



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, January 16, 2024

7:00 PM

Hybrid Meeting
Cafeteria - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Parks & Recreation Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

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

Meeting ID: 913 1666 5755

Or join by phone: 669-900-6833

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 24-1518** [Action on the Parks & Recreation Commission Minutes of the November 21, 2023 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the November 21, 2023 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. 24-1526** [Parks & Recreation Commission Work Plan Goals for FY2023/24](#)

Recommendation: Report on activities and efforts in support of the Commission's Work Plan Goals for FY 2023/24.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Tuesday, February 20, 2024, at 7:00 PM.

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."

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City of Santa Clara

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

Agenda Report

24-1518

Agenda Date: 1/16/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the November 21, 2023 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the November 21, 2023 Meeting.

Prepared by: Therie Velasco-Gonzales, Office Specialist III

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

Approved by: Cynthia Bojorquez, Assistant City Manager

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the November 21, 2023 Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

11/21/2023

7:00 PM

Hybrid Meeting
Cafeteria - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

Commissioner Vikas Gupta will be attending remotely from the following location:
C56 Ram Marg, Shastri Nagar, Jaipur 302016, India

The City of Santa Clara is conducting the Parks & Recreation Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

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CALL TO ORDER AND ROLL CALL

Commissioner Gupta attended the meeting remotely from the following location:
C56 Ram Marg, Shastri Nagar, Jaipur 302016, India

Commissioner Hai was ill, and attended the meeting via Zoom as a member of the public.

Chair Caldwell called the Parks & Recreation Commission Meeting to order at 7:03 PM.

Present 5 - Chair Dana Caldwell, Commissioner Maureen Chu, Commissioner Kelly Cox, Commissioner Brittany Ricketts, and Commissioner Vikas Gupta

Absent 2 - Commissioner Eversley Forte, and Vice Chair Sajid Hai

Commissioner Cox made a motion, seconded by Commissioner Chu, to excuse Commissioner Forte and Vice-Chair Hai.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Cox, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Commissioner Forte, and Vice Chair Hai

CONSENT CALENDAR

1.A [23-1214](#) Action on the Parks & Recreation Commission Minutes of the October 17, 2023 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the October 17, 2023 Meeting.

Commissioner Chu made a motion, seconded by Commissioner Cox, to recommend approval of the October 17, 2023 Parks & Recreation Commission Minutes.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Cox, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Commissioner Forte, and Vice Chair Hai

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [23-1366](#) Make a Recommendation to Council on the Preferred Park Master Plan and Schematic Design for Henry Schmidt Park Playground Rehabilitation Project

Recommendation: Make a recommendation to Council on the preferred park master plan and schematic design for Henry Schmidt Park and Playground Rehabilitation Project

The Commission heard a presentation by Gates and Associates and reviewed the park design options. The Commission preferred option 2.

Commissioner Chu made a motion, seconded by Commissioner Cox, to recommend Option 2 to Council, as the preferred park master plan and schematic design for Henry Schmidt Park Playground Rehabilitation Project.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Cox, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Commissioner Forte, and Vice Chair Hai

3. [23-1211](#) Receive a Presentation and Provide Feedback on the De La Cruz/Coleman Bikeway Planning Project

Recommendation: Receive a presentation and provide feedback on draft design concepts.

The Commission heard a presentation and shared feedback on the design concepts. They expressed a preference for bike lanes that match the flow of traffic on both sides of the road. Having bike lanes match the flow of traffic could avoid serious conflicts with bicyclists. The Commission also expressed the need to make barriers highly visible. If at all possible, adding landscaping adjacent to the bike lanes, would soften the appearance and improve the aesthetics of barren areas, and could also have a positive effect on the flow of traffic.

4. [23-1369](#) Parks & Recreation Commission Work Plan Goals for FY2023/24

Recommendation: Report on activities and efforts in support of the Commission's Work Plan Goals for FY 2023/24.

Commissioner Chu made a motion, seconded by Commissioner Gupta, to recommend the approval of an additional goal to consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect thereto to the City Manager and the City Council.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Cox, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Commissioner Forte, and Vice Chair Hai

STAFF REPORT

Acting Director Seale reported that the Magical Bridge All-Inclusive Playground Project is on schedule for completion in summer 2024; Fairway Glen restroom will be installed by the end of the year; Parks Division staff have added dozens of shrubs to Montague Park; and all aquatic facilities are up and running. The Holiday Tree Lighting Event will be held on Friday, December 1, 5:30 - 8:30 PM. Commissioners should be present and ready to be on stage by 6:00 PM. The Nutcracker is upcoming at the Mission City Center for Performing Arts located at Wilcox High School. Commissioner Forte had shared an email regarding the German Holiday Market as an example of how a market may be added to enhance an event. The Holiday Home Decorating Contest will be starting soon. For more information, go to:

<https://www.santaclaraca.gov/our-city/government/boards-commissions/cultural-commission/decorating-contest>. The Art Center is not moving forward, as SummerHill has pulled out of this project. The Placer AI pilot, which considers park site visit data, will be starting soon.

