



**MEMORANDUM**

Community Services Department

**DATE:** June 18, 2019

**TO:** Parks and Recreation Commission

**FROM:** John R. Marchant, Community Services Director (Acting)

**SUBJECT: Fiscal Year 2019-20 Parks and Recreation Commission and Urban Forestry Board Work Plan**

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**RECOMMENDATION**

Review and approve the Fiscal Year 2019-20 Parks and Recreation Commission and Urban Forestry Board Work Plan to be forwarded to the City Council for approval (Attachment 1).

**BACKGROUND**

City Council Policy A-23, "Work Item Referral Process for Council Advisory Bodies and Councilmember Committees," requires the Parks and Recreation Commission and Urban Forestry Board to prepare an annual work plan and submit it to the City Council for review and approval. This report includes the draft work plan for Fiscal Year 2019-20.

**ANALYSIS**

The Commission's work plan is comprised of two types of work items: recurring items and one-time items that are specific to the fiscal year. The only change to recurring items from the current fiscal year's work plan is the date that annual reports will be provided to the Commission by CSD-associated nonprofit organizations. Staff recommends the Commission receive the annual reports in February 2020 instead of September 2019, which would be similar to the current fiscal year. This recommendation will allow the respective organizations that provide annual reports to write an annual report which coincides with the calendar year, allowing for them to take advantage of the annual reporting required for tax purposes.

Staff also recommends the Commission roll over two one-time items from the Fiscal Year 2018-19 Work Plan, Financial Assistance Program (FAP) Review, and provide

input on the design of Rengstorff Aquatics Center Replacement. The Financial Assistance Program Review item was deferred until after September 2019 because the Financial Assistance Program is on the fiscal year that runs from October 1 to September 30 the following year in coordination with Community Services Agency (CSA). Performing the review in November of the next fiscal year allows for collection of two full years' worth of data under the current FAP program. The item for the Rengstorff Aquatics Center Renovation was not addressed in Fiscal Year 2018-19 due to timing of community meetings and time needed to create conceptual designs based on community input. The item is recommended to come before the Commission in October next fiscal year.

In addition to the recommended recurring and rollover items, staff recommends placing six new one-time items on the work plan for Fiscal Year 2019-20. Three of the projects are new parks projects: All-Inclusive Playground, 400 San Antonio Park, and South Whisman Park. All three projects are scheduled to go through the design process in Fiscal Year 2019-20. Two of the items, Park Land Dedication Review and Review Afterschool Program Audit, are part of projects that are on the Council Goals Work Plan for staff to pursue next fiscal year. The Robert's Rules of Order/Brown Act item is just a review for the Commission. Lastly, the Football Monument item is being brought to the Commission at the request of a community group.

### **NEXT STEPS**

The Commission's proposed work plan will be presented to Council in September 2019.

**PUBLIC NOTICING** – Agenda posting.

JRM/BR/6/CSD  
240-06-12-19M

- Attachments:
1. Fiscal Year 2019-20 Draft Work Plan
  2. Council Policy A-23 – Work Item Referral Process for Council Advisory Bodies and Councilmember Committees