



Meeting Agenda

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Max DeJarnatt
360.570.3723

Wednesday, December 5, 2018

6:00 PM

Council Chambers

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [18-1049](#) Approval of October 3, 2018 PBIA Advisory Board Meeting Minutes

Attachments: [Minutes](#)

3.B [18-1143](#) Approval of November 7, 2018 PBIA Advisory Board Meeting Minutes

Attachments: [Minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

6.A [18-1147](#) Bridge Music Project

Attachments: [Hyperlink](#)

6.B [18-1160](#) Faith Community & City of Olympia Tiny House Pilot Partnership

Attachments: [Pilot Partnership Description](#)

6.C [18-1148](#) Olympia Downtown Alliance Marketing Update

6.D [18-1166](#) Parking Strategy Update

Attachments: [Parking Strategy Fact Sheet](#)

6.E [18-1150](#) 2019 PBI Meeting Dates

Attachments: [2019 Calendar](#)

6.F [18-1146](#) PBI Election Update

Attachments: [PBI Bylaws](#)

6.G [18-1164](#) Update on Upcoming PBI Assessments

Attachments: [PBI Ordinance](#)

6.H [18-1165](#) Quarterly Survey

7. REPORTS

8. OTHER TOPICS

8.A [18-1051](#) Round Table Discussion

9. ADJOURNMENT

Upcoming

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

PBIA Advisory Board

Approval of October 3, 2018 PBIA Advisory Board Meeting Minutes

Agenda Date: 12/5/2018
Agenda Item Number: 3.A
File Number: 18-1049

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of October 3, 2018 PBIA Advisory Board Meeting Minutes



Meeting Minutes - Draft

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Max DeJarnatt
360.570.3723

Wednesday, October 3, 2018

6:00 PM

Council Chambers

1. CALL TO ORDER

Chair Ruse called the meeting to order at 6:03 p.m.

1.A ROLL CALL

Present: 8 - Chair Danielle Ruse, Vice Chair Jeffrey Barrett, Boardmember Mary Corso, Boardmember Jacob David, Boardmember Lyndsay Galariada, Boardmember David Rauh, Boardmember Nathan Rocker and Boardmember Jeffrey Trinin

Excused: 2 - Boardmember Janis Dean and Boardmember Jeremy Williamson

Absent: 2 - Boardmember Sandra Hall and Boardmember Kimberly Murillo

OTHERS PRESENT

Senior Program Assistant Max DeJarnett
Program and Planning Supervisor Amy Buckler
Homeless Response Coordinator Colin DeForrest
Downtown Liaison Mark Rentfrow

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [18-0953](#) Approval of September 13, 2018 PBIA Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A [18-0949](#) Briefing on City Actions to Respond to Homelessness

Mr. DeForrest briefed the Committee on Homeless Response Strategies and provided a handout.

The report was received.

6.B [18-0952](#) Update on Twinklefest actions for 2018

Mr. Rentfrow briefed the Committee with updates for the 2018 Twinklefest.

The report was received.

6.C [18-0950](#) Briefing on downtown employee parking education

Mr. DeJarnett briefed the Committee on downtown employee parking education and provided an illustration handout.

The discussion was completed.

6.D [18-0748](#) Briefing on PBI Ordinance and Bylaws

Ms. Buckler briefed the committee on the PBI Ordinance and Bylaws.

The report was received.

6.E [18-0948](#) Draft 2019 Budget

Ms. Buckler briefed the Committee on the proposed Budget for 2019 and provided a handout.

7. REPORTS - None**8. OTHER TOPICS - None****9. ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.

UPCOMING MEETINGS

The next scheduled meeting is for November 7, 2018 at 6:00 p.m.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

PBIA Advisory Board

Approval of November 7, 2018 PBIA Advisory Board Meeting Minutes

Agenda Date: 12/5/2018
Agenda Item Number: 3.B
File Number: 18-1143

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of November 7, 2018 PBIA Advisory Board Meeting Minutes



Meeting Minutes - Draft

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Max DeJarnatt
360.570.3723

Wednesday, November 7, 2018

6:00 PM

Council Chambers

1. CALL TO ORDER

Chair Ruse called the meeting to order at 6:02 p.m.

