



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, May 22, 2019**

**4:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

- 5.A**    [19-0474](#)    Approval of April 24, 2019 General Government Committee Meeting Minutes

**Attachments:**    [Minutes](#)

**6. COMMITTEE BUSINESS**

- 6.A**    [19-0471](#)    Update on Public Safety/Olympia Police Department

**Attachments:**    [Presentation](#)

- 6.B**    [19-0447](#)    Parking and Business Improvement Area (PBIA) Advisory Board Update

**Attachments:**    [PBIA Board Members](#)

[PBIA Map](#)

[2019 Budget](#)

[PBIA Webpage](#)

- 6.C**    [19-0469](#)    ArCH 2019 Work Plan Update

**Attachments:**    [ArCH 2019 Work Plan](#)

- 6.D**    [19-0473](#)    Discuss Heritage Commission Applications and Preparation for Interviews

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

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

## General Government Committee

### Approval of April 24, 2019 General Government Committee Meeting Minutes

**Agenda Date:** 5/22/2019  
**Agenda Item Number:** 5.A  
**File Number:** 19-0474

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

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**Title**

Approval of April 24, 2019 General Government Committee Meeting Minutes



# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, April 24, 2019**

**4:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Rollins called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

**Present:** 2 - Chair Renata Rollins and Committee member Cheryl Selby

**Excused:** 1 - Committee member Clark Gilman

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT**

No one spoke.

**5. APPROVAL OF MINUTES**

**5.A** [19-0383](#) Approval of March 27, 2019 General Government Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A** [19-0156](#) Economic Development Update

Economic Development Director Mike Reid gave an update on Economic Development projects. He shared City demographics including population, jobs, working age, and taxable retail sales. Mr. Reid also gave an overview of recently completed and currently underway downtown projects along with designations and grants being pursued.

Committee members asked clarifying questions

The discussion was completed.

**6.B** [19-0395](#) Downtown Ambassador Update

Downtown Liaison Mark Rentfrow, Downtown Ambassadors Katherine Trahan and Teal Russell, and Clean Team Supervisor Mark Moore shared an update and data related to

the work of the Downtown Ambassadors and Clean Team.

Committee members asked clarifying questions.

**The report was completed.**

**6.C** [19-0390](#)

Committee members discussed the details for the upcoming Mid-Year Retreat, including the location, agenda, and facilitator.

**The recommendation was discussed and forwarded to the City Council for approval.**

**7. REPORTS AND UPDATES**

Strategic Communications Director Kellie Purce Braseth discussed her recent meeting with the Advisory Committee Staff Liaisons. She also shared an update to the advisory board recruitment process schedule along with the special board recruitment for two vacant Heritage Committee positions.

Committee Chair Rollins discussed the process for how the Council liaises with advisory committees. Previously, individual Councilmembers served as liaisons to advisory committees, the new process has Council committees as a whole serving as the liaison. When advisory committees need guidance from a Council committee, the advisory committee chair or staff liaison will reach out to the chair of the Council committee.

**8. ADJOURNMENT**

The meeting adjourned at 5:45 p.m.



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

## General Government Committee

### Update on Public Safety/Olympia Police Department

**Agenda Date:** 5/22/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-0471

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

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**Title**

Update on Public Safety/Olympia Police Department

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the public safety update from the Olympia Police Department. Briefing only; No action requested.

**Report**

**Issue:**

Whether to receive an update from the Olympia Police Department (OPD) on the informational report regarding the 2018 Professional Standards.

**Staff Contact:**

Rich Allen, Lieutenant, Olympia Police Department, 360.753.8411

**Presenter(s):**

Ronnie Roberts, Chief of Police

**Background and Analysis:**

In this update, OPD will present the 2018 Office of Professional Standards informational report.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

N/A

**Financial Impact:**

N/A

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


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**Attachments:**

Presentation



Presented By  
Chief R. Roberts, Olympia  
Police Department




# Office of Professional Standards 2018 Reporting

[olympiawa.gov/police](http://olympiawa.gov/police)

We strive to consistently earn the trust of the residents and visitors in our community. Read this report to learn how we did in 2018.

**Inside Find Info On:**

- » Investigation Process
- » Investigation Details
- » Training Highlights
- » Ways to Stay Connected



**Chief**

is committed to with our community, enforcement and the people

**ncy and accountability.**

report and learn about our mission – ensuring with OPD's values and the

**s and the results of**

ity systems, from en of uses of force, to I believe the picture is a Department with organization that when those mistakes ble.

**on through training and**

can meet our community's

for managing the formal All records are tracked, ment System database

ment can be , by written

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, poor work performance generally assigned to first

igation. The investigator d/or review video or audio estigator will reach a finding ard of proof for all internal is is a lower standard than asonable doubt."

cur.

or disprove the allegation.

be justified, lawful, and

to further the investigation erred to that agency.

Professional Standards int is referred to the The determination of ess of the violation.

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# OPD Internal Investigations

All complaints are thoroughly investigated



## Complaints are Received Via

Telephone, Written Documents  
Email, In-Person



## Complaint Categories

Serious Misconduct and Service Level



## Investigation Process

Form a conclusion based on "a  
preponderance of evidence"

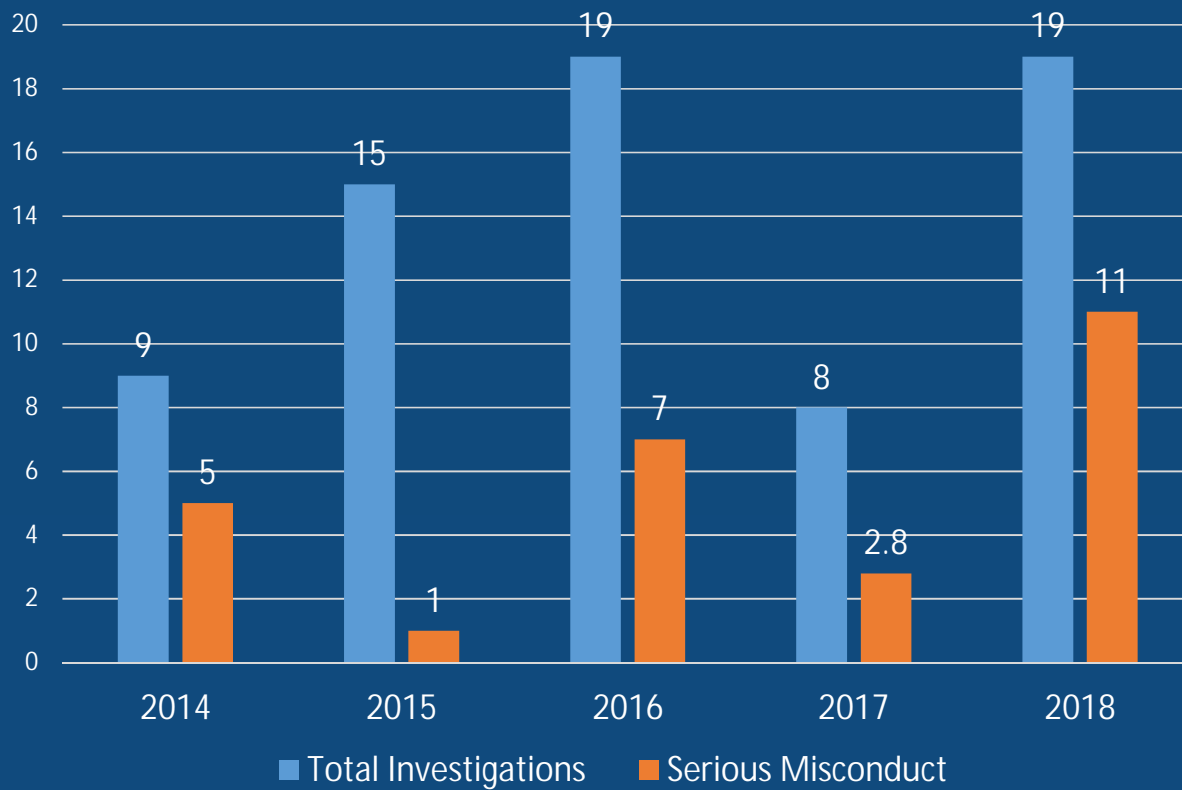


## One of 5 conclusions are found

- Sustained
- Not Sustained
- Unfounded
- Exonerated
- No Finding



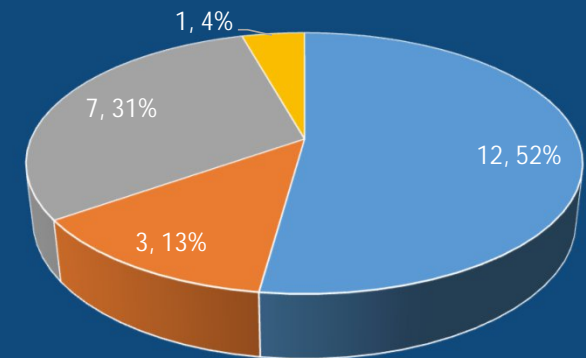
# Internal Investigations 2018



19 - Total Investigations

8 - Generated from Citizen Complaints

11 - Generated Internally from OPD Employees



■ Sustained

■ Not Sustained

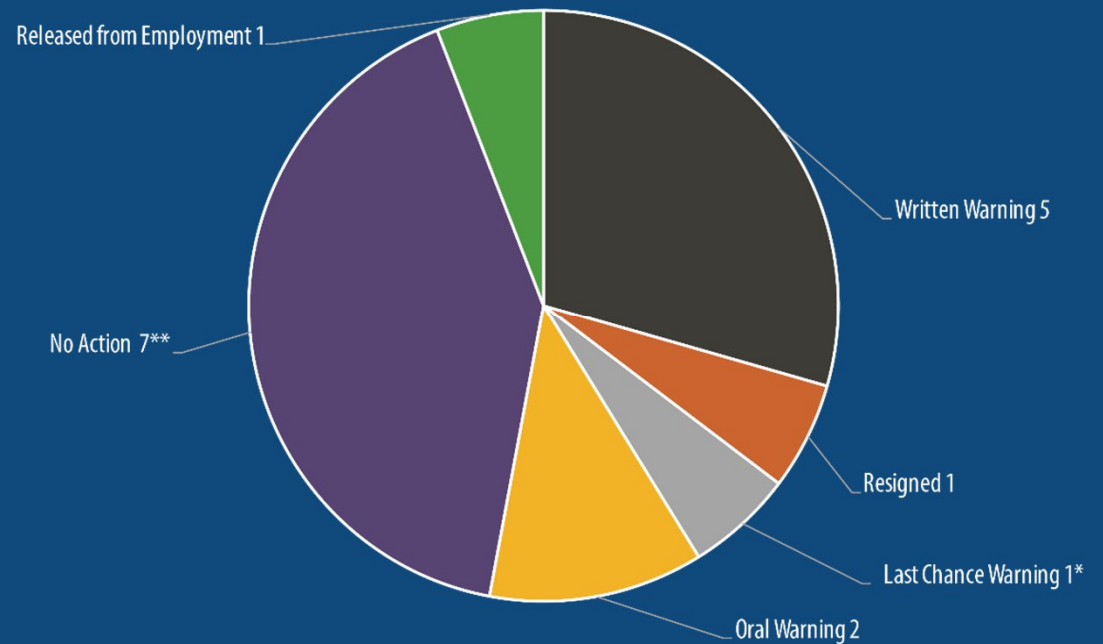
■ Unfounded/Exonerated ■ N/A

\*Based on 23 allegations



# After the Investigation

- Findings Reviewed
- Corrective actions include:
  - Counseling and coaching
  - Oral Warning
  - Written Warning
  - Performance Improvement Plan
  - Suspension without pay
  - Reduction in pay or rank
  - Last Chance Warning
  - Termination



\*1 last chance warning was the result of 3 investigations

\*\*2 file numbers were submitted in error resulting in no action



# Use of Force Information

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Uses of force are tracked in Patrol and Corrections

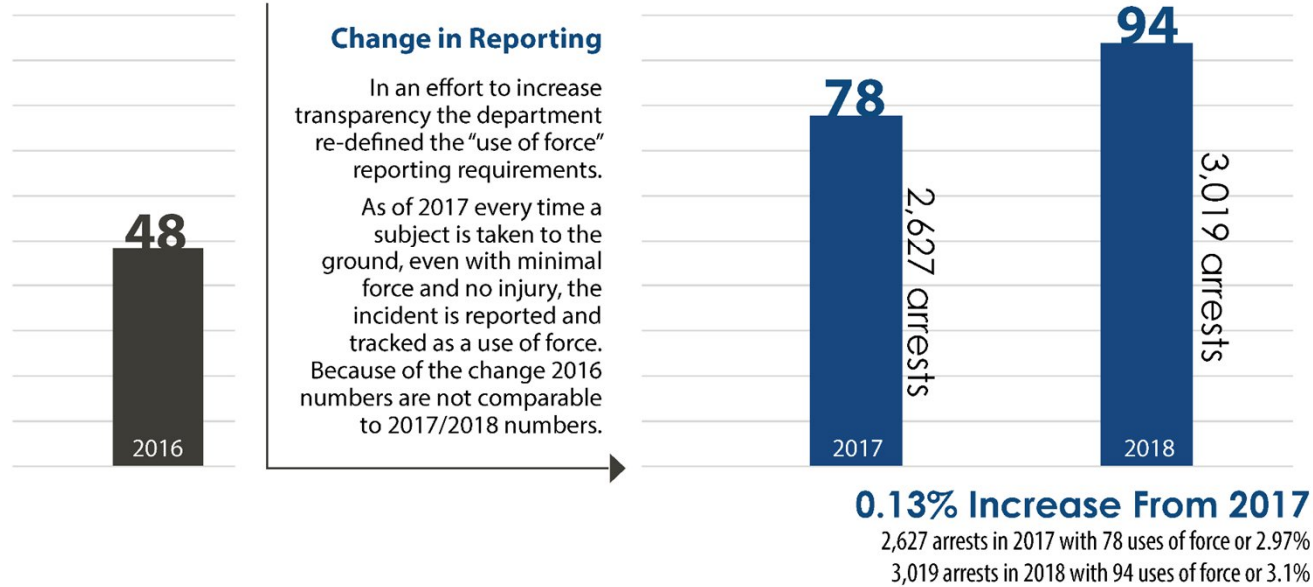
Use of force reviews go through the officer's Sergeant/Department Manager

A reportable use of force may include one or more of the following:

- Whenever an employee takes a person to the ground
- Whenever an employee uses a defensive tactic
- Whenever an employee applies force through the use of lethal, less-lethal or non-lethal weapons
- Whenever a subject, as a result of any application of force, sustains an obvious injury, complains of an injury, requires or request medical treatment



# 3 Year Use of Force Data



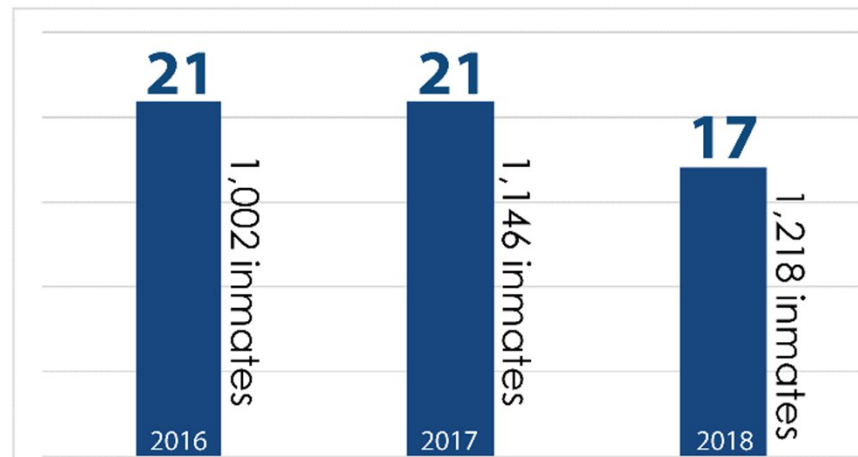


# 3 Year Use of Force Data

## Jail Population

The Olympia City Jail housed 1,218 inmates in 2018. The average daily population was 29 during 2018.

## Corrections Officers



## 0.43% Decrease From 2017

1,146 inmates in 2017 with 21 uses of force or 1.83%

1,218 inmates in 2018 with 17 uses of force or 1.4%



# OPD Accountability Comparison

| 2017   |   |
|--------|---|
| 48,014 | Calls for Service                           |
| 2,626  | Arrests                                     |
| 78     | Use of Force Incidents                      |
| 3      | Citizen Generated Investigations            |
| 2      | Use of Force Complaints – Citizen Generated |

| 2018   |   |
|--------|---|
| 50,595 | Calls for Service                           |
| 3,007  | Arrests                                     |
| 94     | Use of Force Incidents                      |
| 8      | Citizen Generated Investigations            |
| 2      | Use of Force Complaints – Citizen Generated |



# High Risk Activities Data

## 5 Year Vehicle Pursuits

| 2014 | 2015 | 2016 | 2017 | 2018 |
|------|------|------|------|------|
| 1    | 0    | 2    | 2    | 1    |

## 5 Year Employee Collisions

| 2014 | 2015 | 2016 | 2017 | 2018 |
|------|------|------|------|------|
| 8    | 9    | 9    | 11   | 8    |

\* No employee collisions were the result of a vehicle pursuit.





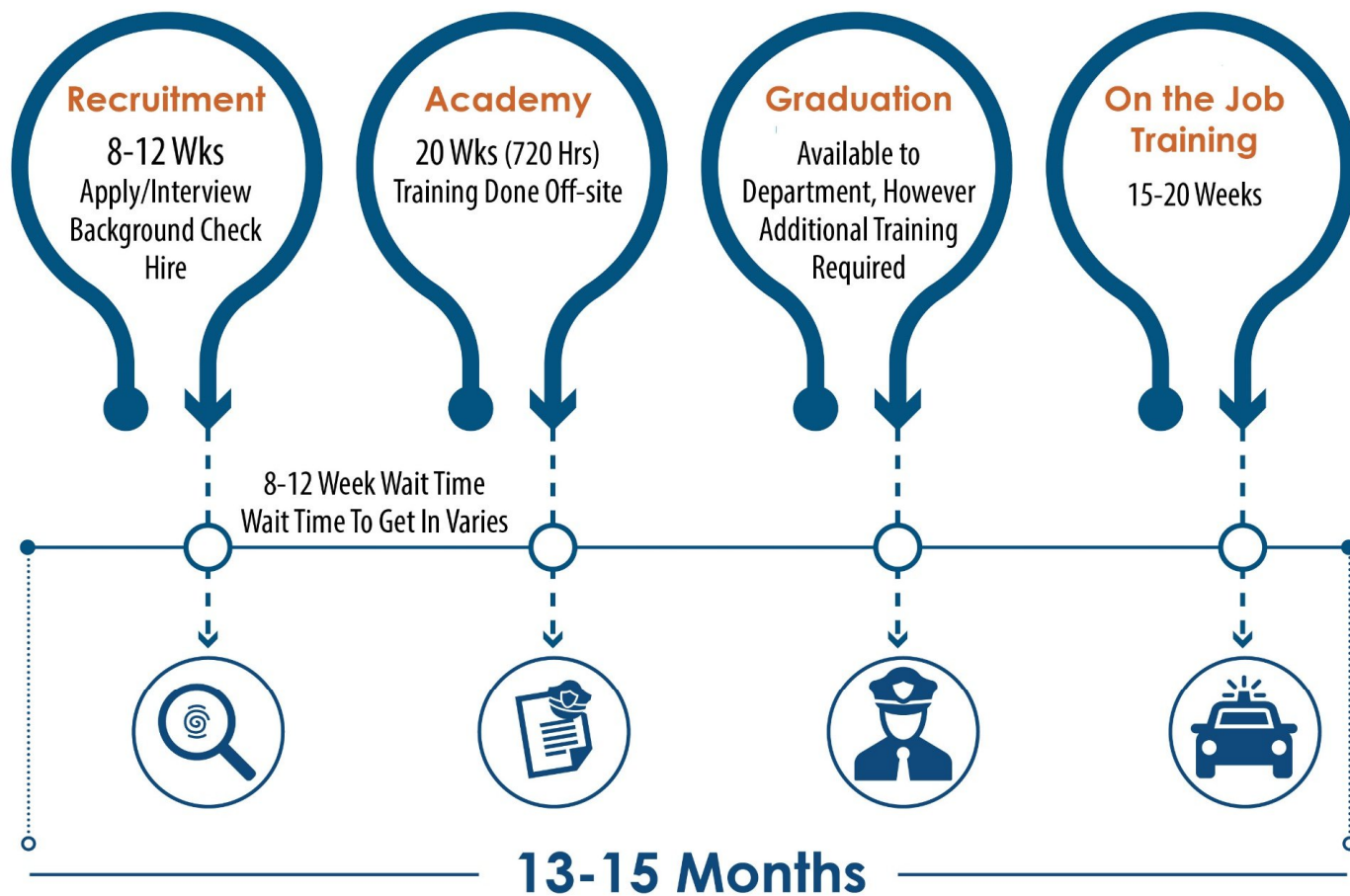
# Hiring Process

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## OPD Follows the Below Process For Hiring All New Employees

1. \*Written Test
2. \*Phase 1 Suitability
3. Oral Board Interview
4. Background Interview
5. Background Investigation
6. Chief's Interview
7. Conditional Job Offer
8. \*Medical Evaluation
9. \*Psychological Evaluation
10. Polygraph
11. Final Offer

\*Is for Officer/Corrections Officers Candidates Only





# Hiring Update

## Open Positions

- Patrol
  - 2 Open Positions
  - 2 in Background
- Corrections
  - 2 Open Positions

## Recent Hires

- Gabe Padukiewicz
  - Hired 02/04/19
  - Start BLEA 4/30/19

- Kimberly Manning
  - Hired 04/16/19
  - Start BLEA 08/29/19

Michele Zennick  
Hiring & Training PA  
Hired 5/01/19

- Josiah Lutz
  - Hired 04/25/19
  - Lateral from Rialto, CA PD
  - BLEEA 5/6/19-5/17/19

- Nicholas Hill
  - Hired 05/23/19
  - Start BLEA 07/10/19

Margo Morales  
Community Policing PA  
Hire date 6/05/19



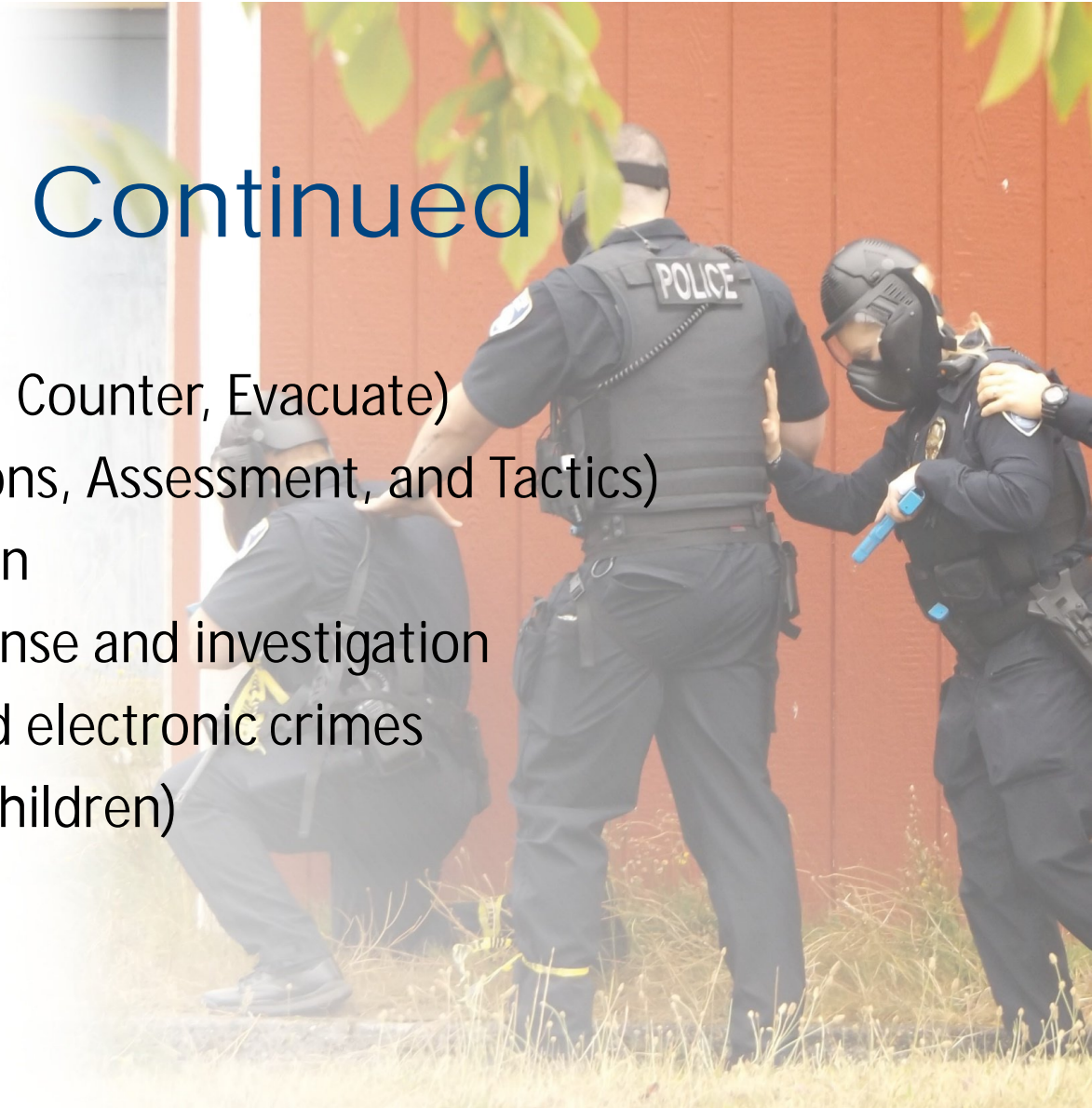
# Notable Training

- Officers participate in 24 hrs. of training yearly per State Law
- Examples included:
  - Naloxone
  - Procedural Justice
  - Crisis Intervention Team (CIT) Refresher
  - 8 hrs. of Reality Based Training



# Notable Training Continued

- ALICE (Alert, Lockdown, Inform, Counter, Evacuate)
- ICAT (Integrating Communications, Assessment, and Tactics)
- Advanced narcotics investigation
- Officer Involved Shooting response and investigation
- Investigation of mobile, cpu and electronic crimes
- ICAC (Internet Crimes Against Children)





# Employee Recognition 2018

- Officer of the Year: Corey Johnson
- Employee of the Year: Anne Larsen
- Distinguished Service: Walking Patrol Unit
- Code 10 Inspirational Partner : CO Kelli Hull  
Officer Sean Lindros



Officer Corey Johnson



Outreach Services Coordinator Anne Larsen



Life Saving:

Officer Tyler Sparks  
Corrections Officer Daniel Esselstrom  
Officer Michael Peters  
Sergeant Jeffrey Herbig

Chief Commendation:

Sergeant Amy King  
Officer Kim Seig  
Sergeant Jason Winner  
Admin. Secretary Kandace Johnson  
Policy & Finance Coord. Gina Rogers

Commendation:

Officer Eric Henrichsen  
Officer Jordan Reisher  
Officer Edward Tomsik  
Officer Randy Wilson  
Officer Thomas Milavec  
Sergeant Matthew Renschler  
Officer Aaron Ficek  
Officer Chris Johnstone  
Officer Jason Watkins  
Officer Joseph Bellamy  
Officer Levi Locken  
Officer Nicole Glenn  
Corrections Officer Anthony Horsfall



Corrections Officer Daniel Esselstrom



Sergeant Jeffrey Herbig



Officer Tyler Sparks



Officer Michael Peters



# Employee Recognition 2018

## Quilts of Valor

At the annual awards banquet 28 veterans were awarded quilts of valor.







Thank you

Questions?



**General Government Committee**  
**Parking and Business Improvement Area**  
**(PBIA) Advisory Board Update**

**Agenda Date:** 5/22/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-0447

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

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**Title**

Parking and Business Improvement Area (PBIA) Advisory Board Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive an update on the Parking and Business Improvement Area (PBIA) Advisory Board. Briefing only; no action requested.

**Report**

**Issue:**

Whether to receive an update on and discuss the PBIA Advisory Board.

**Staff Contact:**

Max DeJarnatt, Senior Program Specialist, PBIA Staff Liaison, Community Planning & Development,  
360.570.3723

**Presenter(s):**

Max DeJarnatt, Senior Program Specialist

**Background and Analysis:**

The Parking and Business Improvement Area (PBIA) is an improvement district in downtown, and a valuable resource for implementing Olympia's Downtown Strategy. Approximately 400 businesses are located within the district and assessed an annual fee that varies based on the location (which zone), type and size of the business (\$200-750 per business.) The total assessment is about \$100,000 per year.

The PBIA advisory board is made up of 15 members (9 currently seated) who own or represent businesses within the district. Current membership and a map are **attached**. A primary responsibility of the PBIA Advisory Board is to develop a recommended annual work plan with specific projects and budgets, including how PBIA assessed funds will be used. The 2019 PBIA budget is **attached**. The recommended work plan was submitted to the General Government Committee in March.

The PBIA board's stated mission 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*. Its areas of focus are guided by the PBIA ordinance (OMC 3.62): parking, clean and safe, beautification, marketing downtown, business retention/training, and communications with member businesses.

At the meeting, staff will provide an update, including the scope of potential updates to the municipal code and bylaws.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Discussion only.

**Financial Impact:**

The PBIA has an approved 2019 budget of \$100,000.

**Attachments:**

PBIA board members

Map

2019 budget

Link to PBIA webpage

# PBIA Advisory Committee

**Meetings:** 1st Wednesday of the Month, 6:00 p.m. at City Hall Council Chambers

**Council Liaison:**

**Executive Office Liaison:** **Kellie Purce Braseth, Strategic Communications Director, (360) 753-8361**  
City of Olympia, PO Box 1967, Olympia WA 98507-1967  
[kbraseth@ci.olympia.wa.us](mailto:kbraseth@ci.olympia.wa.us)

**Staff Liaison(s)** **Max DeJarnatt, Program Assistant**  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-  
Phone: (360) 570-3742  
E-Mail: [mdejarna@ci.olympia.wa.us](mailto:mdejarna@ci.olympia.wa.us)  
OPMA Training Date:

**Number of Members** **15**

**Members:**

State of the Arts Gallery  
**Jeffrey Barrett, Vice Chair**  
500 Washington St SE  
Olympia WA 98501-  
Home Phone:  
Cell Phone:  
Business Phone: (360) 705-0317  
E-Mail: [jbarrett@ci.olympia.wa.us](mailto:jbarrett@ci.olympia.wa.us)  
Date Appointed: 9/14/2017  
Date Reappointed:  
Term Expiration Date: 12/31/2019  
OPMA Training Date: 11/8/2017

Courtyard Antiques  
**Mary Corso, VACANT**  
705 4th Ave E  
Olympia WA 98506-3929  
Home Phone:  
Cell Phone:  
Business Phone: (360) 352-3864  
E-Mail: [mcorso@ci.olympia.wa.us](mailto:mcorso@ci.olympia.wa.us)  
Date Appointed: 4/1/2011  
Date Reappointed: 3/1/2016  
Term Expiration Date: 12/31/2018  
OPMA Training Date: 8/31/2016

Nineveh Olympia  
**Jacob David**  
728 4th Ave E  
Olympia WA 98506-  
Home Phone:  
Cell Phone: (360) 513-7072  
Business Phone:  
E-Mail: [j david@ci.olympia.wa.us](mailto:j david@ci.olympia.wa.us)  
Date Appointed: 3/1/2016  
Date Reappointed:  
Term Expiration Date: 12/31/2018  
OPMA Training Date: 9/11/2016

Popinjay  
**Janis Dean**  
414 Capitol Way S  
Olympia WA 98501-  
Home Phone:  
Cell Phone:  
Business Phone: (360) 352-9841  
E-Mail: [j dean@ci.olympia.wa.us](mailto:j dean@ci.olympia.wa.us)  
Date Appointed: 2/28/2014  
Date Reappointed: 3/1/2017  
Term Expiration Date: 12/31/2019  
OPMA Training Date: 4/11/2018

## PBIA Advisory Committee continued

Quality Self Storage

**Lyndsay Galariada**

325 Washington St NE

Olympia WA 98501-

Home Phone:

Cell Phone:

Business Phone: (360) 786-1448

E-Mail: [lgalaria@ci.olympia.wa.us](mailto:lgalaria@ci.olympia.wa.us)

Date Appointed: 12/14/2017

Date Reappointed:

Term Expiration Date: 12/31/2020

OPMA Training Date: 1/23/2018

**Audrey Henley, VACANT**

206 5th Ave SE

Olympia WA 98501-

Home Phone: (360) 888-3255

Cell Phone: (360) 754-6670

Business Phone:

E-Mail: [ahenley@ci.olympia.wa.us](mailto:ahenley@ci.olympia.wa.us)

Date Appointed: 3/1/2016

Date Reappointed:

Term Expiration Date: 12/31/2018

OPMA Training Date: 8/21/2018

Old School Pizzeria

**Connie Phegley, VACANT**

108 Franklin St NE

Olympia WA 98501

Home Phone:

Cell Phone:

Business Phone: (360) 786-9640

E-Mail: [conniephegley@icloud.com](mailto:conniephegley@icloud.com)

Date Appointed: 12/14/2017

Date Reappointed:

Term Expiration Date: 12/31/2020

OPMA Training Date: 8/31/2016

Dillinger's Cocktails and Kitchen

**Sandra Hall, VACANT**

404 Washington St SE

Olympia WA 98501-

Home Phone:

Cell Phone:

Business Phone: (360) 688-9317

E-Mail: [shall1@ci.olympia.wa.us](mailto:shall1@ci.olympia.wa.us)

Date Appointed: 12/14/2017

Date Reappointed:

Term Expiration Date: 12/31/2020

OPMA Training Date:

Little General Foodshop

**Kimberly Murillo, VACANT**

313 5th Ave SE

Olympia WA 98501-

Home Phone:

Cell Phone:

Business Phone: (360) 352-3663

E-Mail: [kmurillo@ci.olympia.wa.us](mailto:kmurillo@ci.olympia.wa.us)

Date Appointed: 7/9/2015

Date Reappointed: 12/14/2017

Term Expiration Date: 12/31/2020

OPMA Training Date: 8/15/2016

Mixx 96

**David Rauh**

PO Box 7937

Olympia WA 98507-

Home Phone:

Cell Phone:

Business Phone: (360) 943-9937

E-Mail: [drauh@ci.olympia.wa.us](mailto:drauh@ci.olympia.wa.us)

Date Appointed:

Date Reappointed: 3/1/2017

Term Expiration Date: 12/31/2019

OPMA Training Date: 8/31/2016

## PBIA Advisory Committee continued

Thomas Architecture Studio

**Nathan Rocker**

109 Capitol Way N

Olympia WA 98501

Home Phone:

Cell Phone: (360) 915-8775

Business Phone:

E-Mail: [nrocker@ci.olympia.wa.us](mailto:nrocker@ci.olympia.wa.us)

Date Appointed: 8/11/2016

Date Reappointed: 12/14/2017

Term Expiration Date: 12/31/2020

OPMA Training Date: 9/1/2016

Archibald Sisters

**Phil Rollins, VACANT**

406 Capitol Way S

Olympia WA 98501-1029

Home Phone:

Cell Phone:

Business Phone: (360) 943-2707

E-Mail: [phil@archibaldsisters.com](mailto:phil@archibaldsisters.com)

Date Appointed: 4/1/2013

Date Reappointed:

Term Expiration Date: 12/31/2018

OPMA Training Date:

Olympia Workspace (OlyWorks)

**Danielle Ruse, Chair**

203 4th Ave E # 501

Olympia WA 98501-

Home Phone:

Cell Phone: (360) 292-8897

Business Phone:

E-Mail: [druse@ci.olympia.wa.us](mailto:druse@ci.olympia.wa.us)

Date Appointed: 4/13/2017

Date Reappointed:

Term Expiration Date: 12/31/2018

OPMA Training Date: 7/12/2017

Always Safe & Lock

**Jeffrey Trinin**

815 4th Ave E

Olympia WA 98506

Home Phone:

Cell Phone: (360) 507-0888

Business Phone: (360) 357-8500

E-Mail: [jtrinin@ci.olympia.wa.us](mailto:jtrinin@ci.olympia.wa.us)

Date Appointed: 2/13/2014

Date Reappointed: 3/1/2017

Term Expiration Date: 12/31/2019

OPMA Training Date: 8/30/2016

Olympia Coffee Roasters

**Jeremy Williamson**

600 4th Ave E

Olympia WA 98501-

Home Phone: (503) 867-5223

Cell Phone:

Business Phone:

E-Mail: [jwilliam@ci.olympia.wa.us](mailto:jwilliam@ci.olympia.wa.us)

Date Appointed: 7/16/2018

Date Reappointed:

Term Expiration Date: 12/31/2019

OPMA Training Date:





| PBIA - 2019 Budget |                                   | 7-Nov-18          |  |
|--------------------|-----------------------------------|-------------------|--|
|                    | Category/Item                     | Budget Amount     | Notes  |
|                    | <b>Communications</b>             |                   |  |
|                    | <b>Clean &amp; Safe</b>           |                   |  |
|                    | Ambassadors & Clean Team          | \$ 43,500         |  |
|                    | Mural protection                  | \$ 2,500          | <i>estimated cost of labor and materials to cover 3 murals</i> |
|                    | Extra alley flushings             | \$ 1,200          | <i>3 extra flushings for July, August, September</i>           |
|                    | <b>Streetscape Beautification</b> |                   |  |
|                    | Flower baskets                    | \$ 5,000          | <i>(74) 18" from Fessler's + (5) 24" moss from DeGottis</i>    |
|                    | Flower basket watering            | \$ 18,000         | <i>assumes 75% of 2018 cost, Probation Services</i>            |
|                    | Art/photos in windows             | \$ 5,000          |  |
|                    | <b>Marketing</b>                  |                   |  |
|                    | Holiday lighting & Twinklefest    | \$ 14,000         |  |
|                    | Event sponsorships                | \$ 7,000          |  |
|                    | <b>Parking</b>                    | \$ -              |  |
|                    | <b>Business Training</b>          | \$ -              |  |
|                    | <b>Administration</b>             | \$ 2,300          | <i>e.g., annual member dinner, survey monkey, misc.</i>        |
|                    | <b>Contingency</b>                | \$ 1,500          |  |
|                    | <b>TOTAL BUDGET</b>               | <b>\$ 100,000</b> |  |
|                    |                                   |                   |  |



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## Parking & Business Improvement Area (PBIA)

### Featured Links

- [Advisory Committees](#)
- [Committee Member Roles and Expectations](#)
- [Committee Rules of Procedure](#)
- [Olympia's Downtown Strategy](#)

### Navigation

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- [LEOFF Disability Board](#)
- [Lodging Tax Advisory Committee](#)
- [Parking & Business Improvement Area Board](#)
- [Parks & Recreation Advisory Committee](#)
- [Planning Commission](#)
- [TCTV Board](#)
- [Utility Advisory Committee](#)



### Purpose

The Parking & Business Improvement Area (PBIA) is a business improvement district in downtown Olympia.

The purpose of the PBIA Advisory Board is to develop an annual recommendation for the City Council about how to invest the PBIA Fund, and to serve as a communication link between downtown businesses (ratepayers) and the City of Olympia government.

The PBIA Board is not an independent business association, instead it is a City of Olympia advisory committee with board members elected annually by the PBIA ratepayers.

### How Does the PBIA Help Downtown?

The mission of the PBIA is to assist in creating a vibrant, dynamic business environment and enhancing the reality and perception of downtown by visitors, residents and business owners. PBIA's activities fit within these six program areas:

#### [Clean and Safe](#)

The PBIA funds small projects and sponsors programs that contribute to a welcoming, safe and attractive downtown for those who visit, live and work here. We recognize this as a high priority for our ratepayers.

### Top 2018 Initiatives

- Help fund the Downtown Ambassadors and Clean Team program to allow for a higher level of service delivery
- Sponsor the Volunteer in Paint Program, which helps refresh downtown buildings
- Maintain cigarette butt collectors to reduce litter on our streets

#### [Beautiful Streetscapes](#)

PBIA's beautification efforts contribute to creating a welcoming environment that will help Downtown Olympia be known as a desirable destination within Thurston County and the State of Washington. We want community members and visitors to come back again and again.

### Top 2018 Initiatives

- Hang and maintain flower baskets throughout the summer
- Install streetscape improvements, such as new street banners or murals

#### [Downtown Marketing](#)

PBIA funds are used to market and promote downtown throughout the year. We are working to spread a unified, positive message about Downtown and the ways to experience it. We aim to motivate people to visit, shop and participate in events Downtown more often.

### Top 2018 Initiatives

**Pay Online**  
UTILITY BILLS

**Agendas**  
CITY COUNCIL  
AGENDAS AND  
MINUTES

**Volunteer**  
SHARE YOUR  
TIME AND TALENT

**City Calendar**

**5/16** - 5:30 p.m.  
[Land Use and Environment Committee](#)

**5/16** - 6:00 p.m.  
[CANCELED Parks & Recreation Advisory Committee](#)

**5/16** - 6:30 p.m.  
[Special Meeting](#)

**5/20** - 6:00 p.m.  
[Downtown Streets Open House](#)

**5/20** - 6:30 p.m.  
[Olympia Planning Commission](#)  
**\*\*No Meeting\*\***

→ [View full calendar...](#)

**City Updates**

**INTRODUCING ENGAGE**  
**OLYMPIA** Engage Olympia is the place for citizens to get involved, participate in community decisions and provide ideas and feedback on a variety of City projects and topics affecting our community. We work better, smarter and stronger with community input. Go to [EngageOlympia.com](#) to sign up and engage now!

**ADDRESSING HOMELESSNESS**  
Visit our updated [Homelessness web page](#) for the latest on the City's immediate, emergency actions and work toward long-term solutions.

**2019 PRELIMINARY OPERATING BUDGET** The 2019 Preliminary Operating Budget is now available. [More...](#)

**2019-2024 ADOPTED CAPITAL FACILITIES PLAN** The [2019-2024 Capital Facilities Plan](#) (CFP) is now available. [More...](#)

**OLYMPIA MUNICIPAL CODE**  
Quick link to codes and standards including [Olympia Municipal Code](#).

**MEETINGS** [Agenda and Minutes](#) for City Council and most advisory committees.

feedback

- Partner with the Olympia Downtown Association on downtown marketing and promotion, to spread a positive message about downtown and the ways to experience it
- Create a welcome packet for new downtown residents
- Promote Twinklefest and a bright and festive holiday shopping experience downtown

[Parking](#)

The City's recent Parking Strategy will help all downtown users access predictable short and long-term parking. The PBIA Board educates businesses about how the strategy aims to make parking more convenient for customers and where employees can and should park. The PBIA also supports efforts to design signage and encourage business participation.

**Top 2018 Initiatives**

- Educate downtown businesses about the downtown parking strategy, especially opportunities for customers and employees
- Participate in the development of a downtown wayfinding plan

[Small Business Support/Resources](#)

The PBIA educates downtown businesses about the myriad resources available to enhance, support and grow their business, and fund business and professional training programs. We want downtown businesses to have the tools and trainings they need to be successful so that businesses can stay and thrive in downtown as the local economy grows.

**Top 2018 Initiatives**

- Promote business support resources available in our region

[Communications](#)

The PBIA Board gathers and shares with the City feedback from ratepayers so that downtown businesses have a voice in the decision making that affects them and PBIA investments stay aligned with ratepayer priorities. The Board also informs ratepayers and partner organizations about its efforts and how to get involved.

**Top 2018 Initiatives**

- Proactively engage businesses through welcome wagon and peer-to-peer outreach
- Put out short, quarterly surveys

**Meeting Information**



The PBIA meets on the 1st Wednesday of each month at 6 p.m. in the Olympia City Hall Council Chambers, 601 4th Avenue East (unless otherwise noted below).

[View 2019 Meeting Dates](#)

- January 9 (2nd Wednesday)
- February 6
- March 6
- April 3
- May 1
- June 5
- July 3
- August 7
- September 4
- October 2
- November 6
- December 4

[Board Members](#)

- Jeff Barrett, State of the Arts Gallery
- Danielle Ruse, Tiller Creative
- David Rauh, Mixx 96.1FM
- Jacob David, Nineveh Assyrian Food Truck
- Janis Dean, The Popinjay
- Jeffrey Trinin, Always Safe and Lock
- Lyndsay Galariada, Quality Self Storage
- Mary Corso, Courtyard Antiques
- Nathan Rocker, Thomas Architecture Studio
- Jeremy Williamson, Olympia Coffee Roasters


Get additional meeting details, agendas, and minutes on our [online meeting calendar](#)  .

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## Business Resources

- [Downtown Cleaning & Services List](#)
- [Downtown Public Restroom Map](#)
- [Downtown Retail Strategy](#)

## Board Member Resources

- [PBIA Ordinance](#) 
- [Bylaws](#)
- [2018 Budget](#)
- [PBIA Zones](#)

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## Questions?

Contact Staff Liaison, Max DeJarnatt, at 360.570.3723 or [pbia@ci.olympia.wa.us](mailto:pbia@ci.olympia.wa.us)

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## General Government Committee

### ArCH 2019 Work Plan Update

**Agenda Date:** 5/22/2019  
**Agenda Item Number:** 6.C  
**File Number:** 19-0469

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**Type:** information   **Version:** 2   **Status:** In Committee

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**Title**

ArCH 2019 Work Plan Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a briefing on the ArCH 2019 Work Plan. Briefing only; No Action Requested.

**Report**

**Issue:**

Whether to receive a briefing on the ArCH 2019 Work Plan.

**Staff Contact:**

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

**Presenter(s):**

Jay Burney, Assistant City Manager

**Background and Analysis:**

In July of 2018, through an extensive public engagement process, the City completed, and presented to the City Council, a comprehensive review of Arts, Cultures, and Heritage (ArCH) in Olympia.

Based on the recommendations from the ArCH Profile Study, a proposed work plan was developed over the next five years. Staff will provide an update on the priority work plan items for 2019, including the application for a Certified Creative District through the Washington State Arts Commission.

**Neighborhood/Community Interests (if known):**

Arts, Cultures, and Heritage practitioners throughout the community continue to be involved as the City moves ArCH initiatives forward.

**Options:**

Briefing and Discussion. No Action Requested.

**Financial Impact:**

Consistent with the ArCH recommendation, new staffing for ArCH activities was added in 2019 at a cost of approximately \$55,000

**Attachments:**

ArCH 2019 Work Plan Update





Expanding the  
**Arts, Cultures & Heritage (ArCH) Profile in Olympia**





## Objectives of Study

- › To refresh and expand Olympia's efforts to deliver creative and effective public programs and support for ArCH, and to reach participants and supporters of ArCH who are increasingly sophisticated, mobile and diverse.
- › To ensure ArCH contribute to the City's Comprehensive Plan, Historic Preservation Plan, Downtown Strategy and Parks, Arts & Recreation Plan.
- › To grow and enrich participation of community groups, artists, historians and others in Olympia's arts, cultures, and heritage profile.
- › To establish a broader nationwide reputation for Olympia's arts, cultures and heritage.
- › To provide analysis, clarify options, and explore mechanisms for strengthening the City's commitment to ArCH.

# Review Recommendations

## 1 Create a new ArCH structure within City government

*Current arts and heritage staff are focused on well-established priorities, so additional leadership and resources are needed to develop the potential synergy between Arts, Heritage and Culture, and to shape the path for maximizing the City's investments.*

## 2 Demonstrate the synergy between ArCH through branding, programming, and services.

*Connecting ArCH requires creative work, skillful design, some start-up projects and an evolving vision.*

## 3 Leverage the City's commitment to ArCH through strategic partnerships throughout the community.

*City leadership is key to focusing efforts of the many partners who contribute to ArCH.*



4

**Make Olympia a regional center for ArCH.**

*Downtown Olympia must be the center for ArCH facilities and opportunities, while diverse opportunities are supported throughout our city.*

5

**Expand and improve available space for ArCH.**

*City leadership and community partners must pull together to meet the facility needs for ArCH activities, and to implement related goals of the Comprehensive Plan and Downtown Strategy.*

6

**Grow local resources to support ArCH.**

*Additional public and private funds are needed to support growth in ArCH.*

7

**Develop metrics to measure performance and track the arts, heritage and cultures in, of and for our community.**

*Good data is key to building support, ensuring accountability, and setting priorities.*

# Recommendations to Expand ArCH in Olympia - Year One

| Implementation Option  | Approximate Cost             |
|--|------------------------------|
| Align existing Arts and Events, Historic Preservation, and Economic Development Programs through a cross-departmental team to lead the initial ArCH work.  | \$0                          |
| Add an additional 0.4 FTE to Historic Preservation to make it full time and commit staff time to further developing our ArCH partnership opportunities with the Tribes.  | \$55,000                     |
| Work Through the City's Finance Committee to Explore Revenue Options to Support ArCH, including The Cultural Access Tax, and Partnerships with Other Organizations and Non-Profits, and evaluating staffing needs. | \$0                          |
| Work through the City's General Government Committee to fully scope work plan.   | \$0                          |
| Create new ArCH Brand and Identity Work with In-House Resources or through a consultant.   | \$35,000                     |
| Evaluate Funding Partnerships with ArCH Partners.  | \$0                          |
| Begin conversations with ODA, PBIA to scope infrastructure needs for lighting, transit, pedestrian safety.   | TBD                          |
| Apply for Creative District Designation through ArtsWA   | \$0<br>(Staffing Costs Only) |
| Convene and Lead Dialogue amongst ArCH Community   | \$5,000/year                 |
| <b>Year One Estimated Cost</b>   | <b>\$100,000</b>             |



## General Government Committee

### Discuss Heritage Commission Applications and Preparation for Interviews

**Agenda Date:** 5/22/2019  
**Agenda Item Number:** 6.D  
**File Number:** 19-0473

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

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#### **Title**

Discuss Heritage Commission Applications and Preparation for Interviews

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Review the applications for vacancies on the Heritage Committee and provide guidance on interview schedule and committee membership recommendations.

#### **Report**

##### **Issue:**

Whether to review applications and determine how the General Government Committee wishes to proceed with the interview process for the Heritage Commission vacancies.

##### **Staff Contact:**

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

##### **Presenter(s):**

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

#### **Background and Analysis:**

Following the 2019 annual spring recruitment process for City of Olympia Boards and Commission, two vacancies still remained on the Heritage Commission. At its April 24, 2019, meeting, the General Government Committee decided to reopen the application process for the Heritage Commission. The application closes on May 16.

The General Government Committee has set aside a portion of its May 22 meeting to review applications and will invite selected candidates to interview at the Committee June 19 meeting.

#### **Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Review applications and screen candidate to small interview pools and confirm dates and times for interviews.
2. Do not review applications and screen candidate to small interview pools and confirm dates and times for interviews.

**Financial Impact:**

None

**Attachment**

None