

**Town of Los Altos Hills  
Community Relations Committee**

**Special Meeting Minutes  
Monday, April 22, 2019  
Parks and Recreation Building**

**1. Roll Call; Committee Membership**

The special Committee meeting was called to order at 7:09 PM by Chairman, Lew Jamison. Present: Lana Einschlag, Karen Emerzian, Lew Jamison, Nena Price. Associate members, Ron Knapp, Mansour Moussavian, Roy Woolsey. Town Staff: Sarah Robustelli.

**2. Introduction of Any Members of the Public; Public Comment**

None.

**3. Review of Prior City Council Meetings.**

Lew Jamison was approved as a full member of the Committee for a new four-year term, so he can continue as this year's Committee chairman.

**4. Review and Approval of Prior Committee Meeting Minutes**

The minutes of the March 26, 2019 meeting were approved as drafted.

**5. Update on Town Activities**

Sarah Robustelli reviewed various Town activities. The document shredding event held at Town Hall was quite successful, with approximately 90 households bring up to five boxes each for thorough shredding; the event cost about \$600. The Earth Day and Hopping Hounds events were well attended and successful. Coming up are the Pathways Run and Touch-a-Truck event.

There was considerable discussion of the very successful Newcomer Welcoming reception organized by the Committee and held at Town Hall on Sunday afternoon, March 31, 2019. Approximately 85 people, mostly newcomers to Town, attended. Mansour Moussavian, who served as chairman of the event, said that Town staff did a wonderful job in supporting the event.

**6. Welcoming of Town Newcomers**

Roy Woolsey reported that since the January Committee meeting: (1) Mailing labels were prepared for mailing of the welcoming letter from Council to four newcomers to Town for February and to six newcomers to Town for January. (2) Mailing labels were prepared for mailing of the follow-up welcoming letter from the Committee to the 13 newcomers to Town for the months of November and December 2018 and to seven newcomers to Town for October, 2018. (3) Newcomer names and addresses covering the period from January, 2016 to February, 2019, inclusive (a total of over 350 names and addresses), were provided for mailing of invitations to the newcomer welcoming reception.

Roy said that there were just five newcomers to Town for March, and that these would be combined with April newcomers for mailing of the newcomer welcoming letter in early May. Roy noted that newcomers to town were really down from prior years, and several Committee members commented that the Los Altos Hills real estate market has been slow of late.

## **7. Discussion of Reactivation of Neighborhood Network Program**

Our involvement in the program was discontinued as of last month, and effectively replaced by Nextdoor.com.

## **8. Los Altos Hills Town Picnic**

In the absence of Roger Burnell, Sarah Robustelli discussed the entertainment for the Picnic – the same pirate as last year – who will be paid \$2,100 for his appearance this year including a bird act. This amount was confirmed by the Committee. Sarah noted that she has been in touch with Neal Rayborn regarding the Classic Car show, and that invitations to car owners are being handled. The Committee reviewed a draft of the Picnic flier and redlined a few minor changes.

There was considerable discussion of the use of wrist bands rather than meal tickets for this year's Picnic. While wrist bands might be more convenient since they don't involve handing out and collecting meal tickets, they would allow people to go through the food stations multiple times, unless the wristbands were punched or marked. Eventually it was decided to continue using meal tickets this year, and consider revising the whole registration process including meal tickets vs. wrist bands for next year.

The Committee then reviewed the attached list of the various tasks for the Town Picnic, filling in the names of volunteers and the status of the tasks as shown on the attached pages.

## **9. Additional Items or Contributions from Committee Members**

None.

## **10. Date for Next Meeting and Adjournment**

The next meeting will be a special meeting at 7:30 PM on the third Monday in May, which is Monday, May 20, 2019. This will be an important meeting to review final details for the Picnic. The meeting was adjourned at 8:35 PM.

Minutes prepared by Roy Woolsey, April 27, 2019

**LOS ALTOS HILLS TOWN PICNIC SUBCOMMITTEE VOLUNTEER LIST 4/22/2019**

<b>Subcommittee</b>	<b>Subcommittee Chair</b>	<b>Status/Comments</b>
Picnic proposal and budget	Sarah	\$50,000 budget approved by Council
Flier content	Sarah	Reviewed in meeting by Committee
Flier printing/mailing	Town Staff	Print soon and mail around end of April
“Our Town” article	Sarah	Not article this year; only in calendar section
Town Web Site publicity	Sarah	On website calendar
Publicity banners	Sarah/Town Staff	Will be put up mid-May, after Pathways Run
Date inserts for banners	Sarah	Date change done
Development of event schedule, thank-you, announcement posters	All	Need large no pets sign; will develop/review schedule in May Committee meeting
Poster production	Town Staff	
Coordination/communication with other Town committees	Sarah	
Table to promote committees		Sarah will ask Michael Shoendorf if worthwhile
Reminder automated e-mails	Sarah	
Program/announcements	Lew Jamison	
P A System	Sarah	Plan to rent high-power P.A. system again
Pre registration	Sarah	Web site registration will be up this week
Printed reg lists for on-site reg	Sarah	
Alphabet signs for reg tables	Sarah	
Registration tables and materials	Karen Emerzian	
Meal and ice cream tickets	Karen Emerzian	
Collecting meal tickets for food	Concessionaire	
Signs indicating ice cream flavors	Town Staff	Should have from last year
Location/layout of events		Finalize next month
Stick-on name tags and pens	Karen Emerzian	Make name tags optional this year
Committee name tags/ribbons		Sarah will check from last year
Newcomer/ 1 <sup>st</sup> timer recognition		Not to be done because of newcomer reception
Entertainer/entertainment	Roger Burnell/Sarah	
Pirate	Roger Burnell/Sarah	
Train from field 2 to field 1	Sarah	
Inflatable games	Sarah	
Contest games	Nick French	Sarah will ask Nick
Prizes for games	Nick French	Dollar store items
Pony Rides / petting zoo	Sarah	
Face Painting	Sarah	
Game/contest announcer	Nick French	
Stage and canopy at car show	Sarah	
Classic car invites to exhibit	Sarah	Will go out this week

Classic car field arrangements	Neal Rayborn	
Classic car judging	Neal/Chris Knopf	
Car show awards	Chris	Lana Einschlag will handle calligraphy
Coordination of car show awards	Chris	
High School robotics teams	Chris & Youth Comm	
Band/musical entertainment	Ron Knapp	Kimball Hooker band this year; cost \$900
Model (Lionel) trains	Sarah	
Beer	Ron Knapp	
Wine	Ron Knapp	
Soft drinks	Ron Knapp	
Serving glasses	Ron Knapp	
Water from Water District	Sarah	E-mail in January; will follow up & ask for cups
Ice cream/toppings	Mansour Moussavian	
Serving plates, utensils	Mansour Moussavian	
Plastic tablecloths	Karen Emerzian	Will get four red and four blue
Ice/Ice chests	Sarah	Ron Knapp needs two large coolers
Refrigerator/freezer	Sarah	Really need this for ice cream
Balloons	Sarah	
Temporary restrooms	Sarah	
Restroom cleaning/prep/janitor	Sarah	
Contracts for vendors and others	Sarah	
Trash/recycle/compost bins	Sarah	
Green Waste table/booth	Sarah	
Bull horn for game announcing	Nick French	
Orange cones for games	Town crew	
Easels for event posters	Sarah	
Little League arrangements	Sarah	
Electrical extension cords	Town crew	
Keys for fields and rest rooms	Town crew	
Food catering approval and order	Sarah	
Final meal count to caterer		2000 expected; let caterer know if many more
Fire dept participation in picnic	Sarah	
Sheriff participation in picnic	Sarah	No helicopter. Will check on sno cones & CERT
Irrigation of fields	Town crew	
Shade canopies, stage, table, chair, tablecloth rental	Sarah	Completed; same as last year
Event staff (Volunteer coord.)	Sarah	May 24 for list; calls on May 25/26
Setup		
Cleanup	Town Crew	