



**Meeting Minutes
January 17, 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: The Commission recommended (5-0-2) that Council authorize the City Manager to enter into a joint use agreement with the Santa Clara Unified School District and develop MOU's with the Little Leagues to provide City Parks & Recreation Department grounds maintenance for the Majors fields, and appropriate additional funding as necessary.

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

The meeting was called to order by Chair Walke at 7:01 p.m. On a motion by Commissioner Silva and seconded by Commissioner Guerra, the Commission approved the meeting's agenda (5-0-2) and moved public comments to beginning of meeting. On a motion by Commissioner Silva and second by Commissioner Guerra, the Commission excused (5-0-2) absences of Commissioners Blair and Knaack.

2. Approval of Minutes

On a motion by Commissioner Silva and a second by Commissioner Guerra, the minutes of the regular meeting on November 19, 2016 were approved (5-0-2).

3. Correspondence & Communications: The Commission reviewed the Council actions from the previous month.

4. Old Business: None.

5. New Business:

A. Commission Goals 2017-18. The Commission discussed the City Council and Parks & Recreation Commission Joint Study Session held January 10, 2017 and the proposed Commission Work Plan Goals.

- Goal 1— "Conduct a Park Facility Conditions & Needs Assessment" will help identify park acquisition, development and rehabilitation projects and prioritize the list for

future funding as it becomes available. The Department is currently preparing the Capital Improvement Project (CIP) budget for FY2017-18 and has advertised a Request for Proposal (RFP) for Facility Condition Assessment and Capital Improvement Planning and Management Services for a professional firm to complete the assessment and cost estimating services.

- Goal 2—“Develop a draft ordinance to provide Park Rules & Regulations” will help clarify appropriate park uses and may be used on various park signs throughout the City park system to inform the public. On a motion by Commissioner Silva and second by Commissioner Guerra, the Commission appointed (5-0-2) a sub-committee of Commissioners Knaack and Blair to review existing park rules, regulations, ordinances, and signs as well as comparable cities’ rules with Department staff and recommend items for consideration by the Commission as a whole.
- Goal 3—“Review parks & athletic field access, supervision and enforcement” will identify appropriate ways of enforcing the rules and regulations once adopted, and will provide recommendations on enforcement and park security options.
- Goal 4—“Enhance City-wide Special Events” will focus on increased local participation, additional activities, and Cultural Commission collaboration at the Art & Wine Festival and the Tree Lighting events. On a motion by Commissioner Silva and second by Commissioner Guerra, the Commission appointed (5-0-2) Commissioner LaCoursiere to meet with the Cultural Commission to discuss potential collaboration on future special events and bring the ideas back to the Commission for discussion and action.

B. Athletic Field Maintenance Discussion—Youth Baseball: Director Teixeira provided an overview of current Parks & Recreation Department responsibilities and costs for athletic field maintenance at City parks (Earl Carmichael Park, Steve Carli Park), and at Santa Clara Unified School District (SCUSD) fields by City-SCUSD joint use facility agreements (Washington Ballfield, Elmer Johnson, Townsend), and other youth sports uses at fields (Haman School, Pomeroy School, Montague School, Lou Vierra Field, Cabrillo Middle School, Briarwood School, Sutter School, Curtis School, Wilson Adult Ed, among others). The estimated cost per acre for park grounds maintenance is \$64,000, not including game field preparation or grooming done by league volunteers. Current challenges are allocation of City operating funds, hiring staff, scheduling maintenance, and developing proper agreements/MOU’s to allow the City Parks & Recreation Department to provide grounds maintenance on SCUSD property. Following Commission discussion of fields used by Little League organizations for their Majors Division (Santa Clara’s Westside Little League—Haman School & Steve Carli Park, Homestead Little League—Earl Carmichael Park, and Briarwood El Camino Little League—Briarwood School), there was consensus that assistance with consistent/professional grounds maintenance (aeration, over seeding, top dressing, fertilizing, irrigation, weekly mowing, and repair) would be of benefit to improving playable field conditions and establish parity among the youth baseball leagues. On a motion by Commissioner Silva and second by Commissioner Martinez, the Commission recommended (5-0-2) that Council authorize the City Manager to enter into a joint use agreement with the Santa Clara Unified School District and develop MOU’s with the Little Leagues to provide City Parks & Recreation Department grounds maintenance for the Majors fields, and appropriate additional funding as necessary.

- C. Safe Routes to Parks (National Recreation & Parks Association) Discussion: Director Teixeira reviewed the NRPA Safe Routes to Parks national initiative with the Commission and how the City may establish access safe routes to local public parks.
- D. Wade Brummal Youth Sports Program Annual Review: Director Teixeira provided an update on the program. In October 2015, Council approved a \$25 per non-resident youth sports participation fee. In calendar year 2016, \$3,150 was received in donations and \$27,225 was received in fees from 1,089 non-residents out of a total of 2,766 youth participants; \$13,500 was provided in grants. The Department is working with three organizations with outstanding rosters and payment.

6. Staff Reports

- A. Park Projects & Cemetery Updates: Deputy Director Seale provided an update on the George F. Haines International Swim Center and the scheduled repair and replacement of the pool heater and pool motors as a result of failing infrastructure. Ball field renovation at Washington Park has begun. The high amount of rainfall is a challenge to grounds maintenance crews preparing fields for the upcoming season.
- B. Recreation Division Updates: Recreation Manager Castro provided a Program Attendance Report for 2016 to the Commission. The Parks and Recreation Department served over 600,000 persons (duplicate count) in classes, drop in programs and facility rentals. Of the 195,000 recreation class participants, 20% were infants/toddlers, 40% youth, 34% teen and adults, and 6% seniors aged 50+. Of the 190,000 drop-in program participants, 65% were at the Senior Center (such as Fitness Center and Natatorium), 19% youth at Youth Activities Center and 16% teens and adults at Teen Center, CRC, or other facilities. Santa Clara Ice continued until yesterday (January 16, 2017) and results of the special event will be analyzed in the upcoming months. Recreation is working on planning summer programming for the community.
- C. Special Events Updates: The Tree Lighting event, Nutcracker, Breakfast with Santa and Evening with Santa were very successful events in December.

7. Commissioner Reports

- A. Commissioner Guerra: Attended the Tree Lighting Ceremony and staffed the Wine Booth at the event.
- B. Commissioner LaCoursiere: Attended the Tree Lighting Ceremony and staffed the Wine Booth at the event.
- C. Commissioner Martinez: Attended the Tree Lighting Ceremony and staffed the Wine Booth at the event.
- D. Commissioner Walke: Visited Raymond G. Gamma Dog Park. Attended the Tree Lighting Ceremony and staffed the Wine Booth at the event.

8. Conference & Attendance Reports: None.

9. Public Presentations:

- A. Ray Gamma addressed the Commission and requested that park patrons be encouraged to remove dog toys and balls left at the Dog Park since toys left behind may be harmful to other dogs. The Commission suggested that Parks & Recreation staff consider posting a sign at the Raymond G. Gamma Dog Park to remind patrons that “out of concern for our pets, all dog toys left at the park will be collected and discarded.”
- B. Four members of the public spoke to the Commission about Montague Park and the urgent need for improved brightness of pathway lighting and spoke in support of playground improvements, off street parking, tennis court lighting, basketball court lighting, perimeter pathway, and expanding Montague Pool programming. Staff Confirmed that Council allocated funding on October 11, 2016 (Item 17) for new facilities at Montague Park.
- C. A representative from Golden State Brewery, a Santa Clara based business, spoke to the Commission about opportunities for involvement in future Art & Wine Festivals. A subcommittee of three commissioners (Guerra, Walke, and Blair) will meet to discuss Art & Wine Festival beer selection.

10. Adjournment: On a motion by Commissioner Guerra and second by Commissioner LaCoursiere the meeting was adjourned (5-0-2) at 10:05 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