Recreation Manager Castro indicated that the Recreation Division will use some of their production items for "Sponge Bob Square Pants," which is a hilarious show and will be a fun production this summer.

Commissioner Cox left the meeting at 9:03 PM.

COMMISSIONERS REPORT

Commissioner Chu reported that she has been to Henry Schmidt Park building for Nutcracker rehearsal; she will be volunteering backstage for Nutcracker in December; and went to Milpitas Community Theater. She wondered if the Roberta Jones Jr. Theater has a relationship with them since they are doing similar work and may have costumes to share.

Commissioner Gupta reported that since he will still be out the country, he will not be able to attend the Holiday Tree Lighting. Recently, he has frequented Central Park and observed good progress on the Magical Bridge project; he has been thinking about the rebuilding of the ISC, talking to officials, staff, and volunteers at pool facilities that he visits to understand how they build, maintain, and operate their facilities. He will keep the Commission updated and will share more.

Commissioner Ricketts reported that she visited Henry Schmidt Park. She attended and enjoyed the ethics presentation via Zoom.

Chair Caldwell reported that he visited Westwood Oaks Park and the contractor is making great progress with the construction; and all non-native eucalyptus trees within the fenced area have been removed.

ADJOURNMENT

Commissioner Chu made a motion, seconded by Commissioner Ricketts, to adjourn the Parks & Recreation Commission meeting at 9:14 PM, until the next regular meeting on Tuesday, January 16, 2024, at 7:00 PM.

Aye: 4 - Chair Caldwell, Commissioner Chu, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Commissioner Forte, and Vice Chair Hai

Absent: 1 - Commissioner Cox

MEETING DISCLOSURES

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Agenda Report

24-1526

Agenda Date: 1/16/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Work Plan Goals for FY2023/24

COUNCIL PILLAR

Enhance Community Engagement and Transparency

Enhance Community Sports, Recreational and Arts Assets

Deliver and Enhance High-Quality Efficient Services and Infrastructure

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 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 October 17, 2023 Parks & Recreation Commission meeting, the Commission adopted the following Work Plan Goals for FY2023/24:

- Goal A: 1) Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources.
- 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.
- Goal C: 1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and 2) Participate in Citywide Special events.
- Goal D: 1) Partner with at least one other City commission to build on/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event.
- Goal E: 1) Participate in the Parks & Recreation Master Plan process.
- Goal F: 1) Consider the annual budget of the Parks & Recreation Department during the

budget preparation process and make recommendations with respect thereto to the City Manager and City Council.

DISCUSSION

The Commission discusses the Work Plan at the regular monthly Commission meeting and makes subcommittee assignments as necessary. Subcommittees are comprised of less than a quorum of the Commission. Between meetings, Commissioners work on the activities. At the November meeting, the Commission reviewed a draft of the work plan format for consideration and discussed their plans, efforts, and activities in support of the FY2023/24 Work Plan Goals. The Commission also added Work Plan Goal F: Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect thereto to the City Manager and City Council.

At the January 16, 2024 meeting, the Commission will review the Work Plan Goals and each subcommittee will provide an update (Attachment 1) regarding their plans, efforts, and activities in support of the FY2023/24 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 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

Report on activities and efforts in support of the Commission's Work Plan Goals for FY 2023/24.

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Dale Seale, Deputy Parks & Recreation Director

ATTACHMENTS

1. Parks & Recreation Commission Work Plan Goals FY2023/24



**City of
Santa Clara**
The Center of What's Possible

PARKS & RECREATION COMMISSION

**CHARTER, PRIORITIES, AND WORK PLAN
FY 2023/24**

CITY CHARTER

The City of Santa Clara charter includes the following sections that mandate the formation of a Parks & Recreation Commission and its role.

Sec. 1008 Parks & Recreation Commission.

There shall be a City Parks & Recreation Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government.

Sec. 1009 Parks & Recreation Commission – Powers and duties.

The Parks & Recreation Commission shall have power and be required to:

(a) Act in advisory capacity to the City Council in all matters pertaining to parks, recreation, playgrounds, and entertainment;

(b) Consider the annual budget of the Parks & Recreation Department during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council; and

(c) Assist in the planning and supervision of a recreation program for the inhabitants of the City, promote and stimulate public interest therein and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State Statutes of 2000)

VISION STATEMENT

Enrich the lives and enhance the health and wellbeing of our community by supporting a vibrant, active quality of life for all ages, abilities and interests through excellent parks and recreational facilities, community services, programs, and events.

PRIORITIES

Based on the Commission charter, the above vision statement, values, and context from prior years, the Commission has defined its priorities and goals for fiscal year 2023-24. The priorities are presented in this section and the goals emanating from these priorities are stated in the following section.

1. Assess facility and program conditions and recommend prioritized maintenance and improvements to facilities and programming. Include in the master plan as appropriate.
2. Identify gaps in infrastructure and programs by neighborhood. Include recommendations for updates to the master plan.
3. Identify opportunities for increasing community participation and current impediments. Recommend ways to enhance community participation and experience.
4. Review 2023 Art and Wine Festival, feedback received and lessons learned and plan for 2024 Art and Wine Festival.

GOALS

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

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Review Facility Conditions Report 2018		Completed	Based on the 2018 report and current level the park projects and priority list for future projects seem reasonable	
Review updated Facility Conditions Report (TBD)		TBD		
Visit at least three parks and swimming pools and note facility condition and make recommendations for improvements	All Commissioners		Divide up parks and swimming pools to visit by interest	# of parks visited by commissioners Documentation of improvements suggested alongside action taken by city staff

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;

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Improve Park Project Webpage to highlight community outreach	Hai and Chu		Website structure currently under review by City	New website! QR codes to facilitate access
Use data to improve metrics for park use and outreach. Work with city staff to solicit input from the community and identify and recommend improvements to improve overall metrics of all parks.			Relies on city staff to: <ul style="list-style-type: none"> ● collect park usage data and share with the Commission ● organize community outreach and conduct survey 	# of presentations on park data
Receive presentations organized by city staff and review residential developer proposed schematic designs for new neighborhood parks that serve new residential development	All Commissioners			# of presentations give to commission, # of surveys completed
Act as ambassadors for new parks and engage community to give feedback	All Commissioners			

Goal C:

1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and

2) Participate in Citywide Special events

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Participate in Art and Wine Festival planning and supervise hosting of Art and Wine Festival			Hear Updates, Give Opinions, Meet with Staff, Work at Event	# of hours commissioners contribute to event
Participate in Citywide Special events;	All Commissioners		Concerts, Movies in the Park, City Council Meetings, Park Openings, Special Events	# of events visited by each commissioner

Goal D:

Partner with at least one other City commission to build on/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event.

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Plan event with Cultural and Youth Commissions for Korean Community	Ricketts and Forte	August 2024		# of events held

Goal E:

Participate in the Parks & Recreation Master Plan Process

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff				
Develop Subcommittees as needed				

Goal F:

Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect thereto to the City Manager and City Council.

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff	All	Annually		
Review Wade Brummal Grant/Scholarship requests over \$2,000	All	As needed		

APPENDIX A – DISCUSSION ON CHARTER

Here are some key takeaways for discussion of the city charter establishing the Parks & Recreation Commission:

The Parks & Recreation Commission:

- Are ADVISORS to the City Council
 - Commission through formal action and resolutions at commission meetings prepares advice for Council that is presented to the Council
- Advises on ALL MATTERS pertaining to parks, recreation, playgrounds, and entertainment
 - Parks include public swimming pools, tennis courts, ballfields, skatepark, community rooms, dog parks, etc. and other physical and recreational activity equipment and resources located on city park land.
 - Recreation activities includes those organized and managed by the department and those conducted in partnership with private entities on city property
- Makes RECOMMENDATIONS on Parks & Recreation Department BUDGET to City Manager and Council
 - City fiscal year is July thru June
 - Parks & Recreation department budget for following fiscal year is built with the following timeline (placeholder for now, and to be matched up with the established department process):
 - Month AAA: Fiscal year priorities identified, shared, discussed and finalized with Commission
 - Month BBB: Inputs received from within department
 - Month CCC: First draft budget shared with Commission
 - Month DDD: Commission recommendations discussed and finalized
 - Month EEE: Commission recommendations incorporated and draft reviewed with City Manager and council
 - Month FFF: Finalized budget shared and variations from Commission recommendations reviewed and discussed with Commission
- Assists in PLANNING and SUPERVISION of a recreation program
 - Program example: Art & Wine Festival
 - Solicit cooperation of school authorities and other public and private agencies.

APPENDIX B – POTENTIAL PARTNERS AND SPONSORS

This is a partial listing of organizations operating within the City of Santa Clara in 2023 and is included here as an example of organizations that the Parks & Recreation Commission may choose to promote with, partner with to stimulate public interest, and solicit cooperation for the recreation program it is responsible for planning and supervising.

- School authorities:
 - Santa Clara Unified School District
 - Cupertino Unified School District
 - Fremont Union High School District
 - Santa Clara University
 - Mission College
- Public agencies
 - Silicon Valley Power
 - Santa Clara Valley Water District
 - SCFD
 - SCPD
 - BART
 - VTA
- Private agencies
 - Corporations with HQ in City of Santa Clara
 - Nvidia
 - Intel
 - ServiceNow
 - AMD
 - VERITAS Technologies
 - Other large corporations
 - Kaiser Permanente
 - Oracle
 - 49ers
 - BMW
 - Nissan
 - Porsche
 - Mini
 - Kylii
 - PatelCo
 - CEFCU
 - Meriwest Credit Union
 - TechCU
 - Safeway
 - Lucky / Albertsons
 - Bank of America
 - Wells Fargo
 - US Bank
 - Small and medium businesses
 - Restaurants, etc. such as Taplands, Slice of New York, etc.
- Non-profits
 - Santa Clara Weekly
 - Silicon Valley Central Chamber of Commerce
 - Santa Clara Swim Club
 - Santa Clara Dive Club
 - Santa Clara Artistic Swimming