

## **PARKS AND RECREATION COMMISSION AGENDA**

**7:00 PM - Wednesday, July 13, 2022**

*Telephone/Video Conference Only*

**Please Note: Per California Executive Order N-29-20, the City Council will meet via Telephone/Video Conference Only.**

**<https://losaltosca.gov.zoom.us/j/85001844243?pwd=MDRwcXg4UjVYYkorNG5YemNxd1ZkQT09>**

**PARC Website:** <https://www.losaltosca.gov/parksrecommission>

**Newsletter Subscription:** <https://www.losaltosca.gov/subscribe>

**TO PARTICIPATE VIA THE LINK ABOVE** - Members of the public will need to have a working microphone on their device and **must have the latest version of Zoom**. To request to speak please use the “Raise hand” feature located at the bottom of the screen.

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

**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.**

Emails sent to the above email address are sent to/received immediately by the Parks and Recreation Commission. Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

**CALL MEETING TO ORDER**

**ESTABLISH QUORUM**

**PLEDGE OF ALLEGIANCE**

**SPECIAL PRESENTATION**

Introduction of new Parks and Recreation Director, Manny Hernandez

**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.

**ITEMS FOR CONSIDERATION/ACTION**

- 1. Minutes:** Approve minutes of the Regular Meeting of May 11, 2022
- 2. Pop-Up Activities:** Receive and approve scope of work and project objectives from the Pop-Up Activities Subcommittee.
- 3. Gender Pronoun Discussion:** Justice, Equity, Diversity and Inclusion (JEDI) Initiatives Subcommittee will lead a discussion about the option of using gender pronouns during Zoom meetings and community outreach events.

**INFORMATIONAL ITEMS**

- 4. Commissioner Commitment to Volunteer:** Discuss volunteer efforts and engagement focus topics.
- 5. FY 2022-23 Budget Highlights:** Staff will share approved budget outcomes for the Parks and Recreation Department as approved by City Council.

**COMMISSION/SUB-COMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

- 6. Commissioner/Subcommittee Oral Reports**
- 7. Staff Oral Report:**
  - Pickleball Update
  - Dog Park Update
  - Summer Concert: August 25 at Hillview, 6 to 8pm
- 8. Requests for Future Agenda Items**
  - No August Meeting – Summer Recess
  - Park In-Lieu Funds Update
  - Playground Music Features (January)

**ADJOURNMENT**



**PARKS & RECREATION  
COMMISSION MEETING MINUTES**  
7:00 PM - Wednesday, May 11, 2022  
*Remote Meeting*

**CALL MEETING TO ORDER**

Chair Morris called the meeting to order at 7:00 p.m.

**ESTABLISH QUORUM**

Present: Chair Morris, Vice Chair Corrigan, Commissioners Dailey, Valadez, and Yeh (late)

Absent: Commissioner Wang

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**ITEMS FOR CONSIDERATION/ACTION**

1. **Minutes:** Approve minutes of the Regular Meeting of April 13, 2022

**Comments:** None.

**Action:** Based on a motion by Commissioner Dailey, which was seconded by Vice Chair Corrigan, the Parks and Recreation Commission voted to approve the Minutes of the April 13, 2022 meeting.

Approve: Morris, Corrigan, Dailey, and Valadez.

Opposed: None.

Abstain: None.

Motion passed unanimously: 4-0-0.

**COMMISSIONER YEH JOINED THE MEETING AT 7:13 P.M.**

2. **Pop-Up Activities:** Receive information from the Public Arts Commission Community Art Engagement Subcommittee. Provide input to the Pop-Up Activity Subcommittee on work with

other commissions and participation from all members of the Parks and Recreation Commission based on special interests and skill sets.

**Public Comment:** None.

**Action:** Vice Chair Corrigan moved that the Parks & Recreation Commission support the Public Arts Commission's June 2022 Kindness Rock event by providing at least one Commissioner to volunteer. Commissioner Valadez seconded the motion.

Approve: Morris, Corrigan, Dailey, Valadez, and Yeh

Oppose: None.

Abstain: None.

Motion approved, unanimously: 5-0-0.

- 3. In-Person Commission Meetings:** Discuss comfort level of initiating future in-person commission meetings

**Public Comment:** None.

**Action:** No action was taken, but Commission feedback will be provided to the City Manager and the City Clerk's Office.

## INFORMATIONAL ITEMS

- 4. Joint Meeting Feedback:** Discuss outcome of Special Joint Meeting with City Council on May 3, 2022

## COMMISSION/SUB-COMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

- 5. Commissioner/Subcommittee Oral Reports**

- 6. Staff Oral Report**

- 7. Requests for Future Agenda Items:**

- Parks Make Life Better Month (July)
- Budget Overview (July)
- Music Features Presentation (January?)

## ADJOURNMENT

Chair Morris adjourned the meeting at 8:29 p.m.



**Parks  
Make  
Life  
Better!**

July 13, 2022

# Los Altos PARC Pop-Up Subcommittee Report

Members: Teresa Morris, Jeanine Valadez

# Agenda

- Historical Context
- Work Plan Context
- Proposed Scope
- Proposed Mission
- Closing Comments



# Historical Context for Pop-Up Activity

- Past “Pop-up” activities for our city were attached to larger, more formal city events such as concerts, runs, celebrations, fairs
  - Activity booths
  - Raffle tables
  - Informational booths
- More often than not, members of Staff were involved or lead activities with PARC members as volunteers
- Little precedent for PARC-driven and PARC-delivered pop-ups



# 2022-23 Work Plan Context

- **Project/Subcommittee Name:** Pop-Up Activities
- **Work Plan Category:** Increase Park, Facility, and Recreation Program Participation
- **Relevant City Priority:** Community Engagement
- **Work Plan Assignment Statement:** Work with staff to schedule and plan interactive activities, to be facilitated by Commissioners. Includes Collaboration with other Commissions.
- **Subcommittee Members:** Teresa Morris, Jeanine Valadez
- **Target Date in Work Plan:** April 2023





# Scope of Pop-Up Subcommittee's Work

- Generate pop-up ideas; drive to fruition
- Serve all age groups with age-targeted activities
- Focus on one-session events
- Utilize PARC Commissioner skills and bandwidth
- Access outside bandwidth or expertise when needed
- Constrain budgetary impact; manage our expenses
- Simplify participant "registration" requirements: sign-in on site
- Achieve staff buy-in: content, budget, scheduling, and location
- Format activities to stay within city's risk parameters (liability)



# Mission of the Pop-Up Subcommittee

1. Increase Community Engagement by offering - *free of charge or with nominal fee* - a series of small-scale, diverse, spontaneous, and interactive events in local parks and facilities
2. Lower barriers to participation in recreation activities
3. Increase the reach and relevance of these pop-up recreation events by fostering cross-Commission collaborations
4. Develop a low-cost channel through which PARC can test activities, obtain participant feedback about each pop-up, and share feedback with staff to influence future structured REC programming content



# In Closing...

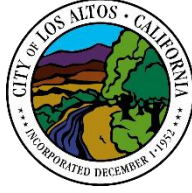
## *Our Ask of PARC:*

- Receive status report from the Pop-Up Subcommittee
- Approve proposed Pop-Up Subcommittee Scope and Mission

## *Our Next Steps:*

- Brainstorm and Prioritize Pop-up Ideas
- Outline first 2 to 3 events
- Propose timeline(s)





**TO:** Parks & Recreation Commission  
**FROM:** Donna Legge, Parks and Recreation Projects  
**SUBJECT:** Gender Pronoun Discussion

**RECOMMENDATION:**

Justice, Equity, Diversity, and Inclusion (JEDI) Initiatives Subcommittee will lead a discussion about the option of using gender pronouns during Zoom meetings and community outreach events

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**BACKGROUND**

In 2016, The County of Santa Clara opened the Office of LGBTQ Affairs, the first of its kind in the nation.

At its regular meeting of July 14, 2021, the Parks and Recreation Commission (PARC) received an informational presentation (Attachment A) by the County of Santa Clara County, Office of LGBTQ Affairs. In response to inquiries at the meeting by commissioners, the Office of LGBTQ Affairs sent the following information:

**Building a More Inclusive Workplace: LGBTQ Online Training**

The County of Santa Clara Office of LGBTQ Affairs worked collaboratively with Kognito to create a learning simulation applicable to all employees, and volunteers. The 30-minute module provides both didactic instruction on LGBTQ terminology as well as two conversation simulations that help build a participant's capacity to support LGBTQ coworkers and residents. In "Talk with Sofia," participants engage with a transgender woman seeking services. In "Talk with Jeff," participants take on the role of an employee who has overheard a coworker, Jeff, make a biased statement toward LGBTQ people. In these simulations, participants can explore various ways navigate the conversation.

The goal of the Kognito simulation is to create a bias- and harassment-free workplace where all employees and clients are welcome and celebrated for being their true, authentic selves. The module was created to be useful and informative to any employee in a public services capacity. The goal of the training is to provide skills and insight to meet the needs of the LGBTQ community.

**Access to Training:**

- Go to [www.kognitocampus.com](http://www.kognitocampus.com)
- Register for a free account
- Use “sccatwork” as the enrollment key when prompted

**Additional resources for parents, caregivers, family, and friends of LGBTQ people:**

**County of Santa Clara Office of LGBTQ Affairs Website:** <https://lgbtq.sccgov.org/home>

**PFLAG San Jose / Peninsula** is the local chapter of this national organization. They provide peer support groups for parents, family, and friends of LGBTQ people. They offer a group in Spanish, two different general support groups on different days, and a group specifically for families of transgender youth. <http://www.pflagsanjose.org/meetings.php>

**TransFamilies of Silicon Valley** offers peer-led support groups for parents and caregivers of transgender, nonbinary, and gender expansive children and adults. They also offer social connection events such as playdates. See their attached flyer (Attachment B) for more info, and visit: <https://transfamiliesca.org/>

**LGBTQ Youth Space – Proud Parents Group** is an online group for parents and guardians of LGBTQ+ youth. LGBTQ Youth Space facilitates this group, and they offer one in English and one in Spanish. See the attached flyer (Attachment C) for details of their summer groups. More info on the LGBTQ Youth Space programs visit: <https://youthspace.org/>

**Family Acceptance Project** out of SFSU is a national leader in research around the impacts of family acceptance/rejection for LGBTQ youth and children. They have an array of helpful resources in multiple language that you can download for free, including:

- Supportive Families, Healthy Children: Helping Families with LGBTQ Children – best practices guidebook <https://familyproject.sfsu.edu/family-education-booklet>
- Build Healthy Futures for LGBTQ & Gender Diverse Children & Youth posters <https://familyproject.sfsu.edu/poster>

Following the presentation to the PARC, the Recreation and Community Services Department staff participated in the training. In February 2022, staff was given the choice to use gender pronouns in email signatures.

**Attachments:**

- A. 2021 Office of LGBTQ Affairs Presentation
- B. 2021 TransFamilies Support Group Flyer
- C. 2021 Summer Proud Parents Group Flyer

# Los Altos Parks & Recreation Commission Meeting July 14, 2021



**Office of  
LGBTQ Affairs**

# Agenda

Agenda Item 3.



1. About the Office of LGBTQ Affairs
2. LGBTQ Competency Training
3. Creating Welcoming Space

Physical Environment  
Inclusive Language

4. Partnering with LGBTQ Communities
5. Q&A

# The Office of LGBTQ Affairs



**Maribel Martínez**  
Pronouns: she/her/ella  
OLGBTQ Manager



**Daniel Moretti**  
Pronouns: he/him  
Program Manager



**Kilani Lewis**  
Pronouns: they/them  
Community Outreach  
Specialist



**Erin Fitzgerald**  
Pronouns: she/her/ella  
Graphic Designer II



**Crystal Haney**  
Pronouns: she/her/ella  
Community Worker



**Sera Fernando**  
Pronouns: she/her/siya  
Senior Management  
Analyst



**Cielo Oscuro**  
Pronouns: she/her/they/them  
Public Ally /Community  
Engagement Coordinator



Programs

Policy

Research

Training

Coalition Building

Resource Referrals

# Our Mission

We provide leadership and support for the well-being and longevity of LGBTQ communities in Santa Clara County through coordinated, integrated approaches.



## Office of LGBTQ Affairs

# Our History



The Office of LGBTQ Affairs opened in January 2016, with two full-time staff members and one part-time administrative assistant. Santa Clara County was the first county in the United States with such an office.

# Our Impact

Flag Raising Ceremonies

New Haven Inn

Gender Health Center

The Q Corner

LGBTQ Listening Tour

All Gender Restroom Signs

LGBTQ Summit



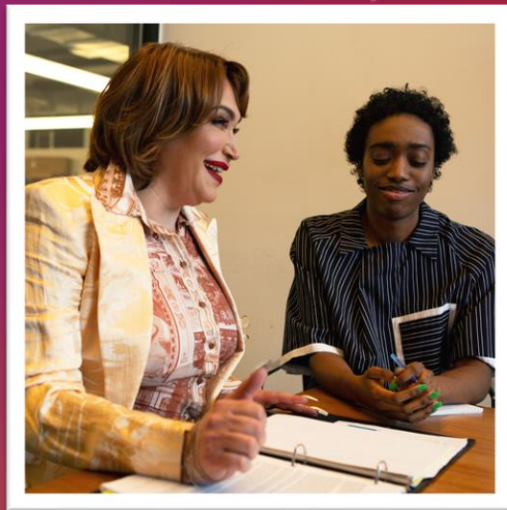
# Current Projects



## Transgender Recruitment & Retention

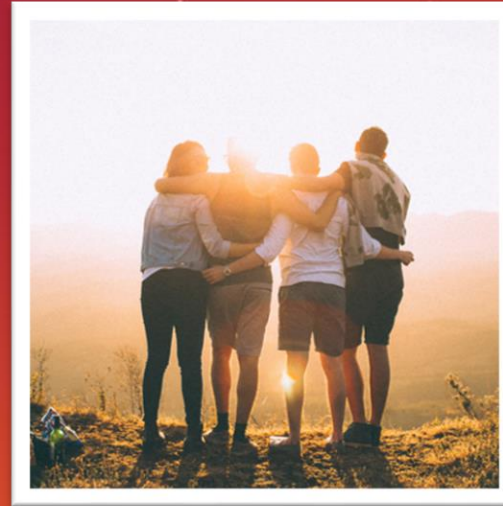


Cross Agency: Probation, SSA, BHSD



Cross Agency: ESA-HR, EOD, LO, GARE, OIR

## LGBTQ Health & Wellness Initiative



Cross Agency: BHSD

## LGBTQ Older Adults Initiative



Cross Agency: SSA – Aging and Adult Services

# Follow Us For Resources

## Web

<https://www.sccgov.org/lgbtq>

## Social Media

@LGBTQSCCgov

## Facebook

<https://www.facebook.com/LGBTQSCCgov>

## Instagram

<https://www.instagram.com/LGBTQSCCgov>

## Twitter

<https://twitter.com/LGBTQSCCgov>

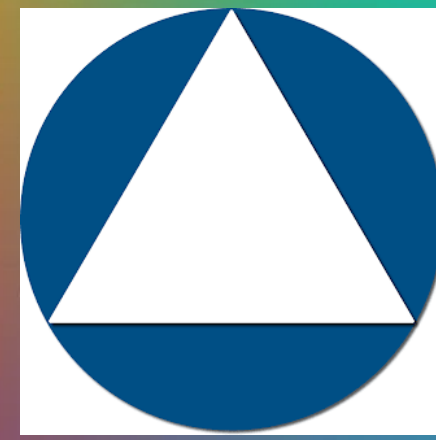


# LGBTQ Competency Training



Online training available for all City of Los Altos employees through the Office of LGBTQ Affairs

# Creating Welcoming Space: Physical Environment



# Creating Welcoming Space: Inclusive Language

Instead of these...

- You Guys/Ladies & Gentlemen
- Him/Her
- Boy/Girl
- Lady/Guy
- Hello Sir/Ma'am
- Mom/Dad
- Husband/Wife/Girlfriend/Boyfriend
- Brother/Sister

Try these!

- Y'all, Folks, Everyone
- Them
- Child/Kid
- Person
- Hello/Hi There
- Parent, Guardian, or Caretaker
- Spouse or Partner
- Sibling



# Partnering with LGBTQ Communities



LGBTQ community input sessions and/or advisors

Outreach at LGBTQ events

LGBTQ inclusive programming & materials



# Q&A



# Contact Us

[www.sccgov.org/lgbtq](http://www.sccgov.org/lgbtq)

(408)678-2900

[lgbtq@ceo.sccgov.org](mailto:lgbtq@ceo.sccgov.org)

@LGBTQSCCgov



## Office of LGBTQ Affairs

# TransFamilies Support Groups

Peer-led support groups for parents and caregivers of transgender, non-binary, and gender expansive children and adults in the Bay Area and Santa Cruz.

Please check out our website to view meeting days & times, and see contact info for our groups below.

[www.TransFamiliesCA.org](http://www.TransFamiliesCA.org)



*TransFamilies of Santa Cruz*

[TransFamiliesCA@gmail.com](mailto:TransFamiliesCA@gmail.com)

&

*TransFamilies of Silicon Valley*

[TransFamiliesSV@gmail.com](mailto:TransFamiliesSV@gmail.com)

*Note: We welcome individuals from all local areas!*

# PROUD PARENTS

**ONLINE GROUP FOR PARENTS  
& GUARDIANS OF LGBTQ+ YOUTH**

## NEXT MEETING DATES FOR ONLINE PARENT GROUPS IN ENGLISH

**Tuesday 7/27/21 - 6pm-7pm**

**Tuesday 9/28/21 - 6pm-7pm**

### REGISTER TO PARTICIPATE:



<https://bit.ly/3vxxyzp>

### FOR MORE INFORMATION & SUPPORT:

**Please contact Joseph Galvan**

**[jgalvan@fcservices.org](mailto:jgalvan@fcservices.org)**

**408-209-2021**



Approval for distribution of these materials does not imply endorsement by the Gilroy & Morgan Hill School District. This program is funded by County of Santa Clara Behavioral Health Department – Substance Use Prevention Services.



COUNTY OF SANTA CLARA  
Behavioral Health Services



# PADRES ORGULLOSOS

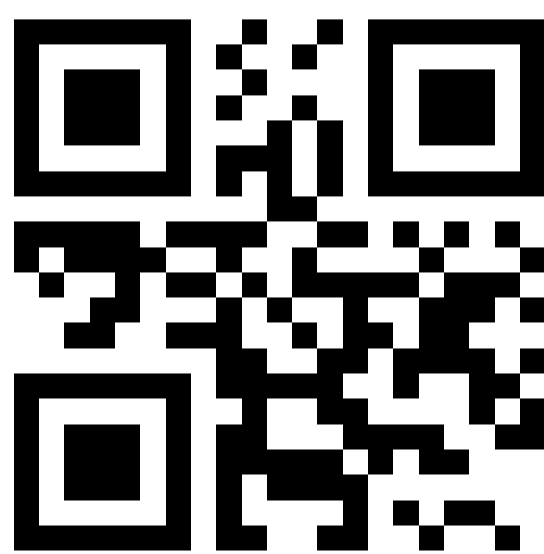
**GRUPO EN LÍNEA PARA PADRES  
Y GUARDIANES DE LA JUVENTUD LGBTQ+**

**PRÓXIMAS FECHAS DE REUNIÓN PARA  
GRUPOS EN ESPAÑOL EN LÍNEA:**

**Martes 6/29/21- 6pm-7pm**

**Martes 8/31/21 - 6pm-7pm**

**PARA REGISTRARSE:**



**<https://bit.ly/3tyRXNs>**

**Para obtener más información y  
asistencia:**

**Póngase en contacto con Luisa Salas**

**[lsalas@fcservices.org](mailto:lsalas@fcservices.org)**

**408-343-7944**



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COUNTY OF SANTA CLARA  
Behavioral Health Services





**TO:** Parks & Recreation Commission  
**FROM:** Donna Legge, Recreation Consultant  
**SUBJECT:** FY 2022-23 Budget Highlights

**RECOMMENDATION:**

Staff will share approve budget outcomes for the Parks and Recreation Department, as approved by City Council.

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**BACKGROUND**

At its regular meeting of June 22, 2021, City Council adopted the FY 2021-22 and 2022-23 Operating Budget and FY 2022-2026 Five-Year Capital Improvement Plan.

City Council and Staff participated in a Council Retreat on January 18 and 22, 2022 where the following items were discussed:

1. Understanding our Budget and Financial Circumstances
2. Employee Recruitment and Retention
3. Maintenance and Improvement of City Facilities
4. Council Policy Decisions

At its regular meeting on March 13, 2022, the Parks and Recreation Commission (PARC) discussed the proposed park and recreation facility projects for the Five-year Capital Improvement Program (CIP). The recommended projects and schedule were based on the COVID-19 transition, available funding, resources, capacity of staff, and priorities discussed at the Council Retreat.

The PARC recommended the adoption of staff's CIP Priorities with a modification that Grant Park be the highest priority and include increasing the electric capacity to support efficient heating, hot water, and cooling of the facilities.

On April 26, 2022, City Council adopted Resolution No. 2022-19 affirming the City Council 5-Year Strategic Goals to include Housing, Land Use, Fiscal Sustainability, Community Safety, Asset Management, Environmental Sustainability, Community Engagement, Staffing, Business Communities.

At its regular meeting on June 28, 2022, City Council adopted several resolutions including approval of the FY 2022-26 Capital Projects; FY 2022-23 Midterm Operating Budget; FY 2021-22 Park in Lieu Fund Appropriation; and FY 2021-22 Final Operating Budget.

Items of interest related to the operations of the Parks and Recreation Commission include:

- The allocation of \$38,000 of Park-in-Lieu Funds for the New Theater Working Group to participate in a feasibility study for a new live theater located in downtown Los Altos

In addition, the CIP was amended to include recommendations made by the Parks and Recreation Commission (Attachment A).

Attachment:

A. In-Lieu Park Fund Allocations for Capital Improvement Program



Attachment A

## In-Lieu Park Fund

Project #	Project Name	Estimated Appropriated	Projects Reduced / Increased	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	Total
CF-01009	Annual Pathway Rehabilitation	\$ -		\$ 50,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,050,000
CF-01017	Annual Park Improvement Project	334,396	(1,000,000)	750,000					84,396
New*	Designated Picnic Areas				80,000				80,000
New*	Natures cape				35,000				35,000
New*	Drainage and Drinking Fountains				180,000				180,000
New*	Park Shade				120,000				120,000
New*	Hillview Dog Park				50,000	500,000			550,000
New*	McKenzie Dog Park					50,000	500,000		550,000
New*	Facilities Assessment				250,000				250,000
New*	Grant Park Facility (Electrical, Hot Water, HVAC)				600,000	400,000			1,000,000
New*	Shoup Park Playground					207,000	828,000		1,035,000
New*	Marymeade Playground						110,000	440,000	550,000
New*	McKenzie Playground						145,000	580,000	725,000
New*	Hillview Fitness Equipment							27,000	27,000
GF before	Garden house Upgrades					125,000			125,000
GF before	San Antonio Club Upgrades					125,000			125,000
GF before	Rebuild Grant Park Basketball Court				150,000				150,000
CF-01019	Veterans Community Plaza Shade Structure	45,476	(45,476)						(0)
CF-1004	Halsey House rehabilitation			290,480		50,000	50,000	50,000	440,480
CF-01025	Dog Park Fencing Project			100,000					100,000
CF-01023	Grant Park Master Plan								-
CF-01024	City-wide Parks and Recreation Master Plan						300,000		300,000
<b>TOTAL</b>		<b>\$ 379,872</b>	<b>\$ (1,045,476)</b>	<b>\$ 1,190,480</b>	<b>\$ 1,715,000</b>	<b>\$ 1,707,000</b>	<b>\$ 2,183,000</b>	<b>\$ 1,347,000</b>	<b>\$ 7,476,876</b>
	<b>Original 5 year CIP Amounts by year</b>	<b>\$ 379,872</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ 1,050,000</b>	<b>\$ 1,150,000</b>	<b>\$ 1,530,000</b>	<b>\$ 1,450,000</b>	<b>\$ 6,359,872</b>
	<b>Increase / (Decrease) over original amounts</b>	<b>(0)</b>	<b>(1,045,476)</b>	<b>390,480</b>	<b>665,000</b>	<b>557,000</b>	<b>653,000</b>	<b>(103,000)</b>	<b>1,117,004</b>