



Memorandum

January 10, 2008

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director *MM*

RE: *Planning and Facilities* Quarterly Report/
October – December 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, Historic Preservation Commission and Wayfinding Task Force on the Wayfinding Master Plan Project.
- Support to the Economic Development Advisory Committee and consultant Berk and Associates on the Economic and Strategic Planning Project.
- Support to the City Council and City staff from various departments on the 2007 Comprehensive Plan Amendments.
- Completed the 2008 – 2013 Capital Facilities Plan update with adoption at Council in December.
- Attended Shoreline Master Program Update Work Group meetings.
- Support to the Planning Commission on amendments to Chapter 18.60 (Text Amendments and Rezones) of the Zoning Code.
- Coordinated with TRPC on a briefing for the Planning Commission regarding the Shoreline Master Program Update.
- Support to the City Council and TRPC staff regarding the Commute Trip Reduction Plan Update.
- Support to the Planning Commission and City Council on a joint meeting to kickoff off the Economic and Strategic Planning Project.

PLANNING AND FACILITIES DEPARTMENT

ANNEXATIONS

- 70th Avenue-Littlerock Road Annexation (1600 acres, 2500 residents): Presented the City's case at the Boundary Review Board Hearing
- Continued work on the Black Lake Elementary School Annexation
- Continued work on the Black Hills High School Annexation
- Completed the City portion of the Century Dlvpt-Hwy99 City Limit Adjustment

MAPPING

- Provided mapping support a total of 59 times to various City departments

OTHER

- Support to the City's Eden Implementation Project and attendance of Eden/GBA Stakeholders meetings.
- Attended a County-wide Advance Planners' meeting to discuss regional long range and growth management planning issues.
- Attended the 2007 Washington APA Conference in Tacoma.
- Two staff members completed management training in consent building strategies by the Institute for Participatory Management and Planning.

Facilities

- Purchased recycle containers for the City wide recycle program.
- Facilitated the Crosby House restoration and stabilization project.
- Began the Police Department expansion project.
- Assisted with the Tumwater Farmers Market as needed.
- Prepared the Facilities Building for use as the Temporary Cold Weather Overflow Shelter if needed.
- Completed the Police Department remodel project.
- Located and distributed holiday decorations and supplies.
- Decorated the exterior of City Hall for the holidays.
- Closed sports fields for the winter.
- Facilitated the utility power line replacement at Historical Park.
- Assisted with the annual Harvest Festival activities.
- Removed/relocated items in the storage area of Henderson House Museum.
- Remodeled the storage area at the Henderson House Museum.
- Cleaned up and disposed of storm debris.
- Attended several classes on GBA usage.
- Facilitated the installation of irrigation at area behind the Facilities building.
- Assisted with the annual tree lighting ceremony and celebration.
- Investigated and repaired leaks at various City owned properties.
- 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 and Parks Board.

Historic Programs

- Held the Tumwater Falls Harvest Festival on October 7th. Raised \$5,500 for festival expenses. Supervised staff and volunteers; completed festival accounting; and researched and wrote grant application to LTAC for festival coordinator position in 2008.
- Continued Heritage Programming, including History Talks, on Tumwater TV. Finalized History Talk speakers for January – June 2008.
- Completed research and writing of historical exhibit about the 50th anniversary of the I-5 freeway construction through Tumwater and the 30th anniversary of the Tumwater Historic District.
- Continued training and supervision of volunteers conducting interviews with former brewery employees, their families, and others related to the brewery for the Brewery Oral History Project.
- Supervised weekly scanning sessions of photographs in the Henderson House Museum Collection.
- Created database of artifacts not fitting within the guidelines of the Museum's collection policy.
- Continued renting off-site storage facility during work on downstairs storage.
- Compiled list of facility repair and maintenance needs for 2008.
- Documented and promoted, through the media, the restoration project at the Crosby House.
- Attended the Cultural Heritage Tourism Alliance Conference in Seattle on November 29-30, courtesy of a grant from the Washington State Arts Commission.

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.