

Draft City of Santa Clara Parks & Recreation Commission Work Plan 2026/27

Goal 1#

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

- Create a draft park visitor and event survey tool (traditional and electronic) to be administered by Staff.
- Commission will review park visitor and event survey responses annually to inform potential recommendations for City Council.

Notes:

- 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
- QR codes may be available on park bulletin boards, signage and posted to the website

Goal #2

Conduct an annual review of the Parks & Recreation Master Plan implementation.

- Identify and participate in collaboration efforts to strengthen partnerships with school districts, community groups, institutions of higher education and local businesses to advance Master Plan goals and objectives.
- 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

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

- Receive biannual budget updates from Staff
 - Operating budget
 - Staffing
 - Revenue and expenses
 - Capital budget
 - Active project updates
 - 3-5 year project plan
 - Measure I General Obligation Bond project and expenditure update

- Review annual program and service delivery outcomes
 - Customer satisfaction reports
 - Total annual program, event, participant, and membership reports
 - Total annual facility usage and rental reports
 - Total annual MySantaClara service requests
 - 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
- Review annual Wade Brummal Grant/Scholarship requests in accordance with established policy

Goal # 4

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

- Review adopted City Charter
- Review Commissioner City Clerk Issued Commissioner Roles & Responsibilities
- Develop Operational By-laws