	City Council Study Session Municipal Services SFA January 8, 2018 - 5:30 PM Council Chambers - City Hall MINUTES Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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I. CALL TO ORDER

Deputy Mayor Bob Baggett 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 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: Parks, Arts and Recreation Director Daryl Faber, Economic Development Manager Doug Lein, Community Development and Public Works Director Kevin Snyder, Cemetery Supervisor Craig Hudson, Assistant City Engineer Jacob Sweeting, Human Services Program Coordinator Duanna Richards, City Attorney Daniel B. Heid, Planning Services Manager Jeff Dixon, Planner Alexandria Teague, Chief of Police Bob Lee, Assistant Chief of Police Bill Pierson, Traffic Engineer James Webb, Director of Administration Dana Hinman, Innovation and Technology Director Paul Haugan, and City Clerk Danielle Daskam.

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

Review of Design Standards was moved from Municipal Services discussion item to items for Council discussion, Item III.C. The agenda bill for the Design Standards Update was distributed prior to the meeting.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Selection of Chairs for Special Focus Areas and Ad Hoc Committees

The following were designated as chair and vice chair of the Special Focus Areas:

Municipal Services Special Focus Area:
 Larry Brown, Chair
 Bill Peloza, Vice Chair

Health and Human Services Special Focus Area:

Yolanda Trout-Manuel, Chair

Largo Wales, Vice Chair

Finance and Economic Development Special Focus Area:

John Holman, Chair

Larry Brown, Vice Chair

Public Works and Community Development Special Focus Area:

Claude DaCorsi, Chair

Bob Baggett, Vice Chair

Finance Ad hoc Committee

Larry Brown, Chair

John Holman, Vice Chair

B. Resolution No. 5341 - Presentation of the Formatted and Edited Adopted 2015 Comprehensive Plan (Snyder) (15 Minutes)

Presentation of the professionally edited and formatted hard copy of the 2015 Comprehensive Plan. Staff will also display the companion eReader version of the plan.

Planning Services Manager Dixon and Planner Alexandria Teague presented the formatted and edited 2015 Comprehensive Plan. It was adopted by Ordinance No. 6584 on December 7, 2015. The Growth Management Act requires that the City complete a comprehensive review of its Comprehensive Plan every eight years. The Comprehensive Plan is the leading policy document that guides the City's evolution and growth over a 20-year period. The Comprehensive Plan identifies the desired type, configuration, and intensity of land uses throughout the city, as well as the character and capacity of public facilities and services such as streets and utilities. The Comprehensive Plan also serves as the basis for the City's adoption of development standards and regulations, such as zoning, subdivision, and critical area regulations.

Ordinance No. 6584 recognized staffs' intention to provide final professional formatting and editing of the document. This final formatting and editing involved technical corrections not resulting in any substantive changes.

In early 2016, staff began searching for a professional editor to review the adopted plan and make recommendations for improving the documents readability, grammar, and voice.

In mid 2016, staff selected an editor that had experience in technical and policy writing. The chosen editor also had experience in document formatting. Staff intended to reformat the document after editing was complete, therefore, the selection of an editor that had both skills was ideal.

The editing process took approximately six months and included numerous exchanges between staff and the consultant. The formatting process also took approximately six months and included evaluating hundreds of options related to color choices, fonts, and layout options.

The purpose of formatting and finalizing the plan was to feature an easier-to-use and more accessible format than previously adopted Plans. Because of this, the Plan now looks quite different than the copy of the Plan approved by Council.

Manager Dixon reviewed the notable changes to the Comprehensive Plan:

Comprehensive Plan Map. (Map No. 1.1, following Page LU-25) was formatted and revised to increase clarity by updating the map background, colors and symbols of the Land Use types. Also, the Map required conversion to a different electronic format to be supportable.

