

**Business Improvement Area Committee
of Rate Payers
July 11, 2019 - 1:00 PM
City Hall Council Chambers
AGENDA**

I. CALL TO ORDER

Roll Call

II. APPROVAL OF MINUTES

A. June 13, 2019 Minutes

III. FINANCIAL REPORT

A. Financial Report through May 2019

IV. PLANNING DEPARTMENT UPDATE

V. OLD BUSINESS

A. Marketing and Branding

B. BIA Newsletter - June 2019 Analytics

C. Update on Priority Projects Presented to City Council

1. Additional security lighting

2. Christmas decorations

3. Banners - How far and where to expand the area

D. Update on 2019 Facade Grant Program

E. Heritage Building Update

F. Unpaid BIA Fees

G. Rules of Procedure Discussion

VI. NEW BUSINESS

A. Shuttle from Outlet Collection to Downtown to Accommodate
Fieldhouse Guests

B. B Street Activation

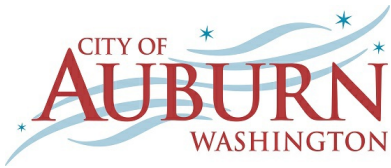
VII. AUBURN DOWNTOWN ASSOCIATION UPDATE

VIII. CHAMBER BOARD UPDATE

IX. TOURISM BOARD UPDATE

X. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.



AGENDA BILL APPROVAL FORM

Agenda Subject:

June 13, 2019 Minutes

Department:

Administration

Attachments:

[June 13, 2019 Minutes](#)

Date:

July 8, 2019

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Meeting Date: July 11, 2019

Staff:

Item Number:



**BIA Committee of Rate Payers Meeting
June 13, 2019 – 1:00 PM
Auburn City Hall Council Chambers
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 1:02 pm by Chairman DiQuattro.

Roll Call:

Committee Members present: Chairman Giovanni DiQuattro; Vice Chair Bill Cowart; Members Kelly Gordon, Darren Jones, Ronnie Roberts, Megan White
Committee Members absent: Bob Klontz, John Rottle, Ruth Neil-Stover
City staff present: Jamie Kelly, Parks Planning & Development Manager; Doug Lein, Economic Development Manager; Tanya Carter, Economic Development Officer; Holly Ferry, Committee Secretary
ADA Board Members present: Brittiany Karlson, President; Kristina Driessen, Treasurer; Janice McCall, Secretary

II. APPROVAL OF MINUTES

Committee Member Gordon moved and Member White second to approve the May 9, 2019 meeting minutes.

MOTION CARRIED UNANIMOUSLY. 6-0

III. FINANCIAL REPORT

Economic Development Officer, Tanya Carter, reviewed the data on the Financial Report, showing the ending fund balance through April 2019.

IV. OLD BUSINESS

A. Marketing and Branding

There was nothing new to report. At the next meeting, the new logos and website for the Buy Local Auburn campaign may be shown.

B. BIA Newsletter

A copy of the May newsletter and analytics were provided. Officer Carter reviewed the analytics.

C. Update on Priority Projects Presented to City Council

1. Additional Security Lighting

Economic Development Officer Tanya Carter provided photos showing additional security lighting that was added to the B Street Plaza and reported that the lighting in the alleyway to the north of American Lighting was completely replaced with new LED lights.

2. Christmas decorations

Member Jones reported that he is still trying to locate a source for a commercial LED rope lights.

3. Banners

An audit of poles was requested to identify where banners could be added without spending additional money. The area audited would include the area on Main Street from the train tracks going east to just past D Street and also the streets two blocks north and two blocks south of Main Street.

D. Update on 2019 Façade Grant Program

Officer Carter reported that Planning Director Jeff Tate informed her that the full amount of the grant, which is \$100,000, is available. Currently, there have been conversations with two businesses that have shown interest in applying for grant funds.

E. Heritage Building Update

Completion of the design review approval is getting close. There are still issues that need to be worked out regarding the building's ingress and egress.

F. Unpaid BIA Fees

There are roughly 220 businesses in the BIA, and there are nine left that need to comply.

G. Discuss and Vote on Funding for Parks Alleyway Project

Jamie Kelly, Planning and Development Manager in the City's Parks, Arts & Recreation Department, presented the proposal that had been provided by Parks Manager Julie Krueger about the plans for the space between the Old Post Office and the Auburn Ave Theater. He also reported that those who would like to use the space could easily acquire a use permit from the Parks Department. Some discussion followed.

Committee Member Gordon moved and Member Cowart second to fund the Alleyway Project proposed by the City of Auburn Parks Department.

MOTION FAILED. 2-4

H. Discuss Meeting Every Other Month

The Committee agreed that, because there is always something going on, it is important to continue meeting each month. Officer Carter brought up the idea of adopting funding cycles if the Committee decided to meet every other month. There was no discussion on that topic.

Committee Member Gordon motioned and Member Jones second to continue meeting monthly to meet the needs of the Committee, the City and the ADA.

MOTION CARRIED. 5-1

Chairman DiQuattro stated that the decision to meet every other month could be put on the agenda at a later time if the Committee determined that it was not necessary to meet every month.

V. NEW BUSINESS

A. Committee Responsibilities and Authorities

City Attorney Steve Gross introduced himself and talked to the Committee about process. He stated that, when it comes to spending the BIA money, the specific thing the Committee is tasked to do is to consider proposals for Economic Development and neighborhood revitalization projects and programs consistent with the purposes listed in the code, provide for public input, submit comments in a timely manner to the Mayor and City Council. He recommended that the following be changed: "including an analysis of the extent to which the Committee's recommendations will improve economic development or downtown revitalization."

He explained that Council has approved \$90,000 in authorized money to expend, but the individual contract expenditures are subject to other City requirements. In the context of spending the BIA Rate Payer money, the starting point is what your recommendation is for spending that money. He has been working with City staff on how to take the fund expenditures that are being recommended and translating those into contracts and getting them done. The Committee agreed to let the City assess other money, and the Committee's recommendation is necessary to spend that money, but it's not the only way the money gets spent.

There has been discussion with staff about how to make the process go more smoothly. He suggested that a grant cycle process could be something useful for the Committee to consider in the planning of things they want to do and also planning how the Committee wants to take in applications.

After some discussion, City Attorney Gross suggested that the only thing he would like the Committee to immediately think about is that, as the Committee is making recommendations, they are not very carefully including an analysis of the extent to which the Committee recommendations will improve economic

development, but if going into that much detail is not needed, then the requirement to do that analysis can be taken out of the code.

There was a comment that at the previous month's meeting, someone had stated that it's not the BIA's money, it's the City's money. City Attorney Gross responded that, under state law, it is not the BIA's money. It is a special assessment that you agree to impose upon yourself for things that are set out in the statute that we have adopted by ordinance. As a matter of practicality, it is the BIA's money to allocate.

B. Rules of Procedure

It was suggested that the existing Rules of Procedure that were adopted in 2017 be sent out and reviewed by the Committee for discussion at the July meeting and will need City Attorney Gross's input on what the Committee can and cannot do.

City Attorney Gross stated that one of the things that will be necessary to talk about is how City staff communicates back to the Committee, for example, if money was approved for something, and the administration would ask that the money be reallocated because the thing that the Committee would like to do isn't something that the City can practically do.

C. Downtown Bike Racks

Auburn Police Officer Stan Sedillo introduced himself to the Committee and gave a visual presentation that showed different kinds of artistic bike racks. He gave recommendations about which type of racks work better than others and why. He mentioned that the short, round racks that are currently seen around the city are too short, and bikes frequently fall over.

There was a question about whether the BIA Committee could present the idea to the Arts Commission to see if they would want to commission some artists to design the racks. A couple Committee members appreciated that the bike racks would be functional art. Another member questioned whether or not it would be easier to find artistic racks that are already made rather than commissioning artists to make racks and having to wait for the artists to make them. Officer Sedillo recommended looking at <https://www.theparkcatalog.com/bike-racks/> to view bike racks that can be purchased online. Officer Carter suggested that City staff look at the website and coordinate with the bike police and select several different options to consider. Chairman DiQuattro responded that the Committee would need to know how many racks are needed, where are they needed, and a price list of a few different models.

Economic Development Manager Doug Lein stated that there is a fair amount of grant money that is beginning to show up for non-motorized improvements and suggested that Public Works come to the next meeting to talk about it and also have a representative from the Arts Commission come as well.

IV. AUBURN DOWNTOWN ASSOCIATION UPDATE

ADA Treasurer Kristina Driessen reported that they have received half the money from the two contracts and are now fully able to fund the upcoming Beer and Wine Festival as well as a September street fair, which will probably be one of the biggest events they have ever done. There is a professional event planner who is helping coordinate that event. She is also creating a book laying out the step-by-step process for each event that can be passed on to the next board so that they can keep doing what the current board has been doing. They are also starting to talk about their Halloween and Christmas projects. ADA President Brittiany Karlson introduced the new ADA Secretary, Janice McCall and reported that there are a lot of new volunteers, too.

V. CHAMBER BOARD UPDATE

The BIA Representative to the Chamber Board, Janice Nelson, reported that she attended the May Chamber Board meeting. She stated that the Chamber Board would like someone from the BIA to attend the Wednesday, June 26th meeting for about 10-15 minutes to give an overview of the BIA, the ADA, and the funding, so the Chamber Board members can wrap their head around what the BIA is and what their mission is and how it relates to the city. It was suggested by Vice Chair Cowart that a BIA member attend in August instead. Representative Nelson said she would talk with Kacie Bray from the Chamber Board to see if August would work.

VI. TOURISM BOARD UPDATE

Tourism Coordinator Chachere announced that the Auburn Adventure Film Festival is returning for a second year at the Auburn Ave Theater in February.

After explaining the updates that have been made to the Tourism maps and describing the visibility that the maps receive at locations within the community and at different events, Coordinator Chachere asked if the BIA would like to collaborate again with the Tourism Board to print 5,000 new maps, which will last 9 – 11 months.

Vice Chair Cowart moved and Member Jones second to approve the request to pay for half of the reprint of the Tourism maps up to \$600.

MOTION CARRIED UNANIMOUSLY. 6-0

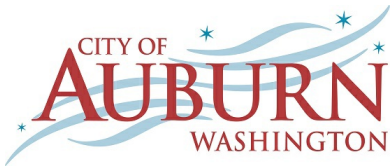
VII. ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 2:20 pm.

APPROVED this 11th day of July, 2019.

Giovanni DiQuattro, Chair

Holly Ferry, Committee Secretary



AGENDA BILL APPROVAL FORM

Agenda Subject:

Financial Report through May 2019

Date:

July 8, 2019

Department:

Administration

Attachments:

[Financial Report through May 2019](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Meeting Date: July 11, 2019

Staff:

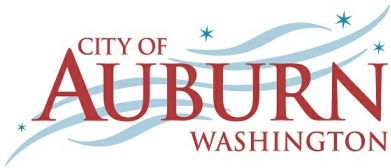
Item Number:

BIA Financial Report through May 2019:

Fund 121 through May 2019	
2019 Beginning Fund Balance	115,812.59
2019 Revenues	33,052.15
2019 Expenditures	(15.82)
Ending Fund Balance - May	148,848.92

Notes:

- The books for 2018 have been closed—beginning fund balance should not change at this point.
- Fund balance as of May is approximately \$149,000. Expenditure authority is \$95,400.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Rules of Procedure Discussion

Department:

Administration

Attachments:

[BIA Rules of Procedure](#)

Date:

July 8, 2019

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Meeting Date: July 11, 2019

Staff:

Item Number:

CITY OF AUBURN

BUSINESS IMPROVEMENT AREA
COMMITTEE OF RATE PAYERS

RULES OF PROCEDURE

DRAFTED DECEMBER 2017

**BUSINESS IMPROVEMENT AREA COMMITTEE OF RATE PAYERS
RULES OF PROCEDURE**

TABLE OF CONTENTS

SECTION SUBJECT	PAGE
I. NAME.....	3
II. MEMBERSHIP.....	3
III. MEETINGS.....	4
IV. MINUTES AND AGENDA.....	5
V. ELECTION OF OFFICERS	5
VI. CHAIR.....	5
VII. CITY PERSONNEL.....	6
VIII. QUORUM.....	6
IX. ABSENCE OF MEMBERS.....	6
X. VOTING.....	7
XI. CONFLICT OF INTEREST.....	8
XII. AMENDMENT.....	8

**CITY OF AUBURN
BUSINESS IMPROVEMENT AREA COMMITTEE OF RATE PAYERS**

RULES OF PROCEDURE

We, the members of the City of Auburn Business Improvement Area Committee of Rate Payers, do hereby adopt, publish, and declare the following Rules of Procedure:

I. NAME:

1. The official name of the City of Auburn Business Improvement Area Committee of Rate Payers shall be the “Committee of Rate Payers” (the Committee).
2. The purpose of the Committee is to serve in an advisory capacity to the City Council (Ord. 6658 § 11, 2017.)

II. MEMBERSHIP:

1. The membership and terms of office of the members of the Committee of Rate Payers shall be as provided in Chapter 2.98 of the Auburn City Code (ACC).
2. The Committee shall consist of not more than (7) members appointed by the mayor and confirmed by the city council, who shall serve at the pleasure of the city council; provided that the mayor may appoint up to four (4) additional members to serve as alternates in the event of a Committee member’s absence.
3. The members shall be owners or operators of businesses located within the BIA boundary and shall be selected to represent the variety of business types and geographic locations included within the BIA boundary.
4. Committee members shall be appointed to a three (3) year term.
5. Upon the resignation of a Committee member, removal by the City Council, or expiration of a Committee member’s term, the mayor will appoint and the City Council confirm an appointment to fill the vacancy.
6. The members of the Committee shall serve without compensation except for reasonable travel expenses associated with the performance of the Committee member’s duties.

III. MEETINGS:

1. Meetings of the Committee of Rate Payers shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.

2. All meetings will be held in Council Chambers at the Auburn City Hall, Auburn, Washington, unless otherwise directed by the Chair of the Committee.
3. Minutes shall be kept and meeting agendas prepared in coordination between members of the Committee and staff members. A majority of the members of the Committee shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to make recommendations to the City Council.
4. The Committee shall adopt rules for the transaction of business and keep a record of its resolutions, transactions, findings, and determinations. These records shall be public and open to inspection.
5. All Committee meetings shall be conducted in accordance with the Committee's adopted rules for the transaction of business, and Robert's Rules of Order or any other meeting procedures or guidelines authorized by the City of Auburn shall be used for any subject not addressed within the Committee's adopted rules of procedure.
6. The Committee shall consider proposals for economic development and neighborhood revitalization projects and programs consistent with the purposes listed in 2.98.030, provide for public input and submit comments in a timely manner to the Mayor and City Council, including an analysis of the extent to which the Committee's recommendations will improve economic development or downtown revitalization.
7. The Committee shall meet monthly when there is new official business to transact, and hold additional meetings as the chairperson or a majority of the Committee deems necessary. A minimum notice of 24 hours shall be provided for special meetings in accordance with State law.
8. Regular meetings shall be held on the second Monday of each month and shall be open to the public. The meeting shall convene at 1:00 P.M. unless otherwise directed by the Committee's Secretary, the Economic Development Manager or the Chair.

IV. MINUTES AND AGENDA:

Minutes shall be kept and meeting agendas prepared in coordination between members of the Committee and staff members.

An agenda shall be prepared for each meeting consisting of the following order of business:

1. CALL TO ORDER
Roll Call/Establishment of Quorum
2. Approval of Minutes

3. Financial Report
4. Old Business
5. New Business
6. BIA Parking Sub-Committee Update
7. Auburn Downtown Association Update
8. Adjournment
9. Additional items may be added to the agenda by the Committee. The Chair shall have the discretion to amend the order of business.

V. ELECTION OF OFFICERS:

At the first regular meeting of each year, the Committee members shall elect a chairperson and vice-chairperson from among the members of the Committee.

VI. CHAIR:

1. The Chair shall preside over the meetings of the Committee and may exercise all the powers usually incident of the office. The Chair shall be considered as a member of the Committee and have the full right to have his/her own vote recorded in all deliberations of the Committee. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion.
2. The vice-chairperson shall preside at all meetings where the chairperson is absent.
3. The Committee chairperson and/or vice-chairperson shall annually provide to the city council a report on progress made in carrying out the Committee's responsibilities. Additional reports may be submitted when deemed appropriate by the Committee or when requested by the city council.

VII. CITY PERSONNEL:

1. All Committee meetings shall be staffed by City of Auburn personnel to support and assist the Committee.
2. A member of City staff shall act as the Secretary for the Committee and shall keep a record of all meetings of the Committee. These records shall be retained at the City Clerk's Office.
3. All public hearings shall be electronically recorded verbatim and a summary of the discussion and actions will be recorded as Meeting Minutes.

VIII. QUORUM:

1. If quorum is not reached by the RSVPs in advance of the meeting, a meeting may be canceled at the notice of the Chair provided at least 24 hours in advance.

2. A majority of the members of the Committee shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to make recommendations to the City Council.
3. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

IX. ABSENCE OF MEMBERS:

1. To be excused, members must inform the Committee's secretary or the Economic Development Manager in advance of the meeting date if they cannot attend a scheduled meeting.
2. The Committee, upon four (4) unexcused absences, may recommend the removal of any Committee member to the City Council.

X. VOTING:

1. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as voting in favor of the motion.
2. The Chair, Secretary, or upon request from a Committee member, may take a roll call vote.
3. It is the responsibility of each member of the Committee of Rate Payers to vote when requested on a matter before the full Committee. However, a member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
4. If any member of the Committee wishes to abstain, from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the member perceives a need to abstain, provided that, prior to the time that a member gives advice of an intent to abstain from an issue, the member shall confer with the City Attorney to determine if the basis for the member's intended abstention conforms to the requirements hereof. If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the Committee. If that cannot be done, the member should advise the Chair that he/she has an "abstention question" that he/she would want to review with the City Attorney, in which case, a brief recess would be afforded the member for that purpose before proceeding further.

5. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.

XI. CONFLICT OF INTEREST:

- A. Any member of the Committee who, in his or her opinion, has an interest in any matter before the Committee that would tend to prejudice his or her actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial.
 - (1) No member of the Committee may use his or her position to secure special privileges or exemptions for himself, herself, or others.
 - (2) No member of the Committee may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
 - (3) No member of the Committee may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
 - (4) No member of the Committee may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit
 - (5) No member of the Committee may take any action that is prohibited by Chapter 42.23 RCW or any other statutes identifying conflicts of interest.

XII. AMENDMENT:

The Rules of Procedure may be amended at any regular meeting of the Committee by a majority vote of the entire membership. The proposed amendment should be presented in writing at a preceding regular meeting.