



WEDNESDAY, SEPTEMBER 14, 2011

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

Neutra House

183 Hillview Avenue, 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 August 10, 2011 Regular meeting.

DISCUSSION ITEMS

2. Park Plan
Report on presentation of the Park Plan Memo with Amendments to Council on September 13, 2011.
3. Public Sculpture Committee
Report on Council action on August 23, 2011.
4. PARC 2011-2012 Work Plan; 2011 Looking Forward Goals and Commission Best Practices
 - A. Review and revision, if needed, of 2011 Looking Forward Goals, and
 - B. Develop for Council Approval -PARC 2011-2012 Work Plan to incorporate 2011 Looking Forward Goals.
Commission to review Goals and discuss and complete Work Plan
 - C. Commission Best Practices
5. Items for Information
 - A. Attendance by PARC Commissioners at Council meetings – see attached schedule. Please arrange for a substitute PARC Commissioner to attend Council meetings if you are unable to attend your assigned meeting.

- B. "Fall Recreation Guide" – copies to distribute
- C. 2011-2012 PARC Commission Assignments - updated
- D. "The Environment and Conservation" Art Exhibit Sept. 10 - Feb. 24, 2012

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.

MINUTES OF A REGULAR MEETING OF THE PARKS, ARTS AND RECREATION
COMMISSION AND JOINT STUDY SESSION WITH THE COUNCIL PERSONNEL
COMMITTEE OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,
AUGUST 10, 2011 AT 7:00 P.M. AT LOS ALTOS CITY HALL,
ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Parmar, Baron, Bautista, Beggs, Kilgore, Lee Eng

ABSENT: Greguras

PLEDGE OF ALLEGIANCE

Chair Parmar led the Pledge of Allegiance.

PUBLIC COMMENTS

None

1. Commission Minutes
MOTION BY COMMISSIONER BARON, SECONDED BY COMMISSIONER
KILGORE to approve the minutes of the Special meeting of June 27, 2011. THE MOTION
CARRIED UNANIMOUSLY.

DISCUSSION ITEMS

2. Presentation by the City Council Personnel Committee, City Attorney and Assistant City
Manager/Interim Recreation Director regarding Commission Best Practices
Receive the presentation. Discussion by presenters and Commissioners. The Presentation is
incorporated into and attached as part of these minutes.

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

Chairperson Parmar adjourned the meeting at 8:55 pm



The following is a Summary of Council Actions.

Minutes from the meeting will be posted once adopted by Council.
For more information, contact the City Clerk's Office at 650-947-2720.

TUESDAY, AUGUST 23, 2011

SUMMARY OF COUNCIL ACTIONS

7:00 P.M. - REGULAR CITY COUNCIL MEETING

1. Council Minutes
Recommendation to approve the minutes of the July 26, 2011 regular meeting and August 3, 2011 special meeting
APPROVED, AS REVISED
2. Chapter 6.28 of Los Altos Municipal Code – “Smoke Free Recreation Areas”
Recommendation to adopt Ordinance No. 2011-372 repealing Chapter 6.28 of the Los Altos Municipal Code and replacing it with a new Chapter 6.28
ADOPTED
3. Downtown Opportunity Study – Final Environmental Impact Report
Recommendation to accept modifications to Resolution No. 2011-37 adopted on July 26, 2011 certifying an Environmental Impact Report with a Statement of Overriding Considerations as revised
ACCEPTED
4. South Plaza Parking Lots Rezoning
Recommendation to adopt Ordinance No. 2011-371 amending Chapter 14.88 of Title 14 pertaining to rezoning the South Plaza parking lots to Commercial Downtown
ADOPTED
5. Sewer Master Plan Repair, Projects 09-26, 09-28 and 09-29
Recommendation to adopt Resolution No. 2011-35 accepting the completion of the Sewer Master Plan Repair, Projects 09-26, 09-28 and 09-29, and authorize the Engineering Services Manager to record a Notice of Completion as required by law
ADOPTED
6. Biennial Street Slurry Seal, Project 11-10
Recommendation to adopt Resolution No. 2011-42 accepting the completion of the Biennial Street Slurry Seal, Project 11-10 and authorize the Engineering Services Manager to record a Notice of Completion as required by law
ADOPTED
7. Amendments to Chapter 2.08 of the Los Altos Municipal Code Pertaining to City Commissions Generally
Recommendation to adopt Ordinance No. 2011-369 amending Chapter 2.08 of the Los Altos Municipal Code to establish the Senior Commission and make other amendments, as necessary
ADOPTED, AS REVISED
8. South San Antonio Road Resurfacing, Project 11-12
Recommendation to:
 - A. Adopt Resolution No. 2011-41 authorizing the City Manager to execute Program Supplement No. N008 to the Master Agreement No. 04-5309R for the South San Antonio Road Resurfacing Project; and **ADOPTED**
 - B. Award the Base Bid and Add Alternative Bid Item No. 1 for the South San Antonio Road Resurfacing, Project 11-12 to Bond Blacktop in the amount of \$196,318.25 and authorize the City Manager to execute the contract on behalf of the City **AWARDED**

9. Community Center Master Plan Update
 Recommendation to receive the agenda report
RECEIVED AND PROVIDED FEEDBACK ON BROCHURE AND PRESENTATION
10. Traffic Signal Controller and Cabinet Replacement, Project 07-18 and El Monte Avenue Bicycle Lane, Project 10-09
 Recommendation to adopt Resolution No. 2011-43 accepting the completion of the Traffic Signal Controller and Cabinet Replacement, Project 07-18 and El Monte Avenue Bicycle Lane, Project 10-09, and authorize the Engineering Services Manager to record a Notice of Completion as required by law
ADOPTED
11. Collector Street Traffic Calming (Fremont Avenue), Project 10-12
 Recommendation to approve release of the Request for Proposal (RFP) for design of a roundabout at Fremont Avenue and Fallen Leaf Lane
APPROVED WITH THE UNDERSTANDING THAT THE CITY WILL CONDUCT PUBLIC OUTREACH TO SEEK INPUT ON THE FINAL DESIGN
12. City of Los Altos Response to Three 2010-2011 Civil Grand Jury Reports
 Recommendation to:
 - A. Receive three Memorandums in Response to Findings and Recommendations to three reports by the 2010-2011 Santa Clara County Civil Grand Jury; and **RECEIVED**
 - B. Authorize staff to send said Memorandums in Response to Findings and Recommendations to the Presiding Judge of the Santa Clara County Superior Court
AUTHORIZED
13. Disposal and Management of Expanded Polystyrene
 Recommendation to:
 - A. Receive letter from Recycling and Waste Reduction Commission of Santa Clara County (RWRC); and **RECEIVED**
 - B. Refer letter with RWRC recommendations for expanded polystyrene (EPS) disposal and management to Environmental Commission for study and to make recommendations back to Council **REFERRED TO ENVIRONMENTAL COMMISSION TO CONSIDER ADDING TO THEIR WORK PLAN**
14. Reconsideration of Large Family Daycare at 1250 Heritage Court
 Recommendation to uphold denial of Use Permit application subject to findings
UPHELD SUBJECT TO FINDINGS WITH SUPPLEMENTAL FINDINGS PROVIDED BY MAYOR PACKARD
15. Senior Scholarship Fund
 Recommendation to:
 - A. Authorize implementation of a Scholarship Program for Senior Center membership and activities; **AUTHORIZED**
 - B. Direct the Finance Department to vet applications under the current North County Library Authority tax exemption process **WITH ADDITIONS TO DRAFT APPLICATION; and DIRECTED STAFF ACCORDINGLY**
 - C. Authorize the Senior Commission to seek scholarship funding through local Los Altos philanthropic and charitable organizations **AUTHORIZED A BUDGET OF \$1,600 THIS FISCAL YEAR, DIRECTED THE SENIOR COMMISSION TO REPORT ON THE PROGRAM AT THE END OF THE FISCAL YEAR, AND ENCOURAGED THE TOWN COUNCIL OF LOS ALTOS HILLS TO PROVIDE FUNDING FOR THEIR RESIDENTS**

16. Public Sculpture Committee Organizational Structure
 Recommendation to change the organizational and reporting structure of the Public Sculpture Committee to report directly to Council, and direct staff to bring back revisions to the relevant ordinances to effect this change
CHANGED THE REPORTING STRUCTURE AND DIRECTED THE PUBLIC SCULPTURE COMMITTEE TO CONSIDER EXPANDING THEIR RESPONSIBILITIES TO INCLUDE ALL ARTS
17. Appointment to LASD CACF
 Recommendation to discuss appointing a resident to the Los Altos School District (LASD) Citizens' Advisory Committee on Finance (CACF) in place of a Councilmember and direct staff accordingly
AUTHORIZED APPOINTMENT OF A RESIDENT AND DELEGATED SELECTION TO THE PERSONNEL COMMITTEE WITH A PREFERENCE TO APPOINT A CURRENT CITY OF LOS ALTOS FINANCIAL COMMISSIONER
18. VTA Board's Adopted Regional Transportation Plan/Sustainable Communities Strategies
 Recommendation to consider a Los Altos response to VTA Board's proposed Federal funding criteria
DIRECTED STAFF TO SEND A LETTER IN OPPOSITION TO THE PROPOSED CRITERIA PARTICULARLY CALLING OUT THE SAFE ROUTES TO SCHOOL FUNDING
19. Amendment to Public Employees' Retirement System (PERS) Contract – Public Safety and Miscellaneous Employees
 Recommendation to adopt Ordinance No. 2011-370 authorizing an amendment to the contract between the City and PERS
ADOPTED

COUNCIL REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

FUTURE AGENDA ITEMS:

- **DISCUSS BICYCLE EDUCATION PROPOSAL FROM GREENTOWN LOS ALTOS**
- **DISCUSS NO STOPPING/NO PARKING SIGNS ON CARMEL TERRACE (STAFF DIRECTED TO PROVIDE A HISTORY OF THE SIGNS)**

ADJOURNMENT 10:27 PM

Los Altos Park, Arts and Recreation Commission - Work Plan

2011-2012 Council Approved Goals and Projects— Sept. 27, 2011

Goals Approved by City Council for 2011-2012	Projects Approved by City Council for 2011-2012
1	GOAL 1 – (Commissioners)
<p>a. Project or activity (Owner:)</p>	<p>By month 2011: By month 2011: – Sept. 2011: list tasks</p>
<p>b. Project or activity (Owner:)</p>	<p>By month 2011: By month 2011: – Sept. 2011: list tasks</p>
2	GOAL 2 (Commissioners)
<p>a. Project or activity (Owner:)</p> <p>b. Project or activity (Owner:))</p>	<p>By month 2011: By month 2011: – Sept. 2011: list tasks</p>

	<p>c. Project or activity (Owner:)</p> <p>d. Project or activity (Owner:)</p>	<p>By month 2011:</p> <p>By month 2011:</p> <p>– Sept. 2011: list tasks</p>
3	<p>GOAL 3 (Commissioners)</p>	
	<p>a. Project or activity (Owner:)</p> <p>b. Project or activity (Owner:)</p>	<p>By month 2011:</p> <p>By month 2011:</p> <p>– Sept. 2011: list tasks</p>
4	<p>GOAL 4 (Commissioners)</p>	
	<p>a. Project or activity (Owner:)</p>	<p>By month 2011:</p> <p>By month 2011:</p> <p>– Sept. 2011: list tasks</p>
5	<p>GOAL 5 (Commissioners)</p>	
	<p>a. Project or activity (Owner:)</p> <p>b. Project or activity (Owner:)</p>	<p>By month 2011:</p> <p>By month 2011:</p> <p>– Sept. 2011: list tasks</p>
6	<p>GOAL 6 (Commissioners)</p>	

7	<p>a. Project or activity (Owner:)</p> <p>b. Project or activity (Owner:)</p> <p>Other Council Goals as directed.</p> <p>a. Project or activity (Owner:)</p>	<p>By month 2011: By month 2011: – Sept. 2011: list tasks</p> <p>By month 2011: By month 2011: – Sept. 2011: list tasks</p> <p>By month 2011: By month 2011: – Sept. 2011: list tasks</p>
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Los Altos Environmental Commission - Update August 15, 2011

Approved Projects 2010-2011

Goals Approved by City Council Oct 19, 2010	Goals
b. Projects 2010-2011	-- Progress Updates
1	<p>Continue to provide approved community education and outreach activities to achieve natural resource conservation for Los Altos. (Steve Anderson, Linda DeMichiel)</p> <p>a. Deliver updated web site that is visually pleasing, navigates well, has relevant, current content, and ties into city look and feel. (Owner: Linda)</p> <p>By Oct 2011: New site is live.</p> <p>By Sept 2011: Content updates complete and reviewed with sub-committee.</p> <ul style="list-style-type: none"> - Mar 2011: Update on 3 out of 6 areas completed. - Feb 2011: Update on 2 out of 6 areas completed. Council members committed to complete updates in all areas by Feb 28. Linda will have as many updates as possible done by March 14 EC meeting, with all updates ready for review at Council Meeting in April. - Dec 2010: Each area assigned to an EC member to provide updates to Linda. - Nov 2010: Subcommittee established (Linda, John, Patty). Commission reviewed initial prototype from Linda. Agreed to (a) change title on home page to "Environment, City of Los Altos," (b) add "About the Environmental Commission" as a subcategory, and (c) add "What's New" page.
2	<p>b. Provide approved public information forums for topics of interest to the public. (e.g Packard Building, Solar) (Owner: Steve)</p> <ul style="list-style-type: none"> - Will engage here when there are specific opportunities related to city programs or policies. One opportunity will be for review of Climate Action Plan /Sustainability Element work - August 2011: Agreed to co-sponsor with Cal Water a forum on Water Efficient Landscaping. They provide speaker, refreshments, staffing, publicity. We provide venue and publicity. Also agreed to investigate ways to publicize the protective tree ordinance in Los Altos. <p>Explore enhancements to further improve waste management in Los Altos. (Don Bray, Steve Anderson, Joe Eyre)</p>

<p>a. Monitor MTWS waste diversion rate for both regularly scheduled pickups and event waste management. Look for ways to meet and exceed contracted diversion rate. (Owner: Don)</p> <p>b. Make results available to community, along with education on how they can help improve outcomes. (Owner: Steve)</p>	<ul style="list-style-type: none"> - July 2011 – MTWS gave update on diversion rates. Residential ahead of target, commercial lagging. Efforts to work with individual vendors necessary. - May 2011 – article published in LATC re diversion rates and customer satisfaction. - April 2011 – contact made with LATC, waiting for response - March 2011: Article drafted from MTWS information from February - Feb 2011: Update from MTWS, showing diversion rate of 73.3% in December, 70.9% YTD since beginning of contract. Customer satisfaction stats very positive as well.
<p>c. Work with MTWS to provide recycling and composting services for downtown shoppers. (Owner: Joe)</p> <p>d. Help educate citizens as soon as new services are available. (Owner: Steve)</p>	<p>Implementation according to plan.</p> <p>Evaluate other opportunities for waste management downtown. Work with MTWS to identify specific projects. Explore working with LAVA and the Chamber to help educate downtown businesses on how they can increase diversion rates.</p> <ul style="list-style-type: none"> - July 2011 – EC recommended specific language for bins to be “Recyclables, Organics, Garbage OK, Contents sorted offsite”. Prefer banding of label around receptacles, but on lid is also ok. - June 2011: EC agrees that single bin solution for downtown shoppers is good solution, requested mock-up of signage waste/recycling bins. MTWS sent out mailer re composting in hot weather and downtown waste program. - April 2011: Council verbally supportive in annual EC-CC meeting of ensuring recycling for downtown shoppers. EC sent memo to CC discussing concern with single bin solution and asking for full staff review. - Mar 2011: Commission is disappointed to learn that the new streetscape plans do not include receptacles for composting and recycling for downtown shoppers.
<p>3 Provide modeling and analysis of ways to Rosewater)</p> <p>a. Use CAPPa tool to model the impact of various behaviors (i.e. change to florescent bulbs, use energy star appliances, use cold water in washing clothes...). (Owner: John)</p> <p>b. Pick a limited number to pursue; with Council approval, develop education and outreach</p>	<p>Provide modeling and analysis of ways to reduce environmental impact in the community. (Subcommittee: Don Bray, John Reed, Patty Rosewater)</p> <ul style="list-style-type: none"> - ITEM CLOSED Moving directly to Climate Action Plan (#4 below). - Apr 2011: Each EC member to gather information on how other cities have addressed this problem. - Mar 2011: Top 20 opportunities from CAPPa modeled identified, however definition of those opportunities very broad. Need to continue to drill down to get to a meaningful discussion on program possibilities. - Feb 2011: John still working on data. Will call meeting of subcommittee (John, Don, Patty) to identify areas of concentration.

	<p>activities to educate community. (Owners: Don, John, Patty)</p>	<p>– Nov 2010: John has identified ~20 elements to examine more closely. Will meet with Don to get data to complete analysis and have specific items to review at Dec meeting.</p>
4	<p>Work with Planning Services Manager to develop Sustainability element to Los Altos General Plan. (Joe Eyre, Chris Keller, Linda DeMichiel)</p>	<p>Milestones TBD, based on staff and consultant discussions.</p> <ul style="list-style-type: none"> – August 2011: Gathering proposals from consultants, hope to review by September 2011 meeting. Will work on CAP first, then imbed into sustainability element later. – June 2011 – Met with James Waigren to move forward. Next step is hiring consultant, James will work on RFP. – Apr 2011: After some initial miscommunication, staff confirms that there is funding in this year's CIP for updating the General Plan to address AB32 and SB375 requirements, still planned to begin in July 2011. Staff requests EC involvement in the process, specifics TBD.
5	<p>Implement approved education program regarding re-useable bags in Los Altos. (Patty Rosewater)</p>	<p>Ongoing: Report on any new legislation/activity regarding reusable bags</p> <ul style="list-style-type: none"> – August 2011: California Supreme Court sided with Manhattan Beach, said EIR was not required for its ban on plastic bags. – July 2011: Contacted Safeway for an update re implementation of bag ban in San Jose, law scheduled for implementation in Jan 2012. They said it took ~5 years of work to get that in place, they don't take a position either pro/con for legislation but did say that banning ALL single-use bags is much better than banning only plastic (as SFO did), because there is no incentive to reduce single use bags and all are environmentally undesirable. Recommended we take a "wait and see" approach to see how SJ does before considering anything. – Jan 2011: EC Member and ED of Los Altos Chamber of Commerce visit Drug stores in Los Altos to inquire about re-useable bags program. Report published on web site; article in LATC.
6	<p>Continue to work to foster water conservation in Los Altos. (Linda DeMichiel, Chris Keller)</p>	<p>TBD Cal water data + 4 months: Article re water usage in LATC. TBD Cal Water data + 2 months: Updated baseline with most current information published on web site. TBD based on Cal water data: Baseline of trends over 5 years established, and incorporated into</p>
	<p>a. Continue to work with Cal Water to develop Los Altos specific baseline. (Owner: Chris)</p>	

		<p>dashboard (see Goal #3).</p> <ul style="list-style-type: none"> - August 2011: Cal Water says we can apply to get information at the end of Q3 2011. - March 2011: Cal water has agreed to elements, still waiting for data. - Feb 2011: Chris to arrange for update from GTLA at next month meeting re Cal Water baseline. - Nov 2010: Cal Water agreed to provide baseline data to Los Altos. GTLA leading effort to define exact data collected and timeline.
<p>b. Incorporate water resource plans into broader "Sustainability Element" above. (Owner: Linda)</p>		<p>TBD: Program presented to Council as part of Sustainability Element.</p> <p>TBD Cal Water data + 4 months: One program selected and documented to propose to staff and Council for water conservation.</p>
<p>7. Other Council goals as directed.</p> <p>a. Investigate state requirements and funding opportunities for creek-clean up. (Owner: j)</p>		<ul style="list-style-type: none"> - By Mar 2011: Report from staff that annual creek cleanup is required by state in order to fulfill permits for storm drainage into creek. <p>General Comment from Council: If any programs require funding, case must be presented in time for annual budget cycle.</p>

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

1

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

2

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

3

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

4

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

5

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

6

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

7

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.

8

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

9

Purpose of Timed Agendas

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

10

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.

11

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

12

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

13

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

14

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?

15

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.

16

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.

17

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.

18

Questions?

19



MEMORANDUM

DATE: January 5, 2011
TO: Susan Kitchens, City Clerk
FROM: Beverly Tucker, Recreation Director
SUBJECT: 2011 CITY COUNCIL MEETING REPRESENTATIVE SCHEDULE OF THE PARKS, ARTS AND RECREATION COMMISSION

The Parks, Arts & Recreation Commission's representative list for the 2011 regular City Council meetings from January 11 through December 27.

<u>Meeting Date</u>	<u>Commissioner</u>
Tuesday, January 11	Maria Bautista
Tuesday, January 25	Larry Baron
Tuesday, February 8	David Beggs
Tuesday, February 22	Lynette Lee Eng
Tuesday, March 8	Karen Greguras
Tuesday, March 22	Shannon Kilgore
Tuesday, April 12	Pradeep Parmar
Tuesday, April 26	Maria Bautista
Tuesday, May 10	Larry Baron
Tuesday, May 24	David Beggs
Tuesday, June 14	Lynette Lee Eng
Tuesday, June 28	Karen Greguras
Tuesday, July 12	Shannon Kilgore
Tuesday, July 26	Pradeep Parmar
Tuesday, August 9	<i>No Meeting Scheduled</i>
Tuesday, August 23	Maria Bautista
Tuesday, September 13	<i>No Meeting Scheduled</i>
Tuesday, September 27	Larry Baron
Tuesday, October 11	David Beggs
Tuesday, October 25	Lynette Lee Eng
Tuesday, November 8	Karen Greguras
Tuesday, November 22	<i>Council Reorganization- no assigned rep</i>
Tuesday, December 13	Shannon Kilgore
Tuesday, December 27	<i>No Meeting Scheduled</i>



City of Los Altos
Parks, Arts & Recreation Commission

2011-2012 Commissioner Assignments

Liaison Assignment

Public Sculpture Liaisons

Larry Baron

Subcommittee Assignments

Financial

Pradeep Parmar

David Beggs

Shannon Kilgore

Redwood Grove

Karen Greguras

Maria Bautista

Park Inspection Assignments

Keep same ones as last year

Heritage Oaks

McKenzie

Montclair

Grant

Rosita

Village Park

Redwood Grove

Marymeade

Hetch Hetchy and Shoup

Hillview and Lincoln

Community Plaza (Main St & State St)

Date: Fri, 02 Sep 2011 10:28:13 -0700
To: <peteb@latc.com>
Cc: Karen Druker <kadruker@pacbell.net>
Subject: Art Show/Benefit at LAH Town Hall 9/25

Press Release for immediate publication.

From Karen Druker, appointed Art Curator for Los Altos Hills, 650-941-8073

An Art Exhibit, sponsored by the Town of Los Altos Hills , with a Benefit Fundraiser, 9/25, 2-5 p.m. at Los Altos Hills Town Hall, 26379 Fremont Road, LAH.

Benefits Silicon Valley Open Studios and The Environmental Volunteers ,who are based in Palo Alto, both are non-profits. The Palo Alto based environmental Volunteers are trying to raise money to finish their new headquarters, which is at the Birge Clark designed , historic Sea Scouts headquarters at the East end of Embarcadero Road in Palo Alto.

The Reception will feature a silent auction and raffles with items such as a week at a Carmel Home with tickets to the Monterrey Aquarium for a family, birdwatching in the Baylands with a guide and a picnic lunch, or baskets of organic fruits and vegetables a hand made sampler quilt in earth colors donated by Los Alton Patty Brenneman, and a gardening consultation with Los Alton Sally Slavin.

The Exhibit features the best work of the 420 Open Studios Artists who annually open their local studios to the public the first 3 weeks in May. Linda Covello , Director of Community School of Art and Music is the juror. The theme of the Art exhibit is "The Environment and Conservation." Karen Druker is Curator. The exhibit runs Sept. 10 –Feb. 24. Info:650-941-7222.

I will send images separately.