

**CITY COUNCIL STUDY SESSION AND
SPECIAL FOCUS AREA
JUNE 26, 2017 – 5:30 PM
Auburn City Hall
MINUTES**

I. CALL TO ORDER

Deputy Mayor Largo Wales called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, and Rich Wagner. Councilmember Bill Peloza arrived at 5:33 p.m. Councilmember Yolanda Trout-Manuel was excused.

Mayor Nancy Backus and the following department directors and staff members were present: Innovation and Technology Director Paul Haugan, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Finance Director Shelley Coleman, Assistant Police Chief William Pierson, City Attorney Daniel B. Heid, Director of Administration Dana Hinman, Human Resources and Risk Management Director Rob Roscoe, Assistant City Attorney Jessica Leiser, Assistant Director of Public Works Randy Bailey, Real Property Analyst Josh Arndt, Assistant Director of Community Development Services Jeff Tate, and Deputy City Clerk Shawn Campbell.

II. ANNOUNCEMENTS, REPORTS AND PRESENTATIONS

Councilmember DaCorsi reported he and Councilmembers Holman, Baggett, and Trout-Manuel attended the Association of Washington Cities (AWC) conference last week. Councilmember DaCorsi reported he was elected as the District 13 representative to the Board of Directors for AWC.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6654- Budget Amendment NO. 2 (15 Minutes)

Director Coleman reported that an updated budget sheet was provided to Council.

Director Coleman stated Ordinance No. 6654 amends the 2017-2018 Biennial Budget. The purpose is to adjust budgeted 2017 beginning fund balances to match actual 2016 ending fund balances per accounting records. City-wide beginning fund balances are adjusted by a net increase of \$25.4 million.

The amendments recognize updated revenue projections, predominately an increase in anticipated City utility tax revenues of \$265,000.

The amendment carries forward unspent project spending authority from 2016.

The amendment also includes a new full-time employee of Administrative Assistant support Economic Development and the Healthy Auburn Initiative. The amendment also reallocates capital project budgets and provides project funding adjustments. Finance Director Coleman reviewed the budget amendments.

B. Resolution No. 5295 – City of Pacific Decant Contract (10 Minutes)

Assistant Director of Public Works Bailey reviewed Resolution No. 5295. Resolution No. 5295 authorizes an agreement with the City of Pacific to allow the use of the City of Auburn's decant facility to dump vactor and sweeper waste material on a space limited basis. The agreement is renewed every three years.

C. Ordinance No. 6642 – Marijuana Related Activities (20 Minutes)

Assistant Director of Community Development Services Tate reviewed Ordinance No. 6642. The ordinance is based on the Planning Commission's recommendation and would lift the moratorium for marijuana related activities and put permeant regulations in place.

On August 15, 2016, the City Council adopted Ordinance No. 6613 establishing a moratorium on certain types of marijuana related activities. Ordinance No 6613 also directed staff to prepare draft

code amendments to address all forms of marijuana related activities for presentation to the Planning Commission.

The Planning Commission held public meetings during which the Planning Commission reviewed the draft ordinance, directed questions towards staff, requested additional information, suggested potential modifications, and requested staff conduct a public survey. The Planning Commission held a public hearing on the proposed regulations and made their recommendation to the Council to adopt Ordinance No. 6642.

The Planning Commission recommendation includes:

1. Permitting up to four marijuana retailers in Auburn.
2. Increasing the distance separations between marijuana related activities and other types of uses and activities. The Planning Commission recommends a 2,640 foot separation from some types of uses and a 1,320 foot separation from others.
3. Expanding the list of uses that require separation from a marijuana related activity over the list that is established by the Washington Administrative Code. Added are: private schools, private playgrounds, private recreation facilities, private parks, public trails, religious institutions, and transit centers or park-n-ride facilities operated by a sovereign nation.
4. Clarifying that marijuana related activities that were legally established prior to the adoption of Ordinance No. 6642 are classified as legal conforming uses even if they do not meet the criteria of the standards established.
5. Limiting marijuana related activities to the C-3, M-1 and M-2 zoning designations.
6. Establishing rigorous public review procedures that must be met prior to submittal of a City of Auburn business license application.

At 6:35 p.m., the meeting was recessed for a five-minute intermission. The meeting was reconvened at 6:42 p.m.

IV. MUNICIPAL SERVICES DISCUSSION ITEMS

At this time, Councilmember Pelosa, chair of the Municipal Services Special Focus Area, presided over the following special focus area discussion items.

A. District Court Briefing (30 Minutes)

City Attorney Heid and Human Resources and Risk Management Director Roscoe Heid provided Council with a briefing on the City's contract with District Court.

Director Roscoe reminded that the City contracted with King County District Court beginning in 2012. He reported the case filings last year were 12,500 and this year the case filings are anticipated to be around 13,700 or a ten percent increase.

Director Roscoe stated the District Court services are working well and there are full District Court services offered in Auburn, including small claims court. The District Court is also looking at adding community court, which handles non-criminal cases. Director Roscoe described Spokane's community court as an example.

Director Roscoe described the space constraints at the courthouse. The District Court is asking for more space at the courthouse, but the City wants more space reserved for police and the prosecutors.

City Attorney Heid described the length of a jury trial in District Court. He also spoke about the difficulty in getting a courtroom for a trial.

Councilmembers discussed the courthouse the space concern. City Attorney Heid stated an additional courtroom would be beneficial.

Councilmember Holman noted the City is growing and the police force is growing. He suggested the Council look at a new police station or court to separate the two facilities.

Councilmember Pelosa inquired about veterans court. City Attorney Heid stated that King County offers mental health court, veterans court, and drug court programs. City Attorney Heid questioned whether veterans court would be sufficiently utilized at the District Court in Auburn. City Attorney Heid offered to provide additional information on veterans court and community court services available in the county.

Director Roscoe stated the City is billed by King County for District Court services. The City is billed in arrears, and the City is

currently reviewing the billing for 2016. The billing for court services in 2014 was \$1.46 million and \$1.5 million in 2015. The billing is offset by receipt of court fines.

City Attorney Heid commented on federal law that provides for case limitations that apply to public defenders. Director Roscoe commented on the current contract for public defense services.

B. Auburn Municipal Airport Briefing (30 Minutes)

Assistant Director Gaub, Jamelle Garcia, Manager of Aviation Management Group, and Airport Advisory Board Chair John Theisen provided an update on the current work being done on the Airport Strategic Plan, Jet-A Fuel and the Rate Study and Competitive Market Assessment.

In 2016, the take off and landings were approximately 142,000. The hangars are full, and the tie downs are over half full. The service level has remained the same.

Deputy Mayor Wales inquired about weekend services. Assistant Director Gaub stated the airport is not a towered airport. Fuel is self-serve. The office and the pilots' lounge are not open on the weekend. Mr. Garcia stated the airport was once open six days a week, and the amount of business on Saturday was minimal.

The Airport Strategic Business Plan was approved earlier this year. The Board is focused on Jet A Fuel, a long-term rate study/competitive market assessment, marketing of current development sites, and airport growth areas. A facility condition assessment is scheduled for 2019, but a budget amendment is requested to conduct the assessment in 2017.

Assistant Director Gaub reviewed the Jet A Fuel proposal. The interim solution has two options: a private partnership or a public/private partnership. The long-term solution requires establishing a demand (40,000 gallons annually). The next step would be to site, design, and install permanent above-ground storage of jet fuel. It is anticipated that financing, such as bonding will be needed to fund the improvements.

Councilmember Wagner questioned whether the airport should become a port district so there is a taxing authority.

Assistant Director Gaub reviewed the Request for Proposals (RFP) scheduled for the rate study and competitive market assessment. The RFP is scheduled to be published in July. Proposal submissions and selection is anticipated to occur in August to September. The study duration is estimated to be nine to twelve months.

Assistant Director Gaub shared the tracking matrix for the Airport Advisory Board. It tracks status on capital and maintenance projects and Strategic Plan work items.

V. OTHER DISCUSSION

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

Updates on District Court and shopping carts were added to the August Municipal Services Special Focus Area study session.

VIII. EXECUTIVE SESSION

At 7:42, Deputy Mayor Wales recessed the meeting to executive session for approximately 15 minutes in order to discuss a complaint against a public official pursuant to RCW 42.30.110(1)(f). City Attorney Heid and Human Resources and Risk Management Director Roscoe attended the executive session.

At 7:56 p.m., the executive session was extended an additional ten minutes.

The meeting was reconvened at 8:06 p.m.

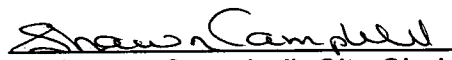
IX. ADJOURNMENT

There being no further business/discussion, the meeting adjourned 8:06 p.m.

APPROVED this 17th day of December, 2018.



BOB BAGGETT, DEPUTY MAYOR



Shawn Campbell, City Clerk

