



**Business Improvement Area
Special Meeting
December 12, 2024 - 1:00 PM
1 East Main Street
Annex Conference Rm 2
2nd Floor**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Business Improvement Area Committee Meeting scheduled for Thursday, December 12, 2024 at 1:00 p.m. will be held in person and virtually.

Virtual Participation Link:

Jenn Francis is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/83337427513?pwd=w2V6VCJy0FVIRBdQXOcFfraeufpreY.1>

Meeting ID: 833 3742 7513

Passcode: 706454

One tap mobile

+12532158782,,83337427513# US (Tacoma)

+12532050468,,83337427513# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

ROLL CALL

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Jenn Francis, Economic Development Manager

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Jenn Francis, Economic Development Manager

Fax number: 253-804-3114

Email written comments to: jfrancis@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Community Development Department in person, by phone (253) 215-8744, or by email (jfrancis@auburnwa.gov).

APPROVAL OF MINUTES

- A. Approve October 2024 Minutes

DISCUSSION ITEMS

- A. Financial Report - Update on BIA Expense and Account Balance
- B. New Board Member Recruitment

ACTION ITEMS

- A. Downtown Auburn Cooperative Budget
- B. 2025 Meeting Location and Time - Jenn Francis

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Auburn Theater Project Update - Matt Larson
- B. Downtown Auburn Cooperative - November & December Update - Cheryl Rakes

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approve October 2024 Minutes

Meeting Date:

December 12, 2024

Department:

Community Development

Attachments:

BIA Meeting Minutes 10.10.24

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

BIA

Meeting Start at 1:00PM

I. CALL TO ORDER

Called to order at 1:00PM by chairman Rottle

II. ROLL CALL

Committee Members Present: John Rottle, Ronnie Roberts, Giovanni Diqarttro, Bill Cowart
Absent: Darren Jones

City staff present: Jenn Francis, Emerson Folker – Economic Development

III. PUBLIC PARTICIPATION

No comments received - No public participation

IV. APPROVAL OF MINUTES

A motion was made by Bill to approve March 2024 Meeting minutes, which was seconded by Giovanni and passed unanimously

***Update to show DAC will have pub-crawl and moved Mix N Mingles from Tuesday to every third Thursday of the month*

V. FINANCIAL REPORT

Jenn provided an update of the status of the BIA Budget

VI. UNFINISHED BUSINESS

Jenn provided banner graphics and went over financial costs for banners that will replace veteran banners as well as large banner to cover theater construction fence.

Note was made that current veterans banners are incomplete and will need to be voted on to make banners complete. Veteran banners would not be completed in 2024.

***Call by Chairman Rottles to add parking issues to be talked about during next BIA meeting*

Vote tabled to end of meeting to allow DAC to speak on their requests

Bill suggested having the contractor pay for banner – welcome to downtown w/ business sponsors

VII. NEW BUSINESS

Chairman Rottle requested update on recruitment for additional BIA members – City had no recruitments at the time – 3 interested owners that have yet to complete BIA Application.

Theatre demolition update – timeline update

VIII. DOWNTOWN AUBURN COOPERATIVE UPDATE

DAC Members Present: Shari Nirschl, Cheryl Rakes

Cheryl provided DAC financial updates.

Requesting \$25,000 from BIA

Ronnie made motion to approve 100 banners and to fix veterans banners, seconded by bill. Unanimously approved.

Motion by Ronnie to provide remaining (some \$11,000.00) BIA budget to DAC Special Project Fund, - seconded by Bill, unanimously approved

Motion by Giovanni to reappropriate entirety of bicycle funds to DAC special project fund to use as DAC wishes. Seconded by bill. Unanimously approved.

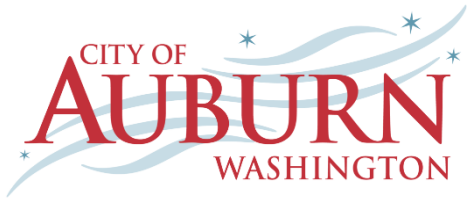
IX. MEETING ADJOURN

Meeting called to end at 2:09PM

Reopened at 2:11 to discuss design of winter banners.

Voted on specific design

Meeting called to end at 2:17 PM



AGENDA BILL APPROVAL FORM

Agenda Subject:

Financial Report - Update on BIA Expense and Account Balance

Meeting Date:

December 12, 2024

Department:

Community Development

Attachments:

BIA Financial Info December
2024

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

Business Improvement Area Financial Information 2022 - 2024

2024 - \$90,000 Budgeted – General Fund (No “Rollovers” from BIA Rate Payers Funds Allowed)

\$57,000 paid to DAC per contract

\$11,000.00 – Funding to DAC – Special Projects Budget

\$17,520.05 – Spectrum Signs - Fall/Winter Downtown Banners

\$5,454.34 – Spectrum Signs - Veterans Day Banners

\$90,974.39 Total Spent – (Economic Development contributed \$974.39 for expediting Fall/Winter Banners)

2023 -\$90,000 + \$55,000 “Rollover” from BIA Rate Payers Funds 2022

\$50,000 paid to DAC per contract

\$20,000 paid to DAC to facilitate Planters Downtown

\$30,000 paid to DAC to facilitate Mural Program Downtown

\$20,000 paid to DAC to facilitate Lighting Program Downtown

\$25,000 paid to DAC to Facilitate Bicycle Rack Installation (This did not come into fruition – I believe the funds were used to pay for the pet relief area near the mural parking lot)

BIA Committee told No More Rollover Money – Only \$90,000 per year since switching to general fund and not BIA Rate Payer funds

2022 - \$90,000 + “Rollover” Funding from BIA Rate Payers Funds 2021

\$25,000 – paid to DAC per contract

\$17,378.42 – BIA/DAC contract amendment to increase Executive Director’s wages

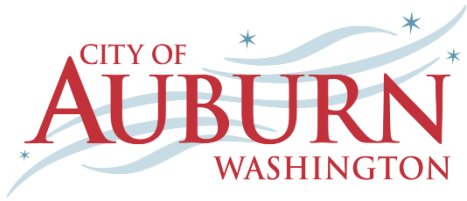
\$11,013.05 – paid to DAC for Mural Reimbursement

\$20,000 paid to DAC to facilitate Planters Downtown – Funding approved but not implemented

\$30,000 paid to DAC to facilitate Mural Program Downtown – Funding approved but not implemented

\$20,000 paid to DAC to facilitate Lighting Program Downtown – Funding approved but not implemented

\$25,000 paid to DAC to Facilitate Bicycle Rack Installation – Funding approved but not implemented



AGENDA BILL APPROVAL FORM

Agenda Subject:

Downtown Auburn Cooperative Budget

Meeting Date:

December 12, 2024

Department:

Community Development

Attachments:

DAC 2025 Budget

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

	2024 Budget			Net
	In	Anticipated	Out	
Income				
Memberships, individual & busines	\$400			\$400
gift cards donation	\$1,000			\$1,000
City of Auburn contract		\$25,000		\$25,000
BIA		\$50,000		\$50,000
Total - Income	\$1,400	\$75,000		\$76,400
				76,400
Expenses				
1. Organization				
Cell phone	\$0		\$1,000	(\$1,000)
Advertising			\$3,000	(\$3,000)
Website/subscriptions			\$2,000	(\$2,000)
CPA			\$500	(\$500)
Accounting / Bookkeeping			\$1,500	(\$1,500)
utilities			\$2,800	(\$2,800)
Bank Fees			\$50	(\$50)
Computer Maintenance & Backup			\$250	(\$250)
Insurance - Liability, D and O			\$4,800	(\$4,800)
			\$0	\$0
			\$0	\$0
Postage, Mailing Service			\$55	(\$55)
Printing/ Copying/ Supplies			\$250	(\$250)
Annual Report - Secretary of State			\$50	(\$50)
Rent			\$11,040	(\$11,040)
Donations			\$1,000	(\$1,000)
snacks/meetings			\$250	(\$250)
Gifts			\$500	(\$500)
Event fixtures			\$800	(\$800)
			\$0	\$0
Total - Expenses			\$29,845	(\$29,845)
				-29,845.00
Events				
Director fee		\$45,000	\$45,000	
				-45,000
	In/income		Out/cost	net
Small business Saturday	\$0		\$0	\$0
Giving Wreath	\$0		\$0	\$0
pub crawls covid safe (3)	\$1,500		\$750	\$750
Easter Pictures	\$500		\$250	\$250
Makers Craft pop up (3 days)	\$1,500		\$180	\$1,320
Pet Palooza	\$2,000		\$700	\$1,300
Monthly net working	\$0		\$0	\$0
October Fest	\$4,000		\$2,500	\$1,500
Senior Photos	\$0		\$0	\$0
santa house				
Clean Sweap	\$0		\$0	\$0
storage			\$360	\$0
Christmas pictures	\$2,400		\$800	\$1,600
Pop descretion	\$4,000		\$2,500	\$1,500
National Night out	\$500		\$100	\$400
Total Planned Events	\$16,400		\$8,140	\$8,620
			\$0	\$0
Total events	\$15,900	\$0		
Mainstreet				
Dues				(\$375)
WA Conference				(\$3,300)
National Conference				(\$4,500)
				-8,175
ke up with special project admin cost				
Net Activity for the year				Total 2024
				2,000

request from City
Request from BIA

Excess from 2023

