



## PARKS AND RECREATION DEPARTMENT

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### LIBRARY COMMISSION STAFF REPORT

January 8, 2020

#### Subject

Discuss Commission Proposals for FY 2020-21 City Work Program.

#### Recommended Action

Conduct Public meeting; and

1. Provide a list of proposed City Work Program items, identifying the top three proposals.

#### Background

In the December/January timeframe, each Commission will submit proposed ideas for the City Work Program for the upcoming fiscal year (FY). These proposals will be taken into consideration by Department Heads and the City Manager when developing the proposed City Work Program for City Council's consideration. Commissions should identify their top 3 proposals and limit proposals to no more than 10.

When the proposed City Work Program is brought to Council in March, the proposals submitted by Commissions will be provided as attachments with indications as to which proposals are reflected in the proposed City Work Program. Once the City Work Program is adopted by Council, Commissions will then develop their Commission Work Programs based upon the items relevant to them in the approved City Work Program.

#### Next Steps

It is expected that Commission proposals will be evaluated by the Department Head and City Manager in February and brought to City Council in March for approval. In April, Commissions will develop their Commission Work Programs based on the City Work Program.

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Reviewed and Approved for Submission by: Randy Schwartz, Director of Parks and Recreation

Attachments:

- A - City Work Program Flow Chart
- B - Guidance on Commission Proposals for City Work Program
- C - FY 2019-20 Library Commission Work Program
- D - Commission Proposals for FY 2020-21 City Work Program
- E - Cupertino Municipal Code Chapter 2.68