

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

6:30 PM - Tuesday, August 15, 2023

Los Altos Community Center – Sequoia Room

97 Hillview Ave, Los Altos, CA

Please Note: The Parks, Arts, Recreation, & Cultural Commission will meet in person at the Los Altos Community Center Sequoia Room as well as via Telephone/Video Conference

<https://losaltosca-gov.zoom.us/j/88299141977?pwd=cExLMmNJR3IESGFSektscXRtQ05wdz09>

Phone Number: 669-444-9171, Meeting ID: 882 9913 1977, Meeting Passcode: 089860

PLEASE NOTE: Commissioners Wong and Valadez will participate in the meeting via videoconference from the sites listed below. The meeting agenda will be posted on the videoconference site, which is accessible to the public. Anyone wishing to address the Council from the videoconference site will be provided with an opportunity to do so.

Location for Commissioner Wong:

Coronado Springs Hotel
1000 W Buena Vista Dr, Lake Buena Vista, FL 32830
Room 9467

Location for Commissioner Valadez:

The Hampton Inn Goleta
5665 Hollister Ave
Goleta, CA 93117

TO PARTICIPATE VIA THE LINK ABOVE - Members of the public will need to have a working microphone on their device and **must have the latest version of Zoom**. To request to speak please use the “Raise hand” feature located at the bottom of the screen.

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda email crichardson@losaltosca.gov with the subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Emails sent to the above email address are sent to/received immediately by the Parks and Recreation Commission. Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

CALL MEETING TO ORDER

ESTABLISH QUORUM

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. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. 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 noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve the minutes of the Special Meeting of July 13, 2023
2. **Moon Festival:** Discuss the Parks & Recreation Department's plans for the new Moon Festival and possible PARC involvement
3. **PARC Plans for Upcoming Pop-Up Events:** Review and coordinate the plans for upcoming Pop-Up events planned for 2023
4. **Art in the Park Tour:** Discuss plans for Art in the Park self-tour program for the public
5. **community Center Call for Art:** Explain the process and schedule for the next call for art at the Community Center gallery
6. **Green Oaks Lane and Bendigo Drive:** Begin discussion and answer questions on the City-owned property at the corner of Green Oaks and Bendigo

INFORMATIONAL ITEMS

7. Art installations of plaque update
8. Recreation programs update
9. Parks projects update

SUB-COMMITTEE UPDATES**FUTURE AGENDA ITEMS**

Moon Festival

Park In-Lieu/Art Fund Update

Permanent Dog Park

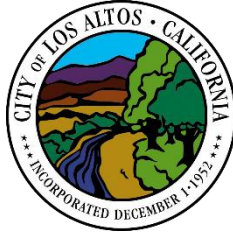
ADJOURNMENT**SPECIAL NOTICES TO PUBLIC**

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.

Agendas, Staff Reports and some associated documents for Parks and Recreation Commission items may be viewed on the Internet at <https://www.losaltosca.gov/parksreccommission>.

If you wish to provide written materials, please provide the Commission Staff Liaison with 10 copies of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.



**PARC (PARKS, ARTS, RECREATION,
& CULTURAL) COMMISSION
SPECIAL MEETING MINUTES**

6:00 PM - Thursday, July 13, 2023

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

CALL MEETING TO ORDER

Co-Chair Waldman called the meeting to order at 6:04pm

ESTABLISH QUORUM

Present: Co-Chair Waldman, Co-Chair Morris, Vice Chair Couture, Commissioners Yeh, Wang, Moore, Corrigan, and Janjigian

Absent: Commissioners Tasic and Valadez

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

ITEMS FOR CONSIDERATION/ACTION

Co-Chair Waldman requested that several of the items change order. In these minutes they are listed and numbered in the order taken.

1. Commissioner Introductions

2 Minutes: Approve minutes of the Parks & Recreation Commission regular meeting of February 8, 2023, and the Public Arts Commission regular meeting of June 22, 2023

Public Comment: None

Action: Based on a motion by Co-Chair Morris, the PARC Commission approved the minutes of the Parks & Recreation Commission's regular meeting on February 8, 2023, with a minor correction. Co-Chair Waldman seconded the motion.

Approve: Yeh, Wang, Morris, Waldman, Couture, Moore, Corrigan, and Janjigian
Oppose: None
Abstain: None
Motion passed, unanimously: 8-0-0.

Action: Based on a motion by Co-Chair Waldman, the PARC Commission approved the minutes of the Public Arts Commission's regular meeting on June 22, 2023, as written. Vice Chair Couture seconded the motion.

Approve: Yeh, Wang, Morris, Waldman, Couture, Moore, Corrigan, and Janjigian
Oppose: None
Abstain: None
Motion passed, unanimously: 8-0-0.

3. **Powers and Duties of Commission:** Duties and expectations of Parks, Arts, Recreation, & Cultural Arts Commission (PARC)
4. **Meeting Schedule:** Discuss the best day and time for the PARC Commission regular meetings.

Public Comment: None

Action: Co-Chair Waldman made a motion that the PARC Commission meet on the third Tuesday of each month. Vice Chair Couture seconded the motion.
Approve: Janjigian, Morris, Wang, Yeh, Moore, Couture, and Waldman
Oppose: Corrigan
Abstain: None
Motion passed: 7-1-0.

Action: Vice Chair Couture moved to hold the PARC Commission meetings at 6pm. Co-Chair Waldman seconded the motion.
Approve: Waldman, Couture, Corrigan, Morris, Janjigian
Oppose: Yeh, Wang
Abstain: Moore
Motion failed: 5-2-1.

Action: C-Chair Morris moved to hold the PARC Commission meetings at 7pm. Commissioner Yeh second the motion.
Approve: Waldman, Moore, Yeh, Wang, Morris
Oppose: Couture, Corrigan, Janjigian
Abstain: None
Motion failed: 5-3-0.

Action: Co-Chair Morris moved to hold the PARC Commission meetings at 6:30pm. Vice Chair Couture seconded the motion.
Approve: Waldman, Couture, Moore, Yeh, Wang, Morris, Janjigian
Oppose: Corrigan
Abstain: None
Motion passed: 7-1-0.

- 5. **Work Plan Review:** Commission reviews Work Plans of the previous Parks & Recreation and Public Arts Commissions
- 6. **Selection of Chair/Vice Chair and Meeting Process:** Commission will select Chair to service until new appointments in October, per the Commission Handbook.

Public Comment: None.

Action: Vice Chair Couture moved that the PARC Commission have co-chairs. Commissioner Wang seconded the motion.

Approve: Waldman, Morris, Couture, Yeh, Wang, Moore, Corrigan, Janjigian

Oppose: None

Abstain: None

Motion passed, unanimously: 8-0-0.

INFORMATIONAL ITEMS

7. Links for Review:

City Municipal Code:

[https://library.municode.com/ca/los altos/codes/code of ordinances?nodeId=SUHITA](https://library.municode.com/ca/los%20altos/codes/code%20of%20ordinances?nodeId=SUHITA)

Public Art Funding – Chapter 3.52

Park Land Dedications – Chapter 13.24

Parks Plan:

[https://www.losaltosca.gov/sites/default/files/fileattachments/parks_and_recreation_commission/page/30331/final los altos parks plan.pdf](https://www.losaltosca.gov/sites/default/files/fileattachments/parks_and_recreation_commission/page/30331/final_los_altos_parks_plan.pdf)

Art Guideline Documents:

[https://www.losaltosca.gov/sites/default/files/fileattachments/public_arts_commission/page/36231/city of los altos public art guidelines 2021.pdf](https://www.losaltosca.gov/sites/default/files/fileattachments/public_arts_commission/page/36231/city_of_los_altos_public_art_guidelines_2021.pdf)

8. COMMISSION/SUB-COMMITTEE REPORTS

9. STAFF ORAL REPORTS

10. REQUESTS FOR FUTURE AGENDA ITEMS

- a. Park-in-lieu Update
- b. Public Art Balance Presentation

ADJOURNMENT

Co-Chair Waldman adjourned the meeting at 7:34pm



**PARKS, ARTS, RECREATION AND CULTURAL COMMISSION
AGENDA REPORT**

Meeting Date: August 15, 2023

Subject: Moon Festival

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Initiated by: Staff

Attachment(s): A. Moon Festival Event Proposal

Staff Recommendation

The staff recommends the Commission discuss involvement in the Parks & Recreation Department Moon Festival.

Environmental Review:

Not applicable

Summary/Project Description:

The Mid-Autumn Festival, also known as the Moon Festival or Mooncake Festival, is a traditional festival celebrated in Chinese culture and it is also celebrated by many other Asian countries, such as Singapore, Malaysia, and the Philippines.

The history of the Mid-Autumn Festival dates back over 3,000 years. The festival is held on the 15th day of the 8th month of the Chinese lunisolar calendar with a full moon at night. Therefore, it symbolizes the family reunion and on this day all families will appreciate the Moon in the evening.

