



**PARKS & RECREATION COMMISSION
STAFF REPORT**

**Item (2)
December 9, 2021
Regular Business**

AGENDA ITEM INFORMATION

TITLE:	PROS Plan: Review Preliminary Draft of the 2022 PROS Plan and the draft Parks and Recreation Commission Hand-off Memo	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Review and provide feedback on the Preliminary Draft of the 2022 PROS Plan and the draft Hand-off Memo.	<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:	1. 2022 Preliminary Draft of the Parks, Recreation and Open Space (PROS) Plan 2. Draft Parks and Recreation Commission Hand-Off Memo

SUMMARY

The Parks and Recreation Commission will continue work on the 2022 Parks, Recreation, and Open Space (PROS) Plan update. The discussion topics will include:

- Reviewing and providing feedback on the Preliminary Draft of the PROS Plan (Exhibit 1)
- Reviewing and providing feedback on the draft Parks and Recreation Commission 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. 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 has been handed off to the PRC for initial review. The remaining draft chapters are in development and are anticipated to be available by mid to late November.

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).

1. REVIEW PRELIMINARY DRAFT OF THE 2022 PROS Plan

Over the month of November, drafts of the PROS Plan chapters (aka the Preliminary Draft – see Exhibit 1) have been transmitted to the PRC members for review and feedback. The project team is compiling the suggestions received to date:

- Minor edits and corrections will be incorporated into the Final Draft of the PROS Plan, scheduled for publication at the end of December.
- Requests for formatting changes, including changes to the exhibits, are somewhat limited at this stage, but the project team will evaluate and incorporate suggestions where possible.
- Requests for substantive changes to the document will be discussed with the PRC during the December 9 meeting and the project team will be seeking final direction on proposed changes at this meeting.

Staff requests PRC members submit additional suggestions and recommendations on the Preliminary Draft of the PROS Plan via email to Merrill Thomas-Schadt for consideration no later than 4:00 pm on Tuesday, December 7. Requests for substantive changes will be added to those already received and presented to the PRC for consideration and direction at the December 9 meeting.

2. PARKS AND RECREATION HAND-OFF MEMO

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 meeting. It is customary to prepare a memo providing an overview of the planning process and summarizing the key recommendations. The project team has prepared a draft memo for PRC consideration, see Exhibit 2.

Given the length of the PRC meeting agenda on December 9, it will not be practical to discuss detailed revisions to the memo during the meeting. The staff recommends the PRC discuss and reach consensus on the general themes of the memo and assign final review and editing to a sub-committee of the PRC. The sub-committee and staff will work on revisions during the month of December and present a final draft memo for PRC consideration at the meeting on January 6, 2022.

NEXT STEPS

The staff will incorporate final changes to the PROS Plan and publish a “Final Draft” at the end of December. The PRC will consider the final draft and the hand-off memo at the PRC meeting on January 6, 2022.

A joint meeting between the Parks and Recreation Commission and the City Council is planned for Tuesday, January 18, 2022 to discuss the Final Draft of the 2022 PROS Plan. The City Council is anticipated to review the PROS Plan in February and adopted in March.

RECOMMENDED ACTION

Review and provide feedback on the Preliminary Draft of the 2022 PROS Plan and the draft of the Parks and Recreation Hand-Off Memo.