

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

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

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

Virtual Participation Link:

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

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

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

Telephone: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/88114843083>

ROLL CALL

AGENDA MODIFICATIONS

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

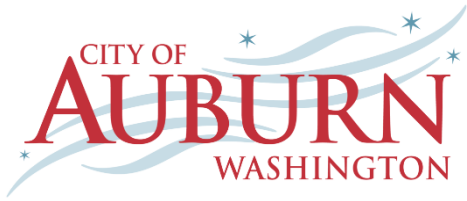
- A. 2024 State of Our Streets (SOS) Report (Gaub) (15 Minutes)
- B. Transportation Impact Fee Program Overview (Gaub) (20 Minutes)
- C. 2026-2031 Transportation Improvement Program (Gaub) (20 Minutes)
- D. Commute Trip Reduction Plan and Code Updates (Gaub) (30 Minutes)

AGENDA ITEMS FOR COUNCIL DISCUSSION

- A. Ordinance No. 6979 (Whalen) (5 Minutes)
An Ordinance relating to parking and adding a new Section, 10.36.135, to the Auburn City Code
- B. Resolution No. 5829 (Krum) (10 Minutes)
A Resolution approving the South King Housing and Homelessness Partners 2026 Work Plan and 2026 Operating Budget

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:

2024 State of Our Streets (SOS) Report (Gaub) (15 Minutes)

Meeting Date:

May 27, 2025

Department:

Public Works

Attachments:

2024 SOS Presentation

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

This is a 2024 year end summary of the City's Arterial/Collector and Local Street Pavement Preservation Programs. This year's summary is presented using the dashboard format that will also be incorporated into the City's webpage. This dashboard provides the public with a quick look at the overall condition of the City's roadways and preservation program activities. It also gives City policymakers an executive-level overview to facilitate policy and funding decisions. Additional information is also available on the City's website that provides a more in-depth explanation of the City's pavement preservation programs, including program history, projects, funding, and technical considerations.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

PUBLIC WORKS
ENGINEERING SERVICES

2024 STATE OF OUR STREETS
(SOS)

JAMES WEBB, SENIOR TRAFFIC ENGINEER
BRYCE BEASON, TRANSPORTATION SYSTEMS ENGINEER

MAY 27, 2025
CITY COUNCIL STUDY SESSION

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

AUBURN
VALUES

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

PRESENTATION OUTLINE

- **Street Preservation Overview**
- **Summary of 2024 Street Conditions (Dashboard)**
- **Preservation Programs**
- **Preservation Projects Current & Future**
- **Next Steps**

WHAT IS SOS (STATE OF OUR STREETS)?

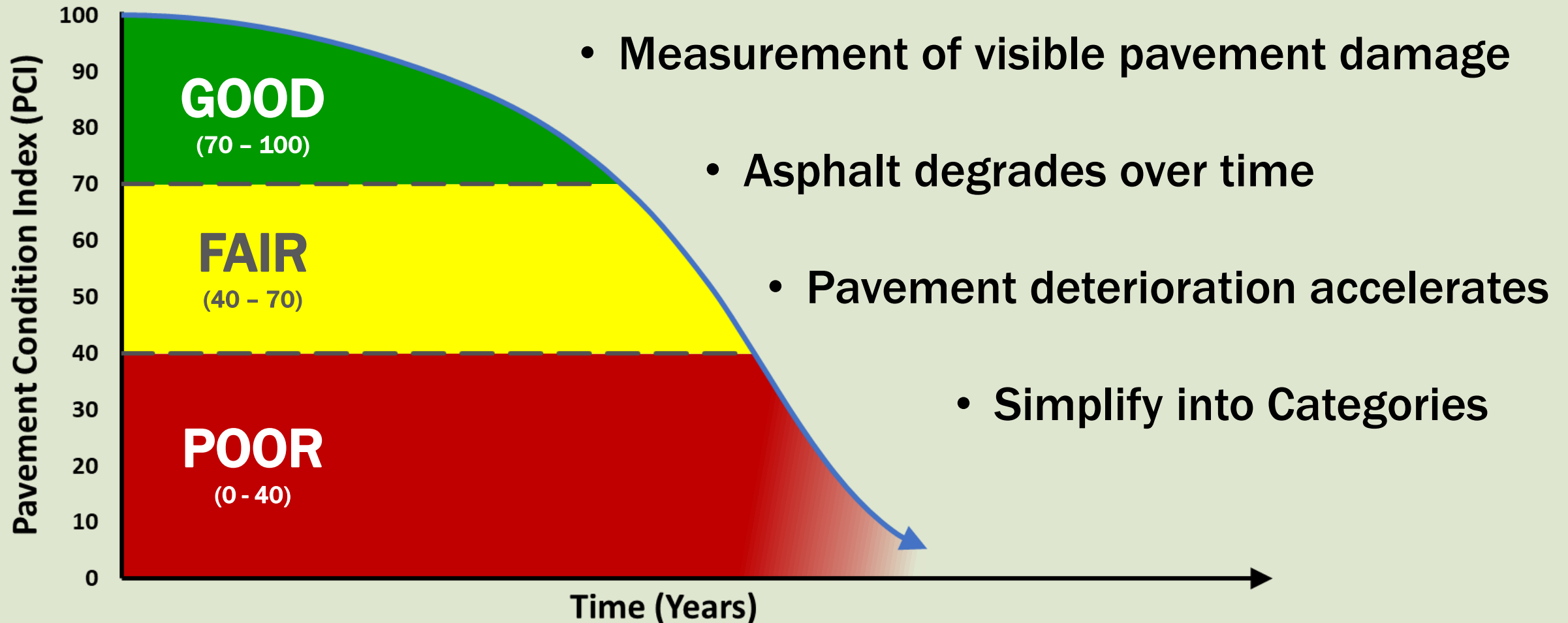
■ State of our streets

- Refers to the condition of the roadway pavement
- Does not consider condition of sidewalks, drainage issues, etc.
- Does not consider congestion (capacity) or safety issues

■ State of our Streets

- Includes all 238 centerline miles of City maintained streets
- Includes roadways with Asphalt and Concrete pavement
- Excludes private streets, alleys, and streets maintained by others (WSDOT, King County, etc.)

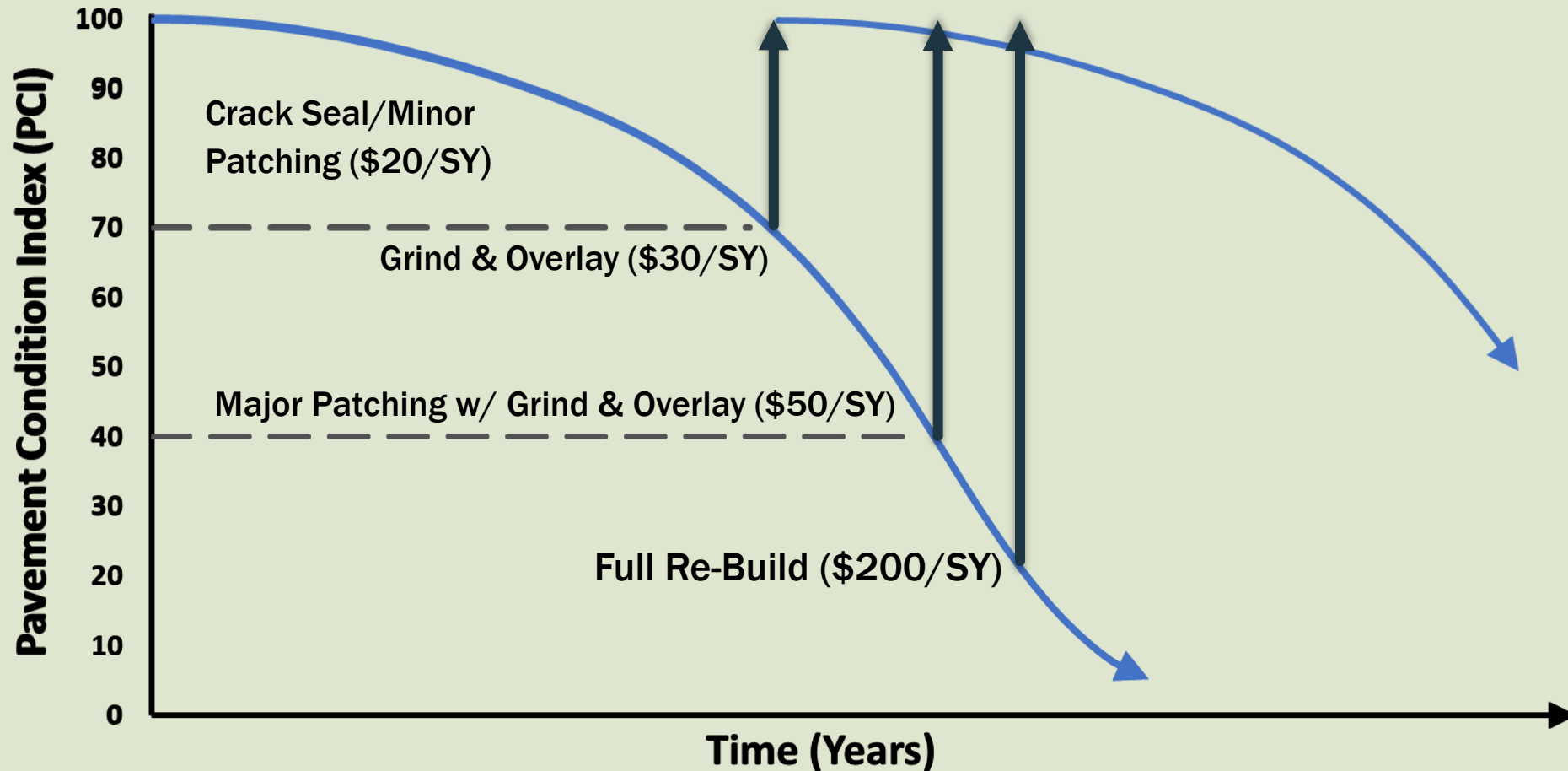
WHAT IS A PAVEMENT CONDITION INDEX?



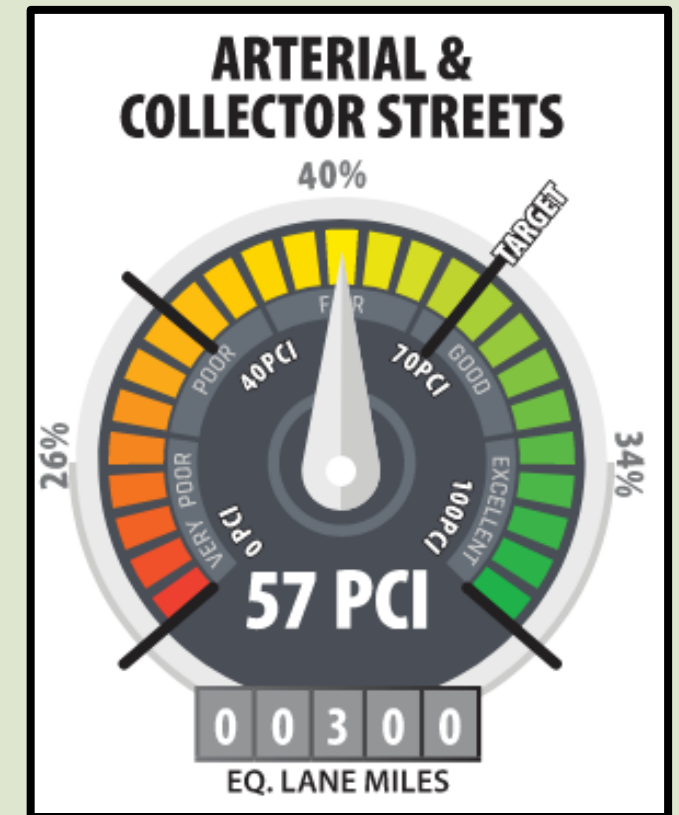
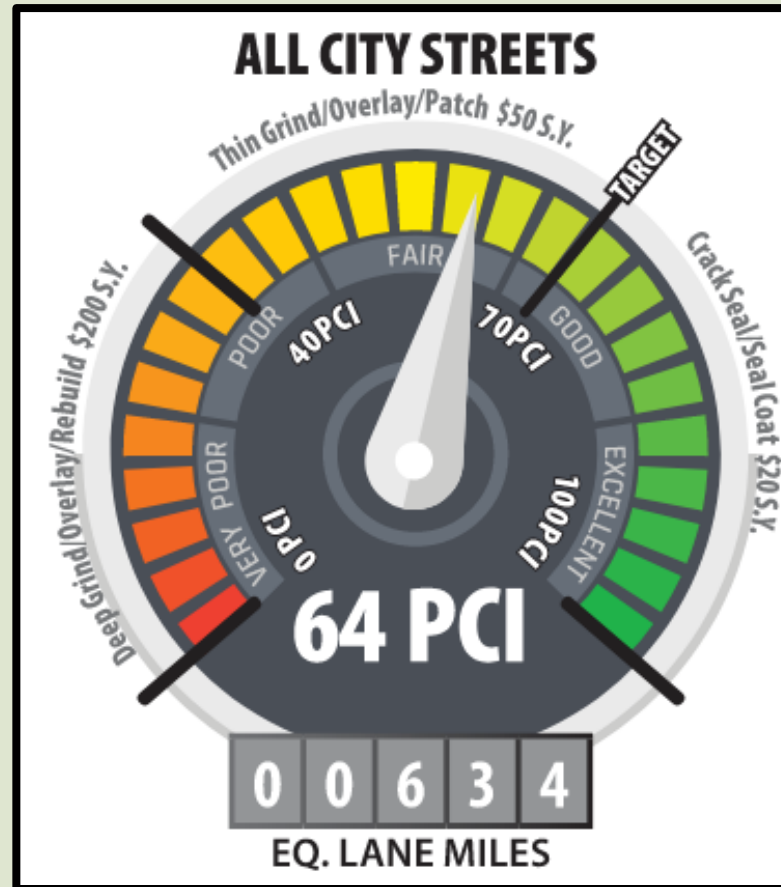
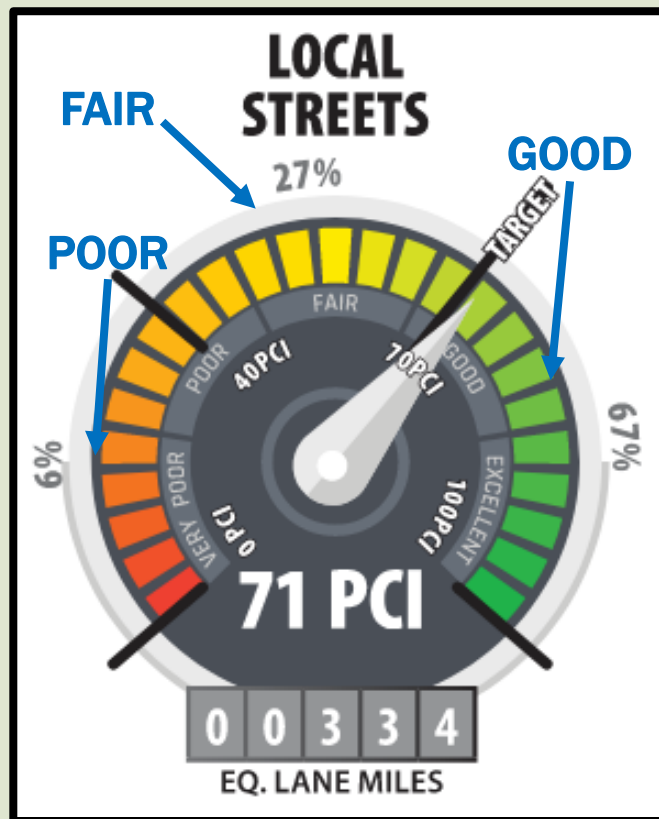
WHAT DOES PCI LOOK LIKE?



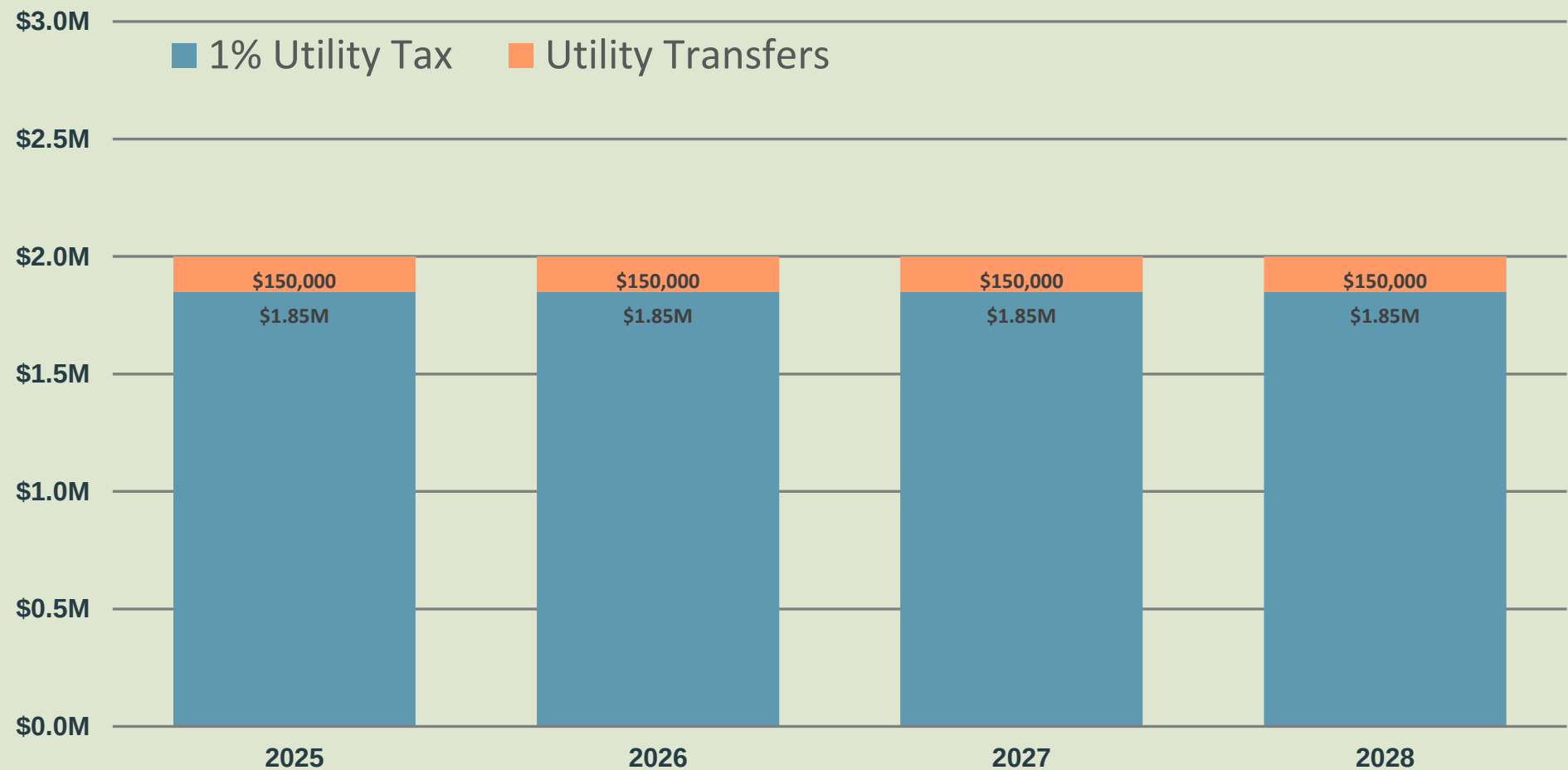
THE RIGHT TREATMENT AT THE RIGHT TIME



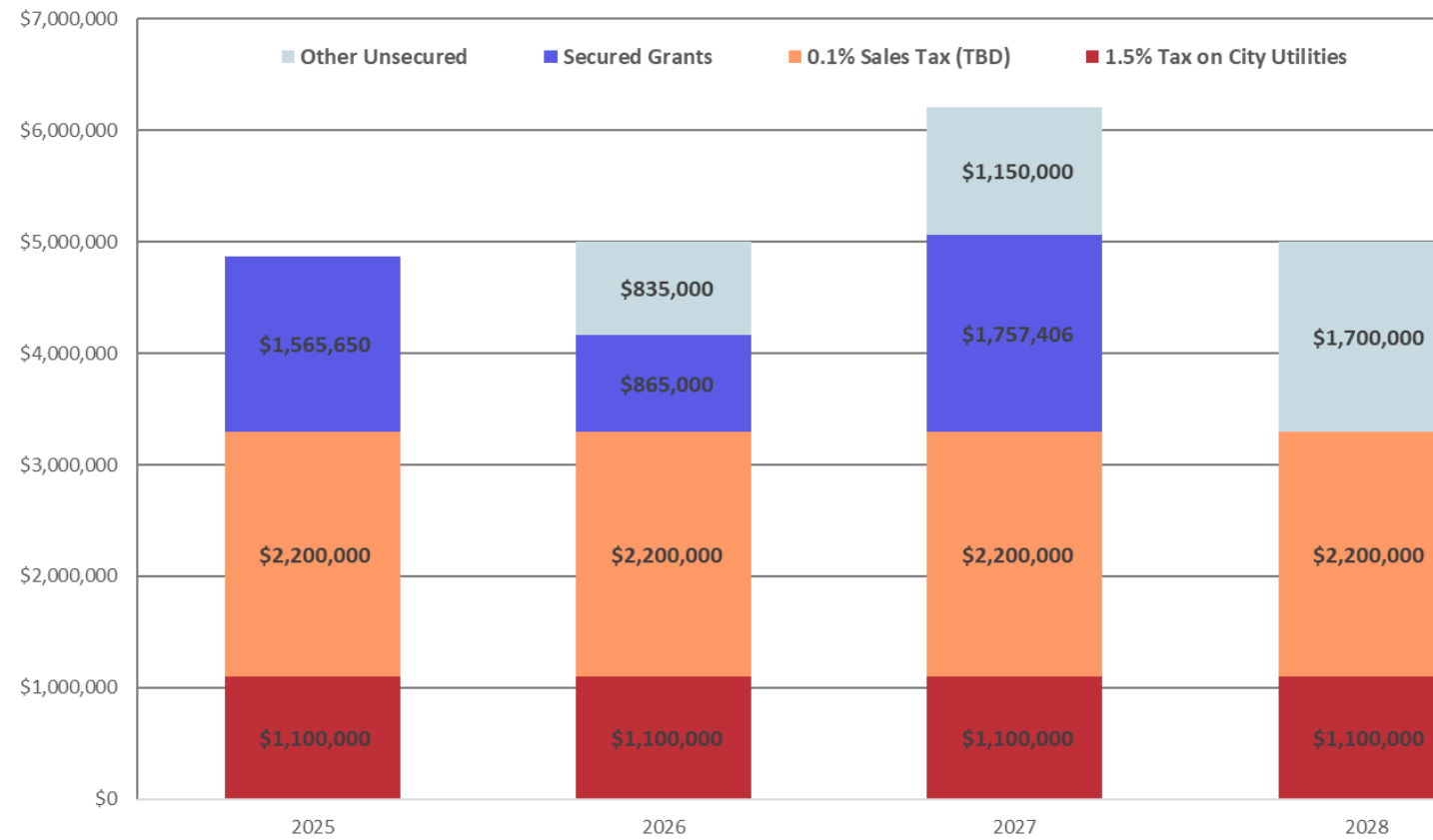
SUMMARY OF 2024 STREET CONDITIONS (DASHBOARD)



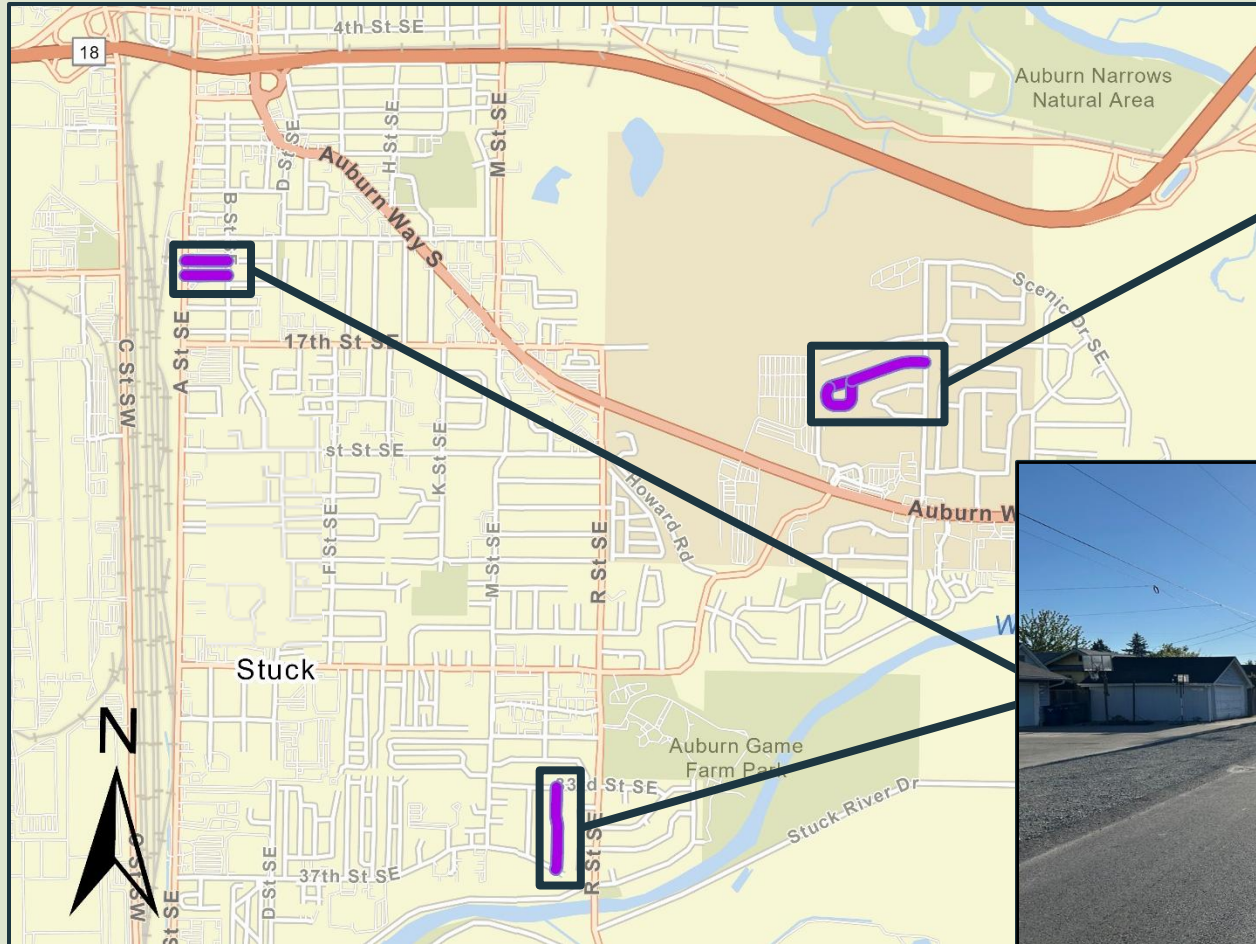
LOCAL STREET PROGRAM



ARTERIAL/COLLECTOR PROGRAM

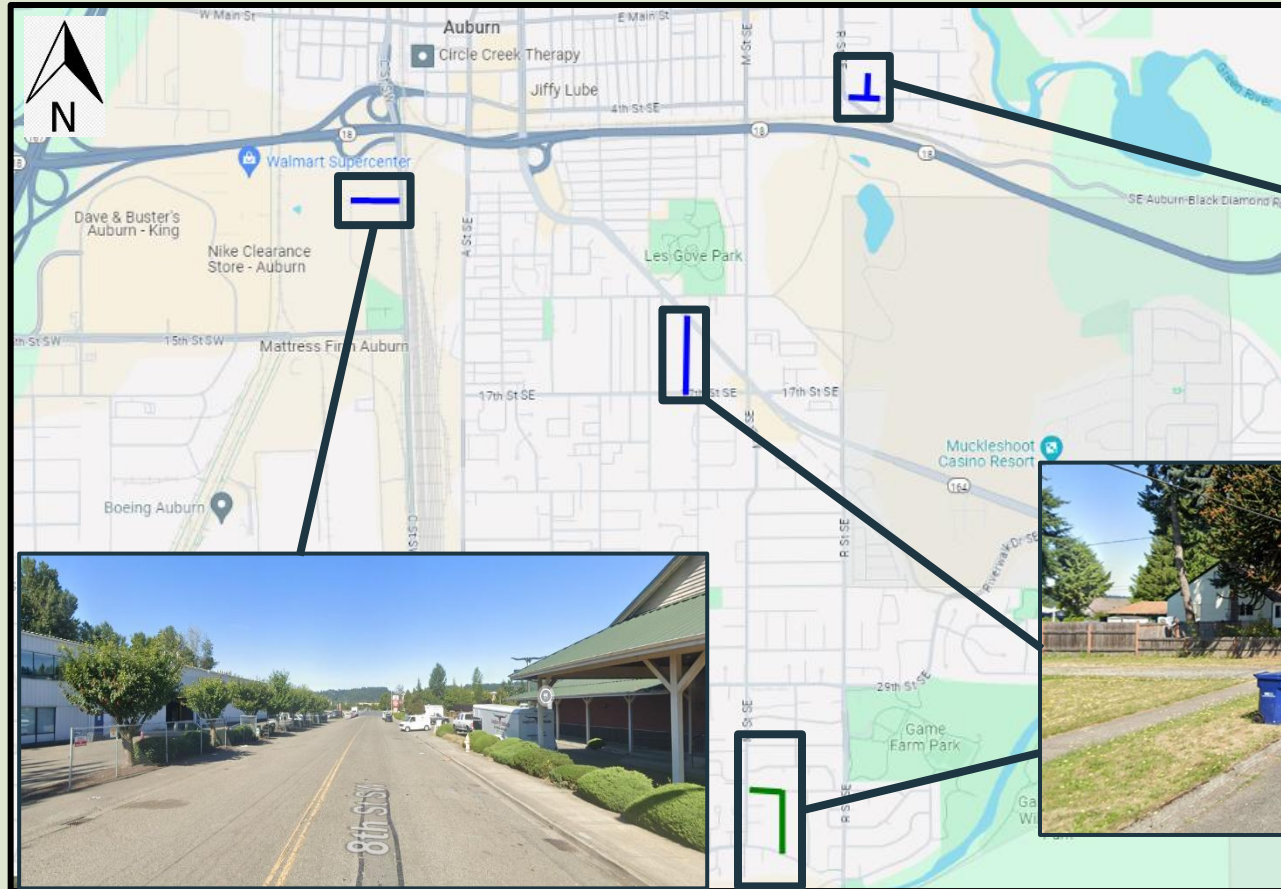


LOCAL STREETS PROJECTS COMPLETED IN 2024-2023 LOCAL STREET PRESERVATION

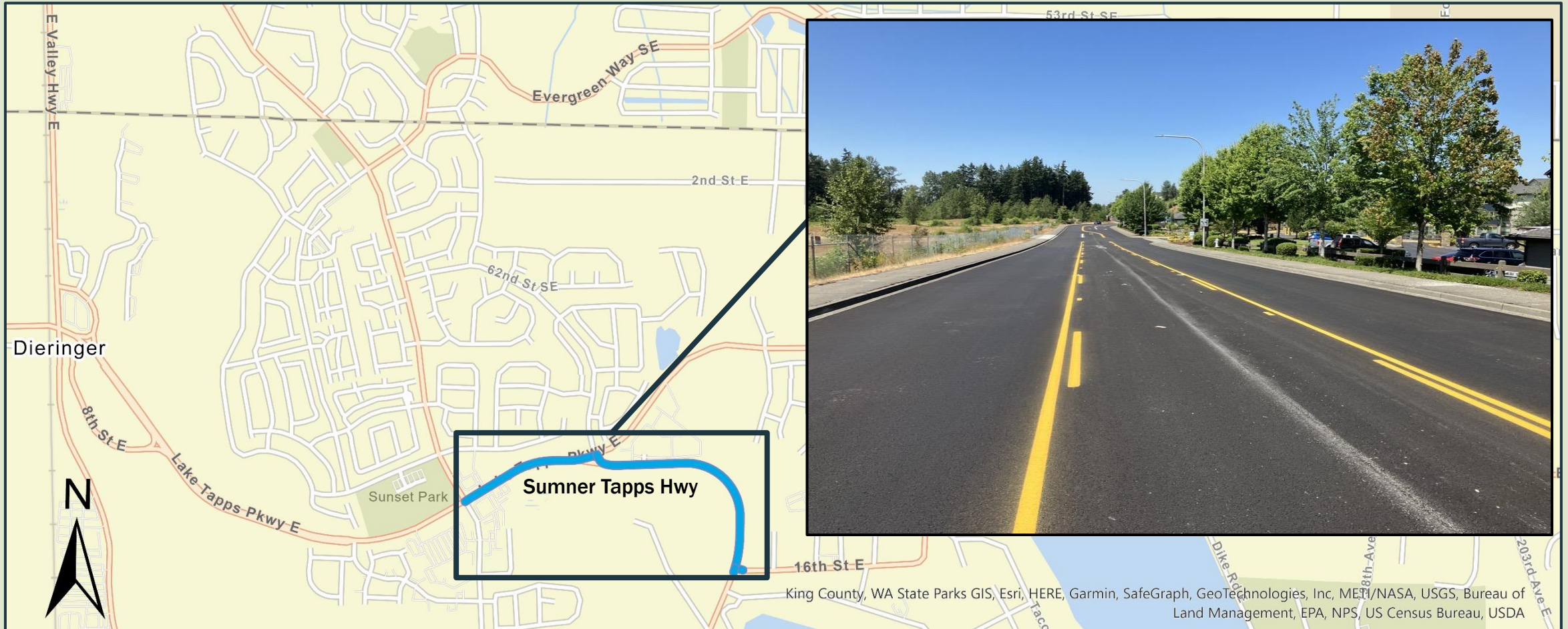


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FUTURE LOCAL STREET PRESERVATION PROJECTS – 2025 AND 2026 LOCAL STREET PRESERVATION