Special Planning Areas Maps. The “Land Use Element” of the Comprehensive Plan included placeholders for the different types of special plan areas: these include Districts, Designated areas (Identified areas, Designated Areas, and Areas of Concern) Adopted Areas, Impression Corridors, and Gateways. The purpose and function of these areas are described in detail on Pages LU-18 through LU-25 of the Land Use Element. These maps were added and feature consistent design, use of colors, The Special Planning Areas Maps are as follows:

Map 1.2 – Districts Map

Map 1.3 – Designated Areas Map (identified areas, designated areas, & areas of concern)

Map 1.4 – Adopted Areas Map

Map 1.5 – Impression Corridors Map

Map 1.6 – Gateways Map

Land Use Element Special Planning Area Text. Areas of Concern. “Areas of Concern” are one of the seven (7) types of “Special Planning Areas” found within the “Land Use Element” (Page LU-20). This type of subarea was added to the Land Use Element following adoption to specify that a few areas of the City warrant a close assessment as they represent areas that are under-served by infrastructure and services (e.g. water, urban roads, etc.) to support an increase in density or other development. This continues information from the preceding plan document.

Subarea Plan Policies. The Subarea Plan Policies (starting at Page LU-20) was re-organized to incorporate the Appendix A of the Land Use Element. In particular, the introductory policy statements and the corresponding Ordinance or Resolution related to each Adopted Area was highlighted and the discussion of each Adopted Area consolidated to include only the introductory policy statements and the corresponding Ordinance or Resolution. By re-organizing and consolidating the Subarea

Plan Policies section of the Land Use Element, potential confusion of having subarea plan policies in multiple areas is minimized.

Manager Dixon also displayed a flip-book version of the Comprehensive Plan that will be available on the City's web site.

Manager Dixon stated staff will be asking the Council to adopt Resolution No. 5341 ratifying the editing and formatting changes. Staff does not believe that the editing and formatting modifications materially change policies and priorities that were adopted under Ordinance No. 6584. But because there are a variety of technical corrections it is important for both the Planning Commission and City Council to take action to approve the changes.

The changes to the document were presented and explained to the Planning Commission at their regular meeting on September 19, 2017. The Planning Commission was satisfied and had no concerns.

The plan document does not include the changes from the annual Comprehensive Plan amendments adopted by Ordinance No. 6667 on December 18, 2017. A future supplement will be provided with these revisions.

Councilmember DaCorsi noted on pages 19-20 of the agenda packet (pages C1-2 and C1-3 of the Comprehensive Plan Core Plan, Item 11,) there is a comment regarding the perception the City could be safer.

Councilmember DaCorsi suggested removing or replacing the word "perception" with verbiage that the City improves safety in the community or continuously looks to improve safety in the community. Manager Dixon proposed to docket the change for future amendment.

Councilmember Holman asked how Vision 2050 will affect the City's Comprehensive Plan. Manager Dixon stated any necessary amendments will be included in annual amendments to the Plan.

Councilmember DaCorsi noted on page 29 of the agenda packet (page C2-6 of the Plan document) projects a capacity of approximately 14,597 housing units in the King County portion of the city through 2031. He questioned the statement when compared to Table 8 on page C2-9 of the Plan document. Manager Dixon stated he would investigate the source of Table 8 for comparison.

C. Design Standards Update (Snyder) (10 Minutes)

Assistant City Engineer Jacob Sweeting and Traffic Engineer James Webb presented the 2018 Design Standards update using a PowerPoint presentation.

Assistant City Engineer Sweeting explained updates to the Engineering Design Standards are scheduled to be published in early 2018. Per City

Code Section 12.04.010, the City Engineer will consult with City Council regarding changes to design standards that are "policy issues or [have] broad citywide implications." Some of the changes to requirements associated with the following standards will be discussed: Development Plan Requirements (Phasing Plans, CAD files) and Transportation Requirements (Lateral Separation/Clear Zone, Trigger of ADA Upgrades, Street Trees in Grates)

Development Plan Requirements:

Phasing plans for larger, more complex projects, in order to start realizing benefit of the project prior to full project completion. This will minimize impacts to existing business operations. Currently, phasing is considered on a case by case basis, and there is no formal guidance. Current standards do not address phasing.

Proposed Standard: Phased projects must complete all public improvements prior to occupancy and are required to submit plans showing what improvements are proposed for each phase and a narrative explaining the approach.

In response to a question from Councilmember Wales, Assistant City Engineer Sweeting explained that all public improvements must be built out; if not, the developer is required to provide the City with a bond to ensure completion of the public improvements.

