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## PBIA Advisory Board

### 2018 Work Plan & Budget Development Process

**Agenda Date:** 8/10/2017  
**Agenda Item Number:** 6.A  
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**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:**

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**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