



## PARKS & RECREATION COMMISSION STAFF REPORT

Item (2)  
October 14, 2021  
Regular Business

### AGENDA ITEM INFORMATION

<b>TITLE:</b>	PROS Plan: Review Community Engagement Results, Draft Capital Facilities Plan (20-year project list), and Draft Six-Year Capital Improvement Plan	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Review and discuss the results of the second community survey and the second virtual public meeting. Review the draft six-year CFP and provide feedback. Review the preliminary draft of the Six-Year Parks CIP and provide feedback.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>STAFF:</b>	Jessi Bon, City Manager Jason Kintner, Chief of Operations
<b>COUNCIL LIAISON:</b>	Jake Jacobson
<b>EXHIBITS:</b>	1. PROS Plan Survey #2 – Summary of Results 2. PROS Plan Virtual Public Meeting #2 – Summary of Results 3. Draft Capital Facilities Plan (20-year project list) – Sorted by Project Number 4. Draft Capital Facilities Plan (20-year project list) – Sorted by Location 5. Capital Project Prioritization Criteria – Revised July 2021 6. Draft Six-Year CIP – Projects Only

### SUMMARY

The Parks and Recreation Commission will hold a special meeting on October 14, 2021, to continue work on the Parks, Recreation, and Open Space (PROS) Plan update. The discussion topics will include:

1. Review the results of the second community survey and the outcomes from the second virtual public meeting.
2. Review and provide feedback on the revised draft of the Parks Capital Facilities Plan (20-year project list).
3. Review and provide feedback on the draft Six-Year Parks Capital Improvement Plan (CIP).

### 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, six presentations to the Parks and Recreation Commission, the completion of two community surveys, and two virtual community meetings. The project team recently met with the Arts Council and the Open Space Conservancy Trust. More than half of the PROS Plan is currently drafted and in the process of internal review.

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.

## **1. RESULTS OF THE SECOND COMMUNITY SURVEY**

The second community survey on the PROS Plan was closed on September 17. Overall, 505 responses were received from the random-sample mail survey (20% response rate), and 824 responses were generated via the online link published on the City's website. In total, 1,329 survey responses were recorded. The responses to the online survey may not have been unique responses given that someone completing the mail survey could also complete the online survey.

A report on the survey findings is attached as Exhibit 1 and will be presented to the Parks and Recreation Commission (PRC) for review and discussion at the meeting. As you are reviewing this data, along with the other input we've received to date, please think about how this information will help shape capital project and policy recommendations to be included as part of the PROS Plan.

## **2. SUMMARY OF THE SECOND VIRTUAL PUBLIC MEETING**

The second Virtual Public Meeting on the PROS Plan was held on September 28, 2021. The project team provided an update on the PROS planning process, shared the community input the City has received to date, and provided another opportunity to explore that feedback and other topics emerging as priorities as part of

the PROS Plan process. A total of fifty-five community members participated in the meeting. A summary of the polling results and the outcomes from the breakout session discussions is attached as Exhibit 2.

Similar to the survey results, please consider how this feedback informs policy and capital project recommendations in the PROS Plan.

### **3. REVIEW AND DISCUSSION DRAFT CAPITAL FACILITIES PLAN**

The Capital Facilities Plan (CFP) is a component of the PROS Plan and provides a list of the potential facilities, 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 revised draft of the CFP is attached as Exhibit 3 (sorted by project number) and Exhibit 4 (sorted by project location). A preliminary draft of the CFP was shared with the PRC at the last meeting and has undergone a few revisions since then:

- Project numbers were assigned to each project
- Planning level costs estimates are now included
- A number of projects were removed – see list at the bottom of Exhibit 3
- Some of the project titles and descriptions were refined.

The staff have endeavored to capture nearly all of the projects identified in adopted master plans or management plans in preparing the draft CFP.

As a reminder, the CFP includes project prioritization criteria that were developed by the PRC (Exhibit 5). The project ratings, although included in the CFP, are not intended to be the sole indicator of project priorities or project phasing. In developing the 2023 to 2028 Six-Year Parks CIP (see next topic), the project team and the PRC should also take into account project feasibility, potential partnerships, grant funding, community feedback, geographic location of projects, and other factors.

#### Direction Needed on the CFP/Additional Projects:

At this point in the planning process, the project team is seeking feedback from the PRC on the CFP project list. Specifically, this is the time in the process where the PRC may desire to add projects to the list based on outcomes of the community engagement process. Recommendations for new projects should include a scope of work with enough detail to allow staff to prepare a planning level cost estimate. New projects should also adhere to adopted master plans and other guiding policies, when applicable.

The staff recommends that the PRC facilitate a discussion to consider new project ideas and determine if there is majority support to add a project to the CFP list. As a reminder, adding a project does not guarantee it will be funded, it simply identifies the project for future consideration.

The staff team does not recommend removing projects from the CFP list given that they originated from previous planning efforts.

#### **4. DRAFT SIX-YEAR CAPITAL IMPROVEMENT PLAN (CIP)**

Once the CFP list is confirmed, the next step is to prepare a Six-Year Parks Capital Improvement Plan (CIP). The Six-Year Parks CIP is a planning level document that identifies the projects intended to be funded and completed over the next six-year period.

The project team has prepared a very preliminary initial draft of the 2023-2028 Parks 6-Year CIP (Exhibit 6). A few things to note about this draft:

- This is the project list only and includes cost estimates and project timing/sequencing.
- The CIP does yet include a revenue forecast. The Finance Director will present his long-term revenue forecast to the City Council on November 1 and that information will be incorporated into the next review of the CIP (November 4 PRC meeting).
- The cost estimates for the proposed projects likely exceed the available annual revenue for the Parks CIP (average revenue was \$3.4 million from 2018 to 2020). Staff will discuss the reasons the project list was prepared this way and discuss alternatives with the PRC.
- A 3% cost estimate escalator has been applied to the “Ongoing” CIP projects, but escalation was not yet factored in for other projects. The cost estimates shown for the other projects are based on 2021 estimates and will be updated for the next PRC meeting.
- The CIP list was derived from the current CFP list and does not yet account for new projects that may be added by the PRC.

It should be noted that this is a very preliminary first draft of the 2023-2028 Parks CIP. Additional refinements will be made based on PRC feedback, revenue estimates, and community input. The PRC will review this document again at the November 4 PRC meeting and review may continue through the December meeting.

#### **NEXT STEPS**

Work will continue on the PROS Plan through the end of 2021, with a hand-off to the City Council anticipated in Q1 2022. The remaining PRC meetings will involve finalizing the CFP (20-year Project list), further refinement of the 2023-2028 Parks CIP, and reviewing the draft chapters.

A member of the Arts Council and the Open Space Conservancy Trust will be invited to join the remaining PRC meetings to ensure their interests are represented in development of the final plan.

#### **RECOMMENDED ACTION**

Review results of the second community survey and the second virtual public meeting. Review the revised draft Capital Facilities Plan and consider adding new projects with majority support of the Parks and Recreation Commission. Review the draft 2023-2028 Parks Capital Improvement Plan and provide feedback.