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DATE: January 6, 2026

TO: Mayor Robinson and City Councilmembers

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

SUBJECT: Report on Emergency Procurement for utility connections to the shower and laundry trailer and for the Safe Parking location at 515 116<sup>th</sup> 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.

In November, the city ordered a shower and laundry combination trailer from NRT Specialty Trailers and provided notice to Council of that purchase on December 9, 2025. After ordering the shower trailer, staff issued two emergency purchase orders to establish utility connections to the trailer. One purchase order was executed with Sequoyah Electric LLC for \$38,334, plus all applicable taxes to extend electricity to the trailer's location, and the second purchase order was executed with Saybr Contractors Inc. for \$19,745, plus all applicable taxes to connect water and sewer. With these connections in place, the shower and laundry trailer became operational for safe parking program participants on December 16.

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