

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
BUDGET AND WORK PROGRAM
2012**



GRAYS HARBOR COUNCIL OF GOVERNMENTS

MISSION STATEMENT

Coordinate and cultivate projects of regional significance.

Interact with member entities to provide technical assistance in special projects.

Voice and address needs of the Grays Harbor region in statewide and multi-county policy and planning development.

Inform members and the general public about available resources.

Communicate to member entities essential information such as mandates, policies and programs that affect local progress.

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GRAYS HARBOR  
COUNCIL OF GOVERNMENTS

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The regular meetings of the Full Council are held on the fourth (4<sup>th</sup>) Thursday of every month; however, no meeting is held in November due to the Thanksgiving holiday. The December meeting will be scheduled for an appropriate day in December by order of the Chair.

The regular meetings of the Full Council are held at the Port of Grays Harbor Commission Chambers, 111 South Wooding Street, Aberdeen, Washington, beginning at 7:00 pm.



**GRAYS HARBOR  
COUNCIL OF GOVERNMENTS**

**2011 MEMBERSHIP**

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| CITY OF ABERDEEN        | Tim Alstrom                                               |
| CITY OF COSMOPOLIS      | Frank Chestnut                                            |
| CITY OF ELMA            | Mayor Dave Osgood                                         |
| CITY OF HOQUIAM         | John Pellegrini, 1 <sup>st</sup> Vice-Chair               |
| CITY OF MCCLEARY        | Mayor Gary Dent                                           |
| CITY OF MONTESANO       | Lyle Powell, Secretary                                    |
| CITY OF OAKVILLE        | Mayor Charles Norskog                                     |
| CITY OF OCEAN SHORES    | Bob Crumpacker                                            |
| CITY OF WESTPORT        | Mayor Michael Bruce, Chair                                |
| GRAYS HARBOR COUNTY     | Commissioner Herb Welch                                   |
| GRAYS HARBOR PDA        | Art Tanner, Representative at Large                       |
| GRAYS HARBOR PUD        | Commissioner Russ Skolrood,<br>2 <sup>nd</sup> Vice Chair |
| GRAYS HARBOR TRANSIT    | Diane Lutts                                               |
| PORT OF GRAYS HARBOR    | Commissioner Chuck Caldwell                               |
| TIMBERLAND LIBRARY      | Christine Peck                                            |
| COLUMBIA PACIFIC RC&EDD | Jesse Cardenas                                            |



## REVENUE-EXPENSE BUDGET COMPARISON YEAR 2012

| Revenues                              |                  |                   |                  |                    |                  |                   |
|---------------------------------------|------------------|-------------------|------------------|--------------------|------------------|-------------------|
| Fund Balance                          | Administatration | Regional Planning | Transportation   | Planning Contracts | Totals           |                   |
| Direct Federal Grants                 | \$ -             | \$ -              | \$ -             | \$ 50,000          | \$ -             | \$ 50,000         |
| <b>Intergovernmental Funding</b>      |                  |                   |                  |                    |                  |                   |
| Membership Dues                       | \$ -             | \$ 45,770         | \$ 54,802        | \$ 55,780          | \$ 15,236        | \$ 171,588        |
| Planning Contracts                    | \$ -             | \$ -              | \$ -             | \$ 35,000          | \$ -             | \$ 35,000         |
| <b>Total Anticipated Revenue</b>      | <b>\$ -</b>      | <b>\$ 45,770</b>  | <b>\$ 54,802</b> | <b>\$ 140,780</b>  | <b>\$ 15,236</b> | <b>\$ 256,588</b> |
| Beginning Fund Balance 1/1/2012       | \$ 62,697        | \$ -              | \$ -             | \$ -               | \$ -             | \$ 62,697         |
| <b>Total Anticipated Fund Balance</b> | <b>\$ 62,697</b> | <b>\$ 45,770</b>  | <b>\$ 54,802</b> | <b>\$ 140,780</b>  | <b>\$ 15,236</b> | <b>\$ 319,285</b> |

| Expenditures                           |                  |                   |                   |                    |                  |                   |
|----------------------------------------|------------------|-------------------|-------------------|--------------------|------------------|-------------------|
| Fund Balance                           | Administatration | Regional Planning | Transportation    | Planning Contracts | Totals           |                   |
| Salaries and Wages                     | \$ -             | \$ 33,976         | \$ 63,929         | \$ 65,649          | \$ 18,540        | \$ 182,093        |
| Benefits and Taxes                     | \$ -             | \$ 15,122         | \$ 19,406         | \$ 19,264          | \$ 6,042         | \$ 59,834         |
| Office Supplies                        | \$ -             | \$ 2,250          | \$ -              | \$ -               | \$ -             | \$ 2,250          |
| Other Operating Expenditures           | \$ -             | \$ 36,100         | \$ -              | \$ -               | \$ -             | \$ 36,100         |
| Training and Seminars                  | \$ -             | \$ 500            | \$ -              | \$ -               | \$ -             | \$ 500            |
| Capital Outlay:                        | \$ -             | \$ 3,500          | \$ -              | \$ -               | \$ -             | \$ 3,500          |
| <b>Sub-total Expected Expenditures</b> | <b>\$ -</b>      | <b>\$ 91,447</b>  | <b>\$ 83,335</b>  | <b>\$ 84,913</b>   | <b>\$ 24,582</b> | <b>\$ 284,277</b> |
| Administration/Overhead                | \$ -             | \$ (72,889)       | \$ 31,500         | \$ 32,097          | \$ 9,292         | \$ -              |
| <b>Total Anticipated Expenditures</b>  | <b>\$ -</b>      | <b>\$ 18,559</b>  | <b>\$ 114,835</b> | <b>\$ 117,010</b>  | <b>\$ 33,874</b> | <b>\$ 284,277</b> |
| Ending Fund Balance 12/31/2012         | \$ 28,704        | \$ -              | \$ -              | \$ -               | \$ -             | \$ 35,008         |
| <b>Total Anticipated Fund Balance</b>  | <b>\$ 28,704</b> | <b>\$ 18,559</b>  | <b>\$ 114,835</b> | <b>\$ 117,010</b>  | <b>\$ 33,874</b> | <b>\$ 319,285</b> |

## ANTICIPATED EXPENDITURES FOR 2012

|                                                                              | Fund Balance | Administration | Regional Planning | Transportation | Planning Contracts | Total      |
|------------------------------------------------------------------------------|--------------|----------------|-------------------|----------------|--------------------|------------|
| <b>Expenditures:</b>                                                         |              |                |                   |                |                    |            |
| <b>Salaries, Benefits and Taxes</b>                                          | \$ -         | \$ 33,976      | \$ 63,929         | \$ 65,649      | \$ 18,540          | \$ 182,093 |
| <b>Benefits and Taxes</b>                                                    | \$ -         | \$ 15,122      | \$ 19,406         | \$ 19,264      | \$ 6,042           | \$ 59,834  |
| <b>Office supplies</b>                                                       | \$ -         | \$ 2,250       | \$ -              | \$ -           | \$ -               | \$ 2,250   |
| <b>Other Operating Expenditures</b>                                          |              |                |                   |                |                    |            |
| Professional Services                                                        | \$ -         | \$ 3,000       | \$ -              | \$ -           | \$ -               | \$ 3,000   |
| Communications                                                               | \$ -         | \$ 4,000       | \$ -              | \$ -           | \$ -               | \$ 4,000   |
| Travel                                                                       | \$ -         | \$ 4,000       | \$ -              | \$ -           | \$ -               | \$ 4,000   |
| Advertising                                                                  | \$ -         | \$ 500         | \$ -              | \$ -           | \$ -               | \$ 500     |
| Rentals and Leases                                                           | \$ -         | \$ 16,600      | \$ -              | \$ -           | \$ -               | \$ 16,600  |
| Insurance                                                                    | \$ -         | \$ 7,000       | \$ -              | \$ -           | \$ -               | \$ 7,000   |
| Repairs and Maintenance                                                      | \$ -         | \$ 500         | \$ -              | \$ -           | \$ -               | \$ 500     |
| Miscellaneous                                                                | \$ -         | \$ 500         | \$ -              | \$ -           | \$ -               | \$ 500     |
| <b>Other Operating Expenditures</b>                                          | \$ -         | \$ 36,100      | \$ -              | \$ -           | \$ -               | \$ 36,100  |
| <b>Training and Seminars</b>                                                 | \$ -         | \$ 500         | \$ -              | \$ -           | \$ -               | \$ 500     |
| <b>Capital Outlay</b>                                                        | \$ -         | \$ 3,500       | \$ -              | \$ -           | \$ -               | \$ 3,500   |
| <b>Expenditures Subtotal</b>                                                 | \$ -         | \$ 91,447      | \$ 83,335         | \$ 84,913      | \$ 24,582          | \$ 284,277 |
| Re-categorize Administration Subtotal<br>Based on Overhead Distribution Rate | \$ -         | \$ (72,889)    | \$ 31,500         | \$ 32,097      | \$ 9,292           | \$ -       |
| <b>Total Anticipated Expenditures</b>                                        | \$ -         | \$ 18,559      | \$ 114,835        | \$ 117,010     | \$ 33,874          | \$ 284,277 |
| Ending Fund Balance 12-31-12                                                 | \$ 28,704    | \$ -           | \$ -              | \$ -           | \$ -               | \$ 35,008  |
| <b>Total Budget</b>                                                          | \$ 28,704    | \$ 18,559      | \$ 114,835        | \$ 117,010     | \$ 33,874          | \$ 319,285 |

|                                                                                    | Administration | Regional Planning | Transportation | Planning Contracts | Total         |
|------------------------------------------------------------------------------------|----------------|-------------------|----------------|--------------------|---------------|
| <b>Overhead Distribution Rate</b>                                                  |                |                   |                |                    |               |
| <b>Salaries</b>                                                                    |                |                   |                |                    |               |
| Executive Director                                                                 | \$ 18,315.60   | \$ 21,978.72      | \$ 32,968.08   | \$ -               | \$ 73,262.40  |
| Office Coordinator                                                                 | \$ 15,660.00   | \$ -              | \$ -           | \$ -               | \$ 15,660.00  |
| GIS Specialist/Planner                                                             | \$ -           | \$ 23,410.50      | \$ 23,410.50   | \$ -               | \$ 46,821.00  |
| Community Devel Coordinator                                                        | \$ -           | \$ 18,540.00      | \$ 9,270.00    | \$ 18,540.00       | \$ 46,350.00  |
| <b>Total Salaries</b>                                                              | \$ 33,975.60   | \$ 63,929.22      | \$ 65,648.58   | \$ 18,540.00       | \$ 182,093.40 |
| <b>Benefits and Taxes</b>                                                          |                |                   |                |                    |               |
| Executive Director                                                                 | \$ 4,787.43    | \$ 5,744.92       | \$ 8,617.37    | \$ -               | \$ 19,149.72  |
| Office Coordinator                                                                 | \$ 10,334.25   | \$ -              | \$ -           | \$ -               | \$ 10,334.25  |
| GIS Specialist/Planner                                                             | \$ -           | \$ 7,604.98       | \$ 7,604.98    | \$ -               | \$ 15,209.95  |
| Community Devel Coordinator                                                        | \$ -           | \$ 6,055.91       | \$ 3,041.99    | \$ 6,041.87        | \$ 15,139.77  |
| <b>Total Benefits and Taxes</b>                                                    | \$ 15,121.68   | \$ 19,405.80      | \$ 19,264.34   | \$ 6,041.87        | \$ 59,833.70  |
| <b>Total Salaries, Benefits and Taxes</b>                                          | \$ 49,097.28   | \$ 83,335.02      | \$ 84,912.92   | \$ 24,581.87       | \$ 241,927.10 |
| <b>Overhead Distribution Rate as a % of<br/>Total Salaries, Benefits and Taxes</b> | 20.29%         | 34.45%            | 35.10%         | 10.16%             | 100%          |

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## **ADMINISTRATION**

- ❖ General Administration
- ❖ Succession Planning



## **ADMINISTRATION**

### **GENERAL ADMINISTRATION**

#### Objective

To administer and manage the activities of the Council of Governments.

#### Work Items

1. Supervise and manage staff and programs of the Council of Governments.
2. Prepare annual work programs and budgets and amendments thereto.
3. Investigate grant programs and prepare applications (for regional programs).
4. Conduct general administrative services, including but not limited to:
  - a. Budget, accounting and cash flow management
  - b. Purchasing
  - c. Personnel administration
  - d. Communications and publications
  - e. Information and computer systems management
5. Inform member governments and public about the activities of the Council of Governments.
6. On request, respond to special needs of member agencies and provide services as necessary.

#### Output

The administrative activities described above are not considered to be end projects. Their purpose is to facilitate the attainment of programs and products undertaken by the Council of Governments and increase local knowledge and awareness of pertinent issues. Information will be disseminated throughout the year.

#### Coordination

Not applicable to administrative work. Some special services and studies may require coordination among all affected interests.

#### Citizen Involvement

Not applicable to administrative work.

#### Community and Regional Contributions and Benefits

The benefits derived from this work program extend to member governments and the general public. Quality control of the agency and its many projects is assured and clear, accurate records of fiscal accountability are maintained. These are essential to maintain a strong, viable voluntary association.

## **ADMINISTRATION SUCCESSION PLANNING**

### Objective

To plan for the operability of the Council of Governments and the seamless provision of services during time of transition.

### Work Items

1. Develop coordinated approach to information/data storage and retrieval.
2. Establish central filing system with master index.
3. Develop framework for integrating project components into central user files.
4. Develop retention schedules.
5. Update Bylaws as needed.
6. Update Personnel Policies as needed.
7. Create Operating Policies manual.

### Output

A well organized office environment with easily retrievable data, and historical and current project information:  
A unified system for file/information storage; a systematic approach to document retention, and turn over; well established guidelines for Agency and Council operation.

### Coordination

Coordination activities will most likely occur at the staff level. GHCOG members will be consulted when appropriate.

### Citizen Involvement

Not applicable to this type of internal process.

### Community and Regional Contributions and Benefits

Benefits derived extend to members, member entities, and the general public. Since information and data comprise a large element of our Work Program and are a basic member benefit, easy access is a must. Organized systems for information, document, or project retrieval will increase the quality of customer service. The establishment of internal procedures along with a systematic approach to retrieving organizational and project related information will reduce down time in the event of transition at the Council, staff, or director level.

## **REGIONAL PLANNING**

- ❖ Regional Coordination
- ❖ Member Outreach
- ❖ Jobs Team Grays Harbor
- ❖ Data and Information Services
- ❖ Regional Maps/GIS Program
- ❖ GPS Data Collection and Processing
- ❖ Community Development
- ❖ Comprehensive Planning
- ❖ Capital Facilities Planning
- ❖ Public Grant and Loan Funding, Research  
and Technical Assistance
- ❖ Transit Development Plan
- ❖ Regional Utilities Coordination
- ❖ Energy Savings Project



## **REGIONAL PLANNING**

### **REGIONAL COORDINATION**

#### Objective

To staff regular and special meetings of the Council of Governments, the Executive Board, and other agency committees, and pursue cooperative regional programs and opportunities.

#### Work Items

1. Prepare agendas and reports and staff GHCOG meetings.
2. Identify and coordinate issues of regional concern, research and assist member entities with such issues and provide forums to address the issues.
3. Represent the GHCOG on various boards and advisory committees at the local, state and federal levels.
4. Maintain liaison with state and federal elected officials and agencies and promote programs and opportunities that benefit the Grays Harbor region.
5. Monitor state and federal legislation, policies and programs and respond as appropriate. Enhance opportunities for new or changed programs, funding, legislation, and procedures and requirements.
6. Coordinate with regional councils around the state and actively participate in the Regional Councils of Washington.
7. Prepare for and participate in state and national associations meetings when appropriate.
8. Conduct periodic regional information forums to address issues, concerns and activities that are of regional impact or significance.

#### Output

The activities described above are not considered to be end products. The purpose is to facilitate the operation of the GHCOG, coordinate programs and opportunities with and on behalf of members.

#### Coordination

Liaison and coordination is fostered among agency members and with state and federal agencies, regional councils, and multi-county districts around the state on a wide variety of issues through the Regional Councils of Washington, Columbia-Pacific Resource Conservation and Economic Development District, Southwest Washington Regional Transportation Planning Organization, Regional Planners Forum, Chehalis Basin Partnership, and other associations as well as by other intergovernmental means.

Issues of regional significance are debated at meetings and forums by representatives of local governments, with the goal of enhancing knowledge and coordination.

#### Citizen Involvement

Not applicable to administrative and coordination work. The media is informed of GHCOG meetings. Agenda items and meeting minutes are posted on the GHCOG web page. GHCOG meetings are administered within the guidelines of the Open Public Meetings Act, RCW 42.30.

#### Community and Regional Contributions and Benefits

The GHCOG provides a forum for regional problem solving and decision making. Benefits accrue to member government and through them to the general public in the form of savings through increased efficiency, non-duplication of services, cost sharing and economies of scale.

Issues important to the region are identified, developed and addressed to appropriate state and federal agencies, and organizations and individuals to attempt to resolve them to the benefit of the region.

## **REGIONAL PLANNING MEMBER OUTREACH**

### Objective

To re-evaluate member needs, level of participation, dues structure, voting rights, representation, agency/staff capabilities and identify potential new members.

### Work Items

1. Work with budget committee and Sub-Councils to establish an action plan.
2. Meet with member jurisdictions at the staff level and elected official level.
3. Identify issues of concern and unmet need.
4. Work with Sub-Councils to identify and approach potential members.
5. Coordinate with other regional and governmental councils to identify best practice scenarios.
6. Produce a bi-annual newsletter, *Regional Connections*, to inform membership of GHCOG projects, GHCOG activities, and relevant local and state sponsored events.
7. Issue quarterly public funding newsletter (*GHCOG Public Funding Notification Alert*) to inform member agencies and better prepare them of upcoming funding cycles.

### Output

The activities described above are not considered to be end products. The purpose is to facilitate the operation of the GHCOG, coordinate programs and opportunities with and on behalf of members.

### Coordination

Liaison and coordination will occur primarily between leadership and staff of agency members and between member representatives. Potential members and other regional/governmental councils will be involved on an as needed basis.

### Citizen Involvement

City Council meetings and meetings of the GHCOG are open to the public; the news media are regularly informed. Agenda items and meeting minutes are posted on the GHCOG web page. GHCOG meetings are administered within the guidelines of the Open Public Meetings Act, RCW 42.30.

### Community and Regional Contributions and Benefits

The GHCOG provides a forum for regional problem solving and decision making. Benefits accrue to member government and through them to the general public in the form of savings through increased efficiency, non-duplication of services, cost sharing and economies of scale. Equitable and fair representation is a key issue in Council governance and feeds directly into the development of the annual budget. Dialogue with members to identify needs and the exploration of how best to satisfy those needs is the basis of a successful work program.

## **REGIONAL PLANNING JOBS TEAM GRAYS HARBOR**

### Objective

To act as staff for Jobs Team Grays Harbor providing administrative, technical and professional support for cooperative projects resulting in job retention and development.

