



## PBIA Advisory Board

### Briefing on PBIA Ordinance and Bylaws

**Agenda Date:** 4/3/2019  
**Agenda Item Number:** 6.D  
**File Number:** 19-0145

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**Type:** report **Version:** 2 **Status:** Filed

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**Title**

Briefing on PBIA Ordinance and Bylaws

**Report**

**Issue:**

Discussion to establish a scope of potential changes to the PBIA Ordinance and Bylaws

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, 360.570.5847

**Presenter(s):**

Max DeJarnatt

**Background and Analysis:**

The PBIA's 2018 Work Plan includes the following two actions:

**2.1 Provide input re: potential update to PBIA Ordinance**

**PBIA Role:** Provide input to City Council re: the scope of necessary changes, and potentially make more specific recommendations if requested by Council

**Deliverable:** Input to staff & Council

**Staff suggested scope of changes:**

- **Program descriptions:** Review, simplify
- **Levy:** Simplify, review rates
  - Would less variables make assessments easier to implement?
  - Assess businesses or property owners?
  - What do other cities do?
- **Board make-up:**
  - 15 board members - difficult to sustain
  - Owner/employee board members
- **Provisions for communication with non-English speaking ratepayers**
- **Commencement of assessments:** Review

## 2.2 Review & update PBIA Bylaws

**PBIA Role:** Scope, consider and adopt potential changes to PBIA bylaws

**Deliverable:** Updated bylaws

**Staff suggested scope of changes:**

- **Office of record** (Article 3)
  - Remove this provision
- **Management** (Article 8)
  - Consider changing provision that Board membership be proportional to number of businesses in each zone
- **Elections** (Article 10)
  - Remove Ballots mailed - difficult to implement
  - Remove Chair and Vice Chair elected at annual meeting
  - Remove Officers elected by secret ballot
- **Meetings** (Article 12)
  - Remove specific dates: Annual ratepayer meeting held in June. Annual Board meeting in January. Nomination committee form in September
  - Notice of member meetings delivered by mail
  - Ratepayer quorum and action
- **Update for consistency with any changes to ordinance**

Staff will provide an overview of suggested changes, and then open for discussion of other ideas. The aim is to provide a scope of changes to the Council's General Government Committee in May.

Ultimately, the City Council has the authority to make changes to the ordinance, and the PBIA Board has the authority to make changes to its bylaws.

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

N/A

**Options:**

Briefing and discussion only.

**Financial Impact:**

Included in CP&D's base budget.

**Attachments:**

[Link to Ordinance](#)

[Link to Bylaws](#)