



**Parks and Recreation Commission  
Special Meeting  
December 18, 2024  
7:00 PM  
Council Chambers and Virtual**

<https://zoom.us/join>

**Meeting ID: 999 3789 9745**

**Phone number: 1 669 900 6833**

Pursuant to [AB 361](#), Parks and Recreation meetings will be held as “hybrid” meetings with the option to attend by teleconference/video conference or in person. To maximize public safety while still maintaining transparency and public access, members of the public can choose to participate from home or attend in person. Information on how the public may observe and participate in the meeting is located at the end of the agenda.

**HOW TO PARTICIPATE**

**VIRTUAL PARTICIPATION**

CLICK HERE TO JOIN (<https://zoom.us/join>)

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The meeting will be broadcast live on Cable TV and through Channel 26 or 29 of the Midpen Media Center at <https://midpenmedia.org/local-tv/watch-now/>.

**IN PERSON PARTICIPATION REQUIREMENT:**

- Masks are strongly recommended
- Maintain social distancing
- If you cannot or do not wish to comply, you can still participate virtually

**PUBLIC COMMENTS**

Public Comments will be accepted both in person and via Zoom meeting. All requests to speak will be taken until 5 minutes after the staff’s presentation. Written public comments can be submitted in advance to [ParkRec.commission@cityofpaloalto.org](mailto:ParkRec.commission@cityofpaloalto.org) and will be provided to the Commission. Please clearly indicate which agenda item you are referencing in your email subject line.

Instructions for the Zoom meeting can be found on the last page of this agenda.

Commissioner Names, Biographies, Present and Archived Agendas and Reports are available online: <https://www.cityofpaloalto.org/Departments/Community-Services/Other-Services/Commissions/Parks-and-Recreation-Commission>

## **CALL TO ORDER & ROLL CALL**

## **PUBLIC COMMENT**

Members of the public wishing to address the Board on matters within the jurisdiction of the City, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes.

### **E-Mails from Public**

## **AGENDA CHANGES, ADDITIONS, AND DELETIONS**

This is the point in the meeting where a vote may be taken to add or change the order of the agenda to improve meeting management.

## **APPROVAL OF MINUTES**

1. Approval of Draft Minutes from the October 22, 2024, Parks and Recreation Commission Regular Meeting - **Action** - [Attachment](#) - (5 min)

## **CITY OFFICIAL REPORTS**

2. Department Report – (20 min)

## **BUSINESS**

3. Aquatics Annual Report – Tim Sheeper– **Discussion** – [Attachment](#) – (45 min)
4. Capital Improvement Project Updates – Lam Do – **Discussion** – [Attachment](#) – (60 min)
5. Update Work Plan and Confirm Middle School Athletics Ad Hoc – Chair Brown – **Action** [Attachment](#) – (30 min)
6. Ad Hoc Committees and Liaison Updates – Chair Brown – **Discussion** – (15 min)

## **COMMISSIONER/BOARD MEMBER QUESTIONS, COMMENTS, ANNOUNCEMENTS OR FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

### **Americans with Disability Act (ADA)**

It is the policy of the City of Palo Alto to offer its public programs, services and meetings in a manner that is readily accessible to all. Persons with disabilities who require materials in an appropriate alternative format or who require auxiliary aids to access City meetings, programs, or services may contact the City's ADA Coordinator at (650) 329-2550 (voice) or by emailing [ada@cityofpaloalto.org](mailto:ada@cityofpaloalto.org). Requests for assistance or accommodations must be submitted at least 24 hours in advance of the meeting, program, or service.

## Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

1. **Written public comments** may be submitted by email to [ParkRec.commission@cityofpaloalto.org](mailto:ParkRec.commission@cityofpaloalto.org)
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Commission, click on the link below for the appropriate meeting to access a Zoom-based meeting. Please read the following instructions carefully.
  - A. You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
  - B. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
  - C. When you wish to speak on an agenda item, click on "raise hand". The moderator will activate and unmute attendees in turn. Speakers will be notified shortly before they are called to speak. The Zoom application will prompt you to unmute your microphone when it is your turn to speak.
  - D. When called, please limit your remarks to the time limit allotted.
  - E. A timer will be shown on the computer to help keep track of your comments.
3. **Spoken public comments using a smart phone** will be accepted through the teleconference meeting. To address the Commission, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow instructions B-E above.
4. **Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit \*9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name before addressing the Board. You will be advised how long you have to speak. When called please limit your remarks to the agenda item and time limit allotted.

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