

**PARKS AND RECREATION COMMISSION AND URBAN FORESTRY BOARD WORK PLAN**  
**Fiscal Year 2016-17**

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
<b>Ongoing Work Items</b>			
A. Elect two Commissioners to Arbor Day Committee.		October 2016	
B. Election of Officers (Chairperson and Vice Chairperson).		January 2017	
C. Review and provide input on Parks In-Lieu fees recommendations.		April/May 2017	
D. Review annual CSD operating budget.		May 2017	
E. Review and provide input on annual work plan.		June 2017	
F. Acknowledge Cuesta Tennis Center operator annual report.			A report will be sent to the Commission via e-mail or presented at a meeting.
G. Acknowledge Mountain View Trees Annual Report.			A report will be sent to the Commission via e-mail or presented at a meeting.
H. Acknowledge Friends of Deer Hollow Farm Annual Report.			A report will be sent to the Commission via e-mail or presented at a meeting.
I. Acknowledge Friends of R-House Annual Report.			A report will be sent to the Commission via e-mail or presented at a meeting.

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J. Acknowledge Friends of Stevens Creek Trail Annual Report.			A report will be sent to the Commission via e-mail or presented at a meeting.
K. Review Heritage Tree Appeals.			Ongoing/as needed.
L. Recognize Youth Sports Organizations.			Ongoing/as needed.
M. Naming of parks.			As needed.
<b>Fiscal Year 2016-17 New Work Items</b>			
1. Updates on trail usage following 1-year implementation.	One-year review	October 2016	<ul style="list-style-type: none"> <li>• Commission reviewed March 2015.</li> <li>• Council approved June 2015.</li> <li>• Implemented September 2016.</li> </ul>
2. Review and provide input on Castro median redesign plan.	Commission to review and provide input	October/ November 2016	
3. Review Financial Assistance Program (FAP) implementation results after a year.	One-year review	November 2016	<ul style="list-style-type: none"> <li>• Commission reviewed November 2014</li> <li>• Council approved March 2015</li> <li>• Implemented September 2015</li> </ul>
4. Review and provide input on plaza usage.	Commission to review and provide input	Fall/Spring 2017	

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5. Review and provide input on Parks Restrooms Policy.	Commission to review and provide input	Fall/Spring 2017	
6. Review and provide input on annual Council goals.	Commission to review and provide input	May/June 2017	
7. Review and provide input on nexus study of commercial usage of open space and parks.	Commission to review and provide input	Spring/Summer 2017	
<b>Capital Projects</b>			
1. Review and provide input on Shoreline Master Plan.			Commission reviewed and provided input on the Shoreline Master Plan in October 2015
2. Review and provide input on Wyandotte Park Conceptual Plan.		Depends on Council adoption of CIP budget	
3. Review and provide input on Evandale Mini-Park Conceptual Plan.		Depends on Council adoption of CIP budget	
4. Review and provide input on community garden at Shoreline and Latham Conceptual Plan.		Depends on Council adoption of CIP budget	<ul style="list-style-type: none"> <li>• Commission reviewed in March and June 2015</li> <li>• Council approved in June 2015</li> </ul>

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5. Review and provide input on Public Works Department capital projects related to parks and trails.			As needed