

# Items for possible inclusion in the Parks and Recreation Commission Work Plan

FISCAL YEAR 2019/2020

## **Current Fiscal Year Items (FY18/19)**

- Naming the Department (March)
- Brown Act Training Opportunity (March)
- Discuss Dog Off Leash Park Trial ASAP
- Master Plan Standing Item (April, and TBD)
- Cupertino Shuttle Survey Results (April)
- Strategic Plan Priorities – Themes (April)
- Alpaca Farm at McClellan Ranch (April)
- Herbicide Use (April)
- Neighborhood Events Schedule Brief (May)
- Joint Use Agreement with CUSD (May)
- Community Gardens Project (June)
- Collaboration with Other Commissions (Bicycle Pedestrian Commission)(June Special Meeting)
- Outreach Methods (TICC Commission)

## **July 11, 2019 Special Meeting**

- All-Inclusive Playground Design Review
- All-Inclusive Focused Programs/Services
- Exclusion Policy
- Performance Measures Briefing
- 4<sup>th</sup> of July Recap
- Teen Stress Events – Quarterly Update

## **August 1, 2019**

- Dog Off Leash Park Trial
- State of the Trails Update
- Update to the Department Web Page
- Strategic Plan Prioritization

## **September 5, 2019**

- Sports Center Renovation Update
- Utilization Data of Facilities at Parks
- Commissioner Training at NRPA

**October 3, 2019**

- Athletic Fees, Permits, and Fields Scheduling Discussion
- Teen Stress Events – Quarterly Update
- Strategic Plan Discussion and Prioritization
- Update on Aquatics Activities

**November 7, 2019**

- Neighborhood Events Recap and Evaluation

**November 18, 2019 – Tentative Special Meeting**

- Marketing Plan Outbrief

**December 5, 2019**

- Utilization Data of Facilities at Parks
- Community Gardens Project

**January 2, 2020**

- Teen Stress Events – Quarterly Update

**February 6, 2020**

- Chair/ Vice Chair Selection
- Dog Off Leash Park Trial Evaluation

**March 5, 2020**

- Utilization Data of Facilities at Parks

**April 2, 2020**

- Teen Stress Events – Quarterly Update

**May 7, 2020**

- Neighborhood Events Schedule Brief

**June 4, 2020**

- Utilization Data of Facilities at Parks

**Things to Schedule:**

- Code of Ethics
- Lawrence-Mitty Update
- Blesch House
- Partnership with CUSD/Sedgwick Property

- Joint Use Agreement with CUSD for Facilities
- Partnership with Rancho Rinconada (with research)
- Accreditation
- Property Acquisitions (standing item)
- Parklets (as opportunities arise)
- Welcome to the City Onboarding Process
- Senior Center Presentation/Update

### **Items on the Draft Council Work Plan**

- Complete renovation of and open the Community Gardens
- Adopt the System Master Plan
- Serve to prioritize themes and action items within the three year Strategic Plan
- Complete plans to build an All-Inclusive Playground
- Evaluate and if necessary, update the Athletic Field Policy considering Permitting, Sunday Use, Fees for Permits and consideration of multiple uses of Athletic Fields
- Direct a series of programs and activities to maintain Teen Engagement
- Complete a department Marketing Plan

### **Ideas for Commission Goals:**

1. Support and review plans and objectives for the new Community Gardens at McClellan Ranch.

Action Items: Recommend priorities for operation  
Recommend priorities for a grand opening celebration

2. Support and recommend actions on Athletic Fields Permitting, related fees, Sunday use of fields, etc.

Action Items: Recommend to City Council fee changes if necessary and policy on cost recovery for athletic fields  
Recommend changes, if necessary to current permit process.  
Recommend opportunities for Sunday use of Athletic, permitted activities on fields  
Evaluate and recommend policy on off leash dogs in parks

3. Support and recommend actions related to the Neighborhood Events Program

Action Items: Recommend genres of music/movie titles  
Attend events, brand council relationship with program

4. Support and recommend changes and updates to the All-Inclusive Playground Design

Action Items: Review and provide feedback on the draft all-inclusive playground design

Evaluate and provide a recommendation to City Council on the all-inclusive playground design

5. Support staff in recommendations on department policies that include an Exclusion Policy, in relation to the Code of Conduct and others. (**Schedule for May 2019 meeting**)

Action Items: Review and provide feedback/recommendations on the draft Exclusion Policy

Recommend to City Council the approval of the draft Exclusion Policy

6. Recommend actions related to the Dog Off Leash Park Trial

Action Items: Review the results of the Dog Off Leash Park Trial on quarterly intervals  
Host 2 public input sessions for community members to comment on the trial

Review and provide feedback on the implementation of an off leash dog area, including changes to the municipal code

Make a recommendation to City Council on continuing the program, with the consideration of expanding to other parks

7. Aid the City in creating new or strengthening current Public/Private Partnerships (**Add to April 2019 meeting**)

Action Items: Invite and provide a recommendation to staff on establishing a partnership with a private entity.

Invite and provide a recommendation to staff on establishing a partnership with a public entity.

Provide input and a recommendation to City Council on establishing a new partnership each year.

8. Improve and strengthen Collaborations with Other Commissions

Action Items: Attend the Mayor's meetings and report back with meeting notes.

Attend at least 1 other Commission meetings each month

Host a joint meeting with another Commission at least once each fiscal year.

9. Increase Public Engagement opportunities

Action Items: Attend recreation events throughout the year  
Attend the farmer's market and man the City Booth at least once a quarter.

10. Research, evaluate and recommend cost recovery model for department. **(to be determined)**

Action Items: Develop and recommend criteria for subsidy based on community benefits  
Recommend prioritization of subsidy by activity  
Recommend overall cost recovery model and develop measurement tool

11. Recommend action items and themes for a 3-year strategic plan that will serve to implement and prioritize work plan items in the adopted system master plan.

Action Items: Apply criteria in the master plan  
Assign priorities to short term and long term items (Phase 1, 2 and 3)  
Review Strategic Plan  
Recommend adoption of the Strategic Plan