



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, October 18, 2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9142, the Parks & Recreation Commission meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have 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

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 22-1233 [Action on the Parks & Recreation Commission Minutes of the September 20, 2022 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the September 20, 2022 Meeting.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

2. 22-1098 [Recommend Nominee\(s\) for Consideration as the "Honorary Holiday Tree Lighter 2022" for the Annual Holiday Tree Lighting Ceremony on Friday, December 2, 2022](#)

Recommendation: Staff has no recommendation.

3. 22-1234 [Develop Initial Draft of the Commission Work Plan Goals and Activities for FY 2022/23](#)

Recommendation: Adopt a Parks & Recreation Commission Work Plan for FY 2022/23 that includes goals, supporting activities and subcommittee assignments.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is at 7:00 PM on Tuesday, November 15, 2022.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

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

Agenda Report

22-1233

Agenda Date: 10/18/2022

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the September 20, 2022 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the September 20, 2022 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 September 20, 2022 Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

09/20/2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9135, the Parks & Recreation Commission meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have 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

CALL TO ORDER AND ROLL CALL

Chair Gonzalez called the meeting to order at 7:04 PM.

- Present** 5 - Vice Chair Dana Caldwell, Commissioner Eversley Forte, Chair Kelly Gonzalez, Commissioner Sajid Hai, and Commissioner Brittany Ricketts
- Absent** 2 - Commissioner Maureen Chu, and Commissioner Burt Field

Commissioner Hai made a motion, seconded by Commissioner Caldwell to excuse Commissioners Chu and Field.

- Aye:** 5 - Vice Chair Caldwell, Commissioner Forte, Chair Gonzalez, Commissioner Hai, and Commissioner Ricketts
- Excused:** 2 - Commissioner Chu, and Commissioner Field

CONSENT CALENDAR

Commissioner Forte made a motion, seconded by Vice Chair Caldwell to approve the Consent Calendar.

- Aye:** 5 - Vice Chair Caldwell, Commissioner Forte, Chair Gonzalez, Commissioner Hai, and Commissioner Ricketts
- Excused:** 2 - Commissioner Chu, and Commissioner Field

- 1.A [22-1057](#) Action on the Parks & Recreation Commission Minutes of the August 16, 2022 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the August 16, 2022 Meeting.

- 1.B [22-1179](#) Parks & Recreation Commission Calendar of Meetings for 2023

Recommendation: Recommend that Council Approve a Resolution to Set the Parks & Recreation Commission Calendar of Meetings for 2023.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

Commissioner Field entered the meeting at 7:25 PM.

2. [22-1079](#) Initiate Community Input Process on the Proposed Schematic Design of a New Public Neighborhood Park at 5155 Stars & Stripes Drive (Related Urban)

Recommendation: Provide input on the initial Schematic Design for the East Neighborhood Park to be located at 5155 Stars & Stripes.

The Commission initiated community input by providing feedback and encouraging the community to participate in the ongoing online survey which opened on September 16 and will close on October 7. Related Santa Clara was present at the Art & Wine Festival and had over 300 interactive conversations with residents who provided general positive sentiments and expressed interests about inclusive play, off leash dog areas, playground value, public open space, park accessibility, bike path connectivity, inclusive play for those with disabilities, etc. In addition mailers will be sent to over 1000 residents, and social media and online newsletters will be used to promote the survey. Related Santa Clara will be working with the Santa Clara Chamber of Commerce and the Santa Clara Convention Center to drive traffic to the online survey for their respective members and employees.

3. [22-1073](#) Develop Initial Draft of the Commission Work Plan Goals and Activities for FY2022/23

Recommendation: Develop a Parks & Recreation Commission Work Plan for FY2022/23 including goals, supporting activities and subcommittee assignments.

Areas for Interest for Work Plan Goals:

A: 1) Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources;

Subcommittee: Vice Chair Caldwell, Commissioner Field, and Chair Gonzalez.

Status as of 9/20/2022: Continued discussion with subcommittee in confirming the area of interest as a goal.

B: 1) Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule; and 2) Review residential developer proposed schematic designs for new neighborhood parks that serve new residential development;

Subcommittee: Commissioner Chu and Commissioner Hai.

Status as of 9/20/2022: Continued discussion with subcommittee in confirming the interest area as a goal.