1.A ROLL CALL

Present: 8 - Chair Danielle Ruse, Vice Chair Jeffrey Barrett, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Lyndsay Galariada, Boardmember Kimberly Murillo, Boardmember David Rauh and Boardmember Jeremy Williamson

Excused: 2 - Boardmember Mary Corso and Boardmember Nathan Rocker

Absent: 2 - Boardmember Sandra Hall and Boardmember Jeffrey Trinin

OTHERS PRESENT

City of Olympia Community Planning and Development Staff:
Downtown Programs Manager Amy Buckler

City of Olympia Parks Arts and Recreation:
Program Specialist Angel Nava

2. APPROVAL OF AGENDA

Item 6.G was added to the agenda.

The agenda was approved as amended.

3. APPROVAL OF MINUTES

3.A [18-1049](#) Approval of October 3, 2018 PBIA Advisory Board Meeting Minutes

The minutes were postponed to the December 5, 2018 meeting.

4. PUBLIC COMMENT-None

5. ANNOUNCEMENTS

Boardmember Murillo sold her business and is stepping down from the PBIA Advisory Board.

6. BUSINESS ITEMS

6.A [18-1054](#) Update on Arts Walk 2018

Ms. Nava reported on feedback from the community, business owners and attendees regarding the 2018 Arts Walk.

The discussion was completed.

6.C [18-1053](#) Draft 2019 Budget

Ms. Buckler presented the Draft 2019 Budget.

Boardmember Galariada moved, seconded by Boardmember Dean, to approve the Draft 2019 Budget. The motion passed unanimously.

6.D [18-1056](#) Update on PBI Board Elections

There will be nine open seats on the Advisory Board. Everyone will email Chair Ruse asked boardmembers to submit prospective names for upcoming open seats on the board.

The discussion was completed.

6.E [18-1059](#) PBI Assessments and Schedule

Ms. Buckler briefed the Board regarding PBI Assessments and Schedules.

The discussion was completed.

6.F [18-1057](#) Parking Strategy Open House Recap

Ms. Buckler reported on the Parking Strategy Open House Recap.

The report was received.

6.G [18-1106](#) ADDED - Downtown Encampments Update

Ms. Buckler presented an update regarding the downtown encampments.

The information was provided.

7. REPORTS

Chair Ruse presented the plan for the Twinklefest promotion.

8. OTHER TOPICS

8.A [18-1051](#) Round Table Discussion

Boardmember Dean moved, seconded by Boardmember Murillo, to approve the use of contingency funds to purchase parking tokens. The motion carried by the following vote.

Aye: 7 - Chair Ruse, Vice Chair Barrett, Boardmember Dean, Boardmember Galariada, Boardmember Murillo, Boardmember Rauh and Boardmember Williamson

Nay: 1 - Boardmember David

Excused: 2 - Boardmember Corso and Boardmember Rucker

Absent: 2 - Boardmember Hall and Boardmember Trinin

9. ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

Upcoming

The next scheduled meeting is for December 5, 2018.



PBIA Advisory Board

Bridge Music Project

Agenda Date: 12/5/2018
Agenda Item Number: 6.A
File Number: 18-1147

Type: discussion **Version:** 1 **Status:** In Committee

Title

Bridge Music Project

Recommended Action

Committee Recommendation:

Report/Briefing only; no action requested.

City Manager Recommendation:

No action requested

Report

Issue:

Discussion on Bridge Music Project's 2018 initiatives.

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning & Development, 360.570.3723

Presenter(s):

Bobby Williams, Executive Director, Bridge Music Project

Background and Analysis:

In 2018 the PBIA sponsored The Bridge Music Project with \$2000. The Bridge Music Project is a Thurston County-based 501(c)3 Nonprofit Organization which teaches at-risk youth how music and songwriting can be used as tools to deal with life's challenges.

300+ youth have participated in The Bridge Music Project, having collaboratively written, recorded and performed over 37 songs.

Attachments:

Webpage



PBIA Advisory Board

Faith Community & City of Olympia Tiny House Pilot Partnership

Agenda Date: 12/5/2018
Agenda Item Number: 6.B
File Number: 18-1160

Type: report **Version:** 1 **Status:** In Committee

Title

Faith Community & City of Olympia Tiny House Pilot Partnership

Report

Issue:

Briefing about a one-year pilot program wherein partners from the faith community/non-profits will host and manage three emergency (homeless) housing sites, with financial and staff support from the City.

Staff Contact:

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.753.5847

Presenter(s):

Amy Buckler, Downtown Programs Manager, Community Planning & Development

Background and Analysis:

In an effort to enhance opportunities for faith-based, non-profit and other government entities to host temporary (homeless) housing facilities subject to a permit, the City adopted interim changes to its Emergency (Homeless) Housing Ordinance on June 5. Councilmembers also expressed interest in providing some funding to support faith-based or non-profit partners that host/sponsor sites.

Subsequently, on October 23, the City Council approved up to \$100,000 in funding to support a pilot partnership. **See attached description.** A working group including representatives from seven local churches and City staff has formed to discuss potential church property sites and the process for approving emergency housing facilities there. The sites are expected to be operational in first quarter of 2019.

Neighborhood/Community Interests (if known):

The issue of homelessness is of significant public concern.

Options:

1. Move to recommend the City commit to funding the City and Faith Community pilot project in 2019 for an estimated amount of \$100,000.

2. Do not recommend the City fund the pilot partnership at this time.

Financial Impact:

\$100,000 in 2019

Attachments:

Pilot Partnership description

Faith Community & City Tiny House Pilot Partnership

Purpose: To provide support services to enable faith communities and non-profits to establish and manage tiny house and transitional shelter facilities on public or private properties to house homeless people.

Description: The City of Olympia will provide funding and support for a one-year pilot program (2019) for one mid-size and two small sites. The non-profit and faith communities will host and manage these tiny house/shelter villages on their property with City-contracted support, as well as build and supply the tiny houses. The faith community may also contribute to group facilities for homeless people on public land managed by the City.

Steps:

1. Form a Working Group with City staff, representatives of faith communities and individuals with expertise in establishing tiny house communities.
2. Identify faith community sites/hosts
3. Design a program for the City to contract with a non-profit organization to provide services for faith communities including:
 - a. Screening of potential candidates for tiny houses (*the City prefers Coordinated Entry be used; hosts may establish overlay criteria to fit their needs*)
 - b. Provision of portable sanitary facilities
 - c. Provisions for water and sewer services
 - d. Provision for removal of trash
 - e. Linkage to social service providers for aiding residents to deal with mental issues, find jobs and transition to better housing
 - f. Develop a sample contract format for residents to sign with the managing non-profit and the faith community (*the NGO must be willing to sign a non-discrimination agreement*)
4. With support of City resources, use best practices to engage with surrounding neighborhoods.

Three Types of Partnerships

Small Size Sites

- Small number (1-6) of houses/huts on church properties
- City will provide support for two small sites*
- To incentivize this, faith partners are asking the City to modify its emergency (homeless) housing ordinance to simplify the permitting process or make no permit required for 6 or fewer units

Mid-Size Sites

- Approximately 10-20 houses/huts on non-profit or faith community properties
- City will provide support for one mid-size site*
- Some communal facilities (showers, cooking and sanitation - maybe others)
- Association of faith communities to manage and support
- To incentivize this, faith partners are asking the City to modify its emergency (homeless) housing ordinance to simplify its permitting process

Faith community contribution of Tiny Houses to Government Sites

- Faith community contracts with a governmental entity to operate tiny houses/huts on government owned properties
- Faith communities contribute or fund tiny houses/huts to supplement facilities on government sites
- Government host has some communal facilities on site and services such as showers, laundry, cooking, meeting place for clinic and wrap-around services, trash removal

* The City has committed funding in 2019 for portable toilets, hand washing stations, water and sewer services, trash removal, fencing to meet screening requirements if needed, and a contract for services with a non-profit to help manage all three sites.

Estimated Costs for Pilot Project

* For budgeting purposes only. Line items subject to change. The City has pledged up to \$100,000 in 2019 to support the Pilot Project.

City & Faith Community Pilot Project Partnership for Emergency Housing Facilities Estimated Cost - 2019			
City Contribution	Monthly Cost	Annual Cost	Note
Small Site #1 (Up to 6 units)			
Portable Toilets	\$200	\$2,400	<i>1 ADA stall, maintenance 1/wk</i>
Portable Handwashing Stations	\$150	\$1,800	<i>1 station</i>
Water Service	\$35	\$420	<i>Difficult to separate billing from primary use</i>
Sewer Service	\$22	\$264	<i>Difficult to separate billing from primary use</i>
Trash Service	\$61	\$732	<i>95 gallon 1/wk</i>
Fencing		\$7,500	<i>May be needed as screening required</i>
Small Site #2 (up to 6 units)			
Portable Toilets	\$200	\$2,400	<i>1 ADA stall, maintenance 1/wk</i>
Portable Handwashing Stations	\$150	\$1,800	<i>1 station</i>
Water Service	\$35	\$420	<i>Difficult to separate billing from primary use</i>
Sewer Service	\$22	\$264	<i>Difficult to separate billing from primary use</i>
Trash Service	\$61	\$732	<i>95 gallon 1/wk</i>
Fencing		\$7,500	<i>May be needed as screening required</i>
Mid-Size Site (10-20 units)			
Portable Toilets	\$320	\$3,840	<i>1 ADA + 1 standard stall, maintenance 1/wk</i>
Portable Handwashing Stations	\$300	\$3,600	<i>2 stations</i>
Water Service	\$35	\$420	<i>Difficult to separate billing from primary use</i>
Sewer Service	\$22	\$264	<i>Difficult to separate billing from primary use</i>
Trash & Recycling Service	\$157	\$1,884	<i>1.5 yard dumpster picked up 1/wk</i>
Fencing		\$12,000	<i>May be needed as screening required</i>
Contract with NGO		\$25,000	<i>Based on Eugene cost. Screening of potential candidates, link to service providers, assist with management</i>
Contingency		\$25,000	
TOTAL ESTIMATED ANNUAL COST		\$98,240	



PBIA Advisory Board

Olympia Downtown Alliance Marketing Update

Agenda Date: 12/5/2018
Agenda Item Number: 6.C
File Number: 18-1148

Type: discussion **Version:** 1 **Status:** In Committee

Title

Olympia Downtown Alliance Marketing Update

Recommended Action

Committee Recommendation:

Report/Briefing only; no action requested.

City Manager Recommendation:

Briefing only; no action requested.

Report

Issue:

Olympia Downtown Alliance's update on PBIA marketing partnership

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning and Development, 360.570.3723

Presenter(s):

Todd Cutts, Executive Director, Olympia Downtown Alliance

Background and Analysis:

PBIA has contracted with ODA to provide marketing for Downtown, including social media outreach. The PBIA has requested an update on social media metrics and engagement. As the PBIA and ODA's board meetings conflict, Executive Director Cutts will provide the report as a handout, for the PBIA to review.

Attachments:

None.



PBIA Advisory Board Parking Strategy Update

Agenda Date: 12/5/2018
Agenda Item Number: 6.D
File Number: 18-1166

Type: discussion **Version:** 1 **Status:** In Committee

Title

Parking Strategy Update

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the draft parking strategy.

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning & Development, 360.570.3723

Presenter(s):

Max DeJarnatt

Background and Analysis:

In 2016 the City commissioned a parking study, resulting in the draft parking strategy. Staff have been reaching out to stakeholders while implementing phase one items prior to adoption by council, scheduled for the first quarter of 2019.

Neighborhood/Community Interests (if known):

Parking scarcity is routinely listed as a top concern among Downtown businesses and visitors.

Attachments:

Parking Strategy Fact Sheet



Downtown Parking Strategy

Fact Sheet

For additional information or to download a complete version of the Downtown Parking Strategy Draft, visit olympiawa.gov/parkingstrategy for more information.

