

City Council Study Session

February 9, 2015 - 5:30 PM

Auburn City Hall

AGENDA

[Watch the meeting LIVE!](#)

[Watch the meeting video](#)

Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

A. Roll Call

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

A. Downtown Association (15 Minutes)

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Legislative Update (10 Minutes) (Hursh)

B. Utility Cost of Service Study (30 Minutes) (Coleman)

C. **Ordinance No. 6556 (10 Minutes)* (Snyder/Gaub)**

An Ordinance of the City Council of the City of Auburn, Washington, amending Auburn City Code Chapter 2.94 entitled "Citizen's Committee for Transportation, Transit and Trails" for the purpose of revising the code language and creating a new Transportation Advisory Board

D. **Economic Development Update (10 Minutes)* (Hursh)**

IV. OTHER DISCUSSION ITEMS

V. 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.

**Denotes attachments included in the agenda packet.*



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6556 (10 Minutes)

Date:

February 4, 2015

Department:

CD & PW

Attachments:

[Proposal Summary](#)
[Ord 6552](#)

Budget Impact:

\$0

Administrative Recommendation:

Discussion only

Background Summary:

Ordinance No. 6556 is a proposed revision to Chapter 2.94 of the Auburn City Code related to the Transportation, Transit and Trails (TT&T) Committee. Over the past several months staff has been discussing a change to the structure of the TT&T Committee to create a Transportation Advisory Board (TAB). The proposed TAB would have a broader membership representing key elements of the community to provide diverse views and opinions on transportation issues to the Mayor, City Council and City staff. Attached is a Summary of the proposal and a draft of the proposed Ordinance.

Staff discussed these changes with the current Chair of the TT&T Committee, Roger Thordarson, and reviewed the proposal with members of the TT&T Committee at their meeting held on February 4, 2015. The Chair and Committee members voiced support for the proposed changes and felt that it provided greater opportunity for members of the community, both residents and business owners, to get involved in transportation issues and provide valuable input and feedback to the staff, Council and the Mayor on our transportation needs.

After discussion with the Council on February 9th, staff is proposing to bring this Ordinance forward to the February 17, 2015 Council meeting and will be asking to suspend the rules related to a second reading so the Ordinance can be voted on that night. We are seeking this due to the desire to have the new Board in place to provide input on the Comprehensive Transportation Plan Update, 6-year Transportation Improvement Program, and on-going funding discussions related to the Transportation Benefit District.

Reviewed by Council Committees:

Councilmember:

Staff: Snyder/Gaub

Meeting Date: February 9, 2015

Item Number: DI.C

Auburn Transportation Advisory Board (TAB)

SUMMARY OF FUNCTIONS:

The Transportation Advisory Board (TAB) is community advisory only body that meets quarterly or as needed to discuss and advise on transportation-related projects and programs as requested by the Mayor, City Council and/or City staff. The TAB provides input in the following key areas:

- Review and advise the Mayor and City Council on the City's Six-Year Transportation Improvement Program (TIP).
- 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.
- Review and advise the Mayor and City Council on updates to the City's Comprehensive Transportation Plan.
- 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.
- 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.
- Review and advise the Community Development and Public Works Director and City Engineer on the City's Functional Street Classification System.
- Review and advise the Mayor and Council on planning, funding and implementation efforts and programs for increased walkability throughout the City.
- Review and advise the Mayor and City Council on public transit issues affecting the City.
- Review and advise on transportation issues affecting persons with disabilities, the aging community and elementary, middle school and high school students.
- Review and advise the Mayor, City Council and City staff in the development, implementation and on-going monitoring and updating of a Citywide Pedestrian and Bicycle Master Plan.
- Assist City staff, Mayor and City Council in promoting public awareness and education on a broad range of transportation issues.
- Act as ambassadors to residents and businesses on transportation related issues and opportunities.

MEMBERSHIP:

Membership on the TAB is intended to represent a broad cross-section of the community. The TAB has a total of 15 members comprised of:

- 1 representative from the Auburn School District
- 1 representative from Green River Community College
- 1 representative from the Auburn Area Chamber of Commerce
- 1 representative from the Auburn Downtown Association
- 1 member from the Muckleshoot Indian Tribe
- 2 local business representatives
- 1 bicycling community representative
- 1 high school student representative
- 1 senior citizen representative
- 3 citizens at large (selected to maximize geographical representation)
- 1 American with Disabilities Act (ADA) accessibility advocacy group representative
- 1 transit users group representative

All Board members will be appointed by the Mayor and confirmed by the City Council. Board members shall elect a Chair and Vice-Chair who shall serve for two-year terms.

QUALIFICATIONS:

Qualifications include being a resident of the City or working for a business that has a physical location in the City. A member's experience or back ground must meet one of the position purposes above and each person shall only fill one purpose position.

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.

LENGTH OF TERM:

Terms of service are not limited, but representation may be modified as needed to maintain a broad cross-section of viewpoints and ideas. Terms shall be staggered with no more than five positions expiring in any given year.

RULES OF PROCEDURE:

The TAB shall be subject to state and local requirements pertaining to the Open Public Meetings Act and for the conduct of public meetings including but not limited to attendance, the keeping of minutes and the making of motions.

ORDINANCE NO. 6 5 5 6

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING AUBURN CITY CODE CHAPTER 2.94 ENTITLED "CITIZEN'S COMMITTEE FOR TRANSPORTATION, TRANSIT AND TRAILS" FOR THE PURPOSE OF REVISING THE CODE LANGUAGE AND CREATING A NEW TRANSPORTATION ADVISORY BOARD

WHEREAS, the City has determined a need to transition the Transportation, Transit and Trails Committee to a Transportation Advisory Board; and

WHEREAS, the revisions will provide for a broader membership from the Auburn community and increase the membership to 15, and

WHEREAS, the revisions will also provide more specificity as to the role of the board.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. **AMENDMENT TO CHAPTER OF CITY CODE.** That Chapter 2.94 of the Auburn City Code be, and the same is, hereby amended to read as follows:

Chapter 2.94

AUBURN TRANSPORTATION ADVISORY BOARD CITIZEN'S COMMITTEE FOR TRANSPORTATION, TRANSIT AND TRAILS

Sections:

- 2.94.010 Board Committee-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 boardcommittee.
- 2.94.070 Compensation.
- 2.94.080 Annual reports of progress.
- 2.94.090 Severability.

2.94.010 Board Committee-created.

There is created an advisory only board to be known as "the Auburn Transportation Advisory Board~~citizen's committee for transportation, transit and trails of the city of Auburn.~~" (Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)

2.94.020 Membership.

There shall be fifteen (15) nine members of the committee 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~~residents of the city.~~ (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 (1) representative from the Auburn School District
- B. One (1) representative from Green River College
- C. One (1) representative from the Auburn Area Chamber of Commerce
- D. One (1) representative from the Auburn Downtown Association
- E. One (1) representative from the Muckleshoot Indian Tribe
- F. Two (2) local business representatives
- G. One (1) bicycling community representative
- H. One (1) high school student representative
- I. One (1) senior citizen representative
- J. Three (3) citizens at large selected to maximize geographical representation
- K. One (1) American with Disabilities Act (ADA) accessibility advocacy group representative
- L. One (1) 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 his/her own.~~The members of the committee shall be appointed from among members of the public to include, to the extent reasonably possible, representation from people involved with or interested in transportation, transit and trail issues within the city and region.~~ (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 committee 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 Chapter 2.94 of the city code, 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 nine to fifteen, 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 for the initial appointment of the first seven members, three members shall be initially appointed for a three-year term, or until appointment of a successor member, whichever is later, unless otherwise replaced; two members shall be initially appointed for a two-year term, or until appointment of a successor member, whichever is later, unless otherwise replaced; and two members shall be initially appointed for a one-year term, or until appointment of a successor member, whichever is later, unless otherwise replaced. In case of any vacancies on the commission, vacancies shall be

~~filled consistent with the procedures set forth in ACC 2.94.020, for the unexpired terms for which such vacancies are filled. Subsequent members appointed so as to bring the number of members above seven shall be appointed with a similar methodology, to provide for a staggered, nearly equal number of members whose terms are 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. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)~~

2.94.050 Officers – Meetings.

~~A. The mayor shall appoint the chairperson from among the members.~~

~~BA. At its first meeting of each year Bi-annually, the committee board members shall elect a chairperson and vice chairperson from among the members of the committee board who shall serve for two-year terms. The committee board shall meet at least one time per month quarter and as needed to perform the duties of the committee board and to fulfill the role of being an advisory body to the city council.~~

~~C. It shall be the duty of the chairperson to preside over all meetings of the committee 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 committee 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 carry any recommended action make recommendation motions to the City Council.~~

~~D. All committee board meetings shall be staffed by the city of Auburn public works department Community Development and Public Works Department.~~

~~E. 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. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)~~

2.94.060 Role of the board committee.

~~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 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 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 on-going 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.

~~The committee is created to assist the mayor and council committees in the city's outreach to the community with a goal of understanding community needs for transportation improvements. The committee will deal with all forms of transportation including but not limited to streets, sidewalks, trails, pedestrian safety and bus service. The chairperson and his designated representatives of the committee shall participate with the city of Auburn in any city, county, regional or state meetings involving transportation as the schedule of this volunteer committee permits. Committee members will be entitled to travel with representatives of the city of Auburn to any regional meeting to assist in advocacy and support of the city's interests. (Ord. 6171 § 1, 2008; Ord. 6158 § 1, 2008.)~~

2.94.070 Compensation.

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

2.94.080 Annual reports of progress.

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

Section 2. IMPLEMENTATION. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this ordinance.

Section 3. SEVERABILITY. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 4. EFFECTIVENESS. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication, as provided by law.

FIRST READING: _____

SECOND READING: _____

PASSED: _____

APPROVED: _____

ATTEST:

NANCY BACKUS, MAYOR

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

PUBLISHED: _____



AGENDA BILL APPROVAL FORM

Agenda Subject:

Economic Development Update (10 Minutes)

Date:

February 5, 2015

Department:

Administration

Attachments:

[Update](#)

Budget Impact:

\$0

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

Hursh

Meeting Date: February 9, 2015

Item Number: DI.D

“Are You Ready to do Business”

Support Retention Expansion Recruitment

February 9, 2015

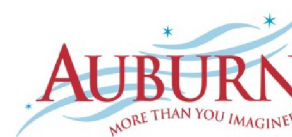
The Path to Stable Sustainable Growth

- ▶ **The City of Auburn is Committed to Support our Business Community Stay Strong and Grow**
- ▶ **Develop a Vision and Strategic Plan for the Future that Will Help insure a Better Quality of Life for All**
- ▶ **Strengthen our Local Supply Chain and Support and Promote “Buy Local; It Makes Us Stronger”**

Auburn by the Numbers

	2014 Year End	2013 Year End
Single Family	336	429
Single Family Value	\$82,155,141.00	\$97,081,843.00
Commercial	390	393
Commercial Value	\$60,981,211.00	\$138,222,951.00 *
Business Licenses	289	220
Real Estate Excise Tax	\$2,500,000.00	\$2,100,000.00
Sales Tax Revenue	\$15,727,855.00	\$14,311,298.00

***This figure includes the permit issued for the Auburn High School project which has a value of \$66,000,000.00 and approximately \$20,000,000.00 issued for the Outlet Collection redevelopment.**



City of Auburn Top 10 Employers 2014 Year End

Employer	Product/Service	Rank	% Total	2014	2013	2012
The Boeing Company	Aerospace	1	16.2	6,100	6,016	4,900
The Outlet Collection	Retail	2	8.5	3,200 *	2,500	1,100
Auburn School District	Education	3	6.3	2,373	1,902	1,850
Muckleshoot Tribal Enterprises	Gaming	4	4.4	1,643	1,632	1,500
Green River Community College	Education	5	3.0	1,121	1,000	635
Emerald Downs Racetrack	Gaming	6	3.0	1,144 *	725	550
MultiCare	Health Care	7	2.9	1,106	955	745
Safeway Distribution Center	Distribution	8	2.5	905	638	250
Social Security Administration	Government	9	1.7	650	620	600
Zones, Inc.	Technology	10	1.6	600	644	500
Totals			49.8 %	18,842 **	16,632	12,630

*Seasonally Adjusted

** Year end 2013 Est. of total employment 37,654 supplied from US Census Bureau: Civilian / Non Farm

Support Retention Expansion

- **New Businesses Need to Learn The Right Steps to be Successful**
- **Existing Businesses Need to Stay up to Date**
- **All Businesses Need to Know Where to Get Help and Support to Stay Healthy and Grow**



2015 Business Development Workshops

All workshops held the first Wednesday from 1:30 PM-3:30 PM at City Hall Council Chambers (25 West Main Street)

Date	Topic
January 7th	Business 101 Overview
February 4th	Developing a Business Plan
March 4th	Finance, Legal and Accounting Considerations
April 1st	How to do Business with the Government
May 6th	Marketing & Promotions
June 3rd	Insurance & Human Resources; Perils & Employees
July 1st	Work Force Development
August 5th	Computer Networks/Cloud Computing
September 2nd	Energy Conservation/Tax Credits
October 7th	Exporting Opportunities
November 4th	Business to Business Networking: Intro to IPZ

All workshops subject to change

CITY OF AUBURN WASHINGTON

Presented by City of Auburn, Office of Economic Development
For additional information contact: Doug Lein
253-804-3101 | dlein@auburnwa.gov

The poster features a large red arrow pointing upwards, with three silhouettes of people walking along its base. The City of Auburn logo is in the bottom right corner.

2015 Business Development Workshops*

January	Business 101 Overview
February	Developing a Business Plan
March	Finance, Legal and Accounting Considerations
March	Cyber Security
April	How to do Business with the Government
May	Marketing & Promotions
June	Insurance & Human Resources
July	Work Force Development
August	Computer Networks/Cloud Computing
September	Energy Conservation /Tax Credits
October	Exporting Opportunities
October	Loss Prevention
November	Business to Business Networking: <i>Intro to IPZ</i>

****Subject to change***

Goals

- ▶ **Produce a Robust Business Workshop Series**
- ▶ **Market our Community as the “Place to do Business”**
- ▶ **Continue to Recruit and Support Development in our Station District**
- ▶ **Downtown Facade Improvement Program**
- ▶ **10 Year Economic Development Strategic Plan**
- ▶ **Move Forward the Activities of our Innovation Partnership Zone**
- ▶ **Continue and Expand our Weekly Event 3no Networking**