



**Meeting Minutes
January 16, 2018**

Organization

City of Santa Clara

Name

Commissioner Chuck Blair
Commissioner George Guerra
Commissioner Andrew Knaack
Commissioner Roseann Alderete LaCoursiere
Commissioner Joe Martinez
Commissioner Tino Silva
Commissioner Kevan Michael Walke
Director of Parks & Recreation, James Teixeira
Deputy Parks & Recreation Director, Dale Seale
Recreation Manager, Kim Castro

Matters for Council Action:

The Commission recommended (5-0-2) that Council approve the general park rules as updated by the Commission and incorporate these into a future City Code update.

1. Call to Order/Roll Call/Order of Agenda: The meeting was called to order by Chair LaCoursiere at 7:00 p.m. On a motion by Commissioner Guerra and second by Commissioner Silva, the Commission excused Commissioners Knaack and Walke (5-0-2).
2. Approval of Minutes: On a motion by Commissioner Guerra and second by Commissioner Silva, the Commission approved the November 2017 Minutes.
3. Correspondence & Communications: Recreation Manager Castro reviewed correspondence and communications with the Commission.
4. New Business:
 - A. Mission City Memorial Park Update. Cemetery Manager Orr provided a presentation to the Commission on cemetery operations. The City of Santa Clara operates two cemeteries; Mission City Memorial Park, and Agnews Historic Cemetery and Museum. Mission City Memorial Park is commonly referred to as the tree cemetery due to the large number of trees (over 450). Cemetery Manager Orr also reviewed the history of the Cemetery, maintenance operations, services, and provided information on available graves and the mausoleum.
 - B. Make Recommendation for Park Names.
 1. San Tomas & Monroe Community Garden & Neighborhood Park (2439 Monroe Street). The Commission considered an initial short list of names to consider for recommendation. No action was taken.

2. Central Park Annex (2902 Miles Drive). The Commission conferred on an initial short list of names to consider for recommendation. No action was taken.
 - C. Recommendation to Adopt an Ordinance Restricting Animals during City Sponsored special events in City Parks. This item was deferred.
5. Old Business:
- A. Commission 2017 Work Plan & Goals
 1. Complete Facility Condition Assessment and Develop Project and Funding Priorities for Park Acquisition, Development & Rehabilitation (Commission Update). Director Teixeira reviewed the purpose, arrangement and goal of the Facility Condition Assessment. In addition to providing a facility inventory, the Facility Condition Assessment report identifies deficiencies at park sites including playgrounds, and park buildings. Each park site and facility has a Park Condition Index (PCI) and a Building Condition Index (BCI) respectively that represents the quantity and extent of deficiencies. Staff is reviewing the final draft of the Facility Condition Assessment. The report will be agendaized for Council review in March.
 2. Review and Update Park Rules, Regulations, Ordinance(s) and Park Signs. On a motion by Commissioner Silva and seconded by Commissioner Blair, the Commission recommended that Council approve the updated general park rules and update Ordinances that may be affected. The Commission recommended (5-0-2) that Council approve the general park rules as updated by the Commission and incorporate these into a future City Code update.
 3. Parks & Athletic Fields—Improve Access, Supervision & Enforcement. There was no additional Commission review or discussion of this item.
 4. Enhance Special Events—Local Focus, Activities & Cultural Commission Collaboration. There was no additional Commission review or discussion of this item.
6. Staff Reports:
- A. Park Division & Cemetery Updates: Deputy Director Seale reviewed park and facilities improvements such as the installation of a picnic tables with game tops at Larry J. Marsalli Park, ballast replacement at the Community Recreation Center and ball field renovation at Washington Park, Larry J. Marsalli Park, Steve Carli Park, Earl M. Carmichael Park, etc. Parks Division staff completed the work plan for maintenance repairs at the Senior Center Natatorium during December. Doug Abernethy was promoted to Parks Construction, Repair and Maintenance Manager. Doug has a strong background in park maintenance, athletic field operations, construction and management.
 - B. Recreation Division Updates: Recreation Manager Castro shared that Santa Clara on Ice will continue until January 15, 2018. The Recreation Division will be recruiting to fill a Recreation Coordinator position which will include gardening programming at the San Tomas & Monroe Neighborhood Park & Community Garden. The online survey for Homeridge Park Playground Rehabilitation will begin in February.

- C. Special Events Updates: The Tree Lighting Ceremony, Nutcracker, Breakfast with Santa, and the "Central Park Nights" which provided free Friday night entertainment showcasing local cheer, dance and music were very successful events from early December through mid-January.

7. Commissioner Reports:

- A. Commissioner Blair: Participated in the Tree Lighting Ceremony and suggested that a parents night for ice skating be considered for next winter.
- B. Commissioner Guerra: Participated in the Tree Lighting Ceremony and thought it was a great event. He also commented that having George Santich as the Honorable Tree Lighter gave an excellent touch to the event.
- C. Commissioner LaCoursiere: Participated in the Tree Lighting Ceremony, and the Home Tour. She also attended the "Shop With a PAL," community outreach program which pairs volunteers and 50 local students for a holiday shopping spree at a local department store, and provides gifts and a Holiday food basket for an additional 16 local families.
- D. Commissioner Martinez: Participated in the Tree Lighting Event, and attended the Machado Park Community Outreach meetings.

8. Conference & Attendance Reports: None.

9. Public Presentations: Machado Park and Playground emphasizing the importance of swings

10. Adjournment: On a motion by Commissioner Silva and second by Commissioner Blair the meeting was adjourned (5-0-2) at 8:30 p.m.

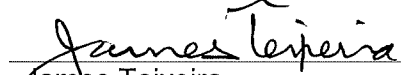
Prepared by:


Dale Seale
Deputy Director of Parks & Recreation

Reviewed by:


Andrew Knaack
Commission Secretary

Submitted by:


James Teixeira
Director of Parks & Recreation
Commission Liaison

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