

Parks and Recreation Commission 2007-2008 Draft Work Plan

	WORK ELEMENT	SOURCE	DESCRIPTION	EXPECTED RESULTS	TASKS
1	CAROL EDWARDS CENTER / SPORTS FIELDS BUSINESS PLAN 	PRO Plan CCMP	Update Business Plan to reflect changes in operating plan, if any, from partnerships with NYSA or other groups. Assist the City Council in reviewing options for service levels, facilities, staffing, and fees. Coordinate business operations with facility design to achieve best and most cost-effective results.	Policies provide a solid basis for operations and are aligned with Council goals. Coordination of business operations with facility and staff resources.	<input type="checkbox"/> Receive a report from staff <input type="checkbox"/> Forward any needed changes to the Council in the form of completed draft.
2	CAROL EDWARDS CENTER / SPORTS FIELDS DESIGN 	PRO Plan CCMP	Review proposed design with architect. Assist the staff in conducting public outreach on project milestones and outcomes.	Monitor any design alternatives to see that design meets service delivery objectives. Conduct policy discussions necessary to coordinate current stages of construction with long-term vision in the CCMP.	<input type="checkbox"/> Review design concepts at project milestones. <input type="checkbox"/> Recommend funding strategies to City Council if new funding sources, grants, or other changes in the finance plan are warranted. <input type="checkbox"/> Conduct public outreach <input type="checkbox"/> Follow project through completion of final plan <input type="checkbox"/> Community celebration following improvements.
3	LAND BANKING & STRATEGY 	Council Goals PRO Plan	Assist the Council in determining opportunities and constraints to preserving trail corridors, viewpoints, parks, and open space within neighborhoods, using the PRO Plan to establish need in geographic area.	Locate and prioritize opportunities that emerge from the Sustainable Development Study.	<input type="checkbox"/> Forward recommendations to Council for the acquisition and development of neighborhood parks, open space, or trail corridors.
4	ROTARY COMMUNITY PARK PHASE III 	CIP PRO Plan Council Vision Guiding Principles	Assist the Council in making any policy decisions that may arise during the construction phase of the project. Assist in any public outreach and participate in fundraising and public support of the project.	Successful fundraising and community building volunteer projects. Community stewardship of project past construction stage.	<input type="checkbox"/> Review policy issues as needed and forward to Council. <input type="checkbox"/> Promote and develop community liaisons for successful development and operation of the park. <input type="checkbox"/> Work Parties (optional) <input type="checkbox"/> Opening Celebration

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5	SNAP (SMALL NEIGHBORHOOD ACTION PROJECTS) 	Council Goal CIP	Assist the Council in evaluating SNAP applications using criteria. If no applications are received, assist the staff in identifying potential projects.	Increase involvement in neighborhoods. Select neighborhoods that show park and open space deficits and determine if SNAP funding is appropriate.	<input type="checkbox"/> Review and forward to Council with recommendation regarding City participation. <input type="checkbox"/> Consider policy issues related to maintenance and operations. Advise Council.
6	PRO PLAN	GMA	Oversee evolution of principal Parks, Recreation and Open Space policy document by monitoring implementation to ensure that plan meets community needs.	Review revised inventory, demand, analysis, policy, and strategy. Ensure that acquisitions and development are factored into analysis. Recommend alternate strategies to Council as requested	<input type="checkbox"/> Prepare amendments for Planning Commission, State, and Council review when needed. <input type="checkbox"/> Review potential Comprehensive Plan Amendments or Sustainable Development research for changes that should be included in plan update.
7	NON-MOTORIZED TRANSPORTATION PLAN	Council Goal PRO Plan Comprehensive Plan	Assist the Council in reviewing proposals for non-motorized transportation within Woodinville. Review Public Works staff and Public Works Committee draft plans.	Comprehensive strategy that can feed directly into the CIP for prioritization. Coordination between non-motorized and auto related construction projects. Improve bike and pedestrian routes.	<input type="checkbox"/> Review staff recommendations for the non-motorized facility project in the CIP. <input type="checkbox"/> Forward recommendations to Council. <input type="checkbox"/> Conduct any follow up study as directed by Council <input type="checkbox"/>
8	RECREATION SCHOLARSHIP PROGRAM	Recreation Plan	Monitor the Scholarship program through annual review to ensure that Council policies are being implemented.	Access to low-income children and families to Woodinville park and recreation opportunities.	<input type="checkbox"/> Annual Review of Scholarship use and distribution. <input type="checkbox"/> Recommend changes to Council when appropriate.
9	TEEN REP PROGRAM	Guiding Principles Recreation Plan	Review the implementation of the program and make any needed revisions.	Well-rounded projects that better serve youth and that have a greater chance of success because youth have been part of the planning. Greater acceptance of teens by adults and additional opportunities for teens to be mentored. Greater opportunities for interaction between adult role models and teens. Policies that reflect youth participation.	<input type="checkbox"/> Conduct review of program and make recommendations to Council on any needed revisions.

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10	HUMAN SERVICES	Comprehensive Plan Council Goal	Assess the role of the Parks and Recreation Department staff and facilities in meeting Human Service needs. Review proposed funding and allocations as needed.	Policies regarding the integration of Human Services into Parks and Recreation programs, plans, facilities, etc.	<input type="checkbox"/> Receive a report from the Recreation Division regarding current and proposed levels of funding. <input type="checkbox"/> Assess the role of other Parks and Recreation Departments with regard to Human Services. <input type="checkbox"/> Make a recommendation to the Finance Committee regarding any proposed funding allocations per Council goal.
11	PUBLIC ARTS ADVISORY COMMITTEE (PAAC)	Council Resolution Nos. 200 and 226	Assist the Council in guiding the work of the Committee.	Clear goals and objectives for the Committee.	<input type="checkbox"/> Review draft policies for selection and display, work plan, projects, etc. <input type="checkbox"/> Forward policies to Council. <input type="checkbox"/> Provide yearly update of art activity to Council for review.
12	FACILITY RENTAL POLICIES AND PROCEDURES	PRO Plan Recreation Plan	Conduct an annual review of facility rental policies and procedures.	Rental operations that reflect the needs of the community and balance those with maintenance, public safety, and staffing issues. Integrate with Business Plan.	<input type="checkbox"/> Review policies and make recommendations as changes in the facilities or their capacity changes or as new facilities come on line.
13	GIFT CATALOG	PRO Plan Council Goal #5	Prepare a review of the Program and contents of the gift catalog for Council review.	Enhanced park system amenities funded through private sector donations.	<input type="checkbox"/> Review staff report regarding review of the program, add comments and recommendations for revisions in the program. <input type="checkbox"/> Forward to Council.
14	NAMING PARKS PROPERTIES	Council Resolution	Review process and policies and consider creative strategies.	Using the Naming Policies currently in place, create names for parcels that will identify them with the City park system, instead of the former owners.	<input type="checkbox"/> Propose policy revisions to Council for adoption. <input type="checkbox"/> Propose names for the "Lumpkin", "Connor", and "Lakeside" properties to CC.



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15	RECREATION OVERSIGHT	Recreation Plan	More Commission involvement in Recreation Division.	More informed Commissioners.	<input type="checkbox"/> Involvement in planning events. <input type="checkbox"/> Recreation Guide review <input type="checkbox"/> Review mid-year statistics and provide guidance regarding programming. <input type="checkbox"/> Conduct public outreach when necessary.
16	OLD WOODINVILLE SCHOOL	Civic Center Master Plan	Assist the Council in reviewing the RFPs and the project proposals relative to the role of the City in community efforts to restore, use, operate, or fund the Old Woodinville School.	Monitor taskforce and evaluate any recommendations before forwarding to Council ensuring that Civic Campus goals are integrated with any work on OWS.	<input type="checkbox"/> Assign a Commissioner to sit on the OWSTF. <input type="checkbox"/> Receive and review recommendations from Taskforce. <input type="checkbox"/> Forward recommendations to the Council regarding process and scope. Review and forward recommendations regarding compatibility with Community Center uses and purposes, City plans, etc.
17	PARK SIGN DESIGN STANDARDS	Park Maintenance & Signage Standards	Review existing sign standards and maintenance issues.	Reduce maintenance, improve visibility and enhance identity.	<input type="checkbox"/> Review existing standards <input type="checkbox"/> Review alternative proposals <input type="checkbox"/> Recommend new sign design and standards to CC.



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