

**CITY OF MILPITAS
MINUTES**

PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION

- Minutes:** Regular Meeting of the Parks, Recreation and Cultural Resources Commission
- Date of Meeting:** October 3, 2011
- Place of Meeting:** Milpitas City Hall Committee Room, 455E. Calaveras Blvd.
- I. Call to Order:** Chair Villalobos called the meeting to order at 7:06 p.m.
- II. Flag Salute:** Chair Villalobos led the Commission in the Pledge of Allegiance.
- III. Roll Call:** Commissioners Present: Munzel, Krommenhock, Baltazar, Sharma, Mathur, Fong, Villalobos, Garcia
Commissioners Absent: Matau
City Staff Present: Jaime Chew - Parks & Recreation Supervisor, Dale Flunoy – Parks & Recreation Program Coordinator
- IV. Seating of Alternates:** Baltazar
- V. Approval of Agenda:** Motion to approve the agenda for October 3, 2011 as amended by moving item 1 under New Business to item IX under announcements and correspondence to the first item.
M/S: Munzel/Sharma Ayes: All
- VI. Approval of Minutes:** Motion to approve the minutes from September 12, 2011 as amended by fixing Item #12 under Liaison Report for Santa Clara County Parks & Recreation to add Commissioner Munzel's report that he would supply all Commissioners a copy a list of Fall activities from the Santa Clara County Parks & Recreation.
M/S: Sharma/Krommenhock Ayes: All
- VII. Public Forum:** None
- VIII. Announcements and Correspondence:**
Parks & Recreation Supervisor Jaime Chew stated she would do all of her announcements during staff report. Supervisor Chew did let the Commissioners know that the City of Milpitas received a letter of resignation from Commissioner Krommenhock.

IX. New Business

1. Youth Sports Field User Fee (Staff Liaison Chew)

At the September 12, 2011 PRCRC meeting, Commissioner Mathur requested an update on the new Youth Sports Field User Fee that was adopted by the City Council in May 2011 and began implementing this Fiscal Year 2011-2012. Parks & Recreation Supervisor Jaime Chew passed out a copy of a memo that went to City Council and summarized the important points. She gave the Commission an overview of how the fees came into place and that it was passed by City Council for

this fiscal year. Commissioners Mathur and Sharma had questions on how the amount was decided. Supervisor Chew explained that the City of Milpitas conducted a fee survey of surrounding cities. She stated that most fees were per hour verses our flat fee. Councilmember Polanski stated that the reason that these fees did not come before PRCRC was because the City Manager was directed by City Council to bring cost back ideas, both cost saving and revenue generating, to balance the budget. The Youth Sports Field User Fee was a revenue generating idea that helped to offset the cost of field maintenance and was approved by City Council. Commissioner Munzel stated that since City Council already voted on this item, there was no reason to move forward on this item. He also stated that the Parks, Recreation and Cultural Resources Commission should take their recommendations to City Council during the budget process. Chair Villalobos asked if this item could be added to their work plan, that way they could look into this item and give City Council a recommendation for fees. Chair Villalobos asked to have this issue added to the PRCRC work plan. Supervisor Chew stated that ultimately Parks & Recreation Services oversees the allocations of parks. Chair Villalobos asked if Program Coordinator Rosana Cacao could come to a meeting since she oversees the field allocations. The Commission asked that staff come back at the next meeting with the following: field allocation process, funding options for Community members, and any other information that may be useful

IX. Unfinished Business:

1. Park Donation Policy

Chair Villalobos asked the Commissioner about the draft of the Park Donation Policy that was given to each member. She asked if everyone had any questions or comments. Commissioner Krommenhock did not like the wording about memorial donations, because it sounded like it would be just memorial donations, not inclusive of other donations. She gave an example of a businesses that might want to donate a play structure or something. She also wanted a plaque on a bench verses an engraving. Commissioner Munzel was concerned about estimates from city staff. Commissioner Krommenhock said the cost should be listed as an estimate verse actual because cost change regularly. Chair Villalobos gave her definition of what she meant by gifts/donations and how the prices were determined. Commissioner Munzel stated that there are currently Memorials in City Parks and Councilmember Polanski explained how the process works. Supervisor Chew stated that Parks Supervisor Garry Mahan uses R.J. Thomas where they select park elements such as benches, signs, etc. Topic will be re-agendized for the December meeting.

2. Historical Resources Master Plan

As part of the PRCRC's 2010 Work Plan, the Commission was to review and update the Historical Resources Master Plan over the course of the year. Commissioner Munzel stated that he, Commissioner Krommenhock and Hajeta Kumar (an intern) worked on the project. He stated that they walked Main Street to check the addresses and was surprised that a lot of the buildings were still there. He did have concerns that the draft needed some editing for spellings, dates, and wording. He wanted to compare his document with the document that was submitted. Commissioner Munzel would like to look through the draft before PRCRC recommends and submits the document to City Council and asked that this item be continued to the November agenda. Commissioner Munzel stated that the Commissioners' should focus on pages 15-23. Chair Villalobos asked how he wanted the Commission to handle changes or corrections. Commissioner Munzel stated that they should mark their notations on their copy of their document and bring back those changes to the November meeting.

XI. Staff Reports

Supervisor Chew announced that the park concept for the park located on Main Street will be on the October 18, 2011 City Council agenda. She also wanted to update the Commission on upcoming holiday events which included: Howl at the Moon – October 28, 2011, the Annual Tree Lighting Event – December 1, 2011, Veterans Day – November 11, 2011 and Gingerbread & Jingle – December 8, 2011.

XII. Liaison Reports

1. City Council: Councilmember Polanski stated that the City Council heard the Campaign Finance Reform lead by herself and Councilmember Gomez. She stated that Council did consider the changes with the second round to be at the October 18, 2011 City Council meeting. Several of the items from the October 4, 2011 City Council meeting were held over, such as the Health and Safety report on the Friendly Village Mobile Home park, the report on crime from Police Dennis Graham, and a report from the Santa Clara valley Transportation Authority Board changes and single carry out bags use. She also stated that they will be hearing a dual appeal on the Planning Commissions approval of a wireless telecommunications facility at Fire Station 1 with a 60 foot tower.
2. Community Advisor Commission: No report
3. Senior Advisory Commission: No report. Councilmember Polanski did mention that the Senior Center had a great health fair last Saturday and had approximately 200 people in attendance.
4. Planning Commission: Commissioner Mathur stated that they met twice in September on zoning changes around Montague and Trade Zone for condominiums.
5. Youth Advisory Commission: Commissioner Fong report that the Youth Advisory Commission debriefed the annual Milpitas Got Talent Event and were setting their goals for the 2011-2012 year.
6. Milpitas Historical Society: Commissioner Villalobos said there is a board meeting on Wednesday, October 5, 2011. Commissioner Munzel stated that they have a membership meeting next week and a former Chamber person was coming to give a presentation. Commissioner Villalobos stated that there will be a Role Model Celebration Event at the Great Mall.
7. Arts Commission: No report
8. Recycling and Source Reduction Advisory Commission: No report, but Commissioner Baltazar stated that the Recycling and Source Reduction Advisory Commission will be holding a special meeting on October 25, 2011.
9. Santa Clara County Parks & Recreation: Commissioner Munzel stated that there is no meeting in October. He also mentioned that the Santa Clara Parks & Recreation just hosted the 2nd Annual Santa Clara County Parks & Recreation "Day on the Bay" in Alviso.

XIII. Future Agenda Items:

- Youth Sports Subsidies
- Field Allotment
- Park Donation Policy
- Recycling Collaboration Effort

XIV. Adjournment:

With no further business, Chairperson Villalobos adjourned the meeting at 8:34 p.m. to the next scheduled meeting on November 7, 2011 at 7:00 p.m.