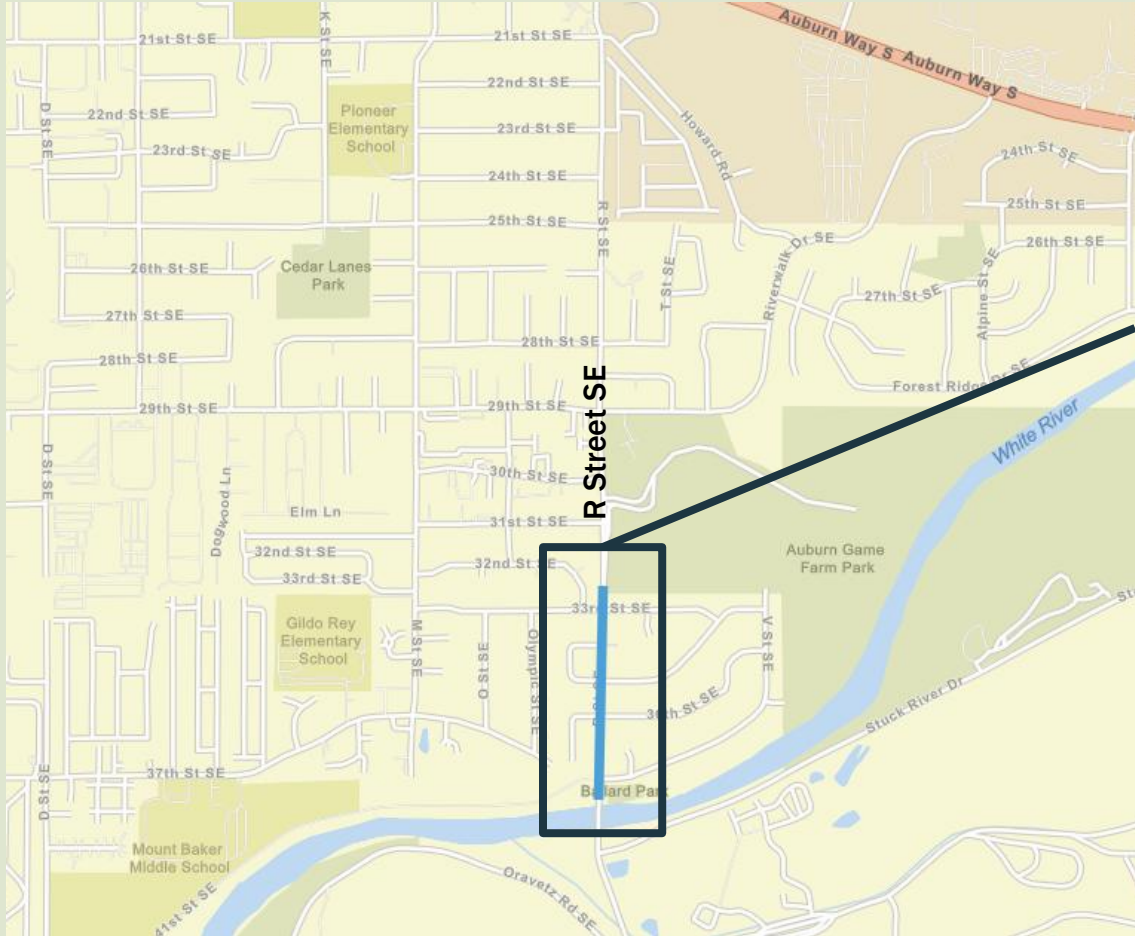


ARTERIAL/COLLECTOR PROJECTS COMPLETED IN 2024- - LAKE TAPPS PKWY/SUMNER-TAPPS HWY

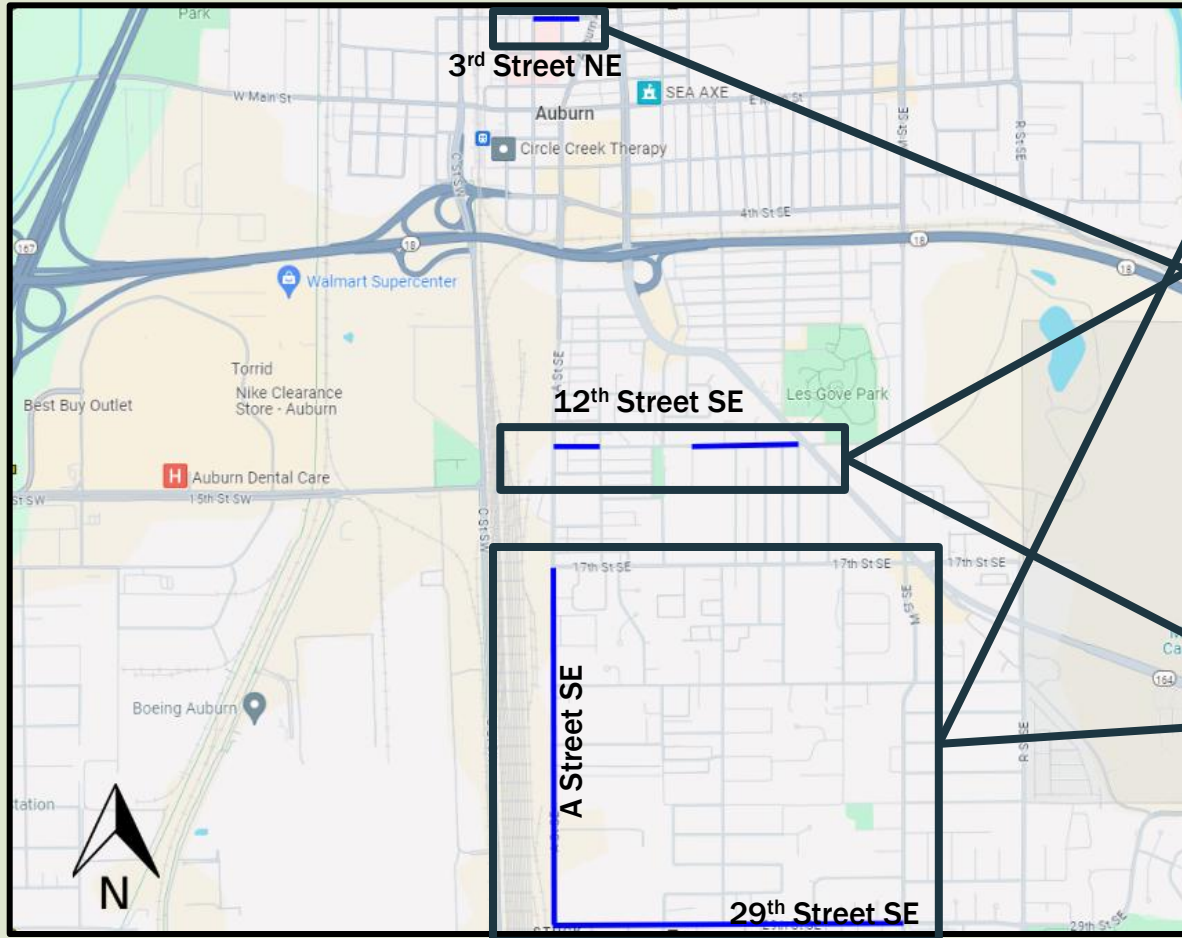


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ARTERIAL/COLLECTOR PROJECTS COMPLETED IN 2024- - R STREET SE



ARTERIAL/COLLECTOR PROJECTS COMPLETED IN 2024- - ARTERIAL PATCHING



ARTERIAL/COLLECTOR PROJECTS – 25 CONSTRUCTION

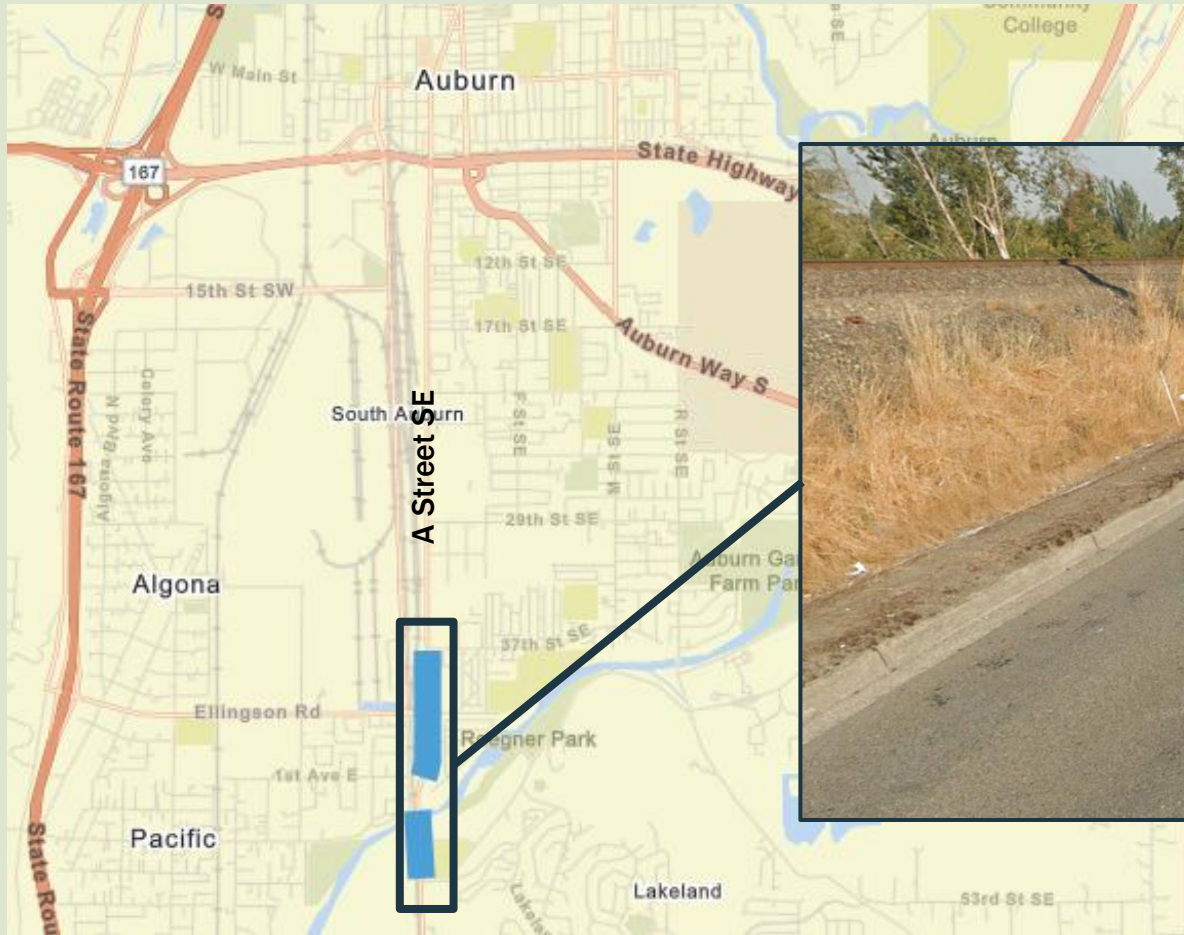
- C ST SW FROM W MAIN ST TO GSA SIGNAL



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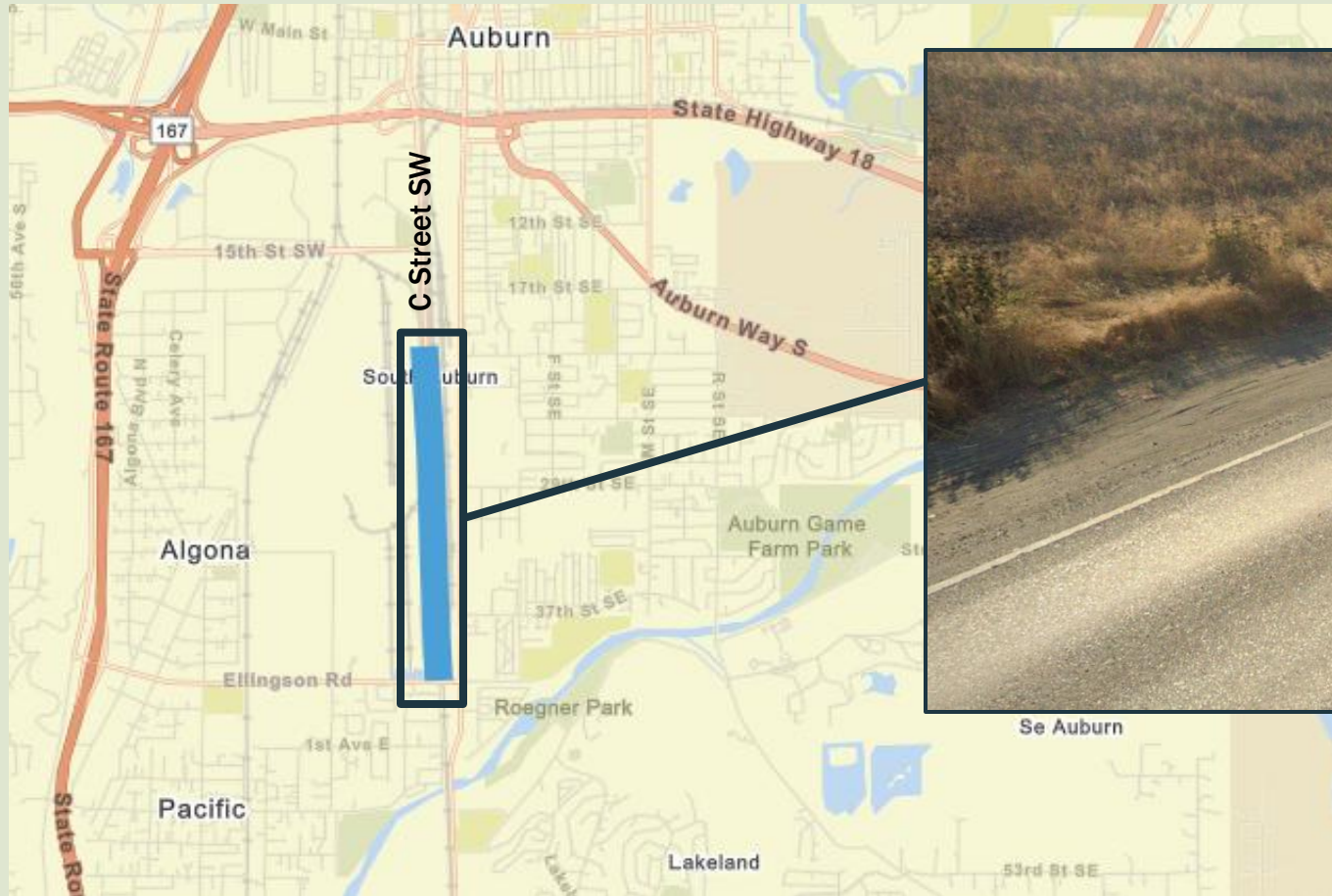
ARTERIAL/COLLECTOR PROJECTS – 25 CONSTRUCTION

- A ST SE FROM 37TH ST SE TO LAKELAND HILLS WAY



ARTERIAL/COLLECTOR PROJECTS – 26 CONSTRUCTION

- C ST SW FROM GSA SIGNAL TO ELLINGSON RD

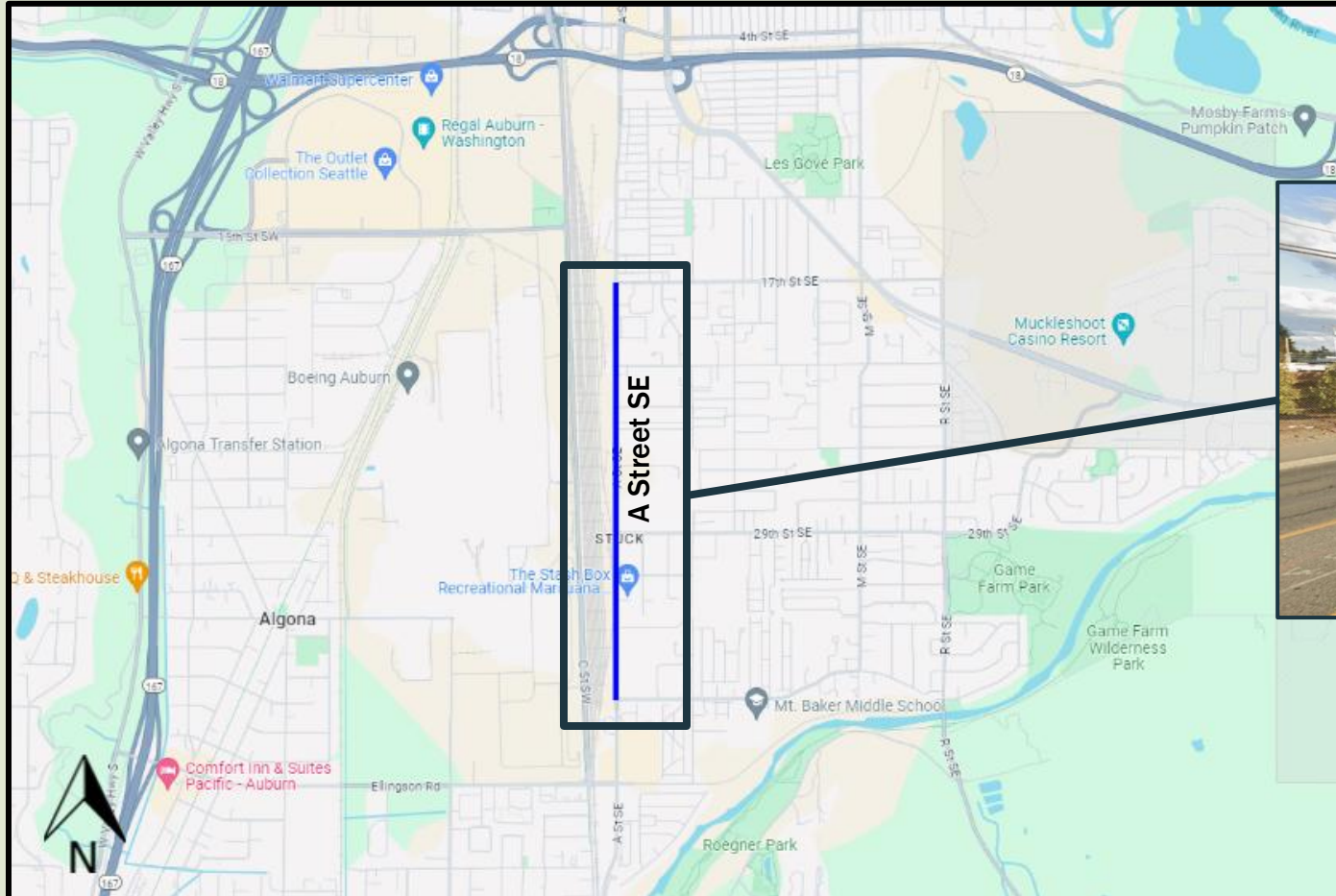


ARTERIAL/COLLECTOR PROJECTS – 27 CONSTRUCTION - LAKE TAPPS PKWY



ARTERIAL/COLLECTOR PROJECTS – 27 CONSTRUCTION

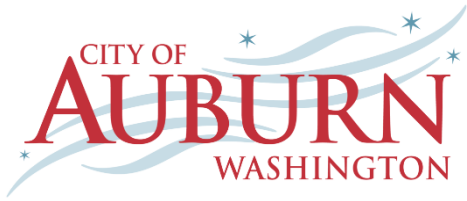
- A ST SE FROM 37TH ST SE TO 17TH ST SE



WHAT'S NEXT?

- Continue to work on identifying future preservation projects
(<https://www.auburnwa.gov/cms/One.aspx?portalId=11470638&pageId=15861698>)
- Continue to pursue grant opportunities
- Track actual revenue vs. projected
- PCI data collection and evaluation
- Summer Magazine Article
- Updated on the City's website
(www.auburnwa.gov/city_hall/public_works/transportation/street_preservation)

QUESTIONS?



AGENDA BILL APPROVAL FORM

Agenda Subject:

Transportation Impact Fee Program Overview (Gaub) (20 Minutes)

Meeting Date:

May 27, 2025

Department:

Public Works

Attachments:

TIF Presentation

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Staff will present an overview of the City's Traffic Impact Fee Program focused on the following elements:

- The purpose of Traffic Impact Fees
- How the fees are developed
- How the fees collected have made a difference
- The history of the program
- The consequences of not having a program
- Program updates and next steps

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES

TRAFFIC IMPACT FEES OVERVIEW

JACOB SWEETING AND JAMES WEBB
CITY COUNCIL STUDY SESSION
MAY 27, 2025

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

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C E L E B R A T I O N

PRESENTATION OVERVIEW

- Purpose
- TIF in Auburn
- TIF in Other Agencies
- What if no TIF?
- Updating Auburn's TIF Program
- What's Next?

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TIF PURPOSE

- Growth Management Act (GMA)
- Growth & Development Increases Demand for Transportation Infrastructure
- Concurrency requires adequate infrastructure
- Demand for transportation measured in “trips”
- Growth & Development = more trips
- Infrastructure needed to accommodate additional trips

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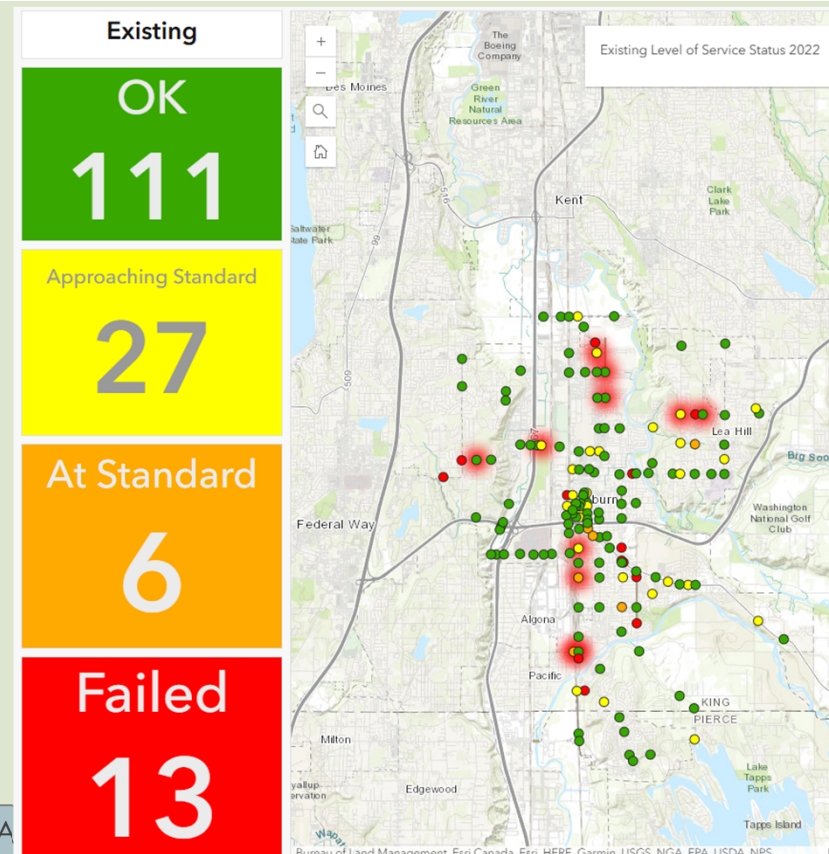
WHAT IS TIF?

- Helps pay for projects (currently vehicle capacity only)
- Proportional one-time charge
- Helps mitigate developments traffic impacts
- Existing and Outside Trips Not TIF eligible
- Projects implemented as funds available and prioritized based on concurrency needs

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HOW ARE THE TIF RATES DEVELOPED?

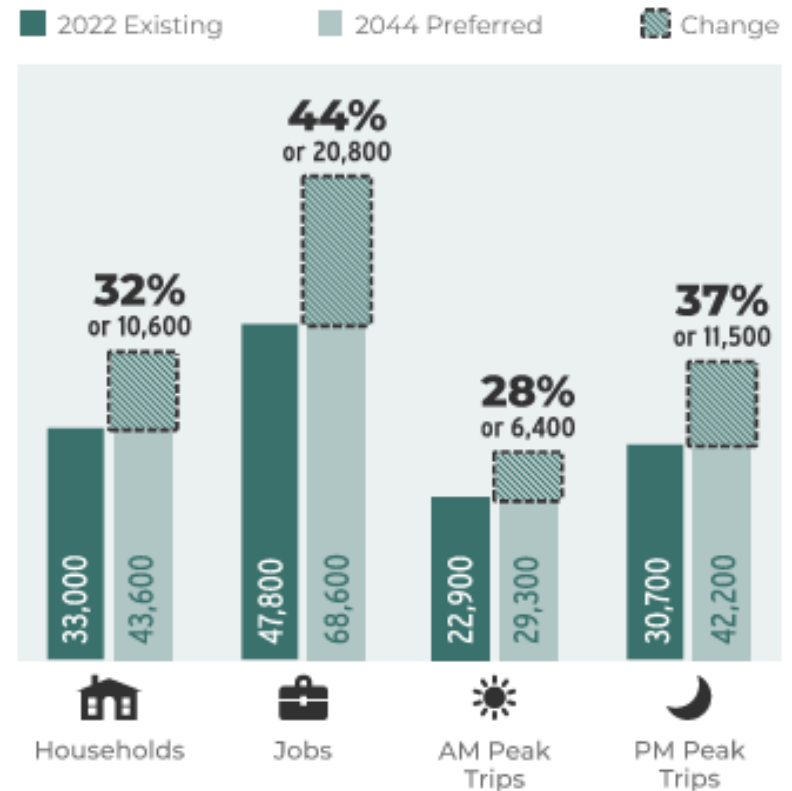
- Set Level of Service Standards (LOS)
- Evaluate Existing System
- Identify LOS Issues



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HOW ARE TRIP RATES DEVELOPED?

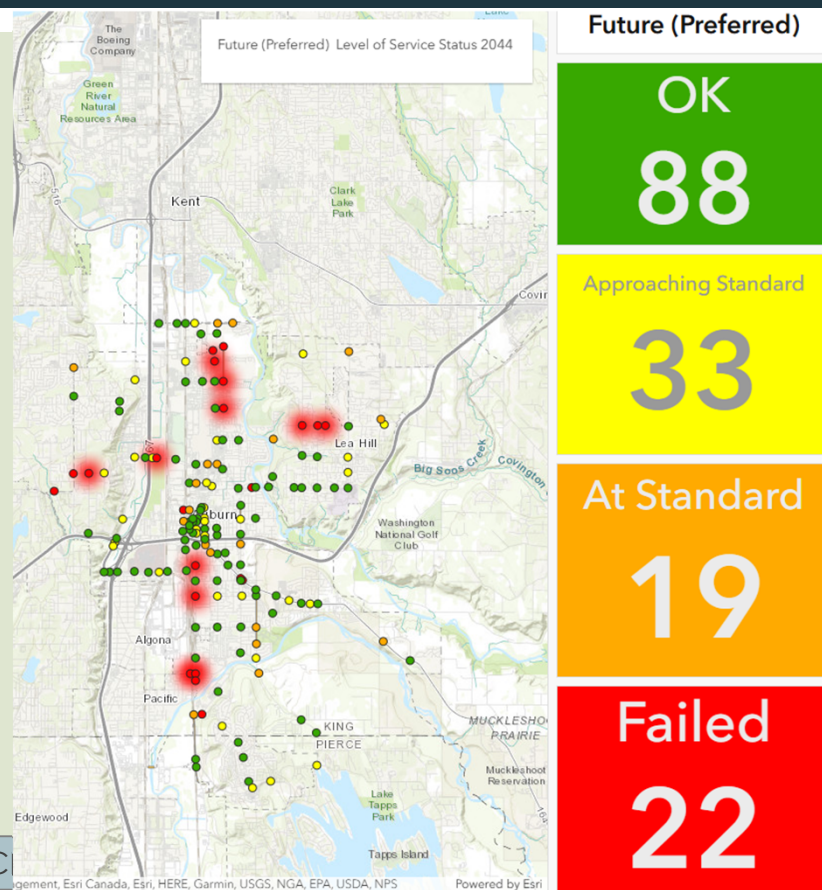
- Job and Housing Targets from Counties
- Establish Land Use Plan
- Trip Generation Created by Growth and Development



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HOW ARE TRIP RATES DEVELOPED?

- Evaluate System w/Planned Growth
- Identify LOS Issues



HOW ARE TRIP RATES DEVELOPED?

- Develop Projects to Address LOS Issues
- Estimate Project Costs
- Determine TIF Eligible Project Costs
- Establish TIF Funded Portions of Projects
- Set Trip Rates

2024 Comprehensive Transportation Plan Projects



COMP-1: Auburn Way N & 45th St NE Intersection Improve...
Intersection delays will be reduced through the replacement of the stop control with construction of a new traffic signal.



COMP-2: Auburn Way N & 42nd St NE Intersection Improve...
Intersection delays will be reduced through the restriction of left turns from 42nd St NE to Auburn Way N during PM peak hours with signage installed on...



COMP-3: I St Improvements (37th St NE - 45th St NE)
The I St NE Corridor provides access to several neighborhoods and commercial properties. To improve multi-modal safety, and meet city roadway standards,...



COMP-4: I St NE & 37th St NE Intersection Improvements
Intersection delays will be reduced through the construction of a single-lane roundabout.



COMP-5: I St NE & 30th St NE Intersection Improvements
Intersection delays will be reduced through the construction of a single-lane

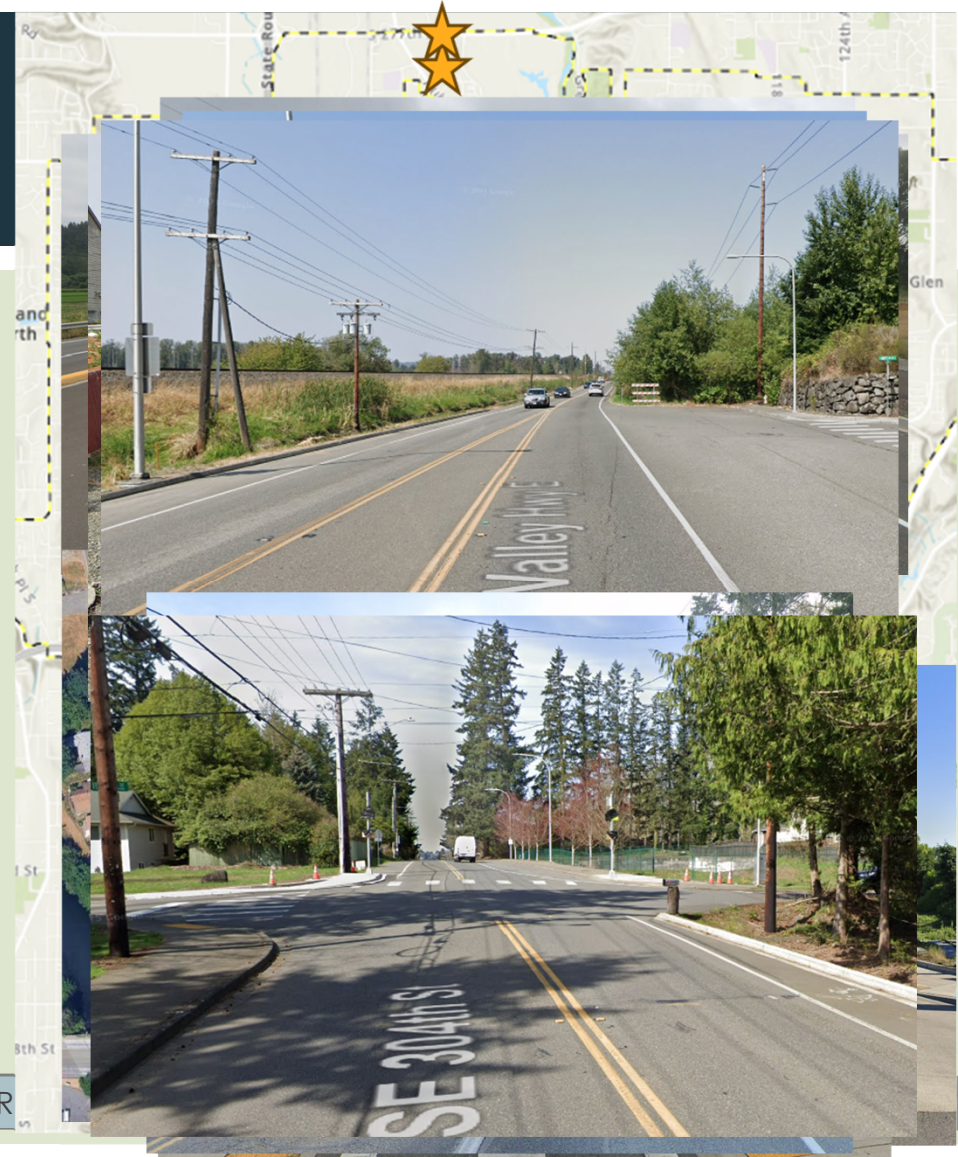


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AUBURN'S TIF PROJECTS

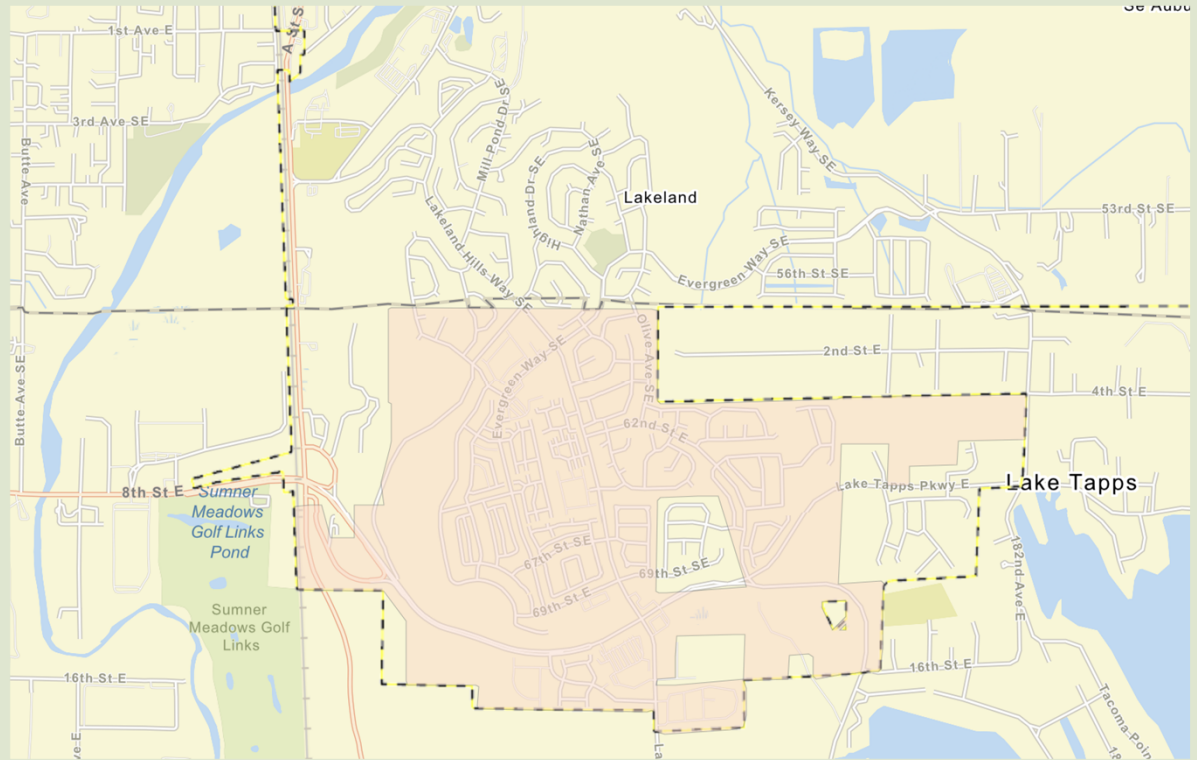
- The TIF program collected about \$20M through 2024
- \$131M of Projects Complete = leveraging TIF
- M Street SE Grade Separation
- A Street NW Corridor
- Multiple projects on AWS from Muckleshoot Plaza to Poplar Street
- S 277th Street Widening
- F Street Non-Motorized Improvements
- 22nd & I Street NE Roundabout
- Garden Avenue Realignment
- 10th Street & A Street NW Signal
- 49th Street NE Widening
- East Valley Hwy Widening
- Lea Hill Road & 104th Roundabout
- SE 304th Street & 116th Roundabout

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AUBURN'S TIF PROGRAM

- Prior to TIF
 - Traffic Mitigation Agreements
 - Lakeland PUD
- TIF Adopted in April 2001 w/Ordinance 5506
 - City Fee Schedule/ITE Manual
 - Permits/licenses associated with growth that increases trips
 - Deferral and Credits
 - Exemptions
 - Truck factor

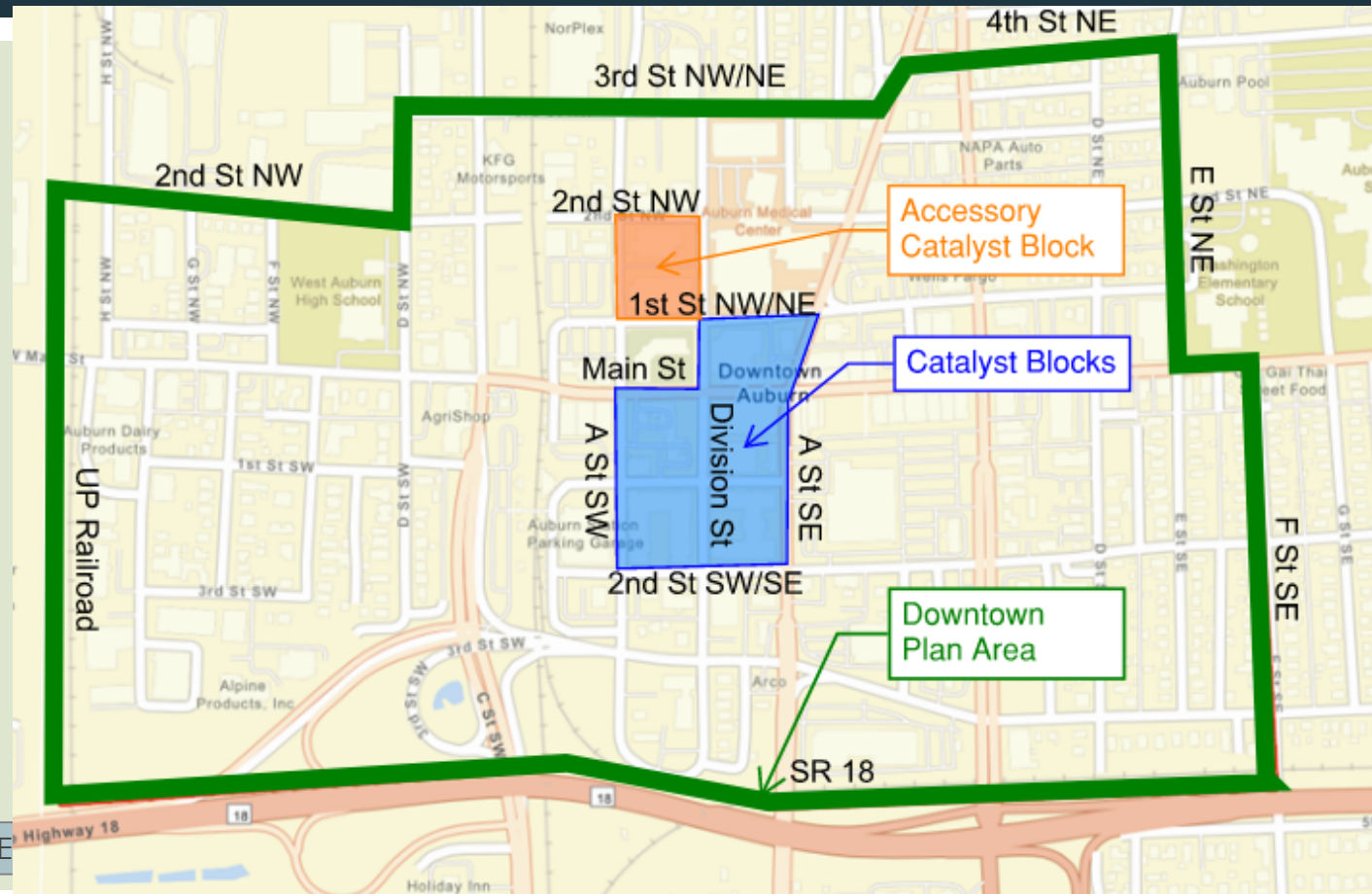


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AUBURN'S TIF PROGRAM

■ TIF in Downtown

- 2001 – 2007, TIF in Downtown Plan Area paid by City's General Fund
- 2008 – 2017, TIF in Downtown Catalyst Blocks Paid by City's General Fund
- 2013 to Current, Approx. 25% Reduction in Downtown Plan Area
- 2008 – 50% TIF Reduction in Accessory Catalyst Block



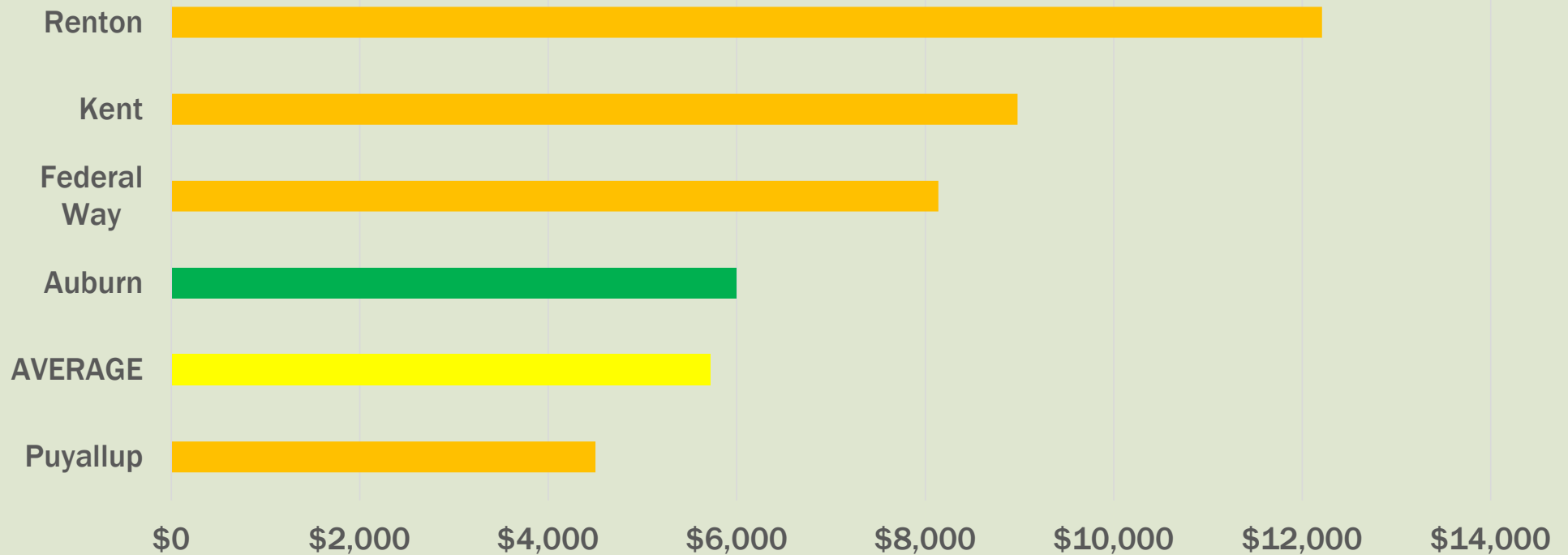
AUBURN'S TIF PROGRAM

- Fees have not changed since January 2024
- Current per trip fee
 - Downtown \$4,497 (average)
 - Citywide \$5,996
- Typical Fees
 - Single family detached residential \$6,575, \$5,326 downtown (per unit)
 - Fast food w/drive through \$66, \$49 downtown (per sf)
 - Small Retail \$18, \$13 downtown (per sf)
- Credits Approach
 - Credit stays w/property
 - Credit for previous TIF payments
 - Credit for previous use

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OTHER TIF PROGRAMS

2024 Per Trip Fee



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A WORLD WITHOUT TIF

- Under funded capacity projects not completed.
 - Development projects directly fund/build projects.
 - Development moratorium
 - Decrease level of service standards
- Increased housing costs
- Stifled economic development
- Increased traffic congestion, delays
- Incomplete non-motorized network
- Impeded transit and freight movement

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UPDATING AUBURN'S TIF PROGRAM

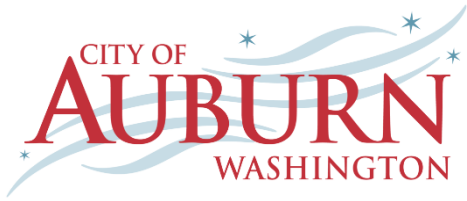
- Align with the Comprehensive Plan
 - Multimodal LOS Standards
 - New/Modified Projects
- Address new regulatory requirements
 - Middle Housing/Proportionality
- Increase transparency, predictability, flexibility
- Incorporate district approach to downtown



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NEXT STEPS

- June 9 - Discuss fee schedule update to address requirement for housing proportionality
- June 16 - Resolution to adopt updated 2025 fee schedule
- July 28 – Discuss updated 2026 TIF program, fees, and code
- August 4 – Ordinance to adopt updated TIF code
- October - 2026 Fee schedule (discussion and adoption)



AGENDA BILL APPROVAL FORM

Agenda Subject:

2026-2031 Transportation Improvement Program (Gaub) (20 Minutes)

Meeting Date:

May 27, 2025

Department:

Public Works

Attachments:

2025 TIP Presentation , 2026 TIP
Project Sheets

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Staff will present and discuss the proposed annual update to the City's Transportation Improvement Program (TIP). The TIP identifies projects and programs needed to address transportation needs over the next 6-year period. RCW 35.77.010 requires the City to create a TIP and update it at least once per year. The TIP identifies secured or reasonably expected revenues and expenditures for each of the projects and programs included in the TIP.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES

2026-2031 TRANSPORTATION IMPROVEMENT PROGRAM

JAMES WEBB, SENIOR TRAFFIC ENGINEER
MAY 27, 2025

Public Works Department

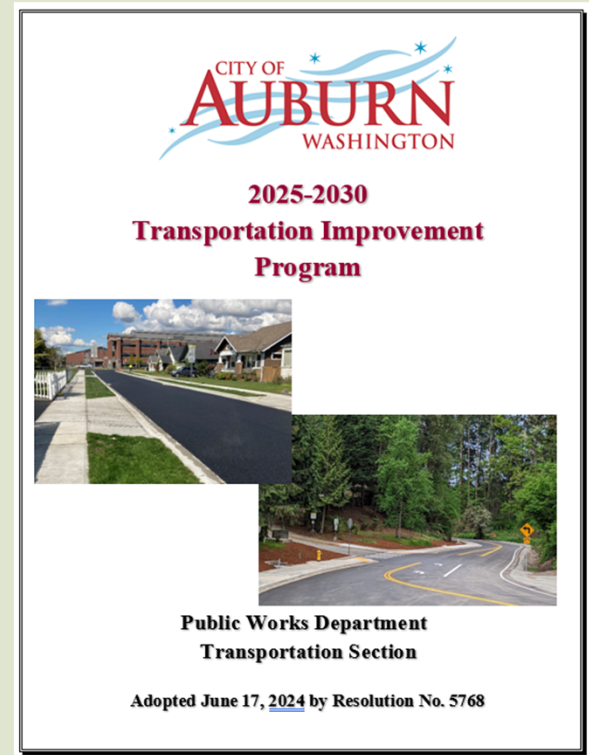
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TIP OVERVIEW

- RCW 35.77.010 requires the City to create a TIP
- Six-year plan for transportation facilities
- Financially Constrained
 - Reflects reasonably anticipated revenues
- Used to
 - identify priorities
 - program funds
 - required for grant applications
 - coordinate with utility and development projects
 - develop the capital facilities plan and budget
 - plan and program Transportation Benefit District funds



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ANNUAL TIP UPDATE

- Required to be updated by June 30 each year
- Requires Public Hearing
- Discussed with Transportation Advisory Board for feedback
- May be modified throughout the year with public hearing, council action
- Annual Update
 - Removes projects (completed projects, changing needs/priorities)
 - Adds new projects (grant applications, emerging needs/funding)
 - Modifies projects
 - Modifications to project descriptions
 - Changes to anticipated funding/costs
 - Modification to project costs
 - Modification to project timing

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PROJECTS TO BE REMOVED/ADDED

- 6 Projects are proposed to be removed (under construction in 2025 or complete)

- Downtown Infrastructure Improvement Project (I-7)
- Lea Hill ITS Expansion (I-9)
- A Street SE Preservation (37th St SE to Lakeland Hills Way) (P-10)
- 2025 Local Street Preservation (P-17)
- Stewart Road (Lake Tapps Pkwy Corridor) (R-2)
- 49th Street Widening (AWN to D St NE) (R-8)

- 4 new projects are proposed to be added

TIP Dashboard - <https://tinyurl.com/TIP-Map>

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NEW PROJECT #1

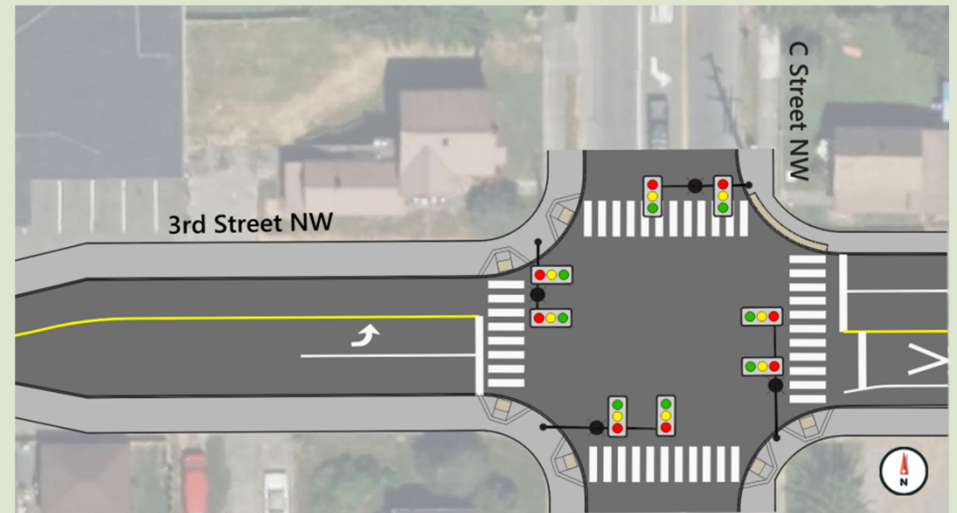
- I-6: Auburn Way S/17th Street SE/M Street SE
 - COMP-22
 - Widen westbound 17th Street to create dual right-turn lanes
 - Needed to address vehicle delay
 - Preliminary design including coordination with WSDOT starts in 2029



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NEW PROJECT #2

- **I-8: C St NW/3rd St NW
Intersection Improvements**
 - COMP-20
 - Widen eastbound 3rd Street NW to match the eastbound approach
 - Replace signal approaching end of service life
 - Needed to address vehicle delay
 - Uses funding from the signal replacement program (I-1)
 - Design in 2026



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NEW PROJECT #3

■ P-5: 2027 Local Street Preservation Project

- **Street selection is being finalized**
- **Funded from the local street preservation program (P-2)**
- **Design in 2025/26 for construction in 2027**



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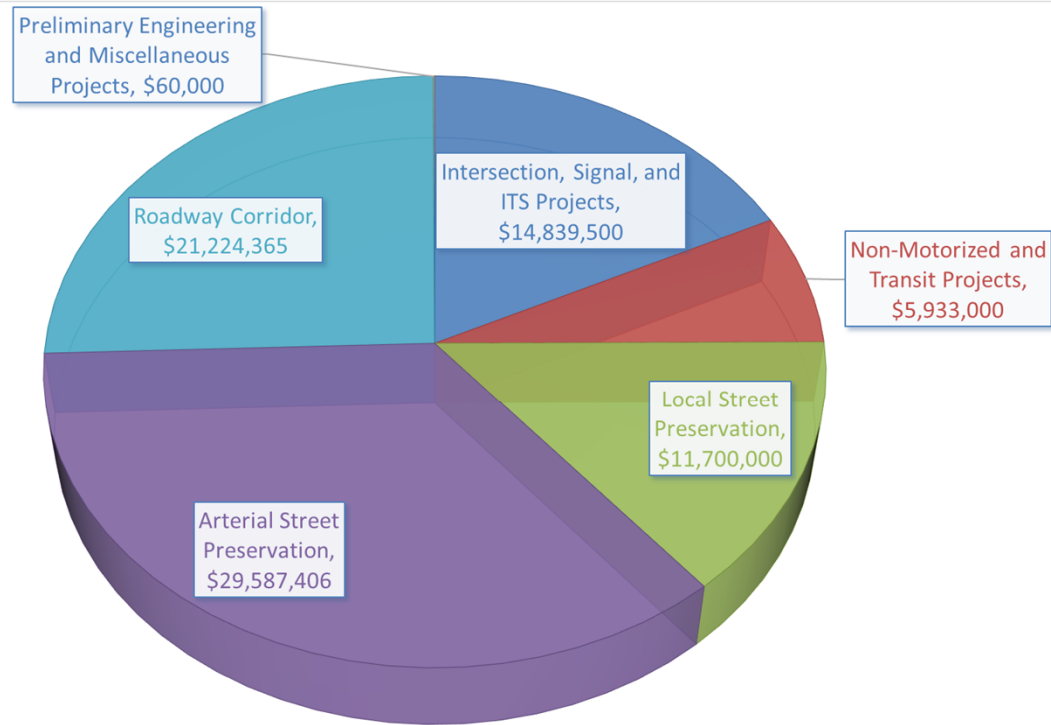
NEW PROJECT #4

- **P-11: West Valley Highway/15th Street SW Preservation**
 - Local funding from the arterial street preservation program (P-1)
 - TIB grant funding will be applied for later this year
 - Design in 2026 for construction in 2027



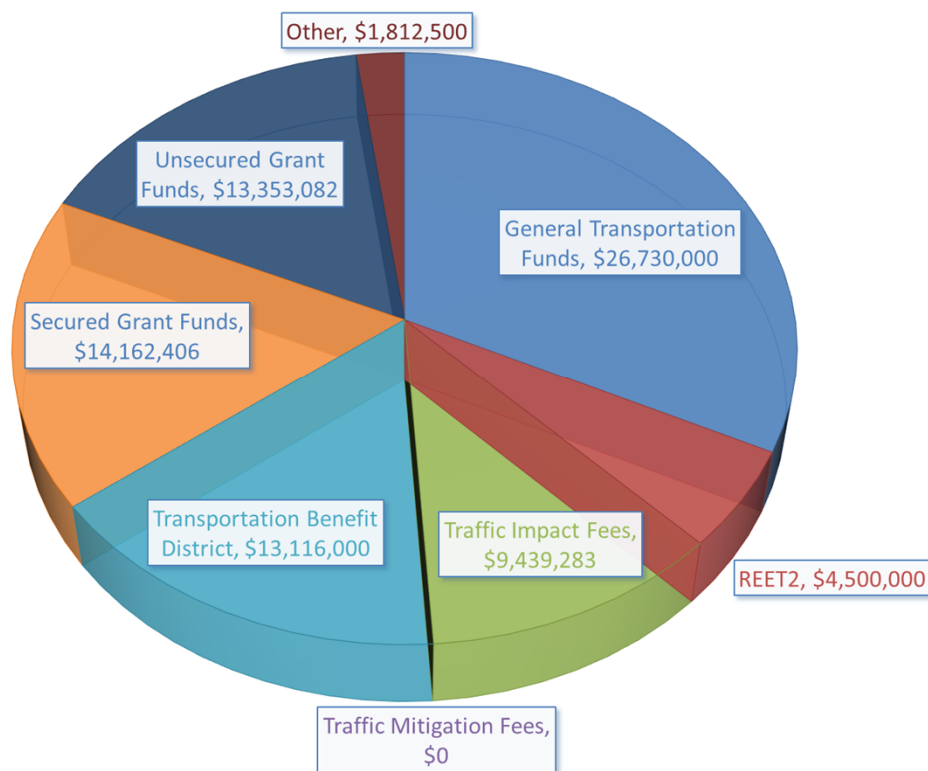
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FUNDING BY PROJECT TYPE



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FUNDING BY SOURCE



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TRANSPORTATION BENEFIT DISTRICT - OVERVIEW

- **Funded by 0.1% sales tax increase effective Jan 1, 2023**
 - Authorized for 10 years
- **Provides funds for transportation improvements**
- **Reporting requirement if project costs increase by 20% or more**
- **The TIP fulfills the annual reporting requirement**

- **Additional revenue can be collected through enactment of a vehicle license fee**
- **May be needed if unsecured non-city funding (grant) need is not met**

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TRANSPORTATION BENEFIT DISTRICT - STATUS

■ Programmed for arterial preservation:

- P-1 - Arterial preservation program
- P-7 – C Street SW Preservation (GSA to Ellingson Road)
 - \$865,000 matching Federal Grant Award
- P-8 – A Street SE Preservation (17th St SE to 37th St SE)
 - \$965,000 matching Federal Grant Award
- P-11 – West Valley Hwy/15th Street SW
 - \$1,850,000
- R-7 – M Street NE Widening (E Main St to 4th St NE)
 - \$400,000 to cover the replacement of the pavement
- R-13 – R Street SE Widening (22nd St SE to 33rd St SE)
 - \$1,000,000 to cover the replacement of the pavement

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NEXT STEPS

- June 2nd – Consent to set the Public Hearing
- June 9th – Second Discussion with City Council (if needed)
- June 16th – Public Hearing and Adoption via Resolution

Transportation Improvement Plan - Financial Summary

General Revenues Forecast

1.0% Utility Tax	\$10,800,000
1.5% City Utility Tax	\$6,600,000
School Zone Photo Enforcement	\$4,230,000
State Entitlements - Multimodal Transportation (City)	\$715,500
Utility Fund Transfer In	\$900,000
Investment and Interest Income	\$336,500
Motor Vehicle Fuel Tax (MVFT)	\$3,180,000
Subtotal General Transportation Funds	\$26,762,000
TIP Expenditures	\$26,730,000
General Revenues (Revenues - Expenditures)	\$32,000

Traffic Mitigation

Traffic Mitigation Fees Collected	\$0
TIP Expenditures	\$0
Traffic Mitigation (Revenues - Expenditures)	\$0

Transportation Benefit District (TBD)

0.1% Sales Tax	\$13,116,000
\$20 Car Tabs	\$0
Other Revenue Option 1	\$0
Other Revenue Option 2	\$0
Subtotal Transportation Benefit District Funds	\$13,116,000
TIP Expenditures	\$13,116,000
TBD (Revenues - Expenditures)	\$0

Other Revenues

Development	\$1,512,500
Agency Partnerships	\$0
Sidewalk Repair Fees	\$300,000
Fee-In-Lieu	\$0
Public Works Trust Fund Loan	\$0
Subtotal Other Funds	\$1,812,500
TIP Expenditures	\$1,812,500
Other Revenues (Revenues - Expenditures)	\$0

REET 2

REET2 Transfer In	\$4,500,000
TIP Expenditures	\$4,500,000
REET2 (Revenues - Expenditures)	\$0

Traffic Impact Fees

2026 Budgeted Impact Fees	\$2,269,400
Annual Collection	\$1,434,883
Collection 2027-2031	\$7,174,414
Traffic Impact Fees Collected	\$9,443,814
TIP Expenditures	\$9,439,283
TIF (Revenues - Expenditures)	\$4,531

Non-City Funds (Grants)

Secured Non-City Funds	\$14,162,406
Unsecured Non-City Funds	\$13,353,082
Non-City Funds	\$27,515,488

Summary

Total Revenues	\$83,149,802
TIP Expenditures	\$83,113,271
TIP (Revenues - Expenditures)	\$36,531

Project Title:	Traffic Signal Replacement Program	TIP# I-1
Project No:	TBD	
Project Type:	Asset Management	STIP# AUB-N/A

Project Description:

This program will replace the existing traffic signal poles that are approaching the end of their service life, are damaged, or do not meet ADA requirements. The program funds one signal replacement every 5 to 6 years. This program funds stand-alone signal replacement projects and/or signal replacements being included with other projects.

Project Need:

Replacing traffic signals as they approach or are at the end of their service life, is critical to maintaining the City's transportation systems.

Project Status:

Funding for has been allocated to I-8 which will replace the existing signal at the C Street NW/3rd Street NW intersection. The program will then fund the start of the design of the next signal replacement followed by construction as funding allows.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	350,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	350,000
Capital Expenditures:		
Pre-Design	-	-
<i>Design</i>	-	350,000
<i>Right of Way</i>	-	-
<i>Construction</i>	-	-
<i>Other</i>	-	-
Total	-	350,000

* Prior amounts not shown for on-going programs.

Project Title:	Annual Traffic Signal Improvement Program	TIP# I-2
Project No:	gcbsd07	
Project Type:	Asset Management, Operations	STIP# AUB-N/A

Project Description:

The program will replace end of life traffic signal and Intelligent Transportation System (ITS) equipment including cabinets, video detection cameras, field network devices, traffic cameras, battery backup components, and other related equipment. The program also includes minor safety improvements, operations improvements, and accessible pedestrian signal Improvements based on the requirements of the Americans with Disabilities Act (ADA).

Project Need:

The project is needed to maintain and replace existing signal equipment.

Project Status:

Program is on-going.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	1,200,000
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non City	-	-
Other	-	-
Total	-	1,200,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	-
Right of Way	-	-
Construction	-	1,200,000
Other	-	-
Total	-	1,200,000

* Prior amounts not shown for on-going programs.

Project Title:	ITS Dynamic Message Sign Program	TIP# I-3
Project No:	asbd16	
Project Type:	Operations	STIP# AUB-N/A

Project Description:

This program supports the City's Intelligent Transportation Systems (ITS) with the installation of Dynamic Message Signs (DMS) at various locations throughout the City. Dynamic message signs are an important tool for communicating with roadway users in real time. This program funds the design and installation of one DMS every 6-years as either stand-alone projects and/or DMS being included with other projects.

Project Need:

This program funds the placement of dynamic message signs at locations identified in the Comprehensive Transportation Plan to help provide a more resilient and efficient transportation system.

Project Status:

Location prioritization and selection underway. New ITS sign is on East Valley Highway is included in the East Valley Highway Widening project.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	270,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non City	-	-
Other	-	-
Total	-	270,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	35,000
Right of Way	-	-
Construction	-	235,000
Other	-	-
Total	-	270,000

* Prior amounts not shown for on-going programs.

Project Title:	Street Lighting Improvement Program	TIP# I-4
Project No:	gcbsd09	
Project Type:	Operations, Safety	STIP# AUB-N/A

Project Description: This annual program provides for street lighting projects throughout the City, including converting existing lights to LED and installing additional new street lighting at strategic locations to address specific transportation safety needs.		
Project Need: Converting existing standard street lights to LED supports the reduction of greenhouse gas emissions and can provide more uniform lighting. Adding new street lights can help support transportation safety.		
Project Status: Program is on-going.		
Project Funding:		
	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	300,000
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non City	-	-
Other	-	-
Total	-	300,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	-
Right of Way	-	-
Construction	-	300,000
Other	-	-
Total	-	300,000

* Prior amounts not shown for on-going programs.

Project Title:	Harvey Rd NE/8th St NE Intersection Improvements	TIP# I-5
Project No:	CP0611	
Project Type:	Capacity	STIP# AUB-N/A

Project Description:

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

Project Need:

This project addressed roadway capacity needs.

Project Status:

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

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	1,563,639	243,560
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non City	-	-
Other (PWTFL)	1,527,300	-
Total	3,334,499	243,560

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	327,500	-
<i>Right of Way</i>	200,400	-
<i>Construction</i>	1,203,900	-
<i>Other</i>	1,359,139	243,560
Total	3,334,499	243,560

Project Title:	Auburn Way S/17th Street SE	TIP# I-6
Project No:	TBD	
Project Type:	Capacity	STIP# AUB-N/A

Project Description:

The project will widen the southbound 17th Street SE approach to Auburn Way S to create a double right-turn where the curb lane feeds directly to northbound M Street SE and the inside lane connects with westbound Auburn Way S. Eastbound Auburn Way S will also be rechannelized at the M Street intersection to convert the outside through lane into a shared through/right-turn lane.

Project Need:

The project addresses an existing intersection delay level of service issue and provides capacity for future growth and development.

Project Status:

Preliminary design, including coordination with WSDOT will be started in 2029.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		-	-
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		-	100,000
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
Secured Non-City		-	-
Unsecured Non City		-	-
Other (Development)		-	-
Total	100,000	-	100,000
Capital Expenditures:			
Pre-Design		-	100,000
Design		-	-
Right of Way		-	-
Construction		-	-
Other		-	-
Total	100,000	-	100,000

Project Title:	C St NW and 3rd St NW Intersection Improvements	TIP# I-8
Project No:	TBD	
Project Type:	Capacity	STIP# AUB-N/A

Project Description:

The project will widen eastbound 3rd Street NW to create a three lane approach to the intersection to match the existing westbound approach. This allow for the addition of a dedicated eastbound left-turn lane, and modifications to the traffic signal operations to allow protected/permissive left-turn movements on all four approaches.

Project Need:

The project addresses an existing intersection delay level of service issue and provides capacity for future growth and development.

Project Status:

Funding for this project is provided from the signal replacement program (I-1). Design is programmed for 2026 followed by construction in 2027 or as funding allows.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	1,810,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	70,000
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non City	-	-
Other (Development)	-	-
Total	1,880,000	1,880,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	270,000
Right of Way	-	70,000
Construction	-	1,540,000
Other	-	-
Total	1,880,000	1,880,000

Project Title:	R Street SE/21st Street SE Roundabout	TIP# I-10
Project No:	CP2308	
Project Type:	Capacity, Safety	STIP# AUB-78

Project Description:

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

Project Need:

This project was identified in the R Street Corridor study completed in 2020. The project is needed to address an existing LOS deficiency, and will improve safety at the intersection.

Project Status:

The City was awarded a WSDOT City Safety Grant in 2022 for 100% of the project costs. Project design is underway in 2023/2024, property acquisition (ROW) is anticipated in 2024/2025 with construction in 2025/2026.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
General Transportation		-	-
REET2		-	-
Traffic Impact Fees		200,000	-
Traffic Mitigation Fees		-	-
Transportation Benefit District		-	-
Secured Non-City		1,667,000	-
Unsecured Non City		-	-
Other		-	-
Total	1,867,000	1,867,000	-
Capital Expenditures:			
Pre-Design		-	-
Design		185,000	-
Right of Way		115,000	-
Construction		1,367,000	-
Other		-	-
Total	1,667,000	1,667,000	-

Project Title:	Lake Tapps Parkway Lighting	TIP# I-11
Project No:	TBD	
Project Type:	Safety	STIP# AUB-83

Project Description:

The project will install street lighting along Lake Tapps Parkway between Sumner Tapps Highway and 182nd Avenue E. Across the elevated section of roadway a new median will be constructed to accommodate the lighting.

Project Need:

The project will add lighting along a corridor which does not have existing lighting. This will improve safety and comfort for all users.

Project Status:

The City was awarded 100% federal funding for the project in 2024. Design is programmed for 2025 with construction in 2026.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	200,000	1,100,000
Unsecured Non-City	-	-
Other	-	-
Total	1,300,000	1,100,000

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	200,000	-
<i>Right of Way</i>	-	-
<i>Construction</i>	-	1,100,000
<i>Other</i>	-	-
Total	1,300,000	1,100,000

Project Title:	Lea Hill Road/104th Avenue SE Roundabout	TIP# I-12
Project No:	CP2319	
Project Type:	Capacity, Safety, Active Transp.	STIP# AUB-79

Project Description:

This project will replace an existing traffic signal with a single lane roundabout at the intersection of Lea Hill Rd/104th Ave SE. The project will also construct sidewalks on Lea Hill Rd from the intersection to the existing sidewalks west of the intersection at the Green River Bridge and on 104th Ave SE from the intersection to sidewalk on the south side constructed with the Garden Ave project and on the north side to the entrance to the Emerald Point Apartments.

Project Need:

This project was identified in the Lea Hill Corridor Study and is needed to improve traffic operations, access to transit, and safety.

Project Status:

The design phase was started in 2023. Property acquisition (ROW) is anticipated in 2025. Federal grant funding was awarded in 2024 to fully fund construction in 2027.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
General Transportation		-	500,000
REET2		-	-
Traffic Impact Fees		703,816	2,532,940
Traffic Mitigation Fees		-	-
Transportation Benefit District		-	-
Secured Non-City		476,000	2,138,000
Unsecured Non-City		-	-
Other		-	-
Total	6,350,756	1,179,816	5,170,940

Capital Expenditures:

Pre-Design		-	-
Design		1,179,816	-
Right of Way		-	300,000
Construction		-	4,861,940
Other		-	-
Total	6,341,756	1,179,816	5,161,940

Project Title:	S 321st Street/46th Place S Roundabout	TIP# I-13
Project No:	TBD	
Project Type:	Capacity	STIP# AUB-N/A

Project Description:

This project is identified by King County in their Transportation Needs Report as Project SW-37. The project will improve the 46th Place S intersection with S 321st Street with the construction of a single-lane roundabout in place of the stop-control on the northbound and southbound approaches.

Project Need:

The project addresses an existing intersection delay level of service issue and provides capacity for future growth and development.

Project Status:

The City is negotiating an interlocal agreement with King County to provide up to \$1,100,000 of funding for the project with King County managing the design, ROW, and construction of the project as the majority of the project is located in unincorporated King County. Two adjacent development projects are contributing a combined \$250,000 towards the project as mitigation for their project impacts to the intersection.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		-	-
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		-	850,000
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
Secured Non-City		-	-
Unsecured Non-City		-	-
Other (Development)		-	250,000
Total	1,100,000	-	1,100,000
Capital Expenditures:			
Pre-Design		-	-
Design		-	200,000
Right of Way		-	-
Construction		-	900,000
Other		-	-
Total	1,100,000	-	1,100,000

Project Title:	SE 304th Street/116th Avenue SE Roundabout	TIP# I-16
Project No:	CP2506	
Project Type:	Capacity	STIP# AUB-NA

Project Description:

The project will replace the existing north/south stop control with a roundabout, install rectangular rapid flashing beacons at the main crossings, and complete the sidewalk gap on the north side of SE 304th Street to the east of 112th Avenue SE.

Project Need:

This project is needed to address an existing intersection delay level of service deficiency and will provide additional intersection capacity to support future growth and development.

Project Status:

In 2024, development agreements to provide partial funding for this project are in negotiations. The 2025-2030 Capital Facilities Plan shows design starting in 2025, property acquisition (ROW) in 2026 and construction starting in 2027.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		-	-
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		600,000	1,862,500
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
<i>Secured Non-City</i>		-	-
<i>Unsecured Non-City</i>		-	-
<i>Other (Development)</i>		-	1,262,500
Total	3,725,000	600,000	3,125,000
Capital Expenditures:			
<i>Pre-Design</i>		-	-
<i>Design</i>		600,000	600,000
<i>Right of Way</i>		-	325,000
<i>Construction</i>		-	2,200,000
<i>Other</i>		-	-
Total	3,725,000	600,000	3,125,000

Project Title:	Active Transportation Mode Shift Program	TIP# N-1
Project No:	asbd08	
Project Type:	Active Transportation, Capacity (Mode Shift)	STIP# AUB-NA

Project Description:

This program funds active transportation improvements that provide connections to transit and regional active transportation facilities as either stand-alone projects and/or as improvements included with other projects.

Project Need:

This program supports multi-modal level of service policies in the 2024-2044 Comprehensive Transportation Plan. The improvements constructed with this program encourage and support people to walk, bike, and ride transit to reduce overall transportation system capacity needs (encourage a mode shift from vehicle travel modes to active transportation and transit).

Project Status:

In 2025, 2026, and 2027 this program is providing funding for active transportation improvements included in various other projects. The 2028 and 2029 funds have been allocated to the East Valley Highway Widening project (R-26) to help fund the trail portion of the project.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	400,000
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	400,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	120,000
Right of Way	-	-
Construction	-	280,000
Other	-	-
Total	-	400,000

* Prior amounts not shown for on-going programs.

Project Title:	Active Transportation - Safety, ADA, & Repair Prgm.	TIP# N-2
Project No:	gc bd01	
Project Type:	Active Transportation, Safety	STIP# AUB-NA

Project Description:

This program constructs improvements and repairs throughout the City to address safety and accessibility concerns related to pedestrians and bicyclists. The program replaces damaged sidewalks throughout the City, adds new curb ramps, replaces existing curb ramps that do not meet current American with Disabilities Act (ADA) requirements, and implements other improvements to support pedestrian and bicycle safety. A portion of the program funding is provided by fees collected from residents choosing to pay a fee to the City for replacement of damaged sidewalk sections that they are responsible for (caused by their private trees). Additionally, HUD funds are often (not shown below) transferred into this program to complete accessibility improvements in qualifying neighborhoods.

Project Need:

The program is needed to repair and replace damaged sidewalk facilities, address ADA deficiencies to support the City's ADA Transition Plan, and improve active transportation safety.

Project Status:

Program is on-going. Program is providing funding for the 1st St NE/NW & Division St Pedestrian Improvements project (N-5).

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	600,000
<i>REET2</i>	-	1,395,000
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other (Fees)	-	300,000
Total	-	2,295,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	400,000
Right of Way	-	-
Construction	-	1,875,000
Other	-	-
Total	-	2,275,000

* Prior amounts not shown for on-going programs.

Project Title:	Downtown Bike to Transit (10th St NE/NW)	TIP# N-3
Project No:	TBD	
Project Type:	Active Transportation, Capacity (Mode Shift), Asset Management, Safety	STIP# AUB-NA

Project Description:

This project will rechannelize 10th St NE/NW between B St NW and Auburn Way North to convert the existing four-lane cross section to a three lane section incorporating bike lanes and a center two-way left-turn lane. The existing intersection control at the intersection with A Street NE will be revised to remove the east/west stop-control, and the north/south crosswalks enhanced with Rectangular Rapid Flashing Beacons (RRFBs) and refuge islands. The existing signal at D Street NE will require modification to match the new roadway cross section. The project will also replace the pavement surface between B Street NW and Auburn Way N.

Project Need:

The project will complete active transportation improvements between A Street NW to Auburn Way N to connect to new high capacity transit service (King County Metro RapidRide I Line), and improves pedestrian access across 10th Street between residential and commercial uses.

Project Status:

WSDOT Ped/Bike Safety grant funding for the project was awarded for the project. Design will start in 2025 and construction would occur in 2026/2027.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
General Transportation		-	-
REET2		-	-
Traffic Impact Fees		-	-
Traffic Mitigation Fees		-	-
Transportation Benefit District		-	-
Secured Non-City		442,000	1,482,000
Unsecured Non-City		-	-
Other		-	-
Total	1,924,000	442,000	1,482,000
Capital Expenditures:			
Pre-Design		-	-
Design		572,000	-
Right of Way		9,000	-
Construction		-	1,482,000
Other		-	-
Total	2,063,000	581,000	1,482,000

Project Title:	Transit Partnership Routes Program	TIP# N-4
Project No:	N/A	
Project Type:	Capacity (Mode Shift)	STIP# AUB-NA

Project Description:

The Lakeland Hills route, PT497, began in 2009. The route is operated in partnership with King County Metro and Pierce Transit. This program provides Auburn's share of operating costs associated with the Commuter Shuttle (PT497) from the Lakeland Hills neighborhood to Auburn Station per the Interlocal Agreement with King County Metro and Pierce Transit.

Project Need:

The City funds one third of the operating costs of Pierce Transit Route 497 to reduce congestion between Lakeland Hills and Downtown, and reduce parking needs around Auburn Station.

Project Status:

Current interlocal agreement expires in 2025. An extension to the agreement is being negotiated through 2027.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	1,200,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	1,200,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	-
Right of Way	-	-
Construction	-	-
Other	-	1,200,000
Total	-	1,200,000

* Prior amounts not shown for on-going programs.

Project Title:	1st St NE/NW & Division St Pedestrian Improvements	TIP# N-5
Project No:	TBD	
Project Type:	Active Transportation, Safety	STIP# AUB-76

Project Description:

The project will implement non-motorized improvements at the 1st Street NE/NW/N Division Street intersections in downtown Auburn. The proposed improvements will create a raised intersection to reduce speeds, and encourage motorists to yield to pedestrians using the crosswalks; add curb bulbs where they are not currently provided to reduce crossing distances and improve pedestrian visibility; construct new ADA complaint ramps; and both pedestrian level and street lighting improvements.

Project Need:

The project will improve non-motorized safety and access at the intersection.

Project Status:

City was awarded a Federal grant in 2022 through PSRC King County Countywide program. Design started in 2025, with construction in 2026.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		-	
<i>REET2</i>		50,000	105,000
<i>Traffic Impact Fees</i>		-	-
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
Secured Non-City		86,500	420,000
Unsecured Non-City		-	-
Other		-	-
Total	661,500	136,500	525,000
Capital Expenditures:			
Pre-Design		-	-
Design		130,000	-
Right of Way		-	-
Construction		-	525,000
Other		-	-
Total	655,000	130,000	525,000

Project Title:	Arterial Preservation Program	TIP# P-1
Project No:	spbd01	
Project Type:	Asset Management	STIP# AUB-NA

Project Description:

The program replaces, repairs, and preserves roadway pavement on arterial and collector streets throughout the City as either stand-alone projects and/or as improvements included with other projects. The program upgrades ADA deficient curb ramps and addresses damaged sidewalks that may cause obstructions as required by the City's Engineering Design Standards and the ADA Transition Plan. The program also funds periodic assessment of pavement condition ratings to assist in prioritization and selection of roadways. This program is funded by a 1.5% tax on City Utilities, Grants, and Transportation Benefit District revenues (currently generated by a 0.1% sales tax).

Project Need:

This program supports asset management goals and policies in the Comprehensive Transportation Plan and is needed to efficiently and effectively replace, repair, and maintain the City's roadway pavement.

Project Status:

The program is providing funding for the Lake Tapps Preservation (P-6), C St SW Preservation (P-7), A St SE Preservation (P-8), M St NE Widening (R-7), and R St Widening R-13) projects. This program also funds the Bridge Street Preservation Program.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	4,895,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	8,036,000
Secured Non-City	-	-
Unsecured Non-City	-	5,599,000
Other	-	-
Total	-	18,530,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	2,779,500
Right of Way	-	-
Construction	-	15,750,500
Other	-	-
Total	-	18,530,000

* Prior amounts not shown for on-going programs.

Project Title:	Local Street Preservation Program	TIP# P-2
Project No:	sobd02	
Project Type:	Asset Management	STIP# AUB-NA

Project Description:

The program replaces, repairs, and preserves roadway pavement on local streets throughout the City as either stand-alone projects and/or as improvements included with other projects. The program upgrades ADA deficient curb ramps and addresses damaged sidewalks that may cause obstructions as required by the City's Engineering Design Standards and the ADA Transition Plan. The program also funds periodic assessment of pavement condition ratings to assist in prioritization and selection of roadways. This program is funded by a 1% utility tax and an annual contribution from City Utilities.

Project Need:

This program supports asset management goals and policies in the Comprehensive Transportation Plan and is needed to efficiently and effectively replace, repair, and maintain the City's roadway pavement.

Project Status:

The program is providing funding for the 2026 Local Street Preservation (P-9) and the 2027 Local Street Preservation (P-5) projects.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	6,200,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	6,200,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	930,000
Right of Way	-	-
Construction	-	5,270,000
Other	-	-
Total	-	6,200,000

* Prior amounts not shown for on-going programs.

Project Title:	Bridge Preservation Program	TIP# P-3
Project No:	TBD	
Project Type:	Asset Management	STIP# AUB-NA

Project Description:

This program performs annual bridge inspections and load ratings as needed and implements identified maintenance, repairs, and improvements.

Project Need:

This program supports asset management goals and policies in the Comprehensive Transportation Plan and is needed to efficiently and effectively replace, repair, and maintain the City's roadway bridges. Bridge inspections are a regulatory requirement.

Project Status:

Program is on-going.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	900,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	900,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	150,000
Right of Way	-	-
Construction	-	750,000
Other	-	-
Total	-	900,000

* Prior amounts not shown for on-going programs.

Project Title:	Annual Channelization and Pavement Markings	TIP# P-4
Project No:	TBD	
Project Type:	Asset Management, Safety	STIP# AUB-NA

Project Description:

The program will refresh pavement markings, both painted and thermoplastic, and reflective pavement markers (RPMs). The program will also fund channelization revisions identified to increase safety of capacity, or accommodate active transportation modes.

Project Need:

Manual of Uniform Traffic Control Devices (MUTCD) requires the City to refresh pavement markings to achieve minimum reflectivity. Refreshing pavement markings supports City safety goals and policies. This program is needed to supplement Maintenance and Operations - Streets pavement marking program to conform with the MUTCD requirements and due to the need to potentially hire private contractors to do this work.

Project Status:

Program is ongoing.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	1,200,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	1,200,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	-
Right of Way	-	-
Construction	-	1,200,000
Other	-	-
Total	-	1,200,000

* Prior amounts not shown for on-going programs.

Project Title:	2027 Local Street Preservation Project	TIP# P-5
Project No:	TBD	
Project Type:	Asset Management	STIP# AUB-NA

Project Description:

The project will reconstruct the pavement, replace ADA ramps as needed, and replace the sidewalk/curb & gutter where damaged.

Project Need:

See Local Street Preservation program.

Project Status:

The street selection for this project is underway and will be finalized shortly. The design phase will begin in 2025.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		150,000	3,300,000
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		-	-
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
Secured Non-City		-	-
Unsecured Non-City		-	-
Other		-	-
Total	3,450,000	150,000	3,300,000
Capital Expenditures:			
Pre-Design		-	-
<i>Design</i>		150,000	300,000
<i>Right of Way</i>		-	-
<i>Construction</i>		-	3,000,000
<i>Other</i>		-	-
Total	3,450,000	150,000	3,300,000

Project Title:	Lake Tapps Pkwy SE Preservation (Sumner Tapps to	TIP# P-6
Project No:	TBD	
Project Type:	Asset Management, Active Transportation	STIP# AUB-82

Project Description:

This project is funded from the City's Arterial Street Preservation Program. The project will grind and overlay Lake Tapps Parkway E between the Sumner Tapps Hwy E and 182nd Ave E intersections. The project will also upgrade curb ramps to meet ADA requirements, and signal detection at the Sumner Tapps Hwy and 182nd Ave E signals (the 182nd Ave E signal is owned and operated by Pierce County). The project will also rechannelize the roadway to create on-street bike lanes, and install a section of median island and conduits to accommodate the installation of street lighting as part of a future project.

Project Need:

See Arterial Preservation Program.

Project Status:

Federal funding for the construction phase of the project was awarded in 2024. The design phase is programmed for 2026 with construction in 2027.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	835,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	792,406
Unsecured Non-City	-	-
Other	-	-
Total	1,627,406	1,627,406

Capital Expenditures:

Pre-Design	-	-
Design	-	295,000
Right of Way	-	-
Construction	-	1,332,406
Other	-	-
Total	1,627,406	1,627,406

Project Title:	C St SW Preservation (GSA Signal to Ellingson Rd)	TIP# P-7
Project No:	cp2425	
Project Type:	Asset Management	STIP# AUB-74

Project Description:

This project is funded from the City's Arterial Street Preservation Program. The project will grind and overlay C Street SW from the GSA signal (approximately 2,000 feet to the south of 15th Street SW) to Ellingson Road. The project also includes ADA upgrades to curb ramps and pedestrian push buttons, and replacement vehicle detection.

Project Need:

See Arterial Preservation Program.

Project Status:

Grant funding for the construction phase of this project was awarded in 2022. The design phase began in 2025. The NEPA approval process is complete. Property acquisition (ROW) phase is not required and construction is anticipated in 2026. Construction funds must be obligated by June 1, 2026.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		198,000	
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		-	-
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	865,000
Secured Non-City		-	865,000
Unsecured Non-City		-	-
Other		-	-
Total	1,928,000	198,000	1,730,000

Capital Expenditures:

<i>Pre-Design</i>		-	-
<i>Design</i>		198,000	
<i>Right of Way</i>		-	-
<i>Construction</i>		-	1,730,000
<i>Other</i>		-	-
Total	1,928,000	198,000	1,730,000

Project Title:	A Street SE Preservation (17th St SE to 37th St SE)	TIP# P-8
Project No:	TBD	
Project Type:	Asset Management	STIP# AUB-81

Project Description:

This project is funded from the City's Arterial Street Preservation Program. The project will grind and overlay A Street SE between the 17th Street SE and 37th Street SE. The project scope includes upgrades to ADA curb ramps, and signal detection as needed.

Project Need:

See Arterial Preservation Program.

Project Status:

Arterial patching was completed during 2024 to prepare this section of A Street for this preservation project. Federal funding for the construction phase of the project was awarded in 2024. Design would start in late 2025 and construction would be in 2027.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	470,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	965,000
Secured Non-City	-	965,000
Unsecured Non-City	-	-
Other	-	-
Total	2,400,000	2,400,000

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	-	440,000
<i>Right of Way</i>	-	30,000
<i>Construction</i>	-	1,930,000
<i>Other</i>	-	-
Total	2,400,000	2,400,000

Project Title:	2026 Local Street Preservation Project	TIP# P-9
Project No:	cp2418	
Project Type:	Asset Management	STIP# AUB-NA

Project Description:

The project will reconstruct the pavement, replace ADA ramps as needed, and replace the sidewalk/curb & gutter where damaged on 8th Street SW west of C Street SW, 4th Street SE between Auburn-Black Diamond Road and S Street SE, S Street SE north of 4th Street SE, and J Street SE between Auburn Way S and 17th Street SE. The existing speed cushions on J Street SE will also be replaced.

Project Need:

See Local Street Preservation program.

Project Status:

The design phase was started in 2024, with construction anticipated in 2026.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		525,000	2,200,000
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		-	-
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
Secured Non-City		-	-
Unsecured Non-City		-	-
Other		-	-
Total	2,725,000	525,000	2,200,000
Capital Expenditures:			
Pre-Design		-	-
<i>Design</i>		525,000	-
<i>Right of Way</i>		-	-
<i>Construction</i>		-	2,200,000
<i>Other</i>		-	-
Total	2,725,000	525,000	2,200,000

Project Title:	West Valley Highway/15th Street SW Preservation	TIP# P-11
Project No:	TBD	
Project Type:	Asset Management	STIP# AUB-NA

Project Description:

This project is funded from the City's Arterial Street Preservation Program. The project replace the pavement on West Valley Highway and 15th Street SW in the vicinity of the intersection of the two streets, extending to the east through the interchange with SR 167.

Project Need:

See Arterial Preservation Program.

Project Status:

A TIB Physical Condition grant application will be submitted in 2025 to help fund this project. The design phase is programmed for 2026 with construction in 2027.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	1,850,000
Secured Non-City	-	-
Unsecured Non-City	-	1,150,000
Other	-	-
Total	3,000,000	3,000,000

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	-	350,000
<i>Right of Way</i>	-	-
<i>Construction</i>	-	2,650,000
<i>Other</i>	-	-
Total	3,000,000	3,000,000

Project Title:	Neighborhood Traffic Safety Program	TIP# R-1
Project No:	gcbsd06	
Project Type:	Safety	STIP# AUB-NA

Project Description:

This program funds standalone projects and/or improvements included in other projects that address transportation safety concerns on neighborhood streets with education, outreach, and physical improvements. The program takes an areawide approach to traffic calming in residential neighborhoods, which includes community outreach and participation, to ensure the improvements are supported by engineering studies and the community. Annual focus areas are selected based on a needs evaluation that considers request history, crash history, number of potential through streets between arterials or collectors, and destinations such as schools, parks, transit stops, and convenience stores.

Project Need:

This program supports safety goals and policies in the Comprehensive Transportation Plan and helps improve safety of transportation systems in neighborhoods.

Project Status:

Program is on-going.

Project Funding:

	Prior to 2026*	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	-	1,500,000
<i>Traffic Impact Fees</i>	-	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	-	-
Unsecured Non-City	-	-
Other	-	-
Total	-	1,500,000
Capital Expenditures:		
Pre-Design	-	-
Design	-	225,000
Right of Way	-	-
Construction	-	1,275,000
Other	-	-
Total	-	1,500,000

* Prior amounts not shown for on-going programs.

Project Title:	M Street Underpass (3rd St SE to 8th St SE)	TIP# R-3
Project No:	c201a0	
Project Type:	Capacity, Safety	STIP# AUB-NA

Project Description:

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

Project Need:

The project has improved traffic operations along the M Street SE corridor.

Project Status:

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

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	-
<i>REET2</i>	1,140,000	-
<i>Traffic Impact Fees</i>	5,691,424	727,404
<i>Traffic Mitigation Fees</i>	660,000	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	9,731,904	-
Unsecured Non-City	-	-
Other (PWTFL and Agencies)	6,375,371	-
Total	24,326,103	727,404

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	2,688,924	-
<i>Right of Way</i>	3,358,443	-
<i>Construction</i>	16,169,690	-
<i>Other</i>	1,381,642	727,404
Total	24,326,103	727,404

Project Title:	Auburn Way S Widening (Hemlock St SE to Poplar St SE)	TIP# R-6
Project No:	CP1622	
Project Type:	Capacity, Safety	STIP# AUB-64

Project Description:

The project will widen Auburn Way S between Hemlock St SE and Poplar St SE to accommodate two lanes in each direction, center turn lane and/or medians to provide access management where feasible, sidewalks, bus pull-outs, street lighting and storm improvements. The project will also add an eastbound turnaround and enhanced pedestrian crossing near Poplar Street SE. The project length is approximately 0.5 miles.

Project Need:

This project was originally identified in the Washington State Department of Transportation's (WSDOT's) 2009 SR164 Corridor Study. The project is needed to provide additional vehicular capacity, transit, and non-motorized facilities on the corridor.

Project Status:

Construction started in 2025 and will be completed in 2026.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	306,840	-
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	823,887	392,879
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
Secured Non-City	8,321,229	-
Unsecured Non-City	-	-
Other (PWTFLL)	1,309,596	-
Total	10,761,552	392,879

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	1,684,055	-
<i>Right of Way</i>	1,759,868	-
<i>Construction</i>	7,317,629	-
<i>Other (PWTFLL Debt)</i>	-	392,879
Total	10,761,552	392,879

Project Title:	M St NE Widening (E Main St to 4th St NE)	TIP# R-7
Project No:	CP2210	
Project Type:	Capacity, Asset Management	STIP# AUB-N/A

Project Description:

This project will add a second northbound lane, rebuild the pavement, and construct new wider sidewalks on M St NE from E Main St to 4th St NE. The project will also replace the traffic signal at E Main St and modify the signal at 4th St NE, and replace curb ramps to be ADA compliant. This project is partially funded from the City's Arterial Street Preservation Program.

Project Need:

The project is needed to improve traffic operations along the M Street NE corridor, replace pavement that is in very poor condition, improve level of traffic stress for pedestrians, and replace the E Main St traffic signal that is nearing end of life.

Project Status:

Project is under design in 2024/25, property acquisition (ROW) in 2025/26, and construction in 2026/2027, depending on the ability to secure grant funding to fully fund the phase.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		950,000	-
<i>REET2</i>		400,000	-
<i>Traffic Impact Fees</i>		60,000	-
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		2,000,000	400,000
Secured Non-City		-	-
Unsecured Non-City		-	1,459,082
Other		-	-
Total	5,269,082	3,410,000	1,859,082
Capital Expenditures:			
Pre-Design		-	-
Design		471,981	-
Right of Way		222,400	-
Construction		2,715,619	1,859,082
Other		-	-
Total	5,269,082	3,410,000	1,859,082

Project Title:	R Street SE Widening (22nd St SE to 33rd St SE)	TIP# R-13
Project No:	CP2116	
Project Type:	Capacity	STIP# AUB-N/A

Project Description:

The project will construct a second southbound through lane, replace the pavement surface, replace sidewalks, and construct a new separated multi-use trail on R St SE between 22nd St SE and 33rd St SE. The project will also replace the existing traffic signal at 29th St SE, remove the existing pedestrian signal at 31st St and replace it with a full traffic signal at the access to Game Farm Park, and construct utility replacement and improvements.

This project is partially funded from the City's Arterial Street Preservation Program (\$1.0M General Transportation Funds). Additional traffic impact fees are included to fund vehicle capacity provided by the project.

Project Need:

This project was identified in the R Street Corridor study completed in 2020. The improvements are needed to address existing intersection delay and queuing LOS deficiencies at 29th St SE, provide active transportation facilities that support access to transit and regional trail systems to reduce the need for system vehicle capacity (mode shift), and preserve the existing roadway surface (preservation).

Project Status:

Preliminary design in occurred for this project in 2022/2023 with the R St Preservation Project. Design is underway in 2024/2025 with property acquisition (ROW) anticipated in 2024/2025 and construction 2026/2027, if grant funding can be secured to fully fund the construction phase.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	-	2,000,000
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	870,000	-
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	1,000,000
Secured Non-City	-	-
Unsecured Non-City	-	5,145,000
Other	-	-
Total	9,015,000	8,145,000

Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	598,218	85,000
<i>Right of Way</i>	271,782	610,000
<i>Construction</i>	-	7,450,000
<i>Other</i>	-	-
Total	9,015,000	8,145,000

Project Title:	E Valley Highway Widening	TIP# R-26
Project No:	CP2311	
Project Type:	Capacity	STIP# AUB-75

Project Description:

This project will widen E Valley Highway between Lakeland Hills Way and Terrace View Drive SE, approximately 0.6 miles. The roadway will have a four/five lane cross section with a trail connection along the east side. Other project elements include storm improvements, illumination and ITS.

Project Need:

The project will provide congestion relief along the corridor and provide access for non-motorized users. This project was identified as a recommended project in WSDOT's SR167 Master Plan Study.

Project Status:

Grant funding for the design phase of the project was awarded in 2022. Design phase is underway in 2023. Property acquisition (ROW) is anticipated to start in 2025. Additional grant funding for the design phase was awarded by FMSIB in 2025. FHWA and FMSIB grants have also been awarded for the construction phase, which is programmed to begin in 2028.

Project Funding:

		Prior to 2026	2026-2031
Funding Sources:			
<i>General Transportation</i>		439	-
<i>REET2</i>		-	-
<i>Traffic Impact Fees</i>		835,677	2,200,000
<i>Traffic Mitigation Fees</i>		-	-
<i>Transportation Benefit District</i>		-	-
Secured Non-City		1,911,000	6,400,000
Unsecured Non-City		-	-
Other		-	-
Total	11,347,116	2,747,116	8,600,000
Capital Expenditures:			
Pre-Design		-	-
Design		2,247,116	-
Right of Way		500,000	-
Construction		-	8,600,000
Other		-	-
Total	11,347,116	2,747,116	8,600,000

Project Title:	S 277th St Corridor Improvements	TIP# S-2
Project No:	CP1821	
Project Type:	Capacity, Safety, Active Transportation	STIP# AUB-NA

Project Description:

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

Project Need:

The project is needed to address existing stormwater issues which are impacting the pavement, and reconstruct the roadway.

Project Status:

The 10 year monitoring period began in 2018 after final completion of the construction phase, and will continue through 2028. For the past two years, the mitigation plantings have suffered due to the summer drought conditions. As a result, there has been a significant loss of plantings and replacement is needed to meet performance standards of the wetland mitigation plan. Additional budget for years 2023 – 2025 has been added to replant portions of the site where the loss has occurred and provide temporary irrigation during summer months to promote plant establishment to achieve required plant cover standards.

Project Funding:

	Prior to 2026	2026-2031
Funding Sources:		
<i>General Transportation</i>	16,900	-
<i>REET2</i>	-	-
<i>Traffic Impact Fees</i>	341,634	60,000
<i>Traffic Mitigation Fees</i>	-	-
<i>Transportation Benefit District</i>	-	-
<i>Secured Non-City</i>	-	-
<i>Unsecured Non-City</i>	-	-
<i>Other (Wetland Mitigation Fee)</i>	-	-
Total	358,534	60,000

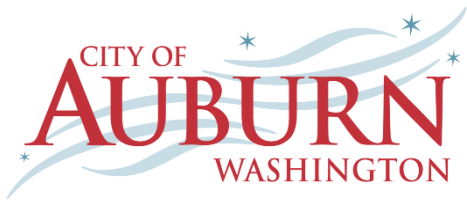
Capital Expenditures:

<i>Pre-Design</i>	-	-
<i>Design</i>	487	-
<i>Right of Way</i>	-	-
<i>Construction</i>	-	-
<i>Other (Monitoring)</i>	358,047	60,000
Total	358,534	60,000

**City of Auburn
2026-2031
Transportation Improvement Program Summary**

TIP #	Project Number	Project Title	General Transportation Funds	REET2	Traffic Impact Fees	Traffic Mitigation Fees	Transportation Benefit District	Secured Non-City Funds	Unsecured Non-City Funds	Other	Total
Intersection, Signal, and ITS Projects											
I-1	TBD	Traffic Signal Replacement Program	350,000	-	-	-	-	-	-	-	350,000
I-2	gcbd07	Annual Traffic Signal Improvement Program	-	1,200,000	-	-	-	-	-	-	1,200,000
I-3	asbd16	ITS Dynamic Message Sign Program	270,000	-	-	-	-	-	-	-	270,000
I-4	gcbd09	Street Lighting Improvement Program	-	300,000	-	-	-	-	-	-	300,000
I-5	CP0611	Harvey Rd NE/8th St NE Intersection Improvements	-	-	243,560	-	-	-	-	-	243,560
I-6	TBD	Auburn Way S/17th Street SE Intersection Improvements	-	-	100,000	-	-	-	-	-	100,000
I-8	TBD	C St NW and 3rd St NW Intersection Improvements	1,810,000	-	70,000	-	-	-	-	-	1,880,000
I-10	CP2308	R Street SE/21st Street SE Roundabout	-	-	-	-	-	-	-	-	-
I-11	TBD	Lake Tapps Parkway Lighting	-	-	-	-	-	1,100,000	-	-	1,100,000
I-12	CP2319	Lea Hill Road/104th Avenue SE Roundabout	500,000	-	2,532,940	-	-	2,138,000	-	-	5,170,940
I-13	TBD	S 321st Street/46th Place S Roundabout	-	-	850,000	-	-	-	-	250,000	1,100,000
I-16	CP2506	SE 304th Street/116th Avenue SE Roundabout	-	-	1,862,500	-	-	-	-	1,262,500	3,125,000
Subtotal (Intersection, Signal, and ITS Projects)			2,930,000	1,500,000	5,659,000	-	-	3,238,000	-	1,512,500	14,839,500
Non-Motorized and Transit Projects											
N-1	asbd08	Active Transportation Mode Shift Program	-	-	400,000	-	-	-	-	-	400,000
N-2	gcbd01	Active Transportation - Safety, ADA, & Repair Prgm.	600,000	1,395,000	-	-	-	-	-	300,000	2,295,000
N-3	TBD	Downtown Bike to Transit (10th St NE/NW)	-	-	-	-	-	1,482,000	-	-	1,482,000
N-4	N/A	Transit Partnership Routes Program	1,200,000	-	-	-	-	-	-	-	1,200,000
N-5	TBD	1st St NE/NW & Division St Pedestrian Improvements	-	105,000	-	-	-	420,000	-	-	525,000
Subtotal (Non-Motorized and Transit Projects)			1,800,000	1,500,000	400,000	-	-	1,902,000	-	300,000	5,902,000
Preservation Projects											
P-1	spbd01	Arterial Preservation Program	4,895,000	-	-	-	8,036,000	-	5,599,000	-	18,530,000
P-3	TBD	Bridge Preservation Program	900,000	-	-	-	-	-	-	-	900,000
P-6	TBD	Lake Tapps Pkwy SE Preservation (Summer Tapps to 182nd)	835,000	-	-	-	-	792,406	-	-	1,627,406
P-7	cp2425	C St SW Preservation (GSA Signal to Ellingson Rd)	-	-	-	-	865,000	865,000	-	-	1,730,000
P-8	TBD	A Street SE Preservation (17th St SE to 37th St SE)	470,000	-	-	-	965,000	965,000	-	-	2,400,000
P-11	TBD	West Valley Highway/15th Street SW Preservation	-	-	-	-	1,850,000	-	1,150,000	-	3,000,000
N/A	N/A	Arterial Preservation Program Subtotal**	7,100,000	-	-	-	11,716,000	2,622,406	6,749,000	-	28,187,406
P-2	sobd02	Local Street Preservation Program	6,200,000	-	-	-	-	-	-	-	6,200,000
P-5	TBD	2027 Local Street Preservation Project	3,300,000	-	-	-	-	-	-	-	3,300,000
P-9	CP2418	2026 Local Street Preservation Project	2,200,000	-	-	-	-	-	-	-	2,200,000
N/A	N/A	Local Streets Preservation Program Subtotal	11,700,000	-	-	-	-	-	-	-	11,700,000
P-4	TBD	Annual Channelization and Pavement Markings	1,200,000	-	-	-	-	-	-	-	1,200,000
Subtotal (Preservation Projects)			20,000,000	-	-	-	11,716,000	2,622,406	6,749,000	-	41,087,406
Roadway Projects											
R-1	gcbd06	Neighborhood Traffic Safety Program	-	1,500,000	-	-	-	-	-	-	1,500,000
R-3	c201a0	M Street Underpass (3rd St SE to 8th St SE)	-	-	727,404	-	-	-	-	-	727,404
R-6	CP1622	Auburn Way S Widening (Hemlock St SE to Poplar St SE)	-	-	392,879	-	-	-	-	-	392,879
R-7	CP2210	M St NE Widening (E Main St to 4th St NE)	-	-	-	-	400,000	-	1,459,082	-	1,859,082
R-13	CP2116	R Street SE Widening (22nd St SE to 33rd St SE)	2,000,000	-	-	-	1,000,000	-	5,145,000	-	8,145,000
R-28	CP2311	E Valley Highway Widening	-	-	2,200,000	-	-	6,400,000	-	-	8,600,000
Subtotal (Roadway Projects)			2,000,000	1,500,000	3,320,283	-	1,400,000	6,400,000	6,604,082	-	21,224,365
Preliminary Engineering and Miscellaneous Projects											
S-2	CP1821	S 277th St Corridor Improvements	-	-	60,000	-	-	-	-	-	60,000
Subtotal (Preliminary Engineering and Miscellaneous Projects)			-	-	60,000	-	-	-	-	-	60,000
			26,730,000	4,500,000	9,439,283	-	13,116,000	14,162,406	13,353,082	1,812,500	83,113,271

School Zone Photo Enforcement Funds	\$4,230,000
*Arterial Preservation Program Funds	\$29,957,406



AGENDA BILL APPROVAL FORM

Agenda Subject:

Commute Trip Reduction Plan and Code Updates (Gaub) (30 Minutes)

Meeting Date:

May 27, 2025

Department:

Public Works

Attachments:

CTR Plan Presentation, Res No.
5831 - CTR Plan Adoption, Res
5831 Exhibit A - 2025-2029 CTR
Plan, Ord No. 6981, Ord 6981
Exhibit A - Chapter 10.02 ACC

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Commute Trip Reduction (CTR) is a State law, set forth in RCW 70A.15.4000 through 70A.15.4110, that aims to reduce traffic congestion, thereby reducing the consumption of fossil fuels and improving air quality. The law requires that affected jurisdictions, of which Auburn is one, adopt local CTR plans and local Ordinances. City Council originally passed Chapter 10.02, Commute Trip Reduction (CTR) Plan, in 1991, with subsequent updates in 1999 and 2010.

Resolution No. 5831 will adopt the 2025-2029 Commute Trip Reduction Plan. Since the adoption of the City's previous CTR plan in 2010, the Washington State Demand Management (TDM) Technical Committee has modified the format and requirements for local CTR plans. Additionally, there have been changes to local and regional transportation systems and land uses within the past 15 years. The 2025-2029 Commute Trip Reduction Plan reflects these modified requirements, as well as the current conditions of Auburn and the central Puget Sound region. The 2025-2029 Commute Trip Reduction Plan has been approved by both the Puget Sound Regional Council and the Washington State TDM Technical Committee, as required by State procedures.

In addition, Ordinance No. 6981 will provide an update of Chapter 10.02, Commute Trip Reduction (CTR) Plan, of the Auburn City Code (ACC). Since the last update of this Code in 2010, there have been changes to State policies for the administration and implementation of CTR, as set forth by the Washington State TDM Technical Committee. Additionally, most of the RCW numbers referenced in ACC 10.02 have since changed. Because of these changes, current CTR practices have changed over the past 15 years. The changes to ACC 10.02 reflect all of these changes.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

COMMUTE TRIP REDUCTION PLAN AND CODE UPDATE

VERONICA BEAN
CITY COUNCIL STUDY SESSION
MAY 27, 2025

AUBURN
VALUES

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

COMMUTE TRIP REDUCTION REFRESHER



Passed in 1991 and updated in 2006, the Commute Trip Reduction (CTR) law requires employers to work with employees to reduce the number and length of drive alone commute trips.

The CTR law stems from the Washington Clean Air Act and Climate Plan. The goals are to:

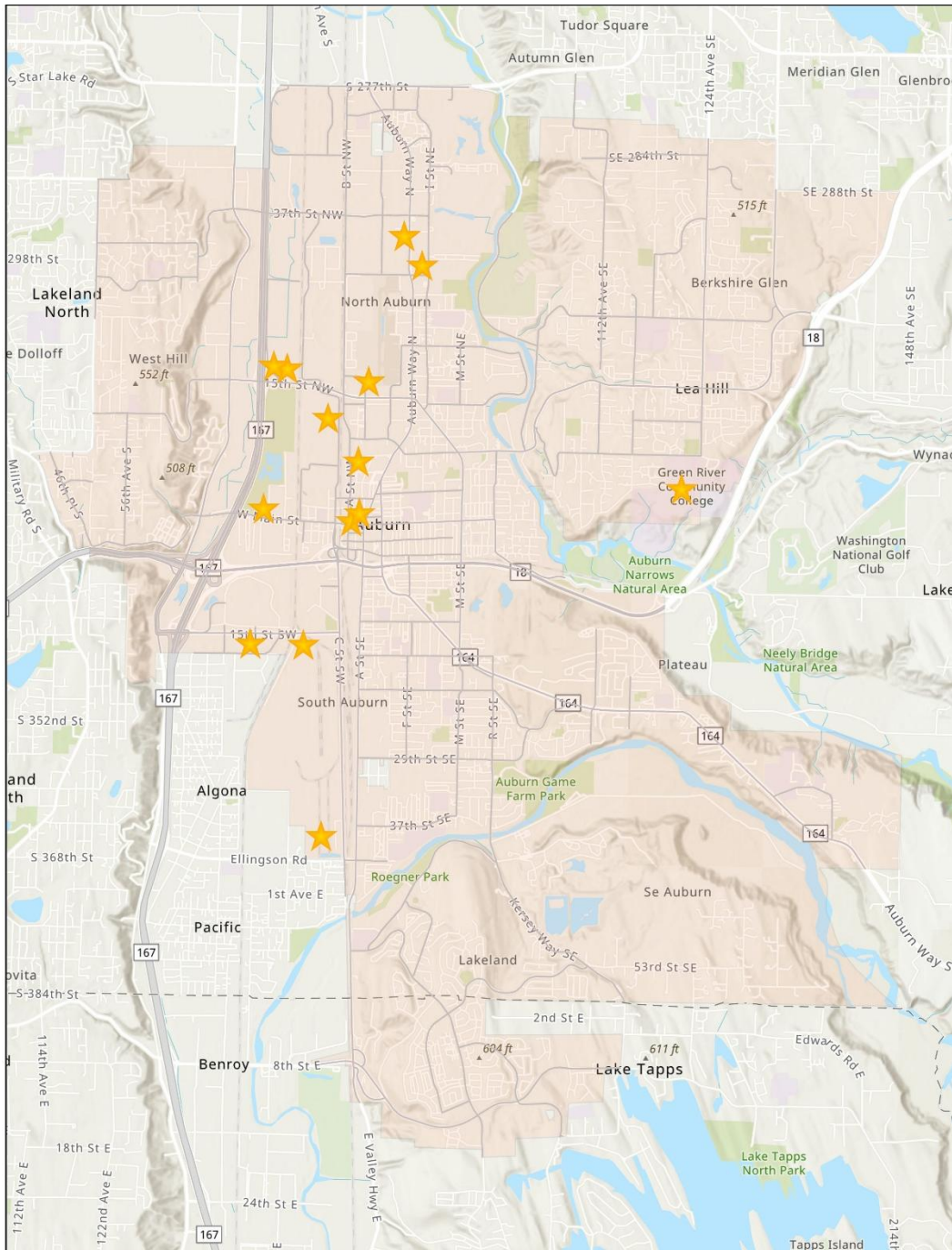
- Improve air quality
- Reduce traffic congestion
- Reduce the consumption of fossil fuels

CTR-AFFECTED BUSINESSES

A worksite is CTR affected if it has 100+ employees at a single worksite that:

- Are full time (35+ hours/week)
- Work 2+ weekdays per week
- Begin their shift between 6am and 9am
- Are in a position intended for at least 12 consecutive months
- Are not entirely remote

Auburn currently has 15 CTR-affected worksites



AUBURN CTR PLAN

- Current CTR Plan and City Code was last updated in 2010
- WSDOT is requiring a Plan update

By January 2024

January 2024 – November 2024

November 2024 – December 2024

January 2025 – June 2025

State update

- ✓ Performance targets
- ✓ Funding formula
- ✓ State Plan

Plan update

- ✓ Training with WSDOT
- ✓ Engagement with stakeholders
- ✓ Data gathering
- ✓ Draft Plan

WSDOT TDM Technical Committee approves Plan

- ✓ The committee must approve local plans

City Council approves Plan

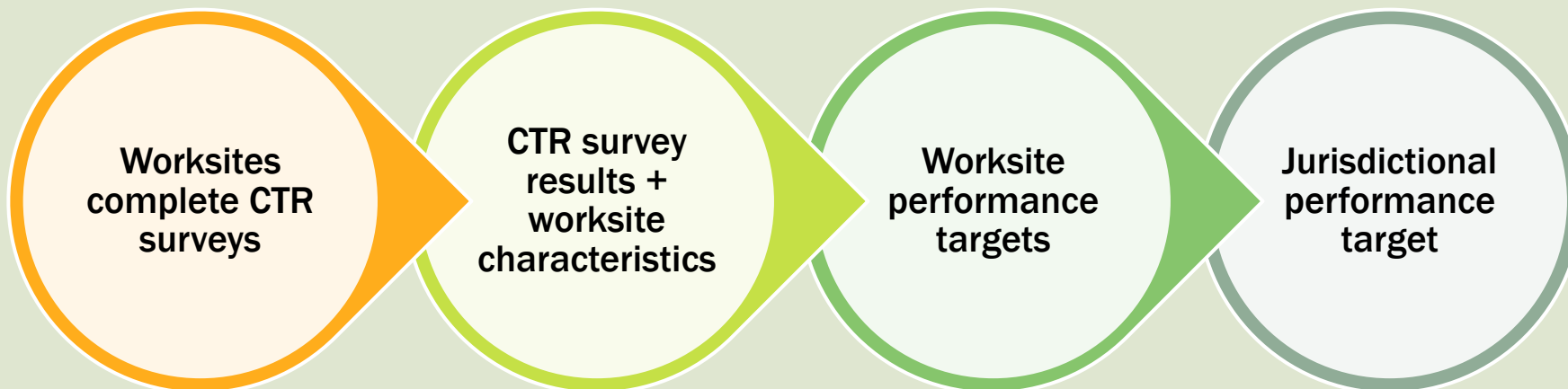
- Includes an update to the ordinance

CITY PERFORMANCE TARGET

- As part of the CTR Plan, each jurisdiction must have a performance target.
- WSDOT provided 4 options:
 - Drive alone rate (DAR) of 60% or less
 - DAR of 15.5% below the jurisdiction's census performance in 2019
 - For Auburn, this is a target of 67% DAR
 - Weighted average DAR of a locally specific percent for CTR-affected worksites at the jurisdictional level to be approved by the TDM Technical Committee
 - Another performance target to be approved by the TDM Technical Committee

WORKSITE PERFORMANCE TARGETS

- Worksites are completing CTR commuter behavior surveys
- Once surveys are complete, the City will use that data, along with worksite characteristics, to determine drive alone performance targets for each worksite
- Individual worksite performance targets each contribute to the total jurisdictional performance target of 67% drive alone rate



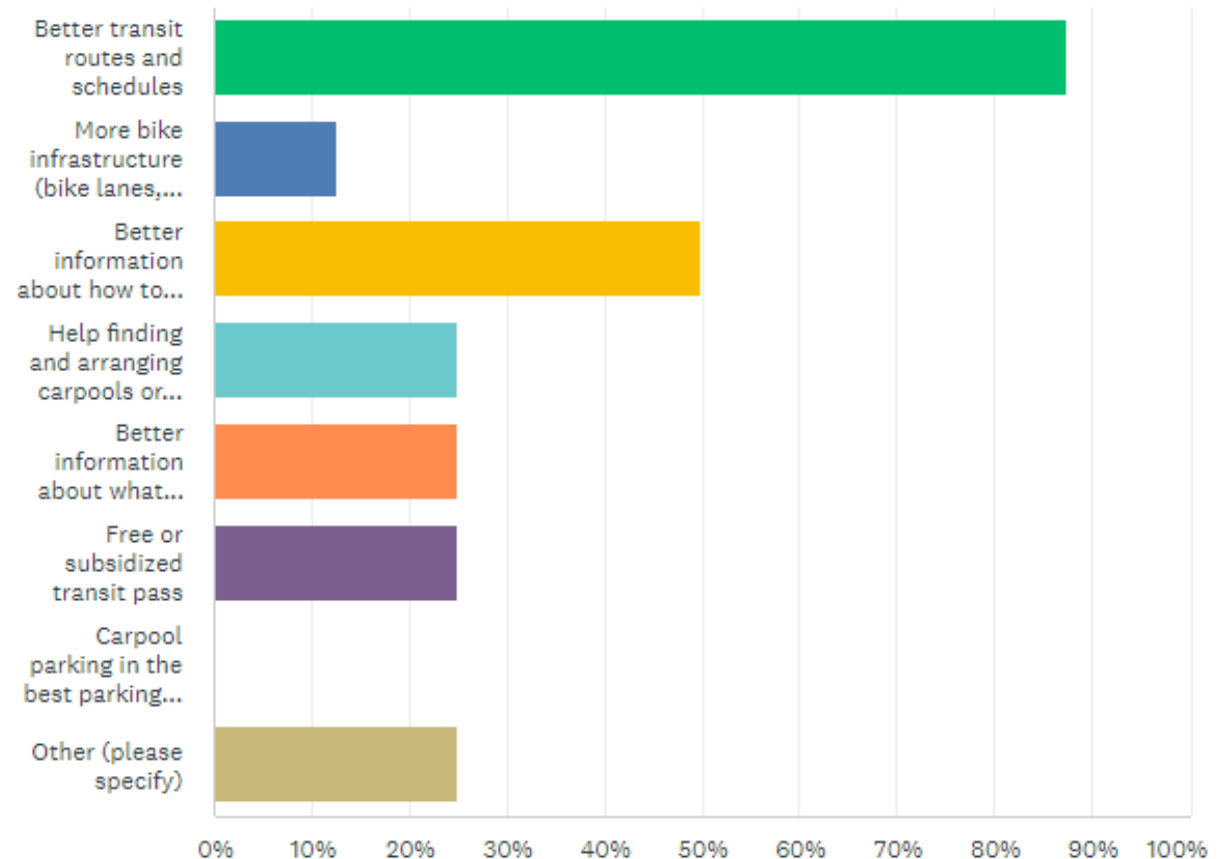
CTR PLAN ENGAGEMENT

- Sent out a short survey to businesses in Auburn asking about barriers for commutes and what would help businesses promote not driving alone
- Discussions with CTR-affected businesses
- Feedback from the public from other plans

Q2

What would make it easier for employees or customers to come to your workplace by a means other than driving alone? (Check all that apply.)

Answered: 8 Skipped: 1



ALIGNMENT WITH OTHER PLANS

- The CTR Plan must consider and align with other jurisdictional and regional plans
 - Auburn Comprehensive Plan
 - Auburn Comprehensive Transportation Plan
 - King County Metro long range plan – Metro Connects
 - Pierce Transit long range plan – Destination 2045
 - Sound Transit Regional Transit Long-Range Plan
 - PSRC Regional Transportation Plan

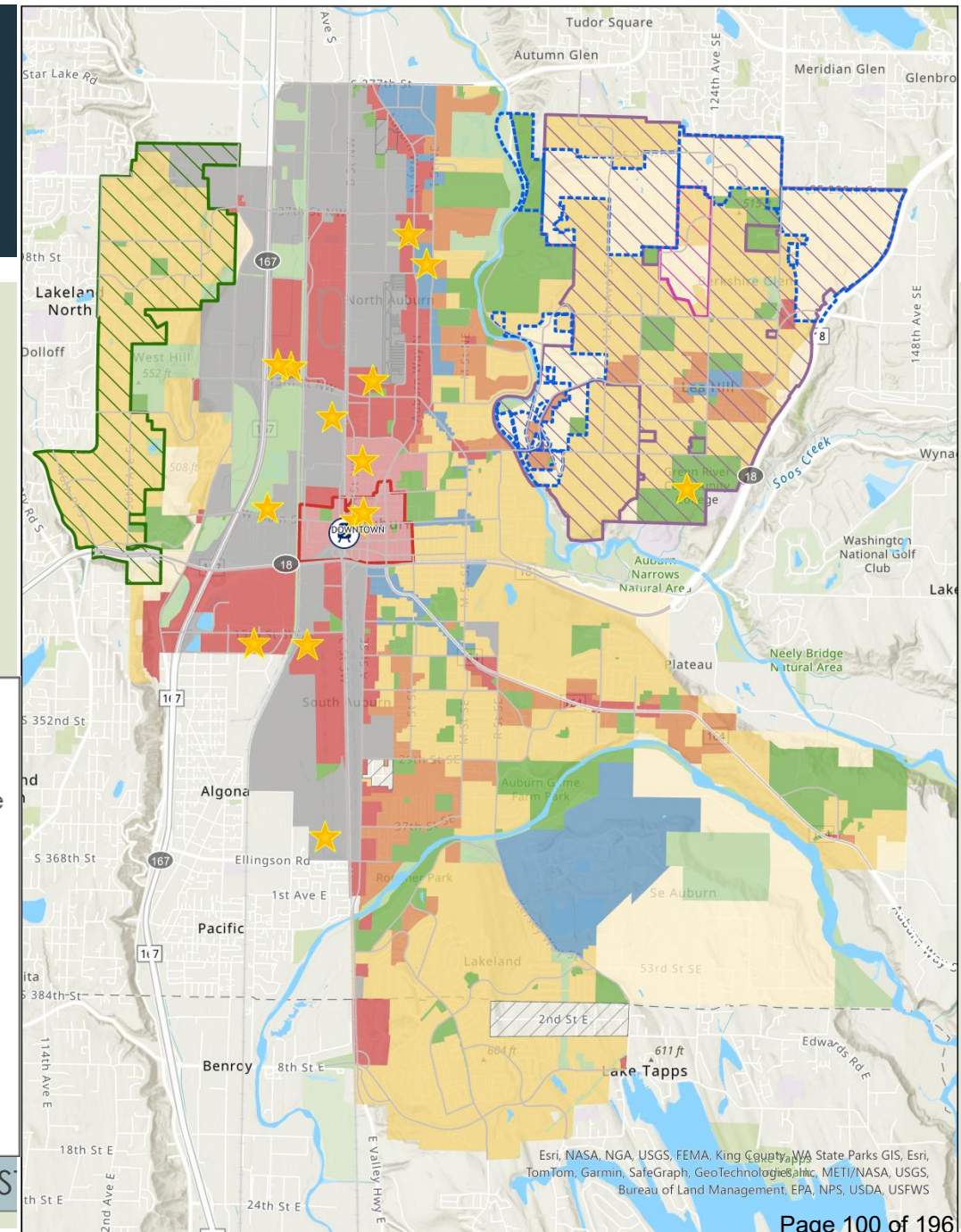
ALIGNMENT WITH OTHER PLANS

- The CTR Plan must consider and align with other jurisdictional and regional plans

- Auburn Comprehensive Plan
- Auburn Comprehensive Transportation Plan
- King County Metro Corridor
- Pierce Transit Destination
- Sound Transit Range Plan
- PSRC Regional

Legend

- | | |
|------------------------------|--------------------------------|
| ★ CTR Affected Businesses | Neighborhood Residential Two |
| 🚗 Auburn Station | Neighborhood Residential Three |
| 📏 Downtown | Open Space |
| 📏 Potential Annexation Areas | Public/Quasi-Public |
| 📏 Urban Separators Overlay | Residential Conservancy |
| Future Land Use | Mixed-Use |
| 📏 Commercial | Overlays |
| 📏 Downtown Urban Center | Lea Hill Overlay |
| 📏 Industrial | West Hill Overlay |
| Neighborhood Residential One | Bridges Overlay |



ALIGNMENT WITH OTHER PLANS

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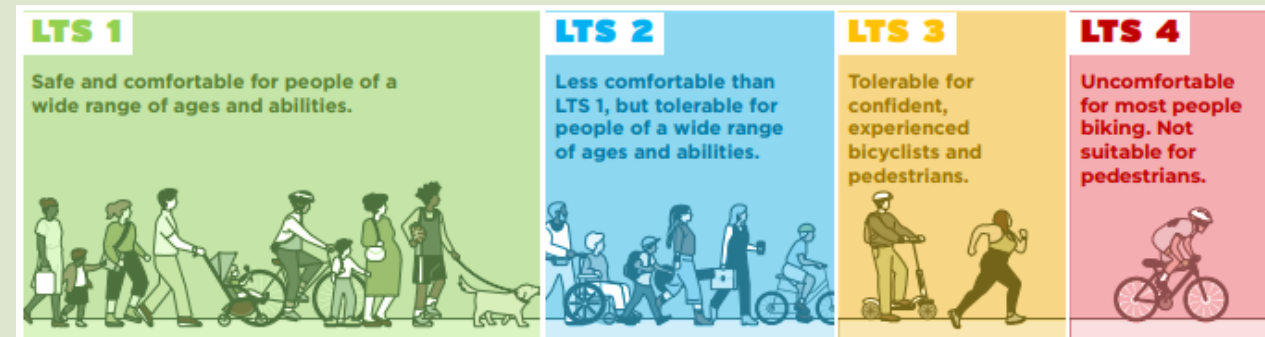


Table 6. Pedestrian Facility LTS Table

ROADWAY CLASS	NO SEPARATE PEDESTRIAN FACILITY	5' SHOULDER	5' SHOULDER WITH PHYSICAL BARRIER	5' SIDEWALK	5' SIDEWALK WITH 5' SEPARATION	10' SIDEWALK
Alley	2	1	1	1	1	1
Local Rustic	2	1	1	1	1	1
Rustic Collector	3	2	1	1	1	1
Local	3	3	2	2	1	1
Collector	4	3	2	2	1	1
Local Industrial	4	4	3	3	2	1
Minor Arterial	4	4	4	3	2	1
Principal Arterial	4	4	4	3	2	1

ALIGNMENT WITH OTHER PLANS

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ALIGNMENT WITH OTHER PLANS

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 - Sound Transit Regional Transit Long-Range Plan
 - PSRC Regional Transportation Plan



ORDINANCE 6981

- The City's CTR Code (ACC 10.02) was last updated in 2010
- Updates include:
 - Ensuring RCW numbers are updated
 - Updated WSDOT policies
 - Teleworking – included in definitions
 - Survey response rate requirement
 - VMT is no longer a performance metric
 - Modernization – code included outdated methods, such as faxing
 - Appeals process
 - The appeals process will now go through the Public Works Director, rather than through the Hearing Examiner
 - Eliminates the 12-month watch period if an affected employer become no longer affected

NEXT STEPS

■ June 2, 2025

- Resolution 5831 – Adopt CTR Plan
- Ordinance 6981 – CTR Code Update

RESOLUTION NO. 5831

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, ADOPTING THE 2025-2029
COMMUTE TRIP REDUCTION PLAN**

WHEREAS, motor vehicle traffic is a major source of air pollution, which causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Auburn; and

WHEREAS, traffic congestion imposes significant costs on City businesses, government, and individuals in terms of lost working hours and delays in the delivery of goods and services, as well as making the City a less desirable place to live, work, visit, and do business; and

WHEREAS, decreasing the demand for vehicle trips is a significantly less costly method of reducing traffic congestion and vehicle pollution than constructing new transportation facilities; and

WHEREAS, RCW 70A.15.4020 sets forth state policy on commute trip reduction; and

WHEREAS, WAC 468-63-040 sets forth state administrative policy on commute trip reduction and local commute trip reduction plans; and

WHEREAS, adoption of this Resolution will promote the public health, safety, and general welfare within the City of Auburn and the region; and

WHEREAS, the Washington State Transportation Demand Management Technical Committee has reviewed and approved the City of Auburn Draft Commute Trip Reduction Plan.

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

Section 1. The City of Auburn 2025-2029 Commute Trip Reduction Plan
attached as Exhibit A is hereby adopted.

Section 2. The Mayor is authorized to implement those administrative
procedures necessary to carry out the directives of this Resolution and the Mayor or
Designee is authorized to prepare and adopt periodic updates to the Commute Trip
Reduction Plan.

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

Dated and Signed this ____ day of _____, 2025.

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

COMMUTE TRIP REDUCTION PLAN

2025-2029

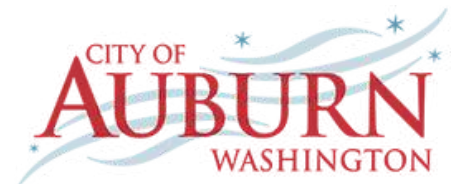


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Appendices

Appendix A: Ordinance No. 6981

Introduction

In 1991, the State of Washington adopted its Commute Trip Reduction (CTR) law. The law's intent is to reduce traffic congestion and air pollution by shifting drive-alone commutes to other modes. Today, more than 1,000 worksites take part in the CTR program statewide and the program is well-known nationally as an example of impactful transportation demand management (TDM).

The law requires local jurisdictions to adopt ordinances detailing requirements for employers to implement employee CTR programs that encourage the reduction of the number of trips and miles people drive alone to work. In 2010, the City of Auburn adopted Ordinance 6981, codified by Auburn City Code (ACC) Chapter 10.02, which provides these requirements for employers within the City limits.

The State CTR law and Auburn City Code requires all major employers, with over 100 employees at a single site and arriving between 6:00 and 9:00 AM, to develop programs and strategies to reduce the number of commuter automobile trips made by their employees.

The State CTR law also requires that the City develop a local CTR Plan, to be updated every four years. This plan lays out the benefits of CTR, CTR performance targets, CTR services and strategies, how this plan aligns with other plans, and the public engagement undertaken when developing this plan. This plan is also a reference point in updates to the City's CTR ordinance and CTR-affected worksite's individual CTR programs.

Benefits of CTR

1) Describe the local land use and transportation context and objectives.

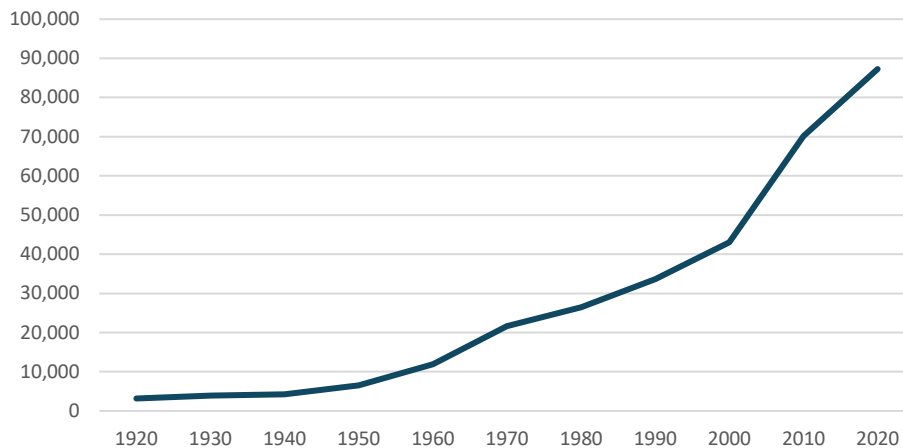
a) Describe the setting in Auburn as it is today or will be in the near future.

In the 100+ year history of Auburn, it has risen from a small railroad and farming community to a small town, and now the 14th largest city in the state. Continued growth has caused the city to become a place of regional significance.

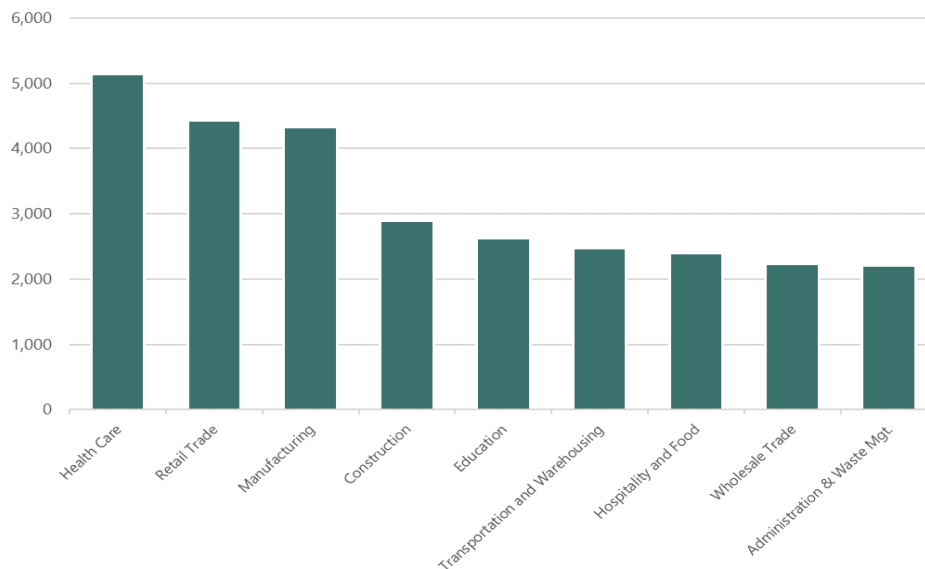
Nestled between Seattle and Tacoma, the largest and third largest cities in the state, respectively, Auburn retains a uniqueness to the grander metropolitan area. Likewise, the future of Auburn foresees an exciting, vibrant city where businesses want to locate, where people want to live, and that people want to visit.

Located alongside the SR-167 corridor in the valley between Renton and Kent, approximately mid-way between Seattle and Tacoma, Auburn is primarily situated within King County, with a portion of the city extending south into Pierce County. As of 2023, it was ranked the 14th most populous city in Washington, with a population of 88,820.¹ Its location in the densely populated and urbanized area of Central Puget Sound has provide for substantial population growth since World War II and particularly since 2000, as shown in Figure 1.

¹ Washington Office of Financial Management (OFM) April 1, 2023 Official Population Estimates.

Figure 1: Auburn Population (1920 – 2020)²

Traditionally, Auburn has been a blue-collar community since its initial early 20th century population boom stemming from the construction of a railroad freight terminal. Despite a decrease in manufacturing employment in the 1990s and early 2000s, 12% of Auburn residents were employed in the manufacturing industry in 2020. Since the recession of 2008, the number of Auburn residents employed in health care, retail, and construction have increased substantially and the overall diversity of jobs worked by Auburn residents have increased. As of 2020, the top ten industries in which Auburn residents were employed, as seen in Figure 2, were health care, retail, manufacturing, construction, education, transportation and warehousing, hospitality and food, wholesale trade, and administration and waste management.

Figure 2: Auburn Workforce Top Industry Sectors (2020)³² OFM.³ US Census Longitudinal Employer Household Dynamics (LEHD), via Census On The Map

Looking toward the future, King and Pierce Counties have allocated Auburn a combined target of 12,112 new housing units and 19,520 new jobs between the baseline of 2019 and 2044. The 2024 Comprehensive Plan is intended to accommodate these 2044 housing and job targets through new zoning and land uses in various corridors and nodes throughout Auburn, and in the Downtown area in particular, further described in the next section.

b) Describe features of land use and transportation facilities and services that affect commuters.

Past and Current Land Use

A broad overview of Auburn's existing land use designations shows industrial (light and heavy) designations in the west side of the valley floor portion of the City, extensive commercial development (light and heavy) located along Auburn Way N, Auburn Way S, and A Street SE, and sizable heavy commercial designated areas near the SR 18 and 15th Street SW interchange and between 15th Street NW and 37th Street NW (Emerald Downs). Residential development generally exists along the east side of the valley floor and the surrounding hillsides of West Hill, Lea Hill, and Lakeland Hills. A major land use activity in Lea Hill to the east includes Green River College (a CTR-affected site) located on SE 320th Street.

The existing land use element identifies Industrial as the City's second most predominant zoning designation (Residential being first). Consequently, the City's land use plan establishes a development pattern that has traffic generated by these industrial uses directed toward the State Highway System.

Another key feature in the land use element is a Heavy Commercial designation at 15th Street SW, adjacent to SR 167 and SR 18. This commercial designation is the site of The Outlet Collection. The Outlet Collection generates high volumes of local and regional traffic that utilizes State highways and City streets. Auburn's "Auto Row", along Auburn Way N, to the north of downtown also generates large volumes of local and regional traffic.

Downtown Auburn is near the geographic center of the City, located generally east of the Interurban Trail, north of SR 18, west of F Street SE/NE, and south of 3rd Street NW/NE and 4th Street NE. Downtown Auburn is designated as a Regional Growth Center by the Puget Sound Regional Council (PSRC) as part of Vision 2050. Designated Regional Growth Centers are identified for housing and employment growth. Downtown Auburn contains a mix of land uses, including residential, commercial, and industrial uses. Commercial uses in Downtown are focused along Main Street, Auburn Way, and A Street SE. Historically, this commercial development has served predominantly local needs. However, the presence of Auburn Station, MultiCare, City Hall, and new development projects, combined with regulations and policies that encourage transit-oriented developments (TODs), downtown commercial development will serve a broader range of needs in the future.

The City's Comprehensive Plan land use map focuses residential development in the eastern portion of the valley and in the West Hill, Lea Hill, and the Lakeland Hills area. Access to the State Highway System in Lea Hill is limited to SR 18 at SE 304th Street. Future impacts on the State Highway System in the Lea Hill area will primarily be commuter traffic due to the predominance

of residential comprehensive plan designations in that area and the continued growth of Green River College. The development of Lakeland Hills will also principally result in increased commuter traffic.

Future Land Use

To address the growth targets of 12,112 new housing units and 19,520 new jobs, the 2024 Comprehensive Plan was developed to accommodate the housing and job targets through new zoning and land uses in various corridors and nodes throughout Auburn, and in the Downtown area in particular.

Table 1, below, shows the employment capacity by zone. The employment capacity estimates accommodating 20,701 new jobs at the maximum buildable capacity by 2044, exceeding the City's target of 19,520. Growth is targeted for the Downtown Urban Center (DUC) and in Growth Centers, whose core is primarily R-NM Neighborhood Mixed-Use. Additional growth in commercial space is also anticipated, following a recent trend in industry job growth in auburn.

Table 1: Employment Development Capacity by Zone⁴

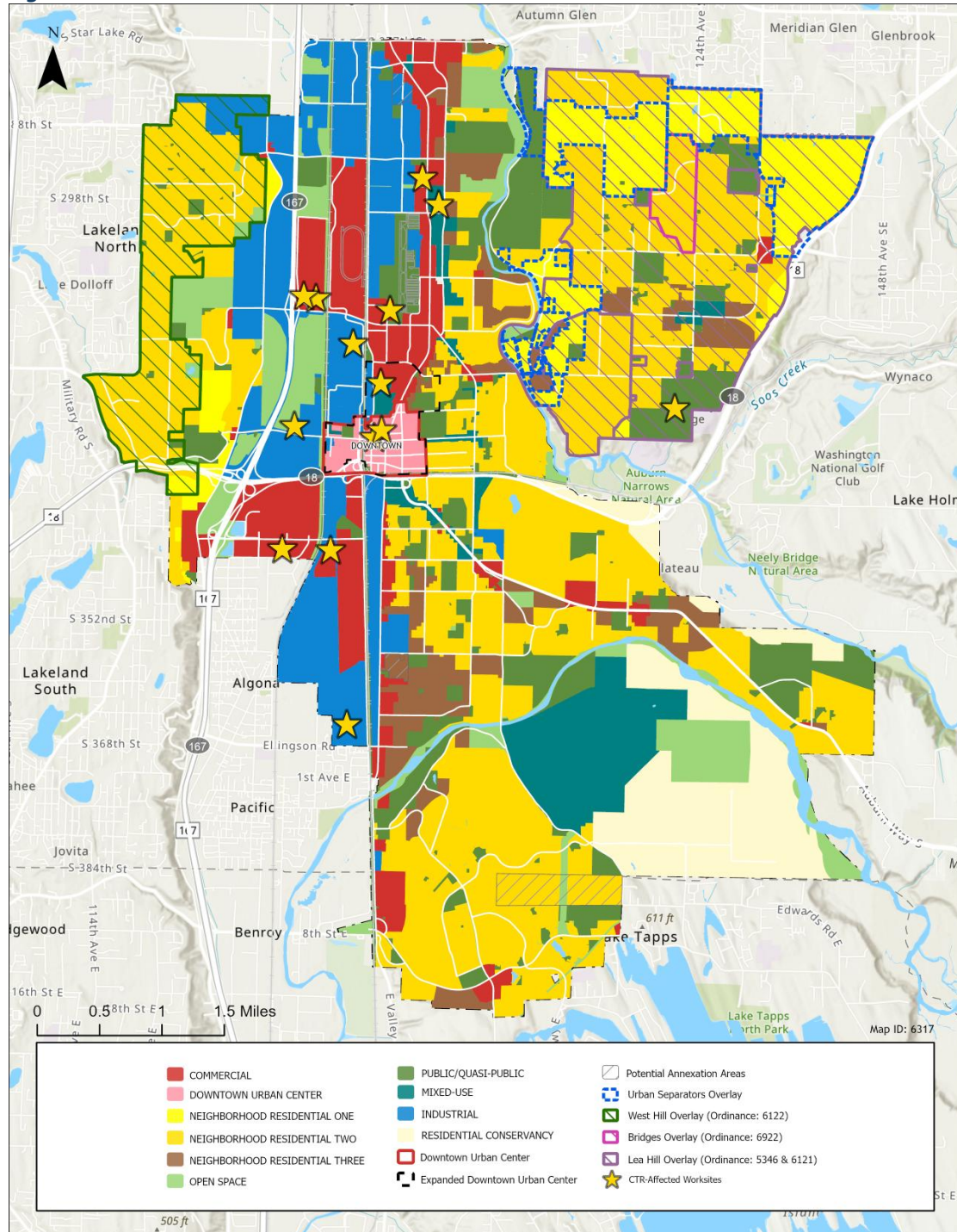
Non-Residential Districts	Developable Acres	Net zoning changes (acres)	Assumed Density – DU/Acres	Employment Capacity (units)
Light Commercial (C-1)	32	-13	845,391	2,254
Heavy Commercial District (C-2)	8	-8	-	-
Auburn Gateway District (C-AG)	0	15	653,400	653
Light Industrial (M-1)	132	-41	3,945,338	3,945
Heavy Industrial (M-2)	81	-9	3,122,925	3,123
Airport Landing Field (AF)	5	0	233,038	233
Mixed-Use Districts	Developable Acres	Net zoning changes (acres)	Assumed Density – DU/Acres	Employment Capacity (units)
DUC Downtown Urban Center – 125	0	5	163,350	408
DUC Downtown Urban Center – 75	0	5	163,350	408
DUC Downtown Urban Center – 55	0	4	130,680	327
DUC Neighborhood Residential	0	3	98,010	245
DUC Health and Wellness – 125	0	2	87,120	218
DUC C-1	0	13	566,280	1,510
DUC C-2	0	12	522,720	1,394
DUC M-1	0	39	1,698,840	1,699
Neighborhood Mixed-Use (R-NM)	0	89	1,938,420	5,169
Total New (2044) Jobs Capacity				21,587

As seen in the map of future land use in Auburn (see Figure 3), mixed-use and commercial land use is concentrated along Auburn Way N and I St SE where frequent transit is planned to start

⁴ *Imagine Auburn: City of Auburn Comprehensive Plan Update 2024.*

operating in 2026, as well as in locations of known future development plans, including the Outlet Collection area along 15th Street SW, Icon Material mining operations and adjacent lands along the east side of Kersey Way (known as the Segale devilment area), and vacant or underdeveloped land areas on Lea Hill and West Hill. Industrial land use, where future job growth is also targeted, is concentrated along the C Street SW, A Street NW/B Street NW, and West Valley Highway corridors.

Figure 3: Future Land Use in Auburn



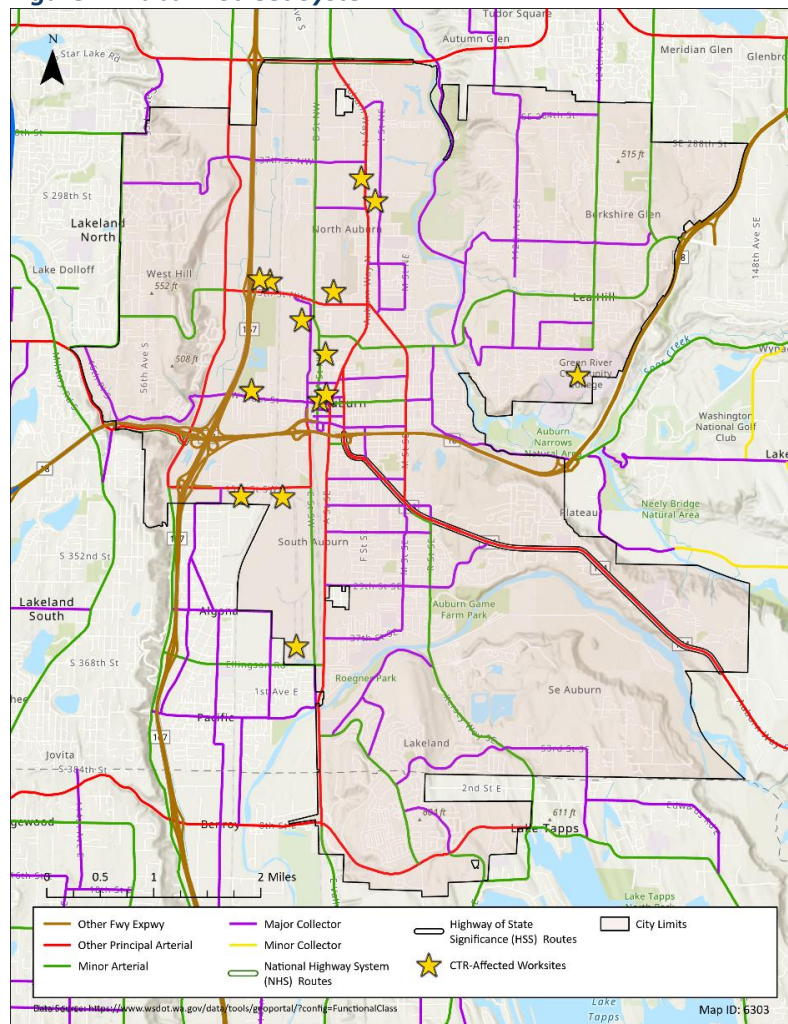
Transportation Facilities

Streets System

The City has roughly 250 centerline miles of public roadways.⁵ The City's planned arterial street network is mostly established with existing roadways with only a few new arterials that have yet to be constructed. Many of the City's arterial and other streets were not built to current City design standards as the network itself is a product of almost a century of evolving standards and design approaches. Many older roads, including those inherited through several annexations, do not include robust pavement sections and do not accommodate active transportation users.

The street system functions as a network. Functional classification is the hierarchy by which streets and highways are defined according to the service they provide. There are three main classes of streets in Auburn: arterials, collectors, and local streets. Figure 4 provides the currently adopted classification of Auburn's existing and planned streets, with current CTR-affected worksites shown for reference.

Figure 4: Auburn Street System



⁵ City of Auburn 2024 Comprehensive Transportation Plan.

Future Streets System Conditions

Using the City's VISUM-based travel demand model and the 2044 Preferred Land Use Future model of the 2024 Comprehensive Plan, it is forecasted that AM peak hour (7:00 – 9:00 AM) trips will increase by 28% (from 22,900 trips today to 19,300 trips in 2044), and PM peak hour (4:00 – 6:00 PM) trips by 37% (from 30,700 trips today to 42,200 trips in 2044).⁶

Active Transportation

The City recognizes that the past development of the transportation system has prioritized the automobile as the primary travel mode. A side effect of this has been conditions less conducive to active transportation travel. The City seeks to redress the balance by enhancing conditions in which active transportation modes are a realistic and attractive travel option.

Over the last 15 years, there have been significant improvements to active transportation facilities in Auburn's Regional Growth Center (Downtown Auburn). Sidewalk, Americans with Disabilities Act (ADA), and lighting improvements have been made to main Streets, S Division Street Promenade, City Hall Plaza and Plaza Park, and behind the shops on E Main Street. Growth in the downtown core has resulted in the development of multi-story residential and office buildings and senior housing, helping renew the pedestrian infrastructure and creating a need for continued effort to maintain and improve the sidewalk system. In addition, the Sounder Auburn Station and transit hub at W Main Street and C Street SW provide pedestrians with more options for connecting to regional destinations.

These improvements contribute to a more hospitable environment for pedestrians. Despite the progress that has been made over the past years, there are still many areas of need and gaps in active transportation systems in Downtown Auburn and in other areas throughout the city.

Commercial development outside Downtown exists primarily along arterials and is dominated by strip development and auto-oriented businesses. Although sidewalks are provided on most arterials, pedestrians may feel exposed to the traffic. Surface parking lots border the sidewalks, and driveways interrupt the continuity of the sidewalk system. The high volumes of vehicular traffic and wide streets along arterials, such as Auburn Way, pose a barrier for pedestrians crossing the roadway.

Residential areas, such as southwest Lea Hill, were built under King County's jurisdiction and sidewalk construction was not required. Breaks in the sidewalk network require pedestrians to maneuver around parked cars, into private yards, or into the street. In newer neighborhoods such as Lakeland Hills, sidewalk built to the City standards applicable at the time of their construction are provided on both sides of the streets.

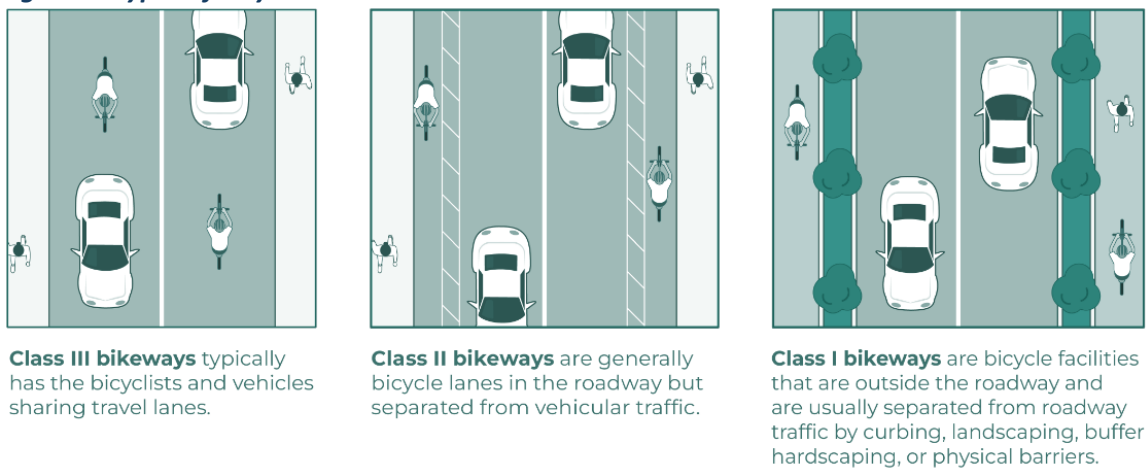
Lea Hill and West Hill neighborhoods have a sporadic and often disconnected sidewalk system. Most newer residential developments have sidewalks, but many of the older residential areas and arterial streets are missing large segments of sidewalk, resulting in an inconsistent pedestrian environment.

⁶ *City of Auburn 2024 Comprehensive Transportation Plan.*

The Auburn Valley is flat and conducive to cycling for a range of skill levels and has a good network of existing or planned north-south biking routes and trails. Areas along the Green and White Rivers provide opportunities for multi-use trails that accommodate bicyclists and pedestrians. The Interurban Trail is part of a major north-south regional trail system. The Green River Trail is also an extension of a north-south regional trail. Conversely, there are few existing east-west connections between the West Hill and Lea Hill areas of Auburn which are more challenging due to steep topography. Many bicycle lanes exist throughout the City but often have gaps before forming a fully connected network or connection to transit and trails.

In 2024, the City's existing bike facilities were mapped using aerial photography and field verification. Bike facilities are categorized into three classes: Class I Bikeways, Class II Bikeways, and Class III Bikeways. These categories are shown and described in Figure 5.

Figure 5: Types of Bicycle Facilities



All roads in the City are considered Class III Bikeways. However, only bike facilities of Class III Bikeways with Pavement Markings level and higher were included in the inventory. The inventory, with current CTR-affected sites shown as reference, is depicted in Figure 7 and yielded the statistics shown in Figure 6.

Figure 6: Existing Bike Facility Statistics as of January 2024

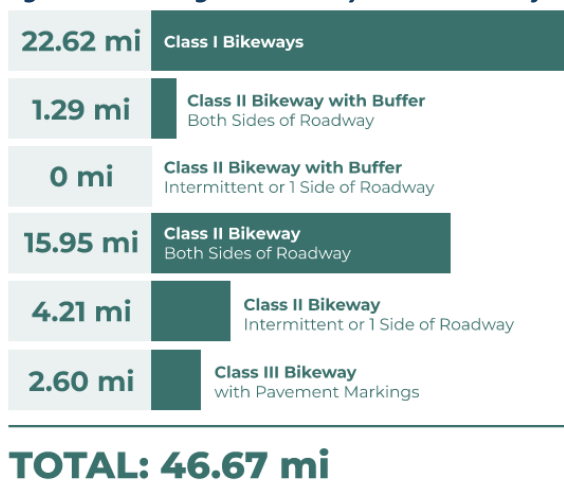
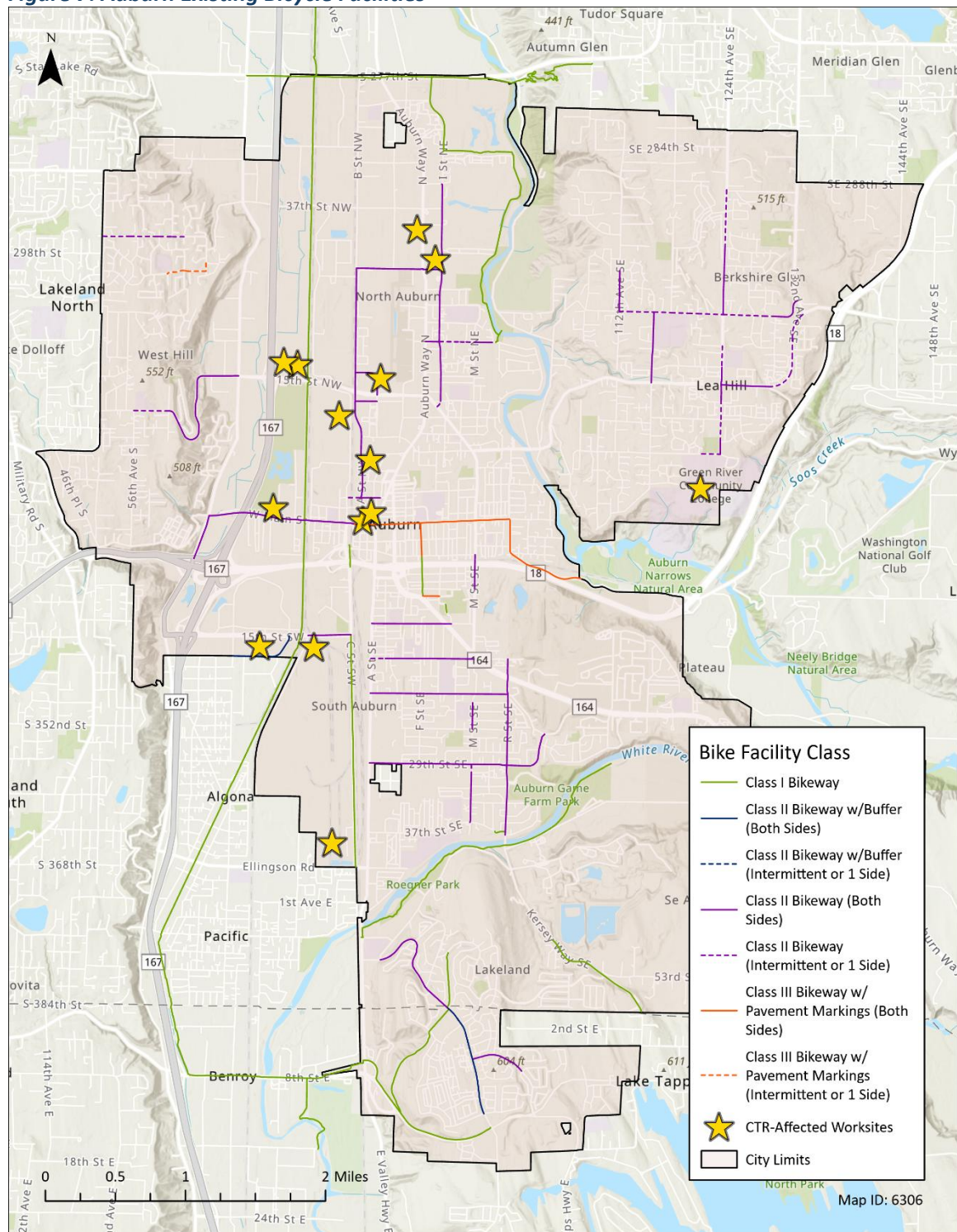
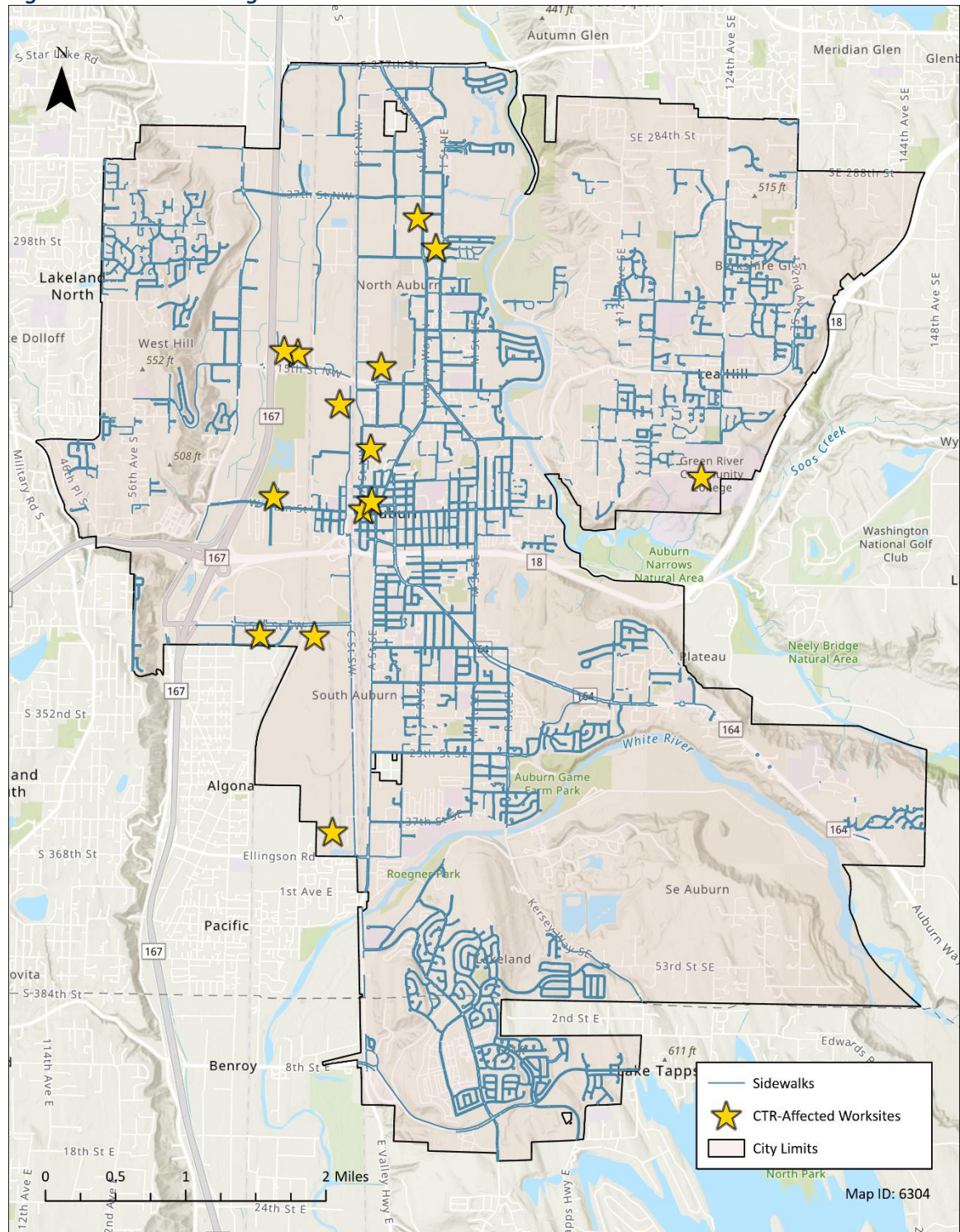


Figure 7: Auburn Existing Bicycle Facilities



Similar to bicycle facilities, a citywide sidewalk inventory was completed in 2022 for citywide sidewalk. This inventory includes location, surface type, width, length, and surface area. When mapped out, it shows where there are sidewalk gaps throughout the City. See Figure 8.

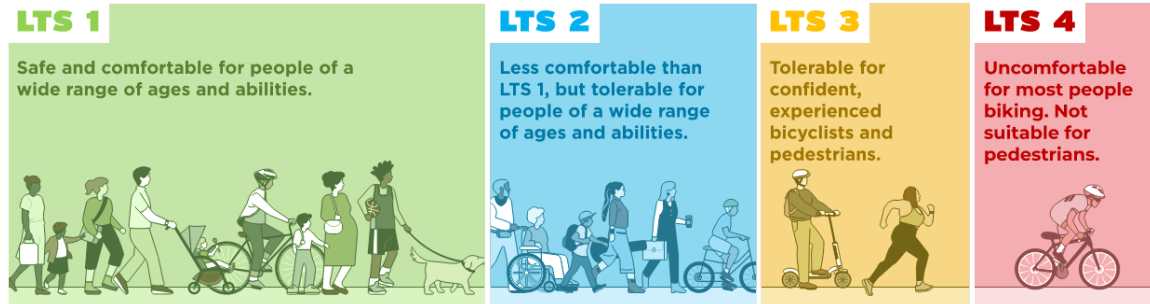
Figure 8: Auburn Existing Sidewalks



Future of Active Transportation Facilities

The 2024 Comprehensive Transportation Plan (CTP) policies establish active transportation LOS standards based on the Level of Traffic Stress (LTS). LTS, depicted in Figure 9, describes how comfortable a pedestrian or bicycle route feels to its users based on a variety of variables. The City rates the LTS of its bicycle and pedestrian facilities on a scale of “1” to “4”, with “1” being the most comfortable and “4” being the least comfortable facilities. For more details on how the LTS is calculated and how pedestrian and bicycle facilities are scored, please refer to the CTP.

Figure 9: Level of Traffic Stress (LTS)

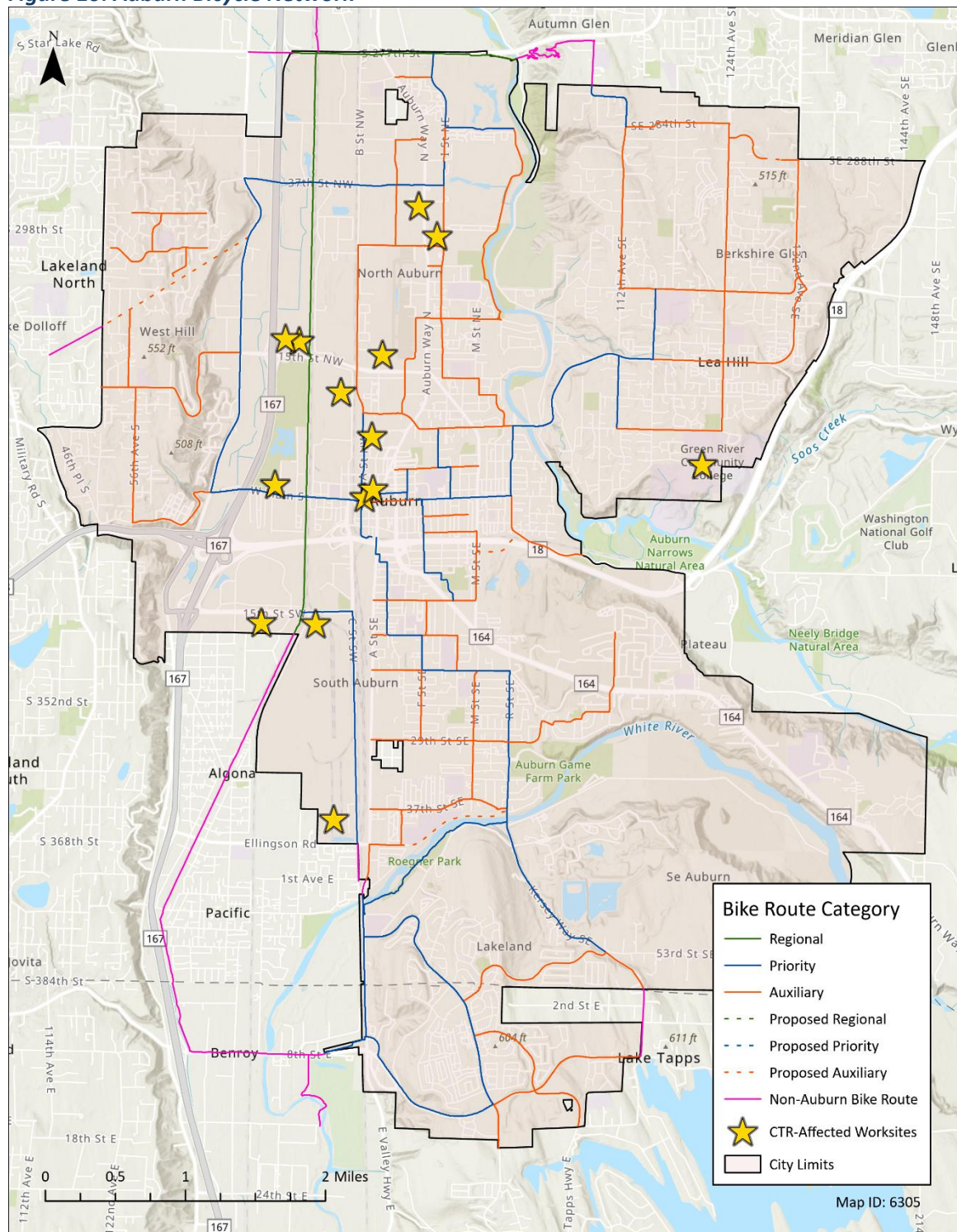


The CTP policies establish an LTS of “2” as the minimum standard for new and upgraded pedestrian facilities. The CTP also establishes that new and upgraded pedestrian facilities meet current ADA requirements.

As part of the 2024 CTP, the City has classified existing and planned bicycle routes as either Regional, Priority, or Auxiliary Routes. Regional Routes provide connectivity through the City to areas outside the City. Priority Routes provide connectivity from Auxiliary Routes to Regional Routes, frequent transit stops, and Auburn Station. Auxiliary Routes provide connectivity to Priority Routes from neighborhoods, commercial areas, schools, services, and non-frequent transit stops. Together, these routes create a network that, when completed, will support general movement of cyclists throughout the City and provide connectivity between neighborhoods and commercial areas to transit stops, regional trail connections, and the downtown urban center. Figure 10 shows what the bicycle network will look like when it is built out.

The CTP policies establish standards that require Regional Routes to have the lowest LTS of “1”, Priority Routes to have a slightly higher LTS of “2” or less, and Auxiliary Routes to have an LTS of no more than “3”.

Figure 10: Auburn Bicycle Network



Transit

The current transit service available, shown in Figure 12, in Auburn includes:

- Sound Transit Sounder commuter rail service
- Sound Transit express bus service
- King County Metro (KC Metro) frequent route service
- KC Metro and Muckleshoot Tribal Transit local route service
- KC Metro DART service
- Pierce Transit express route service

The service levels for bus routes – frequent routes, local routes, and DART and express routes – are described in Figure 11, below.

Figure 11: Service Levels for Bus Routes

	 Level of Service	 Service/ Frequency	 Distance Between Stops
Frequent Routes BRT – Bus Rapid Transit (RapidRide) 	HIGHEST service frequency/ hours	< 15 MINS OR LESS headways during service hours Minimum 4 buses/hour during peak times (currently route 160)	STOPS EVERY 1/2 MILE
Local Routes 	MEDIUM service frequency/ hours	≤ 30 MINS headways during peak hours ≤ 60 MINS during service hours outside of peak hours (currently routes 181, 184, Muckleshoot Tribal Transit)	STOPS EVERY 1/4 MILE
DART & Express Routes 	LIMITED service frequency/ hours	Service with few stops between destinations, intended to take riders quickly to the key destinations. • Express routes are currently routes 497, 566, and 578 • Dial-A-Ride Transit Service (DART) routes are currently routes 915 and 917	STOPS EVERY 1/4 MILE

King County Metro Transit (KC Metro)

KC Metro provides frequent, local, and DART bus services linking destinations within the community and providing regional connections to Auburn Station.

Route 160 provides connection between Auburn Station, Kent Station, and the Renton Transit Center with very limited stops in between. It provides a maximum of 15-minute service during peak hours and 30-minute service during off-peak, and operates from 4 am to 3 am on weekdays and from 5 am to 3 am on weekends. This route will become the RapidRide I Line in 2026 and will provide service every 10 to 15 minutes.

Route 165 provides regional service between Kent, Auburn, and Green River College. It connects with Route 181 at Green River College. This route provides 20-minute service during peak hours and 30- to 60-minute service during off-peak, operating from 5 am to 12 am on weekdays and 6 am to 12 am on weekends.

Route 181 provides daily service between the Twin Lakes Park-and-Ride, Federal Way Commons mall, Federal Way Transit Center, the Outlet Collection, Auburn Station, and Green River College. It provides 15- to 30-minute service during peak hours and 30- to 60-minute service during off-peak, operating from 5 am to 11:30 pm on weekdays and 6:45 am to 11:30 pm on weekends.

Route 184 provides daily service from Auburn Station to south Auburn. It provides 20- to 30-minute service during the day, and 30- to 60-minute service during nights and weekends, and operates from 4:30 am to 1:30 am on weekdays and 5:30am to 2 am on weekends.

Route 915 provides weekday and Saturday service between Auburn Station and Enumclaw via Auburn Way South. The route also includes a small portion of DART service with limited variable routing in response to rider requests in downtown Enumclaw and the northern part of the Auburn Downtown Urban Center around the MultiCare Auburn Medical Center. This route provides 40- to 60-minute service operating from 4:30am to 7:45 pm during weekdays, and 90-minute service operating from 10am to 6:30 pm on weekends.

Route 917 provides weekday and Saturday service between A Street SE, 41st Street SE, Algona, the Outlet Collection, and Auburn Station. The route offers DART service (limited variable route) in portions of Pacific. This route provides 25- to 40-minute service on weekdays, and 60-0minute service on weekends. It operates from 5 am to 7 pm on weekdays and from 8:30 am to 5:45 pm on weekends.

ACCESS Transportation is KC Metro paratransit service, providing door-to-doo, shared-ride van transportation within most of King County. The ADA requires door-to-door paratransit service for persons whose disability prevent use of accessible fixed-route bus service.

KC Metro sponsors **vanpool services** that serve residents and employees in Auburn. Vanpool is a shared-ride service that provides group transport for commuters with proximate origins and destinations.

Pierce Transit

Route 497 is operated by Pierce Transit in partnership with the City of Auburn and KC Metro. It operates peak hour weekday service between Lakeland Hills and Auburn Station. As a morning

and evening service meeting Sounder commuter rail schedule, Route 497 is a commuter-oriented route, but is open to all riders. Route 497 primarily serves Sounder passengers and significantly reduces the demand for commuter parking at the Auburn Station parking garage managed by Sound Transit.

Pierce Transit also provides **vanpool services** similar to those offered by KC Metro.

Sound Transit

Sound Transit operates the **Sounder commuter rail** service on the Lakewood to Tacoma to Seattle route (S Line) via the BNSF Railway. The S Line provides weekday peak hour trips northbound to Seattle in the morning and southbound from Seattle to Tacoma to Lakewood in the afternoon. Limited reverse direction trips are also provided in each peak hour, as well as limited midday service. Some connections are available between S Line Sounder trains, which terminate in Seattle, and N Line Sounder trains from Everett to Seattle. Additional special event service to and from Seattle for Mariners, Seahawks, and Sounders games is available on some weekends.

Currently, nine trains operate northbound to Seattle in the morning peak and ten trains return southbound during the evening peak. Three trains operate southbound to Tacoma/Lakewood in the morning and northbound to Seattle in the evening. There is currently one midday train running northbound to Seattle.

Route 566/567 offers daily weekday, limited-stop service between Auburn Station, Kent Station, Renton Transit Center, Bellevue Transit Center, and Overlake Transit Center. It provides 20- to 30-minute service northbound during the morning peak from 5:30 am to 11:00 am, and 20- to 30-minute service southbound during the evening peak from 1:40 pm to 8:00 pm.

Route 577/578 offers daily limited-stop service between Puyallup, Sumner, Auburn, Federal Way, and Seattle. Route 577 provides service between the Federal Way Transit Center and Seattle during the peak periods when the Sounder train is in operation. The 578 provides service between Puyallup and Seattle during the off-peak hours when train service is not currently provided. Route 578 provides 30- to 60-minute service on weekdays. On weekends, Route 578 provides hourly service.

Sound Transit operates **Auburn Station** located in downtown Auburn. This full-service multimodal facility provides parking for a total of 633 vehicles in a six-story parking garage and a surface parking lot. A number of parking stalls are reserved for carpool/vanpool, and a number of stalls are reserved for paying single-occupant vehicles.

Auburn Station currently handles approximately 470 daily bus trips. Approximately 3,000 passengers ride bus service to/from the station on a daily basis. Boardings at Auburn on the Sounder commuter rail are approximately 1,300 per day.⁷

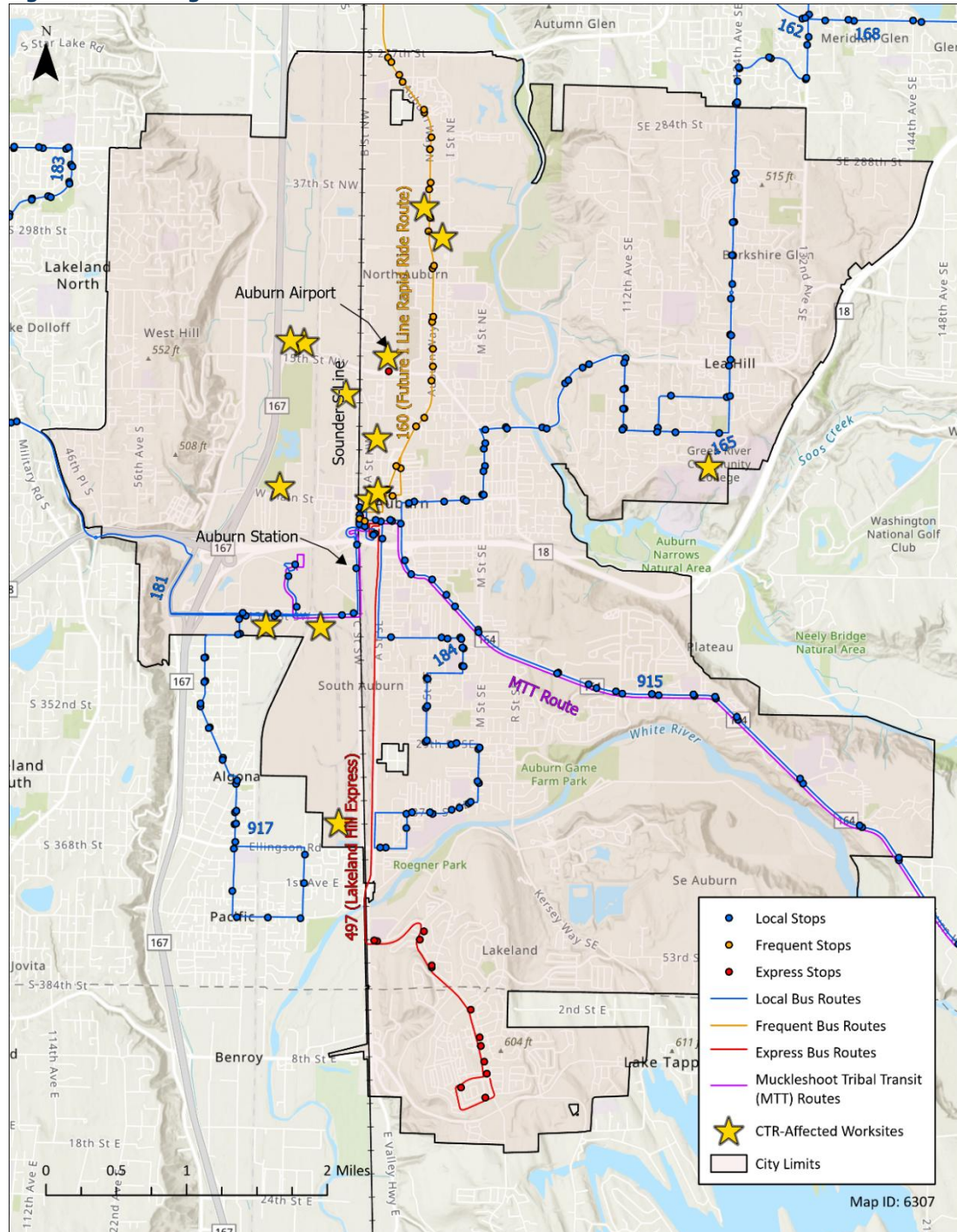
Muckleshoot Tribal Transit

Muckleshoot Indian Tribe (MIT) currently operates the Muckleshoot Tribal Transit (MTT) services that offers two publicly available transit routes. The Reservation Hot Lap provides local service

⁷ City of Auburn 2024 Comprehensive Transportation Plan.

between SE 384th Street and SE 416th Street with 30- to 60-minute service from 7 am to 8 pm on weekdays. The Reservation Route serves the SR 164 corrido generally between SE 416th Street, Downtown Auburn, and the Outlet Collection with 30-minute service from 5:30 am to 8:30 pm on weekdays, and 30-minute service from 10 am to 4:30 pm on Saturdays and holidays. MTT shares many stop locations with KC Metro and is a valuable resource to the community as the service is free to all passengers.

Figure 12: Existing Transit Service in Auburn



Current Transit Needs and Gaps

The **West Hill** of Auburn is currently not directly served by any transit service, making its 7,500 residents the least transit served people in Auburn. Auburn's West Hill is also unique in that it sits between Auburn Station and the Federal Way Transit Center. This presents an opportunity to provide transit connections from West Hill to the Federal Way Transit Center, Auburn Station, or both.

With the Link Light Rail expanding south to Federal Way with an expected opening in 2026, there is an opportunity and need to improve Auburn's overall access to regional transit systems through frequent and efficient transit services **between Auburn Station and the Federal Way Transit Center**.

When the light rail is complete to the Federal Way Transit Center, the demand for this route is likely to increase significantly.

The **Lea Hill** area of Auburn, which is a predominantly residential community, has two transit routes that primarily serve Green River College, leaving a large portion of the residents unable to walk or bike to a transit route. In 2014, a license plate survey of the Auburn Station garage indicated that a substantial number of Lea Hill residents utilize transit service at Auburn Station. This suggests that a commuter-oriented shuttle serving Lea Hill, similar to Route 497 in Lakeland Hills, could be successful.

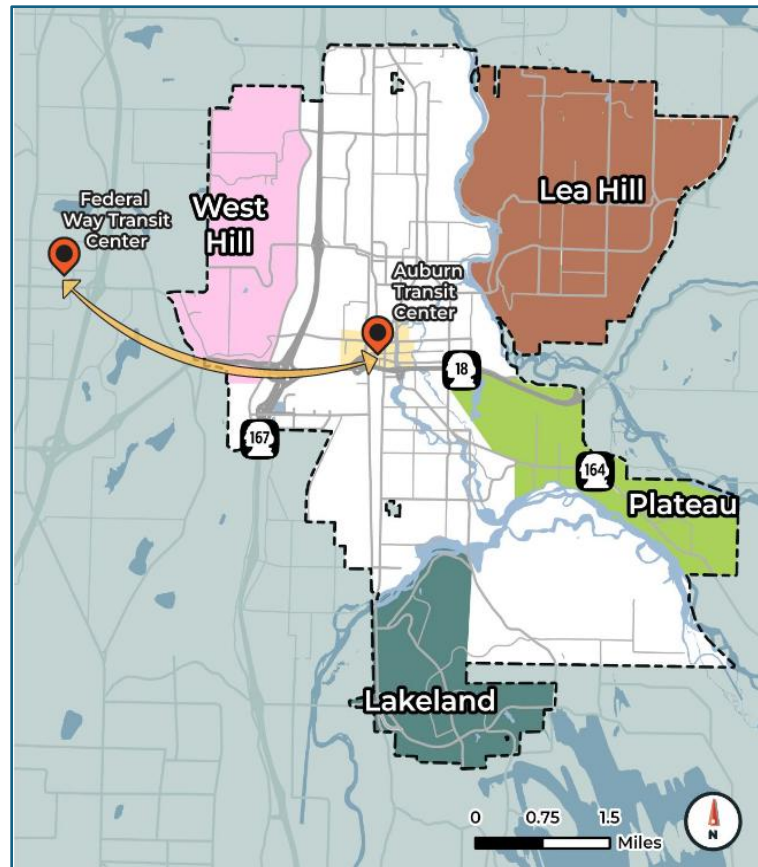
The **Plateau** is currently served by KC Metro Route 915 and MTT. With both of these routes running, headway time ranges from 30 to 60 minutes. This provides an opportunity for KC Metro and MTT to work together to shorten headways along Auburn Way South.

Future of Transit Service

Sounder Commuter Train

Due to shifts in Sounder commuter train ridership since the COVID-19 pandemic and changes in many commuters' work schedules, particularly the increase in telework, Sound Transit is re-

Figure 13: Auburn Neighborhoods with Transit Needs and Gaps



examining the priorities from the 2020 Sounder South Strategic Plan. Prior to the pandemic, near capacity ridership growth was expected during the peak periods, resulting in the plan prioritizing longer trains (from second cars to ten cars) during the peak periods. However, since the pandemic, peak ridership has lowered, leading Sound Transit to consider prioritizing new trips, including more trips during off-peak hours, over longer trains. Any new trips, however, will require approval from BNSF Railway, which owns most of the tracks the Sounder runs on.

As part of its re-examination of its priorities, Sound Transit conducted public engagement around the question of longer trains during peak hours versus more trips. The survey results showed that approximately 90% of respondents preferred adding new trips over longer trains. Sound Transit will use the feedback from its public engagement, along with other research, to inform Sound Transit Board discussions regarding its Sounder S Line operations.

Sound Transit Link Light Rail

Approved by voters in 2016, Link Light Rail Line 1 will be extended down to Federal Way, with a planned opening in 2026. When it opens, this will add nearly eight miles to the regional light rail system, connecting Federal Way to Seattle via light rail and will include stops at Kent Des Moines Station, Star Lake Station, and Federal Way Transit Center. As noted in the Transit Needs and Gaps section above, when this light rail extension opens, demand for a frequent and efficient connection between the Federal Way Transit Center and Auburn Station is anticipated.

South Link Connection Project

KC Metro, in collaboration with Sound Transit and other partners, is undertaking the South Link Connections Project that will prepare a study that identifies and evaluates potential service changes to better connect its system with the upcoming Federal Way light rail extension. In Auburn, the project has identified potential changes to Route 165, increased frequency in Route 181, and inclusion of Auburn in Metro Flex service areas.

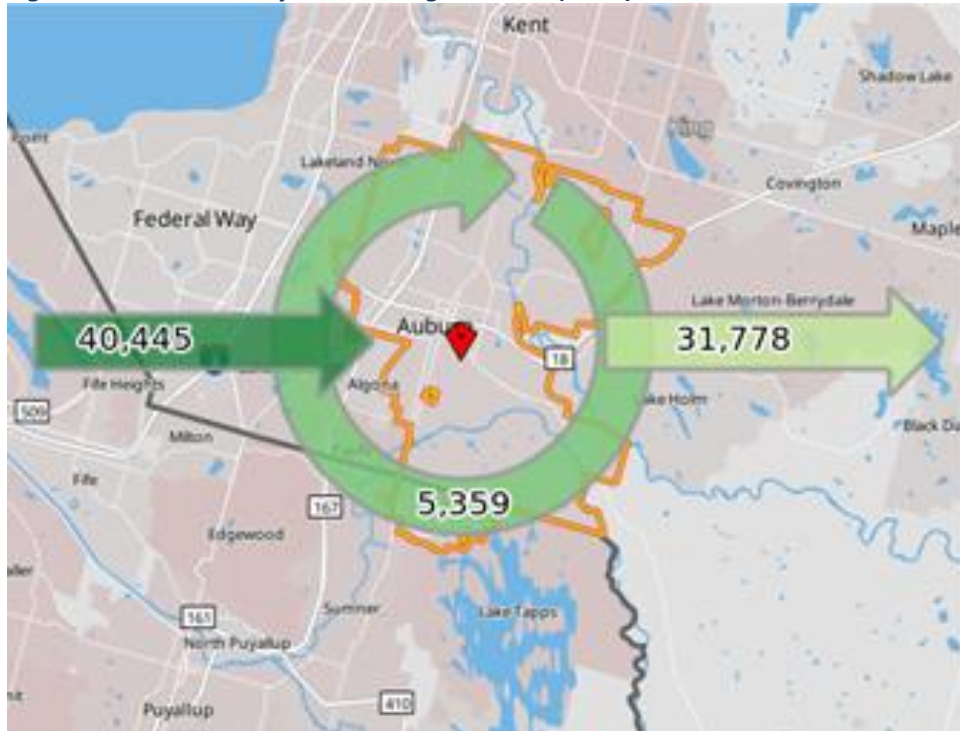
Route 165 currently connects Green River College to Kent Station, Kent-Des Moines Station, and the Burien Transit Center. The proposed change to this route would split Route 165 at Kent-Des Moines Station to create a new Frequent Route 164, with 15-minute weekday headways, and new Local Route 166.

The South Link Connections Project is also proposing creation of two new Metro Flex service areas that would serve Auburn residents and employees. Metro Flex is an on-demand neighborhood ride share service, allowing transit users to ride anywhere within its service area at the same cost as a KC Metro bus trip. Metro Flex provides service in places that are not near frequent bus or rail service, helping to fill transit gaps in the areas that it serves. To provide service to West Hill, which currently has no transit service at all, KC Metro is proposing a Federal Way Metro Flex service area, which would connect West Hill residents to the Federal Way Transit Center. This service area, however, would not connect West Hill to Auburn Station. KC Metro is also proposing a South Auburn service area. This service area will provide Metro Flex service to the south valley area and a portion of the plateau, connecting them to Auburn Station.

c) Describe whether and how commuting patterns have changed in the past few years.

As of 2020, 5,359 Auburn residents both live and work in the city, while 31,778 residents worked outside of the city. Additionally, 40,445 people commuted from outside the city to work in Auburn. Figure 14 shows these figures, demonstrating that more people work in Auburn and live elsewhere than those who live in Auburn and work elsewhere. This results in an increased pool of residents and employees who engage with City services and businesses.

Figure 14: Auburn Daily Commuting Patterns (2020)⁸



While the above data predates the COVID-19 pandemic, the large share of jobs in the city that tend to be in-person – health care, retail, manufacturing, construction, transportation and warehousing, and hospitality and food – suggests that the commuting patterns may have been less affected by the pandemic in Auburn compared with other areas in the region that have a higher share of jobs suitable for telework.

Transit

Prior to the COVID-19 pandemic, monthly boardings of the S Line Sounder commuter train at Auburn Station tended to be between 25,000 to 35,000 passengers. In 2020, however, this dropped to between 2,500 and 4,800. While ridership has been increasing since 2020, and particularly since 2021, total ridership is still well below 2019 levels. Individual station ridership numbers are not currently available for the S Line, but the total line ridership numbers show that 2024 ridership is at roughly half of what it was in 2019. For January through August of 2024,

⁸ US Census on the Map, 2020.

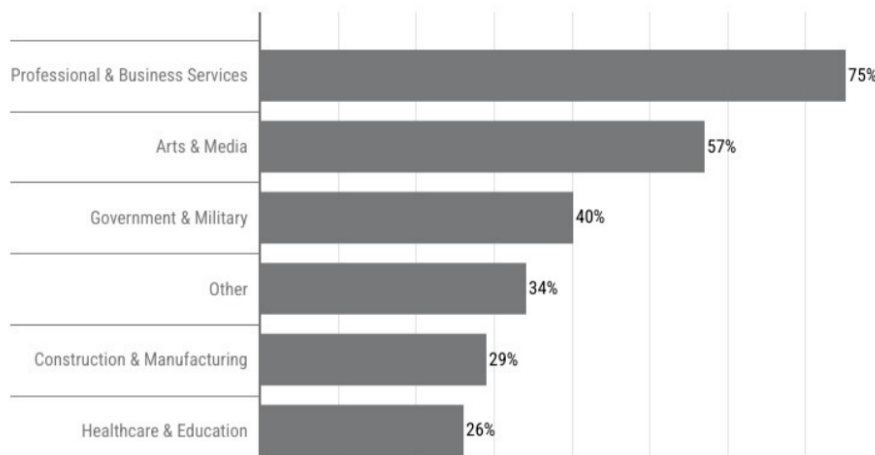
ridership totaled 1,222,827 for the S Line. In 2019, the January to August ridership totaled 2,234,184, putting 2024 ridership at 54.7% of the 2019 ridership.⁹

On the other hand, while total ridership on KC Metro routes dropped significantly during the COVID-19 pandemic and has not yet caught back up with pre-pandemic levels, boardings in Auburn have actually increased slightly from pre-pandemic numbers. For the system as a whole, weekly ridership for January to July 2019 averaged 400,473 weekly boardings. In 2024, January to July ridership averaged 257,565 weekly boardings, only 64.3% of the 2019 levels.¹⁰ However, in the fall of 2019, daily boardings in Auburn averaged 3,678.2, while daily boardings in the spring of 2024 averaged 3,821.9, a 4% increase.¹¹ This demonstrates a greater reliance and need for transit within Auburn compared to other parts of King County.

Working at Home

The COVID-19 pandemic also resulted in a significant change in how many workers have been given the opportunity to work from home at least one day a week. In 2023, PSRC conducted its Household Travel Survey (HTS) throughout the Central Puget Sound region, which includes Snohomish, King, Pierce, and Kitsap Counties. This survey showed that throughout the region, 12% of workers work entirely at home, 25% work part of the time at home and part of the time at a worksite (hybrid), and 63% of workers work fully in-person at a worksite. The survey results also showed a strong correlation between industry and working at home rates. As seen in Figure 15, some of the industries with the lowest working from home rates include healthcare and education, and construction and manufacturing. In Auburn, health care is the largest industry, and manufacturing and construction are the third and fourth largest industries, respectively. This indicates that while working from home rates have likely increased in Auburn, the increase is likely less than the region overall.

Figure 15: Working at Home Rates by Industry in the Central Puget Sound¹²



⁹ <https://www.soundtransit.org/ride-with-us/system-performance-tracker/ridership>

¹⁰ <https://kingcounty.gov/en/dept/metro/about/data-and-reports/performance-reports>

¹¹ King County Metro Ridership by Area Report, accessed November 27, 2024.

¹² PSRC 2023 Household Travel Survey

d) List the most important land use and transportation objectives from Auburn's plans that CTR most directly affects.

Land Use Objectives

Throughout the 2024 Comprehensive Plan, reference to the City's values are made. Within the Land Use Element, the values of Wellness and Sustainability are particularly linked to CTR. In reference to Industrial Land Uses, the City values properties and businesses to be connected to nonmotorized corridors that offer alternative means to commute, contributing to both wellness and sustainability.

Policies in the Land Use Element pertaining to Industrial designations propose development incentives to encourage the creation of electric car charging stations, use of sustainable building practices, development of nonmotorized infrastructure, and proximity and connection to public transit. Additionally, landscaping, sidewalks, and bike paths should be integral parts of site design for industrial developments, if it is located in an impression corridor or located within or adjacent to an identified nonmotorized corridor. Overall, the policies emphasize the need for industrial sites to accommodate multimodal travel, tying in with the goals of CTR.

Furthermore, the Land Use Element focuses denser residential areas closer to multimodal transportation options. In the description of the Neighborhood Residential Three designation, which encourages a mix of Middle Housing residential, apartment buildings, and mixed-use development, the Land Use Element notes that these communities should be served by high-capacity transit and have nonmotorized connections to surrounding amenities and services or have access to on-site amenities. Additionally, density bonuses should be available to incentivize nonmotorized connectivity to parks and commercial areas and proximity to transit service, among other characteristics. Live-work units are also encouraged in this residential designation, lending itself to increased working from home rates.

Similarly, the Mixed-Use designation, which encourages higher densities and proximity between housing and commercial uses, is primarily located within designated Growth Centers or other areas where walkable communities is desired. This land use designation is not intended to be auto-oriented, and should encourage sustainable transportation options by creating viable options for non-drive-alone transportation.

These values and policies, along with an overall theme of increased density and sustainability, work hand-in-hand with the objectives and goals of CTR.

Transportation Objectives

The 2024 CTP provides 11 transportation goals for the City of Auburn. While all transportation goal, policies, and actions are connected to CTR since transportation in the City is an interconnected system, the goals that are most directly linked to CTR include:

Planning: Plan, expand, and improve the transportation system in cooperation and coordination with adjacent and regional jurisdictions to ensure concurrency compliance with the Growth Management Act, and to improve safety and efficiency of the multimodal system to meet the community needs, facilitate the land use plan, and reduce vehicle miles traveled and greenhouse gas emissions.

Environmental: Comply with environmental laws and regulations.

Multimodal Accessible Network: Ensure Auburn's transportation system is designed to be comprehensive, integrated, accessible for users of all abilities, and facilitates different types of traffic flows, including pedestrians, bicyclists, motorists, transit riders and operators, truck operators, and aviation users.

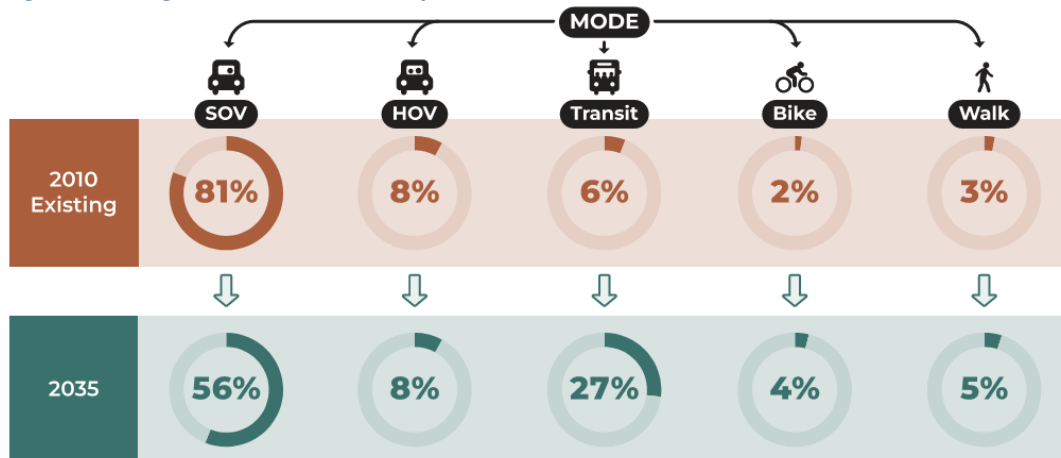
Multimodal Level of Service (MMLOS) Standards: Establish MMLOS for all City streets, active transportation facilities, and access to transit service to serve as a gauge to judge performance of the system and success in helping achieve the comprehensive plan goals consistent with environmental justice.

Multimodal Concurrency: Ensure that those transportation system facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy without decreasing current service levels below established minimum standards.

Demand and System Management: Use Transportation Demand Management (TDM) and Transportation System Management (TSM) strategies to reduce capacity demand on the transportation system.

Using TDM strategies, the City will continue to encourage drivers of single occupancy vehicles to consider alternate modes of travel such as carpools, vanpools, transit, active transportation travel, and alternative work schedules, and has identified mode split goals for the Auburn Regional Growth Center. The existing and 2035 mode split goals are summarized in Figure 16. These goals reflect the desire to significantly reduce automobile travel as a share of work trips, with the most significant increase in transit trips. The reduction in the vehicle mode split will be the result of the right mix of land use changes, transportation investments, and roadway pricing tools. Additionally, factors such as shifting demographic trends, preferences, and technology may contribute to mode shifts above and beyond the identified goals.

Figure 16: Regional Center Mode Split Goals



Parking: Ensure a balance between on-street and off-street parking provided to meet the needs of existing land use, development, and other community needs and as allowed by law.

e) Describe critical aspects of land use and transportation that should be sustained and key changes that should be considered to improve CTR's contribution to the land use and transportation objective referenced.

In past discussions with CTR-affected worksites, some themes that have stood out regarding how to improve non-drive-along trip rates include better connections to transit and bicycle and pedestrian infrastructure. Many of the policies and goals described above in both the Land Use Element and the CTP support improvements in these areas.

The focus in the CTP on growing the multimodal network lends itself to better connecting CTR worksites with bicycle and pedestrian infrastructure. Additionally, focusing active transportation projects in areas with higher levels of transit service will help better connect workers to existing transit service. Continuing to coordinate with transit agencies that serve Auburn, which is included in the policies of the CTP, will help to encourage connection of transit service and major worksites in Auburn.

The focus of the Land Use Element on concentrating both housing and job growth near frequent transit also supports future potential CTR-affected sites. Having housing and jobs near frequent transit would make it easier for Employee Transportation Coordinators (ETCs) to encourage workers to use transit as an alternate mode of transportation. The additional emphasis in the Land Use Element on ensuring future developments include multimodal connections in their sites plans also goes hand-in-hand with CTR objectives.

Because both land use and transportation objectives emphasize multimodal transportation and focusing housing and job density near transit and nonmotorized connections, very little about either should be changed to improve CTR's contribution the objectives. Future iterations of the Land Use Element and CTP should continue its emphasis on multimodal transportation options.

2) Describe how the CTR program will help achieve Auburn's land use and transportation objectives.

a) Describe how and to what extent Auburn's CTR program will help Auburn achieve the land use and transportation objectives referenced in Question 1.

Auburn's CTR Plan and the City's focus on increasing housing density and completing the multimodal networks are mutually reinforcing. By encouraging people to commute via non-drive-alone modes, the CTR Plan supports the market for higher density housing close to transit and the demand for multimodal networks. In turn, the higher density housing near transit and the multimodal networks offer more opportunities for people to commute via non-drive-alone modes.

3) Describe how the CTR program will help achieve Auburn's environmental objectives.

a) Describe how the CTR program will support Auburn's greenhouse gas emission reduction efforts.

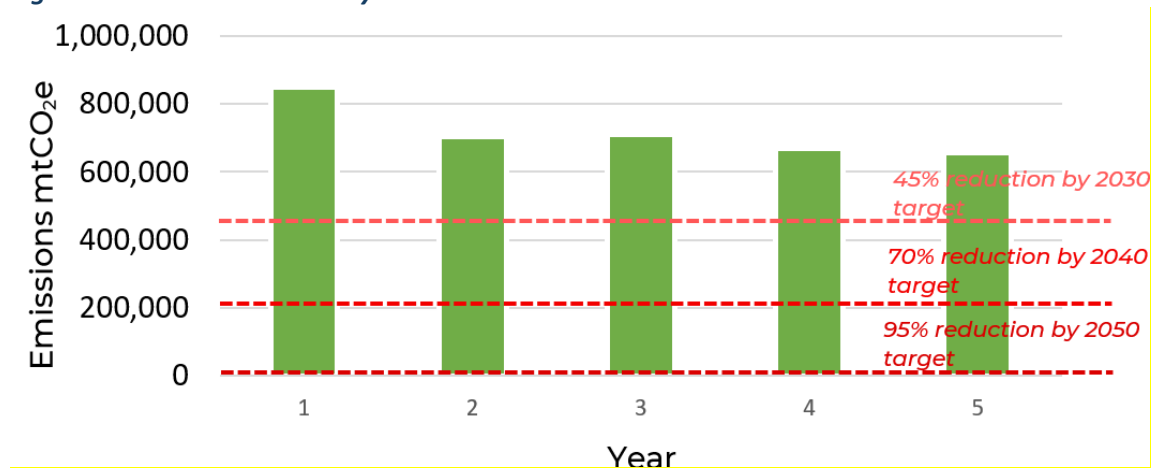
The City's State and County partners have adopted ambitious emissions reductions timelines. Table 2 provides these greenhouse gas emissions (GHG) reduction targets.

	2030	2040	2050
Statewide*	-45%	-70%	-95%
PSRC**	-50%	-	-80%
King County**	-50%	-	-80%
Pierce County*	-45%	-70%	-95%

Table 2: Greenhouse Gas Emissions Reductions Targets¹³

Figure 17 depicts Auburn's emissions forecast and reduction goals. This indicates that while Auburn has found modest success in its approach to emissions reduction in the past, the City will have to take on a more aggressive stance of curbing its emissions sources in order to meet its reduction targets on time.

Figure 17: Auburn Community Emissions Forecast and Reduction Goals¹⁴



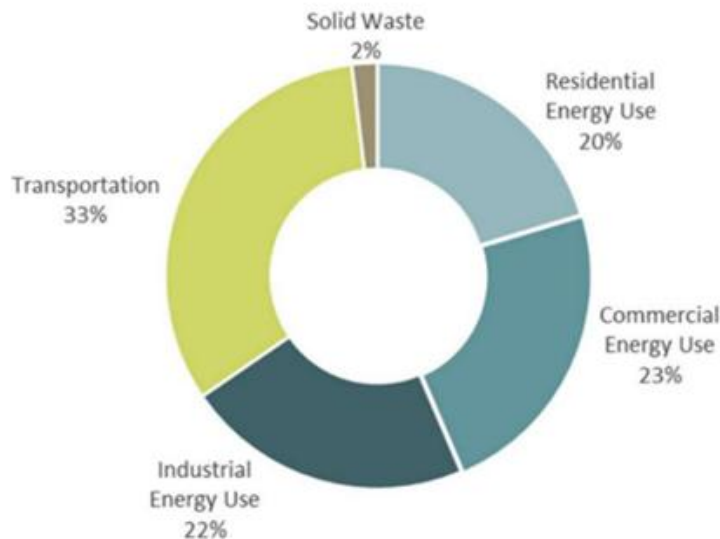
The source of GHG emissions in the City can be broken down into five categories: solid waste, residential energy use, commercial energy use, industrial energy use, and transportation. Of those five categories, transportation is responsible for the largest share of GHG emissions, at 33% (see Figure 18). This makes CTR directly relevant to the City of Auburn meeting its GHG emissions reduction goals. By reducing the drive alone rate at the major employers in Auburn, GHG emissions will, too, be reduced. Since transportation is the largest contributor to GHG emissions,

¹³ Pierce County and Statewide targets are based on 1990 GHG emission levels. PSRC and King County targets area based on 2007 levels.

¹⁴ *Greenhouse Gas Inventory for the City of Auburn, Washington (2018)*

it stands to reason that reductions in transportation emissions will have significant impacts on overall emissions reductions.

Figure 18: Auburn Emissions Inventory by Sector (MTCO₂e) in 2015¹⁵



b) Describe how the CTR program will support Auburn’s environmental objectives in addition to greenhouse gas emission reductions.

As drive-alone trips shift to transit, rideshare, and nonmotorized trips, the demand for new roadways decreases and more land area can be left in a natural, unbuilt state which also improves air quality.

4) Describe how Auburn’s CTR program will help achieve regional and state objectives.

a) Summarize the local, regional, and state benefits that would be gained if you achieve your CTR targets.

Regional Objectives

In its 2022-2050 Regional Transportation Plan (RTP), PSRC notes the following as objectives regarding TDM:

Improving TDM Integration in Planning: TDM and CTR should be considered and addressed at the planning, programming, and implementation stages of regional and local comprehensive plans.

Measuring Program Effectiveness and Efficiency: Define program goals, identify the best TDM strategies to support those goals, and measure how effectively the strategies achieve the goals.

¹⁵ Climate Action Plan of the City of Auburn

Evaluating and Addressing Equity in TDM: Evaluate the equitable distribution and benefits of TDM programs and, if there are deficiencies, identify opportunities to improve equity.

Modernize the CTR Law: The goals and priorities of the CTR law should be evaluated in coordination with WSDOT, including an exploration of expanding its scope.

More broadly, the RTP also speaks to working towards an integrated multimodal transportation system that serves diverse demands. Adequate sidewalks and paths should provide safe walking routes to local destinations. High-quality infrastructure should provide convenient routes for those who want to bicycle. Well-maintained roads, highways, and bridges provide routes for cars, buses, freight haulers, and delivery trucks, as well as cyclists, pedestrians, and people riding scooters, and other new emerging modes of transportation. Fast and frequent high-capacity and local transit should be connected to these other modes of transportation and link important concentrations of jobs and housing and other amenities.

The RTP also addresses environmental concerns and objectives, with climate change being a primary focus of VISION 2050, PSRC's plan for growth. VISION 2050 has a goal for the region to substantially reduce GHGs that contribute to climate change in accordance with the goals of the Puget Sound Clean Air Agency. These goals are 50% below 1990 levels by 2030 and 80% below 1990 levels by 2050.

State Objectives

In its Draft 2023-2025 State Commute Trip Reduction Plan, WSDOT has an overarching goal of increasing the use of high-efficiency transportation options for commuters. To reach this goal, it lists the following objectives:

Improve Delivery of CTR Programs: Pursue programmatic changes to benefit performance, advance customer experience, streamline program administration, and address resource constraints.

Expand the CTR Market to Address Equity: Provide TDM services in more places, to more people, with a focus on vulnerable populations in overburdened communities and tribes.

Produce More Useful Transportation Behavior Data: Monitor, evaluate, and improve data collection.

Expand Investment and Service to Advance Equity and Environmental Justice: Research, evaluate, and implement strategies that address environmental justice in alignment with the Climate Commitment Act (CCA).

Respond to Shifting Mobility Patterns: The CTR program must adapt to changing conditions regarding shifts in response to the COVID-19 pandemic and employer shifts in expectations for employees to physically report to the office.

