

SECTION 1. 2020 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 2020.

Professional staff liaison for PRAC is Laura Keehan.

Estimated Percent of Overall Committee Effort: 70%

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				
1.1 Capital Facilities Plan (CFP) (Annual) PRAC Role: Make recommendation to Planning Commission and Council for the 2021-2026 Capital Facilities Plan. Deliverable: Recommendation to Planning Commission & City Council.	4 hours	Tammy LeDoux 4 hours	August & September	Within existing resources
1.2 Capital Asset Management Program (CAMP) (Annual) PRAC Role: Make recommendation to the Planning Commission and Council for the CAMP portion of the CFP. Deliverable: Recommendation to Planning Commission & City Council.	4 hours	Jake Lund 4 hours	August & September	Within existing resources

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1.3 Park Naming Rights PRAC Role: Receive a briefing on a proposed park naming rights policy. Deliverable: Provide feedback and recommendation to staff and Council.	2 hours	Jonathon Turlove 4 hours	June	Within existing resources
1.4 Park Naming PRAC Role: Hold a public hearing and make a recommendation to City Council on park names. Deliverable: Recommendation to Council.	2 hours	As needed	As needed	Within existing resources
1.5 Thurston Regional Trails Plan & Southwest WA Trail PRAC Role: Receive briefing on the regional trails plan update and the new southwest trail designation. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Paul Simmons 4 hours	April	Within existing resources
1.6 Yelm Hwy Community Park Master Plan PRAC Role: Receive briefing and provide input on draft community park master plan concept drawings. Deliverable: Provide feedback to staff and consultant.	2 hours	Laura Keehan 4 hours	March	Within existing resources

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1.7 Aquatic Center Feasibility Study PRAC Role: Receive a briefing and provide input. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Paul Simmons 4 hours	June	Within existing resources
1.8 Arts, Cultures and Heritage (ArCH) project PRAC Role: Receive briefing and provide feedback to staff on the new ArCH initiative. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Stephanie Johnson 3 hours	September	Within existing resources
1.9 Park Impact Fees Update PRAC Role: Receive briefing on different methodologies for calculating park impact fees. Deliverable: Receive briefing and provide feedback to staff and Council.	3 hours	Laura Keehan/Tammy LeDoux 4 hours	June	Within existing resources
2.0 PRAC Work Plan Development PRAC Role: Review and provide feedback on next year's work plan. Deliverable: Draft Work Plan submitted to City Council for approval.	3 hours	Laura Keehan 4 hours	January/February	Within existing resources

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2.1 Parks Plan Update PRAC Role: Receive briefing on proposed public process to update the Parks Plan. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Laura Keehan 4 hours	June	Within existing resources
2.2 Screening New PRAC Member Applications PRAC Role: Review all applications submitted for vacant PRAC seats. Deliverable: Forward preferred applicants to City Council.	4 hours	Laura Keehan 2 hours	January	Within existing resources
2.3 Kaiser Woods Park Update PRAC Role: Review public input and provide feedback to staff. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Sarah Giannobile 4 hours	June	Within existing resources

SECTION 2. 2020 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 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 30%

Title Description	Committee Commitment	Staff Commitment	Schedule (Estimated)	Budget Implications
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		<i>Hours reflect working with the committee, not total project staff time.</i>		
MISCELLANEOUS				
2.4 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) 2 hours	Survey forms distributed in June. Results discussed in October. Staff provides follow-up in January.	None
2.5 Park Watch Program PRAC Role: Receive briefing on new Park Watch program. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Amy Stull 4 hours	September	Within existing resources
2.6 Asset Management Program PRAC Role: Receive briefing on new maintenance work order software capabilities and interface with long-term maintenance of capital assets. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Sylvana Niehuser and Jake Lund 4 hours	August	Within existing resources
2.7 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

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2.8 Stewardship Program Update PRAC Role: Receive briefing on new and ongoing initiatives in the park stewardship program. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Jennifer Gessley Gayman & Amy Stull 4 hours	June	Within existing resources
2.9 Grant Applications PRAC Role: Receive presentation on OPARD's proposed grant applications. Deliverable: Letters of support for grant applications.	2 hours	6 hours	As needed (typically in March)	Within existing resources
3.0 Performance Report Update PRAC Role: Receive presentation on OPARD's 2019 performance report and new performance metrics. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Paul Simmons 4 hours	April	Within existing resources
3.1 Lions Park Sprayground PRAC Role: Review site plan for new sprayground addition to Lions Park. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Jake Lund & Sarah Giannobile 4 hours	August	Within existing resources
3.2 Summer Camps Briefing PRAC Role: Receive presentation on recreation summer camps. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Tad Early & Veronica Gemmell 4 hours	October	Within existing resources

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3.3 Outdoor Adult Fitness Equipment PRAC Role: Receive presentation on research and options, and provide input to staff. Deliverable: Receive briefing and provide feedback to staff.	2 hours	Jonathon Turlove 4 hours	August	Within existing resources
3.4 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.	Jennifer Gessley-Gayman 4 hours	August 2020, Priest Point Park	None
3.5 New Member Welcome/Orientation PRAC Role: Welcome new members and opportunity for existing members to share about themselves. Deliverable: None	30 minutes at April meeting	Laura Keehan	April	Within existing resources