



**CITY OF AUBURN
TRANSPORTATION
ADVISORY BOARD**

December 14, 2021

MEETING AGENDA

I. CALL TO ORDER – 5:30 P.M.,

II. VIRTUAL PARTICIPATION LINK:

Virtual Participation Link:

The Transportation Advisory Board Meeting scheduled for Tuesday, December 14, 2021 at 5:30 p.m. will be held virtually and telephonically. To attend the meeting virtually please click one of the below links, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and City of Auburn Resolution No. 5581, City of Auburn has designated meeting locations as "virtual" for all Regular, Special and Study Session Meetings of the City Council and for the Committees, Boards and Commissions of the City.

The link to the Virtual Meeting or phone number to listen to the Transportation Advisory Board Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click one of the below URL to join.

ZOOM: <https://us06web.zoom.us/j/88223455339>

Or join by phone:

253 215 8782

888 475 4499 (Toll Free)

Webinar ID: 882 2345 5339

International numbers available: <https://us06web.zoom.us/j/kd3JjEcfpi>

III. ROLL CALL (Sherwin)

IV. MEETING PROTOCOLS (Malik)

- Please keep your microphones turned off
- Please keep your cameras turned on
- If you have questions or comments, or for motions, please use the raise hand feature

V. CONSENT AGENDA

- A. APPROVAL OF MINUTES FOR THE MEETING ON SEPTEMBER 14, 2021*

VI..DISCUSSION AND INFORMATION

- A. General Update (Malik)
Overview of ongoing transportation projects and programs.
- B. 2024 Major Comprehensive Transportation Plan Update (Malik)
Discussion about the plan for major update, and projected TAB participation.
- C. Neighborhood Traffic Calming Program Update (Malik)*
Presentation about the proposed update to the Neighborhood Traffic Calming Program.
- D. Discussion Topic: Transportation issues for disabled residents (Malik)
See Auburn's ADA Transition plan for Facilities in the Public Right-of-Way:
<https://www.auburnwa.gov/cms/one.aspx?portalId=11470638&pageId=16057285>

Discussion with TAB members related to disabled residents. What have they heard from the community? What is working? What is not working? A time for each TAB member to share.

- E. TAB Onboarding Packet (Malik)*
Discuss onboarding packet content, which was shared in October via email. TAB members to provide feedback prior to finalization. Intent of packet is to prepare new members to be successful in their role.
- F. Annual Report to Council (Malik)*
TAB members to review and provide comments on the draft Annual Report to be presented to Council – final report will be shared ahead of the March 2022 meeting.
- G. 2022 Workplan Discussion (Malik)*
TAB members to suggest discussion topics for the Draft 2022 Workplan.
- H. Review 2022 meeting dates (Malik)
- March 8, 2022
 - June 14, 2022
 - September 13, 2022
 - December 13, 2022
- I. Other Discussion Items / Roundtable.

VII.ADJOURNMENT

Next meeting will be held on Tuesday, March 8, 2022, at 5:30 PM.



**CITY OF AUBURN
TRANSPORTATION
ADVISORY BOARD**

SEPTEMBER 14, 2021

DRAFT MINUTES

I. CALL TO ORDER

II. VIRTUAL PARTICIPATION LINK:

The Transportation Advisory Board Meeting scheduled for Tuesday, September 14, 2021 at 5:30 p.m. will be held virtually and telephonically. To attend the meeting virtually please click one of the below links, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

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ZOOM: <https://us06web.zoom.us/j/96667038050>

Or join by phone:

253 215 8782

888 475 4499 (Toll Free)

Webinar ID: 966 6703 8050

International numbers available: <https://us06web.zoom.us/u/koJjdg3yc>

III. ROLL CALL (Sherwin)

Committee members present were Waylon Menzia, Dennis Grad, Peter Di Turi, Sarah Shaw, Riley Patterson, Cheryl Rakes, David Jensen, Jeanette Miller, Steve Carstens, Those not present were Cynthia Rapier (excused), Christian Faltenberger (excused), Pamela Gunderson (unexcused) and Michel Harbin, Jr. (unexcused). Also present during the meeting were: Public Works Director Ingrid Gaub, Assistant Director/City Engineer Jacob Sweeting, Senior Transportation Planner, Cecile Malik, and Office Assistant, Angie Sherwin. Auburn School District staff in attendance included Jeff Grose.

IV. MEETING PROTOCOLS (Malik)

Board Meeting Protocols for Zoom

Please keep you microphones muted.

Please keep your cameras turned on.

If you have questions or comments, or for motions, please use the raise hand feature.

V. CONSENT AGENDA**A. APPROVAL OF MINUTES**

It was moved by Boardmember Jensen (non-audible) Boardmember Carstens, seconded by Boardmember Miller that the Committee approve the Transportation Advisory Board minutes for June 1, 2021. Motion carried.

- B. It was moved by Boardmember Jensen (non-audible), Boardmember Carstens seconded by Boardmember Miller that the Committee approve the Transportation Advisory Board minutes for July 7, 2021. Motion carried.

VI.. DISCUSSION AND INFORMATION**A. General Update (Malik)**

Overview of ongoing transportation projects and programs.

- TAB membership – David Jesen will now be representing the Bicycle Community
- LED Lights project - 2,800 high pressure sodium city lights are being replaced with LED lights and the project is near completion
- Bridge Repair project -Deck sealing located at Hwy18 intersection at 3rd and Division
- Updates to Engineering Design Standards
- In November, there will results for grants from the Transportation Improvement Board (TIB) for funding of the roundabout at SE 304th & 132nd Ave SE

For the purpose of these minutes, Item C was discussed before Item B

B. 2021 Annual Comprehensive Transportation Plan Update (Malik)*

- The 2021 Presentation Draft update to the Comprehensive Transportation Plan will include an updated project list, map updates, and a new table of contents.

Next Step for the Comprehensive Transportation Plan Update

- Planning Commission
 - Public Hearing
 - Recommendation to Council
- Council approval and adoption

Questions and open discussion

C. Discussion Topic: Transportation issues for students (Malik)*

Cecile Malik, Senior Transportation Planner presented the Planning & Prioritization of Transportation projects near schools.

Jeff Grose, Auburn School District, discussed the Auburn School District Projects including the various locations, schedule and transportation related improvements within the projects.

Questions and open discussion

D. TAB Onboarding Packet (Malik)

The new TAB member onboarding packet has been created. TAB Members will receive the draft onboarding packet content to review and provide feedback prior to finalization. The intent of the packet is to prepare new members to be successful in their role.

E. Next meeting focus: (Malik)

- Transportation issues for disabled residents
- ADA Transition Plan progress update
- 2024 Major Comprehensive Transportation Plan update
- 2022 Workplan
- Review Board Annual Report to the City Council to be presented to Council by Chair following December TAB meeting.

F. Other Discussion Items / Roundtable.

Boardmember's questions were addressed by City staff.

VII. ADJOURNMENT

Next meeting will be held on Tuesday, December 14, 2021 at 5:30 PM.

V. DISCUSSION AND INFORMATION

VI. ADJOURNMENT

There being no further business to come before the Transportation Advisory Board, the meeting was adjourned at 6:55 p.m.

Approved this _____ day of _____, 2021.

Waylon Menzia
Chairman

Angie Sherwin
Engineering Services Office Assistant

ENGINEERING SERVICES

NEIGHBORHOOD TRAFFIC CALMING PROGRAM UPDATE

CECILE MALIK, AICP
TRANSPORTATION ADVISORY BOARD
DECEMBER 14, 2021

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

TRAFFIC CALMING

“Traffic Calming reduces automobile speeds or volumes as a means of improving the quality of life in residential areas, increasing walking safety and making bicycling more comfortable.”

(ITE definition, Traffic Engineering Handbook, 2016)

■ Approaches to Traffic Calming

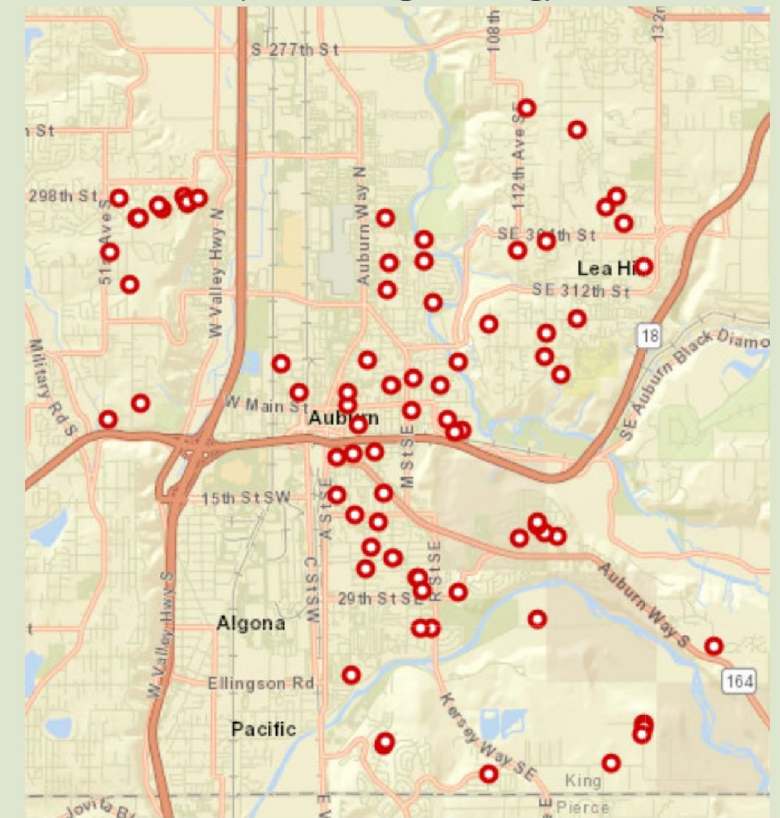
- Education
- Enforcement
- Engineering
- Evaluation



TRAFFIC CALMING IN AUBURN

- Program adopted in 2005, updated in 2006
- Average of 50-60 speeding complaints annually to Traffic Engineering
- Average of 200-250 speeding complaints annually to Auburn Police
- COVID impact – program on hold since March 2020
- Coordination with Auburn Police for enforcement
- Worked on program update
- Next: implement in 2022

*Location of current speeding complaints
(Traffic Engineering)*



PROGRAM OBJECTIVES

- Reduce vehicle speeds in residential areas
- Discourage cut-thru traffic
- Improve safety for all users, especially pedestrians and cyclists
- Educate residents through traffic safety awareness and outreach
- Meet Auburn's equity goals with an areawide approach
- Encourage resident participation through community outreach



AREAWIDE VS LOCATION SPECIFIC

■ Location specific spot treatment

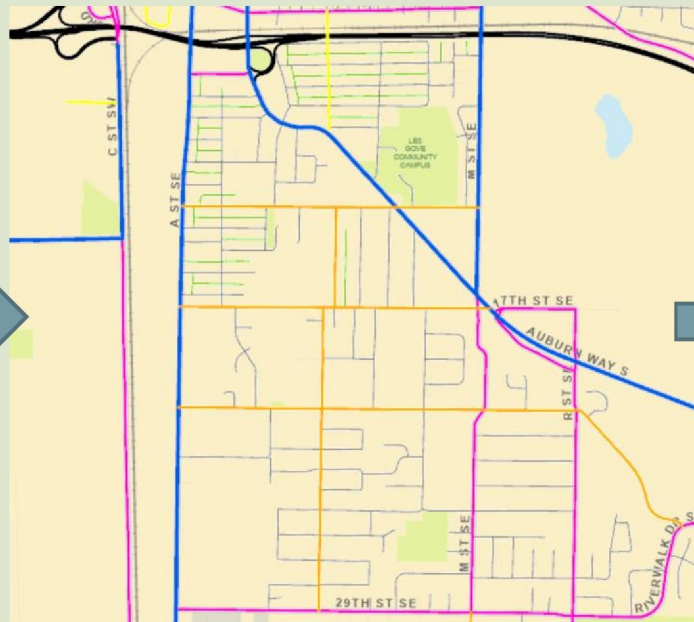
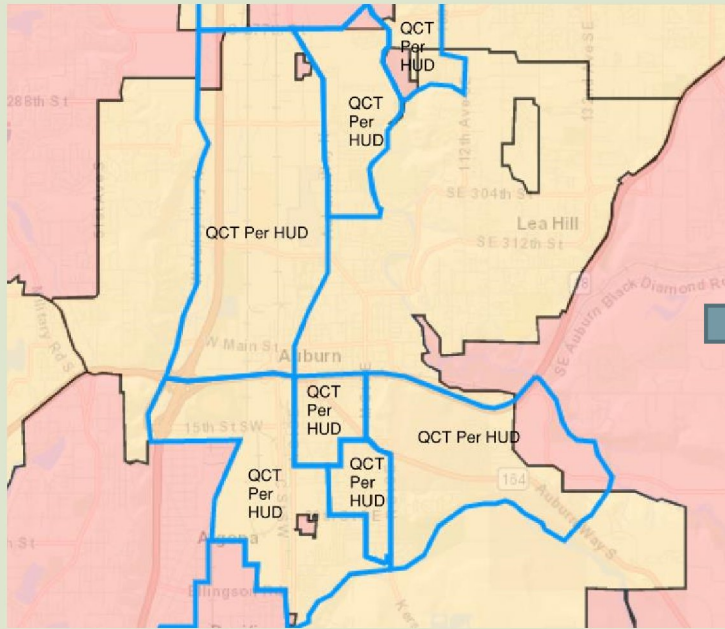
- More reactive
- Only looks at area complaint was received about
- Only addresses complaints received (equity concern)
- Less successful approach than areawide treatment (based on ITE/FHWA studies)

■ Areawide treatment

- More proactive
- Looks at how treatment in one area will affect adjacent areas
- Not based solely on where complaints are received, includes areas where residents may not complain (addresses equity)
- Most successful approach (based on ITE/FHWA studies)

AREA SELECTION

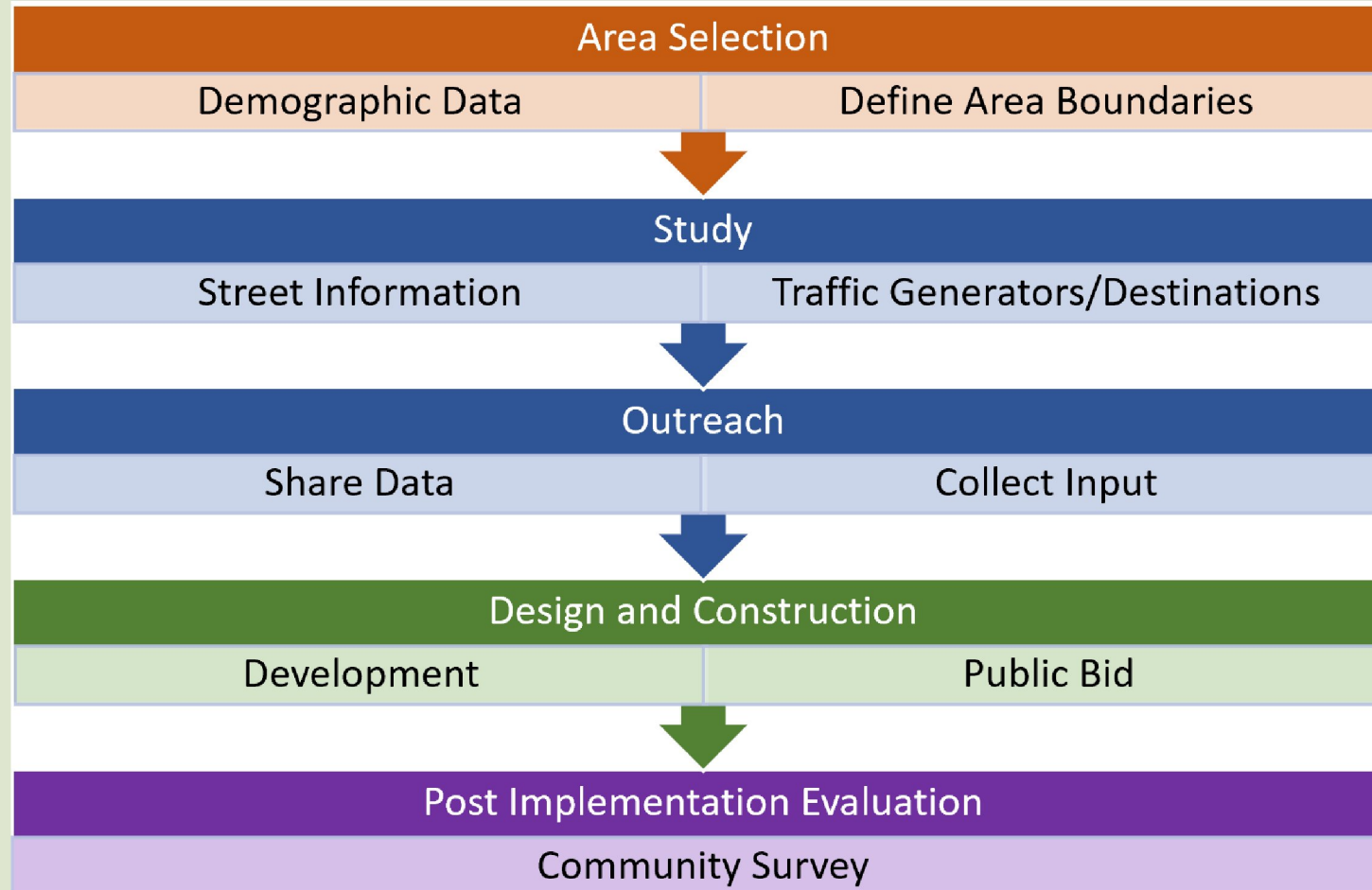
- Review the HUD map for Qualified Census Tracts
- Neighborhoods with street layouts that potentially encourage cut-through traffic
- Areas where frequent speeding may be occurring (includes review of speeding complaints)
- Select areas that will be manageable within the scope of the program



Staff time & budget consideration



AREAWIDE APPROACH PROCESS



TRAFFIC CALMING TREATMENTS IN AUBURN



Median Island



**Raised
intersection**

TRAFFIC CALMING TREATMENT IN AUBURN



Traffic Circle



**Speed
Cushions**

LOCALIZED NEIGHBORHOOD SPEEDING ISSUES

Neighborhoods where nearly all of the traffic on the streets is from residents or guests of the neighborhood itself, such as cul-de-sac, dead-end streets, or small neighborhoods with one entry. As resources are available, the program will address the issues with the following:

- 1. Neighborhood education and outreach about traffic safety, including demonstration of perceived speed versus actual speed
- 2. Placement of temporary educational items such as temporary signs or speed trailer
- 3. Police outreach – officers can meet with a specific driver and talk about the importance of respecting travel speeds



BUDGET

Funding

- **Pre-2020**
 - Annual Budget (REET): \$50,000
- **2020**
 - Annual Budget (REET): \$10,000
- **2021**
 - Annual Budget (REET): \$10,000
- **2022**
 - Annual Budget (REET): \$50,000
 - Annual Budget (ARPA funds): \$200,000
- **2023 (Proposed)**
 - Annual Budget (REET): \$50,000
 - Annual Budget (ARPA funds): \$200,000
- **2024 (Proposed)**
 - Annual Budget (REET): \$50,000
 - Annual Budget (ARPA funds): \$200,000
- **2025 and beyond: TBD**

ARPA funds can only be used for projects or improvements within Qualified Census Tracts (QCT) as defined by HUD.

NEXT STEPS

- **December 20, 2021: Council action on Resolution 5635 to adopt the updated Neighborhood Traffic Calming Program**
- **January 2022: Program Implementation**
- **April 2023: Council action on proposed 2023-24 budget for Program**

Questions?

ENGINEERING SERVICES

TRANSPORTATION ADVISORY BOARD ROLE & RESPONSIBILITY

2021 ORIENTATION MATERIAL

Public Works Department

Engineering Services • Airport Management • Maintenance & Operations Services

AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
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C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

TAB ROLE

The Transportation Advisory Board (TAB) is a community advisory-only body that reviews, discusses and advises staff on transportation-related projects and programs.

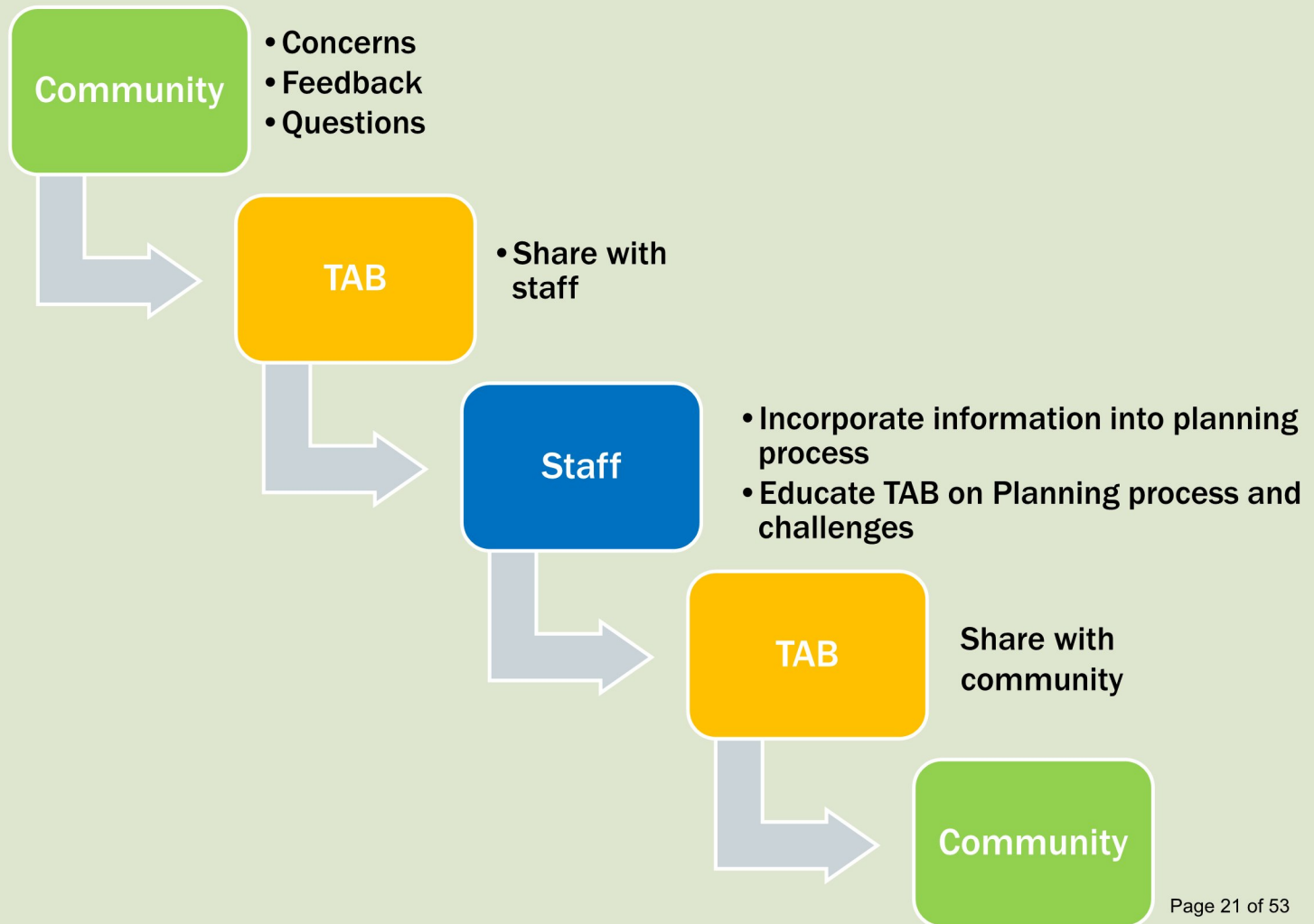
TAB members also act as ambassadors to residents and businesses on transportation-related issues and opportunities.

The TAB plays an important role as the liaison between the Auburn community and City staff in relating issues and sharing information, by promoting public awareness and education.

STAFF ROLE

- **Inform and Educate TAB member:**
 - Planning process, prioritization, challenges
 - Budget constraints
 - Project selection
 - Current issues
- **Gather information from TAB:**
 - Issues
 - Feedback from community
 - Recommendations
- **Incorporate information:**
 - Planning process
 - Project prioritization

TAB ROLE



CHAPTER ACC 2.94

FOCUS AREAS

- **Transportation Improvement Program (TIP)**
- **Street maintenance & preservation funding priority**
- **Comprehensive Transportation Plan**
- **Save our Streets (SOS) program approach & funding options**
- **Functional Streets classification**
- **Improving walkability**
- **Public Transit issues**
- **Issues affecting persons with disabilities, aging community, and students**
- **Planning for pedestrian and bicycle travel improvements**

TAB RESPONSIBILITY

- Follow legal requirements:
 - Records Retention and Destruction (RCW 40.14)
 - Public Records Act (RCW 42.56)
 - Open Public Meetings Act (RCW 42.30)
 - See Video Training: <https://youtu.be/i2o8CGJjqtY>
- Follow TAB Rules of procedures adopted in June 2021
- Review Agenda Packet Material (sent Friday prior to meeting)
 - Come prepared to participate
- RSVP – let staff know if not able to attend. Two unexcused absences in a calendar year may lead to removal from the board
- Attend as many meetings as possible – your presence is important.

■ Questions?

