

SECTION 1. 2019 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 2019.

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 (Estimated)	Budget Implications
Plans				
1.1 Capital Facilities Plan (CFP) (Annual) PRAC Role: Make recommendation to the Planning Commission for the 2020-2025 Capital Facilities Plan. Deliverable: Recommendation to Planning Commission & City Council	4 hours	Laura Keehan 4 hours	August	Within existing resources
1.2 Capital Asset Management Program (CAMP) (Annual) PRAC Role: Make recommendation to the Planning Commission for the CAMP portion of the CFP. Deliverable: Recommendation to Planning Commission & City Council	4 hours	Kip Summers 4 hours	August	Within existing resources

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1.3 Park Naming Rights and Sponsorship Policies PRAC Role: Receive a briefing on a proposed park naming rights and existing sponsorship policies Deliverable: Provide feedback and recommendation to staff and Council	2 hours	Jonathon Turlove & Scott River 4 hours	October	Within existing resources
1.4 Park Naming PRAC Role: Hold a public hearing and make a recommendation to Council on park names Deliverable: Recommendation to Council	2 hours	As needed	As needed	Within existing resources
1.5 Action Plan PRAC Role: Receive briefing on the Action Plan Deliverable: Provide input to staff and Council	2 hours	Stacey Ray 3 hours	February	None
1.6 Yelm Hwy Community Park Master Plan PRAC Role: Receive briefing and provide input on proposed community park master plan Deliverable: Provide input to staff and Council	2 hours	Laura Keehan 4 hours	June & February	Within existing resources

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1.7 Aquatic Center Feasibility Study PRAC Role: Receive a briefing and provide input Deliverable: Provide input to staff and Council	2 hours	Laura Keehan 4 hours	June & January	Within existing resources
1.8 Downtown Park Analysis PRAC Role: Receive a briefing and provide input Deliverable: Provide input to staff and Council	2 hours	Jonathon Turlove 4 hours	May & October	Within existing resources

SECTION 2. 2019 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 2019 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				
2.1 Informal meeting with department and city leadership. PRAC Role: Attend optional, informal annual meeting with the department director, associate directors, and city manager.	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	August	None

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Deliverable: None – information sharing only.				
2.2 Annual Park Evaluation Program PRAC Role: Administer annual park evaluation program. Deliverable: Compiled park evaluation information.	6 hours	No staff lead: This is a PRAC-driven effort Sylvana Niehuser (follow-up actions) 4 hours	Survey forms distributed in May. Results discussed in October. Staff provides follow-up in January.	None
2.3 LBA Woods Improvements PRAC Role: Receive briefing on ideas and concepts for improvements to trails, signage, and enhancements to usability & experience at LBA Woods. Deliverable: Provide feedback and recommendations to staff	3 hours	Sarah Giannobile 4 hours	June	Within existing resources
2.4 Participation in groundbreakings and dedications PRAC Role: Participate in groundbreaking and dedication celebrations Deliverable: Visibility at community events.	None necessary	Tammy LeDoux 2 hours	As needed	None
2.5 Habitat Planning & Volunteers in Parks PRAC Role: Receive briefing Deliverable: Provide input to staff	2 hours	Jennifer Gessley Gayman & Kate Hartman 4 hours	May	Within existing resources

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2.6 Grant Applications PRAC Role: Receive presentation on OPARD's proposed grant applications Deliverable: Letters of support for applications	2 hours	6 hours	As needed	None
2.7 Performance Report Update PRAC Role: Receive presentation on OPARD's 2018 performance report Deliverable: None – information sharing only	None necessary	Paul Simmons 2 hour	April	None
2.8 Park Volunteer Appreciation Picnic PRAC Role: Attend appreciation picnic if desired Deliverable: None	This is not required, but is an open invitation to PRAC members and their families.	Sylvana Niehuser 4 hours	August 2019, Priest Point Park	None