



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

---

Tuesday, May 15, 2018

7:00 PM

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

---

#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

- 1.A    18-655    [Parks & Recreation Commission Minutes of April 17, 2018](#)

**Recommendation:** Approve Parks & Recreation Commission Minutes of  
April 17, 2018

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

1.        18-600    [Parks & Recreation Commission 2017-18 Work Plan & Goals Update](#)
2.        18-657    [Santa Clara Art & Wine Festival Planning 2018](#)

#### STAFF REPORT

#### COMMISSIONERS REPORT

#### ADJOURNMENT

The next regular scheduled meeting is June 19, 2018.

**Public Presentations**

Members of the public are provided an opportunity to directly address the Board, Commissions or Committee on items of public interest that are within the jurisdiction of the Board, Commissions or Committee, and any item listed on the agenda. For meetings held in the Council Chambers, please note the speaker timing lights located on the podium. A green light indicates the beginning of the time period, a yellow light will appear when 30 seconds remain, and a red light will appear and a buzzer will sound at the end of the time period. Groups are encouraged to appoint a single spokesperson, but all speakers should avoid repetitive comments. You may be requested to fill out a speaker card and/or give your name when you speak, but are not required to do either to address the Board, Commissions or Committee. Please note that the Board, Commissions or Committee cannot take action on an item of business not appearing on the agenda. The only exceptions are if the Board, Commissions or Committee determines that one of the following emergency situations exist: Work stoppage or other activity which severely impairs public health, safety or both, as determined by a majority of the members of the Board, Commissions or Committee; Crippling disaster which severely impairs public health, safety, or both, as determined by the majority of the Board, Commissions or Committee; or Upon a determination by a two-thirds vote of the Board, Commissions or Committee, or, if less than two thirds of the members are present, that the need to take action arose after the agenda was posted; or the item was posted for a prior meeting of the Board, Commissions or Committee occurring not more than five (5) calendar days prior to the date action is taken. In the event of a public presentation, the Board, Commissions or Committee or its staff may briefly respond to statements made or questions asked, or may proceed to the next item of business or adjourn. The communication not acted on shall be accepted by the Board, Commissions or Committee for placement on the agenda for the following Board, Commissions or Committee meeting, if requested by the citizen. Electronic presentations should be submitted to the liaison department to enable screening for compatibility and viruses. Contact the liaison department to ascertain when the material should be submitted. Written materials should be submitted to the liaison department to allow the City to copy such materials. Contact the liaison department to ascertain when the material should be submitted. Any written materials submitted during the meeting should include sufficient copies for the Board, Commissions or Committee and the public.

**Americans with Disabilities Act (ADA)**

In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara will ensure that all existing facilities will be made accessible to the disabled. Modifications in policies, procedures and/or practices will be made as necessary to ensure access for all individuals with a disability. Individuals with disabilities are encouraged to contact the City's ADA Office at (408) 615-3000 to discuss meeting accessibility. In order to allow participation by individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, please do not wear scented products to meetings at City facilities. For meetings held in the Council Chambers, individuals with a hearing impairment should note that the Council Chamber is equipped with a headset system which allows one to hear more clearly from any seat in the room. Please ask a City staff member present at the meeting for details. Upon request by a person with a disability, meeting agendas and writings distributed during the meeting that are public records will be made available in an appropriate alternative format. Please contact the City Clerk's Office at 408-615- 2220 with your request.

**Appeal of Council/Board/Commission/Committee Action**

Pursuant to Government Code section 65009, any challenge of Public Hearing matters in court may be limited to only those issues raised at the Public Hearing, or in writing submitted before or at the Public Hearing. Any challenge to a Public Hearing matter must be filed in accordance with the provisions of Civil Code section 1094.6, including applicable time limitations.



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
[santaclaraca.gov](http://santaclaraca.gov)  
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

## Agenda Report

---

**18-655**

**Agenda Date: 5/15/2018**

---

### **SUBJECT**

Parks & Recreation Commission Minutes of April 17, 2018

### **RECOMMENDATION**

Approve Parks & Recreation Commission Minutes of April 17, 2018

Reviewed by: Dale Seale, Deputy Director of Parks & Recreation

Approved by: James Teixeira, Director of Parks & Recreation

Attachment:

1. Draft Parks & Recreation Commission Minutes of April 17, 2018



**Meeting Minutes  
April 17, 2018**

<b>Organization</b>	<b>Name</b>
City of Santa Clara	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
David Volz Design Landscape Architect, Inc.	President, David Volz
Irvine Company	Senior Project Manager, Kyle Zaylor
Santa Clara Unified School District (SCUSD)	Director, Facility Development and Planning, Michal Healy

**Matters for Council Action:**

Recommend that Council approve the Agnew Park Site Plan and Playground Schematic Design as presented.

Recommend that Council approve Fuller Street Park Phase II Sport Court schematic design as presented.

Recommend that Council name the Santa Clara Square Public Parks: "Meadow Park"; "Creekside Park"; and, "Redwood Trail".

1. Call to Order/Roll Call/Order of Agenda: The meeting was called to order by Chair LaCoursiere at 7:00 p.m.
2. Approval of Minutes: On a motion by Commissioner Silva and second by Commissioner Walke, the Commission approved the March 2018 Minutes (6-0).
3. Correspondence & Communications: Deputy Director Seale reviewed correspondence and communications with the Commission.
4. New Business:
  - A. Review and Recommend to Council Approval of Schematic Design for Agnew Park (Presentation by David Volz Design Landscape Architect, Inc., President, David Volz). On a motion by Commissioner Silva and second by Commissioner Guerra, the Commission recommended that Council approve the Agnew Park Site Plan and Playground Schematic Design as presented (6-0).
  - B. Review and Recommend to Council Approval of Schematic Design for Fuller Street

Park Phase II Sport Court (Presentation by David Volz Design Landscape Architect, Inc., President, David Volz). On a motion by Commissioner Guerra and second by Commissioner Silva, the Commission recommended that Council Fuller Street Park Phase II Sport Court schematic design as presented (6-0).

- C. Santa Clara Unified School District Field Management (Presentation by SCUSD Facility Development and Planning Director, Michal Healy). Michal Healy reviewed the proposed plan for the SCUSD to maintain athletic fields located on SCUSD property beginning July of 2018, to include Curtis Field, Cabrillo Field and Carli Field (currently maintained by City Parks Division. The SCUSD approved "Facilitron" an online scheduling and facility use program.
- D. Art & Wine Festival 2018 Planning: Discuss Commissioner Roles & Responsibilities, Guidelines for Organizations Applying to Receive Funding, Booth Locations, and Glassware. The commission discussed tentative assignments for booths at the Art & Wine Festival.

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).
  - 2. Review and Update Park Rules, Regulations, Ordinance(s) and Park Signs. There was no additional Commission review or discussion of this item.
  - 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.
- B. Recommend to Council Park Names for New Santa Clara Square Core Park and Creekside Park. On a motion by Commissioner Guerra and second by Commissioner Silva, the Commission recommended that Council Recommend that Council name the Santa Clara Square Public Parks: "Meadow Park"; "Creekside Park"; and, "Redwood Trail". (6-0).

6. Director Reports:

- A. Park, Recreation and Cemetery Division Updates: Director Teixeira and Deputy Director Seale provided an update on all current park projects from the Park Project webpage, and tentative dates for Parks & Recreation agenda items that will be reviewed by Council.
- B. Special Events Updates: Recreation Manager Castro apprised the Commission about the recent Easter Egg Hunt and Easter-Pool-Ooza at Central Park.

7. Commissioner Reports:

- A. Commissioner Guerra: Visited Steve Carli Park, attended the Easter Egg Hunt and Easter-palooza event. New scoreboards have been installed at Carli Park ballfield.

- B. Commissioner Knaack: Visited Maywood Park, Agnew Park, Central Park for the Easter Egg Hunt, and commented that it was a great event.
- C. Commissioner LaCoursiere: Visited Steve Carli Park for the opening day at the ballfield, and participated in 36<sup>th</sup> Annual Showtime Event held at the Community Recreation Center. Attended the Central Park Annex ribbon cutting.
- D. Commissioner Walke: Visited Central Park and attended the Easter Egg Hunt. He also visited Machado Park and Montague Park.
- E. Commissioner Silva: Attended the Central Park Annex ribbon cutting.

8. Conference & Attendance Reports: None

9. Public Presentations: None

10. Adjournment: On a motion by Commissioner Walke and second by Commissioner Silva the meeting was adjourned (6-0) at 9:17 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

DRAFT Parks & Recreation Commission Meeting Minutes 04-17-2018



## Agenda Report

18-600

Agenda Date: 5/15/2018

### **SUBJECT**

Parks & Recreation Commission 2017-18 Work Plan & Goals Update

### **BACKGROUND**

At the January 17, 2017 Parks & Recreation Commission meeting, the Commission developed the 2017-18 Work Plan. The plan was created through discussion of current issues and needs relating to city parks operations and maintenance, recreation programs and community services, cemeteries, and special events. The following goals were selected based on priority and community needs:

- Conduct a Comprehensive Facility Condition Assessment and Establish Priorities for Park Acquisition, Development and Rehabilitation
- Update Park Rules, Regulations, and Ordinances and Install new Park Signs
- Improve Access, Supervision & Enforcement at Parks & Athletic Fields
- Enhance Special Events through a Local Focus, new Activities & Collaboration with Cultural Commission

### **DISCUSSION**

The Parks & Recreation Commission will provide monthly updates on the status of the Work Plan Goals for the year:

- A. Facility Condition Assessment
  - Work item completed. Council accepted the final report and Commission recommendation on April 24, 2018.
- B. Update Park Rules, Regulations, and Ordinances and Install new Park Signs
  - Staff is working on draft language for the Ordinance based on Commission recommended updates to park rules.
- C. Improve Access, Supervision & Enforcement at Parks & Athletic Fields
  - Commission provided feedback to SCUSD on plans to maintain and permit school fields. Additional dialogue and timeline for implementation is needed.
- D. Enhance Special Events through a Local Focus, new Activities & Collaboration with Cultural Commission
  - Commission continues to evaluate program enhancements at future Citywide special events and include dialogue with Cultural Commission after July 1, 2018.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **PUBLIC CONTACT**

Public contact was made by posting the Park & Recreation Commission's agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular

Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

Reviewed by: Kim Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation





## Agenda Report

18-657

Agenda Date: 5/15/2018

### Santa Clara Art & Wine Festival Planning 2018

#### **BACKGROUND**

The Park and Recreation Commission will review and discuss Art & Wine Festival planning for 2018 including: (a) four (4) glassware samples and prepare the order for the 2018 festival; and, (b) three (3) poster samples from two artists. The Commission will provide recommendation to staff on the glassware and poster selection.

#### **DISCUSSION**

The 38<sup>th</sup> annual Art and Wine Festival will be held in iconic Central Park over two days, September 15 to 16, 2018. This Festival is a fundraiser for many Santa Clara nonprofits. The Art & Wine Festival attracts over 50,000 visitors over the course of two days to visit and shop at over 160 artists' booths, go on rides in Kids Kingdom, sample local wines and artisan beers while enjoying entertainment on three stages. Last year the Commission provided \$89,000 to six Santa Clara non-profits with the proceeds of this event. Glassware is sold at the event. Posters are used for marketing and publicity purposes.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **PUBLIC CONTACT**

Public contact was made by posting the Park and Recreation Commission's agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

Prepared by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation