



# City of Santa Clara

## Meeting Agenda

### Parks & Recreation Commission

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Monday, January 12, 2026

7:00 PM

Hybrid Meeting

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Commissioner Vikas Gupta will be attending the meeting remotely from:

A6/10 Vasant Vihar  
New Delhi, 110 057

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).

<https://santaclaraca.zoom.us/j/88066854956>

#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

1.A 26-33 [Action on the Parks & Recreation Commission Minutes of the November 10, 2025, Meeting](#)

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the November 10, 2025, Meeting.

#### PUBLIC PRESENTATIONS

*[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]*

#### GENERAL BUSINESS

2. 26-34 [Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals](#)

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

#### STAFF REPORT

#### COMMISSIONERS REPORT

#### ADJOURNMENT

*The next scheduled meeting for the Parks & Recreation Commission is on Monday February 9, 2026, at 7:00 PM.*

**MEETING DISCLOSURES**

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

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

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

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26-33

Agenda Date: 1/12/2026

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### REPORT TO PARKS & RECREATION COMMISSION

#### SUBJECT

Action on the Parks & Recreation Commission Minutes of the November 10, 2025, Meeting

#### RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the November 10, 2025, Meeting.

Prepared by: Tamra Orlando, Management Analyst

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

#### ATTACHMENTS

1. 11-10-2025 DRAFT PARKS & RECREATION COMMISSION MINUTES



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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11/10/2025

7:00 PM

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

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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/87526051515>

Meeting ID: 875 2605 1515

The physical location of the meeting was changed to Council Conference Room due to a scheduling conflict. The meeting was moved 30 minutes prior to the beginning of the meeting and notice of the change was posted at both the previous and new location. The remote access was unaffected.

#### **CALL TO ORDER AND ROLL CALL**

Chair Chu called the meeting to order at 7:00 PM.

**Present** 6 - Commissioner Dana Caldwell, Chair Maureen Chu, Commissioner Derek DeMarco, Commissioner Eversley Forte, Vice Chair Vikas Gupta, and Commissioner Edward A. Souza

#### **CONSENT CALENDAR**

1. [25-1595](#) Action on the Parks & Recreation Commission Minutes of the October 20, 2025, Meeting

**Recommendation:** Approve the Parks & Recreation Commission Minutes of the October 20, 2025, Meeting.

**Commissioner DeMarco made a motion, seconded by Commissioner Caldwell, to recommend approval of the October 20, 2025, Parks & Recreation Commission Minutes. The motion carried by the following vote:**

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

**PUBLIC PRESENTATIONS****GENERAL BUSINESS**

2. [25-1596](#) Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals

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

No motion made and no vote was taken. No action was taken on this item.

3. [25-1614](#) Parks and Recreation Commission Will Consider a Recommendation to Council to Adopt Definitions for Aquatic Facility Use Categories; Adopt Priorities of Aquatics Facility Use; and Approve Amendment to the FY 2025/26 Municipal Fee Schedule and sequential adjustments through Fiscal Year 2028/29

**Recommendation:** Parks and Recreation Commission recommend the City Council:

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

**Commissioner Gupta made a motion, seconded by Commissioner DeMarco to approve as amended to City Council to Adopt Definitions for Aquatic Facility Use Categories; Adopt Priorities of Aquatics Facility Use; and Approve Amendment to the FY 2025/26 Municipal Fee Schedule and sequential adjustments through Fiscal Year 2028/29.**

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

**STAFF REPORT****Parks & Recreation Director Sparacino**

No further updates.

**Recreation Manager Castro**

Absent.

**Senior Management Analyst McDowell**

We have hired 4 new Grounds Maintenance Workers I, bringing the total to 12 new hires since July. All new hires have completed their training and are assigned to their respective parks. Director Sparacino noted that we are at 90 percent staffing completion for Grounds Maintenance Workers I and II and expect to maintain this level for the next two years. Senior Management Analyst McDowell reminded the Commissioners about the Veteran's Day Ceremony at Central Park. In December, Parks & Recreation will host the annual tree lighting event; Wanda Buck has accepted the nomination to be the honorary lighter.

Recreation Manager Castro has requested Commissioners arrive at 6:00 p.m. for the event. The Department will have other holiday programs throughout December. The upcoming events will be listed in the upcoming holiday guide. The Parks Master Plan is expected to come to the Commissioners in January 2026. There is exciting news regarding three park projects. The Henry Schmidt Park bid came in at \$5.8 million, well under the \$7.1 million engineer's estimate. The Department plans for it to go to the Council on Consent in early 2026. The Central Park Parking and Access Project will affect the picnic area at the arbor and Central Park. The pavilion parking lot will be the first part of this project. The bid came in at \$5.6 million (engineer's estimate was \$6.7 million) and is targeted to go to the Council at the December 9th meeting. Regarding the ISC project, 100 percent construction drawings have been received and submitted to PG&E, the County, and the contractor. Bids are due later this month, and the project will also be heard at the December 9th Council meeting. The Parks & Recreation Department is routing the report to Council without renderings or final numbers to expedite the process but expects renderings to be available a week before the meeting. Phase Two will follow a more traditional approach, giving Commissioners a chance to review.

Lastly, Senior Management Analyst McDowell announced she has accepted a position as Assistant Director of Parks & Recreation for the City of Cupertino. She will see the ISC project through and will be departing the City of Santa Clara in mid-December. She expressed her gratitude for her years of service to the City.

**COMMISSIONERS REPORT****Commissioner Caldwell**

Commissioner Caldwell noticed more staff at the parks. He saw staff trimming trees and running edgers around pathways and picnic tables. He appreciated the additional work staff has been doing at the parks.

**Commissioner Chu**

Commissioner Chu congratulated Senior Management Analyst McDowell on her new job. The Commissioner thanked Senior Management Analyst McDowell for reminding her about the Veteran's Day Ceremony in Central Park. She was appreciative of all the great events and traditions that happen in the City parks.

**Commissioner DeMarco**

The Commissioner visited Central Park. He wanted clarification on its boundaries. Google Maps lists the tennis courts adjacent to the fleet yard as being a sports company. He didn't know if the company is leasing the space from the City or if it is a different boundary altogether. He noticed some lights out and submitted a report to the MySantaClara app. He wanted to know if reporting the incident to the MySantaClara app is useful. Director Sparacino said the report is useful and that part of Central Park is a contract lease agreement. The Director assured the Commissioner that Parks & Recreation will still maintain the lights or work with the company to get it done. In addition, the Commissioner remembered receiving a public comment from someone doing creek cleanup about tennis balls in the creek. The person commented that there is a lack of sufficiently high fencing. The Commissioner wanted to know if the Parks & Recreation Department is considering making a change to the fence height. Director Sparacino said he is aware of the issue and it is on his list. Senior Management Analyst McDowell said the Parks & Recreation Department will also need to coordinate with Valley Water because the property line is pretty tricky.

**Commissioner Gupta**

Commissioner Gupta visited Maywood Park. He noted that several neighbors complained about the fence. He explained the fence was the school district's doing, not the City's. He suggested the neighbors attend a Parks & Recreation Commission meeting to express their viewpoint and give a public presentation.

**Commissioner Forte**

Commissioner Forte said he had nothing major to report. He completed a quick workout done at Henry Schmidt Park.

**Commissioner Souza**

Commissioner Souza had nothing further to add. He congratulated Senior Management Analyst McDowell on her new job. Commissioner Souza asked of there was a timeline for replacing Assistant Director Dale's position. Director Sparacino said he is working with HR on finding a replacement for the position.

**ADJOURNMENT**

**Commissioner Forte made a motion, seconded by Commissioner DeMarco to adjourn the Parks & Recreation Commission Meeting at 8:18 PM until the next regular meeting on January 12, 2026, at 7:00 PM in the Sparacino Conference Room at City Hall.**

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

**MEETING DISCLOSURES**

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

## Agenda Report

26-34

Agenda Date: 1/12/2026

### REPORT TO PARKS & RECREATION COMMISSION

#### **SUBJECT**

Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals

#### **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 January 2026, 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**

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](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

## **RECOMMENDATION**

Discuss and update 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**

1. Parks & Recreation Commission Work Plan FY 2025-2026 for January 12, 2026 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

<p>As needed, attend City Council meeting(s) associated with topics the Parks &amp; Recreation Commission has previously considered; Commissioners may choose to speak on the item should advocacy be seen as a benefit</p>	<p>Based on Commissioner availability</p>	<p>On-going</p>	<p>Ensure community input is conveyed through Commissioner public presentation</p>	
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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 <sup>th</sup> 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	<b>Annually</b>	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	<b>As needed</b>	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