Strategy 1 *Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience*

(1.1) Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project

Strategy 2 *Improve On-Street Parking*

- (2.1) Prioritize short-term parking in the Downtown core and adjust pricing if necessary in order to manage to the 85% rule to ensure the right spot for the right person.
- (2.2) Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.
- (2.3) Convert 9-hour meters in the Downtown to short-term visitor parking.
- (2.4) Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking and free holiday parking

Strategy 3 *Reinvigorate Off-Street Parking*

- (3.1) Develop a signage/wayfinding plan by character area to better identify off-street parking facilities.
- (3.2) Design/manage a voluntary City-led shared parking program.
- (3.3) Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s).
- (3.4) Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots).
- (3.5) Reevaluate parking requirements for new non-residential development.
- (3.6) Examine possible building or development code revisions to require or encourage EV charging infrastructure.
- (3.7) Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting.
- (3.8) Consider allowing parking validation through local businesses.

Strategy 4 *Improve Access to Downtown*

- (4.1) Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.
- (4.2) Expand secure bike parking Downtown using a systematic, data-driven approach.
- (4.3) Encourage carsharing in public and private parking facilities.



Downtown Parking Strategy

Fact Sheet

Strategy 4 *Improve Access to Downtown Cont...*

- (4.4) Collaborate with local and regional transit agencies to improve service to and from Downtown.
- (4.5) Implement street and public space improvements from the Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA) focusing on the Downtown Core.
- (4.6) For Downtown street projects, explore alternatives that provide angled parking.
- (4.7) Implement a program that will give free bus passes to low to moderate income

Strategy 5 *Residential and Employee Parking*

- (5.1) Convert current residential and employee on-street permits to temporary access permits with a monthly fee.
- (5.2) Provide residential and employee off-street parking options through the shared parking program in order to provide predictability.
- (5.3) Implement a downtown employee parking education program
- (5.4) Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options.
- (5.5) Establish parking user priorities based on the ground floor land use along the street frontage for on-street parking.
- (5.6) Review the boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area.

Strategy 6 *Arts, Culture and Entertainment Uses*

- (6.1) Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown core including disabled parking stalls.

Strategy 7 *Improve Disabled Parking Management*

- (7.1) Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.
- (7.2) Confirm that all City-owned off-street facilities are compliant with ADA parking requirements.
- (7.3) Restrict disabled parking to the 4-hour limit allowed by statelaw for on-street parking.
- (7.4) Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls.
- (7.5) Work with State representative to implement reforms that would result in reduced handicap placard misuse.



PBIA Advisory Board

2019 PBIA Meeting Dates

Agenda Date: 12/5/2018
Agenda Item Number: 6.E
File Number: 18-1150

Type: discussion **Version:** 1 **Status:** In Committee

Title

2019 PBIA Meeting Dates

Recommended Action

Information only. No action requested.

Report

Issue:

Choosing PBIA meeting dates for 2019

Staff Contact:

Max DeJarnatt, Program Assistant, 360.570.3723, mdejarna@ci.olympia.wa.us

Presenter(s):

Max DeJarnatt

Background and Analysis:

In 2018 PBIA changed its meeting dates from the second Thursday of each month to the first Wednesday. Continuing on the first Wednesdays may create conflicts, specifically on January 2nd and July 3rd.

Neighborhood/Community Interests (if known):

ODA meets on the first Wednesday of each month

Attachments:

2019 Calendar & Meeting Dates

DRAFT PBIA MEETING DATES

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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FEBRUARY						
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MARCH						
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31						

APRIL						
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MAY						
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JUNE						
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JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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PBIA Advisory Board

PBIA Election Update

Agenda Date: 12/5/2018
Agenda Item Number: 6.F
File Number: 18-1146

Type: discussion **Version:** 1 **Status:** In Committee

Title

PBIA Election Update

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the PBIA nominations and election process

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning and Development, 360.570.3723

Presenter(s):

Board Chair Danielle Ruse

Background and Analysis:

There are fifteen PBIA chair positions. Of the fifteen, five terms are expiring at year's end: two vacancies, board chair Danielle Ruse, board member Mary Corso, and board member Jacob David. In addition, there are three vacancies (each expiring in 2020).

Neighborhood/Community Interests (if known):

N/A

Attachments:

PBIA Bylaws

BYLAWS OF THE PARKING & BUSINESS IMPROVEMENT AREA

ARTICLE I – NAME

Section 1.01. The name of the organization shall be PARKING & BUSINESS IMPROVEMENT AREA ADVISORY BOARD (hereinafter referred to as the "ADVISORY BOARD").

ARTICLE II – PURPOSE

The purpose and objectives of the Advisory Board shall be to:

Develop and propose an annual budget and work plan to benefit the businesses within the PBIA boundaries. The Advisory Board will present the budget to the Olympia City Council for adoption each year by July or on such date and such time and place as the Advisory Board shall designate each year. The programs and activities funded will fall into the five classifications listed below:

1. Downtown Parking Improvements
2. Clean & Safe Downtown Environment
3. Streetscape improvements, beautification, and improved way finding signs
4. Business Retention & Recruitment
5. Downtown Olympia Marketing

The Advisory Board will establish a conduit for information among all members of the PBIA, including those non-english speaking business owners, and encourage participation and diversity by the largest possible number of PBIA members. The Advisory Board will evaluate the programs and activities each year. They will produce and distribute an annual report to all of the PBIA members and the Olympia City Council.

ARTICLE III – OFFICE OF RECORD

Section 3.01. The office of the PBIA shall be located at such location as from time to time determined by the Advisory Board.

ARTICLE IV – TERM

Section 4.01. The Advisory Board will exist as long as the PBIA is effective in accordance with Washington State RCW 35.87A.

ARTICLE V – AREA INCLUDED

Section 5.01. For the purpose of the PBIA, the area covered is the area defined in the Olympia Ordinance 6375.

ARTICLE VI – MEMBERSHIP

Section 6.01. Membership shall be business owners in the area defined in Olympia Ordinance 6375.

Section 6.02. Membership is by assessment as described in City of Olympia ordinance #6375 by 3 zones: A-B-C. Assessments are by type, location, and number of FTE's.

Section 6.03. Annual assessments will be billed, collected and dispersed as defined in Olympia ordinance 6375.

ARTICLE VII – VOTING RIGHTS

Section 7.01. One business membership per business shall entitle the holder to one vote.

ARTICLE VIII – MANAGEMENT

Section 8.01 Management of the business affairs of the PBIA shall be by the Advisory Board of Directors.

Section 8.02. The Advisory Board shall be fifteen (15) and representing each zone proportionately to the number of businesses in each zone including non-english speaking business owners, diversity of businesses type.

~~Section 8.03. The term of office shall be staggered three (3) year terms, except for the first year of formation.~~

Section 8.04. Each board member shall be entitled to one vote on all matters coming before the Advisory Board at the annual or any regular or special meeting thereof.

Section 8.05. Advisory board members shall not receive any stated salary for their services.

ARTICLE IX – DUTIES OF OFFICERS

Section 9.01. OFFICERS. Section 9.01. OFFICERS. The officers of this Advisory Board shall consist of the Chair, Vice Chair, Secretary.

Section 9.02. CHAIR. The Chair shall supervise all activities of the PBIA; shall execute all instruments and documents on its behalf; preside at all meetings of the members and of the Advisory Board; shall call such meetings as shall be deemed necessary; shall appoint committee chairs and committee members; shall establish committees as needed; and shall perform such other duties as are usually inherent in such office.

Section 9.03. VICE CHAIR—The Vice Chair shall serve as Chair in case of absence. The Vice Chair will serve as the Chair as necessary

~~Section 9.04. SECRETARY. The Secretary shall assist the program manager in record keeping.~~

ARTICLE X – ELECTIONS

Section 10.01. ADVISORY BOARD-- Term of office shall be January 1 through December 31 of each calendar year.

Section 10.01.01.

Each year, a nominating committee, shall in September select from among the members persons to stand for election as Advisory Board members. Ballots shall be mailed to current members. Newly elected Advisory Board members will be installed the first week of January. Any member at the time of the annual election, may be nominated from among the members to stand for election as Advisory Board member.

