



City of Santa Clara
The Center of What's Possible

**PARKS & RECREATION
COMMISSION**

Staff Conference Room
1500 Warburton Avenue
Santa Clara, CA

**Meeting Minutes
February 21, 2017**

Organization

Name

City of Santa Clara

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: None

1. Call to Order/Roll Call/Order of Agenda

The meeting was called to order by Chair Walke at 7:00 p.m. On a motion by Commissioner Silva and seconded by Commissioner Martinez, the Commission approved the meeting's order of agenda (7-0).

2. Approval of Minutes

On a motion by Commissioner Silva and a second by Commissioner Guerra, the minutes of the regular meeting on January 17, 2016 were approved (6-0-1), as amended regarding committee assignment.

3. Correspondence & Communications: The Commission reviewed the Council actions from the previous month as well as correspondence from Rotary Club Foundation regarding their participation and comment on the A&W Festival. The Commission received an invitation to the 76th Annual Camellia Show.

4. Old Business:

A. Commission Work Plan Goals for 2017

- 1. Goal 1— Conduct a Park Facility Conditions & Needs Assessment. The Request for Proposal for a Facilities Condition Assessment was issued and is due on February 22, 2017. Evaluation and selection of the successful proposal(s) will be completed in February and March.
- 2. Goal 2—Park Rules & Regulations Ordinance/Signs (Draft). The Commission discussed the initial draft and provided feedback on enforcing park rules such as the possible need to have a park ranger, and the need to require permits for reserving areas for specific activities (such as jump houses) at selected parks.

The sub-committee (Commissioners Blair, Knaack and Silva) will continue to review park rules and regulations, work with staff, and provide updates to the Commission as a whole.

3. Goal 3—Parks & Athletic Fields Access, Supervision and Enforcement. The Commission suggested that staff assigned to work during ball games at facilities such as Washington Park and Youth Soccer Park have a checklist and increase their circulation throughout the facility during games to enhance supervision, presence and enforcement of posted rules.
4. Goal 4—Special Event Enhancement—Local Focus, More Activities & Cultural Commission Collaboration. Commissioner LaCoursiere will attend an upcoming Cultural Commission meeting.

5. New Business:

- A. Art & Wine Festival Planning. The Commission suggested that water misters be considered for cooling purposes at selected locations during the festival. The Commission requested that three bold and colorful posters be presented for selection at the March meeting. Commissioners Blair and LaCoursiere will collaborate with Recreation Manager Castro regarding wine selection. In addition, Commissioners Martinez, and Silva will collaborate with Recreation Manager Castro for music selection. Entertainment should be improved in the beer tent with the addition of a DJ or games.

6. Staff Reports

- A. Park Projects & Cemetery Updates: Deputy Director Seale provided an update on Park Projects including the Reed & Grant Street Sport Park Project, Steve Carli Park Playground Replacement, and San Tomas & Monroe Neighborhood Park and Community Garden. In addition, he described how the Facility Conditions Assessment will integrate with the Department's upcoming park maintenance work order management system (Lucity) already in use by City Public Works Dept.; these two efforts when complete in late 2017, will increase customer service for residents as well as provide valuable data and information regarding the condition and needs in parks.
- B. Recreation Division Updates: Recreation Manager Castro confirmed that the Spring/Summer Guide will be out by March. Program registration starts the week of February 20, 2017. The Recreation Division has a new swim lesson schedule for adult only female swim lessons on Mondays/Wednesdays and Tuesday/Thursdays. The Senior Center Computer Lab Upgrade with an increased number of computers is planned to start in the spring.
- C. Special Events Updates: Staff is working on final plans for the Easter Egg Hunt and Easter-Pool-Ooza which will be held at Central Park on April 15. Commissioner Guerra will be volunteering to assist with the event. Staff is preparing for the Silicon Valley BBQ Championships in June.

7. Commissioner Reports

- A. Commissioner Guerra: Visited Raymond G. Gamma Dog Park, and the Reed & Grant Street site.

- B. Commissioner Knaack: Attended the Youth Commission meeting. Visited Bracher Park and Mission City Memorial Park.
 - C. Commissioner LaCoursiere: Attended the Sister Cities Annual Tea, as well as the Miss Santa Clara Pageant.
 - D. Commissioner Martinez: Visited Fremont Park, Machado Park, and the Reed & Grant Street site.
 - E. Commissioner Walke: Visited Raymond G. Gamma Dog Park, Central Park and Montague Park.
8. Conference & Attendance Reports: None.
9. Public Presentations: None
10. Adjournment: On a motion by Commissioner Silva and second by Commissioner Guerra the meeting was adjourned (7-0) at 8:45 p.m.

Prepared by: 
Dale Seale
Deputy Director of Parks & Recreation

Reviewed by: 
George Guerra
Commission Secretary

Submitted by: 
James Teixeira
Director of Parks & Recreation/Commission Liaison