



## COMMUNITY SERVICES DEPARTMENT

### MEMORANDUM

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**TO:** PARKS AND RECREATION COMMISSION

**FROM:** Amy French  
MTEP Intern  
(AKA CPA's Current Planning Manager)

**DEPARTMENT:** Community Services

**AGENDA DATE:** October 28, 2008

**SUBJECT:** Agenda for November 25, 2008 Parks and Recreation Commission Retreat and Study Session

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The purpose of this report is to inform the Parks and Recreation Commissioners about the topics proposed for the upcoming retreat and study session.

#### RECOMMENDATION

Staff recommends that the Parks and Recreation Commission (P&RC) conduct a retreat and study session on November 25, 2008. The retreat is scheduled to begin in the City Hall Human Resources conference room with dinner at 6:15 pm, followed by a team-building discussion, beginning at 6:45 pm, focused on the effectiveness and efficiency of the P&RC. The study session would begin in the City Hall Council conference room at 7:30 pm. The purpose of the study session would be to discuss plans to obtain consultant proposals to conduct a needs assessment and assist staff in extending and further developing the existing Community Services Department (CSD) Strategic Plan 2005-2010 (Plan), to serve as a companion document to the Palo Alto Comprehensive Plan (Comp Plan) currently undergoing an update to the year 2020.

#### DISCUSSION

The retreat would allow for commissioners to briefly discuss any interpersonal concerns and effectiveness with respect to Commissioners' participation and staff-provided meeting documents. The study session item would provide opportunity for oral communications on any item not on the agenda, and public comment to the P&RC on the

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study session item.

The study session would include a staff presentation of background information and specifics of a proposal to obtain consulting services. Consultants would be sought to: (1) conduct a comprehensive review and needs assessment of arts & sciences, parks, human services, and recreation programs, services and facilities, building upon the assessment prepared for the existing Plan, (2) create a longer-term (10-years or longer) vision for CSD facilities and community programs, and (3) develop recommendations to update and extend the existing Plan's strategic actions, goals, policies and programs.

The P&RC would be asked to review and discuss: (a) the scope and purpose of a longer term plan and use of the existing Plan's Executive Summary, (b) a draft scope of services for a Request for Proposal (RFP) for distribution to qualified consultants, and (c) a draft timeline for outreach, assessment and plan preparation. Staff would provide any supporting documents so that the P&RC could discuss potential budget issues related to the Plan scope, including staff resources and potential consultant costs, and direct revisions to the draft scope of services.

**NEXT STEPS**

Staff would proceed with distributing RFP's to obtain proposals and estimated costs for services only after relevant discussion and authorization by Commissions and the City Council.

Prepared by: Amy French, Management Intern

Reviewed by: Rob De Geus, Recreation and Golf Division Manager

Department Approval: \_\_\_\_\_

**Rob de Geus**  
**Division Manager, Recreation and Golf Services**