

**PARKS, ARTS, RECREATION, &  
CULTURAL COMMISSION  
REGULAR MEETING AGENDA**

**6:30 PM - Tuesday, November 19, 2024**

***Los Altos Community Center, Sequoia Room,  
97 Hillview Ave, Los Altos, 94022***

**PARTICIPATION:** Members of the public may participate by being present at the Los Altos Community Center, Sequoia Room, 97 Hillview Ave, Los Altos, CA 94022. Public comment is accepted in person at the physical meeting location, or via email to [PARCPublicComment@losaltosca.gov](mailto:PARCPublicComment@losaltosca.gov).

**RULES FOR CONDUCT:** Pursuant to Los Altos Municipal Code, Section 2.05.010 "Interruptions and rules for conduct": Understanding that the purpose of the city council meetings is to conduct the people's business for the benefit of all the people, in the event that any meeting of the city council is willfully interrupted by a person or group of persons so as to render the orderly conduct of the meeting impossible, the mayor, mayor pro tem, or any other member of the city council acting as the chair may order the removal of the person or persons responsible for the disruption and bar them from further attendance at the council meeting, or otherwise proceed pursuant to Government Code Section 54957.0 or any applicable penal statute or city ordinance.

**REMOTE MEETING OBSERVATION:** Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://losaltosca-gov.zoom.us/j/89283302592?pwd=n1qWpi1qrIqeGsb7bi33YXi5N5zxH5.1>

**Telephone: 1-669-444-9171 / Webinar ID: 892 8330 2592 / Passcode: 628673**

**SUBMIT WRITTEN COMMENTS:** Prior to the meeting, comments on matters listed on the agenda may be emailed to [PARCPublicComment@losaltosca.gov](mailto:PARCPublicComment@losaltosca.gov).

***Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. If this information is included in your written comments, they will become part of the public record. Redactions and/or edits will not be made to public comments, and the comments will be posted as they are submitted. Please do not include any information in your communication that you do not want to be made public.***

***The Chair will open public comment and will announce the length of time provided for comments during each item.***

## AGENDA

### ESTABLISH QUORUM

### CALL MEETING TO ORDER

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

*Members of the audience may bring to the Commission's attention any item that is not on the agenda. The Chair will announce the time speakers will be granted before comments begin. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action occurs.*

### ITEMS FOR CONSIDERATION/ACTION

1. [Minutes](#): Approve meeting minutes for PARC meeting of October 14, 2024
2. [Commission Chair & Vice Chair Election](#): Make motions to select 2025 Chair and Vice Chair
3. [Artist Proposal Discussion for Council Chambers](#): Discussion and review of Adrian Litman proposals for Council Chambers project
4. [Commission Updates](#): Presentation on Commission Updates for 2025
5. [Commission Work Plan](#): 2025 PARC Work Plan Preparation and Approval

### INFORMATIONAL ITEMS

6. [Council/Commission Joint Meeting](#): February 2025

### COMMISSION/SUB-COMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

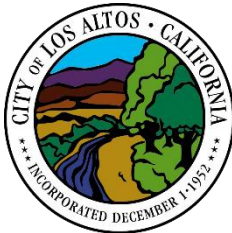
- Redwood Grove pathway
- Art Tours
- Park In Lieu/Art Fund Presentation: Finance/PW

### SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or

materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: [ada@losaltosca.gov](mailto:ada@losaltosca.gov).

## **ADJOURNMENT**



**PARKS, ARTS, RECREATION, &  
CULTURAL COMMISSION  
REGULAR MEETING MINUTES  
6:30 PM - Tuesday, October 15, 2024  
*Los Altos Community Center, 97 Hillview Avenue,  
Sequoia Room, Los Altos, CA 94022*  
AGENDA**

**ESTABLISH QUORUM**

Present: Chair Valadez, Vice Chair Corrigan, Commissioners Morris, Couture, Young, and Moore

Absent: Commissioner Yeh

**CALL MEETING TO ORDER**

Chair Valadez called the meeting to order at 6:32pm

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

**ITEMS FOR CONSIDERATION/ACTION**

1. **Minutes:** Approve minutes of regular meeting of September 17, 2024

**Public Comment:** None

**Action:** Based on a motion by Commissioner Couture, and seconded by Commissioner Morris, the Parks, Arts, Recreation, & Cultural Commission elected to pass the Minutes of September 17, 2024 as written.

