



**Meeting Minutes
March 21, 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: None

1. Call to Order/Roll Call/Order of Agenda: The meeting was called to order by Chair Walke at 7:02 p.m. The Commission excused Commissioner Blair (6-0-1) on a motion by Commissioner Knaack and seconded by Commissioner Martinez. On a motion by Commissioner Knaack and second by Commissioner Martinez, the Commission approved the meeting's order of agenda (6-0-1).
2. Approval of Minutes: On a motion by Commissioner Guerra and a second by Commissioner Knaack, the minutes of the regular meeting on February 21, 2017, were approved (6-0-1).
3. Correspondence & Communications: The Commission reviewed the Council actions from the Council Meetings held on February 21 and March 7, 2017.
4. Old Business:
 - A. Commission Work Plan Goals for 2017
 1. Goal 1— Conduct a Park Facility Conditions & Needs Assessment. The agreement for the recommended consultant is expected to be reviewed by Council in April 2017. Deputy Director Seale discussed with the Commission how the Facility Condition Assessment will improve and inform maintenance efforts, work orders in Lucity, and planning for future Capital Improvement Projects (CIPs).
 2. Goal 2—Park Rules & Regulations Ordinance/Signs (Draft). The Commission discussed the initial drafts of General Park Rules, and Tennis Court Rules. The sub-committee (Commissioners Blair, Knaack and Silva) will continue to review park rules and regulations, work with staff, and provide updates to the Commission.

3. Goal 3—Parks & Athletic Fields Access, Supervision and Enforcement. The Commission discussed alternatives for staff to consider regarding enforcement of park rules that may include having a dedicated park ranger.
4. Goal 4—Special Event Enhancement—Local Focus, More Activities & Cultural Commission Collaboration. Commissioner LaCoursiere met with Commissioner Harbir Bhatia (Cultural Commission) and suggested coordinating their participation at the Tree Lighting Ceremony with the aim of enhancing activities at Santa Clara Ice during December and January. Commissioner Silva discussed two bands that the Commission may consider for the opening act at the Art & Wine Festival.

5. New Business:

A. Art & Wine Festival Planning.

1. Beer & Wine Selection Update—no report.
2. Poster Review—Recreation Manager Castro presented two distinct types of posters for the Commission to consider. The Commission requested that staff generate a new poster that merges the concepts of the two posters with enhanced bold colors.
3. Glass Samples— On a motion by Commissioner Guerra and second by Commissioner LaCoursiere, the Commission recommended (6-0-1) the purchase of 1440 stemmed wine glasses, 3500 mugs, and 2500 Pilsner glasses with blue print, with no dates printed on them. The Commission requested that staff source samples of solid blue (cobalt) mugs as a possible addition to the beer glass selection.

6. Staff Reports:

- A. Park Projects & Cemetery Updates: Deputy Director Seale informed the Commission that the Steve Carli Park Playground Replacement Project will begin with the removal/demolition of the old playground beginning on March 27, 2017, and that the installation of the new playground will be completed by the end of May. The holiday tree used for the 2016 Tree Lighting Ceremony was planted at Lick Mill Park in a prominent location. The surround wall for the bleachers at the Central Park Tennis Center is underway and will be completed by the end of March. The Parks Division is planning to install Shade structure over the bleachers during the summer. The pathway lights at Montague Park were upgraded to LED starting in January and completed in March. The Senior Center Wood Shop new dust collection system project will be completed and open on Monday, March 27.
- B. Recreation Division Updates: Recreation Manager Castro announced that the Recreation Division will have a new Aquatics Coordinator starting April 10, 2017, who will work to enhance aquatic programs at City pool facilities. The Senior Center Computer Lab Upgrade is on schedule to start in the spring. The Nutcracker Suite sold out in one day for next Christmas. Tom Sawyer opens the third weekend in March and will run for two weeks.
- C. Special Events Updates: The Easter Egg Hunt and Easter-Pool-Ooza will be held at Central Park on April 15 from 9 a.m.—11 a.m. This year a new “Bunny Trail” will be added for children two years old and under. Kiwanis is the primary event sponsor.

7. Commissioner Reports:

- A. Commissioner Guerra: Visited Raymond G. Gamma Dog Park, and the Reed & Grant Street Sports Project site.
- B. Commissioner Knaack: Attended the CPRS District 4 Annual Awards & Volunteer Recognition Dinner and commented that it was good to interact with staff and volunteers from other park systems in CPRS District 4.
- C. Commissioner LaCoursiere: Attended CPRS District 4 Annual Awards & Volunteer Recognition Dinner and expressed an interest in attending next year and submitting nominees for various awards. She visited Mary Gomez Park and Raymond G. Gamma Dog Park; attended Westwood Little League game; volunteered to work at the Showtime event; and attended a Soroptimist International event.
- D. Commissioner Martinez: Attended the Hop 'N Vine Festival & Market to review local wineries and craft beers.
- E. Commissioner Silva: Visited Washington Park.
- F. Commissioner Walke: Participated on an interview/selection panel for the ISC-CRC-ISHOF Project Financial Advisory Consultant Team. He also attended the CPRS District 4 Annual Awards & Volunteer Recognition Dinner; suggested that the Commission become more involved with CPRS in the coming year; and, he visited Raymond G. Gamma Dog Park, Central Park, and Larry J. Marsalli Park.

8. Conference & Attendance Reports: Commissioners Knaack, LaCoursiere and Walke attended the CPRS District 4 Awards & Volunteer Recognition Dinner on February 23, 2017, at the Quinlan Community Center in Cupertino. The Parks & Recreation Department and the Commission received an Award of Excellence for the Bracher Park Renovation Project. The plaque is on display at the Parks & Recreation Administration office.

9. Public Presentations: Gloria McClain who is affiliated with UNAREP invited the Commission to attend the Wildflower Day at Ulistac Natural Area on April 1, 2017. Gloria shared with the committee that she was pleased to see continuing improvements at Ulistac Natural Area over the past few weeks and thanked the Commission, and Parks & Recreation Department staff for their continued support in making improvements at this City park.

10. Adjournment: On a motion by Commissioner Guerra and second by Commissioner Martinez the meeting was adjourned (6-0-1) at 8:58 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