



# Meeting Agenda

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Max DeJarnatt  
360.570.3723

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**Wednesday, July 1, 2020**

**5:30 PM**

**Online and via phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_u9F1rGb5S1yFlmuo7C2q9g](https://us02web.zoom.us/webinar/register/WN_u9F1rGb5S1yFlmuo7C2q9g)

**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

[20-0530](#) Approval of March 4, 2020 Parking & Business Improvement Area  
Advisory Committee Meeting Minutes

**Attachments:** [Draft Minutes 03042020](#)

[20-0531](#) Approval of April 15, 2020 Parking & Business Improvement Area  
Advisory Committee Meeting Minutes

**Attachments:** [Draft PBIA Minutes 04152020](#)

**4. PUBLIC COMMENT**

*Please submit public comment to [mdejarna@ci.olympia.wa.us](mailto:mdejarna@ci.olympia.wa.us).*

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

[20-0527](#) Downtown Economic Recovery

[20-0528](#) Update on PBIA Workplan

**Attachments:** [2020 Work Plan - DRAFT](#)  
[PBIA Budget 06252020](#)

**7. REPORTS**

**8. OTHER TOPICS**

[20-0529](#) Round Table Discussion

## 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 March 4, 2020 Parking & Business Improvement Area Advisory Committee Meeting Minutes**

**Agenda Date:** 7/1/2020  
**Agenda Item Number:**  
**File Number:**20-0530

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

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#### **Title**

Approval of March 4, 2020 Parking & Business Improvement Area Advisory Committee Meeting Minutes



# Meeting Minutes - Draft

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Max DeJarnatt  
360.570.3723

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**Wednesday, March 4, 2020**

**5:30 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Ruse called the meeting to order at 5:28 p.m.

**1.A ROLL CALL**

**Present:** 7 - Chair Danielle Ruse, Vice Chair Jeffrey Barrett, Boardmember Johnny Atlas, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Nathan Rocker and Boardmember Jeremy Williamson

**Excused:** 1 - Boardmember David Rauh

**Absent:** 1 - Boardmember Lyndsay Galariada

**1.B OTHERS PRESENT**

City of Olympia Community Planning and Development Staff:

Clean Team Supervisor Mark Moore  
Downtown Ambassador Teal Russell  
Downtown Ambassador Katherine Trahan

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [20-0216](#) Approval of February 5, 2020 PBIA Advisory Board Meeting Minutes

The minutes were approved as amended to move "others present" to board members.

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS**

Mr. DeJarnatt and Boardmember Williamson made announcements.

**6. BUSINESS ITEMS**

**6.A**     [20-0205](#)             Downtown Ambassadors and Clean Team Update

Ms. Russell and Ms. Trahan gave a presentation about the Ambassadors, and Mr. Moore shared a handout about the Clean Team.

**The discussion was completed.**

**6.B**     [20-0209](#)             2020 Twinklefest

Ms. Russell and Ms. Trahan shared a presentation about Twinklefest.

**The discussion was completed.**

**6.C**     [20-0208](#)             2020 Q1 Event Sponsorships

**Boardmember Rocker moved, seconded by Boardmember Atlas to use \$2750 of Event Sponsorship budget to approve Quarter 1 event sponsorship requests, with \$750 to Hotel Olympian Anniversary, \$1000 to Art in Olympia Storefronts, \$500 to Tales Told in Ten, and \$500 to Motherload Film. The motion passed.**

**Aye:**             6 - Vice Chair Barrett, Boardmember Atlas, Boardmember David, Boardmember Dean, Boardmember Rocker and Boardmember Williamson

**Excused:**     1 - Boardmember Rauh

**Absent:**        1 - Boardmember Galariada

**Abstained:** 1 - Chair Ruse

**6.D**     [20-0217](#)             Announcement of 2020 PBI Board Election Results

**The report was received.**

**6.E**     [20-0207](#)             Update on 2020 Downtown Hanging Flower Baskets

**The discussion was completed.**

**6.F**     [20-0214](#)             Downtown Resident Welcome Packets

Discussion of the activities and costs associated with a 2020 Downtown Resident Welcome Packet.

**The discussion was completed.**

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

**8.A**     [20-0029](#)     Round Table Discussion

Boardmember David mentioned renewed interest in the "Be Excellent" poster campaign.

**The discussion was completed.**

**9.     ADJOURNMENT**

The meeting was adjourned at 7:38 p.m.

**Accommodations**



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360-753-8244

## **PBIA Advisory Board**

### **Approval of April 15, 2020 Parking & Business Improvement Area Advisory Committee Meeting Minutes**

**Agenda Date:** 7/1/2020  
**Agenda Item Number:**  
**File Number:**20-0531

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

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#### **Title**

Approval of April 15, 2020 Parking & Business Improvement Area Advisory Committee Meeting Minutes



# Meeting Minutes

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Max DeJarnatt  
360.570.3723

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**Wednesday, April 15, 2020**

**5:30 PM**

**Online and via phone**

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### Special Meeting

#### Meeting registration:

<https://attendee.gotowebinar.com/register/1766429607809065484>

#### 1. CALL TO ORDER

Chair Ruse called the meeting to order at 5:46 p.m.

#### 2 ROLL CALL

**Present:** 4 - Chair Danielle Ruse, Vice Chair Jeffrey Barrett, Boardmember Jacob David and Boardmember Janis Dean

**Absent:** 3 - Boardmember Johnny Atlas, Boardmember David Rauh and Boardmember Nathan Rocker

#### 2.A OTHERS PRESENT

Parking Program Analyst/Staff Liaison Max DeJarnatt

#### 3 APPROVAL OF AGENDA

An item was added to the agenda regarding the approval of executive decisions.

**The agenda was approved as amended.**

#### 4. PUBLIC COMMENT - None

#### 5. ANNOUNCEMENTS - None

#### 6. BUSINESS ITEMS

##### 6.A [20-0311](#) Hanging Flower Baskets Program

**Boardmember Dean moved, seconded by Boardmember David, to recommend a path forward for this summer's Flower Basket program. The motion carried by the following vote:**

**Aye:** 4 - Chair Ruse, Vice Chair Barrett, Boardmember David and Boardmember Dean



**Absent:** 3 - Boardmember Atlas, Boardmember Rauh and Boardmember Rocker

**6.B**     [20-0348](#)            ADDED AT MEETING - Approval of Empowering Chair and Vice Chair  
to Make Executive Decisions

**7            ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.



## PBIA Advisory Board

### Downtown Economic Recovery

**Agenda Date:** 7/1/2020  
**Agenda Item Number:**  
**File Number:**20-0527

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

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**Title**

Downtown Economic Recovery

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Discussion on Economic Recovery in the context of COVID-19

**Staff Contact:**

Max DeJarnatt, Parking Program Analyst, Community Planning & Development, 360.570.3723

**Presenter(s):**

Mark Rentfrow, Economic Development Liaison

**Background and Analysis:**

The COVID-19 pandemic has put incredible pressure on Downtown businesses. As Thurston County advances through the reopening phases, the City has focused on economic recovery initiatives aimed to help customers return to Downtown while staying safe.

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

N/A

**Financial Impact:**

N/A

**Attachments:**

N/A



## PBIA Advisory Board

### Update on PBIA Workplan

**Agenda Date:** 7/1/2020  
**Agenda Item Number:**  
**File Number:**20-0528

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

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**Title**

Update on PBIA Workplan

**Recommended Action**

Discussion only. No action requested.

**Report**

**Issue:**

Discussion on the PBIA 2020 Workplan

**Staff Contact:**

Max DeJarnatt, Parking Program Analyst, Community Planning & Development, 360.570.3723

**Presenter(s):**

Max DeJarnatt, PBIA Staff Liaison

**Background and Analysis:**

Each year the PBIA board is asked to prepare and oversee a workplan and associated budget. Staff will brief the board on workplan progress to-date as well as updates related to the COVID-19 pandemic.

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

N/A

**Financial Impact:**

Financial impact will vary depending on each work plan initiative

**Attachments:**

2020 Draft Work Plan

2020 Budget

# PBIA (Parking & Business Improvement Area) Advisory Board 2020 Work Plan

January 2020 through April 2021. The committee meets once per month. Staff liaison for PBIA is Max DeJarnatt

## SECTION 1: PBIA Initiatives (actions funded and/or implemented by the PBIA)

### A. Communications (with members/downtown businesses)

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2020.

Estimated Percent of Overall Committee Effort: 18%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>1A.1 Monthly Meeting Roundtable</b>  <b>PBIA Role:</b> Time devoted at end of each PBIA meeting to discuss downtown business interests, leading to: <ul style="list-style-type: none"><li>• Quarterly short survey questions</li><li>• Identification of issues that can be addressed by existing programs</li><li>• Identification of key messages or issues that need to be reported to the City Council (quarterly at GG)</li><li>• Advice for staff about messages important to convey to Downtown businesses through ongoing communication materials (e.g., e-blasts, quarterly or bi-annual newsletters, PBIA annual report)</li></ul> <b>Deliverable/Outcome:</b> As outlined above. Connect the downtown businesses and City. Help staff communicate effectively with downtown business stakeholders.	10-20 minute discussion at each meeting	10-20 minute discussion at each meeting  + Prepare and distribute communications	Monthly	N/A

<b>1A.2 Survey Downtown Businesses:</b> Gauge the interests, concerns and priorities of downtown businesses (members) and get their feedback about PBIA and City efforts.  <b>PBIA Role:</b> Develop short 3-question surveys that will be sent quarterly to members online; establish a “suggestion box” – both physical and online - to constantly gather member feedback.  <b>Deliverable:</b> Survey results and other comments received will be provided to City Council through reports shared with City Council quarterly.	Identify questions and discuss survey results as part of monthly roundtable	Identify questions and discuss survey results as part of monthly roundtable  + Put survey online, notice it, prepare summary report  + Put up and monitor suggestion box, prepare summary	Quarterly	N/A
<b>1A.3 Annual member meeting</b>  <b>PBIA Role:</b> Host an annual meeting for PBIA members (ratepayers). This is required by the PBIA bylaws. Source inspiring speaker to generate attendance.  <b>Deliverable/Outcome:</b> Meeting to promote member relations.	3 hours (1 hour to plan to event, 2 hours for event)	2.5 hours (.5 hours to plan to event, 2 hours for event)  + Handle meeting logistics	TBD	Included in \$2,000 Administration budget

## 1B. Clean & Safe

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 1%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
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## Plans

<b>1B.1 Partially fund the Downtown Ambassador and Clean Team program</b>  <b>PBIA Role:</b> Provide funds. Gather feedback from members about the program, which may influence priorities.  <b>Deliverable/Outcome:</b> Leverage City funds to expand the ambassador and clean team operations.	0 hours  (any time devoted would be part of Communications in Section 1)	0 hours  (any time devoted would be part of Communications in Section 1)	N/A	\$43,500
<b>1B.2 Mural Protection</b>  <b>PBIA Role:</b> Identify murals in need of protection /preservation/ rehabilitation  <b>Deliverable/Outcome:</b> preservation of community assets and a cleaner downtown	Approximately .5 hours of discussion	Approximately .5 hours of discussion	Q2 or Q3	\$1,500
<b>1B.3 Extra Alley Flushings</b>  <b>PBIA Role:</b> Provide funds to carry out 3 extra alley flushings during the summer months, in addition to the 2 provided by Public Works. (May-Sept). Coordinate for pre-cleaning to avoid unintended messes. Options for pre-emptive signage.  <b>Deliverable/Outcome:</b> A cleaner downtown	0	0	N/A	\$1,200

## 1C. Beautiful Streetscapes

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 2%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>Plans</b>				
<p><b>1C.1 Flower Baskets:</b> 80 flower baskets to be hung and regularly maintained from end of May-Sept. Seek partnerships/sponsorships for expanding program.</p> <p><b>PBIA Role:</b> Review 2020 results and provide input to staff about contract needs for 2021 program</p> <p><b>Deliverable/Outcome:</b> Flower baskets that contribute to an attractive and welcoming downtown environment</p>	.5 hours	.5 hours	Q2-3	<p>\$23,400 total</p> <p>(\$5,400 for product and \$18,000 for maintenance)</p>
<p><b>1C.2 Public Art Investment:</b> (i.e. Art in Windows, benches, murals, plinth purchase etc)</p> <p><b>PBIA Role:</b> Discuss what type of art or themes they would like to see showcased in vacant windows (staff works w/property owners)</p> <p><b>Deliverable:</b> Art/photos in vacant storefronts</p>	.5 hours	1-2 hours	<p>Q2- start discussion</p> <p>Coordinate with the Wayfinding Plan</p>	\$2,500

## 1D. Marketing

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 7%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>Plans</b>				
<b>1D.1 Sponsoring Events</b> that benefit and draw visitors into downtown (e.g., Pride, Girls Night Out, Trick or Treat, etc.)  <b>PBIA Role: Develop application process for sponsorship requests.</b> Choose which events to sponsor and amount  <b>Deliverable:</b> Support for events hosted by other organizations	2 hours	2 hours	Discussion March 2020	\$7,000
<b>1D.2 Holiday Lighting &amp; Twinklefest</b> illuminating dark streets during the winter holiday retail season.  <b>PBIA Role: Participate in the identification of placement opportunities of lights.</b>  <b>Deliverable:</b> Festive lighting displays	.5 hours	2 hours	Q2-4	\$14,000



<b>1D.3 Provide a welcome packet to new downtown residents</b>  <b>PBIA Role:</b> Review results of pilot to Annie's Artist Flats, refine and plan for remaining openings  <b>Deliverable:</b> A packet of information to welcome residents to downtown.	.5 hours On-going	.5 hours	Q2	None (may use leftover budget or parking tokens)
<b>Continuation of #WhyIGoDowntown</b>  <b>PBIA Role:</b>  <b>Deliverable:</b>				
<b>Illuminate underneath 4<sup>th</sup> Ave Bridge</b>  <b>PBIA Role:</b>  <b>Deliverable:</b>				

## 1E. Parking

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 3%

<b>Title Description</b>	<b>Committee Commitment</b>	<b>Staff Commitment</b> <i>Hours reflect working with the committee, not total project staff time.</i>	<b>Schedule (Estimated)</b>	<b>Budget Implications</b>
<b>1E.1 Educate downtown businesses</b> about the City parking strategy – how it aims to make parking more convenient for customers and where employees can and should park	1-2 hours at committee  Additional time for outreach can be folded into Communications efforts outlined in 1A	1-2 hours at committee  + develop materials	Q2-4	N/A – materials to be supplied by CPD

<p><b>PBIA Role:</b> Advise staff on development of communication materials and member outreach to businesses</p> <p><b>Deliverable:</b> Materials and messages</p>				
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## SECTION 2: Administrative Duties

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>Plans</b>				
<b>2.1 Provide input re: potential update to PBIA Ordinance</b>  <b>PBIA Role:</b> Provide input to City Council re: the scope of necessary changes, and potentially make more specific recommendations if requested by Council  <b>Deliverable:</b> Input to staff & Council	2 hours	2 hours	Q3	Included in CP&D base budget
<b>2.2 Review &amp; update PBIA Bylaws</b>  <b>PBIA Role:</b> Scope, consider and adopt potential changes to PBIA bylaws  <b>Deliverable:</b> Updated bylaws	2 hours	2 hours	Q3	Included in base CP&D budget
<b>2.3 Recommendation on PBIA's 2021 budget</b>  <b>PBIA Role:</b> Develop a recommended 2020 budget to implement PBIA's roles and goals  <b>Deliverable:</b> Recommended budget	2 hours	2 hours	Q4	Recommendation process included in CP&D base budget. Shapes the 2020 PBIA budget

<b>2.4 Joint meeting with the Olympia Downtown Association (ODA)</b>  <b>PBIA Role:</b> Help set the agenda and participate  <b>Deliverable:</b> Two meetings with ODA	2-4 hours  May be part of D.1	2-4 hours	Q3	N/A
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## SECTION 3. Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from committee members is considered by staff in implementing the program or policy.

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #2 staff commitments in 2020.

Estimated Percent of Overall Committee Effort: 7%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>Opportunities are unknown at this time, but may include participation in:</b> <ul style="list-style-type: none"> <li>• Wayfinding Plan</li> <li>• Potential shared parking program stakeholder group</li> <li>• Ambassador &amp; Clean Team Program</li> <li>• Downtown Design Guidelines</li> <li>• Eco-District</li> <li>• Artswalk</li> </ul>	1 hour of board discussion and/or 1-2 members participate in a stakeholder group	1 hour	TBD	N/A

## SECTION 4. 2020 Informational Briefings (about issues of importance to downtown)

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 40%

<b>Title Description</b>	<b>Committee Commitment</b>	<b>Staff Commitment</b> <i>Hours reflect working with the committee, not total project staff time.</i>	<b>Schedule (Estimated)</b>	<b>Budget Implications</b>
<b>4.1 Ambassador &amp; Clean Team Program Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1 hour for 4 quarterly updates	1 hour for 4 quarterly updates	Quarterly	N/A
<b>4.2 Economic Development Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1 hour for 2 semi-annual updates	1 hour for 2 semi-annual updates	Semi-annually	N/A
<b>4.3 ODA Marketing Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1 hours for 3 updates	1 hour for 3 updates	3x/Year	N/A
<b>4.4 Downtown Strategy Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1 hour for semiannual update	1 hour for semiannual update	Semiannual	N/A

<b>4.5 Action Plan Update, including indicators</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2 (May)	N/A
<b>4.6 Parking Strategy Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	2 hour for quarterly updates	2 hour for quarterly updates	Quarterly	N/A
<b>4.7 OPD Update on Safety Levy Implementation and Walking Patrol</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q1	N/A
<b>4.8 Homeless Coordinator Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q2 or Q3	N/A
<b>4.9 Sanitation Master Plan Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.	.5 hours	.5 hours	Q3	N/A

<b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members				
<b>4.10 Transportation Master Plan:</b> A briefing from Public Works Transportation  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2	N/A
<b>4.11 Wayfinding Plan Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.12 Sea Level Rise Plan Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.13 Visitor &amp; Convention Bureau Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.14 Code Enforcement Officer</b>  <b>PBIA Role:</b> Hear the information.	.5 hours	.5 hours	TBD	N/A

<p>Provide any insights</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>				
<p><b>4.15 Homefund</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.16 Downtown Design Guidelines</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.17 Neighborhood Center</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.18 Eco-District</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.19 Short-term Rentals</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights</p>	.5 hours	.5 hours	TBD	N/A



<b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members				
<b>4.20 Sign Code Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.21 Shoreline Master Plan</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.21 Waste water</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.22 EDDS</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.23 ARTSWALK</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA	.5 hours	.5 hours	TBD	N/A

understands the issue and can communicate it to members				
<b>4.24 Isthmus Park</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.25 Courthouse Project</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
<b>4.26 Downtown Pet Parks</b>  <b>PBIA Role:</b> Hear the information. Provide any insights  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A

**PBIA - 2020 Budget**

Adopted Nov 12, 2019

<b>Category</b>	<b>Bin</b>	<b>Budgeted</b>	<b>Actual</b>
Ambassadors & Clean Team	Clean & Safe	\$43,500	\$21,750
Mural protection	Clean & Safe	\$1,500	\$0
Extra alley flushings	Clean & Safe	\$1,200	\$0
Flower baskets	Streetscape Beautification	\$5,400	\$0
Flower basket watering	Streetscape Beautification	\$18,000	\$528
Art/photos in windows	Streetscape Beautification	\$2,500	\$0
Holiday lighting & Twinklefest	Marketing	\$14,000	\$459
Event sponsorships	Marketing	\$7,000	\$750
Administration	Administration	\$2,000	\$27
Contingency	Contingency	\$4,900	\$0
<b>TOTAL BUDGET</b>		<b>\$100,000</b>	<b>\$23,514</b>



## PBIA Advisory Board

### Round Table Discussion

**Agenda Date:** 7/1/2020  
**Agenda Item Number:**  
**File Number:**20-0529

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

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**Title**

Round Table Discussion

**Report**

**Issue:**

Board discussion of downtown issues

**Staff Contact:**

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

**Presenter(s):**

N/A

**Background and Analysis:**

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

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

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

Discussion is to identify neighborhood issues

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

N/A

