



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

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Tuesday, June 18, 2024

7:00 PM

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

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

Via Zoom:

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

Meeting ID: 913 1666 5755

Or join by phone: 669-900-6833

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

#### **CONSENT CALENDAR**

- 1.A 24-559** [Action on the Parks & Recreation Commission Minutes of the May 21, 2024 Meeting](#)

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the May 21, 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. 24-560** [Status Update on the Progress Made on the FY 2023/24 Parks & Recreation Commission's Work Plan Goals](#)

**Recommendation:** 1. Note and file the updates from the subcommittees.

3.     **24-562**     [Election of a Chair and Vice Chair of the Parks & Recreation Commission for FY 2024/25](#)

***Recommendation:*** Nominate and elect a Chair and Vice Chair for the Parks & Recreation Commission for the FY 2024/25 term.

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

**MEETING DISCLOSURES**

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

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

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

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

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



# City of Santa Clara

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

## Agenda Report

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24-559

Agenda Date: 6/18/2024

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

#### **SUBJECT**

Action on the Parks & Recreation Commission Minutes of the May 21, 2024 Meeting

#### **RECOMMENDATION**

Approve the Parks & Recreation Commission Minutes of the May 21, 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 and Acting Director - Parks & Recreation

#### **ATTACHMENTS**

1. Draft - Parks & Recreation Commission Minutes of the May 21, 2024 Meeting



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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05/21/2024

7:00 PM

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

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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**

**Chair Caldwell** called the meeting into order at 7:03 PM.

**Present** 6 - Chair Dana Caldwell, Commissioner Maureen Chu, Commissioner Eversley Forte, Commissioner Kelly Cox, Vice Chair Sajid Hai, and Commissioner Vikas Gupta

**Absent** 1 - Commissioner Brittany Ricketts  
Commissioner Brittany Ricketts was absent from the Parks & Recreation Commission meeting, and was unable to participate from the remote location due to unforeseen changes to her scheduled travel arrangements.

**Commissioner Hai made a motion, seconded by Commissioner Chu to excuse Commissioner Ricketts.**

**Aye:** 6 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, and Commissioner Gupta

**Absent:** 1 - Commissioner Ricketts

#### **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.

**Commissioner Chu made a motion, seconded by Commissioner Gupta to approve the minutes of the April 16, 2024 Parks & Recreation Commission Meeting.**

**Aye:** 6 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, and Commissioner Gupta

**Excused:** 1 - Commissioner Ricketts

### **PUBLIC PRESENTATIONS**

None.

### **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.

**Commissioner Chu made a motion, seconded by Commissioner Hai that the four (4) applicants, Santa Clara Schools Foundation, Santa Clara Police Activities League, Santa Clara Parade of Champions, and the Santa Clara High School PTSA be selected as the non-profit organizations to support the 2024 Art & Wine Festival.**

**Aye:** 6 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, and Commissioner Gupta

**Excused:** 1 - Commissioner Ricketts

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.

The Commission received the report, noted that prioritized parks projects are moving forward with proposed funding of the design phase. The Commission is now aware of the level of capital needs for parks projects in the context of citywide unfunded capital needs.

**Commissioner Chu made a motion, seconded by Commissioner Gupta to note and file the report.**

**Aye:** 6 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, and Commissioner Gupta

**Excused:** 1 - Commissioner Ricketts

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.

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

A: The Commission received the respective QR Codes to access the visitation forms electronically for special events, parks, and aquatic facilities. Commissioners were able to access the forms from their smart phones and are eager to evaluate park visits, special events and aquatic facilities.

**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: No update.

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: No update.

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.**

E: The Parks & Recreation Department will be initiating the

community outreach for the Parks & Recreation Master Plan at the June 18, 2024 regular meeting with the design consultant, WRT Design.

**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 Commission received and reviewed the City's Capital Improvement Program (CIP) Budget that was published on May 1, 2024. Staff presented the CIP Budget with special focus on parks and recreation related projects, and in the context of citywide unfunded capital needs. The Commission voted to note and file the report.

**Commissioner Cox made a motion, seconded by Commissioner Hai to update the Measurable Objectives for FY 2023/24 Work Plan Goals to indicate wherever a percentage of the Commission is stated, it should reflect 100% Commission participation, and commissioner site visits should reflect at least one (1) visit per month.**

**Aye:** 6 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, and Commissioner Gupta

**Excused:** 1 - Commissioner Ricketts

**STAFF REPORT****Assistant City Manager Bojorquez:**

The 4th of July event is a partnership with Mission College, Great America, and Silicon Valley Power. She acknowledged staff has done an amazing job in preparing for the event on a short timeline.

The City is continuing to meet with aquatic user groups, while working on options for the aquatic facilities since the ISC was closed. The City is looking at various cost options. When those options are brought forward, staff encourages all commissioners to attend the meeting(s) to become familiar with the options, and to help communicate the needs and priorities of the community.

The ballot measure item will be going to Council on July 9th and July 16th. Those will be key dates when Council will decide on the actual language that will go on the ballot measure.

The Montague Park Ribbon-Cutting Event will be on Wednesday, May 22, 2024 at 2:00 PM. The ribbon cutting for Westwood Oaks Park is expected in July, and the Magical Bridge All-Inclusive Playground ribbon cutting is expected in August.

Next month, the Commission will receive a presentation about the Parks Master Plan, which will provide another opportunity for the Commission to engage with the community and advocate for parks.

Youth Sports Field User Group meeting will be scheduled soon and continue dialogue about field use interests.

July is Parks & Recreation Month.

**Deputy Parks Director Seale:**

Last month, the City had a community meeting at Lawrence Station Area parks. Seven of the eight parks in the area have been transferred and accepted by the City. There were a lot of questions about the dog park and park rules. Over 60 residents attended. The community expressed concerns about noise impacts on neighbors who live immediately adjacent to the dog park. The dog park opened the week of May 13. The hours of operation start at 7:00 AM, with closure at 1/2 hour after sunset. There is signage at both areas of the dog park stating the hours of operation, and to be considerate of neighbors regarding noise levels. The community is also providing feedback through the My Santa Clara app. All park patrons and Commissioners are encouraged to use the My Santa Clara app to report maintenance items in the City. The City is monitoring feedback from the community regarding the usage of the park, and will keep the Commission informed over the next few months.

Safety remediation work is ongoing at the International Swim Center. The current focus is on removing potential falling debris from the canopy above the grandstands. Contractors are expected to complete mitigation work at the end of the month as planned.

**Recreation Manager Castro**

The 4th of July Celebration at Mission College will have 12 food trucks, and lawn games for the community. Activities and entertainment include: Mustache Harbor, and Yacht Rock headliner David Martin's House Party Band. The Santa Clara Vanguard and the Santa Clara Dance Team will be performing, and there will be a welcome/flag ceremony. The Parks & Recreation Commission will be invited on stage at 5:15 PM. Mission College has offered free parking on campus for the community.

The Health & Wellness Fair was held on Friday, May 17 at the Senior Center. Approximately 300-400 people attended. Seniors received valuable information about resources, staying fit, and aging in place.

Dance Recital: About 400 dancers performed in over six different shows, and an audience of 200+ attended each show.

Recreation Swim and summer programs will start soon.

Fun Facts: (1)The Youth Pass is available for the academic school year for \$35/year, which allows for access to the Skate Park, and access to free activities at the Teen Center, and Recreation Swim; and (2) The Senior Premium Pass includes access to the fitness center at the Senior Center, Lap Swim and Recreation Swim at any City pool.

**COMMISSIONERS REPORT****Chair Caldwell**

He plans to be at the Montague Park Ribbon Cutting on Wednesday, May 22. He attended the Community Meeting at the Lawrence Station Area community building on April 18. The meeting covered a lot of park operations information and community input on multiple topics, which included safety and crime concerns that are impacting residents in the area. Assistant City Manager Bojorquez followed up with Santa Clara PD regarding the community's concerns.

**Commissioner Chu**

Parks & Recreation Department staff did an amazing job with the recital. She plans to attend the Montague Park Ribbon Cutting on May 22 and expressed that it's fantastic to have so many new parks and renovated parks on the north side of Santa Clara, including Agnew Park, Fuller Street Park, Fairway Glen Park and now Montague Park. "It's great work!"

**Commissioner Cox**

She is excited to attend the Montague Park Ribbon-Cutting on Wednesday, May 22. The water in the creeks and near the trails is getting low so the garbage in the creeks is now more obvious. However, it's still been nice to get outside again.

**Commissioner Forte**

He spent time training over at Reed & Grant Sports Park and attended the Cinco de Mayo Festival in San Jose.