### Work Items

1. Staff Jobs Team meetings.
2. Prepare agendas and support materials as needed.
3. Maintain Jobs Team information and correspondence.
4. Coordinate members and assist in the development of projects/programs.
5. Represent Jobs Team business (as needed) to other boards and committees at local, state and federal levels.
6. Maintain liaison with state and federal elected officials and agencies and promote projects/programs of the Jobs Team.
7. Assist in identifying and securing project related funding opportunities.
8. Respond to information requests related to the activities of the Jobs Team.

### Output

The activities described above are not considered to be end products. The purpose is to facilitate the operation of the Jobs Team, coordinate activities and opportunities with and on behalf of participating members.

### Coordination

Coordination will occur primarily with Jobs Team members. Other agencies will be involved on an as needed basis.

### Citizen Involvement

Each member of the Jobs Team holds regular meetings that are open to the public and the news media and are administered within the guidelines of the Open Public Meetings Act, RCW 42.30. Activities of the Jobs Team are reported through these existing channels.

### Community and Regional Contributions and Benefits

The Jobs Team forum identifies and promotes projects in Grays Harbor that result in direct job retention and/or creation. The Team advocates support for regional projects on the state and federal levels, supports requests for funding, identifies existing road blocks and provides solutions, and develops policy that paves the way for jobs in our community. Economies of scale: when one member of the community benefits, we all benefit. Assistance that results in bringing state and federal dollars into Grays Harbor is a benefit to the county as a whole. The support of existing projects/programs and the development of new opportunities maintain healthy communities and a healthy economy.

## **REGIONAL PLANNING DATA AND INFORMATION SERVICES**

### Objective

This program will assist data users to identify and disseminate the most up-to-date information available through the U.S. Census, American Community Survey (ACS), Office of Financial Management (OFM), Labor and Statistics, Washington State Department of Transportation, Federal Emergency Management Agency, and other state and federal products and programs that will meet their data needs.

### Work Items

1. As a state data center affiliate, disseminate data by continually updating the GHCOG web site to include new products and information about program updates.
2. Produce demographic data flyers and brochures in order to provide easily accessible information that is of regional significance.
3. Attend workshops and meetings to stay abreast of new developments in U.S. Census, OFM, ACS, and other state and federal products, programs and their use.
4. Provide maps, tables and other data requested by members, their local agencies and the public.
5. Provide technical assistance to agencies and individuals to enable them to access census and other data products and create customized data sets that meet their needs.
6. Answer requests for information from the public and member entities. Real estate agents, appraisers, lenders, and consultants.
7. Maintain a Planning Library of Local, State, and Federal plans and studies. About 30% of the volumes in the GHCOG library are not cataloged anywhere else.
8. Collect and disseminate 2010 Census data. Provide any necessary GIS support in re-districting projects.

### Output

Information and technical assistance will be provided to Council of Governments members (jurisdiction staff and residents), relocation prospects, tourists, businesses, developers, realtors, mortgage and title companies, appraisal firms, banks consulting firms, other governments, police-hospital-fire districts, school districts, advocacy groups, marketing firms, libraries and newspapers. Responses to requests for information may include tables, charts and maps. Requests may be directed to appropriate agency or web site.

### Coordination

Coordination will occur between GHCOG members, other local data users, the Washington State Office of Financial Management, the Federal Bureau of the Census, and other state and federal agencies that provide local and state data.

### Citizen Involvement

Citizen involvement will occur through members of the Council of Governments, other local data using agencies and individuals with informational requests.

### Community and Regional Contributions and Benefits

Local governments, public and private agencies, businesses and individuals will all profit from the program. Uses of the data, for example, include public and private business planning, the development of grant applications and economic development programs and projects and the identification of specific geographical areas in need of social or other improvement programs.

## **REGIONAL PLANNING**

### **REGIONAL MAPS/GIS PROGRAM**

#### Objective

To build and maintain a regional library of digital and archive paper maps and an evolving collection of geographic information. To provide members and the public with maps and geographic information suitable for display as well as for use in publications. Participate in implementation of a regional geographic information system.

#### Work Items

1. Support agency mapping projects.
2. Meet member needs for mapping assistance.
3. Work with member entities and County GIS group in developing and maintaining political, planning, and municipal layers.
4. Coordinate with members involved with digital map/geographic information system development to enhance local government capabilities and services and prevent duplication of effort.
5. Produce official display maps for members.
6. Create various thematic maps displaying the latest Census information and put them on the GHCOG web site.
7. Produce local and regional GIS data layers for regional work projects such as parks, trails, tsunami zones, building footprints, etc.
8. Maintain and develop a digital map collection from local, state, and federal sources.
9. Maintain digital base maps and zoning maps for members that do not have in-house resources.
10. Meet public needs for mapping assistance as time allows.

#### Output

A comprehensive electronic and hard copy file of quality up-to-date and archive base maps and a selection of specific purpose maps suitable for use internally, by member entities and the general public.

#### Coordination

Consultation will occur with users and local officials to insure that the status of streets and roads, city boundaries and geographic features is current and improved for a variety of applications.

#### Citizen Involvement

Not applicable to this project.

#### Community and Regional Contributions and Benefits

This program will insure that the region's map and geographic information users have up-to-date resources at their disposal. GHCOG personnel will assist users with specific needs or problems and help create solutions.

## **REGIONAL PLANNING**

### **GPS DATA COLLECTION AND PROCESSING**

#### Objective

To assist GHCOG membership staff in collecting community infrastructure assets such as: water valves, man holes, sewer mains, stop signs, fire hydrants, or any other item (feature) that exists outdoors using the Trimble GeoXT GPS unit. Collected data can then be displayed and analyzed with other data sets in GIS map projects.

#### Work Items

1. Develop a data dictionary specific to the community infrastructure asset data collection project.
2. Train local agency staff to use the Trimble GeoXT to collect community infrastructure asset data in the field.
3. Extract the community infrastructure asset data collected in the field from the Trimble GeoXT and convert it into shape files to be read in Arc Map.
4. Create a GIS project for display of collected community infrastructure asset data and print associated paper maps for review by local agency staff.
5. Work with local agency staff to administer updates and changes to field collected community infrastructure asset data.

#### Output

Up-to-date locally collected data for a variety of community infrastructure assets. The type(s) of community infrastructure asset data collected is at the discretion of local staff.

#### Coordination

Extensive coordination with agency staff on use Trimble GeoXT unit and ongoing adjustments to data as the community infrastructure asset information is updated or changed.

#### Citizen Involvement

Not applicable to this project.

#### Community and Regional Contributions and Benefits

Collecting data with local staff increases the knowledge base of community infrastructure assets and reduces risk of important community infrastructure asset information being lost due to departure of key staff. The community infrastructure asset data collected and processed can be utilized to create and enhance multiple mapping projects.

## **REGIONAL PLANNING COMMUNITY DEVELOPMENT**

### Objective

Support member agencies in the development of programs and projects that meet their identified community development needs. Provide research and technical assistance in planning and project management processes.

### Work Items

1. Assist member agencies in asset identification (e.g., infrastructure of various types), in support of project development.
2. Assist in identifying and analyzing community development needs.
3. Assist in setting up and conducting the process of member agency prioritization of community development needs and projects.
4. Assist in researching funding opportunities for community development projects.
5. Assist in planning community development projects.
6. Compile and catalog a community development resources library at COG offices for use by member agencies.
7. Participate in planning processes and educational opportunities sponsored by other agencies that relate to community development in Grays Harbor.

### Output

Written and verbal reports, studies, plan components and issue papers identifying and analyzing a community development project, need or opportunity. Funding applications. Maintain COG Community Development Resources Library.

### Coordination

Coordination is dependent upon type of project. GHCOG staff will coordinate with leadership and staff of agency requesting services. Some projects may require a community driven process, in which case series of community meetings will be conducted.

### Citizen Involvement

City Council and Planning Commission meetings and meetings of the GHCOG Board are open to the public; the news media are regularly informed.

### Community and Regional Contributions and Benefits

Community development is a major need identified by local jurisdictions in Grays Harbor County, including the Quinault Tribe. From Main Street revitalization, to utility system infrastructure upgrades, to park and recreation development, to sidewalks and trails, our local communities have significant community development needs. Our members need help articulating, prioritizing, and managing those needs, as well as financing them in order to bring improvements to our communities.

## **REGIONAL PLANNING COMPREHENSIVE PLANNING SERVICES**

### Objective

Support member agencies in the development of land use and environmental plans, projects and studies that meet their community needs. Provide research and technical assistance in drafting comprehensive land use, parks and recreation, transportation, capital facilities and environmental plans and regulations.

### Work Items

1. Assist agencies in drafting components of land use, transportation, parks and recreation, capital facilities and environmental plans and policies as requested.
2. Assist in demographic and GIS support for such documents.
3. Provide regional economic and community development data supporting local agency plan and policy development.
4. Support agency staff in the community involvement process during plan and policy document review.
5. Assist agency staff in regulatory document research and drafting.
6. Convene local agencies for training and planning sessions on land use planning issues affecting multiple local agencies that would benefit from a unified approach.
7. Participate in training and other educational opportunities offered by the state and other agencies that relate to land use and environmental planning and regulations in Washington State.
8. Provide grant and loan research upon request, as needed, to support development of the particular plan or other product.

### Output

At agency request, research, write and produce a variety of local land use and environmental plans, policies, regulations and studies in coordination with agency staff and/or outside consultants. Participate with staff in public review meetings and hearings with Planning Commissions and Governing bodies, as part of public involvement process. Provide coordination on behalf of Grays Harbor agencies, with state and federal agencies tasked with land use and environmental regulation and policymaking. In some instances COG may be called upon to help identify state or federal funds to help support the project.

### Coordination

Significant levels of coordination with requesting agency staff and public officials will occur. Community meetings will be held based upon the type of product being developed. Coordination with state and federal agency staff will occur on an ongoing basis for purposes of keeping current with subject matter, and on specific occasions as needed depending upon the project.

### Citizen Involvement

Depending upon the document to be drafted, COG staff may be asked to assist with community involvement in the form of public meetings and hearings associated with review and adoption of the plan, study or regulation. In the land use arena, the type of public involvement is typically a matter of local code or other legislative provision.

### Community and Regional Contributions and Benefits

Land use and environmental plans, policies and regulations form the backbone of community life and affect many aspects of the community's health. Grays Harbor County is not required to plan under the state Growth Management Act, but some aspects of that Act still apply to Grays Harbor local governments, for example, Critical Areas regulations must still be adopted by all cities and counties.

Increasingly, grant and loan programs expect local plans and policies to be in place and up to date before a local agency will even be considered for funding. The small jurisdictions of Grays Harbor County are very short-staffed. Council of Governments can help agency staff develop more complicated plans and regulations and can coordinate with state and federal agencies with jurisdiction, on behalf of our membership.

## **REGIONAL PLANNING**

### **CAPITAL FACILITIES PLANNING**

#### Objective

Assist local agency staff to create a comprehensive Capital Facilities Plan (CFP) to assess the state of current public infrastructure and plan for future replacement and expansion.

#### Work Items

1. Participating agencies will formally adopt by resolution:
  - a) a request that GHCOG help them develop a CFP and update process; and
  - b) a commitment of their agency's staff time to provide necessary data and engage in the CFP development and adoption process.
2. GHCOG staff will create a CFP planning process to be utilized for each participating agency.
3. Once resolutions have been adopted, GHCOG staff will select one prepared agency at a time to develop that agency's CFP.

#### **GHCOG staff will work closely with agency staff to;**

4. create an existing inventory of all capital facilities.
5. forecast future capital facilities needs, at least for the next six years.
6. assess proposed location and capacities of new facilities.
7. estimate capital facility project costs.
8. produce a six year financing plan showing known and potential fund sources for future facilities.
9. develop a simple electronic format CFP.
10. Local agency staff will take the lead to facilitate the adoption process for their CFP.
11. A CFP process will be developed that integrates an annual (or biannual) CFP update into the local agency's existing budget adoption process.

#### Output

GHCOG and local agency staff working together will develop for agency adoption, a six-year (or longer) Capital Facilities Plan that outlines current and future infrastructure needs for each type of infrastructure managed by the agency, forecast project costs and list known and potential fund sources. The project includes development of a public process of updating the CFP in tandem with the agency's budget adoption.

#### Coordination

Extensive and ongoing coordination will occur between GHCOG staff and agency staff. It is estimated that the entire project will require at least two years, depending on the number of agencies participating, and the time constraints of each agency.

#### Citizen Involvement

Citizen involvement will occur through the local agency plan review and adoption process.

#### Community and Regional Contributions and Benefits

The CFP officially organizes and prioritizes all capital needs and costs for at least the next 6 years. This helps keep scarce capital budget expenditures focused on true system-wide, established priorities. CFPs are increasingly required to support loan and grant funding requests. The CFP summarizes in a single document, for easy public and official review, the agency's existing capital infrastructure and future plans for maintenance and upgrades.

**REGIONAL PLANNING**  
**PUBLIC GRANT AND LOAN FUNDING**  
**RESEARCH AND TECHNICAL ASSISTANCE**

Objective

To support member agencies in the development of programs/projects and funding opportunities that meets their identified needs. Provide technical assistance in funding and planning processes. Ensure federal/state requirements are met. Provide a forum for a unified voice on regional issues and policies.

Work Items

1. Provide assistance in the research of grant and loan sources and opportunities.
2. Notify membership of pertinent grant and loan programs through email, GHCOG web site, *Regional Connections* newsletter, and *GHCOG Public Funding Notification Alert*.
3. Provide support in the grant and loan application process by supplying data and/or writing assistance, and provide process checks to ensure the project meets funding program requirements.
4. Perform regional monitoring of changes in federal and state grant and loan programs and advise accordingly.

Output

Provide grant and loan resource information and respond to requests for related information. Complete grant and loan searches and assist with applications for community development, infrastructure, transportation and social planning projects.

Coordination

Coordination is dependent upon type of project. GHCOG staff will coordinate with leadership and staff of agency requesting services. Some projects may require a community driven process in which case a series of community meetings will be established. Communication with state and federal agencies will be ongoing in order to remain current with grant and loan opportunities and seek technical assistance.

Citizen Involvement

City Council meetings and meetings of the GHCOG are open to the public; the news media are regularly informed.

Community and Regional Contributions and Benefits

Economies of scale: when one member of the community benefits, we all benefit. Assistance that results in bringing state and federal dollars into Grays Harbor is a benefit to the county as a whole. The support of existing projects/programs and the development of new opportunities maintain healthy communities and a healthy economy.

Substantial changes in grant and loan programs have been occurring at the state and federal levels, especially regarding rural communities. Regional monitoring of these changes will protect the investments of our local communities and ensure continued access to funding sources in the future.

## **REGIONAL PLANNING TRANSIT DEVELOPMENT PLAN**

### Objective

Perform the annual update of the Grays Harbor Transit Authority Transit Development Plan.

### Work Items

1. Work with Grays Harbor Transit Authority (GHTA) to update financial and inventory records.
2. Coordinate between the Washington State Department of Transportation, Public Transportation Division and GHTA to ensure that new planning requirements are fulfilled.
3. Update and publish Transit Development Plan.
4. Participate in public hearing process.

### Output

Respond to questions and informational requests. Facilitate staff in the development of plan elements.  
Completed and published Transit Development Plan.

### Coordination

The GHCOG will coordinate with state and federal agencies related to the development of the Plan and relay pertinent information to GHTA. GHCOG staff will work with GHTA staff as applicable. Outside transit agencies are contact for information on an as needed basis.

### Citizen Involvement

All meetings of the GHTA and the GHCOG are advertised and open to the general public. The news media is informed of all public meetings. Citizens are represented on the GHTA board.

### Community and Regional Contributions and Benefits

The GHTA is a countywide public transportation agency that benefits all members of Grays Harbor County. As such, the maintenance of the Transit Development Plan not only fulfills state and federal regulations for transit agencies, but also ensures that GHTA meets the requirements to apply for future funding. Categorical funding sources supply operating capital as well as funds to purchase new busses and dial-a-ride vans.

## **REGIONAL PLANNING**

### **REGIONAL UTILITIES COORDINATION**

#### Objective

To develop, promote and maintain a coordinated approach to inter-jurisdictional and private sector utilities planning. Provide technical assistance in the development of joint projects.

#### Work Items

1. Facilitate group meetings.
2. Form and oversee committees as needed to explore technical and legal issues.
3. Identify and coordinate areas in which joint planning can provide maximum benefit.
4. Research studies and successful strategies.
5. Develop policies and procedures to facilitate the development of joint planning projects.
6. Provide assistance in drafting joint agreements.
7. Provide community outreach as needed.
8. Document process and outcomes.
9. Develop and maintain regional utilities location maps.

#### Output

A regional model for a collaborative approach to utilities planning. Documentation of the planning process. Development of policies and procedures governing shared resources and maintenance. Map library of public and shared utility locations.

#### Coordination

Coordination will initially occur between public utility providers. As a collaborative working model is developed, private sector providers will be invited to participate. Participation of private sector providers is on an at-will basis. State and Federal agencies will be involved as needed.

#### Citizen Involvement

Public utility companies are publicly owned and as such all meetings are subject to the Open Public Meetings Act. This provides a forum for the transference of information and an opportunity for public comment. All meetings of the GHCOG are advertised and open to the public.

#### Community and Regional Contributions and Benefits

This project will provide regional benefits through information sharing and cost savings. Preplanning for shared utility corridors saves time, resources and money and ensures that current and future community needs are met. Piggybacking allows for the use of existing lines/trenches/conduits by several providers. Constructing one utility corridor to service multiple providers rather than multiple, individual corridors, benefits all end users of the service.

## **REGIONAL PLANNING ENERGY SAVINGS PROJECT**

### Objective

To create a county-wide project allowing members to participate in an energy audit project that enables energy retrofit of public buildings resulting in reduced energy usage & costs.

### Work Items

1. Supervise and manage main contract with contracted project partners; State of Washington General Administration (GA) Energy Program and with Ameresco Quantum (energy solutions company).
2. Supervise and manage Memorandums of Understanding (M.O.U.) with participating members.
3. Conduct general administrative services to ensure contract and M.O.U. requirements are met and billing/payments occur as scheduled.
4. Prepare financial reporting documentation and informational reports as required.
5. Maintain project records.
6. Provide central point of contact services to contracted partners.
7. Facilitate the flow of information between contracted partners and participating agencies.
8. Sponsor and facilitate project meetings as needed.

### Output

Contracts, M.O.U.s, financial reports, written and verbal reports, sharing/dissemination of information, provision of technical assistance, staff project meetings.

### Coordination

Coordination will occur between leadership & staff of participating agency members, agency representatives, Grays Harbor PUD, and contracted project partners; GA Energy Program, and Ameresco Quantum.

### Citizen Involvement

As needed on an individual jurisdictional level.

### Community and Regional Contributions and Benefits

The benefits derived from this work program extend to member governments and the general public. GHCOG groups all project participants together under one contract administered by GHCOG. (GHCOG does not charge its members for this service.) This enables all members to benefit from an energy savings project, even those whose project would be too small financially and energy wise to participate as a stand-alone project. This also allows the GA Energy Program to let one contract with the GHCOG rather than implementing multiple smaller contracts, in turn providing additional cost savings by greatly reducing administrative costs charged by the GA's office.

Energy performance audits identify the areas of highest benefit to investment ratio allowing the greatest energy cost savings. Project costs are paid in full or in part with energy & operational cost reductions. To further reduce project costs utility incentives through the local PUD will be used.

## **TRANSPORTATION PLANNING**

- ❖ Grays Harbor County Region Regional Transportation Planning Organization
- ❖ Regional/State Transportation Improvement Plan
- ❖ Surface Transportation Program
- ❖ US101 Regional Circulation Project



**TRANSPORTATION PLANNING**  
**GRAYS HARBOR COUNTY REGION**  
**REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

Objective

GHCOG is a member of the Southwest Washington five-county Regional Transportation Planning Organization (RTPO). As such, GHCOG serves as the lead for countywide transportation efforts.

Our objective is to support the required functions of the RTPO and identify and establish priorities for identifying, planning and implementing transportation improvements and resolving transportation issues within Grays Harbor County.

Work Items

1. Facilitate meetings of the Grays Harbor RTPO. Provide agendas, meeting minutes and support materials.
2. Develop policies related to specific transportation needs within Grays Harbor, forward policy documentation to WSDOT and affected agencies.
3. Provide research of transportation needs and identify solutions on an as-needed basis. This may include the development of issue papers, route development plans and various traffic studies.
4. Develop Grays Harbor County segment of the annual Unified Planning Work Program, as required by the Federal Highway Administration and WSDOT in order to receive funding for long range transportation planning and system improvements.
5. Develop Grays Harbor County segment of the Regional Transportation Plan as required by the Federal Highway Administration and WSDOT in order to receive funding for long range transportation planning and system improvements. Update when relevant.
6. Maintain and update Grays Harbor County segment of the Washington Transportation Plan as required by the Federal Highway Administration and WSDOT in order to receive funding for long range transportation planning and system improvements.
7. Attend MPO/RTPO/WSDOT coordinating committee meetings in representation of Grays Harbor County; provide relevant information.
8. Development and updating of the Human Services Coordinated Transportation Plan.
9. Provide a schedule of various transportation funding mechanisms.
10. Provide assistance in developing project applications for federal and state transportation grants.
11. Review legislative activity that impacts rural transportation funding, notify as appropriate.
12. Facilitate intergovernmental communication and coordination.
13. Maintain a general overview of aviation and rail elements – needs, strategies and funding opportunities. Implement elements into appropriate plans and policies.
14. Oversee the inclusion of local aviation needs into the WSDOT statewide assessment.

Output

A local and regional transportation planning process to include:

- Fulfillment of RTPO lead agency status, committee and subcommittee facilitation
- Policy Development

- Unified Planning Work Program
- Regional Transportation Plan
- Washington Transportation Plan (Grays Harbor elements)
- Human Services Coordinated Transportation Plan
- Improved intergovernmental coordination for planning and implementing transportation improvements
- Quarterly and annual reports to Southwest Washington RTPO (funding agency)
- Complete Grays Harbor segment of the WSDOT statewide airport assessment

#### Coordination

The Grays Harbor County Region RTPO is comprised of Grays Harbor County, all cities within Grays Harbor, the Port of Grays Harbor, Grays Harbor PUD, Grays Harbor Transit, the tribes and multiple special interest groups. As lead agency, GHCOG facilitates the communication between the members as well as state and federal agencies.

#### Citizen Involvement

All meetings of the GHCOG are advertised and open to the general public. RTPO meetings at both the five county and local levels are open to the public. Public participation also occurs through public information meetings and project related meeting and public hearings.

#### Community and Regional Contributions and Benefits

The RTPO is the vehicle that provides a unified regional voice on transportation related issues. This vehicle allows for policy direction at both the local and five county level. Work items performed at the RTPO level ensure that state and federal requirements are met which, in turn, keep our local agencies in a position to apply for and receive funding. A unified regional plan ensures transportation needs and goals are met throughout the region, reducing duplication of effort and conflicting interests.

# **TRANSPORTATION PLANNING**

## **REGIONAL AND STATE TRANSPORTATION IMPROVEMENT PLANS**

### Objective

Meet state and federal regulations governing the need for a regional transportation improvement plan (TIP) and submission of federally funded projects to WSDOT for inclusion in the State Transportation Improvement Plan (STIP).

### Work Items

1. Provide education and workshops on the need for TIP/STIP and training in using WSDOT TIP/STIP software. Provide on-site software assistance and training as needed and when requested.
2. Provide direct assistance in TIP/STIP development.
3. Review local TIPs for accuracy and recommend needed corrections or additions.
4. Hand input data into WSDOT software for those entities that do not have electronic capabilities.
5. Combine all local TIPs for approval by GHCOG as regional TIP.
6. Forward those projects identified as federally funded for inclusion in the STIP.
7. Ensure approval of STIP at regional level through the GHCOG.
8. Maintain database of regional TIP and STIP projects.
9. Publish reports as necessary.
10. Provide monthly updates to the STIP as necessary.
11. Coordination between state, federal and local agencies.
12. Learn new STIP software and train others necessary as WSDOT implements an upgraded STIP software program in 2011.

### Output

TIP/STIP development and software class. Technical assistance as requested. Regional TIP. State TIP. Respond to requests for data and information related to local, regional and state TIPs.

### Coordination

The GHCOG facilitates coordination between Grays Harbor County, all cities within Grays Harbor, the Port of Grays Harbor, Grays Harbor Transit, Quinault Indian Nation and state and federal agencies.

### Citizen Involvement

All meetings of the GHCOG are advertised and open to the general public. Regional TIPs are presented at GHCOG meetings for approval. State TIPs are presented at the state level through a series of public hearings to ensure citizen involvement. Public participation also occurs through public information meetings and project related meetings and public hearings.

### Community and Regional Contributions and Benefits

The development and approval of local, regional and state TIPs meet the need for federal and state planning requirements. Most importantly, there is a direct correlation between these documents and the ability to receive transportation related funding. GHCOG's effort in complying with TIP/STIP regulations ensures local agencies the ability to apply for and accept transportation funding through multiple

Local and regional TIPs provide a planning tool allowing local agencies to set their directions for transportation planning needs and allows for the presentation of a regional plan that identifies transportation needs.

## **TRANSPORTATION PLANNING SURFACE TRANSPORTATION PROGRAM**

### Objective

Meet state and federal regulations governing the channeling of SAFETEA-LU funding. Facilitate the Surface Transportation Program (STP) Committee.

### Work Items

1. Facilitate meetings of the STP committee. Provide agendas, meeting minutes and relevant data and support materials.
2. Assist in the development of the STP application and funding cycle process.
3. Develop and maintain policy guidelines relevant to the operation of the STP committee.
4. Provide direct assistance with project development and compiling/writing of STP project applications.
5. Review applications submitted to the STP process for threshold compliance and accuracy.
6. Produce public notification of upcoming STP funding cycles.
7. Oversee application rating and ranking process.
8. Assist local agencies in the production of necessary agreements to obligate funding.
9. Track legislation concerning the re-authorization of the Federal Transportation Act and subsequent impacts to the STP.
10. Coordination between state, federal and local agencies.

### Output

Publications of STP cycle and process requirements. Development of applications and procedures. Technical assistance as requested. GHCOG resolution forwarding recommended projects and funding amounts to appropriate state and federal agencies. Respond to requests for data and information.

### Coordination

The GHCOG facilitates coordination between Grays Harbor County, all cities within Grays Harbor, the Port of Grays Harbor, Grays Harbor Transit, Grays Harbor PUD, tribes, special interest groups and state and federal agencies.

### Citizen Involvement

All meetings of the GHCOG and STP committee are advertised and open to the general public. Public participation also occurs through public information meetings and project related meetings and public hearings. The news media are notified of the application cycle and the outcomes.

### Community and Regional Contributions and Benefits

The development and maintenance of the Surface Transportation Program channels federal dollars that were previously block granted to the state directly to the local level. As lead agency of the STP program, the GHCOG ensures that a mechanism is in place to receive and disperse of those federal dollars. This allows local flexibility over the types of projects that are funded and the funding amounts. Local needs are met directly since the funding process is developed at the local level.

## **TRANSPORTATION PLANNING**

### **US 101 REGIONAL CIRCULATION PROJECT**

#### Objective

To promote and develop the final recommended project priorities as identified in the US 101 Regional Circulation Project plan.

The US 101 Regional Circulation Project identified and prioritized transportation projects that reduce congestion, resolve traffic issues, improve mobility throughout the core cities of Aberdeen, Hoquiam, and Cosmopolis and improve traffic flow region-wide.

#### Work Items

1. Work with the Grays Harbor Regional Transportation Planning Organization (GHRTPO) and a US 101 Tech Team to identify and organize project elements and sequencing, and to compile necessary documentation and cost estimates.
2. Facilitate Tech Team meetings and public meetings.
3. Research, develop and promote best possible funding opportunities and solutions.
4. Develop and maintain the necessary plans and documents enabling participating communities and agencies to achieve funding eligibility.
5. Recognizing that US 101 is a WSDOT facility, gather WSDOT Olympic Region staff input on planning requirements and encourage financial participation when appropriate.
6. Implement projects and track progress, resolve issues as they arise.
7. Develop a legislative outreach committee whose sole function is to educate state and federal legislators about US 101 projects and maintain a hi-profile funding agenda.
8. Oversee informational product development such as studies, brochures, fliers, press releases, etc.
9. Foster Community Partnerships. Early public involvement from communities, transit, tribes, emergency services, minorities, special interest groups and local governments can provide simple, low-cost, operational fixes (i.e. signage and right-of-way clearing, etc.).

#### Output

- Plans, studies, and reports as needed to support project development.
- Identification of funding sources and options.
- Development of specific data sets to use in plans and funding applications.
- Oversee funding processes and facilitate individual entities with appropriate program applications.
- Project related educational materials.
- Program all projects into local and regional Transportation Improvement Plans.
- Incorporate overall projects and individual elements, as necessary, into regional and state plans to ensure funding eligibility.
- Public information campaign.
- Map development and production.

#### Coordination

The Grays Harbor Council of Governments will provide coordination between participating jurisdictions involving local, state and federal elected officials, staff, outside expertise and community members. State agencies will be included in the process on an as needed basis.

### Citizen Involvement

All meetings of the GHCOG are advertised and open to the general public. RTPO meetings at both the five county and local levels are open to the public. Public participation also occurs through public information meetings and project related meetings and public hearings as well as at the individual community/agency level.

### Community and Regional Contributions and Benefits

Communities and agencies along US 101 will work through a collaborative process to develop a prioritized plan of project elements, funding opportunities and outreach, the end goal of which is to fund and build the projects as identified in the US 101 Regional Circulation Project plan.

The US 101 corridor and connecting highways function as the major transportation routes through the cities of Aberdeen, Hoquiam and Cosmopolis as well as the primary route to the ocean beaches and the western Olympic Peninsula. This network of highways provides a critical economic link between the region and the rest of our state. Congestion on these routes negatively affects the movement of people and goods. Implementing the projects identified within the US 101 Regional Circulation Project will reduce congestion, resolve traffic issues and improve mobility throughout the core cities of Aberdeen, Hoquiam, and Cosmopolis and improve traffic flow region-wide ensuring continued economic vitality, growth and sustainability.

# **PLANNING CONTRACTS**

❖ Regional Parks and Recreation Plan



## **PLANNING CONTRACTS**

### **REGIONAL PARKS AND RECREATION PLAN**

#### Objective

To develop and produce updates to parks and recreation plans in the Grays Harbor region.

#### Work Items

1. Work with the participating entities to review their plans, update and amend pertinent sections, and present the plans to the public for review and comment.
2. Assist in the public hearings held by each participating entity prior to adoption of their final plan.
3. Prepare necessary text changes as directed by the entities following review.
4. Prepare all supporting maps, figures and tables to be used in the plans.
5. Insure compliance with state regulations.
6. Print and distribute the final plans.
7. Submit park and recreation plan to IAC to ensure grant eligibility.

#### Output

Updated parks and recreation plans containing chapters which cover the recreation goals, objectives, policies and capital improvement plans for participating governments.

#### Coordination

The plan update process will be coordinated between the participating local governments, state and federal agencies and the public. Public hearing notices and announcements will be made in the local news media and special efforts will be made to inform known special user groups and agencies responsible for providing public outdoor recreation facilities.

#### Citizen Involvement

The general public will be invited to comment on the plan during the adoption process by the various governments involved.

#### Community and Regional Contributions and Benefits

Updated parks and recreation documents are needed to respond to the changes in recreation activities and opportunities. The plan will provide guidance and information for long-range and day-to-day facility acquisition and development, and will enhance the local and regional opportunities for funding assistance for recreation.