



Park Planning 2021 Projects/Tasks Overview

Board of Community Services
January 27, 2021

Jen Santos
Parks Deputy Director

Staffing Work Plans

- Each staff member creates annual work plan
 - Work plans reflect estimated project type work and regular tasks to be completed within one year
- Parks projects are often multiple years/months
 - Master Plan - 3 years on average
 - CEQA MND - 2 years on average
 - RFP's – 3 to 4 months on average
 - Construction - 180 days on average
 - Grant applications - 4 to 6 months on average
- More park projects/tasks requests than staffing hours per year
- Recreation and Parks changes in staffing/organization
- Increase in EOC operations

Work Plan/Task Prioritization

- Business and Strategic Plan from 2008
- Projects/tasks related to safety
 - Playground replacement
 - ADA updates/requirements
- Mandated reports/tasks
 - FEMA reporting
- Grants and projects with State and local agencies
 - State Parks and Recreation/Natural Resources Agency
 - Ag and Open Space District
- Development reviews/negotiations
 - Youth Community Park EVA
- Community engagement
- Quadrant analysis

Division Staffing

- Two Full time staff (2080 hours)
 - Deputy Director, Resource and Program Coordinator
- One Part time staff (1250 hours)
 - Office and Program Aide (GIS)
- Two temporary staff (-1000 hours)
 - Assistant Park Planners
- Shared Department Resource
 - Administrative Secretary
- 7410 hours annually on average

Park Planner Projects/Tasks

Park Planner Ander:

- MLK Grant application/community outreach
- South Davis Park Grant application/community Outreach
- Measure M Outreach and Community Meetings
- Measure M Deferred Maintenance Project
- Roseland Creek Master Plan and CEQA update and outreach
- AP2P Grant Application
- Roseland Creek Conservation Easement and Recreation Covenant
- Roseland Creek pathway project
- Council Policy 000-25: Park Naming Policy and Procedure Update
- Creekside Renaming request

Park Planner Projects/Tasks

- General Plan update for R & P Sections
- BOCS Ordinance update
- Community Garden Policy
- Oaklake Renaming request

Park Planner Bernard:

- Colgan Creek Neighborhood Playground
- Dutch Flohr Neighborhood Park improvement (playgrounds)
- Kawana Springs Community Garden Improvement
- Finley Aquatic Center Spray Ground
- Rincon Valley Community Park playground replacement
- Rinconada Park Improvements

Park Planner Projects/Tasks

- Skyhawk Fire damage recovery
- Review of all development plans/conditions of approval
- Review of all park project improvement plans
- LBH&G Pathway ADA Improvements
- Juilliard Park Improvements
- Annual Tree City Certification
- Youth Community Park Skate Park Improvements
- Matanzas Creek Park Improvements
- Howarth Park Landscape Improvements
- AP2P Monument sign project
- Citywide park gate project
- Parks Standard Specifications update

Resource and Program Coordinator Projects/Tasks

- FEMA reimbursement requests
- FEMA Quarterly reporting
- FEMA coordination for on-going management/coordination with Finance staff per park project
- Fire Damaged Roadway landscaping project management
- Updating Landscape Maintenance Contract data
- Hazard tree removal project – Citywide
- Cost estimating/parks data collection for all grants and projects
 - MLK, S. Davis, Ag and Open Space, Measure M...
- Response to Public Records Requests – 26 on average

Resource and Program Coordinator Projects/Tasks

- Tax District implementation and on-going management
- Manage Development applications
- Provide plan reviews for all park related projects
- Research Parks Historical data and organize/provide for projects/file
- Regularly update GIS site and manage parks data assets
- Create and manage parks data metrics
- Manage Parks transfer of data management system (CityWorks)
- Actively search and analyze grant opportunities/report
- Assist with Budget management and related analysis
- Manage GIS/Mapping/Data set staff (Office/Program Aide)

Parks Division Overview

- Deputy projects and management of entire section, all budgets, all projects, special projects
- Set Division goals/priorities/Liaison responsibilities
- Division annual project/tasks exceed hours available
- Prioritization utilized to determine annual schedule
- Unscheduled projects/tasks/emergency events
- Division project/tasks update on-going
- Overview Conclusion

Questions?