



WEDNESDAY, AUGUST 10, 2011

7:00 P.M. – REGULAR PARKS, ARTS & RECREATION COMMISSION MEETING

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

ROLL CALL

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.

1. Commission Minutes
Recommendation to approve the minutes of the Special Meeting on June 27, 2011.

DISCUSSION ITEM

2. Presentation by the City Council Personnel Committee, City Attorney and Assistant City Manager/Interim Recreation Director regarding Commission Best Practices
Receive the presentation.

COMMISSION REPORTS AND DIRECTIONS ON 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 Recreation Department 72 hours prior to the meeting at (650) 947-2790.

Agendas for Parks, Arts & Recreation Commission items may be viewed on the Internet at <http://www.ci.los-altos.ca.us/committees-commissions/parc/meetings.html>

On occasion the Parks, Arts and Recreation Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Recreation Department Main Office, Hillview Community Center, 97 Hillview Avenue, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Parks, Arts and Recreation Commission meeting may not be the final documents approved by the City Council. Contact the Recreation Department at (650) 947-2790 for the final document.

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Parks, Arts & Recreation Commission for the public record.

For other questions regarding the meeting proceedings, please contact the Recreation Department at (650) 947-2790.

Commission Best Practices

7 p.m. August 10, 2011
Study Session

Council Personnel Committee
Parks, Arts & Recreation Commission
Assistant City Manager/Interim Recreation Director
City Attorney

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Introductions

- **Council Personnel Committee**
 - Mayor Ron Packard & Mayor Pro Tem Val Carpenter
- **Parks, Arts & Recreation Commission**
 - Chair Pradeep Parmar, Vice Chair Shannon Kilgore, Commissioners Larry Baron, Maria Bautista, David Beggs, Lynette Lee Eng & Karen Greguras (absent)
- **City Attorney Jolie Houston**
- **Assistant City Manager/Interim Recreation Director J. Logan**
 - New PARC staff liaison

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Thank You

- Commissions do important work and are valued by the City staff and Council
- All selected are passionate about specific commission's charter
- Thank you for serving our community

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Background

- Concerns were expressed to Council Personnel Committee member Val Carpenter
- At Council Personnel Committee's request, Val Carpenter interviewed all 7 current commissioners, 1 former commissioner, the former staff liaison, and the Chair of the Public Sculpture Committee, and listened to the audiotapes of both June meetings
- This study session was subsequently recommended by the Personnel Committee and approved by Council to review best practices with the Commission

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Relationships

- City Councilmembers are elected by the voters of the City of Los Altos
- The City Manager and City Attorney report to Council; all other City employees, contractors, etc. report to the City Manager, not Council
- Commissioners and committee members are appointed by the City Council to advise them as specified in the Municipal Code and as they direct
 - Expected to represent ALL of Los Altos not one area/park
- Public Sculpture Committee currently reports to PARC and its members are appointed by PARC
- Necessary and appropriate for staff to convey Council direction to Commissions and Committees

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Collaboration = Key to Effectiveness

- The League of California Cities, an education and advocacy nonprofit serving the 500 incorporated cities in California, stresses to elected officials that collaboration is the key to effectiveness
- New City staff has made and will continue to make changes and take different approaches

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Responsibilities

- Be present – 75% attendance at regular meetings requirement is to ensure a quorum for decision-making
- Be prepared – read all materials in advance; ask questions of staff in advance
- Share your thinking during commission meetings
- Keep an open mind until you vote
- Vote yay or nay, do NOT abstain
- Commission responsibility ends after vote
 - Assigned representative may be asked questions at Council meeting
 - Others should not speak as Commissioners on items before Council
- Commission recommendations/initiatives approved by Council are assigned to staff to implement

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Decorum

- Council Norms & Procedures require civility and respect for colleagues, staff and consultants, and the public
 - Each commissioner is expected to make his/her comments on an item when asked to do so by the Chair
 - The Chair ensures that all commissioners have the opportunity to speak before any commissioner speaks again
 - No talking over others
 - No whispering when others are speaking
 - Write notes if absolutely necessary but best not to
 - No disrespectful body language
 - Eye rolling, arms crossed over chest, etc.

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Rosenberg's Rules of Order

- Order of agenda items:
 - Presentation by staff
 - Presentation by applicant (10 minutes)
 - Questions of applicant
 - Public comment (2 to 3 minutes depending on # of speakers; 3 minutes if less than 10)
 - Applicant response to public comment (5 minutes)
 - Commission discussion
 - Motion/second/any further discussion/vote
- Speak only on agenda items
- Calling the question
- Supporting the majority decision after the vote

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Purpose of Timed Agendas

- Designed to give Chair/Commissioners a sense of how long each item will require
- NOT a limit on Commission discussion

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Voting

- Expected to vote for or against, not abstain
 - Recusal required if have a financial interest within 500 feet
 - State reason for recusal, then leave the room
 - Should not be park liaison for park within 500 feet of property you own, i.e., your home
- Be prepared
 - Read all materials before the meeting begins
 - Ask staff questions in advance
 - Keep an open mind as hear public input
- Vote your conscience
- State WHY you are voting the way you are, especially if dissenting
 - Avoid perception of Brown Act violation
- Speak into the microphone for the tape
 - Voice vote not show of hands, nods, etc.

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Study Sessions

- Study sessions are special meetings that are generally used to allow more informal review of a complex topic
 - Action may be taken but usually is not
 - Opportunity to ask questions of staff and provide direction
- Study session items typically then go on a regular Commission agenda for a decision

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Ad Hoc vs. Standing Committees

- Ad hoc committees study a specific topic
- Committees that exist for more than 1 year, meet regularly and/or have continuing/broad subject matter jurisdiction are standing committees
- Standing committee meetings **MUST** be noticed and have agendas posted in advance (Brown Act)
- New standing committees must be recommended to Council for approval as part of the Commission's annual work plan **PRIOR** to beginning work

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Financial Committee

- Responsibility is to review relevant Capital Improvement Projects as part of the budget process and provide input to Council
- This has become a standing committee that has not been authorized by the City Council
 - Dissolve until Council has reviewed and approved
- Sources of funding – including Park-in-Lieu fees
 - is the responsibility of staff/Council, not PARC

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Reports

- All materials need to be distributed in advance of the meeting so that Commissioners have time to read them and ask questions of staff
 - Committee reports are due to staff by 12 noon on the Wednesday before the packets are distributed (1 week before the meeting)
 - Packets are distributed on Friday afternoon before the Wednesday evening meeting
 - can be sooner?

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Committee Procedures

- Chair appoints commissioners to committees approved by Council
- Committees work on assigned tasks, then report back to Commission with action-oriented recommendations
- Council may at any time assign/reassign projects to staff, itself, consultants, etc.

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Overview - Goals and Work Plan

"The Parks, Arts and Recreation Commission shall act in an advisory capacity to the council in all matters pertaining to parks, arts, and public recreation and..." (LAMC 2.08.080)

- Goals are established based on Commission Charter and Council approval.
- Work Plan specifies the activities PARC Commissioners will complete to support these goals and state:
 - deliverables
 - timelines
 - Person or subcommittee responsible
 - completion dates
- Goals and Work Plan are approved or modified by Council.
- Accomplishment of Goals and Work Plan are presented to Council at annual joint meeting.
- New set of Goals and Work Plan are developed for the subsequent year.

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Recommendation for 2011 Goals and Work Plan

- September 14, 2011 PARC regular meeting
Agenda item to review approved 2011 Looking Forward Goals and develop Work Plan for remainder of 2011 and Q1 2012.
- September 27, 2011 Council meeting
Commission to prepare report with revised/updated 2011 Goals and Work Plan to recommend to Council on September 27, 2011 for Council approval or revision.
- October 12, 2011 PARC regular meeting and subsequent PARC meetings
Structure agendas on completing Work Plan and develop Commissioner activities to conform with Work Plan.
- Present 2011 Goals and Work Plan accomplishments to Council at 2012 Council PARC Joint Meeting in March/April 2012. Recommend Goals and Work Plan for 2012-2013.

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Questions?

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