



## Parks and Recreation Commission

### 2022-2023 Workplan Overview

Date approved by PRC: 3/22/2022

**Staff Liaison:** Daren Anderson  
**Lead Department:** Community Services

#### About the Commission

Parks and Recreation Commission. Timeframe covered by Work Plan: April 1, 2022 -- March 31, 2023. The Commission is composed of seven members, however, as of April 1, 2022, there is one vacancy. See Palo Alto Municipal Code (PAMC) 2.25 Sections 2.25.010, 2.25.030, 2.25.040, 2.25.050, and 2.25.060. Residency is required. Further requirements are that members shall not be Council Members, officers or employees of the City of Palo Alto. Each member of the Commission shall have a demonstrated interest in parks, open space and recreation matters. . For more information about the Parks and Recreation Commission please visit our webpage, go to <https://www.cityofpaloalto.org/Departments/Community-Services/Other-Services/Commissions/Parks-and-Recreation-Commission>.

#### Current Commissioners

- Jeff Greenfield (Chair)
- Jeff LaMere (Vice Chair)
- Anne Warner Cribbs
- Amanda Brown
- Nellis Freeman ☐
- Shani Kleinhaus
- Vacant

#### Mission Statement

The purpose of Parks and Recreation Commission is to advise the City Council on policy matters pertaining to the activities of the Open Space, Parks and Golf Division, and the Recreation Division of the Community Services Department.

**Prior Year  
Accomplishments**

- Baylands Tide Gate Project - Reviewed, provided input, and recommended a PIO approval to Council
  - Parks and Recreation Commission recommendation on July 27, 2021
  - City Council approved on February 7, 2022
- Sidewalk vendor Ad Hoc Committee conducted a thorough review of state legislation, comparative jurisdiction policies, and an assessment of vending opportunities within Palo Alto to update the Open Space and Park Regulations to add new Regulation R1-41 ("Sidewalk Vendors") which will be approved by the City Manager upon the City Council's adoption of a sidewalk vendor ordinance.
- Foothills Nature Preserve Policies:
  - Recommendation from Commission on March 23, 2021
  - Recommendation from Commission for Foothills Preserve Policy Updates on December 14, 2021
  - Date for Council March, 2022
  - Recommendation for Open Space and Parks Photography and Film Policy on December 14, 2021
- Completed review of CIP plan for FY 2023-27 budget
  - Development - Palo Alto Recreation Foundation (PARF) and Friends of Parks (FOP) Fundraising and Relationships
    - Public Donations and Sponsorship Guidelines (Started by Ad Hoc. Work in progress)
    - Presentation from PARF and FOP on July 27, 2021
    - Update from PARF and FOP on Potential Fundraising Opportunities on November 17, 2021
    - Discussion of Potential Fundraising Opportunities for Parks and Recreation Commission on November 17, 2021
- Racquet Court Policy
  - Development of New Pickleball Court Rules. Commission recommendation on October 26, 2021
- Recreation Opportunities
  - Youth Leadership Update discussion on April 27, 2021
  - Approval of Skatepark Ad Hoc on April 27, 2021
  - Recommendation of First Tee of Silicon Valley Public/Private Partnership Approval on September 28, 2021
  - Recommendation for a Vision for a new Palo Alto Gvm on November 17, 2021

Fund

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• New



## Parks and Recreation Commission

### 2022-2023 Workplan Overview

Staff Liaison: Daren Anderson, Assistant Director  
 Lead Department: Community Services Department

The purpose of the Parks and Recreation Commission is to advise the City Council on matters pertaining to the activities of the Open Space & Parks, Golf, and Recreation divisions of the Community Services Department, excluding daily administrative operations. The Commission's responsibilities include:

**PURPOSE STATEMENT:**

- Advising on planning and policy matters relating to the goals of and the services provided by the Open Space & Parks, Golf, and Recreations Divisions.
- Advising on planning and policy matters relating to the construction and renovation of capital facilities.
- Reviewing state legislative proposals that may affect the operation of the divisions.
- Receiving community input concerning open space and parks/recreation activities.

| <b>PROJECT/GOAL 1:</b> CIP Review by PRC for Fiscal Year 2024-2028 Capital Plan for Parks, Open Space, and Golf projects.  |   |                        |  |   |
|--|---|------------------------|--|---|
| BENEFICIAL IMPACTS   | TIMELINE  | RESOURCES NEEDED       | MEASURE OF SUCCESS   | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
| - Provide PRC feedback to Staff and City Council on the priority and focus of proposed CIP projects<br>- Identify funding gaps (potential fundraising opportunities) | - FY Q2 (before staff submittal of proposed CIP funding and priorities) | Incremental staff time | CIP Capital Plan for Parks, Open Space, and Golf projects discussed, reviewed, and prioritized in November prior to completion of annual CSD draft CIP budget. | N/A   |
| <b>HIGH PRIORITY</b>   |   | <b>LOWER PRIORITY</b>  |  | <b>COUNCIL-DIRECTED POLICY UPDATE</b>         |

| Engagement with staff early in the process to allow for review of CIP priorities, funding requirements, and resource gaps   |                        | Identify CIP resource gaps and consider their potential as fundraising opportunities   |   | N/A   |
|---|------------------------|--|---|---|
| <b>PROJECT/GOAL 2:</b> Review and recommend usage policy for electric powered bicycles and other mobility devices in parks and open space areas.  |                        |  |   |   |
| BENEFICIAL IMPACTS  | TIMELINE               | RESOURCES NEEDED   | MEASURE OF SUCCESS  | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
| Clarify parks and open space usage policy for electric powered devices including: e-bikes, scooters, skateboards, personal transporter, and other mobility devices. Ensure safe use of trails and protection of habitat and wildlife.   | Calendar Year 2022     | Staff resources (policy development, community outreach, review, etc.). Funding for updated signage.   | Recommendation to City Council in CY22  | N/A   |
| <b>HIGH PRIORITY</b>  |                        | <b>LOWER PRIORITY</b>  |   | <b>COUNCIL-DIRECTED POLICY UPDATE</b>         |
| Recommend a usage policy to address the increasing use of electric powered bicycles and other powered mobility devices in parks and open space areas.   |                        | Review and recommend an update to Parks and Open Space Regulation R1-37. OPERATION OF MOTOR VEHICLES and other related Regulations.                                      |   | N/A   |
| <b>PROJECT/GOAL 3:</b> Identify need for funding not provided by CPA, publicize easy ways for community to support Community Services Department. Increase communication about funding opportunities to support Recreation and Park programs and facilities, realizing there is no budget and very few staff resources. Make it easy for community to give to city programs via Friends groups like Palo Alto Recreation Foundation and Friends of Palo Alto Parks. |                        |  |   |   |
| BENEFICIAL IMPACTS  | TIMELINE               | RESOURCES NEEDED   | MEASURE OF SUCCESS  | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
| Community Engagement, Financial Support and new or enhanced programs, parks and venues.   | Immediate and on going | Utilize professional expertise existing in our community on a pro bono basis. Stakeholders, limited staff time, grant writer, access to city resources (printing office) | Increased contributions, increased interest, implementation of suggestions from 2021 Fund Development Ad Hoc and report, funding for Grant Writer | N/A   |
| <b>HIGH PRIORITY</b>  |                        | <b>LOWER PRIORITY</b>  |   | <b>COUNCIL-DIRECTED POLICY UPDATE</b>         |

