



**City of
Santa Clara**

The Center of What's Possible

PARKS & RECREATION COMMISSION

CHARTER, PRIORITIES, AND WORK PLAN FY
2026/27

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)

MISSION STATEMENT

City of Santa Clara Parks & Recreation Department is dedicated to supporting a vibrant, active quality of life for all ages, abilities, and interests through excellent parks, recreational facilities, community services, programs, and events to make Santa Clara a great place to live, work, and play.

GOALS

Goal #1:

A. Attend and visit city-wide special events, activities, parks, and facilities to inform Parks & Recreation Commission recommendations to City Council.

Action(s)	Notes
Create a draft park visitor and event survey tool (traditional and electronic) to be administered by Staff and supported by Commissioners.	QR codes may be available on park bulletin boards, signage and posted to the website.
Commission will review park visitor and event survey responses at least annually to inform potential recommendations for City Council.	
Commissioners will visit one park and/or facility each month, with the goal of visiting all parks and facilities over the course of their four-year term.	
Record Commissioner park visits via online form provided by staff. Receive monthly summary report regarding Commissioner online form activity.	
Attend at least two events per year, one of those events being the annual Art & Wine Festival	While attending city-wide events, parks, and facilities; Commissioners may interact with the public to learn about their experience. Post cards/business cards will be made available to hand out to the public.

Identify honorary tree lighter	Identify honorary tree lighter by October.
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Goal #2:
A. Conduct an annual review of the Parks & Recreation Master Plan implementation.

Action Items	Notes
Create a subcommittee whose purpose will be to identify partnerships with school districts, community groups, institutions of higher education and local businesses to facilitate collaborations and partnerships to advance Master Plan goals and objectives.	This goal may be adjusted later to be more quantitative as community partnerships are built.
As required, seek community input, review park rehabilitation designs, and park development project designs for compliance with Master Plan goals and objectives, as well as City Park and Play standards.	

Goal #3:
A. Review the Annual Parks & Recreation budget, programs and services outcomes, and where applicable, provide recommendations to the City Council.

Action Items	Notes
Receive annual budget updates from Staff	a) Operating budget i) Staffing ii) Revenue and expenses b) Capital budget i) Active project updates ii) 3–5-year project plan c) Measure I General Obligation Bond project and expenditure update. d) Receive reports in May annually.
Review annual program and service delivery outcomes	a) Customer satisfaction reports. b) Total annual program, event, participant, and membership reports. c) Total annual facility usage and rental reports. d) Total annual MySantaClara service requests. e) Total annual park maintenance and capital improvements performed, including trees planted and maintained, as well as pathways, sport courts, fixtures, irrigation, facilities, and playgrounds added or rehabilitated. f) Staff will provide annual reports to the Commission in February for the previous calendar year.
Review annual Wade Brummal Grant/Scholarship requests in accordance with established policy	Bring Wade Brummal Scholarship applications to Commission for review in July.

Goal #4:

A. Collaborate on Park & Recreation Commission By-Laws, with goal of adoption by June 2027.

Action Items	Notes
Review adopted City Charter	
Review Commissioner City Clerk Issued Commissioner Roles & Responsibilities	

Develop Operational By-Laws	

