



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

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Tuesday, July 17, 2018

7:00 PM

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

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#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

- 1A. 18-850 [Approve the Park & Recreation Commission Minutes of June 19, 2018](#)

**Recommendation:** Approve the Park & Recreation Commission Minutes of June 19, 2018

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

1. 18-1007 [Parks & Recreation Commission Work Plan Goal Setting for FY2018-19](#)
2. 18-1008 [Art & Wine Festival 2018 Planning - Entertainment, Assignments, and Other Details](#)
3. 18-1010 [Citywide Special Event Discussion - Easter Egg Hunt](#)

#### STAFF REPORT

#### COMMISSIONERS REPORT

#### ADJOURNMENT

Next regularly scheduled meeting is August 21, 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  
@SantaClaraCity

## Agenda Report

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**18-850**

**Agenda Date: 7/17/2018**

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**SUBJECT**

Approve the Park & Recreation Commission Minutes of June 19, 2018

**RECOMMENDATION**

Approve the Park & Recreation Commission Minutes of June 19, 2018

Prepared by: Dale Seale

Approved by: James Teixeira

**ATTACHMENT(S)**

1. Parks & Recreation Commission Minutes June 19, 2018



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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06/19/2018

7:00 PM

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

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#### Call to order

**Present** 7 - Commissioner Andrew Knaack, Commissioner Joe Martinez, Commissioner George Guerra, Commissioner Tino Silva, Commissioner Burt Field, Commissioner Kevan Michael Walke, and Commissioner Roseann Alderete LaCoursiere

**1.A**     [18-857](#)     Parks and Recreation Commission Minutes of May 15, 2018

**A motion was made by Commissioner Walke, seconded by Commissioner LaCoursiere to approve the minutes.**

**Aye:** 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field, Commissioner Walke, and Commissioner Alderete LaCoursiere

#### PUBLIC PRESENTATIONS

**Several members of the public spoke regarding the condition of the Raymond G. Gamma Dog Park and the future impact of the Reed & Grant Street Sports Park Project on the dog park.**

#### GENERAL BUSINESS

2.       [18-858](#)     Parks & Recreation Commission 2017-18 Work Plan & Goals Update
3.       [18-859](#)     Art & Wine Festival 2018 - Beer Selection
4.       [18-862](#)     Art & Wine Festival 2018 - Grant Applications and Volunteer Commitment
5.       [18-861](#)     Review and Recommend Approval of Community Garden Guiding Principles

**A motion was made by Commissioner Silva, seconded by Commissioner Guerra, to approve staff recommendation with the condition that each of the priority categories will be weighted in the order listed, per application.**

**Aye:** 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere

6. [18-870](#) Presentation Regarding Update of the Parkland In Lieu Fee Schedule for New Residential Development for FY2018-19

**Director Teixeira provided an update to the Commission on the Parkland In Lieu Fee Schedule for New Residential Development for FY 2018-19, and a summary of the community presentation and input meetings.**

7. [18-860](#) Parks & Recreation Commission Election of Officers Chair and Vice Chair

**a motion was made by Commissioner Walke, seconded by Commissioner Silva, to appoint Commissioner Guerra as Chair.  
a motion was made by Commissioner Walke, seconded by Commissioner Silva, to appoint Commissioner Knaack as Vice-Chair.**

**Aye:** 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere

## **STAFF REPORT**

**COMMISSIONERS REPORT**

**Commissioner Field: Visited Maywood Park**

**Commissioner Guerra: Congratulated Commissioner Field on his new appointment to the Parks & Recreation Commission. Attended the first Parkland In Lieu Fee Schedule for New Residential Development for FY2018-19 meeting. Visited Mary Gomez Park and Steve Carli Park.**

**Commissioner Knaack: Visited Lick Mill Park and liked the new ping pong table. Attended the Memorial Day event in Central Park.**

**Commissioner LaCoursiere: Attended the Memorial Day event, and attended Relayfor Life.**

**Commissioner Silva: Visited Steve Carli Park**

**Commissioner Walke: Attended the Parkland In Lieu Fee Schedule for New Residential Development for FY2018-19 Meeting. Visited Washington Park, Townsend Field, Central Park ,and Steve Carli Park.**

**ADJOURNMENT**

**The Commission adjourned at 9:24 p.m.**

**Aye: 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere**

**Next regularly scheduled meeting is July 17, 2018.**



## Agenda Report

18-1007

Agenda Date: 7/17/2018

### **SUBJECT**

Parks & Recreation Commission Work Plan Goal Setting for FY2018-19

### **BACKGROUND**

Each year, the Parks & Recreation Commission considers three to five specific, measurable, attainable, realistic, and time-bound goals and/or activities for the year. These are intended to focus the efforts of the Commission and respond to City Council priorities within existing budget direction, resource limitations, and within the purview of the Commission as set in the City Charter and City Code.

The annual goals and work plan are in addition to other regular Commission business and periodic Council referrals. For reference, the FY2017-18 Work Plan was created through discussion of current issues, trends and local needs related to city parks operations and maintenance, recreation programs and community services, cemeteries, and special events. Over the course of the FY2017-18, the Commission in collaboration with the Parks & Recreation Department: (a) completed a Comprehensive Facility Condition Assessment accepted by Council on April 24, 2018, (b) reviewed park rules and regulations and recommended draft language to update City Codes that would then be used on new park signs, (c) discussed improved access, supervision and enforcement of existing rules at parks & athletic fields, and (d) enhanced the Citywide Special Events by focusing on local benefits, new activities, and collaboration with the Cultural Commission.

### **DISCUSSION**

At the beginning of each fiscal year (July-August), the Commission considers various trends and issues in Parks and Recreation that are of interest to the Commission and are within its purview as found in the City Charter, City Code and Council direction. At the July 2018 Parks & Recreation Commission Regular Meeting, the Commission suggested goals for the year to: (a) develop community understanding of parks and recreation infrastructure needs and costs for potential future ballot measure; (b) review park rehabilitation needs and new park development projects; (c) hold a Joint Meeting of the Parks and Recreation and Cultural Commission; (d) host the 38<sup>th</sup> annual Santa Clara Art & Wine Festival. Other areas for consideration include discussion of plans for community input on a new 30+ acre community park in the north of the City and other potential priorities for acquisition and development of new parkland. The Parks & Recreation Commission will review and refine the proposed goals, and make sub committee assignments. Monthly updates on the status of the Work Plan Goals will be made during the year.

The Santa Clara City Charter (Section 1009) sets forth the powers and duties of the Parks and Recreation Commission to: "(a) Act in advisory capacity to the City Council in all matters pertaining to parks, recreation, playgrounds and entertainment; (b) Consider the annual budget of the Parks and Recreation Department during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council; and (c) Assist in the planning and supervision of a recreation program for the inhabitants of the City, promote and stimulate public

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interest therein and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein. The Santa Clara City Code (2.120.060) further delineates duties and responsibilities as: “(a) The establishment, acceptance and continued supervision of a long-range parks and recreational program for the City. (b) Planning and implementing an annual program of recreational and cultural activities for all age groups. (c) Recommending and supervising all the City’s contractual relationships with other agencies in the recreational field. (d) Serve as a correlating agency between the City and other units of government on recreational undertakings. (e) The planning and supervision of the City cemetery.”

### **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) [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation





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## Agenda Report

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18-1008

Agenda Date: 7/17/2018

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### **SUBJECT**

Art & Wine Festival 2018 Planning - Entertainment, Assignments, and Other Details

### **BACKGROUND**

The Parks & Recreation Commission is hosting the 38<sup>th</sup> annual Santa Clara Art & Wine Festival in Central Park on September 15 and 16, 2018. The Park & Recreation Commission reviews and makes recommendations on aspects of the festival including: entertainment; beer, wine, token and commemorative glass selection, quantities, pricing and service locations; Commissioner assignments; charitable organization volunteer assignments and fund distribution; and, event promotion.

### **DISCUSSION**

Staff will provide an update on event planning details and the Parks & Recreation Commission will discuss the proposed entertainment, Commissioner assignments, beer/wine permits, and selection.

### **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.

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Prepared by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation



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## Agenda Report

18-1010

Agenda Date: 7/17/2018

### **SUBJECT**

Citywide Special Event Discussion - Easter Egg Hunt

### **BACKGROUND**

On April 17, 2018 the Parks and Recreation Commission discussed the Citywide Special Event Easter Egg Hunt, event logistics, attendance and name. The 2018 event marked the 43rd annual event held on the Saturday before Easter in Central Park. The event included an egg hunt maze for children under 2 and for individuals with special needs called the "Bunny Trail", a "count down" to an egg hunt with different areas for ages 3-4; 5-6 and 7-8, pictures with the Easter Bunny, bounce houses and community information booths. In 2018, the event drew close to 5,000 participants. The Commission recommended that the "Bunny Trail" be used by all age groups for the Egg Hunt portion of the event, and avoid a "count down" to a simultaneous, mass gathering of eggs which has caused various concerns and unfair collection of eggs.

### **DISCUSSION**

The Parks & Recreation Commission is interested in having events that are inclusive and fair distribution of benefits. A Commissioner proposed that the Commission discuss the name of the Easter Egg Hunt and consider a name change to be more inclusive. The Commission will discuss the name of the event and potentially make a recommendation to Council for an official name change.

### **ENVIRONMENTAL REVIEW**

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Reviewed by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation