



MEMORANDUM

Community Services Department

DATE: June 9, 2021

TO: Parks and Recreation Commission

FROM: John R. Marchant, Community Services Director

SUBJECT: Fiscal Year 2021-22 Parks and Recreation Commission and Urban Forestry Board Work Plan

RECOMMENDATION

Review and approve the Fiscal Year 2021-22 Parks and Recreation Commission and Urban Forestry Board Work Plan to be forwarded to the City Council for approval (Attachment 1 to the memorandum).

BACKGROUND

City Council Policy A-23, Work Item Referral Process for Council Advisory Bodies and Councilmember Committees, requires the Parks and Recreation Commission (PRC) and Urban Forestry Board (UFB) to prepare an annual work plan and submit it to the City Council for review and approval. This memorandum includes the draft Fiscal Year 2021-22 Work Plan.

ANALYSIS

The PRC'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 the recurring items from the current fiscal year's work plan is the removal of a COVID-19 update, which will be provided as part of the "Commission/Staff Announcements, Updates, Requests, and Committee Reports" item as needed.

Staff recommends the PRC roll over four one-time items from the current fiscal year's work plan:

- Community Tree Master Plan – Update and Approval
- Sylvan Park Sand Volleyball Court Update

- Shoreline Wildlife Management Plan – Introduction
- Shoreline Wildlife Management Plan – Review and Approval

The Community Tree Master Plan Approval was not completed in Fiscal Year 2020-21 because staff was made aware that one of the data collection processes had experienced delays. In addition, COVID-19 impacts delayed the project timeline.

The Sylvan Park Sand Volleyball Court was not addressed in Fiscal Year 2020-21 because the Request for Proposals for this project was released in April 2021 due to staff workload and COVID-19 impacts. Staff is in the process of executing a design agreement with a consultant. Design is anticipated to begin in July following the approval of the design agreement, and a status update of the project is included in the Fiscal Year 2021-22 Work Plan.

The Shoreline Wildlife Management Plan was not addressed in Fiscal Year 2020-21 because the Shelter-in-Place Orders in response to COVID-19 had significant impacts on work, staff, and contractors. Due to this situation, the Wildlife Management Plan was put on hold for a year until staff was confident that a competitive bid process could take place (i.e., no 150-mile travel restrictions) and that a contractor could deliver the plan without impacts to their work and staff's ability to support it.

In addition to the recurring and rollover items, staff recommends placing the following items on the Fiscal Year 2021-22 Work Plan:

- Midpeninsula Regional Open Space District Presentation
- SFPUC Presentation
- Mountain View Tennis Presentation
- Canopy's Homeowner's Brochure and Tree Technical Manual
- Parks and Recreation Strategic Plan

Three other one-time items are Capital Improvement Projects that are scheduled for next year in the five-year CIP plan:

- Cuesta Fitness Cluster
- Rengstorff Pool – Approve Plans
- Shoreline Café Remodel

NEXT STEPS

The PRC's proposed work plan will be presented to the City Council in September 2021.

PUBLIC NOTICING – Agenda posting.

JRM/AF/6/CSD

224-06-09-21M

- Attachments:
1. Fiscal Year 2021-22 Draft Work Plan
 2. Council Policy A-23 – Work Item Referral Process for Council Advisory Bodies and Councilmember Committees