



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Monday, October 20, 2025

7:00 PM

Hybrid Meeting
Sparacino Conference Room -
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).

Join Zoom meeting

<https://santaclaraca.zoom.us/j/89140287145?pwd=vxTpbZL37PSa9tyNRsapnbNKFauJJP.1>

Meeting ID: 891 4028 7145

Passcode: 863597

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 25-1048 [Action on the Parks & Recreation Commission Minutes of the August 18, 2025, Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the August 18, 2025, Meeting.

- 1.B 25-1045 [Make a Recommendation to City Council to Adopt the Proposed 2026 Calendar of Meetings for the Parks and Recreation Commission.](#)

Recommendation: The Commission makes a recommendation to the City Council to adopt the proposed 2026 calendar of meetings for the Parks and Recreation Commission.

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. 25-1050 [Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals](#)

Recommendation: Discuss and develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2025/26.

3. 25-982 [Consideration of the Revised Council-Approved Schematic Design for the New Public Park at 3905 Freedom Circle](#)

Recommendation: Recommend that City Council approve the revised Schematic Design for the New Public Neighborhood Park located at 3905 Freedom Circle.

4. 25-1056 [Recommend a Nominee\(s\) as the 2025 Honorary Holiday Tree Lighter](#)

Recommendation: Recommend a nominee(s) to serve as the 2025 Honorary Holiday Tree Lighter.

5. 25-756 [Action on Proposed Definitions for Aquatic Facility Use Categories, Priorities of Use and a Proposed Amendment to the Fiscal Year 2025/26 Municipal Fee Schedule and Proposed Adjustments through Fiscal Year 2028/29](#)

Recommendation: Recommend that the City Council:

1. Adopt Definitions for Aquatic Facility Use Categories;
2. Adopt Priorities of Aquatics Facility Use; and,
3. Approve Proposed Amendment to the FY 2025/26 Municipal Fee Schedule through Fiscal Year 2028/29

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting for the Parks & Recreation Commission is on Monday November 10, 2025, 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.

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](https://twitter.com/SantaClaraCity)

Agenda Report

25-1048

Agenda Date: 10/20/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the August 18, 2025, Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the August 18, 2025, Meeting.

Prepared by: Tamra Orlando, Management Analyst

Approved by: Damon Sparacino, Director, Parks & Recreation

ATTACHMENTS

1. DRAFT - Parks & Recreation Commission Minutes of the August 18, 2025, Meeting



City of Santa Clara

Meeting Minutes - Draft

Parks & Recreation Commission

08/18/2025

7:00 PM

Hybrid Meeting
Sparacino Conference Room - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

Special Meeting

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).

Join Zoom meeting

<https://santaclaraca.zoom.us/j/89140287145?pwd=vxTpbZL37PSa9tyNRsapnbNKFauJJP.1>

Meeting ID: 891 4028 7145

Passcode: 863597

CALL TO ORDER AND ROLL CALL

The meeting was called to order by **Chair Chu** at 7:02 PM.

Present 5 - Commissioner Dana Caldwell, Chair Maureen Chu, Commissioner Derek DeMarco, Commissioner Eversley Forte, and Vice Chair Vikas Gupta

Absent 2 - Commissioner Brittany Ricketts, and Commissioner Edward A. Souza

Commissioner DeMarco made a motion, seconded by Commissioner Gupta to excuse Commissioner Souza from the August 18, 2025 Parks & Recreation Commission meeting. The motion carried by the following vote:

Aye: 5 - Commissioner Caldwell, Chair Chu, Commissioner DeMarco, Commissioner Forte, and Vice Chair Gupta

Absent: 2 - Commissioner Ricketts, and Commissioner Souza

CONSENT CALENDAR

1. [25-852](#) Action on the Parks & Recreation Commission Minutes of the July 14, 2025, Meeting

Commissioner Gupta made a motion, seconded by Commissioner DeMarco, to recommend approval of the July 14, 2025, Parks & Recreation Commission Minutes. The motion carried by the following vote:

Aye: 5 - Commissioner Caldwell, Chair Chu, Commissioner DeMarco, Commissioner Forte, and Vice Chair Gupta

Excused: 1 - Commissioner Souza

Absent: 1 - Commissioner Ricketts

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [25-917](#) Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals
- The FY 2025/26 Parks & Recreation Commission's Work Plan Goals were updated live during the meeting by Sr. Management Analyst, Carolyn McDowell. No commission action was taken on this item.

STAFF REPORT

Recreation Manager Kim Castro

Gateway Crossing park ribbon cutting is August 27, 2025 at 11:30 AM. All Commissioners expressed interest to attend the event. The Parks Master Plan is in the final stages, with the report expected by the end of the month. The department expects to present to Commission at the October 20, 2025 meeting and to Council by end of the year, and are aiming for November. The lawn bowl clubhouse remodel began today. The Cultural Commission is sponsoring the Nebula Rider exhibit at City Hall, along with six new Traffic Box artwork projects.

Sr. Management Analyst Carolyn McDowell

The Aquatics fees report and benchmark study is expected in October. Eight new Grounds Maintenance Worker I's have been on-boarded, with four more expected to be hired. The Ground Maintenance Worker III's developed a detailed training program, including Wednesday A.M. "Shop Talk" for ongoing training. The goal is to retain employees long-term. The ISC schematic design is complete. The goal is to extend current facilities lifespan by 25-30 years. 75% construction drawings are due the week of Sept. 15 and will include imagery. Scheduling workshops to condense 3-4 weeks of decision-making in one day. Two more sessions are expected.

Parks & Recreation Director Damon Sparacino

Nuevo Dog Park is closed due to an unfortunate incident, the investigation is ongoing. There is a history of vandalism and mistreatment of the facility.

COMMISSIONERS REPORT**Commissioner Caldwell**

The Commissioner attended National Night Out with his wife. Visited Corn Palace Park in Sunnyvale at 1142 Dahlia Ct. It is a similar play structure to the new one planned at Henry Schmidt Park.

Commissioner DeMarco

The Commissioner visited Westwood Oaks park a couple of times. He was pleasantly surprised when a broken swing was repaired swiftly after reporting it to department. He also reported and noticed completed repairs at Homeridge. Has visited Bowers is is walking daily while dropping his daughter at Kindergarten at school.

Commissioner Forte

The Commissioner has been attending the Concerts in the Park, including the August 15th concert at Live Oak. He also attended the MJ musical in San Jose.

Commissioner Gupta

The Commissioner attended Jr. Swim Nationals in Irvine with his son. SC Swim was well represented and ranked 8th in the nation. He believes the ISC would be a fantastic host site for this competition and estimates \$1 million is generated in revenue for the city (and occupants). He also believes this would inspire youth to try swimming.

