



**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION
COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,
FEBRUARY 8, 2017 AT 7:00 P.M. AT LOS ALTOS COMMUNITY CHAMBERS
1 NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM

PRESENT: James, Tooley, Baron, Fligor, Engle, Parmar

ABSENT: Weinberg

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA – Gary Anderson: Gave an update to the Parks and Recreation Commission that at its February meeting, the Senior Commission formally rejected the previous list of activities for a new Hillview Community Center that went before them previously.

SPECIAL PRESENTATION – Parks Supervisor, Chris Costanzo, presented an overview of the Los Altos Parks Maintenance Division duties and projects. Commissioners asked questions on responsibilities of various locations, specifically on the Foothill Expressway median and roadside areas. Arbor Day event was discussed and Parks Supervisor, Costanzo stated that it is his desire to implement that in Los Altos at some point soon.

ITEMS FOR DISCUSSION/ CONSIDERATION

1. Commission Minutes
Approve January 11, 2017 Commission meeting minutes.

Action: APPROVED minutes of the January 11, 2017 regular meeting (Tooley/Baron). Passes 6-0

2. Consider recommendation to form a subcommittee that identifies park features for existing parks and new park opportunities

Commissioner Fligor presented a proposal that the Commission form a subcommittee that would be charged with:

- Potential for new parks and park space
- New features at existing Los Altos parks
- Looking at other parks and seeing what ideas can be taken from them
- Looking into age friendly equipment
- Feasibility and location of Naturescape play area

Commissioner Fligor proposed to be one of the subcommittee members and is looking to ask Commissioner Weinberg his interest since he had previously identified his interest in age friendly equipment. The Commission suggested that the third subcommittee seat be offered to one of the incoming Commissioners at the next meeting.

Public Comment: None

Action: None

3. Report on other agencies Parks and Recreation Commissions

Updates from two Commissioners were given who looked at Palo Alto and Mountain View. Commissioner Parmar looked at the Palo Alto website and found that they are currently recruiting for five of the seven seats on the commission. One interesting thing that the Parks and Recreation Commission does in Palo Alto is post their Parks Master Plan on a separate website. It is a prominent link on their City Commission page that links to the Master Plan. Another interesting thing is the Commission posts a list of the recommendations they make to City Council.

Commissioner Baron looked into the Mountain View Parks and Recreation Commission website. The Mountain View Commission currently has one vacant seat on the five-member commission. Interesting things included their designation as an Urban Forestry Board and their Commissioner's personal emails being made available on the website. Los Altos commissioners were unsure of what an Urban Forestry Board was or how the designation was achieved. There was an interest in having a main email for the PARC that would be located on the Commission website. Commissioner Baron also ask about the possibility of getting IT to produce a "heat map" from the website.

Public comment: None

Action: None. Updates were received

4. Review and provide input on Memorial Bench Policy

Commission provided staff with input on the draft Memorial Bench and Tree Policy. Input included:

- Increase in price. Commissioners did not feel the price adequately reflected the cost of installing and maintaining benches, plaques, and trees. All three proposed costs should be evaluated for true costs of a 10-year purchase.
 - Possibly shortening the term of memorial purchase to five years.
 - Provide additional clarity on the fact that the bench purchase is a donation to the City bench inventory even after the 10-year period expires.
 - Additional language on selection criteria when several requests come at the same time, like it is anticipated once this policy is rolled out.
 - Look into what would be a designation marker (sign, plaque, etc.) for memorial trees.
 - Take out wording on data base entry as part of the policy.
 - Add wording that "The City reserves the right to make final decisions."
- The Commission feels that this policy will bring several requests initially. The commissioners are also not interested in saturating parks with memorials.

Public comment: None

Action: None. Commissioners provided input on the draft memorial policy.

INFORMATIONAL ITEMS

5. Monthly staff report

City Job Shadow Day – Happened February 8, with 4 high school students shadowing the Recreation & Community Services Director.

California Parks and Recreation Society Conference & Expo – February 28 – March 3. Los Altos staff will be going, but Director may not be able to make it.

Activity guide Cover – Spring guide front cover was passed around to all commissioners as a sneak peek.

Meeting attendance for February and March 2017 was reviewed.

February 14 – Parmar

February 28 – Tooley

March 14 – Weinberg

March 28 – Baron

Attendance at the remaining 2017 Council meetings will be scheduled when the new Commissioners are appointed.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner James completed his parks assessments and feels that the overall the parks he looked at are in bad shape. The City has done little in the last four years of his term on the Commission to make improvements, and it shows. There should be a system in place that schedules replacements on a regular basis to keep the parks in better shape and not allow them to get as bad as they are now. The City has been holding money for the new Community Center at the expense of the parks. Parks also need better identifying signs. Creeks need better looking fences that actually keep people out of the areas that are being fenced off.

Commissioner Engle completed parks assessments and feels the same way Commissioner James feels about the current condition of the Los Altos parks. The tennis courts are patched and the pathways are in really bad shape. The maintenance on parks has been reactive. Parks closed signs on athletic fields are deceiving and look like they are closing the entire park, when the field is the only part closed.

Commissioner Baron requested to find out more about what the architect that has been hired by the City for the Hillview project is doing and what the schedule is for deliverables. The Commission requested the priority list of activities that was reviewed by the Commission in July 2016, be brought back to the Commission as an agenda item in March.

Commission requested an update from City Manager on Council's contact with Palo Alto regarding Foothills Park access for Los Altos residents.

POTENTIAL FUTURE AGENDA ITEMS

- Halsey House update
- Additional Commissioner parks assessment updates and review of completed assessments
- Subcommittee that identifies park features for existing parks and new park opportunities

ADJOURNMENT

Meeting adjourned at 9:05pm (James)