



**CITY COUNCIL STUDY SESSION AND
SPECIAL FOCUS AREA
JUNE 12, 2017 – 5:30 PM
Auburn City Hall
MINUTES**

I. CALL TO ORDER

Deputy Mayor Largo Wales called the study session 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 Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Pelozza, Yolanda Trout-Manuel, and Rich Wagner.

City officials and staff members present included: Mayor Nancy Backus, Assistant Director of Community Development Services Jeff Tate, Finance Director Shelley Coleman, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Assistant Director of Innovation and Technology Ashley Riggs, Police Commander Mike Hirman, Assistant City Attorney Jessica Leiser, Traffic Engineer James Webb, Director of Administration Dana Hinman, Economic Development Manager Doug Lein, Street Systems Engineer Jai Carter, and City Clerk Danielle Daskam.

II. ANNOUNCEMENTS, REPORTS AND PRESENTATIONS

A. SR 164 East Auburn Access Project Briefing

Jerry Henke, Chief Investment Officer for the Muckleshoot Indian Tribe, Jeanne Acutanza representing the Transpo Group, and Hung Huynh of the Washington State Department of Transportation presented an update of the SR 164 East Auburn Access Project.

Ms. Acutanza, Transportation Planner/Traffic Engineer with the Transpo Group, reviewed the scope of the presentation and gave a brief background.

The purpose of the SR 18/SR 164 East Auburn Access project is to develop a sustainable and long-term solution that:

- Improves travel reliability for people and goods
- Accommodates current travel demand for freight trucks, transit and passenger vehicles
- Accommodates future travel demand for freight trucks, transit and passenger vehicles associated with regional and local growth
- Supports the population growth, well-being, and economic development of south King County populations, including Muckleshoot Indian Tribal members and the communities of Auburn and Enumclaw
- Enhances safety
- Improves emergency response

Three related processes for selecting the best project alternative:

- Practical Solutions:
 - Looking at improvements to the existing roadway network before considering new roadways
 - This step is a required part of Connecting Washington Partnership grant funding
- Environmental Documentation:
 - Environmental Impact Statement
- Interchange Justification Report
 - If a new bypass roadway is selected

Representative steps for the related processes are:

- Assemble a Multi-agency Interdisciplinary and Stakeholder Advisory (MAISA) Team including MIT, WSDOT, Auburn, Enumclaw, King County, PSRC and FHWA
- Identify baseline/contextual need
- Initial FHWA/WSDOT Coordination
- Draft Purpose and Need and Stakeholder/Public Communications Plan
- Select design controls compatible with the context
- Preliminary range of solutions defined
- Select design elements employed and/or changed by the selected alternative(s)

- Determine design element dimensions consistent with the alternatives' performance needs, context, and design controls
- Complete NEPA EIS and Interchange Report

The project is in the midst of the stakeholder/public communications plan.

The general project evaluation criteria for potential solutions will include:

- Accommodates Future Growth
- Reduces Congestion/Improves Mobility
- Improves Safety
- Provides Redundancy and Reliability

Councilmember Wagner questioned whether subjective criteria, such as impact to others, should be considered. Ms. Acutanza indicated the scenario would likely be reviewed under environmental and other reviews.

Ms. Acutanza explained that part of the requirements of an interchange justification report process is to look at local street system improvements for potential solutions. Some of the potential improvements come from the City's Comprehensive Plan, and include:

- R Street Underpass to M Street
- New East/West connections in large undeveloped areas
- Intersection Improvements at M Street and Auburn Way South (SR 164)
- R Street connections that create new east west connections from R Street to M Street at 12th and 6th Streets SE

Ms. Acutanza also reviewed potential mid-point access on SR 18 as well as a full interchange from SR 18.

Next steps include:

- Continued coordination with partners
- Initial outreach to public and stakeholders
- Alternatives development and evaluation, public outreach

- Documentation of preferred alternative
- Finalize design and permitting, public outreach
- Pursue full funding
- Acquire right-of-way
- Construction public outreach and construction

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Update on the Day/Night Shelter Operations

Director of Administration Dana Hinman, along with Valley Cities Counseling and Consultation Executive Director Ken Taylor, Auburn Food Bank Director Debbie Christian, and Police Commander Mike Hirman, provided the Council with an update on the homeless day and night shelter operations.

Mr. Taylor recalled the City of Auburn convened a Homeless Task Force in 2016, and the highest priority from the Task Force was to increase shelter options. Mr. Taylor stated he believes about 95 percent of the homeless in Auburn are Auburn residents, and he estimated 200 children in Auburn are homeless on any given night.

Mr. Taylor proposed creating a day shelter, open business hours Monday-Friday, 9:00 a.m. to 5:00 p.m., with the hope that sufficient funds would be available in the future to make it a seven day operation.

Currently, Valley Cities Counseling and Consultation has 49 residential units—25 at Valley Cities Landing (divided between veterans and the mentally ill) and 24 units of homeless housing for youth and young adults. Mr. Taylor also reported that the Valley Cities Outpatient Clinic on I Street NE serves at least several hundred people each month that are homeless from the city of Auburn.

Mr. Taylor stated the I Street NE location is a good location for a shelter because of the number of social service agencies and other services located nearby. Mr. Taylor stated he has worked with the Police Department regarding establishing permits for the site and worked with Cascade School to create a safety plan.

Debbie Christian, Director of the Auburn Food Bank, spoke in favor of the shelter where hygiene and laundry services will be available. Ms. Christian spoke about the need to return self-esteem and hope back to the homeless.

Commander Hirman reported the Police Department is assisting in putting a code of conduct together and establishing a presence.

Councilmember Wagner inquired whether there are any plans for security staff. Mr. Taylor responded that Valley Cities currently has professional security on site 16 hours a day, and he indicated a willingness to expand the security detail.

Deputy Mayor Wales requested a copy of the Task Force proposals and price estimates.

Mr. Taylor stated if the shelter program is expanded to a night time shelter, he proposed the shelter be hosted by Valley Cities at their office community rooms on I Street NE with Catholic Community Services providing the night shelter services including screening and monitoring. The three community rooms at the I Street NE location have a private entrance on the north side of the building and have private restrooms and a small kitchen facility.

In response to comments by Deputy Mayor Wales, Mr. Taylor stated he anticipates the involvement of many churches and many civic organizations.

Mr. Taylor stated that Valley Cities has 375 employees locally, and he anticipates the level of staffing to increase over the next year to approximately 600 full and part-time professional staff. Valley Cities is opening an additional 100 beds—68 detox beds in Beacon Hill and 32 psychiatric hospital beds in Kent.

Ms. Christian described the screening processes for the day and night shelter. She envisioned the shelter to have low barrier screening much like the emergency shelter.

Deputy Mayor Wales stated that many parents she has spoken to have expressed concern that the shelter would be located near Cascade Middle School. She encouraged Mr. Taylor to reach out to the school as soon as possible.

Mr. Taylor reported the shelter is waiting for the final on a Puget Sound Energy permit and anticipates a possible soft opening of the shelter in about a month.

B. Deputy Mayor Selection Ad Hoc Committee Report

Councilmember DaCorsi, chair of the ad hoc committee, presented proposed revised amendments to Section 12 of the Council Rules of Procedure, and briefly reviewed the most recent revisions (dated 6/7/17).

In relation to the Mayor Pro Tem duties in the event of the absence or incapacitation of the Mayor, Mayor Backus advised that the Mayor is working during out of state travel or out of country travel.

Assistant City Attorney Leiser stated that by statute the Mayor Pro Tem is a different function than the Council President or the Deputy Mayor. Mayor Pro Tem, by statute, has to be voted on by a majority of the Council. In the proposed scenario, it is possible that a sitting Councilmember could never have had an opportunity to vote on the Mayor Pro Tem.

Councilmember DaCorsi acknowledged Assistant City Attorney Leiser's comments and stated that the proposed revisions could stand if the term "Mayor Pro Tem" was removed from the duties of Council President, and when the need for a Mayor Pro Tem arises, the Council would vote on who that would be.

Councilmember Holman thanked the ad hoc committee for its work on the proposed revisions to the Council rules. He expressed concern that of the cities compared, only one city uses a seniority system for selecting its Deputy Mayor. Councilmember Holman spoke in favor of retaining the current selection process.

Councilmember Trout-Manuel stated the Deputy Mayor has not been used as Deputy Mayor while other Councilmembers have been used to fill in for the Mayor.

Councilmember DaCorsi stated the proposed seniority selection system would eliminate the competition for the position of Deputy Mayor and would provide stability.

Councilmember DaCorsi recommended the ad hoc committee re-draft the language for discussion at a later study session.

Deputy Mayor Wales stated that as Deputy Mayor she is not notified or included in the things she should be as Deputy Mayor, the schedule is gerrymandered so she cannot be included, and some of the Deputy Mayor functions are given to other

Councilmembers. Deputy Mayor Wales spoke in favor of the ad hoc committee's proposal for selecting a Deputy Mayor.

Councilmember DaCorsi encouraged all Councilmembers to review the duties of Council President. Councilmember DaCorsi anticipates discussion at one more study session in July and then to the full Council for action.

At 7:19 p.m., Deputy Mayor Wales recessed the meeting for a ten minute intermission.

Deputy Mayor Wales reconvened the meeting at 7:26 p.m.

C. Ordinance No. 6654 – Procedures Used for Processing Final Plat Approvals

Assistant Director of Community Development Services Jeff Tate presented Ordinance No. 6654, relating to procedures for processing final plat approvals. He reminded that the Council discussed the concept at a prior meeting.

Senate Bill 5674 was passed into law earlier this year and establishes an option for local governments to change final plat approval from a City Council action to an administrative action. Ordinance No. 6654 implements the change and also includes some housekeeping changes.

D. Ordinance No. 6655 – Rezones to be Reviewed and Considered Concurrently with Comprehensive Plan Map Amendments

Assistant Director of Community Development Services Jeff Tate presented Ordinance No. 6655, relating to rezones to be reviewed and considered concurrently with Comprehensive Plan map amendments. He reminded the Council discussed the concept about six weeks ago. The proposed change simplifies the process and improves efficiency.

E. 2018-2023 Transportation Improvement Plan Update

Assistant Director of Engineering Services/City Engineer Gaub and Traffic Engineer James Webb reviewed the 2018-2023 Transportation Improvement Plan update.

Council previously discussed the update to the six year Transportation Improvement Program (TIP) on May 22nd.

Traffic Engineer Webb reviewed the memorandum in the agenda packet including a summary of proposed amendments to the TIP.

The public hearing on the TIP is scheduled for June 19, 2017.

F. Feature Project Presentation, CP1520 – B Street NW Reconstruction Project

Assistant Director of Engineering Services/City Engineer Gaub and Street Systems Engineer Jai Carter presented information on the B Street NW Reconstruction Project, including the project background, construction techniques utilized for the project, and traffic impacts.

Bids for the project will be opened on Thursday.

The B Street NW Reconstruction Project includes rebuilding B Street NW between 37th Street NW and 49th Street NW, replacing sanitary sewer main along 49th Street NW and installing new sanitary sewer main along B Street NW. The project will also repair damaged sidewalk, curb and gutter, upgrade several driveways to be compliant with ADA requirements, replace curb ramps to be compliant with ADA requirements, and address drainage issues along the corridor.

B Street NW currently has a pavement condition index rating of less than 1, and is effectively the worst street in Auburn. The project construction estimate is \$3.3 million, and staff anticipates bid award on June 19th with construction beginning mid to late July.

The roadway will be reconstructed using the full depth reclamation (FDR) process. The FDR process reduces the cost of the project by \$1 million and saves construction time of approximately two months. The FDR process is a “green” construction process and recycles a lot of the material in place and uses a lot less fuel in production and hauling materials. Engineer Carter displayed a PowerPoint of the FDR process.

During the project, traffic will need to be re-routed and detoured throughout the project. During sewer main, driveways and curb ramp construction, traffic will be routed in both directions, in a

single lane with alternating traffic pattern for approximately five to six weeks. During full depth reclamation construction, full closure of the roadway will be needed up to five weekends. During cure of cement treated base, traffic will be routed one-way in the southbound direction while northbound traffic is detoured.

IV. FINANCE AND ECONOMIC DEVELOPMENT DISCUSSION ITEMS

Councilmember Baggett, Chair of the Finance and Economic Special Focus Area, presided over the discussion of the Special Focus Area items.

A. 1ST Quarter 2017 Financial Report

Finance Director Coleman reviewed the first quarter 2017 financial report based on financial data available as of April 26, 2017 for the period ending March 31, 2017 and sales tax information representing business activity that occurred through January 2017.

Through March 2017, General Fund revenues totaled \$12.0 million compared to a budget of \$11.8 million and were \$408,000.00 higher than the revenues collected during the same period last year.

General Fund expenditures through the first quarter of 2017 totaled \$15.1 million compared to a budget of \$16.2 million, representing 6.7% less than year-to-date budget. The Street Department exceeded their first quarter budget due to higher than average maintenance and repair activity, including patching and traffic control on 15th Street SW, guardrail repair on Lake Tapps Parkway, and the replacement of several light poles.

Director Coleman pointed out that sales tax revenue on construction, which is transferred to the Local Street Fund (Fund 103) for local street repair and maintenance, totaled \$629,000.00, which is \$104,000.00 more than what was collected in first quarter 2016 and is \$231,000.00 higher than budgeted.

Director Coleman noted a correction needed to the report related to impact fees and that much of what appears in fire impact fees should be in transportation impact fees.

B. Resolution No. 5302 – Lodging Tax Advisory Committee Grant Funding Disbursements Recommendations

Economic Development Manager Lein presented the annual recommendation from the Lodging Tax Advisory Committee (LTAC) for lodging tax grants.

The 2017 Budget included \$10,000.00 in grants to be awarded to qualified activities. The recommendations are as follows:

Veterans Day Parade:	\$2,500
Petpalooza:	\$2,500
Tough Mudder:	\$5,000

V. OTHER DISCUSSION

Councilmember Holman reminded that tomorrow is the 126th birthday of the City of Auburn.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

Councilmember Pelloza requested the addition of "Pet Licensing" to the August 28th Municipal Services Special Focus Area or to an earlier meeting under the general study session.

VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 9:00 p.m.

APPROVED THIS 7th DAY OF August, 2017.


LARGO WALES, DEPUTY MAYOR


Danielle Daskam, City Clerk