- Cecile Malik, Senior Transportation Planner

- cmalik@auburnwa.gov
- 253-876-1964

■ Key Links

- Transportation Main Site (includes links to Transportation Improvement Program (TIP) and Comprehensive Transportation Plan)
 - www.auburnwa.gov/transportation
- Real Time Traffic Map
 - www.auburnwa.gov/realtimetraffic
- Interactive Capital Projects Map
 - [https://maps.auburnwa.gov/Html5Viewer/index.html?viewer=Capital Projects Public Site.Capital Projects1](https://maps.auburnwa.gov/Html5Viewer/index.html?viewer=Capital%20Projects%20Public%20Site.Capital%20Projects1)

ENGINEERING SERVICES

TRANSPORTATION GROUP & THE TAB

TRANSPORTATION ADVISORY
BOARD
MARCH 9, 2021

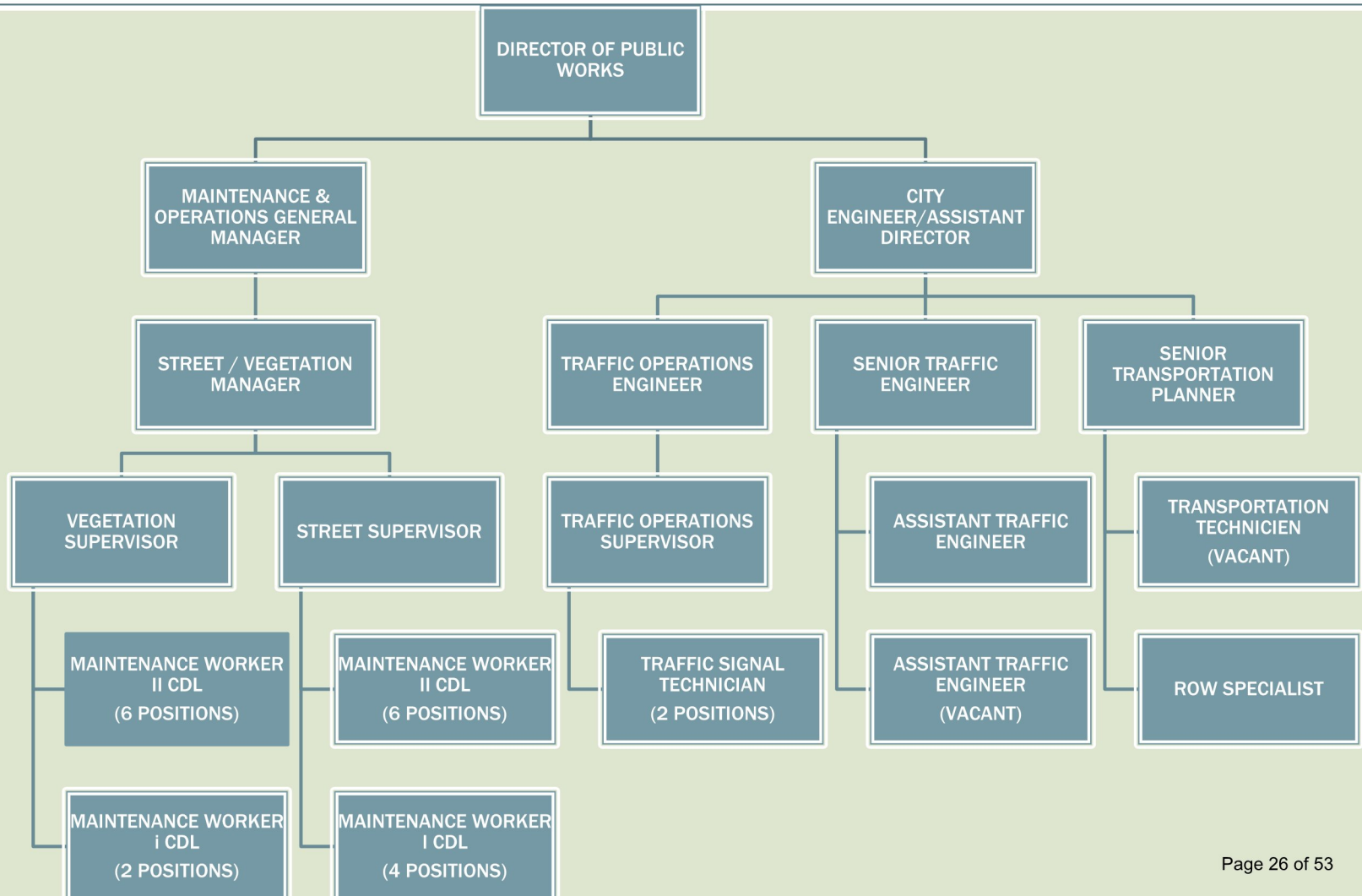
Public Works Department

Engineering Services • Airport Management • Maintenance & Operations Services

AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
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C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

WHO ARE WE?

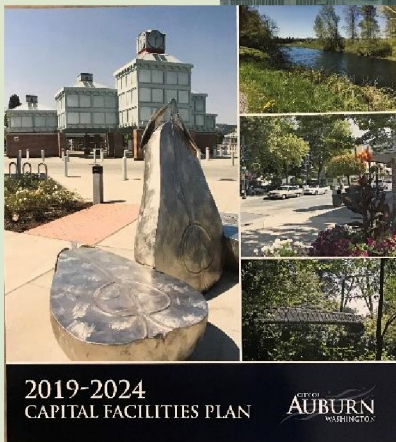
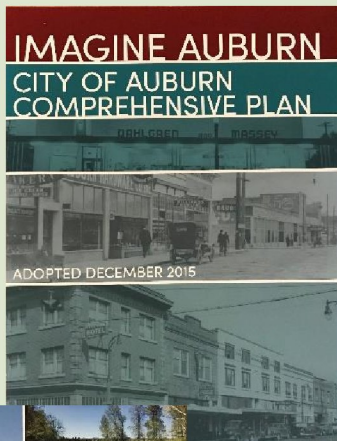


WHAT TO WE DO?

- Regional/Interagency Coordination
- **Transportation Planning**
- Traffic Engineering/Safety
- Traffic Signal Operations and Maintenance
- Neighborhood Traffic Safety Program
- Right of Way Management
- **Street Preservation**
- Capital Program Management
- Traffic Management – Events, Construction



PLANNING



System Needs, Regulations, Policies



Comprehensive Plan (20-year)



Transportation Improvement Program (TIP) and Capital Facilities Plan (CFP)
(6 year)



Bi-Annual Budget
(2-year)

Pedestrian
and Bicycle
Plans

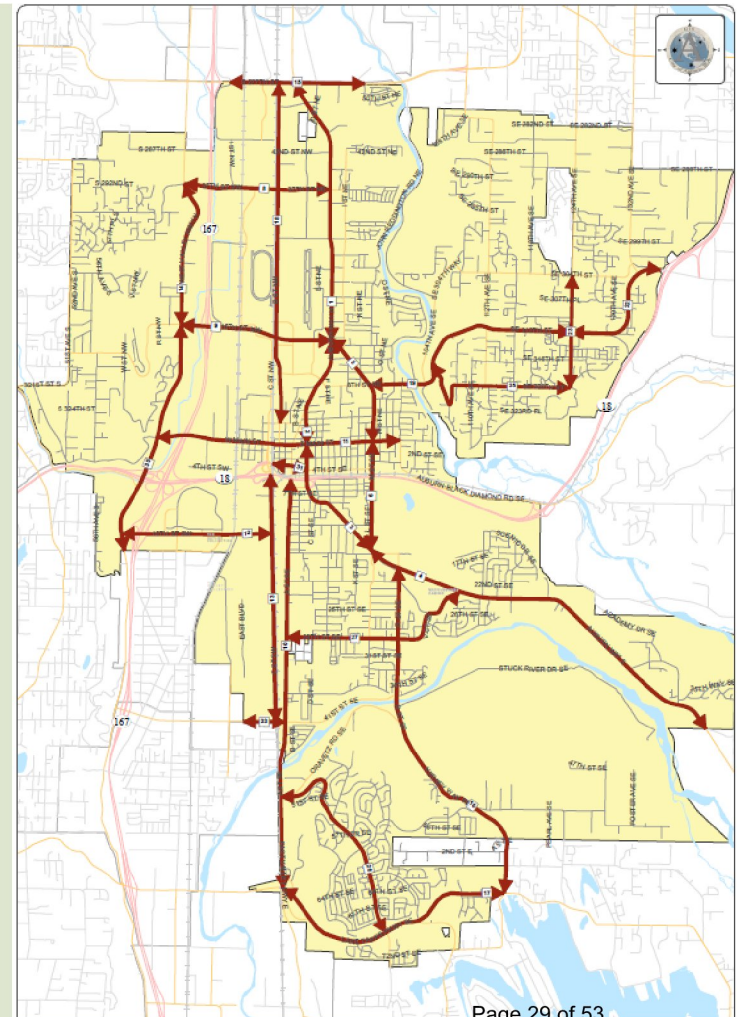
ADA
Transition
Plan

Street
Preservation
Programs

TRANSPORTATION COMPREHENSIVE PLAN

Comprehensive Plan Required by RCW 36.70A.070

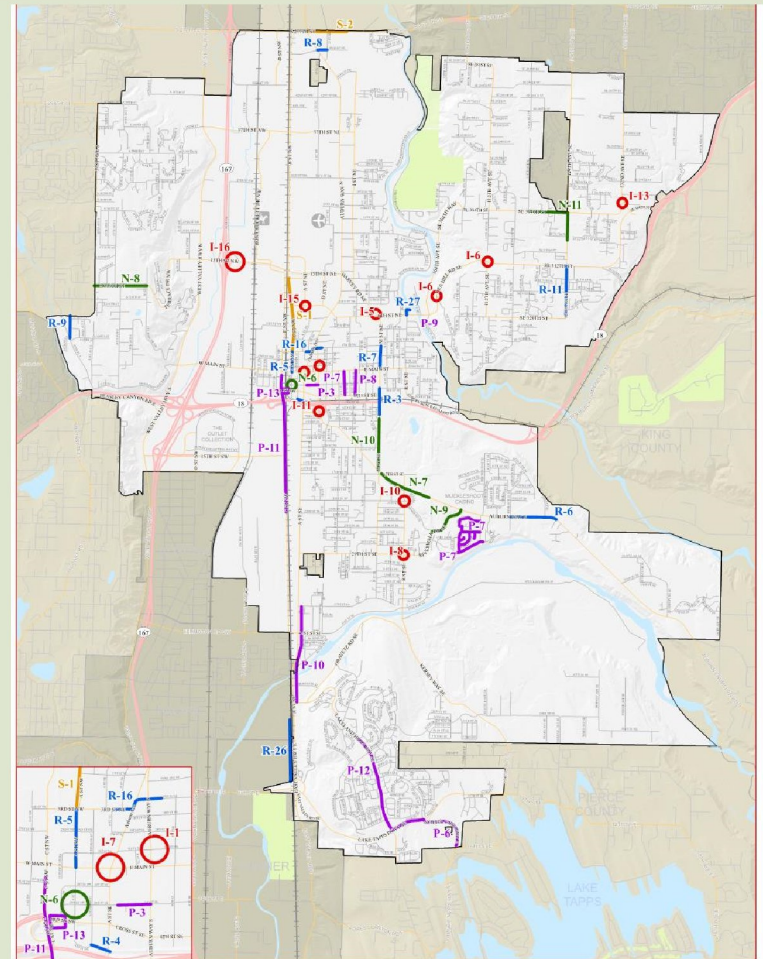
- 20 Year Planning for Growth
- Level of Service (LOS) Standards
- Concurrency
- Non-motorized Planning
- Last major update in 2015
- Next major update in 2024
- Items to Address
 - Transportation Demand Management
 - Multi-modal LOS
 - Autonomous Vehicles



2022-2027 TRANSPORTATION IMPROVEMENT PLAN UPDATE

Annual Update Required by
RCW 35.77.010

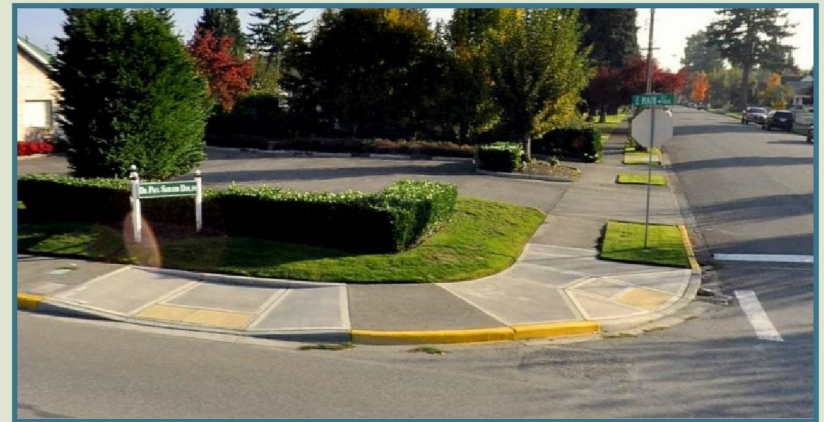
- 6-Year Planning Tool
- Required by Grant Programs
- Financially Constrained
- Used to develop Capital Facilities Plan and Budget



PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLANNING

Americans with Disabilities Act of 1990

- Requires agencies to provide equal access to public services & programs;
 - Sidewalks
 - Traffic Signals
 - Curb ramps
- Transition Plan Elements
 - Policies
 - Inventory
 - Prioritization Process
 - Funding & Schedule
 - Public Involvement



STREET PRESERVATION

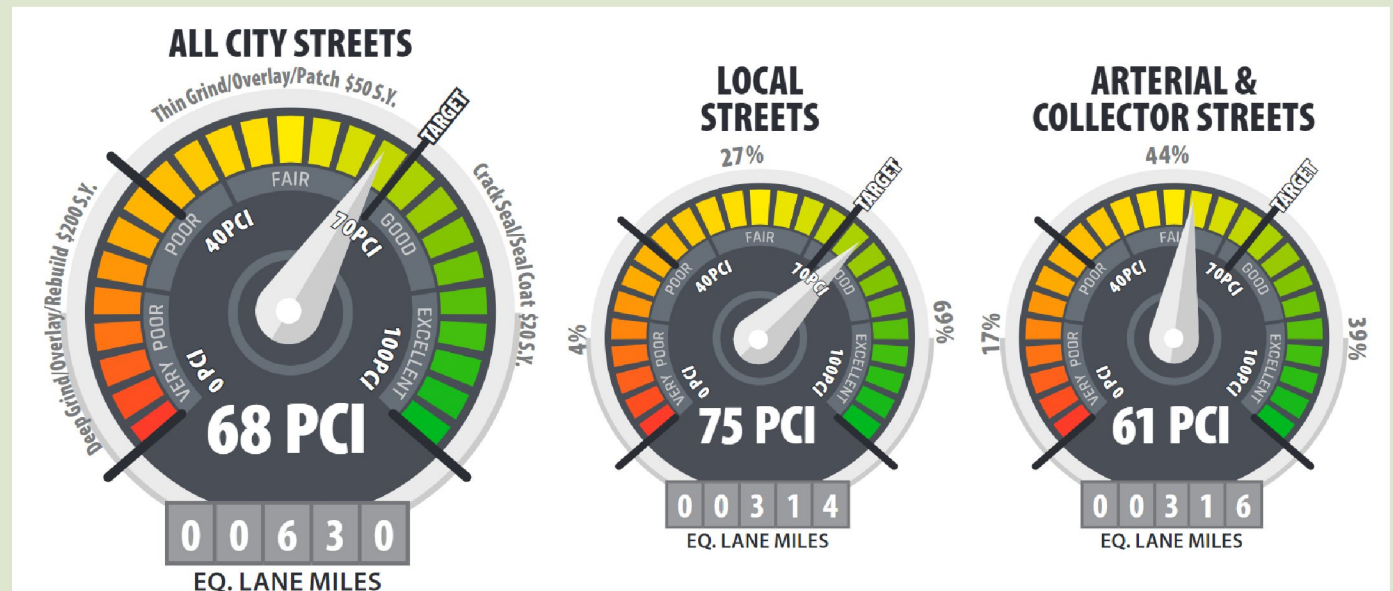
Local Street Preservation Program (103 Fund)

Arterial and Collector Streets Preservation (105 Fund)

Interactive Map on City's Website:

<https://www.auburnwa.gov/cms/One.aspx?portalId=11470638&pageId=15861698>

Pavement
Condition
Index: (2020)



■ Questions?

- Cecile Malik, Senior Transportation Planner

- cmalik@auburnwa.gov
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■ Key Links

- Transportation Main Site

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- Real Time Traffic Map

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PUBLIC WORKS ENGINEERING / TRANSPORTATION

CONTACT INFORMATION & USEFUL LINKS

Transportation Lead Staff:

Cecile Malik, Senior Transportation Planner, TAB Staff Liaison

cmalik@auburnwa.gov

253-876-1964

James Webb, Senior Traffic Engineer

jwebb@auburnwa.gov

253-804-5040

Scott Nutter, Traffic Operations Engineer

snutter@auburnwa.gov

253-804-5068

Useful Links:

Auburn Transportation Webpage:

www.auburnwa.gov/transportation

This is where you can find links to:

- The Transportation Improvement Program (TIP)
- The Comprehensive Transportation Plan
- The ADA Transition Plan
- Transportation FAQ

There are many other transportation resources available on this page.

