



DATE: November 16, 2020

AGENDA ITEM # 5

TO: Parks & Recreation Commission
FROM: Donna Legge, Staff Liaison
SUBJECT: Parks and Recreation Commission Work Plan Update

RECOMMENDATION:

Review FY 2020-21 Work Plan, Update and Approve Commission Corrigan Assignments

BACKGROUND AND DISCUSSION

Annually, City Council hosts a joint meeting with a group of appointed commissions to review and discuss each commission Work Plan, including past accomplishments and recommended projects for the next year. The Work Plan guides the work of the Commission for the term year. For the Parks and Recreation Commission (PARC) the terms are staggered amongst the seven members and expire on March 30, following the completion of a four-year term.

Should the PARC have anticipated vacancies, the City Clerk facilitates a recruitment and screening process with the City Council, to fill the vacancies by March. The PARC reorganizes and selects a new Chair and Vice Chair during the month of April. Traditionally, the City Clerk schedules an annual joint meeting with City Council in May. The PARC term year is March to March.

At a Special Meeting on April 22, 2020, the PARC revised its FY 2020-21 Work Plan including goals, projects, assigned commissioners, target dates, associated City priority, and status. The PARC Work Plan was reviewed and discussed at a joint meeting with City Council on May 5, 2020.

As the PARC proposes new projects, staff updates the Work Plan. Staff is recommending that the PARC review the current Work Plan due to the following impacts:

- Recent appointment of Commission Corrigan
- Anticipated vacancy of Commission Weinberg moving to City Council in December
- Anticipated appointment of new Commissioner
- COVID-19 Pandemic – suspended and limited in-person offerings per Orders

Staff has attached a revised Work Plan that reflects those areas that Commissioner Corrigan is interested in, including those areas that are currently assigned to Commissioner Weinberg. While some projects have the maximum number of commissioners assigned, Commissioner



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Corrigan's name is shown in the event commissioners may want to switch assignments. In addition, staff is recommending that the PARC consider modifying the Work Plan due to COVID-19.

Attachments:

- A. Proposed FY 2020-21 Work Plan

PARKS AND RECREATION COMMISSION
FY 2020-21 (May 2020 to May 2021) WORK PLAN

Revised **November 16, 2020**

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Engage community - solicit feedback on parks and recreation activities	Community Outreach	PARC representation at all virtual special events including summer concerts (All)	Ongoing	Community Engagement	Pending COVID-19
		Participate in Downtown Farmers Market (All)	June August	Community Engagement	Pending COVID-19
Increase Use of City parks	Naturescape	Finalize details for Naturescape recommendation to City Council Attend Virtual Ribbon-cutting (Weinberg, Morris All)	Spring 2021	City Asset	Pending COVID-19 Schedule
	Skate Park Feasibility	Explore possibility of a skate park (Weinberg, Corrigan, Yeh)	Spring 2021	City Asset	Agendize on future PARC meeting
	Performing Arts in the Park	Work with staff to schedule performing arts in the parks to attract more use (Morris, Dailey)	Spring 2021	Community Engagement	Pending COVID-19
Aim for high quality parks and facilities	Dog Park and Off-leash Hours Feasibility	Explore options for dog park and/or off-leash hours as two separate recommendations Implementation (Spielman, Morris)	Spring 2020	City Asset	Make Recommendations Complete
	Open Space	Redwood Grove, Halsey House & Shoup Park improvements (Weinberg, Corrigan, Dailey, Spielman)	Ongoing	City Asset	Plan Joint Jan/Feb Meeting
	Social Justice (JEDI) Subcommittee	Review Social Justice including Justice, Equality, Diversity and Inclusion. Explore additional inclusive features (1 or 2) at each playground (Dailey, Morris)	Ongoing	City Asset	Explore Options Review on 11/16

Aim for high quality parks and facilities	Outdoor Adult Fitness Project	Determine placement for inclusive outdoor fitness components and equipment for adults (Corrigan, Dailey, Spielman, Weinberg)	Fall 2020	City Asset	Review vacant land inventory. Review Weinberg report.
	Los Altos Pool Collaboration	Explore possibility of pool use at Los Altos High School with MVLA District (Corrigan, Dailey, Lindermeier)	Fall 2020	City Asset	Plan Subcommittee Meeting
	Joint Use w/School Districts	Explore possibilities for different amenities, example Oak School ballfields (Dailey, Lindermeier, Morris) Corrigan	Spring 2021	City Asset	Plan Park Expansion Subcommittee Meeting
	Attain Sustainable and Energy Independence in Parks and Facilities	Work with Environmental Commission Liaison/staff (Lindermeier, Yeh and Weinberg)	Fall 2020	City Asset	Plan Sustainability and Energy Independence Subcommittee Meeting
	Grant Park	Grant Park Master Plan Needs Assessment (Dailey, Morris, Yeh) Corrigan	Spring 2021	City Asset	CC on 11/24