On this day, the Chinese believe that the Moon is at its brightest and fullest size, coinciding with harvest time in the middle of Autumn. Lanterns of all sizes and shapes are carried and displayed – symbolic beacons that light people's path to prosperity and good fortune. Mooncakes, a rich pastry typically filled with sweet-bean, egg yolk, meat or lotus-seed paste, are traditionally eaten during this festival.

Fiscal Impact:

None

Discussion/Analysis

PARC Commission should ask questions about the festival and discuss possible Commission involvement in the event.

Proposal for 2023 Great Los Altos Chinese Community Moon Festival

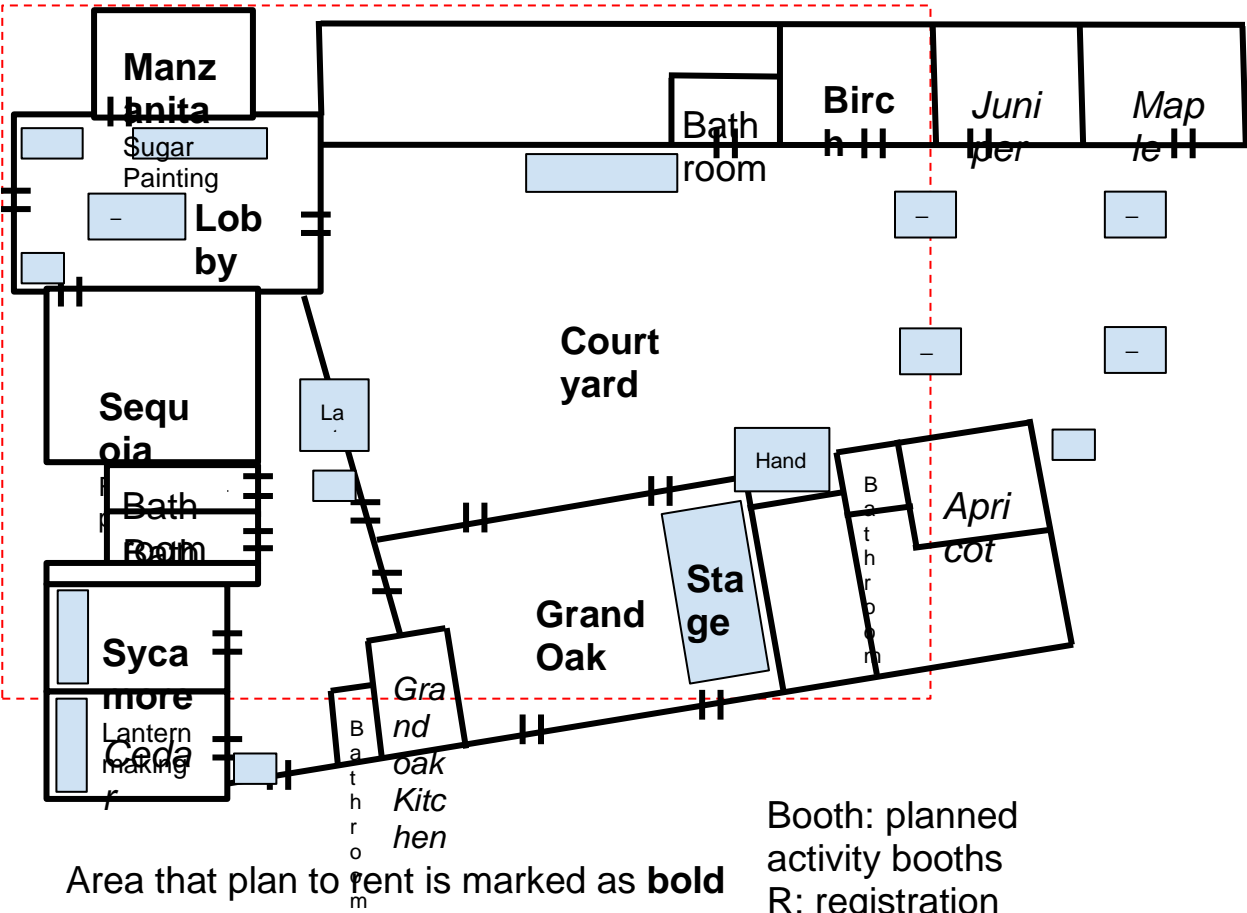
Date and Time

Date: October 15th, 2023 (Reserved, 29th is the official Moon Festival)

Time: 1-4:30pm (12-1pm setup, 4:30pm-6pm cleanup)

Capacity: 2k

Venue (Los Altos Community Center)



Booth: planned activity booths
 R: registration desk
 S: sponsor desk

Proposed area to rent

- Lobby (\$50)
- Sequoia (\$50)

- Sycamore (\$40)
- Birch (\$40)
- Grand Oak (\$125)
- Courtyard (\$25)
- Manzanita (\$40)

The total would be \$370 per hour, propose to rent from 12pm-6pm

* 1.5X if we use extra hour

Detailed Planning

Planning sheet: [2023 Great Los Altos Chinese Community Moon Festival Planning sheet](#)

Registration desk X 3

Marked as R on the map, at the 3 main entrances of the community center

Function

- Setup pre-registration plan
- Pre-registration form distribution
- During the event: distribute brochures (with Activity Map, Stage Performance Program, and Sponsor pages, liability waiver), distribute wristbands & count the number of participants, and provide small gifts like balloons for kids or for paid registrants.

Sponsors' desk up to 4

Marked as S on the map

Sponsor level and benefit

[2023 Great Los Altos Moon Festival Sponsorship & Benefits](#)

Potential sponsors sign up sheet

Please help with connecting potential sponsors and fill the spreadsheet here [2023 Great Los Altos Moon Festival Sponsorship Signup](#)

Booth

Proposed activities together with estimated cost (purchase + shipping) and memo

Category	Name	Cost for 1.5k	Note
Crafts	Sugar painting (Manz)	\$600	9 tables 27 chairs most (1 desk 2 chairs for sponsor, 4 chairs for volunteers, capacity 20 players), 25 sets of painting kits + 1500 sugar

			canes
	Fan Painting (Sequo)	\$1200	10 tables and 48 chairs most (1 table 2 chairs for sponsor, 4 chairs for volunteers, capacity 8 table with 42 chairs), 500 fan with paint +1000 painted fans for distribution
	Lantern make (Syca)	\$1800	Square shaped desks 10 and 32 chairs (1 desk 2 chairs for sponsor, 2 chairs for v, capacity 28),
Game (courtyard)	Shuttlecock Jianzi kicking	\$20	Middle of the courtyard, 1 desk combines both activities, 2 volunteers
	Basketball game	0	From Neighbour
	Throw pot 投壶	\$150	2 volunteers
Special guest	Face painting (Lob)	\$200	For student volunteers
Display	Handmade hair pin	0	Silicon Valley Hanfu Club
Functional	Drink and Mooncake stand (Lob), milktea		Prepare limited types of drink and food for sale , such as water, coke, diet coke, and mooncakes
	Decoration	\$200	Lantern wall
	Registration	\$200	Price is for balloons and wristbands for distribute

Stage Performance @Grand Oak

Stage rental \$2000, stage background printing \$2000

Stage performance time 1:30-4:30pm

We can prepare a 1-1.5 hour (~12 programs) traditional Chinese culture show and performs two times

If we have enough funding, invite 5 guest performances with high quality to level up (1-2k) including 2 professional instruments, 2 high quality dance or performing groups, 1 kungfu show

Proposed programs (**Feel free to recommend more**):

- Hanfu show (Silicon Valley Hanfu Club: <https://www.bilibili.com/video/BV1K8411u7Ey/>)
- Chinese dance (Googirl: [2022 Googirl Dance Showcase - 梦回江宁](#), [2022 Googirl Dance Showcase - 亚丽古娜](#), [2022 Googirl Dance Showcase - 桃花影落](#))

- Traditional instrument Pipa (Zhuxi Wang: [【竹夕琵琶】《天行九歌·十面埋伏》Pipa cover 『Ambushed from All Sides』 by 王竹夕 Zhuxi Wang](#))

Lantern Decoration Wall

Decorate the wall right of Sequoia with lanterns, so that the audiences could take photos. Only use **blue paint tape** to stick to the wall. Sample effect pictures from Google:



Room Birch

This area will be used as our storage room for food, beverage, and all extra materials. Can also serve as a lounge for volunteers and performers to take some rest.

Income and Cost Estimation

Rough income estimation

Source	Income
From Cash Sponsors	10k
From drink and mooncake stand sale	1k
From fast pass ticket sale	3k
From Los Altos City if willing to Co-sponsor the event	2.5k as the venue rental free of charge
From Santa Clara County	3k-4k (not confirmed yet)
Total	16-19k

Rough cost estimation

See [2023 Great Los Altos Chinese Community Moon Festival Planning sheet](#) for detailed cost estimation

Item	Cost
Community center rental	\$2500
Everything for all the activities including shipping	\$5500
Lantern wall	\$500
Water and food for volunteers and performers, and for sale	\$2000-4000
Brochures printing	\$1000
Stage backset printing	
Invite guest performance	\$2000
Stage rental	\$2000-3000
Total	15-18k

Advertising

Moon festival intro

The Mid-Autumn Festival, also known as the Moon Festival or Mooncake Festival, is a traditional festival celebrated in Chinese culture and it is also celebrated by many other Asian countries, such as Singapore, Malaysia, and the Philippines.

The history of the Mid-Autumn Festival dates back over 3,000 years. The festival is held on the 15th day of the 8th month of the Chinese lunisolar calendar with a full moon at night. Therefore, it symbolizes the family reunion and on this day, all families will appreciate the Moon in the evening.

On this day, the Chinese believe that the Moon is at its brightest and fullest size, coinciding with harvest time in the middle of Autumn. Lanterns of all sizes and shapes are carried and displayed – symbolic beacons that light people's path to prosperity and good fortune. Mooncakes, a rich pastry typically filled with sweet-bean, egg yolk, meat or lotus-seed paste, are traditionally eaten during this festival.

Flyers and brochure from city

City commission: might be interested in volunteering

Performing group

Sponsorship



**PARKS, ARTS, RECREATION AND CULTURAL COMMISSION
AGENDA REPORT**

Meeting Date: August 15, 2023

Subject: PARC Commission Plans for Upcoming Pop-Up Events

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Initiated by: Commission

Attachment(s): None

Staff Recommendation

The staff recommends the Commission discuss upcoming pop-up events that were planned by the previous Public Arts and P&R Commissions to look for possible efficiencies in programming.

Environmental Review:

Not applicable

Summary/Project Description:

Pop-up events are interactive activities for the public facilitated entirely by Commissioners. All events are open to the public.

Fiscal Impact:

None

Discussion/Analysis

PARC Commission should ask questions and discuss previously planned pop-up events and look for possible efficiencies in programming.



**PARKS, ARTS, RECREATION AND CULTURAL COMMISSION
AGENDA REPORT**

Meeting Date: August 15, 2023

Subject: Art in the Park Tours

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Initiated by: Commission

Attachment(s): None

Staff Recommendation

The staff recommends the Commission discuss a proposed Art-in-the-Park Tour program for the public

Environmental Review:

Not applicable

Summary/Project Description:

Art-in-the-Park Tour program is being proposed as a way to increase art in City parks as well as bringing more of the community into the parks.

Fiscal Impact:

None

Discussion/Analysis

PARC Commission should discuss ideas on this proposed program and if it should be a part of the work plan discussions.



**PARKS, ARTS, RECREATION AND CULTURAL COMMISSION
AGENDA REPORT**

Meeting Date: August 15, 2023

Subject: Community Center Call for Art

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Initiated by: Commission

Attachment(s): None

Staff Recommendation

The staff recommends the Commission explain the Call for art process and discuss the schedule for the next Call for Art at the Community Center Art Gallery

Environmental Review:

Not applicable

Summary/Project Description:

There is a regular process of receiving art for display locations such as the Community Center that begins with a Call for Art. This process will be explained and a discussion on the next process for the Community Center Art Gallery will begin.

Fiscal Impact:

None

Discussion/Analysis

PARC Commission should discuss the process and plan for the next Call for Art at the Los Altos Community Center.



**PARKS, ARTS, RECREATION AND CULTURAL COMMISSION
AGENDA REPORT**

Meeting Date: August 15, 2023

Subject: Green Oaks Lane and Bendigo Drive

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Initiated by: Commission

Attachment(s): A. Satellite photo of Green Oaks & Bendigo
B. Street View of Green Oaks & Bendigo

Staff Recommendation

The staff recommends the Commission discuss potential of City owned Green Oaks Lane and Bendigo Drive property as a recommended location for future development as a park.

Environmental Review:

Not applicable

Summary/Project Description:

The undeveloped property located at Green Oaks Lane and Bendigo Drive is currently owned by the City. Past commissions have shown interest in discussing making a recommendation to City Council on how to develop that location as a passive neighborhood park.

Fiscal Impact:

None

Discussion/Analysis

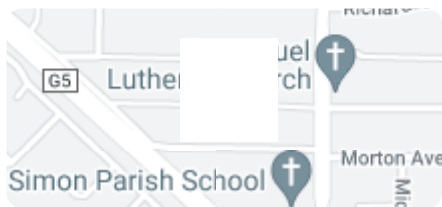
Begin discussion and answer questions on the City-owned property at the corner of Green Oaks and Bendigo

Google Maps 1228 Green Oak Ln

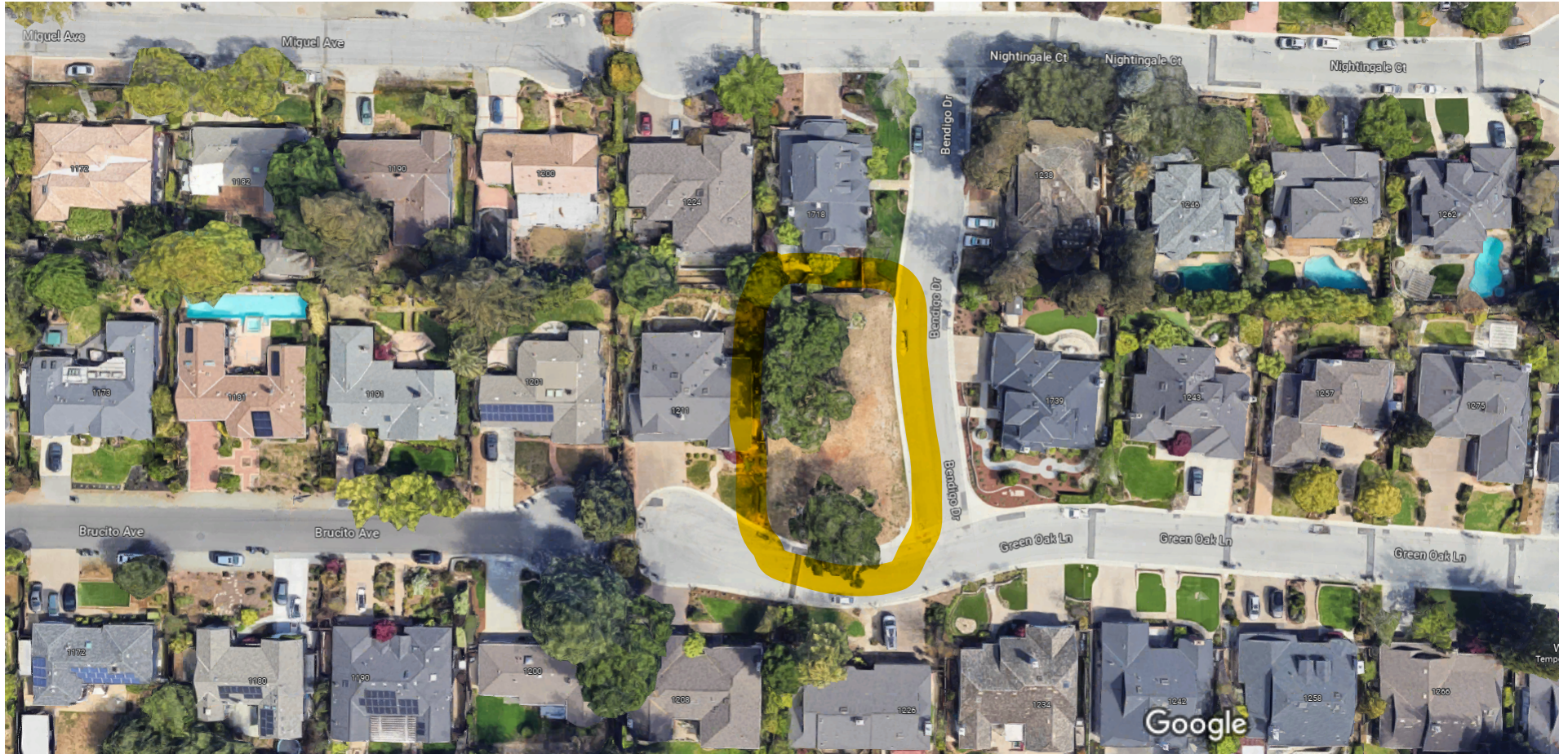


Los Altos, California
 Google Street View
 Oct 2022 See more dates

Image capture: Oct 2022 © 2023 Google



Google Maps Los Altos



Imagery ©2023 Google, Imagery ©2023 Airbus, CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2023 Google 50 ft