

**BIA Ratepayer Board Meeting
April 9, 2018 – 1:00 PM
Auburn City Hall Council Chambers
AGENDA**

I. CALL TO ORDER

Roll Call

II. APPROVAL OF MINUTES

March 12, 2018 Meeting

III. FINANCIAL REPORT

IV. OLD BUSINESS

- A. Disbursement of BIA Funds
- B. Marketing and Branding
- C. Heritage Fire Update
- D. BIA Newsletter
- E. Rules of Procedure

V. NEW BUSINESS

- A. Prioritize Projects Presented to City Council
 - 1. Additional security lighting
 - 2. Nightly garbage pickup
 - 3. Hanging plants and planters around the BIA
 - 4. Lights in trees
 - 5. Lighting across the street
 - 6. Banners
 - 7. Better maintenance on existing street lights,
 - 8. Establish an infrastructure in the downtown area that provides accessible power, restrooms, etc., to allow for events and activities in the downtown area
- B. 2018 Façade Grant Program

VI. BIA SUB-COMMITTEE UPDATE

- A. Parking

VII. AUBURN DOWNTOWN ASSOCIATION UPDATE

VIII. TOURISM BOARD UPDATE

IX. ADJOURNMENT

AUBURN BIA NEWSLETTER

BUSINESS IMPROVEMENT AREA COMMITTEE OF RATEPAYERS

Business Improvement Area Updates

Members of the Committee presented the following action items to the City Council at the February 26th Study Session.

- Additional security lighting
- Nightly garbage pickup
- Hanging plants and planters around the BIA
- Lights in trees
- Lighting across the street
- Banners
- Better maintenance on existing street lights
- Establish an infrastructure in the downtown area that provides accessible power, restrooms, etc., to allow for events and activities in the downtown area



The City of Auburn is now accepting applications for the 2018 Facade Improvement Grant Program
For more information, contact the Office of Economic Development, Doug Lein dlein@auburnwa.gov or call 253-804-3101

Smarthouse Creative has been contracted as part of the city-wide economic development branding and marketing strategy. Smarthouse is also working on strategies with Tourism and the Business Improvement Area.

The Auburn Police Department will identify areas in the BIA where additional security and lighting would be of benefit.

The BIA and ADA have received approval to host a beer garden at this year's Petpalooza event.



If you are interested in being a part of the BIA Committee of Rate Payers, please contact the City of Auburn Economic Development Manager, Doug Lein, dlein@auburnwa.gov

AUBURN BIA

The BIA Committee of Rate Payers meets at 1:00 pm on the second Monday of each month in Auburn City Hall Council Chambers.

UPCOMING AGENDA

MAY 2018

- Agenda Items
- Financial Report
- Disbursement of BIA Funds
- Marketing and Branding
- Heritage Fire Update
- BIA Newsletter
- BIA Rules of Procedure
- Prioritize Projects Presented to City Council
- 2018 Façade Grant Program
- Parking Sub-Committee Update
- ADA Update
- Tourism Board Update

Promote Your Events

Do you have a unique event at your business you wish to promote? Send the details and

your desired image to Lorraine, Auburn's Tourism Coordinator at exploreauburn@auburnwa.gov

In a coordinated effort to promote Auburn, if your business has social media accounts, please feel free to use the hashtags #ExploreAuburn and #AuburnAdventures



Have you tried YourGov?

It's an intelligent, accessible and easy-to-use app where citizens can conveniently report non-emergency incidents and requests such

as non-working streetlights or graffiti to the City directly from a tablet, smartphone or browser in just three simple steps.

- **LOCATE** | Locate the correct spot on the built-in map or let your device do the locating for you.
- **ENTER** | Specify your issue. Provide a brief description. Include a photo if you'd like.
- **SUBMIT** | Provide your contact information or submit anonymously. It's up to you.

It's efficient. Once submitted, your incident report will be automatically integrated into the City's workflow for prioritization and handling.

Business Improvement Area Committee of Ratepayers

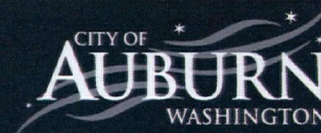
The City of Auburn established the Business Improvement Area (BIA) to aid development of the Central Business District and facilitate merchant and business cooperation to improve trade. The Business Improvement Area Committee of Ratepayers reviews and evaluates the administration of the BIA by the Auburn Downtown Association. The Committee of Ratepayers is comprised of seven members who serve three-year terms and are owners or operators of businesses located within the Business Improvement Area and whose businesses are subject to assessments.

2018 Committee Members

Giovanni DiQuattro, Chair
Bill Cowart, Vice Chair
Kelly Gordon
Darren Jones
Bob Klontz
Ronnie Roberts
Ruth Neil-Stover
Megan White

Point of Contact

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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**

TABLE OF CONTENTS

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

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

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

I. NAME:

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

II. MEMBERSHIP:

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

III. MEETINGS:

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

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

IV. MINUTES AND AGENDA:

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

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

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

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

V. ELECTION OF OFFICERS:

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

VI. CHAIR:

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

VII. CITY PERSONNEL:

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

VIII. QUORUM:

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

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

IX. ABSENCE OF MEMBERS:

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

X. VOTING:

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

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

XI. CONFLICT OF INTEREST:

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

XII. AMENDMENT:

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