Reduce Greenhouse Gas Emissions: The State CTR Program encourages use of TDM across the state, which reduces GHG emissions by encouraging use of non-drive-alone modes.

How CTR in Auburn Contributes

As with local land use and transportation objectives, many of the regional objectives and goals go hand-in-hand with CTR success. Through encouraging workers to commute by non-drive-alone modes, the CTR program supports the demand for the integrated multimodal network PSRC calls for. Likewise, building out the regional multimodal network will encourage workers to commute via non-drive-alone modes. Similarly, as drive-alone trips shift to transit, rideshare, and nonmotorized trips, GHG

emissions will lower. As with the City's GHG emissions, transportation – and particularly on-road vehicles – accounts for the greatest share of GHG emissions (see Figure 19).¹⁶ Thus, success in CTR will contribute to the shift from drive-alone trips to alternative modes and toward the region's GHG emissions goals.

Additionally, successfully implementing CTR, including all of the regulatory requirements, will help toward data- and CTR-related regional and state objectives. Ensuring that all CTR-affected worksites complete their CTR surveys and program reports will provide the City, region, and state with relevant data to assist with evaluating the effectiveness and efficiency of local, regional, and state CTR and TDM strategies. Additionally, continued coordination through various regional and state meetings and workshops moves the CTR program forward, benefiting the regional objective of modernizing the CTR law and the state objective of improving delivery of the CTR program.

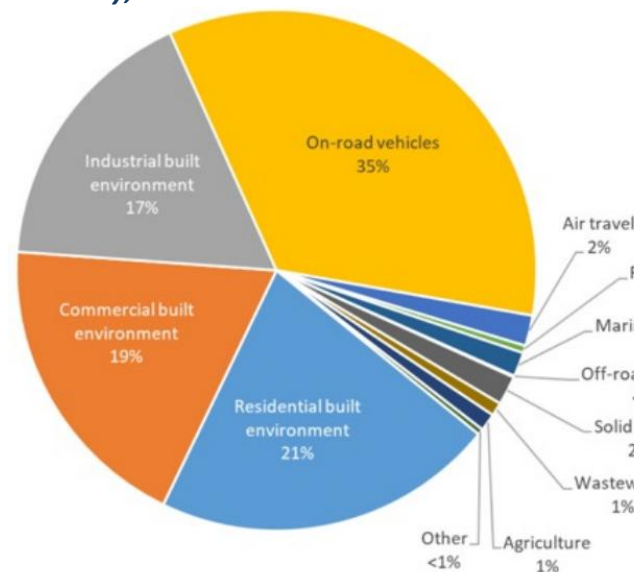
b) List adjacent CTR-affected cities and counties.

The City of Auburn lies mostly within King County, with a portion of the southern part of the City within Pierce County. In King County, Auburn is bordered to the City of Kent to the north and the City of Federal Way to the west. The City of Pacific and Algona are west and south of Auburn, but are not CTR-affected. Unincorporated King County lies to the east and northwest of Auburn. In Pierce County, Auburn is bordered by the City of Sumner and unincorporated Pierce County.

c) Describe the top few cross-border and regional transportation issues that affect Auburn.

Being in two counties places the City of Auburn in a unique position and can provide its own challenges. Because it crosses the county border, Pierce Transit Route 497, which provides the

Figure 19: Regional Greenhouse Gas Emissions Inventory, 2015



¹⁶ Puget Sound Clean Air Agency, 2018.

only transit service in the Lakeland Hills area, operates through an interagency agreement between Pierce Transit, King County Metro, and the City of Auburn. Decreases in ridership and budget constraints has put the future of this route into question.

An additional cross-border challenge that arises is linked to the geographical constraints of the City. As discussed in the land use section of this plan, Auburn consists of a valley, a plateau, and hills – West Hill, Lea Hill, and Lakeland Hill. These geographical constraints can, at times, isolate the hills, particularly Leah Hill and West Hill, or push residents towards other jurisdictions. The geography also lends itself to making east-west transit, bicycle, and pedestrian connections more difficult than north-south connections. Looking toward the future Link Light Rail 1 Line Federal Way extension, ensuring an efficient and effective connection between the light rail, West Hill, Auburn, and Lea Hill is important but challenging connection that must be addressed.

Additionally, the Central Puget Sound region is a diverse area regarding city sizes, transit access, and densities. It contains dense, urban cities such as Seattle and Tacoma, more suburban areas, such as Auburn, and also rural areas such as Sultan and Graham. Transit service also varies widely throughout the region, with more densely populated areas like Seattle or Bellevue having many transit options available and less dense areas having little to no transit access. This not only affects Auburn in that we must ensure we are advocating for the needs of Auburn residents, but also because workers who commute into Auburn are coming from a wide variety of environments. This affects the strategies that will be effective for different worksites and different workers.

d) Describe the strategies Auburn, adjacent cities and counties, and the Central Puget Sound have agreed to use to address the top issues described in the previous bullet.

A primary strategy for addressing regional and cross-border issues is maintaining effective coordination between the City and its regional partners. This includes coordination with the transit agencies that service Auburn, PSRC, WSDOT, and neighboring jurisdictions. Auburn meets with nearby CTR-affected jurisdictions monthly to discuss issues that affect us and coordinate implementation efforts, as well as participating regional and state meetings and workshops. Attending various regional and state meetings and workshops ensures that Auburn has a voice in any regional and state changes that may take place.

Coordination with Sound Transit, King County Metro, Pierce Transit, and Muckleshoot Tribal Transit – the transit agencies that provide service in Auburn – is also important for addressing the regional and cross-border issues. The South Link Connections Project is an example of interagency coordination in which such cross-border issues as the east-west connection and West Hill and Leah Hill connections have been discussed. Coordination between Pierce Transit, Metro, and Auburn are working to address the future of Route 497 and transit access for Lakeland Hills.

Regional coordination amongst the CTR-affected jurisdictions will assist with addressing the diversity of the region and how to best serve workers who are commuting from so many different areas. Sharing CTR and TDM strategies that have been proven to be effective and collaborating on future solutions is an important way to make sure we serve all workers in the region, and not just those in urban areas. Sharing data, such as geospatial data for transportation infrastructure

like park-and-rides in other jurisdictions, can also be helpful when discussing workers' needs with CTR-affected employers.

Performance Targets

5) List Auburn's CTR performance target.

a) List performance targets that reflect only CTR-affected worksites.

The City of Auburn is using the weighted average drive alone rate (DAR) of 15.5% below, or less, of Auburn's census performance in 2019 for CTR-affected worksites at the jurisdictional level. For the City of Auburn, this comes out to a DAR performance target of 67% for CTR-affected worksites.¹⁷

b) List any additional performance targets.

The City of Auburn will not have any additional performance targets.

6) List the base value Auburn will use for each performance target.

a) For each performance target, provide the number Auburn will use as the baseline.

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using the 2025-2027 and 2027-2029 survey results.

7) Describe the method Auburn used to determine the base value for each target.

a) Provide the source for each base value listed.

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using the 2025-2027 and 2027-2029 survey results.

8) Describe how Auburn will measure progress toward each target.

a) List the method Auburn will use to measure progress for each target.

The City of Auburn will measure progress using the 2025-2027 and 2027-2029 survey results.

¹⁷ Guidance for 2025-2029 City, County, Regional Commute Trip Reduction Plan, Transportation Demand Management Technical Committee, Washington State Department of Transportation.

9) List Auburn's CTR-affected worksites.***a) List all Auburn's CTR-affected worksites.***

The current CTR-affected worksites, as of September 2024 in the City of Auburn include:

- City of Auburn – City Hall/Annex
- City of Auburn – Auburn Justice Center
- Costco Optical Lab
- Doxon Toyota of Auburn
- Green River College
- Hospital Central Services
- Leonard's Metal, Inc.
- MultiCare Auburn Medical Center
- Orion Industries
- ProAmpac
- Safeway Stores, Inc. (distribution center)
- Skills, Inc.
- The Boeing Company
- United Postal Service
- Zones

10) List a performance target for each CTR-affected worksite.***a) For any performance targets tied to the CTR survey, indicate that Auburn will establish performance targets during the 2023-2025 survey cycle.***

Base year performance targets for each CTR-affected worksite will be established during the 2023-2025 survey cycle.

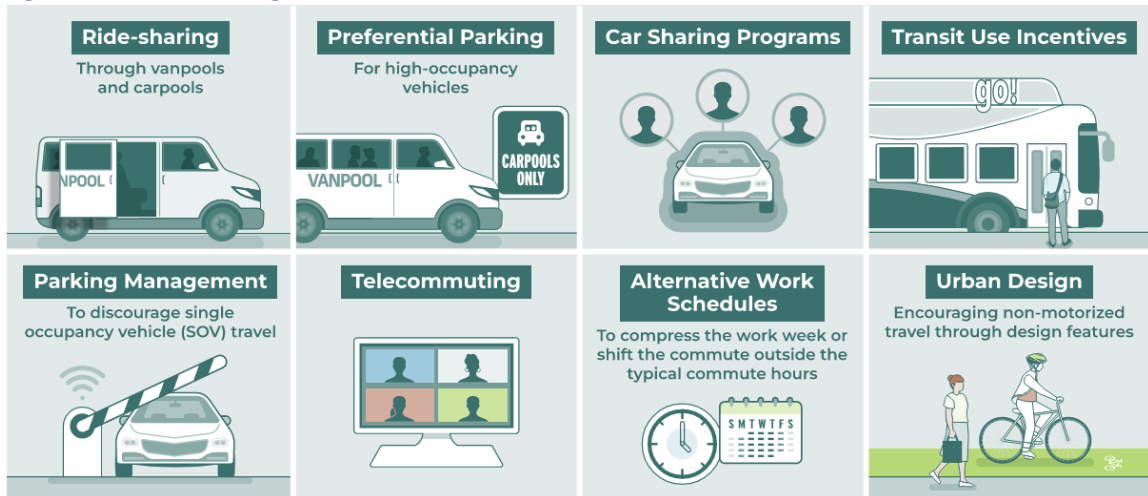
11) List the base value Auburn will use for each site.***a) For any performance targets tied to the CTR survey, indicate that Auburn will establish a base value during the 2023-2025 survey cycle.***

The City will establish a base value during the 2023-2025 survey cycle.

Services and Strategies

12) Describe the services and strategies Auburn will use to achieve CTR targets.**Transportation Demand Management (TDM)**

TDM is an important toolset that Auburn will use to achieve CTR targets. Figure 20 summarizes the various TDM strategies that Auburn will utilize in its CTR efforts.

Figure 20: TDM Strategies

Mode Shift Through Infrastructure

In addition to TDM strategies, changes to infrastructure can help to shift residents' and workers' modes of travel. Through the 2024 CTP update process, the City has identified bicycle infrastructure projects to further build out the bike network, with particular focus on bike infrastructure that would provide a connection to transit. This focus will ensure that residents and workers can access transit to best utilize transit in their daily commutes.

Mode Shift and Land Use

Concentrating new housing and jobs near frequent transit, as is a focus of the Land Use Element in the Comprehensive Plan, will encourage the residents and employees at these new developments to use transit rather than driving alone. Additionally, ensuring nonmotorized connections with new developments will encourage shifts to those travel modes.

Engagement

Engagement with CTR-affected worksites, other employers in Auburn, and the general public is an important component to shifting commute modes. Working towards consistent and meaningful engagement with CTR-affected worksites will assist the worksites in better promoting non-drive-along trips to their employees and influencing mode shifts. Additionally, promoting TDM events and promotions to not only the worksites but also with the general public can help spread awareness of other travel mode opportunities and provide some incentives for changing how people travel. Some TDM related events or promotions include Bike Everywhere Month, Transit Month, and Switch Your Trips Washington, among others.

Interagency Coordination and Advocacy

Transit service in Auburn is provided and operated by Sound Transit, King County Metro, Pierce Transit, and Muckleshoot Tribal Transit. Thus, the City does not have direct control over transit service within Auburn. Therefore, it is essential that the City continues to cultivate good working relationships with the transit agencies and coordinate with them during service discussions. Continued lines of open communication is how the City can advocate for and influence transit service in Auburn, and ensure that the transit agencies know the priorities for the Auburn community.

13) Describe how Auburn’s services and strategies will support CTR-affected employers.

Auburn’s services and strategies aim to improve transit access, bike infrastructure, pedestrian infrastructure, and general multimodal connectivity throughout the City. This lends itself to encouraging more people to switch from drive-alone trips to multimodal trips, supporting CTR-affected employers. Additionally, continuing to engage with CTR-affected worksites provide support and education to the employers, allowing them to better serve their workers.

14) Describe barriers Auburn must address to achieve CTR targets.

a) Describe how Auburn will address these barriers.

Some CTR worksites are not located close to transit stops, which makes the first mile / last mile connection difficult, which, in turn, makes using transit to commute to the worksite difficult. Additionally, even if the worksite is located near transit service, many of the CTR-affected worksites offer schedules that do not line up well with transit schedules. Furthermore, some worksites require flexibility that fixed-route transit cannot provide. For example, MultiCare Auburn Medical Center, noted that many of their employees will end up working double shifts, but they do not know this until they arrive at work for the day. Thus, transportation flexibility is highly desired to allow them to take on the second shift, making transit less attractive.

To address these barriers, the City will work with CTR-affected worksites to better educate them on non-drive-alone options that are not fixed-route transit. This may take the form of vanpooling, carpooling, or, in the future, Metro Flex. Discussions with CTR-affected worksites regarding what active transportation infrastructure is available near their worksite is also important in providing non-fixed route transit. Additionally, bringing CTR-affected worksite feedback to the transit agencies is important to ensure they are aware of the needs of Auburn worksites.

To encourage active transportation, the City needs to also focus on expanding its nonmotorized infrastructure. This is addressed in the 2024 CTP, which presents a bicycle network and multimodal levels of service.

Finally, a key element to helping CTR-affected worksites achieve their targets is for the City to build open communication and rapport with the worksites and, specifically, the ETCs. The City will ensure that it maintains contact information and provide consistent communication with worksites.

15) Describe the transportation demand management technologies Auburn plans to use to deliver CTR services and strategies.

The City of Auburn and the ETCs plan to use the RidesharOnline.com platform to for car and vanpools, to track their use, and to promote and incentivize non-drive-alone modes. They also use the state’s CTR tool to conduct CTR surveys and gather program reports.

16) Transcribe or link to Auburn’s local CTR ordinance.

The current CTR ordinance, Ordinance No. 6981, can be found in Appendix A.

17) Describe Auburn's financial plan.

a) Describe the estimated average annual costs of Auburn's plan.

Table 3 breaks down the estimated annual cost to implement Auburn's CTR Plan. The estimate annual costs are based upon the assumption that Auburn's biennial CTR Grant will remain at the same level as the 2023-2025 biennium.

Table 3: Auburn's CTR Annual Cost

Activity	Estimated average annual cost
Employer engagement*	\$13,500
CTR 4-year plan	\$5,950
Performance reporting**	\$7,500
Administration***	\$13,500
Total	\$40,450

* Includes identifying worksites and ETCs, conducting trainings, providing technical assistance, and reviewing employer CTR plans.

** Includes worksite surveys and program reports.

*** Includes financial and program management and interagency coordination

b) Describe likely funding sources, public and private, to implement Auburn's plan.

The City of Auburn's funding for its CTR program comes from the WSDOT CTR Grant, at \$40,450 per year.

18) Describe Auburn's implementation structure.

a) Describe who will conduct the activities listed in Auburn's plan.

The City of Auburn Public Works Department will implement and administer the City's CTR Plan.

b) Indicate who will monitor progress on Auburn's plan. List job title, department, and name.

Veronica Bean, the Transportation Planner in the Public Works Department, will monitor progress of Auburn's CTR Plan.

19) List Auburn's implementation schedule.

a) Provide the timeline for anticipated projects.

Table 4 provides the CTR implementation schedule for 2025 – 2029.

Table 4: City of Auburn CTR Implementation Schedule

	1st Biennium July 2025 – June 2027	2nd Biennium July 2027 – June 2029
Actions	Employer Engagement	Employer Engagement

	a. Identify worksites and ETCs. • Identify prospect worksites. • Notify employers of legally required activities. • Verify and maintain list of worksites and ETCs in survey and program report system. b. Engage and train ETCs. • Conduct training sessions. • Provide outreach and consultation. • Provide technical assistance for worksite commute programs and employee surveys. • Send encouragement and reminder emails. c. Support distribution of information about transportation options to commuters. • Develop promotions calendar. • Provide information, materials, and support for ETCs to promote commute options at wellness fairs, sustainability fairs, and other employee engagement events. • Convene colleagues from nearby jurisdictions to create regional promotions and share materials. d. Enable incentives, subsidies, and disincentives. • Promote the CTR business-and-occupation tax/public-utilities-tax credit. • Provide information and promote ORCA business choice and business passport to employers. • Organize promotional events and provide funds for individuals and campaigns.	a. Identify worksites and ETCs. • Identify prospect worksites. • Notify employers of legally required activities. • Verify and maintain list of worksites and ETCs in survey and program report system. b. Engage and train ETCs. • Conduct training sessions. • Provide outreach and consultation. • Provide technical assistance for worksite commute programs and employee surveys. • Send encouragement and reminder emails. c. Support distribution of information about transportation options to commuters. • Develop promotions calendar. • Provide information, materials, and support for ETCs to promote commute options at wellness fairs, sustainability fairs, and other employee engagement events. • Convene colleagues from nearby jurisdictions to create regional promotions and share materials. d. Enable incentives, subsidies, and disincentives. • Promote the CTR business-and-occupation tax/public-utilities-tax credit. • Provide information and promote ORCA business choice and business passport to employers. • Organize promotional events and provide funds for individuals and campaigns.
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	Performance Reporting a. Worksite surveys. • Review revised policies and tutorials. • Attend WSDOT trainings and workshops. • Survey worksites. • Provide training and technical assistance to ETCs. • Monitor online dashboards and help employers interpret and use dashboards to guide their programs. • Analyze survey results and identify trends. b. Program reports. • Review revised policies and tutorials. • Attend WSDOT trainings and workshops. • Provide training and technical assistance to ETCs. • Analyze program reports and identify trends.	Performance Reporting a. Worksite surveys. • Review revised policies and tutorials. • Attend WSDOT trainings and workshops. • Survey worksites. • Provide training and technical assistance to ETCs. • Monitor online dashboards and help employers interpret and use dashboards to guide their programs. • Analyze survey results and identify trends. b. Program reports. • Review revised policies and tutorials. • Attend WSDOT trainings and workshops. • Provide training and technical assistance to ETCs. • Analyze program reports and identify trends.
	Program Administration a. Financial management. • Complete quarterly billing to WSDOT. • Maintain financial records. b. Program management. • Provide quarterly reports to WSDOT. • Maintain employer information. • Maintain plan and ordinance. • Provide feedback to WSDOT to improve processes and program performance. • Develop a two-year program schedule. c. Policymaker engagement. • Provide updates to executive management, City Council, and	Program Administration a. Financial management. • Complete quarterly billing to WSDOT. • Maintain financial records. b. Program management. • Provide quarterly reports to WSDOT. • Maintain employer information. • Maintain plan and ordinance. • Provide feedback to WSDOT to improve processes and program performance. • Develop a two-year program schedule. c. Policymaker engagement. • Provide updates to executive management, City Council, and

	Transportation Advisory Board, as applicable. d. Community of practice. • Attend regional and state TDM forums, committees, boards, and working groups. • Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.	Transportation Advisory Board, as applicable. d. Community of practice. • Attend regional and state TDM forums, committees, boards, and working groups. • Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
	CTR Plan Develop the 4-year CTR Plan.	

20) Describe the CTR plan for Auburn employees.

a) Describe the services, programs, information, and other actions Auburn put in place to help its employees reduce their drive alone commute trips.

The City of Auburn has two CTR-affected worksites: Auburn City Hall/Annex and the Auburn Justice Center. For these two worksites, and for all City employees regardless of their work location, the City provides a CTR program, which is administered by the City's Human Resources Department. The City administers the required program elements, including:

- Designation of an employee transportation coordinator (ETC).
- Regular distribution of information to employees about alternatives to single-occupant vehicle commuting. This information is distributed to each new employee during orientation, as well as during the City's annual benefits fair.
- A regular review of employee commuting and reporting of progress toward meeting the worksites' CTR goals. This is accomplished through administering the CTR survey every other year.
- A regular review of the City's CTR program through the completion of the CTR Program Report every other year.
- Implementation of the following measures design to achieve the City's CTR goals:
 - Provide subsidized ORCA transit cards to all full-time, regular employees who are eligible to participate. The City loads \$75 per month on each employee ORCA card through the ORCA Business Choice Program.
 - Permit teleworking through a formal City teleworking policy. Employees are permitted to telework one or two days per week, depending upon their job responsibilities, work schedule, and departmental needs.
 - Permit compressed work weeks. Employees are permitted to work a 9-80 work week, in which they work 80 hours over 9 days, having one day off every other week, depending on their work duties and departmental needs.
 - Provide a City-owned fleet vehicles for employees to use for work-related trips.

- Promote and advertise TDM related events or promotions, such as Bike Everywhere Month and Switch Your Trips Washington.

21) Describe how the CTR plan for Auburn employees contributes to the success of the overall plan.

a) Describe how the plan for Auburn employees contributes to the success reinforces the success of the Auburn plan.

The actions included in the City's CTR Program indicate the City's commitment and are similar to those included in all the CTR-affected worksite programs. Thus, they create a mutually reinforcing community focused on CTR. Employers know that the City is involved and committed to CTR along with them. This strengthens the program at all affected worksites in the City.

Alignment with Plans

22) List the transit agencies that provide services in Auburn.

The following transit agencies provide services in Auburn:

- Sound Transit
- King County Metro
- Pierce Transit
- Muckleshoot Tribal Transit

23) List the transit plans Auburn reviewed while developing this plan.

While developing this plan, Auburn reviewed:

- Sound Transit Transit Development Plan 2024-2029
- King County Metro Long-Range Plan: Metro Connects
- Pierce Transit Long Range Plan Update: Destination 2040

24) Describe how this CTR plan supports the transit plans.

The City's CTR Plan supports the above transit plan through a variety of ways:

Employer engagement and promotion: Through engaging with CTR-affected worksites and promoting transit services, use of transit will increase through awareness and increased availability of subsidized transit passes.

Incentive: Promoting incentive-based TDM events, such as Switch Your Trips Washington, will encourage more workers to change drive-alone trips to transit or other alternative modes.

Marketing: Increased marketing will make workers more aware of the transit options that are available.

Engagement with the planning process: This increases awareness of and support for transit and other travel modes.

25) Describe any comprehensive plan updates that are needed and when they will be made.

This 2025-2029 CTR Plan is aligned with the 2024 Comprehensive Plan and the 2024 CTP. Updates to either plan is not needed for the implementation of this CTR Plan.

Engagement

26) Describe stakeholder engagement.

a) Who did you talk to? When did you talk to them? What did they have to say?

CTR-Affected Worksite Feedback

The City engages with the ETCs at CTR-affected worksites when reviewing CTR survey results and throughout the year. Additionally, whenever a new ETC starts at a worksite, the City provides training to that ETC and their manager, which includes additional conversations about the worksite and their programs. Through this ongoing engagement, conversations with the ETCs revealed some common themes regarding challenges CTR-worksites face in meeting their goals. Some CTR worksites are not located close to transit stops, which makes the first mile / last mile connection difficult, which, in turn, makes using transit to commute to the worksite difficult. Additionally, even if the worksite is located near transit service, many of the CTR-affected worksites offer schedules that do not line up well with transit schedules. Furthermore, some worksites require flexibility that fixed-route transit cannot provide. For example, MultiCare Auburn Medical Center, noted that many of their employees will end up working double shifts, but not know this until they arrive at work for the day. Thus, transportation flexibility is highly desired to allow them to take on the second shift, making transit less attractive.

Additionally, many of the CTR-affected worksites are industries that do not lend themselves to teleworking. Of the 15 CTR-affected worksites, 9 are industrial (manufacturing and warehousing/distribution). Two more are health care. As evidenced by the PSRC Household Travel Survey, the industries that saw the lowest work from home share were healthcare and education, and construction and manufacturing (see Question 1).

Business Community Survey

To directly inform Auburn's CTR Plan, the City sent a short online survey to all businesses with an Auburn business license with more than 5 employees, regardless of their CTR status. Because CTR affects more than just CTR-affected employers, it was important to gather feedback from a variety of businesses throughout the City. This survey asked businesses the same questions as the CTR-affected worksites.

While this survey was emailed out to over 800 businesses, the City received only 9 responses. These responses, however, did reveal some trends. Of the 9 responses, 7 noted that better bus routes and schedules would make it easier for employees or customers to commute to their workplace via a non-drive-alone mode. Four respondents also noted that they need better information about how to take transit or how to find a transit route. Additionally, five respondents

replied that kids or family obligations make non-drive-alone trips difficult, and that it feels unsafe to take transit, carpool, or bike.

The survey also asked a few demographic questions to better understand who was responding. The 9 businesses that responded represented employees who spoke Arabic, Chinese, English, Punjabi, Spanish, Tagalog, Ukrainian, Vietnamese, Swahili, Twi (Akan), and Burmese. The employers also represented a range of wage levels, from \$17/hour - \$24/hour (\$25,001 - \$50,000/year) bracket to \$48/hour – \$72/hour (\$100,001/year - \$150,000/year). These businesses also represent a mix of 9 to 5 shifts and multi-shift schedules.

Comprehensive Transportation Plan Outreach

Public outreach was a critical component of the comprehensive planning process, which also greatly informed the drafting of this CTR Plan. Throughout the years of 2023 and 2024, City staff attended several public events and provided a webpage with a survey for public participation in the CTP. The information provided on the webpage was available in English, Spanish, Ukrainian, Russian, and Tagalog, where are prevalent languages in Auburn.

As part of the adoption process, the CTP was also reviewed by the Transportation Advisory Board (TAB), which is comprised of members of the public representing various groups, such as transit users, bicyclists, pedestrians, the disabled community, seniors, youth, and the business community, among others. The CTP was also reviewed by the Planning Commission.

The first online survey conducted for the CTP asked Auburn residents:

- Do you have any suggestions on how we can encourage more people to walk, ride a bike, or take a bus instead of driving a car?
- Do you have any suggestions on how we make sure we are providing transportation facilities in an equitable way and that we are considering the needs of the entire community, including typically underserved and disadvantaged groups?
- Do you have any suggestions on how we should prioritize limited funding for the wide range of transportation needs throughout the City?
- Do you have any other comments about transportation in Auburn?

Responses to these questions brought out themes of expanding the nonmotorized network, safety, and education/marketing. The responses also emphasized that focusing funding and projects on multimodal infrastructure would serve the entire community, including those of underserved communities.

In-person events were also held to garner public feedback about the CTP. An open house was held on April 25, 2023. Bike Everywhere Day Celebration Stations in both 2023 and 2024 presented information and asked for feedback. Staff displayed information at the Kid's Day even on June 23, 2023, to let the community know about the plan and ask for feedback. A booth was set up at the Auburn Farmer's Market on July 23, 2023, and also at the Church of Nazarene resource fair on August 5, 2023. The City also gave a presentation to the Senior Center Advisory Committee and tabled in the Senior Center lobby on May 21, 2024.

The feedback received from these in-person events informed the CTP, which has also informed this CTR Plan. Themes of a desire for improved bicycle facilities, safety, expanded transit service, and comfort of bicycle, pedestrian, and transit facilities came through in these in-person events.

A detailed description of the public involvement and comments received can be found in the 2024 Comprehensive Transportation Plan.

b) How did what they said influence the plan?

Previous sections of this plan detail the importance of plans to expand the multimodal network, particularly bike infrastructure and sidewalks, in Auburn. This reflects common threads heard in engagement with CTR-affected businesses, the general Auburn business community, and the Auburn community as a whole. Additionally, the feedback from engagement with the general Auburn business community regarding the need for greater education and awareness of non-drive-alone commute options goes hand-in-hand with this CTR Plan.

27) Describe vulnerable populations considered.

When considering this CTR Plan and public engagement, as well as outreach during the CTP planning process, the City wanted to ensure that all residents and workers in Auburn had opportunities to be heard, regardless of their background or circumstances. Auburn is a diverse community, and therefore the City made sure to provide outreach opportunities in different formats, with both online and in-person outreach events. Information was also made available in different languages. Presenting information at the City's Transportation Advisory Board (TAB), which consists of members of the public representing various groups, also ensures we heard feedback from a wide variety of populations in Auburn.

28) Describe engagement focused on vulnerable populations.

a) Who did you talk to? When did you talk to them? What did they have to say? How did what they said influence the plan?

In addition to the online open houses and surveys, which were available in multiple languages, the City also spoke directly to Auburn's senior community. The City gave a presentation to the Senior Center Advisory Committee and also tabled in the Senior Center lobby. This gave seniors the opportunity to discuss various transportation topics, concerns, and issues with the City. These discussions touched on themes of safety when walking and transit access. As with other feedback we heard from the general public, these themes reflect the need for expanded pedestrian infrastructure and transit service, which is addressed in this plan.

29) List employers' suggestions to make CTR more effective.

Engagement with CTR-affected worksites revealed some common themes. Some CTR worksites are not located close to transit stops, which makes the first mile / last mile connection difficult, which, in turn, makes using transit to commute to the worksite difficult. Additionally, even if the worksite is located near transit service, many of the CTR-affected worksites offer schedules that do not line up well with transit schedules. Furthermore, some worksites require flexibility that fixed-route transit cannot provide. For example, MultiCare Auburn Medical Center, noted that many of their employees will end up working double shifts, but not know this until they arrive at

work for the day. Thus, transportation flexibility is highly desired to allow them to take on the second shift, making transit less attractive.

Additionally, many of the CTR-affected worksites are industries that do not lend themselves to teleworking. Of the 15 CTR-affected worksites, 9 are industrial (manufacturing and warehousing/distribution). Two more are health care. As evidenced by the PSRC Household Travel Survey, the industries that saw the lowest work from home share were healthcare and education, and construction and manufacturing (see Question 1).

Increased education and awareness of non-drive-alone commute options that are not fixed route transit was mentioned by several ETCs. This includes helping the businesses and workers understand vanpool and potentially Metro Flex in the future. Another suggestion was to help employers understand where their workers are commuting from. This, in turn, will help them better understand how to assist workers in their commute options.

30) Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive and transit plan updates.

All engagement that has influenced Auburn's CTR Plan has also been influential in 2024 CTP and Comprehensive Plan Update. These plans and the CTR Plan have been updated and drafted alongside one another, with open communication between the departments writing all plans.

Regional Transportation Planning Organization CTR Plan Review

31) RTPO Comments

The City of Auburn CTR Plan was reviewed by PSRC and is consistent with the regional CTR Plan.

Appendix A

Ordinance No. 6981 (to be attached upon adoption)

ORDINANCE NO. 6981

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, RELATING TO COMMUTE TRIP
REDUCTION, AND AMENDING CHAPTER 10.02 OF THE
AUBURN CITY CODE**

WHEREAS, motor vehicle traffic is a major source of air pollution, which causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Auburn; and

WHEREAS, traffic congestion imposes significant costs on City businesses, government, and individuals in terms of lost working hours and delays in the delivery of goods and services, as well as making the City a less desirable place to live, work, visit, and do business; and

WHEREAS, decreasing the demand for vehicle trips is a significantly less costly method of reducing traffic congestion and vehicle pollution than constructing new transportation facilities; and

WHEREAS, RCW 70A.15.4020 sets forth state policy on commute trip reduction; and

WHEREAS, Auburn City Code Chapter 10.02, Commute Trip Reduction (CTR) Plan was adopted pursuant to RCW 70.94.527 (recodified as RCW 70A.15.4020); and

WHEREAS, changes to the procedures set forth for Commute Trip Reduction by the Washington State Transportation Demand Management Technical Committee has made revisions to the Auburn City Code necessary; and

WHEREAS, adoption of this Ordinance will promote the public health, safety, and general welfare within the City of Auburn and the region; and

WHEREAS, the Washington State Transportation Demand Management Technical Committee has approved the City of Auburn Draft Commute Trip Reduction Plan,

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

Section 1. Amendment to City Code. That Chapter 10.02, Commute Trip Reduction (CTR) Plan, of the Auburn City Code is amended to read as shown in Exhibit A.

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

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

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

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____

Chapter 10.02

COMMUTE TRIP REDUCTION (CTR) PLAN

Sections:

10.02.005	Findings.
10.02.010	Definitions.
10.02.015	<u>Administration office</u>
10.02.020	Commute trip reduction goals.
10.02.030	<i>Repealed.</i>
10.02.040	City of Auburn CTR plan.
10.02.050	Responsible agency.
10.02.060	Applicability.
10.02.070	Requirements for employers.
10.02.080	Recordkeeping.
10.02.090	<i>Repealed.</i>
10.02.095	Program review and modifications.
10.02.100	Requests for exemptions or goal modifications of CTR requirements.
10.02.110	Commute trip reduction certificate of leadership.
10.02.120	Appeals.
10.02.130	Enforcement.

10.02.005 Findings.

The eCity of Auburn recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999.)

10.02.010 Definitions.

For the purpose of this chapter, the following definitions shall apply in the interpretation and enforcement of this chapter:

- A. "Affected employee" means a full-time employee of an affected employer who is scheduled to begin their regular work day at a single worksite between 6:00 a.m. and 9:00 a.m., inclusive, on two or more weekdays per week for at least 12 continuous months, and who is not an independent contractor. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.

Employees who telework full-time, part-time, or occasionally, are considered an affected employee unless they meet all of the following conditions:

1. Work from home or a site near home, and

2. Come to the worksite once per year or less, and

A-3. Live more than 150 miles from their worksite.

- B. "Affected employer" means a public or private employer that, for 12 continuous months, employs 100 or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m., inclusive, on two or more weekdays. Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition.
- C. "Alternative mode" means any type of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work weeks, if they result in reducing commute trips.
- D. "Alternative work schedules" means programs such as compressed work weeks that eliminate work trips for affected employees.
- E. "Base year" means the 12-month period which commences when a major employer is determined by the Ccity to be participating within the CTR program. The city uses this 12-month period as the basis upon which it develops commute trip reduction goals.
- F. "Base year survey" or "baseline measurement" means the survey, during the base year, of employees at a major employer worksite to determine the drive-alone rate and vehicle miles traveled per employee at the worksite. The eCcity uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurement must be implemented in a manner that meets the requirements specified by the eCcity.
- G. "Carpool" means a motor vehicle, including a motorcycle, occupied by two to six people ~~of at least 16 years of age~~ traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.
- H. "City" means the eCcity of Auburn.
- I. "Commute trips" mean trips made from an employee's-worker's home to a worksite with a regularly scheduled arrival time of 6:00 a.m. to 9:00 a.m., inclusive, on weekdays.
- J. "CTR" is the abbreviation of commute trip reduction.
- K. "CTR plan" means the eCcity's plan to regulate and administer the CTR programs of affected employers within its jurisdiction.

L. “CTR program” means an employer’s strategies to reduce affected employees’ drive-alone commutes ~~and average VMT per employee.~~

~~M. “Commute trip vehicle miles traveled per employee” means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.~~

~~N.M.~~ “Compressed work week” means an alternative work schedule in accordance with employer policy that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and biweekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements. Compressed work weeks are understood to be an ongoing arrangement.

~~O.N.~~ “Custom bus/buspool” means a commute bus service arranged specifically to transport employees to work.

~~P.O.~~ “Dominant mode” means the mode of travel used for the greatest distance of a commute trip.

~~Q.P.~~ “Drive alone” means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

~~R.Q.~~ “Drive-alone trips” means commute trips made by employees in single-occupant vehicles.

~~S.R.~~ “Employee” means anyone who receives financial or other remuneration in exchange for work provided to an employer, including owners or partners of the employer.

~~T.S.~~ “Employee transportation coordinator (ETC)” means a person who is designated as responsible for the development, implementation and monitoring of an employer’s CTR program.

~~U.T.~~ “Employer” means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, or private, that employs workers.

~~V.U.~~ “Exemption” means a waiver from any or all CTR program requirements granted to an employer by the ~~e~~City based on unique conditions that apply to the employer or employment site.

~~W.V.~~ “Flex-time” is an employer policy that provides work schedules allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.

~~X.W.~~ “Full-time employee” means a person other than an independent contractor scheduled to be employed on a continuous basis for 52 weeks per year for an average of at least 35 hours per week.

~~Y.X.~~ “Good faith effort” means that an affected employer has met the minimum requirements identified in RCW 70.94.531-70A.15.4040 and this chapter and is working collaboratively with the eCity to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed upon length of time.

~~Z.Y.~~ “Implementation” means active pursuit by an employer of the CTR goals stated in RCW 70.94.521-70A.15.4000 through 70.94.551-70A.15.4100 and in this chapter as evidenced by appointment of an employee transportation coordinator, distribution of information to employees regarding alternatives to drive-alone commuting, and commencement of other measures according to their approved CTR program and schedule.

~~AA.Z.~~ “Major employer”: See affected employer. ~~means a private or public employer, including state agencies, that employs 100 or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least 12 continuous months.~~

~~BB.AA.~~ “Major employer worksite” or “affected employer worksite” or “worksite” means the physical location occupied by a major employer, as determined by the eCity. If an employee teleworks or works in the field, the Employer’s physical location is considered to be that employee’s worksite, and not the employee’s field location or home location.

~~CC.BB.~~ “Mode” means the type of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool/vanpool), transit, ferry, bicycle, walking, compressed work schedule, and telecommuting.

~~DD.CC.~~ “Notice” means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the postal service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.

~~EE.DD.~~ “Peak period” means the hours from 6:00 a.m. to 9:00 a.m., inclusive, Monday through Friday, except legal holidays.

~~FF.EE.~~ “Peak period trip” means any commute trip that delivers the employee to begin their regular work day between 6:00 a.m. and 9:00 a.m., inclusive, Monday through Friday, except legal holidays.

~~GG.FF.~~ “Proportion of drive-alone trips” or “drive-alone rate” generally means the number of commute trips over a set period made by affected employees in single-occupancy vehicles divided by the number of potential trips taken by affected employees working during that period as provided in the City’s adopted CTR Plan.

~~HH.GG.~~ “Ride matching service” means a system which assists in matching commutes for the purpose of commuting together.

~~HH.HH.~~ “Teleworking” or “telecommuting” means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

~~JJ.II.~~ “Transit” means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

~~KK.JJ.~~ “Vanpool” means a vehicle occupied by five to 15 people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip.

~~LL.~~ “~~Vehicle miles traveled (VMT) per employee~~” means ~~the sum of the individual vehicle commute trip lengths in miles made by affected employees over a set period divided by the number of affected employees during that period.~~

~~MM.KK.~~ “Week” means a seven-day calendar period, starting on Monday and continuing through Sunday.

~~NN.LL.~~ “Weekday” means any day of the week except Saturday or Sunday.

~~OO.MM.~~ “Writing,” “written,” or “in writing” means ~~original~~-signed and dated documents ~~provided via email, mail, or delivery. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery.~~
(Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.015 Administration office

The City Engineer or their duly authorized representative shall be charged with the administration of this chapter.

10.02.020 Commute trip reduction goals.

- A. *Commute Trip Reduction Goals.* The eCity’s goals for reductions in the proportions of drive-alone commute trips ~~and vehicle miles traveled per employee~~ by affected employers in the city are established by the eCity CTR plan. These goals establish the desired level of performance for the CTR program in its entirety in Auburn. The eCity will set the individual worksite goals for affected employers based on how the worksite can contribute to Auburn’s overall goal

established in the eCity CTR plan. The goals will appear as a component of the affected employer's approved CTR plan.

B. Commute Trip Reduction Goals for Affected Employers.

1. The drive-alone ~~and VMT~~ goals for affected employers in Auburn are hereby established as set forth in the eCity CTR plan.
2. If the goals for an affected employer or newly affected employer are not listed in the eCity CTR plan, they shall be established by the eCity at a level designed to achieve Auburn's overall goals for the jurisdiction and other areas as designated by the eCity. The eCity shall provide written notification of the goals for each affected employer worksite by providing the information when the eCity reviews the employer's proposed program and incorporating the goals into the program approval issued by the eCity. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.030 Designation of CTR zone and base year values.

Repealed by [Ord. 6218](#).

10.02.040 City of Auburn CTR plan.

~~The eCity of Auburn will adopt a CTR plan, consistent with the requirements of RCW 70A.15.4020, by resolution. A copy of the CTR plan shall be on file with the City Clerk. CTR plan, dated January 15, 2010, a copy of which is attached to the ordinance adopting this chapter as Exhibit "A," and a copy of which plan will be on file with the city clerk, is hereby adopted.~~ (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.050 Responsible agency.

The eCity public works department shall be responsible for implementing this chapter and the CTR plan. The eCity's CTR program for its own employees shall be administered by the eCity human resources department. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.060 Applicability.

The provisions of this chapter shall apply to any affected employer at any single worksite within the corporate limits of the eCity. ~~Employees will only be counted at their primary worksite.~~ The following classifications of employees are excluded from the counts of employees: (1) seasonal agricultural employees, including seasonal employees of processors of agricultural products; and (2) employees of construction worksites when the expected duration of the construction is less than two years.

A. Notification of Applicability.

1. Known affected employers located within the eCity shall be notified ~~in writing by certified mail~~ that they are subject to the provisions of this chapter. Such notice shall be addressed to the company's chief executive officer, senior official, ~~CTR program manager~~ETC, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by the eCity.
2. Affected employers that, ~~for whatever reason,~~ do not receive written notice, must identify themselves to the eCity upon determining they are defined as "affected employers." Once they identify themselves, such employers will be granted 90 days within which to perform a baseline measurement consistent with the measurement requirements specified by the eCity.
3. Any existing employer of ~~10075~~ or more persons at a worksite who obtains a business license or business registration from the eCity will be required to complete an employer assessment form to determine whether or not an employer will be deemed affected or nonaffected in accordance with the provisions of this chapter.
4. An affected employer may be required to perform a new baseline measurement if required by the City. ~~If an affected employer has already performed a baseline measurement, or an alternative acceptable to the city, under previous iterations of this chapter, the employer is not required to perform another baseline measurement.~~

B. Newly Affected Employers.

1. Employers that meet the definition of "affected employer" in this chapter must identify themselves to the eCity within 90 days of either moving into the boundaries of the city or increasing employment at a worksite to 100 or more affected employees. Such newly affected employers that do not identify themselves within 90 days are in violation of this chapter.
2. Newly affected employers identified as such shall be given 90 days from the date of identification to perform a baseline measurement consistent with the measurement requirements specified by the eCity. Newly affected employers that do not perform a baseline

measurement within 90 days of receiving such written notification that they are subject to this chapter are in violation of this chapter.

3. Not more than 90 days after receiving ~~written notification of~~ the results of the baseline measurement, the newly affected employer shall develop and submit a CTR program to the ~~e~~City. The program will be developed in consultation with ~~e~~City of Auburn staff to be consistent with the goals of the ~~e~~City CTR plan. The program shall be implemented by the employer not more than 90 days after approval by the ~~e~~City. Employers who do not implement an approved CTR program according to this schedule are in violation of this chapter and subject to the penalties outlined in this chapter.

C. *Change in Status as an Affected Employer.* Any of the following changes in an employer's status will change the employer's CTR program requirements:

1. If an affected employer can document that it faces an extraordinary circumstance that will change its status as an affected employer, it can ~~apply for request~~ an exemption pursuant to ACC [10.02.100\(A\)](#).
2. If an employer initially designated as an affected employer no longer employs 100 or more affected employees and expects not to employ 100 or more affected employees for the next 12 months, that employer is ~~no longer considered an affected employer. placed on a 12-month watch and is subject to the same program requirements as any other affected employer. At the end of the 12-month watch, if the employer no longer employs 100 or more affected employees, it is no longer an affected employer.~~ It is the responsibility of the employer to notify the ~~e~~City that it is no longer an affected employer, and provide documentation to the ~~e~~City ~~to substantiate~~of its ~~request change in status. The burden of proof lies with the employer.~~
- ~~3. If the same employer returns to the level of 100 or more affected employees within the same 12 months, that employer will be considered an affected employer for the entire 12 months and will be subject to the same program requirements as other affected employers.~~
- ~~4.3.~~ If the same employer returns to the level of 100 or more affected employees ~~12 or more months~~ after its change in status to an "unaffected" employer, that employer shall be treated as a newly affected employer and will be subject to the same program requirements as other newly affected employers. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.070 Requirements for employers.

An affected employer is required to make a good faith effort, as defined in RCW ~~70.94.53470A.15.4050~~(2) and this chapter, to develop and implement a CTR program that will

encourage its employees to reduce ~~VMT per employee and~~ drive-alone commute trips. The CTR program must include the mandatory elements described herein.

A. *Mandatory Program Elements.* Each employer's CTR program shall include the following mandatory elements:

1. *Employee Transportation Coordinator.* The employer shall designate an employee transportation coordinator (ETC) to administer the CTR program. The coordinator's and/or designee's name, location, and telephone number must be prominently displayed physically or electronically at each affected worksite. The coordinator shall oversee all elements of the employer's CTR program and act as liaison between the employer and the eCity. The ~~employee transportation coordinator~~ETC must complete the basic ETC training course as provided by ~~King County~~the City within six months of assuming the status of designated transportation coordinator, in order to help ensure consistent knowledge and understanding of CTR laws, rules and guidelines statewide. The objective is to have an effective ~~transportation coordinator~~ETC presence at each worksite; an affected employer with multiple sites may have one ~~transportation coordinator~~ETC for all sites.
2. *Information Distribution.* Information about alternatives to drive-alone commuting shall be provided to employees at least once a year. This shall consist of, at a minimum, a summary of the employer's CTR program, including ETC name and phone number. Employers must also provide a summary of their CTR program to all new employees at the time of hire. Each employer's CTR program description and progress report must describe what information is to be distributed by the employer and the method of distribution.
3. *Description of Employer's CTR Program.* Each affected employer is required to submit a description of its CTR program to the ~~eCity on the official form available from the public works department~~. The CTR program description presents the strategies to be undertaken by an employer to achieve the commute trip reduction goals for each goal year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other. At a minimum, the employer's description must include:
 - a. General description of each employment site location within the city limits, including transportation characteristics, surrounding services, and unique conditions experienced by the employer or its employees;
 - b. Number of employees affected by the CTR program and the total number of employees at the worksite;
 - c. Documentation of compliance with the mandatory CTR program elements as described in this section;

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- d. Description of the additional elements included in the CTR program; and
 - e. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources to carry out the CTR program.
- B. *CTR Program Report and Description.* Affected employers shall review their programs and file a ~~regular biennial~~ progress report with the ~~e~~City in accordance with the format provided by the ~~e~~City. The CTR program report and description outlines the strategies to be undertaken by an employer to achieve the commuter trip reduction goals for the reporting period. At a minimum, the employer's CTR program report and description must include:
- 1. A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services;
 - 2. The number of employees affected by the CTR program and the total number of employees at the site;
 - 3. Documentation of compliance with the mandatory CTR elements as described in this section;
 - 4. Description of any additional elements included in the employer's CTR program;
 - 5. A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.
- C. *Biennial Measure of Employee Commute Behavior.* In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect commute trip reduction program employee questionnaires (surveys) at least once every two years, ~~and strive to achieve at least a 70 percent response rate from employees at the worksite. The employer shall achieve the response rate as determined appropriate by the City. If, after a good faith effort, the response rate is not achieved, the City Engineer may adjust the required response rate.~~
- ~~D. Additional Program Elements.~~ In addition to the specific CTR program elements described above, the employer's CTR program shall include ~~one or more a set of~~ measures designed to meet CTR goals. ~~Measures may include, but are not limited to, one or more of the following:~~
- ~~1. Provision of preferential parking or reduced parking charges, or both, for high-occupancy vehicles;~~
 - ~~2. Instituting or increasing parking charges for drive-alone vehicles;~~
 - ~~3. Provision of commute ride matching services to facilitate employee ride-sharing for commute trips;~~
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- ~~4. Provision of subsidies for rail, vanpool, or transit fares and/or transit passes;~~
 - ~~5. Provision of vans or buses for employee ridesharing;~~
 - ~~6. Provision of subsidies for carpools, vanpools, walking, bicycling, teleworking, or compressed schedules;~~
 - ~~7. Permitting the use of the employer's vehicles for carpooling or vanpooling;~~
 - ~~8. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;~~
 - ~~9. Cooperation with transportation providers to provide additional regular or express service to the worksite;~~
 - ~~10. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;~~
 - ~~11. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;~~
 - ~~12. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;~~
 - ~~13. Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes;~~
 - ~~14. Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting;~~
 - ~~15. Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site day care facilities and emergency taxi services or guaranteed ride home programs;~~
 - ~~16. Provision of incentives for employees that do not drive alone to work;~~
 - ~~17. Charging employees for parking and/or the elimination of free parking; and~~
 - ~~18.D. Other measures that the employer believes will reduce the number and length of commute trips made to the site.~~ (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.080 Recordkeeping.

Affected employers shall maintain a copy of their approved CTR program description and report, their CTR program employee questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the [eCity](#) for a minimum of 48 months. The

eCity and the employer shall agree on the recordkeeping requirements as part of the accepted CTR program. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.090 Annual reports.

Repealed by [Ord. 6218](#).

10.02.095 Program review and modifications.

The eCity shall provide the employer with written notification indicating whether a CTR program or progress report was ~~approved-rejected~~ or deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or progress report within 90 days of submission, the employer's program or progress report is deemed accepted. The eCity may extend the review period up to 90 days with written notification from the City. The implementation date for the employer's CTR program will be extended an equivalent number of days.

- A. An initial CTR program will be deemed acceptable if all required information on the CTR program form set forth in ACC [10.02.070](#) is provided. Upon review of an employer's initial CTR program, the eCity shall establish the employer's regular reporting date.
- B. *Modification of CTR Program Elements.* Any affected employer may submit a request to the eCity for modification of CTR requirements. Such request may be granted if one of the following conditions exist:
 1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or
 2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.
- C. *Program Modification Criteria.* The following criteria for achieving goals for ~~VMT-per-employee-~~ and proportion of drive-alone trips shall be applied in determining requirements for employer CTR program modifications:
 1. If an employer meets the drive-alone trip rate goal~~either or both goals~~, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program;
 2. If an employer makes a good faith effort, as defined in RCW ~~70.94.53470A.15.4050~~ and this chapter, but has not met the applicable drive-alone ~~or VMT~~ goal, no additional modifications are required.

- D. The eCity may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request for a program modification.
- E. If an employer fails to make a good faith effort as defined in RCW ~~70.94.53470A.15.4050~~(2) and this chapter, and fails to meet the applicable drive-alone ~~or VMT~~ reduction goal, the city shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW ~~70.94.53470A.15.4050~~(2), including specific recommended program modifications. In response to recommended modifications, the employer shall submit a revised CTR program description and report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The eCity shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the eCity will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the eCity within 10 working days of the conference. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999.)

10.02.100 Requests for exemptions or goal modifications of CTR requirements.

- A. *Employer Exemptions.* An affected employer may submit a request to the eCity to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this chapter as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement measures that could reduce the proportion of drive-alone commute trips ~~and VMT per employee~~. Exemptions may be granted by the eCity at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The eCity shall grant or deny the request within 30 days of receipt of the request. The eCity shall review annually all employers receiving exemptions and shall determine whether the exemption will be in effect during the following CTR program year.
- B. *Employee Exemptions.* Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. ~~The city will use the criteria identified in the CTR board administrative guidelines to assess the validity of employee exemption requests.~~ The eCity shall grant or deny the request within 30 days of receipt of the request. The eCity

shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

C. *Goal Modification.*

1. An affected employer may request that the eCity modify the worksite's CTR program goals. ~~Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description and progress report.~~ The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.
2. The eCity will review and grant or deny requests for goal modifications ~~in accordance with procedures and criteria identified in the CTR board guidelines.~~
3. An employer may not request a modification of the applicable goals until one year after the eCity approves the worksite's initial program description or annual report.

D. *Modification of CTR Program Elements.* Any affected employer may submit a request to the eCity for modification of CTR program elements, other than the mandatory elements specified in this chapter, including recordkeeping requirements. Such request may be granted if one of the following conditions exist:

1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or
2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

E. *Extensions.* An employer may request additional time to submit a CTR program description or report, or to implement or modify a program for reasonable causes.

1. Such requests shall be made ~~in writing~~ to the ~~eCity's public works director~~ 30 days before the due date for which the extension is being requested. In addition, all requests for extensions must be made prior to the due date anytime a program submission is going to be more than one week late. The eCity shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days.
2. Extensions shall not exceed 90 days. Employers shall be limited to a total of 90 allowed extension days per year.

3. Extensions shall not exempt an employer from any responsibility in meeting CTR program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other CTR program elements.
4. An employer's regular reporting date shall not be adjusted permanently as a result of these extensions. An employer's biennial reporting date may be extended at the discretion of the public works director.
5. *Implementation of Employer's CTR Program.* Unless extensions are granted, the employer shall implement its approved CTR program, including approved program modifications, not more than 90 days after receiving written notice from the eCity that the program has been approved or with the expiration of the program review period without receiving notice from the eCity. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

~~10.02.110 — Commute trip reduction certificate of leadership.~~

~~As public recognition for their efforts, employers with VMT per employee and proportion of drive-alone commute trips lower than the goal will receive a commute trip reduction certificate of leadership from the city. (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.120 Appeals.

- A. Employers may file a written appeal of final administrative decisions regarding the following actions:
 1. Rejection of an employer's proposed CTR program.
 2. Denial of an employer's request for a waiver or modification of any of the requirements under this chapter or a modification of the employer's CTR program.
- B. Appeals of the ~~public works director's~~City Engineer's determinations made pursuant to this chapter must be filed with the city's public works department within 20 days after the final administrative decision is issued. Appeals shall be heard by the ~~city's hearing examiner in accordance with Chapter 2.46 ACC~~Public Works Director. The Public Works Director will review the administrative decision of the City and affirm or reverse the decision made. The Employer may submit additional materials for the City's consideration of the appeal. The Employer must submit any additional materials with the written appeal at the time of filing. Any extensions of the time to provide additional materials are within the discretion of the Public Works Director. The Public Works Director shall issue a determination on appeal within 60 days of receipt of the date

the appeal was filed, or within 60 days of final submission of any additional materials if an extension for submission is granted.

~~B-C.~~ Determinations on appeals shall be based on whether the decision being appealed was consistent with applicable state law and the guidelines of the State commute trip reduction board. ~~Task Force. The hearing examiner's determination shall be final unless appealed to the superior court of the county in which the employer's primary offices/facilities are located within the city of Auburn in accordance with the procedures in RCW 34.05.510 through 34.05.598, and with the appeal being filed with the city clerk within 30 days after issuance of the decision of the hearing examiner.~~ (Ord. 6442 § 5, 2012; Ord. 6218 § 1, 2010; Ord. 6182 § 1, 2008; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.130 Enforcement.

A. *Compliance.* For purposes of this chapter, "compliance" shall mean:

1. Submitting required reports and documentation at prescribed times;
2. Fully implementing in good faith all provisions in an approved CTR program; and
3. Distributing and collecting the CTR program employee questionnaire during the scheduled survey time period.

B. *Violations.* Any violation of this chapter shall be enforced pursuant to the provisions of Chapter 1.25 ACC. The following actions shall constitute a violation of this chapter:

1. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed ~~VMT and~~ drive-alone commute goals as specified in this chapter. Failure to implement a CTR program includes but is not limited to:
 - a. Failure of any affected employer to submit a complete CTR program within the deadlines specified in ACC 10.02.060 and 10.02.070;
 - b. Failure to submit required documentation for annual reports;
 - c. Submission of fraudulent data.
 - d. Failure to modify a CTR program found to be unacceptable by the city under ACC 10.02.095(D).
 - e. Failure to make a good faith effort, as defined in RCW 70.94.53470A.15.4050(24) and this chapter.

- f. Failure to self-identify as an affected employer.
- g. Failure to perform a baseline measurement within the applicable deadline set forth in this chapter.

C. *Penalties.*

- 1. No affected employer with an approved CTR program may be ~~penalized~~~~held liable~~ for failure to reach the applicable drive-alone commute ~~or VMT~~ goals.
- 2. Each day of failure by an employer to comply with the requirements of this chapter shall constitute a separate violation, subject to penalties as described in Chapter [1.25](#) ACC.

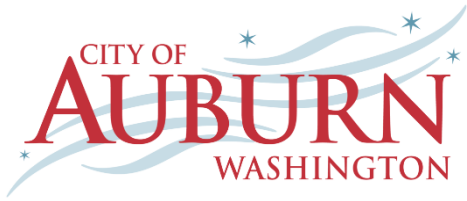
- D. *Exemption from Civil Liability.* An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they: (a) propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and (b) advise the union of the existence of the statute and the mandates of the CTR program approved by the city and advise the union that the proposal being made is necessary for compliance with RCW [70.94.531](#). (Ord. 6218 § 1, 2010; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

The Auburn City Code is current through Ordinance 6976, passed April 7, 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](http://www.auburnwa.gov)

[Hosted by General Code.](#)



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6979 (Whalen) (5 Minutes)

An Ordinance relating to parking and adding a new Section, 10.36.135, to the Auburn City Code

Meeting Date:

May 27, 2025

Department:

Legal

Attachments:

Ordinance No. 6979, Ordinance
No. 6979 - Exhibit A

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Staff has noticed an increased use of parking lot stalls designated for use of park patrons by individuals who are housing insecure. Their vehicles are often oversized and parked across several stall lines. A review of the Auburn City Code revealed a gap in enforcement authority.

Councilmember: Yolanda Trout-Manuel

Staff: Jason Whalen

ORDINANCE NO. 6979

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO PARKING AND ADDING A NEW SECTION, 10.36.135, TO THE AUBURN CITY CODE

WHEREAS, Recreational vehicles (RVs) often park across multiple stalls in parking lots designated for City parks, which interferes with normal use and enjoyment of said parks ; and

WHEREAS, Auburn City parks are not equipped to handle the waste associated with individuals residing in RVs, to wit: solid waste, garbage, lack of water service; and

WHEREAS, City code currently does not regulate use of parking lots adjacent to and designated for City parks.

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

Section 1. Amendment to City Code. A new Section 10.36.135 is added to Chapter 10.36 of the Auburn City Code, entitled “Parking in Parking Lots Adjacent to City-owned Parks” as reads as shown in Exhibit A.

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

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

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

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

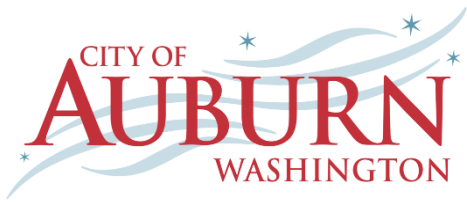
Published: _____

10.36.135 Parking in Parking Lots Adjacent to City-owned Parks

All vehicles utilizing a parking lot adjacent to a City-owned park or parking lot designated for use of park patrons shall park within the lines or markings so established, and as outlined in this section.

- A. In any place where parallel parking is permitted or required, it is unlawful to park a vehicle with the right wheels of the vehicle, or either of them, more than one foot from the curb nearest the vehicle.
- B. In any place where angle parking is permitted or required, it is unlawful to angle park a vehicle otherwise than with the right front wheel abutting against and touching the curb immediately in front of such vehicle where there is such a curb.
- C. Where angle parking is designated by lines drawn on the pavement or curbs, all vehicles shall be angle parked in such a manner that the entire portion of such vehicle is located within the stall or parking space designated by such lines.
- D. No person shall parallel park a vehicle at any location designated as a location for angle parking, nor angle park a vehicle at any location designated as a location for parallel parking.
- E. On portions of the lot where angle parking is allowed, it is unlawful to angle park a vehicle the length of which exceeds 20 feet over all.
- F. No person shall park any recreational vehicle, as defined in ACC [10.36.020](#), and referred to hereafter as “RV” in the indicated lots under this section more than 24 hours.

The penalty for parking in violation of this section shall be a fine of \$50.00 per violation, in addition to other costs and assessments provided by law. A violation of this section shall be considered a parking infraction and shall be processed in accordance with the state statutes, court rules and city ordinances regarding parking infractions. Each calendar day during which a violation occurs shall constitute a separate infraction, and each instance when a recreational vehicle or trailer parks at a location in violation of this section shall be a separate violation. RVs parked in violation of this section are subject to impoundment pursuant to ACC [10.36.360](#).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Resolution No. 5829 (Krum) (10 Minutes)
A Resolution approving the South King Housing and Homelessness
Partners 2026 Work Plan and 2026 Operating Budget

Meeting Date:

May 27, 2025

Department:

Community Development

Attachments:

SKHHP 2026 Work Plan and
Budget Presentation, Resolution
No. 5829 - SKHHP 2026
Workplan, Resolution No. 5829-
Attachment A

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

The South King Housing and Homelessness Partners (SKHHP) was established through an Interlocal Agreement between nine South King County cities and King County to work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. SKHHP currently has 12 member jurisdictions. Consistent with the SKHHP Interlocal Agreement, the SKHHP 2026 Work Plan and Budget must be adopted by the SKHHP Executive Board and approved by each member jurisdiction's legislative body.

Every year, an annual Work Plan and Budget is developed in collaboration with the SKHHP Executive Board and staff work group to guide the work of SKHHP staff in the coming year. Pursuant to the SKHHP Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual Budget and Work Plan. The 2026 Executive Board recommended Work Plan was developed through a survey to the Executive Board on their priorities in January and an interactive in-person discussion with the Executive Board in March. The draft 2026 Work Plan and Budget was adopted on May 16, 2025, at the Executive Board's regularly scheduled meeting.

The 2026 Work Plan includes four goals with corresponding action items. Each action item is prioritized as higher, medium, or lower priority. Indicators are included to measure progress on the goals. The four goals, which are the same as 2025's goal, include the following:

1. Fund the expansion and preservation of affordable housing
2. Develop policies that expand and preserve affordable housing

3. Serve as an advocate for South King County
4. Manage operations and administration

The 2026 SKHHP operating budget totals \$501,975, supporting two full-time staff members, and includes itemization of all categories of budgeted expenses and itemization of each jurisdiction's contribution, including in-kind services. Operating revenues originate from SKHHP member contributions. As discussed in 2024 with the Council, contributions are proposed to increase by 15% annually for each member jurisdiction through 2026, as approved by the Executive Board in July 2021 to work towards a balanced budget whereby SKHHP's revenues can more fully support budgeted expenditures. These projected member contributions assume no additional staff would be added. Member contributions are based on population size accordingly, and no members are moving into a new population tier in 2026:

Population tier	2023 Contribution	2024 Contribution	2025 Contribution	2026 Contribution
<10,000	\$5,290	\$6,084	\$6,996	\$8,045
10,001 – 35,000	\$9,919	\$11,407	\$13,118	\$15,086
35,001 – 65,000	\$19,838	\$22,814	\$26,236	\$30,171
65,000 – 100,000	\$34,385	\$39,543	\$45,474	\$52,295
100,000+	\$44,965	\$51,710	\$59,466	\$68,386

Salaries and benefits are proposed to increase by 0.3% in 2026. This is to align with actual expenditures in this category. Interfund IT, which is the amount paid to SKHHP's administering agency (City of Auburn) for IT services, is proposed to increase by 14%. Professional Services is proposed to increase by 46% (\$26,000) due to an every other year data update to the SKHHP Affordable Housing Inventory Dashboard (\$18,000) and anticipated higher rates for contracted services. Professional Services include Advisory Board compensation (unchanged in 2026), contract attorney expenses (\$30,000 in 2026, which is \$5,000 more than 2025), data update to the SKHHP Affordable Housing Inventory Dashboard (\$18,000), third-party construction reports (\$6,000), travel (\$6,000), professional development (\$6,800), Housing Development Consortium member dues (\$725), and an annual license fee (\$20). The proposal includes aligning budgeted categories with SKHHP's administering agency. SKHHP continues to spend down the fund balance from previous cost-savings to mitigate any additional increases to member contributions.

The 2026 Executive Board recommended operating budget includes \$501,975 to be set-aside in reserve sourced from interest earned primarily on the Housing Capital Fund balance. This amount is the equivalent of 100% of SKHHP's annual budgeted expenses as discussed over three public meetings and adopted by the SKHHP Executive Board on May 16, 2025. Interest earned in 2024 on all SKHHP funds totaled \$540,377. Interest earned in 2024 by jurisdiction to be set-aside in reserve with the remaining supporting the 2025 Housing Capital Fund funding round are as follows:

Table 1: Interest Earned by Jurisdiction 2024 AND BOARD RECOMMENDED ALLOCATIONS			
JURISDICTION	Reserve	Housing Capital Fund	TOTAL 2024 Interest EARNINGS
Auburn	\$26,486	\$2,026	\$28,512

Burien	\$12,530	\$959	\$13,489
Covington	\$29,074	\$2,224	\$31,298
Des Moines	\$5,358	\$409	\$5,767
Federal Way	\$22,682	\$1,735	\$24,417
Kent	\$327,110	\$25,024	\$352,134
Maple Valley	\$22,306	\$1,707	\$24,013
Normandy Park	\$682	\$52	\$734
Renton	\$36,229	\$2,772	\$39,001
SeaTac	\$13,384	\$1,024	\$14,408
Tukwila	\$6,134	\$470	\$6,604
King County	--	--	--
TOTAL	\$501,975	\$38,402	\$540,377

To spend interest earnings requires the approval of each SKHHP member with allocated earned interest based on their contributions. With the adoption of the 2026 SKHHP Operating Budget, which incorporates a portion of the interest earnings into an unrestricted fund balance in reserve, the City Council is providing authorization for SKHHP to use those funds towards the unrestricted fund balance in reserve. These funds will assist in future years should there be an economic recession and members choose to pause an increase in dues or other unexpected expenses arise. The remaining amount will go towards the 2025 funding round of the Housing Capital Fund and Council will provide approval to use those funds during the annual concurrence process in early 2026.

Staff recommends approval of Resolution No. 5829 adopting the 2026 SKHHP Work Plan and Budget. This recommendation is based on the following:

1. The 2026 SKHHP Work Plan and Budget is consistent with the Interlocal Agreement and relevant subsequent Companion Agreements between Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, SeaTac, Tukwila, and King County.
2. The 2026 SKHHP Work Plan and Budget incorporates the feedback and priorities of the SKHHP Executive Board made up of representatives of each participating jurisdiction.

Councilmember: Yolanda Trout-Manuel

Staff: Jason Krum



South King Housing and Homelessness Partners (SKHHP) 2026 Work Plan and Budget

Claire V. Goodwin, SKHHP Executive Manager
cvgoodwin@skhhp.org



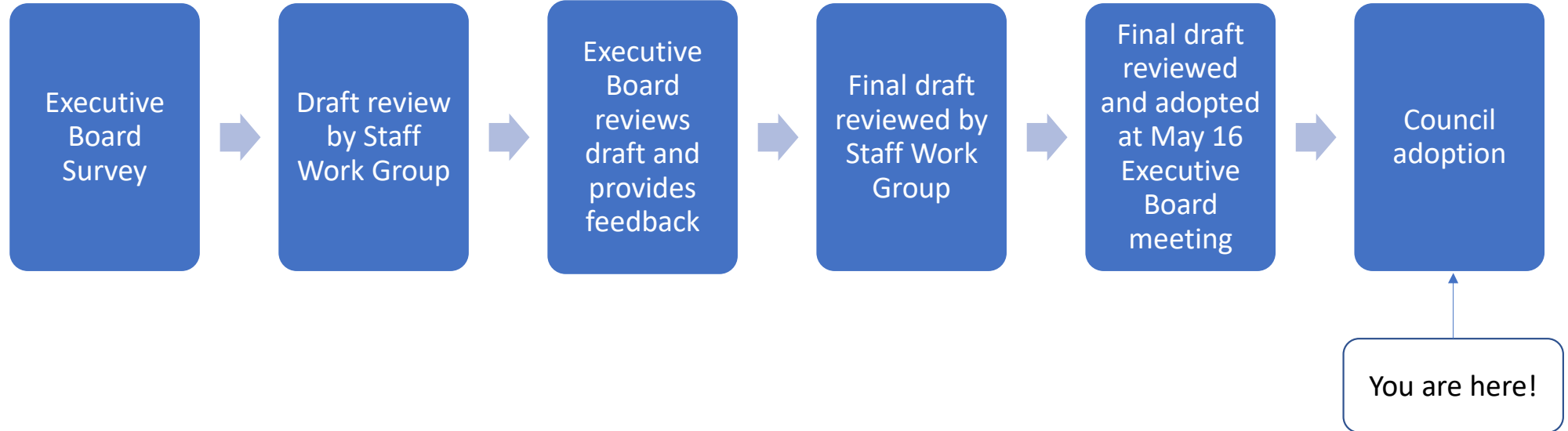


About SKHHP

- 2019: SKHHP was formed via an Interlocal Agreement
- Twelve member jurisdictions include:
 - Auburn
 - Burien
 - Covington
 - Des Moines
 - Federal Way
 - Kent
 - Maple Valley
 - Normandy Park
 - Renton
 - SeaTac
 - Tukwila
 - King County
- Mission:
 - South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.
- Interlocal agreement requires City Council adoption of annual work plan and budget



2026 Work Plan Development Process



3



2026 Work Plan Goals



1. Fund the expansion and preservation of affordable housing.



2. Develop policies to expand and preserve affordable housing.



3. Serve as an advocate for South King County.



4. Manage operations and administration.



2026 Operating Budget

- Total operating budget: \$501,975
 - 64% funds salary and benefits (2 FTEs)
- Revenue:
 - Operating revenues come from member jurisdiction annual contributions and based on population tiers
 - Executive Board adopted policy in July 2021
 - 15% increase in member contributions each year through 2026
- Expenses:
 - Professional Services increasing due to data update to Affordable Housing Inventory Dashboard and anticipated higher rates for contracted services (legal assistance for developing housing contracts and third-party construction review of applications)
 - Professional Services incorporates Advisory Board compensation, contract attorney expenses, data update to dashboard, third-party construction reports, professional development, travel, non-profit dues, and annual license
- Continuing to spend down cost savings from previous years to balance additional contribution increases
- Interest earnings incorporated into unrestricted fund balance in reserve



Operating Contributions by Population

Member Jurisdiction Population Tier	2023 Contribution	2024 Contribution	2025 Contribution	2026 Contribution
<10,000	\$5,290	\$6,084	\$6,996	\$8,045
10,001 – 35,000	\$9,919	\$11,407	\$13,118	\$15,086
35,001 – 65,000	\$19,838	\$22,814	\$26,236	\$30,171
65,000 – 100,000	\$34,385	\$39,543	\$45,474	\$52,295
100,000+	\$44,965	\$51,710	\$59,466	\$68,386



Population by City and Year

SKHHP Member Jurisdictions	Population (OFM 2021 estimate)	Population (OFM 2022 estimate)	Population (OFM 2023 estimate)	Population (OFM 2024 estimate)	Population (OFM 2025 estimate)
Auburn	Total: 83,950 KC: 73,901	Total: 88,750 KC: 78,690	Total: 88,820 KC: 78,760	Total: 88,950 KC: 78,890	Data not published until June 30, 2025
Burien	53,290	52,490	52,560	53,000	
Covington	20,890	21,200	21,600	22,000	
Des Moines	32,820	33,160	33,260	33,400	
Federal Way	99,590	101,800	102,000	102,500	
Kent	132,400	137,900	139,100	140,400	
Maple Valley	--	28,920	29,250	29,320	
Normandy Park	6,740	6,790	6,840	6,855	
Renton	106,500	107,500	107,900	108,800	
SeaTac	32,000	31,910	31,740	32,710	
Tukwila	21,970	22,620	22,780	22,930	
King County (unincorporated)	--	248,160	249,060	249,575	7

Thank you!

Claire V. Goodwin, SKHHP Executive Manager
cvgoodwin@skhhp.org



RESOLUTION NO. 5829

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, APPROVING THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS 2026 WORK PLAN AND 2026 OPERATING BUDGET

WHEREAS, on February 19, 2019 the City of Auburn enacted an Interlocal Agreement (ILA) with eight other South King County cities and King County to form the South King Housing and Homelessness Partners (SKHHP); and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve an annual work plan each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and implement the overarching SKHHP mission to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2026 work plan includes four goals with corresponding action items that further SKHHP's mission; and

WHEREAS, on May 16 2025, the SKHHP Executive Board adopted Resolution 2025-01 enacting the 2026 work plan and budget upon approval by the legislative body of each participating party.

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

Section 1. City Council adopts the SKHHP 2026 Work Plan as shown in
Attachment A.

Section 2. City Council adopts the SKHHP 2026 operating budget as shown in
Attachment A.

Section 3. The City of Auburn will transmit its annual contribution to SKHHP on
an annual basis during the first quarter of the calendar year.

Section 4. This Resolution will take effect and be in full force upon passage and
signatures.

Dated and Signed: _____

CITY OF AUBURN

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

RESOLUTION NO. 2025-01

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2026 SKHHP WORK PLAN AND OPERATING BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement, the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption by the Executive Board, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, if a party does not approve the work plan or budget in a timely manner, the Executive Board may adopt the budget and work plan with a two-thirds majority vote; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and implement the overarching SKHHP mission to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2026 work plan includes four goals with corresponding action items that further SKHHP's mission.

~~NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:~~

Section 1. The Executive Board adopts the 2026 SKHHP Work Plan in Attachment A.

Section 2. The Executive Board adopts the 2026 SKHHP Operating Budget in Attachment B.

Section 3. Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

Section 4. This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and signed this 19th day of May, 2025.



NANCY BACKUS, CHAIR, SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

RESOLUTION 2025-01 – ATTACHMENT A

SKHHP 2026 WORK PLAN

PURPOSE

Establish a 2026 SKHHP work plan and budget that is guided by Executive Board priorities, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

BACKGROUND

Established by an interlocal agreement, SKHHP jurisdictions work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. The 2026 SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive Board and staff work group.

The work plan is organized into four goals with corresponding action items. Each action is identified by priority as follows:

- Higher – Identified as higher priority by Executive Board or is necessary to carry out the Interlocal Agreements
- Medium – Identified as mid-level priority
- Lower – Identified as lower priority

Quarterly budget and progress reports on the status of the work plan elements will be submitted to the SKHHP Executive Board and the legislative body of each member jurisdiction as follows:

Quarter 1: May | **Quarter 2:** August | **Quarter 3:** November | **Quarter 4:** February

In accordance with the Interlocal Agreement, the 2026 SKHHP work plan and budget will be approved by the SKHHP Executive Board and the legislative body of each member jurisdiction.

SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

GOALS & ACTIONS

Goal	Actions
1. Fund the expansion and preservation of affordable housing.	1 through 5
2. Develop policies to expand and preserve affordable housing.	6 through 10
3. Serve as an advocate for South King County.	11 through 16
4. Manage operations and administration.	17 through 22



Goal 1

Fund the expansion and preservation of affordable housing.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
1. Pool resources from member cities for the Housing Capital Fund, including SHB 1406 funds, HB 1590 funds, and general funds.	•••
2. Develop and execute contract documents and covenants for projects ready to move forward from 2023-24 Housing Capital Fund funding rounds.	•••
3. Facilitate approval from participating Councils of recommended projects from 2025 Housing Capital Fund funding round and prepare contract documents and covenants for any projects ready to move forward.	•••
4. Manage 2026 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection.	•••
5. Encourage investment in South King County by private investors, lenders, and philanthropies.	••
Indicators	
○ Number of housing units and number of projects funded with financial support from SKHHP	
○ Number of housing units preserved with financial support from SKHHP	
○ Total dollar amount pooled by member jurisdictions for Housing Capital Fund	
○ Total dollar amount from new sources of revenue added to the Housing Capital Fund	
○ Geographic diversity of applications received for annual Housing Capital Fund funding round	



Goal 2

Develop policies to expand and preserve affordable housing.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
6. Facilitate implementation of subregional affordable housing preservation strategies in coordination with South King County long-range planners.	••
7. Facilitate updates to the Affordable Housing Inventory Dashboard.	••
8. Convene land use planners (SoKiHo) to increase coordination and collaboration on housing policy and planning.	•
9. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	•
10. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.	•
Indicators	
○ Number of subregional housing preservation strategies facilitated or supported	
○ Successful progress on update to the Affordable Housing Inventory Dashboard	
○ Number of relationships fostered with developers	
○ Number of Executive Board briefings on key housing and homelessness topics	



Goal 3

Serve as an advocate for South King County.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
11. Work collaboratively with public funders at the state and local levels to increase alignment and promote shared affordable housing goals and equitable geographic distribution of resources.	••
12. Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.	•
13. Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP's mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.	•
14. Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing in coordination with member cities.	•
15. Meet with legislators as opportunities arise to inform about SKHHP's mission, goals, and the Housing Capital Fund and host a legislative forum (odd numbered years).	•
16. Organize a tour of affordable housing sites in South King County with priority given to visiting Housing Capital Fund supported projects (even numbered years).	•
Indicators	
○ Number of collaborative work sessions held with public funders	
○ Number of events or engagement opportunities Advisory Board members organize or support	
○ Number of meetings, forums, or events attended that advance SKHHP's mission	
○ Number of meetings with legislators that promote SKHHP and South King County	
○ Number of affordable housing developers connected with property owners intending to sell naturally occurring affordable housing	
○ South King County legislative forum or affordable housing tour successfully executed	



Goal 4

Manage operations and administration.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
17. Develop annual work plan and budget.	•••
18. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.	•••
19. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account.	•••
20. Organize and host monthly Executive and Advisory Board public meetings.	•••
21. Establish and implement monitoring and compliance process to ensure Housing Capital Fund projects maintain affordability for tenants.	•••
22. Maintain and update the SKHHP website.	••
Indicators	
○ Work plan and budget adopted	
○ Quarterly progress reports prepared and presented to Executive Board	
○ Financial reports and public records maintained	
○ Monthly Executive and Advisory Board meetings held	
○ Process established for monitoring and compliance of Housing Capital Fund projects	
○ Website maintained	

RESOLUTION 2025-01 – ATTACHMENT B

2026 SKHHP Operating Budget

Estimated beginning fund balance - January 1, 2026 \$ 337,293

Estimated ending fund balance - December 31, 2026 \$ 293,417

REVENUES

Auburn	\$ 52,295
Burien	\$ 30,171
Covington	\$ 15,086
Des Moines	\$ 15,086
Federal Way	\$ 68,386
Kent	\$ 68,386
Maple Valley	\$ 15,086
Normandy Park	\$ 8,045
Renton	\$ 68,386
SeaTac	\$ 15,086
Tukwila	\$ 15,086
King County*	\$ 68,386
Additional King County*	\$ 6,614
Office space (in-kind donation)	\$ 12,000
TOTAL REVENUES	\$ 458,099
Spend down balance	\$ 43,876
TOTAL	\$ 501,975

EXPENSES

Salaries & Wages	\$ 253,191
Benefits	\$ 68,296
Professional Services	\$ 81,945
Interfund Allocations	\$ 40,000
Office Space (in-kind donation)	\$ 12,000
Supplies	\$ 2,000
Subtotal	\$ 457,432
Administering agency - 10% admin fee**	\$ 44,543
TOTAL	\$ 501,975

RESERVE

TOTAL	\$ 501,975
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*King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.

**10% administrative fee is calculated as a percentage of operating costs which excludes in-kind donations and carry-forwards.

Resolution No. 2025-01

May 16, 2025

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