



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, May 21, 2024

7:00 PM

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

Commissioner Brittany Ricketts will be participating from the following remote location:
Club Wyndham Resort, Club Wyndham Royal Sea Cliff
75-6040 Alii Drive, Kailua-Kona, HI 96740

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. 24-447 [Action on the Parks & Recreation Commission Minutes of the April 16, 2024 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the April 16, 2024 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. **24-502** [Action on Applications from Non-Profit Organizations Serving Youth or Seniors in Santa Clara to Provide Volunteer Support at the 2024 Art & Wine Festival](#)

Recommendation: It is recommended that the Commission receive the presentations, consider the proposals, and provide a recommendation to staff on the eligibility of the applicants to provide the required services.

3. **24-529** [Review of the Proposed FY 2024/25 & FY 2025/26 Biennial Capital Improvement Program Budget](#)

Recommendation: It is recommended that the Commission:

1. Provide feedback, as deemed appropriate, as it relates to projects under the purview of the Department of Parks & Recreation; and
2. Note and file the report.

4. **24-469** [Status Update on the Progress Made on the FY2023/24 Parks & Recreation Commission's Work Plan Goals](#)

Recommendation:

1. Review the FY2023/24 Commission Workplan and identify any proposed edits that may be desired.
2. Note and file the updates from the Subcommittees.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next meeting is scheduled on Tuesday, June 18, 2024, at 7:00 P.M.

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.

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City of Santa Clara

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

Agenda Report

24-447

Agenda Date: 5/21/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the April 16, 2024 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the April 16, 2024 Meeting.

Prepared by: Fairbanks Jones IV, Office Specialist II

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the April 16, 2024 Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

04/16/2024

7:00 PM

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

Commissioner Gupta will be participating from the following remote location:
5335 Baum Boulevard, Pittsburgh, PA 15224

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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Meeting ID: 913 1666 5755

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CALL TO ORDER AND ROLL CALL

Vice-Chair Hai called the meeting to order at 7:02 PM.

Commissioner Chu made a motion, Seconded by Commissioner Forte to excuse Commissioner Caldwell and Commissioner Cox.

Aye: 5 - Commissioner Chu, Commissioner Forte, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Absent: 2 - Chair Caldwell, and Commissioner Cox

Commissioner Chu made a motion, seconded by Commissioner Ricketts to excuse Commissioner Cox and Chair Caldwell.

Aye: 5 - Commissioner Chu, Commissioner Forte, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Absent: 2 - Chair Caldwell, and Commissioner Cox

CONSENT CALENDAR

- 1.A [24-345](#) Action on the Parks & Recreation Commission Minutes of the March 19, 2024 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the March 19, 2024 Meeting.

Commissioner Chu made a motion, seconded by Commissioner Forte to approve the Parks & Recreation Commission Minutes of the March 19, 2024 Meeting.

Aye: 5 - Commissioner Chu, Commissioner Forte, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Chair Caldwell, and Commissioner Cox

PUBLIC PRESENTATIONS

Commissioner Freitas of the Senior Advisory Commission spoke briefly in support of co-hosting a cultural marketplace with the Parks & Recreation Commission. He further stated a growing need for dedicated pickleball courts, and bocce courts in city parks.

GENERAL BUSINESS

2. [24-1010](#) Approval of a Grant from the Wade Brummal Youth Sports Grant Program in the Amount of \$4,359.22 to Reimburse Santa Clara Pony Baseball for Eligible Expenses Related to Their 2023 Summer Travel Team

Recommendation: Approve a grant from the Wade Brummal Youth Sports Grant Program in the amount of \$4,359.22 for reimbursement Santa Clara Pony Baseball for eligible expenses related to their 2023 Summer Travel Team.

Commissioner Chu made a motion, seconded by Commissioner Ricketts to recommend approval of a grant from the Wade Brummal Youth Sports Grant program in the amount of \$4,359.22 to reimburse Santa Clara Pony Baseball for eligible expenses related to their 2023 Summer Travel Team.

Aye: 5 - Commissioner Chu, Commissioner Forte, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Chair Caldwell, and Commissioner Cox

3. [24-346](#) Parks & Recreation Commission Work Plan Goals for FY2023/24

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

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

A: The Commission discussed the visitation forms for special events, parks, and aquatic facilities. The final version of the forms and the spreadsheet that will be used to compile the visitation data is being developed by staff and presented at the next Regular Meeting on May 21, 2024.

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.

B1: The Henry Schmidt Park Playground Rehabilitation Schematic Design with the train depot train theme was approved by Council on April 9, 2024.

B2: No Update

Goal C: 1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and 2) Participate in Citywide special events.

C1: Progress on the upcoming Art & Wine Festival includes: securing 120 artists, sponsors are coming in, recruitment of junior artists will be starting soon, non-profit organization applications will be sent out in the coming weeks, and staff continue to work on merchandising.

C2: No update.

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

D: No update.

Goal E: Participate in the Parks & Recreation Master Plan process.

No update

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.

F: The City's Capital Improvement Program (CIP) Budget is expected to be published on May 1. The CIP Budget for Parks & Recreation will be discussed at the next Regular Meeting on May 21, 2024.

STAFF REPORT

Deputy Director Seale provided updates on the following:

- The Magical Bridge All-Inclusive Playground is scheduled to be completed in late summer 2024.
- The Community Meeting with residents in the Lawrence Station Area Plan community is scheduled for Thursday, April 18 at 6:00 PM.
- The in lieu fee draft update will be on the May agenda or included in a special meeting.
- The International Swim Center canopy remediation is tentatively scheduled to begin in early May.
- A more detailed update on the International Swim Center will be provided at the Council meeting on April 23.
- The Joint Council - Parks & Recreation Commission Meeting is tentatively set for Tuesday, August 20, 2024.

Recreation Manager Castro provided updates on the following:

- The Walnut Hill Group had two successful community engagement sessions on April 2 at the Senior Center, and the Community Recreation Center. In addition, over 300 respondents utilized the online survey to provide feedback on the proposed mini park in the Patrick Henry Dive area.
- Sunset Cinema had a great turn out at Henry Schmidt Park for the showing of *Teenage Mutant Ninja Turtles: Mutant Mahem* with about 300 attendees.
- Summer Activity Guide is already out, and registration starts on Tuesday, April 23, 2024.
- Health and Wellness Fair "*Live Long Be Strong*" will be on May 17, 2024 from 10:00 AM - 1:00 PM.
- Recruitment for the Director of Parks & Recreation has started.

COMMISSIONERS REPORT

Commissioner Chu: Visited Live Oak Park and Lick Mill Park. The park buildings, such as the Lick Mill Park building, are a great resource for the community. Cleaning in between reservations could be better. She thanked the Recreation Division for all of the events they provide for Santa Clarans.

Commissioner Gupta: Visited several neighborhood parks. He recently visited the Mission Viejo Marguerite Aquatics Complex. He commented on the design of the new complex and that it was built in 1972. The renovation was completed in 2018. He further stated that it has several similarities to the International Swim Center. Commissioner Gupta further stated that with the recent renovation, the Mission Viejo Aquatics Complex can host national events.

Commissioner Hai: Visited Central Park and commented on the positive ongoing construction changes for the Magical Bridge All-Inclusive Playground. He has also seen the construction progress at Westwood Oaks Park.

Commissioner Ricketts: She is excited to be back at the regular meetings with fellow Parks & Recreation Commissioners. Commissioner Ricketts was very pleased to hear about City Council approval of the updated Henry Schmidt Park Master Plan with the train depot themed playground.

ADJOURNMENT

Commissioner Chu made a motion, seconded by Commissioner Forte to adjourn the Parks & Recreation Commission meeting at 7:55 PM.

Aye: 5 - Commissioner Chu, Commissioner Forte, Vice Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 2 - Chair Caldwell, and Commissioner Cox

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Agenda Report

24-502

Agenda Date: 5/21/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on Applications from Non-Profit Organizations Serving Youth or Seniors in Santa Clara to Provide Volunteer Support at the 2024 Art & Wine Festival

COUNCIL PILLAR

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

BACKGROUND

The 42nd Annual Santa Clara Art & Wine Festival (Festival) will take place on September 14 and 15, 2024 in Central Park. This event is one of the City's hallmark special events attracting thousands of attendees to the City of Santa Clara each year.

The size of the event makes it an attractive opportunity to generate revenue for the community. Historically, the City has identified appropriate opportunities for local non-profit groups to earn funds to support their programs by performing work related to the operations of the festival. In the past, this work has included, but was not limited to:

1. Providing permitted food services on Food Alley;
2. Managing parking;
3. Services related to onsite loading/unloading of equipment and supplies;
4. Supplying volunteers to staff beverage and merchandise booths; and
5. Litter cleanup.

During the planning phase for the festival, an application process is initiated with local non-profits inviting them to submit a proposal to be considered as a designated volunteer group, which would make them eligible to receive payment for their services.

As part of the process, each non-profit is required to present their proposal for consideration. This presentation must include how the funds raised will be spent and a summary of how funds raised from prior participation had been used. These presentations are made to the Parks & Recreation Commission who evaluates the proposals and makes recommendation to staff. Staff will review the recommendations from the Commission and make final assignments in alignment with the proposals received from the non-profits. Only non-profit organizations or groups that serve Santa Clara youth or seniors are eligible for this program.

DISCUSSION

This year, the Department is offering two opportunities for local non-profit management services: 1)

Parking management on Fatjo Field; and 2) Assistance with carnival games in the Kids Kingdom area.

The Department released applications to non-profits via the Festival website in April, 2024. Applications from four (4) community organizations were received by the deadline of May 7, 2024. The applications (Attachments 1-4), for the Commission's consideration, include the following organizations: Santa Clara Schools Foundation, Santa Clara Police Activities League, Santa Clara Parade of Champions, and the Santa Clara High School PTSA.

In evaluating the proposals, the Parks & Recreation Commission shall consider the following:

- 1) Whether the group meets the minimal criteria of serving Santa Clara youth and/or seniors;
- 2) If the group has the necessary organizational capacity to recruit and supervise volunteers for the Festival as specified under the provisions of a City agreement;
- 3) Which service the group is proposing to provide: a) Fatjo Field Parking Lot, or (b) Kids Games. Both services will be provided under the coordination and direction of Department staff;
- 4) Availability to serve on either or both days;
- 5) Past performance with prior festivals.

To support the festival appropriately and leverage the opportunity for multiple non-profits organizations to benefit from the Festival, ideally all four non-profits would be given the opportunity to participate. It is the work of the Commission to evaluate whether the applicants meet the established eligibility criteria and can be available to provide services on Saturday, September 14, 2024 from 9:00 a.m. to 4:30 p.m. and/or Sunday, September 15, 2024 from 9:00 a.m. to 4:30 p.m. In return, the organizations will collect payments, donations, and keep the net proceeds.

Applicants have been invited to provide a five (5) minute presentation to the Parks & Recreation Commission on Tuesday, May 21 at 7 p.m. during the Parks & Recreation Commission's regular meeting. The Commission will receive the presentations, ask questions of the applicants, and determine the partnership level for the Festival days and events.

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.

FISCAL IMPACT

There is no impact except for staff administrative time and materials.

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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

It is recommended that the Commission receive the presentations, consider the proposals, and provide a recommendation to staff on the eligibility of the applicants to provide the required services.

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting Director of Parks & Recreation

ATTACHMENTS

1. Application - SC Police Activities League
2. Application - SC Schools Foundation
3. Application - SC Parade of Champions
4. Application - SC High School PTSA



SANTA CLARA POLICE ACTIVITIES LEAGUE

Developing Youth in Our Community

FOUNDER

Frank Sapena

CHIEF OF POLICE

Pat Nikolai

PRESIDENT

K. Mike Walke

VICE PRESIDENT

Mary Ellen Stewart

SECRETARY

Ana Vargas-Smith

TREASURER

Dan Racimo

BOARD OF DIRECTORS

John Elwood
Tim Frazier
Linda Leca
Deana Wynne
Brian Allen
Christian Pellecchia
Cheryl Walsh
Kevin Moore
Daniel Meyberg

**HONORARY
BOARD MEMBERS**

Richard Rossi

**CITY COUNCIL
MEMBER-LIAISON**

Lisa Gillmor
Kathy Watanabe

**Administrative
Assistant**

Victoria Enos

**Federal Tax ID
#23-7088136**

To Whom it May Concern:

The Santa Clara Police Activities League (SCPAL) was founded by Former Chief of Police Frank Sapena in 1970. The goal was to bring Police, neighborhood volunteers, and kids together in a positive setting. SCPAL is a nonprofit organization dedicated to teaching our youth the values and rewards that can be accomplished through athletics: self-determination, self-belief, goal setting, teamwork, and respect for others. Competent community volunteers lead SCPAL programs. The programs include Soccer, Bicycle Moto-Cross (BMX), Girl's Softball, Judo, Wrestling, Flag Football, Shop with a Cop, Fishing and Police Explorers. SCPAL programs are for anyone from 5 years old to 18 years of age with several programs for adults.

SCPAL depends solely on donations from individuals and corporations. The SCPAL Board of Directors holds many fundraisers to help provide necessary equipment, uniforms and insurance. The goal of SCPAL is to provide sports activities at a low cost to all children. The community looks forward to annual fundraising events, which benefit these programs.

These events include:

- Annual SCPAL Golf Tournament
- The Art and Wine Festival at Central Park
- Annual SCPAL Poker Tournament

SCPAL does not receive funds from telephone marketing. If you receive a call where the caller represents himself or herself as a representative of Santa Clara PAL, please contact the SCPAL office.

SCPAL has been in existence for over 54 years, and we thank you for your support. To make donations or to get more information, please call the SCPAL Office Monday through Friday at (408) 615-4879, or write to us at 601 El Camino Real, Santa Clara, CA. 95050. You may also send us an email to info@santaclarapal.org or venos@santaclarapal.org. Santa Clara PAL is a nonprofit organization under section 501(c)(3) of the Internal Revenue Service. Our tax ID is #23-7088136.

With sincere appreciation,

Mike Walke

Executive Board President

mwalke@santaclarapal.org



42nd Annual Santa Clara Art & Wine Festival
Santa Clara Organization Fundraising Application

1. Organization		2. Contact information	
Name: Santa Clara Police Activities League		Name: Mary Ellen Stewart	
Address: 601 El Camino Real		Address: 2361 Arguello Place	
City: Santa Clara		City: Santa Clara	
Zip: 95050		Zip: 95050	
Phone: 4086154879		Phone-work: 949-807-7300	
Website: www.santaclarapal.org		Phone-cell: 4088062627	
Federal Tax Id Status: <input checked="" type="checkbox"/> 501c3, <input type="checkbox"/> 509a, <input type="checkbox"/> Other _____		Email: me24stewart@earthlink.net	
Federal Tax ID number: 23-7088136		Position in Organization: Vice President on the the Executive Board	
3. Does your organization serve Santa Clara residents? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, your organization is not eligible.			
4. List the charitable programs or services and the number of participants (unduplicated count) that your organization has provided for Santa Clara resident youth & seniors over the past two (2) calendar/fiscal years.			
<i>Program/Service Name. Goal. Services offered.</i>			<i>Persons Served</i>
Softball and soccer			450
flag football and Judo			145
BMX, wrestling and fishing trips			250
5. What are your primary sources of funding? How will an Art & Wine Festival Grant benefit Santa Clara youth or seniors? Attach your statement and your current operating budget to this application.			
8. My organization agrees to:			
a) provide a minimum of six-eight (6-8) volunteers if selected for Carnival Games area and a minimum of four (4) volunteers for the Parking Lot area, for the duration of the Art & Wine Festival on one day.			
b) submit list of volunteers (names and assigned day & times) to the Parks & Recreation Dept. by September 5.			
c) provide cashless payment handling method and accept passes provided by the Parks & Recreation Department as payment method.			
d) adhere to the group regulations including volunteer application.			
9. Please rank your preferred fundraising opportunity from 1-4, 1 = most preferred, 4 = least preferred			
<input checked="" type="checkbox"/> Carnival Games, Saturday, Sept. 14, 2024		<input checked="" type="checkbox"/> Carnival Games, Sunday, Sept. 15, 2024	
<input checked="" type="checkbox"/> Parking Lot, Saturday, Sept. 14, 2024		<input checked="" type="checkbox"/> Parking Lot, Sunday, Sept. 15, 2024	
10. Signature:		Title: Executive Board VP	Date: 04/26/2024
Application Deadline: Tuesday, May 7, 2024 at 5 p.m.			
Submit application by email to: PRCustomerServe@SantaClaraCA.gov			

Santa Clara PAL
Profit & Loss
 January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Rental Income	19,602.43
Fundraiser	1,432.10
Donations	14,514.63
Dues	-16.36
5 · Earned revenues	
Dividend 12 month cd 303	6,423.29
Dividend 12 month cd 302	6,548.37
Dividends 24 Month Jumbo CD 301	195.92
Dividends 24 month cd 300	199.75
Dividends Primary Share	2.27
Dividend - Money Market 130	59.51
Dividend/Exec Dir/Chk/Bzing	28.69
5180 · Programs	
BMX	
BMX Registration	28,234.94
Total BMX	28,234.94
FLAG FOOTBALL	205.00
Judo	
Judo Registration	
Refunds - Judo	-113.52
Judo Registration - Other	8,763.21
Total Judo Registration	8,649.69
Total Judo	8,649.69
PAL Gal Softball (Reg Season)	
Softball Registration	
Refunds - Softball (Reg Season)	-1,143.00
Softball Registration - Other	50,930.25
Total Softball Registration	49,787.25
Snack Bar	5,760.77
PAL Gal Softball (Reg Season) - O...	24,313.63
Total PAL Gal Softball (Reg Season)	79,861.65

Santa Clara PAL
Profit & Loss
January through December 2023

	Jan - Dec 23
Soccer	
Soccer Registration	
Soccer Registration Refunds	-4,290.45
Soccer Registration - Other	5,804.20

Total Soccer Registration	1,513.75
Soccer - Other	4,711.51

Total Soccer	6,225.26
Softball Nat'l Travel Team	
Registration	-2,213.95

Total Softball Nat'l Travel Team	-2,213.95
SPARKS	
Registration Income	15,085.46
Snack Shack Income	981.00

Total SPARKS	16,066.46
Wrestling	
Registration	
Refunds - Wrestling	-325.81
Registration - Other	3,422.00

Total Registration	3,096.19
Wrestling - Other	1,342.00

Total Wrestling	4,438.19
5800 - Special Pjects	
Art & Wine	
Art & Wine Revenue	7,469.00

Santa Clara PAL
Profit & Loss
January through December 2023

	Jan - Dec 23
Art & Wine - Other	4,610.00
Total Art & Wine	12,079.00
Total 5800 · Special Pjcts	12,079.00
Total 5180 · Programs	153,546.24
Total 5 · Earned revenues	167,004.04
Total Income	202,536.84
Gross Profit	202,536.84
Expense	
Permits	17,350.48
Dues and Subscriptions	129.40
Explorer Uniforms	445.16
Merchant Account Fee	1,581.24
Explorer Fee	513.00
Professional fees	4,400.00
Marketing & Advertising	12.00
Shop with a Cop	
Gift Cards	5,000.00
Breakfast	37.22
Shop with a Cop - Other	-1,037.88
Total Shop with a Cop	3,999.34
Food Expense/Business Gathering	440.00
Art & Wine	500.00
Office	
office administrative expense	292.39
Other	184.55
Bank Charges	623.33
supplies	1,332.58
Total Office	2,432.85

Santa Clara PAL
Profit & Loss
January through December 2023

	Jan - Dec 23
Programs	
BMX	
Insurance	3,503.29
meals	266.73
Track Maintenance	9,374.49
Misc	16.47
Portable Toilets	7,133.79
Equipment	617.70
Land Lease	25,639.52
Utilites	
Internet - Hot Spot	797.78
Alarm	435.00
Garbage	4,627.37
Water	1,016.02
Electricity	2,180.07
Total Utilites	9,056.24
Supplies	2,464.34
Total BMX	58,072.57
Cops & Kids Fishing	3,987.00
FLAG FOOTBALL	
Petmits	462.00
Flag Football Equipment	595.90
Total FLAG FOOTBALL	1,057.90
Judo	
Misc.	733.52
Total Judo	733.52
PAL Gal Softball (Reg.Season)	
Supplies	1,677.88
Insurance	22.86
Team Registration	3,026.95
Awards & Trophies	1,974.05
Equipment	11,188.03
Misc.	1,939.72
Registration	207.00
Snack Bar	3,097.77

Santa Clara PAL
Profit & Loss
 January through December 2023

	Jan - Dec 23
Umpires	3,850.00
Uniforms	12,468.74
Total PAL Gal Softball (Reg.Season)	39,453.00
PAL Social Functions	2,134.40
Rental	8,062.00
Soccer	
Supplies	1,318.65
Awards & Trophies	255.00
Misc.	39.25
Referee	3,478.80
Uniforms	1,167.60
Total Soccer	6,259.30
Softball Nat'I Travel Team	
Misc.	881.58
Total Softball Nat'I Travel Team	881.58
SPARKS	
Umpire Fee	3,700.00
Trophies	450.82
Miscellaneous	11,707.60
Snack Shack	1,731.83
Tournament Registration Fees	9,410.85
Uniforms	15,156.33
Total SPARKS	42,157.43
Wrestling	
Facility Fees	1,395.84
Uniforms	1,767.56
Total Wrestling	3,163.40
Total Programs	165,962.10
Utilities / Electric	0.00
4000 · Reconciliation Discrepancies	-2.89
6560 · Payroll Expenses	543.00
69800 · Uncategorized Expenses	261.00

Santa Clara PAL
Profit & Loss
January through December 2023

	Jan - Dec 23
7200 · Salaries & related expenses	
7220 · Salaries & wages - Use this	29,400.33
7250 · Payroll taxes	12,893.89
7200 · Salaries & related expenses - Ot...	10,298.70
	<hr/>
Total 7200 · Salaries & related expenses	52,592.92
7500 · Other personnel expenses	
7510 · Fundraising Expense	400.00
	<hr/>
Total 7500 · Other personnel expenses	400.00
8500 · Misc expenses	
Donations	500.00
	<hr/>
Total 8500 · Misc expenses	500.00
8600 · Business expenses	
Insurance	5,157.86
8620 · Sales taxes	425.01
8650 · Taxes - other	575.00
	<hr/>
Total 8600 · Business expenses	6,157.87
	<hr/>
Total Expense	258,217.47
	<hr/>
Net Ordinary Income	-55,680.63
Other Income/Expense	
Other Income	
Grants	17,559.71
	<hr/>
Total Other Income	17,559.71
	<hr/>
Net Other Income	17,559.71
	<hr/>
Net Income	-38,120.92
	<hr/> <hr/>

Santa Clara PAL
Profit & Loss
November 2023

	Nov 23
Ordinary Income/Expense	
Income	
5 · Earned revenues	
Dividend 12 month cd 303	673.47
Dividend 12 month cd 302	686.58
Dividends Primary Share	0.30
Dividend - Money Market 130	5.34
Dividend/Exec Dir/Chk/Bzing	0.44
5180 · Programs	
BMX	
BMX Registration	5,615.61
Total BMX	5,615.61
Judo	
Judo Registration	307.00
Total Judo	307.00
PAL Gal Softball (Reg Season)	
Softball Registration	6,674.59
Total PAL Gal Softball (Reg Sea...	6,674.59
5800 · Special Pjects	
Art & Wine	
Art & Wine Revenue	7,469.00
Total Art & Wine	7,469.00
Total 5800 · Special Pjects	7,469.00
Total 5180 · Programs	20,066.20
Total 5 · Earned revenues	21,432.33
Total Income	21,432.33
Gross Profit	21,432.33

Santa Clara PAL
Profit & Loss
November 2023

	Nov 23
Expense	
Permits	0.00
Dues and Subscriptions	32.35
Merchant Account Fee	122.77
Professional fees	400.00
Shop with a Cop	
Gift Cards	5,000.00
Total Shop with a Cop	5,000.00
Office	
Bank Charges	13.15
supplies	14.99
Total Office	28.14
Programs	
BMX	
Track Maintenance	0.00
Portable Toilets	590.00
Utilites	
Internet - Hot Spot	60.00
Garbage	420.67
Water	74.88
Electricity	290.48
Total Utilites	846.03
Total BMX	1,436.03
PAL Gal Softball (Reg.Season)	
Team Registration	1,962.00
Misc.	400.00
Total PAL Gal Softball (Reg.Seaso...	2,362.00
Soccer	
Awards & Trophies	255.00
Referee	333.80
Total Soccer	588.80
Total Programs	4,386.83

Santa Clara PAL
Profit & Loss
November 2023

	Nov 23
6560 · Payroll Expenses	46.00
7200 · Salaries & related expenses	
7220 · Salaries & wages - Use this	1,944.30
7250 · Payroll taxes	493.97
Total 7200 · Salaries & related expen...	2,438.27
7500 · Other personnel expenses	
7510 · Fundraising Expense	400.00
Total 7500 · Other personnel expenses	400.00
8600 · Business expenses	
Insurance	23.45
8620 · Sales taxes	174.01
8650 · Taxes - other	75.00
Total 8600 · Business expenses	272.46
Total Expense	13,126.82
Net Ordinary Income	8,305.51
Net Income	8,305.51

Santa Clara PAL
Profit & Loss
 December 2023

	Dec 23
Ordinary Income/Expense	
Income	
5 · Earned revenues	
Dividend 12 month cd 303	698.80
Dividend 12 month cd 302	712.41
Dividends Primary Share	0.31
Dividend - Money Market 130	5.51
Dividend/Exec Dir/Chk/Bzing	0.99
5180 · Programs	
Judo	
Judo Registration	2,093.00
Total Judo	2,093.00
PAL Gal Softball (Reg Season)	
Softball Registration	6,175.00
Total PAL Gal Softball (Reg Sea...	6,175.00
Total 5180 · Programs	8,268.00
Total 5 · Earned revenues	9,686.02
Total Income	9,686.02
Gross Profit	9,686.02
Expense	
Permits	6,980.48
Dues and Subscriptions	32.35
Explorer Uniforms	16.41
Merchant Account Fee	122.77
Shop with a Cop	
Breakfast	37.22
Shop with a Cop - Other	55.12
Total Shop with a Cop	92.34
Office	
Bank Charges	9.00
supplies	1,041.20
Total Office	1,050.20

Santa Clara PAL
Profit & Loss
December 2023

	Dec 23
Programs	
BMX	
Track Maintenance	1,630.00
Portable Toilets	590.00
Equipment	0.00
Utilites	
Internet - Hot Spot	60.00
Garbage	420.67
Water	74.88
Electricity	191.02
Total Utilites	746.57
Supplies	20.03
Total BMX	2,986.60
PAL Gal Softball (Reg.Season)	
Supplies	61.90
Equipment	325.78
Misc.	965.10
Total PAL Gal Softball (Reg.Seaso...	1,352.78
PAL Social Functions	1,163.95
Soccer	
Misc.	39.25
Referee	140.00
Total Soccer	179.25
SPARKS	
Tournament Registration Fees	1,387.85
Total SPARKS	1,387.85
Total Programs	7,070.43
6560 · Payroll Expenses	46.00

Santa Clara PAL
Profit & Loss
December 2023

	Dec 23
7200 · Salaries & related expenses	
7220 · Salaries & wages - Use this	1,669.69
7250 · Payroll taxes	397.19
	<hr/>
Total 7200 · Salaries & related expen...	2,066.88
8600 · Business expenses	
Insurance	23.01
8650 · Taxes - other	500.00
	<hr/>
Total 8600 · Business expenses	523.01
	<hr/>
Total Expense	18,000.87
	<hr/>
Net Ordinary Income	-8,314.85
	<hr/>
Net Income	-8,314.85
	<hr/> <hr/>

Profit & Loss by Class

January through December 2023

Accrual Basis

	Art & Wine	BMX	DIVIDENDS	Donations	Explorers	Fishing	Flag Football	Fundraiser	JUDO	Office	Pal Clinic Day	PAL Social functo...	Shop with a Cop	SOCCER	SOFTBALL	SOFTBALL SNAC...	SPARKS	Uncategorized	Wrestling	Unclassified	TOTAL	
Ordinary Income/Exp...																						
Income	12,078.00	47,837.37	12,046.59	14,514.63	0.00	0.00	205.00	0.00	8,649.69	-16.36	0.00	0.00	0.00	6,225.26	73,725.77	5,142.99	16,271.80	0.00	4,438.19	1,416.91	202,536.84	
Gross Profit	12,078.00	47,837.37	12,046.59	14,514.63	0.00	0.00	205.00	0.00	8,649.69	-16.36	0.00	0.00	0.00	6,225.26	73,725.77	5,142.99	16,271.80	0.00	4,438.19	1,416.91	202,536.84	
Expense	500.00	58,453.55	472.51	500.00	558.16	3,987.00	1,056.90	400.00	1,913.52	65,217.16	224.00	2,134.40	3,599.34	7,019.78	59,515.90	3,097.77	43,872.38	261.00	3,163.40	1,670.70	258,217.47	
Net Ordinary Income	11,578.00	-10,616.18	11,574.08	14,014.63	-558.16	-3,987.00	-851.90	-400.00	6,736.17	-65,233.52	-224.00	-2,134.40	-3,599.34	-794.52	14,209.87	2,045.22	-27,600.58	-261.00	1,274.79	-253.79	-55,680.63	
Other Income/Expense																						
Other Income																						
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,559.71	0.00	0.00	0.00	0.00	0.00	17,559.71	
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,559.71	0.00	0.00	0.00	0.00	0.00	17,559.71	
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,559.71	0.00	0.00	0.00	0.00	0.00	17,559.71	
Net Income	11,578.00	-10,616.18	11,574.08	14,014.63	-558.16	-3,987.00	-851.90	-400.00	6,736.17	-65,233.52	-224.00	-2,134.40	-3,599.34	-794.52	31,769.58	2,045.22	-27,600.58	-261.00	1,274.79	-253.79	-38,120.92	

Santa Clara PAL
Profit & Loss by Class
November 2023

	Art & Wine	BMX	DIVIDENDS	Fundraiser	JUDO	Office	Shop with a ...	SOCCER	SOFTBALL	Unclassified	TOTAL
Ordinary Income/Expen... Income											
5 · Earned reven...	7,469.00	5,615.61	1,366.13	0.00	307.00	0.00	0.00	0.00	6,674.59	0.00	21,432.33
Total Income	7,469.00	5,615.61	1,366.13	0.00	307.00	0.00	0.00	0.00	6,674.59	0.00	21,432.33
Gross Profit	7,469.00	5,615.61	1,366.13	0.00	307.00	0.00	0.00	0.00	6,674.59	0.00	21,432.33
Expense	0.00	1,436.03	0.00	400.00	0.00	3,217.22	5,000.00	588.80	2,362.00	122.77	13,126.82
Net Ordinary Income	7,469.00	4,179.58	1,366.13	-400.00	307.00	-3,217.22	-5,000.00	-588.80	4,312.59	-122.77	8,305.51
Net Income	7,469.00	4,179.58	1,366.13	-400.00	307.00	-3,217.22	-5,000.00	-588.80	4,312.59	-122.77	8,305.51

Santa Clara PAL
Profit & Loss by Class
 December 2023

	BMX	DIVIDENDS	Explorers	JUDO	Office	Pal Clinic Day	PAL Social funct...	Shop with a Cop	SOCCER	SOFTBALL	SPARKS	Unclassified	TOTAL
Ordinary Income/Expe... Income													
5 - Earned reve...	0.00	6.81	0.00	2,093.00	0.00	0.00	0.00	0.00	0.00	6,175.00	0.00	1,411.21	9,686.02
Total Income	0.00	6.81	0.00	2,093.00	0.00	0.00	0.00	0.00	0.00	6,175.00	0.00	1,411.21	9,686.02
Gross Profit	0.00	6.81	0.00	2,093.00	0.00	0.00	0.00	0.00	0.00	6,175.00	0.00	1,411.21	9,686.02
Expense	2,986.60	0.00	16.41	620.00	3,718.44	224.00	1,163.95	92.34	939.73	6,728.78	1,387.85	122.77	18,000.87
Net Ordinary Income	-2,986.60	6.81	-16.41	1,473.00	-3,718.44	-224.00	-1,163.95	-92.34	-939.73	-553.78	-1,387.85	1,288.44	-8,314.85
Net Income	-2,986.60	6.81	-16.41	1,473.00	-3,718.44	-224.00	-1,163.95	-92.34	-939.73	-553.78	-1,387.85	1,288.44	-8,314.85

Santa Clara PAL
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
National Financial Svc LLC	-5,167.39
M.C. Fed. Cr.Union	
12 Month CD 303	165,252.57
12 Month CD 302	168,470.49
Carefree Checking - BMX expense	8,202.96
1010 · Exec. Director Checking S75	-1,753.46
1015 · Primary Share S01	3,814.75
1031 · Money Market 130	8,695.22
Total M.C. Fed. Cr.Union	352,682.53
Wells Fargo Bank	
1000 · Wells Fargo-C (SCVNB)	10.49
Total Wells Fargo Bank	10.49
1040 · Petty cash	218.40
Total Checking/Savings	347,744.03
Total Current Assets	347,744.03
Fixed Assets	
1700 · Furniure, Fixtures, Equipment	4,982.04
1730 · Accumulated Depreciation	-83.00
Bldg. Project	6,050.00
Total Fixed Assets	10,949.04
Other Assets	
1805 · Bleachers	45,315.52
Total Other Assets	45,315.52
TOTAL ASSETS	404,008.59

Santa Clara PAL
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
LIABILITIES & EQUITY	
Equity	
3001 · Opening Bal Equity	9.63
3010 · Unrestrict (retained earnings)	442,119.88
Net Income	-38,120.92
Total Equity	<u>404,008.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>404,008.59</u></u>

SANTA CLARA SCHOOLS FOUNDATION
2024 Art and Wine Festival
Santa Clara Organization Fundraising Application

5a. What are your primary sources of funding?

The Santa Clara Schools Foundation (SCSF) has a variety of fundraising sources- including but not limited to our Farm to Table dinner, the Firefighters annual 5k fundraiser, and private donors through our annual appeal. We also receive corporate grant money for programs like the STEAM Expo. In addition, private families also fund specific scholarships such as the Don and Clare Callejon Family scholarship and the Twila Keeble Memorial Scholarship.

5b. How will an Art and Wine Festival Grant benefit Santa Clara youth or seniors?

The Santa Clara Schools Foundation exists to fill gaps in the public education system, which includes providing supplies to teachers and students in need, or activities to enrich the classroom learning experience, or specialized programs to improve educational outcomes. The SCSF programs include allowing high school students to sell produce at The Farmstand, helping provide back to school supplies to families in need through the Family Resource Center and providing scholarships to high school seniors to help assure the student is able to successful attend college. Every year we receive requests to fund additional programs to asset the educational needs of the students within the Santa Clara Unified School District. A grant from the Art and Wine Festival will be used to benefit students in our district.



42nd Annual Santa Clara Art & Wine Festival
Santa Clara Organization Fundraising Application

1. Organization		2. Contact information	
Name: Santa Clara Schools Foundation		Name: Margaret Demorest	
Address: P.O. Box 1369		Address: 812 Miles Court	
City: Santa Clara		City: Santa Clara	
Zip: 95052		Zip: 95051	
Phone: (408) 204-5578		Phone-work:	
Website: santaclaraschoolsfoundation.org		Phone-cell: (408) 204-5578	
Federal Tax Id Status: <input checked="" type="checkbox"/> 501c3, <input type="checkbox"/> 509a, <input type="checkbox"/> Other _____		Email: mdemorest@santaclaraschoolsfoundation.org	
Federal Tax ID number: 77-0312776		Position in Organization: President	
3. Does your organization serve Santa Clara residents? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, your organization is not eligible.			
4. List the charitable programs or services and the number of participants (unduplicated count) that your organization has provided for Santa Clara resident youth & seniors over the past two (2) calendar/fiscal years.			
<i>Program/Service Name. Goal. Services offered.</i>			<i>Persons Served</i>
Resources for classrooms			15,392
Family Resource Center support Socially Economically Disadvanteaged Families			1900
Other targetted programs including Special Olympics			560
5. What are your primary sources of funding? How will an Art & Wine Festival Grant benefit Santa Clara youth or seniors? Attach your statement and your current operating budget to this application.			
8. My organization agrees to: <ul style="list-style-type: none"> a) provide a minimum of six-eight (6-8) volunteers if selected for Carnival Games area and a minimum of four (4) volunteers for the Parking Lot area, for the duration of the Art & Wine Festival on one day. b) submit list of volunteers (names and assigned day & times) to the Parks & Recreation Dept. by September 5. c) provide cashless payment handling method and accept passes provided by the Parks & Recreation Department as payment method. d) adhere to the group regulations including volunteer application. 			
9. Please rank your preferred fundraising opportunity from 1-4, 1 = most preferred, 4 = least preferred			
<input checked="" type="checkbox"/> Carnival Games, Saturday, Sept. 14, 2024 (4)		<input checked="" type="checkbox"/> Carnival Games, Sunday, Sept. 15, 2024 (3)	
<input checked="" type="checkbox"/> Parking Lot, Saturday, Sept. 14, 2024 (2)		<input checked="" type="checkbox"/> Parking Lot, Sunday, Sept. 15, 2024 (1)	
10. Signature: <i>Margat Demorest</i>		Title: President	Date: 4/16/2024
Application Deadline: Tuesday, May 7, 2024 at 5 p.m.			
Submit application by email to: PRCustomerServe@SantaClaraCA.gov			

Santa Clara Schools Foundation

Statement of Financial Position

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
FlipCause (to be distributed)	0.00
General Fund (FlipCause)	0.00
Annual Fund	5,573.10
General Fund	211.95
Total General Fund (FlipCause)	5,785.05
Holiday Gift Fund (FlipCause)	50.00
Partnership Program Funds	
School Supply Drive (Flip Cause)	25.00
Total Partnership Program Funds	25.00
Restricted/Designated Funds (Flip Cause)	0.00
John George Scholarship Fund (FlipCause)	40.00
Total Restricted/Designated Funds (Flip Cause)	40.00
Total FlipCause (to be distributed)	5,900.05
Mission City Federal Credit Union Operating Accounts	34,480.07
General Fund (MCFCU Operating)	-16,825.81
Partnership Program Funds	
Central Park IEEE STEM Program (MCFCU)	4,146.66
College, Career and Workforce Modernization Fund	19,428.69
District Staff Events (MCFCU)	686.97
FRC Holiday Gift Fund (MCFCU)	3,314.27
FRC Pantry and Clothing Closet (MCFCU)	27,115.46
Health and Wellness (MCFCU)	8,506.56
MacDonald High School Athletic Funds (MCFCU)	16,742.10
School Supply Fund (MCFCU)	11,402.39
Special Education Fund (MCFCU)	-2,550.93
STEAM General (MCFCU)	1,742.63
STEAM/Innovation Expo (MCFCU)	-2,755.96
Steps for Success (MCFCU)	-2,271.00
Workability/Farmstand (MCFCU)	17,939.83

Santa Clara Schools Foundation

Statement of Financial Position

As of January 31, 2024

	TOTAL
Total Partnership Program Funds	103,447.67
Restricted/Designated Funds	
Callejon Scholarship Fund (MCFCU)	30,625.00
Delta Kappa Gamma Fund (MCFCU)	3,440.14
Environmental Sustainability Education Fund	14,447.31
FINS Fund	72,846.72
High School Scholarship Fund	24,975.00
John George Scholarship Fund (MCFCU)	6,070.00
MCFCU Scholarship Fund	1,000.00
Norman G Carter Fund (MCFCU)	734.03
Other Restricted	1,509.22
Peterson Band Fund (MCFCU)	-20,820.72
Project 23 Fund (MCFCU)	2,056.13
Twila Keeble (MCFCU)	10,000.00
Total Restricted/Designated Funds	146,882.83
Total Mission City Federal Credit Union Operating Accounts	267,984.76
Mission City Share Acct.	31,195.73
Well Fargo Vanguard 6339	51,053.73
Wells Fargo 9076	19,966.83
Wells Fargo Check. 7585	97,178.29
Delta Kappa Gamma (DKG) Fund (WF)	6.57
Graduates Sign Project	2,504.68
Partnership Program Fund (WF)	0.00
College, Career and Workforce Modernization Fund	50,000.00
Socioeconomically Disadvantaged (WF)	
FRC Pantry and Clothing Closet (WF)	4,531.08
School Supply Fund (WF)	2,088.84
Total Socioeconomically Disadvantaged (WF)	6,619.92
STEAM (WF)	
STEAM/Innovation Expo (WF)	9,355.00
Total STEAM (WF)	9,355.00
Workability/Farmstand Fund (WF)	13,357.15
Total Partnership Program Fund (WF)	79,332.07
Pass Through Fund (WF)	627.81
Project 23 Fund	-2,056.13
Restricted/Designated Funds	
Peterson Band Fund (WF)	20,820.72
Total Restricted/Designated Funds	20,820.72
Total Wells Fargo Check. 7585	198,414.01
Total Bank Accounts	\$574,515.11
Total Current Assets	\$574,515.11

Santa Clara Schools Foundation

Statement of Financial Position

As of January 31, 2024

	TOTAL
TOTAL ASSETS	\$574,515.11
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Fund Balance	377,178.94
Net Revenue	197,336.17
Total Equity	\$574,515.11
TOTAL LIABILITIES AND EQUITY	\$574,515.11



42nd Annual Santa Clara Art & Wine Festival
Santa Clara Organization Fundraising Application

1. Organization		2. Contact information	
Name:		Name:	
Address:		Address:	
City:		City:	
Zip:		Zip:	
Phone:		Phone-work:	
Website:		Phone-cell:	
Federal Tax Id Status: <input type="checkbox"/> 501c3, <input type="checkbox"/> 509a, <input type="checkbox"/> Other _____		Email:	
Federal Tax ID number:		Position in Organization:	
3. Does your organization serve Santa Clara residents? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, your organization is not eligible.			
4. List the charitable programs or services and the number of participants (unduplicated count) that your organization has provided for Santa Clara resident youth & seniors over the past two (2) calendar/fiscal years.			
<i>Program/Service Name. Goal. Services offered.</i>			<i>Persons Served</i>
5. What are your primary sources of funding? How will an Art & Wine Festival Grant benefit Santa Clara youth or seniors? Attach your statement and your current operating budget to this application.			
8. My organization agrees to:			
a) provide a minimum of six-eight (6-8) volunteers if selected for Carnival Games area and a minimum of four (4) volunteers for the Parking Lot area, for the duration of the Art & Wine Festival on one day.			
b) submit list of volunteers (names and assigned day & times) to the Parks & Recreation Dept. by September 5.			
c) provide cashless payment handling method and accept passes provided by the Parks & Recreation Department as payment method.			
d) adhere to the group regulations including volunteer application.			
9. Please rank your preferred fundraising opportunity from 1-4, 1 = most preferred, 4 = least preferred			
<input type="checkbox"/>	Carnival Games, Saturday, Sept. 14, 2024	<input type="checkbox"/>	Carnival Games, Sunday, Sept. 15, 2024
<input type="checkbox"/>	Parking Lot, Saturday, Sept. 14, 2024	<input checked="" type="checkbox"/>	Parking Lot, Sunday, Sept. 15, 2024
10. Signature:		Title:	Date:
		President	May 4, 2024
Application Deadline: Tuesday, May 7, 2024 at 5 p.m.			
Submit application by email to: PRCustomerServe@SantaClaraCA.gov			



Santa Clara Parade of Champions –Celebrating 55 years!
 2135 Benton Street, Santa Clara, CA 95050
www.scpardeofchampions.org
 President Ana Vargas-Smith Cell 408-394-2473

What are your primary sources of funding? How will an Art & Wine Festival Grant benefit Santa Clara youth of seniors? Attach your statement and your current operating budget to this application.

Backstory: The historic Santa Clara Parade of Champions was founded in 1945 by Larry Marsalli along with Fiscal Sponsor YMI (Young Mens Institute) to welcome home WWII Veterans and celebrate the community who supported community during the war effort. The event evolved to celebrate not only Vets but champions, community and frontline heroes. It’s has been run by volunteers with a charitable focus since its inception until its demise in 1995. The parade and festival is historically unique to Santa Clara and it’s diverse, multicultural community. In fact, it’s been the most inclusive, multigenerational, multicultural and the longest running most unifying event in the history of Santa Clara.

Since reinventing the parade as a stand along nonprofit 501c3 in 2019, our grassroots volunteers have focused on year round fundraising to ensure that the event is free and inclusive for all to attend from youth to seniors, and to support our charitable initiatives of Youth Scholarship and community service, Seniors/Veterans, and families facing medical crisis—some of our most vulnerable.

Our primary sources of funding for the \$75K operations budget:

- Sponsorships
- Grants
- Event fundraisers

SCPOC: Our Why? That said our multigenerational organization of volunteers believe in giving not just monetarily but also lifelong community experiences that inspire collaborations that support youth community leadership and senior engagement and mentorship. *The event Art and Wine Kids Kingdom or the Parking Lot management opportunities* ticks the boxes for fundraising that support operations and charitable giving but engage our volunteers from youth to seniors in community building events and projects.

The Students who participate in Kids Kingdom and other SCPOC projects/events are open to community engagement. Last year’s kids kingdom we had 28 students from SCUSD who were interested in community service hours as well as Project leadership experience for their college applications—community service has become an important factor in deciding candidates for college admissions. We have worked with DECA and Robotics Students and many other HS clubs as well. Santa Clara has a rich history of volunteerism and the parade has long been an inclusive platform.

2024 SCPOC Budget:

Logistics	Trash Dumpsters and Containers	\$2500.00	
	Stage canopies, Bleachers, Tables/Chairs	\$4200.00	
	DJ Sound/Band	\$3500.00	
	Portable Toilets	\$1925.00	
	Generators	\$320.00	



Santa Clara Parade of Champions –Celebrating 55 years!

2135 Benton Street, Santa Clara, CA 95050

www.scpardeofchampions.org

President Ana Vargas-Smith Cell 408-394-2473

	Truck rental	\$527.00	
	Truck Gas	\$45.00	
	Golf Carts	\$3000.00	
	Cold Air Balloons	\$11000.00	
	Hotel Stay/balloon handlers 2 rooms/2	\$700.00	
	Walkie Talkies	\$165.00	
	Village Pre-set up booths	\$3000.00	
	Parade Insurance	\$2700.00	
	Traffic Plan	\$900.00	
	Walking Banner Stickers	\$360.00	
Parade Production	Upbeat Parade Logistics	\$17500.00	
	Parade Guys Float services	\$5000.00	
	Kevin Wing Productions	\$8000.00	
	Parade Judges	\$800.00	
Volunteer Product/Services	Lunches & Water	\$800.00	
	Volunteer T-shirts	\$1200.00	
Marketing	Good Neighbor Letters/Bulk Mail/Flyers	\$2204.00	
	VIP Tickets/swag	\$0.00	
	Sign Gypsy	\$700.00	
	Thee Photo Booth	\$0.00	
	Car Parade Signs	\$405.00	
	Pre-parade sponsor reception/breakfast	\$900.00	
	All Sponsor Banner	\$140.00	
	Finale Sponsor Banner	\$72.00	
	Tent Banners	\$80.00	
	Event Day Posters 18x24 (qty 42) & way finding signs	\$664.00	
	Event/Park banners	\$516.00	
	Date/Time banner attachments	\$266.00	
	Facilitron Fees	\$1200.00	
Current Total		\$75289.00	

Santa Clara High School PTSA
3000 Benton Street
Santa Clara, CA 95051

May 6, 2024

Derek Bryant
City of Santa Clara
Parks & Recreation Department
1500 Warburton Avenue
Santa Clara, CA. 95050

Re: Statement in Support of Santa Clara High School PTSA's
Application to Staff the Carnival Games at the 2024 Art & Wine Festival


Dear Derek,

This letter is our statement in support of the application we are submitting to staff the Carnival Games one day during the City's 2024 Art & Wine Festival. This is the third year the Santa Clara High School PTSA in collaboration with the Student Leaders Class is applying for this opportunity. Under the guidance and direction of Vice-Principal Sharon Freeman and adult volunteers from the PTSA, the Santa Clara High School Student Leadership Class, that consists of students from all four grades, has enjoyed working with the Carnival Games at the Art & Wine Festival. The students work together and enjoy interacting with children and families throughout the day. This experience has proven to be a great bonding experience for the Leadership Class students and the monies raised allow the Leadership Class to financial support a number of activities that occur on campus throughout the school year. The Leadership Class strives to support each lass equally throughout the year so all students have an equal opportunity to participate in activities associated with Homecoming, Battle of the Classes, and Spirit Week.

The SCHS Parent Teachers Student Association (PTSA) appreciates this opportunity to enable this group of students to participate in a significant fundraising activity that is meaningful to the larger Santa Clara community, but also allows the SCHS students to support activities on campus that they deem important throughout the school year.

Thank you for your consideration of the Santa Clara High School PTSA Application.

Sincerely,



Anne J. Kepner

SCHS PTSA, VP of Ways & Means



42nd Annual Santa Clara Art & Wine Festival
Santa Clara Organization Fundraising Application

1. Organization		2. Contact information	
Name: Santa Clara High School PTSA		Name: Anne Kepner	
Address: 3000 Benton St.		Address: same	
City: Santa Clara		City: same	
Zip: 95051		Zip: same	
Phone: 408-423-2600		Phone-work: 408-261-4272	
Website: santaclara.santaclarausd.org/community/ptsa		Phone-cell: 408-205-8681	
Federal Tax Id Status: <input checked="" type="checkbox"/> 501c3, <input type="checkbox"/> 509a, <input type="checkbox"/> Other _____		Email: annekepner@gmail.com	
Federal Tax ID number: 6075460347		Position in Organization: Vice-President of Ways & Means	
3. Does your organization serve Santa Clara residents? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, your organization is not eligible.			
4. List the charitable programs or services and the number of participants (unduplicated count) that your organization has provided for Santa Clara resident youth & seniors over the past two (2) calendar/fiscal years.			
<i>Program/Service Name. Goal. Services offered.</i>			<i>Persons Served</i>
Funds activities throughout the school year at Santa Clara High School			1800
Supports student clubs at Santa Clara High School throughout school year			750-1000
5. What are your primary sources of funding? How will an Art & Wine Festival Grant benefit Santa Clara youth or seniors? Attach your statement and your current operating budget to this application.			
8. My organization agrees to:			
a) provide a minimum of six-eight (6-8) volunteers if selected for Carnival Games area and a minimum of four (4) volunteers for the Parking Lot area, for the duration of the Art & Wine Festival on one day.			
b) submit list of volunteers (names and assigned day & times) to the Parks & Recreation Dept. by September 5.			
c) provide cashless payment handling method and accept passes provided by the Parks & Recreation Department as payment method.			
d) adhere to the group regulations including volunteer application.			
9. Please rank your preferred fundraising opportunity from 1-4, 1 = most preferred, 4 = least preferred			
1	Carnival Games, Saturday, Sept. 14, 2024	2	Carnival Games, Sunday, Sept. 15, 2024
*	Parking Lot, Saturday, Sept. 14, 2024	*	Parking Lot, Sunday, Sept. 15, 2024
10. Signature: Anne J. Kepner		Title: VP Ways & Means	Date: 5-5-2024
Application Deadline: Tuesday, May 7, 2024 at 5 p.m.			
Submit application by email to: PRCustomerServe@SantaClaraCA.gov			

	Actual	Budget	Difference
Cash Balance Forward	\$ 35,491.02		
Income			
Administration			
Donations - General Fund	\$ 4,782.88	\$ 2,500.00	\$ 2,282.88
Membership Receipts - Cash (belonging to unit)	0.00	100.00	(100.00)
Membership Receipts - Paypal (belonging to unit)	0.00	100.00	(100.00)
Membership Receipts - Totem (belonging to unit)	807.50	800.00	7.50
Fundraisers			
.Art and Wine	8,627.50	5,000.00	3,627.50
Fundraising Income - .Art and Wine - Proceeds	8,627.50	5,000.00	3,627.50
.Spending for Dollars	1,355.56	1,000.00	355.56
Fundraising Income - .Dining for Dollars	725.28	500.00	225.28
Fundraising Income - .Kendra Scott	630.28	500.00	130.28
Programs			
.Grad Night	11,385.18	29,825.00	(18,439.82)
Programs Income - .GN-Battle of the Classes Sales	2,904.00	3,600.00	(696.00)
Programs Income - .GN-Donations	205.06	1,500.00	(1,294.94)
Programs Income - .GN-Fundraising - Art & Wine	0.00	5,000.00	(5,000.00)
Programs Income - .GN-Fundraising - Auction	0.00	1,285.80	(1,285.80)
Programs Income - .GN-Fundraising - Dining for Dollars	0.00	537.54	(537.54)
Programs Income - .GN-Fundraising - Misc.	768.06	0.00	768.06
Programs Income - .GN-Fundraising - Super Bowl Squares	2,047.63	2,025.00	22.63
Programs Income - .GN-Grad Night Ticket Sales	383.77	9,000.00	(8,616.23)
Programs Income - .GN-Misc. Last Year	5,076.66	5,076.66	0.00
Programs Income - GN-Fundraising - Goodwill	0.00	1,800.00	(1,800.00)
Non-Unit Income			
Membership Receipts - Cash (pass thru)	0.00	200.00	(200.00)
Total Income	\$ 26,958.62	\$ 39,525.00	\$ (12,566.38)
Expense			
Administration			
Community Outreach	\$ 0.00	\$ 200.00	\$ (200.00)
Council Auction Basket	0.00	125.00	(125.00)
Council Dinner	0.00	450.00	(450.00)
Insurance Premium	282.00	300.00	(18.00)
Office Supplies	0.00	100.00	(100.00)
Officer Training	10.00	75.00	(65.00)
Online Processing Fees	334.89	0.00	334.89
Postage	14.20	50.00	(35.80)
PTAEZ Subscription	139.00	179.00	(40.00)
Tax Preparation/Fees	80.00	80.00	0.00
Volunteer management Subscription	192.26	200.00	(7.74)
Programs			
.Freshman Barbeque/Orientation	646.95	800.00	(153.05)
Programs Expenses - .Orientation Barbeque	646.95	800.00	(153.05)
.Grad Night	11,605.35	31,900.00	(20,294.65)

	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>
Programs Expenses - .GN-Administration	0.00	300.00	(300.00)
Programs Expenses - .GN-Artists	0.00	5,000.00	(5,000.00)
Programs Expenses - .GN-Decorations	0.00	1,500.00	(1,500.00)
Programs Expenses - .GN-Facility Charge	0.00	1,000.00	(1,000.00)
Programs Expenses - .GN-Food Vendors	0.00	6,000.00	(6,000.00)
Programs Expenses - .GN-Fundraising	3,841.19	4,100.00	(258.81)
Programs Expenses - .GN-Misc.	686.66	0.00	686.66
Programs Expenses - .GN-Vendors	7,077.50	14,000.00	(6,922.50)
.Grants to Clubs/Teachers	1,108.68	1,000.00	108.68
Programs Expenses - .Grants to Clubs/Teachers	1,108.68	1,000.00	108.68
.Reflections	0.00	25.00	(25.00)
Programs Expenses - .Reflections	0.00	25.00	(25.00)
.Scholarships	0.00	3,000.00	(3,000.00)
Programs Expenses - .Scholarships	0.00	3,000.00	(3,000.00)
.School Gift	0.00	2,000.00	(2,000.00)
Programs Expenses - .School Gift	0.00	2,000.00	(2,000.00)
.Senior Breakfast & Awards	25.00	2,550.00	(2,525.00)
Programs Expenses - .Academic Awards	0.00	500.00	(500.00)
Programs Expenses - .Senior Awards	25.00	650.00	(625.00)
Programs Expenses - .Senior Breakfast	0.00	1,400.00	(1,400.00)
.Staff Appreciation	470.00	3,000.00	(2,530.00)
Programs Expenses - .Staff Appreciation	470.00	3,000.00	(2,530.00)
.Student Education	0.00	10,000.00	(10,000.00)
Programs Expenses - .Student Education	0.00	10,000.00	(10,000.00)
 Non-Unit Expense			
Membership Disbursements - (pass-through)	0.00	200.00	(200.00)
 Total Expense	 <u>\$ 14,908.33</u>	 <u>\$ 56,234.00</u>	 <u>\$ (41,325.67)</u>
 Net Gain or Loss	 <u>\$ 12,050.29</u>	 <u>\$ (16,709.00)</u>	 <u>\$ 28,759.29</u>
 Total Balance	 <u>\$ 47,541.31</u>		



Agenda Report

24-529

Agenda Date: 5/21/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Review of the Proposed FY 2024/25 & FY 2025/26 Biennial Capital Improvement Program Budget

COUNCIL PILLAR

Enhance Community Engagement and Transparency
Enhance Community Sports, Recreational and Arts Assets
Deliver and Enhance High-Quality Efficient Services and Infrastructure

BACKGROUND

City Charter Section 1302 (Budget - Submission to the City Council) requires that at least thirty-five (35) days prior to the beginning of each fiscal year, (or at such prior date thereto determined by the City Council), the City Manager shall submit to the City Council the proposed budget. The proposed biennial budget process alternates between an operating and a capital budget. This year's proposed budget, released on May 1, 2024, focuses on the capital infrastructure, supporting the facilities that serve our residents and community. A public hearing on the proposed budget was held on May 7, 2024, and a second public hearing is scheduled for June 4. Final adoption of the budget will be considered at the June 25, 2024 City Council meeting.

On January 16, 2024, the Parks & Recreation Commission added Goal F (Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations thereto to the City Manager and the City Council) to its FY2023/24 workplan. The purpose of this report to Commission is to provide an opportunity for the Commission to review the proposed budget as it relates to the capital improvement program for projects under the purview of the Department of Parks & Recreation and to provide feedback on those projects.

DISCUSSION

Enclosed, as Attachment 1, is the Report to Council File ID No. 24-320, that was presented at the initial budget study session held on May 7, 2024, and presented by Finance Director Kenn Lee. Enclosed as Attachment 2 is the PowerPoint presentation that was shared with the City Council.

At the May 21, 2024 Commission meeting, staff will review these documents with a focus on those projects that are within the purview of the Department of Parks & Recreation. The full documents have been provided to the Commission to provide context and understanding of the City's full financial picture. Commission members are encouraged to review Slide 16 (Capital Buildings - Accomplishments); slide 22 (Proposed Use of General Fund Capital Projects Reserve); Slide 28 (Unfunded Capital Needs), Slide 29 (CIP Projects by Theme); Slide 31 (Community Facilities Theme) and Slide 35 (Parks and Trails Theme) for information most relevant to Parks & Recreation.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environment Quality Act (“CEQA”) pursuant to section 15378(a)(4) of Title 14 of the California Code of Regulations in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

FISCAL IMPACT

The Proposed Biennial Capital Budget totals \$285.1 million in FY 2024/25 and \$357.5 million in FY 2025/26, and the five-year Capital Improvement Program totals \$1.04 billion. The Proposed Operating Budget for FY 2024/25 is \$1.07 billion. The combined proposed capital and operating budgets for FY 2024/25 totals \$1.35 billion.

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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

It is recommended that the Commission:

1. Provide feedback, as deemed appropriate, as it relates to projects under the purview of the Department of Parks & Recreation; and
2. Note and file the report.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting Director of Parks & Recreation

ATTACHMENT

1. Report to Council File ID No. 24-320 Study Session: Review of the Proposed FY 2024/25 & FY 2025/26 Biennial Capital Improvement Program Budget
2. Proposed FY 2024/25 & FY 2025/26 Capital Improvement Program Budget Study Session Presentation



Agenda Report

24-320

Agenda Date: 5/7/2024

REPORT TO COUNCIL

SUBJECT

Study Session: Review of the Proposed FY 2024/25 & FY 2025/26 Biennial Capital Improvement Program Budget and FY 2024/25 Operating Budget Amendments

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

City Charter *Section 1302 Budget - Submission to City Council* requires that at least thirty-five days prior to the beginning of each fiscal year, or at such prior date thereto determined by the City Council, the City Manager shall submit to the City Council the proposed budget.

This budget continues the biennial budget process that alternates between an operating and capital budget. This year's budget focuses on the capital infrastructure, supporting the facilities that serve our residents and community. Amendments to the FY 2024/25 Adopted Operating Budget are also included. The Proposed Budget is attached to the memorandum and can be found online at: <https://www.santaclaraca.gov/home/showpublisheddocument/83797/638500031070970327>.

The City Council approves a set of Budget Principles each year. These Budget Principles provide a general framework and approach for developing the City's budget, ensuring fiscal stability by considering both the short and long-term impacts of any funding decisions. The proposed principles for FY 2024/25 are consistent with those approved last year with the Budget Stabilization Reserve (BSR) continuing to be set at a minimum of 15% of expenditures; this is an exception to the Council policy that would set the BSR at 25% of expenditures. The proposed FY 2024/25 Budget Principles can be found in the *Budget and Fiscal Policies* section of this document.

Budget Study Sessions are scheduled for May 7, 2024 and June 4, 2024 and the public hearing and budget adoption are scheduled for June 25, 2024.

DISCUSSION

The annual budget serves as a financial plan and operational guide that reflects the policies, goals, and priorities of the City Council and community. The capital budget guides the City in the planning, scheduling, and budgeting of capital investments within the City.

Total Budget Overview

The FY 2024/25 Proposed Budget totals \$1.35 billion and reflects a 22.8% reduction from FY 2023/24 Adopted Budget. The FY 2024/25 Proposed Budget is below the FY 2023/24 Adopted Budget of \$1.76 billion primarily because the carryover of funds from FY 2023/24 to FY 2024/25 has

not yet been factored into the budget. These carryover adjustments are expected to be brought forward later in the budget process and incorporated into the FY 2024/25 Adopted Budget. The FY 2024/25 Amended Budget is \$120.4 million above the FY 2024/25 Adopted Budget approved in June 2023 primarily due to additional planned investments in the capital budget. Table 1 below summarizes the total budgets by fund group.

Table 1: City of Santa Clara Annual Budget			
Fund Type	FY2023/24 Adopted Budget	FY 2024/25 Adopted Budget	FY2024/25 Amended Budget
General Fund	\$ 281,795,558	\$287,458,968	\$306,591,330
Special Revenue Funds	48,639,709	37,111,226	41,458,963
Enterprise Funds	872,344,414	968,035,945	940,385,745
Internal Service Funds	39,606,414	41,304,602	45,524,215
Debt/Other	374,983,049	40,658,134	152,273,904
Less (Transfers, Contributions and Reserves)*	(515,319,491)	(247,455,561)	(416,463,413)
Subtotal Operating Budget	\$1,102,049,653	\$1,127,113,314	\$1,069,770,744
Capital Funds	\$657,486,151	\$108,385,754	\$286,566,592
Less (Transfers, Contributions and Reserves)*	(3,188,205)	(1,454,000)	(1,818,315)
Subtotal Capital Budget	\$654,297,946	\$106,931,754	\$284,748,277
Total Budget	\$1,756,347,599	\$1,234,045,068	\$1,354,519,021

* Adjusts for transfers, contributions and reserves to avoid double counting of the same funds (e.g., internal service funds are excluded).

Biennial Capital Budget

The CIP guides the City in the planning, scheduling, and budgeting of capital investments within each of the twelve theme areas. The FY 2024/25 and FY 2025/26 Biennial Capital Budget and planned CIP is a carefully balanced budget that reflects the City Council priorities and continues strategic investments in the City’s infrastructure. The Proposed Biennial Capital Budget totals \$642.6 million and the five-year CIP totals \$1.04 billion.

Table 2: Proposed CIP by Theme is a breakdown of the capital budget by theme.

Table 2: Proposed CIP by Theme				
Theme	2024/25 Budget	2025/26 Budget	Biennial Budget	Five- Year CIP
Administrative Facilities	\$2,343,000	\$310,000	\$2,653,000	\$2,653,000
Community Facilities	2,771,934	500,000	3,271,934	3,271,934
Convention Center	2,150,000	0	2,150,000	2,150,000
Electric Utility	217,697,515	304,154,500	521,852,015	751,516,215
Other Community Projects	6,080,775	5,411,998	11,492,773	24,281,792
Parks and Trails	3,550,760	2,158,838	5,709,598	10,209,598
Sewer Utility	19,570,472	22,216,632	41,787,104	132,647,325
Solid Waste	788,000	812,000	1,600,000	4,180,000
Storm Drain	2,404,365	480,750	2,885,115	4,685,115
Technology and Equipment	2,993,823	751,000	3,744,823	6,213,623
Transportation	18,566,948	14,470,938	33,037,886	74,122,562
Water and Recycled Water Utilities	6,195,000	6,225,000	12,420,000	26,320,000
Total Capital Budget	\$285,112,592	\$357,491,656	\$642,604,248	\$1,042,251,164

Capital Highlights

Of the \$1.04 billion CIP, \$914.6 million (88%) funds capital projects for the City’s utilities and there is sufficient funding in the associated utility funds to support these projects. The other projects total \$127.6 million (12%) and fund improvements to the parks, trails, libraries, transportation system, storm system, convention center, and other City facilities. There are significant funding gaps in these areas and unfunded projects identified in this budget total \$626.2 million, with \$623.7 million unfunded in the General Fund, over the next five years. This funding gap does not fully represent all the unmet/deferred infrastructure needs throughout the City beyond the five-year CIP period.

Long term funding strategies are needed to meet the City’s infrastructure needs as the General Fund does not have sufficient funding to cover these capital costs. The projected starting FY 2024/25 General Fund Capital Projects Reserve (CPR) balance is \$23.9 million. Of that amount, \$15.0 million is recommended to be allocated in this CIP, leaving a remaining CPR balance of \$8.9 million.

