



**Jefferson County**  
**Parks and Recreation**  
*Serving the Community*

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To: Jefferson County Park and Recreation Advisory Board  
From: Matt Tyler  
RE: Process for Developing New Programs/Facilities  
Date: July 10th, 2007

Given the nature of public policy, it is difficult to define a step by step guide to developing new public recreational programs and facilities. Nevertheless, the following statements may be of assistance.

1. The Jefferson County Parks and Recreation Board (JCPRAB) is appointed by the Jefferson Board of County Commissioners (BOCC) to represent the interests of the entire East Jefferson County Region. While the JCPRAB does not enjoy legislative power, it plays an important role in shaping policy.
2. Specifically; the JCPRAB provides leadership to Jefferson County Park and Recreation (Parks & Rec) and the community through direct communication and formal recommendations to the BOCC.
3. The resources of Parks & Rec are finite. Providing new services requires others to be cut. That being clear, Parks & Rec and the JCPRAB are duty bound to decide what programs will best further the organizational mission.
4. Parks & Rec is actively pursuing more resources. These resources will help address the gap between the needs of the community and the resources that are available to the community.
5. However, Parks & Rec has some capacity to help citizens develop new recreational programs and facilities. The allocation of this capacity should be a fair and intentional process. Therefore the following guidelines are proposed:
  - 5.1. *Citizens are free to pursue their goals with or without the assistance of Parks & Rec, but Parks & Rec wants to be informed of relevant initiatives.*
  - 5.2. *Citizens are welcome to share ideas, information, and questions with the JCPRAB at anytime. The JCPRAB meets regularly. Part of the purpose of these meetings is to hear and support citizen initiatives.*
  - 5.3. *Every citizen will be given the opportunity to ask for help or to work with Parks and Rec to create a mutually beneficial partnership. Oftentimes, such partnerships do not drain JCPRAB resources, rather, they enhance resources. Parks & Rec will always try to create Win-Win situations, seek synergy, and think 'outside of the box'.*

- 5.4. *However, there may be times when the requests for services from citizens to JCPRAB may require a realignment of priorities and resources by the JCPRAB. Sometimes, what seems to citizens to be a small request for assistance by Parks & Rec, is actually a large and complicated request. When it becomes apparent that this is the case, the JCPRAB or staff will attempt to explain the situation and forge effective strategies for success.*
- 5.5. *Many times those strategies will include approaching the JCPRAB with a formal request for support. A formal request for support will be managed through the following program:*
- 5.5.1. *Annually, the JCPRAB will work with staff to review the Jefferson County Park, Recreation and Open Space Plan. During that review, staff and the JCPRAB will create a prioritized list of new programs and initiatives.*
- 5.5.2. *Annually, the JCPRAB and staff will define, in terms of dollars, the amount of resources it can commit to the development of new programs and facilities.*
- 5.5.3. *The JCPRAB will provide a standing invitation to citizens to formally request that the resources described above be applied to their initiative. Each request will be evaluated by staff to estimate its cost.*
- 5.5.4. *Based on the prioritized list, and the definition of the available resources, the JCPRAB will make appropriate, finite and detailed allocations.*
- 5.5.5. *Parks & Rec will develop and publish educational materials about public policy, local government, parks and recreation, and the environment. These materials will be of assistance to citizens.*
- 5.5.6. *Parks & Rec will provide, on its website, links to credible information about legal services, policy, practices, and programs. These links will be of assistance to the general public.*

This policy statement was adopted by the Jefferson County Parks and Recreation Board on September 5th, 2007 in Quilcene, WA.