yes = 4 No = 0	Ø
D 1.3. Characteristics and distribution of persistent plants (Emergent, Scrub-shrub, and/or Forested Cowardin classes): Wetland has persistent, ungrazed plants > 95% of area points = 5 Wetland has persistent, ungrazed plants > ½ of area – appears to have some open areas points = 3 Wetland has persistent, ungrazed plants ≥ $^1/_{10}$ of area points = 1 Wetland has persistent, ungrazed plants < $^1/_{10}$ of area points = 0	3
D 1.4. Characteristics of seasonal ponding or inundation: *This is the area that is ponded for at least 2 months. See description in manual.* Area seasonally ponded is > ½ total area of wetland – assumed points = 4 Area seasonally ponded is ≥ ¼ total area of wetland points = 2 Area seasonally ponded is < ¼ total area of wetland points = 0	4
Total for D 1 Add the points in the boxes above	9

Rating of Site Potential If score is: ___12-16 = H ___6-11 = M ___0-5 = L *Record the rating on the first page*

D 2.0. Does the landscape have the potential to support the water quality function of the site?	
D 2.1. Does the wetland unit receive stormwater discharges? Yes = 1 No = 0	1
D 2.2. Is > 10% of the area within 150 ft of the wetland in land uses that generate pollutants? Yes = 1 No = 0	1
D 2.3. Are there septic systems within 250 ft of the wetland? Yes = 1 No = 0	Ø
D 2.4. Are there other sources of pollutants coming into the wetland that are not listed in questions D 2.1-D 2.3? Source_____ Yes = 1 No = 0	Ø
Total for D 2 Add the points in the boxes above	2

Rating of Landscape Potential If score is: ___3 or 4 = H ___1 or 2 = M ___0 = L *Record the rating on the first page*

D 3.0. Is the water quality improvement provided by the site valuable to society?	
D 3.1. Does the wetland discharge directly (i.e., within 1 mi) to a stream, river, lake, or marine water that is on the 303(d) list? Yes = 1 No = 0	Ø
D 3.2. Is the wetland in a basin or sub-basin where an aquatic resource is on the 303(d) list? Yes = 1 No = 0	1
D 3.3. Has the site been identified in a watershed or local plan as important for maintaining water quality? (Answer YES if there is a TMDL in development or in effect for the basin in which the unit is found.) Yes = 2 No = 0	2
Total for D 3 Add the points in the boxes above	3

Rating of Value If score is: ___2-4 = H ___1 = M ___0 = L *Record the rating on the first page*

Wetland name or number B

DEPRESSIONAL AND FLATS WETLANDS

Hydrologic Functions - Indicators that the site functions to reduce flooding and stream degradation

D 4.0. Does the site have the potential to reduce flooding and erosion?		
D 4.1. Characteristics of surface water outflows from the wetland:		
Wetland is a depression or flat depression with no surface water leaving it (no outlet)	points = 4	
Wetland has an intermittently flowing stream/ditch, OR highly constricted permanently flowing outlet	points = 2	2
Wetland is a flat depression (question 7 on key), whose outlet is a permanently flowing ditch	points = 1	
Wetland has an unconstricted, or slightly constricted, surface outlet that is permanently flowing	points = 0	
D 4.2. Depth of storage during wet periods: Estimate the height of ponding above the bottom of the outlet. For wetlands with no outlet, measure from the surface of permanent water or if dry, the deepest part.		
Marks of ponding are 3 ft or more above the surface or bottom of outlet	points = 7	
Marks of ponding between 2 ft to < 3 ft from surface or bottom of outlet	points = 5	
Marks are at least 0.5 ft to < 2 ft from surface or bottom of outlet	points = 3	
The wetland is a "headwater" wetland	points = 3	
Wetland is flat but has small depressions on the surface that trap water	points = 1	3
Marks of ponding less than 0.5 ft (6 in)	points = 0	
D 4.3. Contribution of the wetland to storage in the watershed: Estimate the ratio of the area of upstream basin contributing surface water to the area of the wetland unit itself.		
The area of the basin is less than 10 times the area of the unit	points = 5	
The area of the basin is 10 to 100 times the area of the unit	points = 3	
The area of the basin is more than 100 times the area of the unit	points = 0	3
Entire wetland is in the Flats class	points = 5	
Total for D 4	Add the points in the boxes above	8

Rating of Site Potential If score is: ___12-16 = H ___6-11 = M ___0-5 = L *Record the rating on the first page*

D 5.0. Does the landscape have the potential to support hydrologic functions of the site?		
D 5.1. Does the wetland receive stormwater discharges?	Yes = 1 No = 0	1
D 5.2. Is >10% of the area within 150 ft of the wetland in land uses that generate excess runoff? >15% Yes = 1 No = 0		Ø
D 5.3. Is more than 25% of the contributing basin of the wetland covered with intensive human land uses (residential at >1 residence/ac, urban, commercial, agriculture, etc.)?	Yes = 1 No = 0	1
Total for D 5	Add the points in the boxes above	2

Rating of Landscape Potential If score is: ___3 = H ___1 or 2 = M ___0 = L *Record the rating on the first page*

D 6.0. Are the hydrologic functions provided by the site valuable to society?		
D 6.1. Is the unit in a landscape that has flooding problems? Choose the description that best matches conditions around the wetland unit being rated. Do not add points. Choose the highest score if more than one condition is met.		
The wetland captures surface water that would otherwise flow downgradient into areas where flooding has damaged human or natural resources (e.g., houses or salmon redds):		
• Flooding occurs in a sub-basin that is immediately downgradient of unit.	points = 2	
• Surface flooding problems are in a sub-basin farther downgradient.	points = 1	
• Flooding from groundwater is an issue in the sub-basin.	points = 1	1
• The existing or potential outflow from the wetland is so constrained by human or natural conditions that the water stored by the wetland cannot reach areas that flood. *Explain why* _____	points = 0	
• There are no problems with flooding downstream of the wetland.	points = 0	
D 6.2. Has the site been identified as important for flood storage or flood conveyance in a regional flood control plan?	Yes = 2 No = 0	1
Total for D 6	Add the points in the boxes above	1

Rating of Value If score is: ___2-4 = H ___1 = M ___0 = L *Record the rating on the first page*

Wetland name or number B

These questions apply to wetlands of all HGM classes.

HABITAT FUNCTIONS - Indicators that site functions to provide important habitat

H 1.0. Does the site have the potential to provide habitat?

H 1.1. Structure of plant community: Indicators are Cowardin classes and strata within the Forested class. Check the Cowardin plant classes in the wetland. Up to 10 patches may be combined for each class to meet the threshold of ¼ ac if the unit is at least 2.5 ac, or more than 10% of the unit if it is smaller than 2.5 ac.

___Aquatic bed	4 structures or more: points = 4
X Emergent	3 structures: points = 2
X Scrub-shrub (areas where shrubs have > 30% cover)	2 structures: points = (1)
___Forested (areas where trees have > 30% cover)	1 structure: points = 0

If the unit has a Forested class, check if:

___The Forested class has 3 out of 5 strata (canopy, sub-canopy, shrubs, herbaceous, moss/groundcover) that each cover 20% within the Forested polygon

1

H 1.2. Hydroperiods

Check the types of water regimes (hydroperiods) present within the wetland. The water regime has to cover more than 10% of the wetland if the unit is < 2.5 ac, or ¼ ac if the unit is at least 2.5 ac to count (see text for descriptions of hydroperiods).

___Permanently flooded or inundated	4 or more types present: points = 3
X Seasonally flooded or inundated	3 types present: points = 2
___Occasionally flooded or inundated	2 types present: points = (1)
X Saturated only	1 type present: points = 0

___Permanently flowing stream or river in, or adjacent to, the wetland

___Intermittently or seasonally flowing stream in, or adjacent to, the wetland

___**Lake Fringe wetland** **2 points**

___**Freshwater tidal wetland** **2 points**

1

H 1.3. Richness of plant species

Count the number of plant species in the wetland that cover at least 10 ft².

Different patches of the same species can be combined to meet the size threshold and you do not have to name the species. **Do not include Eurasian milfoil, reed canarygrass, purple loosestrife, Canada thistle**

If you counted: > 19 species	points = 2
5 - 19 species	points = (1)
< 5 species	points = 0

1

H 1.4. Interspersion of habitats

Decide from the diagrams below whether interspersion among Cowardin plants classes (described in H 1.1), or the classes and unvegetated areas (can include open water or mudflats) is high, moderate, low, or none. If you have four or more plant classes or three classes and open water, the rating is always high.

None = 0 points **Low** = 1 point **Moderate** = (2) points

All three diagrams in this row are **High** = 3 points

2

5

Wetland name or number B

5

H 1.5. Special habitat features: Check the habitat features that are present in the wetland. The number of checks is the number of points. ____Large, downed, woody debris within the wetland (> 4 in. diameter and 6 ft long). ____Standing snags (dbh > 4 in.) within the wetland ____Undercut banks are present for at least 6.6 ft (2 m) **and/or** overhanging plants extend at least 3.3 ft (1 m) over open water or a stream (or ditch) in, or contiguous with the wetland, for at least 33 ft (10 m) ____Stable steep banks of fine material that might be used by beaver or muskrat for denning (> 30 degree slope) OR signs of recent beaver activity are present (cut shrubs or trees that have not yet weathered where wood is exposed) __X__At least ¼ ac of thin-stemmed persistent plants or woody branches are present in areas that are permanently or seasonally inundated (structures for egg-laying by amphibians) ____Invasive plants cover less than 25% of the wetland area in every stratum of plants (see H 1.1 above for the list of strata and H 1.5 in the manual for the list of aggressive plant species) SPOO ?	1
Total for H 1 Add the points in the boxes above	6

Rating of Site Potential If score is: ___15-18 = H ____7-14 = M __X__0-6 = L *Record the rating on the first page*

H 2.0. Does the landscape have the potential to support the habitat functions of the site?	
H 2.1. Accessible habitat (include only habitat polygons accessible from the wetland. *Calculate:* % relatively undisturbed habitat 33% + [(% moderate and low intensity land uses)/2] Ø = 33% % Total accessible habitat is: > 1/3 (33.3%) of 1 km Polygon points = 3 20-33% of 1 km Polygon points = 2 10-19% of 1 km Polygon points = 1 < 10% of 1 km Polygon points = 0	3
H 2.2. Total habitat in 1 km Polygon around the wetland. *Calculate:* % relatively undisturbed habitat____ + [(% moderate and low intensity land uses)/2]____ = _____% Total habitat > 50% of Polygon points = 3 Total habitat 10-50% and in 1-3 patches points = 2 Total habitat 10-50% and > 3 patches points = 1 Total habitat < 10% of 1 km Polygon points = 0	1
H 2.3. Land use intensity in 1 km Polygon: > 50% of 1 km Polygon is high intensity land use points = (- 2) ≤ 50% of 1 km Polygon is high intensity points = 0	-2
Total for H 2 Add the points in the boxes above	2

Rating of Landscape Potential If score is: __4-6 = H __X__1-3 = M ____< 1 = L *Record the rating on the first page*

H 3.0. Is the habitat provided by the site valuable to society?	
H 3.1. Does the site provide habitat for species valued in laws, regulations, or policies? *Choose only the highest score that applies to the wetland being rated.* Site meets ANY of the following criteria: points = 2 — It has 3 or more Priority Habitats within 100 m (see next page) — It provides habitat for Threatened or Endangered species (any plant or animal on the state or federal lists) — It is mapped as a location for an individual WDFW Priority Species — It is a Wetland of High Conservation Value as determined by the Department of Natural Resources data — It has been categorized as an important habitat site in a local or regional comprehensive plan, in a Shoreline Master Plan, or in a watershed plan Site has 1 or 2 Priority Habitats (listed on next page) within 100 m points = 1 Site does not meet any of the criteria above points = 0	1

Rating of Value If score is: __2 = H __X__1 = M ____0 = L *Record the rating on the first page*

Wetland name or number B

WDFW Priority Habitats

See complete descriptions of Priority Habitats listed by WDFW, and the counties in which they can be found, in: Washington Department of Fish and Wildlife. 2008 (current year, as revised). Priority Habitat and Species List.[133] This list was updated for consistency with guidance from WDFW.

This question is independent of the land use between the wetland unit and the Priority Habitat. All vegetated wetlands are by definition a Priority Habitat but are not included in this list because they are addressed by this rating system.

Count how many of the following Priority Habitats are within 330 ft (100 m) of the wetland unit:

— **Aspen Stands:** Pure or mixed stands of aspen greater than 1 ac (0.4 ha).

— **Biodiversity Areas and Corridors**: Areas of habitat that are relatively important to various species of native fish and wildlife. This habitat automatically counts if mapped on the PHS online map within 100m of the wetland. If not mapped, a determination can be made in the field.

— **Caves:** A naturally occurring cavity, recess, void, or system of interconnected passages under the earth in soils, rock, ice, or other geological formations and is large enough to contain a human.

— **Cliffs:** Greater than 25 ft (7.6 m) high and occurring below 5000 ft elevation.

— **Fresh Deepwater:** Lands permanently flooded with freshwater, including environments where surface water is permanent and often deep, so that water, rather than air, is the principal medium within which the dominant organisms live. Substrate does not support emergent vegetation. Do not select if Instream habitat is also present, or if the entire Deepwater feature is included in the wetland unit being rated (such as a pond with a vegetated fringe).

— **Herbaceous Balds:** Variable size patches of grass and forbs on shallow soils over bedrock.

— **Instream:** The combination of physical, biological, and chemical processes and conditions that interact to provide functional life history requirements for instream fish and wildlife resources. Do not select if Fresh Deepwater habitat is also present.

— **Nearshore:** Relatively undisturbed nearshore habitats. These include Coastal Nearshore, Open Coast Nearshore, and Puget Sound Nearshore.

X **Old-growth/Mature forests:** Old-growth west of Cascade crest – Stands of at least 2 tree species, forming a multi-layered canopy with occasional small openings; with at least 8 trees/ac (20 trees/ha) > 32 in. (81 cm) diameter at breast height (dbh) or > 200 years of age. Mature forests – Stands with average diameters exceeding 21 in. (53 cm) dbh; crown cover may be less than 100%; decay, decadence, numbers of snags, and quantity of large downed material is generally less than that found in old-growth; 80-200 years old west of the Cascade crest.

[133] http://wdfw.wa.gov/publications/00165/wdfw00165.pdf

Wetland name or number B

— **Oregon White Oak:** Woodland stands of pure oak or oak/conifer associations where canopy coverage of the oak component is important. For single oaks or oak stands <0.4 ha in urban areas, WDFW's Management Recommendations for Oregon White Oak[134] provides more detail for determining if they are Priority Habitats

— **Riparian:** The area adjacent to freshwater aquatic systems with flowing or standing water that contains elements of both aquatic and terrestrial ecosystems which mutually influence each other.

— **Snags and Logs:** Trees are considered snags if they are dead or dying and exhibit sufficient decay characteristics to enable cavity excavation/use by wildlife. Priority snags have a diameter at breast height of > 20 in. (51 cm) in western Washington and are > 6.5 ft (2 m) in height. Priority logs are > 12 in. (30 cm) in diameter at the largest end, and > 20 ft (6 m) long.

— **Talus:** Homogenous areas of rock rubble ranging in average size 0.5 - 6.5 ft (0.15 - 2.0 m), composed of basalt, andesite, and/or sedimentary rock, including riprap slides and mine tailings. May be associated with cliffs.

— **Westside Prairies:** Herbaceous, non-forested plant communities that can either take the form of a dry prairie or a wet prairie.

[134] https://wdfw.wa.gov/publications/00030/wdfw00030.pdf

Wetland name or number B

CATEGORIZATION BASED ON SPECIAL CHARACTERISTICS

Wetland Type *Check off any criteria that apply to the wetland. Circle the category when the appropriate criteria are met.*	Category
SC 1.0. Estuarine wetlands Does the wetland meet the following criteria for Estuarine wetlands? — The dominant water regime is tidal, — Vegetated, and — With a salinity greater than 0.5 ppt Yes – Go to **SC 1.1** No= **Not an estuarine wetland**	
SC 1.1. Is the wetland within a National Wildlife Refuge, National Park, National Estuary Reserve, Natural Area Preserve, State Park or Educational, Environmental, or Scientific Reserve designated under WAC 332-30-151? Yes = **Category I** No – Go to **SC 1.2**	**Cat. I**
SC 1.2. Is the wetland unit at least 1 ac in size and meets at least two of the following three conditions? — The wetland is relatively undisturbed (has no diking, ditching, filling, cultivation, grazing), and has less than 10% cover of non-native plant species. If non-native species are *Spartina*, see chapter 4.8 in the manual. — At least ¾ of the landward edge of the wetland has a 100 ft buffer of shrub, forest, or un-grazed or un-mowed grassland. — The wetland has at least two of the following features: tidal channels, depressions with open water, or contiguous freshwater wetlands. Yes = **Category I** No = **Category II**	**Cat. I** **Cat. II**
SC 2.0. Wetlands of High Conservation Value (WHCV) SC 2.1. Does the wetland overlap with any known or historical rare plant or rare & high-quality ecosystem polygons on the WNHP Data Explorer?[135] Yes = **Category I** No – Go to **SC 2.2** SC 2.2. Does the wetland have a rare plant species, rare ecosystem (e.g., plant community), or high-quality common ecosystem that may qualify the site as a WHCV? Contact WNHP for resources to help determine the presence of these elements. Yes – Submit data to WA Natural Heritage Program for determination,[136] Go to **SC 2.3** No = **Not a WHCV** SC 2.3. Did WNHP review the site within 30 days and determine that it has a rare plant or ecosystem that meets their criteria? Yes = **Category I** No = **Not a WHCV**	**Cat. I**
SC 3.0. Bogs Does the wetland (or any part of the unit) meet both the criteria for soils and vegetation in bogs? *Use the key below.* ***If you answer YES, you will still need to rate the wetland based on its functions.*** SC 3.1. Does an area within the wetland unit have organic soil horizons, either peats or mucks, that compose 16 in. or more of the first 32 in. of the soil profile? Yes – Go to **SC 3.3** No – Go to **SC 3.2** SC 3.2. Does an area within the wetland unit have organic soils, either peats or mucks, that are less than 16 in. deep over bedrock, or an impermeable hardpan such as clay or volcanic ash, or that are floating on top of a lake or pond? Yes – Go to **SC 3.3** No = **Not a bog** SC 3.3. Does an area with peats or mucks have more than 70% cover of mosses at ground level, AND at least a 30% cover of plant species listed in Table 4? Yes = **Category I bog** No – Go to **SC 3.4** **NOTE:** If you are uncertain about the extent of mosses in the understory, you may substitute that criterion by measuring the pH of the water that seeps into a hole dug at least 16 in. deep. If the pH is less than 5.0 and the plant species in Table 4 are present, the wetland is a bog. SC 3.4. Is an area with peats or mucks forested (> 30% cover) with Sitka spruce, subalpine fir, western red cedar, western hemlock, lodgepole pine, quaking aspen, Engelmann spruce, or western white pine, AND any of the species (or combination of species) listed in Table 4 provide more than 30% of the cover under the canopy? Yes = **Category I bog** No = **Not a bog**	**Cat. I**

[135] https://www.dnr.wa.gov/NHPdata
[136] https://www.dnr.wa.gov/Publications/amp_nh_sighting_form.pdf

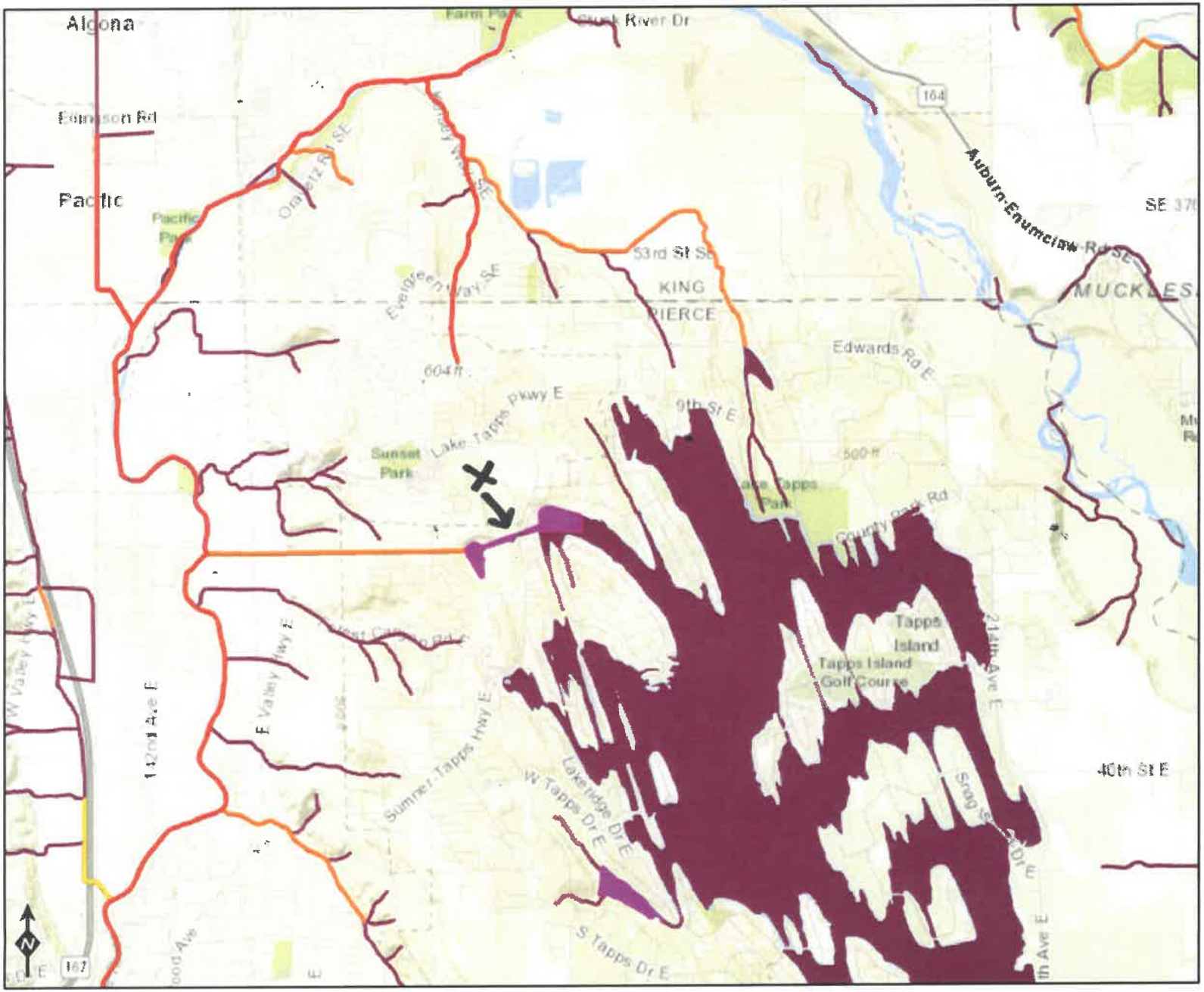
Wetland name or number B

SC 4.0. Forested Wetlands Does the wetland have at least 1 contiguous acre of forest that meets one of these criteria for the WA Department of Fish and Wildlife's forests as Priority Habitats? ***If you answer YES, you will still need to rate the wetland based on its functions.*** — **Old-growth forests** (west of Cascade crest): Stands of at least two tree species, forming a multi-layered canopy with occasional small openings; with at least 8 trees/ac (20 trees/ha) that are at least 200 years of age OR have a diameter at breast height (dbh) of 32 in. (81 cm) or more. — **Mature forests** (west of the Cascade Crest): Stands where the largest trees are 80- 200 years old OR the species that make up the canopy have an average diameter (dbh) exceeding 21 in. (53 cm). Yes = **Category I** (No) = **Not a forested wetland for this section**	**Cat. I**
SC 5.0. Wetlands in Coastal Lagoons Does the wetland meet all of the following criteria of a wetland in a coastal lagoon? — The wetland lies in a depression adjacent to marine waters that is wholly or partially separated from marine waters by sandbanks, gravel banks, shingle, or, less frequently, rocks — The lagoon in which the wetland is located contains ponded water that is saline or brackish (> 0.5 ppt) during most of the year in at least a portion of the lagoon *(needs to be measured near the bottom)* — The lagoon retains some of its surface water at low tide during spring tides Yes – Go to **SC 5.1** (No) = **Not a wetland in a coastal lagoon** SC 5.1. Does the wetland meet all of the following three conditions? — The wetland is relatively undisturbed (has no diking, ditching, filling, cultivation, grazing), and has less than 20% cover of aggressive, opportunistic plant species (see list of species in H 1.5 in the manual). — At least ¾ of the landward edge of the wetland has a 100 ft buffer of shrub, forest, or un-grazed or un-mowed grassland. — The wetland is larger than $^{1}/_{10}$ ac (4350 ft^2) Yes = **Category I** No = **Category II**	**Cat. I** **Cat. II**
SC 6.0. Interdunal Wetlands Is the wetland west of the 1889 line (also called the Western Boundary of Upland Ownership or WBUO)? ***If you answer YES, you will still need to rate the wetland based on its habitat functions.*** In practical terms that means the following geographic areas: — Long Beach Peninsula: Lands west of SR 103 — Grayland-Westport: Lands west of SR 105 — Ocean Shores-Copalis: Lands west of SR 115 and SR 109 and Ocean Shores Blvd SW, including lands west of E. Oceans Shores Blvd SW. Yes – Go to **SC 6.1** (No) = **Not an interdunal wetland for rating** SC 6.1. Is the wetland 1 ac or larger and scores an 8 or 9 for the habitat functions on the form (rates H,H,H or H,H,M for the three aspects of function)? Yes = **Category I** No – Go to **SC 6.2** SC 6.2. Is the wetland 1 ac or larger, or is it in a mosaic of wetlands that is 1 ac or larger? Yes = **Category II** No – Go to **SC 6.3** SC 6.3. Is the unit between 0.1 and 1 ac, or is it in a mosaic of wetlands that is between 0.1 and 1 ac? Yes = **Category III** No = **Category IV**	**Cat I** **Cat. II** **Cat. III** **Cat. IV**
Category of wetland based on Special Characteristics If you answered No for all types, enter "Not Applicable" on Summary Form	N/A

Lake Tapps Pkwy SE
Lake Tapps Pkwy SE
Lake Tapps Pkwy SE
SS
EM
SS
N
400 ft
Google Earth

Google Earth
3000 ft
N
Lake Tapps Pkwy SE
Lake Tapps Pkwy E
Sumner Tapps Hwy E
Lake Tapps Dr SE
Lake Tapps Hills Way
Cottage Rd
Cottage Rd E
Panorama Dr SE
Monte Vista Dr SE
Elizabeth Ave SE
Cr Green Way SE
Haven Ave SE
Hawks Hills Way
Pen Ave SE
Thomas Ave SE
Stuart Ave SE
Wyatt Ave SE
Hoffman Ave SE
Nathan Way
59th St SE
60th St SE
61st St SE
62nd Loop SE
62nd Dr SE
62nd St SE
63rd St SE
63rd Pl SE
64th St SE
65th St SE
66th St SE
67th St SE
68th St SE
69th St SE
70th St SE
72nd St SE
73rd St SE
2nd St E
16th St E
17th St E
176th Ave
178th Ave E
182nd Ave E
186th Ave E
22nd St E
23rd St E
24th St E
25th St E
E Valley Hwy E

Water Quality Atlas



Assessed Water/Sediment

Water
- Category 5 - 303d
- Category 4C
- Category 4B
- Category 4A
- Category 2
- Category 1

Sediment
- Category 5 - 303d
- Category 4C
- Category 4B
- Category 4A
- Category 2
- Category 1

Water Quality Standards
- All Standards

King County, WA State Parks GIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA

DEPARTMENT OF ECOLOGY State of Washington

Pierce County

Water quality improvement projects

Select the waterbody or pollutant name to find more information about the specific project.

Waterbody Name(s)	Pollutant(s)	Status	Project Lead(s)
Clarks and Meeker Creeks	Dissolved Oxygen Sediment Fecal Coliform	EPA approved and Has an implementation plan	Donovan Gray 360-407-6407
Clover Creek	Dissolved Oxygen Fecal Coliform Temperature	Under development	Donovan Gray 360-407-6407
Commencement Bay	Dioxin	EPA approved	Donovan Gray 360-407-6407
Puyallup River Watershed	Fecal Coliform	EPA approved and Has implementation plan	Donovan Gray 360-407-6407
Puyallup River Watershed	Multi-parameter Ammonia-N BOD (5-day)	EPA approved	Donovan Gray 360-407-6407
Puyallup River: Upper White River	Sediment Temperature	EPA approved	Donovan Gray 360-407-6407
Puyallup River: Puyallup River Watershed> Lower White River	pH	Under development	Donovan Gray 360-407-6407
South Prairie Creek	Fecal Coliform Temperature	EPA approved and Has an implementation plan	Donovan Gray 360-407-6407
Wapato Lake	Total Phosphorus	EPA approved	Donovan Gray 360-407-6407

AUBURN SCHOOL DISTRICTS – SITE 35

CRITICAL AREAS REPORT

APPENDIX E: QUERIED DATABASE FIGURES

3XEOLF*,6

'LVFODLPHU¸ 7KH PDS IHDWXUHV DUH DSSURLPDWH DQG KDYH QRW EHHQ VXUYH\HG $GGLWLRQDO IHDWXUHV QRW
3LHUFH &RXQW\ DVVXPHV QR OLDELOLW\ IRU YDULDWLRQV DVFHUWDLQHG E\ DQ DFFXUDWH VXUYH\ ¸ 30

U.S. Fish and Wildlife Service
National Wetlands Inventory

Wetlands

October 26, 2023

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

National Wetlands Inventory (NWI)
This page was produced by the NWI mapper

Priority Habitats and Species on the Web

Report Date: 10/30/2023

PHS Species/Habitats Overview:

Occurence Name	Federal Status	State Status	Sensitive Location
Waterfowl Concentrations	N/A	N/A	No
Wetlands	N/A	N/A	No
Freshwater Forested/Shrub Wetland	N/A	N/A	No
Freshwater Pond	N/A	N/A	No

Freshwater Emergent Wetland	N/A	N/A	No

PHS Species/Habitats Details:

Waterfowl Concentrations	
Priority Area	Regular Concentration
Site Name	PIERCE COUNTY - NON FARM
Accuracy	1/4 mile (Quarter Section)
Notes	SMALL WATERFOWL CONCENTRATION AREAS, NON AGRICULTURAL.
Source Record	902564
Source Dataset	PHSREGION
Source Name	NAUER, DON WDW
Source Entity	WA Dept. of Fish and Wildlife
Federal Status	N/A
State Status	N/A
PHS Listing Status	PHS LISTED OCCURRENCE
Sensitive	N
SGCN	N
Display Resolution	AS MAPPED
ManagementRecommendations	http://wdfw.wa.gov/publications/pub.php?id=00026
Geometry Type	Polygons

Wetlands	
Priority Area	Aquatic Habitat
Site Name	LAKE TAPPS PLATAU WETLANDS
Accuracy	1/4 mile (Quarter Section)
Notes	NUMEROUS WETLANDS EITHER SURFACE OR SUBSURFACE CONNECTED TO LAKE TAPPS WHICH PROVIDE QUALITY WILDLIFE HABITAT.
Source Record	902565
Source Dataset	PHSREGION
Source Name	NAUER, DON WDW
Source Entity	WA Dept. of Fish and Wildlife
Federal Status	N/A
State Status	N/A
PHS Listing Status	PHS Listed Occurrence
Sensitive	N
SGCN	N
Display Resolution	AS MAPPED
ManagementRecommendations	http://www.ecy.wa.gov/programs/sea/wetlands/bas/index.html
Geometry Type	Polygons

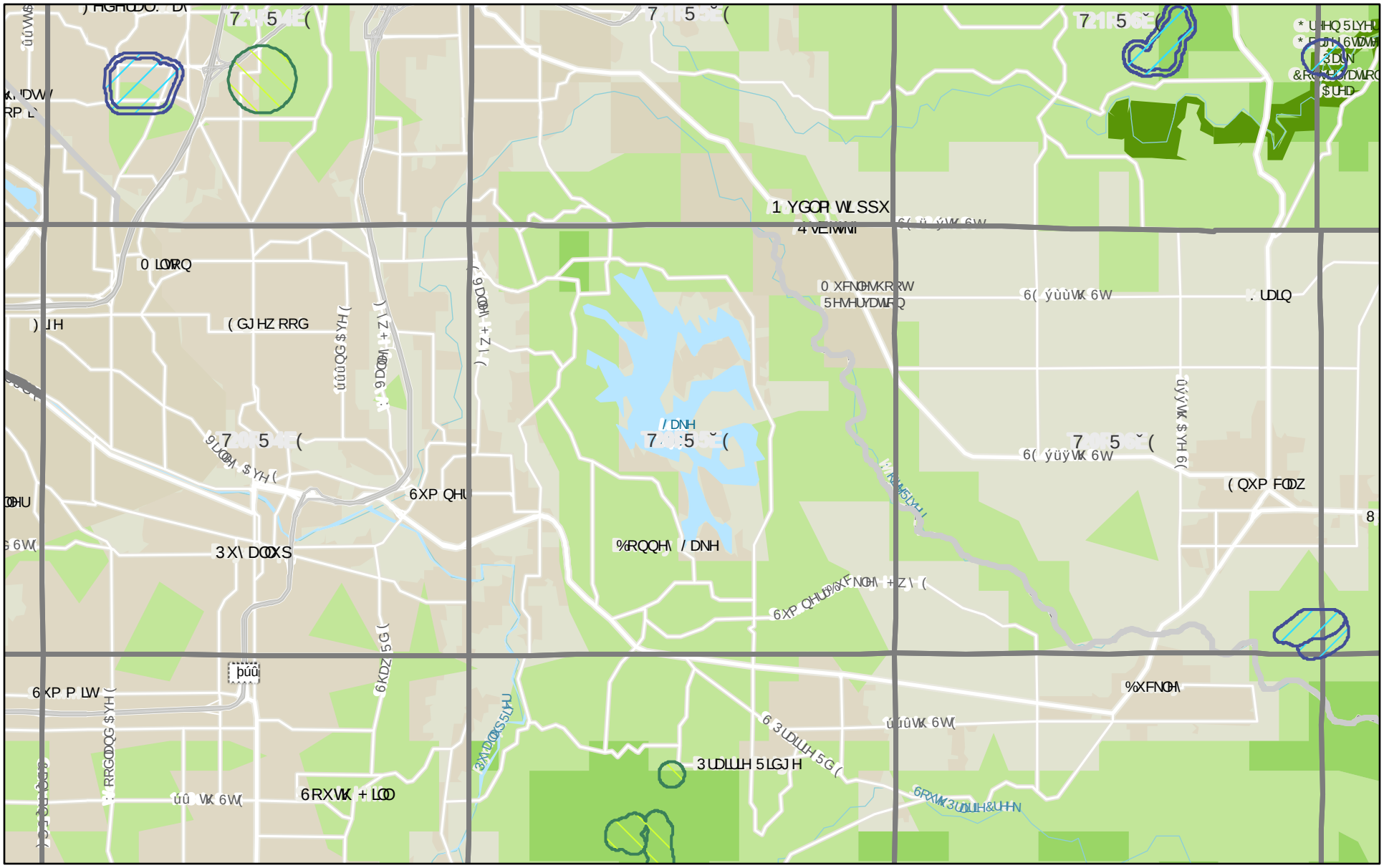
Freshwater Forested/Shrub Wetland	
Priority Area	Aquatic Habitat
Site Name	N/A
Accuracy	NA
Notes	Wetland System: Freshwater Forested/Shrub Wetland - NWI Code: PFO6/7C
Source Dataset	NWIWetlands
Source Name	Not Given
Source Entity	US Fish and Wildlife Service
Federal Status	N/A
State Status	N/A
PHS Listing Status	PHS Listed Occurrence
Sensitive	N
SGCN	N
Display Resolution	AS MAPPED
ManagementRecommendations	http://www.ecy.wa.gov/programs/sea/wetlands/bas/index.html
Geometry Type	Polygons

Freshwater Pond	
Priority Area	Aquatic Habitat
Site Name	N/A
Accuracy	NA
Notes	Wetland System: Freshwater Pond - NWI Code: PUSC
Source Dataset	NWIWetlands
Source Name	Not Given
Source Entity	US Fish and Wildlife Service
Federal Status	N/A
State Status	N/A
PHS Listing Status	PHS Listed Occurrence
Sensitive	N
SGCN	N
Display Resolution	AS MAPPED
ManagementRecommendations	http://www.ecy.wa.gov/programs/sea/wetlands/bas/index.html
Geometry Type	Polygons

Freshwater Emergent Wetland	
Priority Area	Aquatic Habitat
Site Name	N/A
Accuracy	NA
Notes	Wetland System: Freshwater Emergent Wetland - NWI Code: PEM1C
Source Dataset	NWIWetlands
Source Name	Not Given
Source Entity	US Fish and Wildlife Service
Federal Status	N/A
State Status	N/A
PHS Listing Status	PHS Listed Occurrence
Sensitive	N
SGCN	N
Display Resolution	AS MAPPED
ManagementRecommendations	http://www.ecy.wa.gov/programs/sea/wetlands/bas/index.html
Geometry Type	Polygons

DISCLAIMER. This report includes information that the Washington Department of Fish and Wildlife (WDFW) maintains in a central computer database. It is not an attempt to provide you with an official agency response as to the impacts of your project on fish and wildlife. This information only documents the location of fish and wildlife resources to the best of our knowledge. It is not a complete inventory and it is important to note that fish and wildlife resources may occur in areas not currently known to WDFW biologists, or in areas for which comprehensive surveys have not been conducted. Site specific surveys are frequently necesssary to rule out the presence of priority resources. Locations of fish and wildlife resources are subject to variation caused by disturbance, changes in season and weather, and other factors. WDFW does not recommend using reports more than six months old.

:1+3 5DUH 3ODQW DQG (FRV\VWHP /RFDWL



$0

.QRZQ 5DUH 3ODQWV DQG 5DUH +LJK TXDOLW\ (FRV\VWHPV

5DUH 3ODQW

5DUH DQG RU +LJK 4XDOLW\ (FRV\VWHP

+LJK TXDOLW\ (FRV\VWHPV

3XEOLF /DQG &XUYH\ 7RZQVKLSV

6WDWH %RXQGDU\

&RXQW\ %RXQGDULHV

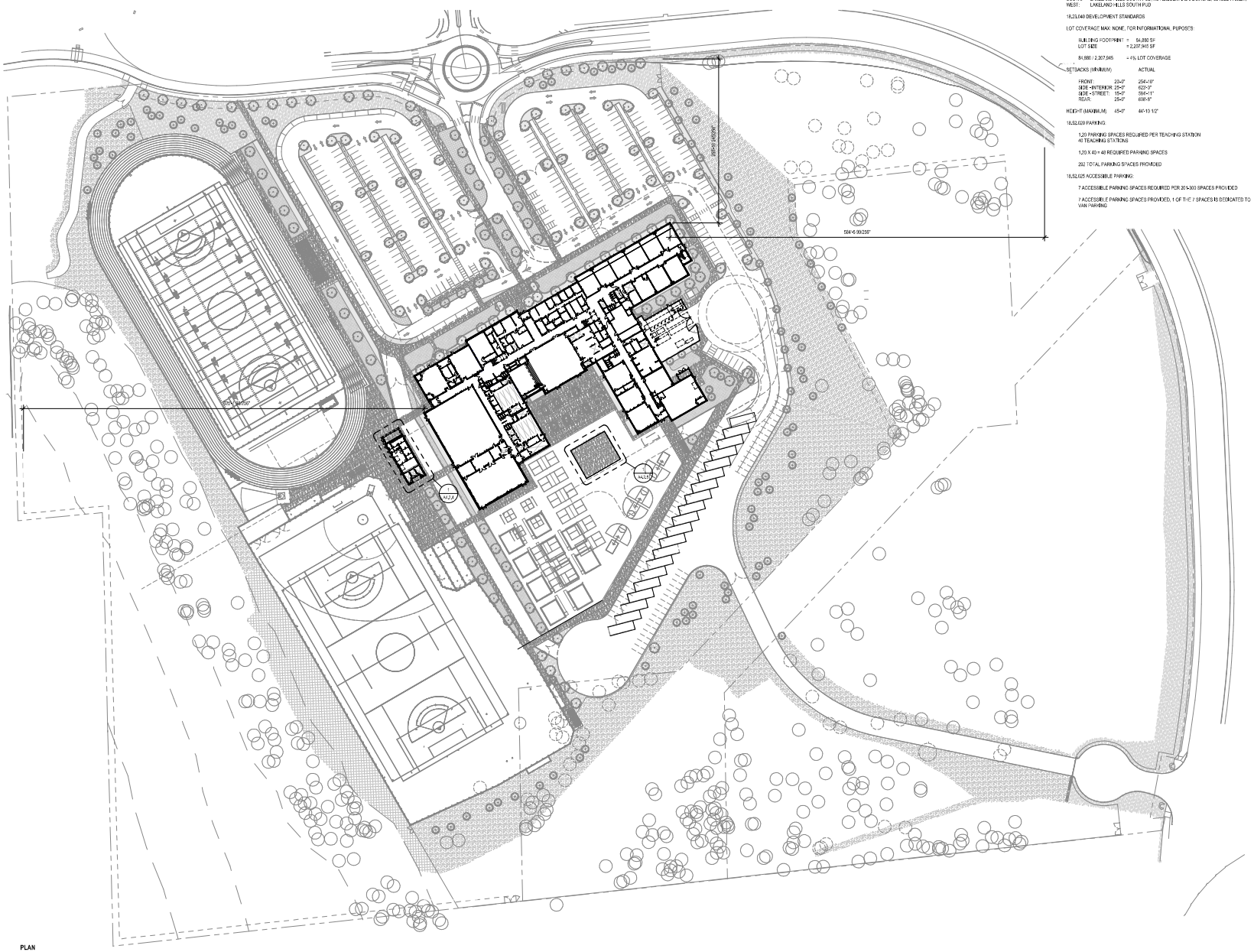
PL

NP

(VUL 1$6$ 1*$ 86*6 .LQJ &RXQW\ :$ 6WDWH 3DUNV
*DUPLQ 6DIH*UDSK 0(7, 1$6$ 86*6 %XUHDX RI /DQG

:1+3 3ODQW (FRV\VWHP 0DS 9

.12:1 3/$17 $1' (&26<67(0 /2&$7,216 5()/(&7 .12:1 2&&855(1&(/2&$7,216 %87 0$< 127 5()/(&7 $// 2&&855(1&(6 2) 5$5(3/$176 2



TRUE NORTH
PLAN NORTH

ARCHITECTURAL SITE PLAN
Scale: 1" = 60'-0"

ZONING REQUIREMENTS

ZONING: LAKELAND HILLS SOUTH PUD 19.78; C-1

ADJACENT PROPERTY ZONING & LAND USE:

NORTH: LAKELAND HILLS SOUTH PUD, R5 RESIDENTIAL 5 DU/ACRE; SINGLE-FAMILY;
EAST: LAKELAND HILLS SOUTH PUD
SOUTH: LAKELAND HILLS SOUTH PUD, R5 RESIDENTIAL 5 DU/ACRE; SINGLE-FAMILY;
WEST: LAKELAND HILLS SOUTH PUD

18.23.040 DEVELOPMENT STANDARDS

LOT COVERAGE; MAX: NONE, FOR INFORMATIONAL PURPOSES:

BUILDING FOOTPRINT = 84,880 SF
LOT SIZE = 2,207,945 SF

84,880 / 2,207,945 = 4% LOT COVERAGE

SETBACKS: (MINIMUM) ACTUAL

FRONT:	25'-0"	254'-10"
SIDE -INTERIOR:	25'-0"	623'-0"
SIDE -STREET:	15'-0"	598'-11"
REAR:	25'-0"	698'-8"
HEIGHT (MAXIMUM)	45'-0"	44'-10 1/2"

18.52.020 PARKING:

1.20 PARKING SPACES REQUIRED PER TEACHING STATION
40 TEACHING STATIONS

1.20 X 40 = 48 REQUIRED PARKING SPACES

292 TOTAL PARKING SPACES PROVIDED

18.52.025 ACCESSIBLE PARKING:

7 ACCESSIBLE PARKING SPACES REQUIRED PER 201-300 SPACES PROVIDED

7 ACCESSIBLE PARKING SPACES PROVIDED, 1 OF THE 7 SPACES IS DEDICATED TO VAN PARKING

SITE PLAN NOTES

1. SEE SHEET A0.XX TO LOCATE MONUMENT SIGN
2. SEE SHEETS A0.XX & A0.XX FOR EXTERIOR SITE ELEVATIONS, SECTIONS, AND DETAILS INCLUDING: MONUMENT SIGN, TYPICAL PORTAL GATE COLUMNS, AND SERVICE YARD WALL
3. SEE SHEET A0.XX FOR TYPICAL WALL MOCKUP PLANS, SECTION, AND ELEVATIONS

LEGAL DESCRIPTION

PARCEL A:

THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN IN PIERCE COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL B:

THE SOUTH 1 ACRE OF THE EAST 2 ACRES OF THE SOUTH 3 ACRES OF THE NORTH 10 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL C:

THE NORTH 1 ACRE OF THE EAST 2 ACRES OF THE SOUTH 3 ACRES OF THE NORTH 10 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL D:

ALL THAT PORTION OF THE SOUTH HALF O FTHE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST, WILLAMETTE MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5;
THENCE SOUTH 87°42'00" WEST ALONG THE SOUTH LINE OF SAID SUBDIVISION A DISTANCE OF 55.37 FEET;
THENCE NORTH 06°17'53" WEST A DISTANCE OF 67.73 FEET;
THENCE NORTH 00°00'05" EAST A DISTANCE OF 78.72 FEET;
THENCE NORTH 87°48'18" EAST A DISTANCE OF 72.68 FEET TO THE EAST LINE OF SAID SUBDIVISION;
THENCE CONTINUING NORTH 87°48'18" EAST ALONG THE NORTH LINE OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5 A DISTANCE OF 322.81 FEET TO THE EAST LINE THEREOF
THENCE SOUTH 00°04'40" WEST ALONG SAID EAST LINE OF SAID SUBDIVISION A DISTANCE OF 99.94 FEET TO THE NORTHWESTERLY BOUNDARY LINE OF THAT PORTION CONVEYED TO EL PASO NATURAL GAS CO, BY DEED PER AUDITOR'S FILE NO. 2412445;
THENCE SOUTH 47°08'50" WEST ALONG SAID NORTHWESTERLY BOUNDARY A DISTANCE OF 191.93 FEET TO THE SOUTH LINE OF SAID SUBDIVISION
THENCE ALONG SAID SOUTH LINE SOUTH 87°42'00" WEST A DISTANCE OF 250.75 FEET TO THE TRUE POINT OF BEGINNING

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL E:

THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN, IN PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER;
THENCE SOUTH 87°42'00" WEST ALONG THE SOUTH LINE OF SAID SUBDIVISION A DISTANCE OF 55.37 FEET;
THENCE NORTH 06°17'53" WEST A DISTANCE OF 67.73 FEET;
THENCE NORTH 00°00'05" EAST A DISTANCE OF 78.72 FEET;
THENCE NORTH 87°48'18" EAST A DISTANCE OF 72.8 FEET TO THE EAST LINE OF SAID SUBDIVISION;
THENCE SOUTH 00°00'05" WEST ALONG SAID LINE A DISTANCE OF 166.16 FEET TO SAID SOUTHEAST CORNER AND THE POINT O FBEGINNING.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL F:

LOT 2, AS SHOWN ON SURVEY NO. 1313, FIELD FOR RECORD JUNE 7, 1976 IN BOOK 14 OF SURVEYS AT PAGE 13, RECORDS OF PIERCE COUNTY AUDITOR;

TOGETHER WITH THAT PORTION OF SAID SURVEY DELINEATED AS EXISTING SERVICE ROAD.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL G:

LOT 1, AS SHOWN ON SURVEY NO. 1313, FILED FOR RECORD JUNE 7, 1976 IN BOOK 14 OF SURVES AT PAGE 13, RECORDS OF PIERCE COUNTY AUDITOR;

SITUATE IN THE COUNTY OF PIRECE, STATE OF WASHINGTON.

PARCEL H:

LOT 3, AS SHOWN ON SURVEY NO. 1313, FIELD FOR RECROD JUNE 7, 1976 IN BOOK 14 OF SURVEYS AT PAGE 13, RECORDS OF PIERCE COUNTY AUDITOR;

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL I:

THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN, IN PIERCE COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

EXCEPT THAT PORTION CONVEYED TO EL PASO NATURAL GAS COMPANY BY DEED DATED SEPTEMBER 26, 1971, RECORDED SEPTEMBER 27, 1971, UNDER AUDITOR'S FILE NO. 2412445.

SITUATE IN THE COUNTY O FPIRERCE, STATE OF WASHINGTON.

PARCEL L:

BEGINNING AT THE NORTHWEST CORNER OF THE EAST 330 FEET OF THAT PORTION OF THE NORTH 330 FEET OF THE SOUTH 990 FEET OF THE SOUTH HALF OF SECTION 5, TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN, LYING WEST OF THE BONNEVILLE POWER ADMINISTRATION RIGHT OF WAY AS GRANTED TO THE UNITED STATES OF AMERICA BY INSTRUMENT RECORDED FEBRUARY 24, 1941 UNDER RECORDING NUMBER 1279447;
THENCE SOUTHERLY ALONG THE WEST LINE OF SAID EAST 330 FEET, A DISTANCE OF 165 FEET;
THENCE NORTHWESTERLY ALONG A STRAIGHT LINE TO THE PLACE OF BEGINNING, EXCEPT THEREFROM THAT PORTION CONVEYED TO EL PASO NATURAL GAS COMPANY BY DEED RECORDED SEPTEMBER 27, 1971 UNDER RECORDING NUMBER 2412445, RECORDS OF PIERCE COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL M:

TOGETHER WITH AN EASEMENT FOR ACCESS AND DRAINAGE FACILITIES AS SET FORTH IN INSTRUMENT RECORDED UNDER RECORDED NO. 200605081070.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

FOR CITY OF AUBURN USE ONLY

REVISIONS

100% DESIGN DEVELOPMENT

AUBURN SCHOOL DISTRICT #408
MIDDLE SCHOOL #5
SUMNER-OPEN HIGHWAY EAST, AUBURN, WA 98001

NAC ARCHITECTURE
2025 1ST AVE STE 350
SEATTLE WA 98121-2121
P: 206.441.4522

NAC NO:	121-24046
DRAWN:	KRL
CHECKED:	KRL
DATE:	4-11-2025

ARCHITECTURAL SITE PLAN

A1.3.1

Autodesk Docs://121-24046 Auburn SD Middle School No 5/MS#5-R24.rvt
4/11/2025 5:22:15 PM

AUBURN MIDDLE SCHOOL NO. 5
LEGAL DESCRIPTIONS OF 15 PARCELS FOR THE ANNUAL COMPREHENSIVE PLAN LAND USE MAP AMENDMENT AND REZONE:

0520053055
Section 05 Township 20 Range 05 Quarter 34 : N 1/2 OF N 5 AC OF NW OF SE OF SW ALSO N 1/2 OF FOLL BEG AT NE COR SW OF SW TH W 132 FT TH S 330 FT TH E 132 FT TH N TO BEG EXC POR CY TO P CO FOR SUMNER EXT R/W ETN W1001634 EASE OF RECORD OUT OF 3-004 SEG S0294 10/6/99MD

0520053014
Section 05 Township 20 Range 05 Quarter 34 : S 1/2 OF N 5 AC OF NW OF SE OF SW ALSO S 1/2 OF FOLL BEG AT NE COR SW OF SW TH W 132 FT TH S 330 FT TH E 132 FT TH N TO BEG SUBJ TO EASE

0520053034
Section 05 Township 20 Range 05 Quarter 34 : L 1 OF SURVEY # 1313 LY IN SE OF SW EASE OF RECORD OUT OF 3-005 SEG L-2906 NC EMS

0520053035
Section 05 Township 20 Range 05 Quarter 34 : L 2 OF SURVEY # 1313 LY IN SE OF SW ALSO BEG NE COR OF LOT 2 TH N 33 DEG 41 MIN 56 SEC W 195.41 FT TH E 23.50 FT TH S 33 DEG 41 MIN 56 SEC E 184.90 FT TH S 23 DEG 20 MIN 06 SEC E 187.74 FT TH W 21.27 FT TO SE COR OF LOT 2 EASE OF RECORD OUT OF 3-005 SEG L-2906 NC EMS (DCLPJS6-18-80)

0520053036
Section 05 Township 20 Range 05 Quarter 34 : LOT 3 OF SURVEY # 1313 LY IN SE OF SW EASE OF RECORD OUT OF 3-005 SEG L-2906 NC EMS

0520053006
Section 05 Township 20 Range 05 Quarter 34 : N 1 AC OF E 2 AC OF S 5 AC OF N 10 AC OF NW OF SE OF SW SUBJ TO EASE

0520053016
Section 05 Township 20 Range 05 Quarter 34 : S 1 AC OF E 2 AC OF S 5 AC OF N 10 AC OF NW OF SE OF SW SUBJ TO EASE

0520053040
Section 05 Township 20 Range 05 Quarter 34 : PARCEL "A" DBLR 91-02-14-0148 DESC AS N 1/2 OF SW OF SE OF SW EXC POR DESC AS FOLL BEG SE COR OF N 1/2 OF SW OF SE OF SW TH W 55.37 FT TH N 08 DEG 17 MIN 33 SEC W 87.73 FT TH N 02 DEG 39 MIN 08 SEC E 78.72 FT TH N 87 DEG 48 MIN 19 SEC E 72.08 FT TO E LI SD SUBD TH S 166.16 FT TO SE COR SD SUBD & POB EASE OF REC OUT OF 3-002 SEG C1358MD 1/15/92BO

0520053001
Section 05 Township 20 Range 05 Quarter 34 : N 1/2 OF NW OF SE OF SE OF SW SUBJ TO EASE

0520053041
Section 05 Township 20 Range 05 Quarter 34 : PARCEL "B" DBLR 91-02-14-0148 DESC AS POR OF N 1/2 OF SW OF SE OF SW DESC AS FOLL BEG SE COR OF N 1/2 OF SW OF SE OF SW TH W 55.37 FT TH N 08 DEG 17 MIN 33 SEC W 87.73 FT TH N 02 DEG 39 MIN 08 SEC E 78.72 FT TH N 87 DEG 48 MIN 19 SEC E 72.08 FT TO E LI SD SUBD TH CON E ALG N LI OF S 1/2 OF NW OF SE OF SE OF SW 322.61 FT TO E LI SD SUBD TH S 02 DEG 48 MIN 42 SEC W 99.14 FT TO NWLY BDRY OF POR CYD TO EL PASO NATURAL GAS CO TH S 47 DEG 08 MIN 50 SEC W 101.83 FT TO S LI SD SUBD TH W 250.75 FT TO TRUE POB EASE OF REC OUT OF 3-012 & 3-002 SEG C1358MD 1/15/92BO

0520053015
Section 05 Township 20 Range 05 Quarter 34 : S 1/2 OF FOLL DESC PROP W 1/2 OF SE OF SW EXC N 10 AC EXC RD EASE & RESERV OF RECORD

0520053013
Section 05 Township 20 Range 05 Quarter 34 : SW OF SE OF SE OF SW EXC RDS SUBJ TO PRI RD & SUBJ TO R/W & EASE TO PAC NW PIPE CORP # 2392332 LESS THAT POR ACQUIRED BY EL PASO NATURAL GAS CO #2412443

0520053060
Section 05 Township 20 Range 05 Quarter 34 W 1/2 OF SW OF SE & NE OF SE OF SW & E 1/2 OF SE OF SE OF SW EXC THAT POR LY SLY OF NLY LI OF THAT LD CYD TO EL PASO NATURAL GAS COMP PER AFN 2412443 ALSO EXC E 330 FT OF N 405 FT OF S 1065 FT OF S 1/2 OF SEC LY W OF BONNEVILLE POWER ADMIN R/W PER AFN 1274447 ALSO EXC THAT POR LY NLY OF SLY R/W MAR OF SUMNER-TAPPS HWY E EXT CYD TO P CO PER ETN 1001634 APPROVED SUBD BY CY OF AUBURN PLANNING & BULDG COMM 04/04/07 OUT OF 4-074 SEG 2008-0017 07/05/07CL

0520053046
Section 05 Township 20 Range 05 Quarter 34 : BEG AT NW COR OF E 330 FT OF THAT POR OF N 330 FT OF S 990 FT OF S 1/2 OF SEC LY W OF BONNEVILLE POWER ADMIN R/W PER AFN 1274447 TH SLY ALG W LI SD POR 330 FT TO SW COR THEREOF TH ELY ALG S LI SD POR 150 FT TH NWLY ALG STRAIGHT LI TO POB LESS ANY POR LY IN EL PASO NAT GAS CO PIPELINE R/W OUT OF 3-030 SEG I-0774 JU 5/13/97JU

0520054081
Section 05 Township 20 Range 05 Quarter 43 W 1/2 OF SW OF SE & E 1/2 OF SE OF SE OF SW EXC THAT POR LY NLY OF SLY LI OF THAT LD CYD TO EL PASO NATURAL GAS COMP PER AFN 2412443 ALSO EXC THAT POR CYD TO P CO LY ELY OF WLY R/W MAR OF SUMNER-TAPPS HWY E EXT PER ETN 1001634 ALSO EXC THAT POR CYD TO P CO FOR ADDL R/W PER ETN 4021323 APPROVED SUBD BY CY OF AUBURN PLANNING & BULDG COMM 04/04/07 OUT OF 4-074 SEG 2008-0017 07/05/07CL

Dinah Reed

From: Lauren Balisky <BaliskyL@bonneylake.gov>
Sent: Monday, October 20, 2025 4:26 PM
To: Dinah Reed
Cc: Jason Sullivan; Jim Miracle; Ken Gill
Subject: RE: NOH/DNS COMPREHENSIVE PLAN LAND USE MAP AMENDMENT AND REZONE

CAUTION: The following message originated from outside the City of Auburn. Be careful opening links and attachments

---

Good afternoon Dinah,

Thank you for the opportunity to comment on the proposed Comprehensive Plan Land Use Map Amendment and Rezone for new Middle School No. 5 proposed by Auburn School District south of the intersection of Lake Tapps Parkway SE and Sumner Tapps Highway East in the City of Auburn.

The PUD, Comprehensive Plan, and Zoning Amendment is interdependent with the construction of the proposed school and ancillary facilities (WAC 197-11-060), and environmental review should not be split between lead agencies (WAC 197-11-926). Additionally, review of the impacts of the construction of the new school should not be deferred to a future date when the proposal's environmental impacts can reasonably be fully identified at this stage. The City may wish to review a recent unpublished Washington State Court of Appeals decision, *Clark County v. Western Washington Growth Management Hearings Board et. al.* (Case No. 86622-2-I, Division One).

For the purpose of the SEPA Checklist and this threshold determination, the City is required to review not just the environmental impacts of the changes in these designations, but also the future school and the impacts to the adjacent major utility facilities, including impacts to the City of Bonney Lake water system and access to the reservoir site.

As an agency with jurisdiction, the City respectfully requests reconsideration of the DNS and requests to be a party of record for this application and all related applications moving forward.

Sincerely,

Lauren Balisky, AICP, MPA | Development Services Manager

City of Bonney Lake | Public Services Center

21719 96th Street E | Floor 2 | Buckley, WA 98321

Direct: (253) 447-4347 | BaliskyL@bonneylake.gov

Permit Center | (253) 447-4356 | Inspections: (253) 447-4357

Hours: M – Th, 9 AM – 4 PM | F, By Appointment Only | Closed Holidays

Disclaimer: The Development Services Division tries to provide timely and informative responses to all email inquiries, but our responses should not be considered comprehensive or applicable to all situations. Information provided by our staff does not constitute a formal statement of restrictions,

Dinah Reed

From: Katie Posler <kposler@shockeyplanning.com>
Sent: Tuesday, September 23, 2025 8:44 AM
To: hanson.eric29@gmail.com
Cc: Dinah Reed; Grose, Jeff; Camie Anderson; Nolan, Matthew (Matt)
Subject: RE: question regarding project: Major PUD Amendment PLT-2250005 and SEP25-0010

CAUTION: The following message originated from outside the City of Auburn. Be careful opening links and attachments

---

Hi Eric,

Thank you for your comments and for reviewing the SEPA Checklist.

You are correct that trees will be removed for the proposed middle school development. A significant number of trees will remain along the west, south, and eastern borders of the property. In addition, new trees will be planted to meet code requirements. The proposed landscape plan exceeds the minimum 15% landscape coverage required in the P-1 zone, providing approximately 60% coverage.

Portions of the proposed development will occur in areas of the site that are already disturbed, which helps avoid additional land disturbance beyond what is necessary. These tree plantings, retained buffers, and siting strategies are part of the project's mitigation measures to minimize and offset potential impacts to vegetation and wildlife habitat.

Please let us know if you have any other questions.

Kind regards,

Katie Posler
Senior Planner
Shockey Planning Group
1426 35th Street, Suite 1
Everett, Washington 98201
Phone: 206-480-8245

Celebrating over 45 Years of Excellence 1980-2025!

This message is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone, the contents contained in the message.

From: Eric Hanson <hanson.eric29@gmail.com>
Sent: Thursday, September 18, 2025 4:07 PM
To: Dinah Reed <DReed@auburnwa.gov>
Subject: Re: question regarding project: Major PUD Amendment PLT-2250005 and SEP25-0010

CAUTION: The following message originated from outside the City of Auburn. Be careful opening links and attachments

Greetings Ms. Reed,

Thank you for your reply to my original email message. I am aware that a certain area of tree cover exists on the west and also the south end of the property to be developed, extending both within and outside the land parcels to be incorporated into the space designated for the prospective middle school. Based on diagrams displayed in the PUD Amendment's SEPA Checklist, I expect that some portion of these wooded sectors must be cleared to enable the full apportionment of the land appointed for the school to be utilized. May you kindly confirm whether this is indeed the case? If so, wildlife which relies on those arboreal zones for habitat shall invariably perish when the native flora is removed and replaced with concrete, cement, and other building materials. I understand that none of these species are likely endangered or listed as particularly threatened in terms of population sizes; nevertheless, I maintain that their demise should be mitigated as much as possible (no matter how much time and effort that entails) and, ideally, prevented altogether. Conceiving of and implementing a method to preserve or at least entirely replace elsewhere the vegetation itself should also be a focus at some point in the planning and/or undergoing of this construction operation. I would therefore kindly like to know what related ecological preservation measures (if any) have been proposed at any time in the past and through the present moment.
Thank you again for your attention and consideration.

Regards,
Eric Hanson

On Thu, Sep 4, 2025 at 10:11 AM Dinah Reed <DReed@auburnwa.gov> wrote:

> Good morning Eric,
>
> The SEPA checklist associated with the PUD Amendment only addresses the PUD Amendment. There will be another SEPA Checklist associated with the development of the property. Any environmental functions to be addressed will be mitigated during that process. The City has thorough regulations addressing wetlands. Buffers are required depending on the significance of the wetland.

I will add your name as a Party of Record so that you receive all noticing for the project in the future.

Best regards,

Dinah Reed

Dinah Reed, Senior Planner

Department of Community Development

City of Auburn | www.auburnwa.gov

Office 253-931-3092 | DReed@auburnwa.gov

Mailing Address: 25 W Main Street, Auburn, WA 98001

Permit Center Address: 1 E Main Street, Auburn, WA 98002

This communication is a public record and may be subject to disclosure per RCW 42.56.

Planning or Land Use Questions?

Book an online meeting: Virtual Permit Center - City of Auburn (auburnwa.gov)

TEAM AUBURN

From: Eric Hanson <hanson.eric29@gmail.com>
Sent: Friday, August 29, 2025 4:50 PM
To: Dinah Reed <DReed@auburnwa.gov>
Subject: question regarding project: Major PUD Amendment PLT-2250005 and SEP25-0010

CAUTION: The following message originated from outside the City of Auburn. Be careful opening links and attachments

Good afternoon/evening Ms. Reed,

As a member of the general community surrounding the site of the proposed Auburn School District middle school associated with Major PUD Amendment PLT-2250005 and SEP25-0010, I have a couple of questions about the project. I understand that the public comment period has now concluded, but, considering that I reside in a household which is partly responsible for funding the building of the school and all related tasks to be completed and which will also be impacted by the logistical and environmental effects of the institution's operations, I maintain that receiving answers to my queries here continues to be warranted. I have read through most of the SEPA Environmental Checklist applicable to this enterprise, and my inquiries are based on statements presented in that document.
First, what precisely is planned to happen to the area of the property to be utilized for the middle school known as "Wetland A"? In other words, how exactly will this natural feature be changed from its current condition and situation once the proposed structure is fully assembled as well as during its construction?
Second, are there any plans to mitigate the (probable or definitive) destruction of or substantial ecological damage to the habitat relied upon by the "small waterfowl" species that can be intermittently found in or near Wetland A according to the aforementioned Environmental Checklist? If so, what are the details of this prospective mitigation effort?
I may wish to engage further at a later period about this major PUD undertaking, but the above questions being addressed can satisfy my initial objectives. You may also redirect this message to other Auburn municipality personnel (or, supplementally or alternately, inform me who those people are and how I can contact them myself) if that/those individual(s) might be more knowledgeable of the topics about which I am asking. I am also readily willing to answer any necessary or important questions you may now have for me. Thank you for your time and consideration; I look forward to receiving return correspondence soon.

Regards,
Mr. Eric Hanson
hanson.eric29@gmail.com (primary contact method)
206.671.9390 (mobile/message)

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended

recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

Exhibit C P/T No. 1

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

Auburn School District No. 408

Capital Facilities Plan

2025 through 2031

Terminal Park Elementary School – 2023

Adopted by the Auburn School District Board of Directors on June 9, 2025

915 Fourth Street SE
Auburn, Washington 98002

(253) 931-4900

Board of Directors

Laura Theimer - President
Tracy Arnold
Valerie Gonzales
Arlista Holman
Sheilia McLaughlin

Dr. Alan Spicciati, Superintendent

TABLE OF CONTENTS

SECTION 1 – Executive Summary Page 2

SECTION 2 – Facility Inventory Page 3

SECTION 3 – Enrollment Projections Page 7

SECTION 4 – Student Generation Rates Page 9

SECTION 5 – Standard of Service Page 11

SECTION 6 – Capacity and Facility Planning Page 14

SECTION 7 – Impact Fees Page 16

SECTION 8 – Conclusions Page 20

SECTION 1 – EXECUTIVE SUMMARY

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

The Plan was prepared using data available in the spring of 2025 unless otherwise noted.

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

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

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. This Plan provides the data and calculations required by King County and the Cities to establish the District's school impact fees for 2025.

The District's 2025 impact fee for Single-Family Residences is $8,003. The 2025 impact fee for Multi-Family Residences is $8,966. This multi-family impact fee includes a discretionary adjustment to the fee generated from the King County formula. The adjustment by the District reduces the fee to match the multi-family fee collected by the District in 2024. This reduction was made to establish a more stable impact fee for students generated from multi-family developments.

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

The District's Standard of Service is based upon the District's current student-teacher ratio and service models tailored for specific program needs. The Standard of Service and

District's school inventory has been used to calculate the capacity of schools in the District. The District's permanent capacity for the 2025-26 school year is 14,550 students. The number of students enrolled in the District as of March 1, 2025, is 17,766 students.

The following table summarizes changes that are incorporated in the District's 2025-2031 Capital Facilities Plan:

Table 1: 2025 Capital Facilities Plan Changes

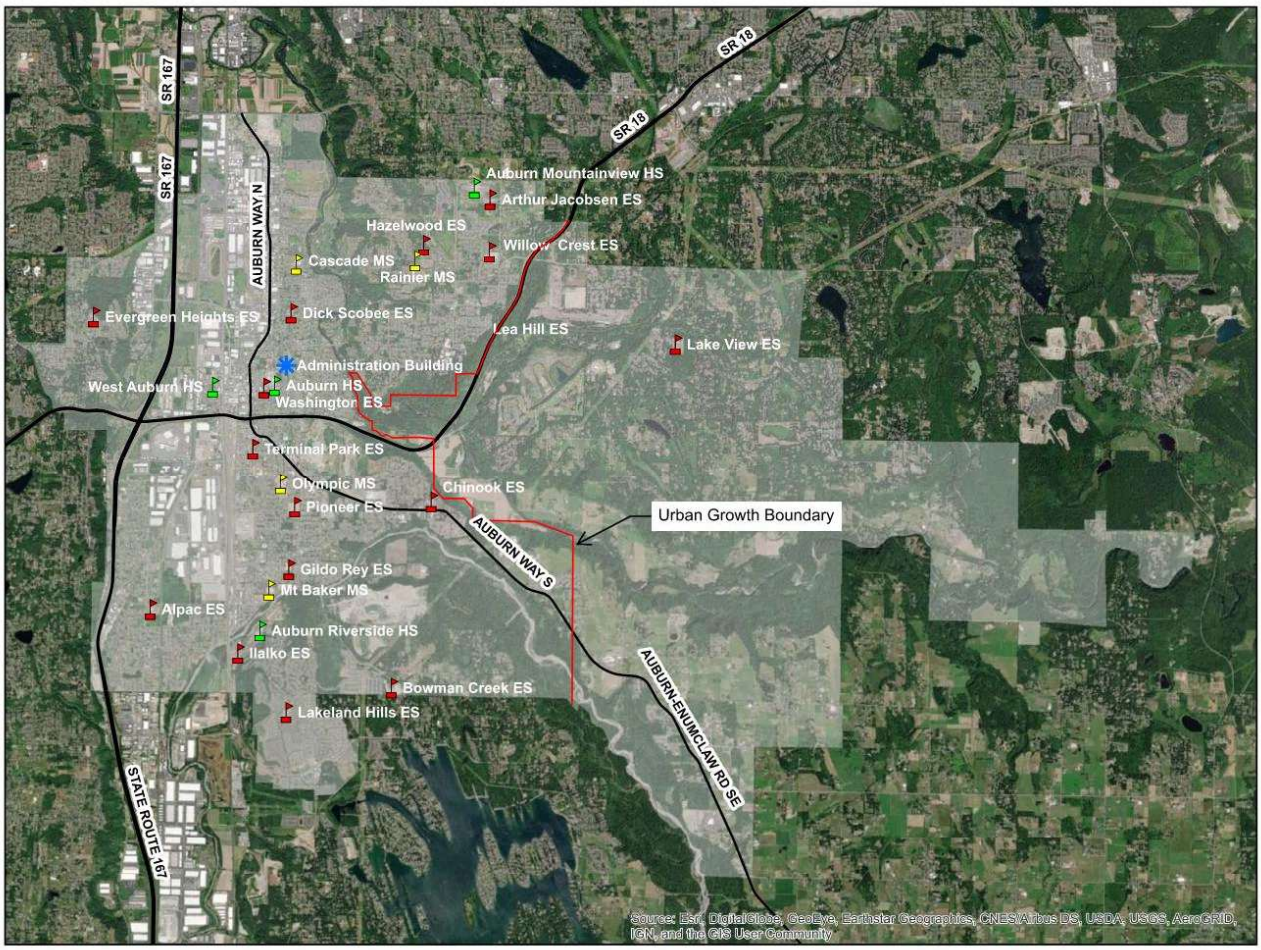
ITEM	2024 CFP	2025 CFP	SOURCE
Debt Service Tax Rate	1.93178	1.78915	Per King County
District Average Assessed Value - SFR	$530,816	$602,881	Per King County
District Average Assessed Value - MFR	$232,969	$228,511	Per King County
District Student Capacity - Permanent	14,595	14,550	Updated calculation
District Student Capacity - Permanent + Portables	17,541	17,496	Updated calculation
District Impact Fee - SFR	$4,584	$8,003	Updated calculation
District Impact Fee - MFR	$8,966	$8,966	Updated calculation with discretionary adjustment
Facility Cost - Middle School	$143,300,000	$182,000,000	Construction cost refinement and escalation
Facility Cost - Portable Classroom	$388,165	$250,000	Based on current portable classroom cost
Genl. Obligation Bonds Interest Rate	3.48%	4.15%	Per Bond Buyer Index
OSPI Match % - District	33.14%	33.22%	Per OSPI
OSPI Match % - State	66.86%	66.78%	Per OSPI
Site Cost per Acre	$508,512	$533,937	District Data
Student Generation Rate - Elementary - SFR	0.269	0.331	Updated housing inventory
Student Generation Rate - Middle School - SFR	0.107	0.118	Updated housing inventory
Student Generation Rate - High School - SFR	0.117	0.161	Updated housing inventory
Student Generation Rate - Elementary - MFR	0.482	0.431	Updated housing inventory
Student Generation Rate - Middle School - MFR	0.131	0.154	Updated housing inventory
Student Generation Rate - High School - MFR	0.146	0.152	Updated housing inventory

SECTION 2 – FACILITY INVENTORY

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

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

Figure 1 – School District Map



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

Table 2: School Facility Inventory

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

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

Table 3: Support Facility Inventory

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

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

Table 4: School Portable Classroom Inventory

FACILITY	SINGLE PORTABLE CLASSROOMS	DOUBLE PORTABLE CLASSROOMS	TOTAL PORTABLE CLASSROOMS
ELEMENTARY SCHOOLS			
Alpac	6	0	6
Arthur Jacobsen	0	0	0
Bowman Creek	0	0	0
Chinook	0	0	0
Dick Scobee	0	0	0
Evergreen Heights	4	0	4
Gildo Rey	1	0	1
Hazelwood	2	0	2
Ilalko	0	0	0
Lake View	0	0	0
Lakeland Hills	1	1	3
Lea Hill	0	0	0
Pioneer	0	0	0
Terminal Park	0	0	0
Washington	10	0	10
Willow Crest	0	0	0
TOTAL	24	1	26
MIDDLE SCHOOLS			
Cascade	8	0	8
Mt. Baker	8	3	14
Olympic	8	0	8
Rainier	9	1	11
TOTAL	33	4	41
HIGH SCHOOLS			
Auburn High - Main Building	10	0	10
Auburn High - TAP Building	0	0	0
Auburn Mountainview	10	1	12
Auburn Riverside	6	6	18
West Auburn	1	0	1
TOTAL	27	7	41
GRAND TOTAL	84	12	108

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

Table 5: Undeveloped Property Inventory

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

SECTION 3 – ENROLLMENT PROJECTIONS

The District has contracted with MGT Consulting Group (MGT) to provide a comprehensive and detailed demographic analysis of the school district. This includes updating District mapping files, analyzing the District using geocoded student data files, developing and researching pertinent demographic data, identifying current and future residential development plans, and preparing a ten-year student population forecast. The data collected and used in the ten-year forecast includes:

- an analysis of birth rates and their effect on incoming kindergarten classes,
- the effects of student mobility including cohort survival rates,
- student yield rates based upon historic housing data and trends, and
- a detailed review of future residential development within the district.

The methodology utilized by MGT is more extensive than traditional cohort survival projections and has proven to be reasonable and effective in predicting the student population in the District.

Historical Enrollment

The following table shows the District's October 1 historical enrollment over the past 20-years. The data reveals an average overall growth of 1.15% during the past 10 years. This includes a 4.42% decrease in 2020 enrollment due to the COVID pandemic.

Table 6: Historical Enrollment

GRADE	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
KDG	955	940	995	998	1,032	1,010	1,029	1,098	1,170	1,232	1,198	1,237	1,261	1,271	1,291	1,038	1,227	1,214	1,205	1,225
1	963	1,012	995	1,014	1,033	1,066	1,068	1,089	1,188	1,219	1,279	1,210	1,276	1,290	1,314	1,236	1,135	1,304	1,305	1,232
2	963	1,001	1,019	1,024	998	1,016	1,097	1,083	1,124	1,196	1,289	1,300	1,251	1,311	1,295	1,243	1,249	1,241	1,320	1,338
3	1,002	1,031	997	1,048	993	1,013	996	1,111	1,125	1,136	1,232	1,317	1,328	1,275	1,320	1,243	1,264	1,324	1,265	1,338
4	939	1,049	1,057	1,045	1,073	1,024	1,022	1,038	1,123	1,156	1,170	1,237	1,328	1,378	1,316	1,257	1,255	1,322	1,356	1,314
S	1,065	998	1,077	1,070	1,030	1,079	1,017	1,070	1,075	1,122	1,172	1,199	1,269	1,345	1,361	1,294	1,251	1,296	1,349	1,345
6	1,004	1,061	1,008	1,096	1,040	1,041	1,063	1,041	1,076	1,059	1,116	1,152	1,207	1,275	1,337	1,306	1,233	1,227	1,276	1,314
7	1,028	1,014	1,057	1,034	1,125	1,060	1,032	1,036	1,072	1,091	1,099	1,132	1,194	1,232	1,295	1,319	1,304	1,267	1,230	1,259
8	1,137	1,069	1,033	1,076	1,031	1,112	1,046	1,018	1,116	1,088	1,136	1,108	1,183	1,213	1,236	1,264	1,312	1,315	1,277	1,241
9	1,379	1,372	1,337	1,257	1,245	1,221	1,273	1,200	1,159	1,275	1,229	1,261	1,257	1,372	1,399	1,351	1,386	1,455	1,453	1,367
10	1,383	1,400	1,367	1,341	1,277	1,238	1,168	1,278	1,229	1,169	1,316	1,248	1,300	1,313	1,410	1,376	1,188	1,416	1,507	1,501
11	1,153	1,294	1,305	1,304	1,269	1,212	1,177	1,116	1,187	1,169	1,111	1,248	1,188	1,198	1,218	1,174	1,299	1,300	1,309	1,409
12	989	1,068	1,176	1,259	1,319	1,251	1,220	1,231	1,186	1,218	1,175	1,104	1,266	1,126	1,113	1,039	1,248	1,251	1,252	1,280
TOTALS	13,960	14,309	14,423	14,566	14,465	14,343	14,208	14,459	14,830	15,130	15,522	15,753	16,308	16,599	16,905	16,190	16,601	17,059	17,239	17,312
Student Gain/Loss		349	114	143	-101	-122	-135	251	371	300	392	231	555	291	306	-715	411	458	180	73
Percent Gain/Loss			0.79%	0.98%	-0.70%	-0.85%	-0.95%	1.74%	2.50%	1.98%	2.53%	1.47%	3.40%	1.75%	1.81%	-4.42%	2.48%	2.68%	1.04%	0.42%

Projected Enrollment

Based upon a district-wide analysis:

- The student population is expected to grow around 6.1% in the next six years then stabilize during the following four years, with a ten-year growth of 6.9%.
- The elementary school grade group represents the largest portion of students and shows consistent growth and stability, with 5.7% growth in the next six years, peaking in school year 2031, then declining slightly at the end of the ten-year forecast.
- The middle school grades experience steady growth but have slightly more variability year-to-year. This population is expected to grow by 9.3% in the six-year forecast as larger grade cohorts enter middle school, then slow during the following four years.
- High school grades 9-12 show a steady rise beginning in school year 2028 due to smaller cohorts graduating out of the system and being backfilled by large 9th grade cohorts. This grade group is expected to increase by 7.3% in the six-year forecast and 9.9% in the ten-year forecast.

The following table identifies October 1 student enrollment projections for the next six years.

Table 7: Student Enrollment Projections

GRADE	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
IN-DISTRICT STUDENTS						
Pre-K	145	145	145	145	145	145
K	1,186	1,234	1,221	1,211	1,232	1,233
1	1,197	1,206	1,266	1,262	1,241	1,253
2	1,212	1,217	1,237	1,307	1,294	1,262
3	1,324	1,241	1,256	1,287	1,350	1,326
4	1,329	1,362	1,286	1,314	1,336	1,390
5	1,287	1,348	1,395	1,328	1,346	1,357
6	1,301	1,278	1,349	1,403	1,329	1,341
7	1,305	1,309	1,291	1,371	1,416	1,333
8	1,261	1,323	1,338	1,327	1,402	1,443
9	1,253	1,286	1,356	1,377	1,360	1,428
10	1,293	1,286	1,326	1,402	1,418	1,394
11	1,298	1,224	1,223	1,269	1,331	1,340
12	1,239	1,254	1,190	1,198	1,234	1,288
Subtotal	16,629	16,711	16,877	17,199	17,432	17,532
OUT-OF-DISTRICT STUDENTS						
K-5	261	264	266	267	270	271
6-8	48	49	50	51	52	51
9-12	479	476	480	495	504	514
Subtotal	789	789	796	813	826	836
TOTAL STUDENTS						
PreK-5	7,940	8,016	8,070	8,120	8,213	8,237
6-8	3,915	3,958	4,028	4,153	4,199	4,169
9-12	5,563	5,525	5,574	5,740	5,846	5,963
TOTAL	17,418	17,500	17,672	18,012	18,258	18,369

SECTION 4 – STUDENT GENERATION RATES

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

This formula requires the District to establish a “Student Generation Rate.” This rate is the average number of students generated by a residential housing unit and is used to estimate the number of students that will be added to the District by each new housing unit.

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

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

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

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

Table 8: Single-Family Residential Development Summary

SINGLE-FAMILY DEVELOPMENTS	FULL OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATES			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Bridges	2021	380	380	0	128	44	58	230	0.337	0.116	0.153	0.605
Forest Glen	2021	30	30	0	17	8	11	36	0.567	0.267	0.367	1.200
Greenvale	2023	17	17	0	2	0	1	0	0.118	0.000	0.059	0.176
Greenview Estates	2023	17	17	0	2	2	4	8	0.118	0.118	0.235	0.471
Hastings	2020	10	10	0	5	1	1	7	0.500	0.100	0.100	0.700
Lozier Ranch	Pending	18	7	11	0	2	0	2	0.000	0.286	0.000	0.286
Palisades - Omni Homes	Pending	16	15	1	5	1	4	10	0.333	0.067	0.267	0.667
River Rock	Pending	14	7	7	2	0	0	2	0.286	0.000	0.000	0.286
Vasiliy	2021	8	8	0	2	0	0	2	0.250	0.000	0.000	0.250
Willow Place	2021	11	11	0	3	1	2	6	0.273	0.091	0.182	0.545
TOTALS		521	502	19	166	59	81	306	0.331	0.118	0.161	0.610

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

Table 9: Multi-Family Residential Development Summary

MULTI-FAMILY DEVELOPMENTS	FULL OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATES			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Copper Gate Apts.	2021	500	500	0	351	124	122	597	0.702	0.248	0.244	1.194
Divine Court Apts.	2024	98	98	0	1	0	0	0	0.010	0.000	0.000	0.010
The Verge Auburn	2022	226	226	0	3	3	3	9	0.013	0.013	0.013	0.040
TOTALS		726	726	0	350	95	106	551	0.431	0.154	0.152	0.737

SECTION 5 – STANDARD OF SERVICE

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

CURRENT ENROLLMENT

The District operates 16 elementary schools with pre-school to grade 5, four middle schools with grades 6 to 8, three comprehensive and one alternate education high school with grades 9 to 12. Student enrollments at these schools as of March 2025 are:

- Elementary Schools: 8,524 students
- Middle Schools: 3,778 students
- High Schools: 5,464 students
- Total Enrollment: 17,766 students

CLASS SIZE

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

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

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

PERMANENT CLASSROOMS

Permanent classrooms are located at schools owned and operated by the District. The school district does not lease classroom space. The number of permanent classrooms at the District’s 24 schools are:

- Elementary Schools: 507 classrooms
- Middle Schools: 151 classrooms

- High Schools: 221 classrooms
- Total: 879 classrooms

PORTABLE CLASSROOMS

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

- Elementary Schools: 26 portables
- Middle Schools: 41 portables
- High Schools: 41 portables
- Support Facilities: 4 portables
- Total: 112 portables

TYPES OF CLASSROOMS

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

- General Classrooms: Spaces used for general instruction and do not have specialized features or equipment. These classrooms are present in elementary, middle, and high schools.
- Special Education Self-Contained Classrooms: Spaces used for self-contained instruction for students with special needs. These classrooms are present in elementary, middle, and high schools.
- Specialty Classrooms: Instructional spaces that have unique features or equipment. These classrooms are present in middle and high schools and consist of teaching stations for art, automotive technology, band, business education, career center, choral, construction manufacturing, computer science, culinary arts, drafting, drama, fitness and conditioning, horticulture, kitchen science, marketing, metals, orchestra, physical education, robotics, science, sports medicine, theater arts, and visual communications.
- Pull-Out Classrooms: Spaces where students receive specialized instruction for a portion of the school day and are comprised of elementary gymnasiums and music, and elementary, middle, and high school multi-lingual, resource, and Title/LAP classrooms. Pull-out classrooms do not contribute to a school's capacity because students visit these classrooms during the school day while excused from their general classrooms.

