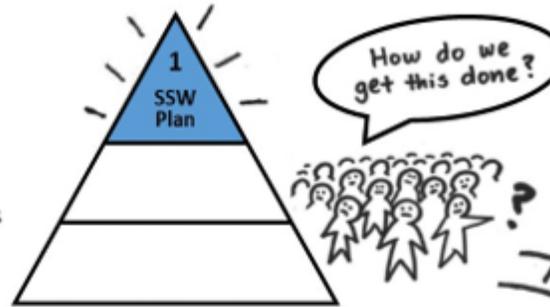


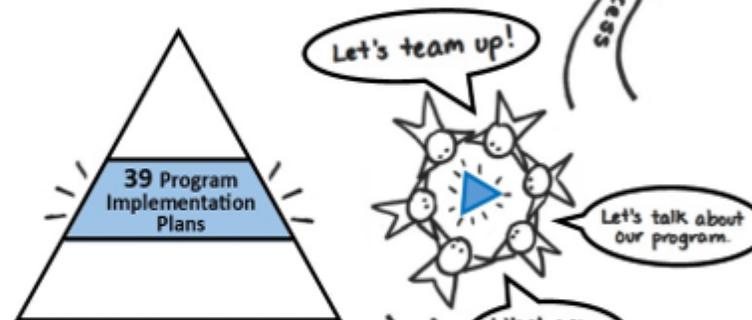
Making It Real — Aligning Our Master Plan to Individual Actions



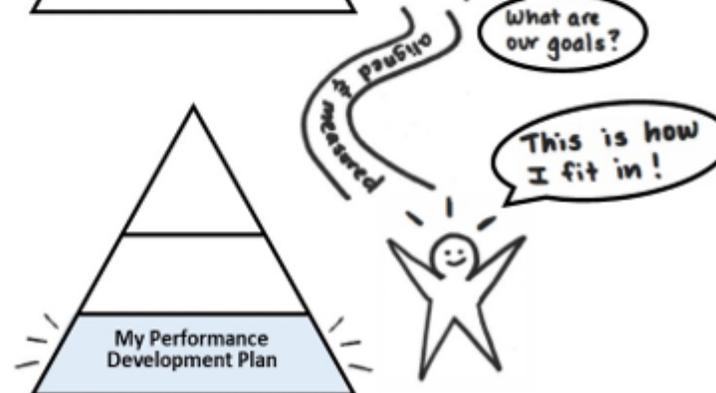
- 1**
(10 year plan)
- 1 Utility Mission
 - 5 Utility Goals
 - 21 Utility Objectives



- 2**
(6 year plan)
- 56 "Continue" our Good Work Strategies
 - 47 "Enhance" our Good Work Strategies



- 3**
(annual plan)
- Tasks & Activities
 - Responsibilities
 - Deadlines





Step 1 Team Assignment & Program Review

Include Core Service and program description from Chapter 9 and applicable strategies from Chapter 10

Core Service	Programs	Staff Lead (s)	Support Facilitator	Management Lead	Priori
Asset Management	6. Mapping	Kira	Jesse		1
Asset Management	7. Condition Rating & Assessment	Sue B	Jesse/Susan C?		1
Asset Management	8. Public Infrastructure Management	Tom O.	Susan M		1
Technical Review and Support	13. Development Review	Steve T.	Susan M		1
Flood Prevention	17. Stormwater Facility Maintenance	Marcus	Joe		1
Flood Prevention	18. Storm Event Preparation	Marcus	Joe		1
Pollution Prevention	23. Illicit Discharge Investigation	Jeremy	Susan M		1
Pollution Prevention	27. Solids Management	Marcus	Joe		1
Habitat Management	32. Noxious Weed Coordination	Jesse	Jesse		1
Long Range Planning	3. Water Quality Coordination (NPDES/TMDL)	Jeremy			2
Long Range Planning	5. Standard Operating Procedures	Marcus			2
Asset Management	9. Private Infrastructure Management	Jeremy			2
Asset Management	12. Data Management	Sue B			2
Emergency Response	19. Storm Event Response	Marcus			2
Pollution Prevention	21. Education and Outreach(PP)	Susan M.			2
Pollution Prevention	22. Illicit Discharge Prevention	Jeremy			2
Pollution Prevention	24. Spill Response & Reporting	Marcus/Jeremy			2
Pollution Prevention	25. Stormwater Facility Inspection and Maintenance	Tom O / Tami T.			2
Habitat Management	29. Stewardship Planning	Kate			2
Capital Improvement	35. Water Quality: (CFP)	Steve T.			2
Asset Management	10. Water Quality Mon. & Evaluation	Jeremy			3
Technical Review and Support	15. (STOPS)	Steve T			3
Flood Prevention	16. Education and Outreach(FLOOD)	Susan M.			3
Pollution Prevention	26. Street Sweeping	Sue B.			3
Habitat Management	33. Collaboration with Partners	Jesse			3
Capital Improvement	34. Flooding: (CFP)	Steve T.			3
Utility Adm. & Support Services	37. Budgeting	Joe / Marcus / Eric			3
Utility Adm. & Support Services	38. Staff Management	Joe /Marcus / Eric			3
Utility Adm. & Support Services	39. Support Services	Lindsay			3
Long Range Planning	1. Storm and Surface Water Plan	Susan C.			4
Long Range Planning	2. Citywide Planning	Susan C.			4
Long Range Planning	4. Habitat Coordination	Jesse			4
Asset Management	11. Habitat Monitoring and Evaluation	Jesse			4
Technical Review and Support	14. Internal/External Technical Support	Steve T.			4
Emergency Response	20. Emergency Response Plan	Marcus			4
Habitat Management	28. Education and Outreach(HM)	Michelle			4
Habitat Management	30. Restoration and Enhancement	Jesse			4
Habitat Management	31. Aquatic Habitat Monitoring	Michelle			4
Capital Improvement	36. Aquatic Habitat: (CFP)	Jesse			4



