



City of Palo Alto

City Council Staff Report

(ID # 12346)

Report Type: Consent Calendar

Meeting Date: 6/21/2021

Summary Title: Boards and Commission Annual Work Plans

Title: Staff Recommends the City Council Approve the Board's and Commission's 2021-2022 Work Plans

From: City Manager

Lead Department: City Clerk

Recommendation

Staff recommends Council review and approve the 2021-2022 Board and Commission work plans.

Discussion

On November 30, 2020, the City Council adopted the Board and Commission (BCC) Handbook, which implemented an annual review and approval of BCC work plans.

Each BCC should prepare an annual work plan for review and approval by the Council by second quarter of the calendar year. The annual report should include the results of the prior year's plan. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan.

The Council is expected to review the work plans and provide feedback annually at a City Council meeting. In addition, Council may refer additional items to the BCCs in response to new developments. BCCs should work on the items outlined in the approved workplans. They should refrain from expending their time and staff time on items that have not been approved by the City Council.

In the event a BCC would like to add an issue for review after an annual workplan has been approved by the City Council, a prompt request by the BCC Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

Attachments:

- Attachment A: Planning and Transportation Commission Work Plan 2021 - 2022
- Attachment B: Public Art Commission Workplan
- Attachment C: Parks and Recreation Commission Work Plan

- Attachment D: Historic Resources Board Workplan
- Attachment E: Stormwater Management Oversight Committee Workplan
- Attachment F: Human Relations Commission Work Plan
- Attachment G: Utilities Advisory Commission Draft Work Plan

July 2021 – April 2022 DRAFT Work Plan

Board or Commission Name: Planning & Transportation Commission

Staff Liaison Name and Contact Information: Rachael Tanner, Assistant Director of Planning and Development Services, Rachael.Tanner@CityofPaloAlto.org, 650-329-2167

Lead Department: Planning & Development Services; Office of Transportation

General Purpose and/or Purview of Board/Commission:

The Planning & Transportation Commission advises the City Council, Planning Director, and Transportation Director on land use and transportation matters, including the Comprehensive Plan, zoning, transportation programs, and related matters. The Commission's primary responsibilities include:

- Preparing and making recommendations to the City Council on the City's Comprehensive Plan regarding development, public facilities, and transportation in Palo Alto;
- Considering and making recommendations to the City Council on zoning map and zoning ordinance changes; any changes to Title 18 of the Palo Alto Municipal Code must be reviewed by the PTC and the City Council;
- Reviewing and making recommendations to the City Council on subdivisions and Site and Design Reviews, on appeals on variances and use permits;
- Considering other policies and programs affecting development and land use in Palo Alto for final City Council action;
- Reviewing and making recommendations on individual projects as described in the Municipal Code, and Open Space development;
- Reviewing and making recommendations to the City Council on transportation, parking, and other related mobility issues.

Due to the nature of the PTC, the work is primarily driven by:

(1) Referrals from the Council to the PTC

(2) Applications submitted by the public that require review of the PTC

Thus, unlike some other boards and commissions, the PTC does not necessarily develop its own list of projects, policies, and programs to tackle. The proposed work plan includes Council referrals, known applications at this time (though more may come throughout the year), and other items that may benefit from PTC input even if the input is not statutorily required.

Draft Work Plan

The PTC Staff Liaison developed this draft work plan and submitted it to the City Clerk on May 28, 2021. The work plan will be reviewed by the PTC at its regularly scheduled meeting on June 9, 2021. Should there be further revisions will be provided to the City Council via an at-places memorandum.

Planning and Transportation Commission DRAFT Work Plan Items July 2021 – April 2022		
Anticipated Item/Topic	Description and/or Info	Anticipated Quarter*
*Quarter 1 = Jan, Feb. March Quarter 2 = April, May, June Quarter 3 = July, Aug. Sept. Quarter 4 = Oct., Nov., Dec.		
Parking Action Plan update		Quarterly Updates
Palo Alto Bikeways Project	Recommendation to Council to move forward (or not) with the project.	Q3
Retail Recovery	<p>Discuss and develop recommendations for considering additional retail-like uses and the geography of the retail preservation ordinance.</p> <p>Direct Staff and the Planning and Transportation Commission to quickly evaluate and propose changes to enable Diverse Retail Uses in more retail sites, including food, medical, educational, financial and professional office uses citywide or by district, and evaluate ways the City can curate a strong retail mix; and direct the Planning and Transportation Commission to evaluate and propose the geography of the Retail Preservation Ordinance in Palo Alto.</p>	Begin in Q3 with work extending into Q4 and Q1
California Avenue In-Lieu Parking	Discuss adjusting parking requirements related to California Avenue.	Q3
Parking In-lieu ban parking policy for Downtown	Consider if the current ban has effectively led to housing development downtown and how to adjust and/or continue the policy.	Q3
Housing Element	Housing Element update regarding the progress of the Working Group.	Q3
Castilleja School	Castilleja School Remanded to PTC and Amendment to Chapter 18.04 Gross Floor Area.	Q3 or Q4
Safe Parking	Review proposed permanent ordinance for the congregation-based safe parking program and public-land safe parking program.	Q3 or Q4
Inclusionary Housing Requirements (Housing Work Plan Task 3.1)	Direct Staff and the Planning and Transportation Commission to explore possible zoning amendments or other factors that could support a future 20 percent inclusionary requirement for ownership and rental housing	Q3 or Q4

	while recognizing that such analysis will be constrained without funding for additional consultant resources; and Direct Staff to return with adjustments to parking and retail standards in a manner consistent with this analysis; Develop and implement inclusionary housing requirements for rental housing.	
Accessory Dwelling Unit	Direct the Planning and Transportation Commission (PTC) to look at deed restricted affordable ADU's; and Direct Staff to continue working with the community, including the ADU Task Force, during the PTC process.	Q3 and Q4
Renter Protection	Review and make recommendation regarding proposed ordinances to implement renter protection policies as directed by the City Council.	Q4
Wireless Communications	Ordinance Amending 18.42.110 (Wireless Communication Facilities).	Q4 or Q1
State Law Updates	Review and make recommendations regarding code changes.	Q4 or Q1
Housing Element – Site selection	Review proposed housing opportunity site selected by the Working Group and make a recommendation to City Council.	Q1
Palo Alto Bikeways Project (Phase 2)	Recommendation to Council of final project and environmental document.	Q1 or Q2
North Ventura Coordinated Area Plan (NVCAP)	Review further refined version of Council-selected preferred plan alternative. This will include further studies of the preferred plan.	Q1 or Q2
Housing Element – Programs	Review and make recommendation regarding Housing Element programs.	Q1 or Q2
Bicycle and Pedestrian Transportation Plan (BPTP) Update	Study session: Plan update progress.	Q2**
**= Tentative		

Public Art Commission (PAC)

The Public Art Commission oversees Palo Alto's temporary and permanent public art programs. The primary duties of the Commission are:

- To advise the city in matters pertaining to the quality, quantity, scope, and style of art in public places
- To periodically review the capital improvement program with the staff for inclusion of works of art in various projects
- To devise methods of selecting and commissioning artists with respect to the design, execution, and placement of art in public places and to advise staff on the selection and commissioning of artists, and the amounts to be expended on art in public places
- To advise and assist staff in obtaining financial assistance for art in public places from private, corporate, and governmental sources
- To review plans for the installation of art in public places and review the inventory of art in public spaces
- To act as a liaison between artists and private property owners desiring to install works of art on their private property in public view

PAC Approved Priority & Goal: Develop public art that aids in Palo Alto's recovery from the Covid-19 crisis by supporting projects that encourage pedestrian traffic and the use of pedestrian-friendly streets, that are located near Palo Alto neighborhoods, as well as commercial corridors and storefronts, and that advance Public Art Master Plan goals ("COVID Recovery Priority")

Appendix 1	<ul style="list-style-type: none"> • Project Name: Temporary Murals Pilot • Description: In conjunction with Uplift Local, 8 local artists/artist teams created original, site-specific murals that have been placed in diverse locations along University and California Avenues. The murals support emotional and economic wellbeing by encouraging pedestrian traffic and the animating of commercial corridors. It also engages and supports local and regional artists. • Duration: February 2021 - End of 2021 • Additional Impact: Advances Racial Justice Priority by increasing diversity of artist pool. Advances Public Art Education Priority through outreach and public discussions.
Appendix 2	<ul style="list-style-type: none"> • Project Name: ArtLift Microgrants • Description: Fund up to 40 local artists and creatives to help the community recover both emotionally and economically from the pandemic through the arts and creative outlets. Temporary projects and experiences designed to bring joy and smiles, facilitating connection and a sense of discovery across Palo Alto. Forty artist calls were made benefitting artists and involving community members. This project includes artists of music and dance talent as well more typical large and small temporary installations. These are showcased throughout Palo Alto. • Duration: Through 2021 • Additional Impact: Advances Racial Justice Priority by increasing diversity of artist pool. Implementing the Master Plan objective of installing public art throughout Palo Alto neighborhoods also promotes Public Art Education Priority.
Appendix 3	<ul style="list-style-type: none"> • Project Name: Code:ART2 • Description: The three-evening event will engage area locals in an event that outwardly reflects the creative community that thrives here. Originally scheduled for 2020 but postponed due to the pandemic, the second iteration of Code:ART will once again temporarily reframe the City as a laboratory for urban interventions and creative placemaking while engaging residents, commuters, students, and visitors in dialogue to re-imagine underutilized spaces. The festival will feature a major new media interactive artwork and 6 smaller installations. Code:ART2 will offer an opportunity for our community to celebrate the end of the pandemic together while offering adequate space for everyone to participate within their personal comfort zone. • Duration: October 7- 9, 2021. • Additional Impact: Advances Racial Justice Priority by increasing diversity of artist pool. Advances Public Art Education Priority with extensive outreach and collaboration with local businesses.

PAC Approved Priority: Develop public art projects that will continue to advance cultural inclusion and social and racial equity ("Racial Justice Priority")	
Appendix 4	<ul style="list-style-type: none"> • Project Name: Study and Change to Promote Race and Equity in Palo Alto's Public Art Program • Description: PAC engaged Equity and Accessibility Consultant Elizabeth D. Foggie to conduct a study and provide recommendations to enhance equity and access to public art opportunities in Palo Alto. Recommendations from the study include the personalizing of artist calls, developing education opportunities for black, Indigenous and people of color (BIPOC) artist to learn about the public art process, and the hiring of a community liaison or manager to develop and build authentic relationships with BIPOC community leaders, individual artists, and groups. Staff will review their current procedures and implement the recommendations include expanding the program's outreach to BIPOC artists and art organizations who engage with BIPOC artists. • Duration: Ongoing • Additional Impact: Advances Public Art Education Priority with extensive outreach and collaboration with BIPOC community leaders and groups
Appendix 5	<ul style="list-style-type: none"> • Project Name: Race and Equity Public Art Program in King Plaza • Description: In response to Palo Alto City Council's inquiry to develop a permanent artwork on King Plaza and the City's priorities to advance cultural, racial, and social equity, the PAC is developing a permanent platform on King Plaza for ongoing, rotating temporary exhibitions. This platform will enable Palo Alto and the PAC to incorporate a broad range of voices and to facilitate conversations around cultural, racial, and social equity in our community • Duration: Summer 2021 – ongoing • Additional Impact: Promotes awareness of BIPOC community leaders. Advances Public Art Education Priority through ongoing conversations regarding public art installed in a key public space.
Appendix 6	<ul style="list-style-type: none"> • Project Name: Collaboration with Human Relations Commission • Description: Chair Nia Taylor and Vice Chair Loren Gordon and Public Art Program Director Elise DeMarzo have been meeting with the Human Relations Commission (HRC) to discuss possible collaborations, including 100 conversations on race and social equity in Palo Alto ("The 100 Conversations"). The 100 Conversations are intentional conversations aimed at growing Palo Alto into a community characterized by belonging, vested in diversity, inclusion, and equity, and committed to putting words into action. • Duration: The 100 Conversations will be held from May 25, 2021 until Juneteenth 2021. • Additional Impact: Advances Public Art Education Priority by highlighting that public art is not removed from the city and society but embedded in both.
PAC Approved Priority: Widen and strengthen education and advocacy for public art, including through the roll-out and implementation of the California Ave District Master Plan and the Baylands Art Plan ("Public Art Education Priority").	
Appendix 7	<ul style="list-style-type: none"> • Project Name: Temporary Murals for Public Safety Building construction fence • Description: Commission 8 California-based artists to create a series of site-specific temporary murals that celebrate the California Ave District community and visually enhance the fencing that surrounds the construction site. • Duration: Summer 2021 - Summer 2023.
Appendix 8	<ul style="list-style-type: none"> • Project Name: Highway 101 Bike/Pedestrian Bridge • Description: Artist Mary Lucking is designing a visually pleasing and relaxing space for bridge users to stop and rest. The centerpiece will be three cast-aluminum sculptures that can be used as ADA compliant seating. The sculptures will be surrounded by a cut-steel fence that will silhouettes of the bayland grasses, giving visitors the feeling of being nestled down in the marsh. • Duration: Completion in Summer 2021

	<ul style="list-style-type: none"> • Additional Impact: Advances COVID Recovery Priority by promoting outdoor activity
Appendix 9	<ul style="list-style-type: none"> • Project Name: Charleston-Arastradero Corridor • Description: The Charleston-Arastradero Corridor is a high volume, 2.3-mile roadway serving schools, parks, shopping, commercial, and community centers. Artist Susan Zoccola's sculptural artworks inspired by diatoms and wheels in motion will be installed on 5 strategic sites along the corridor, selected for visibility and opportunity to enhance wayfinding for drivers, pedestrians, and cyclists on the corridor. • Duration: Currently delayed until end of 2021

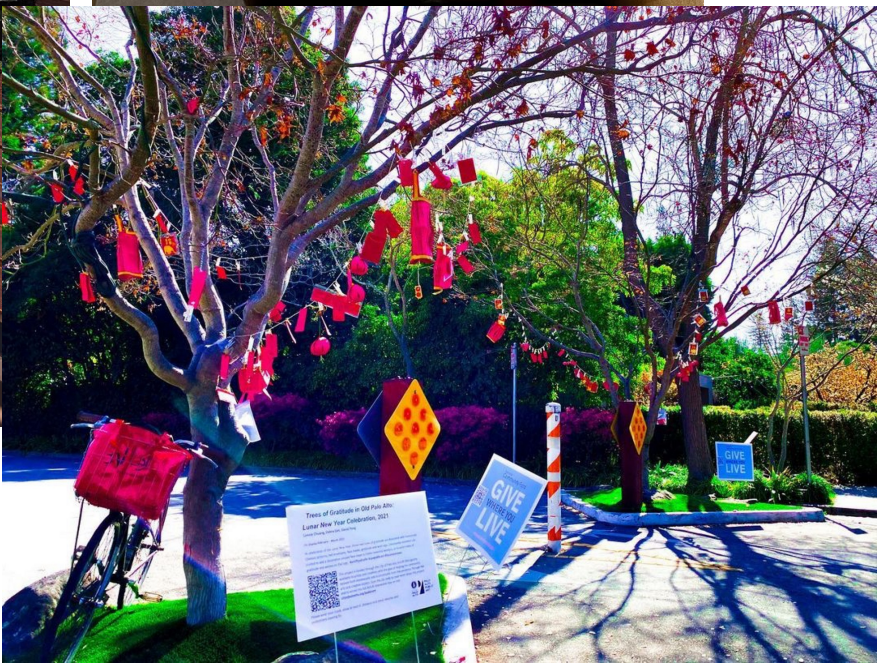
Appendix 1: Temporary Murals pilot

Left to right: *See You Soon* by Lauren Berger, located at the facade of Garage R, 528 High Street. *The California Avenue Marching Band* by Damon Belanger, located at 261 California Ave

