



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

10/17/2023

7:00 PM

Hybrid Meeting  
Cafeteria - City Hall East Wing  
1500 Warburton Avenue  
Santa Clara, CA 95050

The City of Santa Clara is conducting the Parks & Recreation Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

<https://santaclaraca.zoom.us/j/91316665755>

Meeting ID: 913 1666 5755

Or join by phone: 669-900-6833

#### **CALL TO ORDER AND ROLL CALL**

**Chair Caldwell called the meeting to order at 7:07 PM.**

**Present** 7 - Chair Dana Caldwell, Commissioner Maureen Chu, Commissioner Eversley Forte, Commissioner Kelly Cox, Vice Chair Sajid Hai, Commissioner Brittany Ricketts, and Commissioner Vikas Gupta

#### **CONSENT CALENDAR**

**1.A**     [23-1212](#)     Action on the Parks & Recreation Commission Minutes of the September 19, 2023 Meeting

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the September 19, 2023 Meeting.

**Commissioner Forte made a motion, seconded by Vice-Chair Hai, to approve the September 19, 2023 Minutes of the Meeting as amended.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

#### **PUBLIC PRESENTATIONS**

**There was no public presentation for this meeting.**

**GENERAL BUSINESS**

2. [23-1209](#) Consideration of the Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle Del Luna (Holland Partner Group - Tasman East Specific Plan)

**Recommendation:** Recommend that Council approve the proposed Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle De Luna.

**Commissioner Chu made a motion, seconded by Vice-Chair Hai, to recommend that Council approve the proposed Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle De Luna.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

3. [23-1223](#) Parks & Recreation Commission Calendar of Meetings for 2024 (Continued from September 19, 2023)

**Recommendation:** Recommend that Council Approve a Resolution to Set the Parks & Recreation Commission Calendar of Meetings for 2024.

**Vice-Chair Hai made a motion, seconded by Commissioner Forte, to recommend that Council approve a Resolution to set the Parks & Recreation Commission Calendar of Meetings for 2024.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

4. [23-1224](#) Recommend Nominee(s) for Consideration as the "2023 Honorary Holiday Tree Lighter" for the Annual Holiday Tree Lighting Ceremony on Friday, December 1, 2023. (Continued from September 19, 2023)

**Recommendation:** Staff has no recommendation.

**Commissioner Chu made a motion, seconded by Vice-Chair Hai, to recommend Ana Vargas-Smith as the Nominee for consideration as the "2023 Honorary Holiday Tree Lighter" for the Annual Holiday Tree Lighting Ceremony on Friday, December 1, 2023.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

5. [23-1213](#) Develop Initial Draft of the Commission Work Plan Goals and Activities for FY2023/24 (Continued from September 19, 2023)

**Recommendation:** Develop a Parks & Recreation Commission Work Plan for FY2023/24 including goals, supporting activities and subcommittee assignments.

**Vice-Chair Hai made a motion, seconded by Commissioner Gupta, to adopt as amended, the work plan goals from the previous FY for FY2023/24 with the addition of work plan goal, (E) Participate in the Parks & Recreation Master Plan process.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

#### **Adopt Work Plan Goals for FY2023/24.**

**Commissioner Chu made a motion, seconded by Vice-Chair Hai, to approve all work plan goals for FY2023/24. A: 1) Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources; B: 1) Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule; and 2) review residential developer proposed schematic designs for new neighborhood parks that serve new residential development; C: 1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and 2) participate in Citywide Special events; D: 1) Partner with at least one other City commission to build on/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event; and E: 1) Participate in the Parks & Recreation Master Plan process.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

#### **Creation of Subcommittees**

**Vice-Chair Hai made a motion, seconded by Commissioner Chu, to create subcommittees with staff support, spearheaded by Commissioners Chu, Hai, and Gupta. This item is to be continued in the November 21, 2023 Parks & Recreation Commission meeting.**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

**STAFF REPORT**

**Acting Director Dale Seale** updated the Commission regarding the following parks: Fairway Glen Restroom installation is continuing. Warburton Park and Henry Schmidt Park: both consultants for the respective parks are in their initial schematic design stage. The Central Park Entrance Project is at about 95% of construction plans and estimates, and it is being reviewed by city departments. Magical Bridge All-Inclusive Playground Project is progressing on schedule, and those who are visiting Central Park can see the progress with construction. Westwood Oaks Park Playground Rehabilitation Project construction is underway. For more information regarding park improvements and developer park projects, please see the Park Projects page on the City of Santa Clara website. The Montague Park Building is almost finished, and soft opening is expected at the end of the year.

**Recreation Manager Kimberly Castro** advised the Commission that they should have received an invitation to attend the ethics training by the City Attorney which will be on Thursday, October 26, from 5 p.m. to 8 p.m., in Council Chambers. On Thursday, October 19, the Senior Center is celebrating Oktoberfest, from 12 noon to 1 p.m., and all commissioners are welcome to come. Summer Concerts in the Park series and Sunset Cinemas have wrapped up for the calendar year. Manager Castro thanked commissioners for their participation, attendance, and support.

A question was raised about the ethics training: If one has already taken the ethics training online, is the October 26 training still required, or optional? The ethics training is not required. However, the training is comprehensive and will cover such topics as: Ethics Principles, Conflicts of Interest Laws, Perquisites and Temptations of Office, Government Transparency Laws, and Fair Process Laws. All city boards, commissions, committees, staff and the community, are invited to attend.

**COMMISSIONERS REPORT**

**Commissioner Chu** attended the last of the Concert at the Park series at the North Side. Commissioner Chu shared that her neighbors in the north side of the City were excited for all the events on their side of town. Many of them didn't know about the concerts, heard the music, and came out. Everybody was saying, "I thought this is only at Central Park." Commissioner Chu also thanked staff for getting the Agnews Historic Park restrooms opened according to the established city park schedule. Her neighbor who inquired about this was very happy. Her Girl Scout Troop continues to meet at the Lick Mill Park building, which is a great resource.

**Commissioner Cox** thanked everyone for the Art & Wine Festival efforts. She shared that she has had a sighting of a coyote at Ulistac Park. Commissioner Cox also mentioned about the mechanical horse public art display joint venture of Santa Clara University's School of Engineering, College and Science and the Performing Arts Center and the City of Santa Clara. The City contributed the most to the art installation; the horse is on display at the Sobrato Campus for Diversity and Inclusion (SCDI). It's one of these partnerships where we are trying to get more people to venture onto campus and check out things. Commissioner Cox was glad that the Mayor was at the event. Commissioners, and the University President were also present. Santa Clara University is like a full city within the city, and a quick stroll to downtown Santa Clara.

**Commissioner Forte** attended the Concert in the Park at Live Oak Park.

**Commissioner Gupta** attended the Parade of Champions; for the first time, he saw the rendition of the national anthem by Dorothy McPherson-O'Donnell who was riding on a horse. He also saw olympian Donna de Varona who was one of the grand marshals. He mentioned that his son was also in the parade. He took strolls in Central Park. Commissioner Gupta mentioned that staff are constantly cleaning up after the geese, and was curious about how the community can help to assist with effort. He is happy help. For next month's Regular Meeting, Commissioner Gupta will be attending via Zoom.

**Commissioner Hai** went to Westwood Oaks Park and Jenny Strand Park.

**Commissioner Ricketts** attended the Art & Wine Festival in September. The Wade Brummal subcommittee also met and could have a report for the upcoming meeting. She is looking forward to the Fall events.

**Chair Caldwell** visited Alvarez Park and Central Park - Magical Bridge All-Inclusive Playground to see the progress. Chair Caldwell is also thankful for the new garbage cans in Maywood Park.

**ADJOURNMENT**

**Commissioner Chu made a motion, seconded by Vice-Chair Hai, to adjourn the meeting at 8:00 p.m., until the next Parks & Recreation Commission meeting on Tuesday, November 21, 2023, at 7:00 p.m..**

**Aye:** 7 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

**MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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