| YES, without process and opportunities for community funding, opportunities for improvements, new venues and programs may disappear. Current examples: Cubberley Track, Pickleball lighting, improved starting blocks at Rinconada Pool, Community Stakeholders who wish to contribute to Parks |  |  |  | N/A  |
|---|--|--|--|--|
| <b>PROJECT/GOAL 4:</b> Identify, review, and recommend potential sites within our community to dedicate as parkland.  |  |  |  |  |
| BENEFICIAL IMPACTS  | TIMELINE   | RESOURCES NEEDED   | MEASURE OF SUCCESS   | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED  |
| Increase parkland to provide recreational opportunities, health and well-being of the community, and support biodiversity. Advance goals of 4 acres of parkland per 1,000 residents, and within 1/2 mile of homes.  | Calendar Year 2022   | Staff time (CSD, CAO, Planning, PWE)   | Commission review and recommendation regarding 10 acre Measure E site at Byxbee Park and assessment of other sites within the community.                                       | Consistent with Parks Master Plan Goals and Policies (1.B, 1.C, 4,D, 5.C) and Comprehensive Plan (Policy L-8.1). |
| <b>HIGH PRIORITY</b>  |  | <b>LOWER PRIORITY</b>  |  | <b>COUNCIL-DIRECTED POLICY UPDATE</b>  |
| Review and make recommendation regarding potential rededication of the 10 acre Measure E site at Byxbee Park.   |  | Assessment of other potential sites within the community regarding suitability for parkland dedication.  |  | N/A  |
| <b>PROJECT/GOAL 5:</b> Review and recommend tennis and pickleball court use rules and policies.   |  |  |  |  |
| BENEFICIAL IMPACTS  | TIMELINE   | RESOURCES NEEDED   | MEASURE OF SUCCESS   | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED  |
| More balanced and efficient utilization of the courts across users  | Spring/Early Summer 2022 (policy update)<br>Fall 2022+ (expanded court use analysis) | Staff time (survey of courts, rewriting the policy)<br>Staff support to provide cost analysis and work with ad hoc on fundraising campaign to fund new court attributes (temporary lights, new court lights, etc.) | Approval of updated policy, if necessary.<br>More hours of court use available for all racquet sports.<br>Improved user satisfaction (feedback to Commission, staff, Council). | N/A  |
| <b>HIGH PRIORITY</b>  |  | <b>LOWER PRIORITY</b>  |  | <b>COUNCIL-DIRECTED POLICY UPDATE</b>  |

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| Updated court usage policy  |                       | Evaluation and feasibility of expanded court use (lights, striping)  |   | N/A  |
| <b>PROJECT/GOAL 6:</b> Focus on 4 capital projects: City Gym, 10.5 acres, First Tee partnership at Baylands Golf Links, and Skatepark. Work with city staff to ensure capital projects continue to move forward with community resource commitment, engagement and presentations, including the Palo Alto Recreation Foundation and Friends of Palo Alto Parks. |                       |  |   |  |
| <b>BENEFICIAL IMPACTS</b>   | <b>TIMELINE</b>       | <b>RESOURCES NEEDED</b>  | <b>MEASURE OF SUCCESS</b>   | <b>STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED</b> |
| Sustainable Recreation and Park facilities for current and future generations. Community engagement.  | Immediate and ongoing | Utilize professional expertise existing in our community. Stakeholder engagement. Staff and consultant time. | Progress and completion of 4 projects   | N/A  |
| <b>HIGH PRIORITY</b>  |                       | <b>LOWER PRIORITY</b>  |   | <b>COUNCIL-DIRECTED POLICY UPDATE</b>                |
| Yes, without the immediate process and support for opportunities for community funding, opportunities for improvements, new venues and programs may disappear.  |                       |  |   | Yes - skatepark and city gym                         |
| <b>PROJECT/GOAL 7:</b> Provide a community forum and recommendations for urban forestry matters.  |                       |  |   |  |
| <b>BENEFICIAL IMPACTS</b>   | <b>TIMELINE</b>       | <b>RESOURCES NEEDED</b>  | <b>MEASURE OF SUCCESS</b>   | <b>STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED</b> |
| Foster community communication and collaboration on the urban forest. Preserve and expand tree canopy. Implement programs of the Urban Forest Master Plan (UFMP).   | Calendar Year 2022    | Staff time (CSD and PW)  | Receive annual State of the Urban Forestry Report. Provide a forum for public comment on urban forest issues. | Yes (Council-approved)                               |
| <b>HIGH PRIORITY</b>  |                       | <b>LOWER PRIORITY</b>  |   | <b>COUNCIL-DIRECTED POLICY UPDATE</b>                |

|   |   |            |
|---|---|------------|
| <p>Provide feedback, recommendations, and interpretations to Urban Forestry (UF) on goals, policies, and implementation strategies that reflect the vision of the UFMP.<br/>Provide a community forum and serve as conduit for community UF concerns.</p> | <p>General urban forestry status updates provided during monthly Ad Hoc Committee and Liaison reports</p> | <p>N/A</p> |
|---|---|------------|