

# Parks and Recreation Advisory Committee 2016 Work Plan

## SECTION 1. 2015 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 2015

Professional staff liaison for PRAC is Jonathon Turlove.  
Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Lead & Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	Council Priority
<b>Plans</b>					
<p><b>1.1 Capital Facilities Plan (CFP) (Annual)</b></p> <p><b>PRAC Role:</b> Make recommendation to the Planning Commission for the 2018-2023 Capital Facilities Plan.</p> <p><b>Deliverable:</b> Recommendation to Planning Commission</p>	<p>Jim Nieland 4 hours</p>	<p>Dave Okerlund 4 hours (incorporating feedback into plan)</p> <p>Dave Okerlund 2 hours (Meeting attendance)</p>	<p>May &amp; September</p>	<p>None</p>	<p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>
<p><b>1.2 Capital Asset Management Program (CAMP) (Annual)</b></p> <p><b>PRAC Role:</b> Make recommendation to the Planning Commission for the CAMP portion of the CFP.</p> <p><b>Deliverable:</b> Recommendation to Planning Commission</p>	<p>Jim Nieland 4 hours</p>	<p>Dave Okerlund 4 hours (incorporating feedback into plan)</p> <p>Dave Okerlund 2 hours (Meeting attendance)</p>	<p>May &amp; September</p>	<p>None</p>	<p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>

<p><b>1.3 Downtown Strategy</b></p> <p><b>PRAC Role:</b> As part of the formation of Olympia’s Downtown Strategy, a joint advisory board workshop will be held sometime between March-May 2016 (to be scheduled). At this stage in strategy development, we will be refining a preferred land use and urban design concept identified earlier in the process. This workshop will focus on details related to the streetscape and other public spaces.</p> <p><b>Deliverable:</b> Provide feedback and ideas</p>	Brian Tomlinson	Amy Buckler 2 hours	March-May	Yes – already included in CPD’s existing \$250,000 budget allocation for formation of Downtown Strategy	Champion Downtown
<p><b>1.4 Smoke-Free Parks</b></p> <p><b>PRAC Role:</b> Provide recommendation to City Council on proposed smoke-free park initiative</p> <p><b>Deliverable:</b> Recommendation to Council.</p>	Robert Dengel	Jonathon Turlove 2 hours	May	Minor – park signage	Deliver Proactive Community Development
<p><b>1.5 West Bay Park Master Plan</b></p> <p><b>PRAC Role:</b> Provide recommendation to City Council on proposed master plan</p> <p><b>Deliverable:</b> Recommendation to Council.</p>	Barbara Benson	Jonathon Turlove 2 hours	October	Within existing resources	Champion Downtown

## SECTION 2. 2015 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 2014 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Lead & Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	Council Priority
<b>MISCELLANEOUS</b>					
<p><b>2.1 Informal meeting with department and city leadership.</b></p> <p><b>PRAC Role:</b> Attend optional, informal annual meeting with the department director, associate directors, and city manager.</p> <p><b>Deliverable:</b> None – information sharing only.</p>	None necessary	Paul Simmons, David Hanna, Scott River 2 hours	June	None	Inspire Strong Relationships
<p><b>2.2 Annual Park Evaluation Program</b></p> <p><b>PRAC Role:</b> Administer annual park evaluation program.</p> <p><b>Deliverable:</b> Compiled park evaluation information.</p>	Alicia Seegers Martinelli and Tim Burns  6 hours	No staff lead: This is an entirely PRAC-driven effort	Surveys forms distributed in May, Results discussed in October	None	
<p><b>2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</b></p> <p><b>PRAC Role:</b> PRAC members will</p>	Jim Nieland 4 hours	David Hanna 3 hours	March	None	Inspire Strong Relationships

<p>help plan and attend the joint meeting of regional park boards.</p> <p><b>Deliverable:</b> None – information sharing only.</p>					
<p><b>2.4 Participation in groundbreaking and dedications</b></p> <p><b>PRAC Role:</b> Participate in groundbreaking and dedication celebrations</p> <p><b>Deliverable:</b> Visibility at community events.</p>	None Necessary	Tammy LeDoux 2 hours	As needed	Within existing resources	
<p><b>2.5 2016 Grant Applications</b></p> <p><b>PRAC Role:</b> Receive presentation on OPARD's proposed 2016 grant applications</p> <p><b>Deliverable:</b> Letters of support for applications</p>	None necessary		March	None	Adopt a Sustainable Budget
<p><b>2.6 Performance Report Update</b></p> <p><b>PRAC Role:</b> Receive presentation on OPARD's performance report</p> <p><b>Deliverable:</b> None – information sharing only</p>	None necessary	Paul Simmons	March	None	Adopt a Sustainable Budget
<p><b>2.7 Metropolitan Park District Update</b></p> <p><b>PRAC Role:</b> Receive update on Metropolitan Park District including proposed new positions</p> <p><b>Deliverable:</b> None – information sharing only</p>	None necessary	Paul Simmons	June	None	Adopt a Sustainable Budget

<p><b>2.8 Urban Forestry Plan</b></p> <p><b>PRAC Role:</b> Receive update on the City's Urban Forestry Plan</p> <p><b>Deliverable:</b> None – information sharing only</p>	Robert Dengel	David Hanna & Shelly Bentley	March	None	
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