



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

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: <https://www.cityofpaloalto.org/City-Hall/Boards-Commissions/Parks-and-Recreation-Commission>

Current Commissioners

- Jeff Greenfield (Chair)
- Jeff LaMere (Vice Chair)
- Anne Warner Cribbs
- Amanda Brown
- Nellis Freeman
- Shani Kleinhaus
- Vacant (as of April 1, 2022)

Mission Statement

The purpose of the 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

- Foothills Nature Preserve Policies:
 - Recommendation from Commission on March 23, 2021 for policy updates regarding entrance fees for large vehicles, and free entry for the public on designated days, for student groups with a reservation, for 4th grade students, and with passes available at Palo Alto City Libraries
 - Recommendation from Commission for Foothills Preserve Policy Updates on December 14, 2021
 - Tentative date for Council April 2022
 - Recommendation for Open Space and Parks Photography and Film Policy on December 14, 2021 regarding the visitor limit, infrastructure improvements, entrance fees and passes, reservation system, bicycle access at Gate D, dogs at Towle Campground, and wildlife safety. Additionally, a parks and open space film and video policy recommendation was made, encompassing Foothills Nature Preserve along with other City parks and open space areas
- New 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 on September 28, 2021
 - Recommendation for a Vision for a new Palo Alto Gym on November 17, 2021
- CIP
 - Completed review of CIP plan for FY 2023-27 budget
- Racquet Court Policy
 - Development of New Pickleball Court Rules
 - Commission recommendation on October 26, 2021
- Fund 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
- 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
 - Recommendation from Commission to add new Regulation R1-41 ("Sidewalk Vendors") on September 28, 2021, which will be approved by the City Manager upon the City Council's adoption of a sidewalk vendor municipal code ordinance
 - Date for Council—Pending the timing of the Police Department update to the sidewalk vendor municipal code ordinance
- Baylands Tide Gate Project - Reviewed, provided input, and recommended a Park Improvement Ordinance (PIO) approval to Council
 - Parks and Recreation Commission recommendation on August 14, 2021
 - City Council approved on January 10, 2022
- CIP
 - Completed review of CIP plan for FY 2023-27 budget
- Racquet Court Policy
 - Development of New Pickleball Court Rules
 - Commission recommendation on October 26, 2021



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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 (Palo Alto Municipal Code 2.25.050). 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.
- Receiving community input concerning open space, parks, recreation, and activities.
- Reviewing state legislative proposals that may affect the operation of the divisions.

PROJECT/GOAL 1 : 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
Balanced and efficient utilization of courts for pickleball and tennis.	Calendar Year 2022	Staff time (survey and analysis of court usage, policy update, and cost analysis)	Approval of updated policy, if necessary. More hours of court use available for all racquet sports. Improved user satisfaction (feedback to Commission, staff, Council). Optimized usage of court resources.	N/A
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Updated court usage policy.		Evaluation and feasibility of expanded court use (lights, striping)		N/A
PROJECT/GOAL 2: Work with staff to facilitate progress on recreation projects.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Recreation and Park facilities for the health and welfare of current and future generations. Community engagement.	Fiscal Years 2022 and 2023	Utilize professional expertise existing in our community. Stakeholder engagement. Staff and consultant time, the Palo Alto Recreation Foundation and Friends of Palo Alto Parks.	One or more project recommendation to City Council. Identifying project funding sources. Community engagement.	N/A
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Facilitate community commitment and engagement, focusing on four capital projects: City Gym/Wellness Center, Skatepark, First Tee partnership at Baylands Golf Links, and 10.5 acres.		Gender equity and access survey to assess recreational needs of the community. Consider active and passive recreation needs of the community.		Yes - skatepark and city gym

PROJECT/GOAL 3: Identify need for funding not provided by City of Palo Alto, publicize easy ways for community to support Community Services Department.				
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. 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.	Fiscal Years 2022 and 2023	Limited staff resources, augmented by professional expertise in our community on a pro bono basis	Increased contributions, increased interest, implementation of suggestions from 2021 Fund Development Ad Hoc and report.	N/A
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Develop processes and opportunities for community funding.		Identify grant writing resources		N/A
PROJECT/GOAL 4: 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: ebikes, 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 policy implementation, such as signage, may be required.	Recommendation to City Council in Calendar Year 2022	N/A
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
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

PROJECT/GOAL 5: Provide a community forum and recommendations on urban forestry matters.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Foster community and stakeholder communication and collaboration on our 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)
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Provide feedback, recommendations, and interpretations to Urban Forestry (UF) on goals, policies, and implementation strategies that reflect the vision of the UFMP. Provide a community forum and serve as conduit for community UF concerns.		General urban forestry status updates provided during monthly Ad Hoc Committee and Liaison reports		N/A
PROJECT/GOAL 6: 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).
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Review and make recommendation regarding potential rededication of the 10 acre Measure E site at Byxbee Park.		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

PROJECT/GOAL 7:

CIP Review by PRC for Fiscal Years 2024-2028 Capital Plan for the Division of Parks, Open Space, and Golf.

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. Identify funding gaps (potential fundraising opportunities)	FY 2023, 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
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
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