



PARKS & RECREATION COMMISSION STAFF REPORT

Item (2)
January 6, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	PROS Plan: Review and approve the Final Draft of the 2022 PROS Plan and the Hand-off Memo to the City Council	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Approve the Final Draft of the 2022 PROS Plan and the Hand-off Memo.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	Jake Jacobson
EXHIBITS:	1. 2022 PROS Plan Final Draft 2. 2022 PROS Plan Parks and Recreation Commission Hand-off Memo to the City Council 3. Matrix of changes/revisions to PROS Plan Preliminary Draft

SUMMARY

The Parks and Recreation Commission will conclude its work on the 2022 Parks, Recreation, and Open Space Plan. Topics will include:

- Review and approve the Final Draft of the 2022 PROS Plan (Exhibit 1)
- Review and approve the City Council Hand-off Memo (Exhibit 2)

BACKGROUND

As directed by the City Council in September 2019, the Parks & Recreation Department, in collaboration with the Parks & Recreation Commission (PRC), began the process of updating the PROS Plan. The previous PROS plan expired at the end of 2019.

The PROS Plan is a six-year plan that anticipates the programming and capital infrastructure investments necessary to meet the community's need for parks, recreation, open space, trails, arts, and cultural events. Conservation Technix was selected as the consultant to manage the process, including providing a baseline analysis of existing conditions and community needs, facilitating a community engagement process, and developing a draft framework for the final PROS Plan.

Work was suspended on the PROS Plan update in April 2020 due to the COVID-19 Pandemic.

At the end of 2020, the staff and consulting team resumed the planning process for the PROS Plan, with an initial focus on assessing the work that was already completed, adjusting the project timeline, and modifying the scope of work to reflect the need for virtual engagement strategies.

On January 19, 2021, the City Council hosted a joint study session with the PRC (see [AB 5797](#)) to kick-off the re-start of the planning process for the PROS Plan update.

A subsequent meeting was held with the PRC on February 4, 2021, to gather input to help inform the first Virtual Open House held on March 23, 2021.

At the March 6, 2021 meeting, the PRC reviewed the parks condition assessment, and discussed the consultant's initial findings related to ADA compliance.

At the June 3, 2021 meeting, the PRC reviewed and provided feedback on the draft capital project prioritization tool and the second community survey.

At the July 1, 2021 meeting, the PRC reviewed and provided feedback on the capital project prioritization criteria. The PRC also provided suggested revisions for the second community survey.

At the September 9, 2021 meeting, the PRC reviewed and provided feedback on the draft of Chapter 4 (Goals and Objectives), the draft Capital Facilities Plan and the areas of focus for the Virtual Public Meeting held on September 28, 2021.

At the October 14, 2021 special meeting, the PRC reviewed the 20-Year Capital Facilities Plan and the initial draft of the 2023-2028 Parks Capital Improvement Program (CIP).

At the November 4, 2021 meeting, the PRC reviewed the 2023-2028 Parks CIP and revisited Chapter 4 (Goals and Objectives).

At the December 9, 2021 meeting, the PRC reviewed the full Preliminary Draft of the 2022 PROS Plan and provided feedback. The Commission also discussed the Hand-off Memo to the City Council and formed a small group to work on revisions to the document.

Review Final Draft of the 2022 PROS Plan

At the December PRC meeting, Commissioners and the project team discussed comments and proposed revisions to the Preliminary Draft of the PROS Plan and agreed on changes, which were incorporated in the Final Draft (Exhibit 1). Given the formatting of the document, it is not possible to present these changes in "strike and delete format." Instead, the revisions and agreed upon changes were all tracked using a summary matrix (Exhibit 3).

Other changes made between the Preliminary Draft and the publishing of the Final Draft are all non-substantive and include minor grammatical edits, page number corrections, formatting, photos exchanged for clarity or design, and additional context included for certain graphs or visuals.

The project team is seeking PRC approval of the Final Draft of the PROS Plan.

Hand-off Memo to City Council

The Parks and Recreation Commission is scheduled to "hand-off" the Final Draft of the 2022 PROS Plan to the City Council at the January 18, 2022 Joint Meeting. It is customary to prepare a memo providing an overview of the planning process and summarizing the key recommendations. Chair McCarthy, Vice Chair Struck, and

Commissioner Westberg prepared a revision to the staff's draft of this memo for your consideration (Exhibit 2).

RECOMMENDED ACTION

Approve the Final Draft of the 2022 PROS Plan by motion.

Approve the 2022 PROS Plan Hand-off Memo to City Council by motion