



AGENDA  
FEBRUARY 20, 2018  
**7:15 P.M. REGULAR MEETING\***  
CAFETERIA

- 1. Call to Order/Roll Call/Order of Agenda**
- 2. Approval of January 16, 2018 Minutes**
- 3. Correspondence/Communications**
- 4. New Business**
  - A. Presentation/Discussion/Recommendation: Expansion of City Smoking Ordinance to Include Public Parks (Assistant City Manager, Ruth Shikada)
  - B. Consideration and Discussion of Potential Recommendations for new Park Names:
    1. Rename new San Tomas & Monroe Community Garden & Neighborhood Park (2439 Monroe Street) as "Monroe Park and Community Garden"
    2. Name new Central Park Annex Park (2902 Miles Drive) as "Miles Drive Park", "Kiely Boulevard Park", or "Jan-Willem Knapen Park" (Founder of JW House).
    3. Other Possible Name considerations: William A. Wilson Jr. (Former Council Member), Everett N. Sousa (Former Mayor), Joe Kornder (Former Council Member).
  - C. Discuss Upcoming Commission Participation at the California Parks & Recreation Society (CPRS) Annual Conference March 13 – 16, Long Beach, CA.
- 5. Old Business**
  - A. Commission FY 2017-18 Work Plan & Goals
    1. Complete a Facility Condition Assessment and Develop Project and Funding Priorities for Park Acquisition, Development & Rehabilitation (Commission Update)
    2. Review and Update Park Rules, Regulations, Ordinance(s) and Park Signs (Commission Review & Discussion)
    3. Parks & Athletic Fields—Improve Access, Supervision & Enforcement (Commission Update)
    4. Enhance Special Event—Local Focus, Activities & Cultural Commission Collaboration (Update)
- 6. Director Reports**
  - A. Parks, Recreation, and Cemetery Division Updates
  - B. Special Event Updates
- 7. Commissioner Reports**
- 8. Conference Attendance Reports**
- 9. Public Presentations**
- 10. Adjourn—next regular meeting March 20, 2018, at 7:00 pm, Cafeteria**

\*NOTE: The annual Commission & Council Joint Dinner Meeting will be in Council Chambers at 5 p.m.

## **Public Notice**

### ***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: 1. 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; 2. Crippling disaster which severely impairs public health, safety, or both, as determined by the majority of the Board, Commissions or Committee; or 3. 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.



**Draft Meeting Minutes  
January 16, 2018**

<b>Organization</b>	<b>Name</b>
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 approve the general park rules as updated by the Commission and incorporate these into a future City Code update.

1. Call to Order/Roll Call/Order of Agenda: The meeting was called to order by Chair LaCoursiere at 7:00 p.m. On a motion by Commissioner Guerra and second by Commissioner Silva, the Commission excused Commissioners Knaack and Walke (5-0-2).
2. Approval of Minutes: On a motion by Commissioner Guerra and second by Commissioner Silva, the Commission November 2017 Minutes.
3. Correspondence & Communications: Recreation Manager Castro reviewed correspondence and communications with the Commission.
4. New Business:
  - A. Mission City Memorial Park Update. Cemetery Manager Orr provided a presentation to the Commission on cemetery operations. The City of Santa Clara operates two cemeteries; Mission City Memorial Park, and Agnews Historic Cemetery and Museum. Mission City Memorial Park is commonly referred to as the tree cemetery due to the large number of trees (over 450). Cemetery Manager Orr also reviewed the history of the Cemetery, maintenance operations, services, and provided information on available graves and the mausoleum.
  - B. Make Recommendation for Park Names.
    1. San Tomas & Monroe Community Garden & Neighborhood Park (2439 Monroe Street). The Commission considered an initial short list of names to consider for recommendation. No action was taken.

