



YOUTH COMMISSION REGULAR MEETING

MONDAY, February 1, 2021 – 6:30 P.M.

TELECONFERENCE

Please Note: Per California Executive Order N-29-20, the City of Los Altos Youth Commission will meet via teleconference only. Members of the Public may call (623) 404-9000 to participate in the conference call (Meeting ID: 149 259 0723, Password: 020121). Members of the Public may only comment during times allotted for public comments.

Public input will be taken at the direction of the Chair. Those wishing to comment on an agenda item are asked to text their name and which item they wish to speak on to 650-947-2712 to better organize the public comment period. An opportunity will be provided to those who do not text to speak on each item. Members of the public are also encouraged to submit written testimony prior to the meeting to wwells@losaltosca.gov. Emails received prior to the beginning of the meeting will be included in the public record.

ESTABLISH QUORUM

PLEDGE OF ALEGIANCE

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 Recorder. 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.

MEETING PROCEDURES

Review virtual meeting etiquette

ITEMS FOR CONSIDERATION/ACTION

1. Minutes
Approve minutes of the regular meeting of January 4, 2021
2. Complete Streets Master Plan Project – Task Force Invitation
Receive update on the Complete Streets Master Plan (CSMP) project and consider assignment of a Youth Commissioner to the CSMP Task Force
3. Grant Park Master Plan Task Force
Receive staff report and recommend two Youth Commission representatives to serve on the Grant Park Master Plan Task Force

INFORMATIONAL ITEMS

4. Receive information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

5. Environmental Subcommittee
Receive an update from the Environmental Subcommittee
6. Social Justice Subcommittee
Receive an update from the Social Justice Subcommittee
8. Publicity Subcommittee
Receive an update from the Publicity Subcommittee
9. Special Events Subcommittee
Receive an update from the Special Event Subcommittee

POTENTIAL FUTURE AGENDA ITEMS

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.

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.

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.

**DRAFT - MINUTES OF THE YOUTH COMMISSION MEETING OF THE CITY OF
LOS ALTOS, HELD ON MONDAY, January 4, 2021, AT 6:30 P.M. via
TELECONFERENCE**

ROLL CALL

Meeting called to order at 6:31pm.

PRESENT: Chair Erogbogbo, Vice Chair Hong, Commissioners Bharati, Harpaz, Mangla,
Morokutti, Venkatraman, Tusneem, Vonk

COMMISSIONERS ABSENT: Manor, Young

ALSO PRESENT: City Council Member/YC Liaison Weinberg, Staff Liaison Wells

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT NOT ON AGENDA

None received

ICE BREAKER

Chair Erogbogbo led activity to allow everyone present to become better acquainted. He introduced Mr. Weinberg, who described himself as a newly elected City Council Member/Liaison and provided comments on his previous experience as a Parks and Rec Commission Member.

MEETING PROCEDURES REVIEW

Staff Liaison Wells, Chair Erogbogbo and Vice Chair Hong, reviewed meeting etiquette, participation and expectations going forward, and included a request for Commissioners to activate cameras and remove distracting backgrounds while attending meetings.

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes: Upon a motion by Chair Erogbogbo, seconded by Commissioner Sander, the Minutes for the meeting that took place on December 7, 2020 were approved by unanimous vote.
Approve: Chair Erogbogbo, Vice Chair Hong, Commissioners Bharati, Harpaz, Morokutti, Venkatraman, Tusneem, Vonk, Young
Oppose: None
Abstention: None
Motion passed 9-0-0
2. Appoint Subcommittee Members: Staff Liaison Wells shared a spreadsheet showing current Commission Subcommittees and their respective Members. Minor spreadsheet revisions were provided by some Commissioners. Upon a motion by Chair Erogbogbo, seconded by

Commissioner Venkatraman, Commissioner Harpaz was appointed to Environmental Subcommittee by unanimous vote.

Approve: Chair Erogbogbo, Vice Chair Hong, Commissioners Bharati, Harpaz, Mangla, Morokutti, Venkatraman, Tusneem, Vonk,

Oppose: None

Abstention: None

Motion passed 9-0-0

INFORMATIONAL ITEMS

3. Rec Staff Update: Staff Liaison Wells provided an update of City of Los Altos Recreation Department developments.
4. City Council Update: City of Los Altos Council Member and Liaison Weinberg described upcoming topics, including Grant Park issues, to be considered by the City Council.
5. Review Work Plan: Staff Liaison Wells reviewed the 2020/2021 Work Plan, sharing a chart of current projects, status and completions with the Commissioners and Ambassadors. Mr. Wells also provided guidance to the Commissioners and Ambassadors regarding project communications.

