



**PARKS AND RECREATION COMMISSION  
REGULAR MEETING – TELEPHONE/VIDEO CONFERENCE  
Wednesday, April 14, 2021 - 7:00 P.M.**

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

Members of the public may join and participate using the following link:  
<https://webinar.ringcentral.com/j/1461471913>

TO LISTEN to the Commission Meeting, members of the public may call (623) 404-9000 (Meeting ID: 148 794 1913). Please note that members of the public who call in using the telephone number will NOT be able to provide public comments.

TO COMMENT DURING MEETING members of the public are asked to text their name and which item they wish to speak on to (650)947-2726. An opportunity will be provided to those who cannot/do not text. Members of the public are also encouraged to submit written testimony prior to the meeting to [crichardson@losaltosca.gov](mailto:crichardson@losaltosca.gov). Public testimony will be taken at the direction of the Chair. Members of the public may only comment during times allotted for public comments.

TO SUBMIT WRITTEN COMMENTS prior to the meeting, on matters listed on the agenda email [crichardson@losaltosca.gov](mailto:crichardson@losaltosca.gov) with the subject line in the following format: PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE. Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed to the Commission prior to the meeting and included in the first Correspondence Packet. A second Correspondence Packet will include any late written comments.

**ESTABLISH QUORUM**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Welcome newly appointed Parks and Recreation Commissioners

**REORGANIZATION**

1. Submit nominations and appoint a Chair and Vice Chair for 2021-22 term year

## **SPECIAL PRESENTATION**

2. New Recreation Registration and Facility Reservation Software

## **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. 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**

3. Minutes  
Approve minutes of the Regular Meetings on February 10, 2021, and March 10, 2021
4. Capital Improvement Program Recommendations  
Review proposed park projects for the Five-year Capital Improvement Program and forward recommendations to the Finance Department
5. Fiscal Year 2021-22 Work Plan  
Discuss and recommend FY 2021-22 Work Plan to be presented to City Council at the annual Special Joint Meeting on May 4, 2021

## **INFORMATIONAL ITEMS**

6. Navigation of Parks and Recreation Commission Webpage
7. Receive information and announcements from City staff

## **COMMISSIONERS' REPORTS AND COMMENTS**

- A. Highlights of California Park and Recreation Society Conference
- B. Work Plan Subcommittee Updates

## **POTENTIAL FUTURE AGENDA ITEMS**

- A. Joint Meeting with City Council – May 4
- B. Subcommittee Guidelines (Morris) – May 12
- C. Parks Make Life Better Campaign Presentation – May 12
- D. Recreation Contract Class Presentation – May 12

## **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](mailto: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/meetings?field\\_microsite\\_tid\\_1=2321](https://www.losaltosca.gov/meetings?field_microsite_tid_1=2321).

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.