

Parks and Recreation Commission 2026 Work Plan

#	Project/Task	Project Objective	Justification Is this item related to the City Work Program, mandated by law, or Council priority/direction? (If not, please specify rationale)	Council Goal	Estimated timeline
1	Parks and Recreation Department Presentations	Receive Parks and Recreation Department Presentations and provide feedback on programs and services as it pertains to each division.	As stated in the Muni Code Chapter 2.36.080 Powers and Functions of the Parks and Recreation Commission.	<i>Quality of Life</i>	<u>Monthly</u> June - Marketing and Communications September - Senior Wellness Division October - Youth/Teen/Events/Facilities Division November - Outdoor Recreation Division December - Sports and Fitness Division
2	Public Works Department Presentations - Facilities, Grounds, and Trees	Receive Public Works Department Presentations on facilities, grounds, and trees.	As stated in the Muni Code Chapter 2.36.080 Powers and Functions of the Parks and Recreation Commission.	<i>Environmental Sustainability</i>	Annual
3	Community Funding Grant Program	The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. Parks and Recreation Commission will evaluate and sort into the tiered funding structure to make a recommendation to City Council. City Council will make the final decision regarding Community Funding Grant requests in June.	Council established the revised Community Funding Grant Policy at the November 15, 2022 City Council Meeting.	<i>Fiscal Strategy</i>	<u>Throughout the Year</u> January - Applications Open February - Applications Close March - Review Program Applications April - Program Evaluations May/June - Council will consider recommendation for budget approval July - Previous FY Written Reports August - Previous FY Summary Report

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4	Capital Improvement Program Parks Projects	Receive updates and provide feedback on Capital Improvement Program Parks Projects. Attend events for renovated or new facilities as requested.	As stated in the Muni Code Chapter 2.36.080 Powers and Functions of the Parks and Recreation Commission.	<i>Quality of Life</i>	As Needed - When projects are funded and in process. May - FY 26-27 Proposed CIP Projects
5	Calendar Development	2026 Commission Work Plan Development and Approval; Liaison to provide updates at Commission meetings.	City Manager's Office Direction for consistency across Commissions.	<i>Public Engagement and Transparency</i>	Annual - April
6	Fulfill Commissioner Training and Reporting Requirements	Attend annual Mandatory Commissioner Training. Complete monthly KnowBe4 trainings from Innovation and Technology Department. Complete Ethics training. Complete Anti-Harrassment training. Complete Form 700 annually.	As stated in the Commissioner Handbook (2024), each member should complete all training required by state or federal law or by a City rule or policy.	<i>Public Engagement and Transparency</i>	Commissioner Training - Annual - March 30, 2026. Form 700 - Annual - April 1, 2026. Balance of the training modules are distributed via City email for completion as required.
7	Chair and Vice Chair Election	Select a new Parks and Recreation Commission Chair and Vice Chair to serve a one year term.	As stated in the Muni Code Chapter 2.36.040 Chairperson of the Parks and Recreation Commission.	<i>Public Engagement and Transparency</i>	Annual - April

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8	Meeting Attendance	Consistent meeting attendance leads to better continuity, more thoughtful policymaking and commission effectiveness on public spaces, programs, and services. The Commission does not meet in January or July.	Due to planned building maintenance closure and Citywide holidays.	<i>Public Engagement and Transparency</i>	Annual - No Meeting January and July
9	Attend Parks and Recreation Department Events	Engage in Parks and Recreation Citywide Events.	As stated in the Muni Code Chapter 2.36.080 Powers and Functions of the Parks and Recreation Commission.	<i>Quality of Life</i>	Throughout the Year
10	Visit Parks and Recreation Department Facilities	Visit City parks, pools, centers, gardens, golf course, sports center, athletic fields, McClellan Ranch open space, Blackberry Farm, trails, and facilities. To locate City facilities go to cupertino.gov/parks .	As stated in the Muni Code Chapter 2.36.080 Powers and Functions of the Parks and Recreation Commission.	<i>Quality of Life</i>	Throughout the Year
11	Attend Cupertino Community Service Awards	Attend the Cupertino Community Service Awards (CREST Awards and Commissioner Recognition).	Event to recognize incoming and outgoing Commissioners.	<i>Public Engagement and Transparency</i>	Annual - October or November

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12	Annual Report from Cupertino Historical Society and Museum	Receive annual report from the Cupertino Historical Society and Museum.	Per the City of Cupertino Grant Funding and License Agreement the Historical Society agreed to present an annual report of fundraising activities, current work plan achievements, and future work plan items and projects to the Parks and Recreation Commission.	<i>Public Engagement and Transparency</i>	Annual - August
13	Reports from Partner Agencies	Receive reports from partner agencies.	As stated in the Muni Code Chapter 2.36.080 Powers and Functions of the Parks and Recreation Commission.	<i>Public Engagement and Transparency</i>	Annual
14	Commissioner Website Updates	Send Liaison Commissioner biography and headshot photo at the start of a new term.	As requested by the City.	<i>Public Engagement and Transparency</i>	At Start of Commissioner Term
15	Attend City Council Meetings	Requirement of Commission Chair for items previously considered by Commission.	As stated in the Commissioner Handbook (2024), each commission shall present an annual report on its activities to the City Council. Additionally, the Chair shall select a member to represent the commission at any City Council meeting where a commission recommendation is agendaized for discussion.	<i>Public Engagement and Transparency</i>	Annual and As Needed
16	Mayor and Commission Chairs Meeting	Requirement of Commission Chair.	As requested by the Mayor.	<i>Public Engagement and Transparency</i>	2026 Meeting Dates: March 18, May 20, July 15, September 16 and November 18

* All items on this list must fall within the Commission/Committee scope in the Cupertino Municipal Code

The timeline is an estimate, and months and presentations may be adjusted as needed.