

## **Parks & Recreation Commission Work Plan Goals FY 2022 – 2023**

### **Goal A:**

**1) Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources;**

10/18/2022 The subcommittee met and plans to visit parks listed from the previous top ten prioritized projects in 2021 with particular focus on the top three (3) to five (5) and those that may be included in an updated top ten list using the Facilities Condition Assessment (Kitchell 2017) as a reference.

11/15/2022 The subcommittee had an enlightening meeting with Parks & Recreation Department staff at City Hall for a holistic review of park projects that included current status, funding, timelines, deficiencies, etc. which will assist the subcommittee in recommending the prioritization of projects. They learned more about the aged and failing infrastructure within the park system and the importance of updating the facility condition assessment planned for 2023. The subcommittee received feedback from Mr. Gupta (affiliated with the Santa Clara Swim Club) regarding support for the Central Park Master Plan particularly in the context of having a new swim center given the failing infrastructure of the International Swim Center. Families involved with swimming programs have a vested interest in becoming more involved in supporting efforts to see the Central Park Master Plan executed.

01/17/2023 The subcommittee plans to visit parks that will be considered for prioritization in the coming weeks. The subcommittee received an update from Director Teixeira regarding the Statement of Qualifications (SOQ) for Consulting Services for the Parks & Recreation Master Plan, and the Request for Proposal (RFP) for the International Swim Center (ISC) Forensic Engineering Analysis, which both have submittals due by late January 2023. Staff will soon review SOQ submittals from firms regarding the Facilities Condition Assessment for the park system.

02/21/2023 The subcommittee will develop a series of questions for staff that will assist in determining next steps in developing a set of recommended priorities.

### **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;**

10/18/2022 B1. The subcommittee is considering various action items and methods to reach out and quantify community input for B1.

11/15/2022 B1. The subcommittee plans to increase community input through neighborhood Facebook groups for the proposed Schematic Design for the new Mini Park at 3000 Patrick Henry Drive.

B2. Subcommittee is pleased to see the Commission approve the new public neighborhood park at 5155 Stars & Stripes Drive.

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- 01/17/2023 B1. The subcommittee attended the Santa Clara Outreach Policy Meeting in December 2022 and participated in the community outreach meeting for Patrick Henry Drive in an effort to better understand how the City plans and conducts community outreach and how the Commission can improve input from park users.  
B2. The Commission recommended approval of two schematic designs to Council: The Proposed Schematic Design - Master Plan for the New Public Mini Park at 3000 Patrick Henry Drive (SummerHill), and the Schematic Design - Master Plan for the New Public Mini Park at 2263 Calle del Mundo (Ensemble Investments/Rethink).
- 02/21/2023 B1. The subcommittee met and discussed QR code usage. The QR code would be project specific and provide links for community input needed for existing park rehabilitation projects, and future parks. The subcommittee is also exploring ways to share park project surveys using QR codes for added input, while also having commissioners act as ambassadors to encourage additional community involvement. The subcommittee plans to meet with Deputy Director Seale to develop the practical usage of QR codes that would link to the Parks Project webpage.
- 03/21/2023 B1. The subcommittee met with Deputy Director Seale and plans to have a QR code added to the Park Projects webpage and signage onsite for upcoming park projects, which would prompt an increase in community input. The subcommittee will be working with staff to develop a template for an Upcoming Projects webpage which would also have data and analytics to quantify visits to the webpage based on accessing the QR code.
- 04/18/2023 B1. The subcommittee met with staff who provided two possible templates for a comprehensive Park Projects webpage that would be developed in two phases. Phase I involves the development of a basic webpage with dropdowns for different project categories and would have information about how to get involved in upcoming community input opportunities. Phase II would include an FAQ section which would provide additional information and hyperlinks about park projects. The subcommittee has a draft of the content prepared for edits once the template has been determined.
- 05/16/2023 B1. The subcommittee met with staff and developed a concept of displaying park playgrounds on a continuum whereby residents would be able to look at upcoming neighborhood park playground projects and know what phase of development or rehabilitation their respective neighborhood playground project is in. This would convey the concept of time to park projects for residents. The subcommittee provided a short-list of park playgrounds that the subcommittee for Work Plan Goal A may consider in developing a recommended list of prioritized projects.