COMMISSIONERS' REPORTS AND COMMENTS

6. Environmental Subcommittee. Commissioner Venkatraman reported on completed projects and plans for an art competition that will use the Silicon Valley Clean Energy Education Fund grant award received by the Commission. Ms. Venkatraman will forward a request to Staff Liaison Wells for assistance from the Publicity Subcommittee to publicize the competition.
7. Social Justice Subcommittee: Commissioner Venkatraman reviewed the Subcommittee's projects and plans. Following action taken by the school district, the SRO project is on hold until a later date. The Subcommittee members are discussing options and topics for a potential live or recorded speaker event to be held in April.
8. Publicity Subcommittee: Commissioner Vonk reported the Subcommittee is compiling future event email lists, currently have some schools and local groups. The Subcommittee is also creating T-shirt designs and working on the web page. YC Vice Chair Hong requested an email poll for the T-shirt designs.
9. Special Events Subcommittee: Chair Erogbogbo reported the successful completion of 3 events – the fundraising project received double its goal, cards were sent to seniors and a “meet & greet” was held, despite minor tech issues. Potential future projects include a package/letter writing campaign for homeless people, teen hosted summer camp and a movie night. Staff Liaison Wells will assist in researching/obtaining movie performance rights.

POTENTIAL FUTURE AGENDA ITEMS

None listed.

ADJOURNMENT

The Youth Commission meeting was adjourned at 7:02pm.



DATE: February 1, 2021

AGENDA ITEM # 2

TO: Youth Commission

FROM: Jaime O. Rodriguez, Interim Staff Liaison to Complete Streets Commission

SUBJECT: Complete Streets Master Plan Project – Task Force Invitation

RECOMMENDATION:

Receive update on the Complete Streets Master Plan (CSMP) project and consider assignment of a Youth Commissioner to the CSMP Task Force

INTRODUCTION

The City of Los Altos initiated the development of a Complete Streets Master Plan study project in the Fall 2019. A Task Force is being created to assist City staff and the project consultant, Alta Planning + Design, with initial screening of project recommendations before they are presented to future commissions, the public, and the City Council for review. The Task Force is being finalized in anticipation of its first meeting in February. The Task Force is expected to meet between 3-4 times between February and July. The Parks & Recreation Commission is being invited to assign a member of its commission to the Task Force.

BACKGROUND

The Los Altos - Complete Streets Master Plan includes the following deliverables:

- Bicycle & Pedestrian Transportation Plan Update
- Suggested Route to School Map Updates
- Concept Plan Line Drawing Development
- Community Engagement Program

The Complete Streets Master Plan Task Force will be involved in reviewing preliminary recommendations developed for each task prior to presentation to the Complete Streets Commission, public, and City Council. The Task Force meetings will be held directly with City staff and the Alta Planning + Design consultant team during normal business hours, the Task Force meetings will not be public meetings.

DISCUSSION

A more detailed description of the four Complete Streets Master Plan study elements is provided below:

- ***Bicycle & Pedestrian Transportation Plan Update***

The current Los Altos – Bicycle Transportation Plan was last updated in 2012 and the Los Altos – Pedestrian Master Plan in 2015. The City realized minor implementation of both plans since their last updates.

The Complete Streets Master Plan update seeks to combine both documents, develop and prioritize future projects, and finalize planning level work for future projects that can align with other city capital improvement program projects, such as the street resurfacing program, to assist in implementation. The City started aligning bicycle & pedestrian transportation projects with the street resurfacing program in 2019 and at the time implemented new bicycle facilities along both Almond Avenue and Covington Road. As bicycle & pedestrian facilities in the City support connections to existing parks facilities, participation by the Parks & Recreation Commission is being requested.

- ***Suggested Route to School Map Update***

The City maintains Suggested Route to School maps for each of the public schools in the City that identify the recommended walking bike & routes to school. The maps serve as an education & encouragement tool and are distributed at the start of each school year. The maps are also used to prioritize future transportation projects to ensure those recommended walking & biking routes include best practice engineering facilities for public use.

The Complete Streets Master Plan will update Suggested Route to School maps for each school in the City and create new Hot Spot Improvement Maps. The Hot Spot Improvement Maps will identify near-term improvements that can be implemented within 2-5 years throughout the City such as High Visibility Crosswalk Markings & Signage, new intersection controls (i.e., STOPS or YIELDS), etc.

- ***Concept Plan Line Development***

Concept Plan Line drawings are used to engage the public on the identification of future bicycle & pedestrian facilities within their neighborhoods and to budget future capital projects. The City also uses the concept plan line drawings to create future Signage & Striping Plans that can be implemented as part of the streets resurfacing program. As part of the Complete Streets Master Plan project, concept plan line drawings are being created for all the locations identified in Table 1.

- ***Community Engagement Plan***

As part of the community engagement plan the City will include online community engagement tools to allow residents to note areas of concern for future project consideration. The City anticipated walking and biking audits with residents, but this element may be delayed or permanently deferred pending COVID-19 restrictions.

Table 1
Complete Streets Master Plan – Concept Plan Line Drawing Locations

No.	Street	Limits	Status
1	Almond Ave	San Antonio Rd to El Monte Av	Active Construction
2	Alvarado Ave	San Antonio Rd to Casita Way	Pending
3	Casita Way	Jardin Dr to Marich Wy	Pending
4	Covington Rd	El Monte Ave to Miramonte Ave	Construction Complete
5	Covington Rd	Miramonte Ave to Grant Rd	Prelim. Drawing Complete
6	Distel Dr	Jardin Dr to El Camino Real	Pending
7	El Camino Real	Entire City Limits	Prelim. Drawing Complete
8	Gordon Ave	Almond Ave to Hawthorn Ave	Prelim. Drawing Complete
9	Grant Rd	Foothill Exp to Homestead Rd	Prelim. Drawing Complete
10	Jardin Dr	City Limits	Prelim. Drawing Complete
11	Jordan Ave	San Antonio Rd to El Monte Real	Prelim. Drawing Complete
12	Los Ninos Wy	Jardin Dr to Marich Wy	Pending
13	Loyola Corners	Fremont-Miramonte-A St	Prelim. Drawing Complete
14	Marich Wy	Jordan Ave to Casita Wy	Prelim. Drawing Complete
15	Miramonte & Berry Ave	Intersection Hot Spot	Prelim. Drawing Complete
16	Panchita Wy	Jardin Dr to Marich Wy	Pending
17	Solano Dr	Jardin Dr to Marich Wy	Pending
18	Valencia Dr	Arbuelo Wy to Almond Ave	Pending

A Study Session with the Complete Streets Commission will be held on Thursday, January 21, 2021. At the study session members of the Task Force will be announced, Task Force members are currently being finalized but is anticipated to comprise of the following:

- | | |
|--------------------------------------|-------------------------------|
| Complete Streets Commission (2) | Greentown Los Altos (1) |
| Parks & Recreation Commission (1) | Bicycle Advocate Resident (1) |
| Youth Commission (1) | School Advocate Resident (1) |
| Councilmember Weinberg (CSC Liaison) | Downtown Chamber (1) |



DATE: February 1, 2021

AGENDA ITEM # 3

TO: Youth Commission

FROM: Donna Legge, Recreation & Community Services Director

SUBJECT: Grant Park Master Plan Task Force

RECOMMENDATION:

Receive staff report and recommend two Youth Commission representatives to serve on the Grant Park Master Plan Task Force

BACKGROUND

The recreation offerings at the Hillview Community Center included senior programs that were combined with a volunteer-based senior program at Grant Park when Hillview was closed in March 2019. The Grant Park Community Center is intended to be a shared attraction for the community, to include all ages, interests, and ability levels. The Grant Park Senior Program was initiated five years ago and will remain at Grant Park once the new Los Altos Community Center opens in the spring or summer of 2021. The original Hillview programs that were moved to Grant Park will return to the new community center, supporting senior programs at both locations.

Prior to the closure of the Hillview Community Center, there was an average of 56 participants that utilized two bocce ball courts. After Hillview closed and prior to the COVID -19 shelter-in-place orders, an average of 20 bocce ball participants, each week, utilized available courts at Cuesta Park located in the city of Mountain View – 2.4 miles or a 5-minute drive from Grant Park. The new community center will include two bocce ball courts.

The Los Altos Legacies and Rotary Endowment Fund offered to donate \$20,000 each (total of \$40,000) to fund the development of two permanent bocce ball courts at Grant Park. The City’s Donation Policy requires that any contribution greater than \$10,000, be accepted (or not) by the City Council. Due to the nature of the offer, staff recommended that the Parks and Recreation Commission, as well as the Senior Commission, review the donation proposal and forward both recommendations to City Council.

Senior Commission Review

This item was discussed by the Senior Commission in January, February, and March 2020. Based on opposition to the bocce ball courts and comments during the public comment portion of the meetings, staff recommended that the Senior Commission consider a comprehensive public outreach process to determine the interest in bocce ball compared to other desirable amenities and priorities. Staff



DATE: February 1, 2021

AGENDA ITEM # 3

shared the park and facility improvements for Grant Park, that have already been identified by the City (Attachment 1). In consideration of the various improvements and the uncertainty that bocce ball was a preference, staff recommended that the Senior Commission consider the pursuit of a site-specific master plan for Grant Park.

At its regular meeting of March 2, 2020, the Senior Commission recommended that the bocce ball courts be included in a greater [Grant Park] master plan process.

Parks and Recreation Commission (PARC) Review

When discussing projects and priorities, the PARC often emphasizes the importance of park improvements and amenities that can be flexible, multi-use and serves the greater population in the least amount of space. Parkland is a valuable commodity given the limited acreage (45 acres) the City has available.

At its regular meeting of July 8, 2020, the PARC appointed Commissioners Dailey, Morris and Yeh to serve on a Grant Park Master Plan Subcommittee to evaluate Grant Park and conduct a preliminary needs assessment, working with staff if/when a recommendation for a consultant is deemed appropriate.

At the PARC meeting on September 9, 2020, staff shared correspondence from the Los Altos Legacies, recognizing the impacts of the pandemic and other challenges being faced by the City, such as reduced city revenues, a large hit to city recreation programs and fees, moving into the new community center, and new council members. It was suggested by the Legacies that donation for bocce ball be tabled until the recreation department finds a new normal or when a Grant Park Master Plan is completed.

On October 14, 2020, the PARC made the following recommendations to City Council:

1. Authorize [staff] to produce a Grant Park Master Plan
2. City Council request that Legacies and Rotary are flexible in the allocation of monies offered based on the priorities of the Grant Park Master Plan.

City Council Direction

At its regular meeting of December 15, 2020, City Council received recommendations from staff, Senior Commission and Parks and Recreation Commissions.

1. Council directed staff to draft a letter on behalf of the City Council to thank and acknowledge the most recent offer of \$20,000 from the Los Altos Legacies and \$20,000 from the Rotary Endowment Fund and to defer further discussion as to the potential use of such a gift (donation) until after Grant Park priorities have been identified through a comprehensive public outreach process.



DATE: February 1, 2021

AGENDA ITEM # 3

2. Council recommended to proceed with a Grant Park master plan process to include CEQA guidelines and other applicable Land Use processes and regulations. Council also directed staff to work with representatives from the Parks and Recreation Commission, Senior Commission and Youth Commission to develop and bring back to the Council a scope of work, identifying minimum requirements and constraints, for the development of a Request for Proposal (RFP) for a master plan for the exterior of Grant Park.

DISCUSSION

Staff is requesting that the Senior Commission appoint two representatives to the Grant Park Master Plan Task Force that will meet in February. The Task Force will provide input on the development of a scope of work to be included in a Request for Proposal that will be used to invite consultants to submit proposals and be considered for hire to facilitate a comprehensive public process and develop a site-specific master plan for Grant Park.

Scope of Work means a description of the work activities, deliverables, and/or timeline, to be performed by a contractor as set forth in a Agreement.

Request for Proposal specifies a scope of work that needs to be performed and solicits in response a proposal from the vendor describing how they would go about executing the project, including pricing information.

Site Specific Master Plan refers to a drawing that is completed or contemplated, with all the physical modifications shown or proposed. A site master plan shows all the facilities, the vegetation (existing and proposed), circulation routes (roads, paths, trails), service and maintenance areas, parking, playgrounds, and all appropriate accommodations. The steps in a design process may vary by designer but generally includes research, inventory, synthesis, preliminary design, final design, implementation, and evaluation.

