



PARKS & RECREATION COMMISSION STAFF REPORT

Item 2
July 1, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	PROS Plan: Capital Project Prioritization Tool and Second Community Survey	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review the capital project prioritization tool and provide feedback. Review the draft of the second community survey and provide feedback.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Jessi Bon, City Manager Jason Kintner, Chief of Operations	
COUNCIL LIAISON:	Jake Jacobson	
EXHIBITS:	A. Draft: Capital Project Prioritization Memo, dated 06-24-21 B. Draft: Capital Facilities Plan Priority – Ranked by Priority C. Draft: 2021 Community Survey (Part 2)	

SUMMARY

At the July 1, 2021, Parks and Recreation Commission meeting, the Commission will continue work on the Parks, Recreation, and Open Space (PROS) Plan update. The discussion topics will include:

- Review and feedback on the draft capital project prioritization tool, which has been revised since the last PRC meeting based on feedback provided by the Commission.
- Review and feedback on the draft of the second community survey, which has been revised since the last PRC meeting based on feedback provided by the Commission.

The project team is seeking input from the Commission to inform development and further revisions to these documents.

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. To date, work that has been completed on the PROS Plan includes a review of existing conditions, completion of a capital facilities assessment, four presentations to the Parks and Recreation Commission, the completion of a community survey, and a Virtual Open House.

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 received a report out on the March Virtual Open House, 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.

CAPITAL PROJECT PRIORITIZATION TOOL

The Capital Facilities Plan (CFP) is a component of the PROS Plan and will provide a list of all of the potential parks, trails, and open space capital projects under consideration over the next 10 to 20 years. Types of CFP projects include:

- Renovations or enhancements to existing facilities
- New facilities or amenities
- Planning projects
- Property acquisitions

The projects in the CFP will be ranked based on a prioritization tool to be developed as part of the PROS Plan process. The draft prioritization tool was presented to the PRC at the June 2021 meeting and has since been revised based on the feedback received, see Exhibit 1. The project team is seeking additional feedback on the proposed prioritization tool with the intent of finalizing the approach so that it may be applied to the parks capital project list in preparation for the fall discussions with the PRC.

The project team has also compiled a preliminary list of capital projects including park planning projects and potential land acquisitions (see Exhibit 2) and ranked the projects according to the prioritization criteria. This is not intended to be an all-inclusive capital project list, but was developed to illustrate how the prioritization tool is applied to the potential list of capital projects. The PRC will begin their review of the proposed capital project list, including cost estimates, this fall.

SECOND COMMUNITY SURVEY

The draft of the second community survey was presented to the PRC at the June 2021 meeting. Feedback and suggestions from that discussion were incorporated into a revised draft (see Exhibit 3). The project team is seeking feedback from the PRC on the draft survey with the intent of finalizing the survey questions. The survey will be released at the end of August 2021 and concluded by mid to late September.

NEXT STEPS

The following agenda items are anticipated for the September 2 PRC Meeting:

- Introduction to goals and policies
- Review of the 10 to 20-year preliminary capital project list (with cost estimates) including a discussion of potential new capital projects

Work will continue on the PROS Plan through the end of 2021, with adoption of the plan anticipated for the end of 2021 or early 2022.

RECOMMENDATION

Review and provide feedback on the draft capital project prioritization tool and the draft of the second community survey.