



Meeting Agenda

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Amy Buckler
360.570.5847

Thursday, July 13, 2017

5:30 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [17-0724](#) Approval of June 8th, 2017 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

Senior Planner Amy Buckler as Liaison to PBIA; Mark Rentfrow as Support.

6. BUSINESS ITEMS

6.A [17-0729](#) Downtown Street Improvement Projects

6.B [17-0725](#) Update on Sea Level Rise Planning in Olympia

Attachments: [Summary Sea Level Rise Response Plan](#)
[SLR Scope of Work Summary Flowchart May 2017](#)

6.C [17-0726](#) Report on Downtown Ambassador Statistics

Attachments: [Ambassador, Clean Team Cigarette Receptacle](#)

6.D [17-0727](#) Current PBIA Budget Analysis for 2017

Attachments: [PBIA 2017 Budget Detail Tracking](#)
[PBIA 2017 Budget - Approved](#)

7. REPORTS**8. OTHER TOPICS****9. ADJOURNMENT****Upcoming****Accommodations**

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

PBIA Advisory Board

Approval of June 8th, 2017 PBIA Advisory Board Meeting Minutes

Agenda Date: 7/13/2017
Agenda Item Number: 3.A
File Number: 17-0724

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

Title

Approval of June 8th, 2017 PBIA Advisory Board Meeting Minutes

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Meeting Minutes

PBIA Advisory Board

ATTACHMENT 1

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Amy Buckler
360.570.5847

Thursday, June 8, 2017

6:00 PM

Council Chambers

1. CALL TO ORDER

Chair Corso called the meeting to order at 6:01 p.m.

.A ROLL CALL

Present: 7 - Chair Mary Corso, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Sheila Irish, Boardmember Bobbi Kerr, Boardmember David Rauh and Boardmember Nathan Rocker

Excused: 2 - Vice Chair Justin McIntyre and Boardmember Alana Carr

Absent: 3 - Boardmember Audrey Henley, Boardmember Kim Murillo and Boardmember Jeffrey Trinin

OTHERS PRESENT

Councilmember Jeannine Roe
Community Planning and Development Staff:
Director Keith Stahley
Downtown Liaison Mark Rentfrow
Office Specialist/Minutes Recorder Stacey Rodell
Downtown Ambassador Katherine
Olympia Police Department:
Officer Bryan Wylie

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-0514](#) Approval of April 13, 2017 PBIA Advisory Board Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Mr. Rentfrow handed out information regarding an upcoming workshop called *TuneUp*

Your Business. This workshop offers a supportive environment where business owners can build essential management skills that are difficult to acquire while immersed in day-to-day activities. There will be eight sessions from June 28, 2017 - July 21, 2017 on Wednesdays and Fridays from 8:00 a.m. to 9:30 a.m. at the Olympia Center.

Mr. Rentfrow handed out information regarding an upcoming community meeting about sea level response planning on June 27, 2017 from 6:30 p.m. to 8:30 p.m. at the Olympia Center.

6. BUSINESS ITEMS

6.A [17-0628](#) Update from Downtown Law Enforcement

Officer Wylie provided an update regarding Downtown law enforcement. He discussed the following:

- Nighttime walking patrol of two officers will start the first week in July and will be active Wednesday through Saturday nights until 3:00 a.m.
- Lakefair
- Equality March for unity & pride In Olympia on Saturday June 10, 2017
- Wake up patrol

The information was received.

7. REPORTS

Ambassador/Clean Team

Ambassador Katherine provided Welcome Center/Ambassador and Clean Team work statistics through 5/1/2017.

Marketing

Boardmember Dean reported on the following:

- 4th quarter business items
- Adding additional media for advertising PBIA
- Flower baskets have been installed
- Flower basket watering plan for next year
- Collaborative meeting regarding Lakefair
 - Participation in the parade
 - Geoteaming - an application for smartphones to get people from Lakefair into the local businesses
 - Signage
 - Purchase of parking tokens to be handed out during Lakefair to promote the return to Downtown. Mr. Rentfrow will follow up with Parking Services on the purchase of tokens.

Boardmember Dean moved, seconded by Boardmember Kerr to spend \$500.00 of marketing funds to purchase parking tokens to be handed out during Lakefair

to attendees to encourage return trips to Downtown. The motion unanimously passed.

Chair Corso reported on a recent article published in the Thurston Talks - *Twenty-Five Things To Do In Olympia*.

Clean and Safe Committee

Boardmember Rocker and Mr. Rentfrow reported the following:

- Nuisance crimes
- Cigarette collectors have been vandalized and have been given to Always Safe and Lock to repair.

Councilmember Roe inquired about a possible ban of smoking in parks. Mr. Rentfrow and Mr. Stahley provided details about this inquiry.

Boardmember David reported on the following at the Artesian Commons Park

- Ranger and Well Host full time positions have begun
- Bridge program events
- Eight skateboard events
- June 28, 2017 electronic music festival
- Plants and flowers have been installed

8. OTHER TOPICS

Mr. Rentfrow provided information regarding an upcoming training called *Jurassic Parliament*. This training is for Council, Boards and Commission Chairs and Vice Chairs and involves procedures on how to have an effective meeting. This training will be held on June 26, 2017 in City Hall Council Chamber from 5:30 p.m. and 8:00 p.m.

Chair Corso provided information regarding an upcoming joint meeting with the PBIA Board and the Olympia Downtown Association (ODA) to work on collaboration on business tasks.

Mr. Stahley announced an upcoming neighborhood meeting on June 14, 2017 regarding a proposed project called the Avalon Building in the former Griswold's building.

Mr. Stahley reported on Community Development Block Grant (CDBG) upcoming public hearing.

Mr. Stahley reported on the recent Home Fund survey results.

Boardmember Ruse reported on upcoming interrupted service of Behavioral Health Organizations.

Mr. Rentfrow announced that the Parking Strategy Open House will be held

immediately after July 13, 2017 PBIA meeting.

Mr. Rentfrow provided an update on the trash compactors.

Mr. Stahley reported on a \$75,000 budget for the Crime Prevention Through Environmental Design (CPTED) available to businesses downtown through the CDBG program.

Mr. Rentfrow announced the recent opening of the restroom at Percival Landing.

Mr. Stahley announced the Portland Loo restroom is currently being installed at the Artesian Commons Park.

9. ADJOURNMENT

The meeting adjourned at 7:17 p.m.



PBIA Advisory Board

Downtown Street Improvement Projects

Agenda Date: 7/13/2017
Agenda Item Number: 6.A
File Number: 17-0729

Type: information Version: 1 Status: In Committee

Title

Downtown Street Improvement Projects

Recommended Action
Information only.

Report

Issue:

Receive a briefing on planned Downtown Street Improvements

Staff Contact:

Sophie Stimson, Senior Planner, Public Works | Transportation, 360.753.8497

Presenter(s):

Sophie Stimson

Background and Analysis:

Improvements to five downtown streets will improve the pedestrian environment while enhancing bicycle, transit and vehicular movement and safety. These projects originated as paving projects. Through the Downtown Strategy, concepts for transforming these streets were identified.

Neighborhood/Community Interests:

The projects were introduced and discussed as part of the Downtown Strategy. Extensive public involvements occurred as part of the Downtown Strategy.

In the fall, a public outreach process will begin. Concepts proposed for each street will be presented for the public to respond to.

Options:

None - briefing only

Financial Impact:

Pavement management funds will be used. Grants are anticipated to be needed. Once construction costs are estimated, a funding strategy will be developed.

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PBIA Advisory Board

Update on Sea Level Rise Planning in Olympia

Agenda Date: 7/13/2017
Agenda Item Number: 6.B
File Number: 17-0725

Type: information Version: 1 Status: In Committee

Title

Update on Sea Level Rise Planning in Olympia

Recommended Action

Information only. No action required.

Report

Issue:

Receive briefing on sea level rise planning work initiated by the City of Olympia, the Port of Olympia and LOTT Clean Water Alliance.

Staff Contact:

Eric Christensen, Engineering and Planning Supervisor, Public Works/Water Resources,
360.570.3741

Presenter(s):

Eric Christensen

Background and Analysis:

Downtown Olympia and its peninsula are vulnerable to flooding. Sea level rise increases the likelihood of flooding and could threaten large portions of downtown. Implications to various public and private entities are extensive. Without action, maintaining downtown public and private services will be challenging.

The City of Olympia has been engaged in climate change and sea level rise planning since the early 1990s. Considerable topographic, water elevation, and land use information has been generated and evaluated. The City of Olympia's Comprehensive Plan and Downtown Strategy provide support for the development of a formal Sea Level Rise Response Plan.

The City of Olympia, the Port of Olympia, and the LOTT Clean Water Alliance share common concerns regarding sea level rise, yet also have unique individual vulnerabilities. The City, the Port and LOTT have entered into an Interlocal Agreement to jointly fund and participate in a formal sea level rise planning process for downtown Olympia and the Port peninsula. A consulting firm, AECOM Technical Services, has been hired to help lead the planning effort.

