

Senior Commission
Work Plan Considerations

Staff recommends that the Senior 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**.

- **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.