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

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

CLASSROOM UTILIZATION

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

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

SCHOOL CAPACITY

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

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

Table 10 – School Capacities

SCHOOL NAME	GEN. CLRMS.	PRE-K CLRMS.	SPEC. ED. SELF-CONTAINED CLRMS.	PULL-OUT CLRMS.	SPECIALTY CLRMS.	TOTL CLRMS.	GEN. & SPECIALTY CLRM. CAPACITY	SPEC. ED. SELF-CONTAINED CLRM. CAPACITY	CLRM. UTILIZATION RATE	SCHOOL CAPACITY PERMANENT	SCHOOL CAPACITY PERMANENT + PORTABLES
ELEMENTARY SCHOOLS											
Alpac	18	2	0	6	0	26	20.29	12.00	100.00%	406	556
Arthur Jacobsen	21	1	1	5	0	28	20.29	12.00	100.00%	458	458
Bowman Creek	32	1	1	5	0	39	20.29	12.00	100.00%	682	682
Chinook	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Dick Scobee	25	4	2	8	0	39	20.29	12.00	100.00%	612	612
Evergreen Heights	16	1	1	4	0	22	20.29	12.00	100.00%	357	457
Gildo Rey	17	3	1	4	0	25	20.29	12.00	100.00%	418	443
Hazelwood	21	1	1	5	0	28	20.29	12.00	100.00%	458	508
Ilalko	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Lake View	18	1	1	5	0	25	20.29	12.00	100.00%	398	398
Lakeland Hills	21	1	1	5	0	28	20.29	12.00	100.00%	458	533
Lea Hill	27	3	3	6	0	39	20.29	12.00	100.00%	645	645
Pioneer	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Terminal Park	28	4	1	6	0	39	20.29	12.00	100.00%	661	661
Washington	12	3	2	7	0	24	20.29	12.00	100.00%	328	578
Willow Crest	29	3	1	6	0	39	20.29	12.00	100.00%	661	661
TOTALS	357	37	22	91	0	507				8,258	8,908
MIDDLE SCHOOLS											
Cascade	14	0	1	8	17	40	28.02	12.00	76.67%	675	899
Mt Baker	13	0	1	7	15	36	28.02	12.00	76.67%	611	1,003
Olympic	12	0	2	9	17	40	28.02	12.00	76.67%	641	865
Rainier	9	0	3	8	15	35	28.02	12.00	76.67%	543	851
TOTALS	48	0	7	32	64	151				2,470	3,618
HIGH SCHOOLS											
Auburn High	23	0	3	15	40	81	28.74	12.00	76.67%	1,416	1,696
Auburn High - TAP	1	0	2	0	0	3	28.74	12.00	76.67%	40	40
Auburn Mountainview	17	0	4	11	30	62	28.74	12.00	76.67%	1,072	1,408
Auburn Riverside	23	0	0	10	29	62	28.74	12.00	76.67%	1,146	1,650
West Auburn	4	0	4	4	1	13	28.74	12.00	76.67%	147	175
TOTALS	68	0	13	40	100	221				3,821	4,969
GRAND TOTALS	473	37	42	163	164	879				14,550	17,496

SECTION 6 - CAPACITY AND FACILITY PLANNING

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

In 2015, a citizens' committee recommended the District build two new elementary schools, replace one middle and five elementary schools, and acquire property for three

elementary schools. In November 2016, the voters approved a bond proposition to build and replace these schools. The last project in this building program was completed in October 2024.

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

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

A citizens' committee was convened in the fall of 2023 and recommended construction of a new middle school to increase capacity, replace an aging elementary and middle school, and provide improvements at 22 existing schools and support facilities. Based upon these recommendations, the District Board of Directors placed a bond proposition on the November 2024 ballot for these projects. This proposition received a 55.05% approval, missing the required 60% approval rate.

Here is a record of construction bonds submitted to the voters during the past 10 years. This includes the funding measures identified above. The school district has not submitted a capital levy to the voters for construction purposes during the past 10 years.

Table 11 – Construction Bond and Capital Levy – 10 Year History

FUNDING MEASURE	PROJECTS	FUNDING AMOUNT	ELECTION DATE	ELECTION RESULT
Construction Bond	New Middle School #5, Cascade MS Replacement, Alpac Elem. Replacement, Facility Improvements	$532,100,000	Nov. 2024	Failed
Construction Bond	2 New Elementary Schools, Replace 5 Elementary Schools and 1 Middle School	$456,056,000	Nov. 2016	Passed

The District Board of Directors is considering submitting a bond proposition to the voters in November 2025 to build a new Middle School #5 and replace Alpac Elementary and Cascade Middle School. It is also considering submitting a capital levy proposition in November 2025 to provide improvements to 22 existing facilities. The District is not eligible for state funding assistance for the Middle School #5 project. The District is eligible for state funding assistance for the replacement of Alpac Elementary and Cascade Middle School. The District will front fund the Alpac Elementary and Cascade Middle School projects because the state funding assistance is not guaranteed for these projects.

The new middle school and portable classrooms are part of the District's capacity solution. The new middle school will provide added capacity to serve growth and is the basis for the District's impact fees. The District also plans to purchase or relocate portable classrooms to continue to accommodate growth at the middle and high school levels.

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

Table 12 : Six-Year Capital Construction Plan

PROJECT	ADDED CAPACITY	FUND SOURCE	ESTIMATED COMPLETION	ESTIMATED COST	SIX-YEAR FINANCE PLAN						
					2025	2026	2027	2028	2029	2030	Total
New Middle School	800	Future Bond	Aug. 2027	$182,000,000	$7,280,000	$74,620,000	$91,000,000	$7,280,000	$1,820,000	$0	$182,000,000
Cascade MS Replacement	125	Future Bond	Aug. 2028	$190,000,000	$2,850,000	$4,750,000	$77,900,000	$95,000,000	$7,600,000	$1,900,000	$190,000,000
Alpac Elem. Replacement	224	Future Bond	Aug. 2029	$118,000,000	$0	$1,770,000	$2,950,000	$48,380,000	$59,000,000	$5,900,000	$118,000,000
Improvements at 22 Facilities	0	Future Cap. Levy	Aug. 2029	$53,400,000	$0	$8,010,000	$16,020,000	$13,350,000	$13,350,000	$2,670,000	$53,400,000
Portable Classrooms	0	Cap. Proj. Fund	Aug. 2025	$1,250,000	$1,250,000	$0	$0	$0	$0	$0	$1,250,000
Property Acquisitions	0	Cap. Proj. Fund	NA	$0	$0	$0	$0	$0	$0	$0	$0
TOTALS				$544,650,000	$11,380,000	$89,150,000	$187,870,000	$164,010,000	$81,770,000	$10,470,000	$544,650,000

SECTION 7 - IMPACT FEES

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

The following table identifies the data used in calculating impact fees for 2025.

Table 13: Impact Fee Data

IMPACT FEE ELEMENTS	SOURCE	SINGLE FAMILY			MULTI FAMILY		
		Elementary	Middle School	High School	Elementary	Middle School	High School
Classroom Capacities	District Standards	20.29	28.02	28.74	20.29	28.02	28.74
Debt Service Tax Rate	King County	1.78915	1.78915	1.78915	1.78915	1.78915	1.78915
District Average Assessed Value	King County	$602,781	$602,781	$602,781	$228,511	$228,511	$228,511
District SF Capacity- Permanent	District Data	997,039	378,631	677,976	997,039	378,631	677,976
District SF Capacity - Portables	District Data	23,200	36,160	36,640	23,200	36,160	36,640
District SF Capacity - Permanent + Portables	District Data	1,020,239	414,791	714,616	1,020,239	414,791	714,616
District Student Capacity - Permanent	District Data	8,258	2,470	3,821	8,258	2,470	3,821
District Student Capacity - Permanent + Portables	District Data	8,908	3,618	4,969	8,908	3,618	4,969
District Impact Fees	CFP Calculation	$8,003	$8,003	$8,003	$8,966	$8,966	$8,966
Facility Cost - Middle School	District Data	$0	$182,000,000	$0	$0	$182,000,000	$0
Facility Cost - Portable Classroom	District Data	$250,000	$250,000	$0	$250,000	$250,000	$0
Facility SF % - Permanent Facilities	District Data	97.73%	91.28%	94.87%	97.73%	91.28%	94.87%
Facility SF % - Portable Facilities	District Data	2.27%	8.72%	5.13%	2.27%	8.72%	5.13%
Genl. Obligation Bonds Interest Rate	Bond Buyer Index	4.15%	4.15%	4.15%	4.15%	4.15%	4.15%
OSPI Construction Cost Allowance	OSPI	$375.00	$375.00	$375.00	$375.00	$375.00	$375.00
OSPI Match % - District	OSPI	33.22%	33.22%	33.22%	33.22%	33.22%	33.22%
OSPI Match % - State	OSPI	66.78%	66.78%	66.78%	66.78%	66.78%	66.78%
OSPI Square Footage Per Student	OSPI	90	108	130	90	108	130
School Capacities	District Standards	650	800	1,500	650	800	1,500
Site Acreage	District Standards	12	24	36	12	24	36
Site Cost per Acre	District Standards	$533,937	$533,937	$533,937	$533,937	$533,937	$533,937
Student Generation Rates	CFP Calculation	0.331	0.118	0.161	0.431	0.154	0.152

Residential development in the District continues to add students to elementary, middle, and high schools. It has also increased the 2025 student generation rates for single-family and multi-family residences. These student generation rates are based on residential development data compiled for single-family and multi-family dwelling units.

The development data for single-family residences was collected from ten residential developments and serves as a fitting representation of students generated by single-family dwellings throughout the District. The development data available for multi-family units was limited to three developments including one development with an exceptionally high Student Generation Rate. This limited data and high student generation rate at one multi-family development has resulted in a high overall Student Generation Rate and high impact fee for 2025 for multi-family dwellings. In recognition of this, the District has made a discretionary adjustment to this fee and reduced it to match the multi-family fee collected in 2024.

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

Table 14: Impact Fee Calculation – Single-Family Residence

SCHOOL SITE ACQUISTION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	$533,937	650	$0	0.331	$0
Middle	24	$533,937	800	$0	0.118	$0
High	36	$533,937	1,500	$0	0.545	$0
TOTAL						$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	$0	650	0.9773	$0	0.331	$0
Middle	$182,000,000	800	0.9128	$207,662	0.118	$24,504
High	$0	1,500	0.9487	$0	0.545	$0
TOTAL						$24,504
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen.	Cost per SFR
Elementary	$250,000	20.29	0.0227	$280	0.331	$93
Middle	$250,000	28.02	0.0872	$778	0.118	$92
High	$0	28.74	0.0513	$0	0.545	$0
TOTAL						$184
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	$375.00	90	0.6678	$0	0.331	$0
Middle	$375.00	108	0.6678	$0	0.118	$0
High	$375.00	130	0.6678	$0	0.545	$0
TOTAL						$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	$602,781	1.78915	0.0415	10		$8,682
IMPACT FEE SUMMARY – SINGLE-FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee SFR
$0	$24,504	$184	$0	($8,682)	0.500	$8,003

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

Table 15: Impact Fee Calculation – Multi-Family Residence

SCHOOL SITE ACQUISTION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per MFR
Elementary	12	$533,937	650	$0	0.431	$0
Middle	24	$533,937	800	$0	0.154	$0
High	36	$533,937	1,500	$0	0.152	$0
TOTAL						$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per MFR
Elementary	$0	650	0.9773	$0	0.431	$0
Middle	$182,000,000	800	0.9128	$207,662	0.154	$31,980
High	$0	1,500	0.9487	$0	0.152	$0
TOTAL						$31,980
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per MFR
Elementary	$250,000	20.29	0.0227	$280	0.431	$121
Middle	$250,000	28.02	0.0872	$778	0.154	$120
High	$0	28.74	0.0513	$0	0.152	$0
TOTAL						$240
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per MFR
Elementary	$375.00	90	0.6678	$0	0.431	$0
Middle	$375.00	108	0.6678	$0	0.154	$0
High	$375.00	130	0.6678	$0	0.152	$0
TOTAL						$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Cost per MFR
Single Family	$228,511	1.78915	0.0348	10		$3,404
IMPACT FEE SUMMARY – MULTI-FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee MFR
$0	$31,980	$240	$0	($3,404)	0.500	$14,408
					Auburn School District Adjustment	($5,442)
						$8,966

SECTION 8 – CONCLUSIONS

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

The District built two new elementary schools and replaced five elementary schools with larger facilities during the past five years. This increased elementary school capacity, and it now fully accommodates current elementary students. However, the District continues to lack permanent classroom space to accommodate middle and high school students, including students from new growth. Consequently, 82 portable classrooms are being used to accommodate middle and high school students and are part of the District's short-term capacity solution.

Because of a shortage of permanent classrooms in middle schools, the District is considering placing a bond proposition on the ballot in November 2025. This includes funding to build an additional middle school. The District is also monitoring annual enrollment levels and bonding capacity to determine when an additional high school should be built.

During the past year, the District experienced an increase in the construction cost for a new middle school and an increase in single-family and multi-family Student Generation Rates. This contributed to an increase in the impact fee for single-family residences from $4,584 to $8,003. It also contributed to an increase in the impact fee for multi-family residences. Based on an application of King County Code 21A and its associated formula, the District's 2025 impact fee for multi-family residences would increase from $8,966 to $14,408. The District has adjusted this fee and reduced it to match the multi-family fee collected in 2024. This discretionary reduction was made to establish a more stable impact fee for students generated from multi-family developments.

The District's 2025-2031 Capital Facilities Plan will be submitted for adoption by the Auburn School District Board of Directors. After adoption, the Plan, including its 2025 impact fee rates, will be submitted to King County and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific. The submission to these public agencies will include a request that the jurisdictions adopt the plan and include the plan as an element in their Comprehensive Plans.

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

May 23, 2025 (SENT VIA EMAIL)

Honorable Nancy Backus
Mayor
City of Auburn
25 W Main Street
Auburn, WA 98001
nbackus@auburnwa.gov

Dear Mayor Backus:

Enclosed are the Determination of Non-Significance (DNS) and Environmental Checklist for the adoption of Auburn School District's 2025-2031 Capital Facilities Plan.

The comment period on the DNS expires at 4:30 p.m. on June 6, 2025.

Sincerely,

Jeffrey L. Grose

Jeffrey L. Grose
Executive Director, Capital Projects

Enclosures:

2025 SEPA Determination of Nonsignificance (DNS), 5/23/2025, 2 Pages
SEPA Environmental Checklist, 5/23/2025, 26 Pages

Cc: Gabriel Clark – City of Auburn (GClark@auburnwa.gov)
Alexandria Teague – City of Auburn (ATeague@auburnwa.gov)

DETERMINATION OF NONSIGNIFICANCE
Issued with a 14-day comment period

Description of Proposal:

This threshold determination analyzes the environmental impacts associated with the following actions, which are so closely related to each other that they are in effect a single course of action:

1. The adoption of the Auburn School District's Capital Facilities Plan 2025-2031 by the Auburn School District No. 408 for the purposes of planning for the facilities needs of the District;
2. The amendment of the Comprehensive Plans of King County and the cities of Auburn, Black Diamond, and Kent to include the Auburn School District's Capital Facilities Plan 2025-2031 as part of the Capital Facilities Element of each jurisdiction's Comprehensive Plan; and
3. The amendment of the Comprehensive Plans of the cities of Algona and Pacific to include the Auburn School District's Capital Facilities Plan 2025-2031 as part of the Capital Facilities Element of each jurisdiction's Comprehensive Plan.

Proponent: Auburn School District No. 408

Location of the Proposal:

The Auburn School District includes an area of approximately 62 square miles. Portions of unincorporated King County and County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific fall within the District's boundaries.

Lead Agency: Auburn School District No. 408

The lead agency for this proposal has determined that the proposal does not have a probable significant adverse environmental impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of the completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2). The lead agency will not act on this proposal for 14 days from the date of issue. Comments must be submitted by 4:30 p.m. on June 6, 2025. The responsible official will reconsider the DNS based on timely comments and may retain, modify, or, if significant adverse impacts are likely, withdraw the DNS. If the DNS is retained, it will be final after the expiration of the comment deadline.

Responsible Official:	Dr. Alan Spicciati Superintendent Auburn School District No. 408
Address:	Auburn School District 915 4th Street NE Auburn, WA 98002

DETERMINATION OF NONSIGNIFICANCE
Issued with a 14-day comment period

Questions may be directed and comments may be submitted by 4:30 p.m., June 6, 2025, to: Jeffrey L. Grose, Executive Director, Capital Projects, Auburn School District No. 408, 915 4th Street NE, Auburn, WA 98002.

Date of Issue: May 23, 2025
Date Published: May 23, 2025

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal,** even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in "Part B: Environmental Elements" that do not contribute meaningfully to the analysis of the proposal.

A. Background Find help answering background questions

1. Name of proposed project, if applicable:

The adoption of the Auburn School District's (the "District") 2025 Capital Facilities Plan ("CFP") for the purposes of planning for the District's educational facilities needs. Adoption of the CFP is a nonproject proposal.

The District prepares annual updates to the CFP in accordance with the Washington State Growth Management Act, and the codes of King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific. The CFP is a nonproject planning document, covers a six-year planning period, and includes:

- Future enrollment forecasts for each grade span (elementary, middle and high school).
- An inventory of existing capital facilities owned by the District, showing the locations and capacities of those facilities
- A forecast of the future needs for capital facilities and the proposed capacities of expanded or new capital facilities.
- A six-year plan for financing capital facilities within projected funding capacities which identifies sources of public money for such purposes.
- A calculation of school impact fees to be assessed pursuant to RCW 82.02

The District prepares the CFP primarily as a basis for seeking, where eligible, school impact fees to help address school capacity impacts related to residential growth.

The District's Board of Directors will review and consider approval and adoption of the 2025 CFP. If approved and adopted, the District will send the CFP to King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific for consideration of inclusion into their respective Comprehensive Plans. A copy of the District's draft Capital Facilities Plan is available for review in the District's office.

2. Name of applicant:

Auburn School District No. 408

3. Address and phone number of applicant and contact person:

915 4th Street NE
Auburn, WA 98002

Jeffrey L. Grose, Executive Director, Capital Projects
(253) 931-4826

4. Date checklist prepared:

May 15, 2025

5. Agency requesting checklist:

Auburn School District No. 408, acting as the lead agency for environmental review and SEPA compliance for this nonproject proposal.

6. Proposed timing or schedule (including phasing, if applicable):

The District's 2025 CFP is scheduled to be considered for adoption by the District School Board on or about June 9, 2025. If the Board of Directors approves and adopts the 2025 CFP, it will be sent to King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific for consideration of inclusion into the Capital Facilities Element of their respective Comprehensive Plans. The potential projects referenced in the CFP will be subject to project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

This is a nonproject planning action and addresses educational planning for the entirety of the Auburn School District. The 2025 CFP includes required six-year enrollment projections and related school capacities to determine whether additional school capacity may be needed to accommodate enrollment growth from new development. During the six-year planning period, and subject to funding, the District plans to replace Alpac Elementary School, replace Cascade Middle School, and construct a new middle school (Middle School #5) to address student capacity needs. The District is also plans for miscellaneous improvements at 22 existing facilities. Portables may also be added at or relocated to existing school sites within the next six years.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

All potential projects referenced in the 2025 CFP that may be proposed and require threshold determinations will undergo environmental review at the time of formal proposal and process when full details of the projects are known and able to be analyzed.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

This is a nonproject action and addresses educational planning for the entirety of the Auburn School District. There are no known applications covering the entire District and no known third party applications for any of the sites for which a specific development project is identified. The District did recently submit a civil construction permit for work on the Middle School #5 project.

10. List any government approvals or permits that will be needed for your proposal, if known.

As a non-project planning document, the 2025 CFP itself does not require permitting. The District anticipates that, following any Board approval and adoption of the CFP, its jurisdictions will consider incorporation of the 2025 CFP by reference in the Capital Facilities Element of each jurisdiction's Comprehensive Plan to inform student enrollment capacity planning related to existing and planned residential development. Any specific projects referenced in the CFP, if proposed for action, will be subject to project-level permitting and review.

11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

This is a non-project planning document, addresses educational planning for the entirety of the Auburn School District, and involves the adoption of a six-year Capital Facilities Plan (CFP) by the Auburn School District to comply with the Washington State Growth Management Act (RCW 36.70A.070) and the codes of King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific. The purpose of the CFP is to provide these jurisdictions with a description of enrollment projections and school capacities over the required six-year planning period 2025-2031 to determine whether future school capacity/facilities may be needed to accommodate student enrollment growth as a result of new residential development. If the Board of Directors approves and adopts the 2025 CFP, it will be sent to King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific for consideration of inclusion into the Capital Facilities Element of their respective Comprehensive Plan. Potential projects referenced in the CFP will be subject to project-specific environmental review at the time of formal proposal and process when full details of the projects are known and able to be analyzed.

The District updates the Capital Facilities Plan on an annual basis and carefully monitors enrollment projections against capacity needs. If legally supportable, the District requests its local jurisdictions to collect impact fees on behalf of the District to provide for growth-related student capacity needs, with the CFP providing a basis for such collection.

The impact fees requested in this year's Capital Facilities Plan are based on the growth related middle school construction project.

A copy of the 2025 CFP is available for review upon request to the District.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The 2025 CFP applies to educational planning within the Auburn School District boundaries. The District boundaries include an area of approximately 62 square miles. Portions of unincorporated King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific fall within the District's boundaries. The District's CFP contains a map of the District's boundaries. A detailed map of the District's boundaries can be viewed at the District's offices.

B. Environmental Elements

Applicant/Agency Added Note: *The Proposal is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval of any particular use. WAC 197-11-960 provides, in part, that* "For nonproject proposals complete this checklist and the supplemental sheet

for nonproject actions (Part D). The lead agency may exclude any question for the environmental elements (Part B) which they determine do not contribute meaningfully to the analysis of the proposal. For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively." *In order to provide as much information as possible about the proposal, the District has completed Part B even though it is not required. See Part D, Supplemental Sheet for Nonproject Actions.*

1. Earth Find help answering earth questions

a. General description of the site:

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

This is a non-project action. The geographic area comprising the Auburn School District includes a variety of topographic land forms and gradients. Specific topographic characteristics of the sites at which potential projects referenced in the 2025 CFP are located will be identified during project-level environmental review at the appropriate time during formal proposal when project specifics are known and able to be analyzed.

b. What is the steepest slope on the site (approximate percent slope)?

There are a variety of slopes with differing level of steepness on properties located throughout the geographic area of the District. Any projects referenced in the CFP that may be proposed for action would include an evaluation of project/site-specific slopes during project review.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

There are a variety of soil types on properties located throughout the geographic area of the District. Any projects referenced in the CFP, if proposed for action, would include an evaluation of project/site-specific soils during project review.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Unstable soils may exist within the geographic area comprising the District. Specific soil limitations on individual sites of the potential projects referenced in the 2025 CFP may include filing, excavation, and grading. Details of any such actions will be assessed and identified during project-level environmental review at the appropriate time during formal proposal when project specifics are known and able to be analyzed.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

The proposal as a nonproject planning action does not include filling, excavation, or grading components. nor approve of any project for that purpose Individual projects referenced in the 2025 CFP, if proposed for action, will assess this component during project-level environmental review at the appropriate time

during formal proposal when project specifics are known and able to be analyzed.

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

The proposal as a nonproject planning action does not include clearing, construction, or specific use in itself (nor does it approve any such use). It is possible that erosion could occur as a result of the construction of projects referenced in the CFP that may be proposed for action. The erosion impacts of the individual projects will be evaluated on a site-specific basis at the time of project-specific environmental review at the appropriate time during formal proposal when project specifics are known and able to be analyzed.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The proposal as a nonproject planning action doesn't include plans for impervious surface nor approve of any project for that purpose. Individual projects referenced in the 2025 CFP, if proposed, will be on sites with impervious surface coverage anticipated, the details of which will be assessed during project-level environmental review at the appropriate time during formal proposal when project specifics are known and able to be analyzed.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

This is a non-project action. The erosion potential of any project referenced in the CFP that may be proposed for action, as well as any appropriate control measures, will be addressed during project-specific environmental review at the appropriate time during formal proposal when project specifics are known and able to be analyzed. Individual projects will be subject to all local approval processes. Without limitation, relevant erosion reduction and control requirements will be met.

2. Air Find help answering air questions

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

The proposal as a nonproject planning action doesn't in itself include the potential for emissions nor approve of any project for that purpose. Various emissions, many construction-related, may result from individual projects referenced in the 2025 CFP that may be proposed for action. The air-quality impacts of each potential project will be evaluated during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Please see the Supplemental Sheet for Non-Project Actions.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

This is a non-project action. Any off-site sources of emissions or odor that may affect the individual projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

This is a non-project action. The individual potential projects in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed and will be subject to local approval processes. Proposed measures will be identified at that time. The District will be required to comply with all applicable air regulations and air permit requirements.

3. Water Find help answering water questions

a. Surface Water: Find help answering surface water questions

1. **Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

As a nonproject planning action, the proposal includes the entire geographic area of the Auburn School District, and there is a network of surface water bodies in the geographic area comprising District. The surface water bodies that are in the immediate vicinity of the potential projects referenced in the 2025 CFP will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. When necessary, the surface water regimes and flow patterns will be researched and incorporated into the designs of the individual projects.

2. **Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

This is a non-project action. The potential projects referenced in the 2025 CFP may require work near the surface waters located within the District and analysis of such will be included during project-specific environmental review during formal proposal when project details are known and able to be analyzed. Applicable local and/or state approval requirements will be satisfied.

3. **Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

As a nonproject planning action, the proposal itself will not result in fill or dredging activities nor approve of any project for that purpose. Information with respect to the placement or removal of fill and dredge material as a component of the potential projects referenced in the 2025 CFP, if proposed for action, will be provided during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

4. **Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

This is a non-project action. Any surface water withdrawals or diversions required in connection with the potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

As a nonproject planning action, the proposal includes the entire geographic area of the Auburn School District, and the geographic area comprising the District includes 100-year floodplain areas. Review of potential projects within a 100-year floodplain referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

As a nonproject planning action, the proposal itself will not result in discharge of waste materials to surface waters nor approve of any project for that purpose. Specific information regarding the discharge of waste materials that may be required as a result of the potential projects referenced in the 2025 CFP will be provided during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

b. Ground Water: Find help answering ground water questions

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.

This is a non-project action. Individual potential projects referenced in the 2025 CFP, if proposed, may impact groundwater resources. Those impacts will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Each project will be subject to applicable local and/or state regulations.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals…; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

As a nonproject planning action, the proposal itself will not result in discharge of waste materials into the ground nor would it serve as the basis for approval of any project referenced therein. The discharge of waste material that may take place in connection with the potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

c. Water Runoff (including stormwater):

a) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

As a nonproject planning action, the proposal itself will not result in runoff nor would it serve as the basis for approval of any project referenced therein. Individual potential projects referenced in the 2025 CFP may have stormwater runoff consequences. Specific information regarding the stormwater impacts

of each project will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Each project will be subject to applicable local and/or state stormwater regulations.

b) Could waste materials enter ground or surface waters? If so, generally describe.

This is a non-project action. The potential projects referenced in the 2025 CFP, if proposed, may result in the discharge of waste materials into ground or surface waters. The specific impacts of each potential project on ground and surface waters will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Each project will be subject to all applicable regulations regarding the discharge of waste materials into ground and surface waters.

c) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

This is a non-project action and will not in itself alter or otherwise affect drainage patterns nor would it serve as the basis for approval of any project referenced therein. The specific impacts of any project referenced in the CFP on drainage patterns will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

d) Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.

Specific measures to reduce or control runoff impacts associated with the potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Each project will be subject to regulations related to altering or diverting drainage patterns.

4. Plants Find help answering plants questions

a. Check the types of vegetation found on the site:

- ☐ **deciduous tree: alder, maple, aspen, other**
- ☐ **evergreen tree: fir, cedar, pine, other**
- ☐ **shrubs**
- ☐ **grass**
- ☐ **pasture**
- ☐ **crop or grain**
- ☐ **orchards, vineyards, or other permanent crops.**
- ☐ **wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other**
- ☐ **water plants: water lily, eelgrass, milfoil, other**
- ☐ **other types of vegetation**

This is a non-project planning document and includes educational planning for the Auburn School District. A variety of vegetative zones are located within the District. Inventories of the vegetation located on the sites of potential projects referenced in the 2025 CFP, if proposed for action, will be developed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

b. What kind and amount of vegetation will be removed or altered?

This is a non-project action and will not in itself alter or remove vegetation nor would it serve as the basis for approval of any project for that purpose. Some of the potential projects referenced in the 2025 CFP may require the removal or alteration of vegetation. The specific impacts on vegetation of the projects referenced in the CFP will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

c. List threatened and endangered species known to be on or near the site.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District may include threatened and endangered species. An inventory of species that have been observed on or near the sites of the potential projects referenced in the 2025 CFP, if proposed for action, will be developed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Investigation will include use of the Washington State Department of Fisheries and Wildlife's *Priority Habitats and Specifies on the Web* database.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

This is a non-project action. Measures to preserve or enhance vegetation at the sites of the potential projects referenced in the 2025 CFP will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Each project will be subject to applicable local landscaping requirements.

e. List all noxious weeds and invasive species known to be on or near the site.

This is a non-project action and does not involve a specific site (or a specific project). Noxious weeds and invasive species observed on or near the sites of the potential projects referenced in the 2025 CFP, if proposed for action, will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

5. Animals Find help answering animal questions

a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.

Examples include:

- **Birds: hawk, heron, eagle, songbirds, other:**
- **Mammals: deer, bear, elk, beaver, other:**
- **Fish: bass, salmon, trout, herring, shellfish, other:**

This is a non-project planning document and includes educational planning for the Auburn School District. An inventory of species that have been observed on or near the sites of the potential projects referenced in the 2025 CFP, if proposed for action, will be developed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

b. List any threatened and endangered species known to be on or near the site.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District may include threatened and endangered species. Inventories of threatened or endangered species known to be on or near the sites of the projects referenced in the 2025 CFP will be developed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Investigation will include use of the Washington State Department of Fisheries and Wildlife's *Priority Habitats and Specifies on the Web* database.

c. Is the site part of a migration route? If so, explain.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District may include migration routes. The impacts of the potential projects referenced in the 2025 CFP on migration routes will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

d. Proposed measures to preserve or enhance wildlife, if any.

This is a non-project action. Appropriate measures to preserve or enhance wildlife will be determined during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

e. List any invasive animal species known to be on or near the site.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District and is not specific to a project on any particular site. The geographic area comprising the District may include invasive animal species. Invasive animal species observed on or near the sites of potential projects referenced in the 2025 CFP, if proposed for action, will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

6. Energy and Natural Resources Find help answering energy and natural resource questions

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

This is a non-project action and will not in itself use energy nor would it serve as the basis for approval of any project referenced therein. The State's Office of the Superintendent of Public Instruction requires the completion of a life-cycle cost analysis of all heating, lighting, and insulation systems before it will permit specific school projects to proceed. The energy needs of the potential projects referenced in the 2025 CFP will be determined at the time of specific engineering and site design planning at the appropriate time when project details are known.

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

This is a non-project action and will not in itself affect use of solar energy on adjacent properties nor would it serve as the basis for approval of any project for that purpose. The impacts of the potential projects referenced in the 2025 CFP on the solar potential of adjacent properties will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

This is a non-project action. Energy conservation measures proposed in connection with the potential projects referenced in the 2025 CFP will be considered during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

7. Environmental Health Find help with answering environmental health questions

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

This is a non-project planning document and includes educational planning for the Auburn School District. Individual projects identified in the CFP will be subject to project-specific environmental review and local and/or state approval at the appropriate time during formal proposal when project details are known and able to be analyzed. At that time, environmental health hazards, if any, would be identified and addressed.

1. Describe any known or possible contamination at the site from present or past uses.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District may include areas of known or possible contamination from present or past uses. Individual projects identified in the CFP will be subject to project-specific environmental review and local and/or state approval at the appropriate time during formal proposal when project details are known and able to be analyzed. At that time, known or possible contamination, if any, would be identified and addressed. .

2. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

This is a non-project action. The potential projects referenced in the 2025 CFP, if proposed for action, will comply with all current codes, standards, rules and regulations. Individual projects will be subject to project-specific environmental review and local and/or state approval at the appropriate time during formal proposal when project details are known and able to be analyzed.

3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

As a nonproject planning action, the proposal itself will not result in storage, use, or production of toxic or hazardous chemicals nor would it serve as the basis for approval of any project for that purpose. Toxic and hazardous chemicals that may be stored or produced by the potential projects referenced in

the 2025 CFP will be subject to project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Such projects will comply with all current codes, standards, rules and regulations related to hazardous materials.

4. Describe special emergency services that might be required.

This is a non-project action. The need for special emergency services for the potential projects referenced in the 2025 CFP will be subject to project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Educational facilities in themselves may require special emergency services and any such services would be identified at project-level environmental review of individual projects identified in the CFP when project details are known and able to be analyzed.

5. Proposed measures to reduce or control environmental health hazards, if any.

While this nonproject planning action does not itself identify environmental health hazards, individual potential projects referenced in the 2025 CFP will be subject to project-specific environmental review impacts for related environmental health hazards at the appropriate time during formal proposal when project details are known and able to be analyzed.

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District contains a variety of noises from traffic, construction, residential, commercial and industrial uses. The specific noise sources that may affect the potential projects referenced in the 2025 CFP will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?

This is a non-project action. The potential projects referenced in the 2025 CFP may create typical construction noises that will exist on a short-term basis. The projects could increase construction-related traffic around the construction sites on a short-term basis. Because the projects will increase the capacity of the District's school facilities, the projects may increase traffic-related or operations-related noise on a longer-term basis once the new facilities are constructed and opened. Specifics of noise level changes will be evaluated during project-specific review at the appropriate time during formal proposal when project details are known and able to be analyzed.

3. Proposed measures to reduce or control noise impacts, if any.

This is a non-project action. The projected noise impacts of the potential projects referenced in the 2025 CFP will be evaluated and mitigated during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Each project will be subject to applicable local and/or state regulations.

8. Land and Shoreline Use Find help answering land and shoreline use questions

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District includes a variety of land uses including residential, commercial, industrial, institutional, utility, open space, recreational, etc. Impacts from potential projects referenced within the CFP to nearby or adjacent properties will be evaluated as part of the project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

This is a non-project action and not specific to a particular site. Identification of the use of sites intended for any potential projects referenced in the CFP as working farmlands or working forest land will be identified and described during project-level environmental review when appropriate. Potential projects referenced within the 2025 CFP do not involve sites used for working farmlands or working forest lands.

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?

This is a non-project action and will not itself affect or be affected by working farms/forestland, nor would it serve as the basis for approval of any project for that purpose. Any possible affects to surrounding farms or forest lands will be evaluated during project-specific environmental review for any project referenced in the CFP, if proposed, at the appropriate during when project details are known and able to be analyzed.

c. Describe any structures on the site.

This is a non-project action and not specific to a site. Any structures located on the proposed sites of the potential projects referenced in the 2025 CFP will be identified and described during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. For replacement school projects, including at Cascade Middle School and Alpac Elementary School, the existing school structures are located on each site and any demolition or proposed alteration will be reviewed as a part of project-level review.

d. Will any structures be demolished? If so, what?

This is a non-project action. Any structures that will be demolished as a result of any project referenced in the CFP, if proposed, has been or will be identified during project-level environmental review when appropriate.

e. What is the current zoning classification of the site?

This is a non-project educational planning action and not specific to any site, and the CFP proposed here will not itself direct regulation or serve as the basis for approval of any particular use. There are a variety of zoning classifications throughout the District. Projects referenced in the 2025 Capital Facilities Plan are zoned under applicable zoning codes and identification of the potential projects or sites does not in itself direct land uses or serve as a basis for project-specific approvals. Rather, site-specific zoning information and requirements for projects that may be proposed for project activity in the 2025 CFP will be evaluated during project-specific environmental review when appropriate. To the extent any of the potential projects referenced in the 2025 CFP are proposed for sites not currently zoned for the intended educational purpose or to the extent a site within the District's inventory is proposed in the future for a project not currently permitted within the zoning district, the local jurisdiction with zoning authority would need to evaluate and process any necessary zoning changes and conduct all required public notice and environmental review.

f. What is the current comprehensive plan designation of the site?

This is a non-project educational planning action and not specific to any site, and the CFP proposed here will not itself direct regulation or serve as the basis for approval of any particular use. District boundaries span multiple jurisdictions and the District owns facilities or properties in the unincorporated areas of King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific. The sites for the potential projects referenced in the 2025 CFP that may be proposed for project activity are located among these jurisdictions and subject to the respective codes and comprehensive plans. To the extent any of the potential projects referenced in the 2025 CFP are proposed for sites not currently designated in the relevant comprehensive plan for the intended educational purpose or to the extent a site within the District's inventory is proposed in the future for a project not currently permitted by the underlying comprehensive plan designation, the local jurisdiction with land use authority would need to evaluate and process any necessary comprehensive plan amendments and conduct all required public notice and environmental review.

g. If applicable, what is the current shoreline master program designation of the site?

This is a non-project action. Shoreline master program designations of the sites for the potential projects referenced in the 2025 CFP, if proposed for action, will be identified during project-specific environmental review when appropriate.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

This is a non-project action and does not involve a particular site for the educational planning purpose of the proposal. Any environmentally sensitive areas located on the sites of the potential projects referenced in the 2025 CFP, if proposed for action, will be identified during project-specific environmental review.

i. Approximately how many people would reside or work in the completed project?

As a nonproject educational planning action, the proposal is not specific to a particular project. The Auburn School District student enrollment for the 2024-25 school year is 17,312. In-District enrollment is expected to increase to approximately 17,532 by the 2029-2031 school year. The District employs approximately 1,700 people.

j. Approximately how many people would the completed project displace?

This is a non-project action and will not itself result in displacement of people. It is not anticipated that any of the referenced projects in the 2025 CFP that may be proposed will displace any people as a result of any project moving forward/. Final determination of any displacement caused by any potential project will be evaluated during project-specific environmental review at the appropriate time when project details are known and able to be analyzed.

k. Proposed measures to avoid or reduce displacement impacts, if any.

This is a non-project action. It is not anticipated that any of the potential projects referenced in the 2025 CFP that may be proposed will displace any people from the sites. Individual projects referenced in this CFP, if proposed for action, will be subject to project-specific environmental review and local approval when appropriate. Proposed mitigating measures will be determined at that time, if necessary.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

This is a non-project educational planning document. The purpose of a school district Capital Facilities Plan is to provide local jurisdictions with a six-year projection of enrollment and identification of school capacity to determine the need for new school facilities to accommodate growth from new residential development that the local jurisdiction may permit, and to provide a basis for the assessment of school impact fees, if appropriate.

The 2025 CFP has been developed consistent with RCW 36.70A and RCW 82.02.020. If the Board of Directors approves and adopts the 2025 CFP it will be sent to King County and the cities of Algona, Auburn, Black Diamond, Kent, and Pacific for consideration of inclusion into the Capital Facilities Element of their respective Comprehensive Plan. Individual projects referenced in the 2025 CFP that may be proposed for action will be evaluated for compatibility with existing land uses and plans during project-specific environmental and permit review.

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.

This is a non-project action. Any referenced projects in the Capital Facilities Plan that may be proposed for development will be evaluated for compatibility with nearby agricultural and forest lands of long-term commercial significance has been or will be identified and described during project-level environmental review when appropriate.

9. Housing Find help answering housing questions

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

The nonproject educational planning action does not propose any new housing units, and the potential school facility projects referenced in the 2025 CFP would not involve the provision of new housing units.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

This nonproject educational planning action would not in itself eliminate any units nor would it serve as the basis for approval of any project that would do so. It is not anticipated that the potential projects referenced in the 2025 CFP, if proposed, will eliminate any housing units. The impacts of the potential projects referenced in the 2025 CFP, if proposed, on existing housing will be evaluated during project-specific environmental review at the appropriate time.

c. Proposed measures to reduce or control housing impacts, if any.

This is a non-project action. Measures to reduce or control any housing impacts caused by the potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time. The CFP itself serves as a basis for a local jurisdiction to determine housing impacts to needed school capacity and serve as a basis for assessing school impact fees.

10. Aesthetics Find help answering aesthetics questions

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

This is a non-project educational planning action and not specific to any site. Structural heights associated with any referenced project in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review, when appropriate.

b. What views in the immediate vicinity would be altered or obstructed?

This is a non-project educational planning action and not specific to any site. Views associated with the potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review, when appropriate.

c. Proposed measures to reduce or control aesthetic impacts, if any.

This is a non-project action. Appropriate measures to reduce or control the aesthetic impacts of any referenced project in the 2025 CFP that may be proposed for development will be determined on a project-specific basis, when appropriate.

11. Light and Glare Find help answering light and glare questions

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

This is a non-project educational planning action and not specific to any site or building/structure. The light or glare impacts of any referenced project in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review when project details are known and able to be analyzed. In general, school facilities operate during the day with some post-school hour operations for extracurricular activities and include site safety lighting depending on the particular site location and design.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

This is a non-project action. The light or glare impacts of any referenced project in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review when project details are known and able to be analyzed.

c. What existing off-site sources of light or glare may affect your proposal?

This is a non-project action. Off-site sources of light or glare that may affect any referenced project in the 2025 CFP that may be proposed for development will be evaluated during project-specific environmental review when project details are known and able to be analyzed.

d. Proposed measures to reduce or control light and glare impacts, if any.

This is a non-project action. Proposed measures to mitigate the light or glare impacts of any referenced project in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review when project details are known and able to be analyzed.

12. Recreation Find help answering recreation questions

a. What designated and informal recreational opportunities are in the immediate vicinity?

This is a non-project action and addresses educational planning throughout the geographic boundaries of the Auburn School District. There are a variety of formal and informal recreational facilities within the District boundaries. These include both District-owned facilities and other public and private recreational facilities.

b. Would the proposed project displace any existing recreational uses? If so, describe.

This is a non-project action and will not itself displace existing recreational uses nor will it serve as a basis for any future project to do so. Any proposed new school facilities and modernizations to existing school facilities may enhance recreational opportunities and uses. Specific recreational impacts of any referenced project in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review when project details are known and able to be analyzed.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

This is a non-project action. Adverse recreational impacts of any referenced project in the 2025 CFP that may be proposed for development will be subject to mitigation during project-specific environmental review. A school site usually provides recreational facilities to the community in the form of playfields and gymnasiums that may be used outside of school hours.

13. Historic and Cultural Preservation Find help answering historic and cultural preservation questions

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old

listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

This is a non-project action and addresses educational planning throughout the geographic boundaries of the Auburn School District. There may be sites eligible for register listing located throughout the geographic area. The District will evaluate, when a school site is located for potential development, whether there are known places or objects listed on, or proposed for, such registers which may be proposed for development. The existence of historic and cultural resources on or next to the sites will be addressed in more detail during project-specific environmental review.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

This is a non-project action. The geographic area comprising the District may include landmarks, features, or other evidence of Indian or historic use or occupation. An inventory of historical sites at or near the sites of the potential projects referenced in the 2025 CFP will be developed during project-specific environmental review. At a minimum, research will be conducted on the web using the Washington State Department of Archaeology & Historic Preservation's *Washington Information System for Architectural and Archaeological Records Data (WISAARD)* resource.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

This is a non-project action. Any landmarks, features, or other evidence of Indian or historic use or occupation, or material evidence, artifacts, or areas of cultural importance, on or near sites intended for any projects referenced in the Capital Facilities Plan have been or will be identified and described during project-level environmental review when appropriate. Appropriate methods will be proposed on a project-specific basis. At a minimum, research will be conducted on the web using the Washington State Department of Archaeology & Historic Preservation's *Washington Information System for Architectural and Archaeological Records Data (WISAARD)* resource.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

This is a non-project action. The impact on cultural or historic resources of the individual potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review when project details are known.

14. Transportation Find help with answering transportation questions

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

This is a non-project educational planning proposal affecting the entirety of the Auburn School District. The geographic area comprising the District contains a variety of roads, streets, and highways. The impact on public streets and highways of the individual, potential projects referenced in the 2025 CFP, if proposed for action, will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

This is a non-project action. The relationship between public transit and individual potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. District schools are regularly served by District transportation service (yellow bus).

c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

This is a non-project action and the educational planning purpose of the CFP will not in itself require any transportation improvements. The need for new streets or roads, or improvements to existing streets and roads associated with individual potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

This is a non-project action and does not in itself involve a proposed use nor does it serve as a basis for such use. Use of water, rail or air transportation associated with individual potential projects referenced in the 2025 CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

This is a non-project action and will not in itself generate vehicular trips nor serve as a basis for approval of a project that would. The traffic impacts of individual potential projects referenced in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Approved data models will be used to evaluate trips generated by individual projects.

f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

This is a non-project action and will neither itself nor serve as a basis for approval of any project that would be affected by movement of agricultural or forest projects on roads/streets.. The traffic impacts of individual potential projects referenced in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

g. Proposed measures to reduce or control transportation impacts, if any.

This is a non-project action. The mitigation of traffic impacts associated with individual potential projects referenced in the 2025 CFP that may be proposed for development will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

15. Public Services Find help answering public service questions

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

The District does not anticipate that the projects identified in the CFP that may be proposed for development or the CFP itself will significantly increase the need for public services.

b. Proposed measures to reduce or control direct impacts on public services, if any.

This is a non-project action. Any potential new school facilities that are referenced in the CFP and may be proposed for development will be code compliant and constructed with automatic security systems, fire alarms, smoke alarms, heat sensors, and sprinkler systems consistent with local and/or state requirements.

16. Utilities Find help answering utilities questions

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

This is a non-project action and does not involve a particular site or project, nor does it serve as the basis for approval of any particular project referenced in the CFP. Storm, power, and water are currently available to the sites of the potential projects referenced in the 2025 CFP. Other utilities are either available or the District will apply for approval of alternative sewage disposal systems/procedures. The types of utilities available at specific project sites will be addressed in detail during project-specific environmental review at the time of formal proposal when project details are fully known.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

This is a non-project action. Utility revisions and construction needs will be identified during project-specific environmental review when project details are fully known.

C. Signature Find help about who should sign

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Type name of signee: Jeffrey L Grose

Position and agency/organization: Executive Director, Capital Projects, Auburn School District

Date submitted: 5/23/2025

D. Supplemental sheet for nonproject actions Find help for the nonproject actions worksheet

IT IS NOT REQUIRED to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

APPLICANT/AGENCY ADDED NOTE: The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval of any particular use. To the extent the Capital Facilities Plan makes it more likely that school facilities will be constructed, some of these environmental impacts may be more likely. However, neither approval of the CFP itself nor its inclusion as a part of any jurisdiction's Comprehensive Plan Capital Facilities Element serves as the basis for approval of any potential project referenced in the CFP that may be proposed for action, nor does it direct a land use approval of any site referenced in the CFP.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval any of particular use. To the extent the CFP makes it likely that school facilities may be considered for action, there may be increased discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise. Additional impermeable surfaces, such as roofs, access roads, and sidewalks could increase stormwater runoff, which could enter surface or ground waters. Heating systems, emergency generators, and other school equipment that is installed pursuant to the Capital Facilities Plan could result in air emissions. The projects referenced in the Capital Facilities Plan should not require the production, storage, or release of toxic or hazardous substances, with the possible exception of the storage of diesel fuel or gasoline for emergency generating equipment. The District does not anticipate a significant increase in the production of noise from its facilities, with the possible exception of noise production due to short-term construction activities or the presences of additional students/school operations on a site. Construction impacts related to noise and air would be short term and are not anticipated to be significant.

- **Proposed measures to avoid or reduce such increases are:**

Proposed measures to mitigate any such increases described above have been or will be addressed for any potential project referenced in the CFP that may be proposed for action during project-level environmental review when appropriate. Stormwater detention and runoff will meet applicable County and/or City requirements and may be subject to National Pollutant Discharge Elimination System ("NPDES") permitting requirements. Discharges to air will meet applicable air pollution control requirements. Fuel oil will be stored in accordance with local and state requirements. Noise impacts will evaluated under

local and state standards once when project details are known and able to be analyzed, and impacts will be mitigated appropriately.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval any particular use. The potential projects included in the 2025 CFP are not likely to generate significant impacts to plants, animals, fish, or marine life.

- **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

As needed, specific measures to protect and conserve plants, animals, and fish will be identified during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed. Applicable code and regulatory provisions protecting/conserving plants, animals, fish, or marine life will be followed.

3. How would the proposal be likely to deplete energy or natural resources?

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval any of particular use. Should the potential projects referenced in the 2025 CFP be proposed and constructed, they will require the consumption of energy.

- **Proposed measures to protect or conserve energy and natural resources are:**

The potential projects referenced in the CFP, if proposed, will be constructed in accordance with applicable energy efficiency standards and requirements, and proposed measures needed to protect or conserve energy and natural resources have been or will be addressed during project-level environmental review when appropriate.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval any of particular use and, as such, will not have an impact on these elements itself. Environmentally sensitive areas will be identified during project-specific environmental review of any project referenced in the CFP and proposed for action and will be consistently addressed with local and/or state requirements.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:**

Appropriate measures as identified in collaboration with regulatory agencies will be proposed during project-specific environmental review at the appropriate time of formal proposal when project details are known and able to be analyzed.

5. **How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval of any particular use and, as such, does not in itself dictate certain shoreline and land uses. Any projects referenced within the CFP and subsequently proposed for project-specific review and permitting will be reviewed for compliance with existing plans and would be subject to the relevant jurisdiction's land use process and approval requirements.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:**

This 2025 CFP is a non-project planning document and does not in itself dictate certain shoreline and land uses. Any projects referenced within the CFP and subsequently proposed for project-specific review and permitting will be reviewed and conditioned appropriately to avoid or reduce land use impacts.

6. **How would the proposal be likely to increase demands on transportation or public services and utilities?**

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval of any particular use and, as such, does not itself create substantial new demands for transportation. The potential projects referenced in the CFP, if proposed, may create an increase in traffic near District facilities during the school year and during school start/end times. Impacts on transportation, public services, and utilities related to the potential projects referenced in the CFP will be addressed during project-specific environmental review at the appropriate time during formal proposal when project details are known and able to be analyzed.

- **Proposed measures to reduce or respond to such demand(s) are:**

This 2025 CFP is a non-project planning document and, as such, does not itself create substantial new demands for transportation, public services, or utilities. Therefore, no measures to reduce or respond to such demands are proposed at this time. Any proposed measures to reduce demands on transportation, public services or utilities have been or would be done at the project-specific level of any project referenced in the CFP if proposed for action. Requirements of the permitting jurisdiction, as well as any additional measures identified during project-level environmental review, would be complied with as a part of the project.

7. **Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**

The 2025 CFP is an educational facilities non-project planning document and will not itself direct regulation or serve as the basis for approval of any particular use and does not conflict with any laws or requirements for the protection of the environment. Specific projects referenced in the Capital Facilities Plan, if proposed, have been or will be reviewed under project-level environmental review requirements. The Washington Growth Management Act (the GMA) outlines 15 broad goals, including adequate provision of necessary public facilities and services. Schools are among these necessary facilities and services. The Capital Facilities Plan satisfies the requirements of RCW 36.70A.070, identifies additional school facilities necessary to meet the educational needs of the growing student populations anticipated in the District, and informs local jurisdictions regarding the impacts of new residential development on public school capacity.

To evaluate if a proposed project identified in the 2025 CFP may conflict with local, state, or federal laws or requirements for the protection of the environment, the District will, at a minimum and commencing as early as possible, review project proposal details against all applicable laws and regulations; obtain input and studies, as appropriate or required, from qualified consultants; coordinate and, as required, consult with the permitting jurisdiction and affected agencies; and consider appropriate mitigation measures and/or alternatives.

P/T No. 2

CAPITAL FACILITIES PLAN

2025-2031

DIERINGER

Dieringer School District #343

1320 178th Ave E, Lake Tapps, WA 98391

2025-2031 Capital Facilities Plan

Dieringer School District #343

1320 178th Ave E

Lake Tapps, WA 98391

Board of Directors

Megan Bearor

Greg Johnson

Devin Craig

Superintendent

Paula Dawson, Ed.D.

Prepared by:
Laura Marcoe
Executive Director of Business Services
lmarcoe@dieringer.wednet.edu
(253) 826-7008

Table of Contents

Executive Summary 4
- Mission, Vision, Strategic Directions 4

Introduction 5
- MAP 1: District Boundary Map 6

Emerging Issues 6
- Building Condition Assessment Study 6
- Capital Levy Planning Committee 7
- NTMS Portable 7
- Birth Rate Trend 7
- Grade Configuration 7

Inventory of School and Support Facilities 8
- TABLE 1: Inventory of Current School Facilities 8
- TABLE 2: Inventory of Support Facilities 8
- TABLE 3: School Building Square Feet and Site Acreage 8

Enrollment History and Projections 9
- Enrollment History 9
- TABLE 4: Historical Enrollment by Grade 9
- GRAPH 1: Historical Enrollment Elementary Only 10
- GRAPH 2: Historical Enrollment Middle School Only 10
- Enrollment Projection 11
- TABLE 5: Six Year Enrollment Projection 11
- Enrollment Impacts – New Construction 12
- TABLE 6: Housing Development – Active Permits 12
- TABLE 7: Six Year Enrollment and Capacity Projections 13

Standard of Service 13

Capital Facilities & Financing Plan 14

Impact Fee Calculation 15

Executive Summary

The Dieringer School District Capital Facilities Plan (the "plan") is a six-year plan intended to be reviewed and revised annually. It has been prepared by district staff to support the use of school impact fees as provided for under the Washington State Growth Management Act.

This plan supports the implementation of school impact fees as have been authorized by Pierce County. This plan will also provide a basis for mitigation under the State Environmental Protection Act (SEPA) or the State Subdivision Act.

Our Mission:
Educating every child for confidence today and contribution tomorrow.

Our Vision:
The Dieringer School District will provide all students with appropriate high-quality programs in a safe, challenging and inclusive school environment. This mission will be undertaken with respect for and in partnership with families and the community.

Strategic Directions:
The Dieringer School District's Strategic Directions are anchored in three foundational priorities:

- **Foundation 1: Educate the Whole Child** emphasizes rigorous academic standards, critical and innovative thinking skills, culturally responsive and inclusive practices, and a welcoming environment to foster academic, social, emotional, and physical well-being.
- **Foundation 2: Innovative Systems** includes structures and practices that enhance teaching, learning, and operational efficiency which focus on a growth centered and safe workplace, continuous professional learning, fiscal stewardship and strategic plan alignment, and ensuring a skilled workforce.
- **Foundation 3: Community Engagement** strengthens partnerships with families and the broader community through fostering a welcoming environment for parent and community members, preparing students for their future in conjunction with the community, and providing opportunities for authentic voice, ensuring collaboration and shared responsibility in supporting student success.

Together, these foundations guide the district's commitment to excellence, equity, and continuous improvement.

Introduction

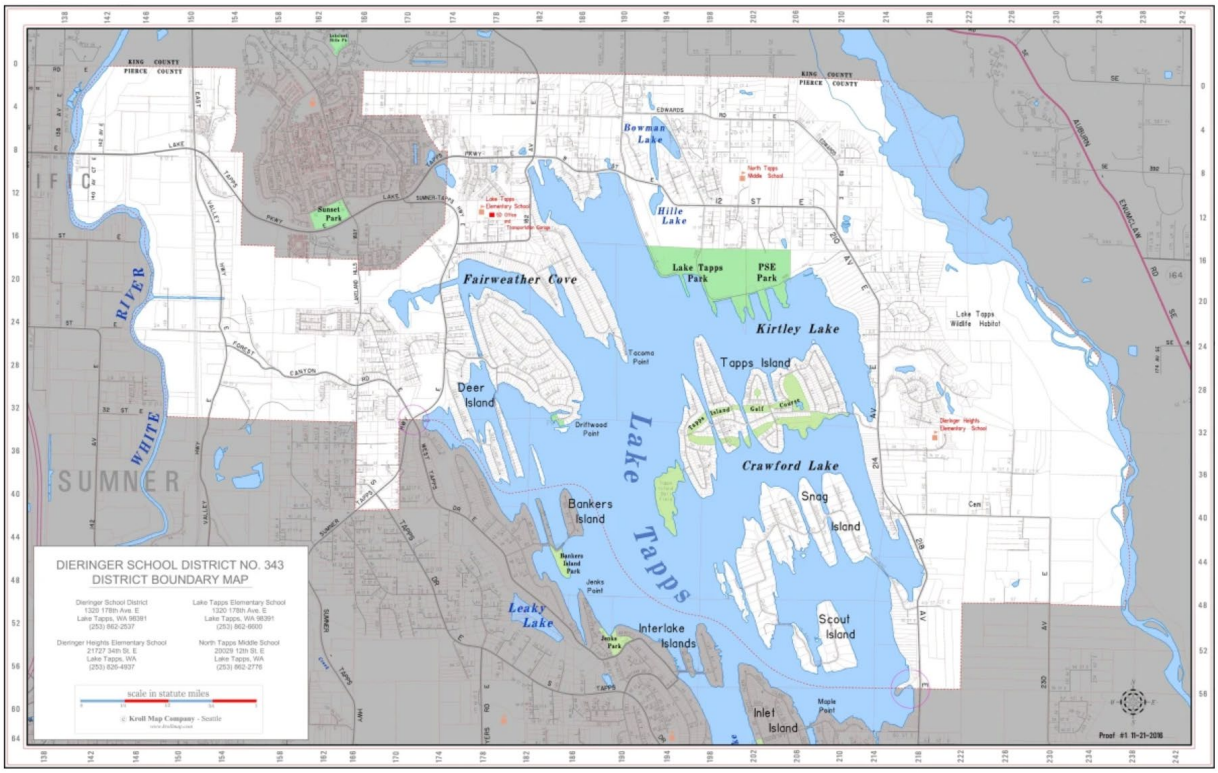
The Dieringer School District (the "district") was established in 1890 and consolidated with Lake Tapps School District in 1936.

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

The current student enrollment is approximately 1,411 students in grades kindergarten through eight. Students in grades first through third are housed at Lake Tapps Elementary, constructed in 2005 as a replacement project. Construction was completed on an addition in September 2017. Dieringer Heights Elementary opened in the fall of 2000, with an addition completed in 2008, and is home to students in kindergarten, fourth and fifth grade. Dieringer Heights Elementary also houses two preschool classrooms and one Transition to Kindergarten classroom. Originally constructed in 1992 and added on to in 1998 and 2009, North Tapps Middle School houses students in grades sixth through eighth. The district supports an additional 614 high school students who may select to attend any public high school. The majority choose to attend Auburn Riverside, Sumner and Bonney Lake High Schools.

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

MAP 1: District Boundary Map



Emerging Issues

Building Condition Assessment Study

In the summer of 2025, the school district will conduct a comprehensive Building Condition Assessment Study to evaluate the physical state of all district-owned facilities. This study will be carried out by qualified professionals and will include detailed inspections of structural systems, roofing, mechanical and electrical systems, plumbing, interior finishes, and site conditions. The assessment will identify maintenance needs, code compliance issues, and potential safety concerns, while also estimating the remaining useful life of major building components. The findings from this study will provide critical data to support long-range planning efforts and inform the work of the Capital Levy Planning Committee as it develops recommendations for the 2027–2030 replacement capital levy.

Capital Levy Planning Committee

The district plans to convene a Capital Levy Planning Committee in the fall of 2025 to evaluate current and future facility needs and develop recommendations for inclusion in a replacement capital levy for the 2027-2030 cycle. This committee will consist of district staff, school board representatives, community members, and subject matter experts, who will work collaboratively to assess the condition of existing infrastructure, enrollment trends, educational program requirements, and safety and accessibility standards. The committee's analysis will guide the prioritization of projects to ensure alignment with long-term district goals and community expectations. Final recommendations will inform the proposed levy package, which will be presented to voters for approval most likely in February 2026.

NTMS Portable

To address the lack of available classroom space within the main building at North Tapps Middle School, the district will install single portable classroom in Summer 2025. Prior to this addition, one classroom was being held on the stage, highlighting the need for additional instructional space. The portable classroom provides a more appropriate and functional learning environment and supports the school's ability to meet current enrollment needs without compromising educational quality.

Birth Rate Trend

From 2016 through 2023, Pierce County saw birth counts decreased from 11,757 to 10,443. This information is relevant to K-12 school districts, as annual birth counts are viewed as a leading indicator of future kindergarten enrollment. The district will continue to monitor annual birth counts in Pierce County for future enrollment projections.

Grade Configuration

The district has planned a changed in grade configuration scheduled for the 2026–27 school year. Currently, Lake Tapps Elementary serves grades 1, 2, and 3, while Dieringer Heights Elementary houses kindergarten, grade 5, and grade 6. The district plans to transition to a new configuration in which one school will serve kindergarten through grade 2, and the other will serve grades 3 through 5. This reconfiguration aims to better align instructional practices, foster more cohesive academic progression, and streamline transitions for students. While the shift supports long-term educational goals, it also presents immediate facility implications, including classroom utilization, potential remodeling, and transportation logistics, all of which must be addressed in future planning

Inventory of School and Support Facilities

The Dieringer School District maintains almost 200,000 square feet of building space and owns over 29 acres of property. The following tables provide a summary of:

- Inventory of Current School Facilities (Table 1)
- Inventory of Support Facilities (Table 2)
- School Building Square Feet and Site Acreage (Table 3)

TABLE 1 - Inventory of Current School Facilities

School	Location	Jurisdiction	Capacity
Lake Tapps Elementary	1320 178th Ave E, Lake Tapps	Pierce County	490
Dieringer Heights Elementary	21727 34th St E, Lake Tapps	Pierce County	520
North Tapps Middle School	20029 12th St E, Lake Tapps	Pierce County	545
TOTAL			**1555**

TABLE 2 - Inventory of Support Faciltiies

Support Facility	Location	Jurisdiction
District Office	1320 178th Ave E, Lake Tapps	Pierce County
Transportation	1320 178th Ave E, Lake Tapps	Pierce County
Maintenance/Grounds Warehouse	1320 178th Ave E, Lake Tapps	Pierce County

TABLE 3 - School Building Square Feet and Site Acreage

Site	Site Size (Acres)	Permanent Square Feet	Number of Portable Classrooms	Portable Square Feet
Lake Tapps Elementary	9.77	59,483	3	2,466
Dieringer Heights Elementary	5.56	57,028		
North Tapps Middle School	13.78	79,235	1*	896
TOTAL	**29.11**	**195,746**	**4**	**3,362**

*NTMS portable is expected to be installed in July 2025

Enrollment History and Projections

The information below examines the district's student enrollment history over the past seven school years and the district's enrollment projections through the 2030-31 school year. The data excludes enrollment in the Transition to Kindergarten program. A series of graphs is provided to display the district's enrollment data.

Enrollment History

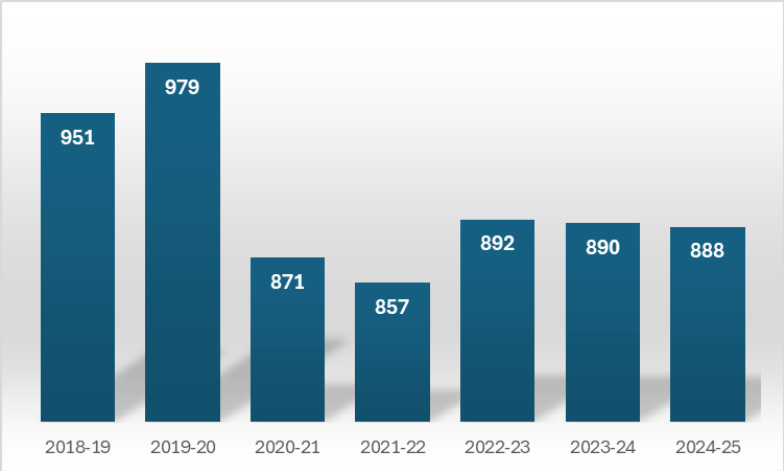
Table 4 displays historical enrollment by grade and indicates a gradual decline in Kindergarten class sizes over time. However, enrollment tends to recover in the later grades, suggesting that some families may be opting for alternative Kindergarten programs or moving into the district after the early elementary years. This trend may be influenced by the higher-than-average home values in the Dieringer service area, which could delay family relocation until later stages of a child's education.

Table 4 - Historical Enrollment By Grade

Birth Year	School Year	Live Births	DSD % of Births	K	1	2	3	4	5	6	7	8	Total	Student Gain/Loss
2008-09	2014-15	183	86.34%	158	207	170	167	165	165	173	153	181	1,539	
2009-10	2015-16	189	73.02%	138	225	155	177	174	168	187	173	148	1,545	6
2010-11	2016-17	187	50.27%	94	187	144	162	161	175	177	168	160	1,428	(117)
2011-12	2017-18	192	71.35%	137	141	171	157	171	162	193	171	161	1,464	36
2012-13	2018-19	106	133.02%	141	145	157	181	153	174	168	195	164	1,478	14
2013-14	2019-20	92	156.52%	144	159	156	170	189	161	183	166	197	1,525	47
2014-15	2020-21	112	101.79%	114	130	147	143	158	179	155	163	157	1,346	(179)
2015-16	2021-22	115	117.39%	135	121	146	150	150	155	178	167	169	1,371	25
2016-17	2022-23	100	128.00%	128	159	138	158	155	154	173	181	168	1,414	43
2017-18	2023-24	115	106.09%	122	144	165	142	158	159	162	170	179	1,401	(13)
2019-20	2024-25	88	132.95%	117	130	158	177	142	164	177	172	173	1,410	9

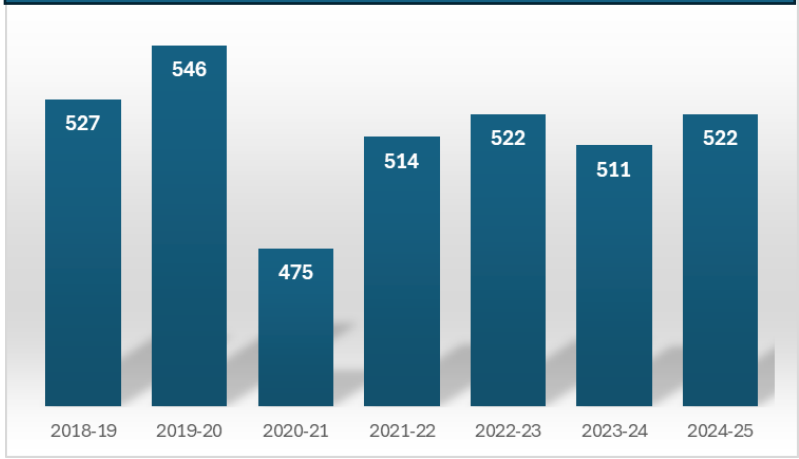
Graph 1 shows the enrollment history at the elementary level only. Enrollment was increasing slightly through 2019-20 with a high of 979 students. Coinciding with the pandemic, the following two years saw a combined decrease of 122 students with a rebound of 35 students in 2022-23. Enrollment has remained fairly steady with slight increases since the rebound in 2022-23, but has not returned to pre-pandemic levels.

GRAPH 1 – Historical Enrollment Elementary Only



Graph 2 shows the enrollment history at the middle school level. Similar to elementary, enrollment was increasing slightly through 2019-20 with a high of 546 students. Coinciding with the pandemic, the 2020-21 school year saw a decrease of 71 students with a rebound of 39 students in 2021-22. Enrollment has remained fairly steady for the past four years.

GRAPH 2 – Historical Enrollment – Middle School Only



Enrollment Projection

Projecting enrollment is a complex endeavor subject to variables and uncertainties. Forecasting typically considers past trends to help predict future trends using a "Cohort Survival" method. The shorter the forecast, the more likely it is that is underlying assumptions and predictions will be accurate. The enrollment fluctuations over the course of the pandemic have made recent enrollment trends less reliable in projecting enrollment.

When planning for adequate school facilities, the district uses more inclusive and growth-responsive enrollment projections than those used for budget and funding purposes. These projections account for potential increases in student population and ensure that facility capacity is sufficient to meet both current and future needs. By planning for higher enrollment than conservative funding estimates might suggest, the district can better prevent overcrowding, support evolving instructional programs, and maintain flexibility as the community grows. This forward-thinking approach helps ensure facilities are aligned with actual student needs over time.

Table 5 presents a six-year enrollment projection for the Dieringer School District indicating that student enrollment is expected to remain steady, with numbers consistently hovering near or above the district's current maximum facility capacity. This trend suggests that while significant enrollment growth is not anticipated, existing facilities will continue to operate at or near their limits, underscoring the importance of ongoing planning to ensure the district can continue to meet student needs without exceeding available space.

Table 5 - Six Year Enrollment Projection

Birth Year	School Year	Live Births	DSD % of Births	K	1	2	3	4	5	6	7	8	Total	Student Gain/Loss
2020-21	2025-26	102	110.00%	112	125	143	169	177	147	183	188	175	1,419	9
2021-22	2026-27	116	110.00%	128	120	137	153	169	184	164	194	191	1,439	20
2022-23	2027-28	112	110.00%	123	136	131	147	153	176	205	174	197	1,442	3
2023-24	2028-29	98	110.00%	108	131	149	141	147	159	196	217	177	1,425	(17)
2024-25	2029-30	105	110.00%	116	115	144	160	141	152	177	208	221	1,433	8
2025-26	2030-31	105	110.00%	116	123	126	155	160	146	170	188	212	1,394	(39)

Enrollment Impacts – New Construction

The table below provides information on active housing permits within the district, representing residential construction projects that are currently underway or have received approval to begin. These active permits serve as the most immediate and reliable indicator of potential short-term enrollment growth. While there are several larger, planned housing developments under consideration or in earlier stages of the permitting process, their timelines remain uncertain and may not impact enrollment for several years. As these projects progress, the district will continue to monitor their status to assess potential long-term impacts on facility needs and capacity planning.

Table 6 - Housing Development - Active Permits

Parcel	Projection Description	
0520141023	Construct 2-story 4-bedroom single family residence	
5070200261	Construct 1-story 3-bedroom single family residence	
5075001490	Construct 2-story 4-bedroom single family residence with garage attached via breezeway	
5060000110	Construct a 3-story 3-bedroom single family residence	
7002030270	Construct 3-story 5-bedroom single family residence	
8996020390	Construct 2-story 3-bdrm single family residence to replace demolished single family residence	
5050200110	Construct 2-story 3-bdrm single family residence to replace demolished house	
5070000100	Construct a 2-story, 1-bedroom, single family residence	
0520232035	Construct 2-story 3-bedroom single family residence	
0520055019	Construct 1-story 1-bedroom accessory dwelling unit	
8996030650	Construct 2-story 3-bedroom single family residence	
0520153023	Construct 2-story 4-bedroom single family residence to replace fire damaged/demolished SFR	
0520056024	Construct 1-story 3-bedroom single family residence with an attached a 1-story ADU	
5070000405	Construct 3-story 3-bedroom single family residence with basement and attached Garage	
5075000620	Construct 1-story 3-bdrm single family residence to replace demolished house	
5075000410	Construct detached garage with workout area & bathroom & 2nd story 1-bdrm ADU	
0520054087	Construct 2-story 4-bdrm single family residence	
	17 Total Active Housing Permits (Single Family Residence)	
	0 Total Active Housing Permits (Multi Family Residence)	
	Elementary Student Generation (.3516)	5.9772
	Middle School Student Generation (.1080)	1.836
	Estimated Enrollment Impact from New Housing Development	**7.8132**

Projected Enrollment vs School Capacity

Table 7 - Six Year Enrollment and Capacity Projections							
		2025-26		2026-27*		2027-28*	
School Site	Capacity	Projected Enrollment	Deficit/ Surplus	Projected Enrollment	Deficit/ Surplus	Projected Enrollment	Deficit/ Surplus
Lake Tapps Elem	490	437	53	384	106	390	100
Dieringer Heights Elem	520	437	83	506	14	476	44
North Tapps Middle School	545	546	(1)	549	(4)	576	(31)
		2028-29*		2029-30*		2030-31*	
School Site	Capacity	Projected Enrollment	Deficit/ Surplus	Projected Enrollment	Deficit/ Surplus	Projected Enrollment	Deficit/ Surplus
Lake Tapps Elem	490	388	102	374	116	365	125
Dieringer Heights Elem	520	446	74	453	67	461	59
North Tapps Middle School	545	590	(45)	606	(61)	569	(24)
*Assumes grade configuration at LTES of grades K,1,2 and grades 3,4,5 at DHES							

Standard of Service

The Standard of service is based on class size and program decisions adopted by the Dieringer School District Board of Directors. At the elementary level, the district plans to maximize the use of state funding available for reducing class sizes to meet the K-3rd grade districtwide class size targets specified by the legislature at 17. Actual class sizes are larger because the state formula includes specialists (e.g. music and physical education) and a portion of special education teachers in the calculation of districtwide class average. Fourth through sixth grade class size target is 27 and seventh through eighth grade is 28. These class sizes have an impact on facilities, and the permanent capacity of each school reflects these class sizes.

In the District, rooms designated and assigned for special use are not counted as capacity classrooms. At the elementary level students are provided music instruction and physical education in non-capacity classrooms. Special education and intervention programs are provided as pullout programs and do not provide capacity. At the middle school level, instruction is organized around a six-period day; classrooms are calculated as providing 5/6 (84%) capacity to accommodate teacher planning time in the instructional space.

Student generation rates are based on an average of Sumner-Bonney Lake and Auburn 2025 rates.

Capital Facilities & Financing Plan

TABLE 8 -Permanent Capacity Projects									
Site	Current Capacity	6-Year Capacity	Total Capacity	2026	2027	2028	2029	2030	2031
Lake Tapps Elementary	490		490						
Dieringer Heights Elementary	520		520						
Elementary #3		400	400						400
North Tapps Middle School	545	112	657						112
TOTAL	**1,555**	**512**	**2,067**						

TABLE 9 - Capital Finance Plan 2025 - 2031							
Projects	Estimated Project Cost	Unsecured Sources of Funds			Secured Sources of Funds		
		Levy/Bond	Unrestricted	Impact Fees	Levy/Bond	Unrestricted	Impact Fees
Capacity Projects							
Elementary #3	38,177,090	36,677,090				1,500,000	
NTMS Addition	3,846,312	3,246,312					600,000
Total	**42,023,402**	**39,923,402**	**-**	**-**	**-**	**1,500,000**	**600,000**
Non-Capacity Projects							
NTMS Turf Track, Roof, District HVAC	10,651,802				10,651,802		
Building Modernization & Updates	17,193,000	17,193,000					
Technology	10,350,000	6,900,000			3,450,000		
Total	**38,194,802**	**24,093,000**	**-**	**-**	**3,450,000**	**-**	**-**
Total Projects 2025-2031	**80,218,204**	**64,016,402**			**3,450,000**	**1,500,000**	**600,000**

Impact Fee Calculation

TABLE 10 - Single Family (SFR) and Multi-Family (MFR) Impact Fee Calculation

School Site Acquisition Cost		Facility Acreage	Cost/Acre	Facility Capacity	Student Generation Rate SFR	Student Generation Rate MFR	Cost/SFR	Cost/MFR
Elementary #3		12	613,107	433	0.3516	0.3011	5,974	5,116
School Construction Cost			**Facility Cost**	**Facility Capacity**	**Student Generation Rate SFR**	**Student Generation Rate MFR**	**Cost/SFR**	**Cost/MFR**
Elementary #3			30,819,806	433	0.3516	0.3011	25,026	21,432
NTMS Classroom Addition			3,846,312	112	0.1080	0.1131	3,709	3,884
							28,735	25,316
Temporary Facility Cost		**$ Temp/Total Sq Ft**	**Facility Cost**	**Facility Size**	**Student Generation Rate SFR**	**Student Generation Rate MFR**	**Cost/SFR**	**Cost/MFR**
State Matching Credit	**Construction Cost Allowance**	**OSPI SF Per Student**	**State Match %**	**State Match Per Student**	**Student Generation Rate SFR**	**Student Generation Rate MFR**	**Cost/SFR**	**Cost/MFR**
Elementary	375.00	90	0.5069	17,107.88	0.3516	0.3011	6,015	5,151
Middle School	375.00	108	0.5069	20,529.45	0.1080	0.1131	2,217	2,322
							8,232	7,473
Tax Payment Credit							**SFR**	**MFR**
Average Assessed Value							947,500	615,875
Capital Bond Interest Rate							4.30%	4.30%
Net Present Value of Average Dwelling							7,571,574	4,921,523
Years Amortized							10	10
2025 Property Tax Levy Rate							1.5600	1.5600
Present Value of Revenue Stream							11,812	7,678
Fee Summary							**SFR**	**MFR**
Site Acquisition Costs							5,974	5,116
Permanent Facility Cost							28,735	25,316
Temporary Facility Cost							-	-
State Match Credit							(8,232)	(7,473)
Tax Payment Credit							(11,812)	(7,678)
Fee Obligation							14,665	15,281
Fee with Discount of 50%							7,333	7,641
Maximum Fee Obligation per Pierce County Code 4A.30.030							8,054	4,545
Final Proposed Impact Fee (Lesser of 50% of Fee Obligation or Pierce County Maximum)							**7,333**	**4,545**

ENVIRONMENTAL CHECKLIST

WAC 197-11-960 Environmental Checklist.

Purpose of Checklist:

The State Environmental Policy Act (SEPA), chapter 43.21 C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for Applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." In addition, complete the Supplemental Sheet for nonproject actions (part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "prepares," and "affected geographic area," respectively.

A. BACKGROUND

1. Name of proposed project, if applicable
The adoption of a ten-year Capital Facilities Plan by the Dieringer School District. The Comprehensive Plans of Pierce County, City of Auburn and City of Sumner have been and/or will be amended to include the Dieringer School District 2022 Capital Facilities Plan in the Capital Facilities Plan Element of each jurisdiction's Comprehensive Plan. A copy of the District's Plan is available for review in the District Office.

2. Name of applicant:

Dieringer School District No. 343

3. Address and phone number of applicant and contact person:

Dieringer School District No. 343
1320 178th Ave E.
Lake Tapps, WA 98391

Contact Person: Michael Farmer, Superintendent

Telephone: (253) 862-2537

4. Date checklist prepared: June 2, 2023.

5. Agency requesting checklist:

Dieringer School District No. 343

6. Proposed timing or schedule (including phasing, if applicable):

The 2023 Dieringer School District Capital Facilities Plan was adopted on June 20, 2023 and forwarded to Pierce County, Cities of Auburn and Sumner for possible inclusion in each jurisdiction's Comprehensive Plan. The Capital Facilities Plan will be updated annually. Site-specific projects have been or will be subject to project-specific environmental review.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

The Capital Facilities Plan reviews the purchase of additional property and the construction of a new elementary school and additional classroom space at the middle school.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

The above-referenced projects will undergo environmental review at the time of formal proposal.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal?

If yes, explain.

No.

10. List any government approvals or permits that will be needed for your proposal, if known.

Pierce County and Cities of Auburn and Sumner will review and approve the Capital Facilities Plan for the purposes of impact fee ordinances and will need to adopt the Plan as an amendment to the Capital Facilities Plan element of the Comprehensive Plans of Pierce County and Cities of Auburn and Sumner.

11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

This is a non-project action. This proposal involves the adoption of the Dieringer School District 2023 Capital Facilities Plan for the purpose of planning the facilities needs of the District and for inclusion in the Capital Facilities Plan element and possible amendment of the Comprehensive Plans for Pierce County, City of Auburn and City of Sumner. A copy of the Capital Facilities Plan may be viewed at the Dieringer School District Office.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The 2023 Capital Facilities Plan will affect the Dieringer School District. The District includes an area of approximately 5.5 square miles. Portions of the City of Auburn and the City of Sumner, and parts of unincorporated Pierce County, fall within the District's boundaries.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, and more than 2/3 of Lake Tapps.

The Dieringer School District is comprised of a variety of topographic land forms and gradients, including all of those listed. Specific topographic characteristics will identified during the planning and permit process for each capital project.

b. What is the steepest slope on the site (approximate percent slope)?

Specific slope characteristics will be identified during the planning and permit process for each capital project.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

Specific soil types will be identified during the planning and permit process for each capital project.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Unstable soils may exist within the Dieringer School District. Specific soil limitations on individual project sites will be identified at the time of environmental review.

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

Individual projects included in the Capital Facilities Plan will be subject to project specific environmental review and local approval at the time of proposal. Proposed grading projects, as well as the purpose, type, quantity, and source of fill materials will be identified as appropriate to each project.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

It is possible that erosion could occur as a result of construction projects currently proposed in the Capital Facilities Plan. Individual projects and their erosion impacts will be evaluated on a site-specific basis. Individual projects will be subject to environmental review and local approval at the time of proposal.

g. About what percent of the site will be covered with impervious project construction (for example, asphalt or buildings?)

Percentage of impervious cover with vary with each capital facilities project and will

be addressed during project-specific environmental review.
h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Erosion potential on individual project sites will be addressed during project-specific environmental review. Relevant erosion reduction and control requirements will be met.

2. Air

a. What types of emissions to the air would result from the proposal (ie., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

Various emissions, many construction-related, may result from individual projects. Air-quality impacts will be evaluated during project-specific environmental review. Please see the Supplemental Sheet for Nonproject Actions.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Off-site sources and necessary mitigation will be addressed during project-specific environmental review.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Plans for individual projects included in the Capital Facilities Plan have been or will be subject to environmental review and relevant local approval processes, including obtaining of any necessary air quality permits, at the time individual projects are formally proposed. Please see the Supplemental Sheet for Nonproject Actions.

3. Water

a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

There is a network of surface water bodies within the Dieringer School District. The surface water regimes and flow patterns have been or will be researched and incorporated in the design of each individual project.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Some projects may require work near these described waters. Individual projects in the Capital Facilities Plan will be subject to environmental review and local approval requirements at the time the project is formally proposed.

3) Estimate the amount of fill and dredge material that be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Information with respect to placement or removal of fill or dredge material will be addressed at the time of project-specific environmental review. Applicable local regulations have been or will be satisfied.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Any surface water withdrawals or diversions have been or will be addressed during project-specific environmental review.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Each capital facilities project, if located in a floodplain area, will be required to meet applicable local regulations for flood areas.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Specific information regarding discharges of waste materials, if any, will be addressed during project-specific environmental review. Please see the Supplemental Sheet for Nonproject Actions.

b. Ground:

1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

Individual projects included in the Capital Facilities Plan may impact ground water resources. Each project will be evaluated during project-specific environmental review. Applicable local regulations have been or will be satisfied. Please see the Supplemental Sheet for Nonproject Actions.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. .; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Impacts of discharged waste material, if any, have been or will be addressed during site-specific, project-level environmental review.

c. Water Runoff (including storm water):

1) Describe the source of runoff (including storm \vater) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Individual projects included in the Capital Facilities Plan may have varying storm water runoff consequences. Each project will be subject to environmental review and applicable local regulations.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Individual projects included in the Capital Facilities Plan will have varying environmental impacts and will be subject to appropriate review and local regulations prior to construction. Information regarding waste materials will be presented at the time of such review. Please see the Supplemental Sheet for Nonproject Actions.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

Specific measures to reduce or control runoff impacts have been or will be developed on a project-specific basis in cooperation with the appropriate jurisdiction.

4. Plants:

a. Check or circle types of vegetation found on the site:

____ deciduous tree: alder, maple, aspen, other
____ evergreen tree: fir, cedar, pine, other
____ shrubs
____ grass
____ pasture
____ crop or grain
____ wet soil plants: cattail, buttercup, bulrush, skunk cabbage. Other
____ other water plants: water lily, eelgrass, milfoil, other
____ other types of vegetation

There are various vegetative zones within the Dieringer School District. An inventory of species has been or will be produced as part of project-specific environmental review.

b. What kind and amount of vegetation will be removed or altered?

Impacts on vegetation will be determined at the time of project-specific environmental review at the time the project is formally proposed. Please see the Supplemental Sheet for Nonproject Actions.

c. List threatened or endangered species known to be on or near the site.

Specific impacts to these species from individual projects has been or be determined at the time of project proposal and will be addressed during site-specific, project-level environmental review.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Individual projects included in the Capital Facilities Plan will be subject to environmental review and local approval at the time of project proposal.

