



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Wednesday, March 23, 2016

4:30 PM

Council Chambers

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1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

- 3.A [16-0390](#) Approval of February 24, 2016 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

- 4.A [16-0411](#) Meeting with Advisory Committee/Commission Chairs

Attachments: [a Roles-and-Expectations](#)

[ART FINAL 2016 MAP](#)

[ARTS 2016 Arts Cover Letter](#)

[ARTS OAC-2016-Work-Plan](#)

[BPAC 2016 Draft BPAC Work Plan 2016](#)

[HERI 2016 OHC Work Plan - Proposal to GG Committee 3 14 2016](#)

[PLAN 2016 OPC Work Plan - Staff Memo](#)

[PLAN OPCProposedworkplanfor2016](#)

[PLAN OPCWorkPlanProposalsform](#)

[PRAC 2016 Draft PRAC Work Plan](#)

[UAC FULL VERSION 2016-2017 UAC Workplan FINAL DRAFT](#)

- 4.B [16-0402](#) Update on Welcome Center/ Downtown Ambassadors

- 4.C [16-0388](#) Community Development Block Grant (CDBG) Program Year 2015 Action Plan Amendment and Program Year 2016 Action Plan

Attachments: [PY 2015 CDBG Action Plan](#)

[CDBG Annual Action Plan schedule](#)

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.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

**General Government Committee**  
**Approval of February 24, 2016 General  
Government Committee Meeting Minutes**

**Agenda Date: 3/23/2016**  
**Agenda Item Number: 3.A**  
**File Number: 16-0390**

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

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**Title**

Approval of February 24, 2016 General Government Committee Meeting Minutes



# Meeting Minutes

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, February 24, 2016**

**4:30 PM**

**Room 207**

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**1. ROLL CALL**

**2. CALL TO ORDER**

**Committee Chair Jeannine Roe called the meeting to order at 4:30 p.m.**

**3. APPROVAL OF MINUTES**

**3.A Approval of January 29, 2016 General Government Meeting Minutes**

**The minutes were approved.**

**4. COMMITTEE BUSINESS**

**4.A [16-0241](#) Update on Public Safety/Olympia Police Department**

Olympia Police Department Lieutenant Paul Lower presented a status report on crime activities, community oriented outreach/policing and Department staffing changes. He reviewed crime data related to vehicle and property thefts in the City and the efforts underway to address these incidents. Lieutenant Lower urged citizens to lock their vehicles and ensure that no items of value are left in sight.

Committee members thanked Lieutenant Lower for his presentation and asked clarifying questions. Chair Roe asked that he return to update the General Government Committee on Olympia Police Department activities on a quarterly basis.

**The information was received.**

**4.B [16-0236](#) Options for Downtown Public Restrooms - Preparation for City Council Study Session**

In preparation for a City Council Study Session on March 15, Housing Program Manager Anna Schlecht gave an overview of concerns regarding restrooms in downtown Olympia. She presented recommendations for short, medium and long term solutions to the issue.

Councilmembers asked clarifying questions and determined which options are most appropriate to move forward to the Study Session.

**The discussion was completed.**

**4.C**     [16-0243](#)           Parking and Business Improvement Area (PBIA) Budget Priorities and Guidance on the PBIA Strategic Plan Update

Downtown Liaison Mark Rentfrow gave background on the creation and mission of the Parking and Business Improvement Area Board (PBIA) for the benefit of new Committee members.

PBIA Board Chair Mary Corso noted that the PBIA are preparing for their annual retreat and update of their five year strategic plan. In preparation of these events, she requested guidance from the General Government Committee regarding priorities moving forward. PBIA Clean and Safe Committee Chair Connie Phegley shared identified concerns of downtown businesses.

Committee members asked clarifying questions and gave feedback. Committee Chair Roe recommended the PBIA focus on projects that will have most cost benefit.

**The report was completed.**

**4.D**     [16-0261](#)           Preparation for Annual Meeting with Advisory Committee Chairs

Strategic Communications Director Kellie Purce Braseth discussed preparations for the upcoming meeting with Advisory Committee Chairs and liaisons.

The Committee discussed proposed agenda topics to include: work plans, issues/concerns, committee guidelines and training expectations.

**The discussion was completed.**

**4.E**     [16-0264](#)           Discuss Advisory Committee Interview Process and Prepare for Interviews

Strategic Communications Director Kellie Purce Braseth discussed next steps in the Advisory Committee application process and scheduling of applicant interviews.

Committee members decided that applicants reapplying for committee positions they currently hold would be recommended for reappointment. Committee members discussed breaking down the applicants into groups and interviewing over several evenings. Ms. Purce Braseth noted that she would determine proposed interview dates for Committee members to consider.

**The discussion was completed.**

**5.     ADJOURNMENT**

The meeting adjourned at 6:32 p.m.



## General Government Committee

### Meeting with Advisory Committee/Commission Chairs

**Agenda Date:** 3/23/2016  
**Agenda Item Number:** 4.A  
**File Number:** 16-0411

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

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#### **Title**

Meeting with Advisory Committee/Commission Chairs

#### **Recommended Action**

##### **Committee Recommendation:**

Discussion only.

##### **City Manager Recommendation:**

Discuss advisory committee work plans, committee guidelines and expectations, committee training and orientation needs, and receive updates from committees/commissions.

#### **Report**

##### **Staff Contact:**

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

##### **Presenter(s):**

Committee/Commission representative expected to be in attendance:

- Marygrace Jennings - Arts Commission
- Christina Lock - Bicycle and Pedestrian Advisory Committee
- Joseph LaValle - Design Review Board
- Holly Davies - Heritage Commission
- Jim Nieland - Parks and Recreation Advisory Committee
- Carole Richmond - Planning Commission
- Thad Curtz - Utility Advisory Committee

##### **Background and Analysis:**

The General Government wishes to meet with advisory committee/commission chairs to discuss committee work plans and emerging issues, to review committee guidelines and expectations; to talk about needs for orientation and training for new and existing member; and to receive updates on the advisory boards.

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

None known

**Options:**  
Discuss items.



# Advisory Committee Roles and Expectations

City of Olympia WA City Council Office  
PO Box 1967  
Olympia WA 98507-1967

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 liaisons 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.

# A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning Public Art
3. Project List for 2016
4. Five-year Context
5. Summary Spreadsheet
6. Other Activities



**Olympia Oyster** by Colleen Cotey,  
Percival Plinth Peoples' Choice Winner 2015

# **The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.**

The Commission's purpose is to promote and encourage public programs to further development, public awareness, and interest in fine and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the citizens of Olympia. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase and placement of works of art in the community.

## **1. Municipal Art Plan: What and Why**

The MAP is the annual budget and spending plan for the Municipal Art Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases have historically been funded through two sources: a \$1 per Capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). The MAP establishes budgets for new public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over \$50k) installations involving design teams, and may include visual, literary and performing arts.

## **2. Planning for Public Art**

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art purchases are the focus of the MAP.

To develop funding projections for the MAF and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are initially reviewed by the Art in Public Places Committee (APP) of the OAC, and then considered by the full Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan.

This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per Capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**  
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**  
While every piece in the collection may not resonate for every citizen, a wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.**
- **Achieve a balanced city collection that includes a strong local base but also has regional and national reach.**
- **Maintainable and safe.**
- **Well-suited to chosen site or venue.**

### 3. Project List for 2016

The following slate of projects is diverse in arts disciplines – sculpture, painting/drawing, music - and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunity for local and regional artists, from youth through professional, to benefit the community and change the atmosphere of our built environment. Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways:

- Supporting several facets of the arts, including music
- Pushing the arts deeper into our neighborhoods and beyond the downtown core
- Investing in the future of the arts and artists in our community
- Continuing with successful programs that are embraced by the community

Traffic Box Wrap - \$11,000 – Following the work begun in 2015, and in partnership with Public Works, 10 transit boxes on the east side of Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl in 2016. As vinyl is expected to last up to 3 years, wraps may be replaced in following years, depending on project evaluation.