**Approve:** Young, Morris, Valadez, Couture, Corrigan, and Moore

**Oppose:** None

**Abstain:** None

**Motion passed, unanimously:** 6-0-0

2. **Artist Proposal Discussion for Council Chambers:** Discussion and review of Adrian Litman proposals for Council Chambers project

**Public Comment:** None

**Action:** None

- 3. **Receive Presentation on Community Garden:** receive presentation and discuss possibility of location and future funding for demonstrational/educational garden

**Public Comment:** None

**Action:** Commissioner Couture moved that PARC support a restorative garden in at the Los Altos Community Center. Vice Chair Corrigan seconded the motion.

**Approve:** Moore, Young, Corrigan, Valadez, Couture

**Oppose:** Morris

**Abstain:** None

**Motion passes:** 5-1-0

- 4. **Commission Work Plan:** 2025 PARC Work Plan preparation

**Public Comment:**

**Action:** None

**INFORMATIONAL ITEMS**

- 5. **Summer Concert Series rec1. ap**
- 6. **Call for Art - Community Center Gallery**
- 7. **Sculpture Maintenance**

**COMMISSION/AD HOC COMMITTEE ORAL REPORTS**

**REQUESTS FOR FUTURE AGENDA ITEMS**

- Activity book production
- Redwood Grove pathway
- Art Tours/ Public Art Brochure
- Park in Lieu / Art Fund Presentation (Finance/PW)
- Progress of City Council art by Adrian Litman

**ADJOURNMENT**

Chair Valadez adjourned the meeting at 9:05pm



**TO:** Parks, Arts, Recreation and Culture Commission  
**FROM:** Manny A. Hernandez, Staff Liaison  
**SUBJECT:** Commission Chair & Vice Chair Election

**RECOMMENDATION:**

Make motions to select 2025 Chair and Vice Chair

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**BACKGROUND**

The election of a Commission Chair and Vice Chair are governed by the Commission and Committee Handbook:

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of a commission may serve consecutive terms as the chair, meaning that the chair must change annually.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Any member of the Commission may serve as Chair and Vice Chair. The current Chair will ask for nominations for one position at a time. Any member may nominate a commissioner to serve. Nominations do not require a second. Once nominations for the position are closed, the Commission will vote. If a majority of members approve, that member will serve as Chair or Vice Chair for the year.

Attachments:

A. None



**TO:** Parks, Arts, Recreation and Culture Commission  
**FROM:** Manny A. Hernandez, Staff Liaison  
**SUBJECT:** Artist Proposal Discussion for Council Chambers

**RECOMMENDATION:**

Commission discussion with Adrian Litman to discuss Council Chambers steps project and review artist proposals

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**BACKGROUND**

The Los Altos Parks, Arts, Recreation and Culture Commission selected Adrian Litman as the artist to propose a scope of work, art and price to fulfill the work requested for the Council Chamber steps and planter curbs.

In this discussion with Mr. Litman, the Commission will review the proposal for the work and possibly make a motion to accept the proposal for recommendation to City Council.

Attachments:

- A. Attachment Design #1
- B. Attachment Design #2
- C. Attachment Design #3
- D. Attachment Design #4
- E. Attachment Design #5



## DESIGN - 1



Main entry stairs CorTen plates attached to the raisers  
and porcelain tiles installed on top of concrete hand rails ends  
Cost estimate \$ 16,000





## DESIGN - 2

Porcelain Mosaic design above the main entry door

Cost estimate \$ 16,000



### DESIGN - 3

CorTen and Porcelain mosaic design - Oak leaf motif installed on the walls on each side of the main entrance. Estimated cost \$ 22,000.



## DESIGN - 4

Side ramp porcelain tiles installation on the concrete curbs.  
Cost estimate \$4,500





## DESIGN - 5

### Side Ramp

Perforated CorTen panels with porcelain tiles inserts attached to the handrail vertical bars.

Their porcelain tiles show nature inspired images designs.

Design, manufacturing and installation cost is \$ 8,000.



# Parks, Arts, Recreation and Culture Commission Updates

Manny A. Hernandez  
Staff Liaison



# PARC Commission

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The parks, art, recreation and cultural commission shall:

- A. Submit an annual report to the city council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;
- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;



# PARC Commission

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- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places;
- E. Serve as a forum for community input and engagement; and
- F. Perform other tasks and duties as assigned by the council.



# Election of Chair and Vice Chair

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- Commission appoints Chair and Vice Chair annually at the first meeting in October.
- No member of a Commission may serve consecutive terms as the chair so they must change annually





# Attendance and Participation

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- Majority of members required in person for meeting to take place
- Commissioners must attend 75% of regularly scheduled meetings
- Commissioner must let liaison know at least one week in advance of meeting that they will attend remotely
- Commissioners may attend no more than 20% of meetings remotely



# Reporting

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- Commissions provide a workplan for approval to Council in 1<sup>st</sup> Quarter of each calendar year
- Commissions provide an annual plan to Council at joint meeting



# Work Plan

## 2025 Los Altos Commission Work Plan

| Goal                            | Projects        | Anticipated Completion             | Priority Source               | Status                     | Assignment            | Notes   |
|---------------------------------|-----------------|------------------------------------|-------------------------------|----------------------------|-----------------------|---|
| Overarching goal for Commission | Name of Project | When project is planned for review | Where this project comes from | What is the current status | Who has been assigned | Further information that will be useful to know |



# Work Calendar

## 2025 Los Altos Commission Calendar

| January                        | February | March     | April   | May      | June        |
|--------------------------------|----------|-----------|---------|----------|-------------|
| Insert items<br>from work plan |          |           |         |          |             |
|                                |          |           |         |          |             |
|                                |          |           |         |          |             |
|                                |          |           |         |          |             |
| July                           | August   | September | October | November | December    |
| No meetings                    |          |           |         |          | No meetings |
|                                |          |           |         |          |             |
|                                |          |           |         |          |             |



# Ad Hoc Subcommittees

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- Must be Ad Hoc, cannot be standing
- A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year.
- Ad Hoc Subcommittees must comply with all aspects of the Brown Act, but do not require meetings to be posted or staff support.



# Ad Hoc Subcommittees

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- Must have specific topic and timeframe
- Cannot be an area of continuing jurisdiction
- Cannot be established in multiple years
- Must report findings out to full Commission
- Commissioners can only serve on one subcommittee at a time



# Ad Hoc Subcommittees

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The motion of establishment must include that the Ad Hoc Subcommittee:

1. Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
2. Consists of less than a quorum of the Commission,
3. Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
4. Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
5. Will not be re-established or renewed in multiple years, and
6. Is advisory in nature and is not established to work on an item where continuing jurisdiction exists



# Working Pairs

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- Unlike Ad Hoc Subcommittees which require a formal approval and are limited in time duration and scope, the Commission may assign Commissioners into working groups to provide research, information, fact gathering, prioritizing, or other activities related to the Commissions work plan.
- Working groups may consist of 1 or 2 Commissioners who are able to meet to discuss topics of interest to the Commission, prior to reporting back at an open meeting to the full Commission.
- The Commission may take action on the report or simply receive it.





# Working Pairs

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- Working groups are designed to allow Commissions to work in a more flexible manner, to respond to requests, initiatives, or direction from Council, or to move work plans forward.
- There is no limit to the amount of working pairs a Commissioner can participate in at one time.



# What's the difference?

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## Ad-Hoc Subcommittee

- Formal
- Focused on project
- Workplan development
- Example: Main Library Improvements

## Working Pairs

- Informal
- Component of plan or project
- Example: Flyer for New Library Feature



# Commissioner Liaisons

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- Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee.
- The full Commission should be updated in public
- The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic



# Commissioner Liaisons

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- Can appoint official commission liaisons to any external organizations
- Example of liaison assignments:
  - Friends of Los Altos Library
  - Los Altos Library Endowment
  - North County Library Authority
- Not applicable to PARC at this time



# Council Liaisons

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- Council liaison will meet with Commission Chair and staff liaison once per year at a minimum as well as at joint meeting
- Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies



# Conflict of Interest

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- Perceived Conflict of Interest
- Incompatible Activities



# Perceived Conflict of Interest

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- A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making.



# Perceived Conflict of Interest

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- Commissioners must notify Staff liaison
- Commissioner must disclose perceived conflict of interest before participating in discussion
- Commissioner will seek out advice from City Attorney or FPCC





# Conflict of Interest

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- Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.



# Conflict of Interest

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- It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest.
- The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.



# Questions

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- If any commissioners have questions, concerns, or are unclear on anything, please contact the staff liaison or Council liaison.





**TO:** Parks, Arts, Recreation and Culture Commission  
**FROM:** Manny A. Hernandez, Parks & Recreation Director  
**SUBJECT:** Work Plan Review and Approval

**RECOMMENDATION:**

Review draft work plan and motion for approval

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**BACKGROUND**

Annually, each commission shall discuss and prepare its annual work plan based upon the City Council annual priorities and budget, which shall be submitted and approved by the City Council. The work plan is a list of the anticipated topics, assignments and goals that the Commission will focus on over a 12-month period. From time to time the City Council may amend the approved commission work plan in order to achieve the goals of the city. Any requested modifications should be in line with the goals and objectives of the commission and the city.

The commission is to review the PARC 2025 work plan motion to approve in preparation for the joint meeting with City Council.

Attachments:

- A. 2025 Workplan (Draft)

## Parks Arts Recreation & Culture Commission 2025 Work Plan

| Goal   | Objective  | Projects   | Anticipated Completion | Priority Source   | Assignment | Status      |
|--|--|--|------------------------|-------------------|------------|-------------|
| <b>Community Outreach</b>                      | Continue increasing community involvement in activity and the arts through programs and events | Continue search for opportunities for community involvement programs.  |                        | Powers and Duties |            | In Progress |
|  |  | Call for Art <ul style="list-style-type: none"> <li>• Develop process/program</li> </ul>   |                        | Powers and Duties |            |             |
|  |  | PR Outreach: Work with City PR support for communications outreach and Commission charter <ul style="list-style-type: none"> <li>• Brochure</li> <li>• Commission program signage</li> </ul> |                        | Powers and Duties |            |             |
|  |  | PARC representation at City and community special events <ul style="list-style-type: none"> <li>• Farmers Market (LAVA)</li> <li>• Concerts</li> <li>• Family Fun Days</li> </ul>            |                        | Powers and Duties |            |             |
| <b>Expand existing public arts "footprint"</b> | Establish Los Altos as a "Destination" for experiencing public art                             | Walking and bike tour of business district sculptures: Planned tours, flyer, promotion<br>Create/update sculpture walking tour map and brochure  |                        | Powers and Duties |            |             |
|  |  | Call for public art (Art Without Walls)  |                        | Powers and Duties |            |             |
|  |  | Placing art within a reasonable distance to the public. (Art Near Me)  |                        | Powers and Duties |            |             |
| <b>Art Conservation and Stewardship</b>        | Ensure a positive end-to-end experience with   | Work with staff to enter website updated with new sculpture information.   |                        | Powers and Duties |            |             |

|  |  |   |  |                   |  |  |
|--|--|---|--|-------------------|--|--|
|  | our city’s art installations including interaction with artists, staff and community | <p>Work with staff to manage and monitor:</p> <ul style="list-style-type: none"> <li>• Current values of city-owned sculptures</li> <li>• Placement of sculptures</li> <li>• Loan sculptures insurance and extensions</li> <li>• Best practices of other cities regarding loan program</li> </ul> <p>Proof of insurance through the life of the art loan (check with staff on this)</p> |  | Powers and Duties |  |  |
|  |  | Explore restoration possibilities for various City-owned artworks   |  | Powers and Duties |  |  |
|  |  | Catalog all art in public spaces (City and private)   |  | Powers and Duties |  |  |
| <b>Mange Los Altos Community Center and other public facility art programs</b> | Implement ongoing visual art exhibits that enhance community spaces                  | <p>Community Center art gallery: Complete two calls for art each year</p> <ul style="list-style-type: none"> <li>• Winter Call for Art</li> <li>• Fall Call for Art</li> </ul>  |  | Powers and Duties |  |  |
|  |  | Art for the Council Chamber entry steps: Scope project and receive community input  |  | Powers and Duties |  |  |
| <b>Increase park and facility use</b>  | Engagement events  | <p>Work with staff on:</p> <ul style="list-style-type: none"> <li>• Art related event(s)</li> <li>• Recreation related event(s)</li> </ul> <p>Gather feedback on events</p>   |  | Powers and Duties |  |  |
|  | Assess use of current dog parks  | Compile report with observations that were done by commissioners  |  | Powers and Duties |  |  |
|  | DEI (Diversity Equity and Inclusion)   | Apply DEI principles to everything we do  |  | Powers and Duties |  |  |
| <b>Increase participation in recreation programs</b>                           | Multi-cultural   | Work with staff and partners to plan new cultural events  |  | Powers and Duties |  |  |
|  | Performance  | Be responsive to staff as they select performance activities  |  | Powers and Duties |  |  |

|                       |   |   |  |                   |  |  |
|-----------------------|---|---|--|-------------------|--|--|
|                       | Sponsorship                                       | Work with staff to recommend a sponsorship program for summer concerts and events |  | Powers and Duties |  |  |
| <b>Public Process</b> | Be conduit for public input and city transparency | Park improvement projects and public art purchases                                |  | Powers and Duties |  |  |