**Commissioner Gupta**

He plans to attend the Montague Park Ribbon-Cutting, and is excited to see what the park looks like after the rehabilitation project. He attended the CCS Swimming Championships at Independence High School. He feels sad that the ISC was not able to host the meet.

**Commissioner Hai**

He visited Jenny Strand Park. He was especially pleased with how incredible Westwood Oaks Park looks now, and that it looks very different from the old park.

**ADJOURNMENT**

**Commissioner Chu made a motion, seconded by Commissioner Hai to adjourn the meeting at 9:07 PM until the next regular meeting of the Parks & Recreation Commission on Tuesday, June 18th at 7:00 PM.**

**Aye:** 6 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Commissioner Cox, Vice Chair Hai, and Commissioner Gupta

Excused: 1 - Commissioner Ricketts

**MEETING DISCLOSURES**

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## Agenda Report

24-560

Agenda Date: 6/18/2024

### REPORT TO PARKS & RECREATION COMMISSION

#### SUBJECT

Status Update on the Progress Made on the FY 2023/24 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 FY 2023/24 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 regular meeting the Commission approved changes to the Measurable Objective column of the matrix for the Work Plan Goals, which quantify progress and achievements. At the June 18, 2024 meeting, the Commission will review the matrix for the Work Plan Goals (Attachment 1) and provide updates.

In addition to conducting a review of the Work Plan Goals 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) <<mailto:clerk@santaclaraca.gov>>.

**RECOMMENDATION**

1. 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 and Acting Director - 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, the 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	<p>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.</p> <p>The Commission received the respective QR Codes to access the visitation forms electronically for special events, parks, and aquatic facilities. Commissioners were able to access the forms from their smart phones and are eager to evaluate park visits, special events and aquatic facilities.</p>	100% of Commission Members submit evaluation forms for at least 1 (one) park/facility 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"> <li>• collect park usage data and share with the Commission</li> <li>• organize community outreach and conduct survey</li> </ul>	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		100% 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 & 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.	100% 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	100% 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			The Parks & Recreation Department will be initiating the community outreach for the Parks & Recreation Master Plan at the June 18, 2024 regular meeting with the design consultant, WRT Design.	Staff provides a monthly update on the status of the master plan process
Develop Subcommittees as needed				100% 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	<p>The City's Capital Improvement Program (CIP) Budget is expected to be published on May 1. The CIP Budget for Parks &amp; Recreation will be discussed at the next Regular Meeting on May 21, 2024.</p> <p>The Commission received and reviewed the City's Capital Improvement Program (CIP) Budget that was published on May 1, 2024. Staff presented the CIP Budget with special focus on parks and recreation related projects, and in the context of citywide unfunded capital needs. The Commission voted to note and file the report.</p>	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	<b>All</b>	<b>As needed</b>		Staff provides an annual report of all Wade Brummal Grant/Scholarship requests to ensure Commission is reviewing requests in accordance with established policy
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## Agenda Report

24-562

Agenda Date: 6/18/2024

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### REPORT TO PARKS & RECREATION COMMISSION

#### **SUBJECT**

Election of a Chair and Vice Chair of the Parks & Recreation Commission for FY 2024/25

#### **BACKGROUND**

At the beginning of each fiscal year (FY), the Parks & Recreation Commission elects a Chair to facilitate the monthly meetings and a Vice Chair that presides over the meeting in the event the Chair is unavailable. The role of the Chair is to facilitate monthly meetings, speak at City Council meetings, when necessary, to convey the work of the Commission, and to work with the Staff Liaison on preparation of the Commission meeting agendas. The role of the Vice Chair is to fulfill the role and responsibilities of the Chair when the Chair is not available.

#### **DISCUSSION**

A new Chair and Vice Chair will be elected at the June 2024 Regular Meeting of the Commission. The Parks & Recreation Commissioners may nominate any individual commissioner to serve in each position (Chair, Vice Chair). Nominated Commissioners can either accept or decline. If they accept the nomination, then the Chair will allow for discussion, public comment, and then call for a vote. Commissioners will vote for one candidate to serve in each role. The Commissioner who receives the most votes for each position will assume the responsibilities of the role for which they were elected starting in July 2024.

#### **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 fiscal impact to this action.

#### **PUBLIC CONTACT**

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#### **RECOMMENDATION**

Nominate and elect a Chair and Vice Chair for the Parks & Recreation Commission for the FY 2024/25 term.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Cynthia Bojorquez, Assistant City Manager and Acting Director - Parks & Recreation