The tasks to be completed by AECOM and the City, Port and LOTT for this project include:

- Evaluating the best available science
- Developing a Sea level rise planning framework
- Conducting a vulnerability and risk assessment of downtown assets
- Developing three or four sea level rise adaptation strategies
- Completing a Sea Level Response Plan

Three major community meetings to gather feedback on draft project material are planned in 2017 and 2018. Additional community and stakeholder involvement opportunities are also planned.

The planning process will culminate with elected official consideration of the plan and its implementation.

Neighborhood/Community Interests (if known):

Various community groups and other agencies are engaged in climate change and sea level rise issues. The City of Olympia Comprehensive Plan and Downtown Strategy support developing a sea level response plan. During a February 8, 2017 sea level rise community informational meeting, citizens voiced their support for the sea level response planning process. Coordination with regional climate change mitigation planning is occurring.

Options:

Information only.

Financial Impact:

None at this time. However, potential long-term private and public impacts are appreciable.

Attachments:

SLR Planning Summary

SLR Flow Chart

Sea Level Rise Response Planning

Why is a Sea Level Rise Response Plan needed?

There are many sea level rise (SLR) and flooding related challenges facing the downtown Olympia area. Portions of the downtown are built on fill, shoreline areas are mapped within FEMA's 100-year coastal floodplain, and high tides can back up into the stormwater system and cause surface street flooding. Downtown flooding issues – both from high tides and intense precipitation – will worsen in the future as a result of SLR. The City of Olympia is working with the LOTT Clean Water Alliance and the Port of Olympia to develop a comprehensive SLR Response Plan to address these challenges and protect and preserve downtown amenities, assets, and quality of life for Olympia's residents and businesses. The SLR Response Plan will analyze options for protecting the downtown area and develop recommendations, implementation schedules, decision-making thresholds, funding needs, and emergency response approaches to address SLR vulnerabilities and risks in the future.



How will the plan be developed?

The City has hired a consultant, AECOM, to assist with the development of the SLR Response Plan. AECOM has collaborated with the project partners (the City, LOTT Clean Water Alliance, and Port) to develop a project approach and schedule to carry out the work necessary to develop the plan. The project team will follow an innovative approach and the project tasks will include: data review of prior studies; summary of best available SLR science; defining a SLR planning framework; refining prior vulnerability and risk assessments of the downtown area, including LOTT and Port facilities; identifying options for addressing SLR; developing a response plan that includes actionable next steps, priorities, and phasing; and providing opportunities for community input. The project partners have allocated \$250,000 to support this effort which begins in May and continues through 2018.

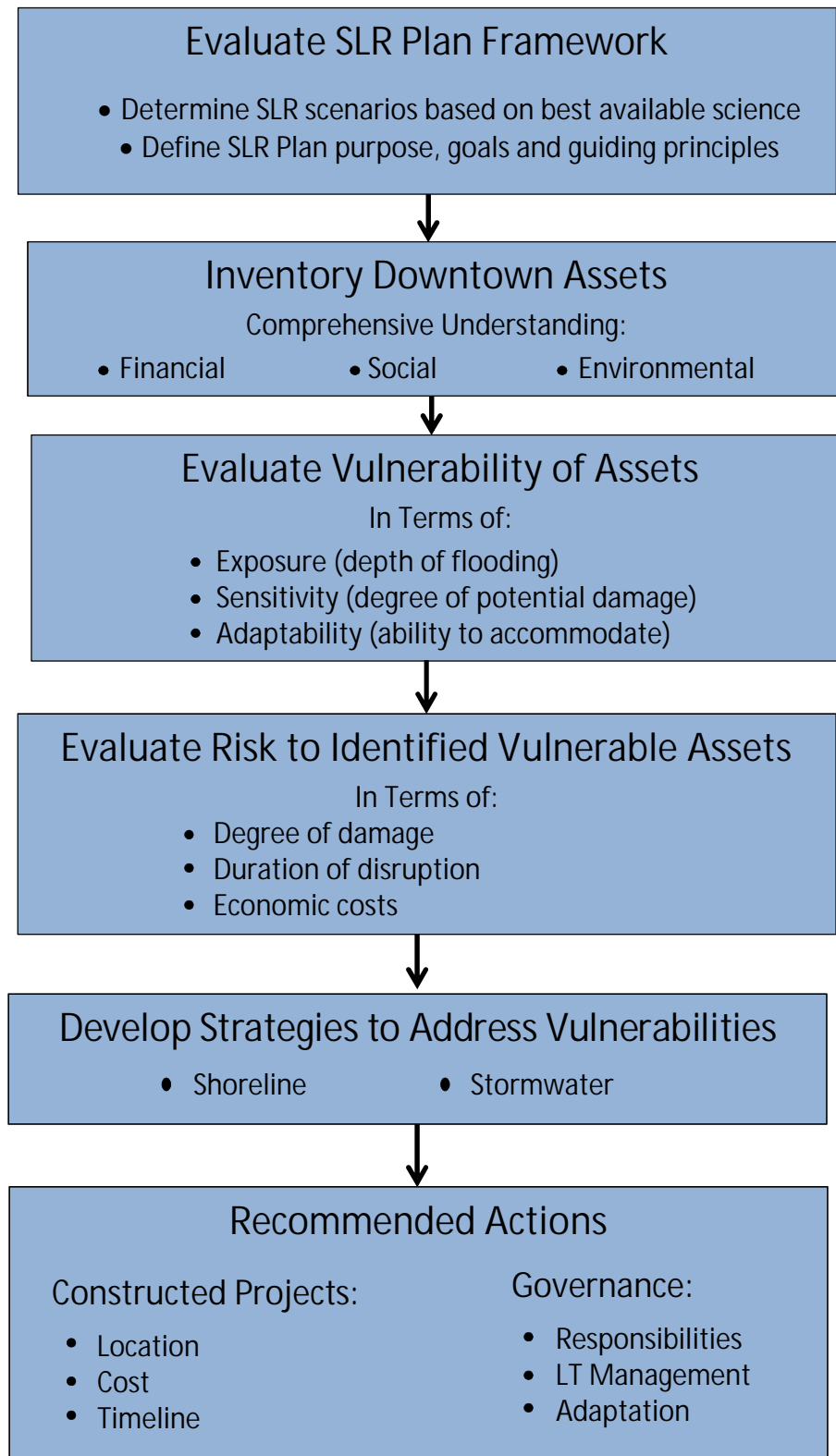
SLR Response Plan Schedule

	2017								2018											
Consultant Tasks	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Project Management/Coordination																				
Project Initiation and Kick-off																				
Data and Climate Science Review																				
SLR Planning Framework																				
Vulnerability and Risk Assessment																				
Develop Adaptation Strategies																				
Develop SLR Response Plan																				
Community Workshops																				

How will the community participate in the process?

The City maintains a webpage and interactive sea level rise communication tool that can be accessed at www.olympiawa.gov/sealevelrise. Information about this planning effort will be available there. The City is also developing a stakeholder engagement plan and will host a series of community workshops to allow residents an opportunity to better understand the process and provide input on the proposed strategies and plan.

05/10/2017





PBIA Advisory Board

Report on Downtown Ambassador Statistics

Agenda Date: 7/13/2017
Agenda Item Number: 6.C
File Number: 17-0726

Type: information Version: 1 Status: In Committee

Title
Report on Downtown Ambassador Statistics

Recommended Action
Information Only. No Action Requested.

Report
Issue:
Receive an update on Downtown Ambassador work.

Staff Contact:
Mark Rentfrow, Downtown Liaison, Community Planning & Development 360.570.3798

Presenter(s):
Downtown Ambassador Katherine and Downtown Ambassador Teal

Background and Analysis:
The Board receives monthly updates on Downtown Ambassador interactions with citizens around Downtown to better understand and respond to downtown business needs.

Financial Impact:
The PBIA funds the Downtown Ambassador Program at \$43,500 annually

Attachments:
Monthly Stats

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Month, Year	Trash Bags	Recycling Lbs.	Flyers & Stickers	Needles	Anti-Social Deposits
This Month	151	761	384	152	49
Average	74.17	633.40	193.48	57.21	26.45
Year to Date	3,115.00	26,603.00	8,126.00	2,403.00	1,111.00

1/1/2014	91	0	625	17	9
2/1/2014	74	450	293	20	31
3/1/2014	99	1,595	272	35	21
4/1/2014	62	834	248	38	9
5/1/2014	127	1,485	394	29	8
6/1/2014	93	1,200	276	33	1
7/1/2014	62	810	211	16	2
8/1/2014	60	720	224	13	0
9/1/2014	71	856	205	19	0
10/1/2014	94	978	187	22	1
11/1/2014	82	765	234	17	0
12/1/2014	86	805	266	26	0
1/1/2015	0	0	0	0	0
2/1/2015	79	894	212	31	0
3/1/2015	66	440	192	20	0
4/1/2015	83	640	210	17	0
5/1/2015	70	1,180	282	39	1
6/1/2015	73	690	331	31	2
7/1/2015	45	500	208	63	0
8/1/2015	66	900	87	31	0
9/1/2015	68	800	152	15	2
10/1/2015	31	500	44	21	3
11/1/2015	27	230	36	50	7
12/1/2015	82	305	102	91	0
1/1/2016	59	500	28	18	14
2/1/2016	86	360	87	45	5
3/1/2016	62	440	147	89	10
4/1/2016	49	580	134	40	74

5/1/2016	44	410	93	126	55
6/1/2016	41	437	53	45	70
7/1/2016	84	843	158	117	65
8/1/2016	51	720	91	81	54
9/1/2016	33	335	251	53	64
10/1/2016	51	240	114	59	62
11/1/2016	52	435	66	86	95
12/1/2016	82	305	102	91	63
1/1/2017	111	390	317	90	58
2/1/2017	131	490	235	45	66
3/1/2017	136	450	211	160	90
4/1/2017	115	540	209	297	75
5/1/2017	86	790	155	115	45
6/1/2017	151	761	384	152	49
1/1/2017					
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5/1/2019
6/1/2019

Organic Bags	Drains	Graffiti	Gloves
0	4	310	345
7.63	6.85	116.31	
305.00	267.00	4,885.00	

3	4	0	
2	5	0	
7	1	0	
10	0	41	
3	0	216	
10	0	121	
2	0	181	
0	0	76	
2	0	112	
6	0	97	
3	1	83	
5	0	79	
0	0	0	
2	0	72	
0	3	132	
6	0	78	
0	1	92	
6	2	109	
5	4	84	
11	28	276	
18	8	229	
67	54	78	
20	32	71	
2	9	157	345
		134	
		90	
0	0	115	
0	0	102	54

0		76	260
6	0	61	233
2	0	85	250
0	0	117	210
6	15	97	
56	53	63	245
27	9	176	
2	2	157	
2	2	82	
0	11	159	
0	9	197	
0	5	83	
14	5	397	
0	4	310	

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ATTACHMENT 1



PBIA Advisory Board

Current PBIA Budget Analysis for 2017

Agenda Date: 7/13/2017
Agenda Item Number: 6.D
File Number: 17-0727

Type: discussion Version: 1 Status: In Committee

Title

Current PBIA Budget Analysis for 2017

Recommended Action

Move to analyze current PBIA spending, budgets and goals

Report

Issue:

Are the PBIA comfortable with current allocated spending levels for 2017?

Staff Contact:

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798

Presenter(s):

Mark Rentfrow

Background and Analysis:

The PBIA has requested financial updates and a budget progress report at monthly meetings

Financial Impact:

The PBIA has an approved 2017 budget of \$110,000. Accounting as of June 30th, 2017 shows the board has \$42,844.55 remaining.

Attachments:

Current PBIA Spending as of 6/30/17

PBIA 2017 Approved Budget

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PBIA Budget Detail Tracking 2017

PBIA Budget Category	Budget	Spent to Date	
Flower Baskets	\$ 8,000.00	\$ 8,324.20	
Maintenance (watering/probation crew)	\$ 10,000.00	\$ 10,000.00	
Marketing/advertising	\$ 6,500.00	\$ 4,183.41	
Holiday Support	\$ 10,000.00	\$ -	
Communications	\$ 3,000.00	\$ -	
Admin Support	\$ 5,000.00	\$ -	
Downtown Clean Up (spring & fall)	\$ 3,000.00	\$ -	
Volunteers in Paint	\$ 1,000.00	\$ -	
Downtown Ambassador Program	\$ 43,500.00	\$ 43,500.00	
Clean & Safe Projects	\$ 18,000.00	\$ 1,147.84	
Contingency	\$ 2,000.00	\$ -	
Unallocated		\$ -	
Total	\$ 110,000.00	\$ 67,155.45	\$ 42,844.55

Approved 2017 PBIA Budget Allocations

\$8,000	Flower Baskets
\$10,000	Maintenance (Watering & Probation Crew)
\$6,500	Marketing (advertising)
\$10,000	Holiday Support
\$3,000	Communications
\$5,000	Admin Support
\$3,000	Downtown Clean-up (Spring/Fall)
\$1,000	Volunteers in Paint
\$43,500	Downtown Ambassador Program
\$18,000	Clean & Safe Projects (Art/Maintenance)
\$2,000	Contingency

\$110,000

pbia
parking
business
improvement
area