2. Central Park Annex (2902 Miles Drive). The Commission conferred on an initial short list of names to consider for recommendation. No action was taken.
- C. Recommendation to Adopt an Ordinance Restricting Animals during City Sponsored special events in City Parks. This item was deferred.
5. Old Business:
- A. Commission 2017 Work Plan & Goals
    1. Complete Facility Condition Assessment and Develop Project and Funding Priorities for Park Acquisition, Development & Rehabilitation (Commission Update). Director Teixeira reviewed the purpose, arrangement and goal of the Facility Condition Assessment. In addition to providing a facility inventory, the Facility Condition Assessment report identifies deficiencies at park sites including playgrounds, and park buildings. Each park site and facility has a Park Condition Index (PCI) and a Building Condition Index (BCI) respectively that represents the quantity and extent of deficiencies. Staff is reviewing the final draft of the Facility Condition Assessment. The report will be agendized for Council review in March.
    2. Review and Update Park Rules, Regulations, Ordinance(s) and Park Signs. On a motion by Commissioner Silva and seconded by Commissioner Blair, the Commission recommended that Council approve the updated general park rules and update Ordinances that may be affected. The Commission recommended (5-0-2) that Council approve the general park rules as updated by the Commission and incorporate these into a future City Code update.
    3. Parks & Athletic Fields—Improve Access, Supervision & Enforcement. There was no additional Commission review or discussion of this item.
    4. Enhance Special Events—Local Focus, Activities & Cultural Commission Collaboration. There was no additional Commission review or discussion of this item.
6. Staff Reports:
- A. Park Division & Cemetery Updates: Deputy Director Seale reviewed park and facilities improvements such as the installation of a picnic tables with game tops at Larry J. Marsalli Park, ballast replacement at the Community Recreation Center and ball field renovation at Washington Park, Larry J. Marsalli Park, Steve Carli Park, Earl M. Carmichael Park, etc. Parks Division staff completed the work plan for maintenance repairs at the Senior Center Natatorium during December. Doug Abernethy was promoted to Parks Construction, Repair and Maintenance Manager. Doug has a strong background in park maintenance, athletic field operations, construction and management.
  - B. Recreation Division Updates: Recreation Manager Castro shared that Santa Clara on Ice will continue until January 15, 2018. The Recreation Division will be recruiting to fill a Recreation Coordinator position which will include gardening programming at the San Tomas & Monroe Neighborhood Park & Community Garden. The online survey for Homeridge Park Playground Rehabilitation will begin in February.

- C. Special Events Updates: The Tree Lighting Ceremony, Nutcracker, Breakfast with Santa, and the “Central Park Nights” which provided free Friday night entertainment showcasing local cheer, dance and music were very successful events from early December through mid-January.

7. Commissioner Reports:

- A. Commissioner Blair: Participated in the Tree Lighting Ceremony and suggested that a parents night for ice skating be considered for next winter.
- B. Commissioner Guerra: Participated in the Tree Lighting Ceremony and thought it was a great event. He also commented that having George Santich as the Honorable Tree Lighter gave an excellent touch to the event.
- C. Commissioner LaCoursiere: Participated in the Tree Lighting Ceremony, and the Home Tour. She also attended the “Shop With a PAL,” community outreach program which pairs volunteers and 50 local students for a holiday shopping spree at a local department store, and provides gifts and a Holiday food basket for an additional 16 local families.
- D. Commissioner Martinez: Participated in the Tree Lighting Event, and attended the Machado Park Community Outreach meetings.
- E. Commissioner Silva: Attended the Tree Lighting Ceremony.

8. Conference & Attendance Reports: None.

9. Public Presentations: Machado Park and Playground emphasizing the importance of swings

10. Adjournment: On a motion by Commissioner Silva and second by Commissioner Blair the meeting was adjourned (5-0-2) at 8:30 p.m.

Prepared by: \_\_\_\_\_  
Dale Seale  
Deputy Director of Parks & Recreation

Reviewed by: \_\_\_\_\_  
Andrew Knaack  
Commission Secretary

Submitted by: \_\_\_\_\_  
James Teixeira  
Director of Parks & Recreation  
Commission Liaison

Parks Recreation Commission Meeting Minutes 01-16-2018 Draft