



DRAFT Charter

Action Plan Partner Work Group

February 2015

OVERVIEW

Olympia has a new Comprehensive Plan with a clear vision for our community's future. The Action Plan will lay out specifically what we, as a community, want to do over the next six years to accomplish our newly adopted goals. That may include everything from individual projects, like completion of the phased Percival Landing rehabilitation, to on-going programs, such as the continued expansion of a bike corridor network. The Plan will also include performance measures to track our progress towards achieving our goals.

To be successful, the Action Plan needs to be created and carried out by multiple partners within our community, the City being just one of those partners. Inviting other public agencies and community organizations to collaborate with us on the development of the Action Plan provides opportunities for them to participate or take the lead on carrying out actions in the Plan. It also helps ensure the final actions are far-reaching, widely inclusive, deeply inspiring and genuinely collaborative.

WORK GROUP PURPOSE

The City will host an Action Plan Partner Work Group (Partner Work Group) made up of staff-level representatives from local government agencies and community organizations. These agencies and organizations are the core group of potential partners in implementing the Olympia Comprehensive Plan.

The Partner Work Group will provide comments to City staff on the development of a Draft Action Plan, with an emphasis on reviewing draft materials for:

- Actions that implement the Comprehensive Plan;
- Performance measures that are meaningful (i.e. they demonstrate progress towards achieving the Comprehensive Plan goals), long-lasting, and support good decision-making; and
- Opportunities for collaboration among work group participants or other community partners

The Partner Work Group will also provide input to City staff on public involvement strategies, while helping to generate community-wide interest, involvement, and investment in the Action Plan.

MANAGEMENT SPONSOR

Leonard Bauer, Deputy Director
Community Planning & Development

TEAM MEMBERSHIP

The Partner Work Group will be chaired by the City of Olympia. Staff members representing the following stakeholders will serve on the committee*:

- City of Olympia—Leonard Bauer, Deputy Director | Community Planning and Development
- City of Olympia—Stacey Ray, Senior Planner | Community Planning and Development
- Olympia Planning Commission—Max Brown, Chair
- Thurston Regional Planning Council—Mike Burnham, Associate Planner
- Port of Olympia—Mike Reid, Senior Manager of Business Development
- Olympia School District—Jennifer Priddy, Assistant Superintendent
- Olympia Downtown Association—Kari Qvigstad, Business Development Manager | WA Department of Enterprise Services
- Intercity Transit—Dennis Bloom, Planning Manager
- Coalition of Neighborhood Associations—Jay Elder
- Economic Development Council—Michael Cade, Executive Director
- United Way of Thurston County—Paul Knox, Executive Director
- South Puget Sound Community College—To Be Determined
- Sustainable South Sound—TJ Johnson, Board Member/Local Food Systems Coordinator
- Olympia Master Builders—Adam Frank, Government Affairs Director
- South Puget Environmental Education Clearinghouse—To Be Determined

*Specific representatives noted here may be subject to change. In response to guidance from LUEC, staff will be working with the organizations listed to seek more balanced male/female representation.

TASK FORCE CHAIR

Leonard Bauer, Deputy Director, Community Planning and Development, will chair the Partner Work Group. The Chair will create meeting agendas and facilitate meetings. The Chair has the authority to request work efforts of Work Group members and set deadlines for receiving input throughout the process in order to adhere to the project timeline.

WORK GROUP DELIVERABLES

Work Group members will provide written and verbal comments on draft materials and community member input to the Chair. Draft materials include:

- Draft performance measures;
- Draft action items;
- Public involvements tools; and
- Input received from the focus meetings

Comments will be accessible by all cross-departmental staff team members to support work on drafting the Action Plan, and to the consulting team assisting staff with the development and implementation of the Public Involvement and Communications Strategy.

MEETING FREQUENCY AND INFORMATION

The Partner Work Group will meet four times throughout the Action Plan development process:

- March 2015: Comprehensive Plan Values & Vision, Draft Performance Measures & Draft Actions
- April 2015: Focus Meetings
- June 2015: Review of Community Feedback on the Draft

Members will also be invited to help host two community-wide open houses and a series of focus meetings, and participate in one City Council meeting. Once the Action Plan is adopted, the work group as an official entity will sunset; however, any organizations serving as partners in action implementation will continue to coordinate with the City on future performance measurement, reporting, and updating of the Plan.

DRAFT