

**Business Improvement Area Committee  
of Rate Payers  
August 15, 2019 - 1:00 PM  
City Hall Council Chambers  
AGENDA**

**I. CALL TO ORDER**

Roll Call

**II. APPROVAL OF MINUTES**

A. July 11, 2019 Minutes

**III. FINANCIAL REPORT**

A. Financial Report through June 2019

**IV. OLD BUSINESS**

A. Marketing and Branding

B. BIA Newsletter - July 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

H. B Street Activation

I. Traffic Cabinet Wraps Update

J. Bike Wraps

**V. NEW BUSINESS**

A. LED Light Project

**VI. AUBURN DOWNTOWN ASSOCIATION UPDATE**

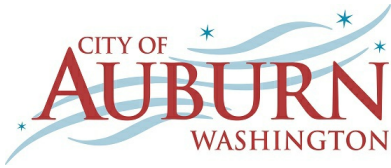
**VII. CHAMBER BOARD UPDATE**

A. BIA Presenter at August Chamber Board Meeting

**VIII. TOURISM BOARD UPDATE**

**IX. 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

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**Agenda Subject:**

July 11, 2019 Minutes

**Department:**

Administration

**Attachments:**

[July 11, 2019 Minutes](#)

**Date:**

August 12, 2019

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** August 15, 2019

**Staff:**

Item Number:



**BIA Committee of Rate Payers Meeting  
July 11, 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 Vice Chairman Cowart.

Roll Call:

Committee Members present: Vice Chair Bill Cowart; Members Kelly Gordon, Darren Jones, Ronnie Roberts, John Rottle

Committee Members absent: Chairman Giovanni DiQuattro; Members Bob Klontz, Ruth Neil-Stover, Megan White

City staff present: Josh Arndt, Economic Development Senior Officer; Lorraine Chachere, Tourism Coordinator; Holly Ferry, Committee Secretary

ADA Board Members present: Brittiany Karlson, President; Kristina Driessen, Treasurer

**II. APPROVAL OF MINUTES**

Committee Member Gordon moved and Member Jones second to approve the June 13, 2019 meeting minutes.

MOTION CARRIED UNANIMOUSLY. 5-0

**III. FINANCIAL REPORT**

Economic Development Senior Officer, Josh Arndt, reviewed the data on the Financial Report that showed the ending fund balance through May 2019, and he updated the Committee on recent encumbrances.

**IV. OLD BUSINESS**

**A. Marketing and Branding**

Officer Arndt said the City has stopped pushing out the Buy Local ads because they were losing traction with viewers, and they have instead revamped the Buy Local website, which should be delivered by end of business today, and the ads will then be pushed out to the public again. The new website will feature pictures and create a user experience that will pull users back to the site. It will also allow and encourage businesses to upload their own photos, which will be

sent to the City who will have final authority to censor any inappropriate submissions.

B. BIA Newsletter

A copy of the June newsletter and analytics were provided. There was no discussion.

C. Update on Priority Projects Presented to City Council

1. Additional Security Lighting

Officer Arndt reminded the Committee of where security lighting has been added. He suggested that the next place to add additional lighting would be in the Safeway parking lot area between Auburn Avenue and Auburn Way South because all the infrastructure is there. All that needs to be done is to order the lights and the brackets. He suggested to wait until the days get shorter so the Committee could take a look at the B Street Plaza when it's darker outside to see how effective the lighting is. It was agreed that the Committee would table the discussion until they could get a better idea of whether or not it would be effective for what they are trying to accomplish.

2. Christmas decorations

Member Jones is continuing to try and locate a source for commercial LED rope lights.

3. Banners

Officer Arndt provided a map showing the different kinds of light poles in the BIA. He asked the Committee to think about the aesthetic of putting banners on poles that are unlike the poles going down Main Street, and if that would take away the appeal. Member Rottle suggested that, if banners off Main Street were placed at intersections, they would draw the attention of people stopped there and make them aware that that area is part of the BIA.

Member Roberts reminded the Committee that, at previous meetings, the Committee had talked about also putting flowers on the poles to create a unique and unified downtown, and those who are paying BIA fees could see that there is something being done with their money to beautify the downtown area and nobody is left out. The Committee decided to table the discussion until City staff provides, at the next meeting, a count of usable light poles in the BIA and also the cost of brackets, clamps, arms and banners.

D. Update on 2019 Façade Grant Program

There was nothing to update since the last meeting.

E. Heritage Building Update

Officer Arndt reported that the final design review will be sent out today.

F. Unpaid BIA Fees

Officer Arndt informed the Committee that the City has a new business licensing manager.

G. Rules of Procedure

Officer Arndt explained that, according to the Rules of Procedure, if the Committee recommends that the City spends money on something, they must also attach an economic analysis that tells why that money is being spent and what kind of return is expected, but that has never been done. That is the way the Code is written, and the Committee needs to decide if that should be taken out of the Code. The Committee requested the Code be sent to them for their review.

**V. NEW BUSINESS**

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

After some discussion, Vice Chair Cowart stated that, because there was no specific ask and no detail behind this topic, the Committee should move on to the next item.

B. B Street Activation

Officer Arndt reported that he received a document from the City's Facilities manager that was created in 2012 that laid out who within the City was responsible for taking care of different pieces of infrastructure throughout the city. Any vegetation at the B Street Plaza is the responsibility of the Parks Department. The Maintenance and Operations Department is responsible for taking care of the hardscapes. Officer Arndt stated that that has not happened but that there would be a procedure put into place to ensure that it is taken care of.

Representatives from the ADA informed Officer Arndt that the City's Facilities manager had told them that the City is going to take the electrical out of the Mural Parking Lot, and the ADA will have to use spider boxes for electricity for their events. They would like to know, going forward, what to do.

**IV. AUBURN DOWNTOWN ASSOCIATION UPDATE**

ADA President Brittiany Karlson reported that they had met with Community Development Director Jeff Tate, and they developed a blueprint of how to move forward with their permitting from now on. The plan is for ADA representatives to send to Director Tate, months ahead of an event, what they plan to do, and then Director Tate and Ingrid Gaub, the Director of Public Works, will sit down together and look at what is proposed. If they think what has been suggested will work, then they will send the ADA a list of everything they need to do before the event. This will also allow the ADA to market the event earlier than they have been. They are testing the process on the upcoming street festival.

ADA Treasurer Kristina Driessen said she wanted to talk with the City Attorney to discuss how the ADA is given money by the City and the BIA Committee of Rate Payers to do events, but then they have to turn around and give the money back to the City to pay for permits, which does not make sense to them. Treasurer Driessen stated that, because the City and the ADA have mutual objectives, she has made a list of amendments to the 2020 contract, which would include 1) the waiving or substantial reduction of fees; 2) the parking lot would be cleaned by the City prior to an event; and 3) the Parks Department would allow the ADA to use their stuff for events, which they were at first allowed to do, but then it was all pulled back. They have given the proposed amendment to Economic Development Officer Tanya Carter to give to the City Attorney and are awaiting what will be said about the changes so they can move forward. Vice Chair Cowart suggested that it is in the Committee's right to incorporate into their ask of City Council to waive the ADA fees. He asked that the ADA representatives bring back a report to the August BIA meeting.

President Karlson informed the Committee of the events they are working on for Halloween and Christmas. The street fair will take place on September 21.

#### **V. CHAMBER BOARD UPDATE**

There was no update; however, there were two volunteers from the BIA Committee and two volunteers from the ADA who will attend the August Chamber Board meeting to present and answer questions regarding the function of the BIA Committee of Rate Payers and The Auburn Downtown Association.

#### **VI. TOURISM BOARD UPDATE**

Tourism Coordinator Chachere showed the Committee the Tourism marketing calendar, as well as a summer seasonal poster that has been placed in businesses downtown and will also be placed in surrounding communities to get people who live outside of Auburn to come into Auburn. She also shared new promotional fortune cookies with 11 different whimsical sayings of Auburn's tourism assets that can be handed out at different community events and also some promotional coasters that have been distributed to Auburn hotels and restaurants for their use. The goal is to have the coaster promotion go all the way through at least mid-September to get people to stay in Auburn longer and to show them all the things to do and to drive them to the Tourism website that funnels them to more of the businesses and also the calendar of events. The new Tourism map was also presented.

A Q4 promotion to bring people into the shoulder season will be geared toward football fans. She explained that she now has the Sound Transit calendar that shows confirmed train service to Century Link Field, and they are now looking into doing a promo for visiting fans to let them know that they can come stay in a more affordable area, with lower priced hotel rooms and some hot spots where they can

have fun. The concept of businesses hosting events that will draw football fans to Auburn was also discussed.

The 2<sup>nd</sup> Annual Auburn Tourism Summit will take place on Tuesday, October 29 from 12:30-4:00 PM. It will be an opportunity for the Tourism Board to talk about the different projects that have been done, a sneak peek of what is happening in 2020, as well as a business component – training for businesses. The Washington Tourism Alliance has been invited, which is the state tourism marketing arm that has been revived and funded from the last legislative season and will be activated to market Washington state. The director will share different ways of how Auburn can fit into that. Fieldhouse will do a case study of one of their locations that brings in 1.6 million visitors per year and will have a session to help local businesses know how to prepare for that type of volume and how to tap into all the different sports teams that are coming here for tournaments.

At this point in the meeting, Connie Crier of PNW Coffee Company shared a request with the Committee to have the parade route changed so that it would end at the Kiss and Ride Lot, and people would then head back toward Auburn High School via Main Street rather than the street behind City Hall. Vice Chair Cowart responded that Parks would be invited to the next meeting.

Tourism Coordinator Chachere shared some videos of Auburn businesses that have been on television and on streaming services. She will send the links for the Committee to view.

Secretary Ferry informed the Committee that she will send out a calendar invite for meetings through June of next year and reminded the Committee to be sure to accept the invite so that the meetings would be added to their calendars.

## **VII. ADJOURNMENT**

There being no further business to come before the Committee, the meeting adjourned at 2:44 pm.

APPROVED this 15<sup>th</sup> day of August, 2019.

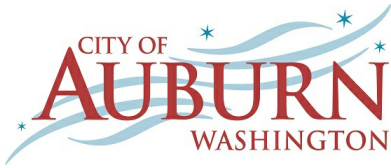
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William Cowart, Vice Chair

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Holly Ferry, Committee Secretary





## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Financial Report through June 2019

**Department:**

Administration

**Attachments:**

[Financial Report through June 2019](#)

**Date:**

August 12, 2019

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** August 15, 2019

**Staff:**

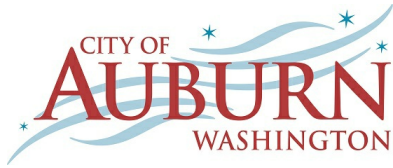
Item Number:

## BIA Financial Report through June 2019

Fund 121 through June 2019	
2019 Beginning Fund Balance	115,812.59
2019 Revenues	34,980.39
2019 Expenditures	(2,545.82)
Fund Balance - June	148,247.16

### Notes:

- The books for 2018 are closed—beginning fund balance will not change at this point.
- Fund balance as of June is approximately \$148,000. However, expenditure authority is only \$95,400.



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

BIA Newsletter - July 2019 Analytics

**Department:**

Administration

**Attachments:**

[BIA July 2019 Newsletter Analytics](#)

**Date:**

August 12, 2019

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** August 15, 2019

**Staff:**

Item Number:

# City of Auburn - Bulletin Detail Report



Subject: Auburn Business Improvement Area (BIA) Newsletter  
 Sent: 07/10/2019 04:59 PM PDT  
 Sent By: bdohse@auburnwa.gov  
 Sent To: Subscribers of BIA Business Owners

**152**

Recipients

✓ Email

✗ SMS

✗ Facebook

✗ Twitter

✓ RSS

**96%**

Delivered

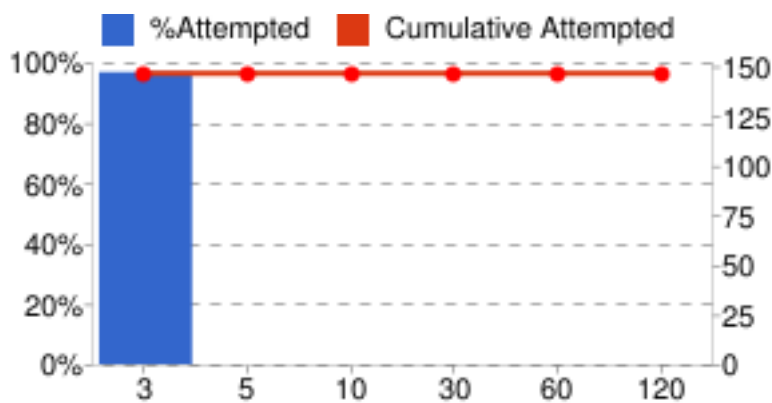
0% Pending

4% Bounced

31% Open Rate

3% Click Rate

## Email Delivery Stats



Minutes	Cumulative Attempted
3	97%
5	97%
10	97%
30	97%
60	97%
120	97%

## Delivery Metrics - Details

**152** Total Sent  
**146 (96%)** Delivered  
**0 (0%)** Pending  
**6 (4%)** Bounced  
**0 (0%)** Unsubscribed

## Bulletin Analytics

**85** Total Opens  
**45 (31%)** Unique Opens  
**8** Total Clicks  
**4 (3%)** Unique Clicks  
**16** # of Links

## Delivery and performance

*These figures represent all data since the bulletin was first sent to present time.*

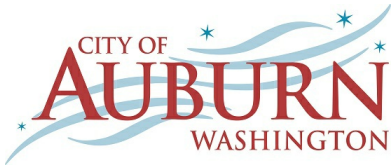
	Progress	% Delivered	Recipients	# Delivered	Opened Unique	Bounced/Failed	Unsubscribes
<b>Email Bulletin</b>	Delivered	96.1%	152	146	45 / 30.8%	6	0
<b>Digest</b>	n/a	n/a	0	0	0 / 0.0%	0	0
<b>SMS Message</b>	Delivered	0.0%	0	0	n/a	0	n/a

## Link URL

## Unique Clicks

## Total Clicks

<a href="http://www.facebook.com/auburnwa">http://www.facebook.com/auburnwa</a>	1	4
<a href="https://content.govdelivery.com/attachments/WAAUBURN/20...">https://content.govdelivery.com/attachments/WAAUBURN/20...</a>	3	4
<a href="http://www.ipzauburn.com">http://www.ipzauburn.com</a>	0	0
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<a href="http://public.govdelivery.com/accounts/WAAUBURN/subscrib...">http://public.govdelivery.com/accounts/WAAUBURN/subscrib...</a>	0	0



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Rules of Procedure Discussion

**Department:**

Administration

**Attachments:**

[BIA Ordinance 6658](#)

[Rules of Procedure](#)

**Date:**

August 12, 2019

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** August 15, 2019

**Staff:**

Item Number:

**ORDINANCE NO. 6 6 5 8**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
AUBURN, WASHINGTON, CREATING A NEW CHAPTER  
2.98 OF THE AUBURN CITY CODE RELATED TO THE  
AUBURN BUSINESS IMPROVEMENT AREA**

WHEREAS, the Auburn City Council adopted Ordinance No. 4293 in 1988, after publishing notice of the Council's intent in Resolution 1866 and holding a public hearing on July 5, 1988; and

WHEREAS, Ordinance No. 4293 established a Business Improvement Area (BIA), and levied special assessments on certain businesses within the geographic boundary of the BIA; and

WHEREAS, Ordinance No. 4293 established a Committee of Rate Payers, made up of representatives of businesses within the geographic boundary of the BIA, for the purpose of developing recommendations to the City Council for the use of funds generated by the special assessment; and

WHEREAS, the City Council modified Ordinance No. 4293 in 2007, upon the recommendation of the Committee of Rate Payers, through Ordinance No. 6097, to make the rate of special assessment uniform amongst all assessed businesses; and

WHEREAS, the Committee of Rate Payers has reviewed the status of the BIA and recommended certain modifications to better facilitate economic development within downtown Auburn, including the modification of existing exemptions to the special assessments levied within the geographic boundary of the BIA; and

WHEREAS, the City adopted Resolution No. 5314, stating its intention to modify the BIA special assessment rate on October 16, 2017 and

WHEREAS, the City has held a duly noticed public hearing, pursuant to RCW 35.87A.140, and considered the testimony provided therein; and

WHEREAS, the provisions for other boards and commissions of the City of Auburn have been established within the Auburn City Code; and

WHEREAS, establishing provisions within the Auburn City Code for the BIA, including the structure and responsibilities of the Committee of Rate Payers and the rate and application of special assessments, will ensure that all applicable law can be found within a single place, a Chapter of the City Code, instead of spread across multiple Ordinances in multiple decades; and

WHEREAS, the City finds that updating the provisions of the BIA, including modification of the exemptions to the special assessment rate, and establishing said updates within the Auburn City Code will promote the public health, safety, and welfare of the residents of Auburn.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

**Section 1. New Chapter to City Code.** That a new Chapter 2.98 of the Auburn City Code is created to read as follows:

CHAPTER 2.98  
AUBURN BUSINESS IMPROVEMENT AREA

Sections:

- |          |   |
|----------|---|
| 2.98.010 | Business Improvement Area Created.                    |
| 2.98.020 | Special Assessment of Businesses Within BIA Boundary. |
| 2.98.030 | Purpose of BIA and Special Assessment Expenditures.   |
| 2.98.040 | Committee of Rate Payers created.                     |
| 2.98.050 | Membership.   |
| 2.98.060 | Appointment.  |
| 2.98.070 | Officers – Meetings.                                  |



- 2.98.080 Compensation.
- 2.98.090 Role and Responsibilities of the Committee.
- 2.98.100 Annual reports of progress.

2.98.010 Business Improvement Area Created.

A. There is created, pursuant to RCW 35.87A, a Parking and Business Improvement Area (BIA) is hereby created with a boundary as follows:

Beginning at the intersection of Auburn Way North and 5th Street NE; thence eastward along the alley lying between and paralleling 6th Street NE and Park AV, for a distance of 200 feet from the centerline of Auburn Way North; thence south, paralleling Auburn Way North and at a distance of 200 feet from the centerline of Auburn Way North, to 1st Street NE; thence eastward along 1st Street NE to "E" Street NE; thence southward along "E" Street NE to East Main Street; thence eastward along Main Street to "F" Street SE; thence southward along "F" Street SE to 2nd Street SE; thence westward along 2nd Street SE to the mid-block point between "D" Street SE and Auburn Way South; thence southward to the Burlington Northern Railroad tracks; thence westward along the Burlington Northern Railroad tracks to "A" Street SE; thence northward along "A" Street SE to 3rd Street SE; thence westward along 3rd Street SE and SW to the Burlington Northern Railroad tracks; thence northward along the Burlington Northern Railroad tracks to 1st Street SW projected; thence westward along 1st Street SW to "D" Street SW; thence northward along "D" Street SW and NW for a distance of 200 feet from the centerline of West Main Street; thence eastward, paralleling Main Street and at a distance of 200 feet from the centerline of West Main Street, to the Burlington Northern Railroad tracks; thence northward along the Burlington Northern Railroad tracks to 3rd Street NW; thence eastward along 3rd Street NW and NE to "B" Street NE; thence northward along "B" Street NE for a distance of 200 feet from the centerline of 3rd Street NE; thence eastward, paralleling 3rd Street NE and at a distance of 200 feet from the centerline of 3rd Street NE, to the alley running in a north/south direction and lying east of "B" Street NE and west of Auburn AV; thence northward along the alley to 5th Street NE; thence eastward along 5th Street NE to Auburn Way North, which is the beginning point (when a street or alley is named, the area boundary is the centerline of the right-of-way).

B. Businesses within the Auburn Central Business District Parking and Business Improvement Area shall be subject to special assessments authorized by RCW 35.87A.010.

2.98.020 Special Assessment of Businesses Within BIA Boundary.

A. To finance the activities authorized in ACC 2.98.030, there is levied and shall be collected an annual special assessment upon the businesses in the area, determined as follows:

1. All businesses operating within the BIA boundary shall pay a special assessment equal to the usable square footage, excluding any basement space, owned or occupied by said business multiplied by a factor of \$0.15.

2. No business shall be assessed less than \$150.00 nor more than \$1,500.00 per year.

B. No special assessments shall be levied upon or collected from:

1. Organizations to which a charitable contribution may be made under the United States Internal Revenue Code, 26 U.S.C. § 170, with five (5) or fewer full-time employees.

2. Governmental agencies and offices.

3. Businesses that occupy or use any leasable area within the geographic boundary of the BIA for a period of less than twenty days (20) per year.

4. Businesses that are owned by, or are a subsidiary, or affiliate of another business entity that is subject to the special assessment, and are located wholly within the assessed business.

5. Businesses authorized by Auburn City Code Chapter 18.60.

6. Businesses operating within a city-sponsored business incubator or business accelerator.

7. Businesses not required to obtain a business license under Title 5 of the Auburn City Code.

C. Special assessments for businesses that own, but do not occupy, any leasable area shall be reduced by a pro-rata amount based on the square footage leased by any other assessed business.

D. New businesses commencing within the BIA area shall pay an initial annual assessment that is pro-rated based on the time remaining in the year.

#### 2.98.030 Purpose of BIA and Special Assessment Expenditures.

A. The purpose of the BIA is to aid in general economic development and neighborhood revitalization within the BIA boundary, and to facilitate the cooperation of merchants, businesses, and residential property owners for the benefit of trade, economic vitality, and liveability.

B. Assessment expenditures are limited to the following purposes:

1. The acquisition, construction or maintenance of parking facilities for the benefit of the neighborhood within the BIA boundary;

2. Decoration of any place within the BIA boundary;

3. Sponsorship or promotion of public events which are to take place on, or in, public places within the BIA boundary;

4. Furnishing of music in any public place within the BIA boundary;

5. Providing professional management, planning, and promotion for the neighborhood within the BIA boundary;

6. Providing maintenance and security for common, public spaces within the BIA boundary; or

7. Providing transportation services for the benefit of the neighborhood within the BIA boundary.

2.98.040 Committee of Rate Payers created.

There is created an advisory committee to be known as the Committee of Rate Payers (the Committee). The purpose of the Committee is to serve in an advisory capacity to the City Council.

2.98.050 Membership.

A. There shall be not more than seven (7) members of the Committee who shall be appointed by the mayor and confirmed by the city council, and 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.

B. 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.

2.98.060 Appointment.

A. Committee members shall be appointed to a three (3) year term.

B. Upon the resignation of a Committee member, removal by the City Council, or expiration of a Committee members term, the Committee shall make recommendations to the City Council and the City Council shall make an appointment to fill the vacancy.

C. The Committee, upon four (4) unexcused absences, may recommend the removal of any Committee member to the City Council.

2.98.070 Officers – Meetings.

A. 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.

B. It shall be the duty of the chairperson to preside over all meetings of the Committee. The vice-chairperson shall preside at all meetings where the chairperson is absent.

C. 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.

D. All Committee meetings shall be staffed by City of Auburn personnel to support and assist the Committee.

E. 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.

**2.98.080 Compensation.**

The members of the Committee shall serve without compensation except for reasonable travel expenses associated with the performance of the Committee member's duties.

**2.98.090 Role and Responsibilities of the Committee.**

A. The Committee shall, by resolution, fix the time and place within the City for regular meetings, and hold additional meetings as the chairperson or a majority of the Committee deems necessary.

B. 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.

C. 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.

**2.98.100 Annual reports of progress.**

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.

**Section 2. Superseding of Original Ordinance.** Ordinance No. 4293 and

Ordinance No. 6097 are hereby superseded by this Ordinance.

**Section 3. Implementation.** The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation. The City Council further requests the Mayor to have the BIA Committee or Ratepayers review other changes to the Ordinance, such as reviewing whether exemptions for other businesses should be added to Chapter 2.98 of the City Code and to bring any recommendations back to the City Council in the next few months.

**Section 4. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph,

subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 5. Effective date.** This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: NOV 6 2017

PASSED: NOV 6 2017

APPROVED: NOV 6 2017

CITY OF AUBURN

ATTEST:

Nancy Backus  
NANCY BACKUS, MAYOR

Danielle E. Daskam  
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid  
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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**

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**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.

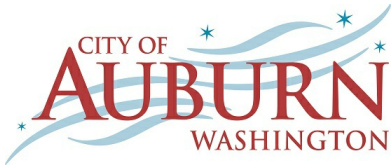
5. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.

## **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.



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Traffic Cabinet Wraps Update

**Department:**

Administration

**Attachments:**

[Cabinet Wrap](#)

**Date:**

August 12, 2019

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** August 15, 2019

**Staff:**

Item Number:

