



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Monday, September 16, 2024

7:00 PM

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

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

Via Zoom:

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

Meeting ID: 913 1666 5755

Or join by phone: 669-900-6833

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

1. 24-900 [Action on the Parks & Recreation Commission Minutes of the August 12, 2024 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the August 12, 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. 24-904 [Review and Initiate the Process to Identify Potential Nominees to Serve as the 2024 Honorary Holiday Tree Lighter](#)

Recommendation: It is recommended that the Commission review the criteria for the selection of the Holiday Tree Lighter and initiate the nomination process.

3. **24-901** [Status Update on the Progress Made on the FY 2024/25 Parks & Recreation Commission's Work Plan Goals](#)

Recommendation: Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission's work plan goals.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Monday, October 21, 2024, at 7:00 PM.

MEETING DISCLOSURES

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

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

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

24-900

Agenda Date: 9/16/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the August 12, 2024 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the August 12, 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 August 12, 2024 Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

08/12/2024

7:00 PM

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1500 Warburton Avenue
Santa Clara, CA 95050

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CALL TO ORDER AND ROLL CALL

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

Present 6 - Commissioner Dana Caldwell, Vice Chair Maureen Chu, Commissioner Eversley Forte, Commissioner Derek DeMarco, Chair Sajid Hai, and Commissioner Vikas Gupta

Absent 1 - Commissioner Brittany Ricketts

CONSENT CALENDAR

1.A [24-723](#) Action on the Parks & Recreation Commission Minutes of the July 8, 2024 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the July 8, 2024 Meeting.

Commissioner Chu made a motion, seconded by Commissioner Gupta to recommend approval of the July 8, 2024 Parks & Recreation Commission Minutes as amended, to indicate that a motion was made by Commissioner Forte to approve the subcommittee for Work Plan Goal D for Item 2.

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

Absent: 1 - Commissioner Ricketts

PUBLIC PRESENTATIONS

An email was sent to the Parks & Recreation Commission mailbox recommending expanding pickleball play in the City by dual lining existing courts for pickeball and tennis at Henry Schmidt Park.

Robert Savinsky spoke to the Parks & Recreation Commission regarding underground utility locating services.

GENERAL BUSINESS

2. [24-26](#) Discussion and Action on the Proposed Goals, Timeline and Outreach Process for the Parks and Recreation Master Plan Process

Recommendation: It is recommended that the Commission:

1. Provide feedback on the proposed community engagement process;
2. Provide feedback on the five questions noted in the discussion section of this report related to a vision, desired outcome(s) and critical issues to be addressed as part of the Parks and Recreation Master Plan Process; and
3. Note and file the report.

The Commission provided feedback to the consultant regarding as follows:

1. Vision

--Sustainable Parks & Recreation system
--Break the cycle of deferred maintenance
--Long-term establishment of high-quality recreation programs
--Well-supported and focused Master Plan that clearly establishes priorities --Build on connectivity between the park and trail system, including creeks --Placemaking and the interaction between parks and the environment

2. Reevaluate/Explore Funding Sources

--Partnerships (school district, corporations, etc.)
--Consider a parks foundation
--Grants
--Understand residents' ability and/or willingness to pay for parks and recreation

3. More Emphasis on Recreation

--Recreation programs and facilities are just as important as parks
--City programming and recreation facilities may be expanded to meet the needs of an expanding and increasingly diverse community

4. Community Engagement

--Strong desire to hear from a diverse array of community members
--Suggested strategies include: QR codes at parks with a survey, postcards or business cards for door-to-door engagement, using social media such as NextDoor, Email blasts to recreation participants, design workshop for individual parks, etc.

Commissioner Gupta made a motion, seconded by Commissioner Chu to note and file the report on the Parks and Recreation Master Plan.

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

Absent: 1 - Commissioner Ricketts

STAFF REPORT

Assistant City Manager/Acting Director Cynthia Bojorquez reported that Therie Velasco-Gonzales had accepted a new position with the Public Works Department. Staff and the Commission acknowledged and congratulated Therie and wished her the best in her future position.

Ms. Bojorquez also reported that due to vacancies, that two out-of-class assignments had been made in the Parks Division to keep the department working seamlessly. Grant Wieler is working out of class as a Parks Manager for the southern region while Lupe Fuentes (Parks Manager) is on assignment as Cemetery Manager.

A concert in Central Park was scheduled for Friday, August 16, 2024 . There be an update on the Magical Bridge Playground ribbon cutting soon. The City is currently awaiting equipment to arrive at the site for installation. Art & Wine Festival planning is in motion for this year's festival.

A Request for Proposals (RFP) for re-plastering the ISC has been issued. Responses to the RFP are due in September.

COMMISSIONERS REPORT**Commissioner Caldwell:**

Visited Westwood Oaks Park and was impressed with the recent renovations to the park. He engaged with several members of the public while visiting Westwood Oaks Park. They all had extremely positive feedback on the recent renovations. He noticed over the past few weeks there has been quite a bit of alcohol consumption at the park as evidenced by a large amount of beer bottle caps left onsite. Commissioner Caldwell reported that increase Police patrolling has helped to remedy the situation.

Commissioner Chu:

Attended the Westwood Oaks Park ribbon cutting and was very impressed with the transformation of the park. She visited the new Magical Bridge All-Inclusive Playground to see the progress. She can't wait to have the new playground open for the community. She attended Shakespeare in the Park at Sanborn Park and had a great time at the event.

Commissioner DeMarco:

Recently received a link to the Parks Visitation QR Code questionnaire and can access the link to enter information about park site visits, etc. He brought up a potential mechanical issue with a swing at Westwood Oaks Park, which staff will check on. He spoke with a member of the public who wished there were more native plants onsite, and another who expressed the need for more shade in the park. He visited Montague Park and gave a great review of the newly renovated park and amenities.

Commissioner Forte:

Attended the Street Dance as well as the ribbon cutting at Westwood Oaks Park. He was contacted by a Commissioner of the Cultural Commission with an update on the Korean Multicultural Event they were planning for next year as part of an existing event. Due to the scheduling of other City events, the Cultural Commission will be submitting a proposal to create a separate Korean Multicultural Event. Scheduling is still to be determined and will be presented to City Council for review.

Commissioner Gupta:

Attended the Westwood Oaks ribbon cutting and enjoyed the event. "It Looks really good!" He did receive some public feedback. One park patron spoke about how he missed the tall trees. He also Visited Homeridge Park and mentioned that he would like to see creek access from Homeridge Park to Central Park in the future.

Chair Hai:

Visited Westwood Oaks Park recently after the renovations. He particularly liked the new group spinner playground apparatus. He is very pleased with the updates to the park. He also visited and enjoyed Jenny Strand Park. Chair Hai is very excited about the new Parks Master Plan.

ADJOURNMENT

Commissioner Forte made a motion, seconded by Commissioner Gupta to adjourn the Parks & Recreation Commission Meeting at 9:02 PM until the next regular meeting on September 16, 2024 at 7:00 PM.

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

Absent: 1 - Commissioner Ricketts

MEETING DISCLOSURES

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Agenda Report

24-904

Agenda Date: 9/16/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Review and Initiate the Process to Identify Potential Nominees to Serve as the 2024 Honorary Holiday Tree Lighter

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Each year, the City of Santa Clara hosts a Holiday Tree Lighting Ceremony in Central Park on the first Friday evening in December. For 2024, the event will take place on Friday, December 6. This ceremony is intended to open the holiday season in the spirit of community service.

To that end, a traditional component of the ceremony has been to recognize a Santa Clara individual, family or business as the honorary "Holiday Tree Lighter". As a function of the Parks and Recreation Department, the Department has traditionally asked the Parks and Recreation Commission to help identify and recommend to the Mayor a nominee (or nominees) for this honor. In addition to serving as the official Holiday Tree Lighter, the selected nominee will receive a commendation during the event to recognize and thank them for their service to the Santa Clara community.

The purpose of this item is to request that the Parks and Recreation Commission initiate the nomination process and develop a list of potential nominees to serve as the 2024 Holiday Tree Lighter.

DISCUSSION

As noted above, the Holiday Tree Lighter is to be selected based on their service, generosity and contributions to the City of Santa Clara. As such, the Commission should consider the following in evaluating potential nominees:

1. Is the nominee a resident of the City of Santa Clara?
2. What is the nature of the community service/community benefit that has been provided?

A list of prior nominees is enclosed as Attachment 1. At its September 16, 2024 meeting, it is recommended that the Commission initiate discussion of potential nominees for 2024, together with supporting justification. Staff will then confirm the residency of potential nominees and provide a consolidated list of qualified nominees for final recommendation by the Commission at its October meeting. The list of nominees will then be forwarded to the Mayor who will make the final selection of the 2024 Honorary Holiday Tree Lighter.

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’s 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

It is recommended that the Commission review the criteria for the selection of the Holiday Tree Lighter and initiate the nomination process.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

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

ATTACHMENTS

1. List of Prior Holiday Tree Lighter(s) Honorees



**Honorary "Holiday Tree Lighters" List
2008 to 2023**

2008	Tillie Goldsberry Ann Tacchino
2009	Vern Deto
2010	Mayor Patricia Mahan
2011 <i>100th Anniversary</i>	Dixon-Hillis Family
2012	Jennifer Sparacino
2013	Tom Goodsen
2014	Raymond G. Gamma
2015	Kaiser Permanente
2016	Jerry Marsalli
2017	George Santich
2018	Chuck Blair Craig and Linda Connelly
2019	William "Bill" Shaddle
2020	Kaiser Permanente Intensive Care Unit Workers
2021 <i>110th Anniversary</i>	Students of Service
2022	William "Bill" Kelly
2023	Anna Vargas-Smith
2024	TBD



Agenda Report

24-901

Agenda Date: 9/16/2024

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Status Update on the Progress Made on the FY 2024/25 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 six specific, measurable, attainable, realistic, and time-bound work plan goals and/or activities for the year.

At the July 8, 2024 Parks & Recreation Commission meeting, the Commission adopted Work Plan Goals A through E, 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 September 16, 2024 meeting, the Commission will review the matrix for the Work Plan Goals (Attachment 1) and provide updates on progress made to meet the measurable objectives 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

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RECOMMENDATION

Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission’s work plan goals.

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 2024/25



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

PARKS & RECREATION COMMISSION

**CHARTER, PRIORITIES, AND WORK PLAN
FY 2024/25**

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	Chu, DeMarco, Gupta	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 a Regular Meeting in the fall 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, and project is fully in the design phase.	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		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	All Commissioners		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	Hai, Ricketts, and Gupta	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	All Commissioners		The Parks & Recreation Department introduced the Consultant (WRT) at the August 2024 meeting and received input from the Commission.	Staff provides a monthly update on the status of the master plan process
Develop Subcommittees as needed	All Commissioners			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 Commissioners	Annually		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 Commissioners	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