



# Memorandum

October 13, 2008

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: *Planning and Facilities* Quarterly Report/  
July - September, 2008

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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 Planning Commission / City Council on zoning code amendments related to automobile sales.
- Support to the Public Works Committee and sign consultant Ilium Associates, Inc. on the wayfinding signage program.
- Attended monthly Shoreline Master Program Work Group meetings.
- Attended a meeting of the Shoreline Master Program Technical Advisory Group.
- Support to County staff on amendments to the Tumwater Urban Growth Area Zoning Code.
- Conducted a consultant search for a firm to do a community-wide scientific survey related to the Economic Development and Strategic planning project.
- Worked on Manufactured Home Park Zoning District regulations and Comp Plan amendments for City Council and the Planning Commission.
- Worked on Floodplain zoning amendments.
- Began amendments and updates to the Hazard Mitigation Plan.
- Met with Fish and Wildlife (both state and feds) on the emerging impacts of the official listing of the Mazama Pocket Gopher as a threatened species.
- Met with County planning staff on Urban Growth Area issues/amendments.

## Mapping

- Worked on mapping requests for Finance, Development Services, Public Works, and Parks & Recreation Departments.

## *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.
- Assisted with the weekly Tumwater Farmers Market as needed.
- Conducted pressure reducing backflow device testing.
- Assisted with the annual “Kick in the Grass” soccer tournament.
- Shut down irrigation systems for the season.
- Attended the annual PNW-ISA conference.
- Created cross-country trails at Pioneer Park for use by the Tumwater High School’s track team to use as their home course.
- Coordinated and attended a class on proper tree pruning techniques.
- Obtained a permit for installation of new emergency generator at City Hall.
- Began work on the leaking roof at the HQ Fire Station.
- Began concrete restoration work on the outdoor staircase at Old Town Center.
- Awarded a Department of Natural Resources Grant for the development of tree care classes.
- Facilitated installation of concrete pad for picnic shelter at Jim Brown Park.
- Investigated Indoor Air Quality complaints at City Hall.
- Completed over 300 work orders.
- Responded to numerous citizen concerns and requests.
- Performed regular annual maintenance of facilities and equipment.
- Performed regular and routine maintenance activities at all City Parks.
- Continued support to the Tree Board, Parks Board, Library Board and the Historic Preservation Commission.

## *Historic Programs*

### Museum Outreach Programs

- Held the 8<sup>th</sup> annual Tumwater Falls Harvest Festival on Sunday, October 5.
- Developed Scope of Work for festival consultant and met on regular basis.
- Developed agendas and work program for consultants and Festival Assistant.
- Initiated festival fundraising including a grant application to the Tumwater Lodging Tax Advisory Commission for the 2009 festival.
- Developed and distributed festival printed materials.

- Developed radio and media promotion for festival including a historic images video that played at the Washington Center for Performing Arts during the Olympia Arts Walk.
- Produced a Fiddle Fest at Traditions Fair Trade promoting the festival during the Olympia Arts Walk.
- Scheduled performers, hands-on activities, vendors, and other participants for the festival. Directed festival set-up, program, and tear down.
- Developed festival logo and produced sales items for festival.
- Scheduled monthly television Heritage series on Tumwater TV.
- Created Fall 2008 History Talk Rerun Series for Tumwater TV.
- Conducted public presentations and tours at Henderson House Museum.
- Presented talk on the history of the Old Brewhouse for Decision Makers meeting sponsored by DNR's Geology Division.

#### History research, Museum Collection projects and Historic Sites work

- Monitored work of Brewery oral history project volunteers. Maintained database of interviews, photographs, and release forms.
- Supervised weekly cataloging and scanning sessions of photographs in the Henderson House Museum Collection.
- Continued rental of offsite storage facility for large Museum artifacts.
- Assisted the Daughters of the Pioneers to resolve odor issue at Crosby House.

#### Staff Development

- Completed interview and selection of new Festival Coordinator.
- Continued training of Temporary Museum Assistant.
- Completed Emergency Planning training required by City.

#### *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 Planning Commission / City Council on riparian buffer amendments.
- Support to Planning Commission / City Council on Industrial Design guidelines.
- Assisted State Department of Community, Trade and Economic Development with interviews for a State-wide tree protection position.
- Attended the annual conference of the Washington City Planning Director's Association.