



PBIA Advisory Board

Timeline for 2019 PBIA Budget Discussion

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Title

Timeline for 2019 PBIA Budget Discussion

Report

Issue:

Overview of the process and timeline for development of PBIA's 2019 recommended budget

Staff Contact:

Amy Buckler, Downtown Programs Manager, abuckler@ci.olympia.wa.us
<<mailto:abuckler@ci.olympia.wa.us>>, 360.570.5847

Presenter(s):

Amy Buckler
Jeff Barrett, PBIA Vice Chair

Background and Analysis:

A primary responsibility of the PBIA Advisory Board is to form a recommended annual work plan and budget. The City Council has a role to review and adopt both. The Board develops a recommended budget first, followed by a work plan that may include additional items not associated with the budget such as informational briefings.

The PBIA Chair and Vice Chair have developed the following timeline for the PBIA's upcoming budget discussions. The intent is to provide the Board time to develop ideas and include time for staff to respond to proposed concepts between meetings should questions arise.

June 14 - Description of the process, review of current budget

July 12 - Brainstorm ideas/priorities, what we wanted to fund this year but didn't

Aug 9 - Strategic Planning Session, identify proposals

Sept 13 - Strategic Planning Session, Flesh out proposals

Oct 11 - Strategic Planning Session, Flesh out proposals (*if needed*) or Final Recommendation

Nov 9 - Final Recommendation (*if needed*)

Nov - Chair presents recommended budget to General Government and/or City Council

Dec - City Council adopts PBIA budget as part of operating budget

PBIA funds are based on the total assessment of ratepayers and are limited. The total assessment averages about \$115,000/year. Traditionally, the budget has been around \$110,000, to account for uncollected assessments. The City's Finance Director reports that uncollected assessments have been closer to \$15,000 in recent years; a historical unspent funds balance has made up for it. Therefore, staff is recommending setting the budget at \$100,000 for 2019. Staff will provide an overview at the meeting.

The recommended work plan is due in February. The work plan is informed by the budget, but is broader in scope. It comprises how PBIA meeting time will be used, the role and commitment of PBIA board members, the deliverable, timing and budget implications. Having a work plan helps to ensure focus, transparency and proactive consideration of the needed resources to carry out each initiative.

Neighborhood/Community Interests (if known):

PBIA Ratepayers

Options:

Discussion only

Financial Impact:

PBIA's anticipated 2019 budget is \$100,000

Attachments:

None