



Meeting Agenda

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Amy Buckler
360.570.5847

Thursday, August 10, 2017

6:00 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [17-0836](#) Approval of July 13, 2017 PBIA Meeting Minutes

Attachments: [Draft 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 [17-0828](#) 2018 Work Plan & Budget Development Process

Attachments: [Work Plan Development Schedule](#)

6.B [17-0829](#) Discussion about the PBIA's Annual Ratepayer Meeting and Survey

Attachments: [Annual Ratepayer Meeting Proposal](#)
[Ratepayer Survey Proposal](#)
[2016 Ratepayer Survey with Results](#)

6.C [17-0830](#) Consideration of Clean & Safe Committee Recommendations

Attachments: [1. Mural Protection](#)
 [2. Alley Flushing](#)
 [3. Clean Team](#)
 [4. Window Signage](#)

6.D [17-0814](#) Twinklefest 2017 Status Report/Update

Attachments: [Marketing Committee Strategy for Twinklefest 2017](#)
 [Proposed Budget Changes](#)

6.E [17-0831](#) Formation of a Nomination Committee for Upcoming Elections

Attachments: [PBIA Ordinance](#)
 [PBIA Bylaws](#)

7. REPORTS

Parliamentary Procedures Take-Aways, Oral Report from Chair Corso

8. OTHER TOPICS**8.A** [17-0838](#) PBIA Advisory Board Priorities, August-December 2017

Attachments: [PBIA Priorities for Aug to Dec 2017](#)

Information Only

8.B [17-0837](#) Upcoming PBIA meetings

Attachments: [Upcoming PBIA meetings](#)

Information Only

9. ADJOURNMENT**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 July 13, 2017 PBIA Meeting Minutes

Agenda Date: 8/10/2017
Agenda Item Number: 3.A
File Number: 17-0836

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

Title

Approval of July 13, 2017 PBIA Meeting Minutes

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Meeting Minutes

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

Chair Corso called the meeting to order at 5:30 p.m.

1.A ROLL CALL

Boardmember Ruse arrived after the roll call was taken.

Mr. Rentfrow introduced the PBIA's new Staff Liaison Senior Planner Amy Buckler. Ms. Buckler indicated some of the goals she hoped to achieve as the new Staff Liaison. The Boardmembers welcomed Ms. Buckler.

Present: 9 - Chair Mary Corso, Vice Chair Justin McIntyre, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Sheila Irish, Boardmember David Rauh, Boardmember Nathan Rocker, Boardmember Danielle Ruse and Boardmember Jeffrey Trinin

Excused: 4 - Boardmember Alana Carr, Boardmember Audrey Henley, Boardmember Bobbi Kerr and Boardmember Kim Murillo

OTHERS PRESENT

Councilmember Jeannine Roe
Community Planning and Development Staff:
Downtown Liaison Mark Rentfrow
Senior Planner Amy Buckler
Minutes Recorder Stacey Rodell
Public Works Staff:
Engineering and Planning Supervisor Eric Christensen
Senior Planner Sophie Stimson

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-0724](#) Approval of June 8th, 2017 PBIA Advisory Board Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None**5. ANNOUNCEMENTS - None****6. BUSINESS ITEMS****6.A** [17-0729](#) Downtown Street Improvement Projects

Ms. Stimson presented an overview of preliminary proposals for downtown street improvement projects to begin construction in 2019.

Common to all projects:

- Sidewalk replacement
- Bulb-outs at intersections
- Street trees and landscaping
- New pavement

The information was received.

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

Mr. Christensen presented an update on Olympia's sea level rise planning via a PowerPoint presentation. He reported on the following:

- Developing a response
- National Research Council 2012 projections
- Frequency of nuisance flooding
- Olympia's Comprehensive Plan 2014
- The plan
- The area
- The approach
- Physical strategies
- Shoreline ownership
- Community engagement plan

The City webpage includes an interactive map that can help with understanding how sea rise could affect the downtown area.

The website address is: www.olympiawa.gov/sealevelrise

The information was received.

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

Mr. Rentfrow provided Welcome Center/Ambassador and Clean Team work statistics through 6/1/2017.

The information was received.

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

There was a brief discussion of the balance of the 2017 PBIA budget as of June 30, 2017.

The discussion was completed.

7. REPORTS

Marketing Committee:

Boardmember Dean reported the Committee met twice since the June PBIA meeting.

They discussed the following:

- Fourth quarter marketing plan
- Lakefair

Parking Committee:

Boardmember Irish indicated the Parking Strategy meeting was going to be following this meeting in Council Chambers.

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

The meeting adjourned at 6:15 p.m.



PBIA Advisory Board

2018 Work Plan & Budget Development Process

Agenda Date: 8/10/2017
Agenda Item Number: 6.A
File Number: 17-0828

Type: report Version: 1 Status: In Committee

Title
2018 Work Plan & Budget Development Process

Report

Issue:

Whether to move forward with developing the PBIA's 2018 work plan and budget as outlined, and determine a date for a retreat

Staff Contact:

Amy Buckler, Senior Planner, PBIA Staff Liaison, abuckler@ci.olympia.wa.us
<<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5847

Presenter(s):

Amy Buckler, PBIA Staff Liaison

Background and Analysis:

Olympia's Downtown Strategy captures the community's retail strategy vision: *A vibrant, dynamic business environment that attracts people, activity and investment.*

The mission of the Parking & Business Improvement Area (PBIA) is *to assist in creating a vibrant business environment in the Downtown and to enhance the reality and perception of Downtown by visitors, residents and business owners.*

The PBIA exercises its mission by carrying out initiatives in five program areas: parking, clean and safe, beautification, communications and marketing. To that end, a primary responsibility of the PBIA Advisory Board is to form a recommended annual work plan with specific projects and budget. The City Council has a role to review and adopt the PBIA's annual work plan and budget, which is ideally completed before they adopt the City's annual budget in December of each year.

Attachment 1 proposes a schedule for the PBIA to form its 2018 work plan and budget over the next 3 months. This includes holding a retreat in September (essentially a less formal meeting in a comfortable setting), and this may take the place of the regularly scheduled September business meeting. The Board is asked to confirm a date for the retreat this evening.

The PBIA Leadership Team proposes the following options for the date/time of the retreat:

- Tuesday, September 12 from 8:00-10:00am
- Tuesday, September 12 from 6:00-8:00pm
- Thursday, September 14 from 6:00-8:00pm

The retreat will take place at the LOTT Clean Water Alliance Board Room in Downtown.

Additional inputs into the 2018 work plan include:

- Ratepayer survey
- Partnership opportunities with the ODA
- Downtown retail strategy actions
- Parking strategy initiatives

Staff will assist in bringing these inputs to the PBIA advisory board for discussion.

Neighborhood/Community Interests (if known):

The PBIA's mission helps carry out the community's Downtown retail vision.

Options:

The Board needs to confirm one of these date/time options for the retreat:

1. Tuesday, September 12 from 8:00-10:00am
2. Tuesday, September 12 from 6:00-8:00pm
3. Thursday, September 14 from 6:00-8:00pm

Financial Impact:

Supporting PBIA in development of a work plan is included in the base budget for Community Planning & Development. The 2018 cost for specific initiatives within the work plan will be determined as part of the process.

Attachments:

Work Plan Development Schedule

August 10, 2017

2018 PBIA Work Plan & Budget Development Schedule

PBIA meeting – Aug 10:

- Confirm process for developing 2018 work plan and budget
- Review vision and mission

Early September

- Ratepayer survey to gather input for work plan development

PBIA Retreat – Sept 12 or 14:

- Re-orient to stated purpose and role of PBIA
- Review 5-year strategic plan
- Discuss 2018 priorities

Annual Ratepayer Meeting – Sept 27, 6:00-8:00 pm:

- *The PBIA Board will discuss the purpose and happenings of this meeting as part of a separate agenda item*

PBIA meeting – Oct 12:

- Review retreat and ratepayer meeting/survey outcomes
- Discuss priority goals and initiatives for 2018 *(following the meeting, staff will explore what resources are needed to carry out these initiatives)*

PBIA meeting – Nov 9:

- Vote on 2018 work plan and budget recommendation

General Government Meeting – Nov 22:

- City Council's General Government Committee reviews recommended 2018 work plan and budget

City Council Meeting – Nov 28:

- City Council budget balancing (total budget due before or at Council meeting)

City Council Meeting – Dec 12:

- Council approves the City budget, including PBIA's



PBIA Advisory Board

Discussion about the PBIA's Annual Ratepayer Meeting and Survey

Agenda Date: 8/10/2017
Agenda Item Number: 6.B
File Number: 17-0829

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

Title

Discussion about the PBIA's Annual Ratepayer Meeting and Survey

Recommended Action

Move to hold the PBIA's annual ratepayer meeting on Wednesday, September 27 from 6:00-8:00 pm, and complete an online ratepayer survey prior to that meeting.

Report

Issue:

Whether to hold the PBIA's annual ratepayer meeting on Wednesday, September 27 from 6:00-8:00 pm and complete an online ratepayer survey prior to that meeting

Staff Contact:

Amy Buckler, PBIA Liaison, abuckler@ci.olympia.wa.us <<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5847

Presenter(s):

Amy Buckler
Mark Rentfrow, Downtown Liaison

Background and Analysis:

Ratepayer Meeting

The PBIA Bylaws establish that there be an annual meeting of the PBIA ratepayers held during the month of September. The PBIA Leadership Team met on July 27 and they propose the annual ratepayer meeting be held the evening of Wednesday, September 27. Staff proposes further details and discussion for the Board's consideration in **attachment 1**.

