




Memorandum

October 10, 2007

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director 

RE: *Planning and Facilities* Quarterly Report/
July - September, 2007

The *Long Range Planning, Facilities, and Historic Programs* divisions of our department would like to report:

Long Range Planning

Plan and Code Amendment Projects

- Support to the City Council on Tumwater Town Center Zoning and Sign Code amendments.
- Conducted a Request for Qualifications consultant search that resulted in the selection of Berk and Associates for work on a Strategic Plan and Economic Development Plan.
- Support to the Planning Commission on Floodplain-Fish Hatchery Zoning Code amendments.
- Support to the Planning Commission and City staff from various departments on the 2007 Comprehensive Plan amendments.
- Support to the advisory committee on the Wayfinding Sign Master Plan project.
- Attended Shoreline Master Program Update Work Group meetings.
- Support to the City Council and TRPC staff regarding the Commute Trip Reduction Plan update.

Annexation

- 70th Avenue-Littlerock Road Annexation (1600 acres, 2500 residents).

PLANNING AND FACILITIES DEPARTMENT

- Submitted Boundary Review Board packet.
- Participated in Tumwater/Black Lake Fire District transition plan workshop.
- Prepared for BRB hearing on the annexation.
- Black Lake Elementary School annexation.
- Submitted Boundary Review Board packet.
- Worked on the 8800 Block Hwy99 annexation.
- Worked on the Travis-Hwy99 city limit adjustment.

Mapping

- Provided mapping support a total of 31 times to various City departments.

Other

- Support to the City's Eden Implementation project and attendance of Eden/GBA Stakeholders meetings.
- Participated on TRPC's Buildable Lands Sounding Board to discuss and refine assumptions for the 2007 Buildable Lands Report.
- Attended a County-wide Advance Planners' meeting to discuss regional long range and growth management planning issues.
- Attended the 2007 Northwest GIS Users' Conference in Tacoma.
- Attended an ESRI (GIS) informational open house in Olympia.

Facilities

- Decorated City Hall for the Independence Day events.
- Assisted with annual/semi annual fire equipment inspections.
- Coordinated spraying for weed control at several City owned properties.
- Attended a flower and garden show in Oregon.
- Assisted with the weekly Tumwater Farmers Market as needed.
- Attended a Cold Weather Overflow Shelter Meeting at the Olympia Community Center.
- Conducted pressure reducing backflow device testing.
- Completed the first phase of the Police Station remodel project.
- Purchased and installed a replacement A/C unit at Old Town Center.
- Assisted with the annual Kick in the Grass soccer tournament.
- Shut down irrigation systems for the season.
- Transported 200 yards of top soil.
- Attended the annual PNW-ISA conference.
- Changed old natural gas meters on all City owned buildings.
- Constructed and installed cabinets in the City's Locator van.

- Purchased and installed commercial grade dishwasher at Old Town Center.
- Facilitated the installation of a new A/C unit in the phone/computer server room.
- Attended a CPR/1st Aid class held at the Fire Station.
- Attended a Playground Safety Inspector Certification course.
- Completed over 300 work orders.
- Responded to numerous citizen concerns and requests.
- Performed regular annual maintenance of facilities and equipment.
- Continued support to the Tree Board, Parks Board, Library Board and the Historic Preservation Commission.

Historic Programs

- Tumwater Falls Harvest Festival – Sunday, October 7
Raised approximately \$4,900 in non-City sources for Harvest Festival expenses. Recruited new vendors, developed promotional materials and media contacts, and created new programming ideas including the farming and ranching heritage and the beer brewing heritage of Tumwater. Recruited a volunteer to build a plywood farming and ranching stage. Recruited festival staff, including high schoolers, Museum and City staff volunteers. Wrote script for TCTV video documentation of festival.
- Continued Heritage Programming, including History Talks, on Tumwater TV.
- Secured funds from the Tumwater Historic Preservation Commission to produce historical exhibit about the 50th anniversary of the I-5 freeway construction through Tumwater. Hired a researcher and writer to create the I-5 exhibit.
- Work is on-going on the Brewery Oral History Project, including training of volunteers on recording equipment to conduct interviews with former brewery employees, their families, and others related to the brewery. Developed work agreements with volunteer staff.
- Supervised weekly scanning sessions of photographs in the Henderson House Museum Collection
- Various maintenance/repair projects, including door repair and storage of items in off-site rented storage facility.

Administration

- Staff support to Thurston Regional Planning Council.
- Staff support to the Capitol Lake Adaptive Management Plan.
- Support to staff on various land use matters.
- Staff support to historic programs.
- Staff support on Old Brewhouse preservation and rehabilitation.
- Support to Facilities staff on Crosby House restoration.
- Staff support for the 70th Avenue – Littlerock Road annexation.
- Support to City Council for Warehouse Distribution Center controls.
- Support to Planning Commission for Homeless Encampment Zoning Code standards.
- Assisted with the City's defense of the Warehouse Ordinance SEPA appeal.
- Prepared the annual department budget submittal.