



Meeting Agenda

Community Livability and Public Safety Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8499

Wednesday, March 22, 2023

5:30 PM

Council Chambers, Online and Via
Phone

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

(Estimated Time: 0-15 Minutes)

During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. **APPROVAL OF MINUTES**

5.A [23-0220](#) Approval of February 22, 2023 Community Livability and Public Safety Meeting Minutes

Attachments: [Minutes](#)

6. **COMMITTEE BUSINESS**

6.A [23-0267](#) Meeting with Advisory Committee/Commission Chairs

Attachments: [2023 Arts Commission Municipal Art Plan](#)
[2023 Arts Commission Work Plan](#)
[2023 BPAC Work Plan](#)
[2023 Design Review Board Work Plan](#)
[2023 Heritage Commission Work Plan](#)
[2023 Planning Commission Work Plan](#)
[2023 PRAC Work Plan](#)
[2023 SJEC Work plan](#)
[2023 Utility Advisory Committee Work Plan](#)

7. **REPORTS AND UPDATES**

8. **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 Executive Assistant 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

Community Livability and Public Safety Committee

Approval of February 22, 2023 Community Livability and Public Safety Meeting Minutes

Agenda Date: 3/22/2023
Agenda Item Number: 5.A
File Number:23-0220

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

Title

Approval of February 22, 2023 Community Livability and Public Safety Meeting Minutes



Meeting Minutes - Draft

Community Livability and Public Safety Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8499

Wednesday, February 22, 2023 **5:30 PM** **Council Chambers, Online and Via Phone**

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_RHCQoh_OSmW_nSyHJ3Sd6Q

1. CALL TO ORDER

Chair Huỳnh called the meeting to order at 5:30 p.m.

2. ROLL CALL

Present: 3 - Chair Yến Huỳnh, Committee member Dontae Payne and Committee member Cheryl Selby

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A [23-0162](#) Approval of January 25, 2023 Community Livability and Public Safety Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [23-0182](#) Property Crime Update

Chief Allen and Lieutenant Wyllie from the Olympia Police Department presented a property crime update and answered clarifying questions from the committee.

6.B [23-0183](#) Youth Council Scope, Schedule and Budget

Assistant to the City Manager, Susan Grisham, presented an update on the scope, schedule and budget for the newly formed Youth Council and answered the committee's clarifying questions.

7. REPORTS AND UPDATES

Strategic Communications Director, Kellie Purce Braseth provided the committee with recommendations, information and timing suggestions for the upcoming advisory committee interviews.

8. ADJOURNMENT

Chair Huynh adjourned the meeting at 7:18 p.m.



Community Livability and Public Safety Committee

Meeting with Advisory Committee/Commission Chairs

Agenda Date: 3/22/2023
Agenda Item Number: 6.A
File Number:23-0267

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

Title

Meeting with Advisory Committee/Commission Chairs

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss advisory committee work plans for 2023 and receive updates from committee/commission chairs.

Report

Staff Contact:

Kellie Purce Braseth, Strategic Communication Director, City Manager's Office, 360.753.8361

Presenter(s):

Committee/Commission chairs invited to attend:

- Jim Burlingame- Arts Commission
- Bethany Roth - Bicycle and Pedestrian Advisory Committee
- Virginia Sorrells - Design Review Board
- Holly Davies - Heritage Commission
- Maria Ruth - Parks and Recreation Advisory Committee
- Melissa Hammond - PBIA
- Zainab Nejati - Planning Commission
- Genevieve Chan - Social Justice and Equity Commission
- Dennis Bloom - Utility Advisory Committee
- Roger Horn - Olympia Metropolitan Parks Advisory Board

Background and Analysis:

The Community Livability and Public Safety Committee meets annually with the chairs of the City's advisory committees to discuss committee work plans, successes, and emerging issues; and to receive updates on the work of the advisory committees.

Climate Analysis:

No climate impacts were evident.

Equity Analysis:

Because Council-appoint boards and commissions offer a ready opportunity to reduce disparities in participation by marginalized communities in the City's processes and decisions, the Community Livability and Public Safety Committee has been intentional about working to increase the racial, age and socio-economic diversity among the community volunteers who make up these advisory committees.

Neighborhood/Community Interest (if known):

Residents serve on Advisory Committees to share their opinions and perspectives, study issues, and develop recommendations in a focused small group in order to provide judicious advice from a community member's perspective to the Olympia City Council.

Financial Impact:

There is no financial impact associated with the discussion.

Options:

1. Meet with the with Advisory Committee/Commission Chairs.
2. Do not meet with the with Advisory Committee/Commission Chairs.
3. Meet with the with Advisory Committee/Commission Chairs at another time.

Attachments:

2023 Arts Commission Work Plan
2023 Arts Municipal Art Plan
2023 Bicycle and Pedestrian Advisory Committee Work Plan
2023 Design Review Board Work Plan
2023 Heritage Commission Work Plan
2023 Planning Commission Work Plan
2023 Parks & Recreation Advisory Committee Work Plan
2023 Social Justice & Equity Commission Work Plan
2023-2024 Utility Advisory Committee Work Plan



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 for Public Art
3. Project List for 2023
4. Planning Context
5. Other Activities
6. Summary Spreadsheet



Olympia Poet Laureate Ashly McBunch *Walking Poetry Workshop*, April, 2022

The Olympia Arts Commission advises City Council on the art experiences of diverse communities of this region, through programs and opportunities that pro-actively foster arts and cultural activity for every segment of the community.

The Commission's purpose is to promote and encourage public programs that further development, public awareness, and interest in fine, literary 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, placement and maintenance of works of art in the community.

1. Municipal Art Plan (MAP): 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 are 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 investments are the focus of the MAP.

To develop funding projections for the MAP 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 reviewed and considered by Arts 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. For large design/build projects, staff has piloted a process where the consultant has been required to bring a public artist into the design team. The Franklin and Legion Way Pedestrian Improvements is the first of these completed projects, which includes West Bay and Yelm Highway Park and Percival Landing Planning. This approach eliminates redundancies in the process and ensures the participation of a public artist at the ground floor of complex design/build projects. The 1% for Art Funds are maintained and used for public art in those specific design/build projects. The Arts Commission reviews and provides comment on the developing art component as part of the general project community outreach, and City Council approves the art design as a seamless part of the overall construction design.

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. Until complete, priority for smaller projects or transportation related project funds will be directed toward completion of the eight projects that make up the Art Crossings Project. In selecting projects, programs 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.**
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.** Encourage community conversation with focus on broader art experiences and culture and heritage focus.
- **Achieve a balanced City collection that includes a strong local base but also has regional and national reach.**
- **Ensure artwork is maintainable and safe.**
- **Ensure artwork is well-suited to chosen site or venue.**

3. Equity, Inclusion and Belonging

As an organization, the City of Olympia understands the power and influence government has to impact the daily lives of our residents, and the power to shape policies and practices that reduce inequities stemming from institutional and structural racism and oppression. In addition, the Parks, Arts and Recreation Department is committed to deepening engagement with underrepresented

community members through creativity, innovation and relationship building to better provide a parks, arts and recreation system where all Olympians feel they belong.

4. Project List for 2023

The following slate of projects is diverse in arts disciplines 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 shared built environment. Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways:

- Expanding a diversity of the arts deeper into our neighborhoods and beyond the downtown core,
- Investing in the future of the arts and artists in our community, and showcasing their talent,
- Continuing with successful programs that are embraced by the community.

Squaxin Island Tribe Representation - \$75,000 - Funding dedicated for a project to be determined with regards to the City's Accord with the Squaxin Island Tribe.

Traffic Box Wraps -\$16,500 - Up to 10 utility boxes in Olympia will be wrapped with artwork by local artists of all ages and printed on vinyl, both to replace failing wraps and wrap new boxes. As vinyl is expected to last up to 3 years, wraps may be replaced in following years, depending on project evaluation. This project is intended to provide opportunities for youth and emerging artists.

Music Out Loud - \$3,000 - Funding for 9 performances during the summer months: three performances at each of the three sites marked with a sidewalk mosaic in downtown Olympia.

Percival Plinth Project - \$38,523 - This ongoing project hosts loaned sculpture (up to 18) for an exhibition of one year along Percival Landing. During the month of July, the public is invited to vote for the sculpture they wish for the City to purchase. Program budget increased for 2023 to account for a tie vote in 2022 and the purchase of two sculpture at the end of the exhibition.

Olympia Art Crossings - \$75,000 - Sited at key "gateway" locations surrounding the downtown, creative works of art that reflect Olympia's neighborhoods and community, and mark passage between downtown and our neighborhoods. The Martin Way/Pacific location (Art Crossing #3) is currently in the Concept Plan phase, with installation expected fall 2023.

Poet Laureate - \$2,500 - Biennial Poet Laureate program, to promote poetry as an art form, expand access to the literary arts, connect the community to poetry, and promote poetry as a community voice that contributes to a sense of place. Funds cover an annual honoraria and small fund for insurance, materials and supplies. 2023 increase reflects additional stipend for the upcoming Poet Laureate term.

Arts and Culture Organizations Granting Program - \$20,000- The Arts Commission will continue with Grants to Arts & Culture Organizations (GACO) through 2023, to provide equitable access to the arts for all Olympians. The program goal is to expand citizen involvement with the arts, engage underserved populations, and promote the interests of the broader Olympia community. On April 26, 2022, Olympia voters approved a measure for Cultural Access to increase public access to arts, culture, heritage and science experiences throughout our community by reducing barriers to access

and expanding offerings, particularly for underserved youth. As program goals are so similar, the Arts Commission proposes shifting focus beyond 2023 to avoid redundancy and streamline City processes.

Artist-In-Residence Program - \$2,250 - In partnership with Drexel House, provide a series of drumming and movement workshops in a pilot program.

Murals in Parks - \$10,000 - Earmarked for 2024, launch mural project in existing City Parks, with the intention of creating a welcoming environment where all Olympians are represented.

City Hall Exhibitions - No budget for 2023 - This program will be revisited in 2025.

4. Planning Context

Beginning in 2015 the OAC adopted a five-year budget planning horizon to allow a longer look ahead, facilitating planning for prospective capital projects that will be phased over several years, and for ongoing costs associated with others.

Taken together with the efforts described in the 2023 Work Plan, this 2023 budget and MAP reflect a continuing effort to build supportive social and practical infrastructure for the arts and artists in Olympia, supporting the creative and nourishing energy that the arts bring to our community, especially important as collectively we emerge from the global pandemic. Especially uplifting is the potential of the Armory Creative Campus, currently in the planning phases.

The balance of 2023 projects reflect this Commission's goal to continue with programs that have shown strong popular support and public engagement, including Arts Walk, the Plinth Project, and Traffic Box Wraps, Grants to Arts & Culture Organizations, and the Poet Laureate program.

5. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Planned for 2023 is repainting of "Triumph of the Vegetables" at the Farmer's Market roundabout. Annual art cleaning/maintenance is completed with assistance of a .25FTE parks seasonal staff person, while for funding for conservation and maintenance materials and supplies is generated from interest drawn on the Municipal Art Fund.

Budget Summary and 5-Year Prospective (for Planning Purposes)

FIVE YEAR MUNICIPAL ART PLAN						
	2022 actual	2023	2024	2025	2026	2027
Projected Revenue						
Available balance	287,139	237,597	46,974	28,374	18,674	8,974
\$1 per capita	54,150	54,150	54,150	54,150	54,150	54,150
Capital projects 1% for art (received)						
Revenue Total	341,289	291,747	101,124	82,524	72,824	63,124
Projects						
Squaxin Island Tribe Representation		75,000				
Murals in Parks			10,000			
Traffic Box Wrap	16,293	16,500	16,500	16,500	16,500	16,500
Music Out Loud	2,640	3,000	3,000	3,000	3,000	3,000
Percival Plinth Project	29,990	38,523	33,000	33,000	33,000	33,000
Olympia Art Crossings		75,000				
City Hall Rotating Exhibition				1,100	1,100	1,100
Arts Walk Cover Purchase	1,500	1,500	1,500	1,500	1,500	1,500
Poet Laureate	2,250	2,500	2,750	2,750	2,750	2,750
Grants to Arts and Culture Organizations	33,919	20,000				
Artist in Residence		2,250	2,250	2,250	2,250	2,250
Annual Maintenance/Conservation	16,600	10,000	3,250	3,250	3,250	3,250
Insurance	500	500	500	500	500	500
Expense Totals	103,692	244,773	72,750	63,850	63,850	63,850
Remaining Balance	237,597	46,974	28,374	18,674	8,974	-726.39

ARTS COMMISSION - 2023/24 Work Plan

During 2023/24, the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, project-specific subcommittees may meet at other times.

Section 1 - 2023/24 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the Community Livability and Public Safety Committee and/or full Council as part of the report for relevant Council agenda items, 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 2022/23.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 47%

Title Description	Committee Lead & 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 completion.</i>	
1.1 2023 Municipal Art Plan to City Council Description: As part of the 2023 Work Plan process, recommend plan for 2023 \$1 per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2023 Municipal Art Plan to City Council, along with 2023 Work Plan.	3 hours	3 hours	March	Municipal Art Fund

<p>1.2 Commission Retreat/Work Session Description: Spring retreat to welcome new members, and fall retreat for work plan review and development. Deliverable: Complete the retreats</p>	4 hours	4 hours	May/October	None
<p>1.3 Support the Downtown Strategy Description: Support efforts to include arts and artists in the downtown strategy area. Deliverable: Facilitate communication with the art community, local business, and the City.</p>	4 hours	4 hours	Ongoing	None
<p>1.4 City Artist-in-Residence program Description: In partnership with the City's Homeless Response efforts, work with City-supported shelters to invite an Artist-In Residence to provide art education to one location for a period of up to 6 months. Deliverable: Provide equitable access to the arts for all Olympians.</p>	4 hours	4 hours	TBD	Municipal Art Fund - \$2,250
<p>1.5 Facilitate Community Arts Engagement Description: Facilitate the growth and development of community arts engagement by identifying existing rules and regulations, jurisdictions and available spaces for the arts, and by reaching out to area arts and culture organizations, specifically within historically marginalized communities, to better support the arts through these and other City arts opportunities. Deliverable: Making spaces for art available to all people by making venues and processes accessible to the creative community.</p>	8 hours	8 hours	Ongoing	TBD

<p>1.6 Art as Agent of Social Change Description: Identify ways to insert art into community topics such as social, climate, and food justice through engagement in City processes, with community partners, by creating diverse and intergenerational spaces within those processes for collaboration to create meaningful change. Deliverable: Engage the community through the arts around transformative topics.</p>	8 hours	8 hours	Ongoing	TBD
<p>1.7 Squaxin Island Tribe Representation Description: Facilitate public art project with regards to the City's Accord with the Squaxin Island Tribe. Deliverable: Provide feedback and assistance as required.</p>	8 hours	8 hours	2023	Municipal Art Fund - \$75,000
<p>1.8 Yelm Highway Community Park and Percival Landing Development Description: Support park development efforts, specifically public art component. Deliverable: Provide feedback and assistance as required.</p>	2 hours	2 hours	Ongoing	1% for the Arts project funding

SECTION 2.

2022/23 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 2022/23 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 41%

<i>Title Description</i>	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 completion.</i>	
2.1 Arts Walk Spring and Fall 2023 Description: Provide ongoing input on policies, procedures, and marketing. Deliverable: Programs engages artists and community.	2 hours	2 hours	April and October	General Fund

<p>2.2 Music Out Loud Description: Honoring past musicians and celebrating today's music, this project pairs sidewalk mosaics in downtown Olympia with a summer series of music performances. Deliverable: Summer 2023 performances.</p>	2 hours	2 hours	TBD	Municipal Art Fund - \$3,000
<p>2.3 Traffic Box Mural Wrap Public Art Project Description: Working in partnership with Public Works, 10 transit boxes across the city will be wrapped and/or re-wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting. Deliverable: Project completion.</p>	2 hours	2 hours	January-August	Municipal Art Fund - \$16,500
<p>2.4 Percival Plinth Project Description: Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases. Program budget increased for 2023 to account for a tie vote in 2022 and the purchase of two sculpture at the end of the exhibition. Deliverable: Program plinths for art exhibitions.</p>	4 hours	4 hours	June/July	Municipal Art Fund - \$38,523
<p>2.5 Poet Laureate Description: Assist as needed to support program. Recommend next Poet Laureate to Council for 2023 through 2025. Deliverable: Poet Laureate program is supported and successful.</p>	4 hours	4 hours	Through June, 2023	Municipal Art Fund - \$2,500
<p>2.6 Olympia Art Crossing Description: In coordination with the Planning Commission, support Art Crossings project. Deliverable: Continued effort to complete Master Plan as approved by Council.</p>	6 hours	6 hours	Fall - Art Crossing #3 dedication.	Municipal Art Fund - \$75,000

2.7 Grants to Arts and Culture Organizations Description: The program goal is to expand citizen involvement with the arts, engage underserved populations, and promote the interests of the broader Olympia community. This final year of the program will be superseded by the Cultural Access Program in 2024. Deliverable: Provide equitable access to the arts for all Olympians.	4 hours	4 hours	December	Municipal Art Fund - \$20,000
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SECTION 3.

2022/23 ARCH Support

The Olympia Arts Commission works to support the City’s efforts to strengthen the Arts, Cultures and Heritage (ARCH) components of our community.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2022/23 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 12%

<i>Title Description</i>	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 completion.</i>	
3.1 Support Creative District Description: Support ongoing efforts regarding development of Olympia’s Creative District. Deliverable: Provide feedback and assistance as required.	2 hours	2 hours	Ongoing	None

3.2 Armory: Creative Campus Description: Support City in development of the Armory as a Creative Campus. Deliverable: Provide feedback and assistance as required.	4 hours	4 hours	Ongoing	TBD
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Draft 2023-24 Work Plan: Bicycle & Pedestrian Advisory Committee

The BPAC participates in the development of plans and policies to make Olympia easier to walk and bike in. It meets six times per year. Items may change dates and time allotted. Should a plan or project arise for which BPAC feedback is requested, that topic may be added.

Meeting	Items	Time needed	Anticipated deliverable
May 17th	Engineering Design & Development Standards ➤ Briefing	50 min	Comments to staff
	Sidewalk maintenance ➤ Briefing	35 min	Comments to staff
July 19th	Capital Mall Triangle Plan ➤ Briefing on final report	30 min	Briefing only
	Capital Facilities Plan ➤ Briefing ➤ Form CFP subcommittee?	35 min	Subcommittee?
September 20th	Comprehensive Plan ➤ Briefing	40 min	Comments to staff
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 15th	Street Safety Plan ➤ Briefing	40 min	Comments to staff
	New member applications process ➤ Form subcommittee?	20 min	Subcommittee?
	Officer elections	10 min	Chair, Vice Chair elected for 2024
January 17th 2024	Review new member applications	40 min	Recommendation to City Council
	Work Plan ➤ Discussion	20 min	Decision
March 20th 2024	ADA Transition Plan ➤ Annual report	20 min	Comments to staff
	Comprehensive Plan ➤ Briefing	35 min	Comments to staff
	Grants ➤ Briefing	30 min	Comments to staff

Design Review Board Work Plan 2023:

Meetings: 2nd & 4th Week of each month.

Exceptions:

- November 23rd, 2023
- December 28th, 2023
- Subcommittee meetings and special meetings will be scheduled as needed.

Staff Liaison: Jackson Ewing, Associate Planner: (360) 570-3776: jewing@ci.olympia.wa.us

Work Product / Deliverable	Schedule	Board /Staff Commitment	Budget Implications
<p>Project Review: Review of project design for compliance with adopted design criteria through: Concept, Detail, or Combined review.</p> <p>Make recommendation on compliance to the review authority.</p>	Regularly Occurring – every meeting.	<p>Board Members: Should spent several hours evaluating code criteria and design features per project prior to the meeting.</p> <p>Staff: Provides helpful guidance to Board in the way of code review analysis and suggested conditions of approval if applicable. Staff should aim to spend less than 20 hours on documenting /presenting / preparing for the Board meeting.</p>	Included in base budget. Application fees should result in 80% or better for staff time spent on preparing documents for the Board. Currently recovery is below the goals. While not relevant to the general fund, efforts are being made to improve cost recovery through improving efficiency and coordination.
<p>Study Sessions/ Work Sessions: Staff and Board work together to find opportunities to schedule and learn about code applicability. Aim to hone skills, improve meeting flow, and efficiency. Evaluate past projects and recommendations against the end result of the constructed building.</p>	1 to 2 times per year / as needed. Given high volume of new members, possibly more this year.	<p>Board: 2-hour meetings and OPMA / PRA training requirements.</p> <p>Staff: Prep. for educational meetings – no more than 5 hours per event.</p>	Included in base budget. With limited staff time, careful consideration of work priorities is needed.
<p>Annual Retreat: Staff and Board work together to determine agenda. Retreat aims to celebrate successes, and include fun/ interesting presenters on various design topics.</p>	End of calendar year.	<p>Board: 10-15 hrs. of Board prep + 4 hrs. at the retreat</p> <p>Staff: 10-15 hrs. of prep and time at the retreat.</p>	\$20 pp for lunch, if applicable.

Work Product / Deliverable	Schedule	Board /Staff Commitment	Budget Implications
<p>Design Featurettes: Short narratives on design topics with graphics to illustrate themes and concepts to be posted on the DRB Website and other medias as appropriate.</p>	<p>As time permits. One per member per year if desired.</p>	<p>Board: 4 hours per featurette, plus full board review. Staff: 1-2 hours per featurette: editing, uploading to web, distribution etc.</p>	<p>Included in base budget. With limited staff time, careful consideration of work priorities is needed. Printed materials would represent a minor expense if needed.</p>
<p>Awards of Merit:</p> <p>One or more Board members photograph completed and occupied projects.</p> <p>Staff assembles a review for Board, Board reviews and votes, Board members create an award and present the award(s) to recipients at City Council recognition meeting.</p> <p>Deliverable(s): Award Presentation at City Council, and possible additional exposure in an outreach campaign.</p>	<p>Three-year basis.</p> <p>At Board discretion. The process begins Oct 1; wraps up Nov 30, end of year City Council recognition mtg.</p>	<p>Board: 4 hours per award plus full board review. Staff: 1-2 hours per award: editing, uploading to web, distribution etc.</p>	<p>Minor staff time and board time required to complete.</p>

Olympia Heritage Commission

2023 WORKPLAN



Mission:

“Identify and actively encourage the preservation of Olympia’s historic resources by maintaining, updating, and expanding the Olympia Heritage Register and reviewing proposed changes to Heritage Register properties; to raise community awareness of Olympia’s history and historic resources; and to serve as the City’s primary resource in matters of history, historic planning and preservation.” (OMC 18.12.055)

Core Strategies:

Educate and Inspire	Preserve and Promote	Partner and Collaborate	Integrate Preservation Best Practices in Good Government	Review and Permitting
<ul style="list-style-type: none">• Heritage Month• Recognition Awards• Special programs, events, tabling, tours• Research and Interpretation	<ul style="list-style-type: none">• Individual listings• District listings• Explore and encourage incentives• Build trust with owners, developers, contractors, realtors, & community	<ul style="list-style-type: none">• ARCH• Community & Educational Org’s• Heritage Org’s• Local Businesses• Build relationships with Tribes & BIPOC community	<ul style="list-style-type: none">• Input to City Planning efforts• Diversity, Equity & Inclusion• Heritage Commission Development	<ul style="list-style-type: none">• Timely review w/in permit process• Guidance for homeowners and contractors• Special Tax Valuation
<p>✓</p> <p>Marketing & Outreach</p>	<p>✓</p> <p>Survey & Designation</p>	<p>✓</p> <p>All Committees</p>	<p>✓</p> <p>Policy, Ordinance & Guidance</p>	<p>✓</p> <p>Heritage Review</p>

Heritage Commission 2023 Projects



2023 Meeting Schedule: 6pm on 4th Wednesdays: Mar 22, Apr 26, May 24, Jun 28, Jul 26, No Aug; Sept 27, Oct 25; 2nd Wed's: Nov 15, Dec 13

Activity	Task Detail for 2023	Schedule	Budget
Educate and Inspire: Marketing & Outreach Committee			
Heritage Month 2023	Explore partnership w/Arts Cmn: Music History theme; A+H Awards and event	January to October	-0-
LoveOly Active and Visible Presence	Plan and host heritage exhibit and activity	August weekend tbd	
Olympia Indie Music History Research	Execute Phase II of project utilizing LTAC funding; identify additional funding sources.	Complete by March 2024	\$50k target; 23k LTAC secured
Preserve and Promote: Survey & Designation Committee			
Explore Fourth Avenue East Historic District	Talk with property owners, research properties and possible district boundaries.	March through December	-0-
Promote individual listings	Advocate to list key properties in downtown and related to Indie Music History project, including the KGY Radio Studio.	April through December	CPD administration funds markers
Partner and Collaborate: All Committees			
Equity in ARCH Speaker Series	Host a speaker in collaboration with Arts Commission exploring ArCH issues.	March through December	Arts Commission Funding
Heritage Day	Partner with Arts Commission for annual Arts & Heritage Advocacy Day		
Integrate Preservation Best Practices in Good Government: Policy, Ordinance and Guidance Committee			
Heritage Commission Training	Plan 2023 retreat and additional development training for OHC (Jurassic Parliament?)	Schedule Retreat and training	-0-
Comprehensive Plan Periodic Update	Participate in the Periodic Update of the city Comp Plan in 2023 and 2024	Ongoing 2023 and 2024	-0-
Equity in Historic Preservation Discussions	Discussions topics of DEI and preservation including intangible heritage assets and cultural landscapes.	Plan into regular OHC Meetings	-0-
Review and Permitting: Heritage Review Committee			
Educate historic homeowners re permitting and Special Tax Valuation	Contact historic property owners with reminders about permit requirements via email and newsletter, start with SCNA.	Fall 2023	CPD operating funds if needed
2023 Special Tax Valuation Applications	Review and recommend approval by Council	Fall 2023	-0-

Olympia Planning Commission - 2023 Work Plan (April 1, 2023 to March 31, 2024)

The Planning Commission (OPC) is expected to hold approximately 21 regular meetings and may conduct an optional retreat during this period. Special meetings may be held and subcommittees may be formed. The staff liaison is David Ginther, Senior Planner, dginther@ci.olympia.wa.us, 360.753.8335.

Section 1: Policy Issues			
Commission recommendations on many of these items are forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Approximately 75% of commission effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule (Estimated start & completion)
1.1	Neighborhood Centers Strategy <i>(continued from 2022)</i> A review of current codes and policies, and market analysis of designated Neighborhood Centers, for encouraging neighborhood scale commercial development, higher density housing, and strategies for addressing barriers.	Recommendation on Final Report. <i>Policy and code changes may be proposed later.</i>	Est. 1-2 mtgs Jan - June
1.2	Capital Mall Triangle Area Subarea Plan <i>(continued from 2022)</i> Subarea plan and environmental impact statement (EIS) that facilitates transit-oriented development within the Capital Mall Triangle subarea. This area is designated as a High-Density Neighborhood Overlay in the Comprehensive Plan, envisioned to transform into multifamily residential, commercial, and mixed-use neighborhood.	Public hearing and recommendation to City Council.	Est. 2-3 mtgs Jan – June
1.3	Housing Action Plan Implementation <i>(continued from 2022)</i> Proposed amendments to reduce parking requirements for residential uses (including for multifamily developments near frequent transit routes) and to increase flexibility in the permit process.	Public hearing and recommendation to City Council.	Est. 1-2 mtgs Jan - June
1.4	Review Capital Facilities Plan (CFP) Review the Preliminary CFP, hold a public hearing, and identify whether proposals comply with the adopted Comprehensive Plan.	Public hearing and comment letter to City Council.	Est. 1-2 full OPC mtgs + 3-4 subcommittee mtgs: Aug - Oct
1.5	Creative District Code Amendments Code amendments to implement the Creative District vision in the Downtown Strategy. The Creative District is a 30-block area of downtown Olympia that is home to creative enterprises such as theaters, galleries, breweries, and industrial designers.	Public hearing and recommendation to City Council.	TBD

#	Title and Description	Anticipated Outcome from OPC	Schedule (Estimated start & completion)
1.6	Zoning Map and Development Code Text Amendments <i>(if proposed)</i> Review of privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above.	Public hearing and recommendation to City Council.	TBD
1.7	Comprehensive Plan Periodic Update <i>(2023-2025)</i> Briefings and updates from city staff on the Comprehensive Plan update. May include a subcommittee of Commissioners for review and contributions. Commissioners may be invited to participate in community meetings and technical advisory committees. Includes review of state's Comprehensive Plan checklist.	Provide guidance to staff, participate in public engagement opportunities.	Est.6-8 mtgs Jan - Dec

SECTION 2: 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. These items comprise approximately 5% percent of commission work effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule
2.1	Subarea/Neighborhood Plan <i>(if proposed)</i> Review of draft Subarea Plan if any initiated by neighborhood association(s)	Comments to staff and neighborhood work group; optional recommendation to Council	TBD

SECTION 3: Administrative Activities		
In addition to its role in providing input on policy and program implementation, the Commission reviews and approves its work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approx. 5 % percent of commission work effort.		
#	Title and Description	Schedule
3.1	Organizational Retreat <i>(optional)</i> Focus on improving Commissioner relationships, procedures, or on topics of interest that allow more time for discussion	TBD
3.2	Preparation of 2024 - 2025 Work Plan Time allotted for proposing and discussing work items for following year	TBD
3.3	Listening Sessions to Hear from the Community Members CNA, RNAs, Neighborhoods, Builders, Business Owners, etc. (Discussion of development costs and challenges)	TBD

SECTION 4: Informational Briefings

The Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve Commission information and knowledge necessary to fulfill its role. These items comprise approximately 10% percent of commission work effort. The Commission may not complete all of the briefings, as they are the first items to be displaced when time is needed for higher priority work items. Briefings are generally 30 minutes per topic.

#	Title and Description	Dept.
4.1	Development/Capital Project Updates Update on private development and public capital projects	CPD/PW
4.2	Housing Issues Update Update on implementation of the Housing Action Plan and Regional Housing Strategy, update on City plans and strategies for addressing housing supply and affordability	CMO/CPD
4.3	Martin Way Corridor Study (<i>continued from 2022</i>) Briefing on final land use and transportation planning recommendation for the Martin Way Corridor; joint effort with Thurston Regional Planning Council, Intercity Transit, City of Lacey, and Thurston County	PW/CPD
4.4	Park Projects Briefing on major park plans and projects	OPARD
4.5	Economic Development Briefing on economic development opportunities and actions in the city	CMO
4.6	Gridded Streets (<i>if carried over from previous year</i>) Briefing on use of gridded street systems with focus on how they shape neighborhood design, infill development, and transportation choices. Future networks, Connections, and Subdivision design. Discuss Pros and Cons, Alternatives for Objectives. Led by Commissioners.	OPC
4.7	Thurston Climate Mitigation Plan Update Update on actions to implement the Climate Action Plan	CMO
4.8	Street Cafes and Curb Uses Discussion of parking requirements downtown (and across the city were necessary) to include the best use of the public curb where street parking is currently allowed. This would include expanding sidewalks, pick up/drop off/loading, removing parking, street cafes, parklets, bicycle parking, and benches. Also discuss how these spaces encourage social connection	PW/CPD
4.9	Urban Agriculture Briefing regarding urban agriculture and the Urban Farmland Work Group	CPD
4.10	Programmatic Alternatives Analysis for CFP Development Briefing on how City of Olympia completes its programmatic alternatives analysis to score, rank, and determine project sequencing for the CFP. Programmatic alternatives analysis is the decision-making process used to ensure an entity funds those projects, or sets of projects, that are most likely to help them achieve its goals and objectives	PW, OPARD, Fire, CPD
4.11	Operations Budget Briefing	Finance

	An overview of the city's operations budget and how it interacts with the Capital Facilities Plan. This overview would support work in the Finance Subcommittee and Planning Commission to review the CFP	
4.12a	Sidewalk Networks and Funding Issues Request clarity on existing sidewalk policies, projects, and funding. (Commissioners to develop questions for transportation staff)	PW
4.12b	Sidewalk Conditions and Maintenance Sidewalk conditions assessment, maintenance policy. (Commissioners to develop questions for transportation staff)	PW
4.12c	Traffic Calming & Reducing Speeding in Neighborhoods What options exist, in what context, and what pilot options might be available? Speeding enforcement options? Other safety measures and accident data to consider?	PW
4.15	Equity in Planning APA Policy Guide and appropriateness for inclusion in Olympia	OPC/Tracey
4.16	Form Based Codes What are Pros and Cons? Where might they be appropriate in City of Olympia? Should they be considered in Neighborhood Centers?	OPC/Candi, Carole
4.17	Building Materials and Embodied Carbon Data and information around building materials that are produced elsewhere (so not "counted" here) and how to reduce the carbon footprint of our buildings (Builders for Climate Action example from Ontario). Explore appropriateness for Olympia. Coordinate with Dr. Braff. (May be a retreat topic) (Hear from Builders and Community Groups before this is scheduled)	OPC/Aaron

Parks and Recreation Advisory Committee Work Plan -- April 2023 through March 2024

Month	Title/Description	Staff	Time Needed	PRAC Action
4/20/23	OPARD 2022 Review/Park Usage Metrics	Paul Simmons	30 minutes	Briefing and Feedback to Staff
	OPARD Equity, Inclusion & Belonging Cmte Work Plan	Olivia Salazar de Breaux	30 minutes	Briefing and Feedback to Staff
5/18/23	Rebecca Howard Park Briefing	Sarah Giannobile	30 minutes	Briefing and Feedback to Staff
6/15/23	Arts Program & Armory Creative Campus Update	Stephanie Johnson	20 minutes	Briefing and Feedback to Staff
	Parks Stewardship Update	Amy Stull/Jennifer Gessley Gayman	20 minutes	Briefing and Feedback to Staff
	OPARD Climate Update	Laura Keehan	20 minutes	Briefing and Feedback to Staff
JULY 2023 - NO MEETING				
8/17/23	Capital Facilities Plan (CFP)	Tammy LeDoux	20 minutes	Briefing and Feedback to Staff
	Capital Asset Management Program (CAMP)	Jake Lund	20 minutes	Briefing and Feedback to Staff
	Regional Trails Briefing	Sylvana Niehuser	20 minutes	Briefing and Feedback to Staff
9/21/23	Capital Facilities Plan	Tammy LeDoux	15 minutes	Recommendation to Council
	Capital Asset Management Program (CAMP)	Jake Lund	15 minutes	Recommendation to Council
	Comprehensive Plan Update Briefing	Sylvana Niehuser	20 minutes	Briefing and Feedback to Staff
	Percival Landing Re-visioning Briefing	Paul Simmons	25 minutes	Briefing and Feedback to Staff
10/19/23	Parks Maintenance Update	Charles Rambo	25 minutes	Briefing and Feedback to Staff
	Agri-park Feasibility Study	Sylvana Niehuser	20 minutes	Briefing and Feedback to Staff
	Aquatic Facility Study	Paul Simmons	25 minutes	Briefing and Feedback to Staff
NOVEMBER & DECEMBER 2023 - NO MEETINGS				
1/18/24	Screening New PRAC Member Applications	Laura Keehan	30 minutes	Recommend Interviewees to Council CLPS Committee
	Inclusive Playground at Squaxin Park	Laura Keehan	30 minutes	Briefing and Feedback to Staff

	PRAC Workplan and Chair Elections	Laura Keehan	20 minutes	Review draft workplan and forward to Council CLPS Committee
FEBRUARY 2024 - NO MEETING				
3/21/24	Grant Applications	Laura Keehan	30 minutes	Letters of Support
As Needed	Park Naming	Laura Keehan	60 minutes	Hold Public Hearing & Recommendation to Council
	Participation in groundbreakings and dedications	N/A	45 minutes	Attendance is Optional

Social Justice and Equity Commission – 2023-24 Workplan

The purpose of the Social Justice and Equity Commission is to eliminate racism and fulfill human rights for a just and equitable Olympia for all people. The Commission will work to identify, respond to, and ultimately reduce discrimination and human rights violations occurring within the city.

Meetings: Fourth Monday of the month from 6-8pm

Staff Liaison: Tobi Hill-Meyer, 360-753-8285, thill@ci.olympia.wa.us

Section 1: Policy Issues				
Commission recommendations on many of 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.				
Title, Description, Deliverables	Estimated Commission Meeting Time	Estimated Staff Time Commitment	Schedule	Budget Implications
<p>1.1 Conduct a Community Discrimination Assessment</p> <p>The Commission will help select a consultant and assist with community engagement in order to develop a community assessment of equity and discrimination. The goal will be to gain a better understanding of what kinds of discrimination are most prominent in our community, where it appears, and what kinds of interventions would be most effective, and lead into workplan item 1.4</p>	<p>2-4 hours 3 Meetings</p>	<p>DEI Staff: 15-30 hrs Other Staff: 5-10 hrs</p>	<p>March - October 2023</p>	<p>\$74,988 Cost to hire consultant</p>
<p>1.2 Develop Recommendation for Civilian Police Oversight Models</p> <p>The Commission will review different models for conducting police oversight, identify criteria and goals for a decision, and develop a recommendation for City Council’s consideration</p>	<p>6-10 hours 6 meetings</p>	<p>DEI Staff: 20-40 hrs Other Staff: 10-20 hrs</p>	<p>March - July 2023</p>	<p>Cost to hire consultant allocated in 2023 operating budget</p>
<p>1.3 Lodging Tax Award Committee (LTAC) Application Update</p> <p>The Commission will get a briefing on the LTAC process as it currently stands and advice staff on how to incorporate equity into the application and selection process. Staff will brief the CLPS Committee and make a recommendation on how to update the LTAC process informed by SJEC guidance.</p>	<p>2-3 hours 2-3 meetings</p>	<p>DEI Staff: 5-10 hrs Other Staff: 20 hrs</p>	<p>February – May 2023</p>	<p>None</p>
<p>1.4 Develop Recommendation for Anti-Discrimination Program</p> <p>After reviewing the results of the Community Discrimination Assessment, the Commission will consider potential interventions and make a recommendation to City Council for a new anti-discrimination program or effort.</p>	<p>4 hours 4+ meetings</p>	<p>DEI Staff: 15-30 hrs Other Staff: 5-10 hrs</p>	<p>January 2024 - Unknown</p>	<p>To be determined</p>

Social Justice and Equity Commission – 2023-24 Workplan

Section 2: 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. 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 to accomplish or advance these items.

Title, Description, Deliverables	Estimated Commission Meeting Time	Estimated Staff Time Commitment	Schedule	Budget Implications
<p>2.1 Develop Educational Materials</p> <ul style="list-style-type: none"> • Know Your Rights Education Campaign • Employer/Landlord Education • Resource Materials and Referral Information <p>The Commission will help set goals for an education campaign, and review materials as they are created.</p>	2-4 hours 1-3 meetings	DEI Staff: 30-50 hrs Other staff: 15-30 hrs	August 2023 - January 2024	Cost to hire consultant Cost of printing
<p>2.2 Police Auditor Oversight</p> <p>In the interim before a permanent civilian police oversight model is selected, the Commission will provide community oversight of the police auditor including reviewing the report, findings, and recommendations.</p>	4-6 hours 3 meetings	DEI Staff: 2-3 hrs Other staff: 10-15 hrs	Ongoing	None

Section 3: Administrative Activities
In addition to their role in providing input on policy and program implementation, the Commission reviews and approves their work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations.

Title, Description, Deliverables	Estimated Commission Meeting Time	Estimated Staff Time Commitment	Schedule	Budget Implications
<p>3.1 Annual Retreat</p> <p>An opportunity for the Commission to spend an extended amount of time together to tackle specific subjects, expand skills, and engage in team building.</p>	2-3 hours 1-2 meetings	DEI Staff: 15-20 hrs Other Staff: 10-15 hrs	Date not yet confirmed	\$1,000-4,000 Food, venue, facilitator
<p>3.2 Preparation of 2024-2025 Workplan</p> <p>Time allotted for proposing and discussing work items for the following year</p>	1-2 hours 2 meetings	DEI Staff: 10-15 hrs	February – March 2024	None

Social Justice and Equity Commission – 2023-24 Workplan

Section 4: Informational Briefings

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items. Commissioners can submit questions to the staff liaison prior to scheduled briefings; they will be forwarded to the presenters to help them prepare.

Title, Description, Deliverables	Estimated Commission Meeting Time	Estimated Staff Time Commitment	Schedule	Budget Implications
4.1 Equity Index and Mapping This briefing will share new equity index stormwater developed and how to use it.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	May 2023	None
4.2 Olympia Internal Operations Equity Assessment This briefing will share the report from the equity assessment and next steps.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Summer 2023	None
4.3 Human Resources Training on Equity Hiring Practices The Commission requests a briefing from HR to better understand recruitment and hiring practices and what the City is doing to support a diverse workforce.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Unknown	None
4.4 Washington Department of Licensing The Commission requests a briefing from DOL to better understand recent changes creating a space to identify having a disability on a driver’s license and free photo IDs for unhoused people, and how the City may support people in these processes.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Unknown	None
4.5 World Relief The Commission requests a briefing from World Relief to learn about the experiences of Ukraine refugees moving to Olympia and how the City can support them.	1 hour 1 meeting	DEI Staff: 1-2 hours Other Staff: 1-2 hours	Unknown	None

Section 5: To be scheduled

Items in this section are not currently scheduled and will likely not be able to be scheduled into this work plan, but the Commission wants to track them for opportunities that may arise or for future workplans.

5.1 Advise on the Creation of a Process on Naming and Re-naming City Assets With the recent renaming of Squaxin Park and Rebecca Howard Peace and Freedom Park, there is interest in having a process and criteria for selecting names for city assets	Unknown	Unknown	Unknown	Unknown
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City of Olympia
DRAFT UAC 2023-2024 Work Plan

Month	Request/Description	Staff	Time Needed	UAC Action
April 2023	Water Quality Report and EPA's Revised Lead and Copper Rule	Cheri Reimers	30 minutes	Review and provide feedback to staff
	Waste ReSources General Facilities Charges	Gary Franks & Ron Jones	20 minutes	Review and provide feedback to staff
May 2023	Equity Index and Outreach Audience Analysis (Storm & Surface Water)	Susan McCleary	20 minutes	Review and provide feedback to staff
	Waste ReSources Code Update OMC 13.12	Gary Franks & Ron Jones	20 minutes	Review and provide feedback to Council through recommendation
	Comprehensive Plan (Utility and Natural Environment Chapters). Will include the topics of Water Demand Population Forecasts with Climate Change	Susan Clark, Kym Foley, Jesse Barham, Ron Jones	45 minutes	Review and provide feedback to staff
	Utilities - 1st Quarter Financial Update	Gary Franks & Water Resources and Drinking Water Directors	5 minutes	Review and provide feedback to staff
June 2023	Decision Making (DEI and Climate Frameworks, Asset Management, and CityWorks)	Susan Clark, Marcus Goodman & John Edwards	60 minutes	Review and provide feedback to staff
	Discounted GFCs for Low-Income Housing	Water Resources/ Drinking Water Directors & Darian Lightfoot	20 minutes	Review and provide feedback to Council through recommendation
	Rates/Affordability Metrics	Gary Franks, Water Resources and Drinking Water Directors	20 minutes	Review and provide feedback to staff
Optional meeting July 2023 - Utility Site Tour				
August 2023	Capital Facilities Plan	Susan Clark & Utility Engineers	30 minutes	Review and provide feedback to Council through rate recommendation in October
	Wastewater rate discount for irrigation	Water Resources Director	20 minutes	Review and provide feedback to staff
	2024 Utility Operating Budgets (initial drivers and trends)	Gary Franks, Water Resources and Drinking Water Directors	30 minutes	Review and provide feedback to staff
	Utilities - 2nd Quarter Financial Update	Gary Franks, Water Resources and Drinking Water Directors	5 minutes	Review and provide feedback to staff
September 2023	2024 Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges	Gary Franks & Water Resources and Drinking Water Directors	60 minutes	Review and provide feedback to staff

City of Olympia
DRAFT UAC 2023-2024 Work Plan

Month	Request/Description	Staff	Time Needed	UAC Action
September 2023	LOTT Rates, Capacity Development Charges and Cost of Service	LOTT Staff	15 minutes	Review and provide feedback to Council through rate recommendation in October
October 2023	2024 Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges	Gary Franks, Water Resources and Drinking Water Directors	90 minutes	Review and provide feedback to Council through rate recommendation
November 2023	Storm & Surface Water Habitat Program Update	Kym Foley	30 minutes	Review and provide feedback to staff
	Cellular Antenna Leases on Water Tanks	Susan Clark	30 minutes	Review and provide feedback to staff
	Climate Mitigation and Sea Level Rise Updates	Dr. Pamela Braff	25 minutes	Review and provide feedback to staff
	Utilities - 3rd Quarter Financial Update	Gary Franks, Water Resources and Drinking Water Directors	5 minutes	Review and provide feedback to staff
December 2023	UAC Work Plan Development for 2024-2025 and Officer Elections	Water Resources Director	30 minutes	Review and provide feedback to staff
	Recycling Program Update	Ron Jones & Gary Franks	30 minutes	Review and provide feedback to staff
No meeting January 2024				
February 2024	Review Draft UAC Work Plan 2024-2025	Water Resources Director	45 minutes	Review and provide feedback to staff
	Comprehensive Plan (Utility and Natural Environment Chapters)	Susan Clark, Kym Foley, Jesse Barham, Ron Jones	30 minutes	Review and provide feedback to Council
	Utilities - 4th Quarter Financial Update	Gary Franks, Water Resources and Drinking Water Directors	5 minutes	Review and provide feedback to staff
March 2024	NPDES Annual Report	Jeremy Graham	30 minutes	Review and provide feedback to staff
	Finalize UAC 2024-2025 Work Plan	Water Resources Director	30 minutes	Review and approve. Submit to Council's Community Livability and Public Safety Committee
	Street Sweeper Program	Susan Barclift	30 minutes	Review and provide feedback to staff

Highlighted items will require a quorum to provide feedback/recommendation to City Council.

Staff will monitor WA State Utilities and Transportation Commission (UTC) actions. As needed, the UAC may provide the UTC with feedback.

Site visits of utility facilities or contracted operations may be arranged following applicable COVID-19 protocols. Appropriate public notice will be provided.