

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

6:00 PM - Thursday, July 13, 2023
Los Altos Community Center - Sequoia Room

Please Note: The PARC (Parks, Arts, Recreation, & Culture) 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/89443925448?pwd=Wk5iZEljeFVJSXV6MEVtTcEZwOTlrZz09>
Passcode: 640205

By phone: +16694449171, Meeting ID: 89443925448, Passcode: 640205

TO PARTICIPATE VIA THE LINK ABOVE - Members of the public will need to have a working microphone on their device. 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 minutes of the Parks & Recreation Commission regular meeting of February 8, 2023 and the Public Arts Commission regular meeting of June 22, 2023
- 2. **Commissioner Introductions**
- 3. **Powers and Duties of Commission:** Duties and expectations of Parks, Arts, Recreation, & Cultural Arts Commission (PARC)
- 4. **Selection of Chair/Vice Chair and Meeting Process:** Commission will select Chair to service until new appointments in October, per the Commission Handbook.
- 5. **Meeting Schedule:** Discuss the best day and time for the PARC Commission regular meetings.
- 6. **Work Plan Review:** Commission reviews Work Plans of the previous Parks & Recreation and Public Arts Commissions

INFORMATIONAL ITEMS

7. **Links for Review:**

City Municipal Code

https://library.municode.com/ca/los_altos/codes/code_of_ordinances?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

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

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

ADJOURNMENT

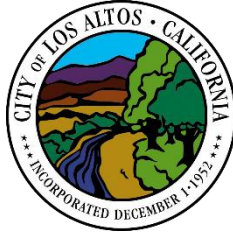
SPECIAL NOTICES TO PUBLIC

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 & RECREATION
COMMISSION MEETING MINUTES
7:00 PM - Wednesday, February 08, 2023**

Please Note: Per California Executive Order N-29-20, the Parks and Recreation Commission will meet via Telephone/Video Conference only.

CALL MEETING TO ORDER

Chair Morris called the meeting to order at 7:30pm

ESTABLISH QUORUM

Present: Chair Morris, Vice Chair Corrigan, Commissioners Valadez and Yeh

Absent: Commissioner Wang

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Community members Sandesh and Logan spoke about wanting chess meet-ups for all ages (tournaments, casual meetings in public spaces, etc.)

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the Regular Meeting of January 11, 2023

Public Comment: None

Action: Based on a motion by Commissioner Valadez, seconded by Chair Morris, the Parks & Recreation Commission approved the minutes of the Regular Meeting of January 11, 2023, as written.

Approve: Morris, Corrigan, Valadez, and Yeh.

Oppose: None.

Abstain: None.

Motion passed, unanimously: 4-0-0.

2. **Outdoor Fitness Equipment Presentation:** Presentation from Outdoor-Fit Exercise Systems.

Public Comment: None.

Action: None.

3. **Hetch Hetchy Pathway Update:** Receive an update from staff on the San Francisco Public Utilities Commission vegetation management plan on the Los Altos portion of the pathway.

Public Comment: Community member Todd spoke about ease of communication regarding tree removal and asked questions about the time frame of tree removal and maintenance of the trail.

Action: None.

4. **Discussion on Permanent Dog Park in Hillview:** Commission will begin discussion on topics of need for the planning of the Dog Park. Staff will also provide update on the schedule of the design consultant.

Public Comment: None.

Action: None.

INFORMATIONAL ITEMS

5. **In-Person Commission Meetings:** Staff will provide an update

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

6. Sub-Committee Oral Reports

- Community Events -- Wang, Morris, Valadez
- Performing Arts -- Morris
- Scholarship -- Valadez
- JEDI -- Morris, Valadez
- Sponsorship -- Yeh
- Market Research -- Corrigan, Morris
- Pop-Up Activities -- Morris, Valadez
- Outdoor Fitness Equipment -- Wang, Morris
- Dog Park Evaluation -- Corrigan, Morris, Valadez

7. Staff Oral Reports

- Redwood Grove Unofficial Trail

8. Requests for Future Agenda Items

- Park In-Lieu Funds Update
- Playground Music Features
- Park Accessibility
- Sponsorship
- International Women's Day 2024
- Discussion of Community Groups in Parks (Pop-Up Programs)

ADJOURNMENT

Chair Morris adjourned the meeting at 8:31pm

**MINUTES OF THE MEETING OF THE PUBLIC ARTS COMMISSION
OF THE CITY OF LOS ALTOS, HELD ON THURSDAY, MAY 25, 2023,
AT 5:00 P.M. HELD AT 1 NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA 94022**

ROLL CALL

PRESENT: Chair Waldman, Vice Chair Corrigan, Commissioners Couture Janjigian, Moore, Tasic

ABSENT: None

INFORMATIONAL ITEMS

Staff reported that the Council has determined to merge the Public Arts Commission with the Parks and Recreation Commission. Staff also reported on the installation of Sea Turtle.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

ITEMS FOR CONSIDERATION/ACTION

1. Minutes: Approve the minutes of the April 27, 2023 meeting

Action: Upon a motion by Commissioner Couture, seconded by Commissioner Janjigian, the Commission unanimously approved the minutes of the April 27, 2023 meeting.

2. Potential purchase of Day on the Serengeti: Discuss the potential purchase of the sculpture Day on the Serengeti

Commissioners discussed the potential purchase of Day on the Serengeti.

Action: Upon a motion by Commissioner Couture, seconded by Vice Chair Corrigan, the Commission unanimously recommended the purchase of Day on the Serengeti.

3. Potential purchase of art work: Discuss the potential purchase of a sculpture by the artist Nobé

Commissioner Tasic introduced the item.

Action: Upon a motion by Chair Waldman, seconded by Commissioner Couture, the Commission unanimously formed a subcommittee of Chair Waldman and Commissioners

Moore and Tasic to explore options for potential gateway art, including the potential purchase of an artwork by the artist Nobé.

4. Sculpture Maintenance Evaluation: Discuss potential maintenance of sculptures

Vice Chair Corrigan disclosed that she lives within 1,000 feet of Lincoln Park but greater than 500 feet.

Action: Upon a motion by Chair Waldman, seconded by Commissioner Couture, the Commission approved asking Preservation Arts to restore Imagine That and Musical Gambol for the amount previously quoted, by the following vote: AYES: Couture, Janjigian, Moore, Tasic, Waldman; NOES: None; ABSTAIN: Corrigan; ABSENT: None.

5. Art at City Hall: Discuss opportunities for public art at City Hall

Chair Waldman presented the item.

Direction: The Commission directed the subcommittee to develop a draft call for art.

POTENTIAL FUTURE AGENDA ITEMS

None

ADJOURNMENT

Chair Waldman adjourned the meeting at 5:59 p.m.



DATE: July 13, 2023

AGENDA ITEM #3

TO: Parks & Recreation Commission
FROM: Manny A. Hernandez, Parks & Recreation Director/Staff Liaison
SUBJECT: Powers and Duties of the Parks, Arts, Recreation & Culture Commission

RECOMMENDATION:

Review Ordinance Change on Powers and Duties of PARC Commission

BACKGROUND

At their June 13, 2023, meeting, City Council adopted an ordinance amendment for Chapter 2.08 pertaining to City Commissions. This amendment created the Parks, Arts, Recreation & Culture Commission and updated the powers and duties of the commission.

DISCUSSION

2.08.0980 Powers and duties of the parks, art, and recreation and cultural commission.

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; Ordinance No. 2023-___ Page 5
- 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;
- 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.

Amended Ordinance also included that Commission will meet monthly and not meet in June or December.

Attachments: None



DATE: July 13, 2023
AGENDA ITEM #5

TO: Parks & Recreation Commission
FROM: Manny A. Hernandez, Parks & Recreation Director/Staff Liaison
SUBJECT: Commission Meeting Schedule

RECOMMENDATION:

PARC Commission will discuss and decide on a regular monthly meeting date and time.

BACKGROUND

The former Parks & Recreation Commission regular meeting was held on the second Wednesday of each month at 7pm. The former Public Arts Commission regular meeting was held on the fourth Thursday of each month at 5pm.

DISCUSSION

The PARC will discuss the best day of the month and time of the day to hold regular meetings. Second and fourth Tuesdays and the first and third Thursday of the month should be avoided due to conflict with City Council and Planning Commission meetings.

Attachments: None

PARKS AND RECREATION COMMISSION
FY 2022-23 (May 2022 to May 2023) WORK PLAN

April 13, 2022

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Increase Park, Facility and Recreation Program Participation	Community Outreach	PARC representation at City and community special events (Farmers Market, etc.) (All)	Ongoing	Community Engagement	
	Community Events	Work with staff and partners to plan new multicultural events Subcommittee: Wang, Morris, Valadez	Ongoing	Community Engagement	
	Performing Arts	Work with staff to schedule performing arts in various parks and facilities Subcommittee: Morris	Ongoing	Community Engagement	
	Naturescape Ribbon Cutting	Attend Ribbon-Cutting Ceremony (All)	Oct. 2022	Asset Mgt, Community Engagement	Design/Construction Phase
	Scholarship Program	Work with staff to recommend a Scholarship Program for Residents Subcommittee: Valadez, Dailey	April 2023	Community Engagement	
	JEDI Initiatives	Work with staff to recommend JEDI Principles for Recreation Programs and Services Subcommittee: Morris, Valadez	April 2023	Community Engagement	
	Sponsorship Program	Work with staff to recommend a Sponsorship Program for Summer Concerts/events Subcommittee: Yeh, Dailey	April 2023	Community Engagement	

