



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

6:30 PM - Tuesday, November 21, 2023

*Community Meeting Chambers, Los Altos City Hall
1 North San Antonio Road, Los Altos, CA*

Please Note: the Parks and Recreation Commission will meet via Telephone/Video Conference and in person.

Members of the public may observe the Commission meeting at

<https://losaltosca.gov.zoom.us/j/83506565766?pwd=Bfi7BnU2EEy8UCRp3vrS8q-PO4Nu1g.6QI-bCx0MU5arGjO>

Webinar ID: 835 0656 5766, Passcode: 840764

PLEASE NOTE: Commissioner Wang 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.

Location for Commissioner Wang:

Casa Palermo
1518 Cypress Dr.
Pebble Beach, CA 93953
Room 629

TO PARTICIPATE IN THE MEETING - Members of the public **MUST BE IN ATTENDANCE AT THE MEETING TO PARTICIPATE.**

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:** Review and approve the Minutes from the regular meeting of October 17, 2023
- 2. Call for Art Review – Council Chambers Steps:** Review and provide input on the draft call for art that has been prepared by staff.
- 3. Heart Sculpture Style Selection:** Provide recommendation on style of heart to be purchased for installation as directed by City Council.
 - 4. Magical Bridges Playground Discussion:** Receive information on the feasibility of a Magical Bridges playground installation in Los Altos.
 - 5. Preparation for Work Plan and Joint Meeting:** Review ideas for the work plan discussion in January and discuss possible topics for the joint meeting with Council.
- 6. Commission Meeting Schedule:** Approve the 2024 PARC Commission meeting schedule.
- 7. Art Installations:** Update and discussion on art installations.

INFORMATIONAL ITEMS

- 8. Library Parking Lot Proposal (Update):** Draft parking modifications to be shared with PARC Commission.

COMMISSION/SUB-COMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS**ADJOURNMENT****SPECIAL NOTICES TO PUBLIC**

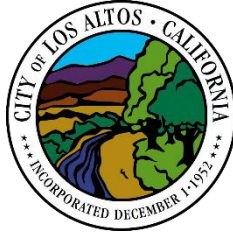
In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require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



PARKS, ARTS, RECREATION, & CULTURAL COMMISSION MEETING MINUTES

6:30 PM - Tuesday, October 17, 2023

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

CALL TO ORDER

Chair Morris called the meeting to order at 6:32 PM

ESTABLISH QUORUM

Present: Chair Morris, Vice Chair Corrigan, Commissioners Moore, Valadez, & Couture

Absent: Commissioners Yeh and Wang

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Community member Amy Madsen spoke regarding her art gallery, and she is seeking permission to place a sculpture in front of that gallery.

Sculptor James Moore spoke about his artwork.

Dr Elisabeth Ward spoke about artwork at the Civic Center and asked for clarity about how organizations can apply for funding for Community Projects.

Councilmember/ PARC Council Liaison Neysa Fligor spoke to thank and congratulate the Commissioners.

ITEMS FOR CONSIDERATION/ACTION

- 1. Minutes:** Approve minutes of the Regular meeting of September 19, 2023

Public Comment: None.

Action: Based on a motion by Commissioner Valadez, seconded by Vice Chair Corrigan, the Parks, Arts, Recreation, and Cultural Commission approved the Minutes of the September 19, 2023, meeting as amended.

Approve: Morris, Corrigan, Valadez, Moore, Couture

Oppose: None

Abstain: None

Motion passes, unanimously: 5-0-0.

2. Commission Reorganization: Select Chair and Vice Chair for the 2023/2024 term year

Public Comment: None

Action: Commissioner Valadez was nominated as Chair by Vice Chair Corrigan. She accepted the nomination.

Approve: Morris, Corrigan, Valadez, Moore, Couture

Oppose: None

Abstain: None

Appointment passes, unanimously: 5-0-0

Vice Chair Corrigan was nominated to serve as Vice Chair by Commissioner Couture. She accepted the nomination.

Approve: Morris, Corrigan, Valadez, Moore, Couture

Oppose: None

Abstain: None

Appointment passes, unanimously: 5-0-0

3. Commission Handbook Update: Presentation on the changes to the Commission and Commission Handbook

Public Comment: None

Action: None

4. Public Arts Brochure: Receive information on the brochure and discuss updates

Public Comment: None

Action: None

5. Heart Art: Discuss location for Council-approved art piece

Public Comment: None

Action: None

- 6. **Call for Art:** Provide Commission with an update on the Calls for Art at the Community Center and Council Chamber steps

Public Comment: None

Action: None

- 7. **Capital Improvements Program Update:** Provide an update on the capital projects that were approved for 2023/24 Park In-Lieu fund usage and their current statuses

Public Comment: None

Action: None

INFORMATIONAL ITEMS

- 8. **Art Installation Updates:** "Magnify," "Butterflies in the Park," and labels for unlabeled public art

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

- Butterflies – New Location
- Work Plan
- Magnify – New Location
- Pop-Up Events / Community Outreach
-

ADJOURNMENT

Chair Valadez adjourned the meeting at 8:54 PM



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

Meeting Date: November 21, 2023

Subject: Call for Art Review – Council Chambers Steps

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

Initiated by: Staff

Attachment(s): Call for Art – Council Chambers Steps

Staff Recommendation

Provide input for staff on the draft Call for Art at the Council Chamber steps.

Environmental Review:

Not applicable

Summary/Project Description:

The PARC has requested a Call for Art to paint the face of the concrete steps that lead into the Council Chambers entrance at City Hall. This Call was decided on by the previous Public Art Commission. Staff has created a draft Call for Art to post on the Café system.

Fiscal Impact:

None

Discussion/Analysis

Discuss the draft Call for Art at the Council Chamber steps that is ready to be posted to the Café system.

City Hall Staircase Project

Call for Artist

Request for Proposals (RFP) 2023

The City of Los Altos Parks, Arts, Recreation and Cultural (PARC) Commission seeks an artist interested in working with us in designing and painting art on the City Council Chambers staircase at City Hall.

Opportunity and project description:

At the Los Altos City Hall, there is one set of stairs (3 steps) that leads up to the entrance of the Council Chambers. The PARC Commission feels that this is an opportunity for public art on the face of the steps.

The City is looking for an artist to complete this project:

1. Complete a project proposal to do a public art project at the Los Altos City Hall, Council Chambers utilizing the staircase.
2. Work with PARC to set goals for the project that includes the City of Los Altos.
3. Research and fully describe the maintenance and longevity of this potential project.

The artist compensation for the full project will be based on what is included in the proposal from the selected artist.

The theme of this project will be developed further in the planning phase.



The artist search is open to all artists, but we are unable to reimburse for travel expenses.

The City is looking for proposals with artist qualifications that identifies how you will meet the following project goals:

- The end project must be unique and of a high artistic quality.
- The artist chosen should be able to work with a committee to design the project.
- The artist chosen should demonstrate the ability to fully understand maintenance and longevity of the project working with cement stairs.



Selection process

The RFPs will be reviewed by a committee made up of PARC Commissioners.

At least one artist will be selected for in-person or virtual interviews before the final artist selection is made.

Selection Criteria:

Our criteria in selecting an artist for this project

- Artistic Quality of work samples submitted.
- Experience and ability to complete project based on prior projects.
- Understanding of the maintenance of the stairs.
- Experience and shows ability to work with the PARC committee.

RFP Timeline:

January 11, 2023: Request for Qualifications due
Late January Set interviews
Artist selected to prepare full proposal with design concepts and budget.
February 2023: Artists notified and contracts written

Submission materials:

- 1) Letter of interest (2-page limit)**
- a) Briefly outline why you want to develop a proposal for this project
 - b) Briefly explain how you intend approach the process.
 - c) Briefly outline your experience with similar projects.
 - d) Briefly outline how you will handle the maintenance of the project.

Call for Art Entry Form and all other materials should be sent electronically to:
mhernandez@losaltosca.gov



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

Meeting Date: November 21, 2023

Subject: Heart Sculpture Style and Location Selection

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

Initiated by: Staff

Attachment(s): Samples of Heart Sculpture Styles (A-D)

Staff Recommendation:

Provide recommendation on location and style of heart to be purchased for installation as directed by City Council.

Environmental Review:

Not applicable

Summary/Project Description:

On June 22, 2023, the Public Art Commission discussed an item regarding potential gateway art in the City. The Commission voted 5-1 to recommend that the City Council approve the purchase and placement of three heart sculptures by artist Matthew Duffy.

On September 12, 2023, City Council approved the purchase of one heart sculpture to be placed at a location to be determined by the PARC commission.

At the October PARC meeting the commission was charged with investigating locations for the placement of the Heart Art sculpture and come to the November meeting with a prioritized list. Once the commissioners submitted their rankings, staff would include the results as part of what is presented to City Council.

Fiscal Impact:

None

Discussion/Analysis

Discuss the location preferences and style of heart to purchase and make a recommendation for staff to take to council for approval.



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

Meeting Date: November 21, 2023

Subject: Magical Bridge Playground Discussion

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

Initiated by: Staff

Attachment(s): None

Staff Recommendation

Provide input on the feasibility of a Magical Bridge Accessible Playground in a Los Altos park.

Environmental Review:

Not applicable

Summary/Project Description:

Founded in Palo Alto, Magical Bridge Foundation designs and builds innovative and inclusive playgrounds that improve the physical, social, emotional, and mental health of everyone in a community, regardless of age or ability. Universally designed to be socially inclusive and physically accessible, Magical Bridge Playgrounds are outdoor play spaces for all, including the 1-in-4 around the world living with physical and cognitive disabilities, autism, visual and hearing impairments, and those who are aging or medically fragile. Since opening the first playground in 2015, there are now 6 playgrounds open to the public in the San Francisco Bay Area with 11 more in development around the world.

Fiscal Impact:

None

Discussion/Analysis

The Magical Bridge Foundation has reached out to the City with an interest in getting an accessible playground installed in a Los Altos Park. The Commission should discuss the possibility of this and potential locations within the city.



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

Meeting Date: November 21, 2023

Subject: Preparation for Work Plan and Joint Meeting

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

Initiated by: Commission

Attachment(s): None

Staff Recommendation

Review ideas for the work plan discussion in January and discuss possible topics for the joint meeting with Council.

Environmental Review:

Not applicable

Summary/Project Description:

In preparation for the February 2024 Joint Meeting with City Council, the Commission will go over items for discussion. More details on selected topics will be discussed during the process of preparing the Work Plan in the January PARC meeting.

Fiscal Impact:

None

Discussion/Analysis

Discuss ideas for the work plan and possible topics for the joint meeting with Council that is currently scheduled for February 2024.



Los Altos Community Center
97 Hillview Avenue
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: Thursday, November 16, 2023
TO: Finance Department
FROM: Casey Jensen-Richardson, Administrative Support to Parks, Arts, Recreation, & Cultural Commission
SUBJECT: 2024 Parks, Arts, Recreation, & Cultural Commission Schedule

Meetings take place on the third Tuesday of each month at 6:15pm. Meeting dates are as follows:

- January 16
- February 20
- March 19
- April 16
- May 21
- June 18
- July – No Meeting
- August 20
- September 17
- October 15
- November 19
- December – No Meeting