Following are some of the key investments by theme in this CIP that are detailed in the *Capital Improvement Program* section of the Proposed Budget:

- **Administrative Facilities** - Fire Training Tower Renovation (\$504,000), City Buildings Upgrade Lighting to LED (\$500,000), City Hall Gutter and Waterproofing Repair (\$485,000), Repairs - Modifications to City Buildings (\$350,000), and Emergency Operations Center Security Upgrades (\$294,000);
- **Community Facilities** - Planning and Construction of Temporary and/or Permanent ISC Replacement Facility (\$1.0 million) and Northside Branch Library - Automated Materials Handling System (\$332,400);
- **Convention Center** -Santa Clara Convention Center Condition Assessment Repair (\$2,150,000), work will continue on projects funded in FY 2023/24;

- **Electric Utility** - NRS Upgrades and Expansion (\$134.0 million), KRS Rebuild and Replacement (\$107.0 million), SRS Rebuild and Replacement (\$98.0 million), Transmission Loop 1 (\$76.3 million), Homestead Substation Rebuild (\$75.1 million), and New Business Estimate Work (\$54.6 million);
- **Other Community Projects** - Related Santa Clara (\$4.0 million) and Tasman East Specific Plan (\$2.8 million);
- **Parks and Trails** - Park Improvements (\$949,400);
- **Sewer Utility** - San José-Santa Clara Regional Wastewater Facility (\$86.1 million), Sanitary Sewer Capacity Improvements (\$30.0 million), Sanitary Sewer System Improvements (\$10.2 million), Sanitary Sewer System Condition Assessment (\$5.0 million), and Sanitary Sewer Hydraulic Modeling As Needed Support (\$1.4 million);
- **Solid Waste** - Sanitary Landfill Development - Post Closure (\$4.2 million);
- **Storm Drain** - Storm Drain Pump Station RTU Upgrade (\$2.5 million), Green Stormwater Infrastructure Design & Construction (\$747,500), and Storm Drain Pump Station Motor and Control Maintenance, Repair and Replacement (\$645,750);
- **Technology and Equipment** - Utility Management Information System Enhancements (\$1.5 million), Geospatial Information System (GIS) Enterprise System (\$1.5 million), Financial and Human Resources Management System (FHRMS) Update Project (\$1.2 million), and Fire Protective Equipment Replacement (\$592,019);
- **Transportation** - Annual Street Maintenance and Pavement Rehabilitation (\$46.2 million), Tasman Complete Streets Plan 2021 Improvements Phase I - North San Jose Settlement (\$6.3 million), Traffic Signal Enhancements (\$3.3 million), Uncontrolled Crosswalks Improvements (\$2.8 million), Sidewalk, Curb and Gutter Repair (\$2.6 million), and Street Tree Services (\$1.4 million); and
- **Water and Recycled Water Utilities** - Distribution System Replacement/ Restoration (\$15.3 million), New and Replacement Wells (\$5.7 million), Buildings and Grounds (\$3.5 million), and Supervisory Control and Data Acquisition (SCADA) Improvements (\$1.3 million).

Unfunded Projects

While there is funding available to support the capital projects for the City's utilities, there is insufficient funding to meet the infrastructure needs in many other areas. Table 3: Unfunded CIP Projects by Theme identifies unfunded projects of \$626.2 million that were itemized as part of this CIP process. Of this amount, \$623.7 million would rely on funding from the General Fund Capital Projects Reserve.

Table 3: Unfunded CIP Projects by Theme \$ in millions	
Theme	Unfunded Projects
Administrative Facilities	202.6
Community Facilities	211.6
Convention Center	15.8
Parks and Trails	117.6
Storm Drain	45.0
Technology and Equipment	1.2
Transportation	32.4
Total Unfunded Projects	626.2

Descriptions of the unfunded projects are provided in the *Capital Improvement Program* section of the Proposed Budget by theme.

The unfunded projects identified in the Proposed Budget represent only a portion of the unmet/deferred infrastructure needs in the City, with many significant needs spread across the capital theme areas, including:

- Storm Drain Master Plan - \$290 million (in 2018 dollars) and the Storm Drain Pump Station Evaluation identified \$3 million (2018 dollars) annually for pump station repair, maintenance and upgrades
- Santa Clara Bicycle Plan Update 2018 - \$39.3 million (in 2018 dollars)
- Santa Clara Pedestrian Master Plan - \$194.0 million (in 2019 dollars)
- Americans with Disabilities Act Self-Evaluation and Transition Plan (Draft) - \$758.5 million (in 2024 dollars)
- Public buildings (e.g., new City Hall, existing City Hall, historic buildings, corporation yard)

Additionally, there are other City Council priorities that have not been funded. On March 25, 2024 and April 3, 2024, the City Council held two City Council Priority Setting Sessions where needs and priorities were identified. Staff is developing the prioritized list that will be presented separately. There is existing funding of \$250,000 to support these efforts.

Potential Funding Sources

The City has historically relied on annual General Fund savings allocated to the Capital Projects Reserve to support various capital improvements not supported by dedicated funding sources (e.g., utility infrastructure funds, dedicated transportation and parks funds). The Capital Projects Reserve does not provide consistent funding nor is it sufficient to address the significant unfunded/unmet capital infrastructure needs.

Additional capital revenue sources are needed to start meeting these needs. As directed by the City Council, staff has been researching a potential bond measure to address critical capital project needs. Because General Obligation Bonds require voter approval, efforts to inform residents about these unmet capital needs and obtain their feedback are critical to gauge community priorities. These efforts are ongoing and designed to allow a robust community engagement process.

In addition to the infusion of one-time funds to address the backlog of needs, an ongoing funding mechanism is necessary to ensure the capital infrastructure remains in good condition.

FY 2024/25 Operating Budget

FY 2024/25 Budget Balancing

The Adopted FY 2023/24 and FY 2024/25 Biennial Operating Budget included a General Fund budget balancing strategy that relied on a combination of expenditure reductions, revenue solutions, and use of reserves. The use of ongoing and one-time solutions balanced the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community. This also allowed for time to evaluate the post COVID-19 recovery.

While the General Fund position has improved, budget shortfalls are projected in upcoming years as described in the *Ten-Year General Fund Financial Forecast* section of the document. Budget actions will be brought forward in those years as necessary to balance the budget based on updated projections in the General Fund Forecast. In FY 2024/25, a small General Fund shortfall of \$0.9 million is projected and is proposed to be addressed by the use of \$0.4 million from the General Fund Budget Balancing Reserve established for this purpose and \$0.5 million from the Budget Stabilization Reserve.

FY 2024/25 Operating Budget Amendments

The City Council approved the FY 2023/24 and FY 2024/25 Biennial Operating Budget in June 2023. While this year's budget is focused on the capital budget, budget amendments to the FY 2024/25 Adopted Operating Budget are necessary to reflect updated revenue estimates and to account for updated labor and non-personnel costs and position changes in the General Fund and other funds.

The detailed amendments to the FY 2024/25 Operating Budget by fund can be found in the Appendices section of the Proposed Budget.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environment Quality Act ("CEQA") pursuant to section 15378(a)(4) of Title 14 of the California Code of Regulations in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

FISCAL IMPACT

The Proposed Biennial Capital Budget totals \$285.1 million in FY 2024/25 and \$357.5 million in FY 2025/26, and the five-year Capital Improvement Program totals \$1.04 billion. The Proposed Operating Budget for FY 2024/25 is \$1.07 billion. The combined proposed capital and operating budgets for FY 2024/25 totals \$1.35 billion.

Under the City Council approved budget policies, the Budget Stabilization Reserve is to be set at a minimum of 25% of General Fund expenditures. Given the City's fiscal challenges, the City Council approved an exception to this policy in FY 2023/24, allowing the reserve to be set at a minimum of 15% of expenditures; this level is also recommended for FY 2024/25. In the FY 2024/25 Amended Budget, the Budget Stabilization Reserve is projected at \$53.8 million, or 17.6% of General Fund

expenditures.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council 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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Review and provide input on the Proposed FY 2024/25 & FY 2025/26 Biennial Capital Improvement Program Budget and FY 2024/25 Operating Budget Changes.

Reviewed by: Kenn Lee, Director of Finance

Approved by: Jovan Grogan, City Manager

ATTACHMENT

1. FY 2024/25 & FY 2025/26 Biennial Capital Improvement Program Budget and FY 2024/25 Operating Budget Changes



City Council Meeting

**Item 2 – Study Session:
Review of the Proposed
FY 2024/25 & FY 2025/26
Biennial Capital Improvement
Program Budget and FY 2024/25
Operating Budget Changes**

May 7, 2024

Agenda

- Budget Calendar
- Proposed Budget Overview
- Economic Conditions/Ten-Year Financial Forecast Update
- Capital Budget for FY 2024/25 and FY 2025/26 and Five-Year CIP
- Operating Budget Amendments to FY 2024/25
- Council Priorities/Initiatives
- Questions and Answers



Budget Calendar



Budget Calendar

- **Oct – Nov 2023** – Departments submit CIP Project requests; turn over Operating Budget and begin work on proposed Municipal Fee Schedule
- **December – March** – Review of CIP and Operating Budget requests; prepare Ten-Year General Fund Forecast, complete review of Proposed Municipal Fee Schedule
- **April 9** – City Council Study Session on the Proposed Municipal Fee Schedule
- **April 23** – Public Hearing and Adoption of the Proposed Municipal Fee Schedule
- **April 29** – Proposed Capital Budget Released
- **May 7 – City Council Study Session on Capital Budget and Operating Budget Changes**
- **June 4** – Second City Council Study Session on Capital Budget and Operating Budget Changes
- **June 25** – City Council Adoption of Capital Budget, Gann limit, Operating Budget Changes and CIP Carryovers

Proposed Budget Overview



Proposed Budget Overview

- Two-year budget cycles
- This cycle focuses on the capital budget that ensures facilities are available to deliver services
- Adjustments to FY 2024/25 Operating Budget adopted in June 2023
- Total Amended FY 2024/25 Budget of \$1.35 B, up from Adopted FY 2024/25 Budget of \$1.23 B
- FY 2024/25 and FY 2025/26 Capital Budget (\$642.6 M) and Five-Year Capital Improvement Program (CIP) (\$1.04 B)



Capital Budget Overview



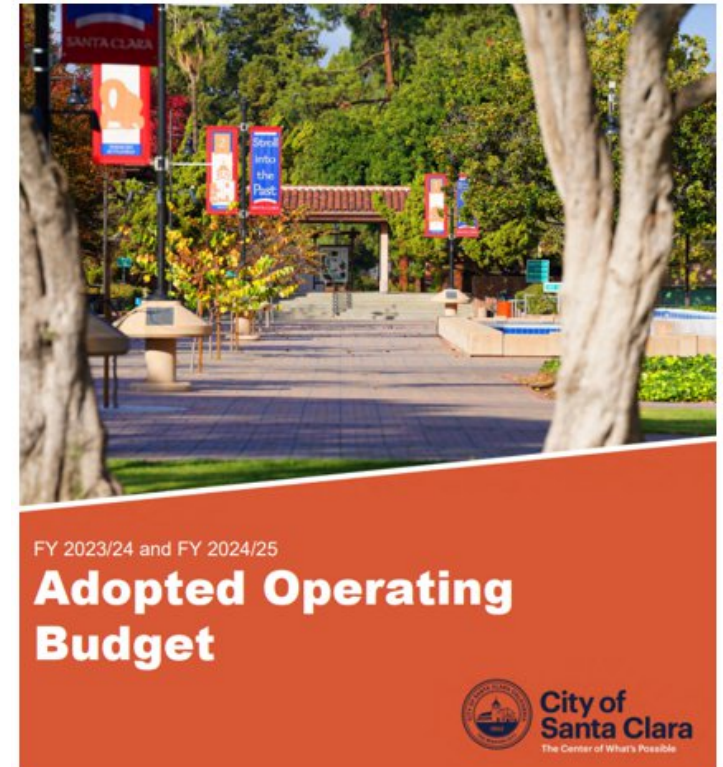
- Capital program is a mixed bag: well-funded for the utilities (88% of the CIP), investments in projects with dedicated funding (e.g., transportation), but falls well short in other areas
- There is insufficient funding to address unfunded needs of over \$600 M identified in this CIP (parks, fire stations, storm and transportation systems, community facilities, libraries, and other City facilities)
- General Fund Capital Projects Reserve of \$23.9 M to support all projects without a dedicated funding source; recommended use of \$15.0 M in this CIP and \$1.0 M set aside in last CIP
- Additional dedicated capital funding needed



Operating Budget Overview



- Updates to the FY 2024/25 Adopted Operating Budget
 - Updates to revenue, labor, non-personnel, resource/production costs for General Fund and all operating funds
 - General Fund structural deficit remains
 - No capacity for restorations, service expansion, ongoing capital maintenance, reserve contributions
 - Unknown impact of ongoing labor negotiations
- Small FY 2024/25 General Fund shortfall balanced with use of reserves; additional budget balancing actions expected in next Biennial Operating Budget
- Collaboration with all City departments



Proposed Budget Overview

City of Santa Clara Budget*			
Fund Type	FY 2023/24 Adopted Budget	FY 2024/25 Adopted Budget	FY 2024/25 Amended Budget
General Fund	\$ 281,795,558	\$287,458,968	\$306,591,330
Special Revenue Funds	48,639,709	37,111,226	41,458,963
Enterprise Funds	872,344,414	968,035,945	940,385,745
Internal Service Funds	39,606,414	41,304,602	45,524,215
Debt/Other*	374,983,049	40,658,134	152,273,904
Less (Transfers, Contributions, and Reserves)**	(515,319,491)	(247,455,561)	(416,463,413)
Subtotal Operating Budget	\$1,102,049,653	\$1,127,113,314	\$1,069,770,744
Capital Funds	\$657,486,151	\$108,385,754	\$286,566,592
Less (Transfers, Contributions, and Reserves)**	(3,188,205)	(1,454,000)	(1,818,315)
Subtotal Capital Budget	\$654,297,946	\$106,931,754	\$284,748,277
Total Budget	\$1,756,347,599	\$1,234,045,068	\$1,354,519,021

* Does not include the Stadium Authority Budget

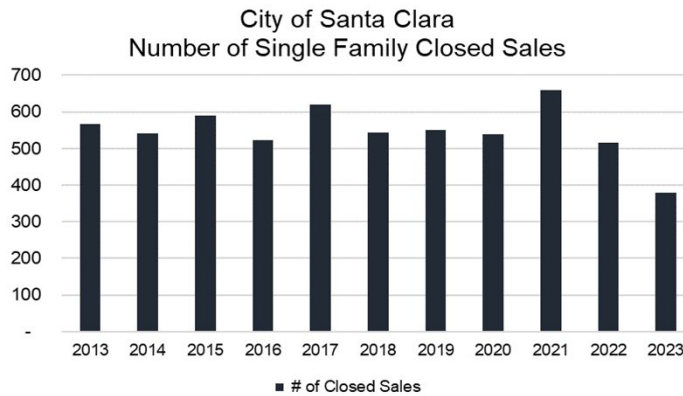
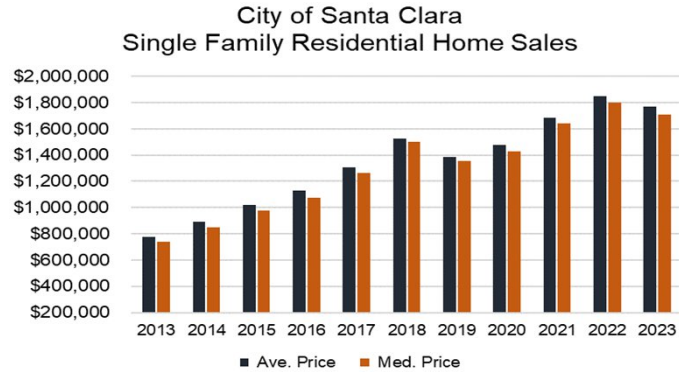
** Adjusts for transfers, contributions and reserves to avoid double counting of the same funds (e.g., internal service funds are excluded)



Economic Conditions/Ten-Year Financial Forecast Update

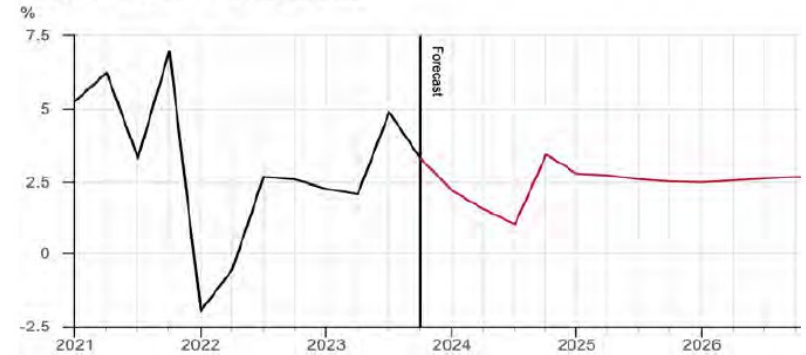


Economic Conditions



Data Source: Santa Clara County Association of Realtors

UCLA March 2024 Forecast - Quarterly Real GDP Growth, Seasonally Adjusted Annual Rates



Source: UCLA Anderson Forecast and U.S. Bureau of Economic Analysis

Unemployment Rates (Not Seasonally Adjusted)				
	Dec 2020	Dec 2021	Dec 2022	Dec 2023
Nation	6.5%	3.7%	3.3%	3.5%
California	8.8%	5.0%	4.1%	5.1%
San José-Sunnyvale-Santa Clara MSA	6.2%	2.9%	2.4%	4.1%

Source: California Employment Development Department, U.S. Bureau of Labor Statistics

General Fund Ten-Year Forecast

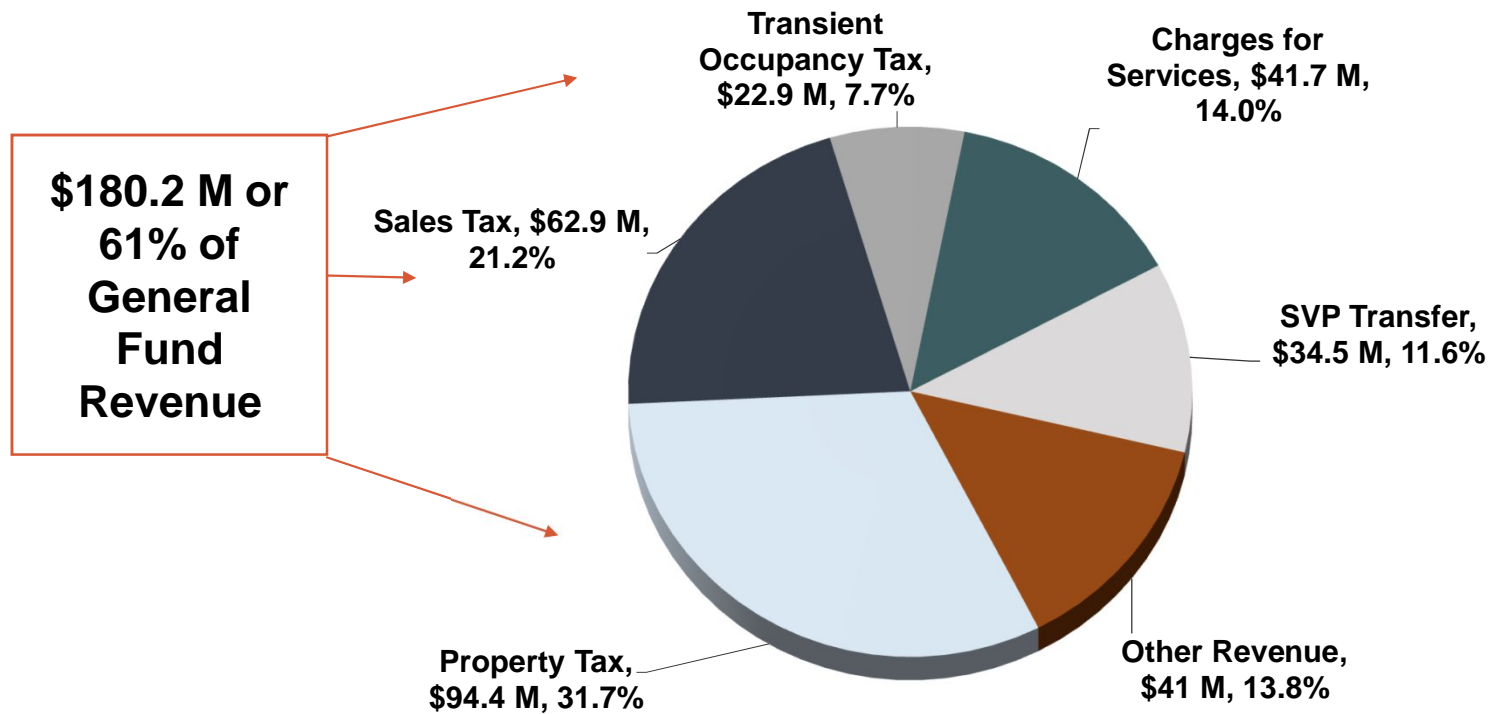
FY 2025-2035 General Fund Ten-Year Financial Forecast \$ in millions

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Projected Revenues	\$297.4	\$309.9	\$321.6	\$333.8	\$346.6	\$360.2	\$373.9	\$388.4	\$403.2	\$418.8	\$434.9
Projected Expenditures	\$298.3	\$315.9	\$333.5	\$348.5	\$364.9	\$378.3	\$393.2	\$404.0	\$418.6	\$432.5	\$448.9
Cumulative (Shortfall)/ Surplus	(\$0.9)	(\$6.0)	(\$11.9)	(\$14.7)	(\$18.3)	(\$18.1)	(\$19.3)	(\$15.6)	(\$15.4)	(\$13.7)	(\$14.0)

- Use of reserves to balance FY 2024/25
- Structural deficit remains, future budget actions will continue to address budget challenges
- No capacity for service restorations/expansion and deferred/unmet capital infrastructure needs
- Forecast does not include potential additional revenue from Stadium (performance rent/excess revenue) and Related (future project phases)

General Fund Ten-Year Forecast

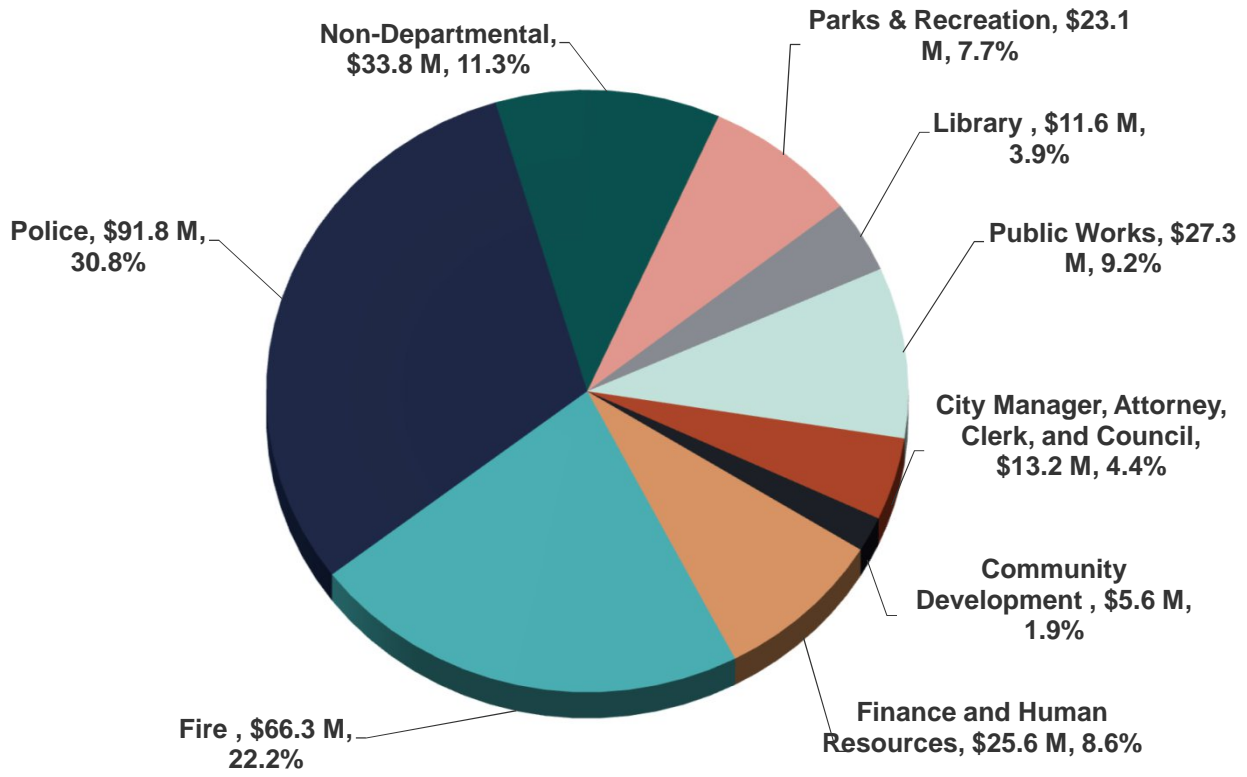
2024/25 General Fund Revenues = \$297.4 M



General Fund Ten-Year Forecast

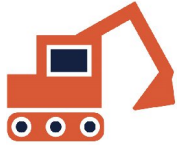
2024/25 General Fund Expenditures = \$298.3 M

• **\$158 M, or 53% of the Budget dedicated to Public Safety**



Capital Budget for FY 2024/25 and 2025/26 and Five-Year CIP

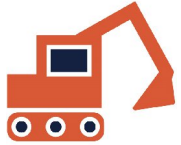
Capital Budget - Accomplishments



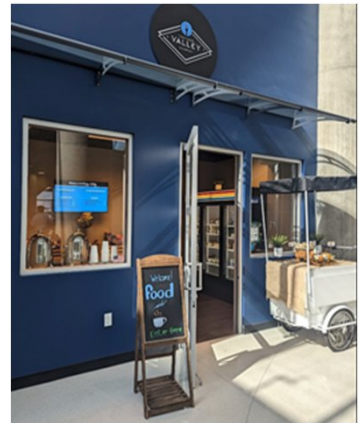
- Fairway Glen Neighborhood Park - completed the restroom at in March 2024, expanding accessibility in the popular park
- Montague Park - a new play area providing age-appropriate play structures for ages 2-5 and 6-12, group picnic areas, fitness areas, a half-size basketball court, walkways and hardscape areas, site furnishings, landscaping, and irrigation system; also renovated the existing community building to add a restroom, kitchen, and storage facility
- Magical Bridge Playground - groundbreaking occurred in May of 2023 and the park is slated to open to the public in the summer of 2024; the playground features innovative and all-inclusive play areas



Capital Budget - Accomplishments



- Substantially completed Phase I of the Stationary Standby Generators to replace nine emergency standby generators
- Enhanced public spaces in the Convention Center with interior furniture, added patio furniture for the second-floor terrace, and more food offerings with autonomous food machines, a sustainable garden and updates to the Vintage Valley market
- In 2023, replaced 4.2 miles of transmission line serving the Grizzly Hydroelectric power plant that was severed during the 2021 Dixie Fire
- Oaks Junction Substation was completed and energized in July 2022
- In December 2023, Council certified the Environmental Impact Report and adopted the Downtown Precise Plan and Form Based Zoning Code



Capital Budget - Accomplishments

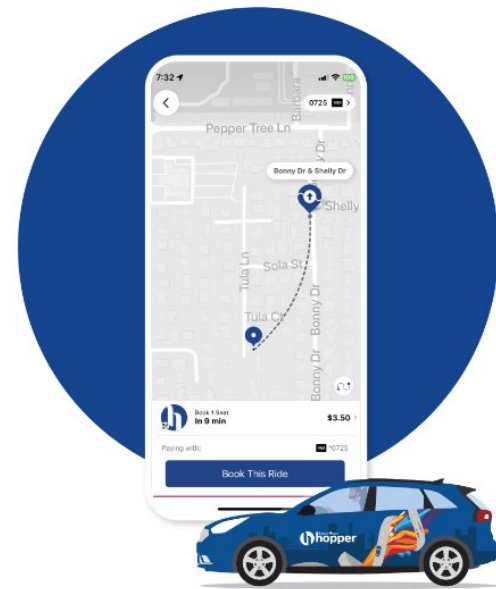
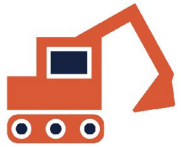


- Completed 167,000 linear feet of CCTV inspection of sewer infrastructure and over 507,000 linear feet of flushing/jetting.
- Completed repairs to approx. 12,000 linear feet of sanitary sewer main
- Received \$3 million grant for the Anna Drive Neighborhood Flood Protection Project and began the design phase
- Completed Laurelwood Pump Station Rehabilitation project
- Successfully maintained all 21 storm drain pump and lift stations to manage stormwater runoff
- Installed numerous trash capture devices to reduce trash loads entering waterways to comply with permit requirements



Capital Budget - Accomplishments

- In November 2023, launched a new on-demand rideshare service in the southern half of Santa Clara called Silicon Valley (SV) Hopper
- Completed preventative maintenance and rehabilitation for approximately 42 lane miles of street pavement in 2022 and 2023
- Completed construction work for the Santa Clara School Access Improvements and Uncontrolled Crosswalks Phase 1 projects
- Human Resources rolled out 2023 Benefits Open Enrollment using Laserfiche forms to all employees
- Progress in Enterprise GIS program (e.g., street tree inventory mapping, Parks & Recreation facilities, sewer system GIS digital model)
- Received American Public Works Association (APWA) Award for Project of the Year for Serra Tanks Rehabilitation

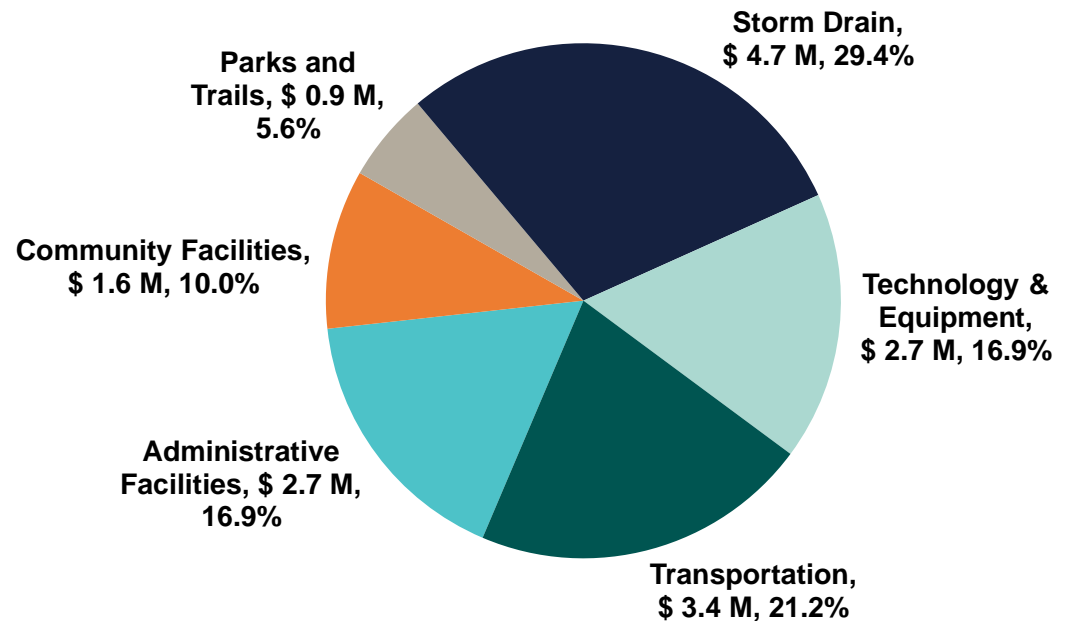


General Fund Capital Projects Reserve (CPR)

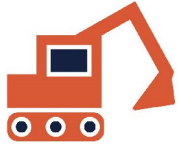


- General Fund CPR funded from excess revenues and expenditure savings at the end of a fiscal year
- Used to fund capital projects with no other funding source
- Current balance of \$23.9 M proposed to be reduced by \$15.0 M to \$8.9 M; additional \$1.0 M funded from CPR funds set aside in last CIP
- Address high priority needs across program areas

CPR Funding in Five-Year CIP = \$16.0 M

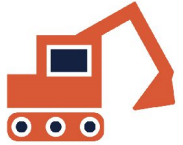


Proposed Use of General Fund CPR



	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	5-Year Total
Administrative Facilities						
City Hall Gutter & Waterproofing Repair	\$485,000					\$485,000
City Buildings Upgrade Lighting to LED Project	\$500,000					\$500,000
Electric Vehicle Charging (Fleet)	\$200,000					\$200,000
Emergency Operations Center Security Upgrades	\$294,000					\$294,000
Morse Mansion Maintenance & Repair	\$50,000					\$50,000
Repair to Historic Buildings	\$100,000	\$100,000				\$200,000
Repairs-Modifications to City Buildings	\$175,000	\$175,000				\$350,000
Fire Training Tower Renovation	\$504,000					\$504,000
Triton Museum Repair & Modifications	\$35,000	\$35,000				\$70,000
Administrative Facilities Total	\$2,343,000	\$310,000	\$0	\$0	\$0	\$2,653,000

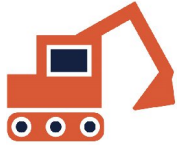
Proposed Use of General Fund CPR



	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	5-Year Total
Community Facilities						
Central Park Library – Public Safety Radio Coverage	\$120,000					\$120,000
Planning and Construction of Temporary and/or Permanent International Swim Center (ISC) Replacement Facility	\$500,000	\$500,000				\$1,000,000
Northside Branch Library - Automated Materials Handling System	\$332,400					\$332,400
Senior Center Natatorium HVAC Project - Phase 1	\$172,500					\$172,500
Community Facilities Total	\$1,124,900	\$500,000	\$0	\$0	\$0	\$1,624,900
Parks and Trails						
Park Improvements	\$470,000	\$479,400				\$949,400
Parks and Trails Total	\$470,000	\$479,400	\$0	\$0	\$0	\$949,400



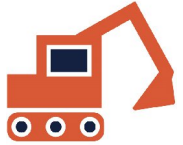
Proposed Use of General Fund CPR



	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	5-Year Total
Storm Drain						
Bowers Parking Lot Rehabilitation	\$63,000					\$63,000
Green Stormwater Infrastructure Design & Construction	\$747,500					\$747,500
SDPS Motor & Control Maintenance, Repair & Replace	\$315,000	\$330,715				\$645,750
Storm Drain Pump Station Remote Terminal Unit (RTU) Upgrade	\$690,000		\$1,800,000			\$2,490,000
Storm Drain Pump Station (SDPS) Facility Maintenance & Repair	\$74,550					\$74,550
Storm Drain Repairs and Maintenance	\$150,000	\$150,000				\$300,000
Storm SCADA Fiber Ready Project	\$364,315					\$364,315
Storm Drain Total	\$2,404,365	\$480,750	\$1,800,000	\$0	\$0	\$4,685,115



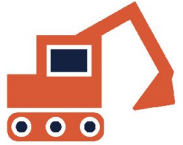
Proposed Use of General Fund CPR



	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	5-Year Total
Technology and Equipment						
City Hall Data Center HVAC & Fire System Remediation	\$350,000					\$350,000
Cyber Security Risk Mitigation	\$286,808					\$286,808
Fire Defibrillator Replacement	\$70,000					\$70,000
Enterprise Asset Management	\$100,000					\$100,000
Financial & Human Resources Mgmt. System (FHRMS) Update	\$448,896	\$308,401				\$757,297
Police Mobile Data Computer Replacement	\$515,804					\$515,804
Fire Personal Protective Equipment Replacement	\$592,019					\$592,019
Utility Management Information System (UMIS) Enhancements	\$1,000	\$1,000	\$1,000			\$3,000
Technology and Equipment Total	\$2,364,527	\$309,401	\$1,000	\$0	\$0	\$2,674,928



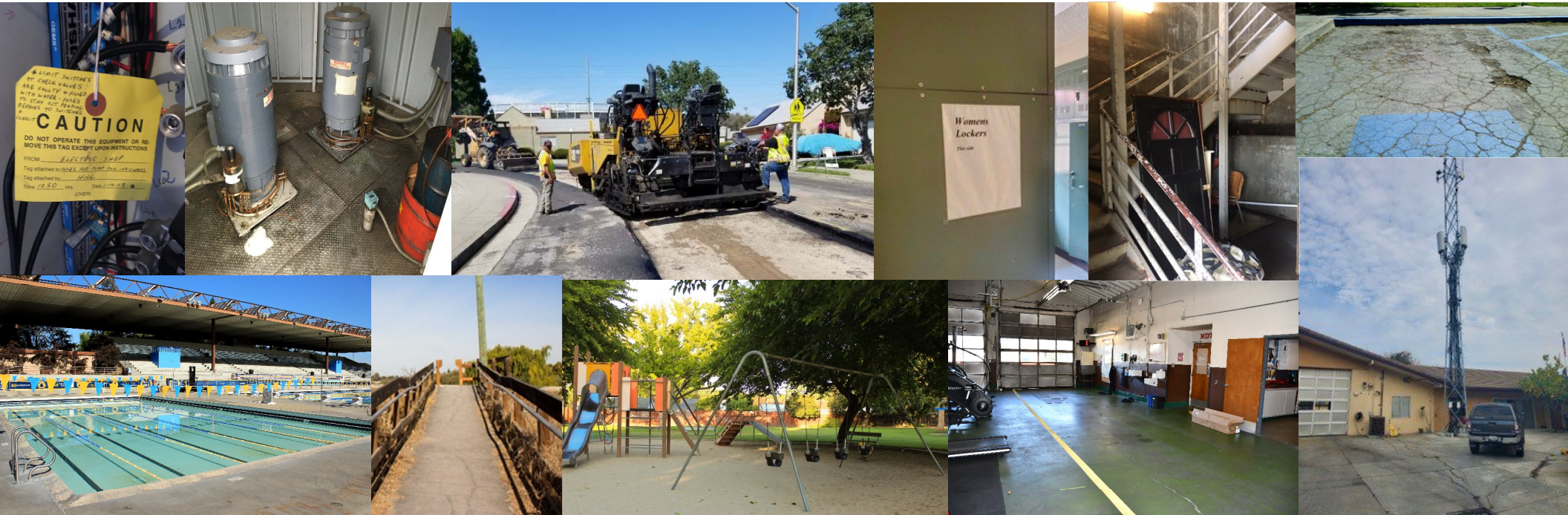
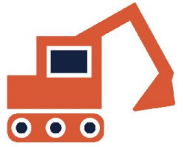
Proposed Use of General Fund CPR



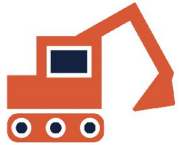
	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	5-Year Total
Transportation						
ADA Transition Plan Implementation (Public Right-of-Way)	\$250,000	\$250,000				\$500,000
Bridge Maintenance Program			\$710,000			\$710,000
Sidewalk, Curb and Gutter Repair	\$350,000	\$350,000				\$700,000
Street Tree Services	\$438,720	\$451,882	\$465,438			\$1,356,040
Traffic Engineering Consultant Support	\$100,000					\$100,000
Transportation Total	\$1,138,720	\$1,051,882	\$1,175,438	\$0	\$0	\$3,366,040
Total General Fund CPR Funded Projects	\$9,845,512	\$3,131,433	\$2,976,438	\$0	\$0	\$15,953,383



Unfunded Capital Needs

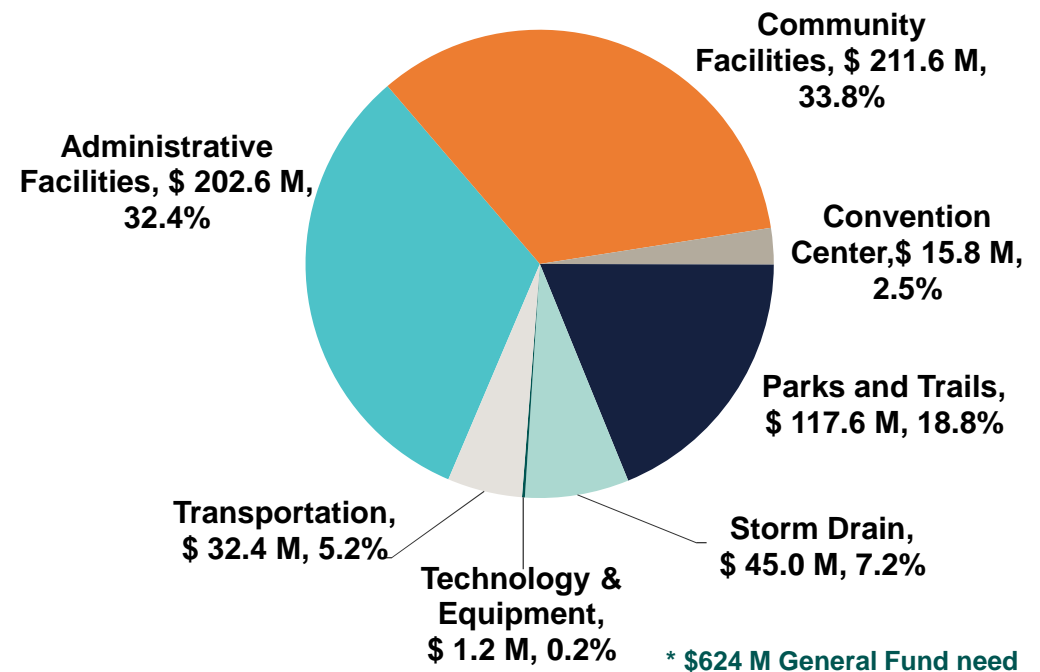


Unfunded Capital Needs

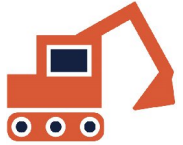


- Unfunded needs across several themes
- Identified unfunded projects in CIP represent only a portion of the unmet/deferred infrastructure. Other needs include:
 - **Storm Drain Master Plan** - \$290 million (in 2018 dollars)
 - **Santa Clara Bicycle Plan Update 2018** - \$39.3 million (in 2018 dollars)
 - **Santa Clara Pedestrian Master Plan** - \$194.0 million (in 2019 dollars)
 - **Americans with Disabilities Act Self-Evaluation and Transition Plan (Draft)**- \$758.5 million (in 2024 dollars)
 - **Public buildings** (e.g., new City Hall, existing City Hall, historic buildings, corporation yard)

Five-Year CIP Unfunded Needs = \$626 M*



Unfunded Capital Needs

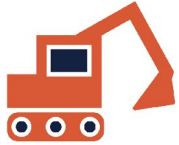


International Swim Center

- Facility closed in January 2024 due to health and safety concerns
- Exploring options to re-open facility, if possible
- Funding
 - CIP funding: \$1.0 M from General Fund CPR as seed funding; if Council chooses temporary refurbishment option, funds could be reallocated to that use with additional funds appropriated if needed
 - Earmark request submitted: \$2.0 M requested from Assemblymember Low

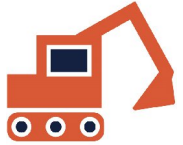


CIP Projects by Theme



Theme	2024/25 Budget	2025/26 Budget	Biennial Budget	Five-Year CIP
Administrative Facilities	\$2,343,000	\$310,000	\$2,653,000	\$2,653,000
Community Facilities	2,771,934	500,000	3,271,934	3,271,934
Convention Center	2,150,000	0	2,150,000	2,150,000
Electric Utility	217,697,515	304,154,500	521,852,015	751,516,215
Other Community Projects	6,080,775	5,411,998	11,492,773	24,281,792
Parks and Trails	3,550,760	2,158,838	5,709,598	10,209,598
Sewer Utility	19,570,472	22,216,632	41,787,104	132,647,325
Solid Waste	788,000	812,000	1,600,000	4,180,000
Storm Drain	2,404,365	480,750	2,885,115	4,685,115
Technology and Equipment	2,993,823	751,000	3,744,823	6,213,623
Transportation	18,566,948	14,470,938	33,037,886	74,122,562
Water and Recycled Water Utilities	6,195,000	6,225,000	12,420,000	26,320,000
TOTAL	\$285,112,592	\$357,491,656	\$642,604,248	\$1,042,251,164



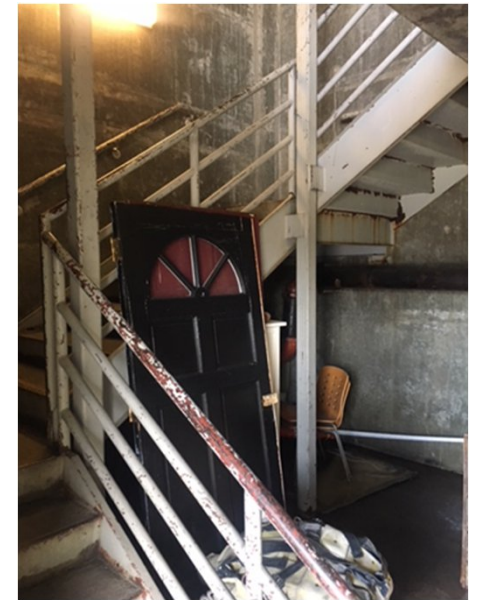


Proposed CIP – Administrative Facilities Theme

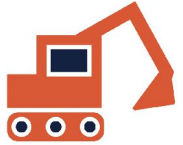
Five-Year CIP: \$2.7 million

- Fire Training Tower Renovation (\$504 K)
- Emergency Operations Center Security Upgrades (\$294K)
- City Hall Gutter and Waterproofing Repair (\$485 K)
- City Buildings – Upgrade Lighting to LED (\$500 K)
- Electric Vehicle Charging (Fleet) (\$200K)
- Maintenance and Repair of City and Historic Buildings (\$670 K)

Major Funding Sources: General Fund CPR



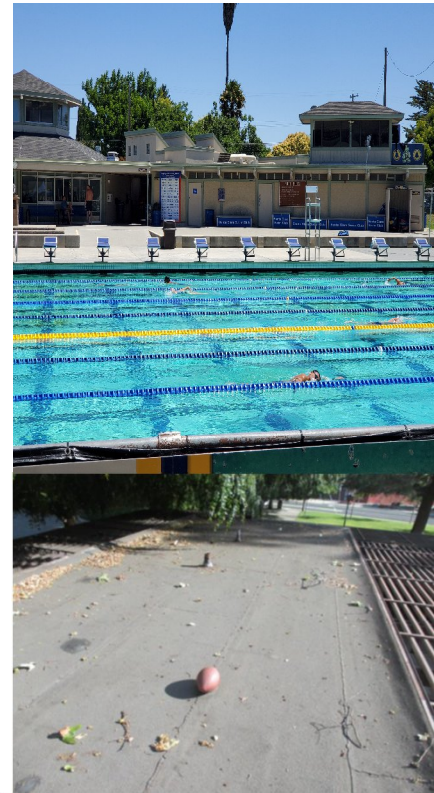
Proposed CIP – Community Facilities Theme



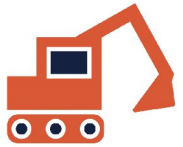
Five-Year CIP: \$3.3 million

- Planning and Construction of Temporary and/or Permanent International Swim Center (ISC) Replacement Facility (\$1.0 M)
- Bowers Roof/Building Replacement Project (\$1.2 M)
- Northside Branch Library – Automated Materials Handling System (\$332 K)
- Parks Service Center Improvements (\$235 K)
- Lawn Bowls Improvements (\$175 K)
- Senior Center Natatorium HVAC- Phase (\$173 K)
- Central Park Library – Radio Coverage (\$120 K)

Major Funding Sources: General Fund CPR, Mitigation Fee Act & Quimby Act fees, developer contributions



Proposed CIP – Convention Center Theme

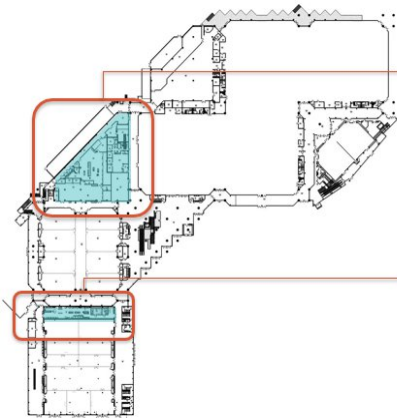


Five-Year CIP: \$2.2 million

- Santa Clara Convention Center Condition Assessment Repair (\$2.2 M); replacement of air wall system in the Grand Ballroom and various upgrades to bathrooms
- Complete the indoor digital signage project (wayfinding, event/meeting announcements, and advertising) and update the kitchens using existing funds



Major Funding Sources: Convention Center Enterprise Fund, OVG360 and Levy Contributions



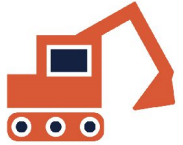
Main Kitchen



Mission Kitchen



Proposed CIP – Electric Utility Theme



Five-Year CIP: \$751.5 million

- Northern Receiving Station (NRS) Upgrades and Expansion (\$134.0 M) Santa Clara
- Kifer Receiving Station (KRS) Rebuild and Replacement (\$107.0 M)
- Scott Receiving Station (SRS) Rebuild and Replacement (\$98.0 M)
- Transmission Loop 1 (\$76.3 M)
- Homestead Substation Rebuild (\$75.1 M)
- New Business Estimate Work (\$54.6 M)
- NRS-KRS 115kV Line (\$38.1 M)

