

City Council Study Session
February 13, 2017 - 5:30 PM
Auburn City Hall
MINUTES

I. CALL TO ORDER

Deputy Mayor 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, Bill Pelozza, Yolanda Trout-Manuel, and Rich Wagner.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Daniel B. Heid, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Storm Drainage Engineer Tim Carlaw, Water Quality Program Coordinator Chris Thorn, Utilities Engineering Manager Lisa Tobin, Director of Community Development and Public Works Kevin Snyder, Innovation and Technology Director Paul Haugan, Human Resources and Risk Management Director Rob Roscoe, Parks, Arts and Recreation Director Daryl Faber, Chief of Police Bob Lee, Finance Director Shelley Coleman, Assistant Director of Community Development Services Jeff Tate, Assistant City Attorney Doug Ruth, and City Clerk Danielle Daskam.

B. Announcements

There was no announcement.

C. Agenda Modifications

An item relating to Downtown Permit Parking Lots was added to the agenda as Item I.

II. CONSENT AGENDA

There was no Consent Agenda item.

III. DISCUSSION ITEMS

A. 2016 NPDES Annual Report and 2017 Stormwater Management Program Plan (10 Minutes) (Snyder)

Storm Drainage Engineer Carlaw and Water Quality Program Coordinator Thorn presented the 2016 Annual Report and 2017 Stormwater Management Program Plan.

The National Pollutant Discharge Elimination System (NPDES) permit is a five year permit issued by the State Department of Ecology. The permit authorizes discharges of stormwater to surface waters and ground waters of the state.

The 2016 Annual Report highlights include: updated the city code and adopted the 2012 Ecology storm water management manual to implement low impact development storm drainage management; hired two full-time GIS inventory technicians to work on storm asset inventory, and implemented new inspection software to streamline private system inspections.

The 2017 Stormwater Management Program Plan contains the following significant actions: low impact development storm water management outreach and education to the public and staff, complete inspection of all public catch basins by August 1, implement low impact development maintenance standards, levels of service and inspection.

Council reviewed the schedule for the Stormwater Management Program Plan. A public hearing on the plan is scheduled for March 6, 2017, a resolution adopting the Plan is scheduled for March 20, 2017, and the deadline for submitting the Plan to Ecology with the 2016 Annual Report is March 31, 2017.

Councilmembers also discussed public education and outreach, illicit discharges, the Environmental Park, and pervious pavement.

Councilmember Peloza inquired about hot line calls and asked for an example. Coordinator Thorn explained many of the hot line calls and discharges are from automobile accidents and some result from discharges from construction sites.

Coordinator Thorn also described methods for outreach, including the natural yard care program, water festival for 4th and 5th grade classes, articles in the Auburn magazine and flyers, targeted neighborhood mailings, and use of Channel 21.

Engineer Carlaw noted the City has over 10,000 catch basins. The last NPDES permit allowed cleaning catch basins every four years. The latest permit requires cleaning every two years.

B. Ordinance No. 6636 (10 Minutes) (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, establishing the Local Sales and Use Tax rate for local revitalization financing for 2017

Finance Director Coleman presented Ordinance No. 6636. The ordinance levies a .0207 percent sales tax credit against the state sales tax for local revitalization financing. The City first applied for the use of local revitalization financing in August 2009. The City's application was approved by the State authorizing up to \$250,000 per year for the local revitalization program for the Promenade capital improvements. The tax credit is available to the City for up to 25 years. In order for the City to continue receiving the tax credit, the City must request it each year. This is the eighth year the City has requested the tax credit.

Finance Director Coleman explained that the local revitalization funding pays for about half of the debt service on the \$7.24 million in 2010 Bonds used for funding the capital improvements for the Promenade. Funds from EDA grants, combined with REET2 funds and interest earnings are used to pay for the annual debt service costs.

The ordinance will appear on the next regular meeting agenda for approval.

C. Resolution No. 5278 (10 Minutes) (Coleman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the City of Auburn to impose a Sales and Use Tax as authorized by RCW 82.14.415 as a credit against State Sales and Use Tax, relating to annexations

Finance Director Coleman presented Resolution No. 5278, which levies the 0.1 percent sales tax credit against the state sales tax for annexation of the Lea Hill area. The tax credit began July 1, 2008 and will sunset June 30, 2018. It is anticipated the sales tax credit will generate \$2 million this year.

The resolution will appear on the next regular Council agenda for adoption.

D. Ordinance No. 6638 (5 Minutes) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, amending the City of Auburn Downtown Urban Center Design Standards Pedestrian Street Map adopted by Section 18.29.070 of the City Code

Assistant Director of Community Development Services Tate presented Ordinance No. 6638 and the recommendation from the Planning Commission to approve Zoning Amendment Application ZAA16-006. ZAA16-006 was submitted by Auburn Professional Plaza LLC for a modification to the pedestrian street designation that is located on a portion of the west side of Auburn Avenue between Main Street and 1st Street NE. The existing designation is Pedestrian I, and the request is to change the designation to Pedestrian II.

Ground floor commercial uses located along Pedestrian I streets are limited to retail, restaurant or personal service uses. Ground floor commercial uses located along Pedestrian II streets allow the same uses as Pedestrian I plus office and residential uses. The effect of granting the requested change is to allow ground floor office uses on the property where the vacant Key Bank building is located across the street from the Auburn Avenue Theater.

The Planning Commission held a hearing on the request on February 8, 2017, and recommended approval of the map change.

The ordinance will appear before the Council on February 21, 2017, for consideration.

E. Resolution No. 5270 (5 Minutes) (Snyder)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a contract between the City of Auburn and the City of Algona for decant facilities usage and street sweeping services

Assistant Director of Engineering Services/City Engineer Gaub presented Resolution No. 5270, approving a new contract with the City of Algona for use of City of Auburn's decant facilities and street sweeping services. The new three-year contract can be renewed for an additional three-year term.

Council discussed the City's street sweeping service schedule and capacity of the decant facility.

F. Council Rules of Procedure (30 Minutes) (Heid)

City Attorney Heid presented Resolution No. 5283, adopting the amendments to the City Council Rules of Procedures that would incorporate the Special Focus Areas and Council travel policy discussed at previous study sessions.

City Attorney Heid stated the amendments also make the presiding officer more generic throughout the document and identify the responsibilities of the special focus areas.

Councilmember Wagner suggested making it clearer that public comment is only allowed at regular City Council meetings.

Councilmembers suggested striking items 4 and 5 on page 23 of the document, which would have limited agendas to five agenda items and 30-40 minutes per item maximum.

Councilmembers discussed the changes to Section 18, Travel Authorization. It was recommended that under Receipts and Travel Documentation the words "10 business" be inserted to require that Councilmembers submit their travel receipts and documentation within 10 business days upon return from travel.

Councilmember Holman suggested Council receive quarterly reports on travel costs.

G. Council Involvement in Regional, State and Local Committees (20 Minutes)

Deputy Mayor Wales presented a chart of Council representation on regional, state, local and other organizations, which was started a couple years ago. She asked Councilmembers to review and identify areas of involvement by priority.

Upon further discussion, it was determined that the Mayor makes most of the appointments depending on interest and subject matter. Mayor Backus offered to complete the chart and distribute it back to Council for review.

Deputy Mayor Wales stated the chart will come back to another study session for further discussion.

H. Council Harassment Training (15 Minutes)

Deputy Mayor Wales acknowledged that Councilmembers recently attended the employee training on harassment in the workplace. Deputy Mayor Wales brought forth the question of what steps each Councilmember should take when they believe they are being harassed.

At 7:29 p.m. Deputy Mayor Wales recessed the meeting for a 10 minute intermission. The meeting was reconvened at 7:36.

Deputy Mayor Wales questioned the procedure for when harassment is focused at the Council.

Human Resources and Risk Management Director Roscoe stated the laws are designed to protect employees. The employer is required to provide a hostile free workplace for its employees.

Even though the policies are not written to protect Councilmembers, Director Roscoe recommended that if a Councilmember has a problem with an employee, the Councilmember should contact Human Resources. If a Councilmember has a problem with another Councilmember or other source, he recommended the Councilmember inform the City Attorney. City Attorney Heid agreed.

I. Downtown Permit Parking

Director of Community Development and Public Works Snyder presented a handout providing visuals for new permit parking locations.

Director Snyder stated the City will be offering additional permit parking spaces in the downtown area. The first area is near Gustaves Manor and is currently three hour parking but will be converted to permit parking available to Auburn residents and businesses. The second area is adjacent to the old public health building on Auburn Avenue and consists of 19 spaces that will be converted to permit parking with two spaces reserved for employee parking.

Director Snyder reviewed the current fee structure for permit parking. The fee structure offers reduction in price for low income and also discounts for six month and 12 month purchases.

Director Snyder briefly reviewed the history of the City's downtown permit parking program.

IV. EXECUTIVE SESSION

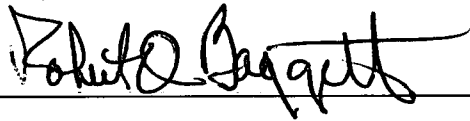
At 8:00 p.m., Deputy Mayor Wales recessed the meeting to executive session to discuss pending/potential litigation pursuant to RCW 42.30.110(1)(i). City Attorney Heid, Finance Director Coleman, and Assistant City Attorney Ruth attended the executive session. No action was anticipated following the executive session.

The meeting reconvened at 8:11 p.m.

V. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:11 p.m.

APPROVED THIS 19th DAY OF November, 2018



BOB BAGGETT, DEPUTY MAYOR



Shawn Campbell, City Clerk