

2024 Work Plan: Parking & Business Improvement Area Board

The purpose of the PBIA Advisory Board is to develop an annual recommendation for the City Council about how to invest the PBIA Fund and to serve as a communication link between ratepayers and the City of Olympia. Should a relevant plan or project arise, that topic may be added.

Meeting Date	Agenda Items	Time Needed	Anticipated Deliverable
June 5 th	Admin and process updates ➤ Discussion	30 minutes	Comments to staff
	Vote on change to in-person ➤ Decision	15 minutes	Decision on location (online or City Hall) going forward
	Vote to adopt work 2024 plan ➤ Decision	45 minutes	Recommendation to City Council
July 3 rd	Admin and process updates ➤ Discussion	30 minutes	Comments to staff
	Purpose conversation ➤ Discussion	30 minutes	Comments to staff
	Board expectations & commitments ➤ Discussion	10 minutes	Comments to staff
	Engagement subcommittee ➤ Decision	20 minutes	Subcommittee formed
August 7 th	Engagement subcommittee report ➤ Briefing	20 minutes	Comments to staff
	Fund update ➤ Briefing	30 minutes	Comments to staff
	Budget amendment (if any) ➤ Decision	20 minutes	Recommendation to City Council
September 4 th	Planning for annual meeting ➤ Discussion	30 minutes	Comments to staff
	Rate and process updates ➤ Discussion	20 minutes	
	Community partner briefing ➤ One or more briefings	40 minutes	Comments to City Council
October 2 nd	Annual Meeting	120 minutes	Ratepayer engagement event
November 6 th	2025 Budget & Work Plan ➤ Discussion	45 minutes	Comments to Staff
	Creative District & Artesian Briefing ➤ Briefing	30 minutes	Comments to Staff
December 4 th	Evaluate 2024 Programs and Activities	45 minutes	Comments to Staff
	Develop 2025 Budget & Work Plan	45 minutes	Comments to Staff