



PARKS & RECREATION COMMISSION STAFF REPORT

Item 4
June 3, 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 B. Draft: Second Community Survey

SUMMARY

At the June 3, 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
- Review and feedback on the second community survey

The project team is seeking input from the PRC to inform revisions of both 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, three 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.

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.
- Property acquisitions.

The projects in the CFP will be prioritized based on a scoring tool to be developed as part of the PROS Plan process. The staff and consulting team are seeking feedback on the proposed capital project prioritization tool (see Exhibit 1). Once the criteria and weighted scoring approach is confirmed, staff will turn their attention to updating the list of potential capital projects for review and consideration at a future PRC meeting.

SECOND COMMUNITY SURVEY

The project team is recommending conducting a second community survey to solicit input on capital project priorities, to further refine our understanding of recreation program priorities, and to explore revenue and funding alternatives. The project team is seeking feedback from the PRC on the draft survey questions (see Exhibit 2).

NEXT STEPS

The following agenda items are anticipated for the July 8 PRC Meeting:

- Review final draft of second community survey
- Continue review and discussion of capital investment priorities
- Introduction to goals and policies

Work will continue on the PROS Plan at the September 2 PRC meeting and the PROS Plan will likely be a standing agenda item through the end of 2021.

RECOMMENDATION

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