



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, March 27, 2019

4:00 PM

Council Chambers

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, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

- 5.A** [19-0277](#) Approval of February 26, 2019 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A** [19-0303](#) Meeting with Advisory Committee/Commission Chairs

Attachments: [Arts Commission Work Plan-2019](#)
[Arts Commission MAP-2019](#)
[BPAC Work Plan 2019](#)
[Heritage Commission Work Plan 2019](#)
[PBIA Work Plan 2019](#)
[Planning Commission Work Plan 2019](#)
[PRAC Work Plan 2019](#)
[UAC Workplan 2019](#)

7. REPORTS AND UPDATES

8. ADJOURNMENT

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

General Government Committee

Approval of February 26, 2019 General Government Committee Meeting Minutes

Agenda Date: 3/27/2019
Agenda Item Number: 5.A
File Number: 19-0277

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

Title

Approval of February 26, 2019 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

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

Tuesday, February 26, 2019

4:30 PM

Room 207

Special Meeting

1. CALL TO ORDER

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

2. ROLL CALL

Present: 2 - Committee member Clark Gilman and Committee member Cheryl Selby

Excused: 1 - Chair Renata Rollins

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

No one spoke.

5. APPROVAL OF MINUTES

- 5.A [19-0147](#) Approval of January 23, 2019 General Government Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A [19-0161](#) Discussion with Heritage Commission Representatives about a Potential Study Session with City Council

City Manager Steve Hall gave an overview of feedback from the Heritage Commission regarding expanding the use of their skills to assist the City Council in their decision making related to historic properties.

Heritage Commission Chair Kat Kelly proposed holding a training for Councilmembers regarding regulations that apply to City actions. Committee Members asked clarifying questions. They requested the Commission provide the Committee with an example of a City whose Heritage Commission reflects the relationship they are seeking with the

Olympia City Council.

Ms. Davies requested a proclamation on the City Council agenda recognizing May as Heritage month.

Committee members discussed receiving a more in depth presentation from the Heritage Commission at the General Government Committee as primer on historic registries; how cultural heritage concerns relate to land use decisions; an overview of their review of historic districts and homes; and a specific example of how other cities utilize the skills of their heritage commissions.

The discussion was completed.

6.B [19-0150](#) Continued Discussion of Options for 2019 Community Development Block Grant (CDBG) Annual Action Plan and Public Process

Home Fund Program Manager Cary Retlin noted the City has not received notification from the Department of Housing and Urban Development (HUD) regarding the City's allocation of Community Development Block Grant (CDBG) funds. He reviewed the Program Year 2018 CDBG allocations and staff recommendations for Program Year 2019. Committee members asked clarifying questions.

Acting Chair Gilman discussed the possibility of using CDBG funding for alley lighting for downtown parking to promote safety.

The committee discussed the process of allocating CDBG funding using either a direct select or a Request for Proposal (RFP) process. Community Planning and Development Director Keith Stahley discussed the challenges of using an RFP process in the past. Acting Chair Gilman requested robust communications to keep the community engaged on timelines. The committee members chose to use a direct select process as opposed to an RFP process to determine the allocation of CDBG funding.

The discussion was completed.

6.C [19-0154](#) Preparation for Annual Meeting with Advisory Committee Chairs

Strategic Communications Director Kellie Purce Braseth discussed potential topics for the upcoming meeting of the Advisory Committee chairs. Ms. Braseth noted at the recent City Council retreat, it was proposed Advisory Committees will no longer have a single Councilmember assigned as their liaison; instead they will now be assigned to a committee. She suggested the topic be scheduled for a future General Government Committee to discuss process.

Ms. Braseth reviewed the advisory board interview schedule and the interview questions used last year.

The discussion was completed.

7. REPORTS AND UPDATES

Acting Chair Gilman noted he would like the General Government Committee work plan posted on the City website.

8. ADJOURNMENT

The meeting adjourned at 6:03 p.m.



General Government Committee

Meeting with Advisory Committee/Commission Chairs

Agenda Date: 3/27/2019
Agenda Item Number: 6.A
File Number: 19-0303

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, committee guidelines and expectations, committee recruitment processes, and receive updates from committee/commission chairs.

Report

Staff Contact:

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

Presenter(s):

Committee/Commission representative invited to attend:

- Timothy Grisham - Arts Commission
- Brittany Yunker Carlson - Bicycle and Pedestrian Advisory Committee
- Jami Heinricher - Design Review Board
- Kat Kelly - Heritage Commission
- Maria Ruth - Parks and Recreation Advisory Committee
- Danielle Ruse - Parking and Business Improvement Area
- Carole Richmond - Planning Commission
- Dever Haffner-Ratliffe - Utility Advisory Committee

Background and Analysis:

The General Government wishes to meet with advisory committee/commission chairs to discuss committee work plans and emerging issues, to review committee guidelines and expectations; to talk about the boards and commissions recruitment process; and to receive updates on the advisory boards.

Neighborhood/Community Interests (if known):

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

None known

Options:

Discuss items.

Financial Impact:

N/A

Attachments:

2019 Arts Commission Work Plan
2019 Arts Municipal Art Plan
2019 Bicycle and Pedestrian Advisory Committee Work Plan
2019 Heritage Commission Work Plan
2019 Parking & Business Improvement Area Work Plan
2019 Planning Commission Work Plan
2019 Parks & Recreation Advisory Committee Work Plan
2019 Utility Advisory Committee Work Plan

ARTS COMMISSION - 2019 Work Plan

During 2019, 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 the hour before each Commission meeting.

