

Parks and Recreation Commission FY 2019-20

Work Program



Project/Task	Project Objective	Driven by mandate, law, or Council priority/direction? (If yes, please specify)	Resources Needed (e.g. funding and # of staff hours)	Estimated Completion Date	Measurement Criteria (How will we know how we are doing?)
Lawrence Mitty	Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development.	Council Priority - FY 2019-20 Work Program (Community Livability)	300 Staff Hours	Oct-19	- Receive an update from staff on the property acquisition and provide feedback if requested.
Citywide Parks and Recreation System Master Plan	Create a 20+ year community-driven plan to meet future parks, open space, and recreation needs through establishing goals and priorities and enhancing or expanding facilities and programs. Completion of the System Master Plan will trigger preparation of the Department's three year Strategic Plan.	Council Priority - FY 2019-20 Work Program (Community Livability)	150 Staff Hours	Oct-19	- Review the final draft of the Master Plan and make a recommendation to City Council on the adoption of the plan.
Parks and Recreation Department Strategic Plan	Complete a three year strategic plan that serves to align the department with a common vision and values. The plan will be measurable, with specific goals, objectives and actions. Goals will revolve around action items in the Master Plan, department culture, and tools for successful implementation.	Council Priority - FY 2019-20 Work Program (Community Livability)	500 Staff Hours	Feb-20	- Review the adopted Citywide Parks and Recreation System Master Plan to prioritize projects for the 3 year strategic plan - Host public hearings, provide feedback and help staff prioritize themes, objectives, measures, performance indicators, initiatives, and action items within the three year Strategic plan. - Assign priorities to short term and long term items (Phase 1, 2, and 3) - Review the strategic plan and recommend the adoption of the plan to City Council

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Use of Athletic Fields in Parks	Assess current Athletic Field Use policy, scheduling process, and fee schedule. Review field use policy, including Sunday reservation feasibility, scheduling, and program cost recovery. Review use of fields for use as a dog off leash area (DOLA) to include evaluation of the pilot DOLA trial at Jollyman Park (1019/20). Hold public hearings and make recommendation to City Council.	Council Priority - FY 2019-20 Work Program (Community Livability)	2000 Staff Hours	Jun-20	- Hold public hearings, recommend any changes to fees if necessary, and policy on cost recovery for athletic fields, and any changes and updates to the 2004 athletic fields policy - Recommend changes, if necessary to the current permit process - Recommend opportunities for Sunday use of athletic, permitted activities on fields - Evaluate and recommend policy on off leash dogs in parks and potential pop up dog parks.
Teen Engagement	Engage youth and teens in the community through recreation programming with the goal of empowering youth and improving mental health.	Council Priority - FY 2019-20 Work Program (Community Livability)	200 Staff Hours	Ongoing	- Receive bi-annual updates from staff on recent teen stress events and provide feedback - Consider adding a nonvoting teen member on the Commission and hosting meetings with the Teen Commission as needed.
Arts and Cultural Festival and Programs	Bring arts & cultural programs to the summer events program to engage diverse Cupertino residents - from different ages, ethnicities, genders, abilities, etc.	Council Priority - FY 2019-20 Work Program (Community Livability/Public and Private Partnerships)	80 Staff Hours	September 2019 and Ongoing	- Receive the recap and evaluation of the Summer Events Program for the year - Recommend to staff possible genres of music/movie titles for next year - Attend at least 5 events each and brand the Commission's relationship with the program - Consider, recommend, and establish external partnerships through the events and programs.

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Parks and Recreation Department Marketing Plan and Program Review	Review the completed Parks and Recreation Department's marketing plan and program review and recommend implementation or changes to staff.	Council Priority - FY 2019-20 Work Program (Operational Efficiency)	150 Staff Hours	Winter 2019	- Host a special meeting with the consultant hired to review current marketing procedures, program review and fee procedures for the Parks & Recreation Department. - Host public hearings, review and recommend implementation or changes to the Parks and Recreation Department's Marketing Plan to staff.
Art in Unexpected Places	To beautify public and/or private/donated spaces, surprise and delight passers-by, and encourage the community to reflect on themes and imagery that represent the heritage, natural beauty, diversity, and creativity of the City.	Council Priority - FY 2019-20 Work Program (Public and Private Partnerships)	100 Staff Hours	Summer 2020	- Host a Joint Special Meeting with the Fine Arts Commission to discuss and recommend possible City locations - Schedule and perform outreach to private property owners for potential locations
Policies on Nonprofit Support	Review and implement policies on funding and support for nonprofit organizations, including meeting room space and office space.	Council Priority - FY 2019-20 Work Program (Public and Private Partnerships)	500 Staff Hours	Fall 2020	- Review the current Community Funding Policy and recommend changes, if needed - Review other policies suggested from staff, provide feedback, and recommendations to City Council on the adoption of such policy - Incorporate into Parks and Recreation Department activities where relevant.
All-Inclusive Playground	Study, fundraise, and design an All-Inclusive Playground in a neighborhood park.	Council Priority - FY 2019-20 Work Program (Community Livability)	2000 Staff Hours	Jun-21	- 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.

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Rancho Rinconada Special Recreation District	Review & consider Santa Clara County Local Area Formation Commission (LAFCO) recommendations on potential consolidation options between the City and Rancho Rinconada Special Recreation District.	Santa Clara County LAFCO Initiative (Public and Private Partnerships)	200 Staff Hours	Jun-20	- Receive and evaluate presentation on LAFCO's report on the disposition of Rancho Rinconada Special Recreation District -Recommend course of action to City Council on options regarding the special district.
Collaborations with Other Commissions	Working together, create a connected and more effective resolution of issues by collaborating with applicable Commissions - Fine Arts, Bicycle/Pedestrian, Teen, etc.	Commission Driven Priority (Operational Efficiency)	25 Staff Hours	Jun-20	- Discuss and recommend projects to work on with other Commissions - Host a joint meeting with another Commission to discuss project work - Complete projects by June 30, 2020
State of the Trails/Connectivity	Collaborate with the Bicycle Pedestrian Commission to evaluate and recommend quality of life improvements related to trails and transportation corridors, connecting residents to parks and recreation services and opportunities.	Commission Driven Priority (Community Livability)	25 Staff Hours	Jun-20	- Receive a presentation from the Bicycle Pedestrian Commission on the current Bicycle Transportation plan - Receive an update from the Cupertino Public Works department on the Community Shuttle Trial Program (Via) and provide support and feedback to staff on the program - Identify key locations on the East and West sides of Cupertino to create a fully connected city.
Community Garden Improvements	Renovate the community gardens at McClellan Ranch, and implement a new process and procedures for a more effective, community-driven gardens program. Explore extending community gardens across other parks in the City.	Council Priority - FY 2019-20 Work Program (Community Livability); City Council Added Work Item	100 Staff Hours	Jun-20	- Receive an updated presentation from Staff on the revised community gardens plan for McClellan Ranch - Receive a presentation and provide input on potential additional locations for a satellite community garden and recommend the most suitable location to City Council.

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Blackberry Farm Golf Course Review/Improvements	Revisit and review the conceptual plans for the Blackberry Farm Golf Course included in the Corridor Master Plan. Explore potential options for different levels of golf course renovation and the associated costs.	City Council Added Work Item (Operational Efficiency)	100 Staff Hours	Mar-20	- Receive a presentation from Staff on the overall condition of the Blackberry Farm Golf Course - Consider, provide feedback, and recommend an action plan to City Council to renovate/improve the golf course.