



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

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Tuesday, December 18, 2018

7:00 PM

City Hall - East Wing Cafeteria

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#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

- 1.A 18-1618 [Action on the Parks and Recreation Commission Minutes of the November 20, 2018 Meeting](#)

***Recommendation:*** Approve the Parks and Recreation Commission Minutes of the November 20, 2018 Meeting.

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

2. 18-1671 [Citywide Special Events ABC Permit Planning & Logistics](#)

***Recommendation:*** There is no staff recommendation for this item.

#### STAFF REPORT

3. 18-1651 [Parks & Recreation Commission Work Plan Goals for FY2018-19 Update](#)

#### COMMISSIONERS REPORT

#### ADJOURNMENT

The next meeting will be January 15, 2019.



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

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**18-1618**

**Agenda Date: 12/18/2018**

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**SUBJECT**

Action on the Parks and Recreation Commission Minutes of the November 20, 2018 Meeting

**RECOMMENDATION**

Approve the Parks and Recreation Commission Minutes of the November 20, 2018 Meeting.

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

Approved by: James Teixeira, Director of Parks and Recreation

**ATTACHMENTS**

1. Draft Minutes of the Parks and Recreation Commission Meeting on November 20, 2018



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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11/20/2018

7:00 PM

City Hall - East Wing Cafeteria

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#### CALL TO ORDER AND ROLL CALL

**Chair Guerra** called the meeting to order at 7:01 PM.

**Present** 6 - Commissioner Joe Martinez, Commissioner George Guerra, Commissioner Tino Silva, Commissioner Burt Field, Commissioner Kevan Michael Walke, and Commissioner Roseann Alderete LaCoursiere

**Excused** 1 - Commissioner Andrew Knaack

**A motion was made by Commissioner Walke, seconded by Commissioner Martinez to excuse Commissioner Knaack.**

**Aye:** 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field, Commissioner Walke, and Commissioner Alderete LaCoursiere

**Absent:** 1 - Commissioner Knaack

#### CONSENT CALENDAR

**1.A** [18-1547](#) Action on the Parks and Recreation Commission Minutes of the October 16, 2018 Meeting

**Recommendation:** Approve the Parks and Recreation Commission Minutes of the October 16, 2018 Meeting

**A motion was made by Commissioner Alderete LaCoursiere, seconded by Commissioner Martinez to approve the consent calendar.**

**Aye:** 5 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field, and Commissioner Alderete LaCoursiere

**Abstain:** 1 - Commissioner Walke (Excused from the October 16, 2018 Meeting)

**Absent:** 1 - Commissioner Knaack

- 1.B [18-1526](#) Consider a Request from Santa Clara Police Activities League (SCPAL) for a financial Grant in the amount of \$1,000 from the Wade Brummal Youth Sports Grant Fund

**Recommendation:** That the Commission recommend that Santa Clara Police Activities League receive a financial grant in the amount of \$1,000 for program registrations for 20 youth soccer and 6 youth softball participants in SCPAL programs from the Wade Brummal Youth Sports Grant Fund.

**A motion was made by Commissioner Silva, seconded by Commissioner Martinez for the Santa Clara Police Activities League to receive a financial grant amounting to \$1,000**

**Aye: 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field, Commissioner Walke, and Commissioner Alderete LaCoursiere**

**Absent: 1 - Commissioner Knaack**

#### **PUBLIC PRESENTATIONS**

**AP-Government Class (Wilcox HS)** attended the Parks & Recreation Commission Meeting.

#### **GENERAL BUSINESS**

1. [18-849](#) Dog Park Updates Report

**Recommendation:** No action taken by the Commission.

#### **STAFF REPORT**

**Deputy Director Seale** provided an update to the Commission on current Park Projects, including Bowers & Machado Parks Playground which is currently out for bid. He reviewed the plans for the upcoming Tree Lighting Ceremony to be held December 7, 2018 and details regarding Commissioners' volunteer assignments at the event.

2. [18-1550](#) **Parks & Recreation Commission Work Plan Goals for FY2018-19 Update**  
The Commission discussed all of the Work Plan Goals for FY2018-19. At the December Commission meeting, the Commission will discuss which Commissioners will form a sub-committee for Work Plan Goal (b) to review existing park rehabilitation needs and new residential development park project plans.

**COMMISSIONERS REPORTS**

**Commissioner Alderete LaCoursiere:** Visited Steve Carli Park, San Tomas & Monroe Neighborhood Park & Community Garden. Noted the construction progress at the Reed & Grant Streets Sports Park site and at the Raymond G. Gamma Dog Park site.

**Commissioner Martinez:** Attended the Placemaking Workshop at the Mission Branch Library in October.

**Commissioner Guerra:** Noted the impressive progress of construction at the Reed & Grant Streets Sports Park site. The San Tomas & Monroe Neighborhood Park & Community Garden looks fantastic as does the community garden area.

**Commissioner Silva:** Would like staff to provide an update on the condition and timeline of repairs to the asphalt pedestrian pathway near the Pavilion Parking lot in Central Park.

**Commissioner Walke:** Visited Steve Carli Park, San Tomas & Monroe Neighborhood Park & Community Garden and its off-leash dog area . He observed the progress of construction at the Reed & Grant Streets Sports Park site.

**ADJOURNMENT**

**The meeting was adjourned at 8:08 PM.**

The next meeting will be December 18, 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.



## Agenda Report

18-1671

Agenda Date: 12/18/2018

### REPORT TO PARKS & RECREATION COMMISSION

#### SUBJECT

Citywide Special Events ABC Permit Planning & Logistics

#### BACKGROUND

The City sponsors several Citywide Special Events for the community, including July 4<sup>th</sup> Independence Day Picnic and Fireworks Display, Silicon Valley Barbeque Championships, Annual Art & Wine Festival, Holiday Tree Lighting, and Concerts in the Park among others. The Parks & Recreation Commission, as an advisory body to the City Council, works closely with the Parks & Recreation Department to support and advise on various aspects of the events. In particular, the Commission makes recommendations on entertainment, the pricing and selection of commemorative glasses, wine and beer varieties, fund disbursement for volunteer non-profit organizations, and assisting in the Commission booths, among other related activities.

The Citywide Special Events sponsored by the City require applications, scheduling inspections, securing permits, payments of fees and taxes to various regulatory agencies to comply with Federal, State, and local health and safety codes and other provisions including but not limited to City building and fire inspections, food preparation and handling, Fireworks, and Alcohol Beverage Control (ABC).

#### DISCUSSION

The Commission requested placement of an item on the Commission Agenda to begin discussion of permits, logistics, and planning for future Citywide Special Events, particularly consideration of issues related sales and service of alcohol, including City policies and procedures, non-profit permit holder (s), sales, liability, and volunteers among others.

The Parks & Recreation Department coordinates all permitting, logistics, programing, staffing and entertainment for all Citywide Special Events. Event vendors, food and beverage groups, artists, and others are permitted through the Department. The City pays for permits, staff, materials, supplies, equipment, contractual services among other expenses. The City recovers its costs associated with the event through permit fees, parking, ticket sales, etc.

The Parks & Recreation Commission has been responsible for programming and staffing the glass, token, beer and wine booths at the Art & Wine Festival and Holiday Tree Lighting. Net proceeds from sales of commemorative glasses and tokens for alcoholic beverages are a significant source of revenue to provide grants to non-profit organizations in exchange for volunteer service in the Commission booths.

In order to provide alcoholic beverages at the events, an ABC permit is required. The ABC permit is issued to a non-profit agency or a for profit caterer. Since the inception of the annual Art & Wine Festival, the City has partnered with a third-party non-profit (Friends of the Santa Clara Parks &

Recreation Department) to secure the permit and pay sales taxes for alcohol. In 2018, the board members of this non-profit indicated a desire to retire. As a result, the City has sought and partnered with other qualified non-profits and local brewer/caterer to secure the ABC permit for the Art & Wine Festival and Holiday Tree Lighting, including Rotary Club, Library Foundation, and Golden State Brewery.

### **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)(4) in that it is a fiscal activity that does not involve commitment to a specific project which may result in potential significant impact on the environment.

### **FISCAL IMPACT**

None.

### **PUBLIC CONTACT**

Public contact was made by posting the Park & Recreation Commission 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.

### **RECOMMENDATION**

There is no staff recommendation for this item.

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation



# City of Santa Clara

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## Agenda Report

18-1651

Agenda Date: 12/18/2018

### **SUBJECT**

Parks & Recreation Commission Work Plan Goals for FY2018-19 Update

### **BACKGROUND**

At the regular Commission Meeting on July 17, 2018, 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.

At the August 21, 2018 regular meeting, the Parks & Recreation Commission reviewed and refined the proposed goals. The Commission will discuss the goals with the City Council at the annual joint meeting tentatively scheduled for January 2019.

### **DISCUSSION**

The Work Plan Goals will be discussed at each Commission meeting during the year. Subcommittee assignments will be made as needed and subcommittee members provide updates at the meeting. The Parks & Recreation Commission draft FY2018-19 Work Plan Goals are to:

- (a) inform the community about parks and recreation infrastructure conditions, future funding needs and potential new funding sources;
- (b) review existing park rehabilitation needs and new residential development park project plans;
- (c) hold a joint meeting of the Parks & Recreation and Cultural Commission;
- (d) host the 38<sup>th</sup> annual Santa Clara Art & Wine Festival (event completed September 15 and 16, 2018); and,
- (e) begin discussion of a community input process on a new 30+ acre community park in the north of the City.

### **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**

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<<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