### **Goal C:**

- 1) Host and develop recommendations for improving the 40<sup>th</sup> annual Art & Wine Festival in September 2022; and,**

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### **2) Participate in Citywide Special events.**

- 10/18/2022 C1. Commissioners shared their feedback with the Commission and staff regarding their experiences from the 40<sup>th</sup> annual Art & Wine Festival as they look forward to planning for next year.
- 02/21/2023 C1. The subcommittee consists of Chair Cox, Commissioner Field and Commissioner Forte. The subcommittee will arrange a staff meeting through Manager Castro for background and status information to begin planning for the Festival.
- 03/21/2023 C1. The subcommittee met with Manager Castro for background and status information to begin planning for the Festival. The subcommittee discussed making strategic changes to address bottlenecks identified at the previous Festival. Proposed changes include the simplification of the glass orders, making pours more uniform, and making wine more central to the Festival. A list of bands to select for the Festival was also developed for consideration.
- 04/18/2023 C1. The subcommittee is considering how to increase wine sales by offering a premium selection of wines, and if practical the inclusion of a wine truck. Rotary would continue to serve the more widely available wines. Commemorative merchandise will be sold at information booths where commissioners would assist. In addition, commissioners would be encouraged to work in the Park Projects Booth to promote community input or assist staff with the bands. The band selection still has to be finalized.
- 5/16/2023 C1. The headliner band has been selected. There are several genres of music to choose from. The subcommittee will continue to meet with staff to finalize the list of bands/performers.

### **Goal D:**

#### **1) 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.**

- 10/18/2022 The subcommittee will continue work on developing specific action items such as adding a multicultural marketplace for the 4<sup>th</sup> of July event.
- 11/15/2022 Commissioner Forte met with the Cultural Commission and the Youth Commission respectively on December 7 and 8. The Cultural Commission was receptive to collaborating and learning more about adding a multicultural market to one of the summer concert series or one of the holiday events. The Youth Commission was very receptive to collaborating on special events to increase youth attendance at Parks & Recreation events. They provided many ideas, which the subcommittee will be reviewing and sharing with the Commission at an upcoming meeting.
- 01/17/2023 The subcommittee planned to attend a local multicultural market in December 2022, however the event was rained out. The subcommittee

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continues to plan for the multicultural market and to right-size this element in a future event.

- 02/21/2023 The subcommittee will be contacting the Korean American Federation to gain input on how to highlight the Korean community at one of the special events. They will also contact Santa Clara University Clubs, and local high schools to see what they could potentially bring to a holiday marketplace. The subcommittee will coordinate with the Cultural Commission through Recreation Manager Castro.
- 03/21/2023 The subcommittee met and has identified the groups they need to work with at Santa Clara University and high schools. Later in the summer the subcommittee will reach out to those groups at Santa Clara University and high schools once their respective group leaders and contacts have been confirmed.
- 04/18/2023 The subcommittee met with the president of the Silicon Valley Korean American Federation regarding a potential event in August 2024 that could expand on the Concerts in the Park series. Further collaboration with the Cultural Commission and staff is needed to determine feasibility, logistics, planning and costs.
- 05/16/2023 Commissioner Forte met with the Cultural Commission two weeks ago and provided an update about adding a multicultural market highlighting Korean culture to one of the Cultural Commission's Friday night events in August 2024. This would depend on Cultural Commissions Work Plan items and priorities.

### **Report to Commission 22-1234**

Recommend the Parks & Recreation Commission Work Plan Goals FY2022/23

#### **Meeting Date: October 18, 2022**

*Commissioner Chu made a motion, seconded by Commissioner Field to recommend approval of Work Plan Goals A, B, and C and the new Work Plan Goal D: Partner with at least one other City commission to build on/expand at least one existing Parks & Recreation Commission event by adding one extra element for patrons to interact with during the event; and, with the option to add another Work Plan Goal at a later date regarding the International Swim Center.*

### **Report to Commission 22-1328**

Recommend the Parks & Recreation Commission Work Plan Goals FY2022/23

#### **Meeting Date: November 15, 2022**

*Commissioner Forte made a motion, seconded by Commissioner Chu to remove the word commission in the term "Parks & Recreation Commission" as follows for Work Plan Goal D 1) Explore and 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.*