Music Out Loud - Artwork - \$22,440 - 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. Completion of artwork is expected in late 2016.

Music Out Loud - Performance- \$6,433 - Funds to be used for three performances per three sites (9 performances total) during the summer months, once artwork is completed. Per Council direction, the first year will be a pilot project.

Percival Plinth Project – \$22,100 – This ongoing project hosts loaned sculpture (up to 15) for an exhibition of one year along Percival Landing. During the month of August the public is invited to vote for the sculpture they wish for the City to purchase.

Harrison/Black Lake Tree Guards - \$23,000 - In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process. 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.

City Gateways - \$50,000 – Pending Council approval, 2016 could be a planning year for the Arts Commission and Planning Commission to work with a consultant to develop a Master Plan to prepare for signature artworks at key city gateways, as called for in the City's Comprehensive Plan. The Comprehensive Plan calls for gateways that can include welcoming signage, and for the involvement of citizens, neighborhoods, and City departments and officials in shaping a "distinctive special environmental setting" for these civic gateways.

City Hall Rotating Exhibit Support - \$6000 - Install display infrastructure (exhibition stands and picture rails) and curatorial services, to support rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall.

Olympia Artspace Alliance - \$50,000 – To support OAA's efforts to secure and build-out a facility/site for artists' studios and related programming in downtown Olympia. This item is a placeholder – actual funding is contingent upon Council approval of a specific proposal.

Poet Laureate (\$1,000 annually) – Biennial Poet Laureate program, pending Council approval.

(Future years) Eastside/22<sup>nd</sup> Sidewalk Project - \$43,764 - The third of three public art projects anticipated for sidewalks, this project will build off neighborhood walking experiences to tell the story of the area and encourage pedestrian use. Scheduling of this project is dependent on the Public Works schedule for completion.

#### **4. Five-Year Planning Context**

In 2015, the OAC developed a five-year budget plan for the first time. The five-year planning horizon was intended to allow a longer look ahead to more easily consider and track prospective capital project income, to show how funding for some projects will be phased over time, and to account for the ongoing operating costs associated with others.

The five-year context for our 2016 budget and project list includes a re-commitment of funding for the arts, following six years of restricted funding necessitated by the economic recession. From 2009 to 2015, \$1 per capita funding was not available for the MAF, and City spending for the arts was curtailed. In 2015 however, a restoration of funding began with the dedication of \$50,000 in City year-end funds to the MAF.

In 2016 City Council has continued to renew its support for the arts with a welcomed return to \$1 per capita funding. This is an essential component of the MAF. Additionally, with the adoption of the 2016 Parks Plan, the City has committed .75 fte to support the City's Arts program beginning in 2017. This critically-needed staffing will allow us to move ahead more quickly with projects planned or underway, take better care of our existing art inventory, and feed the healthy creative appetite and cultural demands of a growing community.

Our five year outlook is positive. It gives us the confidence to propose launching a multi-year project to study, plan for, and then implement a City Gateways project coordinating with the City Planning Commission and following the vision expressed in the Comprehensive Plan. We are venturing into new programs, with proposals for rotating exhibits in City Hall, a City Poet Laureate, and Music Out Loud performances in sidewalk spaces that call out our City's musical legacy. We also continue our support for popular and ongoing programs such as the Percival Plinth Project and Arts Walk, which are signature events for Olympia and a source of pride and tradition.

## 5. Summary Spreadsheet

### FIVE YEAR MUNICIPAL ART PLAN

	2015	2016	2017	2018	2019	Total
<b>INCOME</b>						
Available balance	284,950					284,950
\$1 per capita	50,000	50,000	50,000	50,000	50,000	250,000
Capital projects % for art	180,000	6,500	60,000		0	246,500
<b>5-year projected total</b>						<b>781,450</b>
<b>Projects</b>						
Traffic Box Wrap	11,000	11,000	11,000	11,000	11,000	55,000
Music Out Loud - Artwork		37,800				37,800
Music Out Loud - Performance		6,433	6,433	6,433	6,433	25,732
Percival Plinth Project	22,100	22,100	22,100	22,100	22,100	110,500
Tree Guards		23,000				23,000
Olympia Artspace Alliance		50,000				50,000
City Gateways		50,000	75,000	60,000	50,000	235,000
City Hall Rotating Exhibit Support		6,000				6,000
Eastside/22nd Sidewalk			43,764			43,764
Poet Laureate (biennial)			1,000	1,000	1,000	3,000
<b>Subtotal</b>	<b>33,100</b>	<b>206,333</b>	<b>159,297</b>	<b>100,533</b>	<b>90,533</b>	<b>589,796</b>
<b>Balance</b>						<b>191,654</b>

Projected 1%: Boulevard/Morse Merriman Roundabout

Projected 1%: Sidewalk Construction

Pending Council Approval

## 6. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care.

Public Works Tribute – Estimated \$4,000 - Provide repair and pedestals for City-owned artwork to be installed in City Hall. In 1990, as a tribute to his co-workers, former Parks Maintenance employee Charlie Mitchell created a set of painted wood sculptures of Public Works employees in action: emerging from hatch covers, tending to solid waste and sweeping the pathway in a small green space near the City's maintenance buildings. Due to environmental deterioration, the sculptures were removed, and stabilized. Conserved artwork will be installed at City Hall near Public Works offices, to be unveiled during Public Works Week in May.





March 10, 2016

Councilmember Jeanne Roe  
Chair, General Government Committee

Dear Councilmember Roe,

Attached please find the Arts Commission's proposed 2016 Work Plan and Municipal Art Plan. At Cathie Butler's suggestion, we have streamlined our process to submit both at the same time – this is the first time we have done so.

I would also like to direct your attention to item 1.15 on the Work Plan – The Arts Commission would welcome a non-voting youth representative. We understand it may be too late in the process this year, but we hope youth recruitment can be part of the 2017 Call for Boards and Commissions.

We welcome any questions you may have, either directly, or through our Council liaison, Councilmember Gilman.

Sincerely,

Marygrace Jennings  
Chair, Olympia Arts Commission

# ARTS COMMISSION - 2016 Work Plan

*During 2016 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 alternate meetings the hour before each Commission meeting.*

## Section 1 - 2016 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 2016.

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

Estimated Percent of Overall Committee Effort: 75%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated timeline from start to finish.</i>		
<b>1.1 2016 Municipal Art Plan to City Council</b>  Description: As part of the 2016 Work Plan process, recommend plan for 2016 dollar per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2016 Municipal Art Plan to City Council.	APP 3 hours	3 hours	February	Municipal Art Fund	
1.2 Poet Laureate	CEO 12 hours	12 hours	March	TBD	

<p><b>Description:</b> Per Council referral, investigate the creation of a City of Olympia Poet Laureate.</p> <p><b>Deliverable:</b> Report and recommendation to General Government Committee in early 2016.</p>					
<p><b>1.3 Downtown Music Festival</b></p> <p><b>Description:</b> Develop concept for downtown music festival in January, February or March 2018.</p> <p><b>Deliverable:</b> Report to General Government</p>	CEO 4 hours	4 hours	September	If approved, Lodging Tax Funds.	
<p><b>1.4 Music Out Loud</b></p> <p><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.</p> <p><b>Deliverable:</b> Complete construction and performance schedule.</p>	APP/CEO 6 hours	6 hours	December	Municipal Art Fund	
<p><b>1.5 Encourage Art in Vacant Storefronts</b></p> <p><b>Description:</b> Explore partnerships between property owners and artists to activate empty downtown storefronts with arts installations.</p> <p><b>Deliverable:</b> Recommendation to General Government Committee.</p>	CEO 2 hours	2 hours	December	TBD	
<p><b>1.6 Harrison/Black Lake Tree Guards</b></p> <p><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.</p>	APP 1 hour	1 hour	April	Municipal Art Fund	

<p>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.</p> <p><b>Deliverable:</b> Fabrication and installation of 5 tree guards.</p>					
<p><b>1.7 City Gateways</b></p> <p><b>Description:</b> Pending Council approval, and in coordination with the Planning Commission, hire a consultant to master plan a series of gateway elements, based on locations identified in the City's Comprehensive Plan.</p> <p><b>Deliverable:</b> Public engagement process and plan.</p>	APP 20 hours	20 hours	Ongoing	None	
<p><b>1.8 Artspace\Arts Center Support</b></p> <p><b>Description:</b> Continue to explore and support efforts to bring affordable artist housing and/or Arts Center projects to Olympia and in developing opportunities for artists and art organizations in the community.</p> <p><b>Deliverable:</b> Facilitate continued communication with Olympia's arts community.</p>	Entire Commission 2 hours	2 hours	Ongoing	None	
<p><b>1.9 Guidelines for Temporary Display of Art at City Hall &amp; Programming</b></p> <p><b>Description:</b> Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions at City Hall.</p> <p><b>Deliverable:</b> Guidelines for GG review.</p>	APP 6 hours	6 hours	March	Municipal Art Fund for Arts Infrastructure	
<p><b>1.10 Explore Creative District</b></p>	CEO/APP 4 hours	4 hours	Ongoing	TBD	

<p><b>Description:</b> Explore costs, benefits and community interest in establishing a formal creative district/corridor in downtown Olympia.</p> <p><b>Deliverable:</b> Continue communication with Olympia’s arts community and monitor progress of ArtsWA program development at state level.</p>					
<p><b>1.11 Neighborhood Arts Support</b></p> <p><b>Description:</b> Encourage, enhance and promote the arts in Olympia neighborhoods. Development of resources to identify neighborhood art studios. Explore the feasibility of a grant to neighborhoods program to support performing or literary arts in the neighborhoods.</p> <p><b>Deliverable:</b> Recommendations to GG</p>	CEO 6 hours	6 hours	November	TBD	
<p><b>1.12 Commission Retreat/Work Session</b></p> <p><b>Description:</b> Develop agenda and speakers <b>Deliverable:</b> Complete the retreat</p>	Entire Commission 3 hours	3 hours	May/June	None	
<p><b>1.13 City Planning Efforts:</b></p> <p><b>Description:</b> Review, discuss and comment on City Action Plan and Downtown Strategy. <b>Deliverable:</b> Provide feedback and ideas to City staff.</p> <p><b>City Action Plan:</b> Commission will be asked to provide feedback in March.</p> <p><b>Downtown Strategy:</b> Joint Advisory Board workshop held sometime between April-May 2016 (to be scheduled).</p>	Entire Commission 6 hours	6 hours	Ongoing	None	

<p><b>1.14 Visual Enhancement of Downtown</b></p> <p><b>Description:</b> Explore possible initiatives for the visual enhancement of the downtown area.</p> <p><b>Deliverable:</b> Recommendations for GG review; facilitation of communication with Olympia business community.</p>	APP 4 hours	4 hours	September	None Identified	
<p><b>1.15 Encourage Early Arts Education Opportunities</b></p> <p><b>Description:</b> Request permission from General Government to appoint a youth (13-18), non-voting member to the Arts Commission.</p> <p><b>Deliverable:</b> Youth participation.</p>	CEO 1 hour	1 hour	May	None	

## SECTION 2.

### 2016 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 2016 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 25%

<i>Title Description</i>	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
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<p><b>2.a Arts Walk 52 &amp; 53</b></p> <p><b>Description:</b> Provide input on policies, procedures, and marketing. Assist with map distribution. Research and explore moving the Spring 2017 date.</p> <p><b>Deliverable:</b> Community event.</p>	<p>CEO/Entire Commission 5 hours</p>	<p>5 hours</p>	<p>April 22 &amp; 23  October 7 &amp; 8  November: Poster Jury</p>	<p>None</p>	
<p><b>2.b Public Art Assessment</b></p> <p><b>Description:</b> Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair.</p> <p><b>Deliverable:</b> Assist staff in determining what artworks require repair, removal or conservation efforts.</p>	<p>Commission 2 hours</p>	<p>2 hours</p>	<p>April</p>	<p>Public Art Maintenance Fund</p>	
<p><b>2.c Arts &amp; Heritage Day at the Capitol</b></p> <p><b>Description:</b> Participate in the Washington State Arts Alliance's Arts &amp; Heritage Day at the Capitol.</p> <p><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>February 10</p>	<p>None</p>	
<p><b>2.d Traffic Box Mural Wrap Public Art Project</b></p> <p><b>Description:</b> Working in partnership with Public Works, 10 transit boxes in East 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.</p> <p><b>Deliverable Project.</b></p>	<p>APP 4 hours</p>	<p>4 hours</p>	<p>December</p>	<p>Municipal Art Fund</p>	
<p><b>2.e Percival Plinth Project</b></p>	<p>APP 4 hours</p>	<p>4 hours</p>	<p>September</p>	<p>Municipal Art Fund</p>	

<p><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.</p> <p><b>Deliverable:</b> Program plinths for art exhibitions.</p>					
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## Bicycle and Pedestrian Advisory Committee (BPAC) 2016 Work Plan April 2016 - March 2017 Work Plan

*The BPAC will hold six full committee meetings in 2016. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.*

### Section 1. 2016 Policy Issues - Recommendations to City Council

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 2016-17.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 10%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated timeline from start to finish.</i>	
<b>1.a. Capital Facilities Plan annual review:</b> Review bicycle- and pedestrian-related CFP programs and priorities.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
<b>1.b. 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.  <b>Deliverable:</b> Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope

**SECTION 2.**

**2016 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 2016 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 90%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.a. Complete Streets Funding Study (Multimodal Concurrency Study):</b> Briefing on scoping process for a new concurrency program.</p> <p><b>Deliverable:</b> Feedback to City staff, one member's participation in stakeholder group.</p>	<p>Full committee: 2-3 hours One committee representative to stakeholder group: 6-8 hours</p>	<p>Transportation staff: 3-4 hours for committee meetings. Stakeholder meetings will be held separately, with one BPAC representative present.</p>	<p>April - June</p>	<p>Study funded in 2016</p>
<p><b>2.b. Neighborhood Pathways Program:</b> Participate in an evaluation of the Program so far.</p> <p><b>Deliverable:</b> Comments to City staff.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>November - January</p>	<p>None needed for evaluation</p>
<p><b>2.c. Joint Advisory Board Workshop for Downtown Strategy:</b> Participate in refining a preferred land use and urban design concept for the Downtown Strategy. This workshop will be held with other City advisory committees. It will focus on the streetscape and other public spaces.</p> <p><b>Deliverable:</b> Comments to City staff.</p>	<p>Full committee: 2 hours</p>	<p>Community Planning and Development staff: 4-6 hour Transportation staff: 2-4 hours</p>	<p>April - May</p>	<p>Funded in CPD's budget allocation for Downtown Strategy</p>
<p><b>2.d. Bicycle Corridor Pilot Project:</b> Participate in promoting the Bicycle Corridor Pilot Project. Provide feedback to staff on outreach efforts and next steps.</p> <p><b>Deliverable:</b> Comments to City staff.</p>	<p>Full committee: 2-4 hours</p>	<p>Transportation staff: 4-6 hours</p>	<p>April - March 2017</p>	<p>None in short term</p>

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.e. 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>	<p>Full committee: 1-2 hours</p>	<p>CP&amp;D staff: 1-2 hours Transportation staff: 1-2 hours</p>	<p>November</p>	<p>None anticipated</p>
<p><b>2.f. 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>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>April - June</p>	<p>None anticipated</p>
<p><b>2.g. Bike Master Plan:</b> Briefing on current Bike Master Plan and steps needed to update it.</p> <p><b>Deliverable:</b> Comments to City staff.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>January - March 2017</p>	<p>To be determined</p>
<p><b>2.h. Low Impact Development Standards:</b> As time allows, a briefing on new Standards.</p> <p><b>Deliverable:</b> Briefing only.</p>	<p>Full committee: 1-2 hours</p>	<p>Utility staff: 2-4 hours</p>	<p>To be determined</p>	<p>None anticipated</p>
<p><b>2.i. Thurston County Trails System:</b> As time allows, a briefing from Thurston County Parks on efforts to extend shared use trails into downtown, provided staff is available.</p> <p><b>Deliverable:</b> Briefing only.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 1-2 hours to coordinate with Thurston County Parks</p>	<p>To be determined</p>	<p>None anticipated</p>
<p><b>2.j. "Slow Your Roll" Campaign:</b> As time allows, revisit committee recommendation.</p> <p><b>Deliverable:</b> Comments to staff.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>To be determined</p>	<p>To be determined</p>
<p><b>2.k. Sidewalk Program Review:</b> As time allows, 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>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-3 hours</p>	<p>To be determined</p>	<p>None in short term</p>

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.1. Project review:</b> As appropriate, 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>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>On-going</p>	<p>None anticipated</p>

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# Olympia Heritage Commission (OHC) - 2016 Work Plan

**DRAFT**

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2016 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%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> <i>Promote and provide guidance on applications to place individual properties and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts; consider initiating a status report on integrity of 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>Heritage Review Committee: 3-9 hours</p> <p>Survey &amp; Inventory Committee: 5-15 hours</p>	<p>CP&amp;D Staff: Individual property application: 20 hours</p> <p>Historic district application: 250+ hours++</p> <p>Database maintenance: 20-100 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. Grant funding may be sought for Downtown survey to support Downtown Strategy</p>

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

# Olympia Heritage Commission (OHC) - 2016 Work Plan

**DRAFT**

<p style="text-align: center;">Title Description End Product</p>	<p style="text-align: center;">Committee Lead &amp; Commitment</p>	<p style="text-align: center;">Staff Commitment</p>	<p style="text-align: center;">Schedule</p>	<p style="text-align: center;">Budget Implications</p>
<p><b>1.b. Conduct Heritage-Related Ordinance Review and Monitoring</b></p> <p><b>Proposed Work:</b> <i>Review existing City ordinances and municipal code relevant to historic properties to identify and make recommendations on areas for potential code improvements; Committee to focus on review of code on Olympia Historic Inventory, design guidelines for designated properties, and references to U.S. Secretary of the Interior Standards.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i></p>	<p>OHC: 9 hours</p> <p>Policy &amp; Ordinance Committee: 60 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><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>OHC: Review at regularly- scheduled OHC meeting</p> <p>Heritage Review Committee: 3-9 hours</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>

# Olympia Heritage Commission (OHC) - 2016 Work Plan

**DRAFT**

<p style="text-align: center;">Title Description End Product</p>	<p style="text-align: center;">Committee Lead &amp; Commitment</p>	<p style="text-align: center;">Staff Commitment</p>	<p style="text-align: center;">Schedule</p>	<p style="text-align: center;">Budget Implications</p>
<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.</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>Preservation Award Committee: 30 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – October</p>	<p>Included in base budget</p>

## 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 other planning efforts.  
 Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b>  <i>Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants; unless and until proposed revisions to OMC 18.12 are adopted, review demolition of Olympia Historic Inventory properties; consider possible minimum professional membership requirements as well as method of selection for Heritage Review Committee.</i></p> <p><b>Deliverable:</b>  <i>Recommendations to Building Official; public education and outreach</i></p>	OHC: 9 hours  Heritage Review Committee: 30 hours	CP&D Staff: 75 hours	January – December, approximately 1 heritage review meeting per month	Included in base budget



# Olympia Heritage Commission (OHC) - 2016 Work Plan

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<p style="text-align: center;"><b>Title Description End Product</b></p>	<p style="text-align: center;"><b>Committee Lead &amp; Commitment</b></p>	<p style="text-align: center;"><b>Staff Commitment</b></p>	<p style="text-align: center;"><b>Schedule</b></p>	<p style="text-align: center;"><b>Budget Implications</b></p>
<p><b>2.b. Conduct Design Review for Land Use Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b> <i>Work with Design Review Board members on joint committee 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 Community Planning &amp; Development Director or Hearing Examiner</i></p>	<p>Heritage Review Committee: 6-12 hours</p>	<p>CP&amp;D Staff: 12-24 hours</p>	<p>As needed, approximately 1-2 per year</p>	<p>Included in base budget</p>
<p><b>2.c. Review and Provide Input on City Planning Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia’s Heritage</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and provide historic preservation input on long range and land use planning activities such as the Downtown Strategy, Comprehensive Plan Implementation Strategy (Action Plan), code updates, Community Renewal Area and Capital Facilities Plan; become familiar with how State and Federal environmental regulations on historic and cultural resources – such as the State Environmental Policy Act and Section 106 of the National Historic Preservation Act – come into play at the local level.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff</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>

## 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 style="text-align: center;"><b>Title Description End Product</b></p>	<p style="text-align: center;"><b>Committee Lead &amp; Commitment</b></p>	<p style="text-align: center;"><b>Staff Commitment</b></p>	<p style="text-align: center;"><b>Schedule</b></p>	<p style="text-align: center;"><b>Budget Implications</b></p>
<p><b>3.a. Conduct and Collaborate on Historic Preservation Outreach</b></p> <p><b>Proposed Work:</b> <i>Organize and conduct activities to champion Olympia’s built heritage, including historic preservation month; partner with area organizations such as the Olympia Historical Society &amp; Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.</i></p> <p><b>Deliverable:</b> <i>Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment</i></p>	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours;</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p>	<p>January – November</p>	<p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>

# Olympia Heritage Commission (OHC) - 2016 Work Plan

**DRAFT**

<p style="text-align: center;">Title Description End Product</p>	<p style="text-align: center;">Committee Lead &amp; Commitment</p>	<p style="text-align: center;">Staff Commitment</p>	<p style="text-align: center;">Schedule</p>	<p style="text-align: center;">Budget Implications</p>
<p><b>3.b. Pursue and Enhance Partnerships and Integration with other City Advisory Boards, Organizations and Advocacy Groups</b></p> <p><b>Proposed Work:</b> <i>Initiate and cultivate partnerships on issues related to Olympia’s historic places, including other City of Olympia citizen advisory boards, Thurston County Historic Commission, Tumwater Historic Preservation Commission, and Lacey Historical Commission.</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><b>3.c. 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; actively participate in the development of the Downtown Strategy.</i></p> <p><b>Deliverable:</b> <i>A Downtown Strategy which reflects and enhances the historical character of Olympia’s Downtown; improvement projects compatible with Downtown’s historical character and sense of place</i></p>	<p>OHC: 10 hours</p> <p>Downtown Committee: 40 hours</p>	<p>CP&amp;D Staff: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>



## MEMORANDUM

Date: February 9, 2016  
To: City Council General Government subcommittee  
Cc: Carole Richmond, Chair, Olympia Planning Commission  
From: Joyce Phillips, Senior Planner and OPC Staff Liaison  
Subject: Proposed 2016 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 is robust and provides little if any space for adding items during the year. In fact, the estimated time dedicated to items on this work plan far exceed the normal 55 hours the Commission has available in a 12-month period. However, with increased efficiency in recent Planning Commission meetings, and the possibility that staff will not have some of these ready for review during this period, staff supports this proposal. That excess is the explanation for the unusual 'not enough time' note in the intro to the section 2 "optional" items. Historically emerging issues during the work-program year have led the Council to refer additional items to the Commission for immediate action. Staff will be working with the Commission to schedule the various items to ensure the most efficient review processes with the goal of getting through as many of these work items as practical.

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

# Olympia Planning Commission - 2016 Work Plan (April 1, 2016 to March 31, 2017)

**Planning Commission Recommended Draft - February 1, 2016**

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one “retreat” during this period. 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. Staff liaison to OPC is Senior Planner Joyce Phillips of the Community Planning and Development Department (jphillip@ci.olympia.wa.us; 360.570.3722).

*[Note that the far-right column is for purposes of reviewing the proposed work plan and is NOT to be part of work plan officially approved by Council.]*

<b>Section 1. 2016 Policy Issues – Recommendations to City Council</b> Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2016. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated)</i> Q= Quarter of calendar year	Budget Implications	Commission Role	Source of Proposal
<b>1.1 Review 6-year Capital Facilities Plan (CFP)</b>  Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan.  <b>Deliverables:</b> Hearing followed by recommendation to City Council.	2 hours; plus 6 or more hours of subcommittee meeting time	CP&D staff: 14-18 hours  Other citywide administrative and planning staff: 10 hours	Subcommittee formed in 2 <sup>nd</sup> Q; Commission to conclude review in 3 <sup>rd</sup> Q.	Included in base budget.	Detailed review and recommendation	City Staff – an annual update is customary for Olympia
<b>1.2 Annual Comprehensive Plan Amendments</b>  Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission.  <b>Deliverables:</b> Hearing followed by recommendation to City Council.	12 hours - dependent on scope, nature and controversy of proposals	CP&D staff: 24 to 40 hours  Other department support: 24 to 40 hours	2 <sup>nd</sup> and 3 <sup>rd</sup> Q	Included in base budget	Detailed review and recommendation	Council referrals may include Kaiser/Harrison area (2); design criteria, Lord Mansion, & Medela area

<p><b>1.3. 'Campus Plan' Approvals amendment</b></p> <p>Add development code provision providing for long-term approval of 'campus' development plans, such as for colleges and hospitals; possibly by revising Land Use Approval, Conditional Use Permit or Master Plan process. This item would implement a new policy in the Comprehensive Plan.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	3 hours	CP&D staff: 4 to 5 hours	4th Q	Included in base budget.	Basic review and recommendation	Carryover item from 2014
<p><b>1.4 Privately-initiated zoning map and development code text amendments</b></p> <p>Review of any privately proposed or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2016.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a \$3200 fee.	Detailed review and recommendation	Placeholder for new proposals
<p><b>1.5 SEPA-related regulation amendments</b></p> <p>Review and revision of local SEPA regulations and related development regulations regarding to downtown; may include updates responsive to State rules.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	3 hours	6 hours	3rd Q	Included in base budget	Detailed review and recommendation	City staff
<p><b>1.6 Scenic view code amendment – downtown area</b></p> <p>Amendment of development code relative to views to, from and over downtown area. This item is phase one of two to implement the new Comprehensive Plan; phase one is related to the downtown strategy below.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	3 hours	CP&D staff: 10 hours plus consultant	2 <sup>nd</sup> Q	Funded as part of downtown strategy scope	Detailed review and recommendation	City staff

<p><b>1.7 Parking code amendment – bus corridors</b></p> <p>Amendment of development code relative to private parking requirements in vicinity of bus corridors. This item is intended to implement the new Comprehensive Plan.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	3 hours	CP&D staff: 10 hours PW staff: 4 hours	2 <sup>nd</sup> Q	Included in base budget	Detailed review and recommendation	Planning Commission – carryover from 2015
<p><b>1.8 Critical areas code amendments – best available science and local species</b></p> <p>Amendment of development code updating critical areas ordinance in two phases. Best available science update review required by Growth Management Act in phase one; evaluation of protection of locally important species and habitat in phase two.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	2 <sup>nd</sup> Q & 4 <sup>th</sup> Q	Consultant contract from 2015 funds	Detailed review and recommendation	City staff
<p><b>1.9 Cannabis land use code amendment</b></p> <p>Amendment of development code updating development code in response to state law changes in 2015.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	2 hours	CP&D staff: 10 hours	2 <sup>nd</sup> Q	Included in base budget	Detailed review and recommendation	City staff
<p><b>1.10 Sign code amendment</b></p> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	4 <sup>th</sup> Q or 1 <sup>st</sup> Q 2017	Funding source dependent on scope	General review and recommendation	City staff
<p><b>1.11 Low density neighborhood “in-fill” code amendments</b></p> <p>Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours	3 <sup>rd</sup> Q	Included in base budget	Detailed review and recommendation	City staff

<p><b>1.12 Transitional zoning amendments</b></p> <p>Amendment of development code to refine provisions intended to ensure compatibility between different land use zones; may include refinement of entirety of General Commercial and Commercial Services – High Density zones.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	3 <sup>rd</sup> Q	Included in base budget	General review and recommendation	Bigelow Neighborhood and City staff
<p><b>1.13 Downtown design criteria update</b></p> <p>Amendment of development code consistent with pending downtown strategy.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours - may include consultant	1 <sup>st</sup> Q of 2017	Dependent on scope	General review and recommendation	City staff
<p><b>1.14 Light industrial land uses</b></p> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of light industrial zones and evaluation of provisions for light industrial uses in other zones.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	4 <sup>th</sup> Q	Included in base budget	Detailed review and recommendation	City staff
<p><b>1.15 Urban corridor code amendments</b></p> <p>Amendment of development code consistent with Comprehensive Plan; may include refinement of HDC-3 to implement ‘high density neighborhood’ concept, merger of HDC 1 &amp; 2 zones, and evaluation of housing provisions.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	8 hours	CP&D staff: 20 hours	3 <sup>rd</sup> Q	Included in base budget	General review and recommendation	City staff

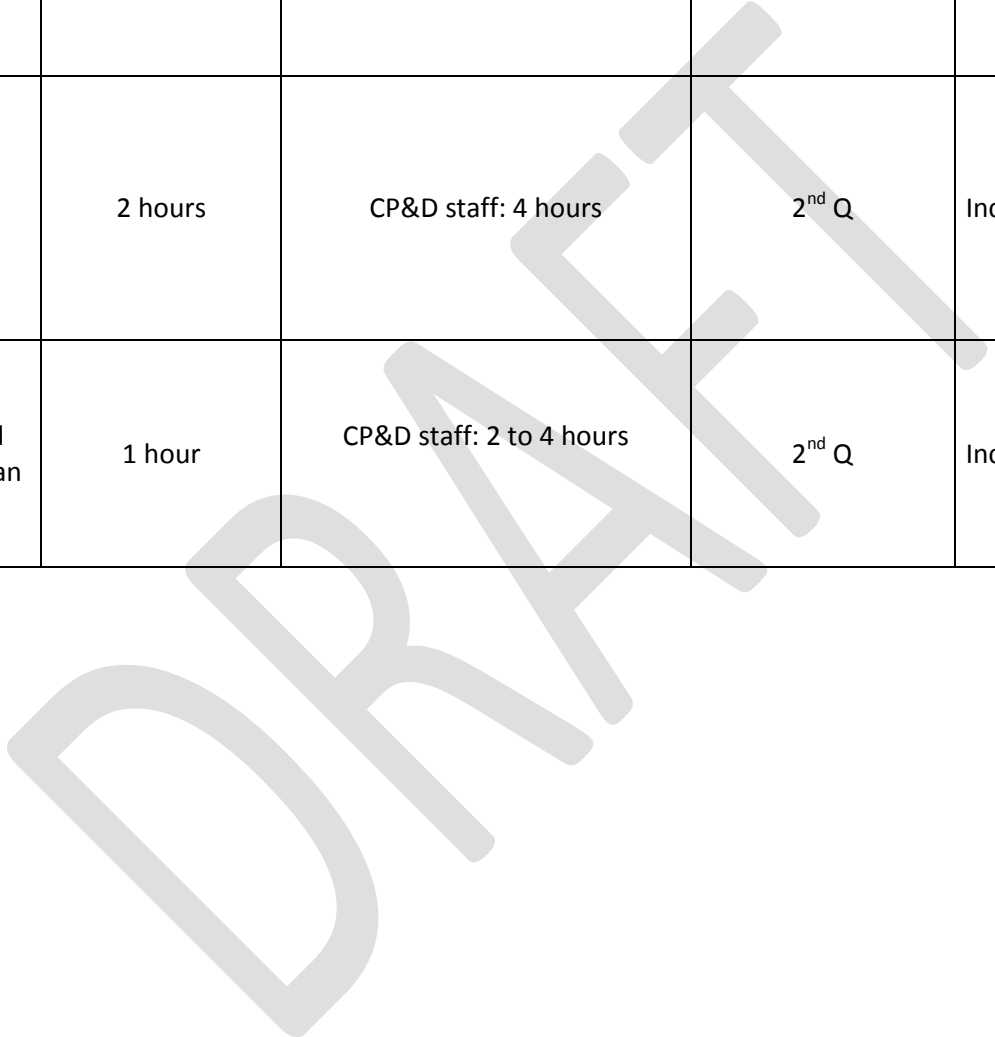


**SECTION 2.**  
**2016 Optional Program Implementation and/or Input to Council or Staff**

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. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated) Q= Quarter of calendar year	Budget Implications	Commission Role	Source of Proposal
<p><b>2.1 Neighborhood Center Code:</b> A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business &amp; development community.</p> <p><b>Deliverable:</b> Proposed development code update for consideration by City in 2017</p>	1 hour; plus substantial work group time	CP&D: 8 to 12 hours	4 <sup>th</sup> Q	Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
<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 will review a draft Action Plan including proposed performance measures (or 'community indicators') 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>	2 hours	5 to 7 hours	2 <sup>nd</sup> Q	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan
<p><b>2.3 Downtown Strategy</b></p> <p>Extensive and substantial update and revision of prior downtown plan focusing on actions. Begun in 2015 and to be completed in 2016. May include secure design briefing.</p> <p><b>Deliverable:</b> Recommendations to city staff and Council.</p>	4 hours	CP&D: 12 to 20 hours Plus other staff and consultants	3 <sup>rd</sup> Q	Included in base budget except consultant separately funded	Membership on work group & general review and recommendation	City Council & Comprehensive Plan

<p><b>2.4 Downtown Bicycle Routes</b></p> <p>Review for consistency with Comprehensive Plan and pending downtown strategy.</p> <p><b>Deliverable: OPC may elect to comment or advise staff</b></p>	1 hour	CP&D staff: 2 hours PW staff: 3 hours	4 <sup>th</sup> Q	Included in base budget	Optional advisor to staff & BPAC	Planning Commission
<p><b>2.5 Subarea "A" Plan</b></p> <p>Review of draft Subarea 'A' Plan (Bigelow/Puget/Bethel/East Bay area)</p> <p><b>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</b></p>	2 hours	CP&D staff: 4 hours	2 <sup>nd</sup> Q	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff
<p><b>2.6 High Density Neighborhoods Review</b></p> <p>Evaluation of consistency between development code and 'high density neighborhood' aspects of Comprehensive Plan</p> <p><b>Deliverable: OPC may elect to advise Council</b></p>	1 hour	CP&D staff: 2 to 4 hours	2 <sup>nd</sup> Q	Included in base budget	Optional advisor to Council	Planning Commission



**SECTION 3.**  
**2016 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 5 meeting hours plus retreat; about 10% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated)</i> Q= Quarter of calendar year	Budget Implications	Commission Role	Source of Proposal
<p><b>3.1 Organizational Retreat.</b></p> <p>Annual event focused on improving Commission functions and procedures.</p> <p><b>Deliverable. None - internal only.</b></p>	1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time	<p>CP&amp;D Staff: 8 to 10 hours</p> <p>Facilitator at OPC option.</p>	To be determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
<p><b>3.2 Preparation of 2017 Work Plan</b></p> <p>Time allotted for proposing work items for following year.</p> <p><b>Deliverable: Recommendation to Council</b></p>	2 hours	<p>CP&amp;D: 6 hours</p> <p>Other staff: Variable</p>	1 <sup>st</sup> Q of 2017	Included in base budget	Led by Planning Commission	Customary practice
<p><b>3.3 Meet with Coalition of Neighborhood Associations</b></p> <p>Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p> <p><b>Deliverable: None</b></p>	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA
<p><b>3.4 Multimodal Concurrency</b></p> <p>Briefing regarding proposed modification of system for measuring adequacy of transportation facilities.</p> <p><b>Deliverable: Comment and advise staff and Council</b></p>	1 hour	PW staff: 2 hours	To be determined	Included in base budget	Membership on work group; optional advisor to staff and Council	City staff

DRAFT



Planning Commission Work Plan -- Member Proposals
for
April 2016 – March 2017

Date: \_\_\_\_\_ Proposal Submitted By: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Brief Description of Proposal:

OPC's Role or Deliverable:

- Review and provide feedback to \_\_\_\_\_
Recommendation to Council
Briefing/Update from \_\_\_\_\_

Subject or Topic:

- Public Participation, Natural Environment, Land Use and Urban Design, Transportation, Utilities, Health, Arts, Parks & Rec., Economy, Public Services, Capital Facilities Plan, Special Area, Other

Estimated amount of time on OPC agenda (30, 60, 90 minutes, etc.): \_\_\_\_\_

Budget Implications? Yes No Don't know

Suggested month to schedule on agenda (specific or approximate): \_\_\_\_\_

Item is flexible

## 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 (CFP) (Annual)</b></p> <p><b>PRAC Role:</b> Make recommendation to the Planning Commission for the 2018-2023 Capital Facilities Plan.</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>May &amp; September</p>	<p>None</p>	<p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>
<p><b>1.2 Capital Asset Management Program (CAMP) (Annual)</b></p> <p><b>PRAC Role:</b> Make recommendation to the Planning Commission for the CAMP portion of the CFP.</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>May &amp; September</p>	<p>None</p>	<p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>

<p><b>1.3 Downtown Strategy</b></p> <p><b>PRAC Role:</b> As part of the formation of Olympia’s Downtown Strategy, a joint advisory board workshop will be held sometime between March-May 2016 (to be scheduled). At this stage in strategy development, we will be refining a preferred land use and urban design concept identified earlier in the process. This workshop will focus on details related to the streetscape and other public spaces.</p> <p><b>Deliverable:</b> Provide feedback and ideas</p>	Brian Tomlinson	Amy Buckler 2 hours	March-May	Yes – already included in CPD’s existing \$250,000 budget allocation for formation of Downtown Strategy	Champion Downtown
<p><b>1.4 Smoke-Free Parks</b></p> <p><b>PRAC Role:</b> Provide recommendation to City Council on proposed smoke-free park initiative</p> <p><b>Deliverable:</b> Recommendation to Council.</p>	Robert Dengel	Jonathon Turlove 2 hours	May	Minor – park signage	Deliver Proactive Community Development
<p><b>1.5 West Bay Park Master Plan</b></p> <p><b>PRAC Role:</b> Provide recommendation to City Council on proposed master plan</p> <p><b>Deliverable:</b> Recommendation to Council.</p>	Barbara Benson	Jonathon Turlove 2 hours	October	Within existing resources	Champion Downtown

## 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 optional, informal 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	June	None	Inspire Strong Relationships
<p><b>2.2 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>	Alicia Seegers Martinelli and Tim Burns  6 hours	No staff lead: This is an entirely PRAC-driven effort	Surveys forms distributed in May, Results discussed in October	None	
<p><b>2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</b></p> <p><b>PRAC Role:</b> PRAC members will</p>	Jim Nieland 4 hours	David Hanna 3 hours	March	None	Inspire Strong Relationships



<p>help plan and attend the joint meeting of regional park boards.</p> <p><b>Deliverable:</b> None – information sharing only.</p>					
<p><b>2.4 Participation in groundbreakings 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>	None Necessary	Tammy LeDoux 2 hours	As needed	Within existing resources	
<p><b>2.5 2016 Grant Applications</b></p> <p><b>PRAC Role:</b> Receive presentation on OPARD's proposed 2016 grant applications</p> <p><b>Deliverable:</b> Letters of support for applications</p>	None necessary		March	None	Adopt a Sustainable Budget
<p><b>2.6 Performance Report Update</b></p> <p><b>PRAC Role:</b> Receive presentation on OPARD's performance report</p> <p><b>Deliverable:</b> None – information sharing only</p>	None necessary	Paul Simmons	March	None	Adopt a Sustainable Budget
<p><b>2.7 Metropolitan Park District Update</b></p> <p><b>PRAC Role:</b> Receive update on Metropolitan Park District including proposed new positions</p> <p><b>Deliverable:</b> None – information sharing only</p>	None necessary	Paul Simmons	June	None	Adopt a Sustainable Budget

<p><b>2.8 Urban Forestry Plan</b></p> <p><b>PRAC Role:</b> Receive update on the City's Urban Forestry Plan</p> <p><b>Deliverable:</b> None – information sharing only</p>	<p>Robert Dengel</p>	<p>David Hanna &amp; Shelly Bentley</p>	<p>March</p>	<p>None</p>	
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Utility Advisory Committee (UAC)  
April 2016 - March 2017 Workplan

<b>SECTION 1. Recommendations to City Council</b>					
<p>Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2016-2017.            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</p>					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p><b>1. a. Aquatic Habitat Stewardship *</b>            Review and discuss the future of the pilot program.   <b>Deliverable:</b> Recommendation to City Council.</p>	60 minutes	Staff: Joe Roush  Staff Hrs: Greater than 100	April 2016	Evaluate potential long-term funding needs and opportunities.	Inspire strong relationships. Adopt a sustainable budget
<p><b>1. b. Review Capital Facilities Plan (CFP) *</b>            Review City's Draft 2017-2022 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels.   <b>Deliverable:</b> Provide recommendations to the Planning Commission and City Council.</p>	60 minutes	Staff: Andy Haub  Staff Hrs: Greater than 100	June 2016	Identified during development of the CFP.	Adopt a sustainable budget
<p><b>1. c. Utility Budgets, Rates, GFC Review (including LOTT Rates) *</b>            Review staff recommendations for 2017 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services.   <b>Deliverable:</b> <u>Rates &amp; GFCs</u>: Provide recommendation to City Council regarding the utility rates and GFCs.  <b>Budget</b> is briefing only; no recommendation to Council.</p>	45 minutes (Sept) and 60 minutes (Oct)	Staff: Andy Haub & Dan Daniels  Staff Hrs: Greater than 100	Briefing: September 2016  Recommendation to Council: October 2016	Identified during the utility rate and budget review.	Adopt a sustainable budget
<p><b>1. d. Climate Change/Sea Level Rise Plan *</b>            Work with staff to define a draft master planning process for sea level rise response.   <b>Deliverable:</b> Briefings and then a UAC recommendation to Council.</p>	240 minutes spread out over three meetings	Staff: Andy Haub  Staff Hrs: Greater than 100	Briefings: May and October 2016  Recommendation to Council: February 2017	Evaluate next steps and associated funding needs.	Champion downtown. Adopt a sustainable budget.

\* Staff requested items

◆ UAC requested/supported items

Utility Advisory Committee (UAC)  
 April 2016 - March 2017 Workplan

SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p><b>1. e. Storm and Surface Water Plan *</b>            Review and comment on scope of Storm &amp; Surface Water Plan update.</p> <p><b>Deliverable:</b> Staff provide briefings and then a recommendation to Council.</p>	180 minutes spread out over three meetings	Staff: Laura Keehan  Staff Hrs: Greater than 100	Briefings: June and November 2016  Recommendation to Council: March 2017	Plan scope and direction will guide funding requirements.	Inspire strong relationships. Adopt a sustainable budget.

\* Staff requested items  
 ♦ UAC requested/supported items

Utility Advisory Committee (UAC)  
April 2016 - March 2017 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	Council Priorities
<p><b>2. a. Critical Areas Ordinance *</b></p> <p>Review draft Action Plan to implement the Comprehensive Plan. Provide feedback on draft actions and performance measures.</p> <p><b>Deliverable:</b> Briefing</p>	30 minutes	<p>Staff: Linda Bentley</p> <p>Staff Hrs: Greater than 100</p>	April 2016	None at this time.	Deliver proactive community development
<p><b>2. b. Side Sewer Ownership &amp; Maintenance *</b></p> <p>Discuss current policy on side sewer ownership and maintenance. Develop a proposal for changing the policy or confirm the current policy meets the needs of the City and its customers.</p> <p><b>Deliverable:</b> Review and provide feedback to staff.</p>	45 minutes	<p>Staff: Diane Utter</p> <p>Staff Hrs: Greater than 100</p>	May 2016	None at this time.	Deliver proactive community development
<p><b>2. c. LOTT Cost of Service *</b></p> <p>Review new cost of service analysis for the LOTT facility. Consider during City budget process.</p> <p><b>Deliverable:</b> Briefing</p>	45 minutes	<p>Staff: LOTT staff</p> <p>Staff Hrs: 100</p>	June 2016	Potential incorporation into rate and budget analysis.	Adopt a sustainable budget
<p><b>2. d. Financial Incentives - Storm and Surface Water *</b></p> <p>Briefing on potential approaches for better incentivizing storm and surface water requirements and voluntary actions.</p> <p><b>Deliverable:</b> Briefing</p>	60 minutes	<p>Staff: Laura Keehan</p> <p>Staff Hrs: 100</p>	September 2016	Incorporate into City Storm and Surface Water Plan.	Adopt a sustainable budget

\* Staff requested items

◆ UAC requested/supported items

Utility Advisory Committee (UAC)  
April 2016 - March 2017 Workplan

SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<b>2. e. UAC Workplan Development *</b> Develop the 2017-2018 UAC workplan.  <b>Deliverable:</b> Create draft workplan with final review and officer elections at December 2016 meeting.	30 minutes per meeting	Staff: Andy Haub Staff Hrs: 15	November and December 2016	None	Meets all council priorities.
<b>2. f. Private Utility Franchises ♦</b> Briefing on public and private utility dynamics in the public right-of-way.  <b>Deliverable:</b> Briefing	30 minutes	Staff: Steve Sperr Staff Hrs: 15	December 2016	None at this time.	Deliver proactive community development
<b>2. g. Utility Finances - Public Involvement *</b> Description of overall public involvement work of the Utilities including costs and outcomes.  <b>Deliverable:</b> Briefing	45 minutes	Staff: Andy Haub Staff Hrs: 80	December 2016	None at this time.	Adopt a sustainable budget
<b>2. h. 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.  <b>Deliverable:</b> Briefing	30 minutes	Staff: Jeremy Graham Staff Hrs: Greater than 100	March 2016	None	Deliver proactive community development

\* Staff requested items

♦ UAC requested/supported items



**General Government Committee**  
**Update on Welcome Center/ Downtown**  
**Ambassadors**

**Agenda Date:** 3/23/2016  
**Agenda Item Number:** 4.B  
**File Number:** 16-0402

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

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**Title**

Update on Welcome Center/ Downtown Ambassadors

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the update on the Welcome Center and Downtown Ambassadors. Briefing only; no action requested.

**Report**

**Issue:**

Whether to receive the update on the Downtown Welcome Center and the Ambassadors

**Staff Contact:**

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798

**Presenter(s):**

Mark Rentfrow

**Background and Analysis:**

The Downtown Welcome Center and the Ambassadors serve a vital function as part of Olympia's vibrant Downtown economy.

The Welcome Center opened in April 2015 and is approaching its one year anniversary. It provides business and service information to visitors and residents of downtown Olympia and the greater Thurston County area.

As we move into the second year of operation of the Welcome Center, it would be good to clarify objectives and expectations around the center and clearly articulate performance measures to help to ensure that the Welcome Center is meeting those objectives.

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

The Downtown Welcome Centers employs a Program Manager, two Downtown Ambassadors, three Clean Team members and over a dozen regular volunteers.

**Options:**

Consider the vital services provided by the Downtown Welcome Center and the Downtown Ambassadors.

**Financial Impact:**

The Downtown Ambassador Program is a program of Capitol Recovery Center who has entered into a financial contract with City of Olympia to provide a myriad of services to Downtown Olympia.





## General Government Committee

### Community Development Block Grant (CDBG) Program Year 2015 Action Plan Amendment and Program Year 2016 Action Plan

**Agenda Date:** 3/23/2016  
**Agenda Item Number:** 4.C  
**File Number:** 16-0388

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

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#### **Title**

Community Development Block Grant (CDBG) Program Year 2015 Action Plan Amendment and Program Year 2016 Action Plan

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Recommend specific amendments to the CDBG Program Year 2015 Action Plan and discuss opportunities for the CDBG Program Year 2016 Action Plan. Direct staff to conduct public comment process for Program Year 2015 Action Plan amendments and conduct further research on potential projects for Program Year 2016 Action Plan.

#### **Report**

##### **Issue:**

What strategic opportunities should be pursued with CDBG funding in Program Years 2015 September 2015 - August 2016) and 2016 (September 2016 - August 2017)?

##### **Staff Contact:**

M. Anna Schlecht, CDBG Program Manager, Community Planning & Development Department  
360.753.8183

##### **Presenter(s):**

M. Anna Schlecht, CDBG Program Manager, Community Planning & Development Department

#### **Background and Analysis:**

##### **CDBG Program Year 2015 Amendments:**

The General Government Committee reviewed the initial Program Year (PY) 2016 Action Plan strategies at its October 2015 meeting, and directed staff to continue developing several options.

Since that time, project opportunities to address some of the strategies have been developed, and may be able to be funded within PY2015. In addition, the City must increase its expenditures in PY 2015 to meet federal regulations requiring the timely expenditure of funds to ensure that tax monies are not “banked” indefinitely for the future. Due to receipt of greater-than-expected repayments of past loans and other unexpended projects, **the City’s CDBG program must expend at least \$510,513 by June 30, 2016 to meet this requirement.**

These two factors result in the city manager’s recommendation to amend the existing PY 2015 Action Plan, shown in Attachment #1.

Two potential amendments would be to re-allocate additional funding to currently funded CDBG activities:

- **Additional repayments of the City’s Section 108 Loan**, which funded the Downtown Improvement Project (Alley Lighting and ADA Sidewalk Improvements);
- **Crime Prevention Through Environmental Design (CPTED) program** that provides small loans to make downtown safe and welcoming.

Other potential PY 2015 amendments would address the City’s primary strategic goal of economic development, as stated in its five-year Consolidated Plan. These could include:

- **Property Acquisition:** a key property or properties could be acquired to remove blight;
- **Purchase of Equipment or Services:** this could include providing for services to low-moderate income individuals, such as public rest rooms downtown;
- **Feasibility Studies:** to provide for eventual facilities or services to low-moderate income individuals, such as improvement or expansion of the Downtown YMCA.

Staff will present more information on these options at the Committee’s meeting.

### **CDBG Program Year 2016 Action Plan:**

Each year the General Government Committee reviews options and develops goals for the coming CDBG Program Year. As identified in Attachment #2, this process starts in October or November of the prior program year and concludes with CDBG Annual Action Plan that is submitted to the federal Housing and Urban Development (HUD) regional office by July 15<sup>th</sup> of the subject year.

The City’s allocation for Program Year 2016 will be \$340,892 with an estimated \$100,000 in program income from prior year projects for a total of \$440,892 in CDBG funds. Of this amount, staff estimates that there will be approximately \$300,000 available for programs and projects during PY 2016.

Key opportunities for allocating these PY 2016 CDBG funds include aligning them with City policy goals identified in the Community Renewal Area (CRA) and the Downtown Strategy. There will also

be opportunities to leverage these monies with other City funds such as the Grow Olympia Fund; the CDBG Section 108 Loan Program and other City Capital Facilities Plan (CFP) investments. Further opportunities would be to partner with the Economic Development Council (EDC) programs and private investments.

CDBG regulations allow for a number of eligible activities that fall under the following general categories:

- **Infrastructure Improvements:** support for economic development by investing in public infrastructure that improves access or otherwise serves businesses or residences that employ or house low-to-moderate income individuals.
- **Training:** business training for business owners; and, workforce training to expand the pool of skilled employees.
- **Business Loans:** business loans for operations and equipment, as well as real estate loans to acquire, remodel or expand properties that house businesses.
- **Workforce Housing Loans:** loans to support programs like Art Space that provide housing for low-income artists, gallery space, and generally improve the neighborhood.

**CDBG Regulatory Guidelines:** Federal regulations limit flexibility in project spending in two primary ways:

1. CDBG funds must be allocated for clearly identified, specific projects (i.e. the Isthmus Park Building Demolition) or for defined programs with clear guidelines for activities (i.e. the CPTED Program).
2. Federal regulations require the timely expenditure of funds to ensure that tax monies are not “banked” indefinitely for the future. Due to greater-than-expected repayments of past loans and other unexpended projects, **the City’s CDBG program must expend at least \$510,513 by June 30, 2016 to meet this requirement.**

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

All Olympia residents have an interest in how CDBG funds are allocated.

**Options:**

1. Recommend specific amendments to the CDBG PY 2015 Action Plan. Direct staff to conduct public comment process for PY 2015 Action Plan amendments.
2. Direct staff to conduct further research on potential projects for CDBG PY 2016 Action Plan.
3. Direct staff not to pursue PY 2015 Action Plan amendment and focus on PY 2016 project development. (Note: This option would likely result in the City’s CDBG Program not meeting federal requirements for timely expenditures in PY 2015).

**Financial Impact:**

The City will receive \$340,892 in PY 2016 CDBG funds along with an estimated \$100,000 in prior year program income for a total of \$440,892.

TABLE 1: PROPOSED PY 2015 AWARDS BY RECIPIENT AND PROJECT

Recipient	Project/ Activity	Outcomes	Strategic Goal(s) Met	HUD CDBG Objective(s) Met	Proposed PY 2015 Award
City of Olympia	Debt Service-Section 108 Downtown Improvements Project	Partial repayment of Section 108 loan, which funds the installation of lighting in approximately 13 alleys and 1 key sidewalk accessibility project	Public Facilities Improvements	15% - Low/Mod Area (LMA) 85% - Low/Mod Limited Clientele (LMC)	\$ 64,000
Capital Recovery Center	Downtown Ambassador Program	Citizen contacts with up to 150 homeless and mentally ill people	Homeless Continuum of Care	Low and moderate income benefit (LMI)	\$55,397**
Assorted Downtown Buildings	Safety & Façade Improvements Pilot Project (CPTED)*	Economic Development	Economic Development	Rehab: Publically or Privately owned commercial/industrial in a predominantly low/moderate-income residential area (LMA)	\$27,500**
City of Olympia	Grow Olympia Fund – Business Loans	Economic Development	Economic Development	Low and moderate income job creation (LMJ)	\$219,714**
City of Olympia	Planning & Administrative Costs - 15% of total funds	Administration of a compliant program	CDBG Program Administration	N/A	\$91,654
<b>Total:</b>					<b>\$458,265</b>
* <i>Crime Prevention Through Environmental Design (CPTED)</i>					
** <i>Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs</i>					

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS

