



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

Monday, July 8, 2024

7:00 PM

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

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

Via Zoom:

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

Meeting ID: 913 1666 5755

Or join by phone: 669-900-6833

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

#### **CONSENT CALENDAR**

- 1.A 24-670** [Action on the Parks & Recreation Commission Minutes of the June 18, 2024 Meeting](#)

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the June 18, 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. 24-671** [Review FY 2023/24 Parks & Recreation Commission's Work Plan Goals and Consider Work Plan Goals for FY 2024/25](#)

**Recommendation:** Approve Work Plan Goals A-F for FY 2024/25.

#### **STAFF REPORT**

#### **COMMISSIONERS REPORT**

#### **ADJOURNMENT**

*The next scheduled meeting is on Monday, August 12, 2024, at 7:00 PM.*

**MEETING DISCLOSURES**

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

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# City of Santa Clara

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

## Agenda Report

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24-670

Agenda Date: 7/8/2024

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

#### **SUBJECT**

Action on the Parks & Recreation Commission Minutes of the June 18, 2024 Meeting

#### **RECOMMENDATION**

Approve the Parks & Recreation Commission Minutes of the June 18, 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 June 18, 2024 Meeting



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

06/18/2024

7:00 PM

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

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Via Zoom:

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Meeting ID: 913 1666 5755

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

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

**Present** 5 - Chair Dana Caldwell, Commissioner Maureen Chu, Commissioner Eversley Forte, Commissioner Brittany Ricketts, and Commissioner Vikas Gupta

**Absent** 2 - Commissioner Kelly Cox, and Vice Chair Sajid Hai

**Commissioner Chu made a motion, seconded by Commissioner Forte to excuse Commissioners Cox and Hai.**

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

**Excused:** 2 - Commissioner Cox, and Vice Chair Hai

#### **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.

**Commissioner Forte made a motion, seconded by Commissioner Gupta to approve the Parks & Recreation Commission Meeting minutes of May 21, 2024.**

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

**Excused:** 2 - Commissioner Cox, and Vice Chair Hai

### **PUBLIC PRESENTATIONS**

None.

### **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.

Assistant City Manager and Director - Parks & Recreation Bojorquez reviewed each of the work plan goals, including the objectives and updated measurable objectives with the Commission.

**Commissioner Gupta made a motion, seconded by Commissioner Chu to note and file the updates for the Parks & Recreation Commission Work Plan Goals for FY 2023/24.**

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

**Excused:** 2 - Commissioner Cox, and Vice Chair Hai

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.

**Commissioner Forte made a motion, seconded by Commissioner Chu to nominate and elect Commissioner Hai as the Chair.**

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

**Excused:** 2 - Commissioner Cox, and Vice Chair Hai

**Commissioner Forte made a motion, seconded by Commissioner Gupta to nominate and elect Commissioner Chu as the Vice Chair.**

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

**Excused:** 2 - Commissioner Cox, and Vice Chair Hai

**STAFF REPORT****Assistant City Manager and Acting Director - Parks & Recreation:**

Acknowledged staff for the ribbon cutting for Montague Park. The Westwood Oaks Park Playground ribbon cutting will be on July 10 at 10:00 AM. The ribbon cutting event for the Magical Bridge All-Inclusive Playground is expected to be in August.

The 4th of July celebrations will be held at Mission College. The City is grateful for the partnership with Mission College and Great America. The event will have a full day of entertainment, with an assortment of food trucks, activities, games, live music, and fireworks. Santa Clara Police and Fire Departments will be present for safety at the event.

Wade Brummal Grant: Staff continues to meet internally regarding streamlining the process. The second meeting with the sports groups is scheduled for July 11. Commissioners will receive an invitation to the meeting. The focus of the meeting will be regarding grant allocations. Discussions on how to best allocate field use for the different groups will be the final topic.

Derek De Marco was recently appointed by Council and sworn in. He will be joining the Commission for his first Parks & Recreation Commission meeting on Monday, July 8.

At the June 25 City Council Meeting the Department will be recognizing Parks & Recreation Month. The theme is "Where You Belong!". Calendar events including concerts, a show, and volunteer opportunities for the community will be set up for celebrating the Parks & Recreation Month during July.

Also at the June 25 City Council Meeting, staff will be providing updates on temporary options for reopening the International Swim Center. More definitive decisions regarding permanent options will be provided to City Council in the September time frame.

The City is partnering with Bay FC--the first National Women's Soccer League in the Bay Area. Many partnership events will be taking place, including meet & greets, clinics, and player engagements for community enrichment. Tentative dates are scheduled in July, August and September. They have been very generous with their time and funding, and are also partnering with the Library. Many thanks to City Council for approving this partnership.

**Recreation Manager Castro**

Mustache Harbor will be kicking off the 4th of July event, and David Martin's House Party will be the headliner. There are over 100 kids participating in theater productions of The Descendants, and Chicago, which will be performed on stage at Mission Center for the Performing Arts. Summer program is in full swing with camps, kids learning to swim and special event programming. The Concerts in the Park series is underway with live music scheduled throughout the summer months at various parks.

**COMMISSIONERS REPORT**

**Chair Caldwell:** He attended the concert at Live Oak Park. He visited Westwood Oaks Park and was pleased to see the realization of the new playground design in person. He spoke to a few neighbors about the improvements at Westwood Oak Park and received positive feedback from the community. He visited Maywood Park and made note of the sprinklers coming on too early and potentially spraying park patrons. Chair Caldwell has a great relationship with Craig, the Grounds Maintenance Worker assigned to Maywood Park. He is highly responsive and takes great pride in maintaining his parks.

**Commissioner Chu:** She saw several Commissioners at the Montague Park ribbon cutting, and at the Concert in the Park at Live Oak Park. She likes the north side events, and appreciates more events at the north area, which are very well attended. She has been trying to get out to more parks and is motivated to fill out the visitation forms. In visiting other parks she is noticing the need for more parking at some sites.

**Commissioner Forte:** He attended the ribbon cutting at Montague Park, and the Concert in the Park at Live Oak Park. He spoke to band members who were very excited to perform for the first time at Live Oak Park.

**Commissioner Gupta:** He attended Montague Park ribbon cutting and was very impressed with the improvements made to the park. He also visited Homeridge Park and liked how the creek runs along one side of the park giving it a more natural feel. He is excited about the progress being made with park renovations and is looking forward to attending the Westwood Oaks Park ribbon cutting.

**Commissioner Ricketts:** She attended several workshops at the library. She loves the gardening workshops provided. She took family to the city-provided summer camp at Henry Schmidt Park and is anxious to see the completion of the playground rehabilitation.

**ADJOURNMENT**

**Commissioner Chu makes a motion, seconded by Commissioner Gupta to adjourn the June 18, 2024 Parks & Recreation Commission meeting at 7:52 PM until the next regular meeting on Monday July 8, 2024 at 7:00 PM.**



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

**Excused:** 2 - Commissioner Cox, and Vice Chair Hai

**MEETING DISCLOSURES**

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## Agenda Report

24-671

Agenda Date: 7/8/2024

### REPORT TO PARKS & RECREATION COMMISSION

#### SUBJECT

Review FY 2023/24 Parks & Recreation Commission's Work Plan Goals and Consider Work Plan Goals for FY 2024/25

#### 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 six 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**

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 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.

At the July 8, 2024 meeting, the Commission will review the matrix for the Work Plan Goals (Attachment 1) and consider approving the Work Plan Goals established during FY 2023/24 as the Work Plan Goals for FY 2024/25.

**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**

Approve Work Plan Goals A-F for FY 2024/25.

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 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.	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 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.	100% of Commission Members 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 Members 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 a 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				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 was discussed at the 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