Major Funding Sources: Transfer from Electric Utility Fund (customer service charges), debt financing, developer contributions, load development fees

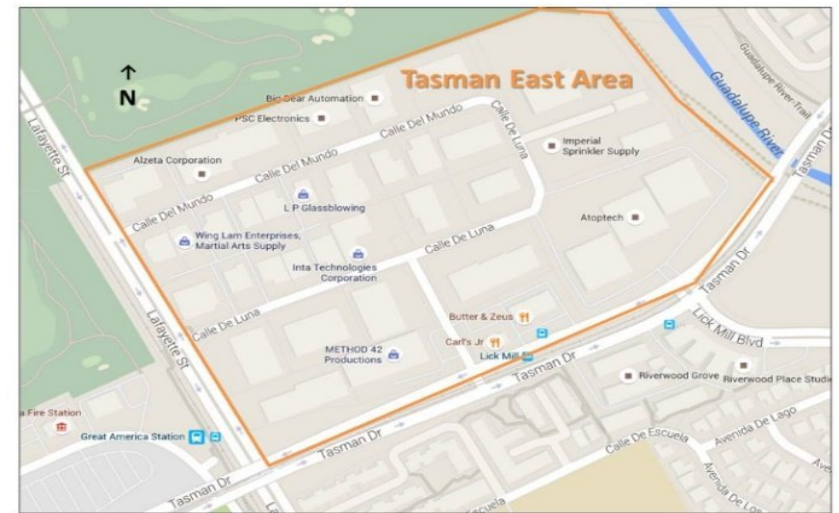


Proposed CIP – Other Community Projects Theme

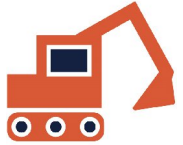


Five-Year CIP: \$24.3 million

- Related Santa Clara (\$4.0 M)
- Tasman East Specific Plan (\$3.0 M)
- Public Works Capital Projects Management Services (\$17.3 M)



**Major Funding Sources: General Fund,
developer contributions**



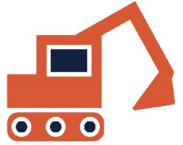
Proposed CIP – Parks and Trails Theme

Five-Year CIP: \$10.2 million

- Community Park North – Phase 1 (\$5.0 M)
- Central Park Access & Parking Improvements (\$3.0 M)
- Park Improvements (\$949 K)
- Earl Carmichael Park Playground Rehabilitation (\$508 K)
- Mary Gomez Park Playground Rehabilitation (\$414 K)
- Maywood Park Playground Rehabilitation (\$338 K)

Major Funding Sources: Mitigation Fee Act & Quimby Act fees, developer contributions, General Fund CPR





Proposed CIP – Sewer Utility Theme

Five-Year CIP: \$132.6 million

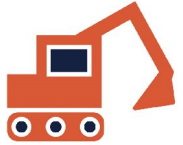
- San Jose-Santa Clara Wastewater Facility (\$86 M)
- Sanitary Sewer Improvements (\$10.2 M)



- Sanitary Sewer Capacity Improvements (\$30.0 M)
- Sanitary Sewer Condition Assessment (\$5.0 M)
- Sanitary Sewer Hydraulic Modeling (\$1.4 M)

Major Funding Sources: Transfer from Sewer Utility Fund (customer service charges), debt financing





Proposed CIP – Solid Waste Theme

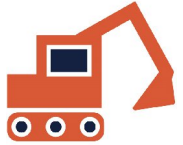
Five-Year CIP: \$4.2 million

- Sanitary Landfill Development – Post Closure (\$4.2 M)
 - Regular monitoring, data collection, reporting, and landfill gas flare source testing
 - Construction of monitoring wells, well abandonments, roadway and fence repairs
 - Maintenance and repair of the landfill gas collection system



Major Funding Sources: Transfer from Solid Waste Operating Fund (customer service charges), developer contributions





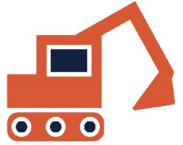
Proposed CIP – Storm Drain Theme

Five-Year CIP: \$4.7 million

- Storm Drain Pump Station Remote Terminal Unit (RTU) Upgrade (\$2.5 M)
- Green Stormwater Infrastructure Design and Construction (\$748 K)
- Storm Drain Pump Station Motor and Control Maintenance, Repair and Replacement (\$646 K)
- Storm SCADA Fiber Ready (\$364 K)
- Storm Drain Repairs and Maintenance (\$300 K)

Major Funding Sources: General Fund CPR, grants





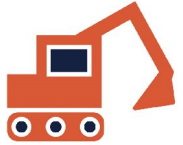
Proposed CIP – Transportation Theme

Five-Year CIP: \$74.1 million

- Annual Street Maintenance and Rehabilitation (\$46.2 M)
- Tasman Complete Streets Plan 2021 Improvements Phase 1 – North San Jose Settlement (\$6.3 M)
- Traffic Signal Enhancements (\$3.3 M)
- Uncontrolled Crosswalks Improvements (\$2.8 M)
- Sidewalk, Curb and Gutter Repair (\$2.6 M)
- Pedestrian and Bicycle Enhancement Facilities (\$2.0 M)
- Street Tree Services (\$1.4 M)
- Cupertino-Santa Clara On-Demand Shuttle (\$1.3 M)

Major Funding Sources: gas tax, vehicle registration fees, SB1-Road Repair and Accountability Act, County Measure B, traffic mitigation fees, grants, General Fund CPR





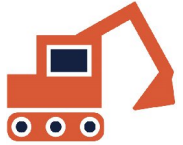
Proposed CIP – Water & Recycled Water Utilities Theme

Five-Year CIP: \$26.3 million

- Distribution System Replacement/Restoration (\$15.3 M)
- New and Replacement Wells (\$5.7 M)
- Building and Grounds (\$3.4 M)
- SCADA Improvements (\$1.3 M)
- Recycled Water System Mains and Services (\$600 K)
- **Major Funding Sources: Transfer from Water Utility and Recycled Water Utility Operating Funds (customer service charges)**



Proposed CIP – Technology and Equipment Theme



Five-Year CIP: \$6.2 million

- Geospatial Information System (GIS) Enterprise System (\$1.5 M)
- Utility Management Information System Enhancements (\$1.5 M)
- FHRMS Update Project (\$1.2 M)
- Fire Protective Equipment Replacement (\$592 K) and Fire Defibrillator Replacement (\$70K); shifted to operating starting in FY 2025/26
- Police Vehicle Mobile Data Center Computer Replacement (\$350 K)
- Cyber Security Risk Mitigation (\$410 K); shifted to operating starting in FY 2025/26
- City Hall Data Center HVAC Remediation (\$350 K)

Major Funding Sources: General Fund CPR



Operating Budget Amendments to FY 2024/25



FY 2024/25 Operating Budget Amendments



- FY 2023/24 and FY 2024/25 Adopted Operating Budget approved June 2023
- FY 2024/25 Operating Budget amendments necessary to:
 - update revenue estimates for the General Fund and other funds
 - make adjustments to account for updated labor and non-personnel costs in the General Fund and other funds
 - Update resources and production costs in Enterprise Funds
 - Update positions to reflect adjustments and reclassifications
- Described in the Appendices section of the Proposed Budget

General Fund Budget Actions



- Use of the Budget Balancing Reserve (\$0.4 M) and the Budget Stabilization Reserve (\$0.5 M) addresses the FY 2024/25 General Fund shortfall of \$0.9 M
- Limited budget actions using current year savings to support key areas:
 - **Police Park Patrols:** adds reserve officer funding of \$230,000 for parks patrols on weekdays from 3 p.m. to 11 p.m., Saturdays from 7 a.m. to 8 p.m., and Sundays from 11 a.m. to 7 p.m.
 - **Library Hours:** adds four of library service at Central Library on Sundays
 - **Senior Center Trips:** restores funding for approximately 10 local trips annually that would be partially offset by revenue; the net cost is estimated at \$13,100
- Structural Deficit remains - Additional budget balancing actions expected in next FY Biennial Operating Budget (June 2025) to address projected General Fund shortfalls

General Fund Reserves



- **Budget Stabilization Reserve (BSR)** – Used for weathering economic downturns, emergency financial crisis or disaster situations
 - Per Council policy, the BSR target is 25% of the expenditure budget
 - The proposed FY 2024/25 budget principles would continue to allow this reserve to drop to a minimum of 15% of expenditures
 - \$53.8 million in the FY 2024/25 Proposed Budget or **17.6%** of expenditures
- **Land Sale Reserve** – Allocates the proceeds from the sale of City-owned land
 - \$18.5 million in FY 2024/25 Proposed Budget
- **Capital Projects Reserve** – Used to support the City’s CIP
 - The target funding level is a minimum of \$5 million
 - Use \$15.0 million of the \$23.9 million reserve to address projects in this CIP; use \$1.0 million previously reserved for projects funded in the out years of the last CIP
 - \$8.9 million modest balance in the reserve (to cover \$600 M+ needs)

General Fund Reserves



Reserve Type	FY 2023/24 Current Balance	FY 2024/25 Proposed Balance
General Fund Budget Stabilization (BSR)	\$54.3 M	\$53.8 M*
General Fund Capital Projects	\$23.9 M	\$8.9 M
Land Sale Reserve	\$18.5 M	\$18.5 M
Pension Trust (General Fund)	\$27.5 M	\$27.5 M

* The BSR reserve is at 17.6% of the FY 2024/25 expenditure budget

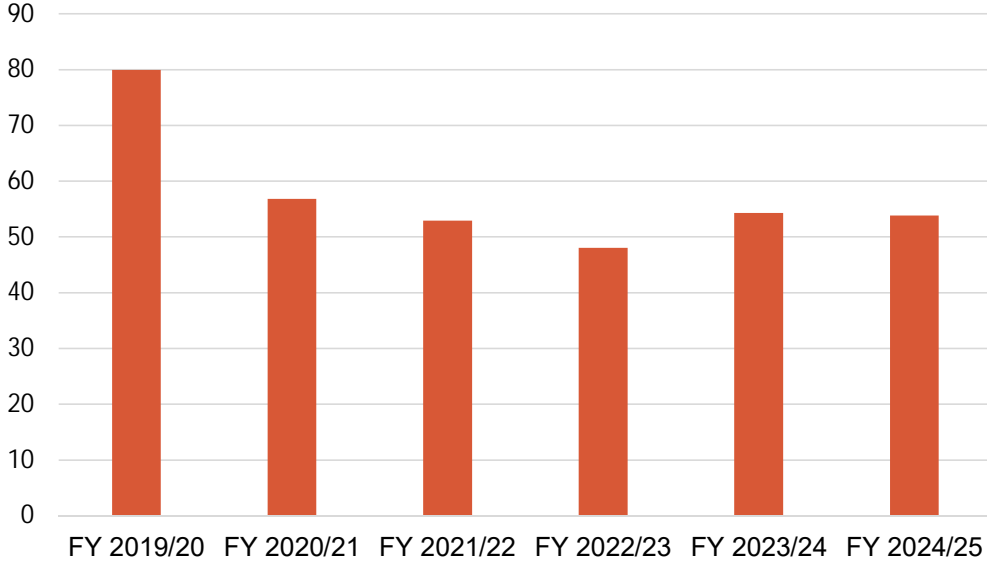


Budget Stabilization Reserve



- Budget Stabilization Reserve has dropped significantly from \$80 M
- FY 2024/25 BSR totals \$53.8 M, or 17.6% of expenditures; would need to total \$76.6 M to reach 25%
- Other one-time sources used for budget balancing
 - Land Sale Reserve (\$11 M)
 - Federal Stimulus Funds (\$26 M)

Budget Stabilization Reserve
(\$ in millions)



Council Priorities/Initiatives



Council Priorities/Initiatives

Council Priority Setting

- Two Council Priority Setting Sessions (March 25th and April 3rd)
- Exercises to identify and prioritize Council priorities and initiatives

Addressing Top Priorities

- Staff is working on the prioritized list and will come forward separately
- \$250,000 in one-time funds budgeted in current year to address priorities

Questions and Answers





City Council Meeting

**Item 2 – Study Session:
Review of the Proposed
FY 2024/25 & FY 2025/26
Biennial Capital Improvement
Program Budget and FY 2024/25
Operating Budget Changes**

May 7, 2024



Agenda Report

24-469

Agenda Date: 5/21/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Status Update on the Progress Made on the FY2023/24 Parks & Recreation Commission's Work Plan Goals

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.

At the October 17, 2023 Parks & Recreation Commission meeting, the Commission adopted Work Plan Goals A through E, and on January 16, 2024 the Commission added and adopted Work Plan Goal F for FY2023/24 as follows:

- Goal A: Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources.
- Goal B: Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) budget and schedule as well as review residential developer proposed schematic designs for new neighborhood parks that serve new residential development.
- Goal C: Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and participate in Citywide special events.
- Goal D: Partner with one other City commission to build/expand on at least one existing Parks & Recreation event by adding an extra element for patrons to interact with during the event.
- Goal E: Participate in the Parks & Recreation Master Plan process.
- 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.

DISCUSSION

At the May 21, 2024 meeting, the Commission will review the matrix of workplan goals. (Attachment 1). In reviewing this document, please note that staff is proposing changes to the text in the column "Measurable Objective". The intent is to provide the Commission with language that will help quantify the goals the Commission is striving to achieve. These revisions are highlighted in Attachment 1 for the Commission's review and consideration.

In addition to conducting a review of the workplan matrix, the purpose of this item is to provide the opportunity for the subcommittees that the Commission has established to report their progress. As such, each subcommittee will provide a verbal update on their planned efforts and activities. Should an item require action by the full Commission, the item will be placed on a future agenda for discussion.

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

1. Review the FY2023/24 Commission Workplan and identify any proposed edits that may be desired.
2. Note and file the updates from the Subcommittees.

Prepared by: Dale Seale, Deputy Parks & Recreation Director

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting Director of Parks & Recreation

ATTACHMENTS

1. Parks & Recreation Commission Work Plan FY 2023/24



**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	All Commissioners	Completed	Based on the 2018 report and current level the park projects and priority list for future projects seem reasonable.	Projects noted in report are funded in the City's proposed CIP budget.
Visit at least three parks and swimming pools and note facility condition and make recommendations for improvements	All Commissioners	Ongoing	Divide parks and swimming pools for commissioners to visit by interest. The Commission discussed the visitation forms for special events, parks, and aquatic facilities. The final version of the forms and the spreadsheet that will be used to compile the visitation data is being developed by staff and presented at the Regular Meeting on May 21, 2024.	___% of Commission Members submit evaluation forms for at least 3 parks/facilities each month

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	Ongoing	Website structure currently under review by City. The Henry Schmidt Park Playground Rehabilitation Schematic Design with the train depot train theme was approved by Council on April 9, 2024.	Webpage is revised to include opportunities for community input for Park Projects
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.		Ongoing	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 	An evaluation tool is developed to evaluate the effectiveness of outreach efforts and the Commission receives regular reports
Receive presentations organized by city staff and review residential developer proposed schematic designs for new neighborhood parks that serve new residential development	All Commissioners	Ongoing		Schematic designs for all new parks are submitted to the Commission for review and comment
Act as ambassadors for new parks and engage community to give feedback	All Commissioners	Ongoing		__% of Commission members attend at least 3 community or Council meetings to advocate on behalf of Parks and Recreation programs

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. Progress on the upcoming Art & Wine Festival includes: securing 120 artists, sponsors are coming in, recruitment of junior artists will be starting soon, non-profit organization applications will be sent out in the coming weeks, and staff continue to work on merchandising.	% of Commission member volunteer for a minimum of 3 hours in support of the Art and Wine Festival
Participate in Citywide Special events;	All Commissioners		Concerts, Movies in the Park, City Council Meetings, Park Openings, Special Events	% of Commission member volunteer for a minimum of 3 hours in support of one of the Department Special Events

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	2025		The event is held in 2025

Goal E:
Participate in the Parks & Recreation Master Plan Process

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff				Staff provides a monthly update on the status of the master plan process
Develop Subcommittees as needed				75% of Commission members participate in focus group or other community engagement activity for the master plan process.

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	The City's Capital Improvement Program (CIP) Budget is expected to be published on May 1. The CIP Budget for Parks & Recreation will be discussed at the next Regular Meeting on May 21, 2024.	A review of the proposed annual budget is placed on the Commission's agenda prior to the Council adoption of the budget.
Review Wade Brummal Grant/Scholarship requests in accordance with established policy	All	As needed		Staff provides an annual report of all Wade Brummal Grant/Scholarship requests to ensure Commission is reviewing requests in accordance with established policy