Step 2

Shared Vision

Develop from Goals and Objectives in the SSW Master Plan





Step 3

6 Year Outcomes

What change to the Target Population or Issues do you hope to effect in the next 6 Years

SSW Program Implementation Plan

Program Name: Noxious Weed Coordination

Team Lead: Jesse Barham

Team Participants: Jesse and Tom Otto

Desired 6 Year Outcomes:



1. **Reduced and/or eliminate regulated noxious weed infestations on City property and ROW to prevent seed production and/or spread.**
2. **Utilize IPM principles with a focus on educating staff and reducing pesticide use**
3. **Ensure compliance with Resolution M-1621 (2006)**



Step 4 SMART Objectives

Specific, Measurable,
Issue directed,
Realistic and Ambitious
Time bound

SMART Objectives	Outputs	Performance Measures/Targets
Objective 1 – Control all known noxious weed sites on City property and ROW annually.* 	Output 1.1 - Reduced number of known sites (per inspections)	A - Number of known sites with noxious weeds/Less each year
		B – Hours of staff time on compliance/ Less each year



Step 5 Implementation Plan

Strategic “SMART” Objective(s)
Identify Activities + Outputs directed toward Outcomes
Performance Measures (targets, service pressures/profiles)
Responsibilities (who will do it?)
Timeline (by when? Day and Month)

SMART Objectives	Outputs	Performance Measures/Targets
Objective 1 – Control all known noxious weed sites on City property and ROW annually.*	Output 1.1 - Reduced number of known sites (per inspections)	A - Number of known sites with noxious weeds/Less each year
		B – Hours of staff time on compliance/ Less each year

Activity	Sub-activities	Person(s) Responsible	Date/Order to Complete
SMART Objective 1: Control all known noxious weed sites on City property annually.			
Inspect and manage known and historic noxious weed sites on City property	A – Respond to TC Weeds reports of noxious weed locations	Habitat Planner	As needed
	B – Maintain GIS data and tracking inspection and application records with Collector	Senior Vegetation Specialist/Veg crew	Daily/Weekly during growing season
	C – Apply herbicide when appropriate	Veg Crew/Maintenance I or II	Prior to flowering/seasonally
	D – Coordinate with other Departments as needed	Habitat Planner/Senior Vegetation Program Specialist	As needed



Steps 6 PEDP

Incorporate Activities into
individual Staff PEDP's



Public Works Performance and Employee Development Plan

Employee Name: Joe Roush	
Performance Period: 2018/2019	
Class Specification/Position:	Environmental Services Supervisor

Public Works Department

Mission

We build and maintain the foundation of our extraordinary Olympia.

Vision

A healthy environment.
A thriving economy.
A vibrant community.

Values

Respect, Collaboration, Innovation, Excellence

Position Linkage with Public Works Mission and Strategic Role

The mission of the Public Works Department is to build and maintain the foundation of our extraordinary Olympia. As we conduct our work we incorporate respect, collaboration, excellence and innovation. Within the Public Works Department, each Line of Business (LOB) has an organizational mission and strategic role that complements the Public Works overarching mission.

The mission of the Water Resources LOB is to provide and protect nature's water for a healthy community. We do this by being passionate care takers of tomorrow's water. Your position as Planning and Program Supervisor of the Environmental Services Section directly contributes to achieving this mission by developing and implementing natural resource protection efforts. You guide and support the work efforts of staff that are individually responsible for a variety of work related to storm and surface water and aquatic habitat management. Typical work efforts include public outreach and education, business pollution prevention, illicit discharge detection and elimination, private storm system inspections, NPDES/TMDL coordination, aquatic habitat stewardship, water quality analysis, environmental planning and vegetation management. This program and others help provide healthy aquatic resources throughout Olympia as well as Puget Sound.

Visual Management Board

