



**City Council Study Session PWCD SFA
February 26, 2018 - 5:30 PM
Council Chambers - City Hall
MINUTES**

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I. CALL TO ORDER

Deputy Mayor Baggett called the meeting to order at 5:32 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Bob Baggett, Larry Brown, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel and Largo Wales.

Mayor Nancy Backus and the following department directors and staff members were present: Director of Finance Shelley Coleman, Economic Development Manager Doug Lien, Planning Services Manager Jeff Dixon, Director of Public Works Ingrid Gaub, Assistant Director of Engineering Services Jacob Sweeting, Capital & Construction Engineering Manager Ryan Vondrak, Project Engineer Kim Truong, City Attorney Daniel Heid and Deputy City Clerk Shawn Campbell.

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There was no announcement, report or presentation.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Developer Fee Cost of Service Study (30 Minutes) (Coleman)

Director Coleman introduced Peter Moy, Principal with the FCS group and Senior Analyst Paul Quinn who presented Council with an update on the Developer Fee Cost of Service Study. They reviewed the scope of work to determine the full cost of a development permit or activity, how Auburn's fees compare to other cities, the different types of fees and permits for building, planning and engineering; including both direct and indirect costs, cost recovery policies, next steps to review individual fees and determine potential impacts of any fee changes and develop recommended cost recovery policies and fees that are consistent with the policies.

Council discussed the various types of permits and fees, and who benefits from the development fees.

B. BIA Update (15 Minutes) (Hinman)

Manager Lien introduced BIA Board Member Giovanni DiQuattro and BIA Vice Chair Bill Cowart. They provided Council with a Business Improvement Area (BIA) update on new business fees, current items under study, additional security lighting, nightly garbage pickup and removal of trash containers, hanging planters throughout the entire BIA, lighting in trees for additional security, new banners on Main Street and Division Street and better maintenance on existing street lights.

Council discussed funding from BIA primarily goes to the Auburn Downtown Association, additional garbage pickup throughout the City, planting more trees on Main Street and adding water and power access in the downtown core area.

C. Resolution No. 5350 (10 Minutes) (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, approving the Lodging Tax Grant disbursements recommended by the Auburn Lodging Tax Advisory Committee

Manager Lien presented Council with the recommendations for the proposed grant disbursements from the Lodging Tax Advisory Committee (LTAC) and discussed the four applications received for grants; Veterans Day Parade, Petpalooza, Tough Mudder and Seattle Parrot Expo and recommended their approval.

Council discussed the four applications, amounts requested and approved amounts.

IV. PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

A. Ordinance No. 6675 (10 Minutes) (Tate)

Ordinance No. 6675, City-initiated Rezones to implement previous Annual Comprehensive Plan Amendments

Deputy Mayor Baggett called for a 10 minute recess at 6:46 p.m. the meeting reconvened at 6:54 p.m.

Manager Dixon, reviewed the City initiated zoning map amendment, rezoning of five parcels in two locations from Downtown Urban Center to M1 Light and R-20 Residential Zone to Institutional and recommended approval by Council.

B. Mobile Home Closure Process (20 Minutes) (Tate)

Overview of the City and State regulations that define the requirements and process for closing an existing mobile home park

Director Tate provided Council with an overview of the City and Washington State regulations that define the requirements and process for closing an existing mobile home park, mobile home park owners are required to contribute funds to a State managed mobile home relocation

fund, tenants can apply for financial assistance when a mobile home park is closed, and the exemption offered to mobile home owners whose home no longer meets modern fire, safety and construction codes.

Council discussed City requirements to move a mobile home and who is responsible to relocate residents when a mobile home park is closed. Director Tate advised Council that the owner of the mobile home park is required to assist residents by providing resources, they are not required to pay for residents to relocate.

C. Capital Project Status Report (15 Minutes) (Gaub)

Manager Vondrak and Engineer Truong reviewed the status of the City's Capital Projects and expenditures. There are 34 active projects, 19 in design phase, 16 in construction, 8 additional projects are expected to enter the construction phase within the next three months. They also reviewed the citywide patching and overlay sites and benefits of the project.

Council requested that 8th Street to Harvey Road be reviewed for updating.

D. Ordinance No. 6672 (10 Minutes) (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington, amending Chapter 12.12 of the City Code relating to public sidewalks

Director Gaub and Assistant Director Sweeting reviewed the proposed changes to the Auburn City Code relating to public sidewalks including; clarification of the definition of a sidewalk, maintenance, installation and replacement responsibilities of adjacent property owners and the City, and the allowance of private irrigation systems within the public right-of-way for better maintenance of landscaped area.

Council discussed that property owners are responsible for vegetation areas between their personal fences and the sidewalk.

E. Ordinance No.6679 (10 Minutes) (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington, amending Sections 3.10.020, 3.10.025, 3.10.026, 3.12.020, 3.12.030, 3.12.060, 3.12.070 And 3.12.080 of the City Code and creating a new Section 3.10.060 of the City Code relating to public contracting

Assistant Director Sweeting reviewed the proposed changes to Auburn City Codes 3.10 and 3.12, which would allow the City to more efficiently and effectively procure and administer consultant and construction contracts.

Council discussed their concern about property accusation that comes in over budget, but within the Mayor's signing authority not having to come back before Council and verified with Director Gaub that the real estate portion of the amendment would be part of the capital budget process.

F. IT Update (15 Minutes) (Haugan)

Director Haugan provided Council with an update on the Digital Parity project. The Council needs to determine the coverage area, he also discussed coverage costs, the economic impact of the project, the access Auburn usage, how locations are chosen for service and the primary focus is to provide service to students.

Council discussed the coverage rate, which Director Haugan confirmed is 16%, that the cost to date is approximately \$30,000 and has been used for educational platforms only.

V. OTHER DISCUSSION ITEMS

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

A. Matrix

Council discussed the matrix and added a presentation on Court Fees under Municipal Services and Sign Requirements under Public Works to the matrix with the dates to be determined.

VIII. ADJOURNMENT

There being no further discussion, the meeting was adjourned at 8:49 p.m.

APPROVED this 4th day of March, 2019.



BOB BAGGETT, DEPUTY MAYOR Shawn Campbell, Deputy City Clerk

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