C: 1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2023; and 2) participate in Citywide Special events; and

D: 1) Enhance recreational commitments, including partnering and better involvement with other commissions for events like Paint Night, Street Dance, and Art Showcase.

Subcommittee: Commissioner Forte and Commissioner Ricketts.

Status as of 9/20/2022: Continued discussion with subcommittee in confirming the interest area as a goal.

STAFF REPORT

Deputy Director Seale provided an update on continued construction at Montague Park, and other park projects. The Department will soon be considering design firms for the Warburton Park and Henry Schmidt Park Playground Rehabilitation Projects. There continues to be a progressive increase in vandalism in the City's park system over the past few months. In the coming months there will be reminders placed at city parks informing park patrons that park hours are from 6:00 AM to half an hour after sunset; lit facilities open until 10:00 PM are the exception. The Central Park lake was filled a few weeks ago, and new info-graphic signage exhorting park patrons not to feed geese, ducks or any wildlife, has been installed around the lake and along pathways on the east side of Central Park as recommended by the Integrated Goose Management Plan.

Manager Castro thanked commissioners for attending and supporting the 40th Annual Art & Wine Festival. Saturday was an excellent day at the Festival for attendees, artists and vendors. Vendors reported that sales were so robust they made up for the windy-rainy day and lower attendance on Sunday. The crossroads booth location was shut down due to challenges with having sufficient volunteers to operate, so resources were quickly redirected to other booths. She asked the commissioners to send feedback and lessons learned from the community to her attention to make the Festival even better next year. Staff will be reaching out to commissioners to schedule a group photo for the 2023 calendar. The Commission is also invited to the Check Presentation Ceremony with Assemblymember Alex Lee at 10:30 AM on October 19, 2022 in Central Park at the future location of the All-Inclusive Magical Bridge Playground in Central Park. She reminded the Commission to think about potential nominees for the Honorary Tree Lighter for 2022 which will be on the agenda for the October meeting. Recreation programs are doing well and Shrek will be live at the Roberta Jones Junior Theater in November.

COMMISSIONERS REPORT

Chair Gonzalez encouraged the subcommittees to meet and come back prepared for the October meeting with bullet points to discuss their respective Work Plan Goals.

Commissioner Field reported that the Festival was a great pressure test. Being together with so many people at the Festival was tremendous. He'll provide feedback to make next year's festival even better. Many vendors sold out on Saturday, even though Sunday was awash. He expressed that our city showed well, considering changes and coming out for a great event after a two year hiatus.

Commissioner Forte spent both days at the Festival. He noted that we could be more efficient in the future in the period leading up to the Festival. All the performers came through. And, it was worth noting the geese were present but their usual mess was all washed away on Sunday which left pathways clean.

Commissioner Hai couldn't attend the Festival but was able to visit Jenny Strand Park.

Commissioner Ricketts felt the Festival was such a fun event. It was nice being initiated at the Merchandise Booth duration the Festival. Everyone was in sync. So many people were present, and it was a great selling experience even though lines were long.

Vice Chair Caldwell spent two days at the Festival. It was a lot of fun, and he worked with great people, including volunteers, lifeguards, etc. He spoke to many attendees and vendors during breaks. The response was overwhelmingly positive. He received feedback on glasses from attendees who had seen to other festivals, and commented that we shouldn't run out of glasses in the future.

ADJOURNMENT

Vice Chair Caldwell made a motion, seconded by Commissioner Field, to adjourn the meeting at 8:42 PM until the next scheduled meeting at 7:00 PM on Tuesday, October 18, 2022.

Aye: 6 - Vice Chair Caldwell, Commissioner Field, Commissioner Forte, Chair Gonzalez, Commissioner Hai, and Commissioner Ricketts

Excused: 1 - Commissioner Chu

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



Agenda Report

22-1098

Agenda Date: 10/11/2022

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Recommend Nominee(s) for Consideration as the “Honorary Holiday Tree Lighter 2022” for the Annual Holiday Tree Lighting Ceremony on Friday, December 2, 2022

BACKGROUND

The Santa Clara Holiday Tree Lighting Ceremony is held annually in Central Park on the first Friday evening in December. This Santa Clara tradition of decorating a tree for the holidays and placing an heirloom Teddy Bear on the top of its branches is over 111 years old. In recent years, in addition to the heirloom Teddy Bear and colorful lights, the event festivities have included live stage music and entertainment, children’s and family activities, community information and non-profit booths, and food vendors.

The tradition also includes an official “Holiday Tree Lighter” which recognizes a Santa Clara individual, family, or business that embodies the meaning of the holiday season of giving through their community service, generosity, and heartfelt positive spirit. The Santa Clara Holiday Tree Lighter receives a Mayoral Proclamation in recognition of the community service and generosity; and, as the honorary “Holiday Tree Lighter” lights the tree and opens the holiday season with service to others.

DISCUSSION

Commissioners may suggest potential nominees and their qualifications, and the Commission will discuss and make a recommendation to the Mayor for consideration as the “Honorary Holiday Tree Lighter 2022.”

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>>.

RECOMMENDATION

Staff has no recommendation.

Reviewed by: Kimberly Castro, Recreation Manager
Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Honorary Holiday Tree Lighter List

**City of Santa Clara
Honorary “Holiday Tree Lighters” List
2008 to 2021**

2008	Tillie Goldsberry Ann Tacchino
2009	Vern Deto
2010	Mayor Patricia Mahan
2011 *100th Anniversary	Dixon-Hillis Family
2012	Jennifer Sparacino
2013	Tom Goodsen
2014	Raymond G. Gamma
2015	Kaiser Permanente
2016	Jerry Marsalli
2017	George Santich
2018	Chuck Blair Craig and Linda Connelly
2019	Bill Shaddle
2020	Kaiser Permanente Intensive Care Unit Workers
2021 110 th Anniversary	Students of Service
2022	TBD



Agenda Report

22-1234

Agenda Date: 10/18/2022

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Develop Initial Draft of the Commission Work Plan Goals and Activities for FY 2022/23

COUNCIL PILLAR

Enhance Community Engagement and Transparency
Enhance Community Sports, Recreational and Arts Assets

BACKGROUND

Annually, the Parks & Recreation Commission (Commission) considers three to five specific, measurable, attainable, realistic, and time-bound Work Plan goals and/or activities for the fiscal year. These are intended to focus Commission efforts and respond to community and City Council priorities within the existing budget allocations, resource limitations, and the purview of the Commission as set forth in the City Charter and City Code.

The Commission discusses the Work Plan goals and activities at the regular monthly Commission meetings and makes subcommittee assignments, as necessary. During the month, Commissioners work on the activities and provide updates on any progress. Subcommittee assignments are made with the restriction that less than a quorum of the Commission may be assigned to serve on any subcommittee.

The Work Plan Goals for FY2021/22 were:

- A: 1) Review park site and recreation building facility condition assessment reports and recommend priorities given existing and anticipated service levels and limited resources;
- B: 1) Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule; and 2) Review residential developer proposed schematic designs for new neighborhood parks that serve new residential development;
- C: 1) Host and develop recommendations for the 40th annual Santa Clara Art & Wine Festival September 17 -18, 2022; and 2) participate in Citywide Special events; and,
- D: 1) Develop a community input process and stakeholder list for the proposed Community Park North; 2) Conduct community outreach and input process with City staff and consultant.

At the August 2022 Regular Meeting, the Commission reviewed the prior year's Work Plan Goals and discussed potential new goals for FY 2022/23. The Commission developed areas of interest and assigned new subcommittees for the prior year's Goals A, B and C. The Commission added a new Goal D, "Enhance recreational commitments, including partnering and involvement with other commissions for special events like Paint Night, Street Dance, and Art Showcase.

At the September 2022 Regular Meeting, while the Commission continued its discussion of the four

areas of interest (A, B, C, D noted above) with subcommittees, the Commission did not adopt a Commission Work Plan for FY 2022/23.

DISCUSSION

At the October 2022 Regular Meeting, the Commission could formally adopt a Work Plan for FY 2022/23 by setting its goals for the year based on the four “areas of interest” and then discuss specific, measurable and timebound supporting activities that would accomplish the goals within the remaining eight months of the year.

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>>.

RECOMMENDATION

Adopt a Parks & Recreation Commission Work Plan for FY 2022/23 that includes goals, supporting activities and subcommittee assignments.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation