



DATE: March 10, 2021

AGENDA ITEM # 5

**TO:** Parks and Recreation Commission

**FROM:** Donna Legge, Recreation & Community Services Director

**SUBJECT:** Fiscal Year 2021-22 Work Plan

## **RECOMMENDATION**

Review and consider updating the Commission Work Plan to be presented to City Council at the annual Special Joint Meeting on May 4, 2021

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## **BACKGROUND**

Annually, City Council hosts a joint meeting with a group of appointed commissions to be scheduled in separated sessions to review each commission Work Plan, including a discussion of accomplishments and recommendations for the next year. Per the Commission Handbook, the Work Plan guides the work of the Commission for the term year.

The Parks and Recreation Commission term year is March to March. The April 14, 2021 meeting will include the introduction of newly appointed or reappointed commissioners in addition to reorganization with the nomination and selection of a Chair and Vice Chair to serve a one-year term.

The Special Joint Meeting between the City Council and the PARC is scheduled on Tuesday, May 4, 2021.

## **DISCUSSION**

Following the appointment of Commissioner Corrigan in September 2020, project progress, the impacts of the Coronavirus Pandemic (COVID), and the advancement of Commissioner Weinberg to the City Council in December 2020, the Work Plan was last updated in December 2020. This included modifying the focus, assignments, subcommittees, descriptions, and status.

As an introduction and starting point for the discussion, staff has updated the last version of the Work Plan. Depending on the outcome of the commission appointments, staff is recommending that the PARC make initial comments and adjustments at their March meeting, to be further discussed and finalized at the April meeting in preparation for the Special Joint meeting with City Council.

Staff is also recommending that the PARC consider the following factors when discussing feasible and achievable projects for the next year.

- The Work Plan is intended for projects that can be completed within the year

- Los Altos Municipal Code, Ordinance 2.08.080: “Powers and Duties of the Parks and Recreation Commission:”
  - The Parks and Recreation Commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, and shall submit an annual report to the council.
  
- The City Council approved the following 5-year Strategic Goals for 202, at their regular meeting of February 23, 2021:
  - **Housing:** The City of Los Altos will support the creation of housing that is diverse, equitable, and affordable for all income levels in the Community and support funding and legislation that will help the City to do so and also retain its flexibility in zoning decisions
  - **Land Use:** The City of Los Altos will implement policies that support a land-use mix and density that reflect the values of the Community, including seeking to protect and increase its green space, while ensuring compliance with any applicable laws and regulations
  - **Fiscal Sustainability:** The City of Los Altos will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability by practicing sound financial management and fiscal transparency, while providing fiscally sustainable government services that address the needs of the community
  - **Community Safety:** The City of Los Altos will continue to implement plans, strategies, and educational opportunities to ensure public safety, traffic safety, and emergency preparedness services are done in a responsive, equitable, professional, socially responsible, and trustworthy manner
  - **Asset Management:** The City of Los Altos will set clear expectations and allocate the necessary funding to maintain and improve City facilities and infrastructure that are necessary to provide high-quality services for the well-being of residents
  - **Environmental Sustainability:** The City of Los Altos will be a leader on environmental sustainability through education, and adopting and embracing policies, initiatives, and practices that advance this effort
  - **Community Engagement:** The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included
  - **Transitioning Through Change:** The City Council will proactively address the impact of COVID-19 and other consequential changes on the community during 2020 and 2021 to ensure Los Altos successfully navigates these transitions to be an even stronger community
  
- **Existing Mission:** The Los Altos Recreation Department strives to enrich community members through active participation in lifelong learning, health and wellness, community involvement, and recreational activities

- **New Vision:** Build a department to ensure its essential services enhance the quality of life in Los Altos through offerings that create community through people, parks and programs
- Preparation for opening and operating the Los Altos Community Center is the highest priority for the Recreation & Community services Department:
  - Move administrative offices from the Underground to Community Center
  - Building, equipment and technical training
  - Programming and scheduling
  - Update and develop policies and procedures
  - Update and develop fees and charges
  - Short- and long-term staffing plan
  - Launch new recreation program and facility rental software
  - Operational strategies and Implementation Plan
  - Coordinate public art installation and placement – permanent and temporary
  - Marketing Plan
  - Soft Opening and Grand Opening with Time Capsule Ceremony
- Impacts of COVID for staff as well as public, construction, operations and programming
- Per the Commission Handbook, “Future agenda items must be consistent with the Commission’s Work Plan

Attachment:

- A. Fiscal Year 2020-21 Work Plan

Priorities
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**PARKS AND RECREATION COMMISSION**  
~~FY 2020-21 (March 2020 to March 2021)~~ **WORK PLAN**  
**FY 2021-22 (March 2021 to March 2022)**

Updated December 16, 2020

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Engage Community	Community Outreach	PARC representation at virtual special events (All)	Ongoing	Community Engagement	Pending COVID
Increase Use of City parks	Naturescape	Attend (virtual) ribbon-cutting (All)	Spring 2021	City Asset	TBD
	Skate Park Feasibility	Explore possibility of a skate park Subcommittee: Corrigan, Yeh	Spring 2021	City Asset	Subcommittee to meet, then Agendize
	Performing Arts in the Park	Work with staff to schedule performing arts in the parks Subcommittee: Morris, Dailey	Spring 2021	Community Engagement	Pending COVID
Aim for high quality parks and facilities	Dog Park and Off-leash Hours Feasibility	Implementation/evaluation Subcommittee: Spielman, Morris	Spring 2021	City Asset	Monitor Evaluate
	Open Space	Redwood Grove, Halsey House & Shoup Park improvements Subcommittee: Corrigan, Dailey, Spielman	Ongoing	City Asset	Awaiting Council Direction
	Social Justice (JEDI) Subcommittee	Draft Resolution, Explore inclusive features (1 or 2) at each playground Subcommittee: Dailey, Morris	Ongoing	Community Engagement City Asset	Reso Affirmation Completed
	Outdoor Adult Fitness Project	Determine placement for inclusive outdoor fitness components and equipment for adults Subcommittee: Corrigan, Dailey, Spielman	Spring 2021	City Asset	Consider for Grant Park Master Plan

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Aim for high quality parks and facilities	Los Altos Pool Collaboration	Explore possibility of pool use at Los Altos High School with MVLA District Subcommittee: Corrigan, Dailey, Lindermeier	Fall 2020	City Asset	Subcommittee to meet, then Agendize
	Joint Use w/School Districts	Explore possibilities for different amenities, example Oak School ballfields Subcommittee: Corrigan, Dailey, Lindermeier	Spring 2021	City Asset	Subcommittee to meet, then Agendize
	Attain Sustainable and Energy Independence in Parks and Facilities	Work with Environmental Commission and Climate Action Plan staff Subcommittee: Lindermeier, Yeh	Spring 2021	City Asset	Waiting on Climate Action Plan Process
	Grant Park	Grant Park Master Plan Outreach Subcommittee: Dailey, Morris, Yeh	Spring 2021	City Asset	Task Force Work on Scope