



PARKS & RECREATION COMMISSION MEETING AGENDA

7:00 PM - Wednesday, January 11, 2023

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

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

Members of the Public may join and participate in the Commission meeting at

<https://losaltosca-gov.zoom.us/j/84129344615?pwd=Tm5NeTFDM EZQeEIHZTh4L2JU YkNsUT09>

Meeting ID: 841 2934 4615

Passcode: 852308

TO PARTICIPATE VIA VIDEO: Members of the public will need to have a working microphone on their device and must have the latest version of ZOOM installed (**available at <https://zoom.us/download>**). To request to speak, please use the “Raise hand” feature located at the bottom of the screen under the Reactions Icon.

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 Regular Meeting of November 9, 2022
2. **Meeting Dates and Council Meeting Coverage for 2023:** Discuss and finalize planned meeting dates and Council meeting coverage
3. **Parks & Recreation Commission Work Plan:** Review the work plan and make possible updates
4. **Parks Tour:** Discuss the need for city-wide parks tour and point out all properties listed in the Parks Plan

INFORMATIONAL ITEMS

5. **In-Person Commission/Council Meetings:** Staff will update the Commission on In-Person Commission/Council Meetings

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

6. **Commissioner/Subcommittee Oral Reports:**
 - Community Events
 - Performing Arts
 - Scholarship
 - JEDI
 - Sponsorship
 - Dog Park Evaluation Market
 - Research
7. **Staff Oral Reports:**
 - Recreation Programs Playground
 - Shade Structures
8. **Requests for Future Agenda Items:**
 - Begin design process of permanent Hillview Dog Park
 - Park In-Lieu Funds Update

Playground Music Feature

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, November 09, 2022**

CALL MEETING TO ORDER

Chair Morris called the meeting to order at 7:00pm

ESTABLISH QUORUM

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

Absent: Commissioner Wang

PLEDGE OF ALLEGIANCE

Gary Hedden spoke on behalf of Green Town Los Altos encouraging the tree planting event.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve the minutes of the Regular Meeting of October 12, 2022

Public Comment: None.

Action: Upon a motion by Commissioner Valadez and a second by Chair Morris, the Parks & Recreation Commission passed by the minutes of the Regular Meeting of October 12, 2022, as written.

Approved: Morris, Corrigan, Valadez, Yeh, and Daily

Opposed: None.

Abstained: None.

Motion passed, unanimously: 5-0-0.

2. **Dog Park Evaluation:** Discuss draft evaluation for McKenzie and Hillview Dog Parks

Public Comment: None.

Action: None.

3. **Initial Timeline for Permanent Hillview Dog Park:** Staff will discuss the proposed timeline for the permanent dog park at Hillview and Commission work for the planning phase

Public Comment: None.

Action: None.

INFORMATIONAL ITEMS

4. **In-Person Commission/ Council Meetings:** Staff will update the Commission on In-Person Commission/ Council Meetings

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

5. **Commissioner/ Subcommittee Oral Reports**

- Community Events
- Performing Arts
- Scholarship
- JEDI
- Sponsorship
- Dog Park Evaluation
- Market Research

6. **Staff Oral Reports**

- Recreation Programs
- Playground shade structures

7. **Requests for Future Agenda Items**

- Park In-Lieu Funds Update
- Playground Music Feature (January 2023)

ADJOURNMENT

Chair Morris adjourned the meeting at 7:49pm

DATE: January 11, 2023

AGENDA ITEM #2



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

MEMORANDUM

DATE: December 22, 2022
TO: Parks and Recreation Commission
FROM: Casey Jensen-Richardson, Administrative Support to Parks & Recreation Commission
SUBJECT: 2023 Parks and Recreation Commission Meeting Schedule and City Council Meeting Assignments

2023 Parks and Recreation Commission - Wednesday Meeting Dates at 7pm:

- January 11
- February 8
- March 8
- April 12
- May 10
- June 7
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13

2023 Council Meeting Attendance Schedule

Listed below are the City Council meetings from January 10 – December 12, 2023, adopted by Council on December 13, 2022. Commissioners are assigned to attend City Council meetings if the agenda includes an item or items that are of interest to the Parks and Recreation Commission.

If you have a known conflict with a City Council meeting you are assigned and PARC attendance is required, please either converse with the staff liaison (Manny Hernandez, Parks & Recreation Director) to confirm that he can attend the meeting or arrange a swap with another Commissioner and notify the liaison of the change.



DATE: January 11, 2023

AGENDA ITEM #2

COUNCIL MEETING DATE	COMMISSIONER
January 10, 2023	Cyndie Wang
January 24, 2023	Jeanine Valadez
February 14, 2023	Teresa Morris
February 28, 2023	Yong Yeh
March 14, 2023	John Corrigan
March 28, 2023	Cyndie Wang
April 11, 2023	Jeanine Valadez
April 25, 2023	Teresa Morris
May 9, 2023	Yong Yeh
May 23, 2023	John Corrigan
June 13, 2023	Cyndie Wang
June 27, 2023	Jeanine Valadez
July 11, 2023	Teresa Morris
August 22, 2023	Yong Yeh
September 12, 2023	John Corrigan
September 26, 2023	Cyndie Wang
October 10, 2023	Jeanine Valadez
October 24, 2023	Teresa Morris
November 14, 2023	Yong Yeh
November 28, 2023	John Corrigan
December 5, 2023 – Council Reorg	Cyndie Wang
December 12, 2023	Jeanine Valadez

There may be additional special Council meetings or study sessions which address items of interest to this Commission. Those will be scheduled subsequently as the agendas are developed and posted.

Please note: If/when the member composition of the Parks & Recreation commission changes, this list will be rewritten for all subsequent meetings.



DATE: January 11, 2023

AGENDA ITEM #3

TO: Parks & Recreation Commission
FROM: Manny A. Hernandez, Parks & Recreation Director/Staff Liaison
SUBJECT: 2019/2020 Work Plan and Joint Meeting Prep

RECOMMENDATION:

The Commission will review and discuss the 2022/23 Work Plan and make updates as needed

BACKGROUND

The Parks and Recreation Commission creates an annual Work Plan that guides the work of the Commission for the term year. This is shared with the City Council at the joint Council/Commission meeting each May.

DISCUSSION

The Parks and Recreation Commission will review and discuss the current work plan and make adjustments as it pertains to updates in the items on the work plan and/or Commission responsibilities.

Attachments: A. 2022/2023 Work Plan (Approved)

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	