Ratepayer Survey

Traditionally, the PBIA puts out an online survey to ratepayers each year to gather feedback to help develop the next year's work plan. The PBIA Leadership Team recommends completing a survey prior to the annual ratepayer meeting in September. Proposed details and discussion for the Board's consideration are in **attachment 2**. For the purpose of providing an example, the 2016 ratepayer survey is **attachment 3**.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to hold the PBIA's annual ratepayer meeting on Wednesday, September 27 from 6:00-8:00 pm, and complete an online ratepayer survey prior to that meeting.
2. Move to hold the PBIA's annual ratepayer meeting on Wednesday, September 27 from 6:00-8:00 pm, and do not complete an online ratepayer survey.
3. Move to hold the PBIA's annual ratepayer meeting on a different date or time, and complete an online ratepayer survey prior to that meeting.
4. Move to hold the PBIA's annual ratepayer meeting on a different date or time, and do not complete an online ratepayer survey.

Financial Impact:

The cost of the ratepayer meeting will be funded out of the PBIA's 2017 budget line item for Administrative Support. Estimated cost is \$1,000.

Attachments:

Annual Ratepayer Meeting Proposal

Ratepayer Survey Proposal

2016 Ratepayer Survey

August 10, 2017

RECOMMENDATION FOR ANNUAL RATEPAYER MEETING

Participants: PBIA ratepayers will be invited

Date: Wednesday, September 27, 6:00-8:00 pm

Location: Ramblin' Jacks back room

Noticing:

- Email ratepayers
- Ask Ambassadors to distribute postcards to PBIA businesses
- Send out a couple reminders after the initial notice goes out

Staff Contact: Amy Buckler, PBIA Liaison

Questions for PBIA Board:

1. Other than the fact the Bylaws call for this meeting, what is the purpose of this meeting?
2. What happens at this meeting? Here are some ideas:
 - Give a report about who the PBIA is and what you do
 - Give a report about major successes in 2017
 - Give a presentation about the Olympia Downtown Retail Strategy – how this supports local businesses and a vibrant retail environment Downtown, and how PBIA actions can/do work in concert with it
 - Share feedback from the 2017 ratepayer survey, and gather additional feedback to help develop the 2018 PBIA Advisory Board Work Plan
 - Gather feedback about how the PBIA can improve communications with ratepayers in the coming year
 - *Other ideas?*
3. Are there any specific messages important to provide to ratepayers at this meeting?
4. Who from the Board can staff confer with about details for the event? The Chair? The Leadership Team? The Communications Subcommittee?
5. Can we confirm the details listed above?

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ATTACHMENT 1

August 10, 2017

RECOMMENDATION FOR RATEPAYER SURVEY

- Purpose:** Gather feedback to help develop the 2018 PBIA Advisory Board Work Plan
- Participants:** PBIA Ratepayers only
- Timing (Estimate):** August 30-September 18 (about 2.5 weeks)
- Goal to share survey results at the Annual Ratepayer Meeting, tentatively scheduled for September 27
- Length:** 15-20 multiple choice and open-ended questions (similar format to 2016 survey)
- Vehicle:** Survey Monkey
- Noticing:**
- Email ratepayers
 - Ask Ambassadors to distribute postcards to PBIA businesses
 - After initial launch, send out a couple reminders
- Staff Contact:** Mark Rentfrow, Downtown Liaison

Questions for PBIA Board:

1. What type of information do you want from the ratepayers?
 - What specific issues do you want to receive input about?
 - Are there any questions from the 2016 survey that should/should not be asked again?
 - Do you want the Leadership Team to review the questions before they go out or do you authorize staff to move forward with the input received tonight?
2. Are there any key messages you'd like to include in the introduction to the survey?
3. Are there any changes to the details listed above?

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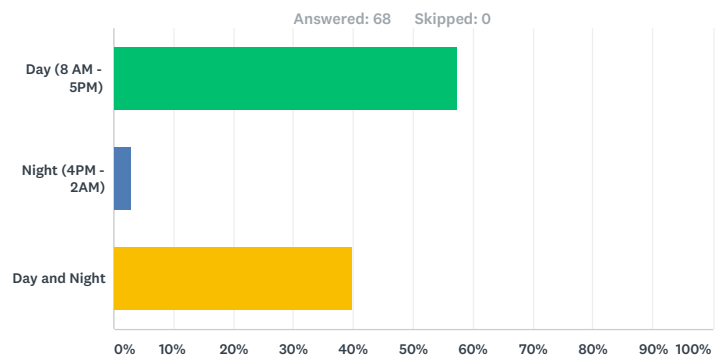
ATTACHMENT 2

Q1 Contact Information: Please leave your name and email so your board representatives can follow up on any questions or concerns you may express in the survey

Answered: 63 Skipped: 5

Answer Choices	Responses	
Name	98.41%	62
Name of Business	100.00%	63
email address	98.41%	62

Q2 What time of day is your business open



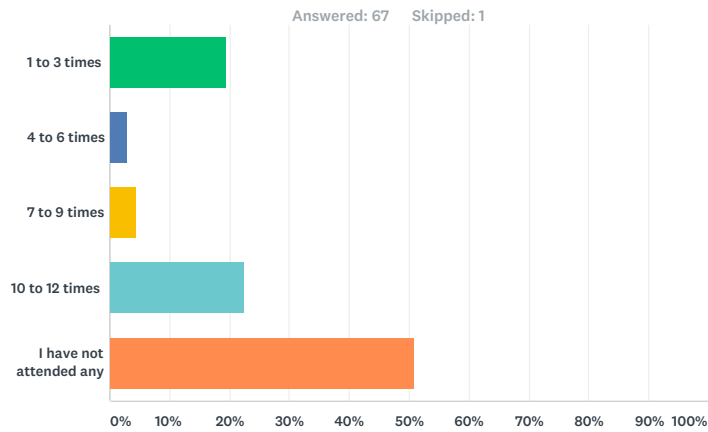
Answer Choices	Responses
Day (8 AM - 5PM)	57.35%39
Night (4PM - 2AM)	2.94%2
Day and Night	39.71%27
TOTAL	68

Q3 What days of the week is your business open

ATTACHMENT 3

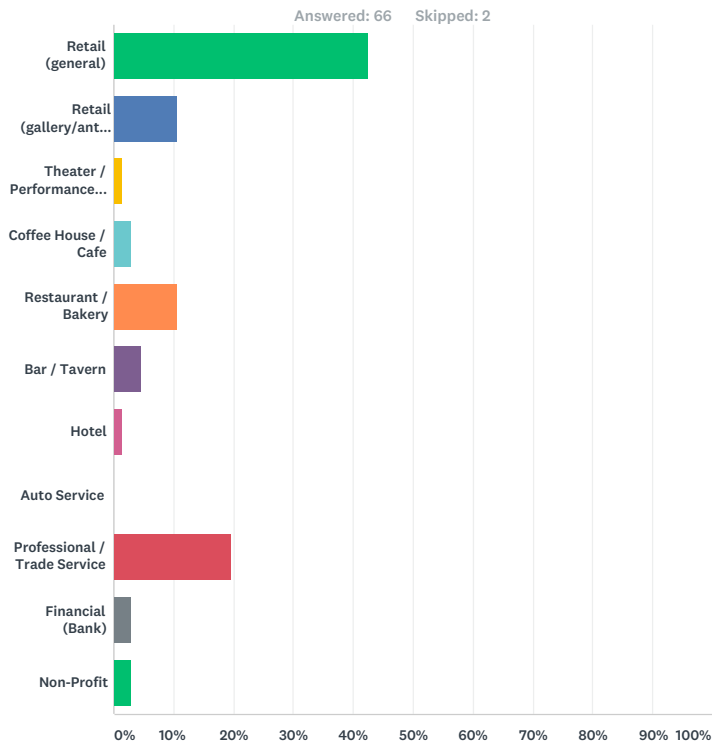
Answered: 68 Skipped: 0

Q4 How many times have you attended and/or participated in a PBIA board meeting?



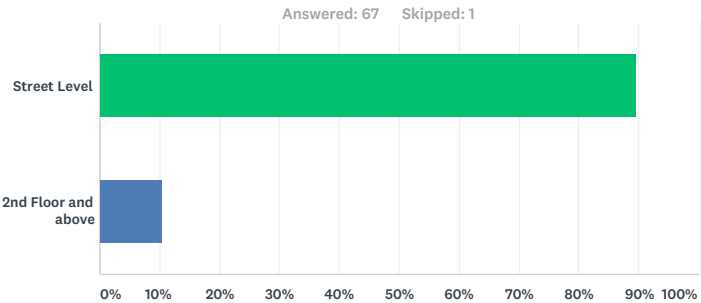
Answer Choices	Responses
1 to 3 times	19.40% 13
4 to 6 times	2.99% 2
7 to 9 times	4.48% 3
10 to 12 times	22.39% 15
I have not attended any	50.75% 34
TOTAL	67

Q5 Please describe the type of business you operate (check all that apply)



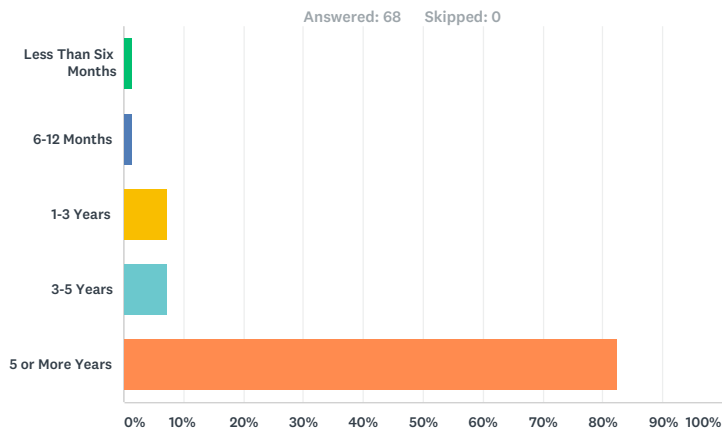
Answer Choices	Responses
Retail (general)	42.42% 28
Retail (gallery/antiques)	10.61% 7
Theater / Performance space	1.52% 1
Coffee House / Cafe	3.03% 2
Restaurant / Bakery	10.61% 7
Bar / Tavern	4.55% 3
Hotel	1.52% 1
Auto Service	0.00% 0
Professional / Trade Service	19.70% 13
Financial (Bank)	3.03% 2
Non-Profit	3.03% 2
TOTAL	66

Q6 Where in the building is your business located

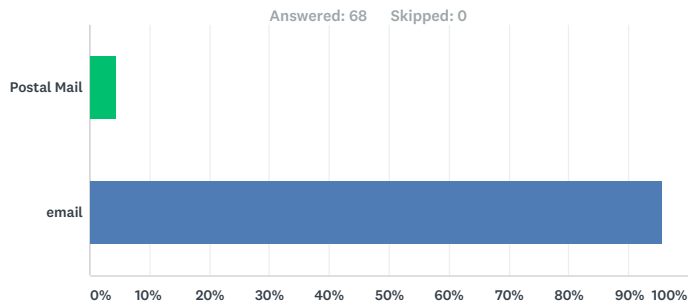


Answer Choices	Responses	
Street Level	89.55%	60
2nd Floor and above	10.45%	7
TOTAL		67

Q7 How long has your business been open?

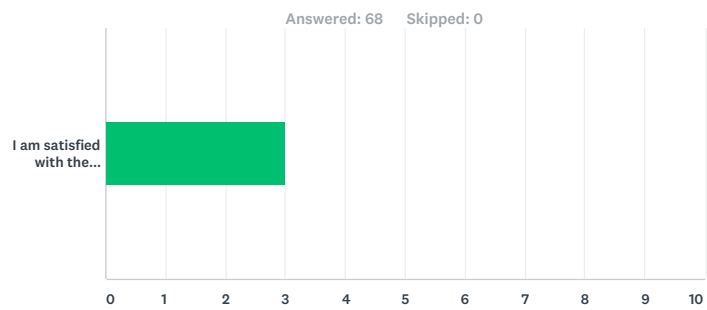


Answer Choices	Responses
Less Than Six Months	1.47% 1
6-12 Months	1.47% 1
1-3 Years	7.35% 5
3-5 Years	7.35% 5
5 or More Years	82.35% 56
TOTAL	68

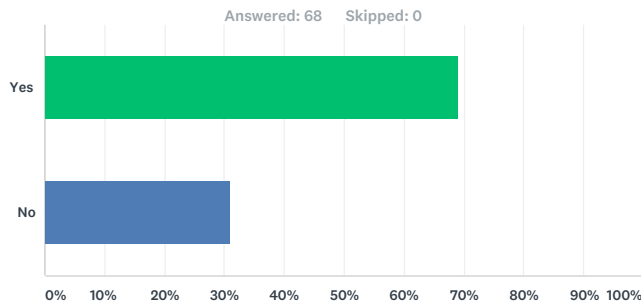
Q8 How would you prefer to receive communications from the PBIA

Answer Choices	Responses	
Postal Mail	4.41%	3
email	95.59%	65
TOTAL		68

Q9 Cleanliness:

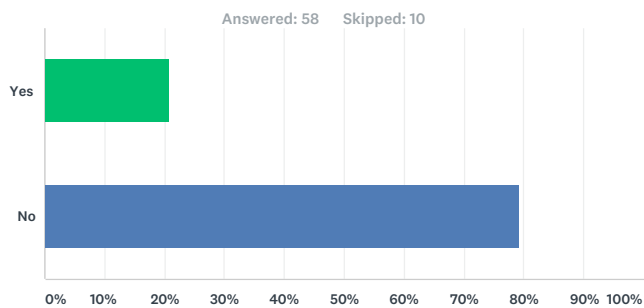


	Strongly agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Strongly disagree	Total	Weighted Average
I am satisfied with the cleanliness of Downtown Olympia	7.35% 5	41.18% 28	7.35% 5	32.35% 22	11.76% 8	68	3.00

Q10 Did you receive brooms/dustpans from the partnership with PBIA / the City's Storm Water Dept / The Ambassador Program?

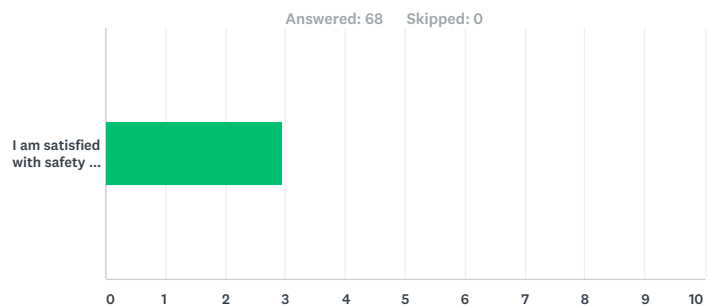
Answer Choices	Responses	
Yes	69.12%	47
No	30.88%	21
TOTAL		68

Q11 Did the new brooms /dustpans impact how often you sweep?



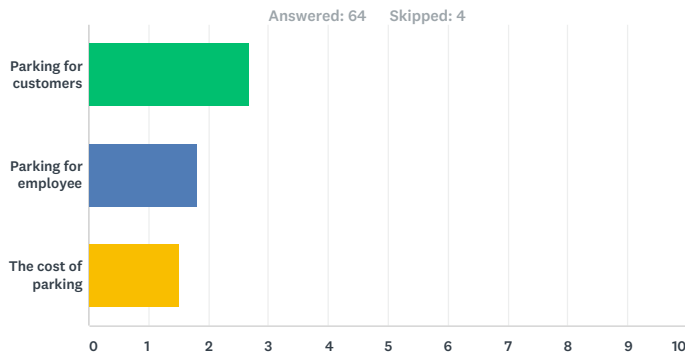
Answer Choices	Responses	
Yes	20.69%	12
No	79.31%	46
TOTAL		58

Q12 Safety



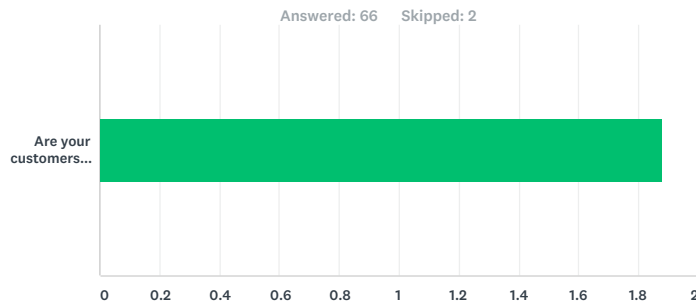
	Strongly agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Strongly disagree	Total	Weighted Average
I am satisfied with safety in Downtown Olympia	5.88% 4	39.71% 27	8.82% 6	33.82% 23	11.76% 8	68	2.94

Q13 Please rank your concerns regarding parking in order of importance



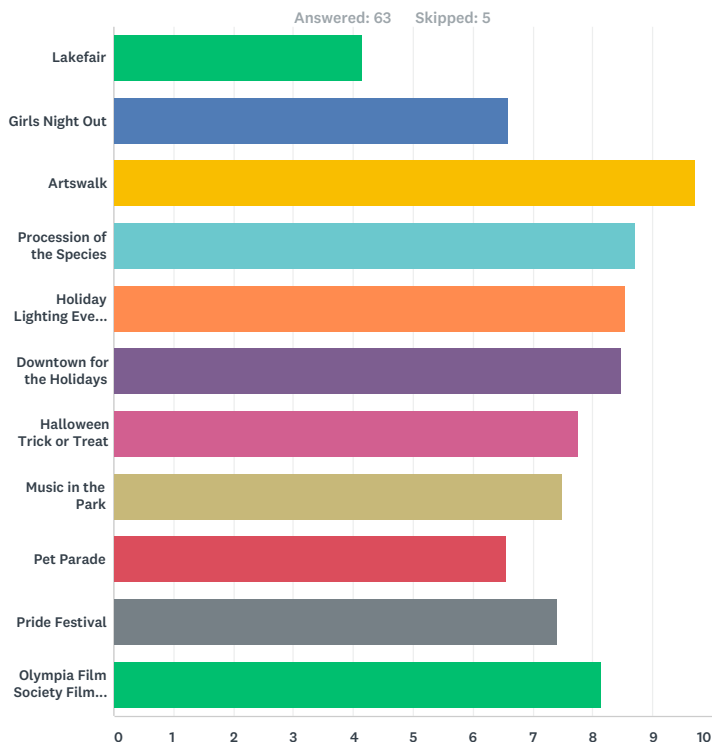
	1	2	3	Total	Score
Parking for customers	76.19% 48	15.87% 10	7.94% 5	63	2.68
Parking for employee	12.70% 8	55.56% 35	31.75% 20	63	1.81
The cost of parking	9.84% 6	31.15% 19	59.02% 36	61	1.51

Q14 Please describe your customers' experience regarding general parking availability.



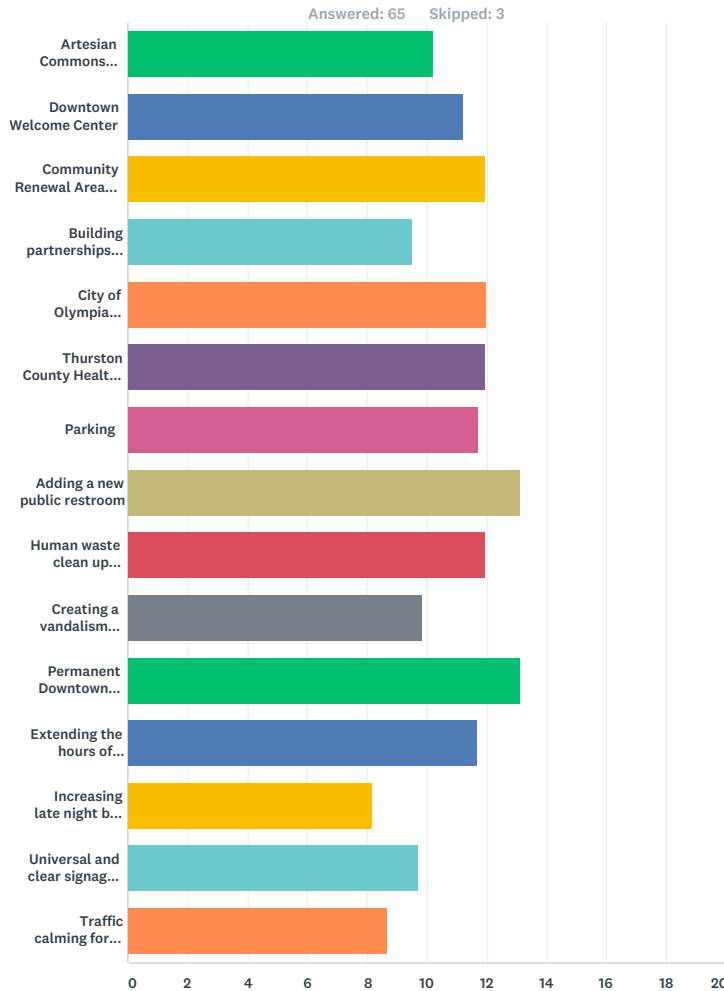
	Within 1 block of your desination	Within 2 blocks of your desination	Within 3 blocks of your desination	Within 4 blocks of your desination	Within 5 blocks of your desination	Total	Weighted Average
Are your customers generally able to find parking availability	40.91% 27	34.85% 23	19.70% 13	4.55% 3	0.00% 0	66	1.88

Q15 Please select the top 4 events you'd like the PBI A to focus time and money on promoting



	1	2	3	4	5	6	7	8	9	10	11	Total	Score
Lakefair	19.05% 4	4.76% 1	0.00% 0	4.76% 1	0.00% 0	4.76% 1	0.00% 0	4.76% 1	0.00% 0	9.52% 2	52.38% 11	21	4.14
Girls Night Out	20.69% 6	3.45% 1	6.90% 2	27.59% 8	3.45% 1	0.00% 0	3.45% 1	3.45% 1	0.00% 0	27.59% 8	3.45% 1	29	6.59
Artswalk	56.82% 25	18.18% 8	4.55% 2	9.09% 4	2.27% 1	2.27% 1	0.00% 0	0.00% 0	6.82% 3	0.00% 0	0.00% 0	44	9.70
Procession of the Species	16.67% 5	23.33% 7	26.67% 8	10.00% 3	10.00% 3	3.33% 1	6.67% 2	0.00% 0	3.33% 1	0.00% 0	0.00% 0	30	8.70
Holiday Lighting Event (Twinklefest)	10.53% 4	28.95% 11	18.42% 7	18.42% 7	10.53% 4	2.63% 1	5.26% 2	2.63% 1	2.63% 1	0.00% 0	0.00% 0	38	8.53
Downtown for the Holidays	16.28% 7	27.91% 12	23.26% 10	11.63% 5	0.00% 0	6.98% 3	0.00% 0	9.30% 4	0.00% 0	2.33% 1	2.33% 1	43	8.47
Halloween Trick or Treat	8.00% 2	16.00% 4	16.00% 4	28.00% 7	8.00% 2	4.00% 1	12.00% 3	0.00% 0	4.00% 1	4.00% 1	0.00% 0	25	7.76
Music in the Park	8.00% 2	12.00% 3	24.00% 6	20.00% 5	4.00% 1	0.00% 0	8.00% 2	24.00% 6	0.00% 0	0.00% 0	0.00% 0	25	7.48
Pet Parade	0.00% 0	10.00% 2	30.00% 6	20.00% 4	0.00% 0	5.00% 1	5.00% 1	0.00% 0	15.00% 3	10.00% 2	5.00% 1	20	6.55
Pride Festival	11.11% 3	11.11% 3	25.93% 7	14.81% 4	3.70% 1	11.11% 3	3.70% 1	0.00% 0	11.11% 3	3.70% 1	3.70% 1	27	7.41
Olympia Film Society Film Festival	6.67% 2	26.67% 8	16.67% 5	23.33% 7	10.00% 3	3.33% 1	6.67% 2	0.00% 0	3.33% 1	0.00% 0	3.33% 1	30	8.13

Q16 Please select the top 5 areas you would like to see PBI A advocate for Downtown Business



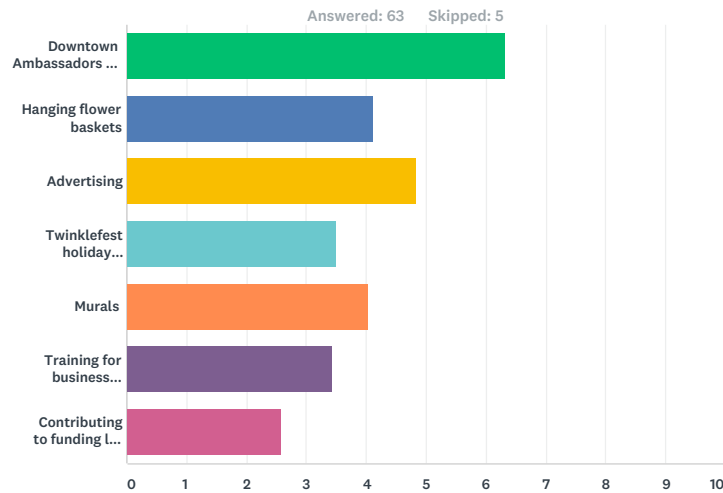
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total	Score
Artesian Commons Leadership Committee	14.29% 2	14.29% 2	7.14% 1	14.29% 2	0.00% 0	7.14% 1	14.29% 2	7.14% 1	0.00% 0	0.00% 0	14.29% 2	0.00% 0	0.00% 0	7.14% 1	0.00% 0	14	10.21
Downtown Welcome Center	5.56% 1	16.67% 3	27.78% 5	5.56% 1	22.22% 4	0.00% 0	5.56% 1	0.00% 0	5.56% 1	0.00% 0	0.00% 0	11.11% 2	0.00% 0	0.00% 0	0.00% 0	18	11.22
Community Renewal Area Plan (focuses on addressing blighted properties in downtown)	9.68% 3	12.90% 4	16.13% 5	22.58% 7	25.81% 8	6.45% 2	0.00% 0	3.23% 1	0.00% 0	0.00% 0	0.00% 0	3.23% 1	0.00% 0	0.00% 0	0.00% 0	31	11.94
Building partnerships with the Visitor Convention Bureau, Olympia Downtown Association and Thurston County Chamber	11.11% 2	0.00% 0	22.22% 4	11.11% 2	16.67% 3	0.00% 0	11.11% 2	0.00% 0	5.56% 1	0.00% 0	0.00% 0	0.00% 0	5.56% 1	5.56% 1	11.11% 2	18	9.50
City of Olympia Downtown Strategy (prioritizing the next 5 years of City actions in Downtown)	18.92% 7	18.92% 7	13.51% 5	18.92% 7	13.51% 5	2.70% 1	2.70% 1	0.00% 0	0.00% 0	2.70% 1	0.00% 0	2.70% 1	5.41% 2	0.00% 0	0.00% 0	37	11.95
Thurston County Health Department Drug and Alcohol Action Team	13.04% 3	8.70% 2	30.43% 7	17.39% 4	17.39% 4	0.00% 0	4.35% 1	0.00% 0	0.00% 0	4.35% 1	0.00% 0	0.00% 0	4.35% 1	0.00% 0	0.00% 0	23	11.91
Parking	27.27% 9	18.18% 6	9.09% 3	18.18% 6	9.09% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	3.03% 1	6.06% 2	3.03% 1	3.03% 1	0.00% 0	3.03% 1	33	11.73

ATTACHMENT 3

ATTACHMENT 3

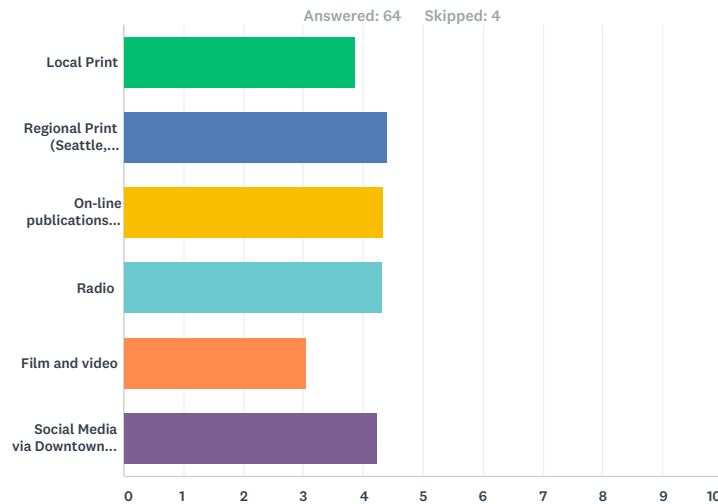
Adding a new public restroom	31.58% 12	26.32% 10	13.16% 5	10.53% 4	7.89% 3	2.63% 1	0.00% 0	2.63% 1	2.63% 1	2.63% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	38	13.08
Human waste clean up (Ambassadors / Clean Team)	6.25% 2	18.75% 6	31.25% 10	18.75% 6	9.38% 3	0.00% 0	0.00% 0	6.25% 2	3.13% 1	3.13% 1	0.00% 0	3.13% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	32	11.94
Creating a vandalism repair assistance fund	0.00% 0	22.73% 5	13.64% 3	9.09% 2	18.18% 4	4.55% 1	0.00% 0	0.00% 0	0.00% 0	4.55% 1	13.64% 3	4.55% 1	0.00% 0	9.09% 2	0.00% 0	0.00% 0	22	9.82
Permanent Downtown dedicated evening/weekend walking patrol	43.18% 19	18.18% 8	13.64% 6	15.91% 7	0.00% 0	0.00% 0	2.27% 1	0.00% 0	2.27% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4.55% 2	44	13.11
Extending the hours of existing Downtown restrooms	4.17% 1	25.00% 6	20.83% 5	16.67% 4	20.83% 5	0.00% 0	0.00% 0	4.17% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4.17% 1	4.17% 1	0.00% 0	0.00% 0	24	11.67
Increasing late night bus routes	7.69% 1	0.00% 0	0.00% 0	7.69% 1	23.08% 3	15.38% 2	7.69% 1	0.00% 0	0.00% 0	7.69% 1	7.69% 1	7.69% 1	0.00% 0	0.00% 0	15.38% 2	0.00% 0	13	8.15
Universal and clear signage for Downtown City parking lots	6.25% 1	12.50% 2	12.50% 2	25.00% 4	0.00% 0	0.00% 0	0.00% 0	12.50% 2	12.50% 2	0.00% 0	0.00% 0	0.00% 0	12.50% 2	6.25% 1	0.00% 0	0.00% 0	16	9.69
Traffic calming for Downtown Streets	0.00% 0	6.67% 1	0.00% 0	6.67% 1	40.00% 6	13.33% 2	0.00% 0	0.00% 0	6.67% 1	6.67% 1	0.00% 0	0.00% 0	0.00% 0	13.33% 2	6.67% 1	0.00% 0	15	8.67

