



**CITY COUNCIL STUDY SESSION AND
SPECIAL FOCUS AREA
July 10, 2017 – 5:30 PM
Auburn City Hall
MINUTES**

I. CALL TO ORDER

Deputy Mayor Largo Wales called the meeting to order at 5:33 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Wales, Claude DaCorsi, John Holman, Bill Pelosa, and Yolanda Trout-Manuel. Councilmember Rich Wagner arrived at 5:34. Councilmember Bob Baggett was excused.

City officials and staff members present included: Mayor Nancy Backus, City Attorney Daniel B. Heid, Assistant Chief of Police William Pierson, Parks, Arts and Recreation Director Daryl Faber, Assistant Director of Community Development Services Jeff Tate, Director of Administration Dana Hinman, Economic Development Manager Doug Lein, Innovation and Technology Director Paul Hagan, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Transportation Manager Jeff Herb, Human Services Manager Erica Azcueta, and City Clerk Danielle Daskam.

II. ANNOUNCEMENTS, REPORTS AND PRESENTATIONS

Revised pages substituting page 27 of the agenda packet relating to Human Services Grant Parameters and Comparative Human Services Funding in South King County were distributed.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Deputy Mayor Selection Ad Hoc Committee Report

Councilmember DaCorsi, Chair of the Deputy Mayor Selection Ad Hoc Committee, distributed the latest proposed modifications to the Council rules of procedures as they relate to the selection, role and duties of the Deputy Mayor.

Ad hoc committee members include Councilmembers Pelosa, Trout-Manuel, and DaCorsi.

Councilmember DaCorsi read through the proposed revised Section 12 of the Council Rules of Procedure:

Section 12 – Deputy Mayor

12.1 At the first regular meeting in January, the members of the City Council shall designate of their members as Deputy Mayor in accordance with the below selection process. It is provided, however, that if the circumstances hereafter exist that a quorum of the members of the City Council have not previously voted for or affirmed the below selection process, the process for selection of the Deputy Mayor shall be reconsidered by the City Council.

- A. The Deputy Mayor for the upcoming year shall be selected from among the current members of the City council based on seniority among the members of the City council who have not previously served as Deputy Mayor, or, if all members of the City Council have previously served as Deputy Mayor, then selection of the Deputy Mayor shall be based upon the member whose service as Deputy Mayor was most distant in time. Selection of Deputy Mayor shall thereafter rotate on an annual basis in accordance herewith.*
- B. Selection of Deputy Mayor shall thereafter rotate on an annual basis in accordance herewith.*
- C. Seniority shall be determined by:*
 - 1. the number of consecutive years, months, and days served;*
 - 2. If the number of consecutive years, months and days served by two or more members of the City Council are equal, the member of the City Council who received the greater/greatest number of votes in the most recent general election in which such members were elected to the City Council shall be deemed most senior.*
- D. If a Councilmember has previously served as Deputy Mayor, the Councilmember shall be ineligible to be designated as Deputy Mayor until all other members have been designated in seniority order to serve as Deputy Mayor.*

- E. *If a Councilmember declines the designation, the next senior Councilmember shall be appointed as Deputy Mayor. The process shall continue until the selection process is completed.*
- F. *If a Councilmember chooses to decline the appointment of Deputy Mayor, the Councilmember shall notify the current Deputy Mayor of that decision in writing prior to the first regular meeting that is held in January of each year.*
- G. *If all eligible Councilmembers decline the designation, the Councilmember(s) serving previously as Deputy Mayor shall be eligible to be appointed, consistent herewith.*
- H. *The Deputy Mayor shall serve at the pleasure of the Council.*
- I. *In the event of the absence or unavailability of the Deputy Mayor, the longest serving member of the City Council, other than the Deputy Mayor, shall serve as interim Deputy Mayor until the return of the regular Deputy Mayor.*
- J. *If the designated Deputy Mayor is unable to serve the full term of the appointment, the Council shall designate the next senior member of the City Council as Deputy Mayor. If the appointment is declined, the process shall continue until a Deputy Mayor is designated.*
- K. *In the event that the Deputy Mayor rotation and selection process results in the assigned Deputy Mayor's failure to perform the duties of the position, or a failure to act in accordance with the City Council Rules of Procedures, the City Council shall take the necessary and appropriate actions to remove the Deputy Mayor and assign the next senior Councilmember, in rotation, as Deputy Mayor.*

Pro Tempore Appointments. RCW 35A.12.065 (for reference only)

The Deputy Mayor shall perform the following duties:

- A. *Deputy Mayor*
 - 1. *In the event of a prolonged absence or incapacitation (a state of disability that prohibits*

the function of duties) of the Mayor, the Deputy Mayor shall perform the duties of the Mayor.

- a) A prolonged absence is defined as requiring a leave of absence that prohibits the performance of the duties of the office. Vacation leave for periods up to two weeks, illnesses not requiring an absence of more than two weeks, out of state or out of country travel lasting not more than two weeks, or other similar short-term absences are not considered prolonged absences.*
 - b) In the event of a disaster, emergency, or other similar circumstance, where the Mayor is not physically present in the city, the Deputy Mayor in consultation with the Mayor shall act as Mayor until the return of the Mayor.*
 - c) Other situations requiring a designation of such duties shall be determined by the Mayor.*
- 2. In performance of the duties of the Mayor, the Deputy Mayor shall not have authority to appoint, remove, replace or take other similar action on any director and/or employee of the City.*
 - 3. The Deputy Mayor shall not have veto authority for actions that may be taken by the Council.*
 - 4. Be aware of City, regional and intergovernmental policies and activities in order to properly execute the role of the Mayor.*

B. Deputy Mayor Duties

- 1. The Deputy Mayor shall serve as the head of the legislative branch of City government, provided that the Mayor shall preside over regular meetings of the City Council.*
- 2. In cooperation with the Mayor and Special Focus Area group's chairpersons and with assistance from Administration, create and establish agendas for all study sessions.*
- 3. Serve as the chair and presiding officer for all Council study sessions.*
- 4. Preserve the decorum and order at all Council study sessions.*

5. *Serve as the ex-officio member of Council ad hoc committees.*
6. *Serve as the Councilmember overseeing the activities of and providing guidance to the Junior City Council.*
7. *Assist in new Councilmember training.*
8. *Serve as the liaison between the City Council and the Mayor and be a conduit between the City Council and the Mayor on issues or concerns of the Council.*
9. *Facilitate any issue related to Councilmembers conduct and/or actions that may be inappropriate or that may be in violation of the Council Rules of Procedure (Section 20.1).*
10. *Conduct regular and periodic meetings with individual Councilmembers to address Councilmember issues, concerns, legislative processes, Councilmember proposals, Councilmember training, and other similar related items. Deputy Mayor group meetings with Councilmembers shall not have more than two Councilmembers at such meetings. All such meetings at which a quorum of the City Council is in attendance shall be in compliance with the Open Public Meetings Act (RCW 42.30), unless expressly exempted.*

Councilmember DaCorsi noted the designation of Mayor Pro Tem and Council President was removed.

Councilmember DaCorsi reviewed the provisions related to prolonged absences of the Mayor and Deputy Mayor duties.

Deputy Mayor Wales agreed with the concept of Section A.1.a relating to prolonged absences of the Mayor, but suggested rewording it.

Deputy Mayor Wales also questioned the purpose of Section B.1 relating to the Deputy Mayor's duties. City Attorney Heid stated the purpose of the provision is to identify the Deputy Mayor as the head of the legislative branch of government but to provide additional clarification that the Mayor presides over the regular City Council meetings. City Attorney Heid will provide further clarifying language.

Councilmember Holman noted the ad hoc committee met just prior to tonight's study session meeting. He suggested additional time to review the proposed amendments to the Council rules.

Councilmember Holman expressed concern with proposed selection process for Deputy Mayor. Councilmember Holman stated he believes the proposed seniority system is un-democratic. He stated the proposed selection process is far more complex than it needs to be; and he spoke in favor of the nomination process.

Councilmember Peloza spoke in favor of the proposed changes and encouraged Council to move the proposal forward for Council action.

Deputy Mayor Wales questioned whether proposed section 12.1(D) is illegal. City Attorney Heid stated the section is not; it is a process that would be implemented by the Council for a future Deputy Mayor. City Attorney Heid stated the proposed process is not the most common way for City Councils to select their Deputy Mayor. City Attorney Heid stated that if the process, if adopted, has not been approved by a majority of a future City Council, it will need to come back to the City Council for consideration.

Mayor Backus reminded that Councilmember Baggett will be absent from the next regular City Council meeting.

Councilmember Trout-Manuel stated she believes the past Deputy Mayor selection processes, while she has been on the Council, have been a popularity contest. Councilmember Trout-Manuel stated Councilmembers already knew before-hand who would serve as Deputy Mayor. Councilmember Trout-Manuel spoke in favor of the seniority selection process. Councilmember Trout-Manuel suggested the proposed amendments to the Council rules move forward for Council action.

Councilmember DaCorsi questioned whether proposed section 12.1 (D) is in conflict with RCW 35A12.065. City Attorney Heid stated the seniority selection process is not the most common way to select the Deputy Mayor. The most common way to select a Deputy Mayor is by a vote. There are some cities that have chosen alternative ways to select a Deputy Mayor, and as long as it is done by majority vote, they are not problematic.

Councilmember DaCorsi questioned whether the proposed rule would require a vote on the Councilmember who is automatically nominated due to seniority. City Attorney Heid stated the proposed rules do not call for an automatic vote. City Attorney Heid asked whether Council would be comfortable with a proposition that there shall be an automatic nomination of the most senior Councilmember and a vote.

Deputy Mayor Wales stated that her original concern was that campaigning for deputy mayor votes among the Council is wasted time. Deputy Mayor Wales stated she is in favor of a streamlined process that provides some predictability.

Councilmember DaCorsi proposed adding language that the senior most Councilmember shall be nominated as Deputy Mayor and shall be voted on.

Councilmember Holman stated he prefers ability for multiple nominations.

Councilmember Wagner spoke in favor of the automatic nomination for the most senior member and a Council vote on the nominations. He agreed with the proposal suggested by City Attorney Heid.

Councilmember DaCorsi stated the ad hoc committee will review the matter further and report back at the next study session.

B. Ordinance No. 6657 – Amendments to Auburn City Code 18.52 as it relates to the procedure for modifying commercial driveway throat depth

Assistant Director of Community Development Services Jeff Tate presented Council with handouts of visuals to illustrate the concept of commercial driveway and throat distances. Currently, the city code allows a 40-foot setback for commercial drive aisle throat depth. The 40-foot setback allows for ample queuing length for two vehicles so that traffic does not back up on to the street. Generally, this is an appropriate design consideration for commercial parking lots and driveways. However, for commercial lots that are small or lack much depth, the 40-foot commercial throat depth becomes a design challenge. In these cases, staff believes that an alternative design can be developed that incorporates adequate queuing space within the commercial parking lots.

Currently, the city codes allows modification to the 40-foot setback, but it must be achieved through a variance application to the Hearing Examiner. The timeline associated with the Hearing Examiner process can be three to four months. Staff recommends changing the process to allow administrative review of any reduction in throat depth and grant the City Engineer with the authority to make the decision. It would be a simplified method for considering a different approach.

Councilmember Wagner stated the variance process is too cumbersome to address this type of issue.

In response to questions from Deputy Mayor Wales, Assistant Director Tate stated a customer can appeal the administrative decision to the Hearing Examiner. Also, structural alterations would not trigger the 40-foot throat depth standard on current uses. If a business alters the layout of their parking lot, the standard would be triggered then. Deputy Mayor Wales stated she believes that none of the Starbucks Stores in Auburn meet the 40-foot throat depth standard.

Councilmember Pelosa spoke in favor of the ordinance as it reduces costs and streamlines the process.

C. Tourism Update

Economic Development Manager Doug Lein updated the Council on work that is being done by the Auburn Tourism Board.

Manager Lein presented the new tourism web site: ExploreAuburn.com and explored the web page on line.

In response to questions from Councilmember Trout-Manuel, Manager Lein stated there are currently 624 hotel rooms in Auburn, and three additional hotels will be in construction to bring total hotel rooms up to 945 next year.

Manager Lein played a new tourism video released on Friday.

Councilmember Pelosa noted the Auburn Farmers Market is not highlighted on the tourism web page.

Manager Lein reported the web page is available in seven languages.

Manager Lein reported the cost of the web site development was \$25,000.00 and the video production and the filming was \$15,000.00. The amounts were approved in the tourism budget last year.

IV. HEALTH AND HUMAN SERVICES DISCUSSION ITEMS

Councilmember Trout-Manuel, Chair of the Health and Human Services Special Focus Area, presided over the discussion of the Special Focus Area Items.

A. Staff Resources for Regional Domestic Violence Committee

City Attorney Heid thanked the Council for funding an additional prosecutor beginning in the year 2017. The prosecutor position was recently filled, and the vacant Domestic Violence Victim Advocate position was recently filled as well. City Attorney Heid assured the Council that now that the department has a full complement of staffing, at least one person will be attending regional domestic violence advocacy meetings in the future.

B. Assistance for Undocumented Residents

Director of Administration Hinman and Human Services Manager Azcueta presented PowerPoint slides as part of their presentation on assistance for undocumented residents.

Currently, the City of Auburn provides human services funding to two organizations that directly provide services for immigrant and refugee populations: Eastside Legal Assistance Programs and Ukrainian Community Center of Washington. The City also refers those in need to area organizations that specialize in that area.

Examples of other immigrant resources in Auburn include: Healthy Auburn Task Force, Auburn School District, and Jubilee Center/ The Episcopal Church of St. Matthew.

Councilmember Wagner inquired whether there are any job seeking services. Manager Azcueta stated job training services are open to the general public and are not targeted to immigrant and refugee residents. Councilmember Wagner stated job seeking services appear to be an unmet need.

Deputy Mayor Wales suggested identifying the population groups targeted by each human services provider.

Deputy Mayor Wales stated that services, where possible, should be locally provided and easily accessible.

C. Human Services Grant Parameters for 2019-2020

Director of Administration Hinman and Human Services Manager Azcueta presented PowerPoint slides as part of their presentation on Human Services Grant Parameters for 2019-2020.

As the City enters into a new funding cycle in the next year, City Council requested a review of the funding priorities for future grants. The current priorities are: poverty reduction, child abuse and neglect, domestic violence and sexual assault prevention and services, and health care. These priorities were set many years ago by previous City Council action.

Director Hinman stated that the Council, and previous Councils, have allocated one percent of the actual prior year's General Fund expenses for human services funding. For example, in budgeting for 2017 human services, one percent was calculated on actual 2015 General Fund expenditures, which was \$58 million. Funds are allocated via a biennial, competitive application cycle and are awarded to programs of nonprofit organizations that serve Auburn residents.

Councilmember Wagner suggested consideration for adding "food" as a human services priority.

Deputy Mayor Wales recommended the Council revisit the human services funding priorities. She suggested homelessness and food as additional priorities.

Director Hinman reviewed the human services per capita spending estimate of Auburn to other cities in the region. Auburn spends approximately \$7.47 per capita.

Councilmember DaCorsi suggested expanding the list of priorities and increase funding.

Deputy Mayor Wales recommended including mental health and dental care to the human services priority list.

Deputy Mayor Largo proposed keeping the senior center open seven days a week.

In response to questions from Councilmember Pelosa, Manager Azcueta stated agencies apply for funding and report on program results for each individual program under their purview. The City monitors and audits their programs throughout the year for compliance.

Director Hinman noted the 2017 human services funding is \$590,000.00. Director Hinman suggested Council set a formula or funding level as a policy.

Deputy Mayor Wales inquired regarding property the City owns that was to be used for domestic violence victim transitional housing. Director Hinman stated the property was empty for quite a few years until the City renovated it last year. The City is currently working with Mary's Place to find a family for the residence. Manager Azcueta stated the property was acquired many years ago with the use of Community Development Block Grant funds. Mary's Place will be responsible for the utilities when the family is placed.

Deputy Mayor Wales recommended setting an amount or formula for funding dedicated to human services funding each year.

Councilmember Wagner suggested the funding priority classification of poverty reduction is too broad.

Deputy Mayor Wales stated she and Councilmember Trout-Manuel meet with Director Hinman and her staff next week. She suggested human services priorities and funding should come back to a future study session.

Director Hinman urged the Council to review the priorities but to also consider a policy on the level of human services funding and the formula for determining the funding level.

Councilmember Wagner spoke regarding the contribution of the faith community and the need to ensure the City does not duplicate their efforts.

D. Proposed Community Development Block Grant (CDBG) Funding Action Plan

Director of Administration Hinman and Human Services Manager Azcueta presented PowerPoint slides as part of their presentation on the CDBG Action Plan.

The Annual Action Plan is a requirement of all CDBG entitlements to receive their annual funding allocation. The 2017 Action Plan details the projects that will be completed using CDBG funds by the end of the program year. The anticipated funding level is \$428,000.00.

City of Auburn 2017 Action Plan recommendations include:

- \$228,000.00 Housing Repair
- \$ 54,000.00 Healthpoint
- \$ 10,000.00 Multiservice Center Employment Training Program
- \$ 20,000.00 GRC Small Business Assistance
- \$ 40,000.00 Sidewalk Improvement Project
- \$ 75,000.00 Administration

Director Hinman reviewed Housing and Urban Development's national objectives and eligibility criteria.

Deputy Mayor Wales spoke in favor of the housing repair program as it can prevent homelessness. Deputy Mayor Wales noted the new president of the Lions Club has been able to receive a waiver of permit fees for the Lions Club program to install ramps. Deputy Mayor Wales inquired whether the City's housing repair program is able to mitigate the permit costs. Mayor Backus indicated Assistant Director of Community Development Services Tate implemented a policy for waiving permit fees for all non-profit organizations.

Councilmember Pelosa noted that veterans who obtain a prescription from their physician for a home ramp can have a ramp installed at no cost to the veteran.

Director Hinman questioned whether the Council would prefer to focus CDBG funds on community development projects rather than human services projects. She stated that past practice has been focused too heavily on human services and has caused issues with

timeliness of spending funds. Refocusing on spending the federal dollars in a more efficient way can create more capacity of other funding streams.

Councilmember Holman suggested using CDBG funds for economic development such as the façade improvement program.

In response to questions from Councilmember DaCorsi, Manager Azcueta reported human services staff, under the housing repair program, work closely with code enforcement and other community partners to ensure low to moderate income residents have a safe home to reside in.

In response to a question from Councilmember Trout-Manuel, Manager Azcueta advised the Les Gove Park restroom project is currently going through its environmental review comment period.

V. OTHER DISCUSSION

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

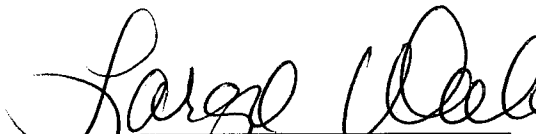
VII. MATRIX

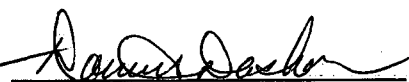
Councilmembers reviewed the matrix and confirmed the following: the follow-up on the shopping cart discussion will be on August 28th, the airport briefing was completed and can be removed from the matrix, the district court briefing will be on August 28th, a new item regarding the City's properties where houses were removed on 104th and 102nd should be added to an upcoming Public Works special focus area, and assistance/legal rights for undocumented residents should remain on the Human Services special focus area.

VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 7:58 p.m.

APPROVED this 7th day of August, 2017.


LARGO WALES, DEPUTY MAYOR


Danielle Daskam, City Clerk