



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, September 17, 2019

7:00 PM

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

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A. 19-1037 [Action on the Parks & Recreation Commission Minutes of the August 20, 2019 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the August 20, 2019 Meeting.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. 19-1038 [Parks & Recreation Commission Work Plan Goals for FY 2019/20](#)
3. 19-1039 [39th Annual Art & Wine Festival - Event Evaluation](#)
4. 19-1040 [Discuss Annual Holiday Tree Lighting Event and Potential "Honorary Holiday Tree Lighter" Nominations for December 2019](#)

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Tuesday, October 15, 2019 at the Cafeteria, City Hall East Wing.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

19-1037

Agenda Date: 9/17/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the August 20, 2019 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the August 20, 2019 Meeting.

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

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Draft Minutes - Parks & Recreation Commission Meeting - August 20, 2019



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

08/20/2019

7:00 PM

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

CALL TO ORDER AND ROLL CALL

Chair Knaack called the meeting to order at 7:00 PM.

Present 5 - Chair Andrew Knaack, Vice Chair Joe Martinez, Commissioner George Guerra, Commissioner Kevan Michael Walke, and Commissioner Roseann Alderete LaCoursiere

Absent 1 - Commissioner Burt Field

CONSENT CALENDAR

1.A [19-939](#) Action on the Parks & Recreation Commission Minutes of the July 16, 2019 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the July 16, 2019 Meeting.

A motion was made by Commissioner Walke and seconded by Commissioner Guerra to recommend approval of the minutes.

Aye: 5 - Chair Knaack, Vice Chair Martinez, Commissioner Guerra, Commissioner Walke, and Commissioner Alderete LaCoursiere

Absent: 1 - Commissioner Field

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. [19-518](#) Action to Recommend a “Top Ten” List of Potential Park Playground and/or Rehabilitation Projects For Future Consideration as Capital Improvement Projects Given Age, Condition and Funding Limitations

Recommendation: Recommend a “Top Ten” List of Potential Park Playground and/or Rehabilitation Projects For Future Consideration as Capital Improvement Projects Given Age, Condition and Funding Limitations.

A motion was made by Commissioner Guerra, and seconded by Commissioner LaCoursiere to recommend a top ten list of park rehabilitation projects as ammended.

Aye: 5 - Chair Knaack, Vice Chair Martinez, Commissioner Guerra, Commissioner Walke, and Commissioner Alderete LaCoursiere

Absent: 1 - Commissioner Field

3. [19-949](#) Action on Santa Clara Police Activities League Application for the 2019 Art & Wine Festival

Commissioner Field entered the meeting at 7:52 PM.

A motion was made by Commissioner Guerra and seconded by Vice Chair Martinez to recommend approval of the Police Activities League Application for the 2019 Art & wine Festival.

Aye: 4 - Chair Knaack, Vice Chair Martinez, Commissioner Guerra, and Commissioner Field

Abstained: 2 - Commissioner Walke, and Commissioner Alderete LaCoursiere

4. [19-940](#) Parks & Recreation Commission Work Plan Goals for FY 2019/20

The subcommittee for Work Plan Goal (d) Provide leadership and guidance for a community input and outreach phase for a new 30+ acre community park in the North of the City, will continue with Chair Knaack, Vice Chair Martinez, and Commissioner LaCoursiere.

STAFF REPORT

Management Analyst Cheri Fulk-Martin provided an update to the Commission regarding the usage of square readers at each cash handling commissioner booth at the Art & Wine Festival. The squares can take credit card payments, record cash transactions and provide analytical data for review after the Festival.

Deputy Director Seale provided an update on the progress of construction at Reed & Grant Streets Sports Park, Bowers Park and Machado Park Playground Rehabilitation Projects. In addition, he answered questions from the Commission regarding the recent maintenance work plan for Mission City Memorial Park (the Cemetery).

COMMISSIONERS REPORT

Commissioner Field visited the Santa Clara Youth Soccer Park, and Reed & Grant Streets Sports Park site and noted the recent construction progress.

Commissioner Guerra visited Machado Park and Reed & Grant Streets Sports Park and noted the construction progress. In addition, he visited Steve Carli Park, Mary Gomez Park, Warburton Park and attended the Rolling Stones Concert.

Chair Knaack visited Larry J. Marsalli Park and Fremont Park.

Commissioner LaCoursiere visited Steve Carli Park, and the Shawn Walsh K-9 Booth. She attended the open house at the Senior Center, visited the Larry J. Marsalli off-leash dog area, and Everett N. "Eddie" Souza Park.

Vice Chair Martinez visited Lick Mill Park, Warburton Park, Bowers Park and noted the progress on the playground construction. He also visited the Larry J. Marsalli off-leash dog area.

Commissioner Walke visited the Reed & Grant Street Sports Park site and noted the steady progress with construction. He visited Everett N. "Eddie" Souza Park, Washington Park, and Lick Mill Park. He also visited the Shawn Walsh K-9 booth. He attended the International BMX Race which had over 1,000 racers and about 3000 attendees. Commissioner Walke liked the setup for the Street Dance and the improved seating.

ADJOURNMENT

The meeting was adjourned at 8:15 PM until the next Parks & Recreation Commission Meeting on September 17, 2019 at 7:00 PM.

Commissioner LaCoursiere made a motion, seconded by Commissioner Walke to adjourn the meeting in honor of the late Parks & Recreation Commissioner, William "Bill" Shaddle.

Aye: 6 - Chair Knaack, Vice Chair Martinez, Commissioner Guerra, Commissioner Field, Commissioner Walke, and Commissioner Alderete LaCoursiere



Agenda Report

19-1038

Agenda Date: 9/17/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Work Plan Goals for FY 2019/20

BACKGROUND

At the regular Commission Meeting on July 16, 2019, the Commission discussed current issues, trends, and local needs related to city parks operations and maintenance, recreation programs and community services, cemeteries, and special events. Annually, 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 Commission efforts and respond to community and City Council priorities within existing budget direction, resource limitations, and the purview of the Commission as set forth in the City Charter and City Code.

On July 16, 2019, the Parks & Recreation Commission discussed Work Plan Goals from FY2018-19 and established the draft goals for FY2019/20. At subsequent meetings, the Commission will discuss the Work Plan and makes sub-committee assignments, as necessary. Members then work toward goal completion and provide updates at the regular Commission meetings. The Parks & Recreation Commission FY2019/20 Work Plan Goals are to:

- a) Inform the community about parks and recreation infrastructure conditions and provide leadership and advocacy for any potential new funding strategies;
- b) Review existing park rehabilitation needs and new residential development park project plans;
- c) Host the 39th annual Santa Clara Art & Wine Festival and begin planning celebratory elements for the 40th anniversary event; and,
- d) Provide leadership and guidance for a community input and outreach phase for a new 30+ acre community park in the north of the City.

DISCUSSION

At the July 16, 2019 meeting, the Commission discussed and reviewed Work Plan Goals for Fiscal Year 2019/20. The review of existing park rehabilitation needs and prioritization of projects for the next Capital Improvement Project (CIP) Budget was recommended at the August meeting. New residential development park project plans will be discussed as a specific item when scheduled on the Commission agendas. The Commission will discuss potential approaches and draft timeline to accomplish Work Plan Goal (d).

On August 20, 2019 the Commission agreed to continue to receive input from the subcommittee for Work Plan Goal (d). The subcommittee will consist of Chair Knaack, Vice Chair Martinez, and Commissioner LaCoursiere.

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 Parks & 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, e-mail 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

19-1039

Agenda Date: 9/17/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

39th Annual Art & Wine Festival - Event Evaluation

BACKGROUND

The 39th Annual Santa Clara Art & Wine Festival was scheduled for September 14 and 15, 2019 in Central Park. Hosting the festival is one of the Commission Work Plan Goals for FY2019-20. The Parks & 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

The Parks & Recreation Commission will discuss and evaluate the 39th Annual Santa Clara Art & Wine Festival and provide recommendations to improve the festival in the coming year. Discussion and consideration of distribution of financial grants from net glass and token booth revenues to charitable organizations will be scheduled for a future Commission meeting.

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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Agenda Report

19-1040

Agenda Date: 9/17/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Discuss Annual Holiday Tree Lighting Event and Potential "Honorary Holiday Tree Lighter" Nominations for December 2019

BACKGROUND

The annual Santa Clara Holiday Tree Lighting event is held in Central Park on the first Friday (evening) in December. The Santa Clara tradition (over 100 years old) includes a colorful "live" holiday tree with heirloom Teddy Bear, live holiday stage music and entertainment, dancing, children's and family activities, ice skating rink, non-profit food and information booths, fireworks, and a Mayoral Proclamation of an honorary "Holiday Tree Lighter"-- a Santa Clara individual, family or business that embodies the meaning of community service, generosity and heartfelt spirit of the season.

DISCUSSION

The Commission will discuss plans for the December 2019 special event, the Commission Booth and assignments, and potential nominations to recommend to the Mayor for consideration as "Honorary Holiday Tree Lighter".

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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Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation