

PARKS & RECREATION COMMISSION AGENDA

7:00 PM - Wednesday, April 13, 2022

Virtual Meeting

Please Note: Per California Executive Order N-29-20, the Parks and Recreation Commission will meet via Telephone/Video Conference only.

Members of the Public may join and participate in the Commission meeting at
<https://webinar.ringcentral.com/j/1495570329>

TO PARTICIPATE VIA THE LINK ABOVE - Members of the public will need to have a working microphone on their device and **must have the latest version of RingCentral available at this link:** <http://www.ringcentral.com/download.html>. To request to speak please use the “Raise hand” feature located at the bottom of the screen.

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda email crichardson@losaltosca.gov with the subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Emails sent to the above email address are sent to/received immediately by the Parks and Recreation Commission. Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

1. Commission Reorganization

Submit nominations and appoint a Chair and Vice Chair for 2022/2023 term year

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to

State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

2. Minutes
Approve minutes of the Special meeting of March 16, 2022
3. Dog Park Rules
Review proposed Dog Park Rules and forward input to staff for implementation
4. Fiscal Year 2022/23 Work Plan
Finalize recommended FY 2022/23 Work Plan, subcommittees, and accomplishments to be presented to City Council at the annual Special Joint Meeting on May 3, 2022
5. Subcommittee Guidelines
Review Subcommittee guidelines and recommend changes for the Parks and Recreation Commission

COMMISSION/SUB-COMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

- A. Commissioner Subcommittee Oral Reports
- B. Staff Oral Report
- C. Requests for Future Agenda Items
 - Special Joint Meeting with City Council (May 3, 2022)
 - Pop-Up Activities
 - Joint Commission Meetings (Senior, Youth, Art, Environmental)
 - Communication Outreach

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

Agendas, Staff Reports and some associated documents for Parks and Recreation Commission items may be viewed on the Internet at <https://www.losaltosca.gov/parksreccommission>.

If you wish to provide written materials, please provide the Commission Staff Liaison with 10 copies of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.



TO: Parks & Recreation Commission
FROM: Donna Legge, Staff Liaison
SUBJECT: Parks & Recreation Commission Reorganization

RECOMMENDATION:

Submit nominations and appoint a Chair and Vice Chair for 2022/2023 term year

BACKGROUND

The election of a Commission Chair and Vice Chair are governed by the Commission and Committee Handbook:

To facilitate meetings and the work of the Commission, Each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair rotate annually. Election of Chair and Vice Chair occurs at the first meeting in April.

The role of the Chair is to preside at the Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Any member of the Commission may serve as Chair and Vice Chair. The current Chair will ask for nominations for one position at a time. Any member may nominate a commissioner to serve. Nominations do not require a second. Once nominations for the position are closed, the Commission will vote. If a majority of members approve, that member will serve as Chair or Vice Chair for the year.

Upon the conclusion of the election for Chair and Vice Chair, the person elected Chair will take over presiding over the meeting.

Attachments:

1. Cheat Sheet for Chair – How to Run a Meeting

Cheat sheet for Chair (and Vice Chair)

(and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or a subcommittee, or to take no further action.

Applications

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

Announcing votes

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

Recess

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.

MINUTES OF THE REGULAR MEETING OF THE SPECIAL MEETING OF THE PARKS & RECREATION COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, MARCH 16, 2022, AT 7:00 P.M. WITH REMOTE ACCESS VIA RINGCENTRAL WEBINARS

ROLL CALL TO ESTABLISH QUORUM

Meeting called to order at 7:00 p.m.

PRESENT: Chair Dailey, Vice Chair Morris, Commissioners Corrigan, Valadez, and Wang

ABSENT: None

LATE: Commissioner Yeh (arrived at 7:08 p.m.)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Roberta Phillips recommended a joint meeting with the Senior Commission, after attending their recent meeting due to shared issues.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes

Approve minutes of the regular meeting of February 9, 2022

Public Comment: None.

Action: Upon a motion by Commissioner Valadez, seconded by Commissioner Corrigan, the Commission approved accepting the minutes of the meeting of February 3, 2022, with minor corrections.

Approve: Dailey, Morris, Corrigan, Valadez, and Yeh.

Oppose: None.

Abstention: None.

Motion passed unanimously: 5-0-0.

COMMISSIONER YEH JOINED THE MEETING AT 7:08 P.M.

2. Fiscal Year 2022/2027 Capital Improvement Program Recommendations

Review proposed park and recreation facility projects for the Five-year Capital Improvement Program and forward recommended priorities to the Finance Department

Public Comment: None.

Action: Chair Dailey moved that the Parks & Recreation Commission support staff's CIP recommendations with the modification that Grant Park be elevated, and the Facilities Assessment be pulled forward to Year 1 or 2. Commissioner Corrigan seconded the motion.

A friendly amendment by Vice Chair Morris exchanged the word “elevated” with the phrase “emphasized and prioritized (and the electrical panel be replaced to support a minimum amount of cooling.” Chair Dailey and Commissioner Corrigan accepted the friendly amendment.

After additional Commission discussion, the motion was amended as follows:

Chair Dailey moved that the Parks & Recreation Commission recommends the adoption of Staff's CIP Priorities (Attachment 1) with a modification that Grant Park be prioritized (and the electric panel be replaced to support heating, hot water, and cooling, as appropriate).

Approved: Dailey, Morris, Corrigan, and Wang.

Opposed: Yeh and Valadez.

Abstained: None.

Motion passed: 4-2-0.

CHAIR DAILEY INITIATED A 10 MINUTE BREAK AT 9:01 P.M.

CHAIR DAILEY RESUMED THE MEETING AT 9:11 P.M.

3. 3. Fiscal Year 2022/23 Work Plan

Discuss and recommend FY 2022/23 Work Plan to be presented to City Council at the annual Special Joint Meeting on May 3, 2022

Public Comment: None.

Action: Commissioner Wang moved to accept the 2022/2023 Work Plan [which was edited in real time by Director Legge and Administrative Support Casey Jensen-Richardson]. Vice Chair Morris seconded the motion.

Approved: Dailey, Morris, Yeh, Corrigan, Valadez, and Wang.

Opposed: None.

Abstained: None.

Motion passed, unanimously: 6-0-0.

INFORMATIONAL ITEMS

COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

A. California Park and Recreation Society Conference Highlights

Reports about the California Parks and Recreation Society Conference were given by Casey Jensen-Richardson (City staff), Donna Legge (City staff), Cyndie Wang (PARC

Commissioner), Yong Yeh (PARC Commissioner), and Teresa Morris (PARC Commissioner).

B. Future Agenda Items

- Commission Reorganization - Appoint Chair and Vice Chair (April 13, 2022)
- Finalize FY 2022/23 Work Plan (April 13, 2022)
- Communication Outreach (April 13, 2022)
- Special Joint Meeting with City Council (May 3, 2022)
- Pop-Up Activates Update (May/June)

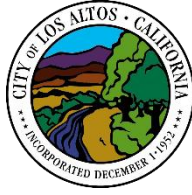
C. Receive information and announcements from City staff

Presentation of City announcements made by Director Donna Legge.

ADJOURNMENT

Chair Dailey adjourned the meeting at 10:40 p.m.

DRAFT



TO: Parks & Recreation Commission
FROM: Donna Legge, Staff Liaison
SUBJECT: Dog Park Rules

RECOMMENDATION:

Review proposed Dog Park Rules and forward input to staff for implementation

BACKGROUND

At its regular meeting of February 8, 2022, Council introduced, as read by title only, and waived further reading, of the ordinance with Council amendments, amending Los Altos Municipal Code Section 5.08 authorizing off-leash fenced-in dog parks in certain designated locations within Los Altos, at Hillview and McKenzie Park and making findings that the projects are exempt pursuant to CEQA.

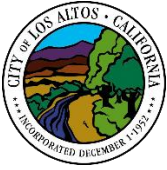
Council affirmed the location of a fenced dog park at the Hillview Soccer Field and directed staff to proceed with the phased implementation approach. In addition, Council authorized the increase of the current fiscal year budget by \$100,000 for implementation of the dog parks.

Council directed staff to proceed with the first phase of the implementation of a fenced in dog park at McKenzie Park and to continue to look at alternative locations, including non-park land, that might accommodate a fenced in dog park should the first phase of the McKenzie dog park prove to be unsuccessful. In preparation of the development of the dog parks, Recreation Specialist Keifer O'Hara surveyed neighboring cities to determine best practices related to the enforcement of established rules, including sample signage and language.

On March 28, 2022, staff shared the research with the Dog Park Subcommittee to determine additional edits to the previous rules utilized during the Off-leash Hillview Baseball Field Pilot Program. The Subcommittee made additional recommendations that are highlighted in the attached rules (Attachment 1).

Attachment

1. Proposed Dog Park Rules



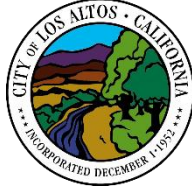
CITY OF LOS ALTOS
 DOG AREA RULES
 Monday through Sunday
 7 am to 9 pm (Sunrise to Sunset)



For the enjoyment of all, please observe the following rules:

- Failure to comply with the posted rules and regulations shall constitute a violation of M.C. 5.08.010 of the Los Altos Municipal Code. Violations can be reported to the L.A.P.D. at 650-947-2700
- Immediate clean up after your dog(s) is mandatory. Dispose of dog waste in the containers provided. (M.C. 5.08.010.B.1)
- Owners must be always in voice control of their dogs. Keep your dog(s) on leash out-side the field area and always keep a leash in hand to help control your dog. Dogs considered to be vicious may be asked to leave (M.C. 5.08.060)
- All dogs shall be licensed and vaccinated before entering the field area
- Puppies less than four (4) months old are not permitted due to immature immune systems
- All dogs must be spayed or neutered
- Female dogs in heat are not allowed
- A maximum of three (3) dogs per handler is allowed at any time on the field
- Children under 14 must be accompanied and supervised by an adult
- Handlers must prevent dogs from digging
- Food is prohibited inside the field area
- Alcohol is prohibited unless a special event permit has been issued
- Training classes are not allowed
- The City of Los Altos assumes no liability for the users of these areas - use these facilities at your own risk
- You may be subject to citation for off leash activity outside of the days and times specified
- Animal Control Palo Alto: (650) 329-2413
- Los Altos Non-Emergency: (650) 947-2770

OWNERS ARE LEGALLY RESPONSIBLE AND LIABLE FOR ACTION OF THEIR
 DOGS AND INJURIES OR DAMAGE CAUSED BY THEIR DOGS



TO: Parks & Recreation Commission

FROM: Donna Legge, Staff Liaison

SUBJECT: FY 2022/2023 Work Plan

RECOMMENDATION:

Finalize recommended FY 2022/23 Work Plan, subcommittees, and accomplishments to be presented to City Council at the annual Special Joint Meeting on May 3, 2022

BACKGROUND

City Council is hosting a special joint meeting with the various commissions, including the Parks and Recreation Commission (PARC) on May 3, 2022, to review accomplishments and a recommended Work Plan for the next twelve-month period (May to May). Each Commission will be allotted approximately 30 minutes to present their accomplishments from the past year and next year's Work Plan.

At its special meeting of March 16, 2022, staff presented a proposed Work Plan to the PARC, based on the attached considerations and department goals (Attachment 1). The PARC used this as a starting point to discuss and recommend projects including goals, descriptions, and subcommittee assignments (Attachment 2).

Staff has provided a list of the FY 2021/22 Accomplishments below:

- Recreation Contract Instructor Program Presentation by Staff
- Established Commission Subcommittee Guidelines
- Navigation of Parks and Recreation Commission Webpage
- Santa Clara County Office of LGBTQ Affairs Presentation
- Approved JEDI Subcommittee Scope and Mission
- Review of Approved Budget
- Presentation of the "July is Parks Make Life Better Month" Proclamation
- Community Outreach at Community Events
- Inclusive Park Assessment Presentation
- Los Altos Community Center Ribbon Cutting
- Off-Leash Pilot Visitations and Public Outreach by Subcommittee
- Hillview Baseball Field Off-Leash Pilot Program Recommendation to City Council
- Review of Outdoor Pickleball Courts at Tennis Courts

- Review of Naturescape Playground at Redwood Grove
- Skatepark Feasibility Presentation by Subcommittee
- Review of City Council Retreat Outcome
- Vice Chair Morris and Commissioners Wang and Yeh attended the California Park and Recreation Society Conference

Staff is recommending that the Senior Commission discuss how the information will be presented including a spokesperson or persons.

While it was anticipated that the current PARC vacancy would be filled, the vacancy will remain open until further notice.

Attachments:

1. Work Plan Considerations and Recreation Department Goals
2. 2022/2023 Proposed Work Plan

Attachment 1

Parks and Recreation Commission
Work Plan Considerations

Staff recommends that the Parks and Recreation Commission consider the following factors when finalizing goals, projects, subcommittees, and timelines that are feasible and achievable with twelve months (May 2022 to May 2023).

- **Recreation Department Mission:** The Los Altos Recreation Department strives to enrich community involvement, and recreational activities
- **Recreation Department Vision:** Build a department to ensure its essential services enhance the quality of life in Los Altos through offerings that create community through people, parks, and programs
- **Recreation Department Goals and Objectives** (Attached)
- **Balance between recreation programs, and park and facility maintenance/projects**
- **City Council Retreat Discussion**
- **Proposed 5-Year Capital Improvement Program**
- **Staff capacity and budget impacts**
- **Impacts of COVID-19 – Transitioning through Change**
- **Powers and duties of the Parks and Recreation Commission (Muni-Code)**
The parks and recreation commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, and shall submit an annual report to the council.
- **Role of Staff Liaison (Source: Commissioner Handbook – Page 2)**
Work with the Commission in the development of a **work plan** for the coming year and a summary of accomplishments for the previous year and/or Council direction. Research and prepare reports for the Commission, as is consistent with the **work plan**.
- **Adding Items to a Future Agenda (Source: Commissioner Handbook – Page 6)**
The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission's **work plan**.

Overarching Themes from 2020 Organizational Assessment

CREATE a welcoming and positive Community Center

RECOGNIZE DIFFERENT NEEDS for ‘Tweens and Teens, and Active Seniors and older Seniors

IMPROVE AWARENESS of the department and **ENHANCE** communications with the community

EXPAND partnerships and relationships

Provide **OVERSIGHT** of the Civic Center to **UNITE** and **EXPAND** events and coordination

Schedule events that **INTEGRATE** both the **NORTHERN AND SOUTHERN** areas of the town

ADDRESS (in partnership with other departments) accessibility and transportation to **PARKS** and **FACILITIES**

Make sure programs are **RELAVENT** to community; and **DISCONTINUE** ones that are not successful

INCREASE maintenance and cleanliness of all facilities

Goal 1. Programs & Events Strategies

<p>Evaluation of Programs</p>	<p>Ensure relevancy and success of programs with a policy and procedures to regularly evaluate, add and discontinue programs.</p>
<p>New Programs & Approaches</p>	<p>Increase the number of programs targeted to active adults, using new modalities and innovative approaches.</p>
<p>Adults & Teens</p>	<p>Dedicate staff to develop and manage programs targeted at different populations, with particular attention to adults and teens – two underserved populations.</p>
<p>City-wide Use</p>	<p>Actively schedule and promote programs city-wide, utilizing all city recreation facilities, parks, and expanding formal program spaces into the outdoors.</p>

Goal 2. Community Awareness & Engagement Strategies

Staff Roles & Responsibilities	Identify Department staff roles and responsibilities to actively and consistently engage the community including appointing a community lead to foster feedback and involvement in a regular manner.
Data & Evaluation	Create clear metrics and data collection tools and processes to systematically evaluate and understand community satisfaction and needs.
Partnerships	Institutionalize and establish formal partnerships with community organizations and neighboring communities, including Los Altos Hills to enhance programs and services.
Commissions & Volunteers	Develop procedures to better involve and leverage commissions and volunteers in the pursuit of the Department's mission.

Goal 3. Parks & Recreation Facilities Strategies

Master Plan	Initiate a comprehensive Parks and Recreation Master Plan update for the City.
Sustainable Guidelines	Work with City leadership to adopt regenerative, resilient and sustainable guidelines for all indoor recreation facilities and parks development, operation, and maintenance.
Welcoming Spaces	Design and operate indoor and outdoor spaces with the customer in mind , providing ample seating and gathering areas that invite the community members to linger, as well as amenities and places that offer comfort and enjoyment.
Optimization	Ensure that all recreation facilities, parks, and programmable spaces are optimized for community enjoyment and use .
Civic Center Coordination	Work with other City and community operators to coordinate, promote, and align civic center activities, rentals, and overall activation for the benefit of the community members.

Goal 4. City-wide Department Organization Strategies

<p>Succession Planning</p>	<p>Restructure the Department to establish additional leadership and management positions and to allow for promotion and retention of employees.</p>
<p>Customer Service</p>	<p>Foster a customer service culture with all Department staff, instilling the necessity to make facilities as welcoming as possible, and to ensure inclusivity in programs and events.</p>
<p>Policies & Procedures</p>	<p>Update department policies and procedures to clarify roles and responsibilities and reduce redundancy and gaps in services.</p>
<p>Strategic Staff Retreats</p>	<p>Hold annual staff strategy and innovation gatherings to empower and inspire staff, support an inclusive team culture, and to provide a common understanding of goals and purpose.</p>

Goal 5. Cost Recovery Strategies

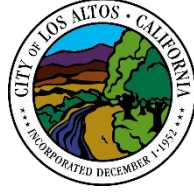
Fee Schedule	Establish a class and rental fee schedule that is consistent, fair, and regularly evaluated to ensure effectiveness.
Scholarship Program	Adopt a community scholarship fee program to enable all members of the community to access all programs and facilities equally.
Balance	Create rental schedules for facilities that allow for low to no cost community access, with market rate slots to balance revenue generation and community access.
Assess Facilities & Spaces	Assess City recreation facilities, outdoor spaces, and parks to determine their highest and best use , considering how to serve community members throughout the city, and to offer a broad and balanced set of offerings.
Equity & Inclusion	Organize the Department so that it can ensure equitable and inclusive services to all (JEDI).

PARKS AND RECREATION COMMISSION
FY 2022-23 (May 2022 to May 2023) WORK PLAN

April 13, 2022

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Increase Park, Facility and Recreation Program Participation	Community Outreach	PARC representation at City and community special events (Farmers Market, etc.) (All)	Ongoing	Community Engagement	
	Community Events	Work with staff and partners to plan new multicultural events Subcommittee: Wang, Morris	Ongoing	Community Engagement	
	Performing Arts	Work with staff to schedule performing arts in various parks and facilities Subcommittee: Morris	Ongoing	Community Engagement	
	Naturescape Ribbon Cutting	Attend Ribbon-Cutting Ceremony (All)	Fall 2022	Asset Mgt, Community Engagement	Design/Construction Phase
	Scholarship Program	Work with staff to recommend a Scholarship Program for Residents Subcommittee: Valadez, Dailey	April 2023	Community Engagement	
	JEDI Initiatives	Work with staff to recommend JEDI Principles for Recreation Programs and Services Subcommittee: Morris, Valadez	April 2023	Community Engagement	
	Sponsorship Program	Work with staff to recommend a Sponsorship Program for Summer Concerts/events Subcommittee: Yeh, Dailey	April 2023	Community Engagement	

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Increase Park, Facility and Recreation Program Participation	Market Research	Evaluate and potentially reform Community outreach Subcommittee: Corrigan, Morris, Dailey	April 2023	Community Engagement	
	Pop-Up Activities	Work with staff to schedule and plan interactive activities, to be facilitated by Commissioners. Includes Collaboration with other Commissions. Subcommittee: Morris, Valadez	April 2023	Community Engagement	
Enhance Program Experience with Facility Improvements	Fitness Equipment	Evaluate Adult Fitness Equipment Subcommittee: Wang, Dailey	April 2023	Asset Management	
	Grant Park Facility	Provide input as needed with Senior Commission Subcommittee: Dailey, Morris, Yeh	April 2023	Asset Management	
Facilitate Public Process for Capital Improvement Projects	Hillview Dog Park Public Process	Work with staff to facilitate public input on design by consultant Subcommittee: Morris, Corrigan, Valadez	April 2023	Asset Management	
	Shoup Park Playground	Work with staff to facilitate public input on design by consultant Subcommittee: Yeh, Morris	April 2023	Asset Management	



TO: Parks & Recreation Commission
FROM: Donna Legge, Staff Liaison
SUBJECT: Commission Subcommittee Guidelines

RECOMMENDATION:

Review Subcommittee guidelines and recommend changes for the Parks and Recreation Commission

BACKGROUND

At its regular meeting of May 12, 2021, the Parks and Recreation Commission (PARC) recommended that the PARC observe as the preferred way of conducting Subcommittee business:

1. Arrange to meet or connect between regular Commission meetings.
2. Share organizational protocols and operating procedures with the full Commission during the Subcommittee Reports section of each regular Commission meeting, and
3. Formulate & share the scope and objectives of the Subcommittee in writing at the onset of the Subcommittee.

Subcommittees (Source: Commissioner Handbook – Page 7)

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no more than one year. These subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission.