

Parks and Recreation Advisory Committee -- 2017 Work Plan (April 1, 2017 to March 31, 2018)

SECTION 1. 2017 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 2017.

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 <i>(Estimated)</i>	Budget Implications
Plans				
<p>1.1 Capital Facilities Plan (CFP) (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the 2018-2023 Capital Facilities Plan.</p> <p>Deliverable: Recommendation to Planning Commission & City Council</p>	4 hours	<p>Laura Keehan 4 hours (incorporating feedback into plan)</p> <p>Laura Keehan 2 hours (Meeting attendance)</p>	May & September	Within existing resources
<p>1.2 Capital Asset Management Program (CAMP) (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the CAMP portion of the CFP.</p> <p>Deliverable: Recommendation to</p>	4 hours	<p>Laura Keehan 4 hours (incorporating feedback into plan)</p> <p>Laura Keehan 2 hours (Meeting attendance)</p>	May & September	Within existing resources

Planning Commission & City Council				
<p>1.3 Implementation of the Downtown Strategy</p> <p>PRAC Role: After the Olympia Downtown Strategy is adopted in 2017, the City and community partners will start working on the Recommended Actions. Depending on the Strategy Actions approved by Council and their timing there may be topics relevant to PRAC.</p> <p>Deliverable: Provide feedback and ideas</p>	2 hours	2 hours	As needed	None
<p>1.4 West Bay Park & Restoration Master Plan</p> <p>PRAC Role: Receive briefing on preliminary ideas and concepts for the master plan</p> <p>Deliverable: Provide feedback and ideas</p>	3 hours	Laura Keehan 4 hours	December	Within existing resources
<p>1.5 Action Plan</p> <p>PRAC Role: Receive briefing on the proposed 2018 Action Plan</p> <p>Deliverable: Provide input to Council on the updated Action Plan and Council priorities</p>	2 hours	Stacey Ray 3 hours	February	None

SECTION 2. 2017 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 2017 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				
<p>2.1 Informal meeting with department and city leadership.</p> <p>PRAC Role: Attend optional, informal annual meeting with the department director, associate directors, and city manager.</p> <p>Deliverable: None – information sharing only.</p>	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	June	None
<p>2.2 Annual Park Evaluation Program</p> <p>PRAC Role: Administer annual park evaluation program.</p> <p>Deliverable: Compiled park evaluation information.</p>	6 hours	No staff lead: This is an entirely PRAC-driven effort	Survey forms distributed in May, Results discussed in October	None
<p>2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</p> <p>PRAC Role: PRAC members will help plan and attend the joint meeting</p>	3 hours	Jonathon Turlove 3 hours	TBD based on host jurisdiction	None

<p>of regional park boards.</p> <p>Deliverable: None – information sharing only.</p>				
<p>2.4 Participation in groundbreakings and dedications</p> <p>PRAC Role: Participate in groundbreaking and dedication celebrations</p> <p>Deliverable: Visibility at community events.</p>	None necessary	Tammy LeDoux 2 hours	As needed	None
<p>2.5 Park Naming</p> <p>PRAC Role: Hold a public hearing and make a recommendation to Council on park names.</p> <p>Deliverable: Recommendation to Council</p>	2 hours	2 hours	As needed	None
<p>2.6 Park Land Donations</p> <p>PRAC Role: Review parcels offered to OPARD for donation and make recommendation to Council</p> <p>Deliverable: Make recommendation to Council</p>	2 hours	3 hours	As needed	None
<p>2.7 Grant Applications</p> <p>PRAC Role: Receive presentation on OPARD's proposed grant applications</p> <p>Deliverable: Letters of support for applications</p>	2 hours	2 hours	As needed	None

<p>2.8 Performance Report Update</p> <p>PRAC Role: Receive presentation on OPARD's 2016 performance report</p> <p>Deliverable: None – information sharing only</p>	None necessary	Paul Simmons 1 hour	April	None
<p>2.9 Volunteer Program</p> <p>PRAC Role: Receive briefing on OPARD's volunteer program</p> <p>Deliverable: None – information sharing</p>	None necessary	Sylvana Niehuser 2 hours	August	None

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