Section 1 - 2019 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 2019.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 26%

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>		
1.1 2019 Municipal Art Plan to City Council Description: As part of the 2019 Work Plan process, recommend plan for 2019 dollar per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2019 Municipal Art Plan to City Council, along with 2019 Work Plan.	3 hours	3 hours	March	Municipal Art Fund	

1.2 Commission Retreat/Work Session Description: Spring retreat to orient new Commissioners, fall session to discuss new work plan. Deliverable: Complete the retreats	8 hours	8 hours	May and October	None	
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.	4 hours	4 hours	Ongoing	None	
1.4 Integrate arts into City Recreation youth camps Description: Explore ways to add arts components to existing youth programming. Deliverable: Increased opportunity for youth arts education.	1-4 hours	4 hours	December	TBD	
1.5 City Artist-in-Residence program Description: Explore an artist in residency program to encourage participation in the visual arts. Deliverable: Increased participation in the visual arts.	1-4 hours	4 hours	December	TBD	

SECTION 2.

2019 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 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 58%

Title Description	Committee Lead and 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>		
2.1 Arts Walk 58 & 59 Description: Provide ongoing input on policies, procedures, and marketing. Assist with map distribution. Deliverable: Engage artists and downtown community.	5 hours	5 hours	April 26 & 27 October 4 & 5 November: Poster Jury	None	
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 2019 performances.	6 hours	6 hours	July, August September	Municipal Art Fund - \$2,970	

2.3 Public Art Assessment Description: Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair. Deliverable: Assist staff in determining what artworks require repair, removal or conservation efforts.	2 hours	2 hours	April	Repairs from Public Art Maintenance Fund	
2.4 Arts & Heritage Day at the Capitol Description: Participate in Arts & Heritage Day at the Capitol. Deliverable: Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.	4-6 hours	4-6 hours	February 6, 2019	None	
2.5 Traffic Box Mural Wrap Public Art Project Description: Working in partnership with Public Works, 10 transit boxes across the city will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting. Deliverable Project completion.	2 hours	2 hours	August	Municipal Art Fund - \$13,000	
2.6 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. Deliverable: Program plinths for art exhibitions.	4 hours	4 hours	June / July	Municipal Art Fund - \$26,000	

2.7 Poet Laureate Description: Assist as needed to support program. Deliverable: Poet Laureate program is supported and successful.	6 hours	6 hours	Ongoing	Municipal Art Fund - \$1,500	
2.8 Implementation of Temporary Display of Art at City Hall & Programming Description: Conduct rotating exhibitions and concurrent presentations at City Hall. Deliverable: Placement of temporary art in City Hall.	6 hours	6 hours	Ongoing	Municipal Art Fund - \$1,200	
2.9 Olympia Art Crossings Description: In coordination with the Planning Commission, support first Art Crossings project. Deliverable: Arts Crossings Call for Art and first project completed.	10 hours	10 hours	Ongoing	Municipal Art Fund - \$75,000	
2.10 Community Canvas: Celebrating 30 Years of Public Art Description: Partner with the Washington Center for the Performing Arts (WCPA) and other community arts organizations to showcase the work of the City's Arts Program through an exhibition during Arts Walk. Deliverable: Plan for a month-long arts exhibition at WCPA in April 2019.	4 hours	4 hours	April 6, 6pm opening	Municipal Art Fund - \$1,000	

2.11 Grants to Arts Organizations Description: Continue program Deliverable: Provide equitable access to the arts for all Olympians.	8 hours	8 hours	December	Municipal Art Fund - \$20,000	
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SECTION 3.

2019 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 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 16%

<i>Title Description</i>	Committee Lead and 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>		
3.1 Apply for Creative District Designation Description: Support application for Creative District designation with ArtsWA in the first quarter of 2019. Deliverable: Complete application.	4 hours	4 hours	April	TBD	

<p>3.2 Create ad-hoc committee of the Arts Commission, Heritage Commission (OHC) and Economic Development representative, to align efforts under ArCH.</p> <p>Description: Move forward as a group on recommendations set forward in the ArCH profile.</p> <p>Deliverable: ArCH Summit 2020 to kick-off City ArCH implementation.</p>	8 hours	8 hours	Ongoing	None	
<p>3.3 Humanities Speaker Series</p> <p>Description: Work cooperatively with the OHC to create a public forum for exploring relevant and timely topics in the humanities, heritage and the arts, through events featuring selected guest speakers.</p> <p>Deliverable: 2 speakers</p>	4 hours	4 hours	September	Municipal Art Fund - \$2,500	

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 2019
4. Planning Context
5. Other Activities
6. Summary Spreadsheet



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

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

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase, 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 purchases 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 initially reviewed by the Art in Public Places Committee (APP) of the OAC, and then considered by the full Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan.

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

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

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects, 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. Project List for 2019

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.

Park Utility Box Wrap - \$13,000 – For a special Parks version of the popular Traffic Box Wrap project, up to 10 utility boxes in Olympia parks will be wrapped with artwork by local artists of all ages and printed on vinyl. 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 – Performance - \$2,970 - Funds to be used for three performances per three sites (9 performances total) during the summer months, in association with the ODA's Third Thursday event.

Percival Plinth Project – \$26,000 – This ongoing project hosts loaned sculpture (up to 17) 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.

Olympia Art Crossings - \$75,000 – Sited at key "gateway" locations surrounding the downtown, creative works of art that reflect community and neighborhood character to mark passage between downtown and our neighborhoods. West Bay Drive is the initial location.

City Hall Rotating Exhibit Support - \$1,200 - Install display infrastructure (exhibition stands and picture rails) preparatory and curatorial services, to support rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall. Exhibits will be supported by concurrent presentations open to the public.

Poet Laureate - \$1,500 – 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 materials and supplies.

Arts Organizations Granting Program - \$20,000 – The Arts Commission will kick-off the inaugural year of Grants to Arts Organizations.

Washington Center Exhibition Community Canvas: 30 Years of Public Art in Olympia - \$1,000 – Exhibit to explore the connections between art and people ranging from creative experiences like Arts Walk to works that are part of Olympia's public art collection. See the history and future of creative community building through the arts.

Speaker Series - \$2,500 - Work cooperatively with the Olympia Heritage Commission to create a public forum for exploring relevant and timely topics in the humanities, heritage and the arts, through events (up to 2) featuring selected guest speakers.

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 2019 Work Plan, this 2019 budget and MAP reflect a continuing effort to build supportive social and practical infrastructure for the arts and artists in Olympia, supporting the creative energy that the arts bring to our community. The evolving overarching framework for art, culture and history (ArCH) in Olympia has been identified, and 2019 will see the organizational underpinnings beginning to form. Grants to Arts Organizations projects and the first Olympia Arts Crossing effort will unfold over the course of the year, informing both processes as we plan for the future.

The balance of 2019 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.

Additionally, an invitational model will be explored for temporary exhibitions at City Hall, as well as as Humanities Speakers Series.

5. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care. 2017 was the first year to engage a .25 parks seasonal staff person for annual public art cleaning/maintenance.

6. Budget Summary & 5-Year Prospective

FIVE YEAR MUNICIPAL ART PLAN							
	2018 Actual	2019	2020	2021	2022	2023	Total
Projected Revenue							
Available balance	408,750	418,526	327,356	236,186	144,016	129,346	1,983,234
\$1 per capita	52,000	52,000	52,000	52,000	52,000	52,000	362,000
Capital projects 1% for art (received)							187,141
Revenue Total	460,750	470,526	379,356	288,186	196,016	181,346	2,532,375
Projects							
Traffic Box Wrap	13,000	13,000	13,000	13,000	13,000	13,000	81,615
Music Out Loud - Artwork							68,500
Music Out Loud - Performance	2,860	2,970	2,970	2,970	2,970	2,970	17,710
Percival Plinth Project	24,725	26,000	27,000	28,000	28,000	28,000	185,955
Olympia Art Crossings		75,000	75,000	75,000			275,000
City Hall Rotating Exhibit Support		1,200	1,200	1,200	1,200	1,200	6,100
Poet Laureate (biennial)	1,639	1,500	1,500	1,500	1,500	1,500	10,139
Washington Center Exhibition		1,000					1,000
Grants to Arts Organizations		20,000	20,000	20,000	20,000	20,000	100,000
Downtown Pedestrian improvements							
Speaker Series		2,500	2,500	2,500	2,500	2,500	12,500
Expense Totals	42,224	143,170	143,170	144,170	66,670	66,670	746,019
Remaining Balance	418,526	327,356	236,186	144,016	129,346	114,676	1,786,356

Bicycle and Pedestrian Advisory Committee (BPAC) 2019 Work Plan April 2019 - March 2020 Work Plan

The BPAC will hold six full committee meetings in 2019. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2019 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 2019-20.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 30%

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
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: 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
1. b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
1. c. New member applications: Review applications for BPAC vacancies and make recommendations.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January - March	None anticipated
1.d. Special projects and studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: 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.**2019 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 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Transportation Master Plan: Participate in the creation of a Transportation Master Plan. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April 2019 - March 2020	None anticipated
2.b. Downtown streets reconstruction projects: Provide input on design decisions for the streets to be reconstructed as part of the Downtown Strategy. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April - March 2020	None anticipated
2.c. Action Plan: Briefing on Action Plan progress to date, including indicator data, actions accomplished and/or underway, and Council emphasis areas. Deliverable: Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours Transportation staff: 1-2 hours	Jan - March 2020	None anticipated
2.d. Collision analysis: Briefing on collisions involving bicyclists and pedestrians and what is understood about them. Deliverable: Comments to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Sept - Nov 2019	None anticipated

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.e. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS. Deliverable: Comment to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - September	None anticipated
2.f. Project review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects. Deliverable: Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated

Olympia Heritage Commission (OHC) – 2019 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2019-20 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2020. Subcommittee meetings and special meetings will be held as needed.