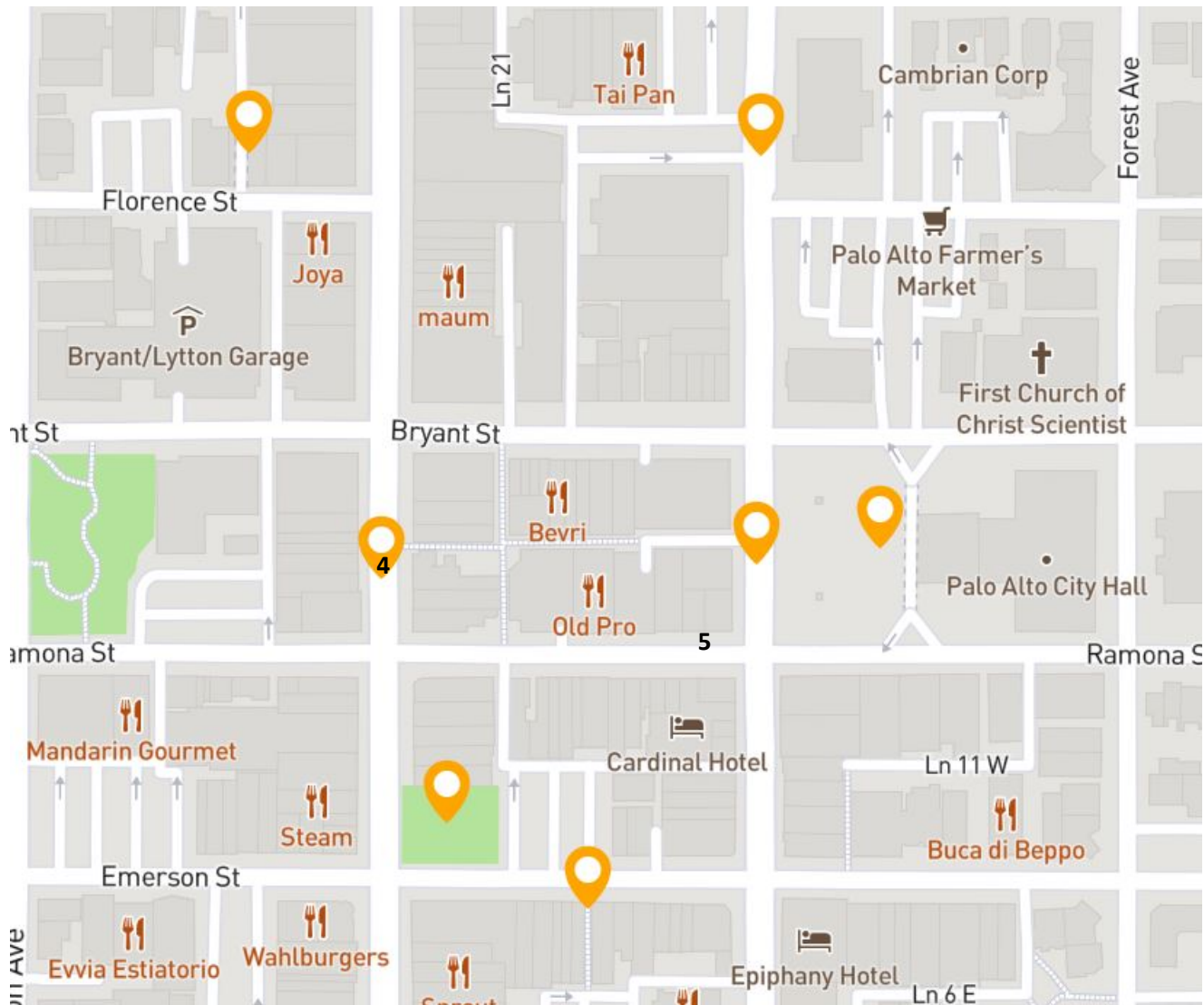


Appendix 2: *ArtLift* Microgrant projects

Temporary projects by local artists and community members include installations, live performances, murals, scavenger hunts, and pop-up art interventions throughout Palo Alto.



Appendix 3: **CodeART** Event Map featuring art installations and Urban Interventions in downtown Palo Alto.



1. **King Plaza at 250 Hamilton Ave:**
 - Code:ART Hub and Informational Booth
 - *HYDRALA* by Daniel Tran and Nick Sowers
2. **Lytton Plaza at 202 University Ave:**
 - *PALEOALTO* by Marpi Studio
3. **Bell's Book Alley at 536 Emerson St:**
 - *CODED ARCHITECTURE 0.3* by Amor Munoz
4. **250 University Ave:**
 - *COSMIC CANNON* by Jeffrey Yip
5. **555 Ramona Street**
 - *O/I* by Ben Flatau
6. **Lane 20 Tunnel at 451 Florence:**
 - *COLOR CURRENTS* by Cory Barr
7. **AT&T Bldg and Parking Lot D at 351 Hamilton Ave:**
 - *LUMINOUS GROWTH* by Liz Hickok

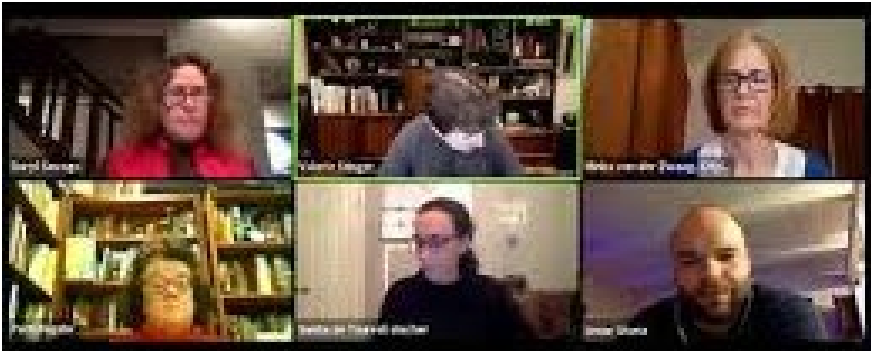
Appendix 4: Study and Change to Promote Race and Equity in Palo Alto's Public Art Program led by Equity and Accessibility Consultant, Elizabeth D. Foggie



Appendix 5: Race and Equity Public Art Program in King Plaza . Example of art banner on facade of City Hall



Appendix 6: Collaboration with Human Relations Commission



Appendix 7: Temporary Murals for Public Safety Building construction fence. Examples of artworks designed for the California Ave Parking Garage in 2018.

Temporary mural by Phillip
Hua for Birch St



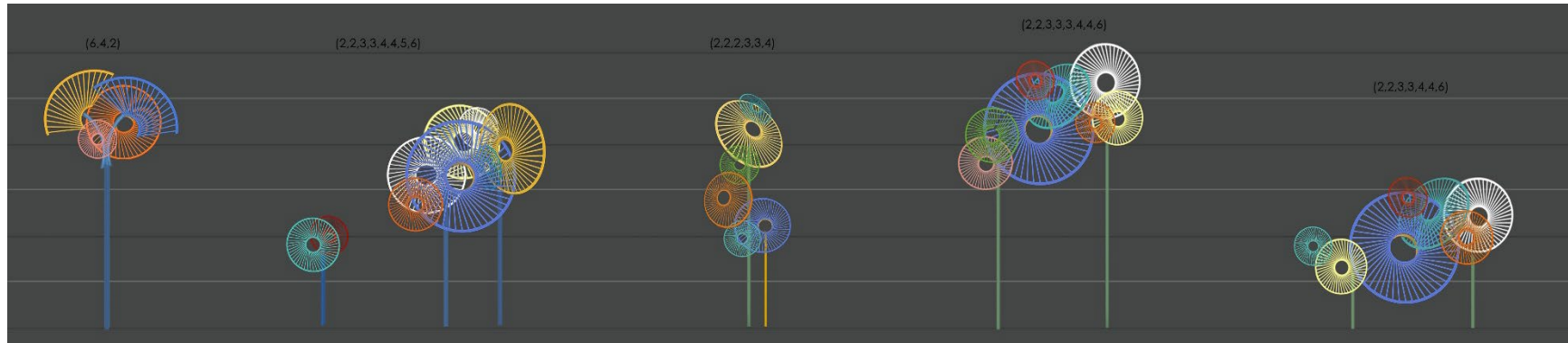
Temporary mural by
Oree Original for Ash St



Appendix 8: 101 Bike / Pedestrian Bridge. Rendering of artwork titled *Baylands Vignette* by project artist Mary Lucking



Appendix 9: Charleston-Arastradero Corridor. Rendering of artwork titled *Diatoms* by artist Susan Zoccola



Baylands Tide Gate Workplan

PARKS AND RECREATION COMMISSION (PRC) **Baylands Tide Gate¹** **Commissioners Reckdahl and Greenfield**

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Liaise with Valley Water and review their Palo Alto Flood Basin Tide Gate Replacement Project plans. (4 year construction project)	Minimize public impact during construction (e.g. closure of Adobe Creek Loop Trail); improve public awareness of the project; minimize	Yes, Mandated by Valley Water	No	End of Calendar Year 2021	Staff support, Ad Hoc committee	Plans for Adobe Creek Loop Trail closure reduced from original project estimate; Park Improvement Ordinance (PIO) supported by PRC; public

¹ This workplan item is consistent with Goal 6 of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

		habitat & wildlife impacts; provide a voice and forum for local concerns during the planning process					input during PIO approval process
Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	Baylands Tide Gate Replacement	x					

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Dog Parks and Restrooms Workplan

PARKS AND RECREATION COMMISSION (PRC) Dog Parks and Restrooms² Commissioners Cribbs and Brown

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Ramos Park Restroom	Fulfillment of Parks Master Plan item Increased restroom access at parks	N	N	Fiscal Year 2022	Funding Staff support	Completion of restroom construction
	Dog Park Improvements	Increased utilization and/or access to dog parks	N	N	Fiscal Year 2022	\$150,000 as designated through Capital Improvement Project (CIP) funding	Public feedback on improvements

² This workplan item is consistent with Policies 2.D and 2.E of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

	Off-leash dog park pilot program	Increased availability for off-leash dogs	N	N	Fiscal Year 2022– pilot program	Additional funding Staff support Community support	Public feedback on pilot program
	Public Education on Dog Park Practices	Reduce operation and maintenance costs through public education campaign	N	N	Fiscal Year 2022 (ongoing)	Minimal funding for collateral Information from staff on what costs are greatest Support from community Word of mouth	Decreased costs for operations and maintenance
Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	Ramos Park Bathroom		X				
	Dog Park Improvements			X			
	Off-leash Dog Park Pilot Program		X				

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

	Public Education on Dog Park Practices		X				
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The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Fund Development Workplan

PARKS AND RECREATION COMMISSION (PRC)
Fund Development³
Commissioners Cribbs, Brown, and LaMere

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Support for Community Services Department (CSD) Events	Community events will continue	N	N – but could be necessary	Fiscal Year 2022	Staff support Funding from Palo Alto Recreation Foundation	Number of events supported
	Palo Alto Recreation Foundation (PARF) and Friends of Parks (FOP) Fundraising & Relationships	PRC work with nonprofits to support CSD	N	N	Fiscal Year 2022	PRC liaison Minimal staff support Community Support	Communication and on-going partnership

³ This workplan item is consistent with Policy 5G and Programs 5.G.1, 5.G.2, 5.G.3, and 5.G.4 of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

	Public Donations and Sponsorship Guidelines	Need for Clear guidelines about providing funding to CSD projects – program and Capital Improvement Project	N	N	Fiscal Year 2022	Staff Support Existing City Policies	Guidelines Published
	Review gaps in Capital Improvement Project (CIP) planning	Opportunity for community to contribute	N	N	FY 2022 (On going)	Staff Support Public Education & Communication	PRC review of CIP priorities
Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	Support for Community Service Events	X					
	PARF and FOP Fundraising & Relationships		X				

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

	Public Donations and Sponsorship guidelines		X				

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

New Recreation Opportunities Workplan

PARKS AND RECREATION COMMISSION New Recreation Opportunities⁴ Commissioners Cribbs, Reckdahl, and LaMere

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Investigate development possibility of a City Gym	City does not have a gym	N	N	Calendar Years 2021 - 2023	Limited staff Support Citizens Advisory Committee Established Private Funding	Further community discussions
	Baylands 10.5 Acres assessment and investigation of possible development projects and	Needed playing fields, enhanced athletic complex	N	N	Calendar Year 2021 Planning	Limited staff support Private funding	Further community discussions

⁴ This workplan item is consistent with Goal 5, Policies 5.D, 5.D.1, 5.D.2, and 5.D.3, and Program 5.F.1 of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

potential timelines						
Skate Park	Venue for skateboarders	N	Y	Calendar Year 2021 Planning Calendar Year 2022 Completion	City Staff- Private funding Public Works and Community Services Departments Community Advisory Group Privately funded	Further community discussions and a recommendation forwarded to City Council
Golf – First Tee Silicon Valley (FTSV) Partnership	Expanded Golf opportunities for Youth Improvement to facility	N	N	Calendar Year 2021 Planning Calendar Years 2022 – 2023 Completion	Limited staff time including golf course vendor Funded by First Tee of Silicon Valley	Golf course improvements More youth involved in benefits from golf
Shared Facilities between City of Palo Alto (CPA) and Palo Alto Unified School District (PAUSD)	More facilities for community	N	N	Calendar Year 2021	CPA/PAUSD leadership discussion Create policy for shared facilities	Increased community access to school district recreational facilities

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

	Survey of facilities and sports organizations in CPA to assess ethnic and gender opportunities						Report on completed survey
Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	City Gym	X					
	10.5 Acres / recreation land from golf course project	X					
	Build new Skatepark	X					
	Golf – First Tee Silicon Valley Partnership		X				
	Shared facilities between CPA and PAUSD	X					
	Survey of facilities and sports organizations in		X				

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

	CPA to assess ethnic and gender opportunities						

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Foothills Nature Preserve Workplan

PARKS AND RECREATION COMMISSION Foothills Nature Preserve⁵ Commissioners Greenfield, Moss, and Olson

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Foothills Nature Preserve Stewardship and Policy review and recommendations: Fees, waivers, capacity limits, group and commercial use, etc.	Habitat & wildlife preservation, manage increased visitation demands	N	Y	Calendar Year 2021	Staff support, Ad Hoc committee, community partnerships	Recommendations to City Council to manage increased visitation demands with minimal impact to habitat & wildlife

⁵ This workplan item is consistent with Goal 4, Policies 4.A and 6.D of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	Foothills Nature Preserve Stewardship and Policy	X					

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

CIP Review Workplan

PARKS AND RECREATION COMMISSION (PRC) Capital Improvement Projects Review⁶ Commissioners Moss, Brown, and LaMere

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Identify potential supplemental funding opportunities Fiscal Year 2022-2026 Capital Improvement Projects (CIP)	Ability to identify fundraising opportunities	N	N	October 2021	PRC supports staff	List of gaps to PRC.
	CIP Review by PRC for Fiscal Year 2023-2027 Capital Plan for Parks, Open Space, and Golf projects.	Provide PRC feedback to Staff and City Council on the priority and focus of	N	N	Finance Committee Budget Hearings	PRC supports staff	CIP Capital Plan for Parks, Open Space, and Golf projects discussed,

⁶ This workplan item is consistent with Goals 1 and 2, Policies 2.A, 2.A.2, and 2.A.4 of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

		proposed CIP projects			For FY 2023-2027 CIP Budget cycle.		reviewed, and prioritized for Staff.
Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	CIP Review by PRC for Fiscal Year 2023-2027 Capital Plan						

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Racquet Court Policy Workplan

PARKS AND RECREATION COMMISSION (PRC) Racquet Court Policy⁷ Commissioners Olson and Reckdahl

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Benefit, if Completed	Mandate by State or Local law and approved by City Council? Y/N	Policy Update as Directed by the City Council Y/N	Timeline for Completion	Resources needed, i.e. staff support, subcommittee established, etc.	Measure of Success
	Review tennis and pickleball court use rules and policies.	Work with staff and tennis/pickleball community to address issues and improve policy and adopt rules pertaining to pickleball	N	N	Calendar Year 2021	Staff support, Ad Hoc committee	Forwarding a recommendation to Staff or City Council on rules and policy changes. High court usage and satisfied court users while limiting the amount of time required of staff.

⁷ This workplan item is consistent with Policy 1.F and Programs 1.F.1 and 1.F.2 of the Parks, Trails, Natural Open Space, & Recreation Master Plan. For details, see endnotes.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	Review tennis and pickleball court use rules and policies.		X				

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Endnotes:

Baylands Tide Gate workplan:

Goal 6: Manage Palo Alto's land and services effectively, efficiently and sustainably utilizing quantitative and qualitative measures.

Dog Parks and Restrooms workplan:

Policy 2.D Actively pursue adding dedicated, fenced dog parks in multiple neighborhoods, equitably distributed between north and south Palo Alto. The size of the dog parks will vary but should strive to be at least 1/4 acres. Dog parks should not be placed in open space preserves.

Policy 2.E The City will actively pursue adding park restrooms in parks that are approximately 2 acres or larger, have amenities that encourage visitors to stay in the park, have a high level of use and have no nearby restrooms.

Fund Development workplan:

Policy 5.G Pursue other/private funding sources for recreation programming, capital improvement projects and facility maintenance.

Program 5.G.1 Encourage foundations to assist with soliciting sponsorships and grants.

Program 5.G.2 Create a more formalized annual or one-time sponsorship program that provides the donor with marketing and promotional opportunities.

Program 5.G.3 Contract or add job responsibilities for managing fundraising and developing donors for the park system to pursue funding opportunities and sponsorships.

Program 5.G.4 Engage non-profit friends groups to seek donor funding, including foundation grants, corporate giving and small and major philanthropic gifts by individuals, for priority projects and programs.

New Recreation Opportunities workplan:

Goal 5: Develop innovative programs, services and strategies for expanding the park and recreation system.

Policy 5.D Explore alternative uses for newly acquired parkland to optimize for long-term community benefit.

Program 5.D.1 Determine optimal usage for Foothill Park's 7.7 acres of parkland.

Program 5.D.2 Evaluate optimal usage, including open space, for 10.5-acre land bank created by golf course reconstruction in the Baylands.

Program 5.D.3 Evaluate feasible uses for the south end of El Camino Park.

Policy 5.F Enhance partnerships and collaborations with Palo Alto Unified School District and Stanford University to support access and joint use of facilities, where appropriate, for effective delivery of services and programs.

Program 5.F.1 Partner with PAUSD to open middle and high school recreation facilities for community use (basketball, badminton, indoor soccer, swimming pools, tennis courts) during the evening, weekend and summer hours.

The PRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval.

Foothills Nature Preserve workplan:

Goal 4: Protect natural habitat and integrate nature, natural ecosystems and ecological principles throughout Palo Alto.

Policy 4.A In natural open space, ensure activities, projects and programs are compatible with the protection of nature.

Policy 6.D Periodically review and update existing guidance for development, operations and maintenance of Palo Alto's parks, trails, natural open space and recreation system based on the best practices in the industry and this Master Plan, including:

- Park Rules and Regulations;
- Open Space Policy & Procedure Handbook;
- City of Palo Alto Landscape Standards;
- City of Palo Alto design guidelines and standards; and
- Tree Technical Manual.

Capital Improvement Projects Review workplan:

Goal 1: Provide high-quality facilities and services that are accessible, affordable, inclusive and distributed equitably across Palo Alto.

Goal 2: Enhance the capacity, quality and variety of uses of the existing system of parks, recreation and open space facilities and services.

Policy 2.A Sustain the community's investment in parks and recreation facilities.

Program 2.A.2 Continue to program and prioritize projects for existing facilities as identified in the Infrastructure Blue Ribbon

Commission report, and plan the upkeep of new facilities as they come on line, recognizing their expected lifespan and revising based on real-world experience.

Program 2.A.4 Encourage residents to organize and participate in park maintenance and cleanup events to foster a sense of ownership, establish social connections and reduce maintenance costs.

Racquet Court Policy workplan:

Policy 1.F Maintain a Field and Tennis Court Brokering and Use Policy as well as the Gymnasium Use Policy (as well as any subsequent updates) to guide the allocation of these recreation facilities with a preference for youth and Palo Alto residents.

Program 1.F.1 Periodically review the existing Field and Tennis Court Brokering and Use Policy and Gymnasium Policy and update as needed.

Program 1.F.2 Develop an annual field usage statistics report, including the number of prime timeslots that were unused due to field condition/resting and the number of requests for field space that were unfilled due to lack of capacity.

HISTORIC RESOURCES BOARD

Workplan 2021-2022

Staff Liaison Name and Contact Information: Amy French, Chief Planning Official 650-329-2336

Lead Department: Planning and Development Services

General Purpose and/or Purview of Board/Commission:

Palo Alto Municipal Code Chapter 2.27 Historic Resources Board, Section 2.27.040 Duties, sets the HRB's purview as follows:

(a) Render advice and guidance to a property owner upon the owner's application for alteration of any historic single-family or duplex building in the downtown area and any such building designated as significant elsewhere in the city

(b) Inform the ARB of the historical and/or architectural significance of historic commercial and multiple-family structures in the downtown area and any such buildings designated as significant elsewhere in the City that are under review by the ARB. Submit recommendations to the ARB regarding proposed exterior alterations of such historic structures

(c) Recommend to the council the designation of additional buildings and districts as historic. Research available information and add historical information to the inventory sheets of historic structures/sites. This inventory is maintained in the department of planning and development services

(d) Perform such other functions as may be delegated from time to time to the HRB by the City Council

Anticipated Item/Topic	Description and/or Info	Quarter (July 2021 – June 2022)
Review Alterations to Historic Resources	Review and provide recommendations on exterior alterations to historic resources (Inventory categories 1-4) in the Downtown (including SOFA) and on exterior alterations to Significant buildings (Inventory categories 1 and 2, and in Historic Districts) outside Downtown	Ongoing
Support Implementation of Comprehensive Plan policies	Continue to support Policy L7.2 implementation (preparation of historic evaluations to determine eligibility for the California Register of Historic Resources and associated tracking)	Ongoing (since 1/2018)
Inventory Upgrades and nominations	Review and recommend applications for Inventory category upgrades and support nominations to the City's local inventory	Ongoing
Improve outreach, review incentives, develop work program for FY 22-23	Review and recommend improvements to outreach materials regarding the program, including incentives for rehabilitation. Consider implementing additional historic preservation policies in the Comprehensive Plan	Second half of FY 21-22 following a retreat
Tailored Mills Act Program discussion	Consider reconstituting an ad hoc committee for further discussion, research, and refinement of a draft; consider outreach approach for FY22-23	Ongoing

Stormwater Management Oversight Committee (SWMOC) <i>Purpose: The Stormwater Management Oversight Committee reviews the projects, programs and expenditures that are funded by the Stormwater Management Fees including proposed stormwater management capital improvements and confirms their conformity to the 2017 ballot measure.</i>							
Approved Projects, Priorities, & Goals	Project, Priority, or Goal	Benefit, if completed	Mandate by State or Local Law and approved by City Council?	Policy Update as Directed by the City Council?	Timeline for Completion	Resources Needed	Measure of Success
	Track and monitor 2017 Ballot Measure, which covers 13 Capital Projects. This workplan focuses on 3 projects and 1 completed project.	Reduced ponding and flooding	Y	Y	2032	Staff support	Completion of projects
	Environmental protection and sustainability including regulatory and compliance goals.	Regulatory compliance in alignment with the City's policy on sustainability	Y	Y	Ongoing	Staff support	Meeting sustainability goals and compliance with stormwater regulations
	Track and monitor implementation of Green Stormwater Infrastructure (GSI) Plan.	Improved water quality and environmental enhancement	Y	Y	Ongoing	Staff support, Sub-committee for financing GSI	Increased acreage of stormwater treated through GSI features
Prioritize Projects, Priorities, & Goals	Name of Project, Priority, or Goal	Priority 1: Urgent (within 6 months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)		
	Track and monitor 2017 Ballot Measure, which covers 13 Capital Projects. This workplan focuses on 3 projects and 1 completed project.	Review completed design for 3 proposed projects to be constructed within the next 3 years.	Track and monitor construction progress on Corporation Way System Upgrades & Pump Station (SD-21000).	Track and monitor construction progress on W Bayshore Road Pump Station (SD-20000).	Track and monitor construction progress on W Bayshore Road Trunk Line Improvements (SD-23000).		
	Environmental protection and sustainability including regulatory and compliance goals.	1) Committee reviews proposed Stormwater Permit and comments as needed. 2) Continue to promote stormwater rebate program (including rain barrels). 3) Communications and outreach.	1) Review action plan to meet regulatory requirements for trash reduction and review plans for the Embarcadero Trash Capture Project. 2) Where possible, consider emerging residential and commercial stormwater management technologies and techniques. 3) Provide opportunities for individual committee members to surface emerging issues.	Review the changes to the stormwater ordinance to reflect updated Municipal Stormwater Permit requirements.	Review trash reduction actions formulated by action plan.		
	Track and monitor implementation of Green Stormwater Infrastructure (GSI) Plan.	1) Review Greening Parking Lots Project. 2) Continue Southgate Greening Project. 3) Support completion of GSI at Bike Bridge Project.	1) Review GSI feature at Hopkins near Rinconada Park. 2) Review EPA grant-funded Greening Parking Lots Project with staff.	1) Review and comment on tool to measure impervious surface throughout City. 2) Review and comment on GSI specifications. 3) Support the Greening Parking Lots Project.	Review GSI Maintenance and Monitoring Manual.		

Human Relations Commission 2021 Work Plan

Approved Projects, Priorities, and Goals	Name of Project, Priority or Goal	Public Benefit	Timeline for Review	Resources needed, i.e. staff support, subcommittee established, etc.	Metrics of effectiveness
	Inclusion & Belonging – Community Conversation	<ul style="list-style-type: none"> Community conversation about race suggestions to address individual and structural racism 	Summer 2021	Adhoc Subcommittee created – Commissioners Smith & Stinger	Number of participants Total Number of participants first conversation about race
	Inclusion & Belonging – Hate Crime Policies/Hate-based Incidents (HBI)	<ul style="list-style-type: none"> Informational – HRC better informed of local/council hate crimes by PAPD/SCC Public who experienced Hate Crime/HBI feels heard by HRC and Council 	Spring 2021	Adhoc Subcommittee needs additional member due to loss of current member	Submittal of Letter to City Council on Increase of local hate crimes
	Housing & Homelessness	<ul style="list-style-type: none"> Advocate for the needs of low income/marginally housed and unhoused residents of Palo Alto Work to ensure that city policies/practices that address issues 	Summer 2022	Adhoc Subcommittee needs additional member due to loss of current member	To be determined

		<p>related to the unhoused are based in compassion.</p> <ul style="list-style-type: none"> Assist the City and community as feasible in working towards housing solutions for the unhoused, including expanding safe parking programs. 			
	Public Health	<ul style="list-style-type: none"> Create a public awareness campaign to bring knowledge and understanding to the community, in order to lessen the stigma of mental health issues 	Fall 2021	Adhoc Subcommittee created - Commissioners Regehr & Savage	To be determined
	Emerging Issues	<ul style="list-style-type: none"> The HRC will identify emerging issues in the community, prioritize those that need further attention and bring any major initiatives, including those that involve significant staff time to the Council for approval. 	Ongoing		
Prioritize projects, priorities and goals	Name of Project, Priority or Goal	Priority 1: Urgent (within six months)	Priority 2: High (within the year)	Priority 3: Medium (within 2 years)	Priority 4: Low (beyond 2 years)

	Inclusion & Belonging – Community Conversation	X			
	Inclusion & Belonging – Hate Crime Policies/Hate- based Incidents	X			
	Housing & Homelessness			X	
	Public Health		X		
	Emerging Issues	X			

DRAFT Work Plan
June 2021 – May 2022

Board or Commission Name: Utilities Advisory Commission

Staff Liaison Name and Contact Information: Dean Batchelor, Director of Utilities,
Dean.Batchelor@CityofPaloAlto.org, 650.496.6981

Lead Department: Utilities

General Purpose and/or Purview of Board/Commission:

The Utilities Advisory Commission (UAC) is charged with:

- ✓ providing advice on acquisition and development of electric, gas, water and wastewater resources;
- ✓ joint action projects with other public or private entities which involve electric, gas, water or wastewater resources;
- ✓ environmental implications of electric, gas, water or wastewater utility projects, conservation and demand management

Draft Work Plan

The UAC Staff Liaison developed this draft work plan and submitted it to the City Clerk on June 9, 2021. The work plan will be reviewed by the UAC at its regularly scheduled meeting on July 7, 2021. Should there be further revisions, they will be provided to the City Council at that time.

Utilities Advisory Commission DRAFT Work Plan Items June 2021 – May 2022		
Anticipated Item/Topic	Description and/or Info	Timeline
Electrification of the City	Meet the S/CAP goals to reduce natural gas consumption by 2030.	These projects are ongoing and will be discussed by the Commission on as available basis.
Utilities CIPs	Rebuild/repair reservoirs; Foothills water piping	These projects are ongoing and will be discussed by the Commission on an as needed basis
Fiber to the Home	Build an infrastructure within the City to supply fiber to the community.	These projects are ongoing and will be discussed by the Commission as each phase is moving forward
Advanced Metering Infrastructure Project	Upgrade the antiquated meter system by replacing the citywide meters (gas/electric/water) with digital meters that can be read through a software program.	These projects are ongoing and will be discussed by the Commission as each phase is moving forward
Commodities	Rate Increases: Water, Gas and Electric (Wastewater and Storm Drain are Prop 218/26 matters)	These projects are ongoing and will be discussed by the Commission as needed