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Increase Park, Facility and Recreation Program Participation	Market Research	Evaluate and potentially reform Community outreach Subcommittee: Corrigan, Morris, Dailey	April 2023	Community Engagement	
	Pop-Up Activities	Plan interactive activities to be facilitated by Commissioners, which may include collaboration with other Commissions. Work with and coordinate all schedules with Staff. Subcommittee: Morris, Valadez	April 2023	Community Engagement	
Enhance Program Experience with Facility Improvements	Fitness Equipment	Evaluate Adult Fitness Equipment Subcommittee: Wang, Dailey	April 2023	Asset Management	
	Grant Park Facility	Provide input as needed with Senior Commission Subcommittee: Dailey, Morris, Yeh	April 2023	Asset Management	
Facilitate Public Process for Capital Improvement Projects	Hillview Dog Park Public Process	Work with staff to facilitate public input on design by consultant Subcommittee: Morris, Corrigan, Valadez	April 2023	Asset Management	
	Shoup Park Playground	Work with staff to facilitate public input on design by consultant Subcommittee: Yeh, Morris, Corrigan	April 2023	Asset Management	

Los Altos Public Arts Commission

Work Plan 2022 to 2023

Key Objective	Impact	Deliverables	Status	Leadership
Community Outreach	Continue increasing community involvement in the arts through educational programs and art events	<ul style="list-style-type: none"> • Continuing search for opportunities for community involvement programs <ul style="list-style-type: none"> ○ Everyone is an Artist ○ Hometown Haiku ○ Paint a Pot event April 2023 	Everyone is an Artist; Hometown Haiku; Kindness Rock Painting event; Every Child is an Artist; Screen printing at Farmers’ Market	All Commission
		<ul style="list-style-type: none"> • Establish Community Arts Council 	Meetings held first part of 2022	Los Altos Arts Task Force subcommittee
		<ul style="list-style-type: none"> • Partnership Grant Program—Call for Art <ul style="list-style-type: none"> ○ Develop process/program 	Tabled to February 2023	Arts Outreach Subcommittee
		<ul style="list-style-type: none"> • PR outreach: Work with City PR support for communications outreach <ul style="list-style-type: none"> ○ Local media briefings / social media postings 	Ongoing	Arts Outreach Subcommittee
Expand existing Public Arts “footprint”	Establish Los Altos as a “Destination” for experiencing public art	<ul style="list-style-type: none"> • Walking and Bike Tour of Business District Sculpture: Planned tours, flyer, promotion <ul style="list-style-type: none"> ○ Create / update Sculpture walking tour map and brochure 	2022 – Brochure created Ongoing – Keep up-to-date and distribute	New Art Sub-Committee
		<ul style="list-style-type: none"> • Explore the possibility of Gateway art sculptures 	Ongoing	New Art Sub-Committee
		<ul style="list-style-type: none"> • Call for Public Art (Art Without Walls) 	Call issued; entries submitted October 2022 – chosen pieces being reviewed	New Art Sub-Committee
		<ul style="list-style-type: none"> • Discuss potential relocation of artworks 	Ongoing	New Art Sub-Committee
Key Objective	Impact	Deliverables	Status	Leadership

Art Conservation and Stewardship	Key Artist Contact(s) to ensure a positive, end-to-end experience with our City’s Art Programs	<ul style="list-style-type: none"> Website updated with new sculpture information 	Ongoing	Conservation / Stewardship Sub-Committee
		<ul style="list-style-type: none"> Work with Staff to manage loaned sculpture insurance and loan period extensions. <ul style="list-style-type: none"> Research, establish and document current values of City-owned sculptures 	Ongoing	Conservation / Stewardship Sub-Committee
		<ul style="list-style-type: none"> Explore restoration possibilities for various City-owned artworks 	Ongoing; Restoration of Zooscapes and Magic Fish approved	Conservation / Stewardship Sub-Committee
		<ul style="list-style-type: none"> Monitor, recommend and document actions for loaned and City-owned outdoor sculptures (including required maintenance and conservation). <ul style="list-style-type: none"> Evaluate lessons learned from placement of sculptures 	Ongoing	Conservation / Stewardship Sub-Committee
		<ul style="list-style-type: none"> Update art loan agreement: <ol style="list-style-type: none"> Report on the best practices of other Cities re loan programs. Artist needs to provide proof of insurance through the life of the art loan (<i>check with staff on this</i>). 	Ongoing	Conservation / Stewardship Sub-Committee
		<ul style="list-style-type: none"> Catalog all art in public spaces (City and private) 		
Key Objective	Impact	Deliverables	Status	Leadership
Manage Los Altos Community Center & Council Chamber Arts Programs	Implement ongoing visual Arts exhibits that enhance Community spaces	<ul style="list-style-type: none"> Community Center Art Gallery: Complete two calls for CC Art 	March 2023 & September 2023	Community Center Subcommittee
		<ul style="list-style-type: none"> Mural Video “docent” presentation 	In Progress, ETD: Feb. 2023	Community Center Subcommittee
		<ul style="list-style-type: none"> Commission Program Signage 	Banner made;	Community Center

			Brochure created 2022	Subcommittee
		<ul style="list-style-type: none"> Art for the City Council Chamber: establish ongoing art displays that change regularly 	Ongoing—starts upon completion of Council Chambers construction	Community Center Subcommittee