

City Council Study Session
November 28, 2016 - 5:30 PM
City Hall Annex - 1 East Main Street
MINUTES

I. CALL TO ORDER

Deputy Mayor Wales called the meeting to order at 5:32 p.m. in Conference Room 2 at the City Hall Annex located at 1 East Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Pelozo, Yolanda Trout-Manuel, and Rich Wagner.

Mayor Nancy Backus and the following department directors and staff members were present: Finance Director Shelley Coleman, Economic Development Manager Doug Lein, City Attorney Daniel B. Heid, Police Commander Mark Caillier, Parks, Arts and Recreation Director Daryl Faber, Innovation and Technology Director Paul Haugan, Community Development and Public Works Director Kevin Snyder, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Project Engineer Jai Carter, Project Engineer Seth Wickstrom, Transportation Manager Pablo Para, Communications Coordinator Kalyn Brady, Planning Services Manager Jeff Dixon, Assistant Director of Community Development Services Jeff Tate, Emergency Manager Jerry Thorson, and Deputy City Clerk Shawn Campbell.

B. Announcements

There was no announcement.

C. Agenda Modifications

For clarification of these minutes, Item L, Homelessness Task Force Update was discussed immediately following Item A, Tourism Lodging Taxing Committee and Tourism Board. Also, Item K, Emergency Management Winter Weather Preparation was discussed after Item L. The remaining items were discussed in order.

II. CONSENT AGENDA

There was no Consent Agenda item.

III. DISCUSSION ITEMS

A. Tourism Lodging Tax Committee and Tourism Board Update (10 Minute Presentation) (Hinman)

Economic Development Manager Lein provided the Council with an overview of the Tourism Board and the Lodging Tax Advisory Board (LTAC) authority and activities.

The Tourism Board serves as an advisory board to the Mayor and City Council to assist the City Council formulate strategies for tourism related activities, projects and programs geared to promote the City of Auburn as a tourist destination, and enhance the ability of local businesses to serve the needs of tourists and the tourist industry in Auburn.

The Lodging Tax Advisory Committee vision statement includes: ability to capitalize on partnerships that showcase the City's location, businesses, entertainment, festivals, shopping and gaming assets to increase tourism activity.

The LTAC objectives include: increase hotel occupancies and generate greater revenues for tourism marketing activities, encourage sustained year round visitors by promoting shoulder and off-season periods, increase lengths of stay by converting corporate business travelers and other visitors into tourists, and promote retail options as part of tourism.

Manager Lein reviewed the accomplishments in 2016: approved \$52,000 in tourism grants, released a request for proposals for a tourism marketing consultant, and assigned Tourism to the Economic Development Division of Administration. Additionally, the Tourism Board and LTAC conducted a joint work session where a business plan was approved, a 2016 budget amendment was approved, and 2017 and 2018 budgets were developed and approved.

Manager Lein briefly discussed the tourism media buy for fourth quarter 2016.

Manager Lein stated the marketing consultant will be developing the 2017 and 2018 marketing and branding plans. The consultant will be developing a new website and promotional video as well.

B. City Council Organization Committee/Study Session Hybrid

Councilmember Wagner presented draft information on a hybrid system of City Council committees and study sessions.

The proposal consists of five committees with assigned scope and committee names. Study sessions would be retained and held prior to the Council meeting. Retreats will be retained.

The committee structure would consist of: Economic Development (meets once per month); Municipal Services (meets once per month), Community Development and Public Works (meets twice per month, Finance (meets once per month while the ad hoc committee would meet twice per month), Health and Human Services (meets once per month) and Council Operations (meets as needed).

Councilmember DaCorsi stated he is not a proponent of changing the study session format. He shared a revised proposal to keep some committees and utilize ad hoc committees. Municipal Services would become an ad hoc committee. Community Development and Public Works would be combined with Economic Development and would be a committee of the full Council. Finance would be an ad hoc committee. A separate Health and Human Services committee would be comprised of the full Council. The Council Operations Committee would be replaced with Council of the Whole. Study Sessions would continue on the second and fourth Mondays. Councilmembers DaCorsi discussed potential meeting schedules and chair and vice chair selection processes.

Councilmembers discussed the merits of replacing the Council Operations Committee with meetings of the Council of the Whole meetings. Several Councilmembers were in favor of Council of the Whole meetings.

Councilmember Holman spoke in favor of using ad hoc committees.

Councilmembers also spoke about who controlled setting the agendas.

Mayor Backus stated there are some staff driven items that cannot wait a month to go forward.

Councilmember Trout-Manuel stated she preferred the old committee structure.

Councilmember Pelosa expressed support for the previous Council Committee structure. He believes the Council needs to meet in committee more often. He stated he understood that it may require more staff time to support the committees.

Deputy Mayor Wales agreed that Council Operations Committee could be omitted and replaced with the Committee of the Whole meetings.

Deputy Mayor Wales questioned whether economic development should be included as part of the Community Development and Public Works Committee or included in another committee.

Councilmember DaCorsi stated that he learned nothing more in the committee structure than in Council study sessions. He also spoke about the potential for violating the Open Public Meetings Act if the committee structure was in place. Councilmember DaCorsi spoke in favor of more meetings of the full Council rather than a committee of three.

Councilmember Trout-Manuel stated she is more comfortable asking questions in a committee of three.

Councilmember Holman stated he believes that in the committee structure, Councilmembers were not necessarily receiving the same information.

Councilmember DaCorsi proposed the Community Development/Public Works/Economic Development Committee meet once a month on a trial basis.

Mayor Backus stated staff should be given an opportunity to prepare information on staff costs and impact on efficiencies of a new committee structure format.

At 7:20 p.m. Deputy Mayor Wales recessed the meeting for a five minute intermission. The meeting was reconvened at 7:25 p.m.

C. Police Department Range History & Usage (10 Minute Presentation) (Lee)
A brief overview of the Auburn Police Department's range history and usage.

Police Commander Caillier presented an overview of the Auburn Police firing range using a PowerPoint presentation.

The range is located at the base of Terrace Drive and 15th Street NW. The entrance was originally on 15th Street NW, but is now from Terrace Drive. The range is on a parcel consisting of 39 acres, and the range sits on the southeast corner of the parcel.

The range is limited to law enforcement. It was created in 1962. The range originally faced west and was reconfigured in the 1990's and faces north/northwest.

The range building was constructed in 2013. It has no running water. A port a potty is serviced weekly. Power is available but not in use. Benches and weapons stands were created by Boy Scouts as a service project. Gravel and foliage maintenance is performed by Public Works. The range is surrounded by barbed wire fencing and is posted as no trespassing. The gravel backdrop is refilled as needed.

The site also has a gravel base with earth berms surrounding the firing lanes. The backdrop is sand/gravel with earth behind it. The trees and hills surrounding the site help minimize the noise from the range.

Currently the range is used by Auburn Police, Valley SWAT and SCORE. Range hours are from 8:00 am. to 4:00 p.m., Monday through Friday. Any night or weekend shooting must be approved by the Chief of Police. Weapons used include handguns and rifles with a maximum distance of 100 yards.

Deputy Mayor Wales asked about the lead in the berm. Commander Caillier stated there is limited lead in the ammunition used at the range. According to EPA standards, the department is not allowed to sift the gravel or walk on the berm due to possible lead contamination. The department is allowed to add sand to the berm.

Assistant Director Gaub stated there is no threat to the West Hill Springs watershed.

D. 3rd Quarter 2016 Financial Report (10 Minute Presentation) (Coleman)

Finance Director Coleman presented the third quarter 2016 Financial Report, which provides an overview of the City's overall financial position for the fiscal period ending September 30, 2016.

The General Fund revenues totaled \$45.0 million through September 2016 compared to budget of \$41.7 million and were \$2.5 million more than the same time last year.

General Fund expenditures through the third quarter 2016 totaled \$46.8 million compared to budget of \$50.0 million. All departments operated within their allocated budget with the exception of Public Works. The department is running over budget in salaries and benefits as project engineers are charging more of their time to General Fund projects versus transportation and utility projects.

Finance Director Coleman noted revenues for building permits and development service fees are greater than anticipated. Property taxes and sales and use taxes are on budget. The real estate excise taxes are also doing well.

Council briefly discussed opportunities to improve pet licensing.

Finance Director Coleman reviewed Fund 124, Mitigation Fees.

Director Coleman reported all utility funds are strong.

E. Ordinance No. 6632 (10 Minute Presentation) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, relating to Planning; adopting the 2016 Annual Comprehensive Plan Map and Text Amendments pursuant to the provisions of RCW Chapter 36.70A

Planning Services Manager Dixon presented Ordinance No. 6632 amending the Comprehensive Plan to include 2016 Annual Comprehensive Plan map and policy/text amendments.

Each year the City amends its Comprehensive Plan to keep up with housekeeping changes and to act on privately initiated Comprehensive Plan amendments.

This year the City is considering eight amendments: five policy/text amendments initiated by the City and three map amendments--one amendment initiated by the City and two privately initiated map amendments.

Manager Dixon reviewed the process for considering privately initiated Comprehensive Plan amendments.

Comprehensive Plan Map Amendment 2 is a request from Romart Investments, LLC to revise official map to change the designation of an approximately 2.27-acre vacant parcel from Single Family Residential to Light Commercial. The parcel is located at the northwest corner of 182nd Avenue East and Lake Tapps Parkway East. (Parcel #0520051045). The Planning Commission recommended approval of the amendment.

Comprehensive Plan Map Amendment 1 is a request from Kana B LLC, to change map designation of two of four parcels under the same ownership from the Light Commercial to Light Industrial to allow a change in the zoning designation. Parcel #3121059033 – 1.32 acres and Parcel #3121059036

- 2.33 acres. The Planning Commission recommended approval of the amendment. Councilmembers discussed the types of uses allowed in a Light Industrial zone.

The third map amendment was initiated by the City to change designation of three developed parcels totaling approximately 144.7 acres from Light Industrial and Institutional to Heavy Commercial. The property is located at the southwest corner of C Street SW and 15th Street SW (Parcel # 2421049004, 2521049114 & 25212049115). The properties are owned by GSA and the City. This change is in anticipation of redevelopment of the GSA property. The Planning Commission recommended approval of the change.

The five policy/text amendments consist of the Capital Facilities Plans for four school districts and the City's Capital Facilities Plan. The Planning Commission recommended approval of the policy/text amendments.

- F. Ordinance No. 6627 (5 Minute Presentation) (Snyder)
An Ordinance of the City Council of the City of Auburn, Washington amending sections 19.02.115, 19.02.120, 19.02.130 and 19.02.140 of the Auburn City Code relating to School Impact Fees

Planning Services Manager Dixon presented Ordinance No. 6627, amending Auburn City Code relating to school impact fees.

The Auburn School District, Dieringer School District, Federal Way School District and the Kent School District provided the City with updated capital facilities plans to be considered during the City's annual Comprehensive Plan amendment process. The City Council may also determine if an adjustment to the amount of the school impact fee is needed. The City Council is not obligated to accept the fees proposed by the school districts and may establish fees that the Council determines are more appropriate and consistent with the public's interest.

Manager Dixon referred to City Code Chapter 19.02 which contains the calculation for the impact fees.

The Dieringer School District presented a Capital Facilities Plan which justifies a higher school impact fee; but the Dieringer School District did not propose an increase in the impact fee. However, Pierce County adopted a higher school impact fee schedule of \$3,400 for single family and \$1,759 for multi-family residential. City staff recommends a rate consistent with Pierce County rates.

The Federal Way School District Capital Facilities Plan proposes a substantial increase for multi family residential from \$506.00 to \$8,386. The rate was attributed to their reliance on King County student average for the past several years. When some new large multi-family developments came on line, the District used the actual student generation rates, which caused the fluctuation in the rates. Manager Dixon noted King County has adopted the impact fee rate of \$8,386 and staff recommends adopting the same rate.

The ordinance will appear before the Council on December 5.

- G. Ordinance No. 6630 (5 Minute Presentation) (Coleman)
An Ordinance of the City Council of the City of Auburn, Washington, amending Section 13.06.360 of the Auburn City Code relating to utility rates.

Finance Director Coleman presented Ordinance No. 6630, which is essentially a housekeeping measure. The ordinance relates to a wholesale water rate for Water District No. 111.

The current wholesale rate for Water District No. 111 is based on a 2010 Interim Water Sales Agreement. Ordinance No. 6630 will establish a new rate with Water District No. 111 to reflect the actual cost of providing wholesale water service and is consistent with the current wholesale water

rate charged to the other wholesale water customer, the City of Algona. If adopted, the rate would be effective January 2, 2017.

H. Ordinance No. 6633 (10 Minute Presentation) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, creating a permit for truck parking on city streets and restricting the movement of large vehicles in the downtown urban center

Transportation Manager Pablo Para presented Ordinance No. 6633, which will create changes in truck parking and restrict truck movements in a downtown traffic control zone. He noted the City has experienced an increase in problems associated with truck parking and truck traffic. Out of town businesses have been parking trucks on city streets, some businesses have been parking multiple trucks at a time on our public streets and trash, used vehicle parts, fluids and waste from parked trucks have fouled the right-of-way and sensitive areas.

The City has also experienced an increase in large trucks not involved in local deliveries using downtown streets for through trips and at times causing damage to infrastructure.

The proposed ordinance would require that street parking for trucks 16,000 pounds or over will be allowed only for trucks registered to an Auburn resident with an Auburn business license within the allowed truck parking areas of the City. In order to park a truck on the public streets where truck parking is allowed, a new parking permit will be required to be displayed on the vehicle and only one parking permit will be issued to each eligible business.

The ordinance would also create a traffic control zone in the downtown area. Trucks 16,000 pounds or more will be prohibited from operating within the zone except to originate from local businesses or to make local deliveries.

I. Capital Project Status Update and Feature Capital Project (20 Minute Presentation) (Snyder)

Project Engineer Wickstrom presented the Capital Projects Status Update using a PowerPoint presentation.

Engineer Wickstrom noted 16 projects were completed this year, including the Auburn Way South Corridor Improvement Project, 12 projects in construction phase (6 nearly complete), 22 projects are in design phase, and one project is out to bid.

Eight major projects are scheduled to be advertised in the first quarter of 2017:

- Auburn Way South, MIT Plaza to Dogwood
- Auburn Way North Overlay, 22nd to 45th
- B Street NW Reconstruction, 37th to 277th
- H Street SE Extension (9th to Auburn Way South)
- Fulmer Wellfield Improvements
- Main Street/C Street SW Signal Replacement
- 37th and A Street SE New Traffic Signal
- M Street SE Storm Improvements, 3rd to Main

Engineer Wickstrom reviewed the featured capital project, the 22nd Street NE and I Street NE Intersection Improvements. The project will improve safety for drivers, pedestrians, and bicyclists crossing the intersection of 22nd Street NE and I Street NE by constructing a single lane roundabout in place of the existing all-way stop control. The roundabout will reduce driver confusion and traffic delays compared with the current multi-lane all-way stop. Pedestrians and cyclists will also be less exposed to traffic since crossing distances will be greatly reduced and median islands will allow them to cross the road one lane at a time with vehicles coming from one direction.

Work to build this roundabout will involve: replacing the sidewalk and pavement, install new median

islands with landscaping, and reconfiguring the street lights.

J. 2015 State of Our Streets Report (10 Minute Presentation) (Snyder)

Project Engineer Carter presented the 2015 State of Our Streets Report.

Engineer Carter explained that in previous years staff had reported on only the Local Street Program; however, staff felt this provided an incomplete picture of the condition of the city's streets. Therefore, the annual report has been revised to include both arterial preservation and local street preservation programs.

Using a PowerPoint presentation, Engineer Carter reviewed the history of both street preservation programs; the pavement conditions of arterial, collector and local streets; street maintenance and how streets are selected for the preservation program; successful grant funding; and an overview of the projects that were completed in 2015, projects underway in 2016 and projects selected so far for future years.

K. Homelessness Taskforce Update (10 Minute Presentation) (Hinman)

Director of Administration Hinman updated the Council on the progress of the Mayor's Homelessness Task Force action plan recommendations and feedback from the task force since it reconvened for a six-month check in.

Director Hinman pointed out actions that would require Council policy and priority considerations. Councilmember Pelosa commented on the number of homeless that gather at the King County Public Library in Auburn. Director Hinman reported the King County Library system sets its own policies regarding homeless at their facility in Auburn. She reported King County Library has a full-time social worker on staff to assist homeless at the Auburn site.

Chief of Police Lee stated the Police Department is in contact with the library staff, and the library allows people to be at the library as long as they are not committing a crime. Mayor Backus added that the City cannot force the King County Library to remove the homeless.

Director Hinman stated the short term plan is to expand the nights of the emergency shelter. The long term plan is to look at partnering with the faith based community for services.

Councilmember Wagner requested a gross cost estimate and expanded detail of each task force recommendation.

Mayor Backus stated the City will need to make sure what the impact would be if a shelter is located in any particular area.

Councilmember DaCorsi spoke briefly about Section 8 voucher holders and discrimination the holders may suffer from landlords. He recommended a landlord education session to learn the benefits of accepting Section 8 voucher holders as tenants.

L. Emergency Management Winter Weather Preparation Update (10 Minute Presentation) (Hinman)

Emergency Manager Thorson and Communications Coordinator Brady provided the Council with an update on the White River and potential flooding.

Manager Thorson explained that over the years, a tremendous amount of silt has accumulated in the riverbed of the White River creating less capacity. The National Weather Services predicts a

weak La Nina period and wetter and colder weather pattern this winter. If heavy rains and several storms occur necessitating a high flow release from Mud Mountain Dam, some flooding could occur at A Street SE, near the White River Estates Mobile Home Park. Manager Thorson depicted potential flooding areas on a map using United States Army Corps of Engineers software.

Manager Thorson advised City staff have been working with staff from cities of Pacific, Algona, and Sumner and other community partners to develop plans if flooding occurs.

Coordinator Bradey shared a brochure, which is part of a three-prong public outreach to alert citizens of potential flooding this winter. The brochure was provided to residents of the White River Mobile Home Park. The brochure provides information on how to sign up for flood alerts and gives information on what steps the City has already taken to prepare for flooding. The City continues to provide information via the City's web page, press releases, and social media.

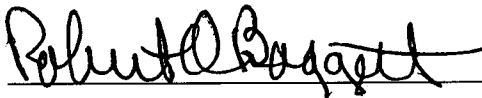
Councilmember Baggett inquired whether there are plans to dredge the river. Manager Thorson stated there are no plans to dredge due to regulations. The focus is to keep the river within the levy with addition of barriers.

Councilmember Trout-Manuel suggested spreading the information via Latino media outlets.

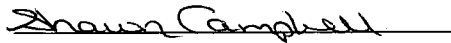
IV. ADJOURNMENT

There being no further discussion, the meeting adjourned at 9:15 p.m.

APPROVED THIS ^{5th} 12th DAY OF November, 2018.



BOB BAGGETT, DEPUTY MAYOR



Shawn Campbell, City Clerk