Park and Facility Improvements Identified for Grant Park

2002 General Plan – Open Space, Conservation & Community Facilities Element

OCC 6: RECREATION PLAN

Develop and periodically update a Recreation Plan, which addresses existing and future facilities and services. In implementing and updating the plan, focus on retrofitting and improving the existing facilities and constructing new facilities in the most cost-effective manner. Improvements and new construction will implement requirements of the ADA.

- 6) Encourage use of community parks and facilities for cultural activities, special events and programs.
- 7) Adopt and maintain a capital improvement program for parkland acquisitions, improvements, existing park retrofits and recreational facilities, and a phasing schedule for commitment of resources including the design and construction of facilities.

OCC 8: RECREATION PROGRAMS AND FACILITIES

Provide a full range of recreational opportunities to serve the community.

- 6) Continuing work with the Hillview Senior Center and Garden House [Grant Park Seniors] to identify the available programs and facilities for seniors, and looking for ways to augment them where appropriate.
- 8) Developing new recreation programs to reflect the changing needs and interests of Los Altos residents.

2012 Parks Plan

Grant Park recommendations:

- Look for opportunities to provide shaded seating through planting of trees
- Complete the Grant Park Renovation CIP which includes replacing lighting, benches, and the pathway
- Complete the Grant Park Jogging Trail CIP

* The Parks Plan does not address recreation facilities, programs or events.

PARC Capital Improvement Program Recommendations

During the FY 2020-21 Budget & the Five-year (FY 2020-21 to FY 2023-24) Capital Improvement Program process, the PARC recommended the replacement of the Grant Park playground.

The playground equipment at Grant Park will be at the end of its 15-year expected life span. Pour in Place rubber should be considered as an addition to the playground to increase safety, increase inclusion for children with disabilities, and reduce maintenance costs.

The Grant Park playground renovation is scheduled for consideration in FY 2021-22. Park-in-lieu Funds in the amount of \$350,000 are allocated but require City Council approval.

City Council Capital Improvement Plan Priorities

At its regular meeting on September 24, 2019, staff facilitated the prioritization of the Capital Improvement Program with City Council. The following projects are listed as tabulated and approved by Council:

1. Police Department Renovation
2. Annual Pavement Improvement
3. ***Grant Park Community Center**
4. Los Altos Youth Center
5. Parks Renovation
6. City Hall Renovation
7. Garden House Renovation
8. Public Pool Study
9. Halsey House

*Staff has identified the following Grant Park Community Center and Park improvements that include, but are not limited to electrical upgrades, sustainable and efficient heating and cooling system, shade canopies, preschool room features, expansion of basketball courts, access to hot water (post COVID-19), storage, parking and consideration of a catering kitchen.

Parks and Recreation Commission Work Plan

At a special meeting on April 22, 2020, the PARC approved the FY 2020-21 Work Plan and shared it with City Council at their joint annual meeting on May 5, 2020. The following playground projects could be considered at Grant Park:

Goal: Aim for high quality parks and facilities:

Project: Inclusive Playground Features - Explore additional inclusive features (1 or 2) at each playground.

Project: Outdoor Adult Fitness - Determine placement for inclusive outdoor fitness components and equipment for adults.



DATE: February 1, 2021

AGENDA ITEM # 4

TO: Youth Commission
FROM: William Wells, Staff Liaison
SUBJECT: Informational Items

RECOMMENDATION:

Receive information and announcements from City staff

YTRS Scholarship

YTRS is pleased to offer scholarship awards to high school Juniors and Seniors, in an effort to provide financial assistance for those who have made positive contributions to communities and/or the parks and recreation profession. Applications must be received electronically via e-mail by the YTRS Scholarship Committee by 5:00PM – Monday, February 1, 2021.

YAC Social

YTRS is planning a second YAC Social event in March or April.

Winter Programs

Recreation staff is currently preparing for our Winter Season which will run February 15 – March 27. Registration reminders will be mailed late January with sign-ups opening Tuesday, January 26. For more information please visit our City website at <https://www.losaltosca.gov/recreation/page/view-all-classes-0>.

COVID-19 Updates

Parks, restrooms and playgrounds remain open. To stay updated with the latest information, please visit our City website at <https://www.losaltosca.gov/citymanager/page/covid-19-resource-page>.