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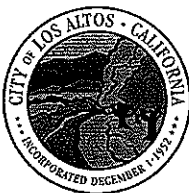
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DATE: 14 August 2013

AGENDA ITEM # 4

**TO:** Parks and Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director and PARC Staff Liaison  
**SUBJECT:** Monthly Staff Update

**RECOMMENDATION:**

Receive report

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**Community Outreach**

August 22 PARC Information Table Downtown Farmer's Market

**Work Plan**

The updated work plan is attached with goal and project reformatting from the City Clerk

**Recreation Update**

August 13 Fall Registration Begins

Summer Camp Recap

Recreation highlights

**Attachments:**

A. PARC 2013/2014 Work Plan



# PARKS & RECREATION COMMISSION

## 2013/14 DRAFT Work Plan

Goal	Projects	Assignments	Target Date	Status
1. Recreational planning and programming	Resident Survey	<ul style="list-style-type: none"> <li>Conduct online resident survey</li> <li>Final stage: present report to City Council (Parmar/Baron)</li> </ul>	2012	Completed  Pending Council Calendar
	"Friends of Parks"	Visit parks and be responsive to the public-advise staff accordingly (All Commissioners)	Ongoing	
	Joint Commission Meetings	<ul style="list-style-type: none"> <li>Form a Joint Committee with the Senior Commission to explore interest and topics for joint meeting (Beggs/Lee Eng)</li> <li>Develop agenda topics</li> <li>Identify date</li> <li>Hold a joint meeting with Senior Commission (Beggs/Lee Eng)</li> </ul>	July 2013  September 2013  Winter 2014	In progress
2. Community Feedback on parks and recreation	Community Outreach	<ul style="list-style-type: none"> <li>Attend two Recreation Special Events per year (each Commissioner)</li> <li>Strive for PARC representation at all events (all Commissioners)</li> </ul>	Ongoing	
	Community Feedback	<ul style="list-style-type: none"> <li>Define new mechanisms that would improve the ability of citizens to provide comments and concerns (Beggs/Parmar/Lee Eng)</li> <li>Utilize Downtown Farmer's Market non-profit booth for outreach (James/Tooley)</li> <li>Attend Summer Concert Series and man information booth; Commissioners sign-up for dates (Baron)</li> </ul>	October 2013  July & August 2013  June-August 2013	In progress  In progress  Completed

3. Quality parks and facilities	Capital Improvement Program	<ul style="list-style-type: none"> <li>• Suggestions to City Council on prioritization of the Five Year CIP Plan</li> <li>• Provide input on the Community Plaza as directed by Council</li> <li>• Evaluate landscaping condition along the Hetch Hetchy Right of Way and suggest augmentation for refreshing aged/missing plants etc. (Tooley)</li> <li>• Respond as directed by City Council to developments in the Redwood Grove Plan</li> <li>• Obtain update from Acterra regarding ongoing work at Redwood Grove</li> </ul>	<ul style="list-style-type: none"> <li>• Research and write a memo to the City Council outlining plan to achieve (Parmar/Beggs/Lucia) <ul style="list-style-type: none"> <li>i. Initial outline August 2013</li> <li>ii. 1<sup>st</sup> Draft November 2013</li> <li>iii. Final Draft February 2014</li> </ul> </li> <li>• Identify two to three projects to address from the Parks Plan for FY 2013/2014</li> <li>• Form subcommittees to work on projects</li> </ul>	<p>April 2013</p> <p>TBD</p> <p>September 2013</p> <p>When needed</p> <p>April 2013</p>	Completed
4. Park Plan Priorities	Long Term Goal #1		<p>February 2014</p> <p>May 2013</p> <p>May 2013</p>	Completed	

Adopted Parks Plan viewable at: <http://www.losaltosrecreation.org/adopted-parks-plan.html>