



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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Wednesday, March 18, 2015

4:30 PM

Room 207

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1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES - None

4. COMMITTEE BUSINESS

4.A [15-0227](#) Annual Meeting with Advisory Committee Chairs - Work Plan Review and Discussion of Other Committee Issues of Interest

**Attachments:** [Arts Commission Draft Work Plan](#)  
[BPAC Work Plan Memo](#)  
[BPAC Draft Work Plan](#)  
[Heritage Commission Draft Work Plan](#)  
[Planning Commission Draft Work Plan](#)  
[Planning Staff Memo](#)  
[PRAC Draft Work Plan](#)  
[Committee Rules-Roles-Expectations](#)  
[UAC Draft Work Plan](#)

5. ADJOURNMENT

*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 Council Committee meeting, please contact the Council's Secretary at 360.753-8244 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.*



**General Government Committee**  
**Annual Meeting with Advisory Committee**  
**Chairs - Work Plan Review and Discussion of**  
**Other Committee Issues of Interest**

**Agenda Date:** 3/18/2015  
**Agenda Item Number:** 4.A  
**File Number:**15-0227

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

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**Title**

Annual Meeting with Advisory Committee Chairs - Work Plan Review and Discussion of Other Committee Issues of Interest

**Recommended Action**

**City Manager Recommendation:**

Review and move to forward work plans to Council for approval.  
Discuss other issues of interest. Provide guidance, as appropriate.

**Report**

**Issue:**

Do you wish to recommend the attached committee work plans?

**Staff Contact:**

Cathie Butler, Communications Manager, 360.753.8361

**Presenter(s):**

Committee Chair and Staff Liaisons will be present and participate in the discussions.

**Background and Analysis:**

**Work Plan Review:** Annually the General Government Committee reviews advisory committee work plans prior to adoption by the City Council. This is an opportunity for General Government to vet the plans and recommend changes or additions, if any.

Here is the tentative outline for tonight's meeting:

**5-5:30 p.m.**

- Clarifying questions and guidance from General Government Committee about work plans
- Brief overview of current Council guidelines/expectations/rules for advisory committee members; and announcement of proposal to review, update, and streamlining during 2015.

**5:30-6:20 p.m.**

- Small group break out discussions (2-3 groups) about:
  - What one thing went well with your committee this year, why, and what did you learn?
  - What one thing did not go so well with your committee this past year, why, and what did you learn?
  - A possible surprise question, still to be identified.
- Report out to general group about discussions

**6:20-6:30 p.m.**

- Wrap Up



# Advisory Committee Roles and Expectations

## **We Welcome Your Comments and Ideas**

The Olympia City Council welcomes community comment and involvement.

Informally, individuals and groups share perspectives and advice with the City Council by phone, e-mail, personal contacts, and letters. Formally, the City Council accepts public testimony at its regular meetings, and the City sponsors open houses, community forums, and public hearings throughout the year on specific issues. In addition, the City Council has established several advisory boards and committees to provide advice on key issues.

## **The General Role of Olympia's Advisory Boards and Committees**

Advisory committees are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. The primary purpose of advisory committees is to provide judicious advice, from a citizen perspective, to the City Council which is the City's elected policy-making body.

Advisory committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

## **City Council Decision Making**

In making decisions, the Olympia City Council considers general citizen comment, advisory committee recommendations, staff recommendations, Council priorities and goals, research and background information, and individual Councilmember perspectives.

The City Council expects to receive recommendations from advisory committees that reflect the individual and collective knowledge and thinking of the committee, particularly from a citizen perspective. Your recommendations may be transmitted as part of the staff report or as a distinct memo or report either attached to the staff report or transmitted separately to the City Council. The staff liaison for your committee can assist with this effort; and in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your committee and with the City Council Executive Office as it is a public record.

The City Council also expects that City staff will present recommendations from a professional perspective. There may be times when the professional opinions and recommendations of City staff differ in part or in whole from yours or that of the committee, and that's okay. Differences of perspective are inherent in policy formulation and deliberation work of an organization that welcomes diverse perspectives.

There also may be times when your advisory committee's recommendations will not prevail or will be modified by the City Council. It is important to recognize that this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decisionmaking where a variety of views, perspectives, and recommendations are considered.

### **Advisory Committee Work Plans**

Each Committee is expected to propose an annual work plan to the City Council for consideration early each year. In developing the work plans, committees are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities.
- Committee member knowledge, interest, and expertise.

The work plans are formally reviewed and adopted by the City Council . The Council has asked that when the plans are transmitted, each be accompanied by a letter from:

- The committee chair outlining the past year accomplishments and highlighting the top two proposed priorities;
- The respective department director or staff liaison addressing resource availability to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.

During its review, the City Council may change or modify a committee's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Once adopted by City Council , the work plan serves as the basis for a committee's focus and effort during the year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.

### **Expectations for Advisory Committee Members**

The Council's General Government Committee has adopted general Rules of Procedure for Olympia's advisory committees/commissions.

It is expected that:

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with State law, unless otherwise advised by Olympia 's City Attorney.
- Individual committee members and the collective group will be fair, impartial and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the City Council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by State law or the group's enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the City Council , or staff.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the committee's report to the City Council.
- There are "no surprises" from the Committee either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the City Council. The staff liaison fulfills an important role in assisting the committee in this regard.

Please be careful to not deliberate about Committee work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws. The City attorney is available to consult with or provide advice to committees in this regard and on any other legal issue.

### **Staff Liaisons**

Each Olympia advisory board, commission, or committee has an assigned staff liaison. In addition, the City's Communication Manager serves as a general liaison with the committees on behalf of the City Council and the City Manager.

The word liaison is used deliberately by the City to describe the nature of the staff role in relation to the committee, instead of the phrase "committee staff." A liaison is defined as "one who maintains communication."

While Olympia's committee liaisons have some differing duties, depending on past committee practice, time availability, and departmental resources, in general Olympia's staff liaison are responsible for:

- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Serving as a communication link between the committee, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan and depending on their work load and time availability.
- Making sure the intent of the advisory committee is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the advisory committee in staying on track and focused.
- Presenting advisory committee recommendations to the City Council, if requested to do so by either the committee or the City Council.
- Maintaining a positive working relationship with the Chair and committee members.

The liaisons are staff professionals with significant work responsibilities in addition to their committee liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that relate to the same work area as the committee. The liaisons do not work "for" or "at the direction of" the committee. They are professionals who work with the committee to develop information and recommendations for Council consideration.

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The Olympia City Council's General Government Committee prepared this document.  
The most recent review and update was in 2005.



# Committee Rules of Procedure

## Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council

Approved by the Olympia City Council General Government Committee: July 22, 2008  
Amended: May 20, 2014

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*As used herein, the term "committee" refers to all advisory committees, boards, and commissions created by ordinance and appointed by the Olympia, Washington City Council, unless specifically referring to the City Council's General Government Committee.*

*Wherever there is a conflict between the statute and these rules, the statute shall control. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the committee may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of a committee action.*

### Article 1. MEETINGS

#### **1.a. Meeting Location**

All committee meetings will be held at a specified location in a City of Olympia facility, unless otherwise scheduled and noticed by the committee Chair or the committee's staff liaison on behalf of the Chair. In the case of an alternative meeting location, the staff liaison shall notify in writing the committee's members, City Council, the City Manager's office, and any other pertinent City staff. All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

#### **1.b. Date and Time**

Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops, and community tours may be held at the committee's discretion by request of the Chair or by majority approval of the committee at a regular meeting. Public notice consistent with Olympia City ordinance and State law shall be given for a special meeting, workshops, and tours. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

**1.c. Meeting Notice and Agenda**

Written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five calendar days before the meeting to the committee, City Council, the City Manager's office, any other pertinent City staff, news media who have requested to be notified of City of Olympia public meetings, and other interested parties identified by the committee. Notices of meetings and agendas should be posted on the City's website in advance of meetings.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

**AGENDA**

**I. Call to Order**

- A. Attendance
- B. Approval of Minutes
- C. Announcements from Members and City Staff
- D. Acceptance of Agenda

**II. Comments from the Public in Attendance**

**III. The Business of the Evening**

**IV. Other Business**

- A. Future Agenda Items
- B. Next Meeting
- C. Other Topics

**1.d. Public Hearings**

Committees may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the committee's annual work plan or referred to the committee by the City Council after work plan approval. No committee public hearings may be scheduled on Tuesday evenings when the City Council is in session.

**1.e. Minutes**

Meeting minutes should be kept indicating the committee action or recommendation, indicating the individual votes on the agenda item.



## **ARTICLE 2. COMMITTEE ORGANIZATION**

### ***2.a. Membership***

Membership on the committee shall be governed by the committee's enabling ordinance. The committee shall immediately report any vacancies to the Chair of the City Council's General Government Committee, with a copy to the City Manager or City Manager's office designate.

### ***2.b. Attendance***

Members are expected to attend committee meetings and to fully participate in and contribute to the work of the committee. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the Committee Chair shall notify and discuss the situation with the Chair of the City Council's General Government Committee. The City Council may choose to revoke the committee member's appointment.

### ***2.c. Election of Officers (Excluding the Lodging Tax Advisory Committee)***

Except for the Lodging Tax Advisory Committee, officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January.

### ***2.d. Duties of the Chair and Vice Chair, or Co-Chairs***

The Chair or Co-Chairs shall preside over the meetings and will exercise all powers usually incident to the office, including coordination of meeting agendas with the City's designated staff. The Chair, or consensus of the committee, may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair or both Co-Chairs, members present may select a temporary Chair to preside at the meeting.

### ***2.e. Subcommittees***

Subcommittees may be formed by consensus or majority vote of the committee to better conduct business on the committee's work plan. Members of a subcommittee serve at the pleasure of the committee and are subject to the same conditions as Council-appointed committee members. Any standing or temporary committees shall be chaired by a member of the committee. Temporary or standing committees of the committee may have ad hoc members, provided the names of the ad hoc members are reported to the full committee for their review and approval prior to appointment. The Chair of the City Council's General Government Committee shall be notified when ad hoc members who are not a current member of the committee are appointed to a subcommittee.

## **ARTICLE 3. COMMITTEE OPERATIONS**

### ***3.a. Quorum***

A simple majority of the committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).

### ***3.b. Robert's Rules of Order***

The committee process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

### ***3.c. Testimony at Public Hearings***

Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the committee. Testimony shall be limited to a maximum of three minutes per speaker or to a lesser duration with simple majority consent of the committee members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair or Co-Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time. If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, the chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

### ***3.d. Testimony at Public Communication during Committee Meetings***

Testimony at Public Communication shall be conducted in a manner similar to the Olympia City Council. Testimony will not be accepted on items for which the committee has held a public hearing in the previous forty-five (45) days or for which the committee has scheduled a public hearing in the upcoming forty-five (45) days. The Chair or Co-Chair has the discretion to determine the overall length of time for Public Communication and the order in which speakers shall testify, to ask speakers to confine their comments to committee business, and to take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length of time.

### ***3.e. Work Plan and Reports***

The committee shall provide an annual work plan within guidelines and in a format established by the City Council's General Government Committee and a copy of any other appropriate reports to the City Council for review and approval. The Committee Chair shall notify the Chair

of the City Council's General Government Committee if the committee anticipates a change in timing or substance of an approved work plan item.

**3.f. Recommendations**

The committee may make recommendations to the City Council, the City Manager's office, City staff, and other City committees as may be appropriate, with the City Council copied on all written communication. The Chair shall determine whether the committee's recommendation and opinion is to be stated solely within the body of the staff transmittal memorandum to City Council or as a separate memorandum approved by the Chair. The memorandum shall indicate the committee vote on the item. The Chair shall determine who will present the committee's recommendation to the City Council in public meeting.

**3.g. Majority and Minority Opinions**

A minority report may accompany any voted decision. Majority and minority opinions will be stated in the committee's minutes. When a recommendation from the committee is forwarded to the City Council, the vote tally and majority and minority opinions will be disclosed.

**3.h. Act as a Body**

The committee shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair's designee, shall serve as official spokesperson of the committee.

**3.i. City Administrative Guidelines**

The City of Olympia Administrative Guidelines for 1) Compliance with State and Federal Discrimination Laws, including Olympia Administrative Policy #3, 2) Standards of Conduct (#20), 3) Records Management and Disclosure (#19 and 27), and the 4) Technology Policy (#26) apply to committee members in their capacity as a City of Olympia volunteer.

**3.j. Rules of Procedure and Ordinance Review**

The committee shall annually review its ordinance and Rules of Procedure. The committee Chair shall report any recommendations to the Chair of the City Council's General Government Committee.

**3.k. E-mail.**

If a City email address is provided, advisory committee members shall use such email address for the conduct of their advisory committee business.

**E.I. Open Government Training**

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act by October 1, 2014, or within 90 days of being appointed or re-appointed to a committee.

#### **ARTICLE 4. STAFF**

City staff assigned by the City Manager or designee shall provide technical support to the committee. Staff will provide information, data, trends analysis, etc., necessary for the committee to make decisions. Staff may provide alternatives and professional recommendations to the committee on various matters before the committee. Staff will prepare minutes of each meeting. Staff will also provide, as necessary, tours of the community's infrastructures and prepare information for the committee's review.

## **APPENDIX A. ARTS COMMISSION.**

### **CONFLICT OF INTEREST**

1. The Olympia Arts Commission requires its commissioners to be independent, impartial, and responsible to the people. Commission decisions and policy will be made in the proper channels of the commission structure and the Commission will act as a whole. Commission appointments will not be used for personal gain.
2. The members and staff of the Commission who are a board or staff member of any organization being considered will absent themselves from discussion of or voting on any proposals which would affect directly or are presented for review by that organization.
3. The Commission may accept invitations for members to attend functions as the guest of the sponsoring organization. Tickets will be distributed according to Commission policy. Invitations will be used to introduce the Commission to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the Commission.
4. Commission members are not eligible to apply for juried art projects and competitions or other juried events sponsored by the Arts Commission or City of Olympia. Commissioners are not eligible to be financially compensated in any project developed during their term of office for one year after their term of office ends.

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## Section 4: Advisory Boards and Committees




For more information about Advisory Bodies, see the City's website [olympiawa.gov](http://olympiawa.gov). Also, see Appendix A for the Board and Commission Membership & Qualification Matrix.

Boards, commissions and citizen committees provide a great deal of assistance to the Olympia City Council when formulating public policy and transforming policy decisions into action. The City has the following standing boards and commissions which are appointed by Council:

- Arts Commission
- Bicycle & Pedestrian Advisory Committee
- Design Review Board
- Heritage Commission
- Lodging Tax Advisory Committee
- Parks & Recreation Advisory Committee
- Planning Commission
- Utility Advisory Committee

In addition, special purpose committees and task forces are appointed from time-to-time by the City Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special or ad hoc committees will be dissolved upon completion of the intended task.

While membership on most committees is by Council appointment, the following exceptions apply:

- [Civil Service Commission](#)  (appointed by the City Manager)
- [LEOFF Disability Board](#)  (elected and member appointed)
- [Parking and Business Improvement Area Board/PBIA](#)  (elected by ratepayers)

The City Council appoints one (1) citizen member to each of this community boards:

- [Thurston Community Television Board](#)  (TCTV)

### **4.1 Establishment of Advisory Committees/Commissions/ Boards Appointed by the City Council**

Council appointed Committees/Commissions/Boards are established by action of the entire Council, usually by ordinance. Short term or Ad Hoc Committees may not necessitate an ordinance and may be established by majority Council approval of the scope for the committee and the term of its appointment.

Most of the positions are citizen-at-large, without specific affiliations, and a majority of each committee's members must reside in the City of Olympia or Olympia's Urban Growth Area. Most Olympia advisory committees have eleven (11) members, with terms for about 1/3rd of the members ending on March 31 each year.

The General Government Committee has adopted Rules of Procedure and conduct expectations for City Advisory Committees and its members. The Rules of Procedure outline such things as number of members, term of office, etc. See Appendix A for the City Advisory Committee Rules of Procedure.

#### **4.2 Appointment to Advisory Bodies**

The General Government Committee, on behalf of the entire Council, accepts applications annually at a time specified by the committee, and makes appointment recommendations to the full City Council following review of applications and personal interviews with qualified candidates.

The General Government Committee will establish the procedures for public notification of advisory committee openings and the method for individuals to apply for appointment consideration.

Partial-term vacancies will be filled when appropriate, as determined by the Council's General Government Committee.

#### **4.3 Committee/Commission Resignations**

In the interest of timely noticing of vacancies and to minimize the impact of vacancies on boards and commissions, the City Council delegates to the Mayor or the chair of the General Government Committee the authority to accept resignations.

#### **4.4 Staff Relationship to Advisory Bodies**

The City's Communications Manager serves as a liaison from the City Manager's office to all advisory committees and provides professional staff support to the General Government Committee. Other staff support and assistance may be provided to advisory boards, commissions, and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the City Manager.

The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws.

Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations. Staff support includes: 1) preparation of a summary agenda after approval by the chairperson; 2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and 3) preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

#### **4.5 Councilmember's Role and Relationship with Advisory Bodies**

The City Council annually reviews and approves work plans for each advisory committee, except for the Design Review Board (primarily a quasi-judicial group).

The General Government Committee is the Council's liaison with advisory committees for membership, procedural and general oversight purposes.

For communication and policy development purposes, the City Council's Land Use and Environment Committee is liaison with the Design Review Board and the Olympia Planning Commission. A Councilmember serves as the Chair of the Lodging Tax Advisory Committee as required by State law. By City ordinance, the Council may appoint a liaison with the Parking and Business Improvement Area Advisory Board. The General Government Committee is liaison with the other Council-appointed committees.

Each year, the General Government Committee shall facilitate the identification of a Councilmember to serve as liaisons to the Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, and the Utility Advisory Committee. The purpose of the liaison role is to serve as a communication contact with the committee(s) on behalf of the City Council. The liaison shall not attempt to influence the committee(s) to endorse or validate their personal point of view on an issue. The liaisons shall briefly report their contacts with committees at City Council meetings, as appropriate.