Assistant City Engineer Sweeting spoke regarding the data plan requirements. The City will be implementing a CAD (computer aided drafting) standard that will allow the City to move from the electronic CAD drawings, to the plans, updated as-built drawings, and updated CAD files that can be imported in to the City's GIS system. The new data plan requirements will increase efficiency.

Transportation Requirements:

Traffic Engineer Webb spoke regarding the clear zone and lateral offset standards.

A clear zone is the unobstructed area that allows a vehicle to regain control and return to the travel way without crashing into a fixed object. Clear zones are typically used on rural highways, freeways and interstates, and are based on speed, traffic volumes, slopes and curvature. A clear zone can be greater than 50 feet on freeways.

Lateral offset is the minimum distance between the travel way and a fixed roadside object to allow normal traffic operations. Lateral offset is used in an urban environment where limited by right-of-way and built environment. There is a two foot minimum, and up to six feet is preferred. Approximately 80% of vehicle collisions with roadside objects are within four feet of curb, while 90% of vehicle collisions with roadside objects are within six feet of the curb.

Current Design Standards allow utility poles and fixed objects a minimum of two feet from face of curb (consistent with horizontal clearance requirement). Where no curb exists, offset is based on AASHTO Manual (10 to 20 feet).

Proposed Design Standards (Urban Environment):

Fixed objects will be a minimum four feet from the face of curb (six feet on the outside of curves). Utility poles, shall be a minimum of six feet from edge of travel way where curb exists.

Proposed Design Standards (Non-Urban Environment):

Where urban environment conditions don't apply, AASHTO Clear Zone will be used.

Engineer Webb stated the new standards should not have any effect on the lot sizes or buildable land.

Assistant City Engineer Sweeting a new policy is needed to determine when adjacent curb ramp upgrades are required for utility work.

Proposed Design Standard:

Where trenching and surface restoration is equal to or greater than half of the crosswalk it crosses, then the curbs at each of the crosswalk's ends must be upgraded with ADA compliant ramps.

Currently all arterial and collector roadways currently require street trees in tree grates. According to city code, the adjacent property owner is responsible for maintaining the trees. The City maintains the tree grate. Also, the city code requires frontage landscaping along commercial development. Street trees create potential for damage to public sidewalk in the long term and concerns for clear zone/fixed object concerns on higher speed roadways as trees mature.

Proposed Design Standard:

Remove the requirement for street trees in grates from arterial/collector roadways in commercial and industrial zoned areas except in the DUC Zone.

Councilmember Pelosa requested a map of arterial and collector streets inside and outside the DUC Zone.

IV. MUNICIPAL SERVICES DISCUSSION ITEMS

Councilmember Pelosa presided over the Municipal Services Special Focus Area items.

A. Airport Advisory Board 2018 Annual Work Plan (Snyder) (15 Minutes)

Mr. John Theisen, Chair of the Airport Advisory Board, presented the Airport Advisory Board's 2018 Annual Work Plan for Council review and discussion.

Last year the Board completed its first strategic plan, which calls for an annual work plan.

The work plan includes:

1. Roll out of the Jet-A-Fuel Program
2. Continued progression of the design and construction phases of the Runway Enhancement Project.
3. Work with the Planning Commission and City Council on examination and possible implementation of land use strategies for the Airport and surrounding properties to support and enhance airport related safety and the Airport's economic development contribution to the community.
4. Evaluating potential actions and financing strategies resulting from the findings of the Facilities Condition Assessment report
5. Work on a strategic action plan for the implementation of recommendations of the Competitive Market Assessment and Long-term Rate Study (scheduled for completion in fall 2018).
6. Develop marketing and development strategies for the two current approved on-airport development sites.

In response to a question from Councilmember Brown, Director Snyder stated the airport has an FAA approved Master Plan, which includes a section relating to development. All development at the airport must be consistent with the Master Plan.

Councilmember Wales suggested adding the Airport Facilities Assessment Report and Capital Needs Report for a future Municipal Services Special Focus Area. Director Snyder stated it is the intent to review the Facilities Assessment Report with the Airport Advisory Board and the City Council. It is hoped that the Facilities Assessment Report will be wrapped up by the end of the month.

B. Ordinance No. 6663 - Change in Airport Board Composition (Snyder) (10 Minutes)

Director Snyder reminded that all of the items on the agenda relating to the airport come from the Strategic Business Plan. One of the action items included the periodic review of the composition of the Airport Advisory Board membership. The current membership of the Board is five members. The Board has experienced times when a quorum of the Board was not available.

Mr. John Theisen, Chair of the Airport Advisory Board, stated the current Airport Advisory Board has positive energy and focus and a positive working atmosphere. The Board is supportive of Ordinance No. 6663 to increase the Board membership from five members to seven members to reduce potential quorum issues and increase opportunities for additional member experiences and backgrounds to enhance the Board's work efforts.

C. Presentation – Airport Users Survey (Snyder) (15 Minutes)

In early December 2017, the City's contracted airport operations company, Aviation Management Group, conducted a survey of airport users.

Jamelle Garcia, principal of Aviation Management Group, presented the results of the airport users survey. A survey consisting of questions with 0 to 5 ratings with a rating of 5 being very satisfied were distributed to 457 airport users. Aviation Management Group received 138 responses to the survey.

Mr. Garcia reviewed the survey questions and the compiled responses:

1. What was the primary reason for choosing Auburn Airport as your home base?
75.9% chose location
2. What category of tenant describes you?
61.2% City Hangar Tenant and 25.0% Condo Owner Tenant
3. How far do you live from the airport?
47.1% live 6-10 miles from the airport and 36.4% live 15+ miles from the airport
4. How do you rate your overall satisfaction with the airport?
53.8% satisfied and 29.1% very satisfied
5. Rate your satisfaction with the appearance of the airport.
54.7% satisfied 26.5% very satisfied
6. How frequently do you visit the airport per month?
5 or more times 35.0%; 3-4 times 33.3% and 1-2 times 36.7%
7. How frequently do you purchase fuel at the airport per month?
1-2 times 49.6%; 3-4 times 23.1%, 5 or more times 8.6% and none 18.8%
8. Indicate your satisfaction with airport staff.
55.0% very satisfied; 30.0% satisfied; and 13.3% neutral
9. Would you recommend the airport to a friend?
96.7% answered in the affirmative

Director Snyder stated the results of the survey will be incorporated in the Competitive Market Assessment and Long Term Rate Study Project.

D. Cemetery Update (Faber) (10 Minutes)

Cemetery Update

Parks, Arts and Recreation Director Daryl Faber and Cemetery Supervisor

Craig Hudson presented an update on the Mountain View Cemetery using a PowerPoint presentation.

Supervisor Hudson reviewed the cemetery grounds including a new water feature near the entrance and cemetery office, the Centennial Columbarium, Forest Walk urn garden, the children's area, the veterans memorial area, Memory Heights, and Chapel of Memories.

Director Faber and Supervisor Hudson pointed out future expansion areas that were purchased in the recent past. The expansion areas are five acres each. One acre can accommodate up to 1,200 traditional burial sites.

Supervisor Hudson reported last year, the cemetery performed 264 placements, both traditional burials including urns. The cemetery consists of approximately 55 percent traditional burials and 45 percent cremations.

Director Faber pointed out that revenues for the past several years have exceeded expenses and provides an increase every year in working capital. The cemetery is operated as an enterprise fund, and there is no General Fund contribution. The Endowed Care Fund will likely reach \$1.8 million by the end of the year.

Future project needs include an overlay or sealcoat for the internal asphalt road system. The cost of the project is estimated at \$300,000.00 and will be completed in phases.

Another project is an open air mausoleum building. The existing mausoleum has been sold out for over ten years. The proposed new mausoleum building will include 96 crypts, and the estimated cost is \$350,000.00.

Director Faber and Supervisor Hudson complimented the staff at the cemetery.

E. Multimedia and Communications Year in Review (Hinman) (10 Minutes)

Chair Pelozo recessed the meeting for a brief six-minute intermission at 7:06 p.m. The meeting was reconvened at 7:12 p.m.

Director of Administration Dana Hinman provided an overview of the 2017 Multimedia and Communications operations.

Director Hinman stated the department provides video services, graphic design services, web design/management, communications and public relations, mail and print services. Director Hinman reviewed the multimedia work requests throughout the year and outreach through the City's web site and social media.

Staff members are in the midst of a web site redesign and will update the

Council on the project at a later date.

F. Sister Cities Update (Hinman) (10 Minutes)

Economic Development Manager Doug Lein and Community Programs Coordinator and Sister City Liaison Duanna Richards provided an update on the Sister Cities program using a PowerPoint presentation.

Coordinator Richards reported the City of Auburn has four sister city relationships in four different countries: Tamba, Japan, PyeongChang, South Korea; and two friendship cities in Guanghan and Yuhang, China, and Mola di Bari, Italy.

The main impetus for a sister city relationship is due to the youth ambassador programs through the schools. The schools offer a summer youth ambassador program for grades 8-11. Up to ten students are selected each year. The youth ambassador program is primarily with Tamba, Japan, but youth ambassadors are now being recruited for the other sister cities. There is also a year long youth ambassador program for those students who have already participated in the summer youth ambassador program.

Coordinator Richards reviewed the exchanges that occurred in 2017: South Korean middle school students visited Auburn; Auburn delegation visited Guanghan and Yuhang, China; three groups of Yuhang, China middle school students visited Auburn; Tamba Youth Ambassadors visited Auburn/Kent; Tamba, Japan delegation visited Auburn and Kent; and Green River College students from Guanghan, China visited Auburn City Hall.

Economic Development Manager Lein spoke regarding a business development delegation to South Korea led by the Lieutenant Governor. The City of Auburn was invited to attend along with four Auburn businesses for a meeting in PyeongChang, South Korea.

Economic Development Manager also spoke about a visit from Tamba, Japan, business leaders and city officials in 2017, where the business leaders from Japan made several business connections.

Coordinator Richards reviewed the 2018 programs: South Korean middle school students will visit Auburn; Auburn delegation will go to PyeongChang, South Korea for the Winter Olympics Opening Ceremony; three to four groups of middle school students from Yuhang, China will visit Auburn; the new Mayor of Tamba, Japan and youth ambassadors will visit Auburn and Kent; and Auburn will be hosting visitors from Japan as part of 28th annual Japan-America Grassroots Summit hosted by Seattle.

Councilmember Trout-Manuel expressed concern with the cost of the trip to PyeongChang, South Korea and the Winter Olympics. Economic Development Manager Lein stated the City of Auburn has been invited to

the Winter Olympics as one of PyeongChang's four sister cities around the world and the only sister city from the United States.

G. Dangerous Dog Ordinance (Heid/Lee) (10 Minutes)

City Attorney Heid presented an update on the Dangerous Dog Ordinance. City Attorney Heid stated staff is working on an update to the ordinance that will create clarity and provide consistency and uniformity in the city code, particularly the appeal process.

There are several substantive changes proposed, but they need to be further vetted and reviewed for practical and legal considerations, not yet completed.

Councilmember Wales suggested an additional definition for what constitutes a "serious injury." She also suggested that any owner whose dog bites another dog or human be required to provide proof of rabies vaccination.

V. OTHER DISCUSSION ITEMS

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

A. Matrix

Deputy Mayor Baggett presided over the remainder of the meeting.

Deputy Mayor Baggett requested that any items on the Matrix with a "TBD" timeline be updated to include a meeting date.

Councilmember Pelozo requested the Auburn Avenue Theater discussion be moved to March 12th.

Councilmember Wales requested an item on Emergency Planning and the recent fire at the Heritage Building. Mayor Backus reported that an update on the Heritage Building fire is scheduled for the next regular Council meeting.

Councilmember Wales requested addition of the Airport Facilities Assessment Report and the Airport Capital Needs Report to the Matrix with a date to be determined.

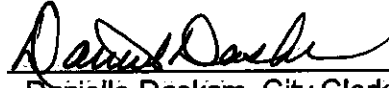
Councilmember Pelozo stated the representative from the National League of Cities Service Line Program would like to present their program at a future study session.

VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:10 p.m.

APPROVED this 19th day of March, 2018.


BOB BAGGETT, DEPUTY MAYOR


Danielle Daskam, City Clerk

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