



1 North San Antonio Road  
Los Altos, California 94022-3087

## MEMORANDUM

**DATE:** December 4, 2019

**TO:** Parks and Recreation Commission

**FROM:** Chris Jordan, City Manager

**SUBJECT:** Process for Determining Capital Projects

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It has come to my attention that the Parks and Recreation Commission (PARC) is interested in discussing how the City determines the projects that will be funded and constructed. This brief memorandum outlines this process.

The staff is generally guided by the Los Altos Parks Plan (adopted May 8, 2012). Projects that are included in that plan are pursued as funding is available and there is community and Council support. Examples include pursuing acquisition of park land (particularly in the north part of the City), purchasing Lincoln Park (completed in 2016), and constructing improvements in Redwood Grove (completed in 2016). As funding comes available for these one-time projects, as well as for ongoing capital maintenance projects (resurfacing of tennis courts, improvements to Grant Park Community Center, etc.), and, of course, constructing the new Los Altos Community Center, they are included in the City's adopted 5-year Capital Improvement Plan.

However, we also are keenly aware that community interest in certain projects changes over time. Therefore, we re-evaluate our park priorities every year and work with the PARC, other commissions, and the City Council to identify needed and desired projects. Currently, these include off-leash dog areas and a fenced dog park.

Finally, community members often identify specific projects that may have community support. For example, some community members are interested in a temporary downtown teen center while the Community Center is under construction, and other community members have expressed an interest in bocce courts at Grant Park to replace those removed at Hillview. As staff, we welcome, and encourage, this type of community input. If staff believes these ideas have merit and we have the capacity to explore the concept, staff studies the idea and provides a thorough analysis to recommending bodies (commissions), to the City Manager for possible inclusion in the City's Budget and 5-year CIP, and, ultimately, to the decision makers (the City Council).

Staff recognizes that there are trade-offs when the City pursues a new project. Often, another project must be delayed as funding and staff capacity may not be available for all the projects simultaneously. Staff completes this analysis so that decision makers are informed of both the potential positive, and the negative, consequences of the decisions they make.

This entire process often consumes months or years to fully vet and analyze projects, receive recommendations and Council direction, identify a funding source(s), and, ultimately, take the concrete steps toward acquiring or constructing the final project. Staff reports to the commissions and the Council as we take each step in this process.

Please let us know if you have any questions about this process.

C: Donna Legge, Recreation and Community Services Director  
Manny Hernandez, Maintenance Services Director