Section 10.01.02. Advisory Board Members shall be elected by members by mail and installed at the annual meeting to a term of three (3) years with one-third being elected each year, except for the first year, one-third shall be elected for (1) year, one-third for two (2) years, and one-third for three (3) years. Advisory Board Members shall be elected by receiving the greatest number of votes of members.

Section 10.01.03. Any vacancy occurring on the Advisory Board by reason of death, resignation, or removal may be filled promptly by a majority vote of the remaining members of the Advisory Board. Such appointee shall serve during the unexpired term of the Advisory Board member whose position has become vacant.

Section 10.02. OFFICERS. Term of office is one year

Section 10.02.01 Each year at the Advisory Board annual meeting (Section 12.02.01) the board will select board members to serve as Chair, Vice Chair and Secretary. A majority vote of the Advisory Board will elect the officers.

Section 10.02.03. Any vacancy occurring in any office of the PBIA for reason of death, resignation, or removal shall be filled promptly by a majority vote of the Advisory Board. The members of the Advisory Board may be polled by mail or a special meeting of the Board may be called upon seven (7) days' notice. The person so elected shall serve during the unexpired term of the Advisory Board member whose position has become vacant.

ARTICLE XI – REMOVAL

Section 11.01. Any Advisory Board Member shall be subject to removal by a majority vote of the membership.

Section 11.02. Any Advisory Board Member who shall miss one-quarter or more of the regularly scheduled meetings of the Board of Directors during a one-year period shall be removed.

Section 11.03. Any Officer who shall miss three (3) consecutive meetings without an excuse satisfactory to the Advisory Board shall be subject to removal by majority vote thereof.

ARTICLE XII – MEETINGS

Section 12.01. MEMBERS.

Section 12.01.01. An annual meeting of the members of the PBIA shall be held during the month of June of each calendar year on such date and at such time and place as the Advisory Board shall designate each year. In the event of the failure of the Board of Directors to designate the date, time, and place thereof, such annual meeting shall be held on the last Wednesday in June commencing at 6:30 p.m. in the principal office of the PBIA.

Section 12.01.02. Quarterly and special meetings of the members may be called at any time for any purpose by the Chair of the Advisory Board by a majority of the Advisory Board then in office, or by a majority of the members of the PBIA.

Section 12.01.03. Monthly meetings of the Advisory Board, which shall be open to all members of the PBIA, will occur at a time and place designated by the Advisory Board.

Section 12.01.04. Written notice stating the place, date, and hour of any meeting of the members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting not less than ten nor more than fifty days before the date of such a meeting. In case of a special meeting, or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. In the event of an emergency, a meeting may be called on five days' notice provided that the time, place, date, and purposes for such meeting are conveyed to all members of the PBIA entitled to vote at such meeting

Section 12.01.05. A quorum at any meeting of the membership of the PBIA shall consist of 1/10 of the membership of the PBIA.

Section 12.01.06. A majority vote of the members present at a meeting at which a quorum is present shall, at minimum, be necessary for any action.

Section 12.02. ADVISORY BOARD

Section 12.02.01. Annual meeting of the Advisory Board shall be held during the month of ~~January~~ each calendar year on such date and time and place as the board shall designate. The meeting will be held on the last Wednesday in January at 6:30pm in the principal office of the PBIA if no other date and time are scheduled. The purpose of such meeting shall be to install board members, elect officers, and install, as necessary, committees and to transact such other business as may properly come before the Board.

~~Norminations from a nominating committee will occur in September and a vote by mail will occur in the 4th quarter.~~

Section 12.02.02. The Advisory Board may from time to time determine a regular meeting schedule of the Board and set the time and place of such meetings. The purpose of the regular meeting shall be to act upon and to transact such other business as may properly come before the Board.

Section 12.02.03. Special meetings of the Advisory Board may be called by the Chair, by a majority of the Board then in office, or a majority of the members of the PBIA at any time and may be held at such time, place, and date as shall be prescribed in the notice thereof.