Unless required by State law (such as with the Lodging Tax Advisory Committee) Olympia Councilmembers do not serve on Council-appointed committees. It is expected that any newly elected Councilmember who is serving on a City advisory board or committee at the time of election will resign from their committee appointment at the time of assuming Council office.

In general, individual Councilmembers may attend advisory committee meetings to observe the committee's discussion and action, and should refrain from any comments or actions intended to influence the committee.

If an advisory committee chair requests the presence of a Councilmember at a committee meeting, the Councilmember shall inform the full Council of the request. If requested by the committee or committee chair to express an opinion on a policy topic being discussed by the committee, the Councilmember shall make it clear that the opinion they express is their own and should not be construed as reflecting the opinions of other Councilmembers or of the full Council.

#### **4.6 Work Plans and Referrals to Advisory Bodies**

Each year, advisory boards and committees form a work plan for the year. If an item is referred during the year, the staff liaison will notify the Committee Chair of the referral. The Committee Chair will usually report back to the Council regarding their ability to absorb the referral into their current work plan.

It is expected the chair of the advisory committee or their designee, rather than a staff person, report the findings of the committee to the Council. Accordingly, committee chairs should attend the Council meeting when the recommendation is presented and be available for questions or clarifications on the committee recommendation.

Typically, items of a policy nature are presented to Council in written form. Accordingly, committee chairs should review staff materials representing the committee recommendation to assure they accurately convey the committee's intent prior to completion of the council packet.



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**The City Council Guidebook was last amended May 21, 2013.**

**City Council Guidebook contact information:**

Email: [citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us)  
(<mailto:citycouncil@ci.olympia.wa.us>)  
Telephone: (360) 753-8447

City Website: <http://olympiawa.gov>  
(<http://olympiawa.gov>)  
Code Publishing Company  
(<http://www.codepublishing.com/>)

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## POLICY 20 STANDARDS OF CONDUCT

*Effective Date: October, 2013*

### SECTION INDEX: Standards of Conduct

- [1](#) Purpose
- [2](#) Reference
- [3](#) Application
- [4](#) Guidance
  - [4.1](#) Prohibited Behavior
  - [4.2](#) Personal Appearance
  - [4.3](#) Vehicle Use
  - [4.4](#) Employee Identification

#### 1. PURPOSE

 SHARE

Every individual employed by the City of Olympia or performing volunteer work for the City of Olympia is expected to fully perform the duties and responsibilities of his/her assigned position in a manner which contributes to the achievement of the City's mission, and is consistent with the City's Philosophy Statement and values.

#### 2. REFERENCE

 SHARE

N/A


#### 3. APPLICATION

 SHARE

This Policy applies to all individuals employed by the City of Olympia or who serve in a volunteer capacity unless standards of conduct are established otherwise by contract or statute (e.g., civil service rules, union contract, individual contract, or memorandum of understanding). Departments are encouraged to adopt additional standards of conduct to enhance the operational effectiveness of the department provided the department's standards are consistent with this Policy.

Failure to comply with this Policy may result in disciplinary action up to and including termination from City service.

#### 4. GUIDANCE

 SHARE

##### 4.1. PROHIBITED BEHAVIOR

The following are examples of behavior or conduct that is not acceptable and is inconsistent with the City's general philosophy and values. The list below is intended to be illustrative rather than all inclusive. An employee shall not:

- a. Improperly use of the employee's position for personal gain or for political or religious reasons.
- b. Solicit or coerce a contribution, response or action for political or religious purposes in the name of the City or while on duty.
- c. Be insubordinate to a supervisor, department director, the City Manager, or City Council Member.

- d.** Be discourteous or disrespectful treatment of a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee.
- e.** Unlawfully harass, discriminate against, or retaliate against a member of the public, fellow employee, or City Council member.
- f.** Assault or show outward actions of anger.
- g.** Bully others in the workplace. Such conduct will not be tolerated under any circumstances. Bullying is persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. It is not simple correction, discipline, being subject to an investigation, being interviewed in the course of employment or other actions consistent with the need to protect all employees and to investigate misconduct in the workplace.
- h.** Drive a city or personal motor vehicle on City business without the required drivers' licenses'; drive said vehicle in an unsafe manner; drive said vehicle while under the influence of any substance that causes a hazardous or unsafe condition.
- i.** Gamble for items of value during working hours or on City premises.
- j.** Engage in activities on or off duty that hinder the employee's ability to perform in his/her job capacity with the City;
- k.** Commit or be convicted of a crime that brings discredit to the City or hinders the employee's ability to perform in his/her job capacity.
- l.** Be inattentive to or derelict in their City duties.
- m.** Accept personal gratuities or presents designed to affect the City's response to the public or special interest groups whether or not an affect or influence actually resulted.
- n.** Use City property or City services for personal use or take City equipment or property from City premises for personal use.
- o.** Take City equipment or property from City premises without specific prior knowledge and approval by the department director or his/her designee.
- p.** Use City-owned property including, but not limited to, buildings, offices, other real property and or fleet vehicles for personal activities, convenience or profit. City-owned property is provided solely for the employee to conduct approved City business and must be consistent with the City's policies and procedures.
- q.** Take or use City-owned equipment, including, but not limited to; fleet vehicles; shop tools; FAX machines, copiers, postage, office supplies, cameras, cell phones and laptops, for personal activities, convenience or profit. City owned equipment is provided solely for the employee to conduct City business and such use must be consistent with the City's policies and procedures.
- r.** Accept outside employment without the prior written approval of the department director. The department director shall not approve outside employment which detracts from the efficiency of the employee in his/her City work, conflicts with the interest of the City, would discredit the City or would prohibit the employee from performing extra duty required by City employment.

- s. Fail to follow the directions of a supervisor, department director, or the City Manager.
- t. Fail to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- u. Abuse or be wasteful of materials, property or work time.
- v. Fail to report to his/her supervisor when absent.
- w. Be habitually absent or tardy, even if excused.
- x. Discuss confidential City business with unauthorized persons.
- y. Fail to follow established safety precautions.
- z. Engage in other similar misconduct not specifically described above.

#### **4.2. PERSONAL APPEARANCE**

Employees are expected to dress for work in a manner that enhances their ability to perform assigned work and conveys an image of service and professionalism to client citizens. All employees are expected to be neat and clean in attire and modest in appearance so as not to create a distraction. Appropriate attire is determined by the nature of work performed, therefore, department directors have responsibility for establishing specific dress requirements within their department.

If an employee believes that certain dress, attire, or manners of grooming are necessary to adhere to sincerely held religious beliefs or practices, the employee should contact Human Resources and request an accommodation for his/her dress code or grooming standards.

#### **4.3. VEHICLE USE**

City vehicles are to be used for City business purposes with only de minimis personal use. When the City requires an employee to commute in a City vehicle, the vehicle may be used for de minimis personal use to and from work. Employees who use City vehicles will be subject to taxable fringe benefits for the commuting use unless specifically exempted by the Internal Revenue Service code. The City uses the "IRS Commuting Valuation Rule" in determining the value of commute use.

#### **4.4. EMPLOYEE IDENTIFICATION**

For benefit of the public and other City employees, all employees are encouraged to have at all times the official City of Olympia employee identification card on their person. Any employee who comes to the City Hall building at 601 Fourth Avenue must have their City Identification to gain access to the building. Other departments or buildings may have additional security or identification needs/requirements.

*Revision history:* October, 2013; September, 2011; May, 1990. *Superseded:* Administrative Guideline "Standards of Conduct".

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**The City of Olympia Policies are effective as of 10/2013. View detailed Disclaimer ([OlympiaPolicies00.html#00](#)) and Summary of Changes ([OlympiaPolicies99.html#99](#)) .**

**City of Olympia Policies contact information:**

Email: [humanresources@ci.olympia.wa.us](mailto:humanresources@ci.olympia.wa.us)  
(<mailto:humanresources@ci.olympia.wa.us>)

Telephone: (360) 753-8442

City Website: <http://olympiawa.gov>  
(<http://olympiawa.gov>)  
Code Publishing Company  
(<http://www.codepublishing.com/>)

# ARTS COMMISSION - 2015 Work Plan

*During 2015 the Arts Commission will hold full committee meetings every month. In addition to full committee meetings, Art in Public Places and Community Events & Outreach subcommittees will meet as needed.*

## Section 1 - 2015 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2015.

*Professional staff liaison for the Arts Commission is Stephanie Johnson.*

Estimated Percent of Overall Committee Effort: 79%

Title Description	Committee Lead and Commitment  <i>Committee hours, not individuals.</i>	Staff Commitment  <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule  <i>Estimated timeline from start to finish.</i>	Budget Implications
<b>1.1 2015 Municipal Art Plan to City Council</b> <b>Description:</b> Pending budget process, recommend plan for 2015 dollar per capita funds and any potential capital projects where 1% funds might apply. The Arts Commission will review the Art in Public Places committee's recommendation and forward a formal recommendation to City Council. <b>Deliverable:</b> Recommend 2015 Municipal Art Plan to City Council.	APP 3 hours	3 hours	March	Municipal Art Fund
<b>1.2 Traffic Box Mural Wrap Public Art Project</b> <b>Description:</b> Working in partnership with Public Works, 10 transit boxes in West Olympia and 10 in Downtown Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available through OlySpeaks for online voting. <b>Deliverable Project.</b>	APP 4 hours	4 hours	April	Municipal Art Fund

<p><b>1.3 Music Out Loud</b>  <b>Description:</b> Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances.  <b>Deliverable:</b> Recommendation to GG Committee.</p>	<p>CEO/APP  10 hours</p>	<p>10 hours</p>	<p>Continuing into 2016</p>	<p>Municipal Art Fund</p>
<p><b>1.4 Percival Plinth Project</b>  <b>Description:</b> Review process and criteria for exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases.  <b>Deliverable:</b> Program plinths for art exhibitions.</p>	<p>APP  4 hours</p>	<p>4 hours</p>	<p>September</p>	<p>Municipal Art Fund</p>
<p><b>1.5 Harrison/Black Lake Tree Guards</b>  <b>Description:</b> In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process, and approved by Council. The structures were never fabricated. Now the formerly vacant lot has been developed into the West Central Park, and the time seems appropriate to pursue this neighborhood-scaled project.  <b>Deliverable:</b> Fabrication and installation of 5 tree guards.</p>	<p>App  4 hour</p>	<p>4 hours</p>	<p>September</p>	<p>Municipal Art Fund</p>
<p><b>1.6 City Gateways</b>  <b>Description:</b> Development of a RFP to master plan a series of gateway elements, based on locations identified in the City's Comprehensive Plan.  <b>Deliverable:</b> RFP and public engagement process.</p>	<p>APP  16 hours</p>	<p>16 hours</p>	<p>November</p>	<p>None</p>
<p><b>1.7 Artspace\Arts Center Support</b>  <b>Description:</b> Assist the Olympia Artspace Alliance in their efforts in bringing an affordable artist housing project to Olympia and in developing opportunities for artists and art organizations in the community.  <b>Deliverable:</b> Facilitate continued communication with Olympia's arts community.</p>	<p>Entire Commission  2 hours</p>	<p>2 hours</p>	<p>December</p>	<p>None</p>

<b>1.8 Guidelines for Temporary Display of Art at City Hall &amp; Programming</b> <b>Description:</b> Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions at City Hall. <b>Deliverable:</b> Guidelines for GG review.	APP 6 hours	6 hours	June	Municipal Art Fund for Arts Infrastructure
<b>1.9 Define Theater District</b> <b>Description:</b> Define costs, benefits and community interest in establishing a formal theater district in downtown Olympia. <b>Deliverable:</b> Recommendation to GG Committee.	CEO/APP 4 hours	4 hours	November	TBD
<b>1.10 Music in the Neighborhoods</b> <b>Description:</b> Determine feasibility of bringing music and performance programming into neighborhoods. <b>Deliverable:</b> Recommendation to GG	CEO 6 hours	6 hours	November	TBD
<b>1.11 Commission Retreat/Work Session</b> <b>Description:</b> Develop agenda and speakers <b>Deliverable:</b> Complete the retreat	Entire Commission 3 hours	3 hours	May/June	None
<b>1.12 City Action Plan</b> <b>Description:</b> Review a draft Action Plan to implement the Comprehensive Plan; provide comments on the draft actions and performance measures. <b>Deliverable:</b> Recommendation to City staff.	Entire Commission 2 hours	2 hours	May 14	None
<b>1.13 Park Plan</b> <b>Description:</b> Meet with City staff in June to review initial public input from meetings and survey, and again in December to review initial Park Plan Draft. <b>Deliverable:</b> Recommendation to City staff.	Entire Commission 2 hours	2 hours	June 11, December 10	None



## SECTION 2. 2015 Arts Program Support

Arts Commission members provide valuable volunteer assistance to accomplish the City's annual arts program. Also, as programs are implemented and administrative procedures developed, staff often consults with Commissioners for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy.

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 21%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.a Arts Walk 50 &amp; 51</b> <b>Description:</b> Provide input on policies, procedures, and marketing. Assist with map distribution. <b>Deliverable:</b> Community event.	CEO/ Entire Commission 5 hours	5 hours	April 24 & 25 October 2 & 3 November: Poster Jury	None
<b>2.b Art Ambassador Program</b> <b>Description:</b> Continue development of Art Ambassador program to provide regular tours of waterfront public art, and access to information when tours are not available. <b>Deliverable:</b> Assist in Cultural Tourism and general community ownership and education of the public art collection. Work with Downtown Ambassadors for cross-promotion.	APP & CEO 2 hours	2 hours	July-September	None
<b>2.c Public Art Assessment</b> <b>Description:</b> Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair. <b>Deliverable:</b> Assist staff in determining what pieces require repair, removal or conservation efforts.	Commission 2 hours	2 hours	March	Public Art Maintenance Fund

<p><b>2.d Arts Day at the Capitol</b>  <b>Description:</b> Participate in the Washington State Arts Alliance's Arts Day at the Capitol.  <b>Deliverable:</b> Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.</p>	<p>Commission  4-6 hours</p>	<p>4-6 hours</p>	<p>March 4</p>	<p>None</p>
<p><b>2.e Area Arts Promotion</b>  <b>Description:</b> Helping build community awareness of area arts events for youth and adults.  <b>Deliverable:</b> Advise to staff.</p>	<p>CEO  2 hours</p>	<p>2 hours</p>	<p>November</p>	<p>None</p>



**MEMORANDUM**

**TO:** Mayor Buxbaum and Members of the Olympia City Council  
**FROM:** Clark Gilman, Chair, Bicycle & Pedestrian Advisory Committee  
**DATE:** February 25, 2015  
**SUBJECT:** 2015-16 Bicycle & Pedestrian Advisory Committee Work Plan

The Bicycle & Pedestrian Advisory Committee's (BPAC) top priorities for the 2015-16 Work Plan include:

- Continuing to review and recommend projects for funding under the Neighborhood Pathways program.
- Responding to Council's referral to review the League of American Bicyclists' criteria for obtaining "gold" status, and reporting on what Olympia can do to achieve it.
- Commenting on the *Action Plan* and, later, the preliminary *2016 Capital Facilities Plan*.

A few highlights of the BPAC's accomplishments last year include:

- Responding to Council's referral on sidewalk biking and skateboarding downtown. Our recommendation includes an ordinance update. You will receive our response when staff has finalized new ordinance language for you to review.
- Identifying a network of bicycle corridors and selecting a pilot project for implementation.
- Commenting on the *Comprehensive Plan Update*.
- Continuing to work with City staff on bicycle parking requirements for new construction.

Thank you for the opportunity to serve.

Sincerely,

**CLARK GILMAN, CHAIR**

Bicycle & Pedestrian Advisory Committee

CG:ms:hr

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cc: Michelle Swanson, Senior Program Specialist, Public Works Transportation  
BPAC Members

## Bicycle and Pedestrian Advisory Committee (BPAC) 2015 Work Plan April 2015 - March 2016 Work Plan

The BPAC will hold seven full committee meetings in 2015. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

<b>Section 1. 2015 Policy Issues - Recommendations to City Council</b> Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2015-16.  Professional staff liaison to BPAC is Michelle Swanson.  Estimated Percent of Overall Committee Effort: 20%					
Title Description	Committee Lead and Commitment  <i>Committee hours, not individuals.</i>	Staff Commitment  <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule  <i>Estimated timeline from start to finish.</i>	Budget Implications	2015 Council Priorities
<b>1.a. Capital Facilities Plan annual review:</b> Review bicycle- and pedestrian-related CFP programs and priorities during the City's annual update.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	June - September	Budget implications identified during development of the Capital Facilities Plan	Adopt a Sustainable Budget
<b>1.b. League of American Bicyclists Gold City status review:</b> Review League requirements for "gold" status and report on what is necessary to obtain it  <b>Deliverable:</b> Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2 hours	March - May	None in short term	

<p><b>1.c. Special Projects and Studies:</b> As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.</p> <p><b>Deliverable:</b> Recommendations to City Council as identified in project/study scope</p>	<p>Full committee: 1-2 hours depending on projects</p>	<p>Transportation staff: 2-4 hours depending on projects</p>	<p>Ongoing</p>	<p>Budget implications addressed through larger project scope</p>	
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**SECTION 2.**  
**2014 Program Implementation and/or Input to Staff**

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	2015 Council Priorities
<p><b>2.a. Neighborhood Pathways Program:</b> Participate in the evaluation and approval of project proposals. Evaluate ways members can help promote the program with neighborhood associations.</p> <p><b>Deliverable:</b> Approve projects in the Neighborhood Pathways program.</p>	<p>Full committee: 4-6 hours</p>	<p>Transportation staff: 6-8 hours</p>	<p>June - November</p>	<p>Funded in 2015 CFP</p>	<p>Inspire Strong Relationships</p> <p>Deliver Proactive Community Development</p>
<p><b>2.b. Action Plan:</b> Review a draft Action Plan to implement the Comprehensive Plan. Provide comments on the draft actions and performance measures.</p> <p><b>Deliverable:</b> Feedback to City staff.</p>	<p>Full committee: 1-2 hours</p>	<p>Community Planning and Development staff: 1 hour Transportation staff: 1-2 hours</p>	<p>February - April (included in previous work plan)</p>	<p>To be determined</p>	<p>Deliver Proactive Community Development</p>
<p><b>2.c. Bicycle Corridor Pilot Project promotion:</b> Participate in promoting the Bicycle Corridor Pilot Project.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 1-2 hours</p>	<p>April - September</p>	<p>None in short term</p>	<p>Champion Downtown</p>

<p><b>2.d. Sidewalk Program Review:</b> Receive a briefing the current sidewalk program and provide input on the scope and timing of a possible update.</p> <p><b>Deliverable:</b> Comments to staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-3 hours	May - November	None in short term	
<p><b>2.e. Downtown Strategy:</b> Receive briefing and comment on Downtown Strategy. There may be additional involvement identified by the City Council.</p> <p><b>Deliverable:</b> Comments to staff</p>	Full committee: 1 hour	Community Planning and Development staff: 1 hour Transportation staff: 1 hour	May - March 2016	To be determined	Champion Downtown
<p><b>2.f. Bicycle Parking in New Development:</b> Follow up on bicycle parking code enforcement with staff.</p> <p><b>Deliverable:</b> Comments to staff on implementation issues</p>	Full committee: 1-2 hours	CP&D Staff: 1-2 hours Transportation Staff: 1-2 hours	November	None anticipated	Deliver Proactive Community Development
<p><b>2.g. Engineering Design and Development Standards (EDDS):</b> As appropriate, review and comment on revisions to the EDDS.</p> <p><b>Deliverable:</b> Comment to staff and/or recommendation to Council.</p>	Full committee: 1-2 hours	Transportation Staff: 2 hours	January 2016	None anticipated	
<p><b>2.h. “Slow Your Roll” Campaign:</b> Review education campaign to encourage safe interactions between all sidewalk users.</p> <p><b>Deliverable:</b> Comments to staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	November	To be determined	Inspire Strong Relationships
<p><b>2.i. Project review:</b> Provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.</p> <p><b>Deliverable:</b> Comments to staff on scope, design, implementation issues.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated	

# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2015 on the fourth Wednesday of the following months: January, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings held as needed.

**Professional Staff Liaison to the Heritage Commission:** Michelle Sadlier

## Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.  
Estimated Percent of Overall Commission Effort: **20%**

<p><b>Title Description End Product</b></p>	<p><b>Committee Lead &amp; Commitment</b> <i>Committee hours, not individuals</i></p>	<p><b>Staff Commitment</b> <i>Hours reflect working with the OHC only</i></p>	<p><b>Schedule</b> <i>Estimated timeline from start to finish</i></p>	<p><b>Budget Implications</b></p>	<p><b>2015 City Council Priorities*</b></p>
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> <i>Provide guidance and information to people interested in adding their individual property or historic district to Register; review applications and conduct public hearings on proposed additions; Promote Register, including using report from 2014-2015 on mid-century residential properties to identify eligible Register properties and districts; monitor existing Register of over 400 properties and 2 historic districts.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i></p>	<p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Survey &amp; Inventory Committee: 40 hours</p> <p>Individual OHC members promote program as needed</p>	<p>CP&amp;D Staff: Individual property application: 20 hours</p> <p>Database maintenance: 20-100 hours</p> <p>Historic district application: 250+ hours++</p>	<p>As needed</p>	<p>Individual property application: Included in base budget</p> <p>++Historic district application: TBD. If an application is submitted, it is not included in base budget</p>	<p>Deliver Proactive Community Development</p>

**2015 Council Priorities:** Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p><b>1.b. Conduct Heritage-Related Ordinance Review and Monitoring</b></p> <p><b>Proposed Work:</b> <i>OHC Policy &amp; Ordinance Committee reviews existing City ordinances and municipal code relevant to historic properties to identify and make recommendations on areas for potential code updates; Committee monitors impacts of code and its enforcement on historic properties.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i></p>	<p>Policy &amp; Ordinance Committee: 60 hours</p> <p>OHC: 9 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&amp;D Staff: 100 hours</p> <p>Legal Staff: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>
<p><b>1.c. Evaluate Special Valuation Applications</b></p> <p><b>Proposed Work:</b> <i>Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; ongoing monitoring</i></p>	<p>Heritage Review Committee: 3-9 hours</p> <p>OHC: Review at regularly-scheduled OHC meeting</p>	<p>CP&amp;D Staff: 30-90 hours</p> <p>Legal Staff: 10-30 hours</p>	<p>As needed, 1 to 3 per year</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>

**2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships**



# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p><b>1.d. Nominate Historic Preservation Award Recipient(s)</b></p> <p><b>Proposed Work:</b> <i>Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council in May (Historic Preservation Month).</i></p> <p><b>Deliverable:</b> <i>Recommendation to City Council; Preservation Award(s) for presentation at City Council meeting</i></p>	<p>OHC: 5 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – May</p>	<p>Included in base budget</p>	<p>Inspiring Strong Relationships</p>

**2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships**

## Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as long range planning efforts.  
 Estimated Percent of Overall Commission Effort: **40%**

<b>Title Description End Product</b>	<b>Committee Lead &amp; Commitment</b>  <i>Committee hours, not individuals</i>	<b>Staff Commitment</b>  <i>Hours reflect working with the OHC only</i>	<b>Schedule</b>  <i>Estimated timeline from start to finish</i>	<b>Budget Implications</b>	<b>2015 City Council Priorities*</b>
<p><b>2.a. Conduct Heritage Review</b></p> <p><b>Proposed Work:</b>  <i>OHC Heritage Review Committee reviews building and land use permit applications for Register and historic district properties; conduct presubmission advice meetings with potential applicants; unless and until proposed revisions to OMC 18.12 are adopted, review demolition of Olympia Historic Inventory properties; provide recommendations to City of Olympia Building Official.</i></p> <p><b>Deliverable:</b>  <i>Recommendations to Building Official; public education and outreach</i></p>	Heritage Review Committee: 36 hours	CP&D Staff: 75 hours	January – December, approximately 1 meeting per month	Included in base budget	Deliver Proactive Community Development  Inspire Strong Relationships

**2015 Council Priorities:** Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p><b>2.b. Serve on Joint Design Review Board</b></p> <p><b>Proposed Work:</b> <i>OHC Heritage Review Committee members join with Design Review Board members to review land use applications to Register and historic district properties located within Design Review Districts.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff</i></p>	<p>Heritage Review Committee: 6-12 hours</p>	<p>CP&amp;D Staff: 40-80 hours</p>	<p>As needed, approximately 2-4 per year</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>
<p><b>2.c. Review and Provide Comment on Land Use Actions</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and provide comment on land use actions such as SEPA review and other land use activities as they relate to heritage concerns.</i></p> <p><b>Deliverable:</b> <i>Recommendations on land use actions and activities</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p>	<p>CP&amp;D Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p><b>2.d. Review and Provide Comment on Long Range Planning Activities</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and comment on long range planning activities such as the Comprehensive Plan Implementation Strategy (Action Plan), code updates, sub-area planning, Community Renewal Area, and Downtown Strategy as they relate to heritage concerns.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff and/or City Council; partnerships; coordinated approaches to shared issues</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Committee formation as needed</p>	<p>CP&amp;D Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p> <p>Champion Downtown</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

## Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City’s goals to protect and enhance Olympia’s historic character and sense of place. Estimated Percent of Overall Commission Effort: **40%**

<p><b>Title Description End Product</b></p>	<p><b>Committee Lead &amp; Commitment</b> <i>Committee hours, not individuals</i></p>	<p><b>Staff Commitment</b> <i>Hours reflect working with the OHC only</i></p>	<p><b>Schedule</b> <i>Estimated timeline from start to finish</i></p>	<p><b>Budget Implications</b></p>	<p><b>2015 City Council Priorities*</b></p>
<p><b>3.a. Plan and Execute Historic Preservation Month Activities</b></p> <p><b>Proposed Work:</b> <i>OHC Outreach Committee organizes and conducts activities to champion historic preservation in Olympia during May, such as photo exhibits and community events; OHC members volunteer at events.</i></p> <p><b>Deliverable:</b> <i>Community events which promote and educate on historic preservation and appreciation of the historic environment</i></p>	<p>Outreach Committee: 40 hours;</p> <p>OHC: 10 hours</p>	<p>CP&amp;D Staff: 50 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – June</p>	<p>Included in base budget</p>	<p>Inspire Strong Relationships</p>

# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p><b>3.b. Conduct and Collaborate on Historic Preservation Outreach</b></p> <p><b>Proposed Work:</b> <i>Provide technical preservation training; partner with area organizations such as the Downtown Ambassadors to create educational opportunities such as historical photo exhibits; provide recommendations to staff on relevant heritage communications materials such as Historic Preservation web page content while the City's Community Planning &amp; Development web page is being updated.</i></p> <p><b>Deliverable:</b> <i>Educational programs, materials, and advice</i></p>	<p>Maintenance Committee: 40 hours</p> <p>Outreach Committee: 40 hours</p> <p>OHC Members: Varies</p>	<p>CP&amp;D Staff: 20-60 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – December</p>	<p>Included in base budget;</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>
<p><b>3.c. Pursue and Enhance Partnerships and Integration with City Departments, other City Advisory Boards, Organizations and Advocacy Groups</b></p> <p><b>Proposed Work:</b> <i>Pursue and cultivate partnerships and respond to inquiries on issues related to Olympia's historic places.</i></p> <p><b>Deliverable:</b> <i>Partnerships; coordinated approaches to shared issues</i></p>	<p>OHC Members: Varies</p>	<p>CP&amp;D Staff: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Inspire Strong Relationships</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

# Olympia Heritage Commission (OHC) - 2015 Work Plan

**DRAFT**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p><b>3.d. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</b></p> <p><b>Proposed Work:</b> <i>Work with other City of Olympia citizen advisory boards, City departments, and downtown partners to further downtown planning and improvements.</i></p> <p><b>Deliverable:</b> <i>Downtown plans and improvement projects compatible with its historic character and sense of place</i></p>	<p>OHC Downtown Committee: 40 hours</p>	<p>CP&amp;D Staff: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Champion Downtown</p> <p>Inspire Strong Relationships</p>

**2015 Council Priorities:** Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

# Planning Commission - 2015 Work Plan (April 1, 2015 to March 31, 2016)

**Reflecting Final Draft recommended by OPC on 2/2/15**

*The Olympia Planning Commission (OPC) will hold 22 regular meetings plus one “retreat.” In addition a “Finance” subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Work items are not prioritized.*

Staff liaison to OPC is Principal Planner Todd Stamm of the Community Planning and Development Department ([tstamm@ci.olympia.wa.us](mailto:tstamm@ci.olympia.wa.us); 360.753.8597)

## **Section 1. 2015 Policy Issues – Recommendations to City Council**

Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or by a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2015. In general these work items are tasks that State law or local rules require the Commission to perform.

Estimated Percent of Overall Commission Effort: 50%

<b>Title and Description</b>	<b>Commission Time Commitment (Meeting hours)</b>	<b>Estimated Staff Commitment (Direct support for Commission role)</b>	<b>Schedule (Estimated timeline) Q= Quarter of calendar year</b>	<b>Budget Implications</b>	<b>Council Priority</b>
<p><b>1.1 Review 6-year Capital Facilities Plan (CFP)</b></p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan. (Proposed update in 2015 may include more extensive updating of CFP policies and goals than is customary. See item 1.2.)</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>3 hours of OPC meeting time; 6 or more hours of subcommittee meeting time</p> <p>A detailed review &amp; recommendation</p>	<p>CP&amp;D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 10 hours</p>	<p>Subcommittee start in 2<sup>nd</sup> Q; Commission to conclude in 3<sup>rd</sup> Q.</p>	<p>Included in base budget.</p>	<p>‘Adopt a Sustainable Budget’</p>



<p><b>1.2 Update Capital Facilities Plan (CFP) goals and policies</b></p> <p>Conclude review begun in 2014 of the goals and policies of the CFP and identify appropriate amendments.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>1 hour of full OPC meeting time; 2 hours of subcommittee meeting time;</p> <p>A detailed review &amp; recommendation</p>	<p>CP&amp;D staff: 6 to 8 hours</p> <p>Other citywide administrative and planning staff: 2-3 hours</p>	<p>2<sup>nd</sup> Q</p>	<p>Included in base budget.</p>	<p>‘Adopt a Sustainable Budget’</p>
<p><b>1.3 Annual Comprehensive Plan Amendments</b></p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are to be determined by Council in April prior to referral to Commission.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>10 hours (or more depending on scope, nature and controversy of proposals)</p> <p>A detailed review &amp; recommendation</p>	<p>CP&amp;D staff: 24 to 40 hours</p> <p>Other department support: 24 to 40 hours</p>	<p>2<sup>nd</sup> and 3<sup>rd</sup> Q</p>	<p>Included in base budget</p>	<p>‘Deliver Proactive Community Development’</p>
<p><b>1.4 Commercial Design Review Expansion</b></p> <p>Amendment of development code to require that commercial projects adjacent to nearly all public streets conform to design requirements. This item would implement policy in new Comprehensive Plan. May include other procedural refinements of design review process.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>3 hours</p> <p>A basic review and recommendation</p>	<p>CP&amp;D: 4 to 5 hours</p>	<p>2<sup>nd</sup> Q (may be completed in 1<sup>st</sup> Q of 2015)</p>	<p>Included in base budget</p>	<p>‘Deliver Proactive Community Development’</p>
<p><b>1.5 Wireless Facility (transmitter) code amendment</b></p> <p>Amendment of development code as proposed by AT&amp;T; accompanied by staff-proposed alternative. Public hearing was held in 2014.</p> <p><b>Deliverables:</b> Recommendation to City Council.</p>	<p>4 hours</p> <p>Basic review and recommendation</p>	<p>CP&amp;D: 6 to 8 hours</p> <p>Plus consultant</p>	<p>Begun in 2014 – may conclude in 1st Q of 2015</p>	<p>Included in base budget.</p>	<p>‘Deliver Proactive Community Development’</p>

<p><b>1.6 Privately-initiated zoning map and development code text amendments</b></p> <p>Review of any proposed amendment to the City’s development regulations. Staff estimates that two to four will be submitted in 2015. May also include new Council-initiated amendments.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>4 hours each (or more depending on specific proposals received)</p> <p>A detailed review &amp; recommendation</p>	<p>CP&amp;D 8 to 10 hours each</p>	<p>Dependent on timing of proposals</p>	<p>Included in base budget; each applicant pays a \$3200 fee.</p>	<p>‘Deliver Proactive Community Development’</p>
<p><b>1.9 Low Impact Development code amendments</b></p> <p>Amendments of various codes and standards to implement comprehensive set of new stormwater regulations and development standards as required by City stormwater discharge permit.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>Minimum of 4 hours</p> <p>Basic review &amp; recommendation (a detailed review is being conducted by Utility Advisory Committee prior to OPC review)</p>	<p>Minimum of 12 hours</p>	<p>1<sup>st</sup> Q of 2016</p>	<p>Included in base budget.</p>	<p>N/A</p>
<p><b>1.10 SEPA code amendments</b></p> <p>Review and revision of local SEPA procedures relative to downtown area; may include related updates responsive to State rule changes.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>4 hours</p> <p>A detailed review &amp; recommendation</p>	<p>6 hours</p>	<p>4<sup>th</sup> Q</p>	<p>Included in base budget</p>	<p>‘Champion Downtown’</p>
<p><b>1.11 Scenic Views code amendment – downtown area</b></p> <p>Amendment of development code relative to views to, from and over downtown area. This item is intended to implement the new Comprehensive Plan and is related to the downtown strategy below.</p> <p>Deliverable: None during this work plan year.</p>	<p>2 hours</p> <p>Briefing only during 2015 –in preparation for 2016 work program.</p>	<p>8 hours</p>	<p>1<sup>st</sup> Q of 2016</p>	<p>Proposed to be funded as part of downtown strategy scope</p>	<p>‘Deliver Proactive Community Development’ and ‘Champion Downtown’</p>

**SECTION 2.**

**2015 Optional Program Implementation and/or Input to Council or Staff**

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. There is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Commission Effort: 45%

<p><b>Title and Description</b></p>	<p><b>Commission Time Commitment (Meeting hours)</b></p>	<p><b>Estimated Staff Commitment (Direct support for Commission role)</b></p>	<p><b>Schedule (Estimated timeline)</b> Q= Quarter of calendar year</p>	<p><b>Budget Implications</b></p>	<p><b>Council Priority</b></p>
<p><b>2.1 Neighborhood Center Code:</b> Continuation of 2014 review of development code including elements of sign code; being conducted by OPC in cooperation with Coalition of Neighborhood Associations, business and development community, and other stakeholders.</p> <p><b>Deliverable:</b> Proposed development code update for public review</p>	<p>6 hours</p> <p>Specific proposal being developed by the Commission.</p>	<p>CP&amp;D: 12 to 16 hours</p>	<p>Continuing item from 2014 – may continue through 1<sup>st</sup> Q of 2016</p>	<p>Depending on scope unbudgeted consulting services may be needed.</p>	<p>‘Deliver Proactive Community Development’</p>
<p><b>2.2 Action Plan for comprehensive plan implementation.</b></p> <p>An implementation strategy is called for in the new Comprehensive Plan. Commission may review a draft Action Plan including proposed performance measures and provide comments on the draft actions, priorities and performance measures.</p> <p><b>Deliverable:</b> <i>Recommendation and comments to City staff.</i></p>	<p>5 hours</p> <p>Specific role of OPC to be directed by Action Plan public process to be established by City Council</p>	<p>8 to 10 hours</p>	<p>2<sup>nd</sup> Q</p>	<p>Included in base budget.</p>	<p>‘Inspire Strong Relationships’</p>
<p><b>2.3 Downtown Strategy</b></p> <p>Extensive and substantial update and revision of prior downtown plan – focus to be on implementation. Scheduled for 2015 and 2016. Primary 2015 role to be public outreach.</p> <p><b>Deliverable:</b> Recommendations to city staff and Council.</p>	<p>15 hours</p> <p>Specific role to depend on scope – to be established by Council in in June</p>	<p>CP&amp;D: 12 to 20 hours</p> <p>Other staff and consultants depending on scope</p>	<p>On-going throughout the year</p>	<p>Dependent on yet-to be determined scope; may include consultant services</p>	<p>‘Champion Downtown’</p>

<p><b>2.4 Parks, Arts and Recreation Plan update</b></p> <p>Periodic update of 'master plan' for these facilities and programs.</p> <p><b>Deliverable: OPC may elect to comment or advise staff.</b></p>	<p>1 hour</p> <p>Optional advisor to staff</p>	<p>CP&amp;D staff: 2 hours Parks staff: 3 hours</p>	<p>4<sup>th</sup> Q</p>	<p>Included in base budget</p>	<p>N/A</p>
<p><b>2.5 Subarea "A" Plan</b></p> <p>Review of draft Plan for 'Subarea A' Plan (26<sup>th</sup> Ave/Bigelow/Puget/Bethel/East Bay area northeast of downtown)</p> <p><b>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</b></p>	<p>2 hours</p> <p>Optional advisor to staff, citizens and Council</p>	<p>CP&amp;D staff: 4 hours</p>	<p>4<sup>th</sup> Q</p>	<p>Included in base budget</p>	<p>'Inspire Strong Relationships'</p>
<p><b>2.6 Parking Code review</b></p> <p>Review and potential revision of number-of-spaces required along urban high-density and other bus corridors; may include expansion of 'parking reduction variance' option.</p>	<p>4 hours</p> <p>Detailed review by OPC</p>	<p>CP&amp;D staff: 10 hours</p>	<p>3<sup>rd</sup> Q</p>	<p>Not included in CP&amp;D work program</p>	<p>'Deliver Proactive Community Development'</p>

**SECTION 3.  
2015 Administrative Activities and Informational Briefings**

In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal.  
Estimated Percent of Overall Commission Effort: 5%

<b>Title and Description</b>	<b>Commission Time Commitment (Meeting hours)</b>	<b>Estimated Staff Commitment (Direct support for Commission role)</b>	<b>Schedule (Estimated timeline) Q= Quarter of calendar year</b>	<b>Budget Implications</b>	<b>Council Priority</b>
<p><b>3.1 Commission Retreat.</b></p> <p>Annual event focused on improving Commission functions and procedures.</p> <p><b>Deliverable. None - internal only.</b></p>	<p>1 hour of regular meeting time to prepare; 4 to 6 hour of retreat meeting time</p> <p>Led by Planning Commission</p>	<p>CP&amp;D Staff: 8 to 10 hours</p> <p>Facilitator at OPC option.</p>	<p>To be determined</p>	<p>Included in base budget; facilitator may be retained.</p>	<p>'Inspire Strong Relationships'</p>

<p><b>3.2 Preparation of 2016 Work Plan</b></p> <p>Time allotted for proposing work items for following year.</p> <p><b>Deliverable: Recommendation to Council</b></p>	<p>2 hours</p> <p>Led by Planning Commission</p>	<p>CP&amp;D: 6 hours</p> <p>Other staff: Variable</p>	<p>1<sup>st</sup> Q of 2016</p>	<p>Included in base budget</p>	<p>N/A</p>
<p><b>3.3 Meet with Coalition of Neighborhood Associations (CNA)</b></p> <p>Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p> <p><b>Deliverable: None</b></p>	<p>No regular OPC meeting time – joint meeting at a CNA meeting</p> <p>Jointly led by OPC and CNA</p>	<p>CP&amp;D: 2 hours</p>	<p>To be determined</p>	<p>Included in base budget</p>	<p>‘Inspire Strong Relationships’</p>
<p><b>3.4 Development Review Process</b></p> <p>Briefing regarding general public process of reviewing private development proposals.</p> <p><b>Deliverable: Public event.</b></p>	<p>1 hour</p> <p>Briefing only</p>	<p>CP&amp;D: 1 hour</p>	<p>2<sup>nd</sup> Q</p>	<p>Included in base budget</p>	<p>‘Deliver Proactive Community Development’</p>

DRAFT



## MEMORANDUM

Date: February 18, 2015  
To: City Council General Government subcommittee  
Cc: Max Brown, Chair, Olympia Planning Commission  
From: Todd Stamm, Principal Planner and OPC Staff Liaison  
Subject: Proposed 2015 Planning Commission Work Program

As stated in the proposed work plan, Community Planning and Development staff believes there is sufficient staff time and resources to support the work program proposed by the Commission. However, we do want to take this opportunity to express one reservation.

The work program proposed by the Commission provides little if any space for adding items during the year. Historically emerging issues during the work-program year have led the Council to refer additional items to the Commission for immediate action. In addition, later this year the City staff will be conducting another evaluation of the City's compliance with the Growth Management Act. This evaluation, including a review of the City's critical areas regulations, may result in identifying actions that must be completed by July 1, 2016, a statutory deadline. Such actions may include proposed code changes that will require the Commission's attention.

Therefore, although we support Council approving the Commission's work program as proposed, we recommend that action be taken with a clear understanding that in a few months the staff may propose revising this work program to ensure an opportunity to timely complete what by then may be higher priority work items.

## SECTION 1. 2015 Policy Issues - Recommendations to City Council

The committee has scheduled 8 regular meetings to accomplish this work plan. Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2015

Professional staff liaison for PRAC is Jonathon Turlove.  
 Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Lead & Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	Council Priority
<b>Plans</b>					
<p><b>1.1 Capital Facilities Plan/Condition Assessment and Major Maintenance Program (Annual)</b></p> <p><b>PRAC Role:</b> Make recommendation to the Planning Commission for the 2016-2021 Capital Facilities Plan which will include the use of the Voted Utility Tax and the Condition Assessment and Major Maintenance Plan component.</p> <p><b>Deliverable:</b> Recommendation to Planning Commission</p>	<p>Jim Nieland 4 hours</p>	<p>Dave Okerlund 4 hours (incorporating feedback into plan)</p> <p>Dave Okerlund 2 hours (Meeting attendance)</p>	<p>September</p>	<p>None</p>	<p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>

<p><b>1.2 2016 PAR Plan Update</b></p> <p><b>PRAC Role:</b> May: Receive briefing on initial public input. December: Provide recommendation to Council on draft Plan</p> <p><b>Deliverable:</b> Recommendation to City Council.</p>	<p>Robert Dengel 4 hours</p>	<p>Jonathon Turlove 6 hours</p>	<p>May, December</p>	<p>None</p>	<p>Champion Downtown</p> <p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>
<p><b>1.3 Comprehensive Plan Action Plan</b></p> <p><b>PRAC Role:</b> Review a draft Action Plan to implement the Comprehensive Plan; provide comments on the draft actions and performance measures.</p> <p><b>Deliverable:</b> Recommendation to Staff.</p>	<p>Jim Nieland 4 hours</p>	<p>Dave Okerlund 6 hours</p>	<p>May</p>	<p>None</p>	<p>Deliver Proactive Community Development</p>
<p><b>1.4 Community and Economic Revitalization Committee</b></p> <p><b>PRAC Role:</b> Represent PRAC interests in redevelopment of the Isthmus Area.</p> <p><b>Deliverable:</b> Report to PRAC, Staff.</p>	<p>Jim Nieland 20 hours</p>	<p>None.</p>	<p>Ongoing</p>	<p>None</p>	<p>Champion Downtown</p> <p>Deliver Proactive Community Development</p>



## SECTION 2. 2015 Program Implementation and/or 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. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless otherwise noted, there is sufficient staff time/resource available in 2014 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Lead & Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	Council Priority
<b>MISCELLANEOUS</b>					
<p><b>2.1 Informal meeting with department and city leadership.</b></p> <p><b>PRAC Role:</b> Attend annual meeting with the department director, associate directors, and city manager.</p> <p><b>Deliverable:</b> None – information sharing only.</p>	None necessary	Paul Simmons, David Hanna, Scott River 2 hours	July	None	Inspire Strong Relationships
<p><b>2.2 Olympia Skate Court Need Assessment</b></p> <p><b>PRAC Role:</b> Begin dialog with skateboarding community about upgrades to Olympia's two existing skate courts.</p> <p><b>Deliverable:</b> Summary of feedback</p>	Youth Member TBD 10 hours	Scott River 6 hours	June	OPARD has funds budgeted for minor upgrades	Inspire Strong Relationships
<p><b>2.3 Annual Park Evaluation Program</b></p> <p><b>PRAC Role:</b> Administer annual park evaluation program.</p> <p><b>Deliverable:</b> Compiled park evaluation information.</p>	Gerry Hodge 6 hours	No staff lead: This is an entirely PRAC-driven effort	October	None	

<p><b>2.4 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</b></p> <p><b>PRAC Role:</b> PRAC members will help plan and attend the joint meeting of regional park boards.</p> <p><b>Deliverable:</b> None – information sharing only.</p>	<p>Jim Nieland 4 hours</p>	<p>David Hanna 3 hours</p>	<p>February</p>	<p>None</p>	<p>Inspire Strong Relationships</p>
<p><b>2.5 Participation in groundbreaking and dedications</b></p> <p><b>PRAC Role:</b> Participate in groundbreaking and dedication celebrations</p> <p><b>Deliverable:</b> Visibility at community events.</p>	<p>None Necessary</p>	<p>Tammy LeDoux 2 hours</p>	<p>As needed</p>	<p>Within existing resources</p>	
<p><b>2.6 Roles and Responsibilities Guide</b></p> <p><b>PRAC Role:</b> Work with Cathie Butler on development of a guide for training and direction of Advisory Boards.</p> <p><b>Deliverable:</b> Guide for review and adoption.</p>	<p>Jim Nieland 15 hours</p>	<p>Cathie Butler 4 hours</p>		<p>None</p>	
<p><b>2.7 Removal of Trail Running Ban</b></p> <p><b>PRAC Role:</b> Provide recommendation to staff on whether to remove the current prohibition of running in Priest Point and Watershed parks.</p> <p><b>Deliverable:</b> Recommendation</p>	<p>Alicia Seegers Martinelli 4 hours</p>	<p>Jonathon Turlove 2 hours</p>	<p>April</p>	<p>None</p>	

<p><b>2.8 Safe and Secure Park Initiative</b></p> <p><b>PRAC Role:</b> None – information sharing only.</p> <p><b>Deliverable:</b> None</p>	<p>Alicia Seegers Martinelli 2 hours</p>	<p>Paul Simmons</p>	<p>As needed</p>		<p>Champion Downtown</p>
<p><b>2.9 Park Funding Analysis</b></p> <p><b>PRAC Role:</b> None – information sharing only.</p> <p><b>Deliverable:</b> None</p>	<p>Jim Nieland 4 hours</p>	<p>Paul Simmons</p>	<p>April</p>	<p>None</p>	<p>Adopt a Sustainable Budget</p>

DRAFT - Utility Advisory Committee (UAC)  
April 2015 - March 2016 Workplan

**SECTION 1. Recommendations to City Council**

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2015-2016.

Items c. and d. within this section are routine in nature and come before the UAC every year. Estimated percent of overall committee effort for this section: 50%

UAC Staff Liaison - Andy Haub  
Clerical Support - Lindsay Marquez

Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>1. a. Draft Waste ReSources Management Plan *</b> Review draft plan and provide recommendations. Also includes a discussion on unsolicited publications (junk mail)♦</p> <p><b>Deliverable:</b> Recommendation City Council.</p>	60 minutes	Staff: Ron Jones  Staff Hrs: Greater than 100	April 2015	Identified during development of Plan.
<p><b>1. b. Water System Plan *</b> Review draft plan and provide recommendations.</p> <p><b>Deliverable:</b> Recommendation City Council.</p>	60 Minutes	Staff: Laura Keehan  Staff Hrs: Greater than 100	June 2015	Identified during development of Plan.
<p><b>1. c. Capital Facilities Plan (CFP) Review *</b> Review City's Draft 2016-2021 CFP in regards to utility capital project priorities, level of service standards, consistency with approved master plans and appropriate funding levels.</p> <p><b>Deliverable:</b> Provide comments and recommendations to the Planning Commission and City Council.</p>	60 minutes	Staff: Andy Haub  Staff Hrs: Greater than 100	June 2015	Budget implications identified during development of the CFP.
<p><b>1. d. Utility Budgets, Rates, GFC Review (including LOTT) *</b> Review staff recommendations for 2016 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services.</p> <p><b>Deliverable:</b> <u>Rates &amp; GFCs</u>: Provide a recommendation to City Council regarding the utility rates, including LOTT. <u>Budget</u> is briefing only; no recommendation to Council.</p>	45 minutes	Staff: Andy Haub, Dan Daniels & Karla Fowler/LOTT Staff  Staff Hrs: Greater than 100	October 2015	Budget implications identified during the utility rate and budget review.

\* Staff requested items

♦ UAC requested/supported items

DRAFT - Utility Advisory Committee (UAC)  
April 2015 - March 2016 Workplan

SECTION 2. Program Implementation and/or Input to Staff				
As programs are implemented and policies developed, staff often consults with committees for their input and perspective. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.				
Unless otherwise noted, there is sufficient staff time/resource available to accomplish or advance these items.				
Estimated Percent of Overall Committee Effort for this section: 50%				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. a. City Action Plan *</b> Review draft Action Plan to implement the Comprehensive Plan. Provide feedback on draft actions and performance measures.  <b>Deliverable:</b> Review and provide feedback to staff.	30 minutes	Staff: Stacey Ray  Staff Hrs: Greater than 100	May 2015	None at this time.
<b>2. b. Updates on Low Impact Development Code (LID) Revision Project *</b> Provide feedback on draft LID policies and code revisions.  <b>Deliverable:</b> Review and provide feedback to staff. Late 2015, provide recommendation to Planning Commission and Council.	Vary; 45-60 minute sessions	Staff: Laura Keehan  Staff Hrs: Greater than 100	May, September, October, November and December 2015	None at this time. Adopted code revision will likely have budget implications in future years.
<b>2. c. Engineering Design &amp; Development Standards (EDDS) *</b> Presentation on proposed changes to the EDDS.  <b>Deliverable:</b> Review and provide input to staff.	30 minutes	Staff: Steve Sperr  Staff Hrs: 100	May 2015	None at this time.
<b>2. d. Integrated Rebate Program ♦</b> Briefing on setting up a collaborative rebate programs between the City, LOTT and PSE for water conservation.  <b>Deliverable:</b> Review and provide input to staff.	60 minutes	Staff: Meliss Maxfield  Staff Hrs: 25	September 2015	None at this time.

\* Staff requested items

♦ UAC requested/supported items

DRAFT - Utility Advisory Committee (UAC)  
April 2015 - March 2016 Workplan

SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>2. e. Municipal Fiber ♦</b></p> <p>Overview of the City's fiber network and the benefits to the City from expanding it, potential partnerships, uses of such a network by the City, local businesses and citizens. Briefing would include suggestions from staff for possible next steps to explore the costs and benefits of such an expansion.</p> <p><b>Deliverable:</b> Status report and briefing.</p>	60 minutes	Staff: Shawn Ward  Staff Hrs: 10	November 2015	None at this time.
<p><b>2. f. Transportation Mobility Indicators ♦</b></p> <p>Update on the number of people walking, biking, riding the bus and driving in Olympia. Item relates to stormwater runoff and groundwater protection.</p> <p><b>Deliverable:</b> Briefing</p>	45 minutes	Staff: Sophie Stimson  Staff Hrs: 10	November 2015	None at this time.
<p><b>2. g. Dry Anaerobic Composting ♦</b></p> <p>Preliminary exploration of the possible benefits of the City's constructing a plant to process some or all of its organic waste, perhaps in partnership with Evergreen or other jurisdictions - providing a very rough initial estimate of costs and savings.</p> <p><b>Deliverable:</b> Review &amp; provide input to staff.</p>	45 minutes	Staff: Presenter TBD  Staff Hrs: 10	December 2015	None at this time.
<p><b>2. h. Storm and Surface Water Finances *</b></p> <p>Review consultant analysis of stormwater rates, general facilities charges and near-term strategy for the Utility.</p> <p><b>Deliverable:</b> Review and provide input.</p>	60 minutes	Staff: Eric Christensen  Staff Hrs: Greater than 100	January 2016	None at this time.
<p><b>2.i. UAC Workplan Development *</b></p> <p>Develop the 2016-2017 UAC workplan.</p> <p><b>Deliverable:</b> Create draft workplan with final review and officer elections at January 2016 meeting.</p>	30 minutes	Staff: Andy Haub  Staff Hrs: 15	December 2015 and January 2016	None

\* Staff requested items

♦ UAC requested/supported items

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>2. j. Downtown Strategy *</b> Provide an update on the development of the City's Downtown Strategy.</p> <p><b>Deliverable:</b> Review and provide input to staff.</p>	30 minutes	Staff: Amy Buckler  Staff Hrs: Greater than 100	January 2016	None.
<p><b>2. k. Community Based Social Marketing ♦</b> Presentation from staff on the utilities' approach and experience in fostering sustainable behaviors through community based social marketing strategies.</p> <p><b>Deliverable:</b> Briefing</p>	45 minutes	Staff: Joe Roush  Staff Hrs: 15	February 2015	None
<p><b>2. l. Update on LOTT Reclaimed Water Infiltration Study ♦</b> Provide an update on the progress of the Study.</p> <p><b>Deliverable:</b> Briefing</p>	60 minutes	Staff: Donna Buxton  Staff Hrs: 10	February 2016	None
<p><b>2. m. Smart Meters (including paperless &amp; monthly billing) ♦</b> Update on how new City software for utility billing can give customers feedback on usage patterns and encourage conservation. Also discuss paperless and monthly billing (rather than bi-monthly) cycles.</p> <p><b>Deliverable:</b> Briefing</p>	45 minutes	Staff: Bill Sampson  Staff Hrs: 15	March 2016	None
<p><b>2. n. NPDES Annual Report *</b> Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review.</p> <p><b>Deliverable:</b> Briefing</p>	15 minutes	Staff: Jeremy Graham  Staff Hrs: Greater than 100	March 2016	None
<p><b>2. o. Storm and Surface Water Management Plan *</b> Review progress on the Storm and Surface Water Plan and provide staff with policy direction.</p>	45 minutes	Staff: Laura Keehan  Staff Hrs: Greater than 100	March 2016	None at this time

\* Staff requested items

♦ UAC requested/supported items

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<b>Deliverable:</b> Review and provide input.				
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