Chair Chu

The Commissioner attended Street Dance, National Night Out and visited Earl Carmichael Park a couple of times. She notified Kim that a baby swing at Live Oak needed repair and was pleasantly surprised when it was promptly repaired. She also asked the Commissioners to send suggestions to her via email regarding the "Honorary Tree Lighter" ahead of the October 20 meeting so that a vote may take place at that meeting.

ADJOURNMENT

Commissioner DeMarco made a motion, seconded by Commissioner Caldwell to adjourn the Parks & Recreation Commission Meeting at 8:47 PM until the next regular meeting on October 20, 2025, at 7:00 PM in the Sparacino Conference Room at City Hall.

Aye: 5 - Commissioner Caldwell, Chair Chu, Commissioner DeMarco,
Commissioner Forte, and Vice Chair Gupta

Excused: 1 - Commissioner Souza

Absent: 1 - Commissioner Ricketts

MEETING DISCLOSURES

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Agenda Report

25-1045

Agenda Date: 10/20/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Make a Recommendation to City Council to Adopt the Proposed 2026 Calendar of Meetings for the Parks and Recreation Commission.

BACKGROUND

City Charter Section 1003 states that each of the boards and commissions of the City shall hold regular meetings as required by ordinance. City Code Section 2.120.030 states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council, and that such resolutions may be amended from time to time by further Council resolution. In 1987, the City Council adopted Resolution No. 5195 to set the dates and times of Parks & Recreation Commission (Commission) meetings (Attachment 1).

On June 25, 2024, the City Council adopted Resolution No. 24-9337 (Attachment 2) to change the day of the Commission's regular meetings to the second Monday of each month at 7 p.m. to avoid conflict with scheduled City Council meetings. The purpose of this item is to recommend a proposed 2026 calendar of meetings for the Commission.

DISCUSSION

It is the responsibility of the Commission to recommend an annual calendar of meetings to the City Council for adoption of an amended resolution. In accordance with past practice, should a regular meeting fall on a City holiday, the meeting is to be scheduled for the following non-holiday Monday. In 2026, Indigenous People's Day Holiday will fall on the second Monday; consequently, the proposed 2026 calendar provides for a meeting on the third Monday (October 19, 2026).

Attached is the proposed 2026 calendar of meetings for the Commission's consideration (Attachment 3). This calendar includes ten (10) meetings to be held on the second Monday of each month at 7:00 p.m. with one (1) meeting on the third Monday in October. No meeting is proposed for the month of December.

Upon approval of a proposed calendar by the Commission, the item would move forward with a recommendation that the City Council adopt an amended resolution to set the day and time of the Commission's 2026 meetings as recommended by the Commission.

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 Park & 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

The Commission makes a recommendation to the City Council to adopt the proposed 2026 calendar of meetings for the Parks and Recreation Commission.

Prepared by: Tamra Orlando, Management Analyst

Approved by: Damon Sparacino, Director, Parks & Recreation

ATTACHMENTS

1. Resolution No. 5195
2. Resolution No. 24-9337
3. Proposed Parks & Recreation Commission Meeting Calendar 2026

RESOLUTION NO. 5195

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARA INDICATING TIMES AND DAYS FOR EACH BOARD OR COMMISSION OF THE CITY TO HOLD REGULAR MEETINGS ALL AS AUTHORIZED IN SECTION 2-91.1 OF "THE CODE OF THE CITY OF SANTA CLARA, CALIFORNIA"

SECTION 1: Each board or commission shall hold regular meetings at the times and on the days indicated below except when such day falls on a City holiday.

Board of Library Trustees	First Monday of each month at 7:30 p.m.
Civil Service Commission	Second Monday of each month at 7:30 p.m.
Cultural Advisory Commission	First Monday of each month at 7:30 p.m.
Historical and Landmarks	First Thursday of each month at 7:00 p.m.
Parks and Recreation Commission	Third Tuesday of each month at 7:30 p.m.
Planning Commission	Second and Fourth Wednesday of each month at 7:00 p.m.
Senior Citizens Advisory Commission	Fourth Monday of each month at 10:00 a.m.

SECTION 2: The meeting times and days are set by resolution pursuant to Section 2-91.1 of "The Charter of the City of Santa Clara, California", and are subject to amendment from time to time by resolution of the City Council.

SECTION 3: This resolution shall take effect upon its

adoption.

* * * *

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A
RESOLUTION PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE
12th day of May, 1987, by the following votes:

AYES: COUNCILORS: Ash, Deto, Lasher, Mahan, Nadler, Tobkin
and Mayor Souza

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:

J. E. BOCCIGNONE
City Clerk
City of Santa Clara

RESOLUTION NO. 24-9337

**A RESOLUTION OF THE CITY OF SANTA CLARA,
CALIFORNIA, REVISING THE DAY AND START TIME OF THE
PARKS & RECREATION COMMISSION MEETINGS**

WHEREAS, Section 2.120.030 of the Santa Clara city Code (“SCCC”) requires City boards and commissions to hold regular meetings at the times and on the days indicated by resolution of the Council;

WHEREAS, Resolution No. 22-9158 adopted by the City Council on November 15, 2022, stated that the Parks & Recreation Commission (“Commission”) shall hold its meetings on the third Tuesday of the month at 7:00 p.m.;

WHEREAS, On March 19, 2024, the Commission recommended the City Council revise the Commission’s meeting date and time to the second Monday of the Month at 7:00 p.m.;

WHEREAS, Resolution 24-9330 presented to Council based on the Commission’s recommendation incorrectly noted the proposed new meeting date as the third Monday of the month instead of the second Monday; and

WHEREAS, this resolution is intended to establish the correct meeting date proposed by the Commission on March 19, 2024.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the City of Santa Clara hereby finds that the above Recitals are true and correct and by the reference makes them a part thereof.

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2. That effective July 1, 2024, the City Council hereby sets the Parks & Recreation Commission regular meeting date and time to the second Monday of each month at 7:00 p.m., which meetings may be cancelled at the discretion of the City Manager based upon best practices for agenda management. In the event the second Monday falls on a City holiday, the meeting would be held on the next non-holiday Monday.

3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 25TH DAY OF JUNE, 2024, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Becker, Chahal, Hardy, Jain, and Watanabe, and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: Park

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference: None



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

Parks & Recreation Commission

Hybrid Meeting

City Hall - Lower Level, Sparacino Conference Room

1500 Warburton Avenue

Santa Clara, CA 95050

And Via Zoom

Schedule of Meetings January – November 2026

Meeting Dates

Regular meetings are typically held on the second Monday of the month, beginning at 7:00 p.m., in accordance with the following schedule:

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 19

(Indigenous Peoples' Day, October 12)

November 9



Agenda Report

25-1050

Agenda Date: 10/20/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Status Update on the Progress Made on the FY 2025/26 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 has considered three to six specific, measurable, attainable, realistic, and time-bound workplan goals and/or activities for the Fiscal Year (FY). These goals are intended to focus the Commission's efforts and respond to City Council priorities within the existing budget direction and resource limitations.

The City now aims to align the Boards, Commission, and Committee (BCC's) workplan goals to the City Council goals on an annual cycle. The new process intends to provide:

Clear Prioritization

Each board and commission will have a defined set of objectives, making it easier for Council to assess progress and allocate staff resources efficiently.

Enhanced Transparency

Workplans will provide greater visibility into the activities and goals of advisory bodies, fostering stronger communication and accountability.

Improved Coordination

By aligning the efforts of staff and BCC's, the workplan is intended to effectively promote enhanced collaboration on citywide initiatives.

Informed Decision-Making

With a clear roadmap of each group's priorities, the City Council will be better equipped to make decisions that support both short-term needs and long-term strategic goals.

At the April 14, 2025, Regular Meeting, the Commission adopted of the following Work Plan Goals for FY 2025/26:

Goal 1: Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources.

Goal 2: 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 3: Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2025, participate in Citywide special events, and plan additional citywide special events.

Goal 4: Participate in the Parks & Recreation Master Plan process.

Goal 5: 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 October 2025, 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 2025/26.

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.

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

Discuss and develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2025/26.

Prepared by: Tamra Orlando, Management Analyst

Approved by: Damon Sparacino, Director, Parks & Recreation Department

ATTACHMENTS [Delete if N/A]

1. Parks & Recreation Commission Work Plan FY 2025-2026 for October 20, 2025 Meeting



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

PARKS & RECREATION COMMISSION

CHARTER, PRIORITIES, AND WORK PLAN FY
2025/26

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 (Mission).

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)

COUNCIL PRIORITIES

In 2021, the City Council established specific priority areas. The City Council affirmed the following priority areas:

1. Deliver and Enhance High-Quality Efficient Services and Infrastructure
2. Manage Strategically Our Workforce Capacity and Resources
3. Promote and Enhance Economic, Housing and Transportation Development
4. Enhance Community Sports, Recreational and Arts Assets
5. Ensure Compliance with Measure J and Manage Levi's Stadium
6. Enhance Community Engagement and Transparency
7. Promote Sustainability and Environment Protection

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, Council Priorities, the above vision statement, values, and context from prior years, the Commission has defined its priorities and goals for the current fiscal year. 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 the current year Art & Wine Festival, feedback received, and lessons learned, and plan for next year's Art & Wine Festival.

GOALS

Goal #1:

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

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
Visit at least 12 facilities (e.g., parks, pools, centers, etc.) annually, and make notes related to how the facility is being utilized, and amenities that may be necessary to meet neighborhood / community needs with an annual presentation of findings. Recommendations for immediate repairs (e.g., water fountain non-operational) should be documented via MySantaClara.	All Commissioners	On-going	Provide facility map to Commissioners and track who has attended each, month by month; attempting to get at least one Commissioner to each facility. Simplified system would negate the need to utilize the previously used form.	1 - 100% of Commissionmembers visit at least 1 (one) facility each month; 2 – Report out on annual certified list of findings from Action(s)

Goal #2:

A. Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule; and

B. Review residential developer proposed schematic designs for new neighborhood parks that serve new residential development;

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
Improve Park Project Webpage to highlight community outreach	n/a	On-going	Complete pending map update	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.	Chu DeMarco Gupta	On-going	Park amenity webpage has been added to allow individuals to search for specific amenities. Placer AI pilot transitioning to long-term Agreement; metrics to be available once subscription details are finalized.	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	On-going	To be presented as needed	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	On-going		100% of Commission members attend at least 3 community or Council meetings to advocate on behalf of Parks and Recreation programs

As needed, attend City Council meeting(s) associated with topics the Parks & Recreation Commission has previously considered; Commissioners may choose to speak on the item should advocacy be seen as a benefit	Based on Commissioner availability	On-going	Ensure community input is conveyed through Commissioner public presentation	
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Goal #3:**A. Host and develop recommendations for the annual Santa Clara Art & Wine Festival;****B. Participate in Citywide Special events; and,****C. Plan additional citywide special events.**

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
Participate in Art and Wine Festival planning and supervise hosting of Art and Wine Festival	All Commissioners	September 13 – 14, 2025	Fingerprinting is required; coordinate with staff to be paid for by the City	100% of Commission member volunteer for a minimum of 3 hours each day in support of the Art & Wine Festival
Participate in Citywide Special events.	All Commissioners		Summer Concert Sunset Cinema July 4 th Celebration Tree Lighting Street Dance Halloween	100% of Commission member volunteer for a minimum of 3 hours per year in support of one of the Department's Special Events
Support the efforts of the City's Commissions (Cultural, Senior, Youth) to attend special events initiated by fellow Commissions and suggest new Citywide events and/or new elements to existing events to staff	All Commissioners		Cultural – e.g., concerts, cinema Senior – e.g., Health & Wellness Fair Youth – e.g., 5k run Potential new - Citywide volleyball tournament	1 – annual outreach to fellow Commissions about upcoming events and needs for volunteer assistance 2 – attend special events initiated by fellow Commissions

Goal #4:**A. Participate in the Parks & Recreation Master Plan Process**

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
Receive updates from Staff	All Commissioners			Staff provides a monthly update on the status of the master plan process
Develop Subcommittees as needed	All Commissioners			All Commission members participate in focus group or other community engagement activity for the master plan process.

Goal #5:

A. 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.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
Receive updates from Staff	All Commissioners	Annually	Complete	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	Collection is due in early-July; annual Fall review plus 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



Agenda Report

25-982

Agenda Date: 10/20/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Consideration of the Revised Council-Approved Schematic Design for the New Public Neighborhood Park at 3905 Freedom Circle

COUNCIL PILLARS

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

BACKGROUND

The Santa Clara City Code 17.35 requires new residential development to dedicate parkland and/or the payment of in-lieu fees. Greystar Real Estate Partners submitted an application (File No. PLN2017-12516) to the City for a General Plan Amendment from High-Intensity Office/R&D to High Intensity Mixed-Use and a rezoning to Planned Development (PD) to allow for a new residential mixed-use development (Project). The City Council approved the General Plan Amendment and rezoning at a hearing on June 7, 2022. The Project area includes 13.3 acres comprising two parcels (APNs: 104-40-021 & 104-40-036) that are bounded by Freedom Circle, Mission College Boulevard, Highway 101, and San Tomas Aquino Creek. The Project site is also part of the proposed General Plan - Freedom Circle Focus Area under a separate development process by the City that encompasses 108 acres in northern Santa Clara.

The Project proposes the construction of 1,079 apartment units and will meet its parkland dedication requirements through, 1) the development of an 87,728 square foot (2.014 acres) public park with a connection to the San Tomas Aquino Creek Trail, 2) the installation of private recreational amenities, and 3) the payment of in-lieu fees for the remaining balance. The park will be dedicated to the City in fee title. The developer will construct all public park improvements in accordance with the City's design criteria and standard specifications and will maintain the park, in perpetuity, following dedication.

The Schematic Design Master Plan approved by City Council on February 22, 2022 ("Original Plan") for the public neighborhood park included the following features:

- A ½-acre natural grass field
- Landscaped and furnished park-like quiet area
- Playground for children ages 2-5 and 6-12
- A basketball court
- A family picnic area with tables, barbeques
- A bocce court
- An enclosed off-leash dog area with separate areas for small and large dogs

- Pathways, trees, and landscaping
- A connection to the San Tomas Creek Trail

The Original Plan also included twenty off-street parking stalls for park visitors to be split between Buildings B and C.

Commission and Council Action

On September 21, 2021, the Parks & Recreation Commission reviewed the community input and the proposed Schematic Design. After discussion, the Commission unanimously recommended that the City Council approve the preferred Schematic Design-Master Plan for the proposed neighborhood park (Attachment 1).

The City Council reviewed and approved the Parks & Recreation Commission's recommendation and adopted the proposed park Master Plan - Schematic Design (Attachment 2) on February 22, 2022.

DISCUSSION

The park design is returning to the Parks & Recreation Commission for review of updates made to the Original Plan. These updates are necessary due to a utility conflict involving existing overhead electric transmission and distribution lines, as well as associated guy wires, which encroach into the Emergency Vehicle Access (EVA) lane. In accordance with the Fire Department's Conditions of Approval, these utility lines must be cleared prior to permit issuance and fully resolved prior to first occupancy. The developer has been working with Silicon Valley Power (SVP) to address the required modifications.

The relocation and reconfiguration of the transmission and distribution lines within the EVA lane were not included in the original design scope or the system impact analysis and addressing those changes necessitated modification of the park.

To resolve the conflict, several alternatives were explored. The only solution acceptable to both SVP and the Fire Department, was to shift the curb along the San Tomas Aquino Creek Trail inward toward the property line and park. This adjustment results in a 6.5-foot reduction in the width of the park on the side closest to the creek. To preserve the originally approved park acreage, the park will expand by approximately one foot toward Building B and approximately one foot toward Building C.

Additional modifications include:

- Repositioning park benches
- Relocating the trash enclosure further inward
- Realigning the off-leash dog area to fit the revised sidewalk and trash enclosure layout, while maintaining the same size as in the Original Plan.

These adjustments preserve the total square footage of the off-leash dog area as originally approved by City Council, while ensuring compliance with public safety and utility requirements.

Additionally, twenty off-street parking stalls for park visitors were originally proposed to be split between Buildings B and C; however, all of them have since been relocated to Building B, which also houses two public restrooms.

During the October 20, 2025, meeting, the Parks & Recreation Commission will review the updated schematic design (Attachment 3) and consider a recommendation to City Council to approve the proposed revisions to the neighborhood park design.

ENVIRONMENTAL REVIEW

The impacts of the Greystar project, including the Original Plan, were analyzed in an Environmental Impact Report (EIR) that was prepared for the Freedom Circle Focus Area and Greystar General Plan Amendment (case file PLN2017-12516) in accordance with the California Environmental Quality Act (CEQA). The EIR and Notice of Availability were circulated for a 45-day period from November 5, 2021 to December 20, 2021 in accordance with CEQA requirements. The EIR indicated that the development of the Greystar Project would contribute to an increase in demand for parkland, but that the impact would be mitigated to a less-than-significant level with the payment of in-lieu fees and the provision of dedicated parkland as depicted in the Original Plan. The EIR incorporates project-specific conditions into the Mitigation Monitoring and Reporting Program (MMRP) requiring this mitigation. As the proposed Park plan would result in the same amount of land dedicated to the City as under the Original Plan, the proposal would not result in any new significant environmental effects or increase the severity of any previously identified effects. The EIR did not identify any secondary impacts associated with park construction, and the Park layout changes are unlikely to present any difference in the impacts resulting from construction.

FISCAL IMPACT

There is no fiscal impact to the General Fund for the current action, other than staff time budgeted in the Parks & Recreation Operating Budget for minor administrative tasks related to the operation of the neighborhood park as part of the City's overall park system. The developer will construct the public park improvements, provide a park sign, and maintain the park for the life of the park, all to City standards and at no cost to the City.

COORDINATION

This report has been coordinated with the Finance Department, City Attorney's Office and the Community Development Department.

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

Recommend that City Council approve the revised Schematic Design for the New Public Neighborhood Park located at 3905 Freedom Circle.

Prepared by: Gina Saporito, Staff Analyst

Approved by: Damon Sparacino, Director, Parks & Recreation Department

ATTACHMENTS

1. RTC #21-1020: Consideration of the Schematic Design for the New Public Neighborhood Park

located at 3905 Freedom Circle (Greystar Development)

2. RTC #22-197: Action on the Parks & Recreation Commission's Recommendation to Approve the Schematic Design-Master Plan for the New Public Neighborhood Park located at 3905 Freedom Circle (Greystar Development)
3. 3905 Freedom Circle Neighborhood Park Updated Schematic Design



Agenda Report

21-1020

Agenda Date: 9/21/2021

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Consideration of the Schematic Design for the New Public Neighborhood Park located at 3905 Freedom Circle (Greystar Development)

BACKGROUND

The Santa Clara City Code 17.35 requires new residential development to dedicate parkland and/or the payment of in lieu fees. Greystar Real Estate Partners submitted an application to the City for a General Plan Amendment from High-Intensity Office/R&D to High Intensity Mixed-Use and Planned Development (PD) rezoning to allow for a new residential mixed-use development (Project). The Project area includes 13.3 acres comprising two parcels (APNs: 104-40-021 & 104-40-036) that are bounded by Freedom Circle, Mission College Boulevard, Highway 101, and San Tomas Aquino Creek. The Project site is also part of the proposed General Plan - Freedom Circle Focus Area under a separate development process by the City that encompasses 108 acres in northern Santa Clara.

The Project proposes to construct 1,075 apartment units and will meet its parkland dedication requirements through an 87,728 square foot (2.014 acres) public neighborhood park with connection to the San Tomas Creek Trail. The public park will be dedicated to the City in fee title. Public park improvements will be constructed by the developer to the City's design criteria and standard specifications and will be maintained by the developer after dedication.

The Schematic Design for the public neighborhood park features: a ½-acre natural grass field, landscaped and furnished park-like quiet area, playground for children ages 2-5 and 6-12, a basketball court, a family picnic area with tables, barbeques, and a bocce court, an enclosed off-leash dog area with separate areas for small and large dogs, pathways, trees, landscaping, and a connection to the San Tomas Creek Trail. Twenty off-street parking stalls for park visitors are proposed to be provided in Buildings B and C. The proposed Schematic Design was reviewed by the Parks & Recreation Department, and as configured, meets the Department's research based best practices and requirements for public park design, such as: inclusive, age-friendly, sustainable design elements; support for an active recreation program; playgrounds that contain all elements of play; public access from public right of way that provides safe routes & pathway connectivity to and through the park; off street parking; adjacent restroom; place-making; natural habitat value; approved plant palette; consideration for efficient and effective operation and lifecycle maintenance.

On July 20, 2021, Manuela King, President of RHAA Landscape Architecture and Planning (RHAA) provided a presentation to the Parks & Recreation Commission. The Commission provided input on the proposed Schematic Design, including requesting the option for a multi-use sports court (pickleball, volleyball, other), and recommending that additional public input be solicited through social media channels, an in-person meeting, and an online community survey. The Commission deferred action on a recommendation to City Council to approve a preferred schematic design until

the September 2021 regular meeting.

DISCUSSION

On Saturday August 21, 2021, RHAA and City Parks & Recreation Staff conducted community outreach and collected public input on the park design at the Citywide special event Celebrate Santa Clara, in Central Park with approximately 150 responses from all ages including children. In addition, from August 19 until September 2, 2021, an online survey was hosted on the City website which collected 342 responses representing over 17 hours of public comment. The top three elements favored for use were the trail connection (51%), open lawn space (46%), and the picnic and BBQ areas (43%). Over 47% favored a multi-colored play structure for ages 2-5. Over 69% favored use of resilient surfacing in the play space. Most respondents envisioned driving to the park (66%), and 50% imagined visiting the park often or frequently. The features and amenities seem to support those activities most desired. While the survey also indicated various other potential popular activities, the space available would not be able to accommodate additional activities such as a disc golf course at this park location without displacing or impacting the other primary and more desirable park amenities.

At the September 2021 Regular Meeting, the Commission will review community input and an updated Schematic Design (Attachment 1) and make a recommendation to Council to approve the preferred Schematic Design for the neighborhood park.

ENVIRONMENTAL REVIEW

The review of the schematic design of a new public neighborhood park 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.

The impacts of the Greystar General Plan Amendment, development proposal and Freedom Circle Focus Area will be described in an Environmental Impact Report provided to the Planning Commission and City Council in their consideration of the approval of the project.

FISCAL IMPACT

There is no fiscal impact to the General Fund for the current action. The developer will construct the public park improvements, provide a park sign, and maintain the park in perpetuity, all to City standards and at no cost to the City.

COORDINATION

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

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, e-mail clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> .

RECOMMENDATION

Recommend that City Council approve the Schematic Design for the New Public Neighborhood Park located at 3905 Freedom Circle.

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

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. 3905 Freedom Circle Neighborhood Park - Schematic Design Update (09 16 21)



Agenda Report

22-197

Agenda Date: 2/22/2022

REPORT TO COUNCIL

SUBJECT

Action on the Parks & Recreation Commission's Recommendation to Approve the Schematic Design-Master Plan for the New Public Neighborhood Park located at 3905 Freedom Circle (Greystar Development)

COUNCIL PILLAR

Enhance Community Sports, Recreational and Arts Assets

BACKGROUND

The Santa Clara City Code 17.35 requires new residential development to dedicate parkland and/or the payment of in lieu fees. Greystar Real Estate Partners submitted an application to the City for a General Plan Amendment from High-Intensity Office/R&D to High Intensity Mixed-Use and Planned Development (PD) rezoning to allow for a new residential mixed-use development (Project). The Project area includes 13.3 acres comprising two parcels (APNs: 104-40-021 & 104-40-036) that are bounded by Freedom Circle, Mission College Boulevard, Highway 101, and San Tomas Aquino Creek. The Project site is also part of the proposed General Plan - Freedom Circle Focus Area under a separate development process by the City that encompasses 108 acres in northern Santa Clara.

The Project proposes to construct 1,075 apartment units and will meet its parkland dedication requirements through an 87,728 square foot (2.014 acres) public neighborhood park with connection to the San Tomas Creek Trail. The public park will be dedicated to the City in fee title. Public park improvements will be constructed by the developer to the City's design criteria and standard specifications and will be maintained by the developer after dedication.

The Schematic Design Master Plan for the public neighborhood park features: a ½-acre natural grass field, landscaped and furnished park-like quiet area, playground for children ages 2-5 and 6-12, a basketball court, a family picnic area with tables, barbeques, a bocce court, an enclosed off-leash dog area with separate areas for small and large dogs, pathways, trees, landscaping, and a connection to the San Tomas Creek Trail. Twenty off-street parking stalls for park visitors are proposed to be provided in Buildings B and C. The proposed Schematic Design was reviewed by the Parks & Recreation Department, and as configured, meets the Department's research based best practices and requirements for public park design, such as: inclusive, age-friendly, sustainable design elements; support for an active recreation program; playgrounds that contain all elements of play; public access from public right of way that provides safe routes & pathway connectivity to and through the park; off street parking; adjacent restroom; place-making; natural habitat value; approved plant palette; consideration for efficient and effective operation and lifecycle maintenance.

On July 20, 2021, RHAA Landscape Architecture and Planning (RHAA) presented the Neighborhood Park schematic design proposal to the Parks & Recreation Commission. The Commission provided

input on the proposed Schematic Design-Master Plan, including the configuration of the sport court as a multi-use facility (basketball, pickleball, volleyball, other), and recommending that additional public input be solicited through social media channels, an in-person meeting, and an online community survey. The Commission deferred action on the schematic design until the September 2021 regular meeting.

Community Input

On Saturday August 21, 2021, RHAA and City Parks & Recreation staff conducted community outreach and collected public input on the Park Schematic Design at the “Celebrate Santa Clara” Citywide special event in Central Park with approximately 150 responses from all ages including children. In addition, from August 19, 2021 until September 2, 2021, an online survey was hosted on the City website which collected 342 responses representing over 17 hours of public comment.

The top three favored park elements in the Schematic Design were the trail connection (51%), open lawn space (46%), and the picnic and BBQ areas (43%). Over 47% favored a multi-colored play structure for ages 2-5. Over 69% favored use of resilient surfacing in the play space. Given that the residential area will be new, most survey respondents envisioned driving to the park (66%), and 50% imagined visiting the park as presented “often” or “frequently”.

The proposed Park site plan, features and amenities seem to support the activities most desired by the public. While the survey indicated other potential activities, the remaining space available would not be able to accommodate field activities such as a disc golf course without displacing the other primary and more desirable park amenities.

DISCUSSION

On September 21, 2021, the Parks & Recreation Commission reviewed the community input and the proposed Schematic Design. After discussion, the Commission made a unanimous recommendation that Council approve the preferred Schematic Design-Master Plan for the proposed Neighborhood Park.

Council will review the Parks & Recreation Commission recommendation for approval of the proposed Mini Park Master Plan - Schematic Design (Attachment 1). Council approval will confirm the park schematic design and master plan for the 87,728 square foot (2.014 acres) public neighborhood park to be dedicated to the City in fee title located at 3905 Freedom Circle. Once approved, the Developer will complete the construction documents for building permit, execute Park Construction and Park Maintenance agreements, complete the improvements to the acceptance of the City, and record the parcel dedication and maintenance agreement with the County of Santa Clara. Public park improvements will be constructed by the developer to the City’s design criteria and standard specifications and will be maintained by the developer after dedication.

Once dedicated and placed into the City’s park inventory, the park and its master plan will be subject to the conditions of Measure R, a voter approved initiative in November 2016, which added Section 714.1 Protection of Parkland and Public Open Space to the City Charter. Measure R prohibits selling, leasing, or otherwise disposing of parkland for a period of one hundred eighty (180) days or more, and also prohibits its use from changing, being abandoned, or discontinued without such sale, lease, disposal or changed use having first been authorized or ratified by a two-thirds majority vote of the electorate during a general municipal election for that purpose. Measure R also prohibits changes in park use for over 180 days without a majority vote of the electorate and substantial building,

construction, reconstruction, or development upon dedicated parkland except pursuant to ordinance subject to referendum. The referendum process is set forth in the Elections Code.

ENVIRONMENTAL REVIEW

The review and approval of the schematic design of a new public neighborhood park 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.

The impacts of the Greystar General Plan Amendment, development proposal and Freedom Circle Focus Area will be described in an Environmental Impact Report provided to the Planning Commission and City Council in their consideration of the approval of the project.

FISCAL IMPACT

There is no fiscal impact to the General Fund for the current action. The developer will construct the public park improvements, provide a park sign, and maintain the park in perpetuity, all to City standards and at no cost to the City.

COORDINATION

This report has been coordinated with the Finance Department, City Attorney's Office and the Community Development Department.

PUBLIC CONTACT

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RECOMMENDATION

That Council approve the Schematic Design-Master Plan for the New Public Neighborhood Park to be located at 3905 Freedom Circle.

Reviewed by: James Teixeira, Director of Parks & Recreation

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Neighborhood Park - Schematic Design-Master Plan - 3905 Freedom Circle



Parks & Recreation Commission Meeting

**25-982. Consideration of the Revised
Council-Approved Schematic Design
for the New Public Neighborhood
Park at 3905 Freedom Circle
(Greystar Development)**

October 20, 2025



Background

- The residential project includes the construction of 1,079 apartment units.
- A total of 6.733 acres of parkland is required to mitigate the impact of the new residents.
- The developer will satisfy this requirement through a combination of:
 - Construction, dedication, and maintenance of a 2.014-acre neighborhood park;
 - 20 off-street parking stalls within Building B;
 - Public restrooms within Building B;
 - Provision of 1.922 acres of private recreational amenities; and
 - Payment of an in-lieu fee for the remaining parkland obligation.
- Except for the changes outlined in this presentation, all other elements previously approved by City Council remain unchanged.



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

Project Site



Council Approved Park Design



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

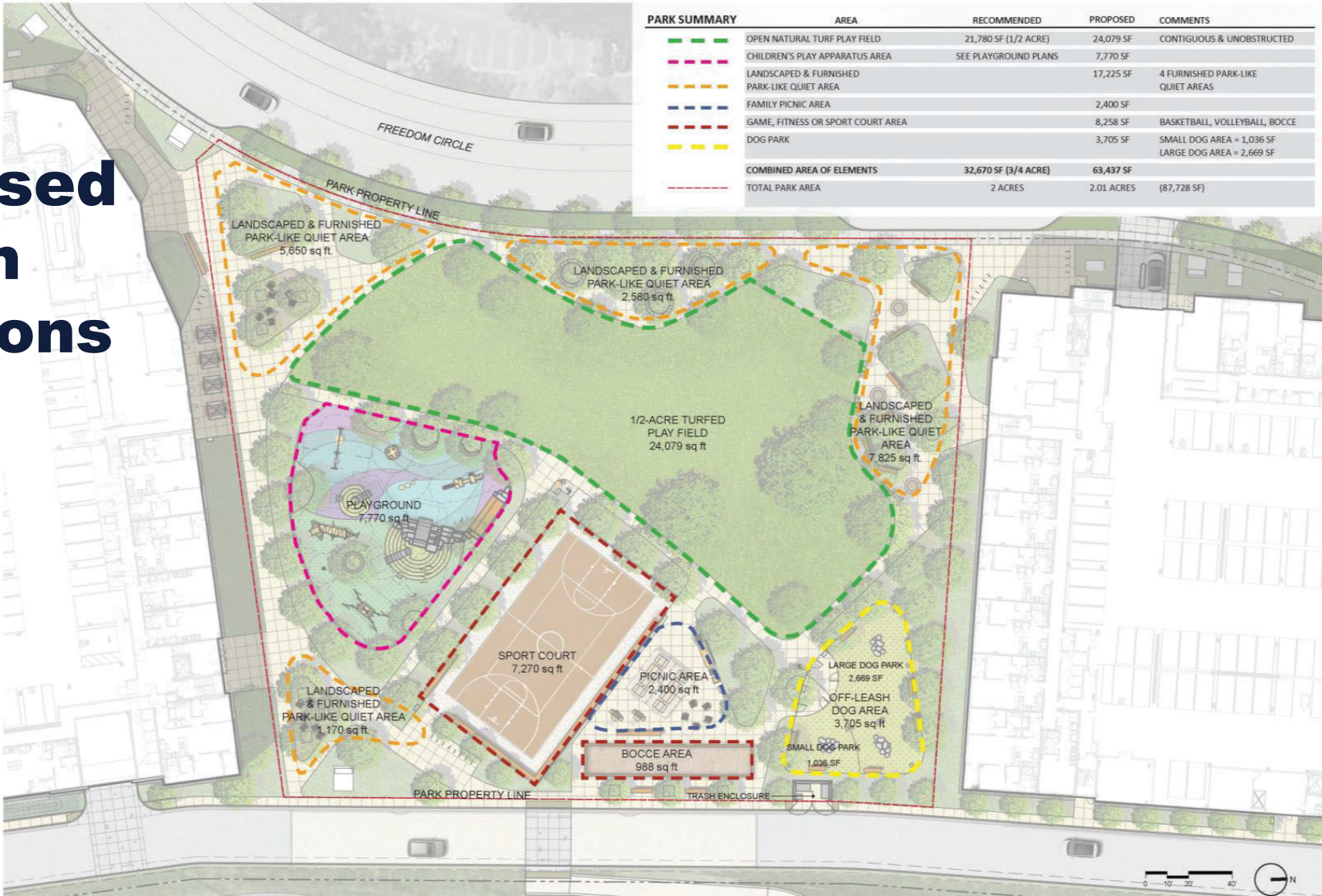




Discussion – Proposed Design Changes

- Conflict: The location of existing overhead transmission & distribution lines, along with associated guy wires, obstruct emergency vehicle access.
- Solution: Shift the curb along the San Tomas Aquino Creek Trail inward by 2.5 feet.
- Result: The adjustment reduces the park's width by 6.5 feet on the side closest to the creek.

Proposed Design Revisions



PROPOSED REVISIONS:

- Sidewalk and curb shifted inward 2'-6".
- Park property line slightly revised, overall park size unchanged.
- Planter size slightly reduced.
- Minor tree shifts
- Trash enclosure moved north.
- Minor shift to shape of dog park, overall size unchanged.
- One bench revised to two benches.





Commission Consideration

- Receive public comment on the proposed revised schematic design.
- Recommend that the City Council approve the revised schematic design for the new public neighborhood park at 3905 Freedom Circle.



Agenda Report

25-1056

Agenda Date: 10/20/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Recommend a Nominee(s) as the 2025 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 2025, the event will take place on Friday, December 5. 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(s) will receive a commendation during the event to recognize and thank them for their service to the Santa Clara community.

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 the October meeting the Commission will make a recommendation of the nominee(s) for the 2025 Honorary Holiday Tree Lighter which will be forwarded to the Mayor for consideration.

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>](mailto:clerk@santaclaraca.gov).

RECOMMENDATION

Recommend a nominee(s) to serve as the 2025 Honorary Holiday Tree Lighter.

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Honorary Holiday Tree Lighter List 2008 to 2024



**Honorary “Holiday Tree Lighters” List
2008 to 2022**

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	Ana Vargas-Smith
2024	Mike Walke



Agenda Report

25-756

Agenda Date: 10/20/2025

REPORT TO PARKS AND RECREATION COMMISSION

SUBJECT

Action on Proposed Definitions for Aquatic Facility Use Categories, Priorities of Use and a Proposed Amendment to the Fiscal Year 2025/26 Municipal Fee Schedule and Proposed Adjustments through Fiscal Year 2028/29

BACKGROUND

The City of Santa Clara has a long-standing commitment to supporting youth organizations, including sports (e.g., Police Activities League, baseball, football, soccer, aquatics), dance, and the Special Olympics.

The City operates eleven pools across five aquatic facilities: the George F. Haines International Swim Center (ISC), Mary Gomez Swim Center (Gomez), Montague Swim Center (Montague), Warburton Swim Center (Warburton), and the Natatorium at the Senior Center. The Parks & Recreation Department uses these facilities to offer swim lessons, recreational swim, lap swim, and aquatic fitness programs. The pools are also available for hourly and seasonal rentals by local youth non-profit aquatic organizations.

Historically, three Santa Clara-based 501(c)(3) youth aquatic clubs have been the primary users under City permits: the Santa Clara Diving Club, the Aquamaids - Santa Clara Artistic Swimming Club, and the Santa Clara Swim Club. These organizations provide youth competitive aquatics programs, swim instruction, and some adult fitness offerings.

Over the years, these clubs have entered into various agreements with the City for facility use; however, the associated fees have not been applied consistently across all sites. This has contributed to a gap between user fees and the City's operating costs for equipment, labor, maintenance, and capital improvements. The existing agreements and fee structures do not align with the City Council's adopted cost recovery model and are insufficient to meet the long-term infrastructure and community needs.

Between 2024 and the present, the City Council has held multiple discussions regarding the future of the ISC. Councilmembers expressed interest in developing a new fee and operational model for the City's aquatic facilities that better aligns with operating costs and long-term capital replacement needs. In December 2024, staff began holding monthly in-person meetings with club representatives to strengthen community collaboration, provide updates on ISC projects, discuss Measure I General Obligation Bond opportunities, and gather input on facility design elements.

DISCUSSION

The City's long-standing practice of subsidizing local non-profit organizations through fee waivers and below-cost facility rentals has not kept pace with the operational and capital expenses required

to maintain the City's aquatics facilities. As facility infrastructure continues to age, the costs for operations, maintenance, and capital improvements have outpaced the City's capacity to fund them solely through the General Fund. The emergency closure of the George F. Haines International Swim Center (ISC) in January 2024 underscored this issue and reinforced the need to reassess how the Parks & Recreation Department and local non-profit clubs manage and utilize City aquatics facilities moving forward.

The purpose of this report is to describe the process staff used to research, develop, and present Aquatics Facility User Categories, Priorities of Use, and a new Municipal Fee Schedule for City Council consideration. The proposed framework establishes a fair and transparent allocation process among the City, the Clubs, and the general public, while aligning fees with the City's cost recovery policy and Measure I Bond requirements. Consistent application of this fee structure across all aquatic facilities will also support more efficient and sustainable operations, maintenance, and long-term capital replacement.

The proposed Aquatics Facility Use Categories and Priorities of Use reflect the City's continued commitment to youth sports and recreation. The framework mirrors the Youth Sports Field Use Fee structure adopted by City Council in March 2025, emphasizing the importance of water safety, youth athlete development, and community health and wellness.

For the purposes of aquatics facility use, a "resident" is defined as an individual who resides within the City of Santa Clara. Proof of residency may include a utility bill, vehicle registration, or bank statement. Residency may also be established by attendance at a Santa Clara Unified School District campus or a private school located within the City of Santa Clara.

AQUATICS FACILITY USE CATEGORIES & PRIORITIES OF USE

1. **City Programs:** City of Santa Clara scheduled programs and activities.
2. **Santa Clara-Based 501(c)(3) Organizations Serving Resident Youth:** Youth organizations (serving ages 18 and under) based in and serving Santa Clara residents. Proof of residency is required. Organizations may employ paid coaches and/or staff.

Priority for permits (based on participant residency, verified by current rosters):

- A. Organizations with 51% or more Santa Clara residents;
- B. Organizations with less than 51% Santa Clara residents;
- C. Organizations renting the facility for youth competitions (e.g., local, regional, or national events)

All non-resident youth participants are subject to a contribution toward the City's scholarship program (currently the Wade Brummel Program or a future aquatics-specific program).

3. **Santa Clara-Based 501(c)(3) Organizations Serving Resident Adults:** Adult organizations (serving age 18 and over) based in and serving Santa Clara residents. Proof of residency is required. Organizations may employ paid coaches and/or staff.

Priority for permits (based on participant residency, verified by current rosters):

- A. Organizations with 51% or more Santa Clara residents;
- B. Organizations with less than 51% Santa Clara residents;
- C. Organizations renting the facility for adult competitions (e.g., triathlons, regional or national events)

There is no requirement to contribute to the scholarship program in this category.

- 4. Santa Clara Resident - Private Use:** Santa Clara residents or groups (e.g., homeowner associations) renting an aquatic facility for private use, such as parties or infrequent gatherings. This category is intended for personal, non-organized use.

The resident host must be present during the event and cannot reserve on behalf of a non-resident, company, or organization.

There is no requirement to contribute to the scholarship program in this category.

- 5. Non-Resident - Private Use - Non-501(c)3 Entity:** Non-resident individuals, groups, or organizations not located in Santa Clara or not meeting the 51% resident requirement.

There is no requirement to contribute to the scholarship program in this category.

- 6. Commercial Entities - Non-501(c)3:** For-profit businesses (e.g., corporations, LLCs) renting aquatics facilities for activities such as filming, scuba instruction, or competitive programs. Commercial sports entities may employ paid coaches and staff.

There is no requirement to contribute to the scholarship program in this category.

AQUATICS FACILITY PERMIT APPLICATION SCHEDULE

Applicants must submit a Facility Permit Application according to the following quarterly deadlines. Applications must include program type, preferred and alternate locations, and requested dates and times.

Deadline	Use Period
November 1, 2025	January 1, 2025- May 31, 2025
May 1, 2025	June 1, 2025 - August 1, 2025
July 1, 2025	September 1, 2025 - December 31, 2025
July 1, 2025	Subsequent events in the upcoming year, January - December 2026

Complete rental guidelines will be available online and provided with each approved permit.

AQUATICS FACILITY FEE SCHEDULE

The City's FY 2025/26 Municipal Fee Schedule currently establishes pool rental rates at \$82 per hour for shared use and \$289 per hour for exclusive use. These rates do not account for factors such as organization type, residency, facility size, or lane usage. As a result, the existing fee structure is

outdated and does not reflect current market rates or the actual cost of operating and maintaining aquatics facilities.

To develop updated fees, staff worked with the City's third-party vendor, ClearSource, to evaluate operating and capital replacement costs. ClearSource recommended maintaining the FY 2025-26 rates of \$82 per hour (shared) and \$289 per hour (exclusive), consistent with cost estimates. Additionally, a 2019 Bay Area Pool Operators Association (BAPOA) study, conducted for the City of Sunnyvale, benchmarked municipal aquatics facility rental rates across Santa Clara County. The analysis revealed wide variation in pricing structures, amenities, and fee methodologies among agencies.

Based on benchmarking data and the City's aquatics inventory, staff proposes a lane-based fee structure for FY 2025/26 and beyond, applicable to the Mary Gomez, Warburton, Montague, and ISC facilities. Each facility will have a **minimum rental** equivalent to its full pool lane count:

- Mary Gomez, 6 lanes (full pool)
- ISC
 - Training pool, 6 lanes (full pool)
 - Racing pool, 22 lanes (half pool - 11 lanes; full pool - 22 lanes)
 - Dive well, 7-8 lanes* (full pool)
- Montague, 4 lanes (full pool)
- Warburton, 6 lanes (full pool)

**Number of lanes being determined through rehabilitation*

Proposed Aquatics Facility Per-Lane Fees

Aquatics Facility User Categories	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Category 1	n/a	n/a	n/a	n/a
Category 2 *	\$8/hr per lane	\$10/hr per lane	FY 26/27 rate, plus CPI	FY 27/28 rate, plus CPI
Category 3	\$16/hr per lane	\$20/hr per lane	FY 26/27 rate, plus CPI	FY 27/28 rate, plus CPI
Category 4	\$20/hr per lane	\$22/hr per lane	FY 26/27 rate, plus CPI	FY 27/28 rate, plus CPI
Category 5	\$40/hr per lane	\$44/hr per lane	FY 26/27 rate, plus CPI	FY 27/28 rate, plus CPI
Category 6	\$40/hr per lane	\$44/hr per lane	FY 26/27 rate, plus CPI	FY 27/28 rate, plus CPI

** Category 2 groups are subject to an additional per-non-resident youth fee to support the Wade Brummel Scholarship or an equivalent aquatics-specific program.*

Staff reviewed these proposed categories, priorities, and fee schedules with Club representatives during meetings held on July 9, August 5, and September 23, 2025. Following completion of Phase 2 of the ISC Rehabilitation Project, staff will return to the City Council with updated fee

recommendations reflecting additional amenities such as storage, meeting rooms, concession stands, and office space.

WADE BRUMMEL SCHOLARSHIP PROGRAM

The Wade Brummel Scholarship Program was established in October 2015 to provide financial assistance to Santa Clara youth who wish to participate in organized sports but lack the financial means. On March 11, 2025, City Council approved updates to the program-based on input from youth sports organizations and the Parks & Recreation Commission-to better meet community needs. Beginning in FY 2026/27, the per-non-resident athlete fee will increase to \$35, followed by \$45 in FY 2027/28.

Organizations within Use Category 2 are required to contribute to the Wade Brummel Scholarship Program or a future aquatics-specific equivalent designated by the City.

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)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

Implementing an updated, transparent, and comprehensive fee structure-along with a clear use priority framework-will create a consistent and equitable method for allocating facility access across all aquatic sites. This approach supports the City's cost recovery objectives and helps reduce the ongoing maintenance and capital funding gap associated with aquatics facility operations.

The new structure will enable the City to continue partnering with the established Clubs while also exploring opportunities to generate additional rental and program revenue. These adjustments will contribute to more sustainable aquatics operations and lessen reliance on the General Fund for long-term facility upkeep and improvements. Following completion of Phase 2 of the ISC Rehabilitation Project, staff will return to the City Council with updated fee recommendations reflecting additional facility amenities such as storage, meeting rooms, concession areas, and potential office space.

Utilizing a strategic approach, the City's Bond Counsel is pursuing the lowest general obligation bond interest rate relative to non-profit use. As a condition of the low rate general obligation bond, the City is required to establish definitions for user groups, priorities for their use and apply a transparent and comprehensive fee structure.

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

Recommend that the City Council:

1. Adopt Definitions for Aquatic Facility Use Categories;
2. Adopt Priorities of Aquatics Facility Use; and,
3. Approve Proposed Amendment to the FY 2025/26 Municipal Fee Schedule through Fiscal Year 2028/29

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Approved by: Damon Sparacino, Parks & Recreation Director