Section 12.02.04. Notice of meetings of the Advisory Board shall be given by mail, telephone, or other means of personal communication, and must be delivered or transmitted at least ten (10) days in advance the annual meeting, and two (2) days in advance of regular and special meetings.

Section 12.02.05. A majority of the Advisory Board then in office shall constitute a quorum at meetings of the Advisory Board.

Section 12.02.06. Any action may be taken by a majority of those voting at any meeting of the Advisory Board at which a quorum has been established.

Section 12.03. In all matters of parliamentary procedure and the order of business at meetings, the latest edition of "Robert's Rules of Order" shall be used as authority.

ARTICLE XIII – REPRESENTATION

Section 13.01. No committee, member, or other person shall enter into any contract, incur any debt, engage in any transaction, or represent himself or herself on behalf of the PBIA without authority of the Advisory Board, except as otherwise provided in these Bylaws.

ARTICLE XIV – AMENDMENTS

Section 14.01. The right to amend the Bylaws of the PBIA shall be reserved in the Advisory Board, and shall be by majority vote of the Advisory Board thereof then in office. Notice and copies of the proposed amendments shall be distributed at least ten (10) days before the meeting at which the same shall be considered.

ARTICLE VX – SEVERABILITY

Section 15.01. Any Article, Section, or provision of these Bylaws which, if construed in the manner expressed herein, should be contrary to or inconsistent with any applicable provision of the law, shall be severed from the remainder of these Bylaws, and shall not be in force so long as such revision of the law shall remain in effect without affecting the validity of the remainder of these Bylaws.

Approved by the Advisory Board: _____

Secretary



PBIA Advisory Board

Update on Upcoming PBIA Assessments

Agenda Date: 12/5/2018
Agenda Item Number: 6.G
File Number: 18-1164

Type: discussion **Version:** 1 **Status:** In Committee

Title

Update on Upcoming PBIA Assessments

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the upcoming PBIA assessments

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning & Development, 360.570.3723

Presenter(s):

Max DeJarnatt

Background and Analysis:

PBIA mails out assessments to Downtown businesses annually, in January. Businesses are assessed based on three criteria: location, business type, and number of employees, with varying rates for each. Using a combination of efforts by the Downtown Ambassadors and data provided by Department of Revenue staff hope to bring previously unidentified ratepayers into the assessment cycle. There are 411 active ratepayers and staff has identified an additional 341 potentially assessable businesses inside the PBIA's boundary.

Neighborhood/Community Interests (if known):

N/A

Financial Impact:

An increase in assessment revenue. An 83% increase is possible but extremely unlikely.

Attachments:

PBIA Ordinance 3.62



PBIA Advisory Board

Quarterly Survey

Agenda Date: 12/5/2018
Agenda Item Number: 6.H
File Number: 18-1165

Type: discussion **Version:** 1 **Status:** In Committee

Title

Quarterly Survey

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the quarterly survey

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning & Development, 360.570.3723

Presenter(s):

Max DeJarnatt

Background and Analysis:

PBIA sends its ratepayers a brief quarterly survey.

Neighborhood/Community Interests (if known):

N/A

Financial Impact:

None

Attachments:

None



PBIA Advisory Board Round Table Discussion

Agenda Date: 12/5/2018
Agenda Item Number: 8.A
File Number: 18-1051

Type: discussion **Version:** 1 **Status:** In Committee

Title

Round Table Discussion

Report

Issue:

Board discussion of downtown issues

Staff Contact:

Max DeJarnatt, Senior Program Assistant, Community Planning & Development, 360.570.3723

Presenter(s):

N/A

Background and Analysis:

Discussion about downtown issues and what we are hearing from ratepayers; leading to identification of:

- Quarterly short survey questions
- Issues that might be addressed by existing programs
- Key messages to be reported to City Council
- Advice to staff about key messages to convey to downtown businesses
- Ideas for potential future PBIA budget items

Neighborhood/Community Interests (if known):

Discussion is to identify neighborhood issues

Options:

N/A

Financial Impact:

N/A

Attachments:

N/A