Professional Staff Liaison to the Heritage Commission: Marygrace Goddu

Section 1: Policy and Program Recommendations to City Council

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

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: Promote and provide guidance on applications listing of individual 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.</p> <p>2019 will be a year of planning, to develop vision, goals and strategy at five and 10-year horizons related to district and individual listings, to thoughtfully set priorities and plans for the decade ahead. OHC will review completed surveys for Gov Stevens/Carlyon neighborhood, downtown, midcentury, and Priest Point Park, and plan next steps.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendations to City Council; plaques for individually listed properties</i> • <i>Commission Retreat</i> • <i>Vision and strategy for 2020 – 2030</i> • <i>Five year plan for 2020-2024</i> 	<p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Heritage Review Committee: 3-6 hours</p> <p>Policy, Ordinance & Guidance Committee: formed as needed</p>	<p>CP&D Staff:</p> <p>Individual property application: 20-50 hours</p> <p>Planning for 10 year horizon: 20 hours</p> <p>Database maintenance: 40 hours</p>	<p>As needed</p>	<p>Individual property application: Included in base budget</p> <p>Historic district application: TBD. If an application is submitted, it is not included in base budget.</p>

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.b. Review and Recommend Revisions to Heritage-Related City Code</p> <p>Proposed Work: Review existing City ordinances and municipal code relevant to treatment of 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).</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.</i> • <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> 	<p>OHC: 9 hours</p> <p>Policy, Ordinance & Guidance Committee: 60 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&D Staff: 80 hours</p> <p>Legal Staff: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>
<p>1.c. Evaluate Special Valuation Applications</p> <p>Proposed Work: 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.</p> <p>Deliverable: <i>Recommendations to City Council; ongoing monitoring</i></p>	<p>OHC: Review at regularly- scheduled OHC meeting</p> <p>Heritage Review Committee: 3-6 hours</p>	<p>CP&D Staff: 40 hours</p> <p>Legal Staff: 10-30 hours</p>	<p>As needed, 1 to 3 per year</p>	<p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.d. Nominate Historic Preservation Award Recipient(s)</p> <p>Proposed Work: Nominate award recipient(s) to recognize local excellence in historic preservation and/or compatible new construction, to be presented by City Council. Committee to make recommendations on process improvements.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i> <i>Process review re award schedule, possible new areas for recognition.</i> 	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>May – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2019 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
2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties Proposed Work: Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants. Deliverables: <ul style="list-style-type: none"> <i>Recommendations to Building Official; public education and outreach</i> <i>Select Alternates for 2019 committee</i> 	Heritage Review Committee: 12-24 hours	CP&D Staff: 80 hours	January – December, 1-2 Committee meetings per month	Included in base budget
2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation Proposed Work: <i>Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</i> Deliverable: <ul style="list-style-type: none"> <i>Guidance publication on historic windows</i> 	OHC: 3 hours Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 80 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.c. Conduct Design Review of Land Use Applications for Register and Historic District Properties</p> <p>Proposed Work: 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.</p> <p>Deliverable: <i>Recommendations to Community Planning & Development Director or Hearing Examiner</i></p>	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
<p>2.d. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</p> <p>Proposed Work: Review, discuss, and provide input on public works, parks, and other City project and planning work, including the Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan’s Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.</i> • <i>Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy</i> 	OHC: Review at regularly-scheduled OHC meeting ArCH Ad Hoc Committee	CP&D Staff: 20	As needed	Included in base budget

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.e. Support the Protection of Archaeology and other Cultural Resources.</p> <p>Proposed Work: Continue to provide technical support to the City relative to the review of cultural resource survey reports.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Provide recommendations for Cultural Resources Management Plan for Priest Point Park.</i> 	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Possible sub-committee formation as needed</p>	<p>CP&D Staff: 20 hours</p>	<p>January – December</p>	<p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2019 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
3.a. Conduct and Collaborate on Historic Preservation Outreach Proposed Work: Organize and conduct activities to champion Olympia’s historic places and support programs that encourage public participation in and appreciation of the historic environment. Partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and community efforts; provide research support. Deliverables: <ul style="list-style-type: none"> • Partner on activities to celebrate Olympia Heritage Month, May 2019. • Advance planning for Olympia Heritage Month 2020. • Rotate City Hall heritage gallery with ArCH-themed content. 	OHC: Varies Outreach Committee: 40 hours	CP&D Staff: 80 hours Communications Staff: 20-30 hours	Ongoing; ad hoc Committee meetings	Included in base budget Grant funding may be sought for larger-scale outreach efforts

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>3.b. Pursue and Enhance Partnerships and Integration with regional historic organizations, other City Advisory Boards, and Advocacy Groups.</p> <p>Proposed Work: Develop the concept for a regional forum for history and heritage partners to discuss shared interests and goals..</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Discuss and develop concept with regional history/heritage resources</i> <i>to include Invite other city advisory groups and representatives to a pre-meeting to plan a regional forum.</i> 	OHC Members: Varies	CP&D Staff: 40	Ongoing	Included in base budget
<p>3.c. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners. Identify and take advantage of opportunities to participate in downtown planning and improvements including implementation of the Downtown Strategy; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <i>Develop tracking list of active initiatives and plans (2019 focus).</i> 	OHC: 10 hours Outreach Committee: 10 hrs	CP&D Staff: 40	Ongoing	Included in base budget

PBIA (Parking & Business Improvement Area) Advisory Board 2019 Work Plan

January 2019 through April 2020. The committee meets once per month. Staff liaison for PBIA is Max DeJarnatt

SECTION 1: PBIA Initiatives (actions funded and/or implemented by the PBIA)

A. Communications (with members/downtown businesses)

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2019.

Estimated Percent of Overall Committee Effort: 18%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
1A.1 Monthly Meeting Roundtable PBIA Role: Time devoted at end of each PBIA meeting to discuss downtown business interests, leading to: <ul style="list-style-type: none">• Quarterly short survey questions• Identification of issues that can be addressed by existing programs• Identification of key messages or issues that need to be reported to the City Council (quarterly at GG)• Advice for staff about messages important to convey to Downtown businesses through ongoing communication materials (e.g., e-blasts, quarterly or bi-annual newsletters, PBIA annual report) Deliverable/Outcome: As outlined above. Connect the downtown businesses and City. Help staff communicate effectively with downtown business stakeholders.	10-20 minute discussion at each meeting	10-20 minute discussion at each meeting + Prepare and distribute communications	Monthly	N/A

1A.2 Survey Downtown Businesses: Gauge the interests, concerns and priorities of downtown businesses (members) and get their feedback about PBIA and City efforts. PBIA Role: Develop short 3-question surveys that will be sent quarterly to members online; establish a “suggestion box” – both physical and online - to constantly gather member feedback. Deliverable: Survey results and other comments received will be provided to City Council through reports shared with City Council quarterly.	Identify questions and discuss survey results as part of monthly roundtable	Identify questions and discuss survey results as part of monthly roundtable + Put survey online, notice it, prepare summary report + Put up and monitor suggestion box, prepare summary	Quarterly	N/A
1A.3 Annual member meeting PBIA Role: Host an annual meeting for PBIA members (ratepayers). This is required by the PBIA bylaws. Deliverable/Outcome: Meeting to promote member relations.	3 hours (1 hour to plan to event, 2 hours for event)	2.5 hours (.5 hours to plan to event, 2 hours for event) + Handle meeting logistics	TBD	Included in \$2,300 Administration budget

1B. Clean & Safe

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 1%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
1B.1 Partially fund the Downtown Ambassador and Clean Team program	0 hours (any time devoted would be part of	0 hours (any time devoted would be part of Communications in Section 1)	N/A	\$43,500

<p>PBIA Role: Provide funds. Gather feedback from members about the program, which may influence priorities.</p> <p>Deliverable/Outcome: Leverage City funds to expand the ambassador and clean team operations.</p>	Communications in Section 1)			
<p>1B.2 Mural Protection</p> <p>PBIA Role: Identify murals in need of protection /preservation/ rehabilitation</p> <p>Deliverable/Outcome: preservation of community assets and a cleaner downtown</p>	Approximately .5 hours of discussion	Approximately .5 hours of discussion	Q2 or Q3	\$2,500
<p>1B.3 Extra Alley Flushings</p> <p>PBIA Role: Provide funds to carry out 3 extra alley flushings during the summer months, in addition to the 2 provided by Public Works. (May-Sept)</p> <p>Deliverable/Outcome: A cleaner downtown</p>	0	0	N/A	\$1,200

1C. Beautiful Streetscapes

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 2%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
1C.1 Flower Baskets: 80 flower baskets to be hung and regularly maintained from end of May-Sept PBIA Role: Review 2019 results and provide input to staff about contract needs for 2020 program Deliverable/Outcome: Flower baskets that contribute to an attractive and welcoming downtown environment	.5 hours	.5 hours	Q2-3	\$23,000 total (\$5,000 for product and \$18,000 for maintenance)
1C.2 Public Art Investment: (i.e. Art in Windows, benches etc) PBIA Role: Discuss what type of art or themes they would like to see showcased in vacant windows (staff works w/property owners) Deliverable: Art/photos in vacant storefronts	.5 hours	1-2 hours	Q2- start discussion Coordinate with the Wayfinding Plan	\$5,000

1D. Marketing

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 7%

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
Plans				
1D.1 Sponsoring Events that benefit and draw visitors into downtown (e.g., Pride, Girls Night Out, Trick or Treat, etc.) PBIA Role: Develop application process for sponsorship requests. Choose which events to sponsor and amount Deliverable: Support for events hosted by other organizations	2 hours	2 hours	Discussion March 2019	\$7,000
1D.2 Holiday Lighting & Twinklefest illuminating dark streets during the winter holiday retail season. PBIA Role: Participate in the identification of placement opportunities of lights. Deliverable: Festive lighting displays	.5 hours	2 hours	Q2-4	\$14,000
1D.3 Provide a welcome packet to new downtown residents PBIA Role: Review results of pilot to Annie's Artist Flats, refine and plan for remaining openings Deliverable: A packet of information to welcome residents to downtown.	.5 hours On-going	.5 hours	Q2	None (may use leftover budget or parking tokens)

1E. Parking

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 3%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
1E.1 Educate downtown businesses about the City parking strategy – how it aims to make parking more convenient for customers and where employees can and should park PBIA Role: Advise staff on development of communication materials and member outreach to businesses Deliverable: Materials and messages	1-2 hours at committee Additional time for outreach can be folded into Communications efforts outlined in 1A	1-2 hours at committee + develop materials	Q2-4	N/A – materials to be supplied by CPD

SECTION 2: Administrative Duties

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
2.1 Provide input re: potential update to PBIA Ordinance PBIA Role: Provide input to City Council re: the scope of necessary changes, and potentially make more specific recommendations if requested by Council Deliverable: Input to staff & Council	2 hours	2 hours	Q2	Included in CP&D base budget
2.2 Review & update PBIA Bylaws PBIA Role: Scope, consider and adopt potential changes to PBIA bylaws Deliverable: Updated bylaws	2 hours	2 hours	Q2	Included in base CP&D budget
2.3 Recommendation on PBIA's 2020 budget PBIA Role: Develop a recommended 2020 budget to implement PBIA's roles and goals Deliverable: Recommended budget	2 hours	2 hours	Q4	Recommendation process included in CP&D base budget. Shapes the 2020 PBIA budget

2.4 Joint meeting with the Olympia Downtown Association (ODA) PBIA Role: Help set the agenda and participate Deliverable: Two meetings with ODA	2-4 hours May be part of D.1	2-4 hours	April & October	N/A
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SECTION 3. 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.

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #2 staff commitments in 2019.

Estimated Percent of Overall Committee Effort: 7%

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
Opportunities are unknown at this time, but may include participation in: <ul style="list-style-type: none"> • Wayfinding Plan • Potential shared parking program stakeholder group • Ambassador & Clean Team Program • Downtown Design Guidelines • Eco-District • Artswalk 	1 hour of board discussion and/or 1-2 members participate in a stakeholder group	1 hour	TBD	N/A

SECTION 4. 2019 Informational Briefings (about issues of importance to downtown)

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 40%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
4.1 Ambassador & Clean Team Program Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hour for 4 quarterly updates	1 hour for 4 quarterly updates	Quarterly	N/A
4.2 Economic Development Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hour for 2 semi- annual updates	1 hour for 2 semi-annual updates	Semi-annually	N/A
4.3 ODA Marketing Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hours for 3 updates	1 hour for 3 updates	3x/Year	N/A
4.4 Downtown Strategy Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hour for semiannual update	1 hour for semiannual update	Semiannual	N/A

4.5 Action Plan Update, including indicators PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2 (May)	N/A
4.6 Parking Strategy Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	2 hour for quarterly updates	2 hour for quarterly updates	Quarterly	N/A
4.7 OPD Update on Safety Levy Implementation and Walking Patrol PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q1	N/A
4.8 Homeless Coordinator Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q2 or Q3	N/A
4.9 Sanitation Master Plan Update PBIA Role: Hear the information. Provide any insights.	.5 hours	.5 hours	Q3	N/A

Deliverable/Outcome: PBIA understands the issue and can communicate it to members				
4.10 Transportation Master Plan: A briefing from Public Works Transportation PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2	N/A
4.11 Wayfinding Plan Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.12 Sea Level Rise Plan Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.13 Visitor & Convention Bureau Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.14 Code Enforcement Officer PBIA Role: Hear the information.	.5 hours	.5 hours	TBD	N/A

<p>Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>				
<p>4.15 Homefund</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.16 Downtown Design Guidelines</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.17 Neighborhood Center</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.18 Eco-District</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.19 Short-term Rentals</p> <p>PBIA Role: Hear the information. Provide any insights</p>	.5 hours	.5 hours	TBD	N/A

Deliverable/Outcome: PBIA understands the issue and can communicate it to members				
4.20 Sign Code Update PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.21 Shoreline Master Plan PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.21 Waste water PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.22 EDDS PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.23 ARTSWALK PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA	.5 hours	.5 hours	TBD	N/A

understands the issue and can communicate it to members				
4.24 Isthmus Park PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.25 Courthouse Project PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A

DRAFT Olympia Planning Commission - 2019 Work Plan **(April 1, 2019 to March 31, 2020)**

The Olympia Planning Commission (OPC) is expected to hold approximately 20 regular meetings plus one optional “retreat” during this period. Special meetings may be held and subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1 2019 Policy Issues – Will Include a Recommendation to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. Deliverable: Public hearing and recommendation to City Council.	8 hours (2-3 meetings)	CP&D staff: 14-18 hours Other staff: 10 hours	September	Included in base budget	General review, public hearing, and recommendation	City Staff

1.2 Annual Comprehensive Plan Amendments http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx 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. Deliverables: Public hearing and recommendation to City Council.	4 hours (1-2 meetings)	CP&D staff: 20 hours Other staff: 20 hours	June	Included in base budget	Detailed review and recommendation	City Staff
1.3 Downtown Design Criteria Update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code consistent with downtown strategy. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	June	Included in base budget	General review and recommendation	City staff
1.4 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code relative to the downtown strategy. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	December	Included in base budget	Detailed review and recommendation	City staff
1.5 Zoning Map and Development Code Text Amendments Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2019. Deliverables: Public hearing and recommendation to City Council.	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 \$3,200 fee.	Detailed review and recommendation	Placeholder for new proposals.

1.6 Short Term Rental Policies 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. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	June	Included in base budget	General review and recommendation	City Staff
1.7 Joint Plan Recommendations Review Thurston County Joint Plan for consistency with the City of Olympia’s Comprehensive Plan. Deliverable: Recommendation to City Council/Thurston County.	4-6 hours (2-3 meetings)	CP&D staff: 10+ hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
1.8 Neighborhood Center Code A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community. Deliverable: Proposed development code update for consideration by the City in 2020.	8 hours (3-4 meetings); optional work group hours	CP&D: 8 to 12 hours	Winter/Spring 2020	Included in base budget	Led by Commission	Planning Commission -- continued item begun in 2014
1.9 Shoreline Master Program Periodic Update A review of the current Shoreline Master Program, including the development code to meet the state-mandated periodic update schedule of every eight years. Deliverable: Public hearing and recommendation to City Council.	8 hours (3-4 meetings); optional sub-committee hours	CP&D: 10+ hours Other staff: 10 hours	Winter/Spring 2020	Included in base budget	General review and recommendation	City Staff

SECTION 2 2019 Optional Program Implementation and/or Input to Council or Staff						
<p>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 in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.</p>						
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
2.1 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx Commission will receive a briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission's role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan. Deliverable: Recommendation and comments to City staff.	2 hours	5 to 7 hours	April	Included in base budget	Advisor to staff and Council	Comprehensive Plan
2.2 Subarea/Neighborhood Plan Review of draft Subarea Plan Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	August	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3**2019 Administrative Activities and 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. These items comprise approximately 10% percent of overall commission work effort. 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.

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
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles	10 hours (including retreat)	8 to 10 hours Other staff: Variable	May/June	Included in base budget	Led by Planning Commission	Customary practice
3.2 Preparation of 2020 Work Plan Time allotted for proposing and discussing work items for following year Deliverable: Recommendation to Council	2 hours	CP&D: 6 hours	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.3 Sea Level Rise Response Plan Briefing http://olympiawa.gov/city-utilities/storm-and-surface-water/sea-level-rise.aspx Briefing regarding SLR Response Planning Process	1 hour	2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
3.4 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

3.5 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx Briefing regarding progress on the West Bay restoration and parks master planning efforts	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.6 Transportation Master Plan Briefing http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/Transportation%20Master%20Plan.aspx Briefing regarding progress on the Transportation Master Plan	1 hour	CP&D: 1 hour Other staff: 2 hours	August	Included in base budget	Informational Briefing	Planning Commission
3.7 Walkability and Reducing Reliance on Automobiles Briefing on the City's current and planned strategies to implement the Comprehensive Plan goals and policies for enhancing walkability and reducing reliance on automobiles	1 hour	CP&D: 1 hour Other staff: 6 hours	May	Included in base budget	Informational Briefing	Planning Commission
3.8 Growth and Development Briefing Briefing regarding population growth and annual development activity within the City and Urban Growth Area	1 hour	CP&D: 4 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA)	2 hours	CP&D: 4 hours	To Be Determined	Included in base budget	Led by Planning Commission	Planning Commission

3.10 Affordable Housing Briefing Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives, and revisiting the fee study proposed as part of the ‘Missing Middle’ development code updates	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.11 Homelessness Briefing http://olympiawa.gov/community/homelessness.aspx Briefing on the City’s strategies to respond to homelessness	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.12 Legislative Briefing Briefing on the 2019 Legislative session, with an emphasis on the City’s legislative agenda and outcomes with impacts on local government and priority issues for the City	1 hour	CP&D: 2 hours Other staff: 2 hours	June	Included in base budget	Informational Briefing	Planning Commission
3.13 Downtown Strategy Briefing http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

SECTION 1. 2019 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 2019.

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 (Estimated)	Budget Implications
Plans				
1.1 Capital Facilities Plan (CFP) (Annual) PRAC Role: Make recommendation to the Planning Commission for the 2020-2025 Capital Facilities Plan. Deliverable: Recommendation to Planning Commission & City Council	4 hours	Laura Keehan 4 hours	August	Within existing resources
1.2 Capital Asset Management Program (CAMP) (Annual) PRAC Role: Make recommendation to the Planning Commission for the CAMP portion of the CFP. Deliverable: Recommendation to Planning Commission & City Council	4 hours	Kip Summers 4 hours	August	Within existing resources

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1.3 Park Naming Rights and Sponsorship Policies PRAC Role: Receive a briefing on a proposed park naming rights and existing sponsorship policies Deliverable: Provide feedback and recommendation to staff and Council	2 hours	Jonathon Turlove & Scott River 4 hours	October	Within existing resources
1.4 Park Naming PRAC Role: Hold a public hearing and make a recommendation to Council on park names Deliverable: Recommendation to Council	2 hours	As needed	As needed	Within existing resources
1.5 Action Plan PRAC Role: Receive briefing on the Action Plan Deliverable: Provide input to staff and Council	2 hours	Stacey Ray 3 hours	February	None
1.6 Yelm Hwy Community Park Master Plan PRAC Role: Receive briefing and provide input on proposed community park master plan Deliverable: Provide input to staff and Council	2 hours	Laura Keehan 4 hours	June & February	Within existing resources

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1.7 Aquatic Center Feasibility Study PRAC Role: Receive a briefing and provide input Deliverable: Provide input to staff and Council	2 hours	Laura Keehan 4 hours	June & January	Within existing resources
1.8 Downtown Park Analysis PRAC Role: Receive a briefing and provide input Deliverable: Provide input to staff and Council	2 hours	Jonathon Turlove 4 hours	May & October	Within existing resources

SECTION 2. 2019 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 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

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
MISCELLANEOUS				
2.1 Informal meeting with department and city leadership. PRAC Role: Attend optional, informal annual meeting with the department director, associate directors, and city manager.	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	August	None

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Deliverable: None – information sharing only.				
2.2 Annual Park Evaluation Program PRAC Role: Administer annual park evaluation program. Deliverable: Compiled park evaluation information.	6 hours	No staff lead: This is a PRAC-driven effort Sylvana Niehuser (follow-up actions) 4 hours	Survey forms distributed in May. Results discussed in October. Staff provides follow-up in January.	None
2.3 LBA Woods Improvements PRAC Role: Receive briefing on ideas and concepts for improvements to trails, signage, and enhancements to usability & experience at LBA Woods. Deliverable: Provide feedback and recommendations to staff	3 hours	Sarah Giannobile 4 hours	June	Within existing resources
2.4 Participation in groundbreakings and dedications PRAC Role: Participate in groundbreaking and dedication celebrations Deliverable: Visibility at community events.	None necessary	Tammy LeDoux 2 hours	As needed	None
2.5 Habitat Planning & Volunteers in Parks PRAC Role: Receive briefing Deliverable: Provide input to staff	2 hours	Jennifer Gessley Gayman & Kate Hartman 4 hours	May	Within existing resources

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2.6 Grant Applications PRAC Role: Receive presentation on OPARD's proposed grant applications Deliverable: Letters of support for applications	2 hours	6 hours	As needed	None
2.7 Performance Report Update PRAC Role: Receive presentation on OPARD's 2018 performance report Deliverable: None – information sharing only	None necessary	Paul Simmons 2 hour	April	None
2.8 Park Volunteer Appreciation Picnic PRAC Role: Attend appreciation picnic if desired Deliverable: None	This is not required, but is an open invitation to PRAC members and their families.	Sylvana Niehuser 4 hours	August 2019, Priest Point Park	None

Utility Advisory Committee (UAC)
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SECTION 1. Recommendations to City Council

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section 1. Items 1.b. and 1.c. are routine in nature and come before the UAC every year.

Estimated percent of overall committee effort for this section: 30%. UAC Staff Liaison: Water Resources Director

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
1. a. Wastewater Management Plan Review goals and strategies for the update to the City's Wastewater Management Plan. Deliverable: Recommendation to City Council	30 minutes	Susan Clark	April 2019	None at this time.
1. b. Feedback on Utility Finances Staff briefing and review includes: <ul style="list-style-type: none"> - Draft 2020-2025 Capital Facilities Plan (CFP) - 2020 Utility Operating Budgets - 2020 Utility Rates - 2020 General Facility Charges (GFC) Deliverable: <u>CFP, Rates & GFCs</u> : Recommendation to City Council. Budget: Briefing only.	180 minutes total	Eric Christensen	June 2019 September 2019 October 2019	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2020 budget and utility rates as appropriate.
1. c. LOTT Rates and CDCs Incorporate into 2020 City utility wastewater collection rates. Deliverable: Feedback to City Council through rate recommendation.	45 minutes	LOTT Staff	June 2019	Incorporate into 2020 City utility wastewater collection rates.

Utility Advisory Committee (UAC)
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SECTION 2. Program Implementation and/or Input to Staff As staff develops programs and policies, consultation with committees for their input and perspective is a crucial step in the process. 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: 70%				
Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
2. a. Recycling Strategy Recycling Markets Update and City's Response to recycling crisis. Deliverable: Briefing	30 minutes	Ron Jones	April 2019	No budget impacts at this time
2. b. Tour Water Facilities UAC member tour of City drinking water facilities. Deliverable: None	120 minutes	Water Resources Director	May 2019	None
2. c. Sea Level Rise Response Plan Implementation Provide an update on next steps and progress in implementation of the Sea Level Rise Response Plan. Deliverable: Briefing and provide feedback	45 minutes	Susan Clark and Eric Christensen	October 2019	\$625,000 (2019 – 2024) \$26M (2025 – 2049) \$350M (2050 – 2100)
2. d. LOTT Reclaimed Water Infiltration Study Provide an update on the progress of the study. Deliverable: Briefing	30 minutes	LOTT Staff	November 2019	None
2. e. Water Resources Asset Management Provide an update on the progress of asset management activities including new software (CityWorks) implementation. Deliverable: Briefing	60 minutes	Eric Christensen and Jeff Coleman	November 2019	\$50,000 annually
2. f. Update on New Waste ReSources Facility Share results from consultants of 30% design review and associated costs to understand future rate increase options. Deliverable: Briefing	45 minutes	Gary Franks	December 2019	Eventually incorporate into City solid waste utility rates.

Utility Advisory Committee (UAC)
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Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
2. g. UAC Workplan Development Develop the 2020-2021 UAC workplan. Deliverable: Develop a draft workplan.	20 minutes	Water Resources Director	December 2019	None
2. h. Approve UAC Workplan & Officer Elections Finalize and approve the 2020-2021 UAC workplan. Elect Chair and Vice-Chair. Deliverables: Approve workplan and forward to Council's General Government Committee. Elect UAC officers.	20 minutes	Water Resources Director	February 2020	None
2. i. Storm and Surface Water Program Implementation Provide an update on the status of implementation of the 2018 Storm and Surface Water Plan Deliverable: Briefing	30 minutes	Joe Roush	February 2020	None at this time. This work effort is incorporated into Staff's regular work flow.
2. j. Recycling Program Update Progress update in response to recycling crisis Deliverable: Briefing and provide feedback	30 minutes	Gary Franks/Ron Jones	February 2020	Any rate increase recommendations will coincide with budget process.
2. k. NPDES Annual Report 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. Deliverable: Briefing and provide feedback	30 minutes	Jeremy Graham	March 2020	The Storm and Surface Water utility funds the compliance with the NPDES permit.