5. Animals:

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other:

_____

mammals: deer, bear, elk, beaver, other:

_____

fish: bass, salmon, trout, perch, crappies, tiger muskies other:

_____

An inventory of species observed on or near sites has been or will be developed during project-specific environmental review.

b. List any threatened or endangered species known to be on or near the site.

Specific impacts to these species from individual projects will be determined at the time of project proposal and will be reviewed in cooperation with the affected jurisdictions.

c. Is the site part of a migration route? If so, explain.

Impacts on migration routes, if any, will addressed during site-specific, project-level environmental review.

d. Proposed measures to preserve or enhance wildlife, if any:

Appropriate measures to preserve or enhance wildlife have been or will be determined at the time of site-specific, project-level environmental review.

6. Energy and Natural Resources:

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

The State Board of Education requires a life-cycle cost analysis of all heating,

lighting, and insulating systems prior to allowing specific projects to proceed. Energy needs will be decided at the time of specific engineering and site design planning. Please see the Supplemental Sheet for Nonproject Actions.

b. Would your project affect the potential use of solar energy by adjacent properties? **If** so, generally describe:

Individual projects of this Capital Facilities Plan will be evaluated as to their impact on the solar potential of adjacent projects during environmental review.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Energy conservation measures will be considered at the project-specific design phase and environmental review.

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? **If** so, describe.

Please see the Supplemental Sheet for Nonproject Actions.

1) Describe special emergency services that might required.

Please see the Supplemental Sheet for Nonproject Actions.

2) Proposed measures to reduce or control environmental health hazards, if any:

Proposed projects will comply with all current codes, standards, and rules and regulations. Individual projects have been or will be subject to environmental review and local approval at the time of formal submittal.

b. Noise:

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

A variety of noises exist within the Dieringer School District. Specific noise sources have been or will be identified during project-specific environmental review.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Normal construction noises would exist on a short-term basis during school construction. There could be an increase in traffic or operations-related noise

which would be addressed during project specific environmental review. Please see the Supplemental Sheet for Nonproject Actions.

3) Proposed measures to reduce or control noise impacts, if any:

Project noise impacts have been or will be evaluated and mitigated during the project-specific environmental review. Each project is or will be subject to applicable local regulations.

8. Land and Shoreline Use:

a. What is the current use of the site and adjacent properties?

There are a variety of land uses within the Dieringer School District, including residential, commercial, industrial, institutional, utility, agricultural, forestry, open space, recreational, etc.

b. Has the site been used for agriculture? If so, describe.

This question will be addressed during site-specific, project-level environmental review.

c. Describe any structures on the site.

Structures located on proposed sites have been or will be identified and described during project-specific environmental review when appropriate.

d. Will any structures be demolished? If so, what?

Structures to be demolished, if any, will be identified as part of the project-specific environmental review process.

e. What is the current zoning classification of the site?

There are a variety of zoning classifications within the Dieringer School District. Site specific zoning information has been or will be identified during project-specific environmental review.

f. What is the current comprehensive plan designation of the site?

An inventory of comprehensive plan designations has been or will be completed during project-specific environmental review.

g. If applicable, what is the current shoreline master program designation of the site?

Any shoreline master program designations have been or will be identified during project-specific environmental review.

h. Has any part of the site been classified as an "environmentally sensitive"

area? If so, specify.

Environmentally sensitive areas, if any, will be identified during project-specific environmental review.

i. Approximately how many people would reside or work in the completed project?

This information has been or will be provided at the time of project-specific environmental review.

j. Approximately how many people would the completed project displace?

It is not anticipated that proposed projects will displace any people. Displacement of people, if any, will be evaluated during project-specific environmental review.

k. Proposed measures to avoid or reduce displacement impacts, if any:

Individual projects included in the Capital Facilities Plan will be subject to project specific environmental review and local approval at the time the project is formally proposed.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Compatibility of the proposal and specific projects with existing uses and plans have been or will be assessed as part of the comprehensive planning process and during project-specific environmental review.

9. Housing

a. Approximately how many units would be provided if any? Indicate whether high, middle, or low-income housing.

No housing units would be provided.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Any impact of project proposals on existing housing have been or would be evaluated during project-specific environmental review procedures.

c. Proposed measures to reduce or control housing impacts, if any:

Measures to reduce or control any housing impacts have been or will be addressed during site-specific, project-level environmental review.

10. Aesthetics:

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Aesthetic impacts have been or will be determined at the time of site-specific, project-level environmental review.

b. What views in the immediate vicinity would be altered or obstructed?

Aesthetic impacts have been or will be determined at the time of site-specific, project-level environmental review.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Appropriate measures to reduce or control aesthetic impacts have been or will be determined at the time of project-specific environmental review.

11. Light and Glare:

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Light or glare impacts have been or will be determined at the time of project-specific environmental review.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

Light or glare impacts have been or will be determined at the time of the project-specific environmental review.

c. What existing off-site sources of light or glare may affect your proposal?

Off-site sources of light or glare have been or will be evaluated at the time of project specific environmental review.

d. Proposed measures to reduce or control light and glare impacts, if any:

Mitigation of light and glare impacts have been or will be addressed during project specific environmental review.

12. Recreation:

a. What designated and informal recreational opportunities are in the immediate vicinity?

There are a variety of formal and informal recreational facilities within the Dieringer School District.

b. Would the proposed project displace any existing recreational uses? If so, describe.

Recreational impacts have been or will be addressed during project specific environmental review. Projects in the Capital Facilities Plan may enhance recreational opportunities and uses.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Any adverse effects on recreation stemming from individual project proposals have been or will be subject to mitigation during the environmental review procedure. A school site usually provides recreational facilities to the community in the form of additional play fields and gymnasiums.

13. Historic and Cultural Preservation:

a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

The existence of historic and cultural resources will be determined at the time of project-specific environmental review.

b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

An inventory of historical sites has been or will be conducted as part of project specific environmental review.

c. Proposed measures to reduce or control impacts, if any:

Appropriate measures have been or will be proposed on a project-specific basis.

14. Transportation:

a. Identify public streets and highways serving the site and describe proposed access to the existing street system. Show on site plans, if any.

Impact on public streets and highways has been or will be assessed during project specific environmental review.

b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

The relationship between specific projects and public transit has been or will be assessed during project-specific environmental review.

c. How many parking spaces would the completed project have? How many would the project eliminate?

An inventory of parking spaces and the impacts of specific projects on parking spaces has been or will be conducted during project-specific environmental review.

d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

The development of new schools may require new access roads or streets. This issue will be fully addressed during project-specific environmental review.

e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Use of water, rail or air transportation has been or will be addressed during site specific, project-level environmental review.

f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

Each project proposal has been or will be separately evaluated as to traffic impacts.

g. Proposed measures to reduce or control transportation impacts, if any:

Mitigation of impacts on transportation has been or will be addressed during project specific environmental review.

15. Public Services:

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

The District does not anticipate that the projects identified in the Capital Facilities Plan will substantially increase the need for other public services. Impacts have been or will be evaluated on a project-specific basis.

b. Proposed measures to reduce or control direct impacts on public services, if any.

Schools are built with automatic security systems, fire alarms, smoke alarms, heat sensors and sprinkler systems.

16. Utilities

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

Utilities available at project sites have been or will be identified during project specific environmental review.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Utility revisions and construction needs will be identified during project-specific environmental review.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:

Michael Farmer

Date Submitted: June 2, 2023

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

   To the extent this Plan makes it more likely that school facilities will be constructed, and/or renovated or remodeled, some of these environmental impacts will be more likely. Additional impermeable surfaces, such as roofs, parking lots, sidewalks, access roads and playgrounds will increase storm water runoff, which could enter surface or ground water. Emissions to air could result from heating systems, emergency generators and other equipment, and from additional car and bus trips to and from the school for students and faculty. Any emissions resulting from this Plan should not require the production, storage, or release of toxic or hazardous substances, with the possible exception of storage of diesel fuel or gasoline for emergency generating equipment. Noise may result from additional traffic and from concentrating several hundred children at a new facility, especially before and after school and during recesses.

   To the extent this proposal allows additional residential development to occur, these impacts would also increase somewhat, but it is not possible to quantify those impacts at this time. The impacts would depend on the type, location and distribution of housing, for example, whether single or multiple family and the location of the school.

Proposed measures to avoid or reduce such increases are:

Facilities implementing the Plan have been or will be evaluated at the project specific level and impacts will be mitigated accordingly. Storm water detention and runoff will meet applicable County and/or City requirements and, depending on the date of actual construction, may be subject to a National Pollutant Discharge Elimination

System ("NPDES") permitting requirements. Discharges to air will be minimal, and will meet any applicable requirements of the Puget Sound Air Pollution Control Authority. Fuel oil will be stored according to local and state requirements.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The Plan itself will have no impact on these elements of the environment. Depending on the particular site, construction of facilities may require clearing sites of plants and loss of animal habitat. To the extent residential development is allowed, additional area may be cleared and eliminated as habitat for animals. There are not likely to be any impacts on fish or marine life, although some water quality degradation in streams and rivers could occur due to increased residential development. These impacts have been or will be addressed in more detail during project-specific environmental review when appropriate.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Individual projects will be evaluated and mitigated appropriately on a project-specific basis, but specific mitigation proposals cannot be identified at this time.

3. How would the proposal be likely to deplete energy or natural resources?

Any actual projects resulting from this Plan would consume heating fuel and electrical energy. Increased traffic resulting from the construction of additional facilities would consume petroleum based fuels. Reduced traffic resulting from construction of another neighborhood school may also reduce amounts of fuel consumed, but it is not possible to quantify such reduction in consumption at this time. These impacts have been or will be addressed in more detail during project-specific environmental review when appropriate.

Proposed measures to protect or conserve energy and natural resources are:

Facilities would be constructed in accordance with applicable energy efficiency standards.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The Plan and facilities constructed pursuant to the Plan should have no impact on these resources. It is not possible to predict whether other development made possible by this Plan would affect sensitive areas.

Proposed measures to protect such resources or to avoid or reduce impacts are:

No specific measures are being proposed at this time. Appropriate measures have been or will be proposed during project-specific review. Annual updates of this Plan

will be coordinated with Pierce County, City of Auburn and City of Sumner as part of the Growth Management Act process, one of the purposes of which is to protect environmentally sensitive areas. To the extent the School District's facilities planning process is part of the overall growth management planning process, these resources are more likely to be protected.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

   The Plan will not have any impact on land or shoreline use that is incompatible existing comprehensive plans, land use codes, or shoreline management plans.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None are proposed at this time. Actual facilities constructed to implement the Plan will be sited and constructed to avoid or reduce land use impacts.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

   This proposal should not create substantial new demands for transportation. The projects included in the Capital Facilities Plan may create an increase in traffic near new District facilities but also reduce traffic by creating the opportunity for more students to walk to a closer school. The construction of the facilities included in the Capital Facilities Plan may result in minor increases in the demand for public services and utilities, such as fire and police protection, and water, sewer, and electric utilities. None of these impacts are likely to be significant. The impacts on transportation and public services and utilities of the projects included in the Capital Facilities Plan will be addressed during project-level review when appropriate.

Proposed measures to reduce or respond to such demand(s) are:

No measures to reduce or respond to such demands are proposed at this time.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

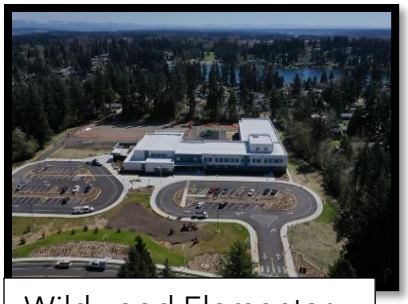
   The Dieringer School District Capital Facilities Plan will not conflict with any laws or requirements for the protection of the environment.

P/T No. 3

FEDERAL WAY
PUBLIC SCHOOLS
Each Scholar: A voice. A dream. A **BRIGHT** future.

Lake Grove Elementary

Mirror Lake Elementary

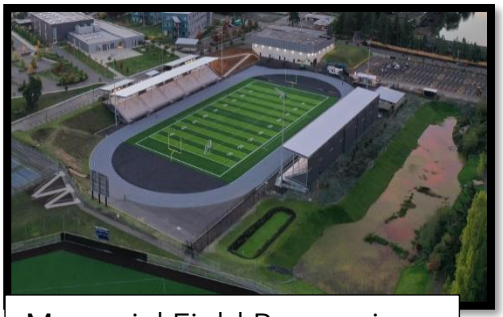

Wildwood Elementary

Star Lake Elementary/
Evergreen Middle School

Olympic View K-8

Illahee Middle

Thomas Jefferson High


Memorial Field Renovation

CAPITAL FACILITIES PLAN 2026

FEDERAL WAY PUBLIC SCHOOLS
2026
CAPITAL FACILITIES PLAN

May 12, 2025

BOARD OF EDUCATION

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

SUPERINTENDENT

Dr. Dani Pfeiffer

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

TABLE OF CONTENTS

	TABLE OF CONTENTS	1
	INTRODUCTION	2-3
SECTION 1	THE CAPITAL FACILITIES PLAN	
	Introduction	4
	Inventory of Educational Facilities	5
	Inventory of Non-Instructional Facilities	6
	Needs Forecast - Existing Facilities	7
	Needs Forecast - New Facilities	8
	Six Year Finance Plan	9
	Ten Year Bond/Capital Activity Summary	10
SECTION 2	MAPS	
	Introduction	11
	Map – City and County Jurisdictions	12
SECTION 3	SUPPORT DOCUMENTATION	
	Introduction	13
	Building Capacities	14-16
	Portable Locations	16-17
	Student Forecast	18-20
SECTION 4	KING COUNTY, CITY OF FEDERAL WAY, AND CITY OF KENT IMPACT FEE CALCULATIONS	
	Introduction	21
	Capacity Summaries	22-26
	Impact Fee Calculation	27-28
	Student Generation Rates	29
	Changes Summary from 2025 to 2026	30

INTRODUCTION

In response to the requirements of the State of Washington Growth Management Act (SHB) 2929 (1990) and ESHB 1025 (1991)), and under the School Impact Fee Ordinances of King County Code 21A, City of Federal Way Ordinance No. 95-249 effective December 21, 1995 as amended, City of Kent Ordinance No.4278 effective June 2018, revised December 2021, and the City of Auburn Ordinance No. 5078 effective 1998, Federal Way Public Schools has updated its Capital Facilities Plan as of May 2025.

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

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

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

Currently Federal Way Public Schools is nearing the end of Phase 2 Bond projects supporting school expansion and replacement as authorized by the voters in 2017. Prior to the passage of the Phase 2 Bond the District formed a 100-member Facilities Planning Committee consisting of parents, community members and staff. This Committee was tasked with developing a recommendation to the Superintendent regarding Phase 2 of the District's plan for school construction, remodeling, and/or modernization for voter consideration in November 2017. The voters passed this $450M bond authorization with a 62% YES vote reflecting a commitment to invest in the modernization of our infrastructure. As of today, the District has completed Thomas Jefferson High School, Evergreen Middle School, Lake Grove Elementary, Mirror Lake Elementary, Star Lake Elementary, Wildwood Elementary, Olympic View K-8 and Memorial Field. Illahee Middle School is currently about 95% complete and will be ready to move in once school is out in June 2025.

INTRODUCTION, continued

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

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

The COVID-19 pandemic negatively affected brick and mortar enrollment in recent years, as well as increased enrollment in the Internet Academy. However, the District's 2022-23 enrollment was higher than projected. We have seen similar growth in the 2023-2024 and 2024-2025 school years, although we have not yet reached our Pre-Covid enrollment numbers. We are anticipating continued enrollment growth, especially considering the City of Federal Way's plans to increase housing in the downtown core in conjunction with Sound Transit's Link Light Rail development.

The District has increased capacity at the elementary level over the past several years and shows no unhoused scholars based on the six-year enrollment projections (even with projected growth at that level). The 2026 Capital Facilities Plan shows fairly flat enrollment; however, we will monitor and adjust accordingly our projections yearly based on new housing developments currently being proposed to open in 2027 and beyond.

SECTION 1 - THE CAPITAL FACILITIES PLAN

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

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

INVENTORY OF EDUCATIONAL FACILITIES

ELEMENTARY SCHOOLS (K-5)			
Adelaide	1635 SW 304th St	Federal Way	98023
Brigadoon	3601 SW 336th St	Federal Way	98023
Camelot	4041 S 298th St	Auburn	98001
Enterprise	35101 5th Ave SW	Federal Way	98023
Green Gables	32607 47th Ave SW	Federal Way	98023
Lake Dolloff	4200 S 308th St	Auburn	98001
Lake Grove	303 SW 308th St	Federal Way	98023
Lakeland	35827 32nd Ave S	Auburn	98001
Mark Twain	2450 S Star Lake Rd	Federal Way	98003
Meredith Hill	5830 S 300th St	Auburn	98001
Mirror Lake	625 S 314th St	Federal Way	98003
Nautilus (K-8)	1000 S 289th St	Federal Way	98003
Olympic View (K-8)	2626 SW 327th St	Federal Way	98023
Panther Lake	34424 1st Ave S	Federal Way	98003
Rainier View	3015 S 368th St	Federal Way	98003
Sherwood Forest	34600 12th Ave SW	Federal Way	98023
Silver Lake	1310 SW 325th Pl	Federal Way	98023
Star Lake	26812 40th Ave S, Bldg.B	Kent	98032
Sunnycrest	24629 42nd Ave S	Kent	98032
Twin Lakes	4400 SW 320th St	Federal Way	98023
Valhalla	27847 42nd Ave S	Auburn	98001
Wildwood	2405 S 300th St	Federal Way	98003
Woodmont (K-8)	26454 16th Ave S	Des Moines	98198
MIDDLE SCHOOLS (6-8)			
Federal Way Public Academy (6-10)	34620 9th Ave S	Federal Way	98003
Illahee	36001 1st Ave S	Federal Way	98003
Kilo	4400 S 308th St	Auburn	98001
Lakota	1415 SW 314th St	Federal Way	98023
Sacajawea	1101 S Dash Point Rd	Federal Way	98003
Sequoyah	3450 S 360th ST	Auburn	98001
Evergreen	26812 40th Ave S, Bldg.A	Kent	98032
TAF @ Saghalie (6-12)	33914 19th Ave SW	Federal Way	98023
HIGH SCHOOLS (9-12)			
Decatur	2800 SW 320th St	Federal Way	98023
Federal Way	30611 16th Ave S	Federal Way	98003
Thomas Jefferson	4248 S 288th St	Auburn	98001
Todd Beamer	35999 16th Ave S	Federal Way	98003
Career Academy at Truman	31455 28th Ave S	Federal Way	98003
ADDITIONAL SCHOOLS			
Internet Academy (K-12)	31455 28th Ave S	Federal Way	98003
Employment Transition Program (12+)	33250 21st Ave SW	Federal Way	98023
Federal Way Open Doors	31455 28th Ave S	Federal Way	98003
ES24 (Former DeVry Property) (K-8)	3600 S 344th Way	Federal Way	98001
ECEAP (Former Headstart Bldg)	31457 28th Ave S	Federal Way	98003

CURRENT INVENTORY NON-INSTRUCTIONAL FACILITIES

Developed Property

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

Leased Property

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

Undeveloped Property

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

Notes:

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

NEEDS FORECAST - EXISTING FACILITIES

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

NEEDS FORECAST - ADDITIONAL FACILITIES

NEW FACILITY	LOCATION	ANTICIPATED SOURCE OF FUNDS

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

SIX YEAR FINANCE PLAN

Secured Funding

Sources	
Impact Fees (1)	$196,285
Land Sale Funds (2)	$6,114,000
Bond or Levy Funds (3)	$11,014,000
K3-Class Size Reduction (4)	$5,064,000
School Construction Assistance Program (SCAP) (5)	$25,533,000
TOTAL	**$47,921,285**

Projected Revenue

Sources	
School Construction Assistance Program (SCAP) (6)	$18,827,000
K-3 Class Size Reduction (7)	$0
Bond Funds (8)	$0
Land Fund Sales (9)	$0
Impact Fees (10)	$0
TOTAL	**$18,827,000**

Total Secured Funding and Projected Revenue	**$66,748,285**

Actual and Planned Expenditures

NEW SCHOOLS	Estimated and Prior Years	Budget 2025-2026	2026 2026-2027	2027 2027-2028	2028 2028-2029	2029 2029-2030	2030 2030-2031	2031 2031-2032	Total 2025-2032	Total Cost
MODERNIZATION AND EXPANSION										
Lake Grove Elementary (11)	**$39,780,000**								$0	**$39,780,000**
Mirror Lake Elementary (11)	**$42,200,000**								$0	**$42,200,000**
Star Lake Elementary (11)	**$39,623,000**								$0	**$39,623,000**
Wildwood Elementary (11)	**$41,290,000**								$0	**$41,290,000**
Olympic View K-8 School (11)	**$46,350,000**								$0	**$46,350,000**
Thomas Jefferson High School (11)	**$122,938,000**	$1,790,000							$1,790,000	**$124,728,000**
Evergreen Middle School (11)	**$65,688,000**								$0	**$65,688,000**
Illahee Middle School (11)	**$69,022,000**	$19,851,000							$19,851,000	**$88,873,000**
Memorial Stadium (11)	**$29,772,000**	$178,000							$178,000	**$29,950,000**
									$0	**$0**
									$0	**$0**
SITE ACQUISITION										
Former DeVry/ES 24 (12)	**$30,314,000**	$1,422,000	$1,424,000	$1,422,000	$1,423,000				$5,691,000	**$36,005,000**
TEMPORARY FACILITIES										
Portables (13)	**$3,500,000**	$500,000	$500,000	$500,000	$500,000	$500,000	$500,000	$500,000	$3,500,000	**$7,000,000**
TOTAL	**$530,477,000**	**$23,741,000**	**$1,924,000**	**$1,922,000**	**$1,923,000**	**$500,000**	**$500,000**	**$500,000**	**$31,010,000**	**$561,487,000**

NOTES:

1. These fees are currently being held in a King County, City of Federal Way, City of Auburn, and City of Kent impact fee account, and will be available for use by the District for system improvements. This is year end balance on 12/31/24.
2. This is year end balance on 12/31/24.
3. This is the 12/31/24 balance of bond funds and capital levy funds. This figure includes interest earnings.
4. This represents the K3-CSR revnue received but not spent as of 12/31/2024.
5. This represents the balance of SCAP funding but no spent as of 12/31/2024.
6. This is anticipated SCAP for the future projects authorized by the voters in 2017.
7. This is the remaining K-3 Class size reduction grant revenue.
8. In November 2017, the District passed a $450M bond measure. All bonds authorized have been issued.
9. There are no projected sale of surplus properties.
10. In this current plan, there are no projected impact fees.
11. Project budgets are updated as of December 2024.
12. A former private university campus located in Federal Way was purchased in 2019 to provide up to 43 additional permanent elementary classrooms. Prior to creating new permanent capcity this location will be used as a temporary housing. These costs are excluded from impact fee calculations.
13. These fees represent the cost of purchasing and installing new portables. The portable expenditure in future years may replace existing portables that are not functional. These may not increase capacity and are not included in the capacity summary.

TEN-YEAR BOND/CAPTIAL ACTIVITY SUMMARY

Year	Dollars Budgeted	Items Budgeted
2024	$78,050,000.00	Illahee MS, Thomas Jefferson HS, Memorial Stadium, Former DeVry/ES24, Portables
2023	$55,743,000.00	Illahee MS, Memorial Stadium, Former DeVry/ES24, Portables
2022	$87,237,500.00	Olympic View K-8, Thomas Jefferson HS, Illahee MS, Former DeVry/ES 24, Portables
2021	$69,823,750.00	Star Lake ES, Olympic View K-8, Thomas Jefferson HS, Evergreen MS, Illahee MS, Former DeVry ES/ES24, Portables
2020	$132,038,500.00	Lake Grove ES, Mirror Lake ES, Star Lake ES, Wildwood ES, Thomas Jefferson HS, Evergreen MS, Former DeVry/ES24
2019	$116,740,000.00	Lake Grove ES, Mirror Lake ES, Star Lake ES, Wildwood ES, Thomas Jefferson HS, Evergreen MS, Former DeVry/ES24, Norman Center, Portables
2018	$11,935,000.00	Lake Grove ES, Mirror Lake ES, Wildwood ES, Thomas Jefferson HS, Norman Center, Portables
2017	$75,625,000.00	Federal Way HS, Lake Grove ES, Mirror Lake ES, Star Lake ES, Wildwood ES, Norman Center, Portables
2016	$30,420,000.00	Federal Way HS, Norman Center, Portables
2015	$47,815,000.00	Federal Way HS, Norman Center, Portables

SECTION 2 - MAPS

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

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

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

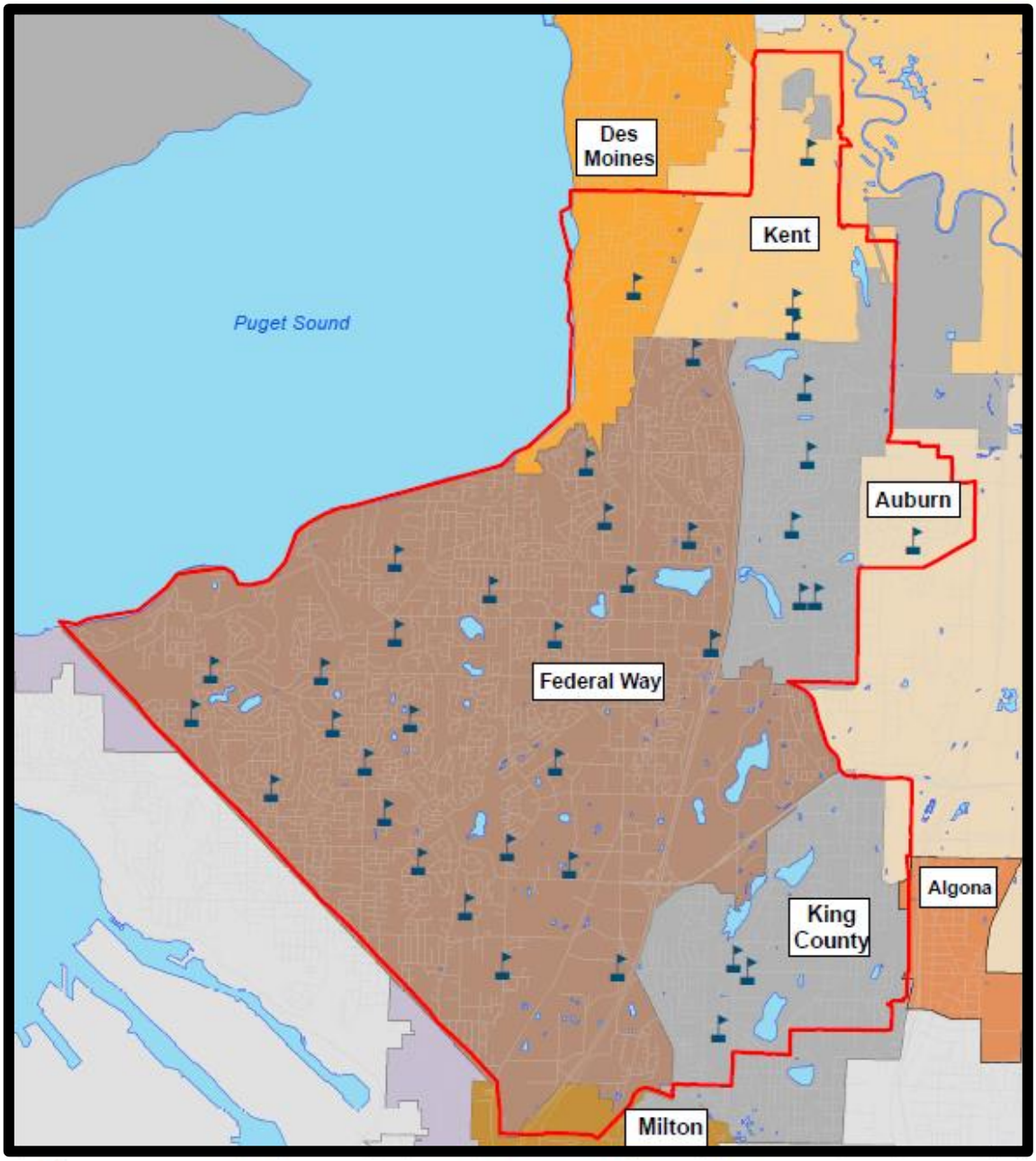
Adjusting boundaries requires careful consideration by the district and is not taken lightly. It is recognized that there is a potential impact on students who are required to change schools. Boundary adjustments impact the whole district, not just one school.

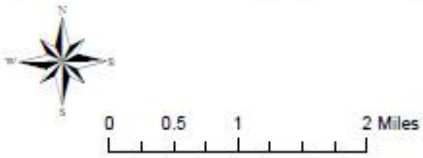
The final map included represents the city and county boundaries which overlap with the district's service areas.

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

MAP – CITY AND COUNTY JURISDICTIONS

FEDERAL WAY
PUBLIC SCHOOLS
Each Scholar: A voice. A dream. A **BRIGHT** future.





City and County Jurisdictions

FWPS boundaries is 100% Urban Growth Area

SECTION 3 - SUPPORT DOCUMENTATION

Building Capacities - The Education Program

Portable Locations

Student Forecast – 2026 through 2032

BUILDING CAPACITIES

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

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

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

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

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

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

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

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

BUILDING CAPACITIES, continued

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

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

Preschool/ECEAP:

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

Alternative Learning Experience:

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

1418 Youth Reengagement:

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

BUILDING CAPACITIES, continued

ELEMENTARY BUILDING PROGRAM CAPACITY

School Name	Headcount	[1]Preschool
Adelaide	**392**	**30**
Brigadoon	**408**	**30**
Camelot	**378**	**30**
Enterprise	**524**	**15**
Green Gables	**439**	
Lake Dolloff	**535**	
Lake Grove	**558**	**30**
Lakeland	**455**	
Mark Twain	**515**	
Meredith Hill	**606**	**15**
Mirror Lake	**514**	**30**
Nautilus (K-8)	**512**	
Olympic View (K-8)	**429**	
Panther Lake	**501**	**15**
Rainier View	**607**	**30**
Sherwood Forest	**451**	**6**
Silver Lake	**476**	
Star Lake	**544**	**30**
Sunnycrest	**636**	
Twin Lakes	**413**	**30**
Valhalla	**598**	
Wildwood	**597**	**30**
Woodmont (K-8)	**474**	
TOTAL	**11,562**	**321**

Elementary Average	**503**	

MIDDLE SCHOOL BUILDING PROGRAM CAPACITY

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

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

HIGH SCHOOL BUILDING PROGRAM CAPACITY

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

[2]High School Average	**1,403**

Notes:

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

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

PORTABLE LOCATIONS

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

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

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

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

PORTABLE LOCATIONS, continued

PORTABLES LOCATED AT ELEMENTARY SCHOOLS

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

PORTABLES LOCATED AT HIGH SCHOOLS

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

PORTABLES LOCATED AT SUPPORT FACILITIES

MOT	
TDC	9
Former TAFA	
TOTAL	**9**

DISTRICT PORTABLES IN USE FOR ECEAP AND/OR HEADSTART

Sherwood Forest	2
Evergreen	
Total	2

PORTABLES LOCATED AT MIDDLE SCHOOLS

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

STUDENT FORECAST

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

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

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

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

In February 2025, the District contracted a demographer to develop projections for the Federal Way School District. The model used to forecast next year's enrollment uses cohort survival rates to measure grade to grade growth, assumes market share losses to private schools (consistent with county-wide average), assumes growth from new housing or losses due to net losses from migration. This forecast was provided as a range of three projections. The long-range forecast provided with this report used a model with cohort survival rates and growth rates based on projected changes in the 5-19 age group for King County.

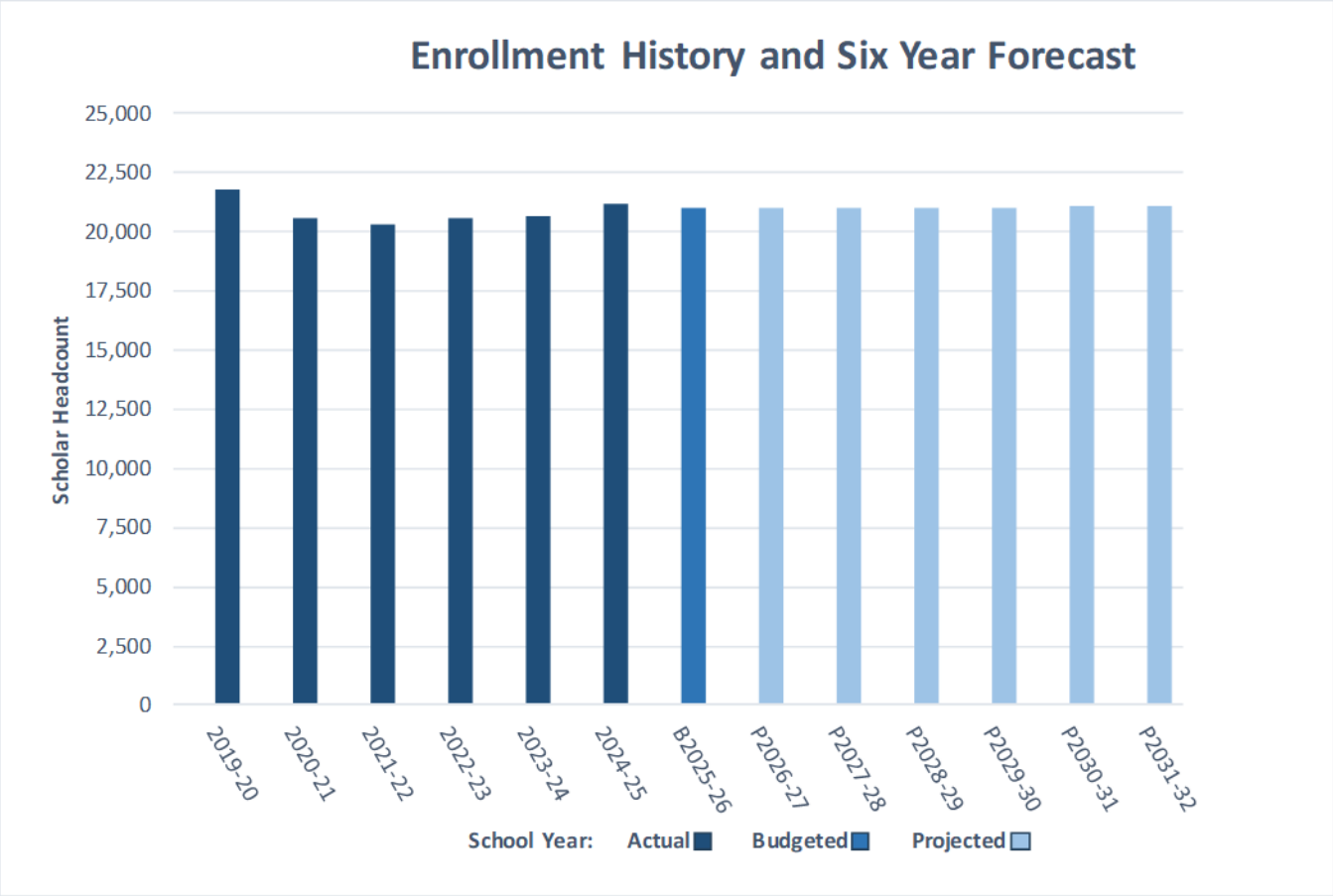
The difference between projected enrollment and actual for Fall 2024 was less than 1% in the positive with 20,690 projected and 21,148 actual.

STUDENT FORECAST, CON'T

October 1 Head Count Enrollment History and Projections

Calendar Yr	School Year	Elementary	Middle School	High School	Total K -12	*Percent Change*
2019	2019-20	9,953	5,309	6,516	21,778	
2020	2020-21	9,192	4,990	6,385	20,567	-5.6%
2021	2021-22	9,062	4,850	6,393	20,305	-1.3%
2022	2022-23	9,317	4,719	6,532	20,568	1.3%
2023	2023-24	9,461	4,714	6,521	20,696	0.6%
2024	2024-25	9,612	4,893	6,643	21,148	2.2%
2025	***B2025-26***	***9,618***	***4,794***	***6,558***	***20,970***	*-0.8%*
2026	***P2026-27***	***9,628***	***4,799***	***6,565***	***20,991***	0.1%
2027	***P2027-28***	***9,637***	***4,804***	***6,571***	***21,012***	0.1%
2028	***P2028-29***	***9,647***	***4,808***	***6,578***	***21,033***	0.1%
2029	***P2029-30***	***9,657***	***4,813***	***6,584***	***21,054***	0.2%
2030	***P2030-31***	***9,666***	***4,818***	***6,591***	***21,075***	0.3%
2031	***P2031-32***	***9,676***	***4,823***	***6,597***	***21,096***	0.3%
		Elementary K-5	***Middle School 6-8***	***High School 9-12***		

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



STUDENT FORECAST, continued

Most of the methods used for long range enrollment reporting assume that enrollment is a constant percent of something else (e.g. population) or that enrollment will mirror some projected trend for the school-age population over time. The report included 5 different calculations to provide a range of possible projections for the District to the year 2034. This model produces a projection that is between 20,933 to 23,730 when applied to the low, medium, and high range modes. This provides a reasonable range for long-range planning and is consistent with estimates from various models.

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

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

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

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

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

Capacity Summaries

Site & Construction Costs Allocations

Student Generation Rates

Impact Fee Calculations

Reference to Impact Fee Calculations

CAPACITY SUMMARIES

All Grades, Elementary, Middle School, and High Schools

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

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

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

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

CAPACITY SUMMARIES, Continued

Capacity Summary – All Grades

		Actual	Budget	- - Projected - -					
	Calendar Year	2025	2026	2027	2028	2029	2030	2031	2032
CAPACITY	School Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
BUILDING PROGRAM									
HEADCOUNT CAPACITY		22,927	22,927	22,927	22,927	22,927	22,927	23,539	23,539
Add Capacity		0	0	0	0	0	612	0	0
Adjusted Program Headcount Capacity		22,927	22,927	22,927	22,927	22,927	23,539	23,539	23,539
ENROLLMENT									
Basic Headcount Enrollment		21,148	20,853	20,903	20,924	20,944	20,752	20,773	20,789
Internet Academy Headcount Enrollment[1]		(255)	(255)	(255)	(255)	(255)	(255)	(255)	(255)
Basic FTE Enrollment without Internet Academy		20,893	20,598	20,648	20,669	20,689	20,497	20,518	20,534
SURPLUS OR (UNHOUSED) PROGRAM FTE CAPACITY		**2,034**	**2,329**	**2,279**	**2,258**	**2,238**	**3,042**	**3,021**	**3,005**
RELOCATABLE CAPACITY									
Current Portable Capacity		1,685	1,593	1,593	1,645	1,697	1,749	1,801	1,853
Add/Subtract Portable Capacity		(92)	0	52	52	52	52	52	0
Adjusted Portable Capacity		1,593	1,593	1,645	1,697	1,749	1,801	1,853	1,853
SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY		**3,627**	**3,922**	**3,924**	**3,955**	**3,987**	**4,843**	**4,874**	**4,858**

NOTES:

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

CAPACITY SUMMARIES, Continued

Capacity Summary – Elementary Schools

		Actual	Budget	- - Projected - -					
	Calendar Year	2025	2026	2027	2028	2029	2030	2031	2032
CAPACITY	School Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
BUILDING PROGRAM									
HEAD COUNT CAPACITY		11,562	11,562	11,562	11,562	11,562	11,562	12,174	12,174
Add/Subtract capacity total		**0**	**0**	**0**	**0**	**0**	**612**	**0**	**0**
Add capacity at[1]:									
De Vry							*612*		
Adjusted Program Headcount Capacity		11,562	11,562	11,562	11,562	11,562	12,174	12,174	12,174
ENROLLMENT									
Basic Headcount Enrollment		9,612	9,618	9,628	9,637	9,647	9,443	9,453	9,462
Internet Academy Headcount[2]		(20)	(20)	(20)	(20)	(20)	(20)	(20)	(20)
Basic Headcount Enrollment without Internet Academy		9,592	9,598	9,608	9,617	9,627	9,423	9,433	9,442
SURPLUS OR (UNHOUSED) PROGRAM CAPACITY		**1,970**	**1,964**	**1,954**	**1,945**	**1,935**	**2,751**	**2,741**	**2,732**
RELOCATABLE CAPACITY[3]									
Current Portable Capacity		931	889	889	889	889	889	889	889
Add/Subtract portable capacity		**(42)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Add portable capacity at:									
Subtract portable capacity at:									
Olympic View K-8		*(42)*							
Adjusted Portable Capacity		889	889	889	889	889	889	889	889
SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY		**2,859**	**2,853**	**2,843**	**2,834**	**2,824**	**3,640**	**3,630**	**3,621**

NOTES:

1 Capacity increases are projected based on a design to accommodate 525 students. Increased capacity is currently stated as the difference between current calculated capacity and the projected design. In order to reduce elementary class size, Devry capacity is calculated at 17 scholars per classroom.

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

3 Relocatable Capacity is based on the number of portables available and other administrative techniques which can be used to temporarily house students until permanent facilities are available. This is a calculated number only based on class size capacity of 21. The actual number of portables that will be used will be based on actual student population needs.

CAPACITY SUMMARIES, Continued

Capacity Summary – Middle Schools

		Actual	Budget	- - Projected - -					
	Calendar Year	2025	2026	2027	2028	2029	2030	2031	2032
CAPACITY	School Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
BUILDING PROGRAM									
HEADCOUNT CAPACITY		5,275	5,275	5,275	5,275	5,275	5,275	5,275	5,275
Add/Subtract capacity		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Add capacity at:									
Illahee [1]									
Adjusted Program Headcount Capacity		5,275	5,275	5,275	5,275	5,275	5,275	5,275	5,275
ENROLLMENT									
Basic Headcount Enrollment		4,893	4,714	4,749	4,754	4,759	4,763	4,768	4,768
Internet Academy[2]		(55)	(55)	(55)	(55)	(55)	(55)	(55)	(55)
Basic Enrollment without Internet Academy		4,838	4,659	4,694	4,699	4,704	4,708	4,713	4,713
SURPLUS OR (UNHOUSED) PROGRAM CAPACITY		**437**	**616**	**581**	**576**	**571**	**567**	**562**	**562**
RELOCATABLE CAPACITY[3]									
Current Portable Capacity		338	288	288	288	288	288	288	288
Add/Subtract portable capacity		**(50)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Illahee Middle School		*(50)*							
Adjusted Portable Capacity		288	288	288	288	288	288	288	288
SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY		**725**	**904**	**869**	**864**	**859**	**855**	**850**	**850**

NOTES:

1 Illahee Middle Schools currently have capacity for 850 students, so no new capacity is anticipated with the rebuild of these older buildings.

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

3 Relocatable Capacity is based on the number of portables available and other administrative techniques which can be used to temporarily house students until permanent facilities are available. This is a calculated number only based on class size capacity of 25. The actual number of portables that will be used will be based on actual student population needs.

CAPACITY SUMMARIES, Continued

Capacity Summary – High Schools

		Actual	Budget	- - Projected - -					
	Calendar Year	2025	2026	2027	2028	2029	2030	2031	2032
CAPACITY	School Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
BUILDING PROGRAM									
HEADCOUNT CAPACITY		6,090	6,090	6,090	6,090	6,090	6,090	6,090	6,090
Add/Subtract capacity		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Thomas Jefferson High School									
Adjusted Program Headcount Capacity		6,090	6,090	6,090	6,090	6,090	6,090	6,090	6,090
ENROLLMENT									
Basic Headcount Enrollment		6,643	6,521	6,526	6,533	6,539	6,546	6,552	6,559
Internet Academy[1]		(180)	(180)	(180)	(180)	(180)	(180)	(180)	(180)
Basic Ed without Internet Academy		6,463	6,341	6,346	6,353	6,359	6,366	6,372	6,379
SURPLUS OR (UNHOUSED) PROGRAM CAPACITY		**(373)**	**(251)**	**(256)**	**(263)**	**(269)**	**(276)**	**(282)**	**(289)**
RELOCATABLE CAPACITY[2]									
Current Portable Capacity		416	416	416	520	624	728	832	936
Add/Subtract portable capacity		**0**	**0**	**52**	**52**	**52**	**52**	**52**	**0**
As Needed on High School Campuses				*52*	*52*	*52*	*52*	*52*	
Adjusted Portable Capacity		416	416	520	624	728	832	936	936
SURPLUS OR (UNHOUSED) PROGRAM AND RELOCATABLE CAPACITY[3]		**43**	**165**	**264**	**361**	**459**	**556**	**654**	**647**

NOTES:

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

2 Relocatable Capacity is based on the number of portables available and other administrative techniques which can be used to temporarily house students until permanent facilities are available. This is a calculated number only based on class size capacity of 25. The actual number of portables that will be used will be based on actual student population needs.

3 Capacity for unhoused students will be accommodated with traveling teachers and no planning time in some classrooms.

IMPACT FEE CALCULATIONS

Single and Multi-Family Residences

Each jurisdiction that imposes school impact fees requires that developers pay these fees to help cover a share of the impact of new housing developments on school facilities.
To determine a proportionate share of the costs of growth-related facilities, the District uses a formula first adopted by King County. The formula uses growth related facilities costs, and provides credits for any anticipated State School Construction Assistance Program funds related to the project, and a credit for the anticipated property taxes that would be assessed against the unit for the costs of the same improvement. The final unfunded need is then discounted by 50% based on the code requirement. This formula can be found in King County Code 21A and was substantially adopted by the City of Auburn, Federal Way, and Kent. The formula requires the District to establish a "Student Generation Factor" which estimates how many students will be added to a school district by each new single or multi-family unit and to gather some standard construction costs, which are unique to that district.

Impact Fee Calculation

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

	Plan Year 2025	**Plan Year 2026**
Single Family Units	$0	**$0**
Multi-Family Units	$0	**$0**

IMPACT FEE CALCULATION, CON'T

SCHOOL CONSTRUCTION COST

FACILITIES CAPACITY

Permanent Facility Capacity:

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

Capacity Summaries:

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

Student Generation Factor Analysis:

Federal Way Public Schools student generation factor was determined separately for single-family units and multi-family units. The factors used in the 2026 Capital Facilities Plan were derived using actual generation factors from single-family units and multi-family units that were constructed in the District in the last five (5) years and can be found on the next page.

Temporary Facility Cost:

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

STUDENT GENERATION RATES

New Construction 2020-2024

Single family - Year Built	Homes	KG	1st	2nd	3rd	4th	5th	ES Total	6th	7th	8th	MS Total	9th	10th	11th	12th	HS Total	Total
2020	45	7	10	7	7	5	9	**45**	2	7	3	**12**	3	5	3	4	**15**	**72**
2021	27	3	10	5	2	4	3	**27**	2	4	2	**8**	3	1	2	2	**8**	**43**
2022	15	1	0	1	4	1	2	**9**	1	5	1	**7**	3	3	1	2	**9**	**25**
2023	18	2	5	2	1	3	2	**15**	2	2	5	**9**	1	1	1	3	**6**	**30**
2024	10	3	1	2	1	3	1	**11**	0	0	0	**0**	2	1	0	1	**4**	**15**
Total	115	16	26	17	15	16	17	**107**	7	18	11	**36**	12	11	7	12	**42**	**185**

Multi family	Units	KG	1st	2nd	3rd	4th	5th	ES Total	6th	7th	8th	MS Total	9th	10th	11th	12th	HS Total	Total
21-Watermark (650)	221	30	23	31	25	24	26	**159**	23	27	28	**78**	22	30	25	26	**103**	**340**
24-Trouve (450)	233	4	4	2	5	1		**16**	1		2	**3**	1	3		4	**8**	**27**
24-Redondo Heights (2310)	202	17	19	19	18	16	18	**107**	9	9	7	**25**	6	4	1	1	**12**	**144**
Total	656	51	46	52	48	41	44	**282**	33	36	37	**106**	29	37	26	31	**123**	**511**

Single family	Homes	ES	MS	HS	Total	ES SGR	MS SGR	HS SGR	Total SGR
2020	45	45	12	15	72	1.0000	0.2667	0.3333	**1.6000**
2021	27	27	8	8	43	1.0000	0.2963	0.2963	**1.5926**
2022	15	9	7	9	25	0.6000	0.4667	0.6000	**1.6667**
2023	18	15	9	6	30	0.8333	0.5000	0.3333	**1.6667**
2024	10	11	0	4	15	1.1000	0.0000	0.4000	**1.5000**
Total	115	107	36	42	185	0.9304	0.3130	0.3652	**1.6087**

Multi family	Units	ES	MS	HS	Total	ES SGR	MS SGR	HS SGR	Total SGR
21-Watermark (650)	221	159	78	103	340	0.7195	0.3529	0.4661	**1.5385**
24-Trouve (450)	233	16	3	8	27	0.0687	0.1875	2.6667	**0.1159**
24-Redondo Heights (2310)	202	107	25	12	144	0.5297	0.2336	0.4800	**0.7129**
Total	656	282	106	123	511	0.4299	0.1616	0.1875	**0.7790**

IMPACT FEE CALCULATION CHANGES FROM 2025 to 2026

Item	From/To	Comment
Percent of Permanent Facilities	97.68% to **97.62%**	Report #3 OSPI
Percent Temporary Facilities	2.32% to **2.38%**	Updated portable inventory
Average Cost of Portable Classrooms	$231,523 to $400,000	Cost of last portable purchased.
Construction Cost Allocation	$271.61 to **$375.00**	Change effective July 2024
State Match	63.86% to **67.34%**	Change effective February 2024
Average Assessed Value		Per King County Assessor's Office
SFR-	$536,791 to **$593,412**	Single-family residences (taxable)
MFR-	$203,026 to **$197,757**	Apartments/Condos (taxable)
Capital Bond Interest Rate	3.48% to **4.15%**	Market Rate
Property Tax Levy Rate	$1.53 to **$1.06**	King County Treasury Division
Student Generation Factors		Updated Housing Inventory
Single-Family		*Note: Student generation factors for our single family units are based on new developments constructed within the District over the last five (5) years prior to the date of the fee calculation.*
Elementary	0.9649 to **0.9304**	
Middle School	0.4035 to **0.3130**	
High School	0.4211 to **0.3652**	
Multi-Family		*Student generation factors for are multi-family units are based on new developments constructed within the District over the last five (5) years prior to the date of the fee calculation.*
Elementary	0.3855 to **0.4299**	
Middle School	0.1740 to **0.1616**	
High School	0.2070 to **0.1875**	
Impact Fee[1]		
SFR-	$0 to $0	Single-Family Residential based on the updated calculation
MFR -	$0 to $0	Multi-Family Residential based on the updated calculation

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

WAC 197-11-970 Determination of Nonsignificance (DNS).

DETERMINATION OF NONSIGNIFICANCE

Description of proposal

This threshold determination analyzes the environmental impacts associated with the following actions, which are so closely related to each other that they are in effect a single action:

1. The adoption of the Federal Way Public Schools' 2026 Capital Facilities Plan by the Federal Way Public Schools for the purposes of planning for the facilities needs of the District.
2. The amendment of the King County Comprehensive Plan by King County to include the Federal Way Public Schools' 2026 Capital Facilities Plan as part of the Capital Facilities Plan Element of the King County Comprehensive Plan.
3. The amendment of the Comprehensive Plans of the City of Federal Way, City of Kent and the City of Auburn to include the Federal Way Public Schools' 2026 Capital Facilities Plan as part of the Capital Facilities Plan Element of the City of Federal Way's, City of Kent's, and the City of Auburn's Comprehensive Plan.

Proponent: Federal Way Public Schools

Location of proposal, including street address, if any:

The Federal Way Public Schools District includes an area of approximately 35 square miles. Areas of the cities of Federal Way, Kent, Des Moines, Milton, Algona, and Auburn fall within the District's boundaries, as do parts of unincorporated King County.

Lead agency Federal Way Public Schools is the lead agency pursuant to WAC 197-11-926.

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2). The lead agency will not act on this proposal for 14 days from the date of issue. Comments must be submitted by 4:00 p.m., May 30, 2025. The responsible official will reconsider the DNS based on timely comments and may retain, modify, or, if significant adverse impacts are likely, withdraw the DNS. If the DNS is retained, it will be final after the expiration of the comment deadline.

Responsible Official: Mr. Rob Bryant
Chief Finance and Operations Officer
Federal Way Public Schools
Telephone: (253) 945-2042
Address: 33330 8th Avenue South
Federal Way WA 98003

Date 5/12/25 Signature

You may appeal this determination in writing by 4:00 p.m., May 30, 2025, to Jennifer Thomas, Federal Way Public Schools, 33330 8th Avenue South, Federal Way, WA 98003, or jthomas@fwps.org

Date of Issue: May 12, 2025
Date Published: May 16, 2025 and May 23, 2025

P/T No. 4

KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

Six-Year Capital Facilities Plan 2024-2025 through 2030-2031

June 2025

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

BOARD of DIRECTORS

Ms. Meghin Margel, President
Mr. Donald Cook, Vice President
Mr. Tim Clark, Legislative Representative
Mr. Andy Song, Director
Ms. Teresa Gregory, Director

ADMINISTRATION

Israel Vela
Superintendent of Schools

Dr. Wade Barringer, Deputy Superintendent
Dave Bussard, Executive Director Operations
Raul Parungao, Executive Director of Finance
Gordon Cook, Director of Facilities
Brett Scribner, Assistant Director Capital Projects

Six-Year Capital Facilities Plan

Table of Contents

I - Executive Summary **1**

II - Six - Year Enrollment Projection **4**

III - Current Kent School District "Standard of Service" **7**

Current Standards of Service for Elementary Students *7*

Current District Standards of Service for Secondary Students *8*

IV - Inventory and Capacity of Existing Schools **9**

V - Six-Year Planning and Construction Plan **14**

VI - Portable Classrooms **21**

VII - Projected Six-Year Classroom Capacity **25**

VIII - Finance Plan **30**

IX - Summary of Changes to June 2024 Capital Facilities Plan **34**

X - Appendices **35**

I - Executive Summary

This Six-Year Capital Facilities Plan has been prepared by the Kent School District as the organization's capital facilities planning document, in compliance with the requirements of Washington's Growth Management Act, King County Code K.C.C. 21A.43 and Cities of Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, and SeaTac. This annual Plan update was prepared using data available in the spring of 2025 for the 2024-2025 school year. This annual update of the Plan reflects no new major capital projects.

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

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

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

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

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

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

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

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

This Plan currently represents projects in progress funded primarily by the Kent School District's 2016 Bond, the 2018 Capital Levy, and our newly passed 2024 Capital and Tech Levy. Additional information about these projects can be found on the District's capital projects homepage (link). Additionally, project updates sent to our community of stakeholders can be accessed on the KSD website (link).

Based on revised student generation rates, our capacity and enrollment projections, the District will stay current with non-collection of student impact fee rate for the coming year. For a short overview, see Section IX (Summary of Changes to the June 2025 Capital Facilities Plan).

KENT SCHOOL DISTRICT No. 415
ENROLLMENT HISTORY

King County Live Births

Description/Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
King County Live Births	24,630	25,032	24,910	25,348	25,487	26,011	25,274	24,337	24,090	23,638
Increase/(Decrease)		402	(122)	438	139	524	(737)	(937)	(247)	(452)
Kindergarten/Birth (%)	8.3%	8.0%	8.2%	7.8%	7.9%	6.5%	7.3%	7.7%	7.3%	7.7%

Source: https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/county-all-births-dashboard

Enrollment

Grade/Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
K	2,045	2,013	2,037	1,989	2,010	1,703	1,836	1,874	1,761	1,811
1	2,131	2,067	2,056	2,061	2,036	1,882	1,768	1,945	1,931	1,793
2	2,163	2,163	2,077	2,008	2,091	1,980	1,818	1,840	1,965	1,958
3	2,176	2,195	2,143	2,043	1,995	2,001	1,938	1,887	1,878	1,970
4	2,089	2,195	2,218	2,118	2,038	1,912	1,924	1,953	1,924	1,945
5	1,958	2,103	2,189	2,170	2,120	1,937	1,872	1,953	1,973	1,924
6	2,058	1,952	2,119	2,184	2,164	2,024	1,893	1,962	1,948	1,928
7	1,974	2,021	1,922	2,044	2,166	2,010	1,925	1,906	1,949	1,951
8	2,100	2,021	2,043	1,882	2,073	2,086	1,937	1,956	1,922	1,936
9	2,093	2,105	2,006	2,003	1,888	2,001	2,042	2,010	1,955	1,922
10	2,165	2,099	2,080	1,946	2,034	1,811	1,959	2,048	2,000	1,947
11	1,818	1,865	1,823	1,732	1,663	1,743	1,584	1,679	1,729	1,782
12	1,742	1,730	1,810	1,653	1,634	1,453	1,655	1,467	1,500	1,565
Total Enrollment	**26,512**	**26,529**	**26,523**	**25,833**	**25,912**	**24,543**	**24,151**	**24,480**	**24,435**	**24,432**
Yearly Increase/ (Decrease)	(211)	17	(6)	(690)	79	(1,369)	(392)	329	(45)	(3)
Cumulative Increase/ (Decrease)	(211)	(194)	(200)	(890)	(811)	(2,180)	(2,572)	(2,243)	(2,288)	(2,291)

Source: https://ospi.k12.wa.us/policy-funding/school-apportionment/safs-report (1251H Headcount.pdf)

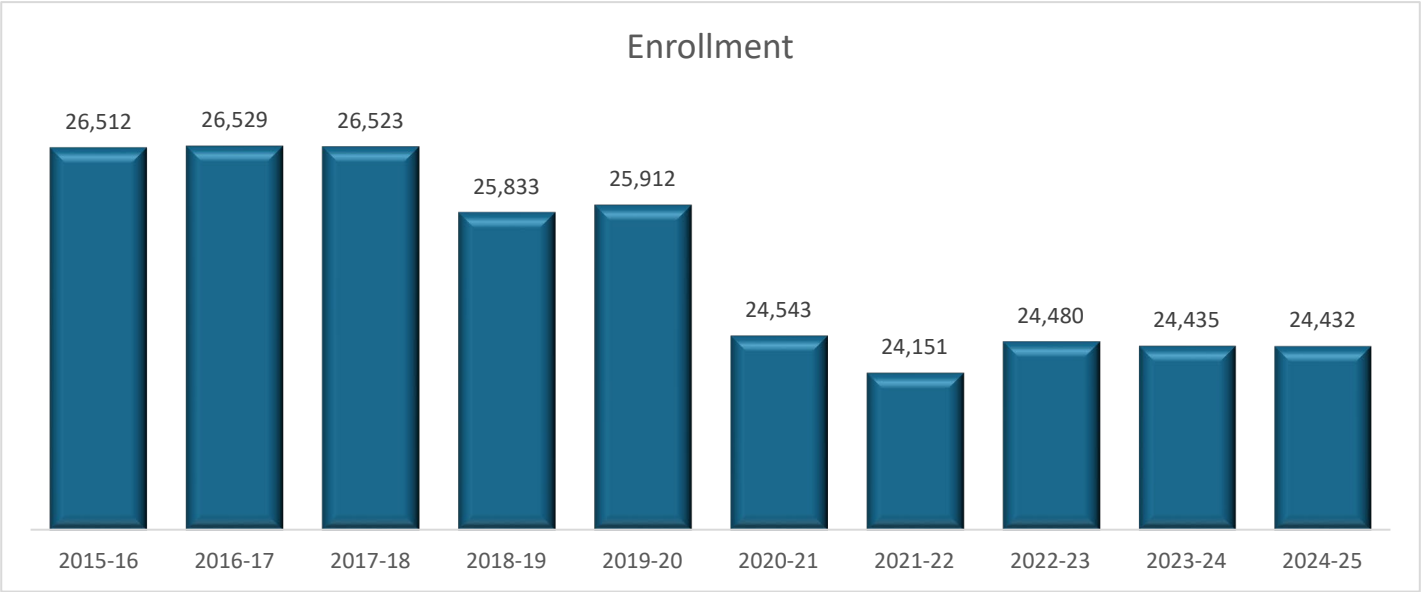


TABLE 1

II - Six - Year Enrollment Projection

For capital facilities planning, enrollment projections are based on cohort survival and student yield from documented residential construction projected over the next six years *(See Table 2).* For this Plan, the District used data from OSPI Information and Condition of Schools (ICOS), Report 1049.

King County live births and the District's relational percentage average were used to determine the number of kindergartners entering the system (*See Table 2*). 7.5% of 23,390 King County live births in 2021 is projected for 1,755 students expected in Kindergarten for October 1, 2025. This is a decrease of 248 live births in King County over the previous year. The District's enrollment from 2025-26 to 2030-31 is projected to decrease by an average of 1.5% each year or a total of 2,089 students. The projected enrollment for 2030-31 is 22,343.

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

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

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

STUDENT GENERATION FACTOR

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

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

Single Family	Elementary	0.222
	Middle	0.092
	High	0.116
	Total	**0.430**
Multi-Family	Elementary	0.075
	Middle	0.030
	High	0.032
	Total	**0.137**

The student generation factor is based on 1,927 new SFD (Single Family Detached) units built between 2018 and 2023. The student generation factor is based on 1,908 new MF (Multi-Family) units built during the same period. The multi-family units consisted of 1,590 apartment units and 318 townhome units.

The District sees an average of 43 students for every 100 single family units that are built and an average of 14 students for every 100 multi-family units that are built. The rate for apartment units is higher than for townhome units.

The rate for apartments can vary, depending on the affordability of the units and the number of bedrooms per unit for specific buildings. Many of the apartment units built between 2018 and 2023 have market rate rents and they tend to have fewer bedrooms per unit than some of the buildings that were completed in 2016 and 2017. The multi-family rate is lower this year than it was in March 2024 because the date range used in the analysis includes fewer affordable units and fewer multiple bedroom units.

In preparing the 2024-2025 to 2030-2031 Capital Facilities Plan the District contracted with Educational Data Solutions, LLC led by Dr. Les Kendrick, a noted expert in demographic studies for school districts, to analyze and prepare the student generation factor.

KENT SCHOOL DISTRICT No. 415
ENROLLMENT PROJECTION

King County Live Births

Description/Year	2021	2022	2023	2024 (Proj)	2025 (Proj)	2026 (Proj)
King County Live Births	23,390	23,012	22,408	*22,236*	*22,065*	*21,896*
Increase/(Decrease)	(248)	(378)	(604)	*(172)*	*(171)*	*(169)*
Kindergarten/Birth (%)	7.5%	7.5%	7.6%	*7.6%*	*7.5%*	*7.5%*

Source: https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/county-all-births-dashboard

Enrollment Projection

Grade/Fiscal Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
K	1,755	1,732	1,710	1,687	1,665	1,643
1	1,841	1,784	1,760	1,738	1,714	1,692
2	1,794	1,842	1,785	1,761	1,739	1,715
3	1,956	1,793	1,841	1,784	1,760	1,738
4	1,963	1,949	1,787	1,834	1,778	1,754
5	1,928	1,946	1,932	1,771	1,818	1,762
6	1,906	1,910	1,928	1,914	1,755	1,801
7	1,882	1,861	1,865	1,882	1,868	1,713
8	1,929	1,861	1,840	1,844	1,861	1,847
9	1,930	1,924	1,856	1,835	1,839	1,856
10	1,895	1,902	1,896	1,829	1,808	1,812
11	1,684	1,639	1,645	1,639	1,582	1,563
12	1,631	1,540	1,499	1,504	1,499	1,447
Total Enrollment	**24,094**	**23,683**	**23,344**	**23,022**	**22,686**	**22,343**
Yearly Increase/ (Decrease)	(338)	(411)	(339)	(322)	(336)	(343)
Cumulative Increase/ (Decrease)	(338)	(749)	(1,088)	(1,410)	(1,746)	(2,089)

Source: School Facilities Organization, Information and Condition of Schools (Report 1049)

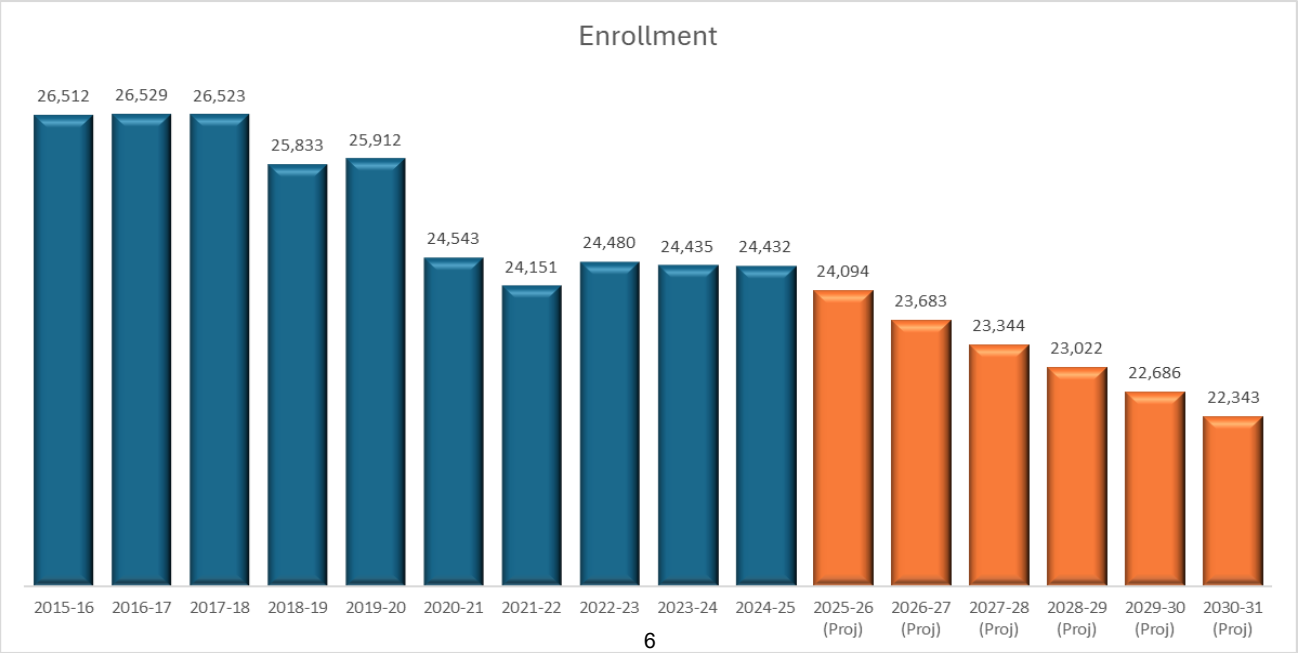


TABLE 2

III - Current Kent School District “Standard of Service"

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

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

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

Current Standards of Service for Elementary Students

- Class size ratio for grades K - 3 is planned for an average of 24 students per class, not to exceed 26.
- Class size ratio for grades 4 - 5 is planned for an average of 27 students per class, not to exceed 29.

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

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

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

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

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

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

Current District Standards of Service for Secondary Students

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

- The average class size ratio for grades 6–8 is 28 students per class and 135 students per day, with a maximum daily class load/enrollment of 142 based on five class periods per day.
- The average class size ratio for grades 9-12 is 32 students per class and 153 students per day, with a maximum daily class load/enrollment of 160 based on five class periods per day.

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

Space or Classroom Utilization

As a result of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a workspace during their planning periods, it is not possible to achieve 100% utilization of regular teaching stations at secondary schools. Based on the analysis of actual utilization of classrooms, the Kent School District has determined that the standard utilization rate is 64% for secondary schools. Functional capacity at elementary schools reflects 56% utilization at the elementary level.

IV - Inventory and Capacity of Existing Schools

Currently, the District has a total functional capacity to house 39,705 students, which consists of a permanent functional capacity of 35,494 and interim (portable) capacity of 4,211. This capacity is based on the District's Standard of Service as set forth in Section III. Included in this Plan is an inventory of the District's schools by type, address and current capacity (*See Table 3*). The ratio between permanent capacity and portable capacity is 89% - 11%.

The functional capacity is periodically updated for changes in the programs, additional classrooms, and new schools. Functional capacity has been updated in this Plan to reflect program changes implemented in the fall of 2024.

Calculations of Elementary, Middle School and High School capacities are set forth in Table 3. Maps of existing schools are included.

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

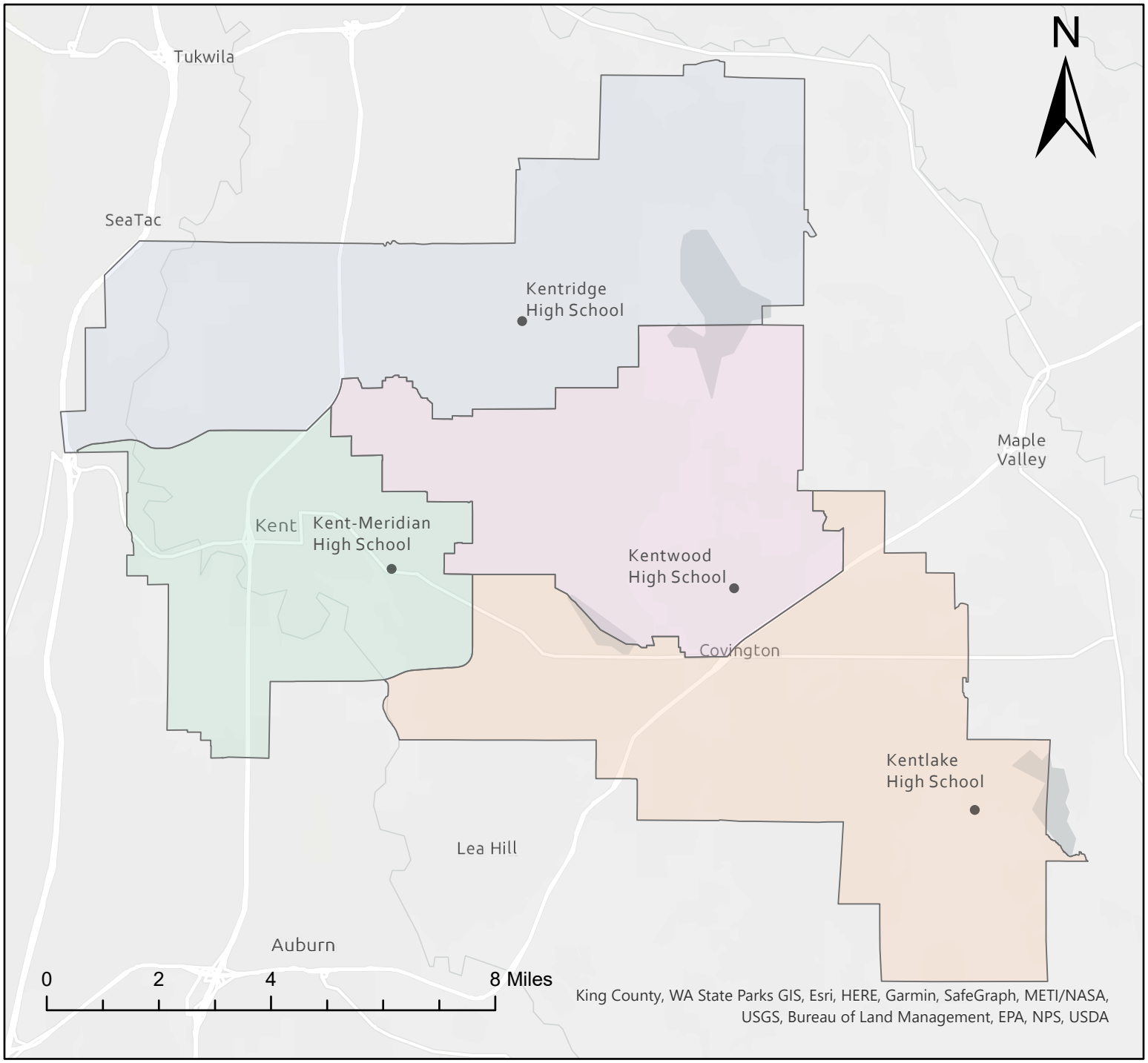
iGrad - Kent School District has developed the Individualized Graduation and Degree Program or “iGrad”. iGrad is an Open Door (Drop-out Reengagement) School that offers a second plus chance to students aged 16-21 who have dropped out of high school or are at risk of not earning a high school diploma by age 21. iGrad is not included in this Capital Facilities Plan, because it is served as a leased space at the Kent Hill Plaza Shopping Center. Over the past three years, enrollment in the iGrad program has averaged over 340 students.

Kent Virtual Academy - The Kent Virtual Academy is open to grades 6-12 and is currently serving 167 students. The virtual school offers a flexible learning experience designed to engage students when and where they work best. Each school day includes a combination of live (synchronous) virtual instruction and on-demand (asynchronous) learning opportunities outside of a traditional bell schedule. Students can attend live virtual lessons with their teachers and classmates, participate in live virtual class or small group discussions, check-in or meet with teachers, watch recorded video lessons, work independently on projects and lessons, participate in learning experiences outside the school setting for credit or to meet competencies. Virtual school students may also attend their boundary school for select classes and services.

SCHOOL	Year Opened	ABR	ADDRESS	2024-2025 Functional
Carriage Crest Elementary	1990	CC	18235 - 140th Avenue SE, Renton 98058	626
Cedar Valley Elementary	1971	CV	26500 Timberlane Way SE, Covington 98042	541
Covington Elementary	2018	CO	25811 156th Avenue SE, Covington 98042	744
Crestwood Elementary	1980	CW	25225 - 180th Avenue SE, Covington 98042	602
East Hill Elementary	1953	EH	9825 S 240th Street, Kent 98031	779
Emerald Park Elementary	1999	EP	11800 SE 216th Street, Kent 98031	653
Fairwood Elementary	1969	FW	16600 - 148th Avenue SE, Renton 98058	528
George T. Daniel Elementary	1992	DE	11310 SE 248th Street, Kent 98030	640
Glenridge Elementary	1996	GR	19405 - 120th Avenue SE, Renton 98058	591
Grass Lake Elementary	1971	GL	28700 - 191st Place SE, Kent 98042	595
Horizon Elementary	1990	HE	27641 - 144th Avenue SE, Kent 98042	634
Jenkins Creek Elementary	1987	JC	26915 - 186th Avenue SE, Covington 98042	641
Kent Elementary	1999	KE	24700 - 64th Avenue South, Kent 98032	760
Lake Youngs Elementary	1965	LY	19660 - 142nd Avenue SE, Kent 98042	725
Martin Sortun Elementary	1987	MS	12711 SE 248th Street, Kent 98030	768
Meadow Ridge Elementary	1994	MR	27710 - 108th Avenue SE, Kent 98030	706
Meridian Elementary	1939	ME	25621 - 140th Avenue SE, Kent 98042	793
Millennium Elementary	2000	ML	11919 SE 270th Street, Kent 98030	688
Neely-O'Brien Elementary	1990	NO	6300 South 236th Street, Kent 98032	864
Panther Lake Elementary	2009	PL	12022 SE 216th Street, Kent, 98031	744
Park Orchard Elementary	1963	PO	11010 SE 232nd Street, Kent 98031	728
Pine Tree Elementary	1967	PT	27825 - 118th Avenue SE, Kent 98030	732
Ridgewood Elementary	1987	RW	18030 - 162nd Place SE, Renton 98058	661
River Ridge Elementary	2021	RR	22420 Military Rd. S., SeaTac, WA 98198	886
Sawyer Woods Elementary	1994	SW	31135 - 228th Ave SE, Black Diamond 98010	549
Scenic Hill Elementary	1960	SH	26025 Woodland Way South, Kent 98030	837
Soos Creek Elementary	1971	SC	12651 SE 218th Place, Kent 98031	591
Springbrook Elementary	1969	SB	20035 - 100th Avenue SE, Kent 98031	730
Sunrise Elementary	1992	SR	22300 - 132nd Avenue SE, Kent 98042	719
Elementary TOTAL				**20,055**
Canyon Ridge Middle	1966	CR	11000 SE 264th Street, Kent 98030	1,110
Cedar Heights Middle	1993	CH	19640 SE 272nd Street, Covington 98042	1,140
Mattson Middle	1981	MA	16400 SE 251st Street, Covington 98042	1,020
Meeker Middle	1970	MK	12600 SE 192nd Street, Renton 98058	1,230
Meridian Middle	1958	MM	23480 - 120th Avenue SE, Kent 98031	1,110
Mill Creek Middle	2005	MC	620 North Central Avenue, Kent 98032	1,200
Northwood Middle	1996	NW	17007 SE 184th Street, Renton 98058	1,140
Middle TOTAL				**7,950**
Kent-Meridian High	1951	KM	10020 SE 256th Street, Kent 98030	2,595
Kentlake High	1997	KL	21401 SE 300th Street, Kent 98042	2,714
Kentridge High	1968	KR	12430 SE 208th Street, Kent 98031	2,932
Kentwood High	1981	KW	25800 - 164th Avenue SE, Covington 98042	2,917
High TOTAL				**11,158**
Kent Laboratory Academy	2021	KLA	105 SE 208th St., Kent, WA 98031	542
DISTRICT TOTAL				**39,705**

Table 3

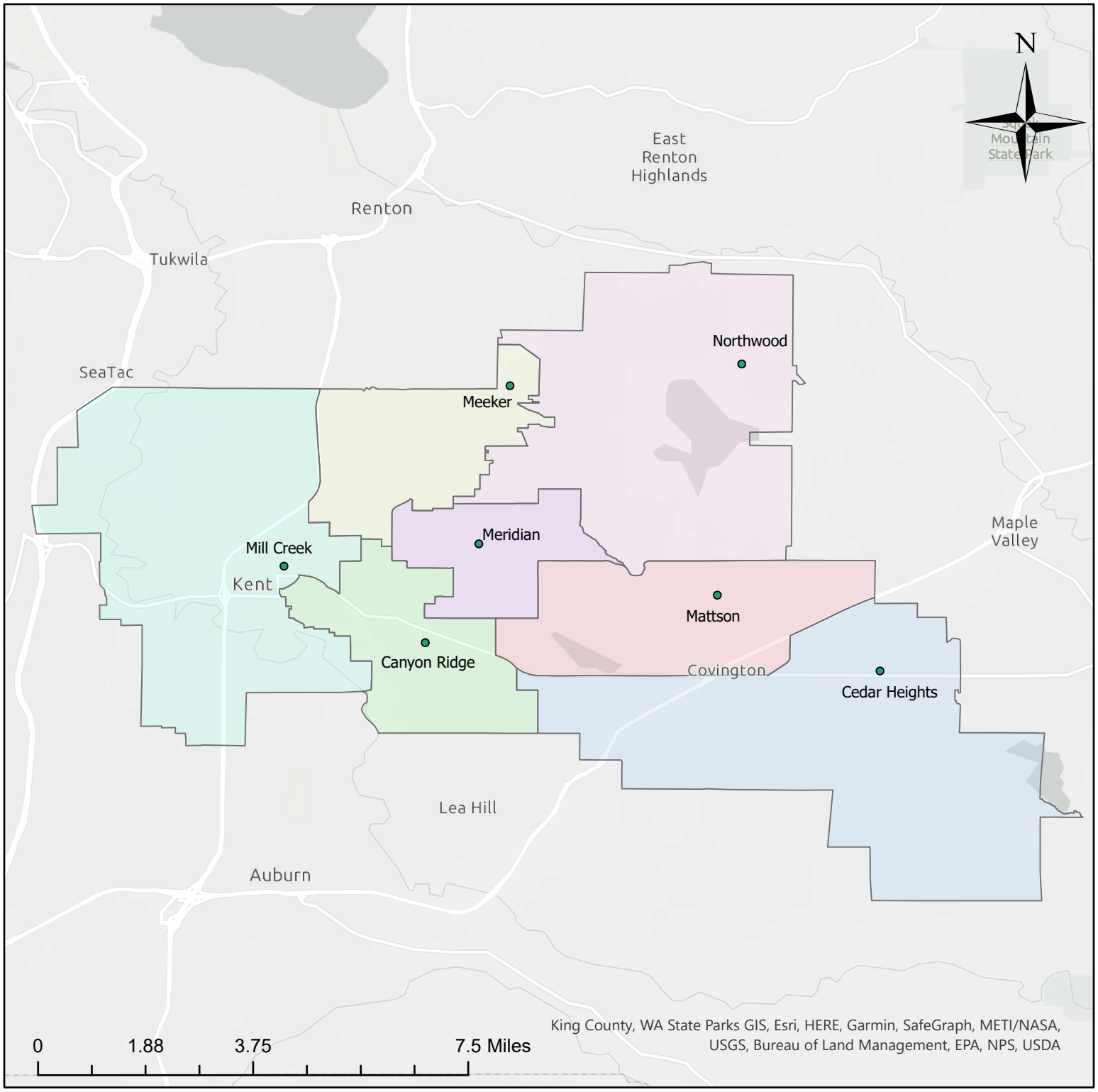
Kent School District 2024/2025 School Year
High School Boundaries



Legend

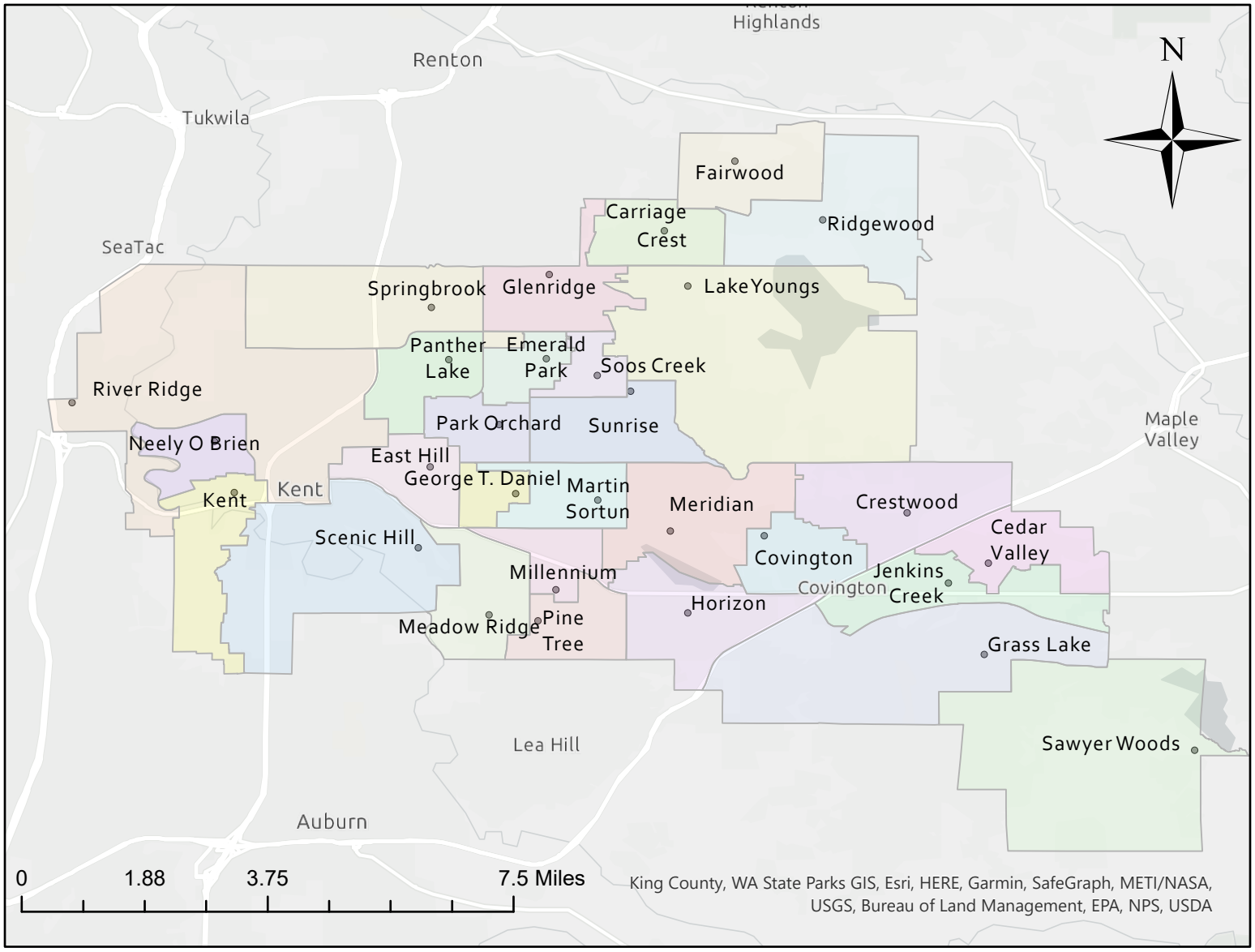
- High School Buildings
- Kentridge High School
- Kent-Meridian High School
- Kentwood High School
- Kentlake High School

Kent School District 2024/2025 School Year Middle School Boundaries



- Middle Schools
- Cedar Heights Middle School
- Canyon Ridge Middle School
- Mattson Middle School
- Meeker Middle School
- Meridian Middle School
- Mill Creek Middle School
- Northwood Middle School

Kent School District 2024/2025 School Year Elementary School Boundaries



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

V - Six-Year Planning and Construction Plan

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

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

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

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

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

The Kent School District continues to make improvements to the facilities through completion of the 2016 Bond, 2018 Levy, and the recent voter approved 2024 Levy. At this moment the standing of the current measures are as follows:

Measure	Complete	In Progress	Not Started
2016 Bond	85%	13%	2%
2018 Levy	72%	13%	15%
2024 Levy	0%	14%	86%

The Kent School District anticipates and is planning to run a Bond in 2028 for additional emergent needs, differed maintenance, tenant improvement projects, and possible facility replacement.

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

and Veterans Drive in Kent and began occupying its 283 units in 2023-2024.

In Covington, we are tracking a multi-family house development which has been approved and construction has begun. The 1700-unit Lakepointe Urban Community will fall within our enrollment boundary and proposed completion of Phase 4 is shown to be 2027.
Construction in the Kent School District boundaries have been steadily rising over the last five years and planned communities are now being recognized through the planning teams in multiple city and county jurisdictions we serve.

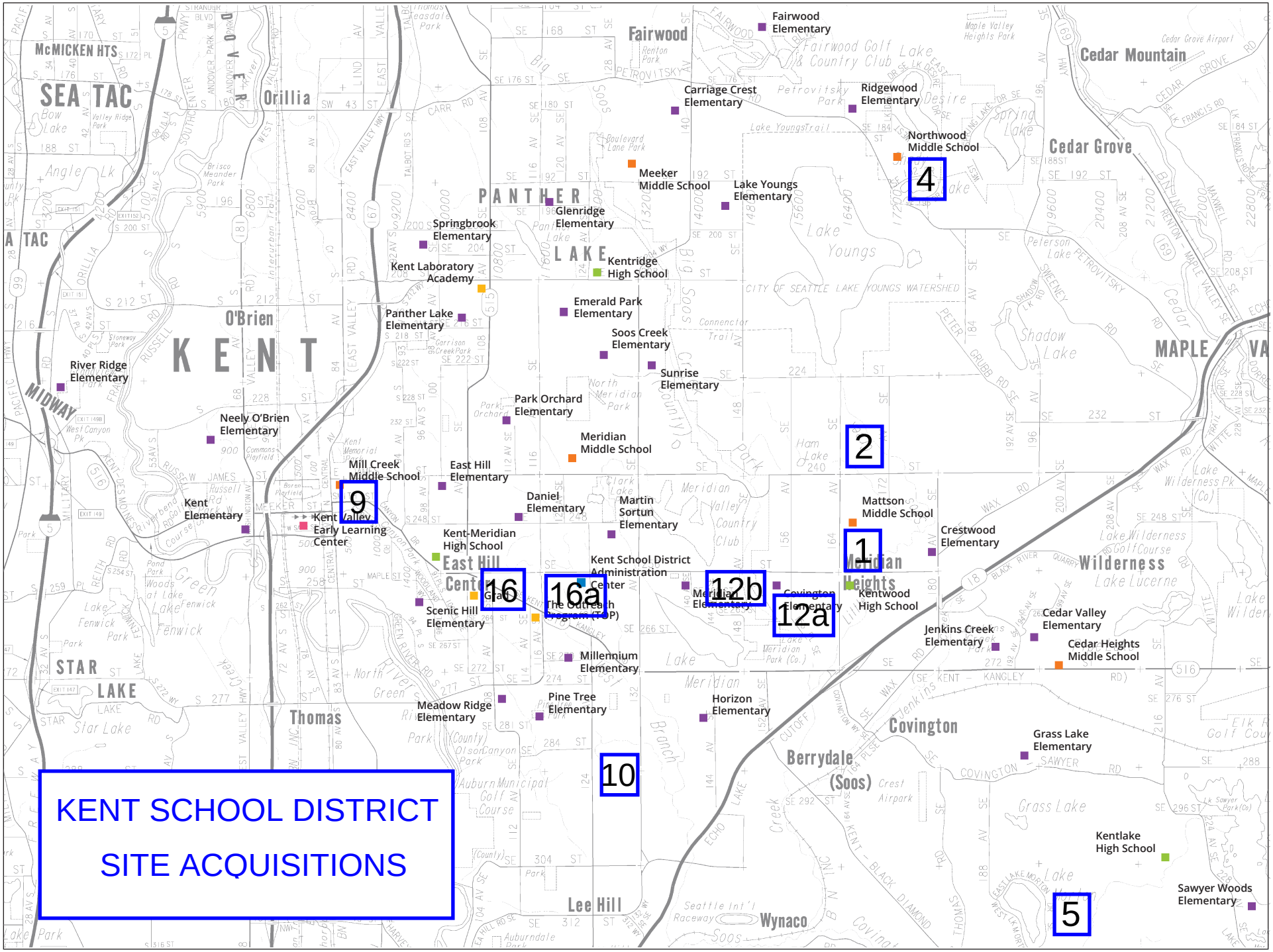
KENT SCHOOL DISTRICT No. 415
Site Acquisitions and Projects Planned to Provide Additional Capacity

# on Map	SCHOOL / FACILITY / SITE	LOCATION	Type	Status	Projected Completion Date	Projected Program Capacity	% for new Growth
						Approximate	Approximate
	ELEMENTARY						
	MIDDLE & HIGH						
	TEMPORARY FACILITIES					Additional Capacity	

# on Map	**2 OTHER SITES ACQUIRED**		Land Use Designation	Type	Land Use Jurisdiction
16	White House - Kent	11027 SE Kent-Kangley Kent, WA 98030	**Commercial**	Purchased	King County
16a	Green Building - Kent	11109 SE Kent-Kangley Kent, WA 98030	**Commercial**	Purchased	King County

Notes:

None



© copyright KROLL MAP COMPANY, INC. This map has been modified by KSD 05/22

APARTMENT PROJECTS WITH MULTIPLE BUILDINGS SHALL HAVE MONUMENT SIGNS -------- SHOWING THE STREET ADDRESSES OF EACH BUILDING AT EACH VEHICLE ENTRANCE TO THE SITE. EACH ETHICAL ENTRANCE SHALL ALSO HAVE AN ILLUMINATED SITE PLAN AND / OR DIRECTLY SIGNS. THE SIGNS SHALL SHOW THE LOCATION OF THE SIGN (THE VIEWER'S CURRENT LOCATION) AND ALL BUILDING ADDRESSES. DWELLING NUMBERS SHALL BE INCLUDED. THE MONUMENT SIGNS SHALL HAVE A CONTRASTING BACKGROUND COLOR. ALL SITE SIGNAGE TO BE PER OWNERS SPECIFICATION AND DESIGN AND UNDER SEPARATE PERMIT.

* INDICATE APPROXIMATE LOCATION OF ILLUMINATED BUILDING ADDRESS SIGNAGE. SIGNAGE FOR BUILDINGS MUST INCLUDE THE ENTIRE BUILDING ADDRESS AND STREET NAME. THE BUILDING ADDRESS SHALL BE NO LESS THAN SIX (6) INCHES IN HEIGHT. THE BUILDING SIGN SHALL HAVE A CONTRASTING BACKGROUND COLOR.

LEGEND

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

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

1 UNIT NUMBERING PLAN
SCALE: 3/64" = 1'-0"

KATERRA

542 1st AVE. SOUTH, FLOOR 4
SEATTLE, WASHINGTON 98104

ALL DRAWINGS, SPECIFICATIONS, PLANS, IDEAS, ARRANGEMENTS AND PROPOSALS EXPRESSED OR INDICATED HEREIN ARE THE PROPERTY OF AND ARE OWNED BY KATERRA INC., WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. THEY WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND FOR THE PROJECT NOTED IN CONNECTION WITH THIS PROJECT. AND NONE OF THE ABOVE MAY BE DISCLOSED OR SHOWN TO OR USED BY ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER, ON ANY PROJECT OR ANY OTHER PROJECT, EXCEPT UPON WRITTEN PERMISSION AND DIRECTION OF KATERRA INC.

© 2019 KATERRA ARCHITECTURE LLC
© 2019 KATERRA ARCHITECTURE II LLC
© 2019 KATERRA ARCHITECTURE III PLLC
© 2019 KATERRA ARCHITECTURE IV LLC

Consultant

Owner

TCR
TRAMMELL CROW RESIDENTIAL

Key plan

Professional Seal

5356 REGISTERED ARCHITECT
CRAIG CURTIS
STATE OF WASHINGTON

ALEXAN GATEWAY APARTMENTS

23000 MILITARY RD S,
KENT, WA 98032

Drawn By	RM
Project Manager	RM
Job Number	075-18001
Date Of Original	12/13/19

Revisions

Mark	Date	Description
0	06/12/2019	PERMIT SET
2	01/09/2020	REV.3 ITCD UPDATES
6	05/22/2020	PC1 CORRECTIONS

IFC SET
10/30/2020

UNIT NUMBERING/ ADDRESSING SHEET(1,2,3)

G.00.014

Phasing Legend 11

Phase 1A - Maple Hills Division 5
Preliminary Plat approval in third quarter 2021. Construction and Final Plat Recording 2022.

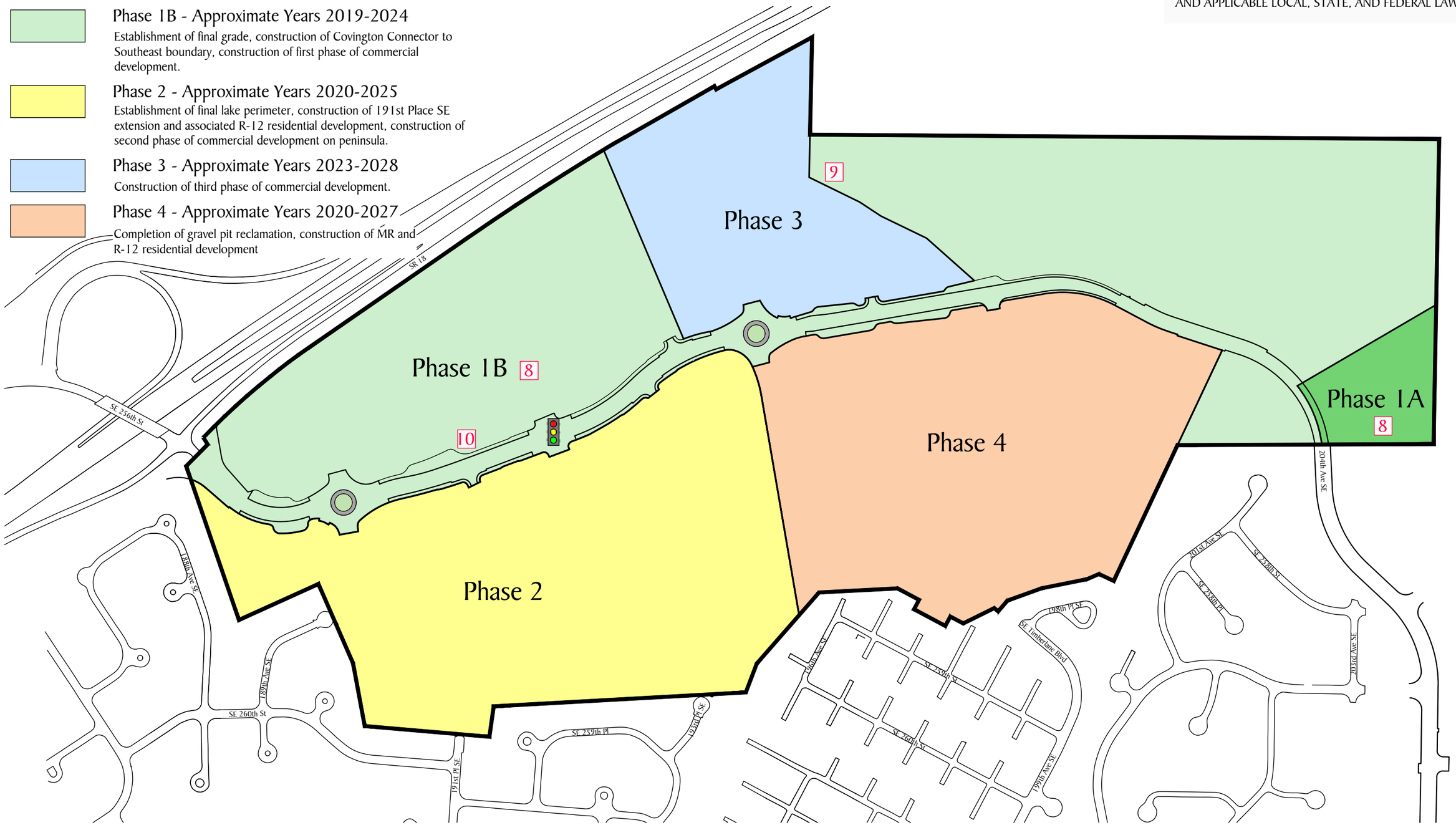
Phase 1B - Approximate Years 2019-2024
Establishment of final grade, construction of Covington Connector to Southeast boundary, construction of first phase of commercial development.

Phase 2 - Approximate Years 2020-2025
Establishment of final lake perimeter, construction of 191st Place SE extension and associated R-12 residential development, construction of second phase of commercial development on peninsula.

Phase 3 - Approximate Years 2023-2028
Construction of third phase of commercial development.

Phase 4 - Approximate Years 2020-2027
Completion of gravel pit reclamation, construction of MR and R-12 residential development

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



Lakepointe Urban Village

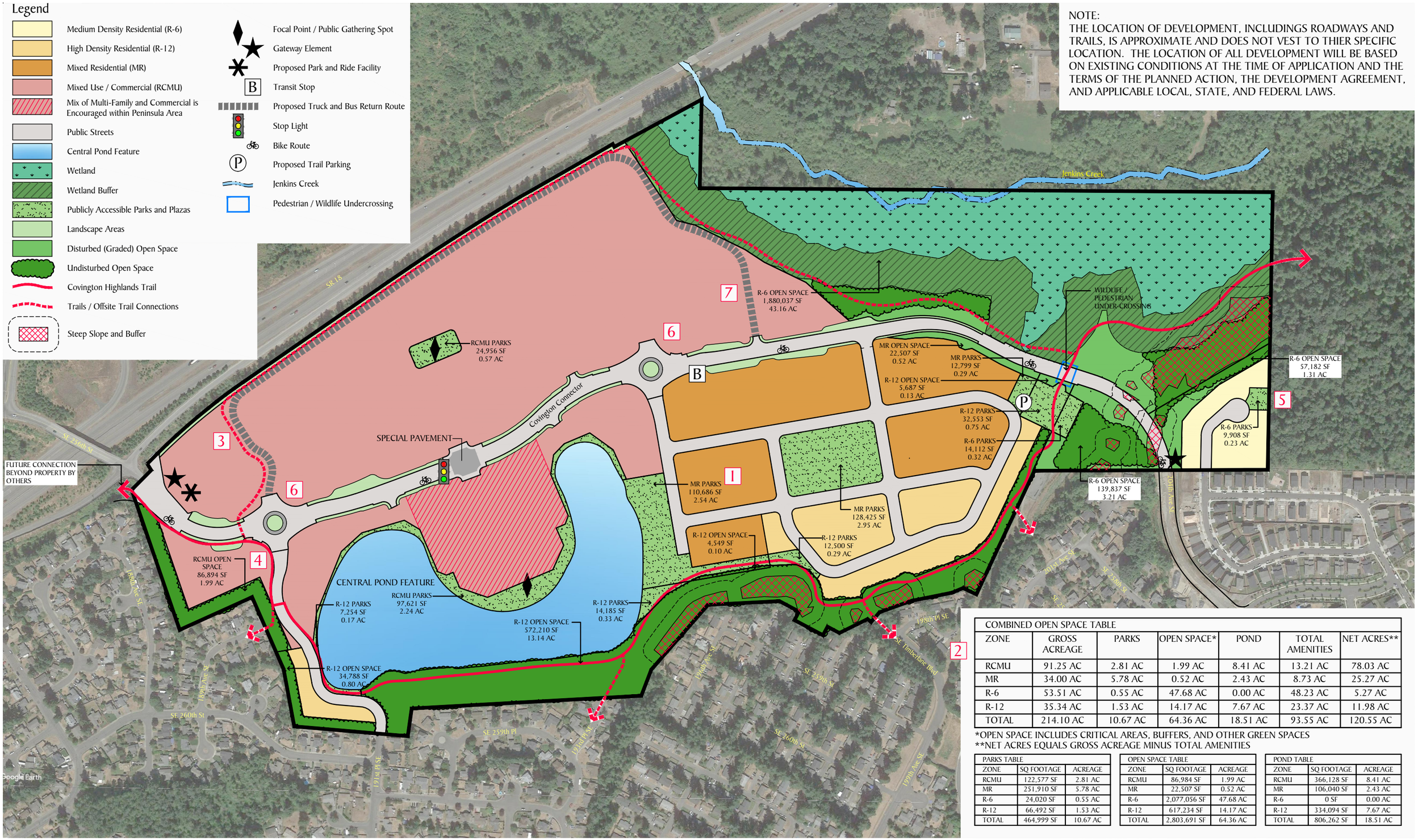
OAKPOINTE

Phasing Map

N

0 100 200 400
SCALE: 1" = 400'

January 30, 2017
Updated September 15, 2021



COMBINED OPEN SPACE TABLE						
ZONE	GROSS ACREAGE	PARKS	OPEN SPACE*	POND	TOTAL AMENITIES	NET ACRES**
RCMU	91.25 AC	2.81 AC	1.99 AC	8.41 AC	13.21 AC	78.03 AC
MR	34.00 AC	5.78 AC	0.52 AC	2.43 AC	8.73 AC	25.27 AC
R-6	53.51 AC	0.55 AC	47.68 AC	0.00 AC	48.23 AC	5.27 AC
R-12	35.34 AC	1.53 AC	14.17 AC	7.67 AC	23.37 AC	11.98 AC
TOTAL	214.10 AC	10.67 AC	64.36 AC	18.51 AC	93.55 AC	120.55 AC

*OPEN SPACE INCLUDES CRITICAL AREAS, BUFFERS, AND OTHER GREEN SPACES
**NET ACRES EQUALS GROSS ACREAGE MINUS TOTAL AMENITIES

PARKS TABLE		
ZONE	SQ FOOTAGE	ACREAGE
RCMU	122,577 SF	2.81 AC
MR	251,910 SF	5.78 AC
R-6	24,020 SF	0.55 AC
R-12	66,492 SF	1.53 AC
TOTAL	464,999 SF	10.67 AC

OPEN SPACE TABLE		
ZONE	SQ FOOTAGE	ACREAGE
RCMU	86,984 SF	1.99 AC
MR	22,507 SF	0.52 AC
R-6	2,077,056 SF	47.68 AC
R-12	617,234 SF	14.17 AC
TOTAL	2,803,691 SF	64.36 AC

POND TABLE		
ZONE	SQ FOOTAGE	ACREAGE
RCMU	366,128 SF	8.41 AC
MR	106,040 SF	2.43 AC
R-6	0 SF	0.00 AC
R-12	334,094 SF	7.67 AC
TOTAL	806,262 SF	18.51 AC

Lakepointe Urban Village

OAKPOINTE

Master Development Plan

N

0 100 200 400

SCALE: 1" = 400'

January 30, 2017

Updated September 15, 2021

VI - Portable Classrooms

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

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

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

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

Portables may be used as interim facilities:

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

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

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

KENT SCHOOL DISTRICT
FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

Student Generation Factors - Single Family

Elementary	(Grades K - 5)	0.222
Middle	(Grades 6- 8)	0.092
Senior High	(Grades 9 - 12)	0.116
	Total	**0.430**

Student Generation Factors - Multi-Family

Elementary	(Grades K - 5)	0.075
Middle	(Grades 6- 8)	0.030
Senior High	(Grades 9 - 12)	0.032
	Total	**0.137**

Projected Increased Student Capacity

Elementary	0
Middle	0
Senior High (Academy)	0

OSPI - Square Footage per Student

Elementary	110
Middle	134
Senior High	144
Special Education	153

Required Site Acreage per Facility

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

Average Site Cost / Acre

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

New Facility Construction Cost

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

Temporary Facility Capacity & Cost

Elementary	@ 24	$315,000
Middle	@ 28	$315,000
Senior High	@ 32	$315,000

Temporary Facility Square Footage

Elementary		123,702
Middle		10,256
Senior High		21,296
Total	4.4%	155,254

State Funding Assistance Credit

District Funding Assistance Percentage	**54.31%**

Construction Cost Allocation

CCA - Cost/Sq, Ft.	**$375.00**

Permanent Facility Square Footage

Elementary		1,567,594
Middle		760,483
Senior High/Other		1,077,315
Total	95.6%	3,405,392

District Average Assessed Value

Single Family Residence	**$657,970**

District Average Assessed Value

Multi-Family Residence	**$320,116**

Total Facilities Square Footage

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

Bond Levy Tax Rate/$1,000 **$0.46**

Current Rate / 1,000 Tax Rate	**0.0005**

Developer Provided Sites / Facilities

Value	0
Dwelling Units	0

General Obligation Bond Interest Rate

Current Bond Interest Rate	**4.37%**

CPI Inflation Factor **5.80%**

Budget Preparations | OSPI (www.k12.wa.us)

* Reflects current facility construction

(APPENDIX A)

KENT SCHOOL DISTRICT
FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

Site Acquisition Cost per Single Family Residence

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

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	$161,678	0	0.222	
A 2 (Middle)	25	$0	0	0.092	
A 3 (Senior High)	40	$0	0	0.116	
Total	77	$161,678	0	0.430	
				A ⇨	$0.00

Permanent Facility Construction Cost per Single Family Residence

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

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	$68,000,000	0	0.222	0.903	
B 2 (Middle)	$155,000,000	0	0.092	0.984	
B 3 (Senior High)	$220,000,000	0	0.116	0.998	
Total	$443,000,000	0	0.430	B ⇨	$0.00

Temporary Facility Cost per Single Family Residence (Portables)

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

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	$315,000	24	0.222	0.097	$282.63
C 2 (Middle)	$315,000	28	0.092	0.016	$15.99
C 3 (Senior High)	$315,000	32	0.116	0.020	$23.57
Total	$945,000	84	0.430	C ⇨	$322.20

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

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

	Construction Cost Allocati	SPI Sq. Ft. / Student	Assistance %	Student Factor	
D 1 (Elementary)	$375.00	110	0.5431	0.222	$4,973.44
D 2 (Middle)	$375.00	134	0.5431	0.092	$2,510.75
D 3 (Senior High)	$375.00	144	0.5431	0.116	$3,401.98
				D ⇨	$10,886.17

Tax Credit per Single Family Residence

Average SF Residential Assessed Value (AAV)	**$657,970**		
Net Present Value (per EQ) (NPV)	**8.32**		
Current Debt Service Rate / 1,000 (r)	0.05%	TC ⇨	$2,534.98
(Below used to calculate NPV)			
Current Bond Interest Rate	4.37%		
Years Amortized (10 Years)- Used in NPV Calculation	10		

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units		
0	0	FC ⇨	0

Fee Recap **

A = Site Acquisition per SF Residence	$0.00	
B = Permanent Facility Cost per Residence	$0.00	
C = Temporary Facility Cost per Residence	$322.20	
Subtotal		$322.20
D = State Match Credit per Residence	$10,886.17	
TC = Tax Credit per Residence	$2,534.98	
Subtotal		$13,421.15

Total Unfunded Need	($13,098.95)	
50% Developer Fee Obligation		**($6,549)**
FC = Facility Credit (if applicable)		$0
District Adjustment		$6,549
Net Fee Obligation per Residence - **Single Family**		**$0.00**

(APPENDIX B)

KENT SCHOOL DISTRICT
FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

Site Acquisition Cost per Multi-Family Residence Unit

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

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor		
A 1 (Elementary)	12	$161,678	0	0.075		
A 2 (Middle)	25	$0	0	0.030		
A 3 (Senior High)	40	$0	0	0.032		
Total	77	$161,678	0	0.137		
			2		A ⇨	$0.00

Permanent Facility Construction Cost per Multi-Family Residence Unit

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

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio		
B 1 (Elementary)	$68,000,000	0	0.075	0.903		
B 2 (Middle)	$155,000,000	0	0.030	0.984		
B 3 (Senior High)	$220,000,000	0	0.032	0.998		
Total	$443,000,000	0	0.137		B ⇨	$0.00

Temporary Facility Cost per Multi-Family Residence Unit

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

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio		
C 1 (Elementary)	$315,000	24	0.075	0.097		$95.48
C 2 (Middle)	$315,000	28	0.030	0.016		$5.21
C 3 (Senior High)	$315,000	32	0.032	0.020		$6.50
Total	$945,000	84	0.137		C ⇨	$107.20

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

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

	Area Cost Allowance	SPI Sq. Ft. / Student	Equalization %	Student Factor		
D 1 (Elementary)	$375.00	110	0.5431	0.075		$1,680.22
D 2 (Middle)	$375.00	134	0.5431	0.030		$818.72
D 3 (Senior High)	$375.00	144	0.5431	0.032		$938.48
					D ⇨	$3,437.42

Tax Credit per Multi Family Residence

Average MF Residential Assessed Value (AAV)	**$320,116**		
Net Present Value (per EQ) (NPV)	**8.32**		
Current Debt Service Rate / 1,000 (r)	0.05%	TC ⇨	$1,233.32
(Below used to calculate NPV)			
Current Bond Interest Rate	4.37%		
Years Amortized (10 Years)- Used in NPV Calcula	10		

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units		
0	0	FC ⇨	0

Fee Recap **

A = Site Acquisition per Multi-Family Unit	$0.00	
B = Permanent Facility Cost per MF Unit	$0.00	
C = Temporary Facility Cost per MF Unit	$107.20	
Subtotal		$107.20
D = State Match Credit per MF Unit	$3,437.42	
TC = Tax Credit per MF Unit	$1,233.32	
Subtotal		$4,670.73

Total Unfunded Need	($4,563.53)	
50% Developer Fee Obligation		**($2,282)**
FC = Facility Credit (if applicable)		0
District Adjustment		$2,282
Net Fee Obligation per Residential Unit - **Multi-family**		**$0.00**

VII - Projected Six-Year Classroom Capacity

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

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

Kent School District continues to be the fifth largest district (both FTE and headcount basis) in the State of Washington. The P-223 Headcount for October 2024 was 24,432, excluding ECSE and college-only Running Start students.

In October 2024, there were 1,159 students in 11th and 12th grade participating in the Running Start program at different colleges and receiving credits toward both high school and college graduation. Of these students, 629 attended classes only at the college ("college-only") and are excluded from FTE and headcount for capacity and enrollment comparisons. Kent School District has one of the highest Running Start program participation rates in the State.

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

While the District currently shows available capacity to address projected need on a purely statistical basis, there are a variety of extenuating factors that need to be considered. The Kent School District currently makes significant use of portables, which we do not consider as part of our permanent standard of service. We have included portable space in our interim capacity figures, and we do not count that as a permanent space solution. Kent School District is unusual in that it incorporates neighborhoods intersecting with 8 jurisdictions, including Kent, Covington, Auburn, Black Diamond, Maple Valley, Renton, unincorporated King County and SeaTac. The district covers 72 square miles and includes over 40 schools. Within this large geographic area, we expect to have pockets of localized capacity need that are not necessarily reflected in the aggregate figures. As one example, the Lakepointe Urban Village development in Covington may require new classroom capacity even as space may exist in schools on the far other end of the District's boundaries.

KENT SCHOOL DISTRICT No. 415

PROJECTED ENROLLMENT and CAPACITY
TOTAL DISTRICT

SCHOOL YEAR	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
	Actual	P	R	O	J	E	C T E D
Permanent Functional Capacity 1	35,494	35,494	35,494	35,494	35,494	35,494	35,494
Changes to Permanent Capacity 1							
Capacity Increase (F)							
Additional Permanent Classrooms	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	35,494	35,494	35,494	35,494	35,494	35,494	35,494
Interim Portable Capacity							
Elementary Portable Capacity Required	3,228	3,228	3,228	3,228	3,228	3,228	3,228
Middle School Portable Capacity Required	375	375	375	375	375	375	375
High School Portable Capacity Required	608	608	608	608	608	608	608
Interim Portable Capacity Total	4,211	4,211	4,211	4,211	4,211	4,211	4,211
TOTAL CAPACITY 1	**39,705**	**39,705**	**39,705**	**39,705**	**39,705**	**39,705**	**39,705**
Total Enrollment/Projection 2	24,432	24,094	23,683	23,344	23,022	22,686	22,343
DISTRICT AVAILABLE CAPACITY	**15,246**	**15,584**	**15,995**	**16,334**	**16,656**	**16,992**	**17,335**

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

2 Projection Source: School Facilities Organization, Information and Condition of Schools (Report 1049)

KENT SCHOOL DISTRICT No. 415

PROJECTED ENROLLMENT and CAPACITY

ELEMENTARY: Grades K - 5

	Elementary Grade K-5						
SCHOOL YEAR	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
	Actual	P	R	O	J	E	C	T	E	D
Elementary Permanent Capacity [1]	16,696	16,696	16,696	16,696	16,696	16,696	16,696
Additional Permanent Classrooms [2]	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	16,696	16,696	16,696	16,696	16,696	16,696	16,696
Interim Portable Capacity	3,228	3,228	3,228	3,228	3,228	3,228	3,228
TOTAL CAPACITY [1]	**19,924**	**19,924**	**19,924**	**19,924**	**19,924**	**19,924**	**19,924**
ENROLLMENT / PROJECTION 2	11,401	11,237	11,046	10,815	10,575	10,474	10,304
SURPLUS (DEFICIT) CAPACITY	**8,496**	**8,660**	**8,851**	**9,082**	**9,322**	**9,423**	**9,593**

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

2 Projection Source: School Facilities Organization, Information and Condition of Schools (Report 1049)

KENT SCHOOL DISTRICT No. 415

PROJECTED ENROLLMENT and CAPACITY

MIDDLE SCHOOL: Grades 6 - 8

	Middle School Grade 6-8						
SCHOOL YEAR	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
	Actual	P R O J E C T E D					
Middle School Permanent Capacity [1]	7,216	7,216	7,216	7,216	7,216	7,216	7,216
Changes to Middle School Capacity	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	7,216	7,216	7,216	7,216	7,216	7,216	7,216
Portable Interim Capacity [1]	375	375	375	375	375	375	375
TOTAL CAPACITY [1]	**7,591**	**7,591**	**7,591**	**7,591**	**7,591**	**7,591**	**7,591**
ENROLLMENT / PROJECTION [2]	5,815	5,717	5,632	5,633	5,640	5,484	5,361
SURPLUS (DEFICIT) CAPACITY	**1,776**	**1,874**	**1,959**	**1,958**	**1,951**	**2,107**	**2,230**

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

2 Projection Source: School Facilities Organization, Information and Condition of Schools (Report 1049)

KENT SCHOOL DISTRICT No. 415

PROJECTED ENROLLMENT and CAPACITY

HIGH SCHOOL: Grades 9 - 12

SCHOOL YEAR	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
	Actual	P	R	O	J	E	C	T	E	D
Senior High Permanent Capacity [1]	10,097	10,097	10,097	10,097	10,097	10,097	10,097
Changes to High School Capacity	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	10,097	10,097	10,097	10,097	10,097	10,097	10,097
Portables Interim Capacity 1	608	608	608	608	608	608	608
TOTAL CAPACITY [1]	**10,705**	**10,705**	**10,705**	**10,705**	**10,705**	**10,705**	**10,705**
ENROLLMENT / PROJECTION [2]	7,216	7,140	7,005	6,896	6,807	6,728	6,678
SURPLUS (DEFICIT) CAPACITY	**3,489**	**3,565**	**3,700**	**3,809**	**3,898**	**3,977**	**4,027**

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

2 Projection Source: School Facilities Organization, Information and Condition of Schools (Report 1049)

VIII - Finance Plan

The finance plan shown on *Table 6* demonstrates how the Kent School District plans to finance improvements for the years 2024-2025 through 2030-2031. The financing components include secured and unsecured funding and impact fees. The plan is based on future bond issues, state school construction assistance, collection of impact fees under the State Growth Management Act and voluntary mitigation fees paid pursuant to State Environmental Policy Act.

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

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

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

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

The Kent School District 2024-2025 CFP update includes continued execution of the 2016 Capital Bond Projects, the 2018 Levy Projects, and the data collection and review of our Facility Assessment Reports. The District Facilities and Capital Planning Teams had come together and joined the Capital

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

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

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

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

Cost Basis Summary

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

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

Site Acquisition Cost

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

District Adjustment

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

KENT SCHOOL DISTRICT No. 415
SIX-YEAR FINANCE PLAN

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

* F = Funded U = Unfunded

NOTES:

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

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

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

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

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

Type & # on Map	School / Site	Year Open / Purchased Sold	Location	Acreage	Cost/Price	Avg cost-price/acre	Total Average Cost / Acre
Elementary							
	No Acquisitions for Elemenary Schools			0.00	$0		
			Elementary Site Subtotal	0.00	$0		**~~$0~~** **Elem site average**
Middle School							
	No Acquisitions for Middle Schools			0.00	$0		
			Middle School Site Subtotal	0.00	$0		**$0** **Middle Schl Site Avg.**
Senior High							
	No Acquisitions for High Schools			0.00	$0	$0	
			Senior High Site Subtotal	0.00	$0		**$0** **Sr Hi Site Average**

Note: All rural sites were purchased prior to adoption of Urban Growth Area.

Numbers correspond to locations on Site Bank & Acquisitions Map on Page 17.

1 / Urban	Site - Covington area North (So of Mattson MS)	1984
2 / Rural	Site - Ham Lake east (Pollard)	1992
4 / Urban	Site - Shady Lake (Sowers-Blaine-Drahota-Paroline)	1995
5 / Rural	Site - SE of Lake Morton area (West property)	1993
9 / Rural	Site - McMillan Assemblage (South of MC)	98 - 04
10 / Urban	Site - Yeh-Williams (W of 132 Ave SE at SE 288)	1999
12a / Urban	Site - 156th Ave. SE Covington (Wikstrom)	2004
12b / Urban	Site - SE 256th St. Covington (West of CO)	2004
16	Site - 11027 SE Kent-Kangley, WA 98030	2023
16a	Site - 11109 SE Kent-Kangley, WA 98030	2023

Total Acreage & Cost		Total Average Cost / Acre
~~0.00~~	**~~$0~~**	**~~#DIV/0!~~**
0	0	0

Site - 11027 SE Kent-Kangley, WA 98030	0.9	$1,382,696.90	Land included building
Site - 11109 SE Kent-Kangley, WA 98030	0.84	$1,744,009.52	Land included building

Table 7

IX - Summary of Changes to June 2025 Capital Facilities Plan

The Capital Facilities Plan (the "Plan") is updated annually based on previous Plans in effect since 1993. The primary changes from the June 2024 Plan are summarized here.

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

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

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

The impact fees for 2025 calendar year will result in no collection of impact fees for both Single-Family and Multi-Family due to the capacity study completed in spring 2025.

X - Appendices

Changes to Impact Fee Calculation Factors Include:

ITEM	Grade /Type	FROM	TO	Increase/ Decrease	Comments
Student Generation Factor	Elem	0.229	0.222	-0.007	
Single Family (SF)	MS	0.087	0.092	0.005	
	SH	0.113	0.116	0.003	
	Total	0.429	0.430	0.001	
Student Generation Factor	Elem	0.109	0.075	-0.034	
Multi-Family (MF)	MS	0.037	0.030	-0.007	
	SH	0.054	0.032	-0.022	
	Total	0.200	0.137	-0.063	
State Funding Assistance Ratios ("State Match")		52.88%	54.31%	1.43%	Per OSPI Website
Area Cost Allowance		$375.00	$375.00	0.000	Per OSPI Website Link
Average Assessed Valuation (AV)	SF	$594,679	$657,970	63,291	King County
AV - Average of Condominiums & Apts.	MF	$310,811	$320,116	9,305	King County
Debt Service Capital Levy Rate / $1000		$1.11	$0.46	($0.65)	Per King Co. Assessor Report
General Obligation Bond Interest Rate		3.48%	4.37%	0.89%	Bond Buyers 20 year GO Index
Impact Fee - Single Family	SF	$0.00	$0.00	$0.00	No Change
Impact Fee - Multi-Family	MF	$0.00	$0.00	$0.00	No Change

DETERMINATION OF NONSIGNIFICANCE

For

Kent School District No. 415

2024 Capital Facilities Plan

Issued with a 14-day comment and appeal period.

Description of Proposal:

This threshold determination analyzes the environmental impacts associated with the following actions, which are so closely related to each other that they are in effect a single action:

1. The adoption of the Kent School District 2024 Six-Year Capital Facilities Plan by the Kent School District for the purposes of planning for the facilities needs of the District.

2. The amendment of the King County Comprehensive Plan to include the Kent School District 2024 Capital Facilities Plan as a part of the Capital Facilities Plan Element of the King County Comprehensive Plan.

3. The amendment of the Comprehensive Plan of the City of Kent to include the Kent School District's 2024 Capital Facilities Plan as part of the Capital Facilities Plan Element of the Comprehensive Plans of the City of Kent.

4. The amendment of the Comprehensive Plan of the City of Covington to include the Kent School District's 2024 Capital Facilities Plan as part of the Capital Facilities Plan Element of the Comprehensive Plans of the City of Covington.

5. The amendment of the Comprehensive Plan of the City of Renton to include the Kent School District's 2024 Capital Facilities Plan as part of the Capital Facilities Plan Element of the Comprehensive Plans of the City of Renton.

6. The amendment of the Comprehensive Plan of the City of Auburn to include the Kent School District's 2024 Capital Facilities Plan as part of the Capital Facilities Plan Element of the Comprehensive Plans of the City of Auburn.

7. This proposal may also involve amendment of Comprehensive Plans of the Cities of Black Diamond, Maple Valley, and/or SeaTac to incorporate the Kent School District 2024 Capital Facilities Plan into the Capital Facilities element of that jurisdiction's Comprehensive Plan.

Proponent: Kent School District No. 415

Location of the Proposal:

The Kent School District includes an area of approximately 70 square miles. The City of Covington and portions of the cities of Kent, Renton, Auburn, Black Diamond, Maple Valley, and SeaTac fall within the District's boundaries, as do parts of unincorporated King County.

Lead Agency:

Kent School District No. 415 is the lead agency pursuant to WAC 197-11-926.

The lead agency for this proposal has determined that the proposal does not pose a probable significant adverse impact to the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2) (c). This decision was made after a review of the completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

This Determination of Non-significance (DNS) is issued under WAC 197-11-340(2). The lead agency will not act on this proposal for 14 days from the date of issue. Comments must be submitted by 3:00 p.m., June 3, 2024. The responsible official will reconsider the DNS based on timely comments and may retain, modify, or, if significant adverse impacts are likely, withdraw the DNS. If the DNS is retained, it will be final after the expiration of the comment deadline.

Responsible Official: _____

Mr. David Bussard
Executive Director, Operations
Kent School District No. 415

Telephone: (253) 373-7526

Address: 12033 SE 256th Street, Bldg. B
Kent, Washington 98030-6643

Appeals of this determination are governed by Board Policy No. 6890, which can be obtained from Mr. David Bussard, Executive Director, Kent School District No. 415, 12033 SE 256th Street Bldg. B, Kent, Washington 98030-6643 and pursuant to WAC 197-11-680- and RCW 43.21C.075.

Date of Issue: 5/13/24

Date Published: 5/17/24

Public Education Facilities

Auburn's residential areas are served by a combination of Auburn School District, Dieringer School District, Federal Way Public Schools, and Kent School District. Detailed inventories of school district capital facilities and levels-of-service are contained in the Capital Facilities Plan (CFP) of each school district. The CFPs of the four school districts serving Auburn residential areas ~~and the associated school impact fees~~ are adopted annually as part of the Annual Comprehensive Plan amendment process. Locations of schools and school districts within the City of Auburn which are illustrated in the map below.

Future Plans

To accommodate projected growth, the school districts have noted the following projects in their ~~2023~~ 2025 Capital Facilities Plans:

Auburn School District

- Portable Relocation – Opens ~~2023~~2024-~~2024~~2025
- Middle School #5 – Opens 2027-2028

Dieringer School District

- Comprehensive Building Condition Assessment Study – Summer 2025
- Elementary School #3 – Opens 2027
- North Tapps Middle School Classroom Addition – Opens 2027

Federal Way Public Schools

- ~~Illahee Middle School Modernization and Expansion – Opens 2024~~
- Former DeVry/ES 24 Site Acquisition – Opens 2028
- Portables Expansion – Through 2030

Table 1. Housing Need by Income and County

County		Total ~~Non-PSH~~	0-30%		>30% to 50%	>50% to 80%	>80% to 100%	>100% to 120%	>120%	Net New Emergency Housing Needs
			~~PSH~~ Non-PSH	PSH						
King	Supply (2019)	28,049	1,076	237	8,029	8,075	4,427	3,302	2,903	58
	Net New Need (2044)	12,000	1,543	812	309	616	1,146	1,299	6,275	2,293
Pierce	Supply (2019)	3,963	0	33	134	493	1,141	680	1,482	8
	Net New Need (2044)	112	14	20	21	16	7	6	27	7
Total	Net New Need (2044)	12,112	1,557	~~892~~ 832	330	632	1,153	~~1,235~~ 1,305	6,302	2,300

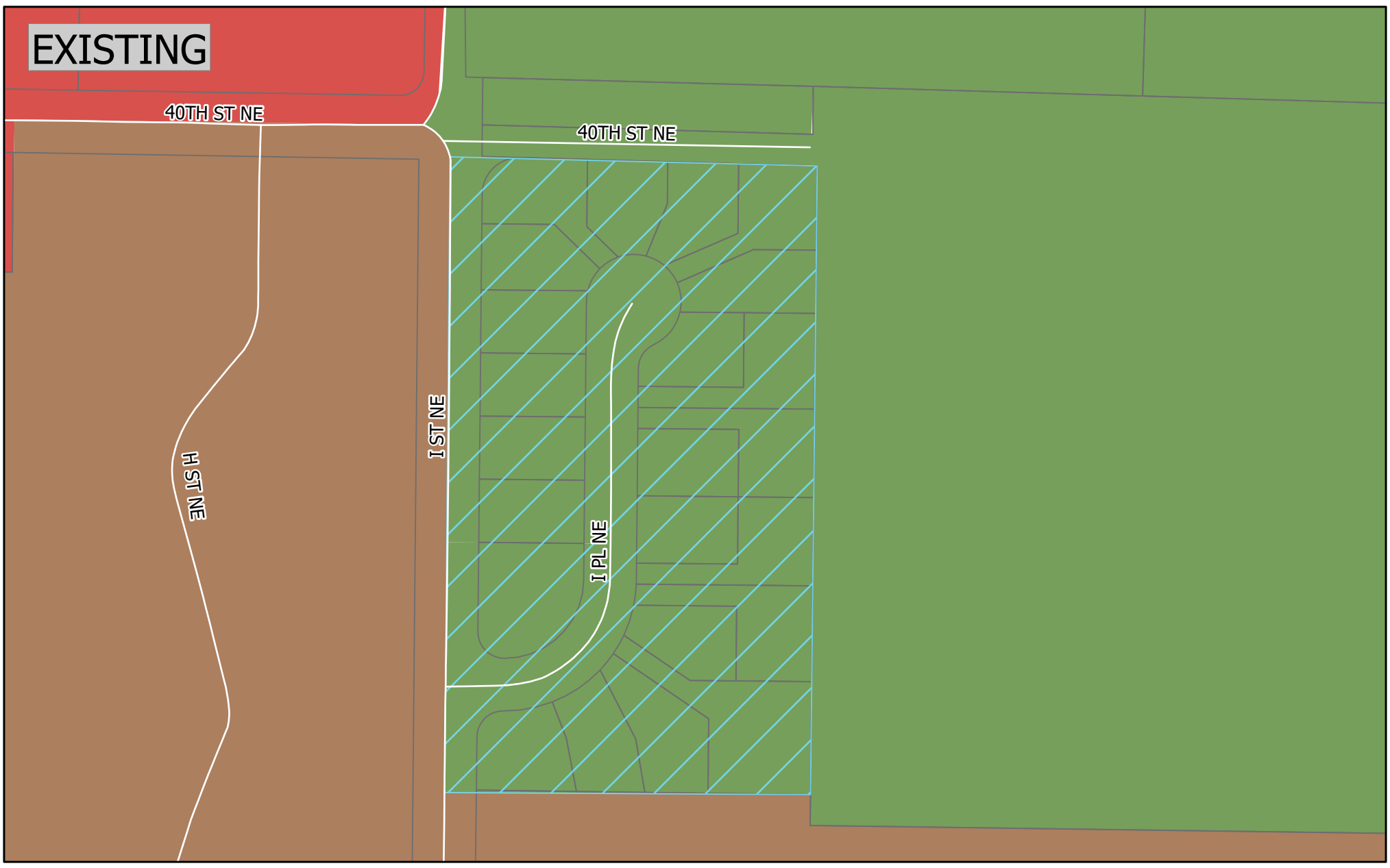
Source: King County Ordinance 19660, Countywide Planning Policies; Pierce County Ordinance 2023-22s, Countywide Planning Policies

Figure 34 – Housing Need by Income and County

County		Total	0-30%		>30% to 50%	>50% to 80%	>80% to 100%	>100% to 120%	>120%	Net New Emergency Housing Needs
			Non-PSH	PSH						
King	Supply (2019)	28,049	1,076	237	8,029	8,075	4,427	3,302	2,903	58
	Net New Need (2044)	12,000	1,543	812	309	616	1,146	1,299	6,275	2,293
Pierce	Supply (2019)	3,963	0	33	134	493	1,141	680	1,482	8
	Net New Need (2044)	112	14	20	21	16	7	6	27	7
Total	Net New Need (2044)	12,112	1,557	~~892~~ 832	330	632	1,153	~~1,235~~ 1,305	6,302	2,300

Source: King County Ordinance 19660, Countywide Planning Policies; Pierce County Ordinance 2023-22s, Countywide Planning Policies

Proposed Land Use Map Amendment (CPA25-0005)



- Public/Quasi-Public
- Neighborhood Residential Two
- Neighborhood Residential Three
- Commercial
- Existing Land Use
- Proposed Land Use
- Parcel Boundary

0 100 200 300
Feet

Printed On: 7/25/2025

Map ID: 6343

CITY OF AUBURN WASHINGTON
MAYOR NANCY BACKUS
25 WEST MAIN STREET, AUBURN, WA 98001
253-931-3000
AUBURNWA.GOV

Exhibit D

PLANNING COMMISSION STAFF REPORT

AGENDA SUBJECT/TITLE:
2025 City-Initiated Annual Amendments to the Comprehensive Plan

CITY FILE NO(s).:
CPA25-0003, CPA25-0005, & CPA25-0006

APPLICANT/AGENT/OWNERS:
City of Auburn

REQUEST:
Planning Commission to conduct public hearing and recommend to City Council approval of the 2025 City-Initiated Comprehensive Plan Amendments (Policy/Text Amendments).

LOCATION:
City-wide.

CPA25-0006 includes the following Parcels: 8892900220, 8892900210, 8892900200, 8892900190, 8892900180, 8892900170, 8892900160, 8892900150, 8892900140, 8892900130, 8892900120, 8892900110, 8892900100, 8892900090, 8892900080, 8892900070, 8892900060, 8892900050, 8892900040, 8892900030, 8892900020, 8892900010, and 8892900230.

NOTIFICATION:
Hearing Notice was published in the Seattle Times and posted on the City's Land Use Notice webpage and physically at City Hall and City Hall Annex on October 10, 2025.

HEARING DATE:
October 21, 2025

SEPA STATUS:
Two SEPA Environmental Checklists – Non-Project Action, and Comprehensive Plan Land Use Map Amendment were reviewed with the 2025 City-Initiated Annual Amendment Cycle. A DNS for SEP25-0013 was issued on August 11, 2025, with the appeal period expiring on September 9, 2025. A second SEPA environmental checklist was prepared under City file number SEP25-0016. A DNS was issued on September 22, 2025, with the appeal period expiring on October 21, 2025.

EXISTING LAND USE:
CPA25-0005 includes the re-designation of 23 residentially used parcels incorrectly designated as Public/Quasi-Public. CPA25-0005 corrects this error by redesignating the 23 parcels to Neighborhood Residential Two, conforming to the existing land use activities occurring at the site.

STAFF:
Gabriel Clark, Planner II, Dept. of Community Development

STAFF RECOMMENDATION:
Planning Commission to deliberate and take action to recommend to City Council approval of the following Policy (P/T) and Map (M) amendments to comply with the City of Auburn's Comprehensive Plan:

- P/T No. 1 Auburn School District 2025 Capital Facilities Plan
- P/T No. 2 Dieringer School District 2025-2031 Capital Facilities Plan
- P/T No. 3 Federal Way Public Schools 2026 Capital Facilities Plan
- P/T No. 4 Kent School District 2024-2025 through 2030-2031 Capital Facilities Plan
- P/T No. 5 Updates to the City of Auburn Capital Facilities Element
- P/T No. 6 Updates to the Housing Element
- P/T No. 7 Updates to the Housing Needs Assessment
- P/T No. 8 Removal of the Core Plan
- M No. 1 Comprehensive Land Use Map Correction

SUMMARY OF CODE CHANGES:
The City of Auburn adopted amendments to its Comprehensive Plan in 1995 in response to the Washington State Growth Management Act (GMA) requirements, as amended. Since then, the Auburn Comprehensive Plan has been amended annually. At the end of 2024, the City adopted a substantially updated Comprehensive Plan in compliance with state-required periodic updates.

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

This year the city is initiating:

- Eight (8) policy/text (P/T) amendments
    - P/T No. 1 Auburn School District 2025 Capital Facilities Plan
    - P/T No. 2 Dieringer School District 2025-2031 Capital Facilities Plan
    - P/T No. 3 Federal Way Public Schools 2026 Capital Facilities Plan
    - P/T No. 4 Kent School District 2024-2025 through 2030-2031 Capital Facilities Plan
    - P/T No. 5 Updates to the City of Auburn Capital Facilities Element
    - P/T No. 6 Updates to the Housing Element
    - P/T No. 7 Updates to the Housing Needs Assessment
    - P/T No. 8 Removal of the Core Plan
- One (1) Land Use Map (M) Amendment
    - M No. 1 Comprehensive Land Use Map Correction

In terms of process, the Comprehensive plan amendments are reviewed during a public hearing process before the City of Auburn Planning Commission, who then provides a recommendation to the City Council for final action. City Council consideration and action on the amendments generally occurs but is prior to the end of the year.

Comprehensive Plan Policy/Text Amendments (File No. CPA24-0003 & CPA25-0006, City initiated)

P/T No. 1
Incorporate the Auburn School District Capital Facilities Plan 2022 through 2031 into the City of Auburn Comprehensive Plan.

Discussion
The Auburn School District (District) has provided the City with its annually updated Capital Facilities Plan (CFP) covering from 2025-2031. The CFP was prepared by the District staff and adopted by the Auburn School District School Board of Directors on June 9, 2025, and has been subject to separate SEPA review and a Determination of Non-Significance (DNS) prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the District. The Planning Commission action is to incorporate the Auburn School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:
- Six–year enrollment projections
- District level of service standards
- An inventory of existing facilities
- The District's overall capacity of the 6-year period
- District capital construction Plan
- Impact fee calculations

P/T No. 2
Incorporate the Dieringer School District Capital Facilities Plan 2025-2031 into the City of Auburn Comprehensive Plan.

Discussion
The Dieringer School District has provided the City with its Capital Facilities Plan 2025-2031. The CFP was prepared by Dieringer School District Staff and adopted by the Dieringer School District Board of Directors July, 2025. The CFP has been subject to separate SEPA review and a DNS prepared by the Dieringer School District. Information contained in the Dieringer School District CFP serves as the basis for the City's collection of school impact fees on behalf of the Dieringer School District. The Planning Commission action is to incorporate the Dieringer School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:
- Overview
- An inventory of existing facilities
- Six–year enrollment projections
- Standard of service
- Capacity projects
- Finance plan
- Impact fee calculations

P/T No. 3
Incorporate the Federal Way School District 2026 Capital Facilities Plan into the City of Auburn Comprehensive Plan.

Discussion
The Federal Way School District has provided the City with its annually updated Capital Facilities Plan 2025. The CFP was adopted by the Federal Way School District School Board May 12, 2025. The CFP has been subject to separate SEPA review and a DNS prepared by the Federal Way School District. Information contained in the Federal Way School District CFP serves as the basis for the City's collection of school impact fees on behalf of the Federal Way School District. The Planning Commission action is to incorporate the Federal Way School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

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

P/T No. 4
Incorporate the Kent School District Capital Facilities Plan 2022-2023 to 2028-2029 into the City of Auburn Comprehensive Plan.

Discussion
The Kent School District has provided its annually updated 2024-2025 to 2030-2031 Capital Facilities Plan. The CFP was adopted by the Kent School District School Board in June 2025 and has been subject to separate SEPA review and a DNS prepared by the Kent School District. Information contained in the Kent School District CFP serves as the basis for the City's collection of school impact fees on behalf of the Kent School District. The Planning Commission action is to incorporate the Kent School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

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

P/T No. 5
Incorporate updates to the City of Auburn Capital Facilities Element into the City of Auburn Comprehensive Plan.

Discussion
The Capital Facilities Element is one of the comprehensive plan elements required by the Washington State Growth Management Act (GMA) (RCW 36.70A). GMA requires the Capital Facilities element to identify existing facilities, forecast future needs, and outline how those needs will be financed. It must also include policies to reassess the land use element if funding falls short, ensuring consistency and concurrency between development and public infrastructure.Updates to the Capital Facilities Element includes text revisions to Pg. CFE-22. These updates are based on the adopted Capital Facilities Plans provided by the four school districts which serve the students of Auburn. Revisions to include updated projects and timelines, as well as the removal of the text "and the associated school impact fees."

P/T No. 6
Incorporate updates to Table 1 in the Housing Element into the City of Auburn Comprehensive Plan.

Discussion
Updates to the Housing Element consist of minor changes to the text located on Table 1 – Housing Need by Income and County. These updates include revisions to table headings and revisions to the total new net need from 892 to 832 and >100%-120% from 1,235 to 1,305 units.

P/T No. 7
Incorporate updates to Figure 34 in the Housing Needs Assessment of the Comprehensive Plan.

Discussion
Updates to the Housing Needs Assessment consist of minor changes to the text located in Figure 34 – Housing Need by Income and County. These updates include revisions to the total new net need to PSH from 892 to 832 and >100%-120% from 1,235 to 1,305 units.

P/T No. 8
Remove the Core Plan as a supporting document to the City of Auburn Comprehensive Plan.

Discussion
The core plan is intended to provide an assessment of the current conditions and characteristics occurring within the City of Auburn. Prepared in 2015, this document provides needed context and analysis to support the goals and policies of the Comprehensive Plan. This document also functions as a separate interface between studies such as the Housing Needs Assessment, Economic Development Strategic Plan, and the Buildable Lands report.

In the attempt to refine administrative processes, analyses are now directly integrated with the Comprehensive Plan rather that producing a separate interface document to then incorporate into the Comprehensive Plan. The Core Plan is not a required document described in RCW 36.70A and has not been updated as a part of the 2024 periodic update schedule.

M No. 1 (File No. CPA25-0005)
Incorporate updates to the Comprehensive Plan Land Use Map.

Discussion
As a result of the periodic update to the Comprehensive Plan, 23 parcels were incorrectly designated as Public/Quasi-Public Land Use. This neighborhood located off of I Street NE includes 23 residential structures with a zoning designation of R-2, Residential Low. Staff proposes CPA25-0005 to correct the land use designation to Residential Neighborhood Low. This change would allow conformance with the overlying zoning district and existing conditions of the neighborhood.

FINDINGS OF FACT:

Background Summary:

1. RCW 36.70A.130 (Washington State Growth Management Act (GMA)) provides for amendments to locally adopted GMA comprehensive plans. Except in limited circumstances as provided for in State law and City Code, comprehensive plan amendments shall be considered by the city legislative body no more frequently than once per year.

2. The City of Auburn processed eight (8) policy/text annual updates to be included with the Comprehensive Plan. Four (4) school district Capital Facilities Plans whose districts occur within the City of Auburn, the City of Auburn Capital Facilities Element, Housing Element, Housing Needs Assessment, and the removal of the City of Auburn Core Plan. These updates are proposed to be incorporated by reference in the current Capital Facilities Element, of the current Auburn Comprehensive Plan and are processed as Policy/Text (P/T) amendments and are captured by City File No. CPA25-0003 & CPA25-0006.

3. The City of Auburn proposes one (1) Land Use Map Amendment to the City's Comprehensive Land Use Map (City File No. CPA25-0005).

4. The environmental review decision under the State Environmental Policy Act (SEPA) for the school district capital facilities plans were prepared separately by each school district acting as their own lead agency, as allowed by State law (State Environmental Policy Act (SEPA)).

5. The environmental review under the State Environmental Policy Act (SEPA) for the policy text amendments No. 5-7, and map amendment No. 1. City-initiated policy/text amendments resulted in a Determination of Non-Significance (DNS) issued for the City-initiated Comprehensive Plan Amendments on August 11 (City File No. SEP25-0013). The comment period ended at 5:00 p.m. August 25th, 2025, and the appeal period ended at 5:00 p.m. September 9th, 2025. No comments on the proposed text amendments were received.

6. The environmental review under the State Environmental Policy Act (SEPA) for P/T No. 8. The City issued a DNS for P/T No. 8 on September 22nd, 2025 (City File No. SEP25-0016). The comment period ended at 5:00 p.m. October 7th, 2025. No comments on the proposed text amendments were received.

7. As provided in the City code, the Comprehensive Plan amendments are reviewed during a public hearing process before the City of Auburn Planning Commission, who then provides a recommendation to the City Council for final action which generally occurs, but is not required to, prior to the end of the year.

8. Pursuant to RCW 36.70A.106, the proposed comprehensive plan amendments outlined in this staff report were sent to the Washington State Department of Commerce and other state agencies for the required state review. The Washington State Department of Commerce acknowledged receipt on July 25th, 2025, by Submittal ID No. 2025-S-9678 (CPA25-0003) and on August 22nd, 2025, by submittal ID No. 2025-S-9780 (CPA25-0006). No comments have been received from the Washington State Department of Commerce or other state agencies as of the writing of this report. A copy of the transmittal and acknowledgement is provided as No. 2024-S-7564 and ID No. 2024-S-7565

CONFORMANCE WITH THE CRITERIA FOR PLAN AMENDMENTS

1. *The proposed change will further and be consistent with the goals and objectives of the plan and the plan will remain internally consistent.*

Discussion

Proposed changes identified in P/T Nos. 1–8 and M No. 1 are intended to ensure alignment with the overarching goals and objectives of the Comprehensive Plan and maintain internal consistency across its elements.

P/T No. 1- No. 5 The acceptance of the School District's Capital Facilities Plans, along with revisions to the Capital Facilities Element, enables full integration of the district's growth and development targets. These updates also enhance coordination with the City's infrastructure planning to support future school sites and capital projects.

P/T No. 6 – No. 7 Revisions to the Housing Element and Housing Needs Assessment align the City's planning framework with residential development targets established for 2044. These updates address an error in the Housing Need by Income and County Tables and Figure of the Housing Element and Housing Needs Assessment ensuring Auburn's growth targets are correct within the tables.

P/T No. 8 The removal of the Core Plan as a reference document is recommended to prevent reliance on outdated or inaccurate information. Although its removal does not directly affect the Comprehensive Plan, it was not updated as part of the 2024 Periodic Update. However, the value statements of the Core Plan are still carried through the Comprehensive Plan updated in 2024. .

M No. 1 Finally, the proposed amendment to the Comprehensive Land Use Map is necessary to bring a specific neighborhood into conformance with its designated zoning district. This change resolves existing inconsistencies between residential and public land uses, promoting clarity, and regulatory alignment.

2. *Whether the capacity to provide adequate services is diminished or increased*.

Discussion

Proposed changes outlined in P/T Nos. 1–7 and M No. 1 identify key projects, goals, and policies aimed at enhancing and sustaining adequate public services throughout the City of Auburn.

The Capital Facilities Plans submitted by the four school districts serving Auburn residents address the growing need for additional classrooms, service buildings, and educational facilities. These plans respond to projected population growth and are designed to maintain and improve the quality of educational services for Auburn's students.

Updates to the Housing Needs Assessment and Housing Element incorporate regional affordable housing targets established by King and Pierce Counties. When paired with the City's Capital Facilities Element and Capital Facilities Plan, these revisions support a coordinated approach to planning and development, ensuring that public services keep pace with residential growth.

The proposed amendment to the Comprehensive Land Use Map directly affects the types of services permitted within designated neighborhoods. The application of R-2 Residential Low and Residential Neighborhood Low zoning designations removes policy barriers to future development and enables continued public investment in alignment with residential land uses.

P/T No. 8 does not directly affect service capacity. The Core Plan, previously used as a reference document for integrating studies into the Comprehensive Plan, is no longer necessary. As relevant studies are now appended directly to the Comprehensive Plan, a separate interface document is redundant and may be retired without impacting coordination of public services.

3. Assumptions upon which the comprehensive plan is based are found to be invalid.

Discussion

As a result of updates to the Capital Facilities Plans (P/T Nos. 1–4), the information contained in the City's Capital Facilities Element, specifically the "Public Institutions" section (P/T No. 5) no longer reflected current conditions. Revisions to the Capital Facilities Element were necessary to restore internal consistency and ensure alignment with present-day infrastructure planning.

P/T Nos. 6 and 7 address inaccuracies within in the Housing Need by Income and County table and figure Correcting these figures enables the City to more accurately plan for and deliver services and facilities that support affordable housing development, in accordance with regional growth targets and the planning policies of King and Pierce Counties.

P/T No. 8 proposes the removal of the Core Plan as a reference document within the Comprehensive Plan. This recommendation stems from the consolidation of outdated information that no longer supports the City's adopted goals and policies. The Core Plan was not updated during the 2024 Periodic Update and retaining it as a reference, risks distorting future planning efforts by embedding obsolete data into the Comprehensive Plan.

M No. 1 corrects a mapping error that misclassified 23 parcels containing single-unit detached homes as Public/Quasi-Public, thereby conflicting with the underlying R-2 Residential Low zoning designation. The proposed amendment restores the appropriate land use designation of Residential Neighborhood Two, bringing the map into conformance with existing conditions and ensuring consistency with the Comprehensive Plan's goals and policies.

4. *A determination of change or lack of change in conditions or circumstances has occurred since the adoption of the latest amendment to the specific section of the comprehensive plan that dictates the need for a proposed amendment.*

Discussion

All proposed amendments reflect a clear determination of change in conditions or circumstances since the last update to the relevant sections of the Comprehensive Plan.

P/T Nos. 1–4 propose updates to the Capital Facilities Plans submitted by the four school districts serving Auburn residents.

- Auburn School District anticipates continued growth and expansion of educational services.
- Dieringer School District seeks reconfiguration to address social constraints and the need for permanent facilities.
- Federal Way Public Schools is evaluating future residential demand driven by the Federal Way Town Center and Link Light Rail expansion.
- Kent School District is responding to declining enrollment and evolving student needs.

P/T No. 5 addresses direct changes to project timelines and completion status and revises administrative language to guide future annual amendments to school district Capital Facilities Plans.

P/T Nos. 6–7 revise affordable housing allocations in accordance with Vision 2050 and Countywide Planning Policies. These updates ensure the City remains compliant with regional housing targets and accurately reflects growth projections in the Housing Element and Housing Needs Assessment.

P/T No. 8 recommends removal of the Core Plan, an advisory document that was not updated during the 2024 Periodic Update and therefore contains outdated information.

M No. 1 corrects a mapping error that misclassified 23 parcels containing single unit detached homes as Public/Quasi-Public. The proposed re-designation to Residential Neighborhood Two restores consistency with the R-2 Residential Low zoning district and supports the preservation of neighborhood character and permitted land uses.

5. *If applicable, a determination that a question of consistency exists between the comprehensive plan and Chapter 36.70A RCW, the countywide planning policies for either King and/or Pierce County, as appropriate, and Vision 2050.*

Discussion

Among the proposed amendments, P/T Nos. 6–7 are the only text revisions that directly address policy consistency between the City of Auburn's Comprehensive Plan and the legislative frameworks

established by the King and Pierce Countywide Planning Policies and Vision 2050. Specifically, updates to Table 1 of the Housing Element and Figure 34 of the Housing Needs Assessment currently misrepresent the total affordable housing allotment required to meet regional housing needs through 2044. These amendments correct that discrepancy and ensure alignment with adopted regional growth strategies.

In contrast, P/T Nos. 1–5, 8, and M No. 1 do not resolve direct inconsistencies with regional planning policies. Instead, these amendments focus on correcting internal documentation, updating public service provisions, and improving alignment with existing conditions and administrative processes within the City's planning framework.

6. *If the request is to change the land use designation of a specific property on the comprehensive land use map, the applicant must demonstrate one of the following:*

    a. *The current land use designation was clearly made in error or due to an oversight;*

    b. *The proposed land use designation is adjacent to property having a similar or compatible designation, or other conditions are present to ensure compatibility with surrounding properties;*

    c. *There has been a change in conditions since the current land use designation came into effect.*

Discussion

M No. 1 represents the sole amendment to the Comprehensive Land Use Map and addresses a mapping error introduced during the periodic update process. The proposed correction redesignates 23 parcels from Public/Quasi-Public to Residential Neighborhood Two, restoring consistency with the existing R-2 Residential Low zoning and the established character of the neighborhood.

This amendment is not based on a change in external conditions since the adoption of the current designation. Rather, it corrects a mis-designation that conflicts with both the zoning district and permitted land uses. The proposes designation aligns with the existing zoning, character of the neighborhood, and with the goals and policies of the Comprehensive Plan.

Procedural Steps:

7. The proposed text amendment (zoning code update) has been discussed with the Planning Commission previously at a special meeting on September 16, 2025.

8. Pursuant to Revised Code of Washington (RCW) 36.70A, the text and map amendments were transmitted to the Washington State Department of Commerce on July 25th, 2025 and August 22nd, 2025. The 60-day notice period ended on October 21st, 2025.

9. ACC 14.22.100 outlines the public hearing requirements by planning commission. Amendments to the Periodic Comprehensive Plan generally comply with "area-wide" requirements.

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

B. Notwithstanding the above, the director may expand the minimum noticing provisions noted above as deemed necessary.

C. Planning Commission Recommendation. The planning commission shall conduct a public hearing on all potential comprehensive plan amendments and shall make and forward a recommendation on each to the city council. The planning commission shall adopt written findings and make a recommendation consistent with those findings to the city council.

D. The city council, if it elects to amend the comprehensive plan, shall adopt written findings and adopt said amendments by ordinance.

E. State Review. All comprehensive plan amendments considered by the planning commission shall be forwarded for state agency review consistent with RCW 36.70A.106.

F. Any appeal of an amendment to the comprehensive plan shall be made in accordance with Chapter 36.70A RCW.

10. A Notice of Public Hearing (NOH) will be issued on October 10, 2025. Pursuant to ACC 14.22.100, the following methods of noticing for the Planning Commission public hearing were conducted:
    a. The NOH was published in the Seattle Times on October 10, 2025.
    b. The NOH was posted in two general public locations (City Hall and City Annex).
    c. The NOH was posted on City's Public Land Use Notice webpage.
    d. In regard to CPA25-0005 Comprehensive Land Use Map updates, a mailed notice was delivered to properties within a 300-foot radius of the affected properties.

11. A public hearing was conducted by the Planning Commission on October 21, 2025.

EXHIBITS:

1. PowerPoint Presentation
2. P/T No. 1 – 8 Text Amendments
3. M No. 1 Land Use Map Amendment

PLANNING COMMISSION

2025 CITY-INITIATED ANNUAL AMENDMENTS

PRESENTED BY
GABRIEL CLARK, PLANNER II
OCTOBER 21, 2025

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

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

PROPOSED 2025 COMPREHENSIVE PLAN ANNUAL AMENDMENTS

- The 2025 Comprehensive Plan Amendment packet includes eight (8) proposed Policy/Text (P/T) amendments and one (1) Land Use Map update (M).
  - P/T No. 1 Auburn School District
  - P/T No. 2 Dieringer School District
  - P/T No. 3 Kent School District
  - P/T No. 4 Federal Way Public Schools
  - P/T No. 5 Capital Facilities Element
  - P/T No. 6 Housing Element
  - P/T No. 7 Housing Needs Assessment
  - P/T No. 8 Removal of Core Plan
  - M No. 1 Comprehensive Plan Land Use Map Update

SCHOOL DISTRICT CAPITAL FACILITIES PLANS

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

Auburn School District No. 408

Capital Facilities Plan

2025 through 2031

Terminal Park Elementary School – 2023

Adopted by the Auburn School District Board of Directors on June 9, 2025

CAPITAL FACILITIES PLAN
2025-2031

Dieringer School District

1320 178th Ave E, Lake Tapps, WA

1 |

FEDERAL WAY PUBLIC SCHOOLS 2026 CAPITAL FACILITIES PL

FEDERAL WAY PUBLIC SCHOOLS
2026
CAPITAL FACILITIES PLAN
May 12, 2025

BOARD OF EDUCATION

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

SUPERINTENDENT

Dr. Dani Pfeiffer

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

KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

Six-Year Capital Facilities Plan
2024-2025 through 2030-2031

June 2025

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

BOARD of DIRECTORS

Ms. Meghin Margel, President
Mr. Donald Cook, Vice President
Mr. Tim Clark, Legislative Representative
Mr. Andy Song, Director
Ms. Teresa Gregory, Director

ADMINISTRATION

Israel Vela
Superintendent of Schools

Dr. Wade Barringer, Deputy Superintendent
Dave Bussard, Executive Director Operations
Raul Parungao, Executive Director of Finance
Gordon Cook, Director of Facilities
Brett Scribner, Assistant Director Capital Projects

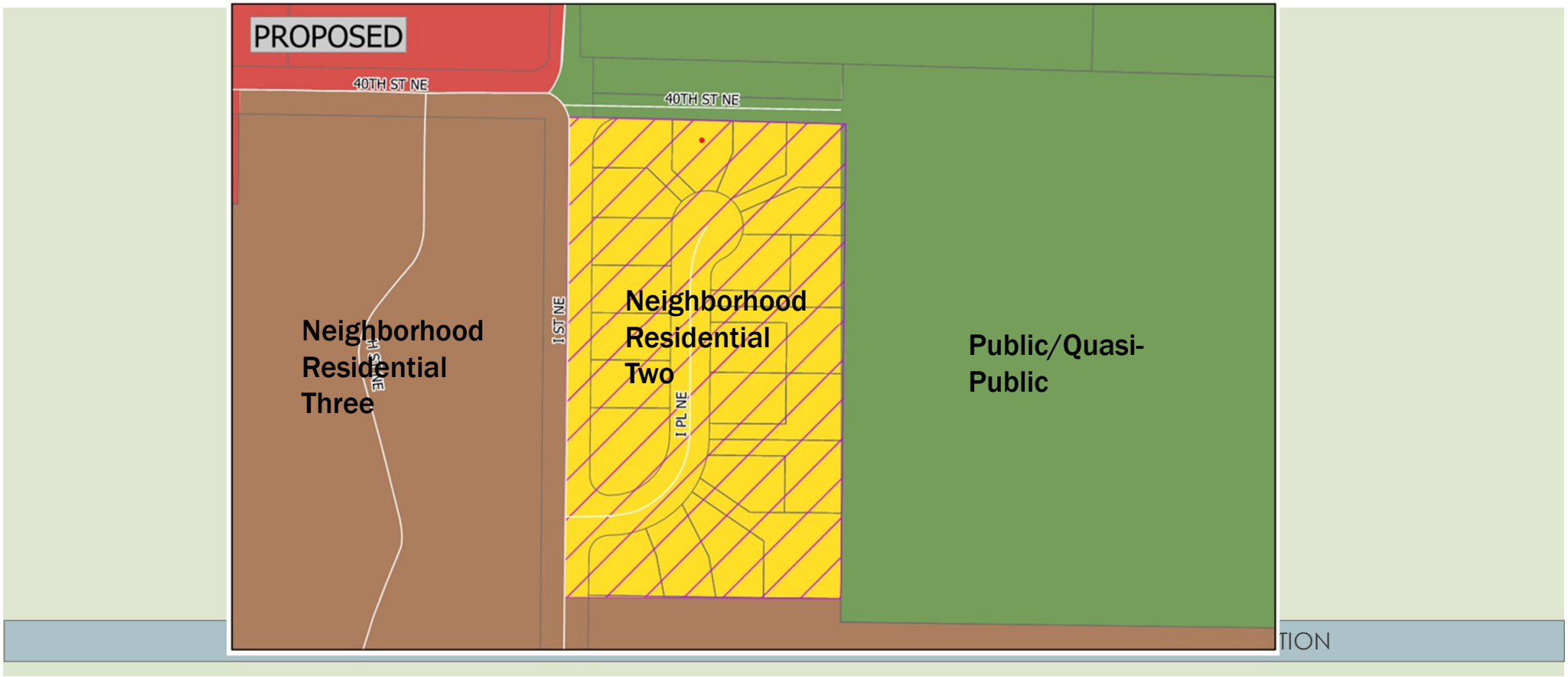
HOUSING ELEMENT AND NEEDS ASSESSMENT

Figure 34 – Housing Need by Income and County

County		Total	0-30%		>30% to 50%	>50% to 80%	>80% to 100%	>100% to 120%	>120%	Net New Emergency Housing Needs
			Non-PSH	PSH						
King	Supply (2019)	28,049	1,076	237	8,029	8,075	4,427	3,302	2,903	58
	Net New Need (2044)	12,000	1,543	812	309	616	1,146	1,299	6,275	2,293
Pierce	Supply (2019)	3,963	0	33	134	493	1,141	680	1,482	8
	Net New Need (2044)	112	14	20	21	16	7	6	27	7
Total	Net New Need (2044)	12,112	1,557	~~892~~ 832	330	632	1,153	~~1,235~~ 1,305	6,302	2,300

Source: King County Ordinance 19660, Countywide Planning Policies; Pierce County Ordinance 2023-22s, Countywide Planning Policies

COMPREHENSIVE LAND USE MAP UPDATE



RECOMMENDATION

Recommendation

Staff requests Planning Commission to recommend approval to City Council of the 2025 City Initiated Annual Amendments P/T No. 1 – P/T No. 8 and Land Use Map Amendment M No. 1.

Thank you!

Department of Community Development

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

AUBURN VALUES

SERVICE

ENVIRONMENT

ECONOMY

CHARACTER

SUSTAINABILITY

WELLNESS

CELEBRATION

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 7009 (Krum)
An Ordinance adopting School Impact Fees For 2026, amending Chapter 19.02 of the Auburn City Code

Meeting Date:
December 1, 2025

(RECOMMENDED ACTION: Move to approve Ordinance No. 7009.)

Department:
Community Development

Attachments:
Ordinance No. 7009, Exhibit A Auburn , Exhibit B Dieringer, Exhibit C Federal Way, Exhibit D Kent, Exhibit E Chapter 19.02 ACC, School Impact Fees

Budget Impact:

Administrative Recommendation:
City Council to approve Ordinance No. 7009.

Background for Motion:
This Ordinance would amend City Code to reflect the proposed impact fees requested by the School Districts serving Auburn residents in order to meet their respective Capital Facility Plan needs.

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

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

The City of Auburn Annual Comprehensive Plan Amendment process for 2025 included requests for

City approval of the Capital Facilities Plans of the four districts as follows:

- 2025–2031 Auburn School District Capital Facilities Plan;
- 2025–2031 Dieringer School District Capital Facilities Plan;
- 2026 Federal Way Public Schools Capital Facilities Plan; and
- 2024–2025 through 2030–2031 Kent School District Capital Facilities Plan.

These requests were submitted in accordance with the provisions of ACC 19.02.050.

The School Districts' Capital Facilities Plans are contained in the packet for the 2025 Annual Comprehensive Plan Amendments, distributed to the City Council prior to the November 24, 2025, Study Session under a separate Ordinance, Ordinance No. 6990.

Definition
ACC 19.02.020(N) provides the following definition:
"Impact fee" *means a payment of money imposed upon development as a condition of development approval to pay for school facilities needed to serve new growth and development that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the school facilities, and that is used for such facilities that reasonably benefit the new development.*

Related Authority
Other relevant findings include:

- Chapter 82.02 of the Revised Code of Washington (RCW) and Washington Administrative Code (WAC) 365-196-850 authorize cities, towns, and counties planning under the Growth Management Act (GMA) to impose impact fees.
- ACC 19.02.030(D) "The impact fee shall be based on a Capital Facilities Plan adopted by the School District and incorporated by reference by the City as part of the Capital Facilities Element of the City's Comprehensive Plan, adopted pursuant to Chapter 36.70A RCW, for the purpose of establishing the fee program."
- ACC 19.02.030(E) "Separate fees shall be calculated for single family and multifamily types of dwelling units, and separate student generation rates must be determined by the School District for each type of dwelling unit."
- ACC 19.02.030(F) "The fee shall be calculated on a district-wide basis using the appropriate factors and data supplied by the district. The fee calculations shall also be made on a district-wide basis to assure maximum utilization of all available school facilities in the School District which meeting level of service standards."
- As a condition of the City's authorization and adoption of a school impact fee ordinance and codified in ACC 19.02.040, the City and the applicable School District shall enter into an interlocal agreement governing the operation of the school impact fee program and describing the relationship and liabilities of the parties. The agreement must provide that the district shall hold the City harmless for all damages.
- ACC 19.02.050 "On an annual basis (by July 1st or on a date agreed to by district and the City and stipulated in the interlocal agreement), any District for which the City is collecting impact fees shall submit the Capital Facilities Plan and supporting information to the City."
- ACC 19.02.070(D) "The City will impose an application fee, as provided for in the City's adopted fee schedule, per dwelling unit which is subject to and not otherwise exempt from this chapter to cover the reasonable cost of administration of the impact fee program. The fee is not refundable and is collected from the applicant of the development activity permit at the time

of permit issuance."

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

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

Staff Recommendation

Staff finds the Auburn, Dieringer, Federal Way, and Kent School Districts provided Capital Facilities Plans supporting their requests to amend the School Impact Fees by meeting all requirements listed in ACC 19.02.050 and referenced in Ordinance No. 6990.

Auburn School District

The Auburn School District requests to modify, as indicated by letter proposed impact fees for the 2026 year submitted with the District's Capital Facilities Plan, set forth in Exhibit A. The Auburn School District requests an increase to School Impact Fees relating to single-family dwelling units. The proposed fee for a single family dwelling unit is $8,003.00, an increase of $3,419.00, and the proposed fee for a multifamily dwelling unit is $8,966.00, which remained the same as the prior year.

Dieringer School District

The Dieringer School District requests modify, as indicated by the letter proposed impact fees for 2026 submitted with the District's Capital Facilities Plan, set forth in Exhibit B. The Dieringer School District requests an increase in fees for both single-family and multifamily dwelling units. The proposed fee for a single family dwelling unit is $7,333.00, an increase of $2,788.00 and the fee for a multifamily dwelling unit is proposed to be $4,545.00, an increase of $2,135.00.

Historically, the City has established fee rates for the Dieringer School District that is consistent with Pierce County's maximum fee obligation since it is more appropriate and consistent with the public's interest in mitigating school impacts within the affected portion of the City. Dieringer School District's fee calculations do not exceed the maximum fee obligation set by Pierce County Code (PCC) 4A.30.030. PCC 4A.30.030 identifies a maximum impact fee obligation for a single-family dwelling unit of $8,054.00, and for a multifamily dwelling unit of $4,545.00. The Dieringer School District is the only school district common to both the jurisdictions of the City of Auburn and Pierce County.

Federal Way Public Schools

The Federal Way Public School District indicated by letter submitted with their Capital Facilities Plan proposed impact fees for the 2026 year as set forth in Exhibit C. Federal Way Public Schools requests to retain the 2025 $0.00 impact fee for single-family and multifamily dwelling units. Federal Way Public Schools requested to not adopt School Impact Fees for 2026 based on revised student generation rates, and capacity and enrollment projections.

Kent School District

The Kent School District indicated by letter submitted with their Capital Facilities Plan proposed impact fees for the 2026 year as set forth in Exhibit D. The Kent School District requests to retain the

2025 $0.00 impact fee for single family and multifamily dwelling units. The District notes in the Capital Facilities Plan impact fees are not proposed in 2026 based on revised student generation rates, and capacity and enrollment projections.

Council Review and Adoption

The establishment of the actual fee amount occurs through separate Council action to amend Chapter 19.02 ACC. ACC 19.02.060 specifies the following:

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

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

Sections 19.02.115 Dieringer School District (Exhibit B), 19.02.120 Auburn School District (Exhibit A), 19.02.130 Kent School District (Exhibit D), and 19.02.140 Federal Way Public Schools (Exhibit C) of the Auburn City Code are amended to reflect the updated School Impact Fees determined by the submitted fee matrices provided by each school district serving the City of Auburn, as set forth in Exhibit E.

Staff presented the proposed changes to City Council at Study Session on November 24, 2025.

Councilmember: Tracy Taylor **Staff:** Jason Krum

ORDINANCE NO. 7009

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ADOPTING SCHOOL IMPACT FEES FOR 2026, AMENDING CHAPTER 19.02 OF THE AUBURN CITY CODE

WHEREAS, Chapter 82.02 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) 365-196-850 authorizes cities, towns, and counties planning under the Growth Management Act (GMA) to impose impact fees; and

WHEREAS, the City of Auburn provides various services, a number of which entail charging a fee; and

WHEREAS, the Auburn City Council has determined that continuing growth and development in the City of Auburn will create additional need and demand for school facilities, and that new growth and development should pay a proportionate share of the cost of developing new facilities by establishing Chapter 19.02 “School Impact Fees” of the Auburn City Code through the passage of Ordinance No. 5078; and

WHEREAS, pursuant to ACC 19.02.060, on at least an annual basis, the Auburn City Council shall review the information submitted by the School Districts pursuant to ACC 19.02.050. The review shall be in conjunction with any update of the Capital Facilities Element of the City's Comprehensive Plan; and

WHEREAS, the impact fee calculation shall be based upon the formula set forth in ACC 19.02.110; and

WHEREAS, separate fees shall be calculated for single family and multifamily dwelling units, and separate student generation rates must be determined by the School District for each type of dwelling unit; and

WHEREAS, the Auburn School District, Dieringer School District, Federal Way Public Schools, and Kent School District adopted new impact fees as a part of the Capital Facilities Plans adopted by the respective school boards in 2025; and

WHEREAS, it is appropriate to review and amend Chapter 19.02 ACC for City Fees to be charged in 2026.

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

Section 1. **Adopted Auburn School District Impact Fees.** The Auburn School District requests to modify, as indicated by letter proposed impact fees for the 2026 year submitted with the District's Capital Facilities Plan, set forth in Exhibit A. The Auburn School District requests an increase to school impact fees relating to single family dwelling units. The proposed fee for a single family dwelling unit is $8,003.00, an increase of $3,419.00, and the requested fee for a multifamily dwelling unit is $8,966.00 which remained the same as the prior year.

Section 2. **Adopted Dieringer School District Impact Fees.** The Dieringer School District requests to modify, as indicated by the letter proposed impact fees for the 2026 year submitted with the District's Capital Facilities Plan, set forth in Exhibit B. The Dieringer School District proposes an increase in fees for both single family and multifamily dwelling units. The proposed fee for a single family dwelling unit is $7,333.00, an increase of $2,788.00 and the fee for a multifamily dwelling unit is proposed to be $4,545.00, an increase of $2,135.00. Historically, the City has established fee rates for the Dieringer School District that is consistent with Pierce County's maximum fee obligation since it is more appropriate and consistent with the public's interest in mitigating

school impacts within the affected portion of the City. Dieringer School District's fee calculations do not exceed the maximum fee obligation set by Pierce County Code (PCC) 4A.30.030. PCC 4A.30.030 identifies a maximum impact fee obligation for single family dwelling units of $8,054.00, and for multifamily dwelling units of $4,545.00. The Dieringer School District is the only school district common to both the jurisdictions of the City of Auburn and Pierce County.

Section 3. **Adopted Federal Way School District Impact Fees.** The Federal Way Public School District indicated by letter submitted with their Capital Facilities Plan proposed impact fees for the 2026 year, as set forth in Exhibit C. Federal Way Public Schools requests to retain the 2025 $0.00 impact fee for single family and multifamily dwelling units. Federal Way Public Schools requested to not adopt school impact fees for 2026 based on revised student generation rates, and capacity and enrollment projections.

Section 4. **Adopted Kent School District Impact Fees.** The Kent School District indicated by letter submitted with their Capital Facilities Plan proposed impact fees for the 2026 year, as set forth in Exhibit D. The Kent School District requests to retain the 2025 $0.00 impact fee for single family and multifamily dwelling units for 2026. The District notes in the Capital Facilities Plan impact fees are not proposed in 2026 based on revised student generation rates, and capacity and enrollment projections.

Section 5. **Amendment to City Code.** Sections 19.02.115 Dieringer School District (Exhibit B), 19.02.120 Auburn School District (Exhibit A), 19.02.130 Kent School District (Exhibit D), and 19.02.140 Federal Way Public Schools (Exhibit C) of the Auburn City Code is amended to reflect the updated school impact fees determined by the

submitted fee matrices provided by each School District serving the City of Auburn, as set forth in Exhibit E.

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

Section 7. **Effective date.** This Ordinance will take effect and be in force on passage, approval, and on January 1, 2026.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Jason Whalen, City Attorney

Published: _____

Exhibit A

AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

CAPITAL PROJECTS DEPARTMENT

To: Gabriel Clark
Department of Community Development
City of Auburn

From: Jeffrey Grose
Executive Director of Capital Projects

Date: May 20, 2025

Subject: 2025 – 2031 Capital Facilities Plan

Auburn School District has prepared our 2025 – 2031 Capital Facilities Plan which includes the calculation of impact fees. This year's impact fees and computations are as follows:

	Single Family	Multi-Family
Site Acquisition Costs:	$0	$0
School Construction Costs:	$24,504	$31,980
Portable Classroom Costs:	$184	$240
State Match Credit:	$0	$0
Tax Credit:	($8,682)	($3,404)
Subtotal:	$16,006	$28,816
50% Discount:	($8,003)	($14,408)
Auburn School District Adjustment	$0	($5,442)
2025 IMPACT FEES:	$8,003	$8,966

Attached are copies of the full fee calculations.

During the past year, the District experienced an increase in the construction cost for a new middle school and an increase in single-family and multi-family Student Generation Factors. This contributed to an increase in the impact fee for single-family residences from $4,584 to $8,003. It also contributed to an increase in the impact fee for multi-family residences.

Based on an application of King County Code 21A and its associated formula, the District's impact fee for multi-family residences in 2025 would increase from $8,966 to $14,408. The District has reduced this fee by $5,442 to match the multi-family fee collected in 2024. This discretionary reduction was made to establish a more stable impact fee that is generated by multi-family developments.

Please let me know if you or others have questions or would like to meet with me to review our fees and the 2025 – 2031 Capital Facilities Plan.

The 2025 – 2031 Capital Facilities Plan will be submitted for adoption by the Auburn School District Board of Directors on June 9, 2025.

Attachment: Impact Fee Calculation – Single-Family Residence, 1 page.
Impact Fee Calculation - Multi-Family Residence, 1 page.

Cc: Cindi Blansfield – Auburn School District
Jason Krum – City of Auburn

AUBURN SCHOOL DISTRICT - 2025 IMPACT FEE CALCULATION - SINGLE FAMILY RESIDENCE

SCHOOL SITE ACQUISTION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Factor	Cost per SFR
Elementary	12	$533,937	650	$0	0.331	$0
Middle	24	$533,937	800	$0	0.118	$0
High	36	$533,937	1,500	$0	0.545	$0
TOTAL						$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Factor	Cost per SFR
Elementary	$0	650	0.9773	$0	0.331	$0
Middle	$182,000,000	800	0.9128	$207,662	0.118	$24,504
High	$0	1,500	0.9487	$0	0.545	$0
TOTAL						$24,504
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Factor	Cost per SFR
Elementary	$250,000	20.29	0.0227	$280	0.331	$93
Middle	$250,000	28.02	0.0872	$778	0.118	$92
High	$0	28.74	0.0513	$0	0.545	$0
TOTAL						$184
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Factor	Cost per SFR
Elementary	$375.00	90	0.6678	$0	0.331	$0
Middle	$375.00	108	0.6678	$0	0.118	$0
High	$375.00	130	0.6678	$0	0.545	$0
TOTAL						$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	$602,781	1.78915	0.0415	10		$8,682
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee SFR
$0	$24,504	$184	$0	($8,682)	0.500	$8,003

AUBURN SCHOOL DISTRICT - 2025 IMPACT FEE CALCULATION - MULTI FAMILY RESIDENCE

SCHOOL SITE ACQUISTION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Factor	Cost per MFR
Elementary	12	$533,937	650	$0	0.431	$0
Middle	24	$533,937	800	$0	0.154	$0
High	36	$533,937	1,500	$0	0.152	$0
TOTAL						$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Factor	Cost per MFR
Elementary	$0	650	0.9773	$0	0.431	$0
Middle	$182,000,000	800	0.9128	$207,662	0.154	$31,980
High	$0	1,500	0.9487	$0	0.152	$0
TOTAL						$31,980
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Factor	Cost per MFR
Elementary	$250,000	20.29	0.0227	$280	0.431	$121
Middle	$250,000	28.02	0.0872	$778	0.154	$120
High	$0	28.74	0.0513	$0	0.152	$0
TOTAL						$240
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Factor	Cost per MFR
Elementary	$375.00	90	0.6678	$0	0.431	$0
Middle	$375.00	108	0.6678	$0	0.154	$0
High	$375.00	130	0.6678	$0	0.152	$0
TOTAL						$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Cost per MFR
Single Family	$228,511	1.78915	0.0348	10		$3,404
IMPACT FEE SUMMARY - MULTI-FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee MFR
$0	$31,980	$240	$0	($3,404)	0.500	$14,408
				Auburn School District Adjustment		($5,442)
						$8,966

Exhibit B

DIERINGER SCHOOL DISTRICT #343
1320 178th Ave E, Lake Tapps, WA 98391
(253) 862-2537 • FAX (253) 862-8472

August 18, 2025

City of Auburn
ATTN: Alexandria Teague
25 W Main Street
Auburn, WA 98001

Dear Alexandria-

Dieringer School District has updated our impact fee calculations for the period 2025-2031. The calculation for a single family residence is slightly lower than the maximum fee per Pierce County Code 4A.30.030 at $7,333 (and lower than the previous year). The calculation for multi-family residences is up from $3,400 to the Pierce County maximum of $4,545. However, according to Pierce County, there are no active permits for multi-family residences in the Dieringer service area.

Sincerely,

Laura Marcoe

Laura Marcoe, Executive Director of Business Services

Cc: Gabriel Clark

The Dieringer School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Dr. Michaela Clancy, Executive Director of Student Services: Phone: 253-862-2537.

Impact Fee Calculation

TABLE 10 - Single Family (SFR) and Multi-Family (MFR) Impact Fee Calculation

School Site Acquisition Cost		Facility Acreage	Cost/Acre	Facility Capacity	Student Generation Rate SFR	Student Generation Rate MFR	Cost/SFR	Cost/MFR
Elementary #3		12	613,107	433	0.3516	0.3011	5,974	5,116
School Construction Cost			**Facility Cost**	**Facility Capacity**	**Student Generation Rate SFR**	**Student Generation Rate MFR**	**Cost/SFR**	**Cost/MFR**
Elementary #3			30,819,806	433	0.3516	0.3011	25,026	21,432
NTMS Classroom Addition			3,846,312	112	0.1080	0.1131	3,709	3,884
							28,735	25,316
Temporary Facility Cost		**$ Temp/Total Sq Ft**	**Facility Cost**	**Facility Size**	**Student Generation Rate SFR**	**Student Generation Rate MFR**	**Cost/SFR**	**Cost/MFR**
State Matching Credit	**Construction Cost Allowance**	**OSPI SF Per Student**	**State Match %**	**State Match Per Student**	**Student Generation Rate SFR**	**Student Generation Rate MFR**	**Cost/SFR**	**Cost/MFR**
Elementary	375.00	90	0.5069	17,107.88	0.3516	0.3011	6,015	5,151
Middle School	375.00	108	0.5069	20,529.45	0.1080	0.1131	2,217	2,322
							8,232	7,473
Tax Payment Credit							**SFR**	**MFR**
Average Assessed Value							947,500	615,875
Capital Bond Interest Rate							4.30%	4.30%
Net Present Value of Average Dwelling							7,571,574	4,921,523
Years Amortized							10	10
2025 Property Tax Levy Rate							1.5600	1.5600
Present Value of Revenue Stream							11,812	7,678
Fee Summary							**SFR**	**MFR**
Site Acquisition Costs							5,974	5,116
Permanent Facility Cost							28,735	25,316
Temporary Facility Cost							-	-
State Match Credit							(8,232)	(7,473)
Tax Payment Credit							(11,812)	(7,678)
Fee Obligation							14,665	15,281
Fee with Discount of 50%							7,333	7,641
Maximum Fee Obligation per Pierce County Code 4A.30.030							8,054	4,545
Final Proposed Impact Fee (Lesser of 50% of Fee Obligation or Pierce County Maximum)							**7,333**	**4,545**

Exhibit C

FEDERAL WAY
PUBLIC SCHOOLS
Each Scholar: A voice. A dream. A **BRIGHT** future.

Department of
BUSINESS SERVICES

July 15, 2025

Alexandria Teague
Planning Services Manager
City of Auburn
25 West Main Street
Auburn WA 98001-4998

Dear Ms. Teague,

On behalf of Dr. Pfeiffer, Superintendent of Federal Way Public Schools, please find attached a copy of the Federal Way Public Schools' 2026 Capital Facilities Plan.

Federal Way Schools' Board of Education Resolution No. 2025-05 (also attached) directs the Superintendent to submit the adopted Federal Way Public Schools' 2026 Capital Facilities Plan to the City of Auburn.

The plan was adopted by the Federal Way Public School District Board of Directors on June 10, 2025 and includes documentation and calculation of impact fees. We respectfully request City of Auburn to retain the 2025 impact fee at $0 for each single-family development and decrease the impact fee to $0 for each multi-family development unit.

The expenditure report for the 2024 calendar year is also attached.

If you have any questions please contact Jen Thomas at (253)945-2071 or by email at jthomas@fwps.org.

Sincerely,

Rob Bryant
Chief Finance and Operations Officer
Federal Way Public Schools
rbryant@fwps.org
(253)945-2042

CC: Dr. Dani Pfeiffer, Superintendent
Marla Newton, Deputy Superintendent
Michael Swartz, Executive Director of Capital Projects
Jennifer Thomas, Student & Demographic Forecaster
Josh Steiner, City of Auburn

Attachments: 3

IMPACT FEE CALCULATION CHANGES FROM 2025 to 2026

Item	From/To	Comment
Percent of Permanent Facilities	97.68% to **97.62%**	Report #3 OSPI
Percent Temporary Facilities	2.32% to **2.38%**	Updated portable inventory
Average Cost of Portable Classrooms	$231,523 to $400,000	Cost of last portable purchased.
Construction Cost Allocation	$271.61 to **$375.00**	Change effective July 2024
State Match	63.86% to **67.34%**	Change effective February 2024
Average Assessed Value		Per King County Assessor's Office
SFR-	$536,791 to **$593,412**	Single-family residences (taxable)
MFR-	$203,026 to **$197,757**	Apartments/Condos (taxable)
Capital Bond Interest Rate	3.48% to **4.15%**	Market Rate
Property Tax Levy Rate	$1.53 to **$1.06**	King County Treasury Division
Student Generation Factors		Updated Housing Inventory
Single-Family		*Note: Student generation factors for our single family units are based on new developments constructed within the District over the last five (5) years prior to the date of the fee calculation.*
Elementary	0.9649 to **0.9304**	
Middle School	0.4035 to **0.3130**	
High School	0.4211 to **0.3652**	
Multi-Family		*Student generation factors for are multi-family units are based on new developments constructed within the District over the last five (5) years prior to the date of the fee calculation.*
Elementary	0.3855 to **0.4299**	
Middle School	0.1740 to **0.1616**	
High School	0.2070 to **0.1875**	
Impact Fee[1]		
SFR-	$0 to $0	Single-Family Residential based on the updated calculation
MFR -	$0 to $0	Multi-Family Residential based on the updated calculation

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

Exhibit D

Gabriel Clark

From: Keatts, Cindy <Cindy.Keatts@kent.k12.wa.us>
Sent: Monday, June 2, 2025 9:21 AM
To: Gabriel Clark
Cc: Alexandria Teague
Subject: RE: City of Auburn - 2025 School District Annual Comprehensive Plan Amendments
Attachments: 2024 2025 CFP Draft 05122025.pdf; Sepa Environmental Checklist 2025.docx; DNS for CFP 2025 Signed (002).docx

CAUTION: The following message originated from outside the City of Auburn. Be careful opening links and attachments

Hi Gabriel,

Attached is the draft 2024 – 2025 CFP for Kent School District. Due to decrease in enrollment we will not be collecting impact fees this year. Our CFP is set to go to the board for approval at one of the June meetings, I will send a final copy once accepted. Please let me know if there is anything else I can help with.

Thank you,

Cindy Keatts
Executive Assistant|Operations
Kent School District Administration Center
12033 SE 256th Street A-300
Kent, WA 98030-6503
Ph: **253-373-7873**
cindy.keatts@kent.k12.wa.us
Pronouns | She and Her

Electronic Privacy Notice. This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

From: Gabriel Clark <GClark@auburnwa.gov>
Sent: Monday, May 5, 2025 1:39 PM
To: Gabriel Clark <GClark@auburnwa.gov>
Cc: Alexandria Teague <ateague@auburnwa.gov>
Subject: City of Auburn - 2025 School District Annual Comprehensive Plan Amendments

WARNING: This is not from a KSD email address. Use caution prior to responding, opening attachments, following links or providing personal information. If you believe this is a phishing attempt, please forward it to phishing@kent.k12.wa.us.

Good afternoon,

The City of Auburn is beginning the Annual Comprehensive Plan update process for 2025, and I wanted to make you aware of the items the City needs to complete the process.

To process the Annual Amendment the City requires submission of the following items:

1. Adopted or draft Capital Facilities Plan
2. SEPA Determination and Environmental Checklist
3. Matrix of the adopted fee calculations
4. A memo to council to increase, decrease or retain the school impact fees.

Providing the required information is appreciated as early as possible to avoid issues in incorporating materials into the Annual Comprehensive Plan Package (**June/July 2025**). If the Capital Facilities Plan has not yet been adopted by the school board, a draft version is sufficient for acceptance. Please provide the estimated date for the school boards adoption of the Capital Facilities Plan and I will reach out for the Final Adopted Plans to insert into the Annual Amendment Package.

Thank you for your assistance in this process. I will provide periodic updates as the project moves forward and dates of Planning Commission meetings.

CODE QUESTIONS?
Book an online meeting: Virtual Permit Center - City of Auburn (auburnwa.gov)

Gabriel Clark, Planner II
Department of Community Development
City of Auburn | www.auburnwa.gov
Office 253-470-2147| gclark@auburnwa.gov
Mailing Address: 25 W Main Street, Auburn, WA 98001
Permit Center Address: 1 E Main Street, Auburn, WA 98002 (Click Here for Map)
Customer Service Survey | Application Forms | Zoning Maps

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

X - Appendices

Changes to Impact Fee Calculation Factors Include:

ITEM	Grade /Type	FROM	TO	Increase/ Decrease	Comments
Student Generation Factor	Elem	0.229	0.222	-0.007	
Single Family (SF)	MS	0.087	0.092	0.005	
	SH	0.113	0.116	0.003	
	Total	0.429	0.430	0.001	
Student Generation Factor	Elem	0.109	0.075	-0.034	
Multi-Family (MF)	MS	0.037	0.030	-0.007	
	SH	0.054	0.032	-0.022	
	Total	0.200	0.137	-0.063	
State Funding Assistance Ratios ("State Match")		52.88%	54.31%	1.43%	Per OSPI Website
Area Cost Allowance		$375.00	$375.00	0.000	Per OSPI Website Link
Average Assessed Valuation (AV)	SF	$594,679	$657,970	63,291	King County
AV - Average of Condominiums & Apts.	MF	$310,811	$320,116	9,305	King County
Debt Service Capital Levy Rate / $1000		$1.11	$0.46	($0.65)	Per King Co. Assessor Report
General Obligation Bond Interest Rate		3.48%	4.37%	0.89%	Bond Buyers 20 year GO Index
Impact Fee - Single Family	SF	$0.00	$0.00	$0.00	No Change
Impact Fee - Multi-Family	MF	$0.00	$0.00	$0.00	No Change

Chapter 19.02
SCHOOL IMPACT FEES

Sections:

19.02.115 **Impact fee calculation and schedule for the Dieringer school district.**
19.02.120 **Impact fee calculation and schedule for the Auburn school district.**
19.02.130 **Impact fee calculation and schedule for the Kent school district.**
19.02.140 **Impact fee calculation and schedule for the Federal Way public schools.**

19.02.115 Impact fee calculation and schedule for the Dieringer school district.

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

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

Per Single-Family Dwelling Unit	$~~4,545.00~~7,333.00
Per Multifamily Dwelling Unit	$~~2,410.00~~4,545.00

(Ord. 6955 § 2, 2024; Ord. 6925 § 2, 2023; Ord. 6897 § 2, 2022; Ord. 6841 § 2, 2021; Ord. 6804 § 1, 2020; Ord. 6745 § 1, 2019; Ord. 6699 § 1, 2018; Ord. 6668 § 1, 2017; Ord. 6627 § 1, 2016; Ord. 6581 § 1, 2016; Ord. 6542 § 1, 2014; Ord. 6488 § 1, 2013; Ord. 6445 § 1, 2012; Ord. 6393 § 1, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 1, 2010; Ord. 6279 § 1, 2009; Ord. 6214 § 1, 2008; Ord. 6134 § 1, 2007; Ord. 6060 § 1, 2006; Ord. 5950 § 2, 2005.)

19.02.120 Impact fee calculation and schedule for the Auburn school district.

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

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

Per Single-Family Dwelling Unit	$~~4,584.00~~8,003.00
Per Multifamily Dwelling Unit	$8,966.00

(Ord. 6955 § 1, 2024; Ord. 6925 § 1, 2023; Ord. 6897 § 1, 2022; Ord. 6841 § 1, 2021; Ord. 6804 § 2, 2020; Ord. 6745 § 2, 2019; Ord. 6699 § 2, 2018; Ord. 6668 § 2, 2017; Ord. 6627 § 2, 2016; Ord. 6581 § 2, 2016; Ord. 6542 § 2, 2014; Ord. 6488 § 2, 2013; Ord. 6445 § 2, 2012; Ord. 6393 § 2, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 2, 2010; Ord. 6279 § 2, 2009; Ord. 6214 § 2, 2008; Ord. 6134 § 2, 2007; Ord. 6060 § 2, 2006; Ord. 5950 § 1, 2005; Ord. 5793 § 1, 2003; Ord. 5232 § 1, 1999.)

19.02.130 Impact fee calculation and schedule for the Kent school district.

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

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

Per Single-Family Dwelling Unit	$0.00
Per Multifamily Dwelling Unit	$0.00

(Ord. 6955 § 4, 2024; Ord. 6925 § 4, 2023; Ord. 6897 § 4, 2022; Ord. 6841 § 4, 2021; Ord. 6804 § 3, 2020; Ord. 6745 § 3, 2019; Ord. 6699 § 3, 2018; Ord. 6668 § 3, 2017; Ord. 6627 § 3, 2016; Ord. 6581 § 3, 2016; Ord. 6542 § 3, 2014; Ord. 6488 § 3, 2013; Ord. 6445 § 3, 2012; Ord. 6393 § 3, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 3, 2010; Ord. 6279 § 3, 2009; Ord. 6214 § 3, 2008; Ord. 6134 § 3, 2007; Ord. 6060 § 3, 2006; Ord. 5950 § 1, 2005; Ord. 5233 § 1, 1999.)

19.02.140 Impact fee calculation and schedule for the Federal Way public schools.

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

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

Per Single-Family Dwelling Unit	$0.00
Per Multifamily Dwelling Unit	$0.00

(Ord. 6955 § 3, 2024; Ord. 6925 § 3, 2023; Ord. 6897 § 3, 2022; Ord. 6841 § 3, 2021; Ord. 6804 § 4, 2020; Ord. 6745 § 4, 2019; Ord. 6699 § 4, 2018; Ord. 6668 § 4, 2017; Ord. 6627 § 4, 2016; Ord. 6581 § 4, 2016; Ord. 6542 § 4, 2014; Ord. 6488 § 4, 2013; Ord. 6445 § 4, 2012; Ord. 6393 § 4, 2011; Ord. 6341 § 2, 2011; Ord. 6340 § 4, 2010; Ord. 6279 § 4, 2009; Ord. 6214 § 4, 2008; Ord. 6134 § 4, 2007; Ord. 6060 § 4, 2006; Ord. 6042 § 1, 2006.)

The Auburn City Code is current through Ordinance 6992, and legislation passed August 18, 2025.

Disclaimer: The city clerk's office has the official version of the Auburn City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: www.auburnwa.gov

Hosted by General Code.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 7010 (Martinson)
An Ordinance affirming that Councilmembers and the Deputy Mayor are eligible for optional participation in the Public Employees' Retirement System (PERS) and authorizing payment of the required employer contribution for those who elect membership

Meeting Date:
December 1, 2025

(RECOMMENDED ACTION: Move to approve Ordinance No. 7010.)

Department:
Human Resources and Risk Management

Attachments:
Ordinance No. 7010

Budget Impact:

Administrative Recommendation:
City Council to approve Ordinance No. 7010.

Background for Motion:
The proposed Ordinance affirms that Auburn City Councilmembers and the Councilmember serving as Deputy Mayor are eligible for optional membership in the Washington State Public Employees' Retirement System (PERS), in accordance with RCW 41.40.023(3)(a). The Mayor, under the strong-mayor form of government, is already a mandatory PERS participant due to the full-time nature of the executive role and is therefore not included in this action.

The Ordinance authorizes the City to remit the required employer retirement contributions on behalf of any Councilmember or Deputy Mayor who elects to participate. This action formalizes existing statutory options, provides administrative clarity, and ensures that retirement benefits for elected officials are administered consistently with Department of Retirement Systems (DRS) rules.

Background Summary:
The City Council is being asked to consider an Ordinance affirming that Councilmembers and the Deputy Mayor are eligible for optional participation in the Public Employees' Retirement System (PERS) under RCW 41.40.023(3)(a). Elected officials are not mandatory members of PERS but may enroll if they meet the Department of Retirement Systems (DRS) monthly compensation threshold.

Auburn's stipends—$1,800 per month for Councilmembers and $2,400 for the Deputy Mayor—exceed the 2025 eligibility threshold of $1,465.20, allowing participating officials to earn one full month of PERS service credit for each month served. This credit counts toward the five-year vesting requirement and future pension benefits under PERS Plan 2.

Because the City already participates in PERS and the Mayor is already a mandatory member, the Ordinance provides clarity for legislative officials and authorizes the City to remit required employer contributions for those who voluntarily elect membership.

The estimated employer cost for retroactive contributions back to the start of current Council terms is approximately $11,700 (principal only). The maximum potential exposure, if a long-tenured member purchases all eligible prior service back to 2014, is approximately $18,367. Ongoing annual employer costs beginning in 2025 are approximately $1,205 per participating Councilmember, $1,607 for the Deputy Mayor, or about $8,800 annually if all seven enroll.

Adopting this Ordinance ensures administrative clarity, supports compliance with DRS reporting requirements, and does not raise Council compensation or constitute a mid-term salary adjustment.

Councilmember: Cheryl Rakes **Staff:** Candis Martinson

ORDINANCE NO. 7010

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AFFIRMING THAT COUNCILMEMBERS AND THE DEPUTY MAYOR ARE ELIGIBLE FOR OPTIONAL PARTICIPATION IN THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) AND AUTHORIZING PAYMENT OF THE REQUIRED EMPLOYER CONTRIBUTION FOR THOSE WHO ELECT MEMBERSHIP

WHEREAS, the City of Auburn participates in the Washington State Public Employees' Retirement System (PERS) under chapter 41.40 RCW; and

WHEREAS, the Mayor of the City of Auburn is a full-time executive officer in a strong-mayor form of government and already participates in PERS under mandatory eligibility rules for full-time city officials; and

WHEREAS, under RCW 41.40.023(3)(a), elected officials other than the mayor—specifically the City Councilmembers and the Councilmember serving as Deputy Mayor—are *exempt* from mandatory PERS membership, but are permitted to apply for membership during their elected term; and

WHEREAS, PERS eligibility for elected officials is determined individually and not collectively, and each Councilmember may independently elect whether to join PERS, provided they meet applicable compensation thresholds; and

WHEREAS, Auburn Councilmembers currently receive a stipend of $1,800 per month, and the Deputy Mayor receives $2,400 per month, which both exceed the 2025 statutory PERS eligibility threshold of 90 × state minimum wage per month; and

WHEREAS, the City Council wishes to formally recognize the availability of PERS membership for Councilmembers and the Deputy Mayor, and authorize payment of the City's employer contribution for those who elect to participate;

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

Section 1. Optional Membership for Councilmembers. Councilmembers and the Councilmember serving as Deputy Mayor are elective officials eligible to apply for optional membership in PERS under RCW 41.40.023(3)(a). Membership is at the discretion of each individual Councilmember during their term of office.

Section 2. Employer Contributions. For any Councilmember or Deputy Mayor who elects to participate in PERS, the City shall remit all required employer contributions and interest, as determined by the Department of Retirement Systems (DRS), including contributions necessary to establish service credit back to the first day of their current term if elected by the member.

Section 3. Administrative Authorization. Human Resources and Finance are authorized to coordinate with DRS regarding enrollment forms, payroll reporting, remittance of contributions, and any retroactive service calculations for participating officials.

Section 4. No Mid-Term Salary Increase. This Ordinance clarifies eligibility for a statutory retirement program and authorizes employer contributions. It does not increase Council compensation and therefore does not constitute mid-term salary adjustment under Article XI, Section 8 of the Washington Constitution.

Section 5. Implementation. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 6. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision,

section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

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

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Jason Whalen, City Attorney

Published: _____

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5839 (Krum)
A Resolution approving the Lodging Tax Grant Disbursements recommended by the Auburn Lodging Tax Advisory Committee and authorizing the Mayor to execute associated agreements for the purpose of Tourism

Meeting Date:
December 1, 2025

(RECOMMENDED ACTION: Move to adopt Resolution No. 5839.)

Department:
Community Development

Attachments:
Resolution No. 5839, Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F, Exhibit G, Exhibit H, Exhibit I

Budget Impact:
$307,430.00 from the Hotel/Motel Tax Fund

Administrative Recommendation:
City Council to adopt Resolution No. 5839.

Background for Motion:
The Lodging Tax Advisory Committee (LTAC) received several grant applications including the six that were unanimously approved by the LTAC Committee on November 12, 2025, from the Auburn Area Connect, Pacific Raceways, Emerald Downs Racing LLC, Miss Auburn Scholarship Foundation and two from City of Auburn Parks and Recreation Department for the Veterans Parade and Petpalooza.

Background Summary:
Pursuant to RCW 67.28 and RCW 82.02, on August 6, 2001, the Auburn City Council adopted Ordinance No. 5561 which established Chapter 3.58 of the Auburn City Code and the authority to levy a special excise tax of one percent on the sale of or charge made for the furnishing of lodging in Auburn. Those lodging taxes collected under Chapter 3.58 of the Auburn City Code are placed in a special fund to be used solely for the purpose of paying all or any part of the cost of tourist promotion, acquisition or tourism-related facilities, or operation of tourism-related facilities or to pay for any other uses authorized in RCW 67.28.

In accordance with Chapter 2.76 of the Auburn City Code, the Lodging Tax Advisory Committee serves in an advisory capacity to the Mayor and City Council. Among other responsibilities, the LTAC makes funding recommendations to City Council for tourism-related activities and considers grant funding proposals for the expenditure of lodging tax revenues.

Resolution No. 5839 approves the Lodging Tax Advisory Committee (LTAC) recommendation of Lodging Tax Grant Fund disbursement and authorizes the Mayor to enter into a contract with the Auburn Area Connect Chamber of Commerce for $150,000, Emerald Downs Racing LLC for $28,000, Miss Auburn Scholarship Foundation for $5,000, Pacific Raceways for $100,000, and authorize internal transfer of funds to the Parks and Recreations Department for the marketing of the Veterans Day Parade and Petpalooza in the amount of $24,430.

All LTAC grant fund applications being presented were received by 5:00 p.m. October 31, 2025. The LTAC met on November 12, 2025, and voted unanimously to approve funding for the six applications listed above.

The contracts attached to the Resolution provide $283,000.00 that is fully funded through the Lodging Taxes that are collected under Auburn City Code (ACC) Chapter 3.58 and $24,430.00 for an internal funding agreement with the Parks and Recreation Department that is also fully funded through the Lodging Taxes that are collected under ACC Chapter 3.58.

The 2026 approved budget shows that $177,100.00 is available for the Lodging Tax Advisory Committee (LTAC) to allocate. Auburn LTAC has approved $307,430.00 in grant funding. If approved by City Council, a budget amendment will be required. This would be completed by approving a transfer from the Hotel/Motel fund balance in the amount of $130,330.00.

ATTACHMENTS:
Resolution No. 5839
Exhibit A — 2026 Chamber Tourism Contract
Exhibit B — Auburn Area Connect Chamber 2026 LTAC Grant Application
Exhibit C — Auburn Area Connect Chamber 2026 Tourism Plan
Exhibit D — Pacific Raceways 2026 Contract
Exhibit E — Pacific Raceways 2026 LTAC Grant Application
Exhibit F — Emerald Downs Racing 2026 LTAC Grant Application
Exhibit G — Miss Auburn 2026 LTAC Grant Application
Exhibit H — Petpalooza - City of Auburn Park and Recreation Dept 2026 LTAC Grant Application
Exhibit I — Veterans Parade - City of Auburn Park & Recreation Dept 2026 LTAC Grant Application

Councilmember: Tracy Taylor **Staff:** Jason Krum

RESOLUTION NO. 5839

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING THE LODGING TAX GRANT DISBURSEMENTS RECOMMENDED BY THE AUBURN LODGING TAX ADVISORY COMMITTEE AND AUTHORIZING THE MAYOR TO EXECUTE ASSOCIATED AGREEMENTS FOR THE PURPOSE OF TOURISM

WHEREAS, pursuant to RCW 67.28, on June 4, 2001 the Auburn City Council adopted Ordinance 5554 which established Chapter 2.76 of the Auburn City Code and the Lodging Tax Advisory Committee (LTAC); and

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

WHEREAS, pursuant to RCW 67.28 and RCW 82.02, on August 6, 2001 the Auburn City Council adopted Ordinance 5561 which established Chapter 3.58 of the Auburn City Code and the authority to levy a special excise tax of one percent on the sale of or charge made for the furnishing of lodging in Auburn; and

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

WHEREAS, the scope of services set forth in Attachments A, B, C, D, E, F, G, H and I were presented to the LTAC through Lodging Tax Grant Fund Applications for Fiscal Year 2026 during a publicly noticed meeting that occurred on Wednesday, November 12th, 2025; and

WHEREAS, the LTAC cast a majority vote in support of the City entering into contracts to fund professional services, advertising, marketing and sponsorship; and

WHEREAS, the contracts are fully funded through lodging taxes that are collected and held in the special fund established in Chapter 3.58 of the Auburn City Code.

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

Section 1. The Mayor is authorized to execute an Agreement between the City of Auburn and the parties identified in the attachments.

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Jason Whalen, City Attorney

PROFESSIONAL SERVICES AGREEMENT FOR 2026 VISITOR AND TOURISM FOR THE AUBURN AREA CHAMBER

This Professional Services Agreement ("Agreement") made and entered into the 1st day of January, 2026, by and between the City of Auburn, a Washington municipal corporation ("City"), and the Auburn Area Chamber ("Contractor"). The City and the Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this agreement.

Auburn Area Chamber of Commerce 268 E Main Street Auburn WA 98002 (253) 833-0700	City of Auburn 25 W Main Street Auburn, WA 98001 (253) 931-3000

The Parties agree as follows:

1. **TERM**. The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than December 31, 2026. ("Term").

2. **SERVICES.** The Contractor shall perform the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the Mayor or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Auburn business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantially or the ease of its discovery.

3. **TERMINATION.** Either party may terminate this Agreement, with or without cause, upon providing the other party 90 days written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

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

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

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

5. INDEMNIFICATION.

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

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of

the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

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

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

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

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

c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

d. Professional Liability insurance appropriate to the Contractor's profession.

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

a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

b. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

c. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

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

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

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

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

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

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

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

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

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

9. INDEPENDENT CONTRACTOR. The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this

Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

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

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

12. GENERAL PROVISIONS.

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

the Agreement. No provision of this Agreement, including this provision, may be amended, waived, or modified except by written agreement signed by duly authorized representatives of the Parties.

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

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

12.4 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative process. If the King County Superior Court does

not have jurisdiction over such a suit, then suit may be filed in any other appropriate court in King County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in King County, Washington and waives any objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each Party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, however nothing in this paragraph shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

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

12.6 Background Check. The Contractor must provide a Washington State Patrol Criminal Background Check, incompliance with RCW 43.43.830 et seq., for themselves and/or their employees where any person may have unsupervised access to children under sixteen years of age or to developmentally disabled person, or vulnerable adults during the course of his/her contractual involvement with the City. If the City chooses to perform a background check, the Contractor will provide its full cooperation with the conducting of any check.

The City may terminate this agreement if, in the opinion of the City, a background check shows that the Contractor, its contractor, officer, employee, volunteer, or agent is unsuitable to provide the scope of work for this agreement.

[Signature page follows]

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

CITY OF AUBURN	AUBURN AREA CHAMBER OF COMMERCE
_____	_____
Nancy Backus, Mayor	Kacie Bray, Executive Director
_____	_____
Date	Date

ATTEST:

_____

Shawn Campbell, City Clerk

APPROVED AS TO FORM:

_____

Jason Whalen, City Attorney

EXHIBIT A

SERVICES

The Service Provider shall implement a marketing promotion program in 2026 for the City of Auburn which shall include:

The $150,000 is earmarked as follows:

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

See 2026 Explore Auburn Tourism Plan for additional details.

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

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

The Service Provider shall provide the City with copies of all materials developed pursuant to this Contract. The copies of these materials shall meet the requirement of City ownership of work product as referenced in Section 7 of this contract. All material will be printed no later than December 26, 2026.

The Service Provider shall provide a written summary report of the work completed in 2026 as well as any and all other reports, documents and receipts requested by the City no later than December 31, 2026.

EXHIBIT B

COMPENSATION

The City shall pay to the Service Provider, as compensation for the services described above, a total amount of not to exceed One Hundred Fifty Thousand Dollars payable upon receipt of reimbursable receipts. Compensation will be completed through reimbursement for approved services, and final payment may be held by the City until all reports are received. Requests for reimbursement may be made on a monthly basis, but must be received by the City no later than December 26, 2026. Only those services rendered within the term of the contract and received by December 26, 2026 are reimbursable.

2026 Lodging Tax Grant Fund Application

SUBMITTAL CHECKLIST

Place a check mark by each item to indicate your review & inclusion in your submittal packet.

1. ☑ Submit complete application packet by 5:00pm, of the associated due date.
   - Email application to jfrancis@auburnwa.gov or mail to City Hall (Attention: Jenn Francis), 25 West Main Street, Auburn, WA 98001.
   - Be sure to use application for FY2025 grant awards (template with preset font and margins)
   - Late applications will not be accepted

2. ☑ All questions on application have been answered in a detailed, yet concise manner.

3. ☑ Application has been reviewed and includes:

   a. ☑ Signature by a person authorized to bind the agency to a contract

   b. ☑ Attachments that are no larger than 11" x 17"

   c. ☑ For Non-Profits, a copy of 501(c)3 or 501(c)6 tax exemption determination letter

   ☐ N/A

   d. ☑ Marketing plan for the proposed project

   e. ☑ Operating budget for the proposed project

   f. ☑ Your organization's most recent Balance Sheet

   g. ☑ Your organization's Articles of Incorporation and/or Bylaws

   h. ☑ Documentation showing your governing body's authorization to submit the grant request

   Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or (Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or "I am the person organizing this event and am submitting this funding request for (name of event)).

   i. ☑ List of your current Board of Directors or other governing body of your organization

   The list must include names, phone numbers, addresses, and identify the principal officers of your governing body.

   j. ☑ Signed letter from your governing body Chairperson that provides the name, title, address and telephone number for the person authorized to sign this application.

APPLICATION FOR LTAC GRANT FUNDING

1. **Project Information**
   a. **Project**

   Project Name: 2026 Oversite/Management of Explore Auburn

   Amount of Lodging Tax Funding Requested: $ 150,000
   (Amount Requested must match Project Budget column a "Lodging Tax Funding Requested")

   Total Project Cost: $ 150,000
   (Total Project Amount must match Project Budget column c "Total Project Cost")

   b. **Applicant Organization**

   Name of Applicant Organization: Auburn Area Chamber of Commerce

   Mailing Address: 268 E Main Street
   Auburn, Wa
   98002

   Tax ID Number: 91-0493209

   Organization Unified Business Identifier (UBI): NA

   UBI Expiration Date: NA

   Type of Organization: 501C6, non-profit

   (Non-profit, For-profit, Municipality, Private business, etc.)

   c. **Contact:**

   Name: Kacie Braya

   Title: CEO/Executive Director

   Telephone: 2538330700

   Email: kacie@auburnareawa.org

   Signature: Kacie Braya

   The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

2. Project Description

a. Event Date(s): The entire year of 2026

b. Event Location: Encompases all of Auburn, Wa

c. If there is a charge or fee for this activity, please describe how much and why.

NA

d. Please provide a detailed, yet concise **scope of work (mandatory)** and/or proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

Please see 2026 Explore Auburn Plan for details on scope of work and 2025 Recap for outcomes from 2025.

3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

All tourism attractions, hotels, and other businesses in the City of Auburn.

4. Tourism Benefit

a. Estimate how the funds will increase the amount of people traveling to Auburn to stay overnight in paid accommodations.

Please see 2026 Explore Auburn Marketing plan for strategies and success metrics plan.

b. Estimate how the funds will increase the amount of people traveling to Auburn from more than 50 miles from their residences.

Contiunes increase in LTAC dollars annually through additional night stays. Since we have had the Explore Auburn contract starting in 2021 hotel LTAC dollars have increased every year

5. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Auburn? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long-term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible?

Note - Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

Additional hotel night stays resulting in additional LTAC dollars. Secondary increase to attractions,
retail, and dining.

Please see 2026 Explore Auburn Marketing plan for additional information on goals and how they will be measured.

6. Funding Requirements

Due to funding constraints, partial funding may be recommended by the LTAC. If partial funding is received, how will that impact the project/activity? Please describe:

Review of projects and the need to scall back on hours, marketing, events and projects for Explore
Auburn as a whole will need to occur.

7. Use of Funds

Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

Please see 8. budget breakdown table for how funds are spent and used to market the city of Auburn Tourism and hotel night stays.

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

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

Funding Source: **List all revenue sources anticipated** **Do not include requested Lodging Tax Funds**	**Amount**	**Confirmed Yes/No**	**Date Available**
	$ NA		
	$ NA		
	$ NA		
	$ NA		
	$ NA		

Expenses: Based on full funding, please list project costs.
Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.
You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.

	Lodging Tax Funds Requested *	**Other Funds (Do not include "in-kind" dollars)**	**Total Project Cost ****
Personnel (salaries & benefits)	$ 70,000	$	$ 70,000
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	$ 19,000	$	$ 19,000
Marketing/Promotion	$ 56,782	$	$ 56,782
Direct Sales Activities	$ 1,750	$	$ 1,750
Minor Equipment	$ 968	$	$ 968
Travel	$ 1,500	$	$ 1,500
Contract Services	$ 0	$	$ 0
Other Describe below	$ 0	$	$ 0
TOTAL COST	$ 150,000	$	$ 150,000

In-Kind Contributions	0

9. Funding History

a. Was this project funded with Auburn lodging tax funds in a prior fiscal year?

b. If you answered yes to 9a, provide prior years and how much funding was granted.

Yes, 150,000 LTAC funding.

10. Indicate what efforts have been made to access funding from additional sources?

NA

11. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, local lodging and restaurants.

Booths at events and Festivals in and around Auburn. Marketing materials and signage at hotels, restaruants, attractions, and other Auburn Events.

12. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;

2. That it will abide by all relevant local, state, and federal laws and regulations;

3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;

4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Signature: _____ _____

Date

_____

Printed Name & Title of Chief Administrator/Authorizing Official

2026 TOURISM PLAN

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

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

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

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

GEOGRAPHIC FOCUS

In order to meet our objectives, we need to shift priority of who we target, organizing around targeting consumers that have highest propensity to stay overnight in Auburn. Based on our analysis, through Explore Auburn digital analytics and WA State Tourism data we have developed the following target prioritization for 2026:

Long Drive Market | Focusing on Idaho, Oregon, and parts of Montana
Fly Market | Focus on key direct fly routes consisting of Hawaii, California, Arizona, Utah, and Colorado
International Market | British Columbia and parts of Asia
The Short Drive Market | Eastern Washington & Portland, Oregon, along with other key cities that are outside 50 plus miles from Auburn

TRAVELER FOCUS

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

Community Driven Tourist
Attract repeat visitors that want to feel like they are a part of the community and culture.
Business Event Organizations
Attract universities, research institutions and advanced/creative industries to better attract high-value business events and conferences.
Recreational Tourist
Attract recreational and sporting groups and events that continue to drive return hotel nights stays year after year.

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

TACTICAL PLAN

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

STRATEGIES:

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

SUCCESS METRICS:

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

Objective 2: Drive incremental overnight visitation and revenue

STRATEGIES:

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

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

SUCCESS METRICS:

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

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

STRATEGIES:

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

SUCCESS METRICS:

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

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

STRATEGIES:

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

SUCCESS METRICS:

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

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

STRATEGIES:

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

SUCCESS METRICS:

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

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

STRATEGIES:

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

SUCCESS METRICS:

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

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

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

STRATEGIES:

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

SUCCESS METRICS:

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

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

STRATEGIES:

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

SUCCESS METRICS:

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

PROFESSIONAL SERVICES AGREEMENT
FOR 2026 VISITOR AND TOURISM FOR
Pacific Raceways Track LLC

This Professional Services Agreement ("Agreement") made and entered into this 1st day of January 2026, by and between the City of Auburn, a Washington municipal corporation ("City"), and Pacific Raceways Track LLC ("Contractor"). The City and the Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this agreement.

Pacific Raceways Track LLC	City of Auburn
31001 144th Ave SE	25 W Main Street
Kent, WA 98042	Auburn, WA 98001
(253) 639-5927	(253) 931-3000

The Parties agree as follows:

1. **TERM**. The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than December 31, 2026. ("Term").

2. **SERVICES.** The Contractor shall perform the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the Mayor or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Auburn business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantially or the ease of its discovery.

3. **TERMINATION.** Either party may terminate this Agreement, with or without cause, upon providing the other party 90 days written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

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

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

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

5. INDEMNIFICATION.

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

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

This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

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

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

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

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

c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

d. Professional Liability insurance appropriate to the Contractor's profession.

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

a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

b. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

c. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

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

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

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

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

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

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

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

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

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

9. **INDEPENDENT CONTRACTOR.** The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

10. CONFLICT OF INTEREST. It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the

Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.

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

12. GENERAL PROVISIONS.

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

12.2 Assignment and Beneficiaries. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party. If the non-assigning

party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

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

12.4 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative process. If the King County Superior Court does not have jurisdiction over such a suit, then suit may be filed in any other appropriate court in King County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in King County, Washington and waives any objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each Party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, however nothing in this paragraph

shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

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

12.6 Background Check. The Contractor must provide a Washington State Patrol Criminal Background Check, incompliance with RCW 43.43.830 et seq., for themselves and/or their employees where any person may have unsupervised access to children under sixteen years of age or to developmentally disabled person, or vulnerable adults during the course of his/her contractual involvement with the City. If the City chooses to perform a background check, the Contractor will provide its full cooperation with the conducting of any check.

The City may terminate this agreement if, in the opinion of the City, a background check shows that the Contractor, its contractor, officer, employee, volunteer, or agent is unsuitable to provide the scope of work for this agreement.

[Signature page follows]

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

CITY OF AUBURN

_____

Nancy Backus, Mayor

_____

Date

PACIFIC RACEWAYS TRACK LLC

_____

John Ramsey, General Manager

_____

Date

ATTEST:

_____

Shawn Campbell, City Clerk

APPROVED AS TO FORM:

_____

Jason Whalen, City Attorney

EXHIBIT "A"

SERVICES

The Service Provider shall implement a marketing promotion program in 2026 for the City of Auburn which shall include:

The $100,000 is earmarked as follows:

Auburn Lodging Tax funds will support Pacific Raceways Track LLC using digital and traditional advertising for the NHRA Nationals, on-site promotion, social media messaging, newsletter creation and distribution, and assistance with scenic B-roll video to be viewed on Fox Television Network. Funding is for marketing promotions, advertising, and support administration and operations of the Pacific Raceways Track LLC.

See proposal for additional details.

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

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

The Service Provider shall provide the City with copies of all materials developed pursuant to this Contract. The copies of these materials shall meet the requirement of City ownership of work product as referenced in Section 7 of this contract. All material will be printed no later than December 26, 2026.

The Service Provider shall provide a written summary report of the work completed in 2026 as well as any and all other reports, documents and receipts requested by the City no later than December 31, 2026.

ACKNOWLEDGEMENT OF LODGING TAX FUNDING:

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

EXHIBIT "B"

COMPENSATION

The City shall pay to the Service Provider, as compensation for the services described above, a total amount of not to exceed One Hundred Thousand Dollars ($100,000) payable upon receipt of reimbursable receipts. Compensation will be completed through reimbursement for approved services, and final payment may be held by the City until all reports are received. Requests for reimbursement may be made on a monthly basis, but must be received by the City no later than December 31st, 2026. Only those services rendered within the term of the contract and received by December 31st, 2026 are reimbursable.

2026 Lodging Tax Grant Fund Application

SUBMITTAL CHECKLIST

Place a check mark by each item to indicate your review & inclusion in your submittal packet.

1. ☑ Submit complete application packet by 5:00pm, of the associated due date.
   - Email application to jfrancis@auburnwa.gov or mail to City Hall (Attention: Jenn Francis), 25 West Main Street, Auburn, WA 98001.
   - Be sure to use application for FY2025 grant awards (template with preset font and margins)
   - Late applications will not be accepted

2. ☑ All questions on application have been answered in a detailed, yet concise manner.

3. ☑ Application has been reviewed and includes:

   a. ☑ Signature by a person authorized to bind the agency to a contract

   b. ☑ Attachments that are no larger than 11" x 17"

   c. ☐ For Non-Profits, a copy of 501(c)3 or 501(c)6 tax exemption determination letter

   ☑ N/A

   d. ☐ Marketing plan for the proposed project Not yet available

   e. ☐ Operating budget for the proposed project Not yet available

   f. ☐ Your organization's most recent Balance Sheet Not Available

   g. ☐ Your organization's Articles of Incorporation and/or Bylaws

   h. ☐ Documentation showing your governing body's authorization to submit the grant request

   Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or (Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or "I am the person organizing this event and am submitting this funding request for (name of event)).

   i. ☐ List of your current Board of Directors or other governing body of your organization

   The list must include names, phone numbers, addresses, and identify the principal officers of your governing body.

   j. ☐ Signed letter from your governing body Chairperson that provides the name, title, address and telephone number for the person authorized to sign this application.

APPLICATION FOR LTAC GRANT FUNDING

1. **Project Information**
   a. **Project**

   Project Name: Pacific Raceways 2026 Racing Season

   Amount of Lodging Tax Funding Requested: $ 100,000.00
   (Amount Requested must match Project Budget column a "Lodging Tax Funding Requested")

   Total Project Cost: $ 1,978,000.00
   (Total Project Amount must match Project Budget column c "Total Project Cost")

   b. **Applicant Organization**

   Name of Applicant Organization: Pacific Raceways Track LLC

   Mailing Address: 31001 144th Ave SE

   Kent, WA 98042

   Tax ID Number: 87-3045065

   Organization Unified Business Identifier (UBI): 601684362

   UBI Expiration Date: 12/31/2026

   Type of Organization: Profit

   (Non-profit, For-profit, Municipality, Private business, etc.)

   c. **Contact:**

   Name: John Ramsey

   Title: General Manager

   Telephone: 2536395927

   Email: johnr@pacificraceways.com

   Signature: John Ramsey

   The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

2. Project Description

a. Event Date(s): Jan. 3 - Dec. 27, 2026 (see attached schedule)

b. Event Location: 31001 144th Ave SE Kent, WA 98042

c. If there is a charge or fee for this activity, please describe how much and why.

Spectator events have a charge from $10 to $75 depending on the event; participant-only events do not have a charge for spectators. Participants and spectators pay for events to help offset racetrack operations. Trunk or Treat and Bad Canta Cruz are free.

d. Please provide a detailed, yet concise **scope of work (mandatory)** and/or proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

Pacific Raceways operates 12 months a year with more than 175 event dates, not counting local law enforcement training. For those event dates, the raceway brings in over 54,000 (estimate) participants and spectators of which nearly 40% (estimate) or 20,290 reside from over 50 miles away making them ideal candidates to stay in local lodging.

The funds requested will help attract more out-of-market attendees and promote Auburn as a destination for overnight stays, shopping, and entertainment. The raceway does this through advertising, social media, newsletters, and direct communication with track lessees and users.

Because of the grant, the City of Auburn has prime signage at the raceway including, but not limited to, total facility billboard, dragstrip 40' fenceline, and other track signage as well as naming rights to track assets like the Track Insider Newsletter Powered by Explore Auburn and the NHRA Fanfest to name a few.

3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

The 2026 season should be similar to 2025 which was a good year for the City of Auburn's return on Pacific Raceways' LTAC award. 2026 will be more focused on providing a full season of events that will support Auburn businesses, hotels, and city activities throughout spring - fall. Last year, the City of Auburn received over $470,000 in direct television value during the NHRA Northwest Nationals. City signs at the raceway received innumerable in-venue exposure throughout the season.
During the NHRA Northwest Nationals, local motels have reported room sellouts, while other events throughout the year contributed to overnight stays and business for local retailers as Auburn was promoted as the closest city and destination to the raceway. Types of businesses other than hotels that benefit from Pacific Raceways includes gas stations, food retailers, restaurants, repair shops, and entertainment locations.
The Outlet Collection was the featured location for the NHRA FanFest and the Muckleshoot Casino Resort was the title sponsor of the race.

4. Tourism Benefit

a. Estimate how the funds will increase the amount of people traveling to Auburn to stay overnight in paid accommodations.

Funds from the grant will be used to promote Pacific Raceways as the premier northwest destination for motorsports and car events to a regional audience of enthusiasts through traditional advertising, digital advertising, social media, and newsletter campaigns. The track's website will be utilized to showcase Auburn hotels. The raceway will also promote the City of Auburn directly with the race organizations, clubs and groups that rent the facility for their events and have direct contact with their attendees.

b. Estimate how the funds will increase the amount of people traveling to Auburn from more than 50 miles from their residences.

Pacific Raceways has mailing lists of past attendees, for example NHRA Northwest Nationals customers or Lucas Oil Regional Drag Race participants. The raceway can utilize these lists to direct market to those customers outside the 50-mile radius of the track. Likewise, the newsletter Track Insider Powered by Explore Auburn, which has a reach of more than 18,000 subscribers with the majority outside the 50-mile radius, will be utilized to promote the city. The national television value the City receives during the NHRA Northwest Nationals contributes to exposure of Auburn as a motorsports destination and desired location to visit. Auburn hotels like the Garner receive added exposure on the raceway website by offering a discount to Pacific Raceways' customers.

5. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Auburn? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long-term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible?

Note - Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

The goal of the grant is to keep the City of Auburn and its hotels and businesses at the top of the mind awareness with Pacific Raceways attendees. The action steps include:
1. Advertise and promote to out-of-area fan base and participants
2. Feature Auburn hotels and businesses on social media, newsletters, and website
3. Provide track rental groups with Auburn hotel information and include in contract and event checklist

The 2026 plan includes a full year or promotion and will include a monthly and quarterly check-in with hotel managers to measure total annual overnight stays.
1. Meet with hotel managers in January and February to set-up schedule to track raceway attendee overnight stays for the race season
2. Communicate in-person or by email/phone with managers to track overnight stays on a monthly basis
3. Provide incentive for hotels to actively engage with raceway
4. Provide better visibility to auburn hotels that offer a discount to raceway customers

We feel this proactive approach to monitoring raceway customers in the community will provide better results and highlight the year around benefit the raceway brings Auburn hotels and business

6. Funding Requirements

Due to funding constraints, partial funding may be recommended by the LTAC. If partial funding is received, how will that impact the project/activity? Please describe:

This project is scalable, and the raceway could adjust the promotional effort and monitoring coordination based on the amount of the grant. More importantly, the return on investment the City of Auburn receives in television value and in-venue exposure can be adjusted as well depending on funding.

7. Use of Funds

Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

$10,000 for marketing and promotion
Goal to promote to out-of-market audience

$35,000 for website, social media, newsletter contract service
Goal to promote City of Auburn hotels, businesses, and city attractions

$20,000 for Fanfest and newsletter naming rights and promotion
Goal to increase attendees at Fanfest in Auburn and promote Auburn

$20,000 for in-venue promotion including vendor space, ticket giveaways, prerace ceremony, sponsorship opportunities
Goal to increase City of Auburn brand awareness

$15,000 for Personnel
Goal to work directly with hotels and businesses to promote City of Auburn and connect with car culture and car communities

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

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

Funding Source: List all revenue sources anticipated **Do not include requested Lodging Tax Funds**	**Amount**	**Confirmed Yes/No**	**Date Available**
NHRA event rental	$ 260,000.00	No	09/30/2026
Track lessee payments	$ 1,098,500.00	No	11/30/2026
Concessions	$ 200,000.00	No	11/30/2026
Spectator fees	$ 125,000.00	No	09/30/2026
Other rental fees	$ 300,000.00	No	

Expenses: Based on full funding, please list project costs.
Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.
You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.

	Lodging Tax Funds Requested *	**Other Funds (Do not include "in-kind" dollars)**	**Total Project Cost ****
Personnel (salaries & benefits)	$ 15,000.00	$ 800,000.00	$ 815,000.00
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	$ 0.00	$ 900,000.00	$ 900,000.00
Marketing/Promotion	$ 10,000.00	$ 0.00	$ 10,000.00
Direct Sales Activities	$ 0.00	$ 85,000.00	$ 85,000.00
Minor Equipment	$ 0.00	$ 73,000.00	$ 73,000.00
Travel	$ 0.00	$ 1,000.00	$ 1,000.00
Contract Services	$ 35,000.00	$ 19,000.00	$ 54,000.00
Other Describe below	$ 40,000.00	$ 0.00	$ 40,000.00
TOTAL COST	$ 100,000.00	$ 1,878,000.00	$ 1,978,000.00

In-Kind Contributions	

9. Funding History

a. Was this project funded with Auburn lodging tax funds in a prior fiscal year?

b. If you answered yes to 9a, provide prior years and how much funding was granted.

a. YES
b. In 2025 the raceway received $100,000 in LTAC funds to promote the NHRA NW Nationals. This year's request is to support the entire racing season, not just one large event

10. Indicate what efforts have been made to access funding from additional sources?

Pacific Raceways works with the cities of Federal Way and Kent to help with funding. The track is working on a plan for 2026 to rent drag race weekends to an outside promoter with the goal to provide more stable and reliable funding to the raceway. A similar plan is being developed regarding the NHRA Northwest Nationals and the NHRA Lucas Oil Regional Drag Race, which are the raceways two largest professional races. In previous years, these two races were done in partnership with the NHRA as shared expense and shared revenue. In 2026 the plan is to rent the facility to the NHRA for both race weekends making for a more stable funding source for the raceway.

11. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, local lodging and restaurants.

Area high schools and athletic booster clubs use the raceway as a way to generate funds for their programs in return for labor during large events. Green River College is involved in event promotion and student recruitment at select races. Local cities including Auburn and Kent as well as King County use the raceway at a reduced cost to train their police departments. The local Chamber of Commerce is involved in promotion at the NHRA Northwest Nationals. Local charities like Akin Family Charity in Auburn are beneficiaries of fundraising efforts at the raceway with the Bad Santa Car Cruz-In as well as others.

12. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;

2. That it will abide by all relevant local, state, and federal laws and regulations;

3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;

4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Signature: John Ramsey _____ 10/21/2025

Date

John Ramsey, General Manager, Pacific Raceways

Printed Name & Title of Chief Administrator/Authorizing Official

CITY OF AUBURN WASHINGTON

2026 Lodging Tax Grant Fund Application

SUBMITTAL CHECKLIST

Place a check mark by each item to indicate your review & inclusion in your submittal packet.

1. ☑ Submit complete application packet by 5:00pm, of the associated due date.
   - Email application to jfrancis@auburnwa.gov or mail to City Hall (Attention: Jenn Francis), 25 West Main Street, Auburn, WA 98001.
   - Be sure to use application for FY2025 grant awards (template with preset font and margins)
   - Late applications will not be accepted

2. ☑ All questions on application have been answered in a detailed, yet concise manner.

3. ☑ Application has been reviewed and includes:

   a. ☑ Signature by a person authorized to bind the agency to a contract

   b. ☑ Attachments that are no larger than 11" x 17"

   c. ☐ For Non-Profits, a copy of 501(c)3 or 501(c)6 tax exemption determination letter

   ☑ N/A

   d. ☑ Marketing plan for the proposed project

   e. ☑ Operating budget for the proposed project

   f. ☐ Your organization's most recent Balance Sheet

   g. ☐ Your organization's Articles of Incorporation and/or Bylaws

   h. ☐ Documentation showing your governing body's authorization to submit the grant request

   Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or (Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or "I am the person organizing this event and am submitting this funding request for (name of event)).

   i. ☐ List of your current Board of Directors or other governing body of your organization

   The list must include names, phone numbers, addresses, and identify the principal officers of your governing body.

   j. ☐ Signed letter from your governing body Chairperson that provides the name, title, address and telephone number for the person authorized to sign this application.

APPLICATION FOR LTAC GRANT FUNDING

1. **Project Information**
   a. **Project**

Project Name: 2026 Racing Events

Amount of Lodging Tax Funding Requested: $ 28,000.00
(Amount Requested must match Project Budget column a "Lodging Tax Funding Requested")

Total Project Cost: $ 28,000.00
(Total Project Amount must match Project Budget column c "Total Project Cost")

   b. **Applicant Organization**

Name of Applicant Organization: Emerald Downs Racing LLC

Mailing Address:

2300 Ron Crockett Dr.
Auburn, WA 98001

Tax ID Number: 47-2966969

Organization Unified Business Identifier (UBI): 603453-904

UBI Expiration Date:

Type of Organization: LLC

(Non-profit, For-profit, Municipality, Private business, etc.)

   c. **Contact:**

Name: Philip Ziegler

Title: President

Telephone: 253-288-7004

Email: philz@emeralddowns.com

Signature: _____

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

2. Project Description

a. Event Date(s): June 12-14 - July 3 - July 12

b. Event Location: Emerald Downs Racetrack

c. If there is a charge or fee for this activity, please describe how much and why.

$10 for adults ($15 on July 3), ages 12 & under free (except July 3). Tribal members and military free.

d. Please provide a detailed, yet concise **scope of work (mandatory)** and/or proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

See attached, these are three of the most popular promotions at Emerald Downs. These events are three of the top days for attendance and also has mass appeal on social media.

3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

These events bring thousands of people to Auburn. Local businesses will benefit and hotels will have increased bookings on these three weekends. Additionally the T-Rex event will be broadcast on ESPN2 and will include two commercials for Explore Auburn.

4. Tourism Benefit

a. Estimate how the funds will increase the amount of people traveling to Auburn to stay overnight in paid accommodations.

For Indian Relay weekend the funds will go directly to Auburn hotels for lodging. On July 3 we will work with the hotels to offer a package deal including admission to the track/fireworks show. Many T-Rex participants are from out of state and will need rooms.

b. Estimate how the funds will increase the amount of people traveling to Auburn from more than 50 miles from their residences.

All of the relay teams are from out of state (or Eastern WA). For July 3 we will work with the hotels to provide an overnight package. For T-Rex Racing about half the participants are from greater than 50 miles away.

5. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Auburn? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long-term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible?

Note - Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

Both Indian Relay and T-Rex have out of area participants and we will promote Auburn lodging options. For July 3 we will partner with all hotels that are interested in providing a package for an overnight stay plus admission and transportation to the races/fireworks show.

6. Funding Requirements

Due to funding constraints, partial funding may be recommended by the LTAC. If partial funding is received, how will that impact the project/activity? Please describe:

No impact...these are popular promotions that are part of our racing calendar.

7. Use of Funds

Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

A third of the funds will be used directly for purchase of Auburn hotel rooms, a third will be used towards production costs of the T-Rex ESPN2 program, and a third towards the costs of the fireworks show.

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

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

Funding Source: **List all revenue sources anticipated** **Do not include requested Lodging Tax Funds**	**Amount**	**Confirmed Yes/No**	**Date Available**
Fireworks (funded by Emerald Downs)	$ 40,000.00	Yes	
ESPN T-Rex Production (funded by EMD)	$ 35,000.00	Yes	
Indian Relay Prizes (funded by EMD)	$ 85,000.00	Yes	
	$		
	$		

Expenses: Based on full funding, please list project costs.
Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.
You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.

	Lodging Tax Funds Requested *	**Other Funds (Do not include "in-kind" dollars)**	**Total Project Cost ****
Personnel (salaries & benefits)	$	$	$
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	$	$	$
Marketing/Promotion	$ 18,000.00	$ 22,000.00	$ 40,000.00
Direct Sales Activities	$	$	$
Minor Equipment	$	$	$
Travel	$	$	$
Contract Services	$ 10,000.00	$ 65,000.00	$ 75,000.00
Other Describe below	$	$	$
TOTAL COST	$	$	$

In-Kind Contributions	None

9. Funding History

a. Was this project funded with Auburn lodging tax funds in a prior fiscal year?

b. If you answered yes to 9a, provide prior years and how much funding was granted.

Yes...$23,000 ($8,000 for Indian Relay and $15,000 for T-Rex Racing)

10. Indicate what efforts have been made to access funding from additional sources?

We sell sponsorships for all our events.

11. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, local lodging and restaurants.

None

12. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;

2. That it will abide by all relevant local, state, and federal laws and regulations;

3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;

4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Signature: _____ 10/20/2025

Date

Philip Ziegler

Printed Name & Title of Chief Administrator/Authorizing Official

2026 Lodging Tax Grant Fund Application

SUBMITTAL CHECKLIST

Place a check mark by each item to indicate your review & inclusion in your submittal packet.

1. ☑ Submit complete application packet by 5:00pm, of the associated due date.
   - Email application to jfrancis@auburnwa.gov or mail to City Hall (Attention: Jenn Francis), 25 West Main Street, Auburn, WA 98001.
   - Be sure to use application for FY2025 grant awards (template with preset font and margins)
   - Late applications will not be accepted

2. ☑ All questions on application have been answered in a detailed, yet concise manner.

3. ☑ Application has been reviewed and includes:

   a. ☑ Signature by a person authorized to bind the agency to a contract

   b. ☑ Attachments that are no larger than 11" x 17"

   c. ☑ For Non-Profits, a copy of 501(c)3 or 501(c)6 tax exemption determination letter

   ☐ N/A

   d. ☑ Marketing plan for the proposed project

   e. ☑ Operating budget for the proposed project

   f. ☑ Your organization's most recent Balance Sheet

   g. ☑ Your organization's Articles of Incorporation and/or Bylaws

   h. ☑ Documentation showing your governing body's authorization to submit the grant request

   Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or (Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or "I am the person organizing this event and am submitting this funding request for (name of event)).

   i. ☑ List of your current Board of Directors or other governing body of your organization

   The list must include names, phone numbers, addresses, and identify the principal officers of your governing body.

   j. ☑ Signed letter from your governing body Chairperson that provides the name, title, address and telephone number for the person authorized to sign this application.

APPLICATION FOR LTAC GRANT FUNDING

1. **Project Information**
   a. **Project**

Project Name: Miss Auburn Scholarship Organization & Competition

Amount of Lodging Tax Funding Requested: $ 5,000.00
(Amount Requested must match Project Budget column a "Lodging Tax Funding Requested")

Total Project Cost: $ 5,000.00
(Total Project Amount must match Project Budget column c "Total Project Cost")

b. **Applicant Organization**

Name of Applicant Organization: Miss Auburn Scholarship Organization

Mailing Address: 12659 SE 306th Ct
Auburn WA 98092

Tax ID Number: 91-1428256

Organization Unified Business Identifier (UBI): 601346565

UBI Expiration Date: 10/31/2026

Type of Organization: Non Profit

(Non-profit, For-profit, Municipality, Private business, etc.)

c. **Contact:**

Name: Tamie Bothell

Title: President & Executive Director

Telephone: 253-709-1577

Email: tbothell@gmail.com

Signature: Tamie Bothell

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

2. Project Description

a. Event Date(s): February 7, 2026

b. Event Location: Auburn Performing Arts Center

c. If there is a charge or fee for this activity, please describe how much and why.

Competition tickets are sold for the pageant held on February 7th for our Miss, Teen, Ambassador and Emeralds to help offset the cost of the theater.

d. Please provide a detailed, yet concise **scope of work (mandatory)** and/or proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

The Miss Auburn Scholarship Organization is an asset to our community. We are the first stop at the local level for young to develop skills and continue their journey to Miss Washington and Miss America.

We proudly awarded over $25,000 in scholarships each year to local young women who exemplify leadership, service, and personal growth. Through mentorship, leadership training, and community service, our participants develop confidence and communication and interview skills, advocate for causes they believe in, serve as role models for younger girls through our Emeralds and Ambassador programs, as well as promote and attend Auburn's community events where they can speak and share their talents with their community.

Our program connects with our business and education members who sponsor the program year and year because they see first hand how the program develops and changes these young women forever. Most will tell you that even though they didn't win the crown, they won life skills they can use for their continued education, and to have confidence in future interview skills.

The program participation is 40-60 young woman who apply to our four programs depending on ages and their families. Our Miss and Teen contestants go though seven week competition workshops on interview skills, writing a resume and talent rehearsals leading up to the competition. We have local business support with scholarship donations and food for competition, as well as community members who donate their time tin helping prepare our young women for competition and those who serve as judges who have the tough job of selecting our new title holders.

3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

Our program is open to young women who live in not only in Auburn, but throughout our region in King & Pierce Counties. Many of the families need lodging during the pageant weekend, as well as our seven judges. Last year, we estimated that 30 hotel rooms were occupied and we want to see that number increase. The Outlet Collection benefits because girls in our program love to shop, and there are many stores that carry just what they are looking for. They also love the Dave and Buster experience and it's always a hit. Our program has weekly rehearsals starting in January to pageant day, so many restaurants and our amazing coffee shops all benefit from our program.

Our ambassadors are excellent with social media and we provide a lot of coverage throughout the state in thanking our businesses and organizations that provide to our program. It's one of the reasons, we continue to have local business support and donate each year because we pride ourselves in teaching young woman the art of saying thank you and showing appreciation.

4. Tourism Benefit

a. Estimate how the funds will increase the amount of people traveling to Auburn to stay overnight in paid accommodations.

LTAC funds would assist in expanding our program to reach more contestants and families outside of Auburn in the King County and Pierce County areas. We've noticed an uptick in girls and families traveling from all over the region: north Seattle, Bremerton, Cowlitz County, and as far as Vancouver. These long distances require hotel stays, gas and meals all within Auburn. We also have at least 7 judges that require secured lodging for travel. This would be a huge benefit to the program and elimate these funds being spent on admin costs, and instead be used as more scholarships to these young women.

b. Estimate how the funds will increase the amount of people traveling to Auburn from more than 50 miles from their residences.

The Miss Auburn Scholarship Organization is one of the largest scholarship providers to young women in our state. Last year, we awarded over $35,000 to young women who are leaders already in the community. We estimated over 25 rooms were occupied by these families within our program, and we know we can grow that number.

Our contestants love social media and any chance to post about Auburn. We'd love to continue a great partnership in promoting Auburn with fun hashtags on all our social media sites with fun ways to engage and promote Auburn to encourage more tourism.

5. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Auburn? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long-term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible?

Note - Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

LTAC funds will enable us to use these funds for marketing and communication to reach a broader range of participates throughout the region. Our program requires participation over three nights at the Performing Arts Center. This encourages competitors, families, friends and judges to drive and stay and in Auburn. Driving up the amount of revenue spent at hotels, restaurants and shopping.

We can track and measure any increases by the amount of Miss, Teen, Ambassadors and Little Sisters we have participate in our program each year. Each young woman on the stage will have many supports that include: parents, grandparents, aunts, uncles, family and friends attendig to show their support. All these attendees usually dine at local restaurants and shop at local stores and the Outlet Collection.

6. Funding Requirements

Due to funding constraints, partial funding may be recommended by the LTAC. If partial funding is received, how will that impact the project/activity? Please describe:

LTAC funds will be used for providing lodging for our 7-judges and marketing materials to reach a larger demographic. If partial funding is received, we will be limited on who we select to judge our program. We are vigilant in growing our program, just with less. As a full volunteer run program, it's amazing what we can do with little funds to do it, because we believe in these future leaders!

7. Use of Funds

Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

We are requesting $5,000 to assist with the lodging expenses for our judges and Miss Washington to attend in the amount of $2,500.

The reminder will be used for PR and marketing of our program in the 50 + miles radius outside of Auburn.

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

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

Funding Source: List all revenue sources anticipated **Do not include requested Lodging Tax Funds**	**Amount**	**Confirmed Yes/No**	**Date Available**
Program Ad Sales ($400 per contestant)	$ 14,000.00	No	02/14/2026
Program Sponsors	$ 9,600.00	No	02/14/2026
Ticket Sales	$ 10,700.00	No	02/14/2026
People's Choice Votes (shared w/Food Bank)	$ 1,895.00	No	02/14/2026
	$		

Expenses: Based on full funding, please list project costs.
Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.
You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.

	Lodging Tax Funds Requested *	**Other Funds (Do not include "in-kind" dollars)**	**Total Project Cost ****
Personnel (salaries & benefits)	$ 0.00	$ 0.00	$ 0.00
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	$ 0.00	$ 5,771.00	$ 5,771.00
Marketing/Promotion	$	$ 608.00	$ 608.00
Direct Sales Activities	$	$	$
Minor Equipment	$	$	$ 0.00
Travel	$ 5,000.00	$ 1,849.00	$ 6,849.00
Contract Services	$	$ 400.00	$ 400.00
Other Describe below	$	$	$
TOTAL COST	$	$ 8,628.00	$ 13,628.00

In-Kind Contributions	Jill Christine Photography | $500 Sunkissed Golden Mobile Spray Tan | $500 SQ Root Salon | $500

9. Funding History

a. Was this project funded with Auburn lodging tax funds in a prior fiscal year? No

b. If you answered yes to 9a, provide prior years and how much funding was granted.

10. Indicate what efforts have been made to access funding from additional sources?

We rely on donations from individuals and local businesses provide scholarships we award our contestants. In addition, we depend on donations to provide meals for the 3-nights we have dress rehearsals and the pageant itself.

Contestants help with fundraising by selling business ad space in our program book. Each contestant is required to raise $400. All funds goes directly back into the scholarships awarded. None of the money raised is used for administration costs.

11. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, local lodging and restaurants.

The Auburn Noon Lions Club is a co-sponsor of our event and they also organize events and donation drives to help raise scholarship funds.

Contestant Sponsors: Local businesses provide a scholarship in the amount of $500 to offset registration fees.

Our contestants and title holders serve as ambassadors in Auburn during their year of service. They attend and promotes events organized by The City of Auburn, Chamber of Commerce and the Downtown Auburn Cooperative and help promote and encourage community participation. Our organization has 63 years of dedicated service and we are proud to be a hometown program.

12. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;

2. That it will abide by all relevant local, state, and federal laws and regulations;

3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;

4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Signature: Tamie Bothell _____ 10/30/2025

Date

Tamie Bothell, President & Executive Director, Miss Auburn Scholarship Organization

Printed Name & Title of Chief Administrator/Authorizing Official

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MISS AUBURN SCHOLARSHIP PROGRAM
16525 MAPLEWILD AVE SW
BURIEN, WA 98166

Date:
12/08/2021
Employer ID number:
87-2327022
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
September 20, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053665003951

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

The Miss Auburn Scholarship Organization

CROWN CLUB OPPROTUNITIES

The Miss Auburn Scholarship Competition will be held February 7, 2026 at the Auburn Performing Arts Center. Each year, we provide our candidates over $30,000 in scholarships for their future educational goals. The Miss Auburn Scholarship program has served the Auburn community for over 57 years and is committed to preparing great women for the world. A sponsorship is a wonderful partnership to support these young women and let us share about your business on our social media sites and competition attendees. We have different sponsorship levels available, and we hope you'll join the Crown Club and be part of our family.

	Golden Crown Level $3000+	Silver Level $1500	Bronze Level $1000	Candidate Sponsorship $500	Scholarship Provider $250	In-Kind (Photography, jewelry, appearance attire, fitness, hair, nails, tanning).
Full page ad in program book	X	X				
Your banner on display at event	X					
Tickets on request	6	4	3	2		
Your logo in event's repeating video display	Full Page	½ Page	½ Page	¼ Page		x
Spot in our sponsor display	Premiere	Large	Medium	Small		x
Mentions by MC during the event	4	3	2	2		x
Recognition in press releases & social media	X	X	X	X	X	
Link to your business on event website	X	X	X	X	X	x

For more information on sponsorship, contact Tamie Bothell @ tbothell@gmail.com

sound credit union
PO Box 1595 | Tacoma, WA 98401
800.562.8130 | soundcu.com

Account Number: XXXXXX4854
Statement Date: 09/01/2019 - 09/30/2019

Auto Sale!
We've partnered with Northwest Motorsport for the month of October to offer members discounted rates on vehicles purchased from any NWMS location and financed through Sound. Visit soundcu.com for details.

MISS AUBURN SCHOLARSHIP PROGRAM
16525 MAPLEWILD AVE SW
BURIEN, WA 98166-3133

STATEMENT SUMMARY

DEPOSIT ACCOUNTS BALANCE SUMMARY

Checking (1)	$	0.00
Savings (1)	$	8,676.86

SOUND REWARDS SUMMARY

Points Balance	17,682

LOAN ACCOUNTS BALANCE SUMMARY*

* Loan balance shown is not payoff balance.

CHECKING

ID 10: FREE CHECKING

Beginning Balance		3 Deposits & Other Credits		10 Withdrawals & Other Debits		New Balance
$2,975.06	+	$1,708.40	-	$4,683.46	=	$0.00

Date	Transaction Description		Balance
09/01/19	**Balance Forward**		**2,975.06**
09/02/19	Withdrawal Debit Card Check Card Google LLC 650-2530000 CA DATE 09/02/2019	-5.47	2,969.59
09/03/19	Check 1272	-850.00	2,119.59
09/04/19	Withdrawal Debit Card Check Card PAY*STOR MORE AUBURN 253-939-8200 WA DATE 09/01/2019	-95.00	2,024.59
09/05/19	Check 1309	-72.00	1,952.59
09/05/19	Check 1308	-1,487.20	465.39
09/16/19	**Deposit Home Banking Transfer From Share 00**	**1,350.00**	**1,815.39**
09/17/19	Withdrawal Debit Card Check Card WA SECRETARY OF STATE .WA.GOV WA DATE 09/17/2019	-10.00	1,805.39
09/25/19	Withdrawal Debit Card Check Card Amazon Music*LS6Z88PG3 888-802-3080 WA DATE 09/25/2019	-8.79	1,796.60
09/26/19	Check 1310	-1,350.00	446.60
09/30/19	**Deposit Transfer From Share 00**	**353.40**	**800.00**
09/30/19	Check 1307	-800.00	0.00
09/30/19	**Deposit Transfer From Share 00**	**5.00**	**5.00**
09/30/19	Withdrawal Transfer fee	-5.00	0.00
09/30/19	**Ending Balance**		**0.00**

SUMMARY OF OVERDRAFT AND RETURNED ITEMS

Fee Description	This Statement Period	Year-To-Date
Total fees for overdraft items paid (Courtesy Pay)	$0.00	$0.00
Total fees for overdraft items returned unpaid (NSF)	$0.00	$0.00

Total Year-To-Date Dividends Paid: $0.00

CHECKS CLEARED

Check	Amt	Check	Amt	Check	Amt	Check	Amt
1272	850.00	1307*	800.00	1308	1,487.20	1309	72.00

MISS AUBURN SCHOLARSHIP PROGRAM, INC.

Corporation By-Laws
September 2021

ARTICLE I. **NAME**

Section I. The name of this organization shall be "Miss Auburn Scholarship Program, Inc."

ARTICLE II. **PURPOSE**

Miss Auburn Scholarship Program (MASP) main purpose is to raise funds and distribute scholarships for further education and personal development. The program promotes the development of young women in public speaking, leadership, and social skills.

ARTICLE III. **MEMBERSHIP**

Section I. There shall be two (2) categories of membership in the Miss Auburn Scholarship Program, Inc.
They shall be:

A. Board of Directors membership: They shall be elected members and the voting body of this organization.
B. Associate membership: They shall be non-voting members of this organization.

Section II. Membership must be by nomination, then election by majority vote via private ballot of those in attendance at the Board of Directors meeting. Written notification of newly-elected members will be made prior to the next scheduled meeting. The Board of Directors shall determine the type of membership to be held by an individual.

A. The individual nominated must have a sincere interest in the organization and in the development of the young women competing in the two Miss Auburn programs.

Section III. There shall be no less than ten (10) members and no more than twenty (20) members on the Board of Directors; with unlimited membership allowed in the Associate Membership category.

Section IV. Membership on the Board of Directors may be terminated as follows:

A. Voluntary action by the member.
B. By the request of a majority vote of the Board of Directors for:
    1. Non-attendance at three (3) consecutive meetings without an absence excused by the President prior to the meeting.

2. Not actively participating as a member in individual or committee assignments.

ARTICLE IV. OFFICERS

Section I. The program shall have at least five (5) elected officers: A President, Vice President, Secretary, Treasurer and Events Coordinator.

Section II. The President shall appoint a nominating committee of three (3) board members who will obtain and submit names in writing to the Board of Directors one month prior to election.

Section III. Only members of the Board of Directors shall be eligible to hold an office.

Section IV. The officers shall be elected within three (3) months after completion of each pageant, held in an odd calendar year by a majority vote of the Board of Directors. They will hold a two (2) year term of office.

A. Election shall be by secret ballot.
B. Each office shall be balloted individually until all officers have been elected. They shall be elected in the following order: President, Vice President, Secretary, Treasurer, and Events Coordinator.

Section V. A vacancy occurring in an office shall be filled for the unexpired term by a simple majority vote of the Board of Directors.

A. In the interim, the President may assign an individual from the Board of Directors to function in the vacant position.

Section VI. The officers shall take office immediately following election.

ARTICLE V. DUTIES OF OFFICERS

Section I. **President**; The President shall preside at all meetings of the Board of Directors and the Executive Committee; appoint all project chairs, with verification of the Executive Committee; appoint the program (Co) Executive Director(s) and the Executive Committee members-at-large; perform all duties usually pertaining to the office and such as are specified in these by-laws; sign all orders on the treasury and co-sign all checks (if co-signatory is required). In the event of an emergency or payment being received by the President, another authorized signature must be used. Additionally, the President shall sign all official correspondence pertaining to the function of the Board of Directors; call and set meetings and agendas of the Board of Directors and Executive Committee (other than those as stated in Article VIII, Section II of these by-laws), and see that all members are informed of same. The President will assign an audit committee who will perform audits of the treasurer's records during even years. The audit committee will consist of three (3) members of the Board of Directors,

requiring an Audit Report to be presented at the next scheduled meeting of the Board of Directors. The President will require external audits as voted on by the Board of Directors.

Section II. **Vice President**: The Vice President shall preside in the absence of the President and shall serve as an aide to the President. In case of vacancy in the office of the President, the Vice President shall assume the duties of the office until a meeting of the Board of Directors is held for the election of a new President. The Vice President is authorized as the third co-signer of organization checks.

Section III. **Secretary**: The Secretary shall keep accurate minutes of all meetings and sign all correspondence in the absence of the President; keep updated individual rosters for both categories of memberships with names, addresses, e-mails and telephone numbers, and make these copies available to members of the Board of Directors; keep an updated record of roll call of all Executive Committee and Board of Directors meetings; be responsible for all correspondence as designated by the President and keep an updated file of the same. The Secretary shall be responsible to notify all members of meetings scheduled by the President in a timely fashion.

Section IV. **Events Coordinator**: The Events Coordinator shall coordinate all program/pageant events as identified by the President; request updates by event committee chairs and provide reports during board meetings.

Section V. **Treasurer**: The treasurer shall receive and issue receipts for all monies of the organization; keep an accurate record of income and disbursement according to the approved annual budget; on authorization of the President of Board of Directors, shall present quarterly statement; close the books at the end of each fiscal year and open books for the new year. There will be 2 accounts kept, one for administrative cost and the other to hold all scholarship funds to be awarded. The records of financial accounting shall be available at the end of each fiscal year.

Section VI. Retiring officers shall relinquish to their successors all books, records, funds, and supplies immediately upon leaving office.

Section VII. An office shall be declared vacant if an officer is absent for three (3) consecutive meetings unless excused by the President or with approval of the Executive Committee.

ARTICLE VI. EXECUTIVE COMMITTEE

Section I. The Executive Committee shall consist of the five (5) elected officers and no more than six (6) appointed members from the Board of Directors, and will include the Executive Director(s), Assistant Director(s) and Producer(s).

Section II. The appointed members from the Board of Directors shall be appointed by the newly elected President by the next regularly scheduled meeting. These appointees shall be members of the Executive Committee for two (2) consecutive years.

Section III. Should an appointed member of the committee find they are unable to fulfill their assigned term, the vacancy shall be filled by appointment of the President by the second meeting following the vacancy.

Section IV. Should an appointed member be absent from more than three (3) consecutive meetings without approval of the President, they shall automatically be replaced by another member of the Board of Directors by appointment of the President.

Section V. The Executive Committee shall review all proposed changes that would alter either program and/or expenditures prior to being presented to the Board of Directors.

Section VI. This committee shall review the budget prepared by the Finance Committee and forward to the Board of Directors or return to the Finance Committee for revision. The budget shall be approved no later than four (4) months prior to the date of each pageant in a given year.

ARTICLE VII. **BOARD OF DIRECTORS**

Section I. The Board of Directors shall consist of all members of the Executive Committee and no more than twelve (12) additional elected Members, not to exceed a total of twenty (20) individuals (see Article III, Section III).

Section II. Each member shall have one (1) vote for all business pertaining to the organization and one (1) vote for elections.

Section III. The Board of Directors shall transact all business necessary to the purpose of the organization. All action of the Executive Committee will be referred to the Board of Directors.

Section IV. One-third (1/3) or no less than eight (8) members of the Board of Directors shall constitute a quorum.

ARTICLE VIII. **MEETINGS**

Section I. The Executive Committee shall meet as required to conduct business as defined under Article VI.

Section II. Meetings of the Board of Directors shall be held at least

quarterly. Should there be necessity for a special meeting it may be called by the President, and all members will be notified of the date, time and place no less than 24 hours in advance.

Section III. Meetings of special committees will be called at the discretion of the responsible chair. They shall also inform the President of the meetings. Meeting notices shall be provided a minimum of 24 hours in advance.

ARTICLE IX. COMMITTEES

Section I. The Executive Director(s) shall be assigned by the Executive Committee and shall be responsible to:

A. Work with the President to prepare contestants and titleholders for local and state competitions;
B. Mentor Assistant Director(s).

Section II. All committee chairs will report to the Executive Committee or Board of Directors. They shall stay within their assigned budget unless approved by the Board of Directors. They shall perform any and all duties as assigned or requested by the President, Executive Committee and/or Board of Directors.

ARTICLE X. STANDING RULES

Section I. The President shall assign a committee each fiscal year to review and make revisions as necessary to the Standing Rules of this corporation. They are not to be inconsistent with these by-laws and must be approved by a simple majority vote of the Board of Directors.

ARTICLE XI. AMENDMENTS

Section I. This policy may be amended by a majority vote of the Board of Directors members present at any meeting of the Miss Auburn Scholarship Program, Inc., providing written notice of proposed amendment is sent to each Board of Directors member at least ten (10) days prior to the meeting.

ARTICLE XII. DEFINITION OF QUORUM AND MAJORITY

Section I. For the purpose of the Miss Auburn Scholarship Program, Inc. meetings and the Executive Committee meetings, see the Article pertaining to same.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Section I. The revised edition of Robert's Rules of Order shall govern the proceedings of all meetings of the corporation, except as provided for in the policy (Standing Rules).

Original Adoption on June 28, 1972
Revised on April 9, 1979
Revised on September 16, 1985
Revised on September 1, 1998
Revised on August 13, 2012
Revised on September 16, 2021

Tamie Bothell

Subject: FW: Board Authorization to Submit LTAC Grant

From: Tamie Bothell <tbothell@auburnwa.gov>
Sent: Wednesday, October 29, 2025 5:26 PM
To: Angie Kleinbeck <angelamarie0212@yahoo.com>; Ashley Cox <coxfamily1323@gmail.com>; Chantell Ankerfelt <chantellankerfelt@gmail.com>; Emily Hursh <emily-hursh@leavitt.com>; Hayley McJunkin <haymcj@gmail.com>; Heather Haggin <heather.haggin@yahoo.com>; Jamee Mahmood <jamee919@gmail.com>; Jim Kleinbeck <kleinjw@hotmail.com>; Joyce Shumway <ecyoj53@hotmail.com>; lindsaytiffany04@gmail.com; Mogi Haggin <treasureme3@comcast.net>; Tamie Bothell <tbothell@auburnwa.gov>; Tren Walker <tren.walker@gmail.com>
Subject: Board Authorization to Submit LTAC Grant

Hey team – I need your help since the deadline to submit a grant request is Friday. To submit the grant for LTAC money, I need the board's approval. **Please read the statement below and send me your reply to approve or deny Tamie Bothell, President of the Miss Auburn Scholarship Organization to sign and submit the application on behalf of the organization, and make sure your name is included:**

Documentation showing your governing body's authorization to submit the grant request

Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or (Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or "I am the person organizing this event and am submitting this funding request for (name of event))

I, Tren Walker, approve Tamie Bothell, President of the Miss Auburn Scholarship Organization to sign and submit the application on behalf of the organization

I approve of Tamie Bothell to sign the grant. Mogi Haggin

I, Ashley Cox, APPROVE, Tamie Bothell, President of the Miss Auburn Scholarship Organization to sign and submit the application on behalf of the organization.

I, Hayley Sewell, APPROVE, Tamie Bothell, President of the Miss Auburn Scholarship Organization to sign and submit the application on behalf of the organization.

I, Joyce Shumway, APPROVE Tamie Bothell, President of the Miss Auburn Scholarship Organization, to sign and submit the application on behalf of the organization.

I, Angie Kleinbeck, approve, Tamie Bothell, President of the Miss Auburn Scholarship Organization, to sign and submit the application on behalf of the organization.

I, Chantell Ankerfelt, APPROVE, Tamie Bothell, President of the Miss Auburn Scholarship Organization to sign and submit the application on behalf of the organization.

I, Tiffany Lindsay, approve, Tamie Bothell, President of the Miss Auburn Scholarship Organization, to sign and submit the application on behalf of the organization.

Miss Auburn Scholarship Organization Board of Directors

Name	Addresss	City		Zip	Cell Phone	Email Address	Elected Position
Tamie Bothell	12659 S.E. 306th Ct.	Auburn	WA	98092	253-709-1577	tbothell@auburnwa.gov	President & Executive Director
Tren Walker	18409 9th St E	Lake Tapps	WA	98391	253-350-2723	tren.walker@gmail.com	VP & Interview Director
Emily Hursh	11416 SE 290th Place	Auburn	WA	98092	253-332-4282	emily@hbtinsurance.com	Secretary & Co-Judges Chair
Diane Ryan	16525 Maplewild Ave SW	Burien	WA	98166	253-653-8531	dianeryan101@gmail.com	Treasurer & Teen Co-ED
Ashley Cox	12659 SE 306th CT	Auburn	WA	98092		adcox@gmail.com	Co-Executive Teen Director & Marketing Director
Jamee Mahmood	1700 NE 27th Pl	Renton	WA	98056	206-790-9053	Jamee919@hotmail.com	Producer
Hayley Sewell	15845 11th Ave SW	Burien	WA	98166	253-486-9195	haymcj@gmail.com	Co-Executive Teen Director, Emcee & Alumni Chair
Heather Miller					253-347-9930	heather.haggin@yahoo.com	Choreographer & Assistant Producer
Joyce Shumway	14404 SE 275Th Pl	Kent,	WA	98092	206-353-8542	joyceshumway@comcast.net	Ambassador Chair & Production Assistant
Chantell Ankerfelt		Lake Tapps	WA	98391	425-346-5946	chantellankerfelt@gmail.com	Emerald's Director
Mogi Haggen	27453 149th PL SE	Kent	WA	98042	253-653-0482	treasureme3@comcast.net	Recruitment & Lions Club Liaison
Ashley Cox	12659 SE 306th Ct	Auburn	WA	98092	253-332-7368	coxfamily1323@gmail.com	Social Media & Marketing
Jim Kleinbeck	365 Randall Pl	Enumclaw	WA	98022	206-992-7324	kleinjw@hotmail.com	Producer
Angie Kleinbeck	365 Randall Pl	Enumclaw	WA	98022		angiemarie0212@gmail.cc	Co-Executive Miss Director

2026 Lodging Tax Grant Fund Application

SUBMITTAL CHECKLIST

Place a check mark by each item to indicate your review & inclusion in your submittal packet.

1. ☑ Submit complete application packet by 5:00pm, of the associated due date.
   - Email application to jfrancis@auburnwa.gov or mail to City Hall (Attention: Jenn Francis), 25 West Main Street, Auburn, WA 98001.
   - Be sure to use application for FY2025 grant awards (template with preset font and margins)
   - Late applications will not be accepted

2. ☑ All questions on application have been answered in a detailed, yet concise manner.

3. ☑ Application has been reviewed and includes:

   a. ☑ Signature by a person authorized to bind the agency to a contract

   b. ☑ Attachments that are no larger than 11" x 17"

   c. ☐ For Non-Profits, a copy of 501(c)3 or 501(c)6 tax exemption determination letter

   ☑ N/A

   d. ☐ Marketing plan for the proposed project

   e. ☐ Operating budget for the proposed project

   f. ☐ Your organization's most recent Balance Sheet

   g. ☐ Your organization's Articles of Incorporation and/or Bylaws

   h. ☐ Documentation showing your governing body's authorization to submit the grant request

   Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or (Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or "I am the person organizing this event and am submitting this funding request for (name of event)).

   i. ☐ List of your current Board of Directors or other governing body of your organization

   The list must include names, phone numbers, addresses, and identify the principal officers of your governing body.

   j. ☐ Signed letter from your governing body Chairperson that provides the name, title, address and telephone number for the person authorized to sign this application.

APPLICATION FOR LTAC GRANT FUNDING

1. **Project Information**
   a. **Project**

Project Name: Auburn's Petpalooza & Dog Trot 3K/5K Fun Run

Amount of Lodging Tax Funding Requested: $ 16,430.00
(Amount Requested must match Project Budget column a "Lodging Tax Funding Requested")

Total Project Cost: $ 58,130.00
(Total Project Amount must match Project Budget column c "Total Project Cost")

b. **Applicant Organization**

Name of Applicant Organization: Auburn Parks, Arts & Recreation Department

Mailing Address: 910 Ninth Street SE

Tax ID Number: 91-6001228

Organization Unified Business Identifier (UBI): 171-000-010

UBI Expiration Date: 05/31/2026

Type of Organization: Municpality

(Non-profit, For-profit, Municipality, Private business, etc.)

c. **Contact:**

Name: Amanda Valdez

Title: Special Events Coordinator

Telephone: 253-804-5049

Email: avaldez@auburnwa.gov OR events@auburnwa.gov

Signature: Amanda V

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

2. Project Description

a. Event Date(s): Saturday, May 16, 2026

b. Event Location: Game Farm Park, 3030 R Street SE, Auburn, WA 98002

c. If there is a charge or fee for this activity, please describe how much and why.

The Petpalooza festival is FREE for festival-goers to attend. There is a participation fee for the Dog Trot Fun Run. Fees are $25-$35/person. A variety of vendor fees are associated, depending on business type from $25-$350. Sponsorships also available.

d. Please provide a detailed, yet concise **scope of work (mandatory)** and/or proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

Auburn's Petpalooza is a large-scale festival designed for animal/pet lovers. The 'FREE' to attend event is held annually, each May, and features a variety of animal entertainment and attractions for all to enjoy. The festival is kicked off with a popular Dog Trot 3K/5K Fun Run at 9:30am. The festival, held from 10am-5pm, features a petting zoo, inflatable rides and other children's activities, a variety of pet contests, an agility area, Flydog demos, over 125 vendors, pet adoptions, low-cost pet services and loads more. The festival serves the 15,000+ attendees and benefits those in attendance, along with the vendors (especially the 40+ non-profit organizations that participate!) entertainers, and surrounding businesses.

3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

1. The Auburn economy benefits from having an influx of 15,000 people attend an event, who may also chose to stop and buy gas, groceries, food, retail products; and visit other Auburn attractions (Downtown, Mall, or Casino).
2. Attendees will benefit from the opportunity to attend this FREE event and have access to low-cost pet services, free samples, information, entertainment, attractions, and more.
2. Hand-crafted vendors will benefit from the opportunity to sell their items.
3. Non-profit organizations and animal rescues (40+) benefit from finding forever homes, gaining new volunteers and fosters and from the fundraising opportunities and the general visibility the receive.
4. Commercial Vendors and Sponsors benefit from the vast visibility the event provides them, also allowing them to get face-to-face with thousands of potential new customers.
5. Our paid entertainers and Service Providers benefit from a paid gig/opportunity that they would otherwise not have.

4. Tourism Benefit

a. Estimate how the funds will increase the amount of people traveling to Auburn to stay overnight in paid accommodations.

The funds would enable us to specifically target pet-loving individuals that live 50+ miles from Auburn that we would otherwise not reach if we did not receive this grant. We plan to promote Auburn Tourism and encourage people to 'Stay & Play in Auburn all weekend'

b. Estimate how the funds will increase the amount of people traveling to Auburn from more than 50 miles from their residences.

We plan to target pet-loving individuals that live 50+ miles from Auburn, that otherwise, likely wouldn't know about the event. Petpalooza is a niche event in our area - there's nothing else like it! In addition to event promotion, we have plans to bring in a nationally-renowned canine touring act that will draw viewers that may otherwise not attend.

In addition to specifically targeting areas 50+ miles from Auburn, including Yakima, Centralia, Moses Lake and Wenatchee, we have plans to purchase advertising via CityDog Magazine to target the Portland-metro area and Vancouver, B.C, Canada.

5. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Auburn? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long-term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible?

Note - Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

The goal of Auburn's Petpalooza is to provide the community with a fun and safe, family/pet-friendly event experience, while giving vendors the opportunity to showcase their products/services. With an estimated 15,000 people in attendance; we believe the festival will attract overnight stays, especially when promoting the event State-wide and in the Portland and Vancouver, B.C. areas. We will track participants through the City of Auburn Placer.ai services to see where attendees are coming from and their resulting visiting patterns.
We can get an estimate of the increased visitors to Auburn by tracking Dog Trot participants and paid vendors, and by talking with visitors at the event. In the past, after the completion of the event, we have called local hotels to gauge who may have been in town for the event.
While there is not a tool to directly measure the result of sale of goods/services, testimonials tell us that attendees stop to get gas, eat, and possibly shop at the mall, downtown area, or other retails stores and/or visit the casino or other destinations while in Auburn.

6. Funding Requirements

Due to funding constraints, partial funding may be recommended by the LTAC. If partial funding is received, how will that impact the project/activity? Please describe:

We are requesting funds specifically to target pet-loving individuals and event-lovers that live over 50+ miles away from Auburn that we would otherwise not reach if we did not receive this grant. If partial funding is received, we would be forced to purchase less advertising and our primary target would be Auburn and the surrounding areas.

7. Use of Funds

Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

We are requesting $16,430.00 in funds to support Auburn's Petpalooza and Dog Trot. We plan to use $8,880.00 to support our marketing efforts and new tax on marketing (CityDog Portland, CityDog Vancoucer, B.C., radio, target marketing via social media) and $2,000.00 to help support the national canine touring act (also featured on TV), which we believe will be an additional incentive to attend the festival. We are asking for an 11% increase from 2025 to cover the new tax now associated with advertising as of October 1, 2025. The remaining $5,550 will be spent on bus ads 50+ miles outside of Auburn which will we believe will be a great new passive and constant advertising opportunity in the weeks leading up to the event.

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

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

Funding Source: List all revenue sources anticipated **Do not include requested Lodging Tax Funds**	**Amount**	**Confirmed Yes/No**	**Date Available**
Vendor Fees	$ 12,000.00	No	05/16/2026
Sponsorships	$ 10,000.00	No	05/16/2026
Dog Trot Registrations	$ 10,000.00	No	05/16/2026
T-Shirt Sales	$ 500.00	No	05/16/2026
City of Auburn General Fund	$ 9,200.00	Yes	01/01/2026

Expenses: Based on full funding, please list project costs.
Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.
You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.

	Lodging Tax Funds Requested *	**Other Funds (Do not include "in-kind" dollars)**	**Total Project Cost ****
Personnel (salaries & benefits)	$ 0.00	$ 0.00	$ 0.00
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	$ 0.00	$ 0.00	$ 0.00
Marketing/Promotion	$ 14,430.00	$ 7,000.00	$ 21,430.00
Direct Sales Activities	$ 0.00	$ 0.00	$ 0.00
Minor Equipment	$ 0.00	$ 0.00	$ 0.00
Travel	$ 0.00	$ 1,200.00	$ 1,200.00
Contract Services	$ 2,000.00	$ 25,300.00	$ 27,300.00
Other Describe below	$ 0.00	$ 8,200.00	$ 8,200.00
TOTAL COST	$ 16,430.00	$ 41,700.00	$ 58,130.00

In-Kind Contributions	We typically get some gift cards and pet treats that are used towards dog trot and pet contest prizes in the amount of approximately $1,200.00. ***Note - Personnel, administration, and other support comes from other City's budgets and not calculated as part of the direct event budget.

9. Funding History

a. Was this project funded with Auburn lodging tax funds in a prior fiscal year? Yes

b. If you answered yes to 9a, provide prior years and how much funding was granted.

2016 - $5,000.00; 2017 - $2,500.00; 2018 - $3,500.00; 2019 - $5,000.00; 2023 - $8,000.00
2024 - $8,000.00; 2025 - $10,000.00

10. Indicate what efforts have been made to access funding from additional sources?

We are actively seeking sponsorships, which help offset the costs of hosting the event.

11. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, local lodging and restaurants.

The Downtown Auburn Cooperative in conjunction with the Auburn VFW, operates the Beer & Wine Garden. We work closely with the Auburn Police and City of Auburn M&O to manage and help support the street closures associated with the Dog Trot. The Family Dog Training Center offers a free agility area at the festival. In previous years, the Auburn Youth Council runs the three water booths along the Dog Trot course and have offered free face painting at the event. For numerous years, we have partnered with Auburn's E-Z Access to obtain 10-12 volunteers to support the Dog Trot packet pick-up efforts. A variety of vendors provide free and/or low-cost services to support the event and pet-owners, such as micro-chipping and nail trims.

12. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;

2. That it will abide by all relevant local, state, and federal laws and regulations;

3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;

4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Signature: Nancy Bockus 10·22·25

Date

Printed Name & Title of Chief Administrator/Authorizing Official

AUBURN. WASHINGTON

2026 Lodging Tax Grant Fund Application

SUBMITTAL CHECKLIST

Place a check mark by each item to indicate your review & inclusion in your submittal packet.

l. [Z] Submit complete application packet by 5:00pm, of the associated due date.

- o Email application to jfrancis@auburnwa.gov or mail to City Hall (Attention: Jenn Francis), 25 West Main Street, Auburn, WA 98001.
- o Be sure to use application for FY2025 grant awards (template with preset font and margins)
- o Late applications will not be accepted

2.[Z]All questions on application have been answered in a detailed,yet concise manner.

3.OApplication has been reviewed and includes:

a [Z] Signature by a person authorized to bind the agency to a contract

b [Z] Attachments that are no larger than 77" x 77"

c D For Non-Profits, a copy of 50l(c)3 or 50l(c)6 tax exemption determination letter

[Z] N/A

d . O Marketing plan for the proposed project

e D Operating budget for the proposed project

f D Your organization's most recent Balance Sheet

g . 0 Your organization's Articles of Incorporation and/or Bylaws

h . 0 Documentation showing your governing body's authorization to submit the grant request

Documentation consists of meeting minutes in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (individual's name) to submit an Auburn lodging tax funding request, or {Individual's name) has the governing body's authorization to make funding requests for (name of the agency" or"/ am the person organizing this event and am submitting this funding request for (name of event)).

i D List of your current Board of Directors or other governing body of your organization

The list must include names, phone numbers, addresses, and identify the principal officers of your governing body.

j. D Signed letter from your governing body Chairperson that provides the name, title, address and telephone number for the person authorized to sign this application.

APPLICATION FOR LTAC GRANT FUNDING

1. Project Information

a. Project

Project Name: Auburn's 61 st annual Veterans Parade & Observance

Amount of Lodging Tax Funding Requested: $ 14,430.00

(Amount Requested must match Project Budget column a "Lodging Tax Funding Requested")

Total Project Cost: $ 27,880.00

{Total Project Amount must match Project Budget column c "Total Project Cost")

b. Applicant Organization

Name of Applicant Organization: Auburn Parks, Arts & Recreation Department

Mailing Address: 91 O Ninth Street SE

Tax ID Number: 91-6001228

Organization Unified Business Identifier (UBI): 171-000-01 O

UBI Expiration Date: 05/31/2026

Type of Organization: Municipality

(Non-profit, For-profit, Municipality, Private business, etc.)

c. Contact:

Name: Amanda Valdez

Title: Special Events Coordinator

Telephone: 253-804-5049

Email: avaldez@auburnwa.gov OR events@auburnwa.gov

Signature: Amanda Valdez

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

2. Project Description

a. Event Date(s): Saturday, November 7, 2026

b. Event Location: Main Street in downtown Auburn

c. If there is a charge or fee for this activity, please describe how much and why.

The parade and the Remembrance Ceremony are available for viewing at no charge. We don't charge for parade participation. There is a fee for the breakfast and lunch portions of the event.

d. Please provide a detailed, yet concise **scope of work (mandatory)** and/or proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

Auburn's Veterans Parade is a long-standing tradition and a signature event for Auburn. Hosted since 1965, it has grown into one of the largest parades of its kind in the country that typically boasts over 150 units and nearly 4,000 parade participants. The parade draws an audience of 10,000+ and is also live-streamed on KOMO 4. While the parade is the focal point, the City of Auburn also hosts a Luncheon (in conjunction with the Washington Department of Veterans Affairs Service Award Program). We also work with a variety of organizations to offer other events including a community breakfast and a Remembrance Ceremony. We partner with the School District's Band Competition to acquire bands for the parade and support and we help with the promotion of the Marching Band & Field Competition. All events take place on the same day: 7:00am - 9:00pm.

3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

1. The Auburn economy benefits from having an influx of 15,000 people attend an event, who may also chose to stop and buy gas, groceries, food, retail products; and visit other Auburn attractions (Downtown, Mall, or Casino). I know many of the groups who participate in the parade meet for breakfast before and/or lunch after.
2. Veterans get the opportunity to participate and/or watch and get much deserved thanks for their service and sacrifice.
3. Veterans Service Organizations benefit from the visibility the event gives them, but also giving their members an outlet to participate. Those directly involved (the Auburn American Legion and the Auburn VFW also have opportunity to raise funds).
4. The spectators have the opportunity to attend a free event that allows them to give thanks to those who served.
5. Our Food Vendors and Sponsors benefit from the vast visibility the event provides them.
6. Our paid Service Providers benefit from a paid gig/opportunity that they would otherwise not have.
7. The Washington Department of Veterans Affairs benefit by using the parade and lunch as a way to recognize their Service Award Winners.

4. Tourism Benefit

a. Estimate how the funds will increase the amount of people traveling to Auburn to stay overnight in paid accommodations.

The funds would enable us to specifically target Veterans and active military members and their friends and family that reside 50+ miles from Auburn that we would otherwise not reach if we did not receive this grant. We plan to promote Auburn Tourism and encourage people to 'Stay & Play in Auburn all weekend'

b. Estimate how the funds will increase the amount of people traveling to Auburn from more than 50 miles from their residences.

We plan to target Veterans and active military members that live 50+ miles from Auburn, that otherwise, likely wouldn't know about the event. In addition to specifically targeting areas 50+ miles from Auburn, including Yakima, Centralia, Moses Lake and Wenatchee, we have plans to target the various military bases including: Spokane (Fairchild AFB), Whidbey Island (Naval Air Station), Everett (Naval Base), and Keyport (Naval Undersea Warfare Center),

5. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Auburn? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long-term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible?

Note -Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

The purpose of Auburn's Veterans Parade & Observance is to positively focus on honoring our country's veterans and active military personnel. Through our parade, we focus recognition on congressionally recognized Veteran Service Organizations and their auxiliaries, the military and military reserve, National Guard and ROTC. The goals and purposes of Auburn's Veterans Parade & Observance are to give honor to our country's veterans and to their military missions of defending freedom around the world.

With an estimated 15,000 people in attendance (between parade participants and spectators), we believe the event will attract overnight stays, especially when promoting the event State-wide. We will track participants through the City of Auburn Placer.ai services to see where attendees are coming from and their resulting visiting patterns.

We can get an estimate of the increased visitors to Auburn by tracking the parade participants. In the past, after the completion of the event, we have called local hotels to gauge who may have been in town for the event. While there is not a tool to directly measure the result of the sale of goods/services, testimonials tell us that attendees stop to get gas, eat, and possibly shop at the mall or other retails stores and/or visit the casino or other destinations while in Auburn.

6. Funding Requirements

Due to funding constraints, partial funding may be recommended by the LTAC. If partial funding is received, how will that impact the project/activity? Please describe:

We are requesting funds specifically to target Veterans and active military members and their friends and family that live over 50+ miles away from Auburn that we would otherwise not reach if we did not receive this grant. If partial funding is received, we would be forced to purchase less advertising and our primary target would be Auburn and the surrounding areas.

7. Use ofFunds

Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

We are requesting $8,880.00 in funds to support Auburn's Veterans Parade & Observance. We plan to use the funds specifically to target Veterans and active military members and their friends and family. We will do this by purchasing target packages through Northwest Military, purchase print and digital advertising through Sound Publishing in locations near the aforementioned military bases, utilize social media to target the aforementioned areas and use radio advertising and other direct marketing options to target this group. We're asking for an 11% increase in funding this year to cover costs on the new tax on advertising that took effect on October 1, 2025. In addition, we are asking for $5,550 to be able to run ads on buses 50+ miles outside of Auburn.

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

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

Funding Source: List all revenue sources anticipated **Do not include requested Lodging Tax Funds**	**Amount**	**Confirmed Yes/No**	**Date Available**
Luncheon Reservation Fees	$2,000.00	No	11/07/2026
Banner Program	$1,500.00	No	10/01/2026
Food Vendor Fees	$ 600.00	No	11/07/2026
Event Sponsorships	$0.00	No	11/07/2026
City of Auburn General Fund	$9,900.00	Yes	01/11/2026

Expenses: Based on full funding, please list project costs.
Note: Certain expenses may not be reimbursable, at the sole discretion of the City of Auburn.
You will only be reimbursed at the authorized rates. Insurance is not an eligible cost.

	Lodging Tax Funds Requested*	**Other Funds (Do not include "in-kind" dollars)**	**Total Project Cost-**
Personnel (salaries & benefits)	$ 0.00	$ 0.00	$ 0.00
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	$ 0.00	$ 0.00	$ 0.00
Marketing/Promotion	$ 14,430.00	$ 4,000.00	$ 18,430.00
Direct Sales Activities	$ 0.00	$ 0.00	$ 0.00
Minor Equipment	$ 0.00	$ 0.00	$ 0.00
Travel	$ 0.00	$ 0.00	$ 0.00
Contract Services	$ 0.00	$ 10,000.00	$ 10,000.00
Other Describe below	$ 0.00	$ 0.00	$ 0.00
TOTAL COST	$ 14,430.00	$ 14,000.00	$ 28,430.00

In-Kind Contributions	Personnel, administration, and other support (portable restrooms, street barriers, etc.) comes from other City's budgets and not calculated as part of the direct event budget.

9. Funding History

a. Was this project funded with Auburn lodging tax funds in a prior fiscal year? Yes

b. If you answered yes to 9a, provide prior years and how much funding was granted.

2016 - $6.500.00; 2017 - $2,500.00; 2018 - $3,500.00; 2019 - $3,500.00; 2021 - $8,000.00; 2022 - $8,000.00; 2023 - $8,000.00; 2024 - $8,000.00; 2025 - $8,000.00 (Note - the event was not held in the traditional format in 2020 due to COVID-19 Pandemic)

10. Indicate what efforts have been made to access funding from additional sources?

It is important to us to keep the focus on the event itself and what we're celebrating during the parade. Thus, we don't actively seek sponsorships, but typically have a few sponsors that are a good 'fit' and help offset some of the costs associated with the event.

11. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, local lodging and restaurants.

The American Legion Auburn Post 78 works with us to offer the community breakfast and co-hosts the Remembrance Ceremony and Lighting of the Flame. The Auburn VFW hosts an Open House that is held after the parade. With Chapters across the state and beyond, these organizations are a great tool to help us promote the event outside of Auburn. As previously mentioned, we partner with the Washington Department of Veterans Affairs, who hosts their Outstanding Service Awards at the lunch. Award winners are located around the state and typically attend to receive the recognition and their award. Since the event's inception, we have been working with the Auburn Noon Lions, who provide drivers for the Dignitaries, but also help share information with other Lions Clubs around the area. The School District's band competition is also a big draw, as many bands from out of the area (Wenatchee, Yakima, etc.) participate. Band participation brings additional spectators.

12. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;

2. That it will abide by all relevant local, state, and federal laws and regulations;

3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;

4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Signature: Nancy Backus _____ 10·22·25

Date

_____

Printed Name & Title of Chief Administrator/Authorizing Official

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5875 (Hay)
A Resolution amending the Community Development Block Grant Annual Action Plan for the plan year of 2025

Meeting Date:
December 1, 2025

(RECOMMENDED ACTION: Move to adopt Resolution No. 5875.)

Department:
Human Services

Attachments:
Resolution No. 5875, 2025
Amended Annual Action Plan

Budget Impact:

Administrative Recommendation:
City Council to adopt Resolution No. 5875.

Background for Motion:
Adoption of this Resolution will allow Auburn to pivot existing funding allocations to implement emergency food assistance, including direct food purchases and food voucher distribution, to income-eligible residents when needed. Council approval will authorize the Mayor or designee to submit the amended plan to the Department of Housing and Urban Development, reallocate funds, and execute necessary program agreements to ensure timely deployment of emergency nutrition support.

Background Summary:
The City of Auburn receives Community Development Block Grant (CDBG) funds annually from the Department of Housing and Urban Development (HUD) to support housing, public services, and community development activities benefiting low- and moderate-income residents. On May 5, 2025, the City Council adopted the Program Year 2025 Annual Action Plan as part of the 2025–2029 Consolidated Plan.

To respond to this urgent community need, staff propose amending the 2025 Annual Action Plan to include a CDBG-funded Emergency Food Assistance Program as an eligible under *24 CFR § 570.201(e)* as a public service and which aligns with the Urgent Need national objective under *24 CFR § 570.208(c)*.

The amendment will allow the City to rapidly implement emergency food vouchers, direct food distribution, or other eligible food assistance using existing CDBG funds as necessary. Consistent with the City's Citizen Participation Plan and HUD regulations, the amendment was publicly noticed and made available for Public Comment from November 1, 2025, to December 1, 2025, at 5:00 pm.

Staff recommends that the City Council adopt Resolution No. 5875, amending the City of Auburn's

Program Year 2025 Community Development Block Grant (CDBG) Annual Action Plan to add an eligible public service activity—the Emergency Food Assistance Program—and authorize the Mayor, or designee, to submit the amended plan to the U.S. Department of Housing and Urban Development (HUD), reallocate CDBG funds, and execute all necessary agreements to implement the activity.

Councilmember: Yolanda Trout-Manuel **Staff:** Kent Hay

RESOLUTION NO. 5875

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN FOR THE PLAN YEAR OF 2025

WHEREAS, the City of Auburn is an entitlement community receiving Community Develop Block Grants (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) under Title 1 of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, on May 5th, 2025, the City Council adopted the 2025-2029 Consolidated Plan and Program year 2025 Annual Action Plan to identify community development priorities, goals and funding allocations for eligible activities; and

WHEREAS, on October 1st, 2025, the federal government entered a shutdown that resulted in the suspension of Supplemental Nutrition Assistance Program (SNAP) benefits statewide including Auburn; and the local food bank has reported significant increases in demand, resulting in insufficient supply of commodities; and

WHEREAS, under *24 CFR §91.505*, the City is able to amend its Annual Action Plan in accordance with the City's Citizen Participation Plan; and

WHEREAS, the proposed Emergency Food Assistance Program constitutes a new CDBG-Eligible activity under *24 CFR §570.201(e)*. Establishment of this program will allow the City to pivot, as needed, and provide food vouchers and/or direct food distribution to income eligible Auburn residents; and

WHEREAS, the City provided public notice of the proposed amendment and a 30-day public comment period consistent with its Citizen Participation plan; and

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

Section 1. The City Council hereby approves an amendment to the Program Year 2025 Annual Action Plan to add an Emergency Food Assistance Activity as an eligible Public Service activity under 24 CFR §570.201(e), meeting the Urgent Need national objective under 24 CFR §570.208(c).

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

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Jason Whalen, City Attorney

Amendment Number 1 (One)

Annual Action Plan

2025

OMB Control No: 2506-0117 (exp. 09/30/2021)

Table of Contents

AP-05 Executive Summary - 91.200(c), 91.220(b) ---------- 3
PR-05 Lead & Responsible Agencies - 91.200(b) ---------- 7
AP-10 Consultation - 91.100, 91.200(b), 91.215(l) ---------- 8
AP-12 Participation - 91.401, 91.105, 91.200(c) ----------15
AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2) ----------20
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e) ----------23
AP-35 Projects - 91.420, 91.220(d) ----------27
AP-50 Geographic Distribution - 91.420, 91.220(f) ----------29
AP-75 Barriers to affordable housing -91.420, 91.220(j) ----------29
AP-85 Other Actions - 91.420, 91.220(k) ----------31
AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4) ----------31

AP-05 Executive Summary - 91.200(c), 91.220(b)

Introduction

Each year the City of Auburn executes specific actions to implement the goals and strategies of the Consolidated Plan. Actions that will be undertaken in 2025 are outlined in this Annual Action Plan.

The City of Auburn anticipates the receipt of **$584,178** in Community Development Block Grant (CDBG) funds. In addition to CDBG funds, the City is planning to allocate approximately **$4M** of City's General Funds toward addressing homelessness, affordable housing and economic development activities.

The City's Human Services program oversees and is responsible for providing and managing financial resources to 24 non-profit agencies that serve the Auburn community, overseeing the City's Community Resource Center, working with the Auburn Food Bank, Ray of Hope Shelter and the City's street outreach team. Through these efforts the department develops and maintain collaborative relationships with community partners to strengthen the response to residents in need.

The City is planning to apply for a Section 108 Loan to maximize its CDBG resources and fund the renovation of the recently acquired Auburn Resource Center building. This facility currently serves as the location for the food bank, day shelter, community court and the Auburn resource center, providing a vital space where vulnerable residents can access services and support. The proposed rehabilitation will help improve these services and create a more effective environment for individuals in need.

The City is committed to continuing to focus on achieving equitable outcomes for its community members and achieving a greater collaboration among service providers. Overall, the implementation of the Consolidated Plan is progressing as planned and the primary activities included are underway.

Summarize the objectives and outcomes identified in the Plan

This Action Plan allocates an approximate total of **$584,178** dollars in anticipated 2025 funds, to support the Community Development Block Grant program. With the overall goal of reducing the number of people living in poverty within the City of Auburn, the following objectives and outcomes will be employed:

a) **Affordable Housing:** The City of Auburn will engage in housing activities, collaborations, and partnerships to enhance opportunities for (1) the creation and preservation of affordable housing, or (2) programs that help low-income households to achieve home ownership, or (3) prevents currently housed individuals from entering homelessness, or (4) transitions individuals from being homeless into stable housing. The City will plan for, and support

housing strategies and initiatives designed to increase access to housing and housing programs.

b) **Addressing Homelessness:** The City of Auburn will support activities that work toward the following outcomes: 1} reduce the number of households becoming homeless; 2} reduce the length of time that households are homeless; 3} increase the rate of exits to permanent housing; and 4} reduce the number of households that re-enter the homeless system after exit to permanent housing 5}support an emergency food distribution program.

c) **Community and Economic Development:** In an effort to meet the need of Auburn's economic and demographic growth the City intends to fund programs and activities that will enhance the economy, accessibility, safety, and physical appearance of neighborhoods. Activities that would be eligible for funding include housing through public services, public infrastructure and ADA improvements for public facilities, microenterprise assistance, and economic development activities. These investments help to ensure equitable opportunities for good health, happiness, safety, self-reliance and connection to community.

d) **Planning and Administration:** Administer the Community Development Block Grant program to meet the community needs and HUD requirements.

To accomplish these outcomes and objectives, the City invests in programs that meet the community basic needs, increase self-sufficiency, provide economic opportunity and develop a safe community.

Summary of Citizen Participation Process and consultation process
Citizen participation plays a crucial role in development of the Annual Action Plan. The goals are to hear the community's feedback and recommendations on how CDBG funds should be invested and how services can coordinate to achieve the greatest impact.

As part of the Plan development, the City of Auburn solicited input on community needs, priorities, and potential strategies. Public input was gathered utilizing a variety of public engagement strategies, including public meetings, written comments, online surveys, information sharing on several webpages as well as engagement at community events and through the distribution of flyers city wide.

The City's effort to reduce barriers to input included the creation and access to an online survey on a website that allowed the user to click a drop-down menu and self-select translation into more than 200 languages and by making interpretation services available during the public meeting and stakeholder interviews and focus groups and provided the opportunity for citizens to provide feedback through written surveys, public comment and through surveys. The City of Auburn in conjunction with the King County CDBG Consortium consulted with multiple public and private agencies during the development of the consolidated plan.

Consultations occurred during regional meetings as well as in individual conversations. Agencies that participated in consultations regarding public services, and other topics relevant to the drafting

of the 2025 Annual Action Plan included: the South King Housing and Homelessness Partners, local legal assistance providers, other government human service providers and nonprofit agencies delivering services in Auburn and the sub-region.

In addition to conducting consultations during the development of the plan, the City of Auburn collaborates and works closely with numerous coalitions, committees and government entities.

In response to the meetings, hearings, surveys and other engagement efforts described above, community members shared feedback with the City on what they would like to see prioritized when determining how to invest CDBG funds. Below is a summary of key feedback received from public stakeholders.

Summary of public comments

Prioritization of Investment Areas

- Investing in affordable housing solutions.
- Addressing homelessness.
- Assisting seniors, veterans and disabled populations.
- Pursuing economic development opportunities.
- Enhancing neighborhoods.

Recommended Actions Identified During Citizen Input

- Programs that support low-income homeowners with energy efficiency improvements to reduce overall housing cost.
- Programs or policies that address the increasing rental costs in the community.
- Support pre-apprenticeship programs that provide job training and build skills in repair and manufacturing trades.
- Programs that support the growing homelessness crisis including programs that provide access to services & emergency housing.

Summary of comments or views not accepted and the reasons for not accepting them

All comments and views provided were taken into consideration during the Consolidated planning process. Any comments not accepted were deemed as offensive, inappropriate or had no relation to issues addressed in the Auburn Consolidated planning process.

Summary

Nothing Additional

Evaluation of past performance

During the past year Auburn has accomplished significant achievement on its programs and impacted the lives of thousands of residents. In 2024 alone, projects funded by the City completed the following:

- Apx. 65 very low- and low-income Auburn homeowners will have received housing repair services. Roughly 70% of these homeowners were seniors.
- Apx. 60 low- to moderate-income Auburn residents received emergency subsistence supports for auburn residents at imminent risk of housing loss.
- A sidewalk project was completed to support greater ADA accessibility for Auburn residents, with an estimated direct impact for about 500 residents.
- Apx. 20 Businesses were assisted through economic development activities.
- 221 individuals were able to access stable housing through direct outreach by city employees.
- 1,544 people and 20 businesses benefitted from sidewalk improvements
- 1,047 people benefited from services to end homelessness including subsistence payments
- 437 individuals received emergency shelter

PR-05 Lead & Responsible Agencies - 91.200(b)

Agency/entity responsible for preparing/administering the Consolidated Plan

Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Auburn	Human Services Department
CDBG Administrator	Auburn	Human Services Department
HOME Administrator	King County	Department of Community and Human Services
ESG Administrator	King County	Department of Community and Human Services

Table 1 – Responsible Agencies

Narrative

The City of Auburn, as a member of the King County Consortium, administers its own CDBG funds and prepares its own Consolidated Plan and Annual Action Plans for the administration of those funds.

As a member of the King County Consortium, the City works closely with nonprofit organizations in the region that implement programs funded by the City of Auburn CDBG program. A detailed list of agencies responsible for administering funded programs by CDBG can be found in the Action Plan section of this document.

Annual Action Plan Public Contact Information

Human Services Director	Human Services Manager
Kent Hay	Jody Davison
25 West Main Street	25 West Main Street
Auburn, WA 98001	Auburn, WA 98001
khay@auburnwa.gov	jdavison@auburnwa.gov

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

Introduction

This section describes the community consultation process followed by the City of Auburn in developing the 2025 Annual Action Plan and the coordination with other local governments, the Continuum of Care, service agencies, and community stakeholders. The City of Auburn consulted with multiple public and private agencies as well as community members during the development of the 2025-2029 Consolidated Plan.

In addition to conducting consultations during the development of the plan, the City of Auburn collaborates and works closely with numerous coalitions, committees, and government entities throughout the duration of the plan in efforts to enhance strategies and systems to meet established goals and objectives of the plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Auburn works closely with partnering King County jurisdictions, public housing authorities and health providers to develop systems to improve the quality of service and access for low-income residents as well as the community within the city and throughout the region.

The City of Auburn participates in a variety of regional efforts designed to collaborate and address housing and homelessness in King County. This includes participating in the King and Pierce County Opioid Abatement Councils, South King Housing and Homelessness Partners (SKHHP), the King County Affordable Housing Committee (AHC), the Human Service Joint Planners Forum, South King County Mobility Management, the Auburn Roundtable, and South King County Regional Homelessness Committee. Additionally, the City of Auburn elected officials (Mayor and City Council) hold board positions on SKHHP as well as the King County Regional Homelessness Authority and the Affordable Housing Committee. These regular commitments result in numerous monthly convenings of policy makers and technical experts who are continuously working together to solve problems, share examples of success and pool resources.

The City also regularly participates in meetings with staff from King County Department of Community and Human Services, Public Health King County, the Housing Development Consortium, Valley Cities, the Multi-Service Center, and the King County Housing Authority to review program progress and delivery of services funded through regional efforts. This regional collaboration work is supported by the South King Housing and Homelessness Partnership, which Auburn and other South King County Cities contribute to build additional capacity to address issues related to housing and homelessness in the South King County region.

The above-described ongoing commitments to regional participation ensures that the City of Auburn is aware of emerging issues, priorities, strategies, legislation, and funding opportunities as they evolve in real time. These commitments to participation occur within the period of time that the Plan is developed as well as the intervening years of implementation of the strategic plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In 2019 the City of Auburn entered an interlocal agreement with 9 other South King County cities as well as King County itself called South King County Housing and Homelessness Partners (SKHHP). SKHHP's main purpose is to pool resources to address housing and homelessness issues in South King County. Each member pays into SKHHP which provides an operating budget that fund SKHHP staff and their program needs. Additionally, most members, including Auburn, have made a commitment to direct a portion of annual sales tax revenues to SKHHP to help build a capital fund that can be directed into acquisition and perseveration of affordable housing. The Mayor of Auburn serves as the Chair of the Executive Board, the City of Auburn serves as SKHHP administering agency (SKHHP staff are Auburn employees), and Auburn staff serve on SKHHP technical advisory group.

The City of Auburn is in the process of acquiring a property and building for the purposes of providing a day shelter, overnight shelter, food bank, community court and human service hub. Operations of the Auburn Consolidated Resource Center will be fully funded by the City of Auburn using 100% local funds, yet it provides services to individuals who need housing, shelter and other services that do not reside in Auburn.

In 2021, the newly created King County Regional Homelessness Authority (KCRHA) became our CoC lead agency and has worked to consolidate structures and contracts across King County and Seattle to create greater efficiency and maximize impact.

In 2023, this work continued, and Auburn remained a partner in the work of the KCRHA. Auburn's mayor currently sits on the Governance Board of the Regional Homelessness Authority, and staff participate in bi-weekly meetings with KCRHA to collaborate and inform the work they are overseeing, particularly regarding subregional planning.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The ESG program focuses on assisting people to quickly regain stability in permanent housing after experiencing homelessness or a housing crisis. The City of Auburn does not receive ESG funds directly.

The City of Auburn partners with King County who agreed via an ILA that it is mutually desirable and beneficial to enter a consortium arrangement pursuant to and authorized by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, for purposes of the ESG and to cooperate in undertaking ESG activities. The County and the City are committed to targeting ESG and HOME Program funds to ensure benefit for very low to moderate-income persons as defined by HUD; and recognize that needs of very low to moderate-income persons may cross jurisdictional boundaries.

As part of the ILA, staff attend (and in alternating years maintain a voting seat) on the Joint Recommendations Committee. The JRC has the responsibility to review and recommend to the King County Executive all policy matters concerning the ESG program. McKinney-Vento funding for the ESG is allocated through a competitive process and administered by King County. They also review and recommend to the King County Executive the projects and programs to be undertaken with ESG funds. They monitor and ensure that for all geographic areas and participating jurisdictions that benefit from ESG programs funded activities over time, so far as is feasible considering eligible applications submitted within the goals, objectives, and strategies of the Consolidated Plan. Additionally, they monitor to ensure that equity in distribution of funds is pursuant to proportion of the region's low to moderate-income population and that equity is achieved over time pursuant to Consortium Guidelines adopted by the JRC.

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) revised the Emergency Shelter Grants Program and renamed it the Emergency Solutions Grants (ESG) Program. The new name reflects the change in the program's focus from addressing the needs of homeless people in emergency shelters to assisting people to quickly regain stability in permanent housing after experiencing homelessness and/or a housing crisis.

Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	**King County**
	Agency/Group/Organization Type	**Other government - County**
	What section of the Plan was addressed by Consultation?	Housing Need Assessment / Homelessness Strategy / Homeless Needs - Chronically homeless / Homeless Needs - Families with children Homelessness Needs – Veterans / Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs / Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a member of the King County Housing Consortium for the purpose of HOME funds, Auburn works closely with King County in the development of the City's and the County's Consolidated Plan, Because the two entities have a cardinal role in each other's program delivery there is active participation from both parties in the development of the plan, Staff from King County and Auburn met regularly prior to and during the development of the plan, and Auburn rotates as a regular voting member of the County's Joint Recommendations Committee.

2	Agency/Group/Organization	Seattle-King County Coalition on Homelessness
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment / Lead-based Pain Strategy Homelessness Needs - Chronically homeless /Homelessness Needs - Families with children Homelessness Needs – Veterans / Homelessness Needs - Unaccompanied youth Homelessness Strategy / Non-Homeless Special Needs Market Analysis / Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As members of the Urban County Consortium, Auburn and Kent staff worked closely together during the development of the Consolidated Plan. Staff from both cities attend monthly meetings to discuss human services and housing trends, needs, and progress on ongoing initiatives.

3	Agency/Group/Organization	City of Kent
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment / Lead-based Paint Strategy / Homelessness Strategy / Homeless Needs - Chronically homeless / Homeless Needs - Families with children / Homelessness Needs – Veterans / Homelessness Needs - Unaccompanied youth / Non-Homeless Special Needs / Market Analysis / Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	As members of the Urban County Consortium, Auburn and Kent staff worked closely together during the development of the Consolidated Plan. Staff from both cities attend monthly meetings to discuss human services and housing trends, needs, and progress on ongoing initiatives.

4	**Agency/Group/Organization**	**South King Housing and Homelessness Partners**
	Agency/Group/Organization Type	**Other government – Local / Regional organization**
	What section of the Plan was addressed by Consultation?	Housing Need Assessment / Public Housing Needs Homelessness Needs - Chronically homeless / Homelessness Needs - Families with children / Homelessness Needs – Veterans / Homelessness Needs - Unaccompanied youth / Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	South King Housing and Homelessness Partners (SKHHP) is a coalition formed by an interlocal agreement between the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, Tukwila, and King County. The agreement allows for South King County jurisdictions to work together and share resources to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

Identify any Agency Types not consulted and provide rationale for not consulting

A wide range of groups and organizations participated in the process including public funders from Washington State and King County partner jurisdictions, public housing authorities, members from the Seattle-King County Housing Development Consortium, stakeholders, housing providers for low-and-moderate income persons, agencies who serve persons who are homeless, and Seattle-King County Public Health. In addition to the consultations referenced above, Auburn, King County and Consortium partner staff coordinate closely with each other and fan out to participate and attend a wide range of standing meetings with city planners, housing and service providers.

The only types of organizations not consulted with were corrections facilities. The rationale for not consulting with these facilities is that the City does not host this type of organization.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	King County Regional Homelessness Authority	The goals of Auburn's Strategic Plan overlap with the goals of the CoC to address the needs of homeless residents in the community and reduce the risk of homelessness.

Table 3 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

Summary of citizen participation process/Efforts made to broaden citizen participation and how it impacts goal setting

Citizen participation plays a crucial role in development of the City's Consolidated Plan. The goals are to hear the community's feedback and recommendations on how CDBG funds should be invested and how services can coordinate to achieve the greatest impact.

As part of the Consolidated Plan development, the City of Auburn solicited input on community needs, priorities, and potential strategies. Public input was gathered utilizing a variety of public engagement strategies, including public meetings, written comments, online surveys and information sharing on several webpages as well as engagement at community events.

The City's effort to reduce barriers to input included the creation and access to an online survey on a website that allowed the user to click a drop-down menu and self-select translation into more than 200 languages and by making interpretation services available during the public meeting and stakeholder interviews and focus groups and provided the opportunity for citizens to provide feedback through written surveys, public comment and through surveys.

Citizen Participation Outreach

Sort Order	Reach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted	URL (If applicable)
1	Online Survey	General Public, Stakeholders, Elected leaders and residents of the city of Auburn	From **July 25, 2024, to August 23, 2024,** the City conducted an online survey to seek input into spending priorities from the residents of Auburn	Survey responses identified community perceptions of increasing human service needs, particularly related to housing stability, domestic violence, and food and emergency sheltering. Respondents would like to see city prioritization of basic needs, homelessness prevention and housing stability, neighborhood safety and wellbeing, and health and dental care.	All accepted	CLOSED 2025-2029 Consolidated Plan Public Input Survey | Speak Up Auburn
2	Public Notice / Newspaper Add	Non-targeted (30 Day Comment Period)	Seattle Times Publication **July 24, 2024** (30 day comment period)	No Responses	None	
3	Email Comm.	Subscribers of the City's weekly email update sent twice in one month	N/A	No Responses	None	
4	Distribution of Flyers	Marginalized Communities	N/A	See Survey response above	None	

Sort Order	Reach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted	URL (If applicable)
5	Online Content	Non-targeted	Speak up Auburn Content has been posted since **June 1, 2024**	See Survey responses above	None	Community Development Block Grant (CDBG) | Speak Up Auburn Human Services - City of Auburn
6	Public Meeting (City Council)	Elected City Councilmembers and General Public.	On **June 24, 2024,** the Auburn City Council held a public meeting for the purposes of introducing the process and schedule for updating the Consolidated Plan.	Comments were limited to high level feedback from the City Council. All City Council members provided input on their initial priorities. While all members had individual and unique priorities, affordable housing and homelessness were common amongst all members.	None	
7	Public Meeting (City Council)	Elected City Councilmembers and public	On **October 28, 2024,** the Auburn City Council held an open public meeting for the purposes of receiving a briefing on the citizen input that has been received thus far and the themes that were emerging and that would influence the goals of the Consolidated Plan.	Limited to feedback from elected Councilmembers. During this public meeting affordable housing and homelessness were highlighted as recurring themes or priority.	None	

Sort Order	Reach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted	URL (If applicable)
8	Public Hearing (Human Svc.)	Human Services Committee and General Public	On **August 19, 2024**, **October 28, 2024,** and **January 27, 2025,** the Human Services Committee held public hearings to receive feedback in the development and draft of the Consolidated Plan	Citizen Comments received regarding the prioritization and spending of CDBG resources. The Council reviewed survey results and citizen spending priorities	None	
9	Email	Consortium Cities	Kent, Federal Way, Bellevue, King County **December 30th 2024**	None	None	
10	Public Notice	30-day comment period Draft Plan(s)	Seattle Times / Auburn Reporter **January 1, 2025, to January 31, 2025**	The Human Services committee received one comment from a service provider inquiring about whether Economic Development would be included as a priority	None	
11	Public Meeting (City Council)	Elected City Council Members and Public	On **April 28th, 2025,** the Auburn City Council held an open public meeting for the purpose of receiving a briefing on draft Consolidated Plan and draft Annual Action Plan.	No Public Comments	None	04-28-2025 Study Session Meeting • Agendas and Minutes - City of Auburn, WA • CivicClerk

Sort Order	Reach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted	URL (If applicable)
12	Public Hearing (City Council)	Elected City Council Members and General Public	On **May 5, 2025,** the Auburn City Council held a public hearing for the purpose of hearing citizen input on the draft Consolidated Plan and Annual Action Plan	No public Comments	None	05-05-2025 City Council Meeting • Agendas and Minutes - City of Auburn, WA • CivicClerk

Table 4 – Citizen Participation Outreach

AP-15 Expected Resources 91.420(b), 91.220(c)(1,2)

Introduction and Anticipated Resources

The City of Auburn anticipates funding for the duration of the Consolidated Plan from CDBG and City of Auburn General Fund Allocation for Human Services.

Anticipated Resources[1]

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Remainder of Con Plan	Narrative Description
			Annual Allocation: $	Program Income:	Prior Year Resources:	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Apx. $584,178/yr.	0	Apx. $ 625,070.38	Apx. $584,178	Apx. $2,920,890	Resources anticipated based on 2024 estimated entitlement. Funds to be directed into (1) programs, initiatives, services, partnerships that focus on creation, preservation and/or access to affordable housing, and (2) programs, initiatives, services, partnerships and other efforts that support the City's desire to own and operate a day and night shelter, provide needed services to those experiencing homelessness, to provide needed services to those who are at risk of experiencing homelessness, and/or to provide service and support to those who are exiting homelessness as well as other homelessness preventions and basic necessities services.

[1] Based on expenditures from 2024

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
General Fund	Public-local	Public Services City funded programs & Initiatives	Apx. $3,128,668	0	0	Apx. $3,128,668	Apx. $15,643,340	Anticipated general fund allocation to human services in the community across various programs and initiatives
General fund	Public-local & Federal	Public Services City Funded Programs & Initiatives	Apx. $373,906	0	0	Apx. $373,906	Apx. $1,869,530	Anticipated use of existing ARPA & Opioid Settlement funds
Total						Apx. $4,771,633	Apx. $20,433,760	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Auburn relies on CDBG funds to support activities in efforts to support low to moderate income populations in the community primarily in the areas of affordable housing and homelessness. However, CDBG funds are not the only source of funds the City uses to support public services and community projects and activities. The City's general funds are used to support public services in addition to CDBG funds. CDBG funds do not require matching funds.

Historically, federal funds have been used to create and maintain a Housing Home Repair program that has typically served between 60 and 70 low-income households per year. This program provides needed repairs to restore such basic needs as hot and/or running water and heat as well as fixing leaky roofs, installing ADA ramps and bathroom fixtures, and replacing broken windows and doors. It is important to emphasize that this program would likely have never been launched had it not been for federal funding support. This highly successful program has expanded over the years and has led to additional local funding support to ensure that the City is was to support more repairs and serve more vulnerable households. The City is now ready to embark upon an effort to make this program fully funded by local dollars and to now use federal funds to help support other community needs. The City is hopeful to use federal funds to seed another successful program that will serve low-income households or those who are experiencing homelessness.

If appropriate, describe publicly owned land or property located within the state that may be used to address the needs identified in the plan

CDBG funds do not require matching funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

n/a

Discussion

The City of Auburn will explore possibilities to utilize publicly owned land to address needs identified in the consolidated plan. The City is engaged in investing $6 million dollars to buy a commercial property that it has been leasing for the last 5 years. This property houses the City operated day and night shelter, food bank, community court, resource hub, and non-profit tenants that provide various types of services. The City intends to further build out this property to provide additional community services that target low-income populations.

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2025	2029	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	City of Auburn	Access to, and availability of Affordable Housing / Housing Stability	**CDBG:** Apx. $0 **City Funding:** Apx: $690,000 **Apx. Total**: $33,450,000	**Public Service Activities** for low/moderate income clientele (60/yr people/30 households/yr) (300 for con-plan length)

2	Addressing Homelessness	2025	2029	Homelessness	City of Auburn	Reducing Homelessness	**CDBG:** Apx. $495,579/yr **City Funding:** Apx: $3,088,253/yr **Apx. Total:** $3,583,832/yr	**Public Facility or Infrastructure for Low/Moderate Income Housing Benefit:** Interruptions resulting in a loss of housing that would lead to homelessness (90 persons/yr - 45 households/yr) (450 persons for con-plan length 225 households for con-plan length), or migrate a person from shelter into stable housing through access to the Auburn Resource Center (200 persons/yr or 1000 for con-plan length), Facility update to the ARC (312/yr - 1,560 persons for con plan length – 312/yr families) **Homeless Person Overnight Shelter:** shelter services through city funded programs (300 persons/yr or 3600 for con-plan length) **Homeowner Housing Rehabilitated**: (65/yr households or 325 for con-plan length) **Other:** Downpayment rent assistance to prevent homelessness (90 families (con-plan length) or 18/yr) Conduct a study to determine the possible location of a Tiny Village to house senior and/or homeless veterans in the City of individuals benefit from housing through the creation of the village) (10/yr or 50 con-plan length)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Emergency Food Distribution: (2025 Amendment) Provide short-term food assistance to Auburn residents as needed. Expected outcomes: (1,333 people in total / 667 households in total for a 3-month period from the beginning of the food program to the end)
3	Community & Economic Development	2025	2029	Non-Homeless Special Needs Non-Housing Community Development	City of Auburn	Community & Economic Development	**CDBG:** $0	Acquisition or improvement of one distressed property. Public amenities in improvement in a qualified census tract (400/yr or 2,000 people con-plan length)
4	Planning and Administration	2025	2029	Administration	NA		**CDBG:** Apx. $116,835.60	Program Administration Costs

Table 6 – Goals Summary

1	**Goal Name**	Affordable Housing
	Goal Description	The City of Auburn will engage in housing activities, collaborations, and partnerships to enhance opportunities for (1) the creation and preservation of affordable housing, or (2) programs that help low-income households to achieve home ownership, (3) prevents currently housed individuals from entering homelessness, or (4) transitions individuals from being homeless into stable housing. The City will plan for and support strategies and initiatives designed to increase access to housing and housing programs.
2	**Goal Name**	Addressing Homelessness
	Goal Description	The City of Auburn will support activities that work toward the following outcomes: 1} reduce the number of households becoming homeless; 2} reduce the length of time that households are homeless; 3} increase the rate of exits to permanent housing; and 4} reduce the number of households that re-enter the homeless system after exit to permanent housing, 5}support an emergency food distribution program if necessary.

3	**Goal Name**	Community & Economic Development
	Goal Description	The City of Auburn City Council, designated downtown as a blighted area due to aging infrastructure and properties. Downtown is also located within a qualified census tract. Opportunities exist for acquisition and enhancement and investment in public spaces within downtown Auburn that have the potential to reverse the impact of blight.
4	**Goal NameP**	Panning and Administration
	Goal Description	General administration and project management.

AP-35 Projects - 91.420, 91.220(d)

Introduction

Auburn's Annual Action Plan provides descriptions of proposals of how funds will be prioritized to achieve goals identified in the Consolidated Plan. Projects funded by the City will address the priority needs of aiding prevent homelessness, ensure affordable housing and a suitable living environment. Projects and programs are selected through a competitive application process to ensure optimal quality services is provided to the community in use of the funds.

#	Project Name
1	Tiny Village Development Study
2	Public Facility Improvement
3	Home Repair Program
4	Downpayment Assistance
5	Rent Assistance
6	Service Providers – addressing affordable housing
7	Planning and Administration
8	Emergency Food Assistance

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocations proposed are based on the assessment of Auburn's needs, the resources available in the region, the availability of other funds also focusing on needs, and the purpose of Consolidated Plan funds.

Should CDBG revenues exceed the proposed amount, the additional resources shall be allocated in accordance with the following guidelines:

- Fill gaps in human services primarily healthcare, homeless prevention and intervention and affordable housing accessibility.
- Increase funding for community development projects and activities including housing, community facilities and economic development.
- Funding for rehabilitation for the Auburn Resource Center

If increases are not significant enough to enhance projects or activities funds may be placed in contingency for programming later in the year or the following program year.

Should CDBG revenues come in lower than anticipated; the City will continue with its planned policy and to the extent allowed reduce funding allocations in homeowner rehabilitation projects and administrative activities.

Should CDBG revenues come in less than originally proposed, the City will continue managing the programs with decreased resources to the extent possible and reduce funding allocations in administrative activities and not public services.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Auburn intends on distributing funds throughout the jurisdiction.

Geographic Distribution

Target Area	Percentage of Funds
City of Auburn	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Because all areas of Auburn have low to moderate income families dispersed throughout the entire City, the City intends on investing throughout the entire jurisdiction to ensure that all populations throughout the region have access to beneficial programs and housing opportunities.

Discussion

None

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Auburn will continue to work with service providers, the housing authority and residents in coordination to fully address and develop systems and strategies to promote their efforts in providing sustainable, affordable housing.

Auburn's partnerships with organizations such as the King County Housing Authority, South King Housing and Homelessness Partners, and the Housing Development Consortium of Seattle King County have allowed the City to explore new and innovative strategies to continue to offer affordable housing to its current and prospective residents.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Auburn's Housing Action Plan focuses on encouraging construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a

greater variety of incomes, including strategies aimed at the for-profit single-family home market.

The Housing Action Plan aims to address the following four goals:

A. Encourage market rate development in Downtown Auburn: more development and denser development
B. Encourage the development of below-market workforce housing in Downtown Auburn
C. Encourage the development of middle housing types in R-5 and R-7 Zones in the Study Area
D. Prevent displacement and encourage the preservation of existing affordable housing

The final Housing Action Plan was adopted by Auburn City Council on **July 6, 2021**. The City will continue its work in implementing strategies identified in the Housing Action Plan in 2023 and through the remainder of the Consolidated Plan period.

In 2020 the City of Auburn passed an ordinance adopting a new chapter of Rental Housing Code. Included in this ordinance were multiple housing stability strategies, including increased notice of rental increases, a cap on late fees, and a Just Cause Eviction Ordinance that requires landlords to have good cause to evict or terminate tenancy of a renter. Just Cause protections are especially helpful in addressing housing issues, and this adoption was consistent with the City's efforts related to the Analysis of Impediments. This builds on previous protections passed by Auburn City Council, including Source of Income Discrimination protections and enhanced rental inspections. Auburn staff have been involved in local and regional policy conversations exploring opportunities to further support anti-displacement efforts and reduce barriers to affordable housing development within our jurisdiction.

In 2022, the City of Auburn funded Public Services utilizing CDBG funds, consistent with the findings and goals of the City's adopted Analysis of Impediments. The City also continues to support proactive landlord and tenant education through outreach and web-based resource supports.

The City of Auburn has already enacted the following regulations:

1. Low-income multifamily tax exemption program
2. Fee reductions and waivers for low-income housing
3. Construction sales tax rebate for low-income housing
4. Adopted the national healthy housing standards
5. Adopted a just cause eviction ordinance
6. Implemented a rental housing licensing program to identify all Auburn rental units and obtain a certain life safety inspection

Discussion

NA

AP-85 Other Actions - 91.420, 91.220(k)

Introduction
The City of Auburn will continue to work with service providers throughout the region in coordination to develop systems and strategies to promote their efforts in providing optimal, easily accessible services. The City will work to reduce the number of families in poverty, sustain relationships with employment training agencies, and work to preserve and increase the affordable housing stock in our community.

Actions planned to address obstacles to meeting underserved needs
By establishing a strong foundation of networks between local service providers, stakeholders and government agencies through committees and coalitions, the City will work in partnership to address obstacles and ameliorate barriers to meeting underserved needs. The collaborated organizations will develop detailed strategic plans that will delegate tasks, build systems and ongoing assessment of service delivery.

Actions planned to foster and maintain affordable housing
The City will continue to maintain the affordability of decent housing for low-income Auburn residents by fully funding the City's Housing Repair Program with local funds. The program provides emergency repairs necessary to maintain safe housing for at least 60 Auburn homeowners per year, many of whom are senior citizens and/or are experiencing barriers to safely accessing their homes due to physical disabilities.

In addition to Auburn's Housing Repair program, the City will maintain affordable housing by continuing to engage and partner with coalitions, committees and other government agencies to integrate and enhance efforts on the issue.

Auburn has been participating in multiple robust regional efforts to coordinate affordable housing activities in King County. One of these efforts, The South King Housing and Homelessness Partners (SKHHP) is a coalition formed by an interlocal agreement between the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County. The agreement allows for South King County jurisdictions to work together and share resources in order to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

Additionally, the City of Auburn has been an active participant in the recently formed Affordable Housing Committee of the Growth Management Planning Council (GMPC), with a City Councilmember sitting on the Committee as a voting member. The Affordable Housing Committee serves as a regional advisory body to recommend action and assess progress toward implementing the Regional Affordable Housing Task Force (RAHTF) Five Year Action Plan. The Committee functions as a point in coordinating and owning accountability for affordable housing efforts across King County.

Actions planned to reduce lead-based paint hazards
The City of Auburn includes language in its CDBG contracts that require agencies/contractors to comply with HUD Lead-Based Paint Regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4831, et seq.). This requirement prohibits the use of lead-based paint whenever CDBG funds are used. In addition, the City notifies residents of potential lead-based paint hazards when it awards a Housing Repair grant. A copy of the pamphlet – "Protect Your Family from Lead In Your Home" is provided each Housing Repair client when the City conducts the initial inspection of their home.

The city takes additional measures when the age of the home indicates a possible presence of lead-based paint. Before housing repair work commences, the city contracts with a certified provider to undertake lead paint testing. When lead-based hazards are positively identified, the city works with the housing repair client and contractors certified in RRP Lead Abatement to implement the necessary mitigation and safety strategies.

Actions planned to reduce the number of poverty-level families
The City of Auburn's planned actions to reduce the number of poverty- level families within the context of this Annual Action Plan include but are not limited to:

- Participate and partner with coalitions, committees and agencies that provide antipoverty services to develop and enhance strategies and efforts to reduce poverty level families
- Supporting the development and sustainability of affordable multi-family housing in Auburn
- In addition, the city will continue to support and fund programs serving families living in poverty through a competitive human services funding process.

Actions planned to develop institutional structure
The City's planned actions to address the gaps and weaknesses identified in the strategic plan include:

- Maintaining partnerships with and participating in the South King County Housing and Homelessness Partnership, All Home of King County and other regional human service providers, coalitions and committees who address homeless issues. The City will also continue to work collaboratively with partnering organizations and groups to integrate and enhance services to provide optimal services to individuals and families currently experiencing or at risk of homelessness. In addition, the City plans to allocate $250,000 to emergency shelters and homelessness intervention services, and more than $60,000 to emergency services such as food, financial assistance, clothing and healthcare.

- Take a comprehensive approach to consolidated and comprehensive planning to include all internal City departments, commissions, committees and task forces.

Actions planned to enhance coordination between public and private housing and social service agencies
The City of Auburn has heavily contributed and intends to continue cultivating relationships between public and private housing and social service agencies. In addition, the City will continue

to participate in collaborations with the South King County Forum on Homelessness, the South King County Council of Human Services, Seattle-King County Housing Development Consortium and the King County Joint Planners Meeting.

In 2016 the City of Auburn started participating in Affordable Housing Week through the Housing Development Consortium along with other public and private housing agencies in King County to continue our partnerships in providing affordable housing in the region. The City will continue its participation in this annual event and look for other similar opportunities to raise build partnerships to support the preservation and enhanced affordability of housing in our community.

Discussion

The expressed goal of the City's Consolidated Plan is to reduce the number of people living in poverty within Auburn. The City intends to give funding priority to programs that in addition to complying with federal regulations and address a priority and outlined in the Consolidated Plan are consistent with all of the goals and objectives identified.

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction
The City of Auburn does not anticipate receiving any program income during the 2025 Annual Action Plan year.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1	The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	$0
2	The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	$0
3	The amount of surplus funds from urban renewal settlements	$0
4	The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	$0
5	The amount of income from float-funded activities	$0
6	Total Program Income	$0

Discussion
N/A

Other CDBG Requirements
1. The amount of urgent need activities (in dollars) Apx. $5,000,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income

Overall Benefit – A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5878 (Council)
A Resolution of the City Council amending the City Council Rules of Procedure

Meeting Date:
December 1, 2025

(RECOMMENDED ACTION: Move to adopt Resolution No. 5878.)

Department:
City Council

Attachments:
Resolution No. 5878, 2025 Draft Council Rules of Procedure
11.24.25, 2025 Council Rules of Procedure - Changes Accepted

Budget Impact:

Administrative Recommendation:
City Council to adopt Resolution No. 5878.

Background for Motion:
Resolution No. 5878 adopts amendments to the City Council Rules of Procedure. The Rules of Procedure were most recently updated on October 7, 2024.

Background Summary:
The City Council reviews their Rules of Procedure periodically and makes updates as needed. An Ad Hoc Committee was created on February 18, 2025, for the review of the Council Rules of Procedure, consisting of Councilmember Kate Baldwin as the Chair, Deputy Mayor Cheryl Rakes, and Councilmember Clinton Taylor. The Ad Hoc Committee met on March 21, 2025, March 28, 2025, April 11, 2025, April 18, 2025, April 22, 2025, May 8, 2025, and May 14, 2025. The proposed edits were presented to the full Council and discussed at Study Session meetings on March 31, 2025, June 9, 2025, June 23, 2025, and November 24, 2025.

Councilmember: Kate Baldwin

Staff: Jason Whalen

RESOLUTION NO. 5878

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE CITY COUNCIL RULES OF PROCEDURE

WHEREAS, the City Council adopted its Rules of Procedure on February 4, 2004, which provided that future amendments would be made by Resolution; and

WHEREAS, the City Council most recently revised the Rules of Procedure on October 7, 2024, via adoption of Resolution No. 5782; and

WHEREAS, the City Council has decided to amend its rules again to implement current law and to make necessary clarifying changes.

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

Section 1. The Rules of Procedure of the City Council are amended to read in substantially the same form as the Rules attached hereto as Exhibit A.

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

Section 3. The City Clerk is authorized to correct any scrivener's errors and to repaginate the document upon final approval of the document's content.

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

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Jason Whalen, City Attorney

Track Changes as of 11-24-2025

RULES OF PROCEDURE OF THE CITY COUNCIL OF

THE CITY OF AUBURN, WASHINGTON

TABLE OF CONTENTS

SECTION 1	AUTHORITY	2
SECTION 2	COUNCIL MEETINGS	2
SECTION 3	ORDER OF BUSINESS FOR REGULAR COUNCIL MEETING AGENDA	5654
SECTION 4	COUNCILMEMBER ATTENDANCE AT MEETINGS	91098
SECTION 5	PRESIDING OFFICER - DUTIES	10
SECTION 6	COUNCILMEMBERS	11
SECTION 7	DEBATES	121312
SECTION 8	PARLIAMENTARY PROCEDURES AND MOTIONS	131413
SECTION 9	VOTING	151615
SECTION 10	COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL	16171615
SECTION 11	PUBLIC HEARINGS AND APPEALS	17181716
SECTION 12	DEPUTY MAYOR SELECTION PROCESS	171817
SECTION 13	COUNCIL POSITION VACANCY	2222
SECTION 14	COUNCIL MEETING STAFFING	24252425
SECTION 15	COUNCIL RELATIONS WITH STAFF	24252425
SECTION 16	COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS	25262526
SECTION 17	COUNCIL REPRESENTATION AND INTERNAL COMMUNICATION	30313031
SECTION 18	TRAVEL AUTHORIZATION	26
SECTION 19	CONFIDENTIALITY	37
SECTION 20	ENFORCEMENT OF RULES OF PROCEDURE	37
SECTION 21	COUNCIL COMMITMENT	37

Please note that the term "Interim" Deputy Mayor has been removed throughout the document per Council consensus.

RULES OF PROCEDURE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON

SECTION 1
AUTHORITY

Pursuant to RCW 35A.12.120, the Auburn City Council establishes the following rules for the conduct of Council meetings, proceedings, business, and the maintenance of order. These rules shall be in effect on adoption by resolution of Council and until they are amended, or new rules are adopted. The Deputy Mayor will coordinate a review of these rules at least once every calendar year.

SECTION 2
COUNCIL MEETINGS

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend, both in person and virtually, any meeting of this body, except as provided in RCW Chapter 42.30. The City Clerk[1] is responsible for preparing agendas for all City Council meetings.[2]

The City Clerk is responsible for preparing action minutes of all of the Council meetings that contain an account of all official actions of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.

2.1 **Regular Meetings.** Regular Meetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[3]

A. If a scheduled Regular Council meeting falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday.

B. The Mayor, as Presiding Officer, shall be seated at the center of the dais, and the Deputy Mayor shall be seated to the Presiding Officer's immediate left. When the Deputy Mayor is acting as the Presiding Officer, in the absence of the Mayor, the Deputy Mayor shall be seated in the center of the dais. The seating arrangement for the Council shall be by position number, beginning with the lowest number from right to left as viewed from behind the dais, except for the position of the Deputy Mayor, which shall be as provided above.

---

[1]The City Clerk may delegate any of the duties in these Rules to staff.
[2]ACC 2.03.100
[3]ACC 2.06.010(A), 2.06.020

[See ACC 2.06.010 (Ord. 3916 § 1, 1983; 1957 code § 1.04.010); ACC 2.06.020 (Ord. 3759 § 1, 1982; 1957 code § 1.04.020); ACC 2.06.030 (1957 code § 1.04.060); ACC 2.06.080 (1957 code § 1.04.090).]

2.2 **Study Sessions.** Study Sessions of the City Council shall be held at 5:30 p.m. on the second, fourth, and fifth Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[4]

A. If a scheduled Study Session falls on a legal holiday, the meeting shall be held at 5:30 p.m. on the first business day following the holiday.

B. Study Sessions seating arrangement shall be located in the floor space directly in front of the dais, unless there is a public health emergency in effect. The table layout for Council, presenters, and speakers shall be done in such a way as to provide for maximum visibility of all attendees. The Deputy Mayor and the Special Focus Area Chairperson for the scheduled focus area, as set out by the agenda, shall be at a designated head table. No particular seating arrangement shall be required for other members of the Council, or for the Mayor, for Study Sessions.

C. The Council shall not take final action at a Study Session. For purposes of this rule, "final action" by the Council means a collective positive or negative decision, or an actual vote on a motion, proposal, resolution, order, or ordinance.[5] Procedural parliamentary motions are not considered final action.

2.3 **Special Meetings.** A Special Meeting of the City Council may be called by the Mayor or any three members of the Council by written notice delivered to each member of the Council at least 24 hours before the time specified for the proposed meeting. Meeting notices shall be delivered by reasonable methods. Those methods can include email notification in addition to notice on the agency's website and principal location. The City Clerk shall provide the written notices. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed, at any special meeting unless public notice of that meeting has been given by notice to the local press, radio, and television that is reasonably calculated to inform the city's inhabitants of the meeting.[6]

[See ACC 2.06.040 (1957 code § 1.04.070).]

2.4 **Emergency Meetings.** Emergency Meetings may be called by the Mayor or Presiding Officer in case of an emergency. Meeting site notice requirements do not apply.

---

[4] ACC 2.06.010(B), 2.06.020
[5] RCW 42.30.020(2)
[6] ACC 2.06.040; RCW 35A.12.110

In the event of an emergency, Council may vote on emergency expenditures pursuant to RCW 35A.34.140 and 35A.34.150.

2.5 **Closed or Executive Sessions.** A Council meeting that is closed to the public. Council, the Mayor, City Attorney, and authorized staff members and/or consultants may attend.

Closed and Executive Sessions may be held during Regular Meetings, Study Session Meetings, and Special Meetings of the City Council, and will be announced by the Presiding Officer. Closed and Executive Session subjects are limited to considering those matters permitted by State law.[7]

2.6 **Council Retreat.** Council will coordinate with the Mayor and key staff to strive to hold an annual retreat in the first or second quarter of each calendar year.

2.6.1 **Pre-Retreat Preparation.** The Deputy Mayor will work with Councilmembers in either 1:1 meetings or a collaborative Council Study Session meeting to discuss and establish the retreat agenda, format, and necessary logistics, including facilitation. The Mayor and the Chief Administrative Officer may offer recommendations for retreat topics. Any staffing or logistics desired for the retreat must be approved by and coordinated through the Mayor.

2.6.2 **Retreat Agenda and Agenda Packet.** Once Council has approved the final retreat agenda, the City Clerk shall publish and distribute it to all Councilmembers, the Mayor, and key staff no later than two (2) weeks prior to the scheduled retreat. The City Clerk will prepare and distribute the retreat agenda packet to Councilmembers one (1) week prior to the scheduled retreat to facilitate Council review and preparation.

2.6.3 **Retreat Facilitation.** Council retreats shall take place within the city of Auburn and may be facilitated by the Deputy Mayor, a key staff member, or a third-party facilitator.

2.6.4 **Post-Retreat Follow-Up.** The Council may request periodic updates from the Mayor on Council goals and priorities established at the retreat.

2.7 **Council Listening Sessions.** The Council may conduct community listening sessions as desired and by consensus or majority vote of the Council; however, any staffing or logistics desired for such listening sessions must first be approved by and coordinated through the Mayor. The purpose of these meetings will be to provide a forum to hear from the community on topics of interest. The community listening sessions may be held at various locations throughout the City, and may be facilitated by the Mayor, the Deputy Mayor, a member of staff, or a third-party facilitator. For OPMA purposes, these meetings shall be considered Special

[7] RCW 42.30.110(1), 42.30.140

Meetings of the Council and shall be coordinated with the Mayor, City Attorney, and City Clerk.

2.8~~7~~ **Cancellation of Meetings.** Meetings may be canceled by the Mayor with the concurrence of the Deputy Mayor or, in the absence of either, by the Mayor or the Deputy Mayor, or in the absence of both, by the Presiding Officer or by a majority vote of the City Council, and proper notice given by the City Clerk.

2.9~~8~~ **Quorum.** Four (4) or more Councilmembers will constitute a quorum for the transaction of business.

SECTION 3
ORDER OF BUSINESS FOR
REGULAR COUNCIL MEETING AGENDA

All items to be included on the Council's agenda for consideration should be submitted to the City Clerk in full by 5:00pm on the Wednesday preceding each Regular Council Meeting. The City Clerk shall then prepare a proposed agenda according to the order of business, for approval by the Mayor, or their designee, provided the approval shall be exercised in a manner consistent with ACC 2.03.100. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

3.1 The agenda format of the Regular City Council meeting shall be as follows:

A. **Call to Order.** The Mayor shall call the meeting to order.

B. **Land Acknowledgement.** The Mayor shall make a land acknowledgement.

C. **Public Participation.** This is the place in the agenda where the public is informed on how to participate in the public meeting and/or instructed on the available options to view the public meeting.

D. **Pledge of Allegiance**. The Mayor, Councilmembers and, at times, invited guests will lead the Pledge of Allegiance.

E. **Roll Call**. The City Clerk will call the roll.

F. **Announcements, Proclamations and Presentations**. A proclamation is defined as an official announcement made by the Mayor or the City Council regarding a non-controversial event, activity, or special interest group which has a major city-wide impact.

G. **Appointments**. Appointing individuals to various committees, boards and commissions. Confirmation of appointments, where confirmation is called for, may be preceded by discussion in Executive Session, where appropriate.

H. **Agenda Modifications**. Changes to the Council's published agenda are announced at this time.

I. **Public Hearings and Appeals**. Individuals may comment on public hearing and appeal items by submitting written comments to the City Clerk in advance of the public hearing or by participating in the forum designated by the public hearing notice. However, if an appeal is a closed-record appeal, the matter shall be considered only based on information, evidence, and documents in the record. Argument on the appeal shall refer only to matters, information, documents, and evidence presented at the underlying hearing from which the appeal is taken. No new information, evidence, or documents may be added and argument on the appeal may only deal with information, evidence, and documents in the record. The Presiding Officer will state the public hearing and/or appeal procedures before each hearing.

J. **Public Comment.** Members of the public may comment on any matter related to City business under the Public Comment portion of the meeting agenda. Section 10 of these Rules sets forth the procedures for receiving public comments.

K. **Correspondence**.

L. **Council Ad Hoc Committee Reports**. Council Ad Hoc Committee Chairs, or designee, may report on the status of their Ad Hoc Council Committees' progress on assigned tasks and may give their recommendations to the City Council, if any.

M. **Consent Agenda**. Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include, but are not limited to, the following. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action. The Chair for a Special Focus Area may speak to any of the items on the Consent Agenda that are relevant to the Special Focus Area that they are assigned.

1. Approval of minutes.

2. Fixing dates for public hearings and appeals.

3. Approval of claims and vouchers, bid awards, and contracts.

4. Approval of surplus property.

5. Other items designated by the City Council.

N. **Unfinished Business**. Unfinished business of a general nature that was considered by Council at a previous business meeting.

O. **New Business**. Business, other than ordinances and resolutions, that has not been previously before the City Council and items that are removed from the Consent Agenda for separate discussion and action. Councilmembers are required to provide the Mayor and Deputy Mayor ~~or Interim Deputy Mayor~~ information regarding the topic of any new business 48 hours prior to the Council meeting. Councilmembers may raise issues of interest for future study as needs may arise, and the Mayor and Deputy Mayor shall coordinate a future Study Session date for consideration, with consensus or majority vote of the Council.

P. **Ordinances**.

1. All ordinances shall be in writing. Titles may be read aloud before the ordinance is voted on. Any Councilmember may request a full reading of the text of a proposed ordinance before the vote on its adoption. The request for a full reading of an ordinance does not need to be voted on. However, the request for a reading of the title of the proposed ordinance, or a full reading of the text of the proposed ordinance, may be waived by a majority of the Councilmembers in attendance at the Council Meeting.

2. Before any ordinance is considered for adoption by the City Council, the ordinance shall be included on a Study Session agenda. Council may waive this rule.

After a motion to adopt an ordinance has been made and seconded, the Councilmember making the motion is encouraged to give a brief description of the issues involved with the ordinance, without simply repeating the ordinance title, and may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on ordinances will be held before the vote on an ordinance. Councilmembers may approve, reject, or amend the ordinance, or postpone the action and direct staff to further review the proposed ordinance.

An ordinance shall be adopted by a vote of at least a majority of the whole membership of the Council. In the event of a public emergency, an ordinance may be made effective on adoption, instead of after five days after publication, with a majority vote plus one of the whole Council. A public emergency ordinance is one designated to protect public health and safety, public property, or public peace.

Q. **Resolutions**. All resolutions shall be in writing. Titles may be read aloud before the resolution is voted on. Any Councilmember may request a full reading of the text of a proposed resolution prior to the vote on its passage. The request for a full reading of a resolution does not need to be voted on. However, the request for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived by a majority of the Councilmembers in attendance at the Council Meeting.

After a motion to pass a resolution has been made and seconded, the Councilmember making the motion is encouraged to give a very brief description of the issues involved with the resolution without simply repeating the resolution title, and the Councilmember may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on resolutions will be held before the vote on a resolution. Councilmembers shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution.

A resolution shall be passed by a majority vote of a quorum of the Council, provided that passage of any resolution for the payment of money or that grants or revokes a franchise or license, shall require the affirmative vote of at least a majority of the whole membership of the Council.

R. **Mayor and Councilmember Reports**. The Mayor and Councilmembers may report on their activities related to federal, state, regional, City, and local organizations for which they are members in their official capacity as elected officials. Reports shall regard those activities and events that have occurred since the last Regular Meeting and that have an important and direct impact or benefit to the City. The Mayor and Councilmembers shall limit their reports to not more than three (3) minutes, with sensitivity to avoiding duplicate reporting.

S. **Adjournment**.

3.2 **Recess**. The foregoing agenda may be interrupted for a stated time as called by the Presiding Officer to recess for any reason, including Closed or Executive Sessions.

3.3 **Amendment to Agenda**. The sequence of handling items on the agenda of a particular Regular Council Meeting may be amended from order listed on the printed/approved agenda as follows:

A. **Motion to Suspend the Rules**. On a motion by any member and majority vote, the City Council may suspend the rules to add an item (e.g., under New Business) or to allow an item on the agenda to be considered at a different

order or placement in the agenda, or to be referred to an upcoming Study Session agenda (See Rules 2.2 and 16.1).

B. **Adjustment of Agenda by Presiding Officer**. The Presiding Officer may adjust the order of items on the agenda or add items to the agenda, if agreed upon by the Mayor and the Deputy Mayor, subject to being overruled by a majority vote of the Council.

SECTION 4
COUNCILMEMBER ATTENDANCE AT MEETINGS

4.1 **Council Meetings.**

A. Councilmembers shall attend all scheduled meetings, including committee meetings.

A Councilmember will be excused from a meeting if they have submitted a request in advance of the meeting. Written requests should be submitted by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

Councilmembers shall send their email communication regarding their absence or anticipated late arrival to Council meetings or committees to the CouncilAlerts@auburnwa.gov email address.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Council meetings via telephone, video conference, or other approved electronic means with notification to the Mayor, Deputy Mayor, and designated City staff prior to noon on the day of the meeting. If a Councilmember appears remotely for a Council meeting, the Councilmember will use the City of Auburn approved virtual background. Technical circumstances shall be considered as to the acceptability of remote attendance. Council prefers in-person attendance when possible.

C. Remote attendance of the entire council may be permissible when and if a declaration of emergency is declared locally, regionally, statewide, and/or nationally that would prohibit in person attendance by Councilmembers. The Mayor shall direct remote attendance of the Council as necessary and when it is in the interest of the City to conduct Council business.

[*See* ACC 2.06.050 and RCW 35A.12.060]

4.2 **Study Sessions.**

A. Councilmembers shall attend all Study Sessions.

A Councilmember will be excused from a meeting if they have submitted a request pursuant to section 4.1A of these rules, in advance of the meeting. Written requests should be submitted by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Study Sessions under the same protocol set forth in Section 4.1B-C.

4.3. **Ad Hoc Council Committee Meetings.** Attendance at Ad Hoc Council Committee Meetings and Special Meetings will not be considered "Regular Meetings" for the purposes of RCW 35A.12.060, applicable to Regular City Council meetings. However, unexcused absences from any Regular or Special meetings, or Ad Hoc Committee meetings, is a violation of these Rules of Procedure.

4.4 **Use of Cell Phones Prohibited.** At all meetings of the City Council, Councilmembers may use their City cell phones to log into their electronic devices. All cell phones must remain on silent for the duration of the meeting. Personal communication devices may only be used in the event of an emergency. Councilmembers shall not send, receive, read or post e-mails, texts, or social media posts during meetings of the Council.

4.5 **Deportment.** To the extent feasible, Councilmembers shall utilize language appropriate to the seriousness of the public legislative matters at hand. Councilmembers shall address their remarks to the Presiding Officer and shall address elected officials and staff by their title or other method that uses their last name rather than first name, e.g., "Mayor [surname]," "Deputy Mayor [surname], "Councilmember [surname]" "Chief [surname]," or "Director [surname]," as applicable. The purpose of this approach is to ensure that the City Clerk can create accurate meeting minutes. Councilmembers shall refrain from side conversations with other individual Councilmembers. Councilmembers shall also refrain from inappropriate or derogatory body language, comments, or any other actions that detract from the deportment of the City Council.

SECTION 5
PRESIDING OFFICER - DUTIES

5.1 **Conduct of Meetings**.

A. The Mayor will preside over all Regular Meetings, Special Meetings, and Emergency Meetings of the Council. If the Mayor is absent, the Deputy Mayor will preside. If both the Mayor and Deputy Mayor are absent, the Chair of Municipal Service Special Focus Area or Chair of the Finance and Internal Services Special Focus Area (in that order) will preside.

B. The Deputy Mayor will preside over Council Study Sessions, other than those portions for which Special Focus Areas are scheduled, in which case the Chair of the Special Focus Area will preside. If the Deputy Mayor is absent, the Special Focus Area Chair will preside. If both the Deputy Mayor and the Special Focus Area Chair are absent, the Special Focus Area Vice Chair will preside.

C. The Mayor is encouraged to attend Study Sessions.

5.2 **The Presiding Officer**:

A. Shall preserve order and decorum at all meetings of the Council and cause the removal of any person in the audience from any meeting who interrupts the meeting after having been warned to cease the interruptive behavior.

B. Shall observe and enforce all rules adopted by the Council.

C. Shall decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember.

D. May affix approximate time limits for each agenda item.

SECTION 6
COUNCILMEMBERS

6.1 **Remarks**. Councilmembers who wish to speak shall address the Presiding Officer and, when recognized, shall limit their comments to questions under consideration.

6.2 **Questioning**. Any member of the Council, and the Mayor, shall have the right to question any individual, including members of the staff, on matters related to the issue properly before the Council for discussion.

6.3 **Obligation to the Public Agency**. Notwithstanding the right of Councilmembers to express their independent opinions and exercise their freedom of speech, Councilmembers should act in a way that reflects positively on the reputation of the City and of the community. Councilmembers shall also interact with other members

of the City Council, the Mayor, and City staff in ways that promote effective local government.

6.4 **Council Training**. Councilmembers are encouraged to participate in training offered by individuals, agencies, entities, and organizations including, but not limited to, the Association of Washington Cities (AWC), Municipal Research and Services Center (MRSC), Jurassic Parliament, and the State of Washington. This includes initial orientation after taking office, and other required or recommended training.

6.4.1 Resources provided to each Council member shall include: 1) a current copy of the "Mayor and Councilmember Handbook" produced by AWC and MRSC;2) a current copy of "Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments" from Jurassic Parliament; and 3) a current version of the City Council Rules of Procedure.

6.4.2 Councilmembers are encouraged to complete training within the first year of joining Council. Councilmembers will be provided required OPMA and PRA and other recommended trainings.

6.4.3 Training should include:

- Elected Officials Essentials Workshop from AWC
- NeoGov Training as assigned by Auburn's HR Department
- An overview of each Department presented by the respective department's Director and/or that Director's delegate
- A review of Council process for submitting New Business provided by the Deputy Mayor
- A review on the process for submitting materials for the Council packet provided by the City Clerk
- City of Auburn and associated Facility Tours
- White River Valley Museum New Hire Tour
- Annual Police Ride-Along

6.5 Participation in Committees, Agencies and Organizations. To better represent the interests of the City of Auburn, Councilmembers are encouraged to participate in assignments to local, regional, state, and national committees, agencies and organizations, and to attend community, regional, and state events. Councilmembers who have confirmed their intent to attend are expected to arrange their appearance in order to avoid unnecessary expenditure of City funds.

6.6 **Code of Conduct.** Councilmembers shall be subject to the policies in Exhibit ~~1~~ A of these Rules as they currently exist or are modified in the future. Unless otherwise stated in these Rules, the terms, provisions, and conditions set forth in the Polices are hereby incorporated into these Rules. Any violation of these policies, as determined by the City Council, shall be subject to section 20.1 of these Rules.

SECTION 7
DEBATES

7.1 **Speaking to the Motion**. No member of the Council, or the Presiding Officer, shall speak more than twice on the same motion except by consent of the Presiding Officer or a majority of the Councilmembers present at the time the motion is before the Council. The Presiding Officer shall recognize Councilmembers in the order in which they request the floor. The Councilmember who made a motion shall be permitted to speak to it first. The Presiding Officer may also allow discussion of an issue before stating a motion when such discussion would facilitate wording of a motion.

7.2 **Interruption**. No member of the Council, or the Presiding Officer, shall interrupt or argue with any other member while such member has the floor, other than the Presiding Officer's duty to preserve order during meetings as provided in Section 5.2.A of these rules.

7.3 **Courtesy**. Members of the Council and the Presiding Officer, in the discussion, comments, or debate of any matter or issue, shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or make derogatory remarks or insinuations with respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

7.4 **Challenge to Ruling**. Any member of the Council shall have the right to challenge any action or ruling of the Presiding Officer, in which case the decision of the majority of the members of the Council present shall govern.

SECTION 8
PARLIAMENTARY PROCEDURES AND MOTIONS

8.1 Unless specifically provided in these rules, all City Council meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).

8.2 If a motion does not receive a second, it dies. Matters that do not constitute a motion (and for which no second is needed) include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege.

8.3 A motion that receives a tie vote fails. The Mayor, as Presiding Official, shall be allowed to vote to break a tie vote, except where prohibited by law.

8.4 Motions shall be stated in the affirmative. For example, “I move to approve” as opposed to “I move to reject.” Councilmembers shall be clear and concise and not include arguments for the motion within the motion.

8.5 After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote. A motion and second is not an indication by a Councilmember that they support the action. The motion and second enables discussion and debate in advance of a formal vote.

8.6 If any Councilmember wishes to abstain from a vote on a motion that Councilmember shall so advise the City Council, shall remove and absent themselves from the deliberations and considerations of the motion, and shall have no further participation in the matter. The Councilmember should make this determination before any discussion or participation on the subject matter or as soon thereafter as the Councilmember identifies a need to abstain. A Councilmember may confer with the City Attorney to determine whether the Councilmember is required to abstain.

8.7 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table effectively removes the item without a time certain. A motion to table to a time certain will be considered a motion to postpone as identified in Section 8.8. To remove an item from the table requires a two-thirds' majority vote.

8.8 A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a time certain at a future Regular or Special City Council meeting. To remove an item from postponement in advance of the time certain requires a two-thirds’ majority vote.

8.9 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

8.10 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.

8.11 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

8.12 Motions that cannot be amended include motions to adjourn, lay on the table (table), roll call vote, point of order, reconsideration, and take from the table.

8.13 A point of order can be raised by any member of the governing body. A member of the governing body can appeal the Chair's ruling. An appeal must be immediate and must be seconded. The Chair will then explain the ruling. The members of the governing body can debate the matter, each member may speak once. The members of the governing body will then make a decision on the appeal by a majority vote.

8.14 Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

8.15 Debate of the motion only occurs after the motion has been moved and seconded.

8.16 The presiding officer, City Attorney, or City Clerk should repeat the motion prior to voting.

8.17 When a question has been decided, any Councilmember who voted with the prevailing side may move for reconsideration at the same, or the next meeting. In order to afford Councilmembers who voted with the prevailing side the potential basis for a motion for reconsideration, Councilmembers who voted with the prevailing side may inquire of Councilmembers who voted with the minority as to the reasons for their minority vote, if not stated during debate prior to the vote. A motion for reconsideration is debatable if the motion being reconsidered was debatable. If the motion being reconsidered was not debatable, the motion for reconsideration is not debatable.

8.18 The City Attorney shall act as the Council's parliamentarian and shall advise the Presiding Officer on all questions of interpretations of these rules which may arise at a Council meeting.

8.19 These rules may be amended, or new rules adopted, by a majority vote of the full Council.

SECTION 9
VOTING

9.1 **Voice vote**. A generalized verbal indication by the Council as a whole of "aye or yes" or "nay or no" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Council. Silence of a Councilmember during a voice vote shall be recorded as a "no" vote except where a Councilmember abstains because of a stated conflict of interest or appearance of fairness issue.

If there is uncertainty as to the outcome of a voice vote, the Presiding Officer or any Councilmember may ask for a raise of hands for the ayes or nays.

9.2 **Roll Call Vote**. A roll call vote may be requested by the Presiding Officer or by any Councilmember. The City Clerk shall conduct the roll call vote.

9.3 **Abstentions**. It is the responsibility of each Councilmember to vote when requested on a matter before the full Council. A Councilmember may only abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.

9.4 **Votes by Mayor**. Except where prohibited by law, the Mayor, as Presiding Official, shall be allowed to vote to break a tie vote.

SECTION 10
COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

10.1 Persons or groups specifically scheduled on a Council Meeting Agenda may address the Council in accordance with the speaking times included on the agenda. Groups desiring to be scheduled for presentations on a Council Meeting Agenda shall coordinate through the City Clerk.

10.2 Persons or groups that are not specifically scheduled on the agenda may address the council by filling out a speaker sign-in sheet (available at the City Clerk's desk or at a designated location within the Council Chambers), and (when recognized by the Presiding Officer) stepping up to the podium and giving their name and city of residence for the record.

Unscheduled public comments to the Council are subject to the following rules:

1. Remarks will be limited to 3 minutes. The City Clerk shall use a suitable device to electronically measure speaker time. The Presiding Officer may make discretionary exceptions to speaker time restrictions;

2. Speakers may not "donate" their speaking time to any other speaker;

3. Remarks will be addressed to the Council as a whole.

10.3 Meeting interruptions. Any speaker or person who interrupts the orderly conduct of a meeting may be barred from further participation in the meeting by the Presiding Officer, unless permission to continue is granted by a majority of Councilmembers present. Examples of interruptions under this rule include:

1. failing to comply with an allotted speaking time;

2. committing acts of violence or property destruction;

3. directly or indirectly threatening physical violence against anyone attending the meeting;

4. interfering with the meeting or with other speakers through vocal interruptions or disruptive action.

If a meeting interruption occurs, the Presiding Officer shall address the person(s) causing the interruption by citing the interrupting conduct, ordering it to stop, and warning that continuation may result in removal from the meeting.

The Presiding Officer may remove the interrupting person(s) if the conduct persists after the warning. If removal of the person(s) does not restore the meeting to order, the Presiding Officer may clear the room of spectators and continue the meeting or adjourn the meeting and reconvene it at a different location selected by Council majority.[8]

SECTION 11
PUBLIC HEARINGS

11.1 Public hearings where a general audience is in attendance to present arguments for or against a public issue:

A. The Department Director or designee shall present the issue to the Council and respond to questions.

B. A person may speak for three (3) minutes. No one may speak for a second time until everyone who wishes to speak has had an opportunity to speak. The Presiding Officer may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Presiding Officer.

C. The City Clerk shall serve as timekeeper during these hearings.

D. After the speaker has used their allotted time, Council may ask questions of the speaker and the speaker may respond but may not engage in further debate.

E. The hearing will then be closed to public participation and open for discussion among Councilmembers.

F. The Presiding Officer may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Council.

SECTION 12
DEPUTY MAYOR

[8] RCW 42.30.050

12.1 Annually or ~~more often as deemed appropriate~~as required by these Rules, the members of the City Council, by majority vote, shall designate one of their members as Deputy Mayor for a one-year time period.~~, except as provided in Section 12.1, Paragraphs G and H.~~ Elections will be held no later than the last Council meeting of the year.

~~A.~~ Any member of the City Council who will have served on the Council for at least one year by the commencement of the new term for Deputy Mayor, ~~at the beginning for that Councilmember's terms as Deputy Mayor~~ and has attained their Certificate of Municipal Leadership from AWC, may be nominated for the position of Deputy Mayor by having that Councilmember's name placed in nomination by a Councilmember. ~~The nomination of a councilmember for the position of Deputy Mayor does not require a second, and a councilmember may nominate him or herself.~~

1. Nominations for the position of Deputy Mayor shall be made by members of the City Council on the dates of election for the Deputy Mayor position. The nomination of a Councilmember for the position of Deputy Mayor does not require a second, and a Councilmember may nominate him or herself.

2. In connection with the selection of Deputy Mayor, Councilmembers are expected to approach the election in an open, transparent, and respectful manner, avoiding anything that jeopardizes harmony among Councilmembers.

~~B.~~A. The Councilmember receiving a majority of the votes cast by the members of the City Council shall be elected Deputy Mayor. A Councilmember may vote for themself.

~~C.~~B. The names of all nominees for the position of Deputy Mayor shall be included in the vote.

If no single Councilmember received a majority of the votes cast, a second vote/ballot between the two nominees who received the largest number of votes will be held.

~~D.~~C. In the event of a prolonged absence or unavailability of the Deputy Mayor, the Council shall vote on which Councilmember shall serve as the Interim Deputy Mayor. The Interim Deputy Mayor shall be the Councilmember who receives a majority vote. That Councilmember shall then serve as Interim Deputy Mayor until the return of the regular Deputy Mayor, or until the subsequent Deputy Mayor is designated by majority vote. The Interim Deputy Mayor shall have all the rights, duties, and authority of the Deputy Mayor under these rules. Hereafter and throughout these Rules, any Interim Deputy Mayor, once selected, shall be referred to as the "Deputy Mayor."

~~E.~~D. If the designated Deputy Mayor is unable to serve the full term of the position of Deputy Mayor, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term. If the appointment is declined the process shall continue until a Deputy Mayor is designated.

~~F.~~E. In the event that the Councilmember selected as Deputy Mayor is unable to perform the duties of the position of Deputy Mayor, or fails to act in accordance with the City Council Rules of Procedure, or a majority of the Council wishes to reconsider the appointment of Deputy Mayor, the City Council may, by a majority vote of the full City Council, remove the Deputy Mayor from this position, in which case, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term.

[*See* RCW 35A.12.065.]

12.2 The Deputy Mayor, as the head of the legislative branch[9] of the City, shall perform the following duties:

A. Intra-Council Relations:

1. Serve as the Chair of the Council Study Sessions in accordance with Rule 5.1.B;

2. Serve as an ex-officio member of all ad hoc committees of the City Council. If the Deputy Mayor's attendance at an ad hoc committee meeting brings the number of councilmembers attending to four, the meeting shall comply with the Open Public Meetings Act (RCW 42.30), unless expressly exempted;

3. Assists, as needed, in new councilmember training consistent with Rule 6.4.2;

4. Support cooperative and interactive relationships among Councilmembers;

5. Work with Mayor and Administration to prepare agendas for Council Study Sessions, in accordance with Rules 2.2 and 16.1.B;

6. The Deputy Mayor shall seek to solicit interest from Councilmembers and shall thereafter designate Special Focus Area Chairs and Vice-Chairs, designate Special Focus Area assignments, and work with

[9] Auburn's form of government is a "mayor-council code city," under the provisions of RCW 35A.12. Pursuant to RCW 35A.12.100, the mayor shall be the chief executive and administrative officer of the city, in charge of all departments and employees, with authority to designate assistants and department heads.

the chairs of the Special Focus Areas on the portions of Study Sessions over which the Special Focus Areas chairs preside in order to reinforce appropriate Special Focus Area topics and to ensure the Councilmember understands how to preside over their portion of the meeting.

B. Mayor-Council Relations:

1. Help maintain a positive and cooperative relationship between the Mayor and the City Council and support communication between the Mayor and the Council to promote transparency, collaboration, and effective governance;

2. Preside over Regular Meetings of the City Council in the absence or unavailability of the Mayor;

3. In the event of a prolonged absence or incapacitation that exceeds two weeks (a state of disability that prohibits the function of duties) of the Mayor, the Deputy Mayor shall perform the duties of the Mayor.

   (a) A prolonged absence that exceeds two weeks is defined as requiring a leave of absence that prohibits the performance of the duties of the office. Vacation leave for periods up to two weeks, illnesses requiring an absence of less than two weeks, out of state or out of country travel lasting not more than two weeks, or other similar short-term absences shall not be considered prolonged absences.

   (b) In the event of a disaster, emergency, or other similar circumstance, where the Mayor is out-of-town and unable to carry out the duties of the office of Mayor, the Deputy Mayor, in consultation with the Mayor, shall act as Mayor until the return and availability of the Mayor;

4. The Deputy Mayor shall also stand in on behalf of the Mayor in other situations as requested by the Mayor;

5. In the performance of the duties of the Mayor in a temporary capacity (not defined as a prolonged absence), the Deputy Mayor shall not have authority to appoint, remove, replace, discipline or take other similar action on any Department Director or employee of the City;

6. The Deputy Mayor shall not have veto authority for actions that may be taken by the City Council;

~~7. The Deputy Mayor or Interim Deputy Mayor shall be aware of City, regional, and intergovernmental policies and activities in order to properly execute the role of Mayor.~~

C. Intergovernmental and Community Relations:

1. Act in absence of Mayor as requested and/or as required;

2. Be aware of all City regional and intergovernmental policies and activities in order to be prepared to step into the role of Mayor if necessary;

3. Serve as the Chair of the City's Emergency Management Compensation Board, pursuant to ACC 2.75.066.

D. Other Duties of the Deputy Mayor:

1. In cooperation with the Mayor and Special Focus Area Chairpersons and with assistance from Administration, create and establish agendas for all Study Sessions;

2. Serve as liaison to the Junior City Council, encouraging, guiding, and counseling the members of the Junior City Council in connection with its duties and assignments;

3. Facilitate any issue related to the conduct and/or actions of Councilmembers that may be inappropriate or that may be in violation of the Council Rules of Procedure (Section 6.6 or 20.1);

4. Conduct regular and periodic meetings with individual Councilmembers and the City Attorney or designee if requested by either party, to address Councilmember issues, concerns, legislative processes, Councilmember proposals, Councilmember training, and other similar related items;

5. Conduct group meetings with Councilmembers, including two on one meetings with Councilmembers on a rotating basis provided that such meetings shall avoid ~~not have more than two Councilmembers at such meetings~~creating a quorum. All such meetings at which a quorum of the City Council is in attendance shall be in compliance with the Open Public Meetings Act (RCW 42.30), unless expressly exempted.

SECTION 13
COUNCIL POSITION VACANCY OR ABSENCE

13.1 If an unexpired Council position becomes vacant, the City Council has ninety (90) days from the occurrence of the vacancy to appoint, by majority vote of a quorum of the remaining members of the Council, a qualified person to fill the vacancy pursuant to State law. The Council may make such appointment at its next Regular Meeting, or at a Special Meeting called for that purpose. If the Council does not appoint a person within the ninety (90) day period, the County may appoint a qualified person to fill the vacancy as provided by RCW 42.12.070 and Council Rules 13.3 through 13.20.

13.2 If there is an extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

13.3 The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Auburn, and (b) have a one (1) year residency in the City of Auburn. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

13.4 The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at City of Auburn offices and on the City's official website. Copies of the display advertisement will be provided to current members of the City of Auburn commissions, committees, boards, task forces and other City-sponsored community groups.

13.5 Applications received by the deadline date and time will have personally identifiable information removed, and each Councilmember may submit two interview questions with a designation as to their primary and secondary questions. If two of the questions submitted by differing Councilmembers are similar one of Councilmember's second question will be used.

13.6 In the event the City receives more than 10 completed applications, each City Councilmember will submit to the City Clerk an unranked list of the candidates the Councilmember wishes to move forward in the process. Each Councilmember's list should contain no more than 15 anonymized candidates. The City Clerk shall

aggregate all Councilmembers lists into one unranked master list of the 10-15 candidates most commonly selected among the individual lists provided. The list shall be arranged in the anonymized order and shall only include the anonymized designation of the candidates. This aggregated list shall be provided to the Council during the executive session prior to the interview meeting. If less than 10 completed applications are received the Council will move forward with the above process with all applicants.

13.7 Immediately following the executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at a future City Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council's evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

13.8 At the opening of the meeting at which interviews take place, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance shall be determined at this time by a random lot drawing performed by the City Clerk.

13.9 In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates will be asked to remain sequestered at City Hall, which includes not using electronic devices, for the duration of all candidate interviews. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time.

13.10 Each candidate interview shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format. (1) The applicant shall present their credentials to the City Council (up to 10 minutes). (2) The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (up to 14 minutes). (3) An informal question-and-answer period during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

13.11 Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by Council must be in open public sessions. The Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

13.12 The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.

13.13 Nominations are closed by a motion, second, and majority vote of Council.

13.14 Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.

13.15 The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting for the nominated candidates shall be by random order. Voting must take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

13.16 The City Clerk records the votes in the meeting minutes.

13.17 The selection of a candidate to fill the vacancy is made by a majority vote of the remaining ~~six~~ members of the Council.

13.18 If a majority vote is not received for a candidate, the Council may postpone elections until another date within the 90-day period.

13.19 The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.

13.20 The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. If successful at the election, the interim term would then end, and the appointed Councilmember will either complete the 4-year term of the vacated position or begin a new 4-year term, depending on the position number of the vacated position.

SECTION 14
COUNCIL MEETING STAFFING

14.1 Department Directors or designees shall attend all meetings of the Council unless excused by the Mayor.

14.2 The City Attorney, or designee, shall attend all meetings of the Council unless excused by the Mayor, and shall upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

SECTION 15
COUNCIL RELATIONS WITH STAFF

15.1 There will be mutual courtesy and respect from both City staff and Councilmembers toward each other and of their respective roles and responsibilities.

15.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies under the direction of the Mayor.

15.3 It is the intent of Council that all pertinent information asked for by individual Councilmembers shall be made available to the full Council.

15.4 Individual Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. Councilmembers may, at the request of the Mayor, participate in discussions and decisions related to these matters.

15.5 Other than through legislative action taken by the Council as a whole, individual Councilmembers shall not interfere with the operating rules and practices of any City department.

15.6 No individual Councilmember shall direct the Mayor to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council. This provision, however, does not prohibit individual Councilmembers from discussing issues with the Mayor or making individual requests or suggestions to the Mayor. The Mayor shall endeavor to advise and update the Councilmember(s) on the status or follow-up of such issues.

15.7 All Councilmember requests for information, agenda bills and staff analysis, other than requests for legal advice from the City Attorney's Office, shall be directed through the Mayor in order to assign the task to the proper staff. The Deputy Mayor may work with the Mayor's designated staff to prepare Study Session agendas and related materials, and facilitate Study Session work.

15.8 Any written communication with staff shall also include the Mayor as a recipient.

SECTION 16
COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS

16.1 **Study Sessions and Special Focus Areas.** In addition to the regularly scheduled City Council meetings (Regular Council Meetings) scheduled on the first and third Mondays of the month. Different than the format for Regular Council Meetings (identified in Section 3 hereof), Study Sessions shall be less formal than Regular

Council Meetings and shall give the City Council the opportunity to discuss and debate issues coming before it for action at Regular Council meetings. The format for these meetings shall be as follows:

A. Special Focus Areas and General Business Focus Areas.

Study Sessions shall consist of (1) a Special Focus Area in each meeting and (2) a General Business Focus Area in each meeting. The Special Focus Area groups shall review matters of Council concern related to their areas of oversight responsibility. The Special Focus Area groups shall consist of the following: (1) Public Works & Community Development; (2) Municipal Services; (3) Community Wellness; and (4) Finance & Internal Services.

The General Business area shall be scheduled second and shall include agenda items that relate to issues of general City concern, items that will be coming before the City Council at upcoming meetings, and presentations and reports to the City Council. The General Business area on the agenda shall follow the Special Focus area portion on the Study Session agenda.

The Special Focus Area groups shall be on a rotating basis described below. The Special Focus Area groups shall be tasked with oversight of Council considerations as follows:

1. Community Wellness
    - Health, Equity, & Wellness
    - Neighborhood Services
    - Homelessness Prevention
    - Social Services
    - Diversity, Equity, & Inclusion
    - Cultural Arts & Community Events
    - Housing Policy
2. Finance & Internal Services
    - Facilities
    - Technology
    - Property management
    - Risk management & Insurance
    - Legal
    - Fiscal Sustainability
3. Public Works & Community Development
    - Utilities
    - Transportation
    - Environmental Policy
    - Land Use & Development
    - Right of Way Management
    - Airport
    - Park Development

- Economic Development

4. Municipal Services
    - Public Safety
    - Courts
    - Recreation, Museum & Senior Services
    - Animal Control
    - Emergency Planning
    - Cemetery
    - Communications

B. Scheduling of Special Focus Area.

1. The Special Focus Areas shall conduct their portion of the Study Sessions on second and fourth Mondays of the month on a rotating basis such as follows: Public Works & Community Development, then Municipal Services, then Community Wellness, then Finance & Internal Services, then Public Works & Community Development, then Municipal Services, and so on.

2. On fifth Mondays of the month, Study Sessions will not typically include any of the above Special Focus Areas but may include special topics and issues of general concern to the City Council, including Council operating arrangements and Council Rules of Procedure. It is provided, however, that in order for the City Council to address the matters coming before the City Council, the Mayor and Deputy Mayor may, as they deem appropriate, insert into any Study Session any matters calling for City Council consideration and discussion, regardless of Special Focus Areas. Such matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Councilmembers in advance of the Study Session.

3. Topics for Special Focus Area consideration (for inclusion in the Special Focus Area portion of the Study Session agenda) shall be determined by the Chair of each Special Focus Area along with the Mayor, the Deputy Mayor, the Vice-Chair, and the designated Departments Director(s) for the Special Focus Area. The matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Councilmembers in advance of the Study Session. The Department Director(s) shall review agenda topics and suggestions by other Councilmembers of such topics. The Deputy Mayor may review agenda items and topics with each Special Focus Area Chairperson individually when convenient.

C. Meeting Times

Study Sessions shall be scheduled as set forth in Section 2.2, above.

1. Three to four hours maximum timeframe (goal).

2. Agenda items should relate to future policy-making, strategic planning, or key state or federal issues affecting current or future city operations.

3. Agenda items should be substantive only (*e.g.,* traffic impact fee increase proposals, comprehensive plan updates, rather than day-to-day operational issues. Non-substantive items (*e.g.*, accepting a grant, authorizing contract bidding, etc.) should go directly to the Regular City Council Meeting.

D. Study Session Meeting Format.[10]

1. Call to Order.
2. Public Participation.

3. Roll Call.

4. Agenda Modifications.

5. Announcements, Reports, and Presentations.

6. Special Focus Area (the Chair of the Special Focus Area scheduled for the Study Session shall preside over this portion of the Study Session). The Vice Chair shall preside over this portion of the Study Session in the Chair's absence.

7. Agenda Items for Council Discussion.

8. Council Reports. The Deputy Mayor or Presiding Officer shall facilitate this portion of the agenda by calling on each Councilmember in turn, sharing topics of interest and/or reports on SFA matters, limiting their individual comments to approximately five (5) minutes each. Councilmembers will provide the Mayor and Deputy Mayor with information on their Council Reports 48 hours prior to the Study Session meeting.

[10] It is the intention of the City Council that Study Sessions shall be televised on the City's public access channel if reasonably possible.

9. Adjournment.

16.2 **Ad Hoc Committees.** The Mayor, the Deputy Mayor, or a majority of the City Council may establish an Ad Hoc Committee as may be appropriate to consider special matters that require special approach or emphasis. The Deputy Mayor shall be the ex-officio member of all Ad Hoc Committees. The remaining two members shall be voted on by the full Council.

A. Ad Hoc Committees may be established and matters referred to them at Study Sessions, without the requirement that such establishment or referral take place at a regular City Council Meeting.

B. Ad Hoc Committees shall consider all matters referred to them and ~~take action by majority consensus only when all Ad Hoc Councilmembers are present. The~~the Chair of such Ad Hoc Committee shall report to the Council the findings of the committee. Committees may refer items to the Council with a committee recommendation or with no committee recommendation.

C. Unless otherwise expressly provided for when forming an Ad Hoc Committee, it is the intention of the Council that Ad Hoc Committees function informally and not in any way that takes action in lieu of or on behalf of the full Council. The purpose and function of such Ad Hoc Committees shall be to review matters in advance of their consideration by the full Council, and perhaps record and make recommendations to the full Council. They are not "committees of a governing body" subject to the requirements of the Open Public Meetings Act (Chapter 42.30. RCW). Ad Hoc Committees shall not receive public testimony or allow audience participation in connection with or related to the agenda item being discussed by the Committee. ~~Public testimony relating to topics referred to an Ad Hoc Committee must be received during a regular Council meeting, consistent with OPMA rules. Presentations on topics of interest, at Council's request, may be received during a study session.~~

D. Councilmembers on Ad Hoc Committees may request a staff liaison, and City Attorney or City Attorney's designee, be present to assist the Councilmembers with institutional knowledge on the subject matter to be discussed. All requests for staff assistance must be approved by the Mayor prior to allocating resources.

16.3 **Intergovernmental Councils, Boards and Committees.** The Mayor shall appoint Council representatives to intergovernmental councils, boards, and committees.

A. Councilmember appointments to intergovernmental councils, boards and committees~~, including Ad Hoc Committees,~~ shall be periodically reviewed. All Councilmembers shall have the opportunity to serve on such councils, boards, and/or committees as assigned by the Mayor and on a rotating basis at the discretion of the Mayor. Councilmember appointments to intergovernmental councils, boards, and committees by the Mayor shall be done with consideration

of a Councilmember's expertise, background, knowledge, working experience and/or education in that council, board, or committee.

B. Councilmembers will prioritize appointments to Intragovernmental Councils, Boards, and Committees by seeking and filling positions that provide value to the City and its constituents. Providing value occurs in the following order of priority: (1) bringing money to the City, (2) bringing projects and/or investments into the City, (3) influencing policy or investment outcomes in the City, and (4) protecting City interests.

C. Advisory Boards, Committees, and Commissions established by ordinance, consisting of residents appointed pursuant to the establishing Ordinance and serving in the capacity and for the purposes indicated in the Ordinance, shall act as an advisory committee to the Council.

SECTION 17
COUNCIL REPRESENTATION
AND INTERNAL COMMUNICATION

17.1 ~~If a Councilmember meets with, attends a meeting, or otherwise appears before individuals, another governmental agency, a community organization, or a private entity or organization, including individuals, agencies, or organizations with whom or with which the City has a business relationship, and makes statements directly or through the media, commenting on an issue that does or could affect the City, the Councilmember shall state the majority position of the Council, if known, on that issue. Personal opinions and comments which differ from those of the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position, and the statements are those of the Councilmember as an individual. Additionally, before a Councilmember discusses anything that does or could relate to City liability, the Councilmember should talk to the City Attorney or the City's Risk Manager, so that the Councilmember would have a better understanding of what may be said or how the discussion should go to control or minimize the City's liability risk and exposure.~~

~~17.1~~ If a Councilmember speaks at a meeting, event, or with any individual, organization, or agency—especially those with ties to the City—they must state the Council's majority position, if known. If expressing a personal opinion that differs, they must clarify that they are speaking as an individual and not on behalf of the Council. Before discussing matters that may involve City liability, the Councilmember should first consult with the City Attorney or Risk Manager to help minimize legal risks.

17.2 Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another government agency, or community organization.

17.3 Councilmembers shall not knowingly communicate with an opposing party or with an opposing attorney in connection with any pending or threatened litigation in

which the City is a party or in connection with any disputed claim involving the City without the prior approval of the City Attorney, unless the Councilmember is individually a party to the litigation or is involved in the disputed claim separate from the Councilmember's role as a City official.

17.4 Communication among Councilmembers shall conform to the following parameters:

A. Except in connection with Councilmembers meeting, informally, in committees not subject to the Open Public Meetings Act, to assure that communication on agenda items occurs to the greatest extent possible at the public meetings, and to avoid even the perception that email is being used in a way that could constitute a public meeting, successive communications on Council topics that involve a quorum of the Councilmembers shall not occur. Councilmembers shall refrain from emailing Councilmembers about such agenda items. Councilmembers should be prepared to communicate about matters that are on upcoming Council agendas at the public meetings. If Councilmembers wish to share information with other Councilmembers about matters that are on upcoming agendas, the Councilmembers should forward that information to the Mayor for distribution in the Council meeting packets.

B. Councilmembers may communicate via email to other Councilmembers, including to a quorum of the full Council about matters within the scope of the Council's authority or related to City business, but not yet scheduled on upcoming Council agendas, to indicate a desire that certain items be included on upcoming meeting agendas; provided that Councilmembers shall never ask for responses from the other Councilmembers in that communication.

C. Email communication among Councilmembers relating to City operations should also include the Mayor as a recipient/addressee.

D. Councilmembers may email the Mayor about City business without limitations or restrictions.

E. The Deputy Mayor from time to time may need to communicate with all Councilmembers on various items such as the annual review of the Rules of Procedure. All such correspondence, usually in the form of email, shall be provided to Council as a whole through the Council Assistant. Any responses from Council shall also be directed to the Council Assistant who shall then provide all Councilmembers with email correspondence regarding questions, comments, suggestions, recommendations, or any similar item.

Council email correspondence and all electronic communications shall utilize the designated city email account or city device with no exceptions and within the parameters of the Open Public Meetings Act and the Public Records Act.

17.6 Council Relations with City Boards and Commissions.

A. **Council Liaisons**. In addition to where a Councilmember is appointed by the Council or the Mayor to serve as a member of a board, commission, committee, task force, or any other advisory body, the City Council may, on limited occasions or under unusual circumstances, appoint a Councilmember to serve as a non-member Liaison to a board, commission, committee, task force, or any other advisory body. Anytime a Councilmember is appointed as such a Liaison, the position or role of Liaison is subordinate to that of Councilmember, and the Councilmember's responsibility is first and foremost to the City and to the Council. The role and responsibility of the Councilmember-Liaison is to keep the City Council apprised of the activities, positions, and actions of the entity or organization to which the Councilmember has been appointed Liaison, and not to communicate to the board, commission, committee, task force, or other advisory body a statement as the position of the City Council, except as authorized or directed by the Council. Insofar as a Councilmember-Liaison position does not give all Councilmembers equal access to the activities, functions, and information of or about a board, commission, committee, task force or any other advisory body, appointments to Council Liaison positions should be reserved to those instances where a Report to the Council by the board, commission, committee, task force, or any other advisory body would not be convenient or practical.

B. **Reports to the Council**. Each board, commission, committee, task force, or any other advisory body of the City shall be requested to present a report to the City Council at a Regular Meeting or a Study Session of the City Council, as scheduled by the Mayor or Deputy Mayor . Such reports shall be scheduled for a Regular Council Meeting or a Council Study Session and shall be delivered by the Chair of the board, commission, committee, task force, or any other advisory body or designee. The reports shall inform the City Council of the activities, functions and information with which the board, commission, committee, task force, or any other advisory body has been involved since the previous report and shall include the opportunity for questions by Councilmembers.

17.7 Whenever a member of the City Council attends any meeting of any other entity or organization, he or she should endeavor to be prudent in what he or she says or does at such meeting. Further, the Councilmember should avoid attending such meeting if that attendance would impose an interference with the meeting or the operations of the other entity or organization, or of the operations of the City.

17.8 **Council Attendance.** If a Councilmember commits to attend an event, all effort shall be made to attend the event, given potential city funds expended and community expectations of attendance. If an emergency arises where the

Councilmember cannot attend, the Councilmember shall send notice to CouncilAlerts@Auburnwa.gov as soon as practicable.

SECTION 18
TRAVEL AUTHORIZATION

18.1 **Value of Council Travel**. The Auburn City Council recognizes the need of its members to attend conferences, trainings, and meetings to broaden their knowledge of and familiarity with a diverse collection of City-related issues, including, but not limited to, Public Works, Communications, Transportation, Economic Development, Public Safety, and Energy. These conferences also provide valuable opportunities to network with other elected City officials. Comparing Auburn's specific issues with those of other cities often provides the Council with established policies already in place in other cities that can be adapted to meet the specific needs of the City of Auburn, as well as expediently and efficiently acquainting Auburn City Councilmembers with ideas of how to address Auburn issues and solve Auburn problems.

18.2 **Annual Budget Amounts for Council Travel**. To accommodate Council travel, the Auburn City Council shall allocate an identified amount of money each year in the City budget process to each Councilmember for City-related travel costs, including transportation, lodging, meals, and registration costs.

18.3 **Adjustment of Council Travel Allocations**. If a Councilmember needs more than the amount of travel related funds allocated for their use, the Councilmember shall (1) see if there are unused funds available from any other Councilmember(s) who are willing to transfer funds from their account to the Councilmember needing additional travel funds. If so, with the consent of the Deputy Mayor and the other transferring Councilmember(s), funds will be transferred to the requesting Councilmember's allotment. The request including approval from the Councilmember willing to transfer funds and the consent of the Deputy Mayor must be sent to the Council Administrative Assistant prior to the funds being expended or (2) shall request a net adjustment to the budget adding additional funds to their allotment, which adjustment shall be approved by a majority of the whole Council.

18.4 **Receipts and Travel Documentation**. Each Councilmember shall be responsible for providing to the Mayor or Finance Director, within ten (10) business days of returning from City travel, any and all City travel related receipts and documentation, and a written report regarding the authorized travel the Councilmember attended. All documentation shall also be sent via email to the CouncilAlerts@auburnwa.gov email address. Quarterly reports of the travel costs incurred by each Councilmember shall be provided by the Finance Department. Any sums overpaid to any Councilmember shall be reimbursed to the City, or automatically deducted from that Councilmember's next payroll, upon reasonable notice from the Council Administrative Assistant.

~~18.5~~

SECTION 19
CONFIDENTIALITY

19.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive or Closed Sessions and as provided in RCW 42.23.070, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered by the exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION 20
ENFORCEMENT OF RULES OF PROCEDURE

20.1 Councilmembers shall conform their conduct to the requirements, standards and expectations set forth in these Rules of Procedure. In addition to and notwithstanding whatever other enforcement mechanisms may exist for legal, ethical or practical obligations on Councilmember performance or conduct, violations of these Rules of Procedure by Councilmembers may be enforced by action of the City Council through sanctions such as votes of censure or letters of reprimand, and such other action as may be permitted by law.

SECTION 21
COMMUNITY COMMITMENT

21.1 The Auburn City Council acknowledges our role as city leaders to champion a community that fosters a Racially Equitable, Diverse, and Inclusive culture.

City Council Rules of Procedure:

Adopted: February 2, 2004
Ordinance No. 5802
Amended by Resolution No. 4282, December 17, 2007
Amended by Resolution No. 4429, December 15, 2008
Amended by Resolution No. 4467, April 6, 2009
Amended by Resolution No. 4615, July 6, 2010
Amended by Resolution No. 4686, February 22, 2011
Amended by Resolution No. 4740, August 15, 2011
Amended by Resolution No. 4813, May 21, 2012
Amended by Resolution No 4909, February 19, 2013
Amended by Resolution No. 5105, November 3, 2014
Amended by Resolution No. 5112, December 1, 2014
Amended by Resolution No. 5115, December 15, 2014
Amended by Resolution No. 5217, May 2, 2016
Amended by Resolution No. 5240, July 5, 2016
Amended by Resolution No. 5283, February 21, 2017
Amended by Resolution No. 5308, August 7, 2017
Amended by Resolution No. 5367, May 7, 2018
Amended by Resolution No. 5399, December 17, 2018~~9~~
Amended by Resolution No. 5469, November 4, 2019
Amended by Resolution No. 5543, September 8, 2020
Amended by Resolution No. 5676, September 19, 2022
Amended by Resolution No. 5721, June 5, 2023
Amended by Resolution No. 5735, September 5, 2023
Amended by Resolution No. 5782, October 7, 2024

EXHIBIT A

CITY COUNCIL CONDUCT POLICIES

1. CONDUCT

City Policy Reference 200-81

PURPOSE
To emphasize the high standards of professionalism, public service, and integrity expected.

POLICY
It shall be the duty of all City personnel to maintain high standards of cooperation, efficiency and integrity in their work with the City. It is the responsibility of each individual to conduct themselves with professionalism and commitment towards customer service not only with the citizens and public of the City of Auburn but also when working within other elected officials or working with other departments within the City structure.

2. FAIR PRACTICES

City Policy Reference 200-2

PURPOSE
To establish guidelines for the promotion of fair practice and nondiscrimination in activities relating to employment and treatment of all citizens in order to foster trust and cooperation between City personnel and the diverse and pluralistic society that makes up the City of Auburn.

The City is committed to recognizing that all people are vital to the City's shared prosperity and that all people must be respected and valued. City personnel can, and should, lead the way forward in making inclusiveness and diversity priorities, and pledges active efforts to seek to achieve that goal.

POLICY
The Policy of the City of Auburn is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all persons regardless of race, creed, color ethnicity, nation origin, sex, age, marital status, veteran's status, sexual orientation, or the presence of any sensory, mental, or physical disability, unless based upon a bona fide occupational qualification: provided that the prohibition against discrimination shall not apply if it prevents the proper performance of the particular worker involved.

The City of Auburn will cooperate with all organizations and commissions organized to promote fair practices and equal opportunity in employment.

DEFINITIONS:

For the purpose of this policy, sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, " gender expression or identity" means having or being perceived as having a gender identity, self image, appearance, behavior, or

expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

3. NONDISCRIMINATION

City Policy Reference 200-03

PURPOSE
To establish policy for a nondiscriminatory working environment within the City Auburn.

POLICY
The policy of the City of Auburn is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all qualified persons regardless of race, creed, 'color, ethnicity, national origin, sex, age, marital status, sexual orientation, veteran's status, or the presence of any sensory, mental, or physical disability, unless based on a bona fide occupational qualification.

It is the policy of the City of Auburn to foster and maintain a harmonious and nondiscriminatory working environment for all. Toward this end, the City will not tolerate racial, ethnic, religious, disability or sexual oriented behaviors or comments by any citizen, employee, or elected official to or about any citizen, employee, or elected official.

DEFINITONS
For the purpose of this policy, sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, "gender expression or identify" means having or being perceived as having a gender identity, self image, appearance, behavior, or expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

4. WORKPLACE HARASSMENT

City Policy Reference 200-4

PURPOSE
To establish the policy and procedures defining the City's position on workplace harassment, including sexual harassment, and to provide guidance to any City personnel who believes he/she has experienced harassment by a supervisor, co-worker, other City personnel, or outside individual.

POLICY
It is the policy of the City of Auburn to provide a work environment for everyone that is harmonious and free from intimidation and harassment. The City is committed to ensuring that

the practices and conduct of all City personnel comply with the requirements of federal and state laws against employment discrimination. To that end, the City expects all City personnel to work in a manner that respects the feelings and dignity of others.

It is the policy of the City that everyone have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, ethnic background, age, marital status, sexual orientation, military or veteran's status, presence of a disability or the presence of any other protected status or characteristic, or any other basis prohibited by local, state, or federal laws unless based on a bona fide occupational qualification. Workplace harassment, including sexual harassment, negatively affects morale, motivation, and job performance. The City will not tolerate any form of workplace harassment, including sexual harassment, toward City personnel by other City personnel or other individuals.

Those who in good faith report an incident of workplace harassment, including sexual harassment, shall not be subjected to any form of retaliation.

DEFINITIONS

1. Workplace harassment includes, but is not limited to, unsolicited remarks, gestures, or physical contact; display or circulation of written materials or pictures derogatory to a specific gender, racial, ethnic, religious groups, persons with physical, mental, or sensory disabilities, or any other basis prohibited by local, state, or federal laws; or basing employment decisions on an employee's response to sexually-orientated requests.

2. Sexual harassment means unwelcome behavior of a sexual nature that affects terms and conditions of the work environment. These include, but are not limited to, sexual advances and/or other verbal or physical conduct made when: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (b) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to:

1. Unwelcome or unwanted flirtations, propositions, advances, patting, pinching, brushing up against, hugging, cornering, blocking, kissing, fondling, putting ones arms around another, or any other similar physical contact considered unacceptable by another individual.

2. Verbal comments, suggestions, jokes, innuendos, or derogatory remarks based on sex;

3. Visual harassment, leering, whistling, gesturing, posting sexually suggestive or derogatory pictures, cartoons, drawings.

4. Pressure for sexual favors, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by implied or stated promises of preferential treatment or negative consequences concerning an individual's employment (such as an employee's performance evaluation, work assignment, advancement, or training opportunities).

3. Other harassment (nonsexual) is defined as verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual because of such individual's protected status or characteristics such as his/her race, color, religions, gender, national origin, age marital status, veteran's status, sexual orientation, or disability that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects the individual's employment opportunities.

4. Sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, "gender expression or identify" means having or being perceived as having a gender identity, self image, appearance, behavior, or expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

5. WORKPLACE VIOLENCE

City Police Reference 200-13

PURPOSE
To establish policy defining the City's position on not tolerating violence in the workplace, and provide guidance in the event a violent or threatening act or situation occurs.

POLICY
No person shall display violent or threatening behavior to others, including employees, the public, vendors, or contractors in the performance of his/her job and/or while on City property. Given the City's commitment to ensuring a healthy, safe and non-violent work environment, prohibitive behavior includes, but is not limited to:

1. Any verbal threat of harm towards persons or property.
2. Any threatening or actual physical act such as threatening gestures, hitting, pushing, kicking, holding, impeding or. blocking the movement of another person.
3. The use, threatening use or possession of firearms, other weapons or explosives, openly or concealed, licensed or otherwise, while performing City business and/or while on City premises including parking lots. Exception: Commissioned law enforcement officers or other official purposes sanctioned by the City.

DEFINITIONS
Weapon: Any object, instrument or chemical used to inflict harm or injury to another person or any item used in a manner threatening harm or injury to another person.

Possession of mace, pepper spray or the like for defensive purposes is not a violation of this policy.

6. TOBACCO-FREE WORK ENVIRONMENT

City Policy Reference 200-08
RCW 70.160
WAC 296-62-12005

PURPOSE
The purpose of this policy is to set out a plan and timelines for the City and City personnel to maintain a tobacco -free work environment.

POLICY
1. The City is committed to achieving a tobacco-free work environment, providing as much support as possible to assist tobacco users in this transition, and to fulfill its obligations under the law.

2. Smoking, the use of vapor and/or e -cigarettes, and all other tobacco products are prohibited in City buildings, facilities, entryways, near air intakes, or other openings that allow airflow directly into an office, building, or City vehicle.

3. City personnel may use tobacco products, vapors, and/or e -cigarettes during breaks and meal periods in outdoor areas surrounding City vehicles and facilities absent any other ordinance, rules, and/or regulations prohibiting tobacco usage.

4. Smoking cessation programs are offered by the City to assist current tobacco users who wish to stop using tobacco products.

7. ALCOHOL AND DRUG FREE WORK ENVIRONMENT

City Policy Reference 200-09
Drug -Free Workplace Act of 1988, Federal Register, Vol. 54 No 19.

PURPOSE
The City of Auburn has a significant interest in ensuring the health and safety of its City personnel and citizens. Therefore, the City will maintain a policy of an alcohol and drug free workplace.
This policy outlines those steps the City is taking to ensure that City personnel are free of the influence of controlled substances and/or alcohol while in the performance of their duties or acting on the City's behalf.

POLICY

1. Prohibited Conduct.

a. The City of Auburn strictly prohibits the manufacture, possession, distribution, dispensing or use of alcohol or controlled substances in the workplace, while on duty, or while representing the City of Auburn.

b. Reporting for work, remaining on duty, or acting on behalf or the City of Auburn while under the influence of alcohol or a controlled substance is strictly prohibited.

c. No personnel shall perform safety sensitive functions on behalf of the City within four (4) hours after using alcohol.

8. INTERNET & ELECTRONIC RESOURCES-EQUIPMENT USE-ELECTED OFFICIALS

City Policy Reference 500-3

PURPOSE
To establish a policy and identify the principles of acceptable use of the internet and other electronic communications resources/equipment provided for use during his/her term of office for elected officials.

POLICY
It is the policy of the Council that Internet and electronic resources equipment use shall conform to and be consistent with the requirements of City of Auburn Administrative Policy and Procedure 500-03, "Internet & Electronic Resources/Equipment Use – Elected Officials."

All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.

When individual Councilmembers have completed their term of office, they will return all City electronic equipment to the Director of Information Technologies.

COMMUNICATIONS

Each Councilmember is responsible for checking their communication device multiple times daily and respond to requests by City staff as soon as possible.

ELECTRONIC COMMUNICATIONS

1. For emergency notifications of absences, and not planned absences, Councilmembers shall send an email to CouncilAlerts@auburnwa.gov to ensure the auto-distribution of communications to necessary people.
2. Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Those records are subject to public inspection and copying.
3. Electronic communications that are intended to be shared among a quorum of the Council or of an Ad Hoc Council Committee, whether concurrently or serially, must be considered in light of the Open Public Meetings Act, if applicable. If the intended purpose of the electronic communication is to have a discussion that

should be held at an open meeting, the electronic discussion shall not occur. Further, the use of electronic communication to form a collective decision of the Council shall not occur.

2. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.
3. Electronic communication between Councilmembers and between Councilmembers and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the City Clerk.
4. Even if a Councilmember uses their personal electronic devices, all electronic communications and documents related to City business will be subject to discovery demands and public disclosure requests.

USE OF CITY EQUIPMENT AND FACILITIES

1. Councilmembers are provided various tools to assist them in handling the business of the City in the role as members of the Council. These tools include, but are not limited to: (1) an individual office assigned to each Councilmember in which there is (a) office furniture; (b) a computer accommodating access to the City's computer network and (c) a telephone tied to the City's telephone system; (2) and I-Pad or comparable equipment also tied to the City's computer system that can be used remotely (not just in the Councilmember's office); (3) an I-Phone or comparable equipment accommodating mobile communication needs for (a) telephone calls, (b) emails, and (c) texting; (4) a City badge accommodating physical access to City Hall facilities and Council Offices; and (5) Council mailboxes.
2. In order to assure transmittal of information necessary to conduct business of the City and to avoid Public Records Act liability for the City and Councilmembers for improper or private equipment use, Councilmembers shall use the tools identified above to assist them in being able to receive and work with information related to duties as Councilmembers.

PROHITIBITED USES: The creation, transmission, downloading or storage of any document, data or message which reasonably can be construed as relating to or promoting the following, are prohibited:

1. Discrimination or harassment on the basis of age, race, color, gender, creed, marital status, national origin, disability or sexual orientation;
2. Any language and subject matter that is objectionable, offensive, obscene, threatening or otherwise inappropriate as described in the City's Workplace Harassment Policy;
3. Any communication to solicit for or promote commercial or non-profit ventures, religious or political causes, outside organizations, rumor or slander or other non-job related solicitations;

4. Any information that violates copyright laws;
5. Copying any City licensed computer software for personal use is prohibited;
6. See also specific prohibitions related to individual types of system use, below.

INTERNET: Browsing, List-Servs, Newsgroups, etc.

1. It is the policy of the City to maximize the cost-effective use of its computer systems as a means to improve efficiency and productivity. All Councilmembers are responsible for using the Internet resources in an effective, ethical, and lawful manner, and in accordance with this policy.
2. Access to the City e-mail (Outlook web access) from any remote computer that has internet access may be granted to City officials, as approved by the Mayor. Those approved to have this access must maintain virus protection software on their connections. Failure to maintain virus protection may result in the access being revoked.
3. Limited personal use may only consist of browser capability and may not include ListServs, Newsgroups, Chat Rooms or other capabilities.
4. Using City equipment or City internet connection to violate the integrity of another system (hacking) is prohibited.

SYSTEM SECURITY

1. Acquisition of computer equipment. All acquisitions of information systems components will be coordinated through the Information Technologies Department. This includes demonstration hardware and software used for evaluation purposes as well as products acquired for ongoing use.
2. Conscientious care. All Councilmembers are responsible for care of the personal computer system components that they are assigned or using. Councilmembers are responsible for promptly reporting any equipment, software and data damage and/or destruction of which they become aware. Any damage caused by personal use, including repair costs, will be the responsibility of the Councilmember.
3. Downloading/installing software (including upgrades and screensavers). The City computer system is designed to work in a network environment. Installation of unauthorized software can result in damaging the integrity of the system. Councilmembers should not download or install software on any City-owned computer. If additional software is required, a request should be addressed to the Information Services Service Desk.
4. Downloading files from the Internet. Councilmembers are individually and directly responsible for checking files for viruses using the latest version of the recommended virus-checking program. Downloading or uploading files is restricted to City business.
5. Unauthorized access. Councilmembers are prohibited from using "loopholes" or knowledge or a special password to damage computer systems, obtain extra resources, or to gain access to systems for which proper authorization has been given. Councilmembers are responsible for keeping their password confidential and not sharing it with other users.

6. Use of aliases. Use of aliases while using the Internet or internal e-mail is prohibited. Anonymous messages and anonymous newsgroup postings are prohibited.
7. Unlicensed or copied software is prohibited on any City computer. No Councilmember may use unlicensed or copied software on any City computer. The City shall seek reimbursement from any Councilmember who installs, downloads, uses or authorizes the use of any unlicensed or copied software on any City computer, or any fines, costs or other expenses incurred by the City resulting from such use.

MONITORING, ENFORCEMENT AND PENALTIES

1. All hardware, software, programs, applications, templates, data and data files residing on City information systems or storage media, whether City business or personal, are the property of the City of Auburn. The City retains the right to access, copy and change, alter, modify, destroy, delete or erase this property without prior notice to Councilmembers.
2. The City retains the right to monitor and audit the use of e-mail and Internet use. The right to use these technologies does not include the right to privacy.
3. Deleted documents, messages and data may be retrieved from a variety of points in the network. Councilmembers should assume that electronic evidence discovery might recover deleted or unsaved data.
4. Councilmembers' use of a personal Internet account on City equipment is to be arranged through the Information Technologies service desk and is subject to the provisions of this policy. Said Councilmembers should be aware that their personal e-mail and electronic files could be monitored by the City and could be reviewed as part of a Public Records request.

9. E-MAIL ETIQUETTE

City Policy Reference 200-16

City of Auburn's E-Mail Policy

Computer systems, network utilities and electronic mail are powerful business tools. These systems are designed to foster open and efficient communications. The Electronic Messaging System, like paper files and notebooks, is an asset provided to City personnel to assist them in performing their work efficiently and for limited personal use. These tools, and the work product they contain, are the property of the City. Please use your good judgment as you use the electronic mail system. While it is the general intention of the City to keep electronic mail private, it is possible that other people may view other's electronic mail messages, the recipient may route the message to others, or the City may be required to provide public disclosure of e-mail messages. You should assume that any message may be viewed by persons other than the recipient and format your messages accordingly. All messages should be composed with the expectation that they will be made public.

Getting The Message Across

Electronic mail, or e-mail, is unique. Once sent, it will wait for the recipient for hours or days. It is more tangible than voice mail and faster than paper mail. By saving copies of messages and responses, a record of communications can be built and saved. It also is useful for sharing documents in electronic form. The unique qualities of electronic mail make it an extremely useful tool in the business place. For those who spend much of their time at a desktop computer or a terminal on a network, e-mail can provide an immediate messaging service and mailbox.

Privacy vs. Public Disclosure Issues

All e-mail messages are considered to be public records and the public has the right to examine public records. Therefore, if you are concerned about public disclosure or internal disclosure, e-mail should not be used as a communication tool. Confidential and sensitive issues should not be communicated via e-mail. A user, in forwarding a message that originates from someone else, may not make changes to that message without clearly notes that changes were made to the message and the identity of the person making the changes.

Alternatives To E-Mail

The City Intranet is a better way for making announcements such as retirement parties or broad policy statements. Telephones provide a more immediate response and can be a better way to make initial contacts with people. Memos and internal mail are best for sending specific policy statements, financial forms, and documentation. The US Postal Service, UPS, Federal Express and other such companies are the best way to send and receive external business documents. One-on-one meetings are still a good way of communicating info.

Messages

E-mail is best for short messages. A message of one to five paragraphs or one that takes only one screen is most likely to be read and used. When composing your message, take a few extra seconds to think of an accurate description of the message to put in the subject field. Titles such as "???" or "more stuff" are less useful than "Network Questions" or "New Uses for Bulletin Board System." If you are sending e-mail to someone you have not met or dealt with in a long time, it is a good idea to let them first know who you are and why you want their attention. ("Hi, I work for Purchasing and have a question about...")

Attachments

The attachment feature of e-mail programs allows you to send files, such as spreadsheets and formatted documents to other computer users. When you send attachments, be certain that the receiver can read them. Just because a document can be attached to a message does not mean that the person at the other end can read it. For instance, if you attach an

Excel spreadsheet to an e-mail note and the recipient of the note does not have Excel on their PC, then they will not be able to open the attachment.

Language And Behavior

Good E-mail is businesslike and free from obscene, pornographic, sexual, harassing, menacing defamatory, threatening or otherwise offensive language. The City does not tolerate racism, sexism, and other inappropriate behavior. It is also not tolerated in the e-mail environment.

Some people will send an angry e-mail message; one that they would never say in person. Take a minute before you respond. Be careful about which words you use and how you say them. Remember that messages can be printed or forwarded. Do not say things you may regret later.

Mail Lists

Mailing lists, called Personal Groups, are a useful tool. If you are working and exchanging mail with a group of people on a regular basis, a Personal Group allows you to send the same message to all of them by entering only one address. You may want to build a Personal Group that will target your regular or special group of mail recipients. The Help File accessible through your e-mail can help you set up Personal Groups.

"Junk" Mail

"Junk" e-mail is inevitable. Try not to generate it yourself by limiting your general broadcasts. Target your audience carefully by making use of Personal Groups. If you must send a large mailing, try not to use attachments; including attachments increases the load on the network and can be costly when you consider the amount of time it takes to open an attachment. Delete e-mail you consider "junk", before opening it.

Personal Business

Use of e-mail is primarily to be reserved for official City business. However, limited personal use is authorized. There shall be no negative impact or disruption to either the sender's or receiver's performance of public duties (i.e. forwarding jokes takes time away from the job and wastes computer memory).

Return Receipts

Leave "Return Receipt" turned off unless a return receipt is absolutely necessary. Return receipts also slow down the e-mail system. If everyone requested a return receipt for each message they sent, it would double the traffic load on the mail system.

Glossary of Terms

Attachment
A file that is included with a message. It is displayed in the message as an icon, representing the type of file it is.

Broadcast
Distribution of a message to a wide number of mail users.

Intranet
A computer system used as an information source and message system. It is similar to a physical bulletin board, but messages are posted electronically on a computer bulletin board system.

E-Mail
Electronic mail

"Junk" Mail
A broadcast that includes individuals who do not need or want the information contained in the message.

Personal Groups
Assignment of a single name to multiple users. When the group name is added to the recipient list for a message, each individual in that group receives the message.

Return Receipt
Displays the date and time the message you sent was opened by the recipient.

10. CELLULAR PHONE & TABLET

City Policy Reference 200-16A
RCW 46.61.672
WAC 204-10

PURPOSE
To establish a policy that provides for and regulates cellular phone and tablet use by City personnel.

POLICY

The City of Auburn recognizes that cellular phones and tablets are an important and necessary tool in the performance of certain job duties. For those who have a valid business purpose, the City of Auburn provides cell phones and tablets for City business use.

Cell phone and tablet use can create distractions for drivers. City Personnel are prohibited from texting, using e-mail, or performing any other operation with electronic equipment, while driving a vehicle on City business. If a cell phone must be used while driving, all personnel must follow Washington State Law and use the cell phone in a “hand-free mode”. “Hands-free mode” means the use of a wireless communication device with a speaker phone, headset, or earpiece.

USAGE POLICY. The City of Auburn issues cellular phones to allow efficient and cost-effective execution of City business. All City use cellular phones and services will be acquired and/or approved by the Information Technology Department.

The City of Auburn audits all City-provided cellular phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing by the individual's supervisor.

Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information. Reasonable precautions should be made to prevent equipment theft and vandalism to City-issued cellular phones.

Cellular phone use by a driver of City-owned vehicles or by a driver of a privately owned or leased/rented vehicle, when driving to or from City business, is prohibited unless "hands-free" is used.

When using a cell phone in a "hands-free mode" dialing of the phone shall only be done when the vehicle is stopped or through the use of voice activated commands. Texting while driving a vehicle is prohibited.

PERSONAL USE OF CITY-PROVIDED CELLULAR PHONES. City-provided cellular phone use is billed on a time-used basis and intended for City business only. Emergency personal use should be limited to 3 minutes or less.

11. CITY OWNED VEHICLES, EQUIPMENT

City Policy Reference 200-11

PURPOSE
To establish a policy regarding personal use of City owned vehicles, equipment and materials.

POLICY
City owned vehicles, equipment, materials, or services for personal convenience or profit is prohibited. Use is to be restricted to such services as are available to the public generally, for the authorized conduct of official business, and for such purposes and under such conditions as are directed by administrative order of the chief executive officer of the City (Mayor).

DEFINITIONS
Vehicles: Automobiles, vans, trucks, tractors and other specialty vehicles

Equipment: Telephones, computers, copy machines, fax machines, or other office equipment provided for the accomplishment of clerical tasks; tools and equipment used to repair facilities, grounds, and vehicles; and/or any other type of city owned property.

Materials: Paper, pens, other desk and office supplies; items such as fertilizer, cleaner, pesticide, etc., used in grounds and facilities maintenance; and operational supplies used to repair, clean or fuel equipment.

Services: Any service provided by the City in the performance of its municipal responsibilities.

PROCEDURE

City Mail Room: The City mail room will not accept personal packages from City personnel to be mailed or packages of a personal nature mailed to City personnel at the City address. The mail room is very busy with business related mail distribution and other responsibilities. Personal letters that are self-stamped and sealed will be accepted and mailed by the City mail room. However, the City will not be responsible if a letter is not delivered to the recipient.

12. USE OF PERSONAL VEHICLES

City Policy Reference 200-17

PURPOSE

To document the policy for the use of personal vehicles for official city business.

POLICY

The City encourages City personnel to use city-owned vehicles for official city business; however, the use of personal vehicles is allowed per the following guidelines:

1. LIABILITY INSURANCE. Those who use personal vehicles for city business must purchase and maintain auto liability insurance that meets or exceeds the state's minimum requirements for bodily injury and property damage and must keep a copy of proof of insurance in their vehicle at all times. In the event of an accident the individual's personal auto insurance provides the primary coverage, and the City's liability insurance provides coverage in excess of that policy. The City does not provide collision or comprehensive insurance coverage for personal vehicles even when used for official city business. In some cases an individual's insurance company may require a special endorsement for business use; therefore, those individuals should contact their insurance agent to determine if special coverage is required.

2. DRIVING UNDER THE INFLUENCE OF DRUGS AND ALCOHOL. Driving any vehicle on city business during or after consumption or drugs, alcohol or prescription medication that affect driving ability is strictly prohibited per the City's Alcohol and Drug Free Work Environment Polic.

3. COMPENSATION FOR BUSINESS USE OF PERSONAL VEHICLES. The City will compensate City personnel who use personal vehicles for official City business on a per mile basis at the current standard mileage rate established by the Federal Government. To receive compensation for local mileage, City personnel must submit a Travel Authorization and Explain Claim form per the City's Travel Authorization & Reimbursement for Business-Related Travel Expenses Policy.

13. WORKPLACE INSPECTIONS

City Policy Reference 200-33

PURPOSE
The City of Auburn has a responsibility to ensure a safe workplace and conduct any related investigations in a timely and thorough manner. For these, and any other reason the City determines appropriate and necessary, the City has a right to conduct random and unannounced inspections workspaces.

POLICY

The City provides equipment, furniture/lockers, vehicles, materials and other items for the use by City personnel in their conduct of official City business. The City does not assume responsibility for any theft or damage to any personal belongings occurring within the workplace.

The City of Auburn retains the right to conduct random and unannounced inspections of workspaces.

14. WORKPLACE HEALTH AND SAFETY

City Policy Reference 300-01

PURPOSE
To document the City of Auburn's policy on workplace health and safety.

POLICY
The City of Auburn takes the health and safety of its workforce seriously and will comply with all applicable federal, state and local health and safety regulations to provide a work environment free from recognized hazards likely to cause injury, illness or death.

15. ID BADGES

City Policy Reference 200-38

PURPOSE
To establish the City's policy on City personnel identification and building access badges.

POLICY

The City utilizes a keyless entry ID Badge Access system for entry to most City building. Building access assignments are made by Human Resources based on position, assigned responsibilities and individual building policies. Overside of badge access systems management is a collaborative effort involving Human Resources, Facilities and Information & Technology.

The City will issue photo identification access badges to all elected officials, full-time, part-time and non-benefitted employees. Volunteers will receive non-photo identification/building access

badges, unless they are volunteering in the Police Department or Emergency Management Division, in which case they will receive a photo identification/building access badge.

16. DRESS FOR YOUR DAY

City Policy Reference 200-39

PURPOSE

The policy articulates the City's "Dress for Your Day" philosophy and provides a flexible and reasonable dress standard for all. This policy is to support a work environment that is comfortable and inclusive for all City personnel.

Ultimately, the racially, gender, religiously, and politically inclusive business casual dress code aims to balance individual expression, professionalism, and safety requirements, fostering an environment where all feel valued, respected, and able to perform their duties effectively.

POLICY - DRESS FOR YOUR DAY

1. The City's "Dress for your Day" philosophy encourages individuality and personal discretion by allowing individuals to tailor their clothing choices to the day-to-day demands of their role and the work that they perform. Individuals should consider their day's schedule, tasks being performed, and the people with whom they'll have interaction.
2. Good judgment should always be applied when making decisions on workday attire. Dress for Your Day embodies the basic sentiment that the City trusts individuals to know how to exercise good judgment in choosing clothing for the workday. This philosophy is intended to reinforce that trust.
3. General Expectations. To provide guidance, some minimum standards are outlined below.
    a. Casual is the default dress code. Casual is defined as all shirts with collars, crewneck or v-neck shirts, blouses, and golf and polo shirts. Casual slacks and trousers, jeans without holes, etc. Dresses/skirts that are mid-thigh or longer, except for safety sensitive positions prohibited by the Department of Labor & Industries. Clean, athletic shoes, casual slip-on or tie shoes and dress sandals.
    b. Business attire may be necessary for meetings with elected officials, community members or customers, colleagues or networking opportunities. Business attire is defined as all shirts with collars, blouses, and golf and polo shirts. Slacks and trousers. Dresses/skirts that are mid-thigh or longer. Slip on or tie shoes, dress sandals and clean athletic shoes.
    c. Attire and appearance should be clean and appropriate to the workday.
    d. Hats should have the City of Auburn logo to aid in identification when serving the public.
4. Inappropriate Attire. It would be impossible to provide an exhaustive list of what is or is not acceptable when it comes to appropriate attire. That said, below are some examples of inappropriate or unprofessional attire. This list is not intended to be exhaustive.
    a. Garments that are dirty, ripped, extremely worn or threadbare.
    b. Attire printed with social movements, counter movement, or political affiliations.
    c. Sleepwear, including slippers.

d. Beachwear, including flip-flops, swimwear and shorts.
e. Shirt or blouse that ends above the waist, exposing a midriff section.
f. Exercise gear is generally not appropriate but may be worn when participating in wellness, recreation or City-based activities.
g. Applying the Dress for Your Day standard, beach wear and/or exercise gear would be reasonable attire for parks/recreation staff.
h. Heavily scented lotions, perfumes, colognes should be generally avoided, as some people have scent allergies and sensitivities. Where specific disability accommodations have been put in place, use of such products may be formally restricted.

17. PUBLIC RECORDS REQUESTS

City Policy Reference 400-03

PURPOSE
To establish the procedures the City of Auburn ("City") will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and the City staff.

POLICY
RCW 42.56.070 (1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency. The City adopts by reference the list of exemptions found in Appendix C of the Public Records Act for Washington Cities, Counties, and Special Purpose Districts published by Municipal Research & Service Center, last update March 2019, as that list may be amended.

In accordance with RCW 42.56.070(4)(a), the City finds that the City is comprised of multiple departments, which maintain separate databases and document management systems. The City further concludes that because of the multiple locations, formats, and storage systems, it is unduly burdensome to main an all-inclusive index of public records. Therefore, the City does not maintain an all-inclusive index of public records.

18. ELECTRONIC SIGNATURES

City Policy Reference 400-04

PURPOSE AND ADMINISTRATION
To establish an electronic signature policy for the City.

This policy may be modified, rescinded, or replaced at any time by the City Attorney.

POLICY
The City recognizes electronic signatures as legally binding and equivalent in force and effect as an original handwritten signature and authorizes the use of an electronic signature platform to affix signatures to City records as provided in this policy. Electronic signatures may be affixed to all records not legally required to have an original handwritten signature, including but not limited to, meeting minutes, resolutions, ordinances, engineering records, and any and all leases, contracts, and agreements to which the City is a signatory.

Electronic signatures may be used on City records requiring execution by a third party. Electronic signatures cannot be applied using another employee's name. Records signed by a designee on behalf of the Mayor, City Clerk, City Attorney, City Engineer, Engineer of Record or Department Director shall use the designee's own electronic signature.

If an electronic signature is used for interstate transactions or for documents required by the U.S. Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of original handwritten signatures.

19. PETITIONS AND SIGNATURE DRIVES AT CITY HALL

City Policy Reference 500-1

PURPOSE
It is the purpose and intent of this policy to make available at City Hall and other public facilities of the City access to and an opportunity for exchange of information. There are occasions when public service projects and matters of community interest would warrant the use of City Hall and other City facilities. Among the methods that information may be gathered and shared are petitions and signature drives. However, state law (RCW 42.17.130) provides strict limitations on the use of public facilities for political campaigns, ballot measures and elections matters. Accordingly, the accessibility and availability of City Hall and other City facilities for petitions and signature drives related to political campaigns, ballot measures and elections matters must be curtailed in accordance with state law. Therefore, in order to provide for distinction between those petitions and signature drives that are election related and those that are community oriented but unrelated to election matters, a policy should be implemented.

POLICY
Whenever proponents of a petition or signature drive wish to solicit signatures and have petitions available for signature at City Hall and other City facilities, the Community Development Director shall screen the petitions and signature drives to assess whether they have any relationship to any political campaigns, ballot measures or election matters.

1. If the Community Development Director determines that the signature drive or petition is related to any ballot measure, election or candidacy, it shall be denied permission to utilize City Hall or other City facilities.
2. If the Community Development Director determines that the petition or signature drive is unrelated to any political campaigns, ballot measures or elections matters, the Community Development Director shall then assess whether the petition or signature

drive is community oriented or directed to issues and matters objectively beneficial to the City.

3. If the Community Development Director determines that the signature drive or petition is not community oriented or directed to issues and matters objectively beneficial to the City, it shall be denied permission to utilize City Hall or other City facilities.
4. On the other hand, if the Community Development Director determines that the signature drive or petition is community oriented or directed to issues and matters objectively beneficial to the City, it may be granted permission to utilize City Hall or other City facilities, subject to reasonable space and access considerations.
5. In considering whether the signature drive or petition is community oriented and/or directed to issues and matters objectively beneficial to the City, the Community Development Director shall consider whether it meets or promotes a legitimate municipal/governmental purpose and whether it does so in a way that is fair and responsible.

20. OBSTRUCTION OF ACCESS TO CITY FACILITIES

City Policy Reference 500-2

PURPOSE
To establish a policy that bans use of entry-plaza areas around City Hall, as well as use of other City facilities for purposes different than those for which they were intended, or which interferes with or which could interfere with the intended uses.

POLICY
People are prohibited and prevented from any use of City facilities that interferes with the purposes for which the City facilities were intended, or which interferes with or obstructs safe, clean access to City facilities. This includes, but is not limited to use of bicycles, scooters, skates, skateboards and similar vehicles in the entry-plaza areas around City Hall.

21. TRAVEL AUTHORIZATION

City Policy Reference 100-11
RCW 42.24
Auburn Municipal Code 2.54

PURPOSE
To provide Councilmembers who incur authorized travel, subsistence, registration and related expenses while on City business, reasonable and timely mechanisms for reimbursement and/or the advancement of such necessary expenditures.

It is also recognized that City payment of business-related food and beverage for non-travel purposes will be incurred by Councilmembers wherein reimbursement will be provided. This policy also served to provide guidelines by which to determine whether or not expenditure by a Councilmember may be reimbursable to that Councilmember, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate City expenditures.

POLICY
The City will pay reasonable and necessary expenses incurred by Councilmembers while conducting authorized City business. When incurring such expenses, Councilmembers must be sensitive to public expectations as to the use of public moneys and the need to use good judgment. The City will not pay ineligible expenses such as alcoholic drinks, expenses incurred by a spouse or another person, and first-class travel, nor will the City pay expenses judged excessive, extravagant, unnecessary or unreasonable.

It shall be the policy of the City to allow attendance and participation of City elected and appointed officials, employees, members of boards, and commissions at meetings and conventions when such participation is determined to be in the public interest. It shall be understood that all subsistence rates, allowances and payments provided to City employees/officials through the implementation of this policy shall only be paid when such employee or official is engaged in duly authorized City business and not for any other purposes.

22. USE OF CITY CREDIT CARDS

City Policy Reference 100-12
RCW 43.09.2855
Auburn Municipal Code 3.10.020

PURPOSE
1.1 To establish a policy and procedure related to the distribution, authorization, control and use of City credit cards.

1.2 To establish credit limits and payment of bills related to City credit cards.

POLICY
The City of Auburn finds that the use of credits cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency.

Use of Credit Cards shall be limited to the following:

- Extraordinary and/or emergency type circumstances;
- Advance payment for budgeted and authorized training classes/ seminars;
- Advance payment for budgeted and authorized purchases made via the internet;
- Budgeted, approved. travel including costs associated with such travel (advance payment of airline fares, lodging, registration fees, and tuition);
- Non -travel status meals (see receipt requirement in section 5. 4);
- Travel status meals limited to the. Per Diem rate (see requirements in section 5. 4).
- See also the Travel. Authorization & Reimbursement for Business - Related Travel. Expenses policy, No. 100- 11.

All credit card receipts must be itemized or have an itemized receipt accompanying them. Meal receipts shall include a detail of food and beverages served. Meals purchased in travel status will be limited to per diem amounts. If the per diem rate is exceeded, the card user must reimburse the City.

Personal charges to City credit cards are not allowed under any circumstance

Disallowed charges, or charges not properly identified, will be paid by the card user before the charge card billing is due. Failure to do so will render the card user personally liable for the unpaid amount, plus interest and/ or any fees at the rate charged by the bank that issued the card.

Cash advances on all City credit cards are prohibited.

23. PURCHASING CARDS

City Policy Reference 100-15

PURPOSE
To establish policies and procedures for employees regarding the use of purchasing cards to procure goods or services for official City business purposes.

POLICY
It is the policy of the City of Auburn to authorize cardholders to make purchases using a City of Auburn purchasing card. Use of purchasing cards will reduce costs associated with processing invoices and purchase orders by departments and accounts payable and maintain good business relations with suppliers through prompt payments.

Authorized cardholders are responsible for becoming knowledgeable with proper use of the card, authorized expenditures, and the documentation requirements. Authorized cardholders are to use the cards only for official City business.

All purchasing cards will be issued to the City of Auburn in the name of the authorized cardholder. The purchasing card must be maintained on person or otherwise secured in a manner to maintain control of the card. For safety purposes the authorized cardholder' s identification or social security number is not associated with the card.

Purchasing Card Program Cardholder Responsibilities:

1. Be accountable and responsible for the purchasing card in his/ her name at all times.
2. Use the purchasing card for official City business only and not personal use or cash advances. The Purchasing Card Agreement between the cardholder and the City must be completed and signed by the cardholder and Pcard Program Administrator (Finance A/ P) before the purchasing card will be issued. The Purchasing Card Agreement and its terms are incorporated as part of this policy.
3. Obtain and retain original receipts, packing slips, and shipping documents for each purchase made with the purchasing card. A monthly report will be provided by the cardholder.
4. Reconcile, or arrange for the reconciliation of, the purchasing card monthly report/ statement. Confirm that original receipts documenting all transactions on the report are supportable as appropriate City expenditures are attached to the report. Have the monthly report reviewed and approved according to internal department policies and submitted to the Finance Department by the appropriate due dates. Include appropriate additional documentation when consistent with other City policies (i. e., travel authorization forms).

5. All purchasing card purchases must comply with the City of Auburn Purchasing and Travel policies and procedures. The purchasing card is not to be used as a substitute for contracts.

6. The use of the purchasing card does not relieve the cardholder from complying with other State, City, and department policies and procedures. The purchasing card is not intended to replace effective procurement planning, which can result in quantity discounts, a reduced number of trips, and more efficient use of City resources.

7. The authorized cardholder is the only person entitled to use the purchasing card that has their name on the face of the card. Purchasing cards should be treated with extreme care in the same manner as a personal credit card. The cardholder is responsible for reporting a lost or stolen card immediately to their supervisor and Purchasing Card Program Administrator (Finance A/P).

DEFINITIONS:

AUTHORIZED CARDHOLDERS. The Mayor, City Council members, and authorized full or part-time regular City employees are eligible to use purchasing cards. Temporary employees are not authorized to use purchasing cards.

PURCHASING CARDS. Will be a credit card with a Visa logo issued from the bank or procurement card program of the City's choice.

Track Changes Accepted

RULES OF PROCEDURE OF THE CITY COUNCIL OF

THE CITY OF AUBURN, WASHINGTON

TABLE OF CONTENTS

SECTION 1	AUTHORITY	2
SECTION 2	COUNCIL MEETINGS	2
SECTION 3	ORDER OF BUSINESS FOR REGULAR COUNCIL MEETING AGENDA	5
SECTION 4	COUNCILMEMBER ATTENDANCE AT MEETINGS	9
SECTION 5	PRESIDING OFFICER - DUTIES	10
SECTION 6	COUNCILMEMBERS	11
SECTION 7	DEBATES	12
SECTION 8	PARLIAMENTARY PROCEDURES AND MOTIONS	13
SECTION 9	VOTING	15
SECTION 10	COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL	16
SECTION 11	PUBLIC HEARINGS AND APPEALS	17
SECTION 12	DEPUTY MAYOR SELECTION PROCESS	18
SECTION 13	COUNCIL POSITION VACANCY	21
SECTION 14	COUNCIL MEETING STAFFING	24
SECTION 15	COUNCIL RELATIONS WITH STAFF	24
SECTION 16	COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS	25
SECTION 17	COUNCIL REPRESENTATION AND INTERNAL COMMUNICATION	30
SECTION 18	TRAVEL AUTHORIZATION	26
SECTION 19	CONFIDENTIALITY	37
SECTION 20	ENFORCEMENT OF RULES OF PROCEDURE	37
SECTION 21	COUNCIL COMMITMENT	37

RULES OF PROCEDURE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON

SECTION 1
AUTHORITY

Pursuant to RCW 35A.12.120, the Auburn City Council establishes the following rules for the conduct of Council meetings, proceedings, business, and the maintenance of order. These rules shall be in effect on adoption by resolution of Council and until they are amended, or new rules are adopted. The Deputy Mayor will coordinate a review of these rules at least once every calendar year.

SECTION 2
COUNCIL MEETINGS

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend, both in person and virtually, any meeting of this body, except as provided in RCW Chapter 42.30. The City Clerk[1] is responsible for preparing agendas for all City Council meetings.[2]

The City Clerk is responsible for preparing action minutes of all of the Council meetings that contain an account of all official actions of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.

2.1 **Regular Meetings.** Regular Meetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[3]

A. If a scheduled Regular Council meeting falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday.

B. The Mayor, as Presiding Officer, shall be seated at the center of the dais, and the Deputy Mayor shall be seated to the Presiding Officer's immediate left. When the Deputy Mayor is acting as the Presiding Officer, in the absence of the Mayor, the Deputy Mayor shall be seated in the center of the dais. The seating arrangement for the Council shall be by position number, beginning with the lowest number from right to left as viewed from behind the dais, except for the position of the Deputy Mayor, which shall be as provided above.

---

[1]The City Clerk may delegate any of the duties in these Rules to staff.
[2]ACC 2.03.100
[3]ACC 2.06.010(A), 2.06.020

[See ACC 2.06.010 (Ord. 3916 § 1, 1983; 1957 code § 1.04.010); ACC 2.06.020 (Ord. 3759 § 1, 1982; 1957 code § 1.04.020); ACC 2.06.030 (1957 code § 1.04.060); ACC 2.06.080 (1957 code § 1.04.090).]

2.2 **Study Sessions.** Study Sessions of the City Council shall be held at 5:30 p.m. on the second, fourth, and fifth Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[4]

A. If a scheduled Study Session falls on a legal holiday, the meeting shall be held at 5:30 p.m. on the first business day following the holiday.

B. Study Sessions seating arrangement shall be located in the floor space directly in front of the dais, unless there is a public health emergency in effect. The table layout for Council, presenters, and speakers shall be done in such a way as to provide for maximum visibility of all attendees. The Deputy Mayor and the Special Focus Area Chairperson for the scheduled focus area, as set out by the agenda, shall be at a designated head table. No particular seating arrangement shall be required for other members of the Council, or for the Mayor, for Study Sessions.

C. The Council shall not take final action at a Study Session. For purposes of this rule, “final action” by the Council means a collective positive or negative decision, or an actual vote on a motion, proposal, resolution, order, or ordinance.[5] Procedural parliamentary motions are not considered final action.

2.3 **Special Meetings.** A Special Meeting of the City Council may be called by the Mayor or any three members of the Council by written notice delivered to each member of the Council at least 24 hours before the time specified for the proposed meeting. Meeting notices shall be delivered by reasonable methods. Those methods can include email notification in addition to notice on the agency’s website and principal location. The City Clerk shall provide the written notices. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed, at any special meeting unless public notice of that meeting has been given by notice to the local press, radio, and television that is reasonably calculated to inform the city's inhabitants of the meeting.[6]

[See ACC 2.06.040 (1957 code § 1.04.070).]

2.4 **Emergency Meetings.** Emergency Meetings may be called by the Mayor or Presiding Officer in case of an emergency. Meeting site notice requirements do not apply.

---

[4] ACC 2.06.010(B), 2.06.020
[5] RCW 42.30.020(2)
[6] ACC 2.06.040; RCW 35A.12.110

In the event of an emergency, Council may vote on emergency expenditures pursuant to RCW 35A.34.140 and 35A.34.150.

2.5 **Closed or Executive Sessions.** A Council meeting that is closed to the public. Council, the Mayor, City Attorney, and authorized staff members and/or consultants may attend.

Closed and Executive Sessions may be held during Regular Meetings, Study Session Meetings, and Special Meetings of the City Council, and will be announced by the Presiding Officer. Closed and Executive Session subjects are limited to considering those matters permitted by State law.[7]

2.6 **Council Retreat.** Council will coordinate with the Mayor and key staff to strive to hold an annual retreat in the first or second quarter of each calendar year.

2.6.1 **Pre-Retreat Preparation.** The Deputy Mayor will work with Councilmembers in either 1:1 meetings or a collaborative Council Study Session meeting to discuss and establish the retreat agenda, format, and necessary logistics, including facilitation. The Mayor and the Chief Administrative Officer may offer recommendations for retreat topics. Any staffing or logistics desired for the retreat must be approved by and coordinated through the Mayor.

2.6.2 **Retreat Agenda and Agenda Packet.** Once Council has approved the final retreat agenda, the City Clerk shall publish and distribute it to all Councilmembers, the Mayor, and key staff no later than two (2) weeks prior to the scheduled retreat. The City Clerk will prepare and distribute the retreat agenda packet to Councilmembers one (1) week prior to the scheduled retreat to facilitate Council review and preparation.

2.6.3 **Retreat Facilitation.** Council retreats shall take place within the city of Auburn and may be facilitated by the Deputy Mayor, a key staff member, or a third-party facilitator.

2.6.4 **Post-Retreat Follow-Up.** The Council may request periodic updates from the Mayor on Council goals and priorities established at the retreat.

2.7 **Council Listening Sessions.** The Council may conduct community listening sessions as desired and by majority vote of the Council; however, any staffing or logistics desired for such listening sessions must first be approved by and coordinated through the Mayor. The purpose of these meetings will be to provide a forum to hear from the community on topics of interest. The community listening sessions may be held at various locations throughout the City, and may be facilitated by the Mayor, the Deputy Mayor, a member of staff, or a third-party facilitator. For OPMA purposes, these meetings shall be considered Special

[7] RCW 42.30.110(1), 42.30.140

Meetings of the Council and shall be coordinated with the Mayor, City Attorney, and City Clerk.

2.8 **Cancellation of Meetings.** Meetings may be canceled by the Mayor with the concurrence of the Deputy Mayor or, in the absence of either, by the Mayor or the Deputy Mayor, or in the absence of both, by the Presiding Officer or by a majority vote of the City Council, and proper notice given by the City Clerk.

2.9 **Quorum.** Four (4) or more Councilmembers will constitute a quorum for the transaction of business.

SECTION 3
ORDER OF BUSINESS FOR
REGULAR COUNCIL MEETING AGENDA

All items to be included on the Council's agenda for consideration should be submitted to the City Clerk in full by 5:00pm on the Wednesday preceding each Regular Council Meeting. The City Clerk shall then prepare a proposed agenda according to the order of business, for approval by the Mayor, or their designee, provided the approval shall be exercised in a manner consistent with ACC 2.03.100. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

3.1 The agenda format of the Regular City Council meeting shall be as follows:

A. **Call to Order.** The Mayor shall call the meeting to order.

B. **Land Acknowledgement.** The Mayor shall make a land acknowledgement.

C. **Public Participation.** This is the place in the agenda where the public is informed on how to participate in the public meeting and/or instructed on the available options to view the public meeting.

D. **Pledge of Allegiance**. The Mayor, Councilmembers and, at times, invited guests will lead the Pledge of Allegiance.

E. **Roll Call**. The City Clerk will call the roll.

F. **Announcements, Proclamations and Presentations**. A proclamation is defined as an official announcement made by the Mayor or the City Council regarding a non-controversial event, activity, or special interest group which has a major city-wide impact.

G. **Appointments**. Appointing individuals to various committees, boards and commissions. Confirmation of appointments, where confirmation is called for, may be preceded by discussion in Executive Session, where appropriate.

H. **Agenda Modifications**. Changes to the Council's published agenda are announced at this time.

I. **Public Hearings and Appeals**. Individuals may comment on public hearing and appeal items by submitting written comments to the City Clerk in advance of the public hearing or by participating in the forum designated by the public hearing notice. However, if an appeal is a closed-record appeal, the matter shall be considered only based on information, evidence, and documents in the record. Argument on the appeal shall refer only to matters, information, documents, and evidence presented at the underlying hearing from which the appeal is taken. No new information, evidence, or documents may be added and argument on the appeal may only deal with information, evidence, and documents in the record. The Presiding Officer will state the public hearing and/or appeal procedures before each hearing.

J. **Public Comment.** Members of the public may comment on any matter related to City business under the Public Comment portion of the meeting agenda. Section 10 of these Rules sets forth the procedures for receiving public comments.

K. **Correspondence**.

L. **Council Ad Hoc Committee Reports**. Council Ad Hoc Committee Chairs, or designee, may report on the status of their Ad Hoc Council Committees' progress on assigned tasks and may give their recommendations to the City Council, if any.

M. **Consent Agenda**. Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include, but are not limited to, the following. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action. The Chair for a Special Focus Area may speak to any of the items on the Consent Agenda that are relevant to the Special Focus Area that they are assigned.

1. Approval of minutes.

2. Fixing dates for public hearings and appeals.

3. Approval of claims and vouchers, bid awards, and contracts.

4. Approval of surplus property.

5. Other items designated by the City Council.

N. **Unfinished Business**. Unfinished business of a general nature that was considered by Council at a previous business meeting.

O. **New Business**. Business, other than ordinances and resolutions, that has not been previously before the City Council and items that are removed from the Consent Agenda for separate discussion and action. Councilmembers are required to provide the Mayor and Deputy Mayor information regarding the topic of any new business 48 hours prior to the Council meeting. Councilmembers may raise issues of interest for future study as needs may arise and the Mayor and Deputy Mayor shall coordinate a future Study Session date for consideration.

P. **Ordinances**.

1. All ordinances shall be in writing. Titles may be read aloud before the ordinance is voted on. Any Councilmember may request a full reading of the text of a proposed ordinance before the vote on its adoption. The request for a full reading of an ordinance does not need to be voted on. However, the request for a reading of the title of the proposed ordinance, or a full reading of the text of the proposed ordinance, may be waived by a majority of the Councilmembers in attendance at the Council Meeting.

2. Before any ordinance is considered for adoption by the City Council, the ordinance shall be included on a Study Session agenda. Council may waive this rule.

After a motion to adopt an ordinance has been made and seconded, the Councilmember making the motion is encouraged to give a brief description of the issues involved with the ordinance, without simply repeating the ordinance title, and may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on ordinances will be held before the vote on an ordinance. Councilmembers may approve, reject, or amend the ordinance, or postpone the action and direct staff to further review the proposed ordinance.

An ordinance shall be adopted by a vote of at least a majority of the whole membership of the Council. In the event of a public emergency, an ordinance may be made effective on adoption, instead of after five days after publication, with a majority vote plus one of the whole Council. A public emergency ordinance is one designated to protect public health and safety, public property, or public peace.

Q. **Resolutions**. All resolutions shall be in writing. Titles may be read aloud before the resolution is voted on. Any Councilmember may request a full

reading of the text of a proposed resolution prior to the vote on its passage. The request for a full reading of a resolution does not need to be voted on. However, the request for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived by a majority of the Councilmembers in attendance at the Council Meeting.

After a motion to pass a resolution has been made and seconded, the Councilmember making the motion is encouraged to give a very brief description of the issues involved with the resolution without simply repeating the resolution title, and the Councilmember may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on resolutions will be held before the vote on a resolution. Councilmembers shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution.

A resolution shall be passed by a majority vote of a quorum of the Council, provided that passage of any resolution for the payment of money or that grants or revokes a franchise or license, shall require the affirmative vote of at least a majority of the whole membership of the Council.

R. **Mayor and Councilmember Reports**. The Mayor and Councilmembers may report on their activities related to federal, state, regional, City, and local organizations for which they are members in their official capacity as elected officials. Reports shall regard those activities and events that have occurred since the last Regular Meeting and that have an important and direct impact or benefit to the City. The Mayor and Councilmembers shall limit their reports to not more than three (3) minutes, with sensitivity to avoiding duplicate reporting.

S. **Adjournment**.

3.2 **Recess**. The foregoing agenda may be interrupted for a stated time as called by the Presiding Officer to recess for any reason, including Closed or Executive Sessions.

3.3 **Amendment to Agenda**. The sequence of handling items on the agenda of a particular Regular Council Meeting may be amended from order listed on the printed/approved agenda as follows:

A. **Motion to Suspend the Rules**. On a motion by any member and majority vote, the City Council may suspend the rules to add an item (e.g., under New Business) or to allow an item on the agenda to be considered at a different order or placement in the agenda, or to be referred to an upcoming Study Session agenda (See Rules 2.2 and 16.1).

B. **Adjustment of Agenda by Presiding Officer**. The Presiding Officer may adjust the order of items on the agenda or add items to the agenda, if agreed upon by the Mayor and the Deputy Mayor, subject to being overruled by a majority vote of the Council.

SECTION 4
COUNCILMEMBER ATTENDANCE AT MEETINGS

4.1 Council Meetings.

A. Councilmembers shall attend all scheduled meetings, including committee meetings.

A Councilmember will be excused from a meeting if they have submitted a request in advance of the meeting. Written requests should be submitted by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

Councilmembers shall send their email communication regarding their absence or anticipated late arrival to Council meetings or committees to the CouncilAlerts@auburnwa.gov email address.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Council meetings via telephone, video conference, or other approved electronic means with notification to the Mayor, Deputy Mayor, and designated City staff prior to noon on the day of the meeting. If a Councilmember appears remotely for a Council meeting, the Councilmember will use the City of Auburn approved virtual background. Technical circumstances shall be considered as to the acceptability of remote attendance. Council prefers in-person attendance when possible.

C. Remote attendance of the entire council may be permissible when and if a declaration of emergency is declared locally, regionally, statewide, and/or nationally that would prohibit in person attendance by Councilmembers. The Mayor shall direct remote attendance of the Council as necessary and when it is in the interest of the City to conduct Council business.

[*See* ACC 2.06.050 and RCW 35A.12.060]

4.2 Study Sessions.

A. Councilmembers shall attend all Study Sessions.

A Councilmember will be excused from a meeting if they have submitted a request pursuant to section 4.1A of these rules, in advance of the meeting. Written requests should be submitted by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Study Sessions under the same protocol set forth in Section 4.1B-C.

4.3. **Ad Hoc Council Committee Meetings.** Attendance at Ad Hoc Council Committee Meetings and Special Meetings will not be considered "Regular Meetings" for the purposes of RCW 35A.12.060, applicable to Regular City Council meetings. However, unexcused absences from any Regular or Special meetings, or Ad Hoc Committee meetings, is a violation of these Rules of Procedure.

4.4 **Use of Cell Phones Prohibited.** At all meetings of the City Council, Councilmembers may use their City cell phones to log into their electronic devices. All cell phones must remain on silent for the duration of the meeting. Personal communication devices may only be used in the event of an emergency. Councilmembers shall not send, receive, read or post e-mails, texts, or social media posts during meetings of the Council.

4.5 **Deportment.** To the extent feasible, Councilmembers shall utilize language appropriate to the seriousness of the public legislative matters at hand. Councilmembers shall address their remarks to the Presiding Officer and shall address elected officials and staff by their title or other method that uses their last name rather than first name, e.g., "Mayor [surname]," "Deputy Mayor [surname], "Councilmember [surname]" "Chief [surname]," or "Director [surname]," as applicable. The purpose of this approach is to ensure that the City Clerk can create accurate meeting minutes. Councilmembers shall refrain from side conversations with other individual Councilmembers. Councilmembers shall also refrain from inappropriate or derogatory body language, comments, or any other actions that detract from the deportment of the City Council.

SECTION 5
PRESIDING OFFICER - DUTIES

5.1 **Conduct of Meetings**.

A. The Mayor will preside over all Regular Meetings, Special Meetings, and Emergency Meetings of the Council. If the Mayor is absent, the Deputy Mayor will preside. If both the Mayor and Deputy Mayor are absent, the Chair of Municipal Service Special Focus Area or Chair of the Finance and Internal Services Special Focus Area (in that order) will preside.

B. The Deputy Mayor will preside over Council Study Sessions, other than those portions for which Special Focus Areas are scheduled, in which case the Chair of the Special Focus Area will preside. If the Deputy Mayor is absent, the Special Focus Area Chair will preside. If both the Deputy Mayor and the Special Focus Area Chair are absent, the Special Focus Area Vice Chair will preside.

C. The Mayor is encouraged to attend Study Sessions.

5.2 **The Presiding Officer**:

A. Shall preserve order and decorum at all meetings of the Council and cause the removal of any person in the audience from any meeting who interrupts the meeting after having been warned to cease the interruptive behavior.

B. Shall observe and enforce all rules adopted by the Council.

C. Shall decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember.

D. May affix approximate time limits for each agenda item.

SECTION 6
COUNCILMEMBERS

6.1 **Remarks**. Councilmembers who wish to speak shall address the Presiding Officer and, when recognized, shall limit their comments to questions under consideration.

6.2 **Questioning**. Any member of the Council, and the Mayor, shall have the right to question any individual, including members of the staff, on matters related to the issue properly before the Council for discussion.

6.3 **Obligation to the Public Agency**. Notwithstanding the right of Councilmembers to express their independent opinions and exercise their freedom of speech, Councilmembers should act in a way that reflects positively on the reputation of the

City and of the community. Councilmembers shall also interact with other members of the City Council, the Mayor, and City staff in ways that promote effective local government.

6.4 **Council Training**. Councilmembers are encouraged to participate in training offered by individuals, agencies, entities, and organizations including, but not limited to, the Association of Washington Cities (AWC), Municipal Research and Services Center (MRSC), Jurassic Parliament, and the State of Washington. This includes initial orientation after taking office, and other required or recommended training.

6.4.1 Resources provided to each Council member shall include: 1) a current copy of the "Mayor and Councilmember Handbook" produced by AWC and MRSC;2) a current copy of "Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments" from Jurassic Parliament; and 3) a current version of the City Council Rules of Procedure.

6.4.2 Councilmembers are encouraged to complete training within the first year of joining Council. Councilmembers will be provided required OPMA and PRA and other recommended trainings.

6.4.3 Training should include:

- Elected Officials Essentials Workshop from AWC
- NeoGov Training as assigned by Auburn's HR Department
- An overview of each Department presented by the respective department's Director and/or that Director's delegate
- A review of Council process for submitting New Business provided by the Deputy Mayor
- A review on the process for submitting materials for the Council packet provided by the City Clerk
- City of Auburn and associated Facility Tours
- White River Valley Museum New Hire Tour
- Annual Police Ride-Along

6.5 Participation in Committees, Agencies and Organizations. To better represent the interests of the City of Auburn, Councilmembers are encouraged to participate in assignments to local, regional, state, and national committees, agencies and organizations, and to attend community, regional, and state events. Councilmembers who have confirmed their intent to attend are expected to arrange their appearance in order to avoid unnecessary expenditure of City funds.

6.6 **Code of Conduct.** Councilmembers shall be subject to the policies in Exhibit A of these Rules as they currently exist or are modified in the future. Unless otherwise stated in these Rules, the terms, provisions, and conditions set forth in the Polices

are hereby incorporated into these Rules. Any violation of these policies, as determined by the City Council, shall be subject to section 20.1 of these Rules.

SECTION 7
DEBATES

7.1 **Speaking to the Motion**. No member of the Council, or the Presiding Officer, shall speak more than twice on the same motion except by consent of the Presiding Officer or a majority of the Councilmembers present at the time the motion is before the Council. The Presiding Officer shall recognize Councilmembers in the order in which they request the floor. The Councilmember who made a motion shall be permitted to speak to it first. The Presiding Officer may also allow discussion of an issue before stating a motion when such discussion would facilitate wording of a motion.

7.2 **Interruption**. No member of the Council, or the Presiding Officer, shall interrupt or argue with any other member while such member has the floor, other than the Presiding Officer's duty to preserve order during meetings as provided in Section 5.2.A of these rules.

7.3 **Courtesy**. Members of the Council and the Presiding Officer, in the discussion, comments, or debate of any matter or issue, shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or make derogatory remarks or insinuations with respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

7.4 **Challenge to Ruling**. Any member of the Council shall have the right to challenge any action or ruling of the Presiding Officer, in which case the decision of the majority of the members of the Council present shall govern.

SECTION 8
PARLIAMENTARY PROCEDURES AND MOTIONS

8.1 Unless specifically provided in these rules, all City Council meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).

8.2 If a motion does not receive a second, it dies. Matters that do not constitute a motion (and for which no second is needed) include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege.

8.3 A motion that receives a tie vote fails. The Mayor, as Presiding Official, shall be allowed to vote to break a tie vote, except where prohibited by law.

8.4 Motions shall be stated in the affirmative. For example, “I move to approve” as opposed to “I move to reject.” Councilmembers shall be clear and concise and not include arguments for the motion within the motion.

8.5 After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote. A motion and second is not an indication by a Councilmember that they support the action. The motion and second enables discussion and debate in advance of a formal vote.

8.6 If any Councilmember wishes to abstain from a vote on a motion that Councilmember shall so advise the City Council, shall remove and absent themselves from the deliberations and considerations of the motion, and shall have no further participation in the matter. The Councilmember should make this determination before any discussion or participation on the subject matter or as soon thereafter as the Councilmember identifies a need to abstain. A Councilmember may confer with the City Attorney to determine whether the Councilmember is required to abstain.

8.7 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table effectively removes the item without a time certain. A motion to table to a time certain will be considered a motion to postpone as identified in Section 8.8. To remove an item from the table requires a two-thirds' majority vote.

8.8 A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a time certain at a future Regular or Special City Council meeting. To remove an item from postponement in advance of the time certain requires a two-thirds’ majority vote.

8.9 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

8.10 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.

8.11 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

8.12 Motions that cannot be amended include motions to adjourn, lay on the table (table), roll call vote, point of order, reconsideration, and take from the table.

8.13 A point of order can be raised by any member of the governing body. A member of the governing body can appeal the Chair's ruling. An appeal must be immediate and must be seconded. The Chair will then explain the ruling. The members of the governing body can debate the matter; each member may speak once. The members of the governing body will then make a decision on the appeal by a majority vote.

8.14 Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

8.15 Debate of the motion only occurs after the motion has been moved and seconded.

8.16 The presiding officer, City Attorney, or City Clerk should repeat the motion prior to voting.

8.17 When a question has been decided, any Councilmember who voted with the prevailing side may move for reconsideration at the same, or the next meeting. In order to afford Councilmembers who voted with the prevailing side the potential basis for a motion for reconsideration, Councilmembers who voted with the prevailing side may inquire of Councilmembers who voted with the minority as to the reasons for their minority vote, if not stated during debate prior to the vote. A motion for reconsideration is debatable if the motion being reconsidered was debatable. If the motion being reconsidered was not debatable, the motion for reconsideration is not debatable.

8.18 The City Attorney shall act as the Council's parliamentarian and shall advise the Presiding Officer on all questions of interpretations of these rules which may arise at a Council meeting.

8.19 These rules may be amended, or new rules adopted, by a majority vote of the full Council.

SECTION 9
VOTING

9.1 **Voice vote**. A generalized verbal indication by the Council as a whole of "aye or yes" or "nay or no" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Council. Silence of a Councilmember during a voice vote shall be recorded as a "no" vote except where a Councilmember abstains because of a stated conflict of interest or appearance of fairness issue.

If there is uncertainty as to the outcome of a voice vote, the Presiding Officer or any Councilmember may ask for a raise of hands for the ayes or nays.

9.2 **Roll Call Vote**. A roll call vote may be requested by the Presiding Officer or by any Councilmember. The City Clerk shall conduct the roll call vote.

9.3 **Abstentions**. It is the responsibility of each Councilmember to vote when requested on a matter before the full Council. A Councilmember may only abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.

9.4 **Votes by Mayor**. Except where prohibited by law, the Mayor, as Presiding Official, shall be allowed to vote to break a tie vote.

SECTION 10
COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

10.1 Persons or groups specifically scheduled on a Council Meeting Agenda may address the Council in accordance with the speaking times included on the agenda. Groups desiring to be scheduled for presentations on a Council Meeting Agenda shall coordinate through the City Clerk.

10.2 Persons or groups that are not specifically scheduled on the agenda may address the council by filling out a speaker sign-in sheet (available at the City Clerk's desk or at a designated location within the Council Chambers), and (when recognized by the Presiding Officer) stepping up to the podium and giving their name and city of residence for the record.

Unscheduled public comments to the Council are subject to the following rules:

1. Remarks will be limited to 3 minutes. The City Clerk shall use a suitable device to electronically measure speaker time. The Presiding Officer may make discretionary exceptions to speaker time restrictions;

2. Speakers may not "donate" their speaking time to any other speaker;

3. Remarks will be addressed to the Council as a whole.

10.3 Meeting interruptions. Any speaker or person who interrupts the orderly conduct of a meeting may be barred from further participation in the meeting by the Presiding Officer, unless permission to continue is granted by a majority of Councilmembers present. Examples of interruptions under this rule include:

1. failing to comply with an allotted speaking time;

2. committing acts of violence or property destruction;

3. directly or indirectly threatening physical violence against anyone attending the meeting;

4. interfering with the meeting or with other speakers through vocal interruptions or disruptive action.

If a meeting interruption occurs, the Presiding Officer shall address the person(s) causing the interruption by citing the interrupting conduct, ordering it to stop, and warning that continuation may result in removal from the meeting.

The Presiding Officer may remove the interrupting person(s) if the conduct persists after the warning. If removal of the person(s) does not restore the meeting to order, the Presiding Officer may clear the room of spectators and continue the meeting or adjourn the meeting and reconvene it at a different location selected by Council majority.[8]

SECTION 11
PUBLIC HEARINGS

11.1 Public hearings where a general audience is in attendance to present arguments for or against a public issue:

A. The Department Director or designee shall present the issue to the Council and respond to questions.

B. A person may speak for three (3) minutes. No one may speak for a second time until everyone who wishes to speak has had an opportunity to speak. The Presiding Officer may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Presiding Officer.

C. The City Clerk shall serve as timekeeper during these hearings.

D. After the speaker has used their allotted time, Council may ask questions of the speaker and the speaker may respond but may not engage in further debate.

E. The hearing will then be closed to public participation and open for discussion among Councilmembers.

F. The Presiding Officer may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Council.

[8] RCW 42.30.050

SECTION 12
DEPUTY MAYOR

12.1 Annually or as required by these Rules, the members of the City Council, by majority vote, shall designate one of their members as Deputy Mayor for a one-year time period. Elections will be held no later than the last Council meeting of the year.

Any member of the City Council who will have served on the Council for at least one year by the commencement of the new term for Deputy Mayor, and has attained their Certificate of Municipal Leadership from AWC, may be nominated for the position of Deputy Mayor by having that Councilmember's name placed in nomination by a Councilmember.

1. Nominations for the position of Deputy Mayor shall be made by members of the City Council on the dates of election for the Deputy Mayor position. The nomination of a Councilmember for the position of Deputy Mayor does not require a second, and a Councilmember may nominate him or herself.

2. In connection with the selection of Deputy Mayor, Councilmembers are expected to approach the election in an open, transparent, and respectful manner, avoiding anything that jeopardizes harmony among Councilmembers.

A. The Councilmember receiving a majority of the votes cast by the members of the City Council shall be elected Deputy Mayor. A Councilmember may vote for themself.

B. The names of all nominees for the position of Deputy Mayor shall be included in the vote.

If no single Councilmember received a majority of the votes cast, a second vote/ballot between the two nominees who received the largest number of votes will be held.

C. In the event of a prolonged absence or unavailability of the Deputy Mayor, the Council shall vote on which Councilmember shall serve as the Interim Deputy Mayor. The Interim Deputy Mayor shall be the Councilmember who receives a majority vote. That Councilmember shall then serve as Interim Deputy Mayor until the return of the regular Deputy Mayor, or until the subsequent Deputy Mayor is designated by majority vote. The Interim Deputy Mayor shall have all the rights, duties, and authority of the Deputy Mayor under these rules. Hereafter and throughout these Rules, any Interim Deputy Mayor, once selected, shall be referred to as the "Deputy Mayor."

D. If the designated Deputy Mayor is unable to serve the full term of the position of Deputy Mayor, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term. If the

appointment is declined the process shall continue until a Deputy Mayor is designated.

E. In the event that the Councilmember selected as Deputy Mayor is unable to perform the duties of the position of Deputy Mayor, or fails to act in accordance with the City Council Rules of Procedure, or a majority of the Council wishes to reconsider the appointment of Deputy Mayor, the City Council may, by a majority vote of the full City Council, remove the Deputy Mayor from this position, in which case, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term.

[*See* RCW 35A.12.065.]

12.2 The Deputy Mayor, as the head of the legislative branch[9] of the City, shall perform the following duties:

A. Intra-Council Relations:

1. Serve as the Chair of the Council Study Sessions in accordance with Rule 5.1.B;

2. Serve as an ex-officio member of all ad hoc committees of the City Council. If the Deputy Mayor's attendance at an ad hoc committee meeting brings the number of councilmembers attending to four, the meeting shall comply with the Open Public Meetings Act (RCW 42.30), unless expressly exempted;

3. Assists, as needed, in new councilmember training consistent with Rule 6.4.2;

4. Support cooperative and interactive relationships among Councilmembers;

5. Work with Mayor and Administration to prepare agendas for Council Study Sessions, in accordance with Rules 2.2 and 16.1.B;

6. The Deputy Mayor shall seek to solicit interest from Councilmembers and shall thereafter designate Special Focus Area Chairs and Vice-Chairs, designate Special Focus Area assignments, and work with the chairs of the Special Focus Areas on the portions of Study Sessions over which the Special Focus Areas chairs preside in order to reinforce appropriate Special Focus Area topics and to ensure the

[9] Auburn's form of government is a "mayor-council code city," under the provisions of RCW 35A.12. Pursuant to RCW 35A.12.100, the mayor shall be the chief executive and administrative officer of the city, in charge of all departments and employees, with authority to designate assistants and department heads.

Councilmember understands how to preside over their portion of the meeting.

B. Mayor-Council Relations:

1. Help maintain a positive and cooperative relationship between the Mayor and the City Council and support communication between the Mayor and the Council to promote transparency, collaboration, and effective governance;

2. Preside over Regular Meetings of the City Council in the absence or unavailability of the Mayor;

3. In the event of a prolonged absence or incapacitation that exceeds two weeks (a state of disability that prohibits the function of duties) of the Mayor, the Deputy Mayor shall perform the duties of the Mayor.

   (a) A prolonged absence that exceeds two weeks is defined as requiring a leave of absence that prohibits the performance of the duties of the office. Vacation leave for periods up to two weeks, illnesses requiring an absence of less than two weeks, out of state or out of country travel lasting not more than two weeks, or other similar short-term absences shall not be considered prolonged absences.

   (b) In the event of a disaster, emergency, or other similar circumstance, where the Mayor is out-of-town and unable to carry out the duties of the office of Mayor, the Deputy Mayor, in consultation with the Mayor, shall act as Mayor until the return and availability of the Mayor;

4. The Deputy Mayor shall also stand in on behalf of the Mayor in other situations as requested by the Mayor;

5. In the performance of the duties of the Mayor in a temporary capacity (not defined as a prolonged absence), the Deputy Mayor shall not have authority to appoint, remove, replace, discipline or take other similar action on any Department Director or employee of the City;

6. The Deputy Mayor shall not have veto authority for actions that may be taken by the City Council;

C. Intergovernmental and Community Relations:

1. Act in absence of Mayor as requested and/or as required;

2. Be aware of all City regional and intergovernmental policies and activities in order to be prepared to step into the role of Mayor if necessary;

3. Serve as the Chair of the City's Emergency Management Compensation Board, pursuant to ACC 2.75.066.

D. Other Duties of the Deputy Mayor:

1. In cooperation with the Mayor and Special Focus Area Chairpersons and with assistance from Administration, create and establish agendas for all Study Sessions;

2. Serve as liaison to the Junior City Council, encouraging, guiding, and counseling the members of the Junior City Council in connection with its duties and assignments;

3. Facilitate any issue related to the conduct and/or actions of Councilmembers that may be inappropriate or that may be in violation of the Council Rules of Procedure (Section 6.6 or 20.1);

4. Conduct regular and periodic meetings with individual Councilmembers and the City Attorney or designee if requested by either party, to address Councilmember issues, concerns, legislative processes, Councilmember proposals, Councilmember training, and other similar related items;

5. Conduct group meetings with Councilmembers, including two on one meetings with Councilmembers on a rotating basis provided that such meetings shall avoid creating a quorum. All such meetings at which a quorum of the City Council is in attendance shall be in compliance with the Open Public Meetings Act (RCW 42.30), unless expressly exempted.

SECTION 13
COUNCIL POSITION VACANCY OR ABSENCE

13.1 If an unexpired Council position becomes vacant, the City Council has ninety (90) days from the occurrence of the vacancy to appoint, by majority vote of a quorum of the remaining members of the Council, a qualified person to fill the vacancy pursuant to State law. The Council may make such appointment at its next Regular Meeting, or at a Special Meeting called for that purpose. If the Council does not appoint a person within the ninety (90) day period, the County may appoint a

qualified person to fill the vacancy as provided by RCW 42.12.070 and Council Rules 13.3 through 13.20.

13.2 If there is an extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

13.3 The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Auburn, and (b) have a one (1) year residency in the City of Auburn. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

13.4 The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at City of Auburn offices and on the City's official website. Copies of the display advertisement will be provided to current members of the City of Auburn commissions, committees, boards, task forces and other City-sponsored community groups.

13.5 Applications received by the deadline date and time will have personally identifiable information removed, and each Councilmember may submit two interview questions with a designation as to their primary and secondary questions. If two of the questions submitted by differing Councilmembers are similar one of Councilmember's second question will be used.

13.6 In the event the City receives more than 10 completed applications, each City Councilmember will submit to the City Clerk an unranked list of the candidates the Councilmember wishes to move forward in the process. Each Councilmember's list should contain no more than 15 anonymized candidates. The City Clerk shall aggregate all Councilmembers lists into one unranked master list of the 10-15 candidates most commonly selected among the individual lists provided. The list shall be arranged in the anonymized order and shall only include the anonymized designation of the candidates. This aggregated list shall be provided to the Council during the executive session prior to the interview meeting. If less than 10 completed applications are received the Council will move forward with the above process with all applicants.

13.7 Immediately following the executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at a future City

Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council's evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

13.8 At the opening of the meeting at which interviews take place, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance shall be determined at this time by a random lot drawing performed by the City Clerk.

13.9 In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates will be asked to remain sequestered at City Hall, which includes not using electronic devices, for the duration of all candidate interviews. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time.

13.10 Each candidate interview shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format. (1) The applicant shall present their credentials to the City Council (up to 10 minutes). (2) The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (up to 14 minutes). (3) An informal question-and-answer period during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

13.11 Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by Council must be in open public sessions. The Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

13.12 The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.

13.13 Nominations are closed by a motion, second, and majority vote of Council.

13.14 Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.

13.15 The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting for the nominated candidates shall be by random order. Voting must take place in a manner in which the public is notified as to the vote of each existing

Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

13.16 The City Clerk records the votes in the meeting minutes.

13.17 The selection of a candidate to fill the vacancy is made by a majority vote of the remaining members of the Council.

13.18 If a majority vote is not received for a candidate, the Council may postpone elections until another date within the 90-day period.

13.19 The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.

13.20 The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. If successful at the election, the interim term would then end, and the appointed Councilmember will either complete the 4-year term of the vacated position or begin a new 4-year term, depending on the position number of the vacated position.

SECTION 14
COUNCIL MEETING STAFFING

14.1 Department Directors or designees shall attend all meetings of the Council unless excused by the Mayor.

14.2 The City Attorney, or designee, shall attend all meetings of the Council unless excused by the Mayor, and shall upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

SECTION 15
COUNCIL RELATIONS WITH STAFF

15.1 There will be mutual courtesy and respect from both City staff and Councilmembers toward each other and of their respective roles and responsibilities.

15.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies under the direction of the Mayor.

15.3 It is the intent of Council that all pertinent information asked for by individual Councilmembers shall be made available to the full Council.

15.4 Individual Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. Councilmembers may, at the request of the Mayor, participate in discussions and decisions related to these matters.

15.5 Other than through legislative action taken by the Council as a whole, individual Councilmembers shall not interfere with the operating rules and practices of any City department.

15.6 No individual Councilmember shall direct the Mayor to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council. This provision, however, does not prohibit individual Councilmembers from discussing issues with the Mayor or making individual requests or suggestions to the Mayor. The Mayor shall endeavor to advise and update the Councilmember(s) on the status or follow-up of such issues.

15.7 All Councilmember requests for information, agenda bills and staff analysis, other than requests for legal advice from the City Attorney's Office, shall be directed through the Mayor in order to assign the task to the proper staff. The Deputy Mayor may work with the Mayor's designated staff to prepare Study Session agendas and related materials, and facilitate Study Session work.

15.8 Any written communication with staff shall also include the Mayor as a recipient.

SECTION 16
COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS

16.1 **Study Sessions and Special Focus Areas.** In addition to the regularly scheduled City Council meetings (Regular Council Meetings) scheduled on the first and third Mondays of the month. Different than the format for Regular Council Meetings (identified in Section 3 hereof), Study Sessions shall be less formal than Regular Council Meetings and shall give the City Council the opportunity to discuss and debate issues coming before it for action at Regular Council meetings. The format for these meetings shall be as follows:

A. Special Focus Areas and General Business Focus Areas.

Study Sessions shall consist of (1) a Special Focus Area in each meeting and (2) a General Business Focus Area in each meeting. The Special Focus Area groups shall review matters of Council concern related to their areas of oversight responsibility. The Special Focus Area groups shall consist of the

following: (1) Public Works & Community Development; (2) Municipal Services; (3) Community Wellness; and (4) Finance & Internal Services.

The General Business area shall be scheduled second and shall include agenda items that relate to issues of general City concern, items that will be coming before the City Council at upcoming meetings, and presentations and reports to the City Council. The General Business area on the agenda shall follow the Special Focus area portion on the Study Session agenda.

The Special Focus Area groups shall be on a rotating basis described below. The Special Focus Area groups shall be tasked with oversight of Council considerations as follows:

1. Community Wellness
    - Health, Equity, & Wellness
    - Neighborhood Services
    - Homelessness Prevention
    - Social Services
    - Diversity, Equity, & Inclusion
    - Cultural Arts & Community Events
    - Housing Policy
2. Finance & Internal Services
    - Facilities
    - Technology
    - Property management
    - Risk management & Insurance
    - Legal
    - Fiscal Sustainability
3. Public Works & Community Development
    - Utilities
    - Transportation
    - Environmental Policy
    - Land Use & Development
    - Right of Way Management
    - Airport
    - Park Development
    - Economic Development
4. Municipal Services
    - Public Safety
    - Courts
    - Recreation, Museum & Senior Services
    - Animal Control
    - Emergency Planning
    - Cemetery
    - Communications

B. Scheduling of Special Focus Area.

1. The Special Focus Areas shall conduct their portion of the Study Sessions on second and fourth Mondays of the month on a rotating basis such as follows: Public Works & Community Development, then Municipal Services, then Community Wellness, then Finance & Internal Services, then Public Works & Community Development, then Municipal Services, and so on.

2. On fifth Mondays of the month, Study Sessions will not typically include any of the above Special Focus Areas but may include special topics and issues of general concern to the City Council, including Council operating arrangements and Council Rules of Procedure. It is provided, however, that in order for the City Council to address the matters coming before the City Council, the Mayor and Deputy Mayor may, as they deem appropriate, insert into any Study Session any matters calling for City Council consideration and discussion, regardless of Special Focus Areas. Such matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Councilmembers in advance of the Study Session.

3. Topics for Special Focus Area consideration (for inclusion in the Special Focus Area portion of the Study Session agenda) shall be determined by the Chair of each Special Focus Area along with the Mayor, the Deputy Mayor, the Vice-Chair, and the designated Departments Director(s) for the Special Focus Area. The matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Councilmembers in advance of the Study Session. The Department Director(s) shall review agenda topics and suggestions by other Councilmembers of such topics. The Deputy Mayor may review agenda items and topics with each Special Focus Area Chairperson individually when convenient.

C. Meeting Times

Study Sessions shall be scheduled as set forth in Section 2.2, above.

1. Three to four hours maximum timeframe (goal).

2. Agenda items should relate to future policy-making, strategic planning, or key state or federal issues affecting current or future city operations.

3. Agenda items should be substantive only (*e.g.,* traffic impact fee increase proposals, comprehensive plan updates, rather than day-to-day operational issues. Non-substantive items (*e.g.*, accepting a grant, authorizing contract bidding, etc.) should go directly to the Regular City Council Meeting.

D. Study Session Meeting Format.[10]

1. Call to Order.
2. Public Participation.

3. Roll Call.

4. Agenda Modifications.

5. Announcements, Reports, and Presentations.

6. Special Focus Area (the Chair of the Special Focus Area scheduled for the Study Session shall preside over this portion of the Study Session). The Vice Chair shall preside over this portion of the Study Session in the Chair's absence.

7. Agenda Items for Council Discussion.

8. Council Reports. The Deputy Mayor or Presiding Officer shall facilitate this portion of the agenda by calling on each Councilmember in turn, sharing topics of interest and/or reports on SFA matters, limiting their individual comments to approximately five (5) minutes each. Councilmembers will provide the Mayor and Deputy Mayor with information on their Council Reports 48 hours prior to the Study Session meeting.

9. Adjournment.

16.2 **Ad Hoc Committees.** The Mayor, the Deputy Mayor, or a majority of the City Council may establish an Ad Hoc Committee as may be appropriate to consider special matters that require special approach or emphasis. The Deputy Mayor shall be the ex-officio member of all Ad Hoc Committees. The remaining two members shall be voted on by the full Council.

[10] It is the intention of the City Council that Study Sessions shall be televised on the City's public access channel if reasonably possible.

A. Ad Hoc Committees may be established and matters referred to them at Study Sessions, without the requirement that such establishment or referral take place at a regular City Council Meeting.

B. Ad Hoc Committees shall consider all matters referred to them and the Chair of such Ad Hoc Committee shall report to the Council the findings of the committee. Committees may refer items to the Council with a committee recommendation or with no committee recommendation.

C. Unless otherwise expressly provided for when forming an Ad Hoc Committee, it is the intention of the Council that Ad Hoc Committees function informally and not in any way that takes action in lieu of or on behalf of the full Council. The purpose and function of such Ad Hoc Committees shall be to review matters in advance of their consideration by the full Council, and perhaps record and make recommendations to the full Council. They are not "committees of a governing body" subject to the requirements of the Open Public Meetings Act (Chapter 42.30. RCW). Ad Hoc Committees shall not receive public testimony or allow audience participation in connection with or related to the agenda item being discussed by the Committee.

D. Councilmembers on Ad Hoc Committees may request a staff liaison, and City Attorney or City Attorney's designee, be present to assist the Councilmembers with institutional knowledge on the subject matter to be discussed. All requests for staff assistance must be approved by the Mayor prior to allocating resources.

16.3 **Intergovernmental Councils, Boards and Committees.** The Mayor shall appoint Council representatives to intergovernmental councils, boards, and committees.

A. Councilmember appointments to intergovernmental councils, boards and committees shall be periodically reviewed. All Councilmembers shall have the opportunity to serve on such councils, boards, and/or committees as assigned by the Mayor and on a rotating basis at the discretion of the Mayor. Councilmember appointments to intergovernmental councils, boards, and committees by the Mayor shall be done with consideration of a Councilmember's expertise, background, knowledge, working experience and/or education in that council, board, or committee.

B. Councilmembers will prioritize appointments to Intragovernmental Councils, Boards, and Committees by seeking and filling positions that provide value to the City and its constituents. Providing value occurs in the following order of priority: (1) bringing money to the City, (2) bringing projects and/or investments into the City, (3) influencing policy or investment outcomes in the City, and (4) protecting City interests.

C. Advisory Boards, Committees, and Commissions established by ordinance, consisting of residents appointed pursuant to the establishing Ordinance and

serving in the capacity and for the purposes indicated in the Ordinance, shall act as an advisory committee to the Council.

SECTION 17
COUNCIL REPRESENTATION
AND INTERNAL COMMUNICATION

17.1 If a Councilmember speaks at a meeting, event, or with any individual, organization, or agency—especially those with ties to the City—they must state the Council's majority position, if known. If expressing a personal opinion that differs, they must clarify that they are speaking as an individual and not on behalf of the Council. Before discussing matters that may involve City liability, the Councilmember should first consult with the City Attorney or Risk Manager to help minimize legal risks.

17.2 Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another government agency, or community organization.

17.3 Councilmembers shall not knowingly communicate with an opposing party or with an opposing attorney in connection with any pending or threatened litigation in which the City is a party or in connection with any disputed claim involving the City without the prior approval of the City Attorney, unless the Councilmember is individually a party to the litigation or is involved in the disputed claim separate from the Councilmember's role as a City official.

17.4 Communication among Councilmembers shall conform to the following parameters:

A. Except in connection with Councilmembers meeting, informally, in committees not subject to the Open Public Meetings Act, to assure that communication on agenda items occurs to the greatest extent possible at the public meetings, and to avoid even the perception that email is being used in a way that could constitute a public meeting, successive communications on Council topics that involve a quorum of the Councilmembers shall not occur. Councilmembers shall refrain from emailing Councilmembers about such agenda items. Councilmembers should be prepared to communicate about matters that are on upcoming Council agendas at the public meetings. If Councilmembers wish to share information with other Councilmembers about matters that are on upcoming agendas, the Councilmembers should forward that information to the Mayor for distribution in the Council meeting packets.

B. Councilmembers may communicate via email to other Councilmembers, including to a quorum of the full Council about matters within the scope of the Council's authority or related to City business, but not yet scheduled on upcoming Council agendas, to indicate a desire that certain items be included on upcoming meeting agendas; provided that Councilmembers

shall never ask for responses from the other Councilmembers in that communication.

C. Email communication among Councilmembers relating to City operations should also include the Mayor as a recipient/addressee.

D. Councilmembers may email the Mayor about City business without limitations or restrictions.

E. The Deputy Mayor from time to time may need to communicate with all Councilmembers on various items such as the annual review of the Rules of Procedure. All such correspondence, usually in the form of email, shall be provided to Council as a whole through the Council Assistant. Any responses from Council shall also be directed to the Council Assistant who shall then provide all Councilmembers with email correspondence regarding questions, comments, suggestions, recommendations, or any similar item.

Council email correspondence and all electronic communications shall utilize the designated city email account or city device with no exceptions and within the parameters of the Open Public Meetings Act and the Public Records Act.

17.6 Council Relations with City Boards and Commissions.

A. **Council Liaisons**. In addition to where a Councilmember is appointed by the Council or the Mayor to serve as a member of a board, commission, committee, task force, or any other advisory body, the City Council may, on limited occasions or under unusual circumstances, appoint a Councilmember to serve as a non-member Liaison to a board, commission, committee, task force, or any other advisory body. Anytime a Councilmember is appointed as such a Liaison, the position or role of Liaison is subordinate to that of Councilmember, and the Councilmember's responsibility is first and foremost to the City and to the Council. The role and responsibility of the Councilmember-Liaison is to keep the City Council apprised of the activities, positions, and actions of the entity or organization to which the Councilmember has been appointed Liaison, and not to communicate to the board, commission, committee, task force, or other advisory body a statement as the position of the City Council, except as authorized or directed by the Council. Insofar as a Councilmember-Liaison position does not give all Councilmembers equal access to the activities, functions, and information of or about a board, commission, committee, task force or any other advisory body, appointments to Council Liaison positions should be reserved to those instances where a Report to the Council by the board, commission, committee, task force, or any other advisory body would not be convenient or practical.

B. **Reports to the Council**. Each board, commission, committee, task force, or any other advisory body of the City shall be requested to present a report to the City Council at a Regular Meeting or a Study Session of the City Council, as scheduled by the Mayor or Deputy Mayor . Such reports shall be scheduled for a Regular Council Meeting or a Council Study Session and shall be delivered by the Chair of the board, commission, committee, task force, or any other advisory body or designee. The reports shall inform the City Council of the activities, functions and information with which the board, commission, committee, task force, or any other advisory body has been involved since the previous report and shall include the opportunity for questions by Councilmembers.

17.7 Whenever a member of the City Council attends any meeting of any other entity or organization, he or she should endeavor to be prudent in what he or she says or does at such meeting. Further, the Councilmember should avoid attending such meeting if that attendance would impose an interference with the meeting or the operations of the other entity or organization, or of the operations of the City.

17.8 **Council Attendance.** If a Councilmember commits to attend an event, all effort shall be made to attend the event, given potential city funds expended and community expectations of attendance. If an emergency arises where the Councilmember cannot attend, the Councilmember shall send notice to CouncilAlerts@Auburnwa.gov as soon as practicable.

SECTION 18
TRAVEL AUTHORIZATION

18.1 **Value of Council Travel**. The Auburn City Council recognizes the need of its members to attend conferences, trainings, and meetings to broaden their knowledge of and familiarity with a diverse collection of City-related issues, including, but not limited to, Public Works, Communications, Transportation, Economic Development, Public Safety, and Energy. These conferences also provide valuable opportunities to network with other elected City officials. Comparing Auburn's specific issues with those of other cities often provides the Council with established policies already in place in other cities that can be adapted to meet the specific needs of the City of Auburn, as well as expediently and efficiently acquainting Auburn City Councilmembers with ideas of how to address Auburn issues and solve Auburn problems.

18.2 **Annual Budget Amounts for Council Travel**. To accommodate Council travel, the Auburn City Council shall allocate an identified amount of money each year in the City budget process to each Councilmember for City-related travel costs, including transportation, lodging, meals, and registration costs.

18.3 **Adjustment of Council Travel Allocations**. If a Councilmember needs more than the amount of travel related funds allocated for their use, the Councilmember shall

(1) see if there are unused funds available from any other Councilmember(s) who are willing to transfer funds from their account to the Councilmember needing additional travel funds. If so, with the consent of the Deputy Mayor and the other transferring Councilmember(s), funds will be transferred to the requesting Councilmember's allotment. The request including approval from the Councilmember willing to transfer funds and the consent of the Deputy Mayor must be sent to the Council Administrative Assistant prior to the funds being expended or (2) shall request a net adjustment to the budget adding additional funds to their allotment, which adjustment shall be approved by a majority of the whole Council.

18.4 **Receipts and Travel Documentation**. Each Councilmember shall be responsible for providing to the Mayor or Finance Director, within ten (10) business days of returning from City travel, any and all City travel related receipts and documentation, and a written report regarding the authorized travel the Councilmember attended. All documentation shall also be sent via email to the CouncilAlerts@auburnwa.gov email address. Quarterly reports of the travel costs incurred by each Councilmember shall be provided by the Finance Department. Any sums overpaid to any Councilmember shall be reimbursed to the City, or automatically deducted from that Councilmember's next payroll, upon reasonable notice from the Council Administrative Assistant.

SECTION 19
CONFIDENTIALITY

19.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive or Closed Sessions and as provided in RCW 42.23.070, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered by the exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION 20
ENFORCEMENT OF RULES OF PROCEDURE

20.1 Councilmembers shall conform their conduct to the requirements, standards and expectations set forth in these Rules of Procedure. In addition to and notwithstanding whatever other enforcement mechanisms may exist for legal, ethical or practical obligations on Councilmember performance or conduct, violations of these Rules of Procedure by Councilmembers may be enforced by action of the City Council through sanctions such as votes of censure or letters of reprimand, and such other action as may be permitted by law.

SECTION 21
COMMUNITY COMMITMENT

21.1 The Auburn City Council acknowledges our role as city leaders to champion a community that fosters a Racially Equitable, Diverse, and Inclusive culture.

City Council Rules of Procedure:

Adopted: February 2, 2004
Ordinance No. 5802
Amended by Resolution No. 4282, December 17, 2007
Amended by Resolution No. 4429, December 15, 2008
Amended by Resolution No. 4467, April 6, 2009
Amended by Resolution No. 4615, July 6, 2010
Amended by Resolution No. 4686, February 22, 2011
Amended by Resolution No. 4740, August 15, 2011
Amended by Resolution No. 4813, May 21, 2012
Amended by Resolution No 4909, February 19, 2013
Amended by Resolution No. 5105, November 3, 2014
Amended by Resolution No. 5112, December 1, 2014
Amended by Resolution No. 5115, December 15, 2014
Amended by Resolution No. 5217, May 2, 2016
Amended by Resolution No. 5240, July 5, 2016
Amended by Resolution No. 5283, February 21, 2017
Amended by Resolution No. 5308, August 7, 2017
Amended by Resolution No. 5367, May 7, 2018
Amended by Resolution No. 5399, December 17, 2018
Amended by Resolution No. 5469, November 4, 2019
Amended by Resolution No. 5543, September 8, 2020
Amended by Resolution No. 5676, September 19, 2022
Amended by Resolution No. 5721, June 5, 2023
Amended by Resolution No. 5735, September 5, 2023
Amended by Resolution No. 5782, October 7, 2024

EXHIBIT A

CITY COUNCIL CONDUCT POLICIES

1. CONDUCT

City Policy Reference 200-81

PURPOSE
To emphasize the high standards of professionalism, public service, and integrity expected.

POLICY
It shall be the duty of all City personnel to maintain high standards of cooperation, efficiency and integrity in their work with the City. It is the responsibility of each individual to conduct themselves with professionalism and commitment towards customer service not only with the citizens and public of the City of Auburn but also when working within other elected officials or working with other departments within the City structure.

2. FAIR PRACTICES

City Policy Reference 200-2

PURPOSE
To establish guidelines for the promotion of fair practice and nondiscrimination in activities relating to employment and treatment of all citizens in order to foster trust and cooperation between City personnel and the diverse and pluralistic society that makes up the City of Auburn.

The City is committed to recognizing that all people are vital to the City's shared prosperity and that all people must be respected and valued. City personnel can, and should, lead the way forward in making inclusiveness and diversity priorities, and pledges active efforts to seek to achieve that goal.

POLICY
The Policy of the City of Auburn is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all persons regardless of race, creed, color ethnicity, nation origin, sex, age, marital status, veteran's status, sexual orientation, or the presence of any sensory, mental, or physical disability, unless based upon a bona fide occupational qualification: provided that the prohibition against discrimination shall not apply if it prevents the proper performance of the particular worker involved.

The City of Auburn will cooperate with all organizations and commissions organized to promote fair practices and equal opportunity in employment.

DEFINITIONS:

For the purpose of this policy, sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, " gender expression or identity" means having or being perceived as having a gender identity, self image, appearance, behavior, or

expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

3. NONDISCRIMINATION

City Policy Reference 200-03

PURPOSE
To establish policy for a nondiscriminatory working environment within the City Auburn.

POLICY
The policy of the City of Auburn is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all qualified persons regardless of race, creed, 'color, ethnicity, national origin, sex, age, marital status, sexual orientation, veteran's status, or the presence of any sensory, mental, or physical disability, unless based on a bona fide occupational qualification.

It is the policy of the City of Auburn to foster and maintain a harmonious and nondiscriminatory working environment for all. Toward this end, the City will not tolerate racial, ethnic, religious, disability or sexual oriented behaviors or comments by any citizen, employee, or elected official to or about any citizen, employee, or elected official.

DEFINITONS
For the purpose of this policy, sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, "gender expression or identify" means having or being perceived as having a gender identity, self image, appearance, behavior, or expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

4. WORKPLACE HARASSMENT

City Policy Reference 200-4

PURPOSE
To establish the policy and procedures defining the City's position on workplace harassment, including sexual harassment, and to provide guidance to any City personnel who believes he/she has experienced harassment by a supervisor, co-worker, other City personnel, or outside individual.

POLICY
It is the policy of the City of Auburn to provide a work environment for everyone that is harmonious and free from intimidation and harassment. The City is committed to ensuring that

the practices and conduct of all City personnel comply with the requirements of federal and state laws against employment discrimination. To that end, the City expects all City personnel to work in a manner that respects the feelings and dignity of others.

It is the policy of the City that everyone have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, ethnic background, age, marital status, sexual orientation, military or veteran's status, presence of a disability or the presence of any other protected status or characteristic, or any other basis prohibited by local, state, or federal laws unless based on a bona fide occupational qualification. Workplace harassment, including sexual harassment, negatively affects morale, motivation, and job performance. The City will not tolerate any form of workplace harassment, including sexual harassment, toward City personnel by other City personnel or other individuals.

Those who in good faith report an incident of workplace harassment, including sexual harassment, shall not be subjected to any form of retaliation.

DEFINITIONS

1. Workplace harassment includes, but is not limited to, unsolicited remarks, gestures, or physical contact; display or circulation of written materials or pictures derogatory to a specific gender, racial, ethnic, religious groups, persons with physical, mental, or sensory disabilities, or any other basis prohibited by local, state, or federal laws; or basing employment decisions on an employee's response to sexually-orientated requests.

2. Sexual harassment means unwelcome behavior of a sexual nature that affects terms and conditions of the work environment. These include, but are not limited to, sexual advances and/or other verbal or physical conduct made when: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (b) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to:

1. Unwelcome or unwanted flirtations, propositions, advances, patting, pinching, brushing up against, hugging, cornering, blocking, kissing, fondling, putting ones arms around another, or any other similar physical contact considered unacceptable by another individual.

2. Verbal comments, suggestions, jokes, innuendos, or derogatory remarks based on sex;

3. Visual harassment, leering, whistling, gesturing, posting sexually suggestive or derogatory pictures, cartoons, drawings.

4. Pressure for sexual favors, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by implied or stated promises of preferential treatment or negative consequences concerning an individual's employment (such as an employee's performance evaluation, work assignment, advancement, or training opportunities).

3. Other harassment (nonsexual) is defined as verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual because of such individual's protected status or characteristics such as his/her race, color, religions, gender, national origin, age marital status, veteran's status, sexual orientation, or disability that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects the individual's employment opportunities.

4. Sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, "gender expression or identify" means having or being perceived as having a gender identity, self image, appearance, behavior, or expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

5. WORKPLACE VIOLENCE

City Police Reference 200-13

PURPOSE
To establish policy defining the City's position on not tolerating violence in the workplace, and provide guidance in the event a violent or threatening act or situation occurs.

POLICY
No person shall display violent or threatening behavior to others, including employees, the public, vendors, or contractors in the performance of his/her job and/or while on City property. Given the City's commitment to ensuring a healthy, safe and non-violent work environment, prohibitive behavior includes, but is not limited to:

1. Any verbal threat of harm towards persons or property.
2. Any threatening or actual physical act such as threatening gestures, hitting, pushing, kicking, holding, impeding or. blocking the movement of another person.
3. The use, threatening use or possession of firearms, other weapons or explosives, openly or concealed, licensed or otherwise, while performing City business and/or while on City premises including parking lots. Exception: Commissioned law enforcement officers or other official purposes sanctioned by the City.

DEFINITIONS
Weapon: Any object, instrument or chemical used to inflict harm or injury to another person or any item used in a manner threatening harm or injury to another person.

Possession of mace, pepper spray or the like for defensive purposes is not a violation of this policy.

6. TOBACCO-FREE WORK ENVIRONMENT

City Policy Reference 200-08
RCW 70.160
WAC 296-62-12005

PURPOSE
The purpose of this policy is to set out a plan and timelines for the City and City personnel to maintain a tobacco -free work environment.

POLICY
1. The City is committed to achieving a tobacco-free work environment, providing as much support as possible to assist tobacco users in this transition, and to fulfill its obligations under the law.

2. Smoking, the use of vapor and/or e -cigarettes, and all other tobacco products are prohibited in City buildings, facilities, entryways, near air intakes, or other openings that allow airflow directly into an office, building, or City vehicle.

3. City personnel may use tobacco products, vapors, and/or e -cigarettes during breaks and meal periods in outdoor areas surrounding City vehicles and facilities absent any other ordinance, rules, and/or regulations prohibiting tobacco usage.

4. Smoking cessation programs are offered by the City to assist current tobacco users who wish to stop using tobacco products.

7. ALCOHOL AND DRUG FREE WORK ENVIRONMENT

City Policy Reference 200-09
Drug -Free Workplace Act of 1988, Federal Register, Vol. 54 No 19.

PURPOSE
The City of Auburn has a significant interest in ensuring the health and safety of its City personnel and citizens. Therefore, the City will maintain a policy of an alcohol and drug free workplace.
This policy outlines those steps the City is taking to ensure that City personnel are free of the influence of controlled substances and/or alcohol while in the performance of their duties or acting on the City's behalf.

POLICY

1. Prohibited Conduct.

a. The City of Auburn strictly prohibits the manufacture, possession, distribution, dispensing or use of alcohol or controlled substances in the workplace, while on duty, or while representing the City of Auburn.

b. Reporting for work, remaining on duty, or acting on behalf or the City of Auburn while under the influence of alcohol or a controlled substance is strictly prohibited.

c. No personnel shall perform safety sensitive functions on behalf of the City within four (4) hours after using alcohol.

8. INTERNET & ELECTRONIC RESOURCES-EQUIPMENT USE-ELECTED OFFICIALS

City Policy Reference 500-3

PURPOSE
To establish a policy and identify the principles of acceptable use of the internet and other electronic communications resources/equipment provided for use during his/her term of office for elected officials.

POLICY
It is the policy of the Council that Internet and electronic resources equipment use shall conform to and be consistent with the requirements of City of Auburn Administrative Policy and Procedure 500-03, "Internet & Electronic Resources/Equipment Use – Elected Officials."

All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.

When individual Councilmembers have completed their term of office, they will return all City electronic equipment to the Director of Information Technologies.

COMMUNICATIONS

Each Councilmember is responsible for checking their communication device multiple times daily and respond to requests by City staff as soon as possible.

ELECTRONIC COMMUNICATIONS

1. For emergency notifications of absences, and not planned absences, Councilmembers shall send an email to CouncilAlerts@auburnwa.gov to ensure the auto-distribution of communications to necessary people.
2. Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Those records are subject to public inspection and copying.
3. Electronic communications that are intended to be shared among a quorum of the Council or of an Ad Hoc Council Committee, whether concurrently or serially, must be considered in light of the Open Public Meetings Act, if applicable. If the intended purpose of the electronic communication is to have a discussion that

should be held at an open meeting, the electronic discussion shall not occur. Further, the use of electronic communication to form a collective decision of the Council shall not occur.

2. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.
3. Electronic communication between Councilmembers and between Councilmembers and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the City Clerk.
4. Even if a Councilmember uses their personal electronic devices, all electronic communications and documents related to City business will be subject to discovery demands and public disclosure requests.

USE OF CITY EQUIPMENT AND FACILITIES

1. Councilmembers are provided various tools to assist them in handling the business of the City in the role as members of the Council. These tools include, but are not limited to: (1) an individual office assigned to each Councilmember in which there is (a) office furniture; (b) a computer accommodating access to the City's computer network and (c) a telephone tied to the City's telephone system; (2) and I-Pad or comparable equipment also tied to the City's computer system that can be used remotely (not just in the Councilmember's office); (3) an I-Phone or comparable equipment accommodating mobile communication needs for (a) telephone calls, (b) emails, and (c) texting; (4) a City badge accommodating physical access to City Hall facilities and Council Offices; and (5) Council mailboxes.
2. In order to assure transmittal of information necessary to conduct business of the City and to avoid Public Records Act liability for the City and Councilmembers for improper or private equipment use, Councilmembers shall use the tools identified above to assist them in being able to receive and work with information related to duties as Councilmembers.

PROHITIBITED USES: The creation, transmission, downloading or storage of any document, data or message which reasonably can be construed as relating to or promoting the following, are prohibited:

1. Discrimination or harassment on the basis of age, race, color, gender, creed, marital status, national origin, disability or sexual orientation;
2. Any language and subject matter that is objectionable, offensive, obscene, threatening or otherwise inappropriate as described in the City's Workplace Harassment Policy;
3. Any communication to solicit for or promote commercial or non-profit ventures, religious or political causes, outside organizations, rumor or slander or other non-job related solicitations;

4. Any information that violates copyright laws;
5. Copying any City licensed computer software for personal use is prohibited;
6. See also specific prohibitions related to individual types of system use, below.

INTERNET: Browsing, List-Servs, Newsgroups, etc.

1. It is the policy of the City to maximize the cost-effective use of its computer systems as a means to improve efficiency and productivity. All Councilmembers are responsible for using the Internet resources in an effective, ethical, and lawful manner, and in accordance with this policy.
2. Access to the City e-mail (Outlook web access) from any remote computer that has internet access may be granted to City officials, as approved by the Mayor. Those approved to have this access must maintain virus protection software on their connections. Failure to maintain virus protection may result in the access being revoked.
3. Limited personal use may only consist of browser capability and may not include ListServs, Newsgroups, Chat Rooms or other capabilities.
4. Using City equipment or City internet connection to violate the integrity of another system (hacking) is prohibited.

SYSTEM SECURITY

1. Acquisition of computer equipment. All acquisitions of information systems components will be coordinated through the Information Technologies Department. This includes demonstration hardware and software used for evaluation purposes as well as products acquired for ongoing use.
2. Conscientious care. All Councilmembers are responsible for care of the personal computer system components that they are assigned or using. Councilmembers are responsible for promptly reporting any equipment, software and data damage and/or destruction of which they become aware. Any damage caused by personal use, including repair costs, will be the responsibility of the Councilmember.
3. Downloading/installing software (including upgrades and screensavers). The City computer system is designed to work in a network environment. Installation of unauthorized software can result in damaging the integrity of the system. Councilmembers should not download or install software on any City-owned computer. If additional software is required, a request should be addressed to the Information Services Service Desk.
4. Downloading files from the Internet. Councilmembers are individually and directly responsible for checking files for viruses using the latest version of the recommended virus-checking program. Downloading or uploading files is restricted to City business.
5. Unauthorized access. Councilmembers are prohibited from using "loopholes" or knowledge or a special password to damage computer systems, obtain extra resources, or to gain access to systems for which proper authorization has been given. Councilmembers are responsible for keeping their password confidential and not sharing it with other users.

6. Use of aliases. Use of aliases while using the Internet or internal e-mail is prohibited. Anonymous messages and anonymous newsgroup postings are prohibited.
7. Unlicensed or copied software is prohibited on any City computer. No Councilmember may use unlicensed or copied software on any City computer. The City shall seek reimbursement from any Councilmember who installs, downloads, uses or authorizes the use of any unlicensed or copied software on any City computer, or any fines, costs or other expenses incurred by the City resulting from such use.

MONITORING, ENFORCEMENT AND PENALTIES

1. All hardware, software, programs, applications, templates, data and data files residing on City information systems or storage media, whether City business or personal, are the property of the City of Auburn. The City retains the right to access, copy and change, alter, modify, destroy, delete or erase this property without prior notice to Councilmembers.
2. The City retains the right to monitor and audit the use of e-mail and Internet use. The right to use these technologies does not include the right to privacy.
3. Deleted documents, messages and data may be retrieved from a variety of points in the network. Councilmembers should assume that electronic evidence discovery might recover deleted or unsaved data.
4. Councilmembers' use of a personal Internet account on City equipment is to be arranged through the Information Technologies service desk and is subject to the provisions of this policy. Said Councilmembers should be aware that their personal e-mail and electronic files could be monitored by the City and could be reviewed as part of a Public Records request.

9. E-MAIL ETIQUETTE

City Policy Reference 200-16

City of Auburn's E-Mail Policy

Computer systems, network utilities and electronic mail are powerful business tools. These systems are designed to foster open and efficient communications. The Electronic Messaging System, like paper files and notebooks, is an asset provided to City personnel to assist them in performing their work efficiently and for limited personal use. These tools, and the work product they contain, are the property of the City. Please use your good judgment as you use the electronic mail system. While it is the general intention of the City to keep electronic mail private, it is possible that other people may view other's electronic mail messages, the recipient may route the message to others, or the City may be required to provide public disclosure of e-mail messages. You should assume that any message may be viewed by persons other than the recipient and format your messages accordingly. All messages should be composed with the expectation that they will be made public.

Getting The Message Across

Electronic mail, or e-mail, is unique. Once sent, it will wait for the recipient for hours or days. It is more tangible than voice mail and faster than paper mail. By saving copies of messages and responses, a record of communications can be built and saved. It also is useful for sharing documents in electronic form. The unique qualities of electronic mail make it an extremely useful tool in the business place. For those who spend much of their time at a desktop computer or a terminal on a network, e-mail can provide an immediate messaging service and mailbox.

Privacy vs. Public Disclosure Issues

All e-mail messages are considered to be public records and the public has the right to examine public records. Therefore, if you are concerned about public disclosure or internal disclosure, e-mail should not be used as a communication tool. Confidential and sensitive issues should not be communicated via e-mail. A user, in forwarding a message that originates from someone else, may not make changes to that message without clearly notes that changes were made to the message and the identity of the person making the changes.

Alternatives To E-Mail

The City Intranet is a better way for making announcements such as retirement parties or broad policy statements. Telephones provide a more immediate response and can be a better way to make initial contacts with people. Memos and internal mail are best for sending specific policy statements, financial forms, and documentation. The US Postal Service, UPS, Federal Express and other such companies are the best way to send and receive external business documents. One-on-one meetings are still a good way of communicating info.

Messages

E-mail is best for short messages. A message of one to five paragraphs or one that takes only one screen is most likely to be read and used. When composing your message, take a few extra seconds to think of an accurate description of the message to put in the subject field. Titles such as "???" or "more stuff" are less useful than "Network Questions" or "New Uses for Bulletin Board System." If you are sending e-mail to someone you have not met or dealt with in a long time, it is a good idea to let them first know who you are and why you want their attention. ("Hi, I work for Purchasing and have a question about...")

Attachments

The attachment feature of e-mail programs allows you to send files, such as spreadsheets and formatted documents to other computer users. When you send attachments, be certain that the receiver can read them. Just because a document can be attached to a message does not mean that the person at the other end can read it. For instance, if you attach an

Excel spreadsheet to an e-mail note and the recipient of the note does not have Excel on their PC, then they will not be able to open the attachment.

Language And Behavior

Good E-mail is businesslike and free from obscene, pornographic, sexual, harassing, menacing defamatory, threatening or otherwise offensive language. The City does not tolerate racism, sexism, and other inappropriate behavior. It is also not tolerated in the e-mail environment.

Some people will send an angry e-mail message; one that they would never say in person. Take a minute before you respond. Be careful about which words you use and how you say them. Remember that messages can be printed or forwarded. Do not say things you may regret later.

Mail Lists

Mailing lists, called Personal Groups, are a useful tool. If you are working and exchanging mail with a group of people on a regular basis, a Personal Group allows you to send the same message to all of them by entering only one address. You may want to build a Personal Group that will target your regular or special group of mail recipients. The Help File accessible through your e-mail can help you set up Personal Groups.

"Junk" Mail

"Junk" e-mail is inevitable. Try not to generate it yourself by limiting your general broadcasts. Target your audience carefully by making use of Personal Groups. If you must send a large mailing, try not to use attachments; including attachments increases the load on the network and can be costly when you consider the amount of time it takes to open an attachment. Delete e-mail you consider "junk", before opening it.

Personal Business

Use of e-mail is primarily to be reserved for official City business. However, limited personal use is authorized. There shall be no negative impact or disruption to either the sender's or receiver's performance of public duties (i.e. forwarding jokes takes time away from the job and wastes computer memory).

Return Receipts

Leave "Return Receipt" turned off unless a return receipt is absolutely necessary. Return receipts also slow down the e-mail system. If everyone requested a return receipt for each message they sent, it would double the traffic load on the mail system.

Glossary of Terms

Attachment
A file that is included with a message. It is displayed in the message as an icon, representing the type of file it is.

Broadcast
Distribution of a message to a wide number of mail users.

Intranet
A computer system used as an information source and message system. It is similar to a physical bulletin board, but messages are posted electronically on a computer bulletin board system.

E-Mail
Electronic mail

"Junk" Mail
A broadcast that includes individuals who do not need or want the information contained in the message.

Personal Groups
Assignment of a single name to multiple users. When the group name is added to the recipient list for a message, each individual in that group receives the message.

Return Receipt
Displays the date and time the message you sent was opened by the recipient.

10. CELLULAR PHONE & TABLET

City Policy Reference 200-16A
RCW 46.61.672
WAC 204-10

PURPOSE
To establish a policy that provides for and regulates cellular phone and tablet use by City personnel.

POLICY

The City of Auburn recognizes that cellular phones and tablets are an important and necessary tool in the performance of certain job duties. For those who have a valid business purpose, the City of Auburn provides cell phones and tablets for City business use.

Cell phone and tablet use can create distractions for drivers. City Personnel are prohibited from texting, using e-mail, or performing any other operation with electronic equipment, while driving a vehicle on City business. If a cell phone must be used while driving, all personnel must follow Washington State Law and use the cell phone in a “hand-free mode”. “Hands-free mode” means the use of a wireless communication device with a speaker phone, headset, or earpiece.

USAGE POLICY. The City of Auburn issues cellular phones to allow efficient and cost-effective execution of City business. All City use cellular phones and services will be acquired and/or approved by the Information Technology Department.

The City of Auburn audits all City-provided cellular phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing by the individual's supervisor.

Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information. Reasonable precautions should be made to prevent equipment theft and vandalism to City-issued cellular phones.

Cellular phone use by a driver of City-owned vehicles or by a driver of a privately owned or leased/rented vehicle, when driving to or from City business, is prohibited unless "hands-free" is used.

When using a cell phone in a "hands-free mode" dialing of the phone shall only be done when the vehicle is stopped or through the use of voice activated commands. Texting while driving a vehicle is prohibited.

PERSONAL USE OF CITY-PROVIDED CELLULAR PHONES. City-provided cellular phone use is billed on a time-used basis and intended for City business only. Emergency personal use should be limited to 3 minutes or less.

11. CITY OWNED VEHICLES, EQUIPMENT

City Policy Reference 200-11

PURPOSE
To establish a policy regarding personal use of City owned vehicles, equipment and materials.

POLICY
City owned vehicles, equipment, materials, or services for personal convenience or profit is prohibited. Use is to be restricted to such services as are available to the public generally, for the authorized conduct of official business, and for such purposes and under such conditions as are directed by administrative order of the chief executive officer of the City (Mayor).

DEFINITIONS
Vehicles: Automobiles, vans, trucks, tractors and other specialty vehicles

Equipment: Telephones, computers, copy machines, fax machines, or other office equipment provided for the accomplishment of clerical tasks; tools and equipment used to repair facilities, grounds, and vehicles; and/or any other type of city owned property.

Materials: Paper, pens, other desk and office supplies; items such as fertilizer, cleaner, pesticide, etc., used in grounds and facilities maintenance; and operational supplies used to repair, clean or fuel equipment.

Services: Any service provided by the City in the performance of its municipal responsibilities.

PROCEDURE

City Mail Room: The City mail room will not accept personal packages from City personnel to be mailed or packages of a personal nature mailed to City personnel at the City address. The mail room is very busy with business related mail distribution and other responsibilities. Personal letters that are self-stamped and sealed will be accepted and mailed by the City mail room. However, the City will not be responsible if a letter is not delivered to the recipient.

12. USE OF PERSONAL VEHICLES

City Policy Reference 200-17

PURPOSE

To document the policy for the use of personal vehicles for official city business.

POLICY

The City encourages City personnel to use city-owned vehicles for official city business; however, the use of personal vehicles is allowed per the following guidelines:

1. LIABILITY INSURANCE. Those who use personal vehicles for city business must purchase and maintain auto liability insurance that meets or exceeds the state's minimum requirements for bodily injury and property damage and must keep a copy of proof of insurance in their vehicle at all times. In the event of an accident the individual's personal auto insurance provides the primary coverage, and the City's liability insurance provides coverage in excess of that policy. The City does not provide collision or comprehensive insurance coverage for personal vehicles even when used for official city business. In some cases an individual's insurance company may require a special endorsement for business use; therefore, those individuals should contact their insurance agent to determine if special coverage is required.

2. DRIVING UNDER THE INFLUENCE OF DRUGS AND ALCOHOL. Driving any vehicle on city business during or after consumption or drugs, alcohol or prescription medication that affect driving ability is strictly prohibited per the City's Alcohol and Drug Free Work Environment Polic.

3. COMPENSATION FOR BUSINESS USE OF PERSONAL VEHICLES. The City will compensate City personnel who use personal vehicles for official City business on a per mile basis at the current standard mileage rate established by the Federal Government. To receive compensation for local mileage, City personnel must submit a Travel Authorization and Explain Claim form per the City's Travel Authorization & Reimbursement for Business-Related Travel Expenses Policy.

13. WORKPLACE INSPECTIONS

City Policy Reference 200-33

PURPOSE
The City of Auburn has a responsibility to ensure a safe workplace and conduct any related investigations in a timely and thorough manner. For these, and any other reason the City determines appropriate and necessary, the City has a right to conduct random and unannounced inspections workspaces.

POLICY

The City provides equipment, furniture/lockers, vehicles, materials and other items for the use by City personnel in their conduct of official City business. The City does not assume responsibility for any theft or damage to any personal belongings occurring within the workplace.

The City of Auburn retains the right to conduct random and unannounced inspections of workspaces.

14. WORKPLACE HEALTH AND SAFETY

City Policy Reference 300-01

PURPOSE
To document the City of Auburn's policy on workplace health and safety.

POLICY
The City of Auburn takes the health and safety of its workforce seriously and will comply with all applicable federal, state and local health and safety regulations to provide a work environment free from recognized hazards likely to cause injury, illness or death.

15. ID BADGES

City Policy Reference 200-38

PURPOSE
To establish the City's policy on City personnel identification and building access badges.

POLICY

The City utilizes a keyless entry ID Badge Access system for entry to most City building. Building access assignments are made by Human Resources based on position, assigned responsibilities and individual building policies. Overside of badge access systems management is a collaborative effort involving Human Resources, Facilities and Information & Technology.

The City will issue photo identification access badges to all elected officials, full-time, part-time and non-benefitted employees. Volunteers will receive non-photo identification/building access

badges, unless they are volunteering in the Police Department or Emergency Management Division, in which case they will receive a photo identification/building access badge.

16. DRESS FOR YOUR DAY

City Policy Reference 200-39

PURPOSE

The policy articulates the City's "Dress for Your Day" philosophy and provides a flexible and reasonable dress standard for all. This policy is to support a work environment that is comfortable and inclusive for all City personnel.

Ultimately, the racially, gender, religiously, and politically inclusive business casual dress code aims to balance individual expression, professionalism, and safety requirements, fostering an environment where all feel valued, respected, and able to perform their duties effectively.

POLICY - DRESS FOR YOUR DAY

1. The City's "Dress for your Day" philosophy encourages individuality and personal discretion by allowing individuals to tailor their clothing choices to the day-to-day demands of their role and the work that they perform. Individuals should consider their day's schedule, tasks being performed, and the people with whom they'll have interaction.
2. Good judgment should always be applied when making decisions on workday attire. Dress for Your Day embodies the basic sentiment that the City trusts individuals to know how to exercise good judgment in choosing clothing for the workday. This philosophy is intended to reinforce that trust.
3. General Expectations. To provide guidance, some minimum standards are outlined below.
    a. Casual is the default dress code. Casual is defined as all shirts with collars, crewneck or v-neck shirts, blouses, and golf and polo shirts. Casual slacks and trousers, jeans without holes, etc. Dresses/skirts that are mid-thigh or longer, except for safety sensitive positions prohibited by the Department of Labor & Industries. Clean, athletic shoes, casual slip-on or tie shoes and dress sandals.
    b. Business attire may be necessary for meetings with elected officials, community members or customers, colleagues or networking opportunities. Business attire is defined as all shirts with collars, blouses, and golf and polo shirts. Slacks and trousers. Dresses/skirts that are mid-thigh or longer. Slip on or tie shoes, dress sandals and clean athletic shoes.
    c. Attire and appearance should be clean and appropriate to the workday.
    d. Hats should have the City of Auburn logo to aid in identification when serving the public.
4. Inappropriate Attire. It would be impossible to provide an exhaustive list of what is or is not acceptable when it comes to appropriate attire. That said, below are some examples of inappropriate or unprofessional attire. This list is not intended to be exhaustive.
    a. Garments that are dirty, ripped, extremely worn or threadbare.
    b. Attire printed with social movements, counter movement, or political affiliations.
    c. Sleepwear, including slippers.

d. Beachwear, including flip-flops, swimwear and shorts.
e. Shirt or blouse that ends above the waist, exposing a midriff section.
f. Exercise gear is generally not appropriate but may be worn when participating in wellness, recreation or City-based activities.
g. Applying the Dress for Your Day standard, beach wear and/or exercise gear would be reasonable attire for parks/recreation staff.
h. Heavily scented lotions, perfumes, colognes should be generally avoided, as some people have scent allergies and sensitivities. Where specific disability accommodations have been put in place, use of such products may be formally restricted.

17. PUBLIC RECORDS REQUESTS

City Policy Reference 400-03

PURPOSE
To establish the procedures the City of Auburn ("City") will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and the City staff.

POLICY
RCW 42.56.070 (1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency. The City adopts by reference the list of exemptions found in Appendix C of the Public Records Act for Washington Cities, Counties, and Special Purpose Districts published by Municipal Research & Service Center, last update March 2019, as that list may be amended.

In accordance with RCW 42.56.070(4)(a), the City finds that the City is comprised of multiple departments, which maintain separate databases and document management systems. The City further concludes that because of the multiple locations, formats, and storage systems, it is unduly burdensome to main an all-inclusive index of public records. Therefore, the City does not maintain an all-inclusive index of public records.

18. ELECTRONIC SIGNATURES

City Policy Reference 400-04

PURPOSE AND ADMINISTRATION
To establish an electronic signature policy for the City.

This policy may be modified, rescinded, or replaced at any time by the City Attorney.

POLICY
The City recognizes electronic signatures as legally binding and equivalent in force and effect as an original handwritten signature and authorizes the use of an electronic signature platform to affix signatures to City records as provided in this policy. Electronic signatures may be affixed to all records not legally required to have an original handwritten signature, including but not limited to, meeting minutes, resolutions, ordinances, engineering records, and any and all leases, contracts, and agreements to which the City is a signatory.

Electronic signatures may be used on City records requiring execution by a third party. Electronic signatures cannot be applied using another employee's name. Records signed by a designee on behalf of the Mayor, City Clerk, City Attorney, City Engineer, Engineer of Record or Department Director shall use the designee's own electronic signature.

If an electronic signature is used for interstate transactions or for documents required by the U.S. Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of original handwritten signatures.

19. PETITIONS AND SIGNATURE DRIVES AT CITY HALL

City Policy Reference 500-1

PURPOSE
It is the purpose and intent of this policy to make available at City Hall and other public facilities of the City access to and an opportunity for exchange of information. There are occasions when public service projects and matters of community interest would warrant the use of City Hall and other City facilities. Among the methods that information may be gathered and shared are petitions and signature drives. However, state law (RCW 42.17.130) provides strict limitations on the use of public facilities for political campaigns, ballot measures and elections matters. Accordingly, the accessibility and availability of City Hall and other City facilities for petitions and signature drives related to political campaigns, ballot measures and elections matters must be curtailed in accordance with state law. Therefore, in order to provide for distinction between those petitions and signature drives that are election related and those that are community oriented but unrelated to election matters, a policy should be implemented.

POLICY
Whenever proponents of a petition or signature drive wish to solicit signatures and have petitions available for signature at City Hall and other City facilities, the Community Development Director shall screen the petitions and signature drives to assess whether they have any relationship to any political campaigns, ballot measures or election matters.

1. If the Community Development Director determines that the signature drive or petition is related to any ballot measure, election or candidacy, it shall be denied permission to utilize City Hall or other City facilities.
2. If the Community Development Director determines that the petition or signature drive is unrelated to any political campaigns, ballot measures or elections matters, the Community Development Director shall then assess whether the petition or signature

drive is community oriented or directed to issues and matters objectively beneficial to the City.

3. If the Community Development Director determines that the signature drive or petition is not community oriented or directed to issues and matters objectively beneficial to the City, it shall be denied permission to utilize City Hall or other City facilities.
4. On the other hand, if the Community Development Director determines that the signature drive or petition is community oriented or directed to issues and matters objectively beneficial to the City, it may be granted permission to utilize City Hall or other City facilities, subject to reasonable space and access considerations.
5. In considering whether the signature drive or petition is community oriented and/or directed to issues and matters objectively beneficial to the City, the Community Development Director shall consider whether it meets or promotes a legitimate municipal/governmental purpose and whether it does so in a way that is fair and responsible.

20. OBSTRUCTION OF ACCESS TO CITY FACILITIES

City Policy Reference 500-2

PURPOSE
To establish a policy that bans use of entry-plaza areas around City Hall, as well as use of other City facilities for purposes different than those for which they were intended, or which interferes with or which could interfere with the intended uses.

POLICY
People are prohibited and prevented from any use of City facilities that interferes with the purposes for which the City facilities were intended, or which interferes with or obstructs safe, clean access to City facilities. This includes, but is not limited to use of bicycles, scooters, skates, skateboards and similar vehicles in the entry-plaza areas around City Hall.

21. TRAVEL AUTHORIZATION

City Policy Reference 100-11
RCW 42.24
Auburn Municipal Code 2.54

PURPOSE
To provide Councilmembers who incur authorized travel, subsistence, registration and related expenses while on City business, reasonable and timely mechanisms for reimbursement and/or the advancement of such necessary expenditures.

It is also recognized that City payment of business-related food and beverage for non-travel purposes will be incurred by Councilmembers wherein reimbursement will be provided. This policy also served to provide guidelines by which to determine whether or not expenditure by a Councilmember may be reimbursable to that Councilmember, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate City expenditures.

POLICY
The City will pay reasonable and necessary expenses incurred by Councilmembers while conducting authorized City business. When incurring such expenses, Councilmembers must be sensitive to public expectations as to the use of public moneys and the need to use good judgment. The City will not pay ineligible expenses such as alcoholic drinks, expenses incurred by a spouse or another person, and first-class travel, nor will the City pay expenses judged excessive, extravagant, unnecessary or unreasonable.

It shall be the policy of the City to allow attendance and participation of City elected and appointed officials, employees, members of boards, and commissions at meetings and conventions when such participation is determined to be in the public interest. It shall be understood that all subsistence rates, allowances and payments provided to City employees/officials through the implementation of this policy shall only be paid when such employee or official is engaged in duly authorized City business and not for any other purposes.

22. USE OF CITY CREDIT CARDS

City Policy Reference 100-12
RCW 43.09.2855
Auburn Municipal Code 3.10.020

PURPOSE
1.1 To establish a policy and procedure related to the distribution, authorization, control and use of City credit cards.

1.2 To establish credit limits and payment of bills related to City credit cards.

POLICY
The City of Auburn finds that the use of credits cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency.

Use of Credit Cards shall be limited to the following:

- Extraordinary and/or emergency type circumstances;
- Advance payment for budgeted and authorized training classes/ seminars;
- Advance payment for budgeted and authorized purchases made via the internet;
- Budgeted, approved. travel including costs associated with such travel (advance payment of airline fares, lodging, registration fees, and tuition);
- Non -travel status meals (see receipt requirement in section 5. 4);
- Travel status meals limited to the. Per Diem rate (see requirements in section 5. 4).
- See also the Travel. Authorization & Reimbursement for Business - Related Travel. Expenses policy, No. 100- 11.

All credit card receipts must be itemized or have an itemized receipt accompanying them. Meal receipts shall include a detail of food and beverages served. Meals purchased in travel status will be limited to per diem amounts. If the per diem rate is exceeded, the card user must reimburse the City.

Personal charges to City credit cards are not allowed under any circumstance

Disallowed charges, or charges not properly identified, will be paid by the card user before the charge card billing is due. Failure to do so will render the card user personally liable for the unpaid amount, plus interest and/ or any fees at the rate charged by the bank that issued the card.

Cash advances on all City credit cards are prohibited.

23. PURCHASING CARDS

City Policy Reference 100-15

PURPOSE
To establish policies and procedures for employees regarding the use of purchasing cards to procure goods or services for official City business purposes.

POLICY
It is the policy of the City of Auburn to authorize cardholders to make purchases using a City of Auburn purchasing card. Use of purchasing cards will reduce costs associated with processing invoices and purchase orders by departments and accounts payable and maintain good business relations with suppliers through prompt payments.

Authorized cardholders are responsible for becoming knowledgeable with proper use of the card, authorized expenditures, and the documentation requirements. Authorized cardholders are to use the cards only for official City business.

All purchasing cards will be issued to the City of Auburn in the name of the authorized cardholder. The purchasing card must be maintained on person or otherwise secured in a manner to maintain control of the card. For safety purposes the authorized cardholder' s identification or social security number is not associated with the card.

Purchasing Card Program Cardholder Responsibilities:

1. Be accountable and responsible for the purchasing card in his/ her name at all times.
2. Use the purchasing card for official City business only and not personal use or cash advances. The Purchasing Card Agreement between the cardholder and the City must be completed and signed by the cardholder and Pcard Program Administrator (Finance A/ P) before the purchasing card will be issued. The Purchasing Card Agreement and its terms are incorporated as part of this policy.
3. Obtain and retain original receipts, packing slips, and shipping documents for each purchase made with the purchasing card. A monthly report will be provided by the cardholder.
4. Reconcile, or arrange for the reconciliation of, the purchasing card monthly report/ statement. Confirm that original receipts documenting all transactions on the report are supportable as appropriate City expenditures are attached to the report. Have the monthly report reviewed and approved according to internal department policies and submitted to the Finance Department by the appropriate due dates. Include appropriate additional documentation when consistent with other City policies (i. e., travel authorization forms).

5. All purchasing card purchases must comply with the City of Auburn Purchasing and Travel policies and procedures. The purchasing card is not to be used as a substitute for contracts.

6. The use of the purchasing card does not relieve the cardholder from complying with other State, City, and department policies and procedures. The purchasing card is not intended to replace effective procurement planning, which can result in quantity discounts, a reduced number of trips, and more efficient use of City resources.

7. The authorized cardholder is the only person entitled to use the purchasing card that has their name on the face of the card. Purchasing cards should be treated with extreme care in the same manner as a personal credit card. The cardholder is responsible for reporting a lost or stolen card immediately to their supervisor and Purchasing Card Program Administrator (Finance A/P).

DEFINITIONS:

AUTHORIZED CARDHOLDERS. The Mayor, City Council members, and authorized full or part-time regular City employees are eligible to use purchasing cards. Temporary employees are not authorized to use purchasing cards.

PURCHASING CARDS. Will be a credit card with a Visa logo issued from the bank or procurement card program of the City's choice.