

**MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, APRIL 22ND, 2020, AT 7:00 P.M.
REMOTELY, WITH ACCESS VIA RINGCENTRAL ACCESS**

ROLL CALL

Meeting called to order at 7:00 pm

PRESENT: Chair Yeh, Vice Chair Eckmann, Commissioners Spielman, Morris, Lindermeier, Weinberg, and Dailey

ABSENT: None

PUBLIC COMMENTS

None

SPECIAL PRESENTATION - INFORMATIONAL

1. Presentation by Alexandra Von Feldt, Executive Director of Grassroots Ecology

Action:

None

Public Comment:

None

2. Commission Minutes

Action: Upon a motion by Commissioner Spielman, seconded by Commissioner Weinberg, the Commission approved the minutes (with changes) for the meeting of February 3, 2020 by the following vote:

Approve: Yeh, Eckmann, Morris, Spielman, Lindermeier, Weinberg, Dailey.

Oppose: None.

Abstention: None.

Motion passed: 7-0-0.

3. Parks and Recreation Commission Reorganization

Process explanation by Donna Legge (Recreation & Community Services Director)

Action: Commissioner Weinberg nominated Commissioner Lindermeier to be the PARC Chair. Vice Chair Eckmann nominated Commissioner Spielman to be the PARC Chair. Commissioner Lindermeier was approved as the next PARC Chair by the following vote:

Lindermeier: Yeh, Lindermeier, Weinberg, Dailey.

Spielman: Eckmann, Spielman, Morris.

Abstention: None.

Lindermeier as Chair, passed: 4-3-0.

Action: Commissioner Morris nominated Commissioner Spielman to be the Parks & Recreation Commission Vice Chair. Commissioner Spielman was approved as the next PARC Vice Chair by the following vote:

Approve: Yeh, Eckmann, Morris, Spielman, Lindermeier, Weinberg, Dailey.

Oppose: None.

Abstention: None.

Spielman as Vice Chair, passed: 7-0-0.

Chair Lindermeier took control of the April 22, 2020 (Remote) Special Meeting of the Parks and Recreation Commission

4. Emergency Measures in Response to COVID-19 (Parks & Recreation Staff)
Receive an update from the Recreation Department Staff

- I. William Wells, Facilities Coordinator
 - a. Reported canceling and refunding users for facility bookings, regular gym use, etc.
 - b. Worked with Red Cross to host a blood drive at LAYC (5/2/2020)
 - c. Viewed Youth & Teen Recreation Services (YTRS) presentation on engaging staff (using evidence-based approaches) both during and after the COVID-19 Pandemic
 - d. Reported that YTRS will be conducting professional development
 - e. Attended a virtual meeting (re: childcare for essential workers) – Mountain View, Belmont are already providing this
- II. Cheri Anderson, Recreation Coordinator (Senior Program)
 - a. Currently heading the Senior Connection Helpline (650-947-2797)
 - b. Began an effort (“Sunshine Calls”) to have her staff (and other volunteers) reach out to every active Senior Center Member
 - c. Highlighted volunteer programs the Senior Center staff has been partnering with:
 - i. Community Services Agency (CSA) to provide social services
 - ii. Instacart for grocery delivery
 - d. Mentioned meeting with her staff weekly (or more) to monitor progress, discuss plans
- III. Anita Parsons, Recreation Specialist
 - a. Stated current “Sunshine Call” numbers (over 1500 active Seniors, staff are making over 300 calls per week – higher numbers than previous week)
 - b. Reported preparations for Summer Camp
- IV. Casey Jensen-Richardson, Recreation Office Assistant II
 - a. Currently leading the Community Connection Helpline (650-947-2790)
 - b. Spoke about four part-time staff members working the Helpline providing referrals (CSA, grocery referral, etc.)
 - c. Shared about the amounts lost under each of the following umbrellas
 - i. Winter camps – approximately \$18,000
 - ii. Spring camps (cancelled in advance of season) – refunded approximately \$8,000
 - iii. Facilities – approximately \$70,000
 - iv. Tiny Tots (preschool program) -- \$25,000

- V. Candace Avina, Recreation Coordinator (Tiny Tots Program, Adult Basketball, and Special Events – Gingerbread Exhibit, Spring Egg Hunt, Summer Concert Series)
- a. Tiny Tots (Terrific 3's, 3-day Kinder Prep, 5-day Kinder Prep)
 - i. Head teachers (Rachel Hardisty for T3's and Sara Callahan for KP)
 - ii. March 13th was the last day of class – refunding for the remainder of the school year
 - iii. April 14th was the last day for the teaching staff
 - iv. Sara Callahan has stayed on, creating virtual content on the Virtual Recreation page (weekly lessons, themed subjects, arts'n'crafts projects)
 - b. Special Events
 - i. The Spring Egg Hunt was cancelled
 - ii. Currently communicating with contractors (re: Virtual Offerings)
 - iii. Summer Concerts may look different (online), but hopes to still offer them
- VI. Katy Brecher, Recreation Intern
- a. Promoted and held a Virtual Spring Raffle on Social Media (raffling donations that were originally for the Egg Hunt)
 - b. Currently helping with summer camp offerings, including the administrative aspects of the Counselor-in-Training (CIT) program
 - c. Acting as part of the team interviewing Recreation Leaders for Summer Camp
- VII. Anastasiia Tychkova, Volunteer Coordinator
- VIII. Jessica Troung, Recreation Specialist (Marketing)
- a. Currently working together on online content, the Virtual Recreation page, and community outreach
 - b. Working together to update Recreation Social Media accounts daily to spark engagement and boost community morale
 - c. Virtual Recreation Webpage: <https://www.losaltosca.gov/recreation/page/virtual-recreation-center>
 - d. Video of Los Altos Recreation Staff: <https://youtu.be/rsIpnUsxN6s>
- IX. Bridget Matheson, Recreation Supervisor
- a. Currently working on interviewing Recreation Leaders for Summer Camp
 - b. Currently working with other agencies to gather resources and best practices to implement in both the City of Los Altos and the Recreation & Community Services Department
- X. Jaime Chew, Recreation Manager
- a. Currently heading team that is choosing a new Recreation Management software
 - i. The Request for Proposal (RFP) garnered 6 proposals – 3 interviews were set up for further examination
 - b. Currently spearheading a department evaluation by Blue Point Planning as part of a potential department reorganization and review of operations, prior to the move of Recreation into our new Community Center
 - c. Currently working extensively on Online / Virtual Recreation content
 - d. Attending meetings, including Community Agencies Disaster Relief Efforts (CADRE) – comprised of Red Cross, First Five, 4C, etc.
- XI. Sonia Lee, Public Information Officer for the City of Los Altos
- a. Highlighted the City's COVID-19 Resource Page:

<https://www.losaltosca.gov/citymanager/page/covid-19-resource-page>

- b. Currently leading a Public Information team, which also includes Trevor Marsden (City Management Fellow) and Jessica Troung (Recreation Marketing Specialist)
- c. Currently working on flyers, postcards to distribute to the entire community
- d. Estimated that nearly 3,500 people clicked on the link (via email distribution) to view the City's COVID-19 Response page last week
- e. Reported that "What's Open in Los Altos?" was a joint effort by the City, the Los Altos Chamber of Commerce, and the Los Altos Village Association

XII. Donna Legge, Recreation Director

- a. Spoke about the many online meetings she's been attending
 - i. Food Distribution Network
 - ii. Management Team Meetings with the City Manager (weekly)
 - iii. Department Head Meetings with the City Manager (weekly)
 - iv. California Parks & Recreation Society
 - v. Parks & Recreation Directors in Santa Clara County
 - vi. Leadership, Education, and Development (LEAD) Program

5. Parks & Recreation Work Plan

Review the FY 2019-20 Work Plan and Capital Improvement Projects (CIP) and recommend a FY 2020-21 Work Plan to be presented to the City Council at the Joint Meeting on May 5, 2020.

Public Comment:

Los Altos resident Mike Shadduck had to leave the call before time to speak on the Work Plan and asked that his comment be read into the record.

"This is Mike Shadduck. I need to drop off. I will not speak on item 5. I am however against a dog park at both Lincoln and McKenzie Parks. I'd also like to see the wording in the CIP [to] say: "Dog Park – TBD". Otherwise it sounds like a Dog Park will be recommended, just where hasn't been decided. Thank you."

Los Altos resident Barbara Adey read a previously-submitted email into the record.

"To the Parks and Recreation Commission, I was disappointed to see appear very suddenly on your agenda for April 22, posted less than 24 hours before the Commission meeting, a reference to a capital budget for a dog park at McKenzie Park.

"There has been no presentation of the data gathered at the public meetings held in February. The Commission appears to have arrived at the forgone conclusion that a dog park simply must be built.

"Is your concern truly to serve the dog owners of Los Altos? If so, more open leash hours all around the city would certainly be a better solution.

"The loss of parkland is tragic in the context of the present health crisis. The area of McKenzie Park targeted is not a vacant lot. It has heritage trees, benches, a play structure, and a tennis court. It is used by residents of all ages including dogs and their humans from adjacent neighborhoods.

"This conversation will continue at the Council, in a manner that respects public consultation and dialog."

The following changes were discussed and agreed upon by the Commissioners:

- I. Headings
 - a. 2019-20 FY changed to 2020-21

- b. “Updated by PARC on 08/14/2019 (04/22/2020)” in the top right corner
- II. Increase use of City parks
 - a. Skate Park Feasibility > Commissioner Yeh added to the subcommittee under “Assignments” and the Status was updated to “agendize”
 - b. Project to read: “Dog Park/Offleash Park Feasibility – two separate proposals”
- III. Work to ensure the City maintains high quality parks and facilities
 - a. Naturscape > Target Date updated to “Fall 2020” and Status changed to “Consult Manny [Hernandez, Maintenance Services Director] for status”
 - b. Open Space > Status updated to “Halsey House Meeting”
 - c. Inclusive Playground (updated to include “(youth & seniors)” and Status updated to say “Explore Options”
 - d. Outdoor Adult Fitness Project > Target Date updated to “Fall 2020” and Status changed to say “vacant land list, set up meeting to review Weinberg report”
 - e. Los Altos Pool Collaboration > Target date changed to reflect “Fall 2020” and Status now states “Subcommittee Mtg”
 - f. Discontinue Herbicide Use in City Parks > Status changed to “Completed”
 - g. Commemorative Bench & Tree Program > Status changed to “Completed”

The newly drafted Parks and Recreation Work Plan is attached.

Action:

No additional action was taken.

INFORMATIONAL ITEMS

- 6. Receive information and announcements from City Staff

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

- A. Joint Meeting with City Council

ADJOURNMENT

Newly-elected Chair Lindermeier adjourned the meeting at 11:42 p.m.

PARKS AND RECREATION COMMISSION FY 2020-21 WORK PLAN

Updated on April 22, 2020

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS	
Engage community - solicit feedback on parks and recreation activities	Community Outreach	PARC Representation at all special events including summer concerts (All)	Ongoing	Community Engagement	Pending COVID-19	
		Participate in Downtown Farmers Market (All)	June-August	Community Engagement	Pending COVID-19	
Increase use of City parks	Naturescape	Finalize details for Naturescape recommendation to City Council (Weinberg, Morris)	Fall 2020	City Asset	Pending COVID-19	
		Explore possibility of a skate park (Weinberg, Yeh)		City Asset	Agendize on future PARC meeting	
		Work with staff to schedule performing arts in the parks to attract more use (Morris, Dailey)		Community Engagement	Pending COVID-19	
Work to ensure the City maintains high quality parks and facilities	Performing Arts in the Park	Explore options for dog park and/or off leash hours in Los Altos parks (Eckmann, Spielman, Morris)	Spring 2020	City Asset	Make Recommendations	
		Redwood Grove, Halsey House & Shoup Park improvements (Eckmann, Dailey, Spielman)	Ongoing	City Asset	Plan Joint Commission Meeting	
	Dog Park and Off-leash Hours Feasibility	Open Space	Explore additional inclusive features (1 or 2) at each playground (Morris)	Ongoing	City Asset	Explore Options

Aim for high quality parks and facilities	Outdoor Adult Fitness Project	Determine placement for inclusive outdoor fitness components and equipment for adults (Dailey, Spielman, Weinberg)	Fall 2020	City Asset	Review vacant land inventory. Review Weinberg report.
Aim for high quality parks and facilities	Los Altos Pool Collaboration	Explore possibility of pool use at Los Altos High School with MVLA District (Dailey, Lindermeier)	Fall 2020	City Asset	Plan Subcommittee Meeting
	Joint Use w/School Districts	Explore possibilities for different amenities, example Oaks ballfields (Dailey, Lindermeier, Morris)	Spring 2021	City Asset	Plan Park Expansion Subcommittee Meeting
	Attain Sustainable and Energy Independence in Parks and Facilities	Work with Environmental Commission/staff (Lindermeier, Yeh and Weinberg)		City Asset	Plan Sustainability and Energy Independence Subcommittee Meeting