



DATE: December 9, 2025

TO: Mayor Robinson and City Councilmembers

FROM: Ira McDaniel, Assistant Director, 452-4182
Finance and Asset Management Department

SUBJECT: Report on Emergency Procurement for a Shower and Laundry Trailer and utility connections for the Safe Parking location at 515 116th Ave NE

This report is provided to the City Council pursuant to BCC 4.28.130.A.7, which requires notification of emergency procurements involving public assets and works.

In May 2025, structural concerns were identified at the Lincoln Center Property, posing a significant public health and safety hazard. As a precaution, all tenants were immediately instructed to vacate the premises. The City's Safe Parking program was notably affected, as it was operating key services from the Lincoln Center building.

On May 16, 2025, pursuant to BCC 4.28.130.A.7, the City Manager issued an Emergency Declaration authorizing the Finance and Asset Management Department to take immediate action to secure and protect the Lincoln Center site, and to provide interim facilities and necessary improvements to support continuity of the Safe Parking Program. Since that time, city staff have been working to identify alternative accommodations for the Safe Parking Program and options for relocation of the program to another site. The program has continued to operate in a modified fashion in the absence of indoor support facilities. Staff anticipate that the program will be relocated to another suitable location in Q2 2026. A storage container has been delivered to the site to accommodate the Safe Parking program supplies, and the program operators have brought in an RV to provide indoor meeting space for clients and program staff.

However, the site has been lacking showers and laundry facilities, among other amenities, for program participants since the building was closed. Staff have identified and purchased a shower and laundry combination trailer, which has been purchased from NRT Specialty Trailers at a cost of \$79,797.00, plus applicable taxes and delivery charges. Staff are coordinating utility connections and expect to have the trailer fully operational at the Lincoln Center site in mid-December 2025. Purchase Orders or Contracts for extending utility connections to the trailer will be provided to Council after execution.

Efforts remain ongoing to ensure adequate facilities and continuity of services for Safe Parking program participants at the Lincoln Center site.

Attachments: (A) Vicinity Map; (B) Emergency Declaration