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DEPARTMENT OF
PARKS AND RECREATION

**CITY OF SACRAMENTO
CALIFORNIA**

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SACRAMENTO, CA
95814

ADMINISTRATION

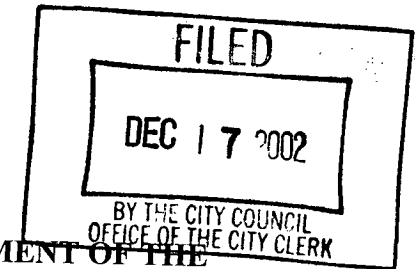
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November 20, 2002

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: TIMELINE AND PROCESS FOR THE DEVELOPMENT OF THE
2003 UPDATE OF THE PARKS AND RECREATION PROGRAMMING
GUIDE (PRPG)**



LOCATION AND COUNCIL DISTRICT: Citywide; All Council Districts

RECOMMENDATION:

This is an informational report intended to provide the City Council with the timeline and process for the development of the 2003 Parks and Recreation Programming Guide.

CONTACT PERSON: JANET BAKER, INTERIM PARK DEVELOPMENT MANAGER, 264-8234
JONATHAN REWERS, PARKS AND RECREATION ANALYST, 264-0150

FOR COUNCIL MEETING OF: December 17, 2002

SUMMARY:

On October 2, 2001, the City Council approved a process to complete an annual Parks and Recreation Programming Guide (PRPG) designed to identify unfunded priority projects in the City's eleven community planning areas and have a comprehensive community and council review process. When developing the process for the Parks and Recreation Programming Guide, staff proposed an annual review process to allow for new projects to be added and projects that moved into the Capital Improvement Program (CIP) to be removed. This is an informational report intended to provide the City Council with the timeline and process for the development of the 2003 Parks and Recreation Programming Guide (Exhibit A). Staff will report back to the City Council in February on the progress made on projects in the approved 2002 Parks and Recreation Programming Guide.



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COMMITTEE/COMMISSION ACTION:

The Citizen's Advisory Committee (CAC) for Parks and Recreation approved staff's recommendation on November 7, 2002.

BACKGROUND:

On October 2, 2001, the City Council approved a new process to develop a Parks and Recreation Programming Guide (PRPG). Staff developed scoring criteria per Council direction, designed to evaluate new projects in three categories: Land Acquisition, Repair and Rehabilitation and Development of New Parks or Existing Parks Beyond Minimum Standards. Staff also developed a system in which City Council and the community would be involved in both the development of an accurate project list and the priorities recommended in the PRPG.

As part of the approved Parks and Recreation Programming Process, the PRPG is to be updated annually. As projects are funded they move on to the Capital Improvement Program (CIP) and are removed from the PRPG. The annual review also allows the community, Citizen's Advisory Committee for Parks and Recreation and City Council the opportunity to add new projects to be evaluated, scored and integrated into the next year's PRPG. Existing projects in the PRPG may also be reevaluated and rescored, if there is any new information that could result in a change in the project's score.

Staff will report to the City Council in February 2003 status of the projects in the approved 2002 Parks and Recreation Programming Guide, and the progress made on the 2003 PRPG update. The proposed process and timeline for the development of the 2003 Parks and Recreation Programming Guide is attached as Exhibit A.

FINANCIAL CONSIDERATIONS:

There are no financial considerations with this report.

ENVIRONMENTAL CONSIDERATIONS:

The Environmental Services Manager has determined that the approval of the Parks and Recreation Programming Guide process is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines. Exemption 15061 (b)(3) consists of an activity covered by the general rule that CEQA only applies to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

POLICY CONSIDERATIONS:

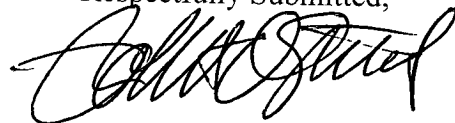
Providing Parks and Recreation facilities is consistent with the City's Strategic Plan goals including: enhancing and preserving neighborhoods and preserving and expanding arts and culture, open space, the urban forest, and parks and recreation opportunities.

The Parks and Recreation Programming Guide is a document designed to prioritize unfunded and in some cases underfunded CIP projects. As part of the overall Park Development Process, the PRPG sets annual priorities, which allows staff to manage resources, production capacity and operational/maintenance impacts, while still completing projects within a reasonable amount of time.

ESBD CONSDIERATIONS:

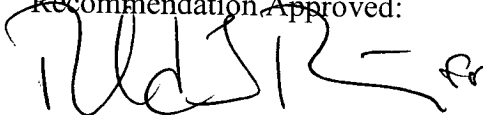
Not applicable as no goods or services are being procured as a result of the Parks and Recreation Programming Guide process approval.

Respectfully Submitted,



ROBERT G. OVERSTREET
Director, Parks and Recreation

Recommendation Approved:



ROBERT P. THOMAS
City Manager

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Exhibit A: Process and Timeline to Complete the 2003 Parks and Recreation Programming Guide

STEP/TIMEFRAME	GOALS & OBJECTIVES:
<p>STEP 1: NEW PROJECT INPUT/PROJECT LIST REVIEW</p> <p>December 1 - January 15, 2003</p>	<p>Objective: Develop complete project lists by planning area.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Provide an opportunity for the community, the CAC and City Council to add new projects. 2. Review of existing project lists and removal of funded projects from the previous year's PRPG.
<p>STEP 2: COUNCIL REVIEW/REVISION OF PROJECT LISTS</p> <p>December 2 – January 31, 2002</p>	<p>Objective: To set meetings with Council District 1-8 offices and the Office of the Mayor for project list review/revision.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Working with the Council Offices, identify a complete list of park projects for their districts. 2. Ensure that all project descriptions are adequate and accurate. 3. Remove any projects which are duplicates or no longer a priority for the community. 4. Provide an opportunity for review of any previously scored PRPG projects based on new information that would result in a scoring change.
<p>STEP 3: STAFF REVIEW AND SCORING OF PROJECT LISTS</p> <p>February 1 – February 10, 2003</p>	<p>Objective: An accurate listing of priority park projects in each of the 11 Community Planning Areas and Citywide Regional Projects.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Take lists generated by both the public and the Council Offices and sort them by Community Planning Area. 2. Using Council Approved Criteria, staff from the Department of Parks and Recreation will score all new projects and re-score those in which there is new information. 3. Project lists will be prepared with the top three projects on the Community Planning Area lists. The remainder of the projects will be recorded for future priority lists.

STEP/TIMEFRAME	GOALS & OBJECTIVES:
<p>STEP 4: PUBLIC REVIEW OF PRPG PRIORITY LISTS</p> <p>February 10 - March 14, 2003</p> <p>CAC Review at March 6, 2003 Meeting</p>	<p>Objective: To give an opportunity for the public to comment and react to the Parks and Recreation Programming Guide and make appropriate recommendations.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Working with the Neighborhood Services Department, Parks and Recreation staff will present the project priority lists in each of the four Neighborhood Service areas. 2. Staff will make modifications based upon community input to each of the Community Planning Area lists. 3. Take updated Community Planning Area lists to each of the City Council offices for final comment before publishing the Draft Parks and Recreation Programming Guide.
<p>STEP 5: FINALIZING THE PRPG</p> <p>March 17 - March 21, 2003 (ONE WEEK FINAL REVIEW)</p> <p>CAC Approval April 3, 2003 Meeting</p> <p>Council Adoption April 15, 2003</p>	<p>Objective: Finalize and Publish the Parks and Recreation Programming Guide</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Publish the Draft Parks and Recreation Programming Guide and share with the City Council for final comment and modifications. 2. Staff will make final modifications and the Parks and Recreation Programming Guide will be brought before the City Council for approval.