



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT COMMITTEE      **FROM:** Julie Edmonds-Mares

**SUBJECT:** PARKS AND RECREATION COMMISSION WORK PLAN

**DATE:** September 26, 2012

Approved

Date

9/26/12

## RECOMMENDATION

It is recommended that the Rules and Open Government Committee approve and accept the following Parks and Recreation Commission documents:

- (a) Work Plan for FY 2012-13
- (b) Accomplishments for FY 2011-12

## BACKGROUND

The Parks and Recreation Commission is responsible for the following under section 2.08.3820 of the Municipal Code:

The commission shall have the following functions, powers, and duties:

A. Study, review, evaluate and make recommendations to the Council, City Manager and other department heads respecting existing and/or proposed parks, recreation, and community services, facilities and programs; their use and operation; the extent and nature of the services to be rendered to the public; the financing of parks, recreation, and community service facilities and their operations and services; and other matters respecting the City's parks, recreation, and community services system.

(Ord. 25209.)

The commission meets on the first Wednesday of each month, with the exception of January and July. Meetings begin at 5:30 pm and are held in Room 119 of the Wing at City Hall.

**ANALYSIS**

The Commission's Annual Report pertains to 2011-2012. The 2012-2013 Work Plan aligns with the responsibilities stated in the Municipal Code.

**CONCLUSION**

We recommend that the Rules and Open Government Committee approve the attached Parks and Recreation Commission Work Plan and Accomplishments as they align with the responsibilities stated in the Municipal Code and align with PRNS strategic priorities for 2012-2013.

/s/  
JULIE EDMONDS-MARES  
Acting Director of Parks, Recreation and  
Neighborhood Services

For questions please contact Steve Hammack, Deputy Director, at 408-793-5579.

Attachments: PRC Work Plan FY 2012-13  
PRC Accomplishments FY 2011-12

Parks & Recreation Commission (PRC)  
Work Plan for FY 2012-13

Attachment

GreenPrint Outcome 2012-13	Actions	Timeframe
Environmental Sustainability	- Ranger Program Overview	November 2012
	- Family Camp Update and Review	December 2012
	- Softball Project Site Location	December 2012
	- Martial-Cottle Community Garden Update	January 2013
	- Annual Trails, Network and Bicycle Program Update	March 2013
	- Environmental Habitat Restoration/Key Initiatives	May 2013
Financial Sustainability	- Self Payment Automated Parking Report	October 2012
	- Citizen's Oversight Committee: Review Bond Status	December 2012
	- Budget Status - Ongoing	Ongoing
	- Cost Recovery/Created Revenue	February 2013
	- Grants Update	February 2013
	- PRNS Infrastructure Backlog Study	May 2013
Quality Services	- Senior Nutrition Update	October 2012
	- Major Sports Projects Update (Soccer, Softball, Cricket)	October 2012
	- Lake Cunningham Bike Park Design	October 2012
	- Parks and the North San Jose Task Force	November 2012
	- Park Maintenance/Operations – Business Intelligence Presentation	December 2012
	- Approval Noble Dog Park Master Plan	January 2013
	- Penitencia Creek Playground Design	April 2013

Parks & Recreation Commission (PRC)  
Work Plan for FY 2012-13

Attachment

Productive Partnerships	- Joint City/County Parks and Recreation Meeting	September 2012
	- Economic Development Ops. & Public/Private Partnerships	November 2012
	- City-Wide Volunteer Effort and Adopt-A-Park	December 2012
	- CPRS Conference March 5-8, 2013	January 2013
	- Graffiti Update and Multi-jurisdictional coordination (#26 Key Strategies)	April 2013
	- Facility Re-Use Program Overview	June 2013
Parks and Recreation Commission	- Approval of Work Plan Draft 2012-13	September 2012

Items which need more clarification to ensure PRC and staff expectations are aligned:

- Environmental Habitat Restoration/Key Initiatives

Other potential items being tracked which may be added at a future date dependent upon project schedule:

- North San Pedro Park Master Plan
- Communications Hills Parks Update
- Tamien Park Master Plan Update

**PARKS & RECREATION COMMISSION  
ACCOMPLISHMENTS 2011-12**

	Objective for FY 2011-12	Accomplishment	Timeframe	Status/Action
1.	Environmental Sustainability	<ul style="list-style-type: none"> <li>• Family Camp Master Plan Recommendation</li> <li>• Reviewed Solar Installation Recommendations @ PRNS Facilities</li> <li>• Final Acceptance of Report and Recommendations for Family Camp</li> <li>• Commission Recommends Family Camp Future Ops.</li> <li>• Annual Trails and Bicycle Program Update</li> <li>• Community Sports Field Study Review</li> <li>• Parkland Dedication Overview (info only)</li> </ul>	<ul style="list-style-type: none"> <li>• Sept. 2011</li> <li>• Oct. 2011</li> <li>• Nov. 2011</li> <li>• Nov. 2011</li> <li>• February 2012</li> <li>• February 2012</li> <li>• June 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Accepted the recommendation</li> <li>• Accepted the report and recommendations</li> </ul>
2.	Financial Sustainability	<ul style="list-style-type: none"> <li>• Citizen Oversight Committee</li> <li>• Parkland Dedication Ordinance (PDO) in-lieu fees discussion</li> <li>• Financial Sustainability 40% Recovery (info only)</li> <li>• Infrastructure Backlog (info only)</li> <li>• Budget Updates Monthly</li> </ul>	<ul style="list-style-type: none"> <li>• Dec. 2011</li> <li>• April 2012</li> <li>• May 2012</li> <li>• May 2012</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed Bond Status</li> </ul>
3.	Quality Services	<ul style="list-style-type: none"> <li>• Creation of Graffiti Services Review Committee</li> <li>• Community Gardens Update</li> <li>• Senior Nutrition Update</li> <li>• Anti-Graffiti Letter Update</li> <li>• Restrooms in Parks (info only)</li> </ul>	<ul style="list-style-type: none"> <li>• Sept. 2011</li> <li>• Jan. 2012</li> <li>• Jan. 2012</li> <li>• March 2012</li> <li>• March 2012</li> <li>• June 2012</li> </ul>	
4.	Productive Partnerships	<ul style="list-style-type: none"> <li>• Facility Re-Use Program Overview</li> <li>• Mise Park/Mitty High School Long-term Partnership Agreement</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Dec. 2011</li> <li>• March 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Commission did not approve staff recommendation; requested further</li> </ul>

	Productive Partnerships	<ul style="list-style-type: none"> <li>• Rocketship School Property</li> </ul>	<ul style="list-style-type: none"> <li>• May 2012</li> </ul>	<p>information including alternate locations</p> <ul style="list-style-type: none"> <li>• Commission gave feedback on proposal for school partnership projects</li> </ul>
	Administration	<ul style="list-style-type: none"> <li>• Memorial Bench Policy</li> <li>• Monthly Budget Updates</li> <li>• Rancho Del Pueblo Golf Course</li> <li>• Consolidation and elimination of Boards and Commissions</li> <li>• PRNS Capital Program Priorities</li> <li>• Budget Priority Setting Exercise</li> <li>• Reviewed Mayor's Budget Message</li> <li>• Joint City/County Collaboration Meeting</li> <li>• Elections for Chair and Vice-Chair of PRC</li> <li>• Acknowledgement of outgoing Commissioners Mike Flaughner and James Kim</li> <li>• Set Time and Date for PRC Retreat</li> </ul>	<ul style="list-style-type: none"> <li>• Oct. 2011</li> <li>• Ongoing</li> <li>• Oct. 2011</li> <li>• Jan. 2012</li> <li>• Feb. 2012</li> <li>• March 2012</li> <li>• April 2012</li> <li>• April 2012</li> <li>• June 2012</li> <li>• June 2012</li> <li>• June 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Policy</li> <li>• Made recommendation for disposition of Golf Course</li> <li>• Followed the Mayor's budget direction to examine the consolidation of Boards and Commissions and sent a letter with recommendations to City Council</li> <li>• Discussed, prioritized and approved subject topics</li> <li>• Winston Chew was elected Chair; Bob Levy was elected Vice-Chair</li> <li>• Retreat held August 8, 2012 at Almaden Winery</li> </ul>