



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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Wednesday, March 22, 2017

4:30 PM

Council Chambers

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1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**

- 4.A [17-0288](#) Approval of February 22, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

- 4.B [17-0286](#) Approval of March 6, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

- 4.C [17-0287](#) Approval of March 13, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

5. **COMMITTEE BUSINESS**

- 5.A [17-0307](#) Meeting with Advisory Committee/Commission Chairs

Attachments: [Arts Commission Work Plan](#)

[Bicycle, Pedestrian Advisory Committee Work Plan](#)

[Heritage Commission Work Plan](#)

[Planning Commission Work Plan](#)

[Parks and Recreation Advisory Committee Work Plan](#)

[Utility Advisory Committee Work Plan](#)

6. **REPORTS AND UPDATES**

7. **ADJOURNMENT**

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*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 22, 2017 General Government Committee Meeting Minutes**

**Agenda Date:** 3/22/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0288

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

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**Title**

Approval of February 22, 2017 General Government Committee Meeting Minutes



# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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Wednesday, February 22, 2017

4:30 PM

207

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1. **CALL TO ORDER**

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

2. **ROLL CALL**

**Present:** 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

3. **APPROVAL OF AGENDA**

The agenda was approved.

4. **APPROVAL OF MINUTES**

- 4.A [17-0199](#) Approval of the February 3, 2017 General Government Committee Meeting Minutes

The minutes were approved.

5. **COMMITTEE BUSINESS**

- 5.A [17-0185](#) Parking and Business Improvement Area (PBIA) Board Update

Downtown Liaison Mark Rentfrow and PBIA Board Chair Mary Corso reviewed the status of the 2017 PBIA budget items.

Ms. Corso discussed the establishment of a communications committee to better work with the Olympia Downtown Association and the Visitors and Convention Bureau. She gave an update on various projects the PBIA is working on to include development of a welcome packet for new downtown residents; twinkle fest starting earlier this year and the Girls Night Out event being extended to two days.

Ms. Corso also noted the PBIA will begin meeting with Lake Fair organizers to begin a dialogue.

Councilmembers asked clarifying questions.

**The report was received.**

- 5.B [17-0186](#) Briefing on Public Safety Funding Needs

Police Chief Ronnie Roberts discussed engaging and listening to the community to hear their expectations and needs from the Police Department.

Chief Roberts shared the needs for downtown including day and evening walking patrol, a mental health response team and community court. He also discussed additional code enforcement officers and community liaisons to meet the needs of neighborhoods.

Chief Roberts discussed planning to shape the future of policing in Olympia. These needs include a policy manager for contemporary standards, an enhanced training program and strengthening recruitment efforts to increase diverse applicants.

Committee members discussed the issues and asked clarifying questions.

**The information was received.**

- 5.D**     [17-0191](#)     Discuss Advisory Committee Applications and Preparation for Interviews

Committee members discussed the screening and interview process for Advisory Committee applicants. They considered dates and time for interviews and other logistics.

**The discussion was completed.**

- 5.C**     [17-0192](#)     Preparation for Annual Meeting with Advisory Committee Chairs

Committee members discussed the March 22 meeting with Advisory Committee Chairs. The discussion included logistics, invitees, topics for discussion and ways to engage the Chairs and make them feel valued. They noted there should be an offering of Jurassic Parliament training to Advisory Committees in the near future.

**The discussion was completed.**

**6.        REPORTS AND UPDATES**

There were no reports or updates.

**7.        ADJOURNMENT**

The meeting adjourned at 6:15p.m.



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

## **General Government Committee**

### **Approval of March 6, 2017 General Government Committee Meeting Minutes**

**Agenda Date:** 3/22/2017  
**Agenda Item Number:** 4.B  
**File Number:** 17-0286

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

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**Title**

Approval of March 6, 2017 General Government Committee Meeting Minutes



# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, March 6, 2017**

**4:30 PM**

**Council Chambers**

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**Special**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Present:** 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

**3. COMMITTEE BUSINESS**

**3.A** [17-0208](#) Advisory Committee Interviews

Committee members interviewed applicants for the Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, and Parks and Recreation Advisory Committee in ten minute increments. Following interviews, the Committee discussed applicant qualifications and membership of the Commissions/Committees.

**The interviews were completed.**

**4. ADJOURNMENT**

The meeting adjourned at 8:29p.m.



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

**General Government Committee**  
**Approval of March 13, 2017 General**  
**Government Committee Meeting Minutes**

**Agenda Date:** 3/22/2017  
**Agenda Item Number:** 4.C  
**File Number:** 17-0287

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

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**Title**

Approval of March 13, 2017 General Government Committee Meeting Minutes





# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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**Monday, March 13, 2017**

**4:30 PM**

**Room 207**

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### Special Meeting/Potential City Council Meeting

#### 1. CALL TO ORDER

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

#### 2. ROLL CALL

**Present:** 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

#### OTHERS PRESENT

Councilmember Jim Cooper  
Director of Parks, Arts and Recreation Paul Simmons

#### 3. COMMITTEE BUSINESS

##### 3.A [17-0271](#) Advisory Committee Interviews

Committee members interviewed applicants for the Utility Advisory Committee, Olympia Metropolitan Parks District Board, Arts Commission and the Parks and Recreation Advisory Committee in ten minute increments.

Councilmember Cooper and Director Simmons were present for the Olympia Metropolitan Parks District Board interviews.

Applicants for the Planning Commission were interviewed using a process that included introductions, a group discussion activity and report out.

Following interviews, the Committee discussed applicant qualifications and Commission membership.

**The interviews were completed.**

#### 4. ADJOURNMENT

The meeting adjourned at 8:28p.m.



## General Government Committee

### Meeting with Advisory Committee/Commission Chairs

**Agenda Date:** 3/22/2017  
**Agenda Item Number:** 5.A  
**File Number:** 17-0307

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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:**

Not referred to a committee.

##### **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 invited to attend:

- Stacy Hicks - Arts Commission
- David Copley- Bicycle and Pedestrian Advisory Committee
- Joseph LaValle - Design Review Board
- Holly Davies - Heritage Commission (Sends regrets)
- Jim Nieland - Parks and Recreation Advisory Committee
- Brian Mark - Planning Commission
- Thad Curtz - Utility Advisory Committee (Sends regrets)

##### **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.

**Financial Impact:**

N/A

**Attachments:**

Arts Commission Work Plan

BPAC Work Plan

Heritage Commission Work Plan

Planning Commission Work Plan

PRAC Work Plan

Utility Advisory Committee Work Plan

# ARTS COMMISSION - 2017 Work Plan

*During 2017 the Arts Commission will hold full meetings on the second Thursday of each 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 - 2017 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 2017.

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

Estimated Percent of Overall Committee Effort: 50%

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 completion.</i>		
<b>1.1 2017 Municipal Art Plan to City Council</b>  <b>Description:</b> As part of the 2017 Work Plan process, recommend plan for 2017 dollar per capita funds and any potential capital projects where 1% funds might apply. <b>Deliverable:</b> Recommend 2017 Municipal Art Plan to City Council.	APP 3 hours	3 hours	March		

<b>1.2 Music Out Loud</b>  <b>Description:</b> Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances. <b>Deliverable:</b> Complete construction and performance schedule.	APP/CEO 6 hours	6 hours	December	Municipal Art Fund	
<b>1.3 City Gateways</b>  <b>Description:</b> In coordination with the Planning Commission, complete Gateway Public Art Master Plan. <b>Deliverable:</b> Gateway public art master plan.	APP 20 hours	20 hours	Feb/March-August	None	
<b>1.4 Arts Center Support</b>  <b>Description:</b> Continue to explore and support efforts to bring an Arts Center to Olympia and develop opportunities for artists and art organizations in the community. <b>Deliverable:</b> Facilitate continued communication with Olympia's arts community.	CEO 2 hours	2 hours	Ongoing	None	
<b>1.5 Support Creative District</b>  <b>Description:</b> Support City downtown strategy planning efforts in the development of a Creative District. Explore costs, benefits and community interest in establishing a formal creative district/corridor in downtown Olympia. <b>Deliverable:</b> Continue communication with	CEO/APP 4 hours	4 hours	Ongoing	TBD	

Olympia's arts community and monitor progress of ArtsWA program development at state level.					
<b>1.6 Commission Retreat/Work Session</b> <b>Description:</b> Spring retreat to orient new Commissioners, fall session to discuss new work plan. <b>Deliverable:</b> Complete the retreat	Commission 3 hours	3 hours	May and October	None	
<b>1.7 Expressive Enhancement of Downtown</b> <b>Description:</b> Develop initiatives for the expressive enhancement of the downtown area in collaboration with the PBIA and ODA. <b>Deliverable:</b> Recommendations for GG review	Commission 4 hours	4 hours	Ongoing	TBD	
<b>1.8 Proposal for Arts Organizations Granting Program</b> <b>Description:</b> Research and develop proposal for granting program. <b>Deliverable:</b> Recommendation to General Government Committee	CEO 4 hours	4 hours	October		

## SECTION 2.

### 2017 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 2017 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 50%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>	<b>6 Month Check-In</b>
<b>2.1 Arts Walk 54 &amp; 55</b>  <b>Description:</b> Provide ongoing input on policies, procedures, and marketing. Assist with map distribution. <b>Deliverable:</b> Engage artists and downtown community.	CEO/Entire Commission 5 hours	5 hours	April 28 & 29  October 6 & 7  November: Poster Jury	None	
<b>2.2 Public Art Assessment</b>  <b>Description:</b> Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair. <b>Deliverable:</b> Assist staff in determining what artworks require repair, removal or conservation efforts.	Commission 2 hours	2 hours	April	Public Art Maintenance Fund	
<b>2.3 Arts &amp; Heritage Day at the Capitol</b>  <b>Description:</b> Participate in Arts & Heritage Day at the Capitol.	Commission 4-6 hours	4-6 hours	February	None	

<b>Deliverable:</b> Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.					
<b>2.4 Traffic Box Mural Wrap Public Art Project</b>  <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 for online voting. <b>Deliverable Project.</b>	APP 4 hours	4 hours	December	Municipal Art Fund	
<b>2.5 Percival Plinth Project</b>  <b>Description:</b> Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases. <b>Deliverable:</b> Program plinths for art exhibitions.	APP 4 hours	4 hours	September	Municipal Art Fund	
<b>2.6 Poet Laureate</b>  <b>Description:</b> Assist as needed to support program. <b>Deliverable:</b> Poet Laureate program is supported and successful.	CEO 12 hours	12 hours	March	Municipal Art Fund	
<b>2.7 Implementation of Temporary Display of Art at City Hall &amp; Programming</b>  <b>Description:</b> Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions and concurrent presentations at City Hall. <b>Deliverable:</b> Placement of temporary art in City Hall.	APP 6 hours	6 hours	December	Municipal Art Fund for Arts Infrastructure	



<b>2.8 Northwest Public Art Conference</b>  <b>Description:</b> Support Olympia's hosting of arts administrators from OR, ID, WA and BC October 12-14, 2017. <b>Deliverable:</b> Assist as necessary.	2 hours	2 hours	October 12-14	None	
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## Bicycle and Pedestrian Advisory Committee (BPAC) 2017 Work Plan April 2017 - March 2018 Work Plan

*The BPAC will hold six full committee meetings in 2017. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.*

### Section 1. 2017 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 2017-18.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Lead and Commitment  <i>Committee hours, not individuals.</i>	Staff Commitment  <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule  <i>Estimated timeline from start to finish.</i>	Budget Implications
<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. Council referral:</b> Staff briefing on City efforts to work with neighborhoods and the Olympia School District on safe walking & biking routes.	Full committee: 1 hour	Transportation staff: 2-4 hours	May - July	None
<b>1.c. Special Projects and Studies:</b> As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.  <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.****2017 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 2017 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 80%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>
<b>2.a. Transportation Master Plan:</b> Participate in the creation of a Transportation Master Plan.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	July - March 2018	None anticipated
<b>2.b. Neighborhood Pathways Program:</b> Participate in a review of the Program so far.  <b>Deliverable:</b> Comments to City staff.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - September	None anticipated
<b>2.c. Downtown Streets Reconstruction Projects:</b> Provide input on design decisions for the streets to be reconstructed as part of the Downtown Strategy.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	May - March 2018	None anticipated
<b>2.d. Bicycle Corridor Program:</b> Participate in prioritizing future Bike Corridor projects.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	May - July	None in short term

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.e. US 101/West Olympia Access Project:</b> Briefing on the project, including parts that make it easier to bike and walk.  <b>Deliverable:</b> Briefing only.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - July	None anticipated
<b>2.f. Action Plan:</b> Briefing on Action Plan progress to date, including indicator data (as available), actions accomplished and/or underway, and Council emphasis areas.  <b>Deliverable:</b> Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours  Transportation staff: 1-2 hours	September - November	None anticipated
<b>2.g. Engineering Design and Development Standards (EDDS):</b> As appropriate, review and comment on revisions to the EDDS.  <b>Deliverable:</b> Comment to staff and/or recommendation to Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	July - September	None anticipated
<b>2.j. Project review:</b> As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.  <b>Deliverable:</b> Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated

# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

*The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2017 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
<b>1.a. Promote &amp; Oversee Olympia Heritage Register</b>  <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.</i>  <b>Deliverable:</b> <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i>	OHC: Public hearings at regularly- scheduled meetings  Heritage Review Committee: 3-9 hours  Survey & Inventory Committee: 5-15 hours	CP&D Staff:  Individual property application: 20-50 hours  Historic district application: 250+ hours**  Database maintenance: 100+ hours	As needed	Individual property application: Included in base budget  **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

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

# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.b. Review and Recommend Revisions to Heritage Related City Code</b>  <b>Proposed Work:</b> <i>Review existing City ordinances and municipal code relevant to historic properties to identify areas for potential code improvements; with staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).</i>  <b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i>	OHC: 9 hours  Policy & Ordinance Committee: 60 hours  Olympia Planning Commission: 4 hours	CP&D Staff: 100 hours  Legal Staff: 10 hours	January – December	Included in base budget
<b>1.c. Evaluate Special Valuation Applications</b>  <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>  <b>Deliverable:</b> <i>Recommendations to City Council; ongoing monitoring</i>	OHC: Review at regularly- scheduled OHC meeting  Heritage Review Committee: 3-9 hours	CP&D Staff: 30-90 hours  Legal Staff: 10-30 hours	As needed, 1 to 3 per year	Included in base budget

# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<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; Committee to make recommendations on process improvements</i></p> <p><b>Deliverable:</b>  <i>Recommendation to City Council; Preservation Award Certificate(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>

# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

## 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; consider possible minimum professional membership requirements as well as method of selection for Heritage Review Committee; develop framework on window and door replacement.</i></p> <p><b>Deliverable:</b> <i>Recommendations to Building Official; public education and outreach</i></p>	<p>OHC: 9 hours</p> <p>Heritage Review Committee: 30 hours</p>	<p>CP&amp;D Staff: 75 hours</p>	<p>January – December, approximately 1 heritage review meeting per month</p>	<p>Included in base budget</p>



# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<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>	Heritage Review Committee: 6-12 hours	CP&D Staff: 12-24 hours	As needed, approximately 1-2 per year	Included in base budget
<p><b>2.c. Review and Provide Input on City 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 planning, public works, and parks activities such as the design review standards phase of the Downtown Strategy, Comprehensive Plan Implementation Strategy (Action Plan), code updates, and Capital Facilities Plan; build on familiarity 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>	OHC: Review at regularly-scheduled OHC meeting  Committee formation as needed	CP&D Staff: Varies	As needed	Included in base budget

## Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.d. Support the Development of Cultural Resource Outreach Program for City Staff and Volunteers</b></p> <p><b>Proposed Work:</b>  <i>Where appropriate, provide expertise to staff in developing an outreach program to increase awareness of staff and volunteers working on publicly-held land on how to anticipate and respond to the discovery of archaeology and other heritage features significant to Tribes and other communities.</i></p> <p><b>Deliverable:</b>  <i>Outreach program</i></p>	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Committee formation as needed</p>	<p>CP&amp;D Staff: 50 hours</p>	<p>February – May</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

## 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%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>3.a. Conduct and Collaborate on Historic Preservation Outreach</b>  <b>Proposed Work:</b> <i>Organize and conduct activities to champion Olympia's historic places, 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>  <b>Deliverable:</b> <i>Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment</i>	OHC: Varies  Outreach Committee: 40 hours	CP&D Staff: 80 hours  Communications Staff: 20-30 hours	Ongoing	Included in base budget  Grant funding may be sought for larger-scale outreach efforts

# Olympia Heritage Commission (OHC) – **DRAFT** 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<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 the Arts Commission and 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>	OHC Members: Varies	CP&D Staff: Varies	Ongoing	Included in base budget
<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 implementation of the Downtown Strategy; provide community leadership on Downtown reconnaissance-level survey conducted by independent consultants; consider next steps for use of the information and recommendations provided in final survey report.</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 historic character and sense of place</i></p>	OHC: 20 hours  Downtown Committee: 40 hours	CP&D Staff: Varies	Ongoing	Included in base budget; DAHP & Thurston County grants for survey

**\* DRAFT \* \* Olympia Planning Commission - 2017 Work Plan \* \* DRAFT \*** January 25, 2017  
(April 1, 2017 to March 31, 2018)

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. 2017 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 2017. 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 (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<b>1.1 Review 6-year Capital Facilities Plan (CFP)</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/city-government/budget-financial-reports.aspx">http://olympiawa.gov/city-government/budget-financial-reports.aspx</a></li> </ul> Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan. <b>Deliverable:</b> Public Hearing and 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 April; Commission to conclude review in September.	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> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx">http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx</a></li> </ul> 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> Public Hearing and 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	June	Included in base budget	Detailed review and recommendation	Council referrals may include Bentrige Village, Transportation Maps, Briggs Village and Tsuki Corner.

<b>1.3 Downtown design criteria update</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx">http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</a></li> </ul> <p>Amendment of development code consistent with pending downtown strategy.</p> <p><b>Deliverable:</b> Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours - may include consultant	March, September	Dependent on scope	General review and recommendation	City staff
<b>1.4 Scenic view code amendment – downtown area</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx">http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</a></li> </ul> <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><b>Deliverable:</b> Public Hearing and recommendation to City Council.</p>	3 hours	CP&D staff: 10 hours plus consultant	March, September	Funded as part of downtown strategy scope Included in base budget	Detailed review and recommendation	City staff
<b>1.5 SEPA- and Code-related regulation amendments – downtown area</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx">http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</a></li> </ul> <p>Review and revision of local SEPA regulations and development regulations regarding to downtown; may include updates responsive to State rules.</p> <p><b>Deliverables:</b> Public Hearing and recommendation to City Council.</p>	3 hours	6-20 hours	March, September	Included in base budget	Detailed review and recommendation	City staff
<b>1.6 Zoning map and development code text amendments</b> <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 2017.</p> <p><b>Deliverables:</b> Public Hearing and 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. May include Capitol Campus rezone.

<b>1.7 Sign code amendment</b> <ul style="list-style-type: none"> <li>• <a href="http://www.olympiawa.gov/signcode">www.olympiawa.gov/signcode</a></li> </ul> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling</p> <p><b>Deliverable:</b> Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	May	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
<b>1.8 Low density neighborhood “in-fill” code amendments (aka Missing Middle Housing/Infill)</b> <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><b>Deliverable:</b> Public Hearing and recommendation to City Council.</p>	6 hours	CP&D staff: 10 hours	September	Included in base budget	Detailed review and recommendation	City staff
<b>1.9 Transitional zoning amendments</b> <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><b>Deliverable:</b> Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	October?	Included in base budget	General review and recommendation	Bigelow Neighborhood and City staff
<b>1.10 Short Term Rental Policies</b> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones.</p> <p><b>Deliverable:</b> Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	July	Included in base budget	General review and recommendation	City staff

<b>SECTION 2.</b> <b>2017 Optional Program Implementation and/or Input to Council or Staff</b>						
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.						
<b>Title and Description</b>	<b>Estimated Commission Meeting Time</b>	<b>Estimated Staff Commitment</b> <i>(Direct support for Commission role)</i>	<b>Schedule</b> <i>(Estimated Completion)</i>	<b>Budget Implications</b>	<b>Commission Role</b>	<b>Source of Proposal</b>
<b>2.1 Neighborhood Center Code:</b> A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.  <b>Deliverable:</b> Proposed development code update for consideration by City in 2018	1 hour; plus substantial work group time	CP&D: 8 to 12 hours		Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
<b>2.2 Action Plan for comprehensive plan implementation.</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx">http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx</a></li> </ul> 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.  <b>Deliverable:</b> <i>Recommendation and comments to City staff.</i>	2 hours	5 to 7 hours	April	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan
<b>2.3 Subarea/Neighborhood Plan</b>  Review of draft Subarea Plan  <b>Deliverable:</b> Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	TBD	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff



<b>SECTION 3.</b> <b>2017 Administrative Activities and Informational Briefings</b> 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.						
<b>Title and Description</b>	<b>Estimated Commission Meeting Time</b>	<b>Estimated Staff Commitment</b> <i>(Direct support for Commission role)</i>	<b>Schedule</b> <i>(Estimated Completion)</i>	<b>Budget Implications</b>	<b>Commission Role</b>	<b>Source of Proposal</b>
<b>3.1 Organizational Retreat.</b>  Annual event focused on improving Commission functions and procedures.  <b>Deliverable.</b> None - internal only.	1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time	CP&D Staff: 8 to 10 hours  Facilitator at OPC option.	To be determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
<b>3.2 Check-In with the Land Use and Environment Committee</b>  Potential joint meeting with the Land Use and Environment Committee  <b>Deliverable:</b> None	1-2 hours		To be determined	Included in base budget	Led by LUEC	Planning Commission
<b>3.3 Preparation of 2018 Work Plan</b>  Time allotted for proposing work items for following year.  <b>Deliverable:</b> Recommendation to Council	2 hours	CP&D: 6 hours  Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
<b>3.4 Meet with Coalition of Neighborhood Associations</b> Meeting to share issues and coordinate; an alternative joint meeting may be substituted.  <b>Deliverable:</b> None	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA

<b>3.5 Downtown Strategy Implementation Measures Briefings.</b> <ul style="list-style-type: none"> <li>• <a href="http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx">http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</a></li> </ul> <p>Briefings regarding activities to implement the Downtown Strategy, potentially including: Parking Strategy; Housing Issues; Addressing Homelessness; and Isthmus Planning</p> <p><b>Deliverable:</b> None</p>	4-6 hours	Variable depending on range and scope of topics prioritized for first year of implementation	To be determined	Included in base budget	Informational Briefing	City Staff
<b>3.6 Gateways &amp; Art Master Plan Briefing</b> <p>Briefing regarding the Art Master Plan for city gateways</p> <p><b>Deliverable:</b> None</p>	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
<b>3.7 Economic Development Briefing</b> <p>Briefing regarding economic development opportunities and actions in the City of Olympia</p> <p><b>Deliverable:</b> None</p>	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.8 West Bay Restoration &amp; Parks Plan Briefing</b> <p>Briefing regarding progress on the West Bay restoration and parks master planning efforts</p> <p><b>Deliverable:</b> None</p>	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.9 Transportation Master Plan Briefing</b> <p>Briefing regarding progress on the Transportation Master Plan</p> <p><b>Deliverable:</b> None</p>	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission

<b>3.10 Development Activity Briefing</b> Briefing regarding annual development activity within the City and UGA  <b>Deliverable:</b> None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.11 SmartGov Portal Demonstration and Briefing</b>  Briefing regarding the new SmartGov public portal, with a demonstration on its use, to track applications in the permitting process  <b>Deliverable:</b> None	1 hour	CP&D: 1 hour	August	Included in base budget	Informational Briefing	Planning Commission
<b>3.12 Affordable Housing Briefing</b>  A briefing regarding the status of affordable housing issues in Olympia and Thurston County  <b>Deliverable:</b> None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.13 Public Safety Briefing</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/city-services/police-department.aspx">http://olympiawa.gov/city-services/police-department.aspx</a></li> <li><a href="http://olympiawa.gov/city-services/fire-department.aspx">http://olympiawa.gov/city-services/fire-department.aspx</a></li> </ul> A briefing by the Police and Fire Departments regarding public safety in Olympia  <b>Deliverable:</b> None	1 hour	OPD: 1 hour OFD: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.14 Emergency Management Briefing</b> <ul style="list-style-type: none"> <li><a href="http://olympiawa.gov/news-and-faq-s/disasters-and-emergency-information.aspx">http://olympiawa.gov/news-and-faq-s/disasters-and-emergency-information.aspx</a></li> </ul> A briefing about the City's Emergency Management Plan and procedures  <b>Deliverable:</b> None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission

# Parks and Recreation Advisory Committee -- 2017 Work Plan (April 1, 2017 to March 31, 2018)

## SECTION 1. 2017 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 2017.

Professional staff liaison for PRAC is Laura Keehan.  
Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>Plans</b>				
<b>1.1 Capital Facilities Plan (CFP) (Annual)</b>  <b>PRAC Role:</b> Make recommendation to the Planning Commission for the 2018-2023 Capital Facilities Plan.  <b>Deliverable:</b> Recommendation to Planning Commission & City Council	4 hours	Laura Keehan 4 hours (incorporating feedback into plan)  Laura Keehan 2 hours (Meeting attendance)	May & September	Within existing resources
<b>1.2 Capital Asset Management Program (CAMP) (Annual)</b>  <b>PRAC Role:</b> Make recommendation to the Planning Commission for the CAMP portion of the CFP.  <b>Deliverable:</b> Recommendation to	4 hours	Laura Keehan 4 hours (incorporating feedback into plan)  Laura Keehan 2 hours (Meeting attendance)	May & September	Within existing resources

Planning Commission & City Council				
<b>1.3 Implementation of the Downtown Strategy</b>  <b>PRAC Role:</b> After the Olympia Downtown Strategy is adopted in 2017, the City and community partners will start working on the Recommended Actions. Depending on the Strategy Actions approved by Council and their timing there may be topics relevant to PRAC.  <b>Deliverable:</b> Provide feedback and ideas	2 hours	2 hours	As needed	None
<b>1.4 West Bay Park &amp; Restoration Master Plan</b>  <b>PRAC Role:</b> Receive briefing on preliminary ideas and concepts for the master plan  <b>Deliverable:</b> Provide feedback and ideas	3 hours	Laura Keehan 4 hours	December	Within existing resources
<b>1.5 Action Plan</b>  <b>PRAC Role:</b> Receive briefing on the proposed 2018 Action Plan  <b>Deliverable:</b> Provide input to Council on the updated Action Plan and Council priorities	2 hours	Stacey Ray 3 hours	February	None

## SECTION 2. 2017 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 2017 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

<b>Title Description</b>	<b>Committee Commitment</b>	<b>Staff Commitment</b> <i>Hours reflect working with the committee, not total project staff time.</i>	<b>Schedule (Estimated)</b>	<b>Budget Implications</b>
<b>MISCELLANEOUS</b>				
<b>2.1 Informal meeting with department and city leadership.</b>  <b>PRAC Role:</b> Attend optional, informal annual meeting with the department director, associate directors, and city manager.  <b>Deliverable:</b> None – information sharing only.	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	June	None
<b>2.2 Annual Park Evaluation Program</b>  <b>PRAC Role:</b> Administer annual park evaluation program.  <b>Deliverable:</b> Compiled park evaluation information.	6 hours	No staff lead: This is an entirely PRAC-driven effort	Survey forms distributed in May, Results discussed in October	None
<b>2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</b>  <b>PRAC Role:</b> PRAC members will help plan and attend the joint meeting	3 hours	Jonathon Turlove 3 hours	TBD based on host jurisdiction	None

<p>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	None
<p><b>2.5 Park Naming</b></p> <p><b>PRAC Role:</b> Hold a public hearing and make a recommendation to Council on park names.</p> <p><b>Deliverable:</b> Recommendation to Council</p>	2 hours	2 hours	As needed	None
<p><b>2.6 Park Land Donations</b></p> <p><b>PRAC Role:</b> Review parcels offered to OPARD for donation and make recommendation to Council</p> <p><b>Deliverable:</b> Make recommendation to Council</p>	2 hours	3 hours	As needed	None
<p><b>2.7 Grant Applications</b></p> <p><b>PRAC Role:</b> Receive presentation on OPARD's proposed grant applications</p> <p><b>Deliverable:</b> Letters of support for applications</p>	2 hours	2 hours	As needed	None

<b>2.8 Performance Report Update</b>  <b>PRAC Role:</b> Receive presentation on OPARD's 2016 performance report  <b>Deliverable:</b> None – information sharing only	None necessary	Paul Simmons 1 hour	April	None
<b>2.9 Volunteer Program</b>  <b>PRAC Role:</b> Receive briefing on OPARD's volunteer program  <b>Deliverable:</b> None – information sharing	None necessary	Sylvana Niehuser 2 hours	August	None



Utility Advisory Committee (UAC)  
April 2017 - March 2018 Workplan

**SECTION 1. Recommendations to City Council**

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2017-2018. 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: 40%. UAC Staff Liaison: Andy Haub

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
<b>1. a. Capital Facilities Plan (CFP)</b> Review Draft 2018-2023 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels.  <b>Deliverable:</b> Recommendations to the Planning Commission and City Council.	60 minutes	Eric Christensen/Andy Haub	May 2017	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2018 budget and utility rates as appropriate.
<b>1. b. Waste ReSources Rate Evaluation</b> Review current rates and evaluate their distribution between various services.  <b>Deliverable:</b> Recommendation to City Council.	45 minutes	Dan Daniels	June 2017	Integrate results into the 2018 Waste ReSources budget and utility rates.
<b>1. c. LOTT Rates &amp; Finances *</b> Review financial structures and rate proposals for LOTT wastewater treatment services.  <b>Deliverable:</b> Recommendation to City Council.	60 minutes	LOTT staff/Andy Haub	June 2017	Incorporate into 2018 budget and rate review.
<b>1. d. Storm and Surface Water Plan Update</b> Review and comment on the draft Storm & Surface Water Plan update.  <b>Deliverable:</b> Recommendation to Council.	60 minutes	Susan Clark	September 2017	Guide future program and funding emphasis.
<b>1. e. Utility Budgets, Rates &amp; GFCs</b> Review staff's 2018 recommendations for the four utility budgets, rates and general facilities charges.  <b>Deliverable:</b> Recommendation to City Council	60 minutes	Andy Haub/Dan Daniels	September 2017	Incorporate financial discussions into 2018 budgets, rates and general facility charges recommendations.
<b>1. f. Commercial Recycling Program</b> Review staff recommendations for potential program changes.  <b>Deliverable:</b> Recommendation to Council.	60 minutes	Dan Daniels	October 2017	Identify and integrate into the Waste ReSources rates.

Utility Advisory Committee (UAC)  
April 2017 - March 2018 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: 60%

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
<b>2. a. Sea Level Rise Planning</b> Update on the sea level rise response planning project with focus on scope of work and public process.  <b>Deliverable:</b> Briefing	60 minutes	Eric Christensen/Andy Haub	April 2017	None at this time. Continuing discussion and input to staff.
<b>2. b. Storm &amp; Surface Water Financial Incentives</b> Review potential approaches for incentivizing storm and surface water requirements and voluntary actions.  <b>Deliverable:</b> Briefing. Future recommendation to Council.	60 minutes	Eric Christensen	April 2017	None at this time. Continue discussion to draft Plan recommendations in September as well as 2018 budget and rate process.
<b>2. c. Storm &amp; Surface Water Plan Update</b> Review and comment on scope and goals of the Storm and Surface Water Plan.  <b>Deliverable:</b> Briefing	60 minutes	Susan Clark	May 2017	None at this time. Continue discussion to draft Plan recommendations in September.
<b>2. d. LOTT Rates and Finances</b> Review rates and finances for LOTT's wastewater treatment services.  <b>Deliverable:</b> Briefing	60 minutes	LOTT staff/Andy Haub	May 2017	None at this time. Continue discussion in 2018 budget and rate process in September.
<b>2. e. Utility Budgets, Rates &amp; GFCs</b> Review staff's 2018 recommendations for the four utility budgets, rates and general facilities charges (GFCs).  <b>Deliverable:</b> Briefing	45 minutes	Andy Haub/Dan Daniels	June 2017	None at this time. Continue discussion in September.

Utility Advisory Committee (UAC)  
April 2017 - March 2018 Workplan

SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. f. Sea Level Rise Planning</b> Update on the sea level rise response planning project with focus on risk and vulnerability assessments.  Deliverable: Briefing	60 minutes	Eric Christensen/Andy Haub	September 2017	None at this time. Continuing discussion and input to staff.
<b>2. g. Climate Change Mitigation Planning</b> Review progress on Citywide work effort.  Deliverable: Briefing	30 minutes	TBD	October 2017	None at this time.
<b>2. h. City Action Plan - Utilities</b> Review City Action Plan as it relates to utilities.  Deliverable: Briefing	45 minutes	Stacey Ray, Community Planning and Development	November 2017	None at this time.
<b>2. f. Sea Level Rise Planning</b> Update on the sea level rise response planning project with focus on risk and vulnerability assessments.  Deliverable: Briefing	60 minutes	Eric Christensen/Andy Haub	September 2017	None at this time. Continuing discussion and input to staff.
<b>2. g. Climate Change Mitigation Planning</b> Review progress on Citywide work effort.  Deliverable: Briefing	30 minutes	TBD	October 2017	None at this time.
<b>2. h. City Action Plan - Utilities</b> Review City Action Plan as it relates to utilities.  Deliverable: Briefing	45 minutes	Stacey Ray, Community Planning and Development	November 2017	None at this time.
<b>2. i. Onsite Septic &amp; STEP System Programs</b> Update on onsite septic system conversion and STEP management program.  Deliverable: Briefing. Potential future recommendations to Council.	45 minutes	Diane Utter	November 2017	None at this time.

Utility Advisory Committee (UAC)  
April 2017 - March 2018 Workplan

SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. j. UAC Workplan Development</b> Develop the 2017-2018 UAC workplan.  <b>Deliverable:</b> Develop a draft workplan.	30 minutes	Andy Haub	December 2017	None
<b>2. k. Approve UAC Workplan &amp; Officer Elections</b> Finalize and approve the 2018-2019 UAC workplan.  <b>Deliverable:</b> Approve workplan and forward to Council's General Government Committee. Elect UAC officers.	30 minutes	Andy Haub	February 2018	None
<b>2. l. Wastewater Plan Update</b> Review draft goals and strategies of the update to the City's Wastewater Management Plan.  <b>Deliverable:</b> Briefing	45 minutes	Susan Clark	February 2018	None
<b>2. m. Sea Level Rise Planning</b> Update on the sea level rise response planning project.  <b>Deliverable:</b> Briefing	60 minutes	Eric Christensen/Andy Haub	February 2018	Identified during the project.
<b>2. n. NPDES Annual Report</b> Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review.  <b>Deliverable:</b> Briefing	30 minutes	Jeremy Graham	March 2018	None