Q17 Please rank where should the PBI A be spending Ratepayer funds



	1	2	3	4	5	6	7	Total	Score
Downtown Ambassadors / Clean Team / Welcome Center	66.13% 41	16.13% 10	11.29% 7	1.61% 1	1.61% 1	0.00% 0	3.23% 2	62	6.31
Hanging flower baskets	5.08% 3	27.12% 16	13.56% 8	20.34% 12	10.17% 6	10.17% 6	13.56% 8	59	4.12
Advertising	22.81% 13	15.79% 9	28.07% 16	8.77% 5	8.77% 5	12.28% 7	3.51% 2	57	4.84
Twinklefest holiday decorating event	0.00% 0	1.92% 1	21.15% 11	30.77% 16	23.08% 12	17.31% 9	5.77% 3	52	3.50
Murals	0.00% 0	24.56% 14	15.79% 9	22.81% 13	15.79% 9	17.54% 10	3.51% 2	57	4.04
Training for business owners: De-escalation, competing with e-commerce, shoplifting	3.70% 2	20.37% 11	5.56% 3	12.96% 7	16.67% 9	24.07% 13	16.67% 9	54	3.43
Contributing to funding late night bus routes	7.55% 4	1.89% 1	11.32% 6	3.77% 2	16.98% 9	11.32% 6	47.17% 25	53	2.57

Q18 Please select your top 3 preferences for how PBIA should be advertising Downtown Olympia



	1	2	3	4	5	6	Total	Score
Local Print	20.93% 9	13.95% 6	30.23% 13	11.63% 5	13.95% 6	9.30% 4	43	3.88
Regional Print (Seattle, Tacoma, Peninsula)	26.53% 13	24.49% 12	26.53% 13	10.20% 5	8.16% 4	4.08% 2	49	4.39
On-line publications (Thurston Talk, etc)	25.00% 13	26.92% 14	26.92% 14	7.69% 4	3.85% 2	9.62% 5	52	4.33
Radio	25.53% 12	29.79% 14	14.89% 7	14.89% 7	10.64% 5	4.26% 2	47	4.32
Film and video	8.82% 3	17.65% 6	17.65% 6	5.88% 2	26.47% 9	23.53% 8	34	3.06
Social Media via Downtown Ambassadors	31.82% 14	20.45% 9	15.91% 7	15.91% 7	2.27% 1	13.64% 6	44	4.23

**Q19 Are there any additional questions concerns or comments
that you'd like to raise with the PBIA Board?**

Answered: 27 Skipped: 41



PBIA Advisory Board

Consideration of Clean & Safe Committee Recommendations

Agenda Date: 8/10/2017
Agenda Item Number: 6.C
File Number: 17-0830

Type: report Version: 1 Status: In Committee

Title

Consideration of Clean & Safe Committee Recommendations

Report

Issue:

Consider recommendations from the PBIA Clean & Safe Committee related to mural protection, alley flushing, December clean team hours, signage; and receive update on cigarette butt container maintenance.

Staff Contact:

Amy Buckler, Staff Liaison, abuckler@ci.olympia.wa.us <<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5847

Presenter(s):

Mark Rentfrow, Downtown Liaison, mrentfro@ci.olympia.wa.us <<mailto:mrentfro@ci.olympia.wa.us>>, 360-570-3798

Alana Carr, Acting Chair of the Clean & Safe Committee

Background and Analysis:

The Clean & Safe Committee met on July 25, 2017 to review the status of 2017 initiatives and whether there were any remaining priorities.

In December of 2016 the PBIA reported to ratepayers that the following clean & safe initiatives would be addressed in 2017:

- Broken windows and options to create a vandalism response fund.
- Late night bus routes to the Eastside.
- More murals and protecting the murals we have.
- Continued advocacy for positive messaging about Downtown.

To implement these initiatives this year the PBIA has already:

- Upon further exploration, determined that:
 - due to Washington State gift of public fund laws, PBIA funds could not be used for window repair, and

- PBIA funding bus routes to the eastside is cost prohibitive.
- Installed a new mural at Jefferson and 4th, and commissioned a mural currently under construction at Franklin and State.
- Contributed to the development of the recently adopted Olympia Downtown Retail Strategy. The Strategy establishes that the City will provide regular media communication to the community about Downtown improvements and positive data. Staff can provide a briefing about this effort at a later date.

To further implement these initiatives, the Clean & Safe Committee identified 5 additional initiatives for 2017:

1. Add protective coating to 3 PBIA funded murals
2. Additional alley flushing
3. Increase clean team hours in December
4. Purchase and distribute window signs with positive messages
5. Ongoing maintenance of cigarette butt containers.

Tonight, the PBIA Board is asked to vote on whether to move forward with proposals described in attachments 1-4. Staff will also provide an update about cigarette butt container maintenance.

Neighborhood/Community Interests (if known):
2017 initiatives are based on the input of PBIA ratepayers.

Options:
See options in attachments 1-4

Financial Impact:
The remaining budget for clean & safe actions in 2017 is \$16,792. Estimated costs for proposed projects are as follows:

Proposed Clean & Safe Projects		
2017 Budget	\$18,000.00	
Remaining Budget	\$16,792.32	
Estimated Cost of Proposed		
Add protective coating to 3 murals	\$3,200.00	
2 extra alley flushings	\$800.00	
More Sunday clean team	TBD	
Purchasing 100 window signs	\$200.00	
Maintain cigarette butt containers	TBD	
Total	\$4,600.00	

Attachments:

1. Mural Protection
2. Alley Flushing
3. Clean Team
4. Window signage

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Scope of work for on-call mural* repair throughout downtown Olympia

- Previous contracts with Devin indicated it took 5 hours to apply 4 coats of Vandal Guard to the Artesian Commons mural. The mural is approximately 100 Ft x 15 FT for a total of 1500 SF. City of Tacoma has verified that their program applies 3-5 coats for each mural.
- Upon completion of the application, most of the 5 gallon bucket had been used.
- Using that data, we can assume that each mural will require approximately 5 gallons of sealer.
- We can presume labor will cost approximately \$1,125

Adding Vandal Guard Coating to PBIA funded murals:

- A Dance with Meaning: 5 Gallons (1 bucket)
- Setting Free: 5 Gallons (1 bucket)
- Estuarium 1, 2, 3: Approximately 15 gallons (3 buckets)

Total = 5 buckets / 25 gallons = Approx. \$1,410

Applicator sprayer (Juice Box) \$500

(Staff also recommends a starting overage budget of \$200)

TOTAL COST = Approx. \$3235

Contract requirements for the applicator state:

- Contract Manager: Mark Rentfrow, Downtown Liaison (CP&D)
- Repair must be completed within 10 working days from request (weather permitting).
- Repair consists of making damaged or defaced areas of the mural “as new.” These areas will be specified by Contract Manager. Consultant may not repair other areas of the mural without approval of Contract Manager.
- Contractor shall document each location of repair with a before and after photo (2 per location) to be provided to the Contract Manager.
- Contractor must use paint provided by the City for repairs.
- Contractor is responsible for all other tools and equipment needed to complete identified repairs, including dropcloths.
- Site preparation must be completed before painting to clean each damaged or defaced location, removing flaking paint or any added material that would inhibit paint adherence. Contractor must leave site free of paint drips.

- Contractor must leave site completely cleaned up (of their own materials) at the end of each work period.
- Contractor is to be paid \$50 per hour, with a two hour minimum for each call for service

PBIA Alley Flushing Request

Alley flushing has been requested by PBIA to Public works for the months of August and September. Kit Creson, streets supervisor for Public works has agreed to this request and will likely flush downtown alleys on August 12th with a date for September TBD. A map of flushed alleys is forthcoming. Previous alley flushing requests incurred a price tag of \$400 for each additional instance per month.

Clean Team – December Hours

The Clean and Safe Committee has suggested that money from the 2017 PBIA budget be allocated to add supplemental funding to the Clean Team for the month of December during peak retail season with a focus on the core. These additional hours would likely be on weekends to maximize positive impacts on the retail shopping and dining experience.

City Staff reached out to Capitol Recovery Center and confirmed that this request was manageable and indeed, desirable. CRC suggested that the PBIA identify a desired budget amount and that they could provide details on what a services increase would look like based on that number.

Conversely, if the PBIA would like to suggest specific staffing levels, times and dates, CRC could provide an estimate of costs based on the desired parameters.



Hate Has No Home Here

In keeping with the board's 2017 stated goals for positive signage, the Clean and Safe Committee has recommended the PBIA should procure an initial run of "Hate Has No Home Here" signage.

PRINTED WINDOW POSTER - VERTICAL

18" x 12" Printed Poster, Vertical; for inside display only - \$2 Ea.



An initial run of 100 signs has been suggested by staff. If it appears more are necessary after downtown businesses have received signage, additional quantities can be ordered.



PBIA Advisory Board

Twinklefest 2017 Status Report/Update

Agenda Date: 8/10/2017
Agenda Item Number: 6.D
File Number: 17-0814

Type: report Version: 1 Status: In Committee

Title

Twinklefest 2017 Status Report/Update

Recommended Action

Move to accept the report from the Marketing Committee and approve its recommendations for Twinklefest 2017

Report

Issue:

Whether to authorize staff and PBIA board to proceed with finalization of the 2017 Twinklefest work plan.

Staff Contact:

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

Presenter(s):

Janis Dean, Kim Murillo, Danielle Ruse, Justin McIntyre

Background and Analysis:

The PBIA Marketing committee has been developing a comprehensive approach to its 2017 Twinklefest activities. PBIA has historically devoted \$10,000 of its annual budget to "Holiday Support" activities including Twinklefest, however given the expansive nature of Twinklefest, the Marketing Committee has suggested that these allocations should be increased to help promote the event, the Downtown core and the PBIA.

Neighborhood/Community Interests (if known):

Twinklefest is a celebration of Downtown during the winter holiday season that helps bring folks together with shared goal of promoting shopping and a thriving community. (Attachment #1)

Options:

Proceeded with Twinklefest Marketing efforts as proposed utilizing additional funding
Continue current marketing efforts under current funding

Financial Impact:

Marketing committee is suggesting a shift of \$2,300 from PBIA's Communications line item to help

facilitate Twinklefest communications. An additional \$1,700 will be moved from the Marketing line item to assist efforts as well. This brings the Twinklefest line to \$14,000. (Attachment #2)

Attachments:

Preliminary Twinklefest Outline

Proposed PBIA Budget amount shift

Marketing Committee Strategy for Twinklefest 2017

Key components of the marketing strategy include:

- Advertising (Print, Radio, web)
- Photo Gallery and hosting location
- Photography by the Ambassadors
- Business and Community engagement
- Downtown Ambassador Promotions

Online Voting and Support

- Creation of handouts to merchants outlining the event and encouraging participation
- Hosted online version of the handout
- Administration of voting through survey monkey

Other advertising

- Special Event (possible options include snow machine, photos with Santa, promoted after hours shopping, etc.)

Budget

PBIA has historically devoted \$10,000 of its budget to Holiday support including Twinklefest, however given the expansive nature of Twinklefest, The Marketing Committee has suggested that these allocations should be increased to help promote the event, the Downtown shopping core and the PBIA

Additional Notes:

1. **Sign up times and dates: The Event Starts on 11/22** – (Final determination) - (Photo Deadline 12/4) – benefits for early adoption are additional advertisements. Ambassadors will take photographs (DSLR)
2. Online Voting: Survey Monkey (12/1 – 12/31) – staged dates of entry with encouragement toward benefits for “early adopters”
3. Accolades and certificates could be provided to participating businesses as encouragement
4. PBIA/ODA could coordinate with Ratepayers for “holiday swags” on Downtown buildings
5. Voting survey could be used to populate a database of folks to receive future correspondence
6. Twinklefest GC ask should be optional for participation
7. Who will handle back end graphics administration formerly handled by the ODA?
8. Discussion of publications for advertising (Thurston Talk, Ranger, OP&L, Mason Co. Journal, NVN, etc...)
9. Mark and DTA will make sure that light “starter packs” are available for businesses interested in participating

PBIA Budget Detail Tracking 2017			
PBIA Budget Category	Budget	Spent to Date	
Flower Baskets	\$ 8,000.00	\$ 8,288.75	
Maintenance (watering/probation crew)	\$ 10,000.00	\$ 2,240.27	
Marketing/advertising	\$ 6,500.00	\$ 4,800.08	
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	\$ 1,207.68	
Contingency	\$ 2,000.00	\$ -	
Unallocated		\$ 281.79	
Total	\$ 110,000.00	\$ 60,318.57	
	Unspent	\$ 49,681.43	

Proposed Changes to PBIA Budget						
PBIA Budget Category	Budget	Spent to Date	Notes			
Flower Baskets	\$ 8,000.00	\$ 8,288.75				
Maintenance (watering/probation crew)	\$ 10,000.00	\$ 2,240.27				
Marketing/advertising	\$ 4,800.00	\$ 4,800.08	\$1,700 moved to holiday support			
Holiday Support	\$ 14,000.00	\$ -	Added \$4,000			
Communications	\$ 700.00	\$ -	\$2,300 moved to holiday support			
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	\$ 1,207.68				
Contingency	\$ 2,000.00	\$ -				
Unallocated		\$ 281.79				
Total	\$ 110,000.00	\$ 60,318.57	\$ 49,681.43			



PBIA Advisory Board

Formation of a Nomination Committee for Upcoming Elections

Agenda Date: 8/10/2017
Agenda Item Number: 6.E
File Number: 17-0831

Type: report Version: 1 Status: In Committee

Title

Formation of a Nomination Committee for Upcoming Elections

Recommended Action

Move to establish a nominating committee to solicit prospective new PBIA advisory board members to stand for election in November. Name the members.

Report

Issue:

The Board needs to establish a nominating committee to solicit prospective new PBIA advisory board members to stand for election in November.

Staff Contact:

Amy Buckler, Senior Planner, PBIA Liaison, abuckler@ci.olympia.wa.us
<<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5847

Presenter(s):

Amy Buckler
Mary Corso, PBIA Chair

Background and Analysis:

Tonight, the PBIA needs to determine who from the Board will serve on a nominating committee that will be tasked with soliciting prospective new board members to stand for election in November. The Board should also identify a lead for this committee.

There is no obligation for the nominating Committee to meet together, although it may be helpful to do so to ensure clarity about their role, expectations and timelines, for which staff can provide support. The Committee should report back to the PBIA Board at the October meeting with information about which ratepayers will be included in the election in November.

The Board will need to fill seven (7) positions. This includes two (2) currently vacant positions that were not filled when the terms expired earlier this year, plus five (5) terms that will expire at the end of this year. Members whose terms are expiring at the end of this year can be re-elected; these members include:

- Alana Carr
- Bobbi Kerr
- Kim Murillo
- Sheila Irish
- Nathan Rocker

Section 3.62.130 of the City's PBIA ordinance (attachment 1) states:

- The PBIA Advisory Board shall consist of an odd number totaling at least 15 member representatives of Ratepayers representing a diversity of business classifications, interests, and viewpoints.
- The election will be conducted by the Program Manager (i.e., Downtown Liaison Mark Rentfrow)
- The Board's duties include the annual development of a proposed work program with specific projects and budgets, the recommendation of the same to the City Council for its consideration, and preparation of a plan for regular communication of PBIA projects and information to Ratepayers.

The PBIA Bylaws (attachment 2) establish that each of the three zones should be represented on the advisory board. And Article X describes the procedure for PBIA advisory board elections:

- Each year, a nominating committee, shall in September select from among the ratepayers persons to stand for election as Advisory Board members.
- Any ratepayer in good standing at the time of the election may be nominated.
- Ballots shall be mailed to current ratepayers in good standing (this has traditionally occurred in November.)
- Nominees receiving the greatest number of votes of ratepayers are elected.
- Newly elected Advisory Board members are installed at the first board meeting in January.
- Terms of office shall be January 1-December 31 of each calendar year.
- One third of the board members will be elected each year.

There is no limit to the number of terms a Board member can complete so long as they are re-elected for each 3-year term.

Only when there is a vacancy occurring on the advisory board by reason of death, resignation or removal, the position may be filled for the remainder of the term by a majority vote of the remaining members (Bylaws, Section 10.01.03).

Neighborhood/Community Interests (if known):

N/A

Options:

Move to establish a nominating committee to solicit prospective new PBIA advisory board members to stand for election in November. Name the members.

Financial Impact:

N/A

Attachments:
None

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Chapter 3.62 PARKING AND BUSINESS IMPROVEMENT AREA


3.62.000 Chapter Contents

Sections:

3.62.010	Parking and Business Improvement Area Established.
3.62.020	Programs.
3.62.030	Levy of Special Assessments.
3.62.040	Rate Changes.
3.62.050	Deposit of Revenues.
3.62.060	Collection Schedule.
3.62.070	Delinquent Payments.
3.62.080	Notices.
3.62.090	Disputes.
3.62.100	Expenditures.
3.62.110	Administration.
3.62.120	Contract for Program Management.
3.62.130	Advisory Board.
3.62.140	Bids Required for Construction of Projects.
3.62.150	Commencement of Assessments.
3.62.160	Ratification and Confirmation.

(Ord. 6721 §1, 2010; Ord. 6375 §1-17, 2005, this chapter added July 2008).

3.62.010 Parking and Business Improvement Area Established

As authorized by Chapter [35.87A](#)  RCW, there is hereby established a Parking and Business Improvement Area ("Parking and Business Improvement Area" or "PBIA"), consisting of Zones A, B and C, within the boundaries as described below and shown on the map attached hereto as Exhibit A-1. If there is any conflict between said map and narrative description, the text shall prevail.

ZONE A:

All of that portion of the City of Olympia, Washington described as bounded on the North by the centerline of State Avenue, bounded on the South by the centerline of Legion Way, bounded on the West by the centerline of Columbia Street, and bounded on the East by the centerline of Franklin Street.

ZONE B:

All of that portion of the City of Olympia, Washington described as beginning at the centerline intersection of Water Street and 7th Avenue; thence West to the ordinary high water line of Capitol Lake; thence Northerly and Westerly along said line to the East line of the Deschutes Waterway as shown on the official First Class Tideland Plat of the City of Olympia; thence Northerly along said waterway and its extension to the centerline of Olympia Avenue extended Westerly; thence Easterly along said extension to the line of ordinary high tide; thence Northerly along said line to the centerline of Thurston Avenue extended Westerly; thence Easterly along said extension and the centerline of Thurston Avenue to the centerline of Jefferson Street; thence Southerly along said centerline to the centerline of Olympia Avenue; thence Easterly along the

ATTACHMENT 1

centerline, as platted, of said street to a point 150 feet more or less Westerly of the centerline intersection of Pear Street and Olympia Avenue; thence Southerly more or less parallel to Pear Street, said course following original platted lot lines, to the centerline of 7th Avenue; thence Westerly along said centerline to the point of beginning; EXCEPTING, the area described in Zone A above.

ZONE C:

All of that portion of the City of Olympia, Washington described as beginning at the centerline intersection of Columbia Avenue and Union Avenue; thence Northerly along the centerline of Columbia Avenue to the centerline of 7th Avenue; thence Easterly along said centerline to the centerline of Washington Street; thence Southerly along said centerline to the centerline of 7th Ave; thence Westerly along said centerline to the point of beginning; ALSO, All of that portion of the City of Olympia, Washington described as beginning at the line of ordinary high tide with to the centerline of Thurston Avenue extended westerly; thence Northerly along said high tide line to a point 600 feet Northerly of the centerline of Corky Avenue extended Westerly; thence Easterly and parallel to Corky Avenue and its extension to the centerline of East Bay Drive; thence Southerly along said centerline to the centerline of Olympia Avenue; thence Westerly along said centerline to the centerline of Jefferson Street; thence Northerly along said centerline to the centerline of Thurston Avenue; thence Westerly along said centerline and its extension to the point of beginning.

(Ord. 6721 §1, 2010; Ord. 6375 §1, 2005).

3.62.020 Programs

Special Assessment revenues shall be used for the purpose of providing special projects and services under the following program headings:

1) Downtown Parking Improvements Program

This program will provide for parking improvements to address the concern for downtown Olympia businesses and property owners, as well as patrons and employees. The PBIA special assessments may be used to fund administrative costs such as staff support, the construction or operation and maintenance of a parking structure or other parking improvements.

2) Clean and Safe Program

This program will provide additional projects and services to make downtown cleaner, more welcoming and improve the public's perception of safety. This program may include a volunteer effort to provide eyes and ears on the street and to assist people downtown; administration and staff support; graffiti removal; and efforts to reduce offenses such as public urination, drug use and sales, aggressive panhandling and public intoxication.

3) Civic Beautification and Sign Program

An overall beautification program will help the general aesthetic of downtown. Such a program may include:

- a) Streetscape beautification
- b) Area-wide Paint Up, Fix Up, Clean Up Campaign
- c) Public arts programs
- d) Public/private way finding signs

ATTACHMENT 1

- e) Administration and staff support
- 4) Business Recruitment and Retention Program

Preparation of inventories of commercial vacancies, information about incentives and benefits to locating downtown and development of a common vision for the types of businesses and other organizations would enhance the downtown. Inventory information will facilitate development of specific recruitment and retention strategies for different parts of downtown. Inventories may include:

- a) Community preference surveys
- b) Inventory of vacancies
- c) Advertising vacancies

Administration and staff support to prepare the inventories is included.

- 5) Commercial Marketing Program

Development of a well-conceived "Buy Local" marketing program that will benefit the whole downtown and to continue the support of long-standing community events through:

- a) Advertising and promotion
- b) Theme development
- c) Special events and activities
- d) Tourism attraction

Other existing programs may be reviewed for supplementation with PBIA special assessments, including but not limited to:

- a) Community events held downtown including Music in the Park, ArtsWalk, Downtown for the Holidays, and the Pet Parade;
- b) Marketing programs including the shopping and restaurant guide, and event management or support;
- c) Programs to clean up downtown that include the semi-annual clean-ups, graffiti management, and mural programs.
- d) Programs to develop partnerships for local governments, quasi-public and non-profit groups that work in or invest resources in downtown on behalf of the public.


Administration and staff support will be included in the programs and projects listed above.

The list of possible services and projects within the general program categories above is illustrative and not exclusive. The costs are estimated only and the PBIA budget shall be established by City Council and expended based on actual receipts, as set forth in Section 10 below.

(Ord. 6721 §1, 2010; Ord. 6578 §1, 2008; Ord. 6375 §2, 2005).

3.62.030 Levy of Special Assessments

ATTACHMENT 1

To finance the programs authorized in OMC [3.62.020](#), and in recognition of the special benefits created thereby, a special assessment is hereby levied upon and shall be collected annually from all the businesses and multi-family residence owners / operators ("Ratepayers") in the Parking and Business Improvement Area described in OMC [3.62.010](#), as authorized by RCW [35.87A.080](#) , except non-profit corporations or organizations. Assessments shall not be pro-rated. The special assessments shall be levied upon the Ratepayers in Zones A, B and C according to the rates established as follows:

Business Type	Zone A			Zone B			Zone C		
	Large	Medium	Small	Large	Medium	Small	Large	Medium	Small
Restaurant/Retail	\$750	\$500	\$250	\$600	\$400	\$200	\$300	\$200	\$150
Professional/Service	\$400	\$300	\$200	\$300	\$200	\$150	\$200	\$150	\$150
Financial Institutions	\$750			\$600			\$300		
Lodging/Apartments	30 or less rooms = \$200; 31-50 rooms = \$300; 51+ rooms - \$400								
Personal Care Services	Minimum \$150 plus \$75 per station above 2 stations with a cap of \$500								

Definitions:

Business. Means any person, group or entity, including but not limited to a sole proprietorship, partnership, corporation, limited liability partnership or limited liability corporation, that engages in business with the object of gain, benefit, or advantage to the person, group or entity, or to another person or class, directly or indirectly. "Engages in business" as used herein shall have the meaning set forth in Olympia Municipal Code Section 5.04.040.N.

Employee. Any person whose work is devoted to the ongoing operation of a business or multi-family residence. As used in this ordinance, "Employee" includes a person with an ownership interest in a business, regardless of whether that person is paid a salary or wages.

Financial Institution. Means a bank, savings and loan, credit union, or similar institution.

Full-Time Equivalent (FTE). A position or positions requiring work equal to or exceeding forty (40) hours per week.

Large // Medium // Small. Based on employee count: FTE's (Full time Equivalent)

- Small 1-3 FTE's
- Medium 4-6 FTE's
- Large 7+ FTE's

Lodging. Means engaging in the business defined in OMC Section 5.04.040.MM.3.f. Examples include the rental of rooms by the day or week to community visitors. "Lodging" also means the rental or lease of a residential dwelling unit, if such unit is contained within any building or buildings containing four (4) or more residential units or any combination of residential and

ATTACHMENT 1

commercial units, whether title to the entire property is held in single or undivided ownership or title to individual units is held by owners who also, directly or indirectly through an association, own real property in common with the other unit owners.

Non-profit corporation or non-profit organization. "Non-profit corporation or non-profit organization" means a corporation or organization in which no part of the income can be distributed to its members, directors, or officers and that holds a current tax exempt status as provided under Sec. 501(c)(3) of the Internal Revenue Code, as may hereafter be amended, or is specifically exempted from the requirement to apply for its tax exempt status under Sec. 501(c)(3) of the Internal Revenue Code, or as may hereafter be amended. Where the term "non-profit organization" is used, it is meant to include non-profit corporations.

Personal Care Service Business. Means a hair salon, barber shop, manicurist, tanning salon, acupuncturist, massage therapist, esthetician, exercise studio, yoga studio, Pilates studio, soothsayer, and the like.

Professional Services Businesses. Means Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.


Restaurant. Means a business that sells prepared foods and drinks.

Retail. Means a business that engages in sales at retail and / or retail sales, as those terms are defined in Olympia Municipal Code Section 5.04.040.MM.1.a and .1.c - .1e, but does not include the provision of any services. "Retail" includes, as an example, the buying and reselling of goods, such as that engaged in by clothing stores, shoe stores, office supplies, etc.

Service Business. Means a business that engages in retail services, as that term is defined in Olympia Municipal Code Section 5.04.040.JJ, or engages in the activities set forth in OMC 5.04.040.MM.1.b, MM.2, MM.3a - e, MM.4, and MM.6-7. Examples include repair shops, automotive-oriented service businesses, computer repair and support, tech support services, entertainment businesses such as theaters, etc.

(Ord. 6721 §1, 2010; Ord. 6691 §1, 2010; Ord. 6375 §3, 2005).

3.62.040 Rate Changes

Changes in the assessment rate shall only be made by ordinance adopted by the Olympia City Council and as authorized in RCW [35.87A.140](#) .

(Ord. 6721 §1, 2010; Ord. 6375 §4, 2005).

3.62.050 Deposit of Revenues

There is hereby created in the City a separate subaccount designated as the Parking Business Improvement Area Account (called "the Account"). The following monies shall be deposited in the Account:

- A. All revenues from special assessments levied under this ordinance;
- B. All income to the City from public events financed with special assessments;
- C. Gifts, donations and voluntary assessment payments for the Account; and
- D. Interest and all other income from the investment of Account deposits.

(Ord. 6721 §1, 2010; Ord. 6375 §5, 2005).

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3.62.060 Collection Schedule

Special assessments shall be collected on an annual basis.

(Ord. 6721 §1, 2010; Ord. 6375 §6, 2005).

3.62.070 Delinquent Payments

If an assessment has not been paid within thirty (30) days after its due date, it will be considered delinquent. The City Manager is authorized to assign delinquent assessments to a collection agency or bring an action in any court of competent jurisdiction.

(Ord. 6721 §1, 2010; Ord. 6375 §7, 2005).

3.62.080 Notices

Notices of assessment and all other notices contemplated by this ordinance may be sent by ordinary mail or delivered by the City to the address shown on City of Olympia records, as they may be modified from time to time based on information provided by the Program Manager (if any). Failure of the Ratepayer to receive any mailed notice shall not release the Ratepayer from the duty to pay the assessment and any collection agency charges.


(Ord. 6721 §1, 2010; Ord. 6375 §8, 2005).

3.62.090 Disputes

Any Ratepayer aggrieved by the amount of an assessment may appeal the Program Manager's rate classification to the City Manager or his or her designee for review. The City Manager or his or her designee may uphold the assessment or adjust the assessment consistent with this ordinance. The City Manager's or his or her designee's decision shall be final and not appealable to any court or body. The appellant Ratepayer has the burden of proof to show that the assessment is inconsistent with the applicable assessment fee provided for herein.

(Ord. 6721 §1, 2010; Ord. 6691 §2, 2010; Ord. 6375 §9, 2005).

3.62.100 Expenditures

Expenditures from the Account shall be made upon vouchers drawn for services rendered and shall be used exclusively for the statutory purposes each as more fully defined in Section 2. Pursuant to RCW [35.87A.110](#) , the City Council shall have the sole discretion and authority to adopt a work program and budget for expenditures from the Account at such times as the Council may determine.

(Ord. 6721 §1, 2010; Ord. 6375 §10, 2005).

3.62.110 Administration

The City Manager or his or her designee shall administer the program for the City with authority to:

- A. Classify Ratepayers within the three zones under Sections 1 and 3. As part of this classification, the City Manager or designee is authorized to make a determination of the number of regular FTEs employed by a Ratepayer prior to issuing assessment notices each calendar year. The classification and FTE determination shall be based on information from City of Olympia records as they may be modified from time to time based on information provided by the Program Manager (if any);
- B. Collect the special assessments; and

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C. Upon Council approval, execute an annual program management contract with a Program Manager.

(Ord. 6721 §1, 2010; Ord. 6375 §11, 2005).

3.62.120 Contract for Program Management

Pursuant to RCW [35.87A.110](#), the City Manager may contract with a chamber of commerce or similar business association entity or entities operating within the boundaries of the PBIA to act as a Program Manager. The Program Manager shall administer the PBIA's operation, including but not limited to implementation of the projects and activities contained in the work program adopted by the City Council under OMC [3.62.020](#), performing the administrative duties allocated to the City Manager or his or her Designee under this Chapter.

Any contract entered into under this Section shall include provisions to address the following:

A. Provisions for the Program Manager to:

1. Create and maintain a business data base of all Ratepayers within the boundaries of the PBIA;
2. Classify each Ratepayer within each of the three zones, based on the number of regular FTEs for each Ratepayer;
3. Provide the data base and classifications to the City in sufficient time for its use in mailing annual special assessment notices, but no later than November 1 of each calendar year;
4. Perform all basic Municipal Services Contract provisions (periodic billing and reporting requirements, internal controls and maintain accurate records, etc.);
5. Perform the projects and services listed in Section 020 as approved annually by the City Council pursuant to Subsection B.2 below;
6. Submit reimbursement request on vouchers drawn for services rendered (consistent with the Council adopted budget and work program for that calendar year);
7. Provide administrative support for the creation and operation of the PBIA Advisory Board created pursuant to Section 13 below, including soliciting nominations and conducting an election for Board representatives.

B. Provisions for the CITY to:

1. Review the PBIA Advisory Board's annual proposed budget recommendations for special services and projects;
2. Adopt a work program and budget for expenditures;
3. Send a bill to each business within the boundary on an annual basis based on the assessment list provided by the Program Manager;
4. Resolve Ratepayer disputes;
5. Collect special assessments;
6. Pursue collection by sending the bill to a collection agency or commencing an action in a court of competent jurisdiction to collect the special assessment;

ATTACHMENT 1

7. Review and reimburse eligible expenses; and
8. Conduct periodic review of the Program Manager's performance.



(Ord. 6721 §1, 2010; Ord. 6691 §3, 2010; Ord. 6375 §12, 2005).

3.62.130 Advisory Board

There is hereby created an advisory board to the Olympia City Council. The Board shall consist of an odd number totaling at least 15 member representatives of Ratepayers representing a diversity of business classifications, interests, and viewpoints within the PBIA. Board members shall be elected by a majority of Ratepayers within the PBIA voting in an election conducted by the Program Manager under Section 12 above. The Council may also appoint a nonvoting Council member representative and/or City staff liaison. The Board's duties shall include the annual development of a proposed work program with specific projects and budgets and the recommendation of the same to the City Council for its consideration, and preparation of a plan for regular communication of PBIA projects and information to Ratepayers, including specific provisions for communication with non-English speaking Ratepayers and other projects and activities as approved by the City Council in the Board's annual work plan.

(Ord. 6721 §1, 2010; Ord. 6578 §2, 2008; Ord. 6375 §13, 2005).

3.62.140 Bids Required for Construction of Projects

Pursuant to RCW [35.87A.200](#) , the City Manager and/or the Program Manager utilized under Section 12 above shall call for competitive bids by appropriate public notice and award contracts, whenever the estimated cost of any Parking and Business Improvement Area public works construction project, including cost of materials, supplies and equipment, exceeds the sum of two thousand five hundred dollars. Pursuant to RCW [35.87A.210](#) , the cost of a public works construction project for the purposes of this Section shall be aggregate of all amounts to be paid for the labor, materials and equipment on one continuous or inter-related project where work is to be performed simultaneously or in near sequence.

Breaking a public works construction project into small units for the purposes of avoiding the minimum dollar amount prescribed herein is contrary to public policy and is prohibited.

(Ord. 6721 §1, 2010; Ord. 6375 §14, 2005).

3.62.150 Commencement of Assessments

Assessments shall commence as of January 1, 2006 for all existing businesses located within the assessment area depicted in Section 1 above. Any new business or multi-family residence commencing operation within the boundaries of the PBIA after November 1 of any given year shall be exempt from payment of the assessment until November 1 following the business' or multi-family residence's commencement of operation; provided, that no exemption under this section have a duration of longer than one year. Such a business or multi-family residence shall be assessed the January 1 following commencement of its operation. Assessments shall not be prorated.

(Ord. 6721 §1, 2010; Ord. 6375 §15, 2005).

3.62.160 Ratification and Confirmation

The making of contracts and expenditures and the sending of assessment notices pursuant to the authority and prior to the effective date of this ordinance are hereby ratified and confirmed.

(Ord. 6721 §1, 2010; Ord. 6375 §17, 2005. Formerly 3.62.170).

The Olympia Municipal Code is current through Ordinance 7001, passed February 9, 2016.

Disclaimer: The City Clerk's Office has the official version of the Olympia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Olympia's Codification Process (<http://olympiawa.gov/city-government/codes-plans-and-standards/municipal-code.aspx>)

City Website: <http://olympiawa.gov>
(<http://olympiawa.gov>)
Code Publishing Company
(<http://www.codepublishing.com/>)

Municipal Code contact information:

Email: adminservices@ci.olympia.wa.us
(<mailto:adminservices@ci.olympia.wa.us>)
Telephone: (360) 753-8325

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



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

PBIA Advisory Board

PBIA Advisory Board Priorities, August- December 2017

Agenda Date: 8/10/2017
Agenda Item Number: 8.A
File Number: 17-0838

Type: report Version: 1 Status: In Committee

Title
PBIA Advisory Board Priorities, August-December 2017

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PBIA Advisory Board Priorities for August-December, 2017

- Develop 2018 work plan and budget
- Ratepayer survey
- Annual ratepayer meeting (Sept)
- Meeting with ODA
- Put out Newsletter (potentially with sanitation survey)
- Twinklefest 2017
- Clean & Safe initiatives:
 - Add protective coating to (5) PBIA murals
 - Alley flushing
 - Clean team on Sundays in December
 - Purchasing window signs
 - Ongoing cigarette butt receptacle maintenance
- Contract for 2018 Downtown Flower Baskets
- Contract for 2018 flower basket watering vendor
- Nominations (Sept) and elections (Nov) for (7) seats
- Ratepayer assessment (info due Nov 1) (staff work)



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PBIA Advisory Board

Upcoming PBIA meetings

Agenda Date: 8/10/2017
Agenda Item Number: 8.B
File Number: 17-0837

Type: report Version: 1 Status: In Committee

Title
Upcoming PBIA meetings

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Upcoming PBIA Meetings

Subject to Change

[August 22 or 29 – PBIA Marketing Subcommittee](#)

[Sept 12 or 14 – PBIA Retreat](#)

(Sept 14 business meeting will likely be cancelled due to retreat)

[September 26 – PBIA Marketing Subcommittee](#)

[Sept 27 – Annual Ratepayer Meeting \(tentative\)](#)

[Oct 12 – PBIA meeting](#)

- 2018 work plan and budget
- City Outlook Email best practices. Disperse new City email user names and passwords.
- Report from Nomination Committee
- Update on Twinklefest

[October 31 – PBIA Marketing Subcommittee](#)

[Nov 9 – PBIA meeting](#)

- Recommendation on 2018 work plan and budget
- Update on Twinklefest

[November 28 – PBIA Marketing Subcommittee AND Clean & Safe Subcommittee](#)

[Dec 14 – PBIA meeting](#)

- Update on Twinklefest
- Announcement of new board members elected for 2018

DRAFT