



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

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Tuesday, March 16, 2021

7:00 PM

Virtual Meeting

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Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

Via Zoom:

<https://santaclaraca.zoom.us/j/91316665755>

Meeting ID: 913 1666 5755 or

Phone: (669) 900-6833

The meeting set-up is in line with the recommendations of the COVID-19 White House Task Force, which notes no more than ten (10) people gathering. The Chair will be present for the meeting with the staff liaison and commissioners participating remotely.

#### **CALL TO ORDER AND ROLL CALL**

#### **CONSENT CALENDAR**

- 1.A 21-356 [Action on the Parks & Recreation Commission Minutes of the February 16, 2021 Meeting](#)

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the February 16, 2021 Meeting

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

2. 21-363 [Informational Presentation and Overview of Relevant Provisions of the Brown Act](#)

**Recommendation:** This is an informational report, no action is to be taken by the Commission.

3. 21-357 [Parks & Recreation Commission Work Plan Goals for FY 2020/21](#)

**Recommendation:** Continue progress on Parks & Recreation Commission Work Plan Goals for FY 2020/21 and appoint subcommittee(s) as needed.

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

*The next meeting will be on Tuesday, April 20, 2021.*

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# City of Santa Clara

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

## Agenda Report

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21-356

Agenda Date: 3/16/2021

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### **REPORT TO PARKS & RECREATION COMMISSION**

#### **SUBJECT**

Action on the Parks & Recreation Commission Minutes of the February 16, 2021 Meeting

#### **RECOMMENDATION**

Approve the Parks & Recreation Commission Minutes of the February 16, 2021 Meeting

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

Approved by: James Teixeira, Director of Parks & Recreation

#### **ATTACHMENTS**

1. Draft - Parks & Recreation Commission Minutes of the February 16, 2021 Meeting



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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02/16/2021

7:00 PM

Virtual Meeting

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#### **CALL TO ORDER AND ROLL CALL**

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

**Present** 6 - Commissioner Andrew Knaack, Chair Joe Martinez, Commissioner Burt Field , Vice Chair Eversley Forte, Commissioner Derreck Carter-House, and Commissioner Kelly Gonzalez

**Absent** 1 - Commissioner George Guerra

**A motion was made by Commissioner Gonzalez, seconded by Commissioner Knaack to excuse Commissioner Guerra.**

**Aye:** 6 - Commissioner Knaack, Chair Martinez, Commissioner Field , Vice Chair Forte, Commissioner Carter-House, and Commissioner Gonzalez

**Excused:** 1 - Commissioner Guerra

#### **CONSENT CALENDAR**

**Commissioner Guerra joined the meeting at 7:05 PM.**

- 1.A [21-176](#) Action on the Parks & Recreation Commission Minutes of the January 19, 2021 Meeting

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the January 19, 2021 Meeting Meeting.

**A motion was made by Chair Martinez, seconded by Commissioner Gonzalez to approve the minutes as amended.**

**Aye:** 7 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field , Vice Chair Forte, Commissioner Carter-House, and Commissioner Gonzalez

### **PUBLIC PRESENTATIONS**

None.

### **GENERAL BUSINESS**

2. [21-281](#) Report on an Environmental Protection Agency (EPA) Water Quality Improvement Fund Grant Award and Receive Public Input on Bowers Park Parking Lot Improvement Project

**Recommendation:** Receive verbal report on the EPA San Francisco Bay Water Quality Improvement Fund grant award and provide input on the Bowers Park parking lot improvement project.

**A motion was made by Commissioner Carter-House, seconded by Vice Chair Forte to approve staff recommendation.**

**Aye:** 7 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field , Vice Chair Forte, Commissioner Carter-House, and Commissioner Gonzalez

3. [21-314](#) Community Input on Machado Park and Potential Application for Statewide Park Development and Community Revitalization Program Grant Funds (Proposition 68)

**Recommendation:** Note and File Report.

**A motion was made by Commissioner Field, seconded by Commissioner Guerra to note and file the report.**

**Aye:** 7 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field , Vice Chair Forte, Commissioner Carter-House, and Commissioner Gonzalez

4. [21-113](#) Review Henry Schmidt Park Playground Conditions and Commission's Current "Top Ten" Priority List of Park Playground Rehabilitation Projects

**Recommendation:** Recommend prioritization of Henry Schmidt Park Playground for consideration in the upcoming Capital Improvement Project Budget development.

**Commissioner Gonzalez made a motion, seconded by Vice Chair Forte to recommend to Council that Henry Schmidt Park Playground be moved up in the priority list as funding is identified.**

**Aye:** 7 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field, Vice Chair Forte, Commissioner Carter-House, and Commissioner Gonzalez

5. [21-177](#) Parks & Recreation Commission Work Plan Goals for FY 2020/21

**Recommendation:** Continue progress on Parks & Recreation Commission Work Plan Goals for FY 2020/21 and appoint subcommittee(s) as needed.

On February 16, the Commission discussed and took action through recommendations for the Henry Schmidt Park playground prioritization as well as the EPA Water Quality Improvement Fund Grant for the Bowers Park parking lot improvements, as part of the progress on Work Plan Goal A. Progress on Work Plan Goal B is noted through the design phase for both the Fairway Glen Park restroom, and Magical Bridge All-inclusive Playground in Central Park. **Director Teixeira** provided information and guidance for the Commission regarding Work Plan Goal C, Host the annual Santa Clara Art & Wine Festival, which is about six months away. Taking into consideration how Santa Clara County is progressing through tiers under the State's Blueprint for a Safer Economy, the upcoming Art & Wine Festival may have elements of past Art & Wine festivals, however there may be other elements that may be introduced considering the current state of the COVID-19 pandemic from a health and safety perspective. Over the next few months staff will be looking at what can be done for the Art & Wine Festival, such as a smaller event outdoors, possibly limit time of event, attendees, etc.

**STAFF REPORT**

**Deputy Director Seale** provided an update to the Commission on park projects. The Montague Park Project is in the final stage of bid document preparation. The Westwood Oaks pre-design proposal site visit is scheduled for mid-February. Two of the Lawrence Station Area Plan (LSAP) parks are near completion, Mini Park G (Community Garden), and Mini Park E (playground and natural grass areas). Raymond G. Gamma Dog Park is on schedule for opening in late Spring 2021. Projects currently in the design phase include the Magical Bridge All-inclusive Playground, Fairway Glen Park restroom building and the Bowers Park nature loop. Warburton Pool circulation system repair is underway, with completion expected at the end of February.

**Deputy Director Seale** also provided updates on behalf of **Recreation Manager Castro**. The Department continues to successfully run the daily Commodity Point of Distribution (CPOD) for the Senior Nutrition Program, and the Food for Families Program CPOD in collaboration with the Salvation Army every Wednesday. In person recreation classes are starting in late February. The Senior Health and Wellness Virtual Fair is scheduled for May. There are new Zoom classes being offered through the Senior Center such as Tai-Chi, Small Group Fitness, etc.



**COMMISSIONERS REPORT**

**Commissioner Carter-House:** Visited Lick Mill Park which is in good condition. Went for a run along Fairway Glen Drive and thought about how the area could be used as a community garden. In addition, he wanted to see if the subcommittee can meet in the coming month regarding the 34 acre proposed community park in the northern part of the City, and discuss how to solicit community input.

**Commissioner Field:** Visited Raymond G. Gamma Dog Park, and Maywood Park. He had some questions about the yellow appearance of the natural turf field at Reed & Grant Sports Park, which is a result of the warm season grass experiencing low temperatures.

**Vice Chair Forte:** Visited Homeridge Park, and Henry Schmidt Park. He wanted to see the Henry Schmidt Park playground where some apparatuses were removed. Even though the playground is older and missing elements of play, many kids are still using the playground. During his visit, park patrons expressed how happy they would be to see playground improvements there. He visited Homeridge Park for the first time since the playground rehabilitation project and noted how nice it looks.

**Commissioner Gonzalez:** Ran along the San Tomas Trail and Cabrillo. She is pleased the Commission has taken action in recommending the prioritization of Henry Schmidt Park playground. Some park patrons are having their dogs run off leash at Henry Schmidt Park. She also visited Steve Carli Park.

**Commissioner Guerra:** Congratulated staff on doing a great job on the Homeridge Park Playground Rehabilitation Project. Very pleased with the appearance and construction progress respectively at Reed & Grant Sports Park and Raymond G. Gamma Dog Park.

**Commissioner Knaack:** Visited Fremont and Larry J. Marsalli Park.

**Chair Martinez:** Took his daughter who played soccer, to Reed & Grant Sports Park, and is pleased with how the park looks, and noticed the construction progress at Raymond G. Gamma Dog Park. He also visited Agnew Park and was impressed with how the completed playground project. In addition, he visited Rotary Park and Warburton Park which is experiencing heavy use by the community.

**ADJOURNMENT**

**A motion was made by Commissioner Carter-House, seconded by Commissioner Knaack to adjourn the meeting at 8:51 PM until the regularly scheduled meeting at 7:00 PM on Tuesday, March 16, 2021.**

**Aye:** 7 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field, Vice Chair Forte, Commissioner Carter-House, and Commissioner Gonzalez

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# City of Santa Clara

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## Agenda Report

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21-363

Agenda Date: 3/16/2021

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### **REPORT TO PARKS AND RECREATION COMMISSION**

#### **SUBJECT**

Informational Presentation and Overview of Relevant Provisions of the Brown Act

#### **DISCUSSION**

Public meetings require adherence to state open meeting laws (the Ralph M. Brown Act) and are generally conducted in accordance with Robert's Rules of Order. Staff will provide a brief presentation on both to assist in the Commission's business and governance.

#### **RECOMMENDATION**

This is an informational report, no action is to be taken by the Commission.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation



## Agenda Report

21-357

Agenda Date: 3/16/2021

### REPORT TO PARKS & RECREATION COMMISSION

#### SUBJECT

Parks & Recreation Commission Work Plan Goals for FY 2020/21

#### BACKGROUND

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 September 15, 2020 meeting, the Commission considered their prior progress on Work Plan Goals for Fiscal Year 2019/20. Due to the effects on the pandemic on the Commission meetings and events, the Commission determined to continue the prior year's Goals for Fiscal Year 2020/21.

- a) Inform the community about parks and recreation infrastructure conditions and provide leadership and advocacy for any potential new funding strategies;
- b) Review and provide input on existing City park rehabilitation projects and proposed park projects to serve new residential development;
- c) Host the annual Santa Clara Art & Wine Festival; and,
- d) Provide leadership and guidance for community input and outreach on the proposed 30+/- acre Community Park on a former SCG&TC City owned parcel.

At subsequent meetings, the Commission will discuss the Work Plan, make subcommittee assignments as necessary, and work toward goal completion.

#### DISCUSSION

On October 20, 2020, the Commission received an update on Work Plan "Goal D" following the subcommittee's visit to the 30+ acre undeveloped park site. Commissioners noted the topography of the site, panoramic views of the South Bay, and the potential for perimeter slopes of the site to include unique recreation activities. The Commission also discussed having extensive public engagement and community outreach to during conceptual design development.

At the November 2020 meeting, the Commission did not discuss the Work Plan due time devoted to other Commission business.

In December 2020, the Commission did not meet.

On January 19, 2021, the Commission discussed the State of California Proposition 68 Competitive Grant Program and potential for a project proposal for Machado Park expansion and renovation (Goal A). The Commission reviewed Council approval of their recommendations for the Fairway Glen Park restroom and the Magical Bridge All-inclusive Playground schematic designs (Goal B). The

Commission received a report that staff has an on-call list of professional design firms to assist with public input, community outreach, schematic design, once the Related of Santa Clara provides funding under the Development Agreement for design and engineering of the Community Park (Goal D).

On February 16, progress on Work Plan Goal A was made by the Commission through discussion and action on recommendations for prioritization of the Henry Schmidt Park playground rehabilitation and on the EPA Water Quality Improvement Fund Grant for the Bowers Park parking lot improvement. Progress on Work Plan Goal B is noted through progress taking place on the design of Fairway Glen Park restroom and Magical Bridge All-inclusive Playground in Central Park. Director Teixeira provided information and guidance for the Commission regarding Work Plan Goal C, Host the annual Santa Clara Art & Wine Festival, which is about six months away. Taking into consideration how Santa Clara County is progressing through tiers under the State's Blueprint for a Safer Economy, the upcoming Art & Wine Festival may be very different from past events considering the COVID-19 pandemic and any implementation of health and safety protocols. Over the next few months staff review what can be done including hosting a smaller event.

At the March 16, 2021 Regular Meeting, the Commission will discuss activities that may support Work Plan Goals.

### **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, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Continue progress on Parks & Recreation Commission Work Plan Goals for FY 2020/21 and appoint subcommittee(s) as needed.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation