CITY OF AUBURN WASHINGTON	**City Council Study Session** **August 24, 2015 - 5:30 PM** **Auburn City Hall** **MINUTES**

I. CALL TO ORDER

Deputy Mayor Holman called the meeting to order at 5:48 p.m. in the Council Chambers at Auburn City Hall, 25 West Main Street in Auburn.

A. Roll Call

City Councilmembers present: Deputy Mayor John Holman, Rich Wagner, Bill Peloza, Largo Wales, Wayne Osborne, Yolanda Trout and Claude DaCorsi.

Department Directors and staff members present included: City Attorney Daniel B. Heid, Assistant City Attorney Neil Wachter, Community Development and Public Works Director Kevin Snyder, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Utilities Engineering Manager Lisa Tobin, Street Systems Engineer Jai Carter, Transportation Manager Pablo Para, Innovation and Technology Director Paul Haugan, Public Affairs and Marketing Manager Dana Hinman, Police Chief Bob Lee, Assistant Police Chief Bill Pierson, Finance Director Shelley Coleman, and Deputy City Clerk Shawn Campbell.

II. Announcements, Reports, and Presentations

Mayor Backus introduced Paul Haugan as the City's new Information and Technology (IT) Director and thanked IT Operations Manager Ashley Riggs and IT Customer Support Manager Reba Stowe for acting as interim director over the last several months.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. 2nd Quarter 2015 Financial Report (Coleman)

Director Coleman presented the Financial Report for the second quarter of 2015. She explained the City is currently tracking below budgeted expenditures and above budgeted revenues. The Development Service fees are above the projected budget. The building permit revenue should meet the projected budget. The Public Works sector is over budget due to development projects not being billed out yet. Once the services have been billed out to the individual project the public works fund will be positive. Sales tax revenue is tracking above budget and above the 2014 actual. Utility tax revenue is below budget dues to mild weather.

Councilmember Peloza asked for additional details on the business licensing process. Director Coleman explained the City bills businesses for their business license the first of December. Many of the businesses pay the fee prior to the end of the year. The amount in the 2nd Quarter report is the amount that the City has received after January 1, 2015.

Councilmember Peloza asked how much grace period a business is given to pay their business license fee. Director Snyder stated the City allows an initial 30 day grace period and then sends a second notice with a second 30 days due date. If the business still has not paid then code enforcement meets with the business owner. If payment is not received within 60 days from the meeting with Code enforcement, the City will start the formal code enforcement process.

B. Resolution No. 5163 (Snyder)
A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute Public Way Agreement No. 15-22 between the City of Auburn and Sprint Communications Company L.P.

Transportation Manager Para presented Resolution No. 5163 for a Public Way agreement with Sprint Communications Company L.P. The agreement for has been reviewed by staff and meets all requirements and staff is recommending approval.

Councilmember Osborne clarified this agreement is for the same facilities as the previous agreement.

C. Annual Street Selection for Arterial and Local Street Preservation (Snyder)

Street Systems Engineer Carter presented the annual street selection for Arterial and Local Street Preservation process. The projects scheduled to be done in the 2016 reconstruction phase are rebuilds of 21st Street NE including drainage, F Street SE including drainage and water and 25th Street SE including drainage and water. On 25th Street SE the City will also be performing an LID survey for sewer. These streets are all in very poor condition.

Street Systems Engineer Carter explained there are several streets in the West Hill area that the City is proposing to add thin overlay and replace the curb ramps. Some streets will require patching prior to the overlay.

Councilmember Osborne asked how much of the budget is carryover from 2015. Street Systems Engineer Carter explained there was $1.6 million in the 2016 budget. Funds from the 2014 and 2015 budget were carried forward in the amount of $600,000.00. The funds for the design and completing the 2016 projects will take a large amount of

the carryover.

Street Systems Engineer Carter presented the 2017 program. The streets scheduled to be repaired are 19th Street SE and G Street SE and 26th Street SE, 27th Street SE, 28th Street SE and F Street, T Street and U Street. The City is also doing a thin overlay project on 53rd Avenue, 302nd Place and cul-de-sacs off of S 300th Street.

Councilmember Peloza asked when B Street SE will be on the list of streets to be fixed. Transportation Manager Para explained the City is considering changes downtown and do not want to repair roads twice. Staff is looking at what can be done in the interim. Street Systems Engineer Carter stated the condition of B Street SE is not rated as low as other streets that require rebuilding.

Councilmember Osborne noted the City has listed the streets in order of necessity for repair. Street Systems Engineer Carter's list represents all inputted data and priorities. Staff also distributes projects among different areas of the City.

Councilmember Trout left the meeting at 6:45 p.m.

D. Easement Relinquishment for 1905 Howard Road SE, Parcel 1921059206 (Snyder)

Assistant Director Gaub introduced a development proposal for 1905 Howard Road SE. She stated there is an easement that has been recorded for the City's benefit for a storm property. The easement was for the purpose of a sanitary septic system for the storm property. The property has been developed as a storm pond with infiltration facilities on the property. There is no septic system built within the easement. The developer has requested the City relinquish the easement for the sanitary septic system in place of providing an easement for the City to connect a sewer line across the property. Valley Regional Fire Authority also has an easement for the same purpose that is no longer needed. Staff recommends relinquishment of the easements to the developer.

Councilmember Wales asked if the City gives the developer the easement what are they going to do with the property and what is the value of the property. Assistant Director Gaub explained any value for the easement is only proportional to the property. Staff feels the new easement is comparable to the value of the proposed relinquished easement. The developer is planning to build a senior housing facility on the property.

Councilmember Osborne stated the previous easements were dedicated before the City had sewers. There is not a need for septic systems now that the sewer system is available.

IV. OTHER DISCUSSION ITEMS

No other items were discussed.

V. ADJOURNMENT

There being no further discussion, the meeting adjourned at 7:01 p.m.

APPROVED this 16th day of May, 2016.

LARGO WALES, DEPUTY MAYOR Shawn Campbell, Deputy City Clerk