



## PARKS & RECREATION COMMISSION MEETING

WEDNESDAY, May 8, 2013 - 7:00 P.M.

Council Chamber – City Hall  
One San Antonio Road, Los Altos, California

### 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.

### SPECIAL PRESENTATION

1. Park Maintenance Presentation  
Damon Cockerham, Parks Supervisor

### ITEMS FOR CONSIDERATION/ACTION

2. Commission Minutes  
Approve minutes of the regular meeting of April 10, 2013
3. 2013 Goals
  - a. Review and add relevant projects to identified goals
  - b. Allocate tasks to Commissioners on 2013-2014 work plan
4. Monthly staff report  
Receive information and announcements from City staff

### COMMISSIONERS' REPORTS AND COMMENTS

### POTENTIAL FUTURE AGENDA ITEMS

### ADJOURNMENT

#### SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.



DATE: May 8, 2013

AGENDA ITEM # 3

**TO:** Parks & Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director  
**SUBJECT:** 2013 Goals

**RECOMMENDATION:**

- a. Review and add relevant projects to identified goals
- b. Allocate tasks to Commissioners on 2013-2014 work plan

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**BACKGROUND**

The Commission presented it's work plan to the City Council on Tuesday, April 30.

**DISCUSSION**

Commissioners may recommend adding relevant projects to help achieve identified goals.

The projects and tasks need to be allocated to Commissioners or to subcommittees.

**Attachment:**

2013-2014 Parks & Recreation Commission Work Plan

**PARKS & RECREATION COMMISSION**  
**2013/14 DRAFT Work Plan**

Goal	Projects	Assignments	Target Date	Status
Promote and improve recreational planning and programming	Conduct online resident survey of recreation programs	Final stage: present report to City Council (Patmar/Baron)	May 2013	Scheduled
Develop and maintain mechanisms to encourage on-going community feedback on parks and recreation	Serve as 'Friends of Parks'	Visit parks and be responsive to the public- advise staff accordingly (All Commissioners)	Ongoing	
	Collaborate with other stakeholders in the area of parks and recreation	When needed: <ul style="list-style-type: none"> <li>• Hold a joint meeting with the Youth Commission</li> <li>• Hold a joint meeting with the Los Altos Hills Recreation Committee</li> <li>• Hold a joint meeting with the Senior Commission</li> </ul>	When needed	
	Support and conduct PARC outreach at City events and activities	<ul style="list-style-type: none"> <li>• Attend two Recreation Special Events per year (each Commissioner)</li> <li>• Strive for PARC representation at all events (all Commissioners)</li> </ul>	Ongoing	
Advance the quality of parks and facilities	Explore new and innovation mechanisms for community feedback to PARC Make CIP recommendations to	Define new mechanisms that would improve the ability of citizens to provide comments and concerns (Beggs) • Suggestions to City Council on prioritization of the Five Year CIP	October 2013 April 2013	Completed

	City Council	<p>Plan</p> <ul style="list-style-type: none"> <li>Identify two to three projects to address from the Parks Plan for FY 2013/2014</li> <li>Form subcommittees to work on projects</li> </ul>	<p>May 2013</p> <p>May 2013</p>	<p>Scheduled</p> <p>Scheduled</p>
	Consider Community Plaza	<p>Provide input on the Community Plaza as directed by Council</p>	<p>When needed</p>	
	Augment Hetch Hetchy landscaping	<p>Evaluate landscaping condition along the Hetch Hetchy Right of Way and suggest augmentation for refreshing aged/missing plants etc. (Tooley)</p>	<p>September 2013</p>	
	Respond to Redwood Grove developments	<ul style="list-style-type: none"> <li>Respond as directed by City Council to developments in the Redwood Grove Plan</li> <li>Obtain update from Acterra regarding ongoing work at Redwood Grove</li> </ul>	<p>When needed</p> <p>April 2013</p>	<p>Completed</p>
Other Projects as needed or directed				

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION  
COMMISSION MEETING OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,  
APRIL 10, 2013 AT 7:00 P.M. AT COUNCIL CHAMBERS,  
ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Beggs, James, Lee Eng and Tooley,

ABSENT: Baron, Lucia, Parmar

**PUBLIC COMMENTS**

None

**SPECIAL PRESENTATION**

1. 2013 Teen Egg Launch  
Awarded participation certificates to Jackson Aldrich and Dharma Stuart
2. Acterra  
Update on Acterra restoration work in Redwood Grove

**ITEMS FOR DISCUSSION/ CONSIDERATION**

3. Commission Minutes  
MOTION James: **SECOND** BBeggs **APPROVED** minutes of the March 13, 2013 regular meeting
4. FY 2013-14-2017-2018 Capital Improvement Program  
Public speaker: Maddy McBirney spoke in favor of keeping Community Plaza Project a low priority
  - a. New projects identified for CIP: Hetch Hetchy Landscaping
  - b. (1) Recommend to Council the following adjustments:
    - Eliminate Recreation Plan (unscheduled)
    - Eliminate Skatepark Project – replace with Skateable Art Project
  - (2) Recommend changes to the Five Year CIP Schedule as follows:  
Reorder existing projects into two priority tiers:
    - First Tier/Highest Priority
      - i. Move Montclair Park Renovation and Montclair Tennis Court Lights from Unscheduled to FY 13/14
      - ii. Hillview Community Center FY 13/14 decision made, start project
    - Second Tier
      - iii. Halsey House FY 13/14 decision made, start planning
      - iv. Drinking fountains replaced FY13/14
      - v. Hetch Hetchy Landscaping FY 14/15
      - vi. Move San Antonio Club from Unscheduled to FY 14/15
      - vii. Move Grant Park Renovation from Unscheduled to FY 15/16

5. 2013 Goals  
Revised workplan for 2013 in advance of joint meeting with City Council
6. California Association of Park & Recreation Commissioners  
Received update on new City of Los Altos membership
7. Annual Recreation Events  
Received schedule of annual Recreation sponsored events
8. Monthly staff report  
Received information and announcements from City staff

#### COMMISSIONERS' REPORTS AND COMMENTS

None

#### POTENTIAL FUTURE AGENDA ITEMS

- Assignments on Work Plan (May)
- Hold regular PARC meeting at Grant Park (June)
- Public Outreach (June)

#### ADJOURNMENT

Chairperson Lee Eng adjourned the meeting at 9:34 p.m.

**DRAFT**



**LOS ALTOS CITY COMMISSION  
REQUEST TO SPEAK**

Commission Meeting Date 4/10/13

Please note that completion of this card is voluntary. Speaker cards are public records and may become available to the press and others, upon request. Please prepare one card per subject.

I wish to speak on an item that is NOT on the agenda regarding:

\_\_\_\_\_  
\_\_\_\_\_

I wish to speak on Agenda Item # 4 Subject Capital Improvement Project

Name: Maddy McBroney

I represent: citizen POD (sort of)

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Please hand this request to the Staff Liaison prior to the item of interest.

Please see more important information on the back of this card about participating in the Commission meeting.

Submitted @ Los Altos City Council Meeting

\_\_\_\_\_  
DATE