Real Time Traffic Map:

www.auburnwa.gov/realtimetraffic

Capital Projects Webpage:

<https://www.auburnwa.gov/cms/one.aspx?portalId=11470638&pageId=12522998>

Interactive Capital Projects Map:

[https://maps.auburnwa.gov/Html5Viewer/index.html?viewer=Capital Projects Public Site.Capital Projects1](https://maps.auburnwa.gov/Html5Viewer/index.html?viewer=Capital%20Projects%20Public%20Site.Capital%20Projects1)

CITY OF AUBURN
AUBURN TRANSPORTATION ADVISORY BOARD
RULES OF PROCEDURE

ADOPTED JUNE 1, 2021

AUBURN TRANSPORTATION ADVISORY BOARD RULES OF PROCEDURE

Table of Contents

1. BOARD NAME AND RULES
2. BOARD MEMBERS AND OFFICERS
3. BOARD MEETINGS

AUBURN TRANSPORTATION ADVISORY BOARD

RULES OF PROCEDURE

We, the members of the City of Auburn Transportation Advisory Board (Board), hereby adopt, publish, and declare the following Rules of Procedure:

1. BOARD NAME AND RULES:

- 1.1. The Board's official name is the "Transportation Advisory Board." The Board adopts these rules pursuant to its powers under Auburn City Code (ACC) 2.94. These rules may be referred to as the Rules of Procedure.
- 1.2. Purpose of Rules: The Board adopts these rules in furtherance of its powers to advise the City Council and/or its committees regarding the matters specified in ACC 2.94.060.
- 1.3. Effective Date of Rules: These rules shall take effect upon their adoption by majority Board vote.
- 1.4. Amendment of the Rules: The Board may amend these Rules at any regular Board meeting by majority vote. The proposed amendment should be presented in writing at a preceding regular meeting.
- 1.5. Suspension of the Rules: The Board may suspend the rules as authorized in Robert's Rules of Order by majority vote, except when such suspension would conflict with state law or city ordinances.

2. BOARD MEMBERS AND OFFICERS:

2.1. BOARD MEMBERS:

2.1.1. Number and appointment: The Board shall have up to fifteen (15) members meeting the requirements of ACC 2.94.020 and 2.94.030. Members shall serve for a term as indicated in ACC 2.94 without remuneration and shall be appointed by the Mayor and confirmed by the City Council.

2.1.2. Rules applicable to all Board members:

Any member of the Board who, in their opinion, has an interest in any matter before the Board that would tend to prejudice their 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, or as otherwise required by these rules or other applicable law.

No member of the Board may use their position to secure special privileges or exemptions for themselves or others.

No member of the Board may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the City, for a matter connected with or related to the board member's services unless otherwise provided for by law.

No member of the Board may accept employment or engage in business or professional activity that might reasonably be expected to require or induce them to disclose confidential information acquired by reason of their official position.

AUBURN TRANSPORTATION ADVISORY BOARD

RULES OF PROCEDURE

No member of the Board may disclose confidential information gained by reason of the board member's position, nor may the board member otherwise use such information for their personal gain or benefit.

2.1.3. Board member conflicts of interest and remote interests

2.1.3.1. Conflicts of interest. No Board member may wholly, partly, directly or indirectly benefit from any contract made by, through, or under their supervision on the Board. No Board member may directly or indirectly accept any compensation, gratuity or reward in connection with such a contract. Any Board member with such a conflict of interest may not vote on such contract's authorization, approval or ratification. If such a contract comes before the Board for consideration, the member shall disclose their conflict of interest to the Board and abstain from voting according to the procedure in Rule 3.9.4.

2.1.3.2. Remote interests. Rule 2.1.3.1 does not apply to remote interests held by Board members. Remote interests are those defined by RCW 42.23.040.

2.2. OFFICERS:

2.2.1. Election and terms of officers: Board Officers shall be Board members, and shall consist of a Chair and Vice Chair, elected by majority Board vote.

Officer elections shall take place once every two years at the Board's last regular meeting of each calendar year, or as soon thereafter as possible. The term of office for each officer shall run until the subsequent election.

If an officer resigns or is removed from their position before the end of their term, the Board will elect new officers at its next regular meeting. The Vice-Chair will administer the election of a vacant Chair position.

2.2.2. CHAIR AND VICE CHAIR. The Board shall have the following officers

2.2.2.1. Chair. The Chair shall preside over Board meetings, and may exercise all the powers usually incident of the office. The Chair shall be a member of the Board and except as otherwise provided in these rules shall have the right to cast a recorded vote in all Board deliberations. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion.

2.2.2.2. Vice Chair. The Vice Chair shall perform the Chair's duties in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting, the Senior present Board member shall act as the meeting Chair, or may delegate the responsibility to another member.

2.2.2.3. The Board Chair and/or Vice Chair shall annually provide the City Council with a progress report in carrying out Board responsibilities, as required by ACC 2.94.080.

2.2.3. SECRETARY:

A member of City Staff shall act as the Board's Secretary and shall keep record of all Board meetings and perform the other functions and duties described in these rules. Records created by the Secretary shall include any disclosed Board member interests pursuant to Rule 3.9.4., and shall be retained at the City Clerk's Office.

2.2.4. Removal and resignation of Members and Officers.

AUBURN TRANSPORTATION ADVISORY BOARD

RULES OF PROCEDURE

Any Board member or officer may submit written resignation to the Board for consideration. Such resignation is effective upon majority Board vote.

By majority vote, the Board may recommend to the Mayor the removal of any Member or officer:

Who is absent from a total of 2 Board meetings in a calendar year without excuse and following a discussion with the Chair regarding this consideration for removal;

Who willfully violates any provision of these Rules of Procedure in the conduct of their functions or duties as a Board member;

Who willfully violates any provision of the ACC 2.94, RCW 42.23.070, or any other applicable law in the performance of Board duties.

Who willfully commits any act defined by law as a criminal offense in the performance of Board duties.

Following a removal or resignation, the Board shall fill vacant Board member positions pursuant to Rule 2.1.1, and vacant officer positions pursuant to Rule 2.2.1.

3. BOARD MEETINGS:

- 3.1. Board meeting date, time and place. All Board meetings will be held in the Auburn Council Chambers at 25 West Main Street, Auburn, WA 98002, unless otherwise directed by the Chair. The Board will set meeting dates and times on or before December 31st of the preceding year.
- 3.2. Number of Board meetings. Pursuant to ACC 2.94.050, the Board shall meet a minimum of quarterly each calendar year. The Board may set additional regular or special meetings as needed to properly conduct Board business.
- 3.3. City personnel at Board meetings. All Board meetings shall be staffed by City personnel to support and assist the Board, and to perform the role of Board Secretary pursuant to Rule 2.2.3.
- 3.4. Meeting agendas. Unless the Chair directs otherwise, the Secretary shall prepare a meeting agenda for Board meetings and provide it to the Board members not less than five (5) days in advance of the meeting. Meeting agendas shall list the items the Board will address at the meeting and shall include any corresponding materials necessary for the Board's consideration. Agenda items shall be determined through coordination of the Board Chair and City staff members, but shall generally consist of the following outline:
 - A. CALL TO ORDER/ROLL CALL
 - B. CONSENT AGENDA
 - C. ACTION ITEMS
 - D. DISCUSSION AND INFORMATION
 - E. ADJOURNMENT
- 3.5. Meeting minutes. The Secretary shall keep minutes of all Board meetings. Meeting minutes shall be kept on file at the City Clerk's Office pursuant to the City's document retention schedule.
- 3.6. Meeting Procedure:

AUBURN TRANSPORTATION ADVISORY BOARD

RULES OF PROCEDURE

3.6.1. Rules of Order. The most current version of Robert's Rules of Order shall govern Board member meetings procedure unless otherwise provided in these Rules.

3.6.2. Open Public Meetings Act. Board meetings are subject to the Washington State Open Public Meetings Act, RCW 42.30. The Board may hold executive sessions to consider the matters identified in RCW 42.30.110.

3.7. Meeting interruptions.

3.7.1. Removal of interrupting individuals or groups. The Board meeting presiding officer may direct the removal any individual or group that interrupts a Board meeting to render the meeting's orderly conduct unfeasible. A removed individual or group may only be readmitted to the meeting by majority Board vote.

3.7.2. Continued meeting disruption after removal. If removal of such individuals or groups does not restore order to the meeting, the Board may clear the meeting location of observers/participants and either: (1) continue in session, or (2) adjourn the meeting and reconvene it at a stated date, time and location selected by majority Board vote. In either instance, the Board may only take action on items appearing on its agenda for that meeting, and must allow media/press members to attend unless they too were involved in the meeting disturbance.

3.7.3. Illustration of interruptions warranting Board action pursuant to this rule. By way of illustration, interruptions may include (but are not limited to) any of the following that interrupts a meeting's orderly conduct:

Making personal, impertinent or slanderous remarks or noises;

The use of speech intended to incite fear of violence;

Failing to limit public comments to an established allotted time;

Yelling or screaming in a manner that prevents the Board from conducting the meeting;

Making irrelevant, distracting, or offensive comments or noises;

Demonstrations, disruptive applause, other disruptive behavior.

3.8. Member meeting quorum. A simple majority of the appointed Board members shall constitute a quorum for the transaction of business.

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Any meeting lacking a quorum may only continue to: fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

3.9. Voting.

3.9.1. Voting generally. Board member votes shall generally be given audibly, with "yes" being an affirmative vote, and "no" a negative vote.

3.9.2. Roll call voting. The Secretary shall conduct a "roll call" or "show of hands" vote if any Rule 3.9.1 voting is inaudible. The Secretary may also conduct a "roll call" or "show of hands" vote at the request of the Chair or another Board member, or on their own initiative to ensure an accurate vote record.

3.9.3. Tie Votes. Any motion resulting in a tie vote fails. A denial motion resulting in a tie shall not be considered an approval of the motion subject.

AUBURN TRANSPORTATION ADVISORY BOARD

RULES OF PROCEDURE

3.9.4. Abstention for conflicts of interest.

3.9.4.1. If the Board considers an issue involving conflict of interest for a Board member as defined in Rule 2.1.3.1, the Board member shall disclose the conflict to the Board before any Board action is taken on the matter, and shall abstain from discussion and voting on the issue.

3.9.4.2. Abstention procedure. The Board member shall advise the Chair of their intent to abstain before the Board discusses or considers the subject matter, and shall remove themselves from the deliberation and consideration of the matter. A member may confer with the City Attorney to determine if their intended abstention conforms to this rule. The City Attorney's role in such a conference is limited to advising the Board member in their capacity as a member, and shall not include advice or recommendations regarding the member's personal or business interests. If an intended abstention cannot be anticipated in advance, the member should advise the Chair that they have an "abstention question." A brief recess would then be given to permit the member to consult regarding their intended abstention as may be necessary.

3.9.4.3. A Board member may also abstain from voting on any matter to otherwise ensure the appearance of fairness.

3.9.4.4. Procedure for remote Board member interests. Any Board member with a remote interest in a contract before the Board as defined by Rule 2.1.3.2 shall disclose the interest to the Board before the Board takes any action. The secretary shall record the member's disclosed remote interest in the Board's meeting minutes. Once disclosed, the Board may authorize, approve or ratify the contract in good faith by majority Board vote (without counting any vote cast by the member holding the remote interest).

3.10. Member meeting absences. To be excused, members must inform the Board's Secretary or Senior Transportation Planner a minimum of one day in advance of the meeting date if they cannot attend a scheduled meeting unless it is an emergency situation and the board chair agrees to waive the late notice of the absence.

Chapter 2.94

AUBURN TRANSPORTATION ADVISORY BOARD

Sections:

- 2.94.010 Board created.**
- 2.94.020 Membership.**
- 2.94.030 Appointment.**
- 2.94.040 Terms and vacancies.**
- 2.94.050 Officers – Meetings.**
- 2.94.060 Role of the board.**
- 2.94.070 Compensation.**
- 2.94.080 Annual reports of progress.**
- 2.94.090 Severability.**

2.94.010 Board created.

There is created an advisory-only board to be known as “the Auburn transportation advisory board.” (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.020 Membership.

There shall be 15 members of the board who shall be appointed by the mayor and confirmed by the city council, and who shall serve at the pleasure of the city council. The members shall be residents of the city or working for a business or organization that has a physical location in the city. (Ord. 6556 § 1, 2015; Ord. 6374 § 1, 2011; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.030 Appointment.

Membership on the board is intended to represent a broad cross section of the community. Members shall be comprised of:

- A. One representative from the Auburn school district.
- B. One representative from Green River College.
- C. One representative from the Auburn Area Chamber of Commerce.
- D. One representative from the Auburn Downtown Association.

- E. One representative from the Muckleshoot Indian Tribe.
- F. Two local business representatives.
- G. One bicycling community representative.
- H. One high school student representative.
- I. One senior citizen representative.
- J. Three citizens at large selected to maximize geographical representation.
- K. One Americans with Disabilities Act (ADA) accessibility advocacy group representative.
- L. One transit users group representative.

Organization and school representatives shall be initially recommended to the mayor by the organizations and school district; provided, that a high school student representative does not need to be recommended by the school district and may apply on their own. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.040 Terms and vacancies.

Subject to the provisions of ACC [2.94.020](#) and the pleasure of the city council, members of the board shall serve for a term of three years or until appointment of a successor member, whichever is later, unless otherwise replaced. Terms of service shall not be limited, but representation may be modified as needed to maintain a broad cross section of viewpoints and ideas. Terms of service shall be staggered with no more than five positions expiring in any given year. It is provided, however, that following the adoption of Ordinance No. [6556](#), amending this chapter, changing the name of the citizen's committee for transportation, transit and trails to the transportation advisory board, and increasing the number of members from seven to 15, to the extent reasonably possible, the members appointed by the mayor and confirmed by the city council shall be appointed for terms of from one to three years, so that their terms would expire in a staggered fashion, so that the terms of a nearly equal number of members would be expiring and new members appointed, each year. It is further provided that notwithstanding the length of the term of appointment, or date of expiration of the term, the appointment of members shall continue until the appointment of a successor member. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.050 Officers – Meetings.

- A. Biannually, the board members shall elect a chairperson and vice-chairperson from among the members of the board who shall serve for two-year terms. The board shall meet at least one time per quarter and as needed to perform the duties of the board and to fulfill the role of being an advisory body to the city council.
- B. It shall be the duty of the chairperson to preside over all meetings of the board. The vice-chairperson shall preside at all meetings where the chairperson is absent. Minutes shall be kept and meeting agendas prepared in

coordination between members of the board 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 recommendation motions to the city council.

- C. All board meetings shall be staffed by the community development and public works department.
- D. All board meetings shall be conducted in accordance with Robert's Rules of Order or any other meeting procedures or guidelines authorized by the city of Auburn. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.060 Role of the board.

The board is a community advisory-only body that reviews, discusses and advises on transportation-related projects and programs as requested by the mayor, city council and/or city staff. The board shall provide input in the following key areas:

- A. Review and advise the mayor and city council on the city's six-year transportation improvement program (TIP).
- B. Review and advise the mayor and city council on short-term and long-term strategies and approaches for prioritization and funding for street maintenance and preservation.
- C. Review and advise the mayor and city council on updates to the city's comprehensive transportation plan.
- D. Review and advise the mayor, community development and public works director and city engineer on program approaches and funding options and alternatives for the city's local Save Our Streets (SOS) program.
- E. Review and advise the mayor, community development and public works director, city engineer and the assistant director for maintenance and operations on program approaches and funding options and alternatives for the city's arterial streets preservation program.
- F. Review and advise the community development and public works director and city engineer on the city's functional street classification system.
- G. Review and advise the mayor and city council on planning, funding and implementation efforts and programs for increased walkability throughout the city.
- H. Review and advise the mayor and city council on public transit issues affecting the city.
- I. Review and advise the mayor, city council and city staff on transportation issues affecting persons with disabilities, the aging community and elementary, middle and high school students.
- J. Review and advise the mayor, city council and city staff in the development, implementation and ongoing monitoring and updating of a citywide pedestrian and bicycle master plan.
- K. Assist city staff, mayor and city council in promoting public awareness and education on a broad range of transportation issues.

L. Act as ambassadors to residents and businesses on transportation-related issues and opportunities. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.070 Compensation.

The members of the board shall serve without compensation. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.080 Annual reports of progress.

The board chairperson and/or vice-chairperson shall annually provide to the city council a report on progress made in carrying out the board's responsibilities. Additional reports may be submitted when deemed appropriate by the board or when requested by the city council. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.090 Severability.

If any portion of this chapter, or its application to any persons or circumstances, is held invalid, the validity of the chapter as a whole, or any other portion thereof, and its application to other persons or circumstances, shall not be affected. (Ord. 6556 § 1, 2015; Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

The Auburn City Code is current through Ordinance 6822, passed June 7, 2021.

Disclaimer: The city clerk's office has the official version of the Auburn City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

Note: This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

[City Website: www.auburnwa.gov](http://www.auburnwa.gov)

[Code Publishing Company](#)

TRANSPORTATION ACRONYMS

AADT- Average Annual Daily Traffic
ADA - Americans with Disabilities Act
ADT – Average Daily Traffic
BNSF - Burlington Northern Santa Fe
BR - Bridge Replacement
CAA - Clean Air Act
CDBG - Community Development Block Grant
CMAQ - Congestion Mitigation & Air Quality
CMS - Congestion Management System
CRAB - County Road Administration Board
CTR - Commute Trip Reduction
EPA- Environmental Protection Agency
ER - Emergency Relief
FAA - Federal Aviation Administration
FAST- Fixing America’s Surface Transportation Act
FAUS - Federal Aid Urban System
FHWA - Federal Highway Administration
GMA - Growth Management Act
HCT - High Capacity Transit
HES - Hazard Elimination Program
HOT- High Occupancy Toll
HOV – High Occupancy Vehicle
HSS - Highways of Statewide Significance
ITS – Intelligent Transportation Systems

ISTEA - Intermodal Surface Transportation Efficiency Act

IVHS - Intelligent Vehicle-Highway Systems

KCC - King County Consortium

LOS – Level of Service

MAP-21 – Moving Ahead for Progress in the 21st Century Act

MPO - Metropolitan Planning Organization

MUTCD- Manual of Uniform Traffic Control Devices

NAAQS - National Ambient Air Quality Standards

NHS - National Highway System

PCI – Pavement Condition Index

PSRC - Puget Sound Regional Council

PWTF - Public Works Trust Fund

RTP - Regional Transportation Plan

RTPO - Regional Transportation Planning Organization

SCATBd - South King County Area Transportation Board

SOS – Save Our Streets

SOV - Single Occupancy Vehicle

SRTS – Safe Routes to School

ST – Sound Transit

STIP – Statewide Transportation Improvement Program

STP - Surface Transportation Program

TAB - Transportation Advisory Board

TCM - Transportation Control Measures

TDM - Transportation Demand Management

TEA-21 – Transportation Equity Act for the 21st Century

TIA - Transportation Improvement Account

TIB - Transportation Improvement Board

TIGER – Transportation Investment Generating Economic Recovery

TIP - Transportation Improvement Program

TMA - Transportation Management Areas

TMP - Transportation Management Plan

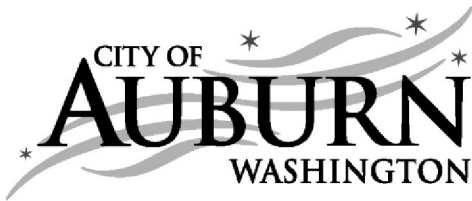
TSM - Transportation System Management

UATA - Urban Arterial Trust Account

UP – Union Pacific

VMT - Vehicle Miles Traveled

WSDOT- Washington State Department of Transportation



Memorandum

To: Transportation Advisory Board
From: Cecile Malik, Senior Transportation Planner
Date: December 14, 2021
Re: 2021 Annual Board Work Plan Report

In March 2021, the Transportation Division developed and presented an annual work plan for the upcoming year to the Transportation Advisory Board.

In developing its work plan, Staff considered the following:

- Board advisory focus areas listed in Chapter 2.94.
- Departmental Staff work priorities.
- Board members' knowledge, interest, and expertise.

The 2021 Annual Board Work Plan approved by the Board was be used to develop this end of year report, which will be presented to the Auburn City Council in January 2022 by the Board chairperson accompanied by the Senior Transportation Planner.

TAB Membership Updates:

Three vacant Transportation Advisory Board positions have been filled.

- Christian Faltenberger, Chamber of Commerce
- Cheryl Rakes, Downtown Auburn Cooperative
- Cynthia Rapier, Green River Community College

One member lost: Pamela Gunderson (Senior Citizen Representative) passed away in June 2021. Her passion for Transportation in Auburn will not be forgotten.

Board Vacancies:

- Citizen at Large (2 positions)
- Senior Citizen
- Local Business

2021 Annual Work Plan Report

1. Discussion Topics:

March: Transportation issues for transit riders

Presentation: Jeremy Fichter presented Metro's updates on the services changes, the future RapidRide I Line, COVID impacts, and recovery plan.

Discussion topics raised:

Need for Sound Transit Garage project to move forward.

➔ A special meeting was scheduled in July for Sound Transit staff to present the realignment plan to the TAB, and collect TAB members feedback – the garage project remained on the priority list and will move forward.

Need for better safety on Transit buses, especially important for students.

➔ Metro shared that they are investing in more transit safety agents, and TAB members were invited to participate in a survey to help shape Transit Safety on Metro's Transit system.

Questions about future service to the 15th Street Park & Ride.

➔ There is no information available to date about future service to this park & ride, however, information was shared with the TAB that the City was in the process of purchasing some of the property for the Airport.

June: Transportation issues for pedestrians & cyclists

Presentation: Staff provided an overview of the non-motorized chapter of the Comprehensive Transportation Plan, the non-motorized transportation planning process, the challenges, and the opportunities. The presentation included a review of the comprehensive transportation plan policies, and budget limitations.

Discussion topics raised:

Several locations were brought up either as options for future non-motorized projects, or areas of concerns where lighting or sidewalk gaps exist, where additional crosswalks would be beneficial, where additional bicycle facilities are needed, and where opportunities exist for separate non-motorized trails. Additional comments included support for eBikes, and the need for more bike racks downtown to support the economy.

➔ Feedback and suggestions will be incorporated into the major (2024) comprehensive plan update process, which includes multimodal level of service assessment and the development of a multimodal project list.

➔ Referred the comment regarding the need for more bike racks downtown to the B Street Plaza project team and suggested that this may be an opportunity for more bike racks to be installed.

➔ Code updates planned for 2022 or 2023 to regulate future shared mobility businesses such as eBikes, to ensure that we are ready when Auburn's market is ready for such options, and ensure that by adopting sound regulations, we will have the benefits of shared mobility options while minimizing the impacts.

July: Special Meeting with Sound Transit

TAB provided feedback to support the new garage project to remain a priority.

September: Transportation issues for elementary, middle, and high school students + college students

Presentation: Staff provided an overview of the planning and project prioritization process for projects near schools, including budget constraints and grant opportunities. The presentation included data from Police regarding speeding issues in school zones and speeding and distracted driving issues near Green River College. An update was provided by the Auburn School District projects regarding the school projects; the new schools constructed, and those that were or are in the process of being reconstructed.

Discussion topics raised:

TAB members expressed that the neighborhood by the new Dick Scobee Elementary school loves the new school, and that the new LED lights on Terrace Drive greatly improved the visibility.

One comment was shared regarding concern about sight distance when exiting Mountain View High School both onto 124th and 132nd, and concerns about sidewalk gaps on 132nd.

- ➔ There is a project which will fill the sidewalk gap in the next 2 years.
- ➔ Staff did a sight distance analysis at both locations, which met the sight distance requirements. However, since the type of intersection can be challenging for drivers, staff is working on developing educational material to help drivers understand how to best use this intersection design in general. Once the material is ready, it will be made available to share with Auburn residents and students alike, as needed.

December: Transportation issues for disabled residents

2. Other Staff Presentations:

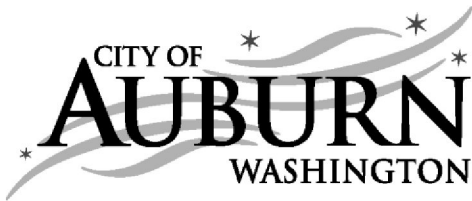
- TIP update (March & June)
- Transit Update (March)
- Comprehensive Transportation Plan Update (June & September)
- SOS program and Arterial Preservation Program, funding, projects, and prioritization (June)

3. Additional Items

- Rules of Procedure were adopted in June

4. Items not addressed from 2021 workplan:

- TAB City Code update - Will be moved to the 2022 workplan



Memorandum

To: Transportation Advisory Board
From: Cecile Malik, Senior Transportation Planner
Date: December 14, 2021
Re: 2022 Annual Board Work Plan

Each year the Transportation Division will develop an annual work plan for the upcoming year that will be utilized in the Transportation Advisory Board agenda setting.

Work plans serve two important key functions for an advisory body such as the Transportation Advisory Board (Board). First, a work plan will assist the Board in ensuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.94 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the focuses of the Board during the upcoming calendar year.

Work plans should present enough information to provide clear guidance as to the topics on which City Staff need input from the Board. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board and City staff's overall availability and ability to complete the tasks identified for 2022.

In developing its work plan, Staff considered the following:

- Board advisory focus areas listed in Chapter 2.94.
- Departmental Staff work priorities.
- Board members' knowledge, interest, and expertise.

The 2022 Annual Board Work Plan approved by the Board will be used in the end of year report to the Auburn City Council in the first quarter of 2023 by the Board chairperson accompanied by the Senior Transportation Planner.

Topics to be included in the 2022 annual work plan:

1. Discussion Topics

TBD

These will include a roundtable discussion with all Board members sharing what they heard from the groups they represent, recommendations to staff, and how board members plan to share updates and new information back with their representative areas.

Results of these discussion items will be used to guide projects prioritization and policy updates.

2. Staff Presentations

- Overview of Multi-Modal Level of Service Planning for the 2024 Major Comprehensive Plan Update, and TAB feedback (March & June)
- TIP update (March & June)
- SOS program and Arterial Preservation Program, funding, projects, and prioritization (June)
- Featured Capital Project (TBD)
- Significant other projects which include community events (TBD)

3. Additional Items

- TAB City Code update
- Board Annual Report to the City Council (December)