



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Monday, April 14, 2025

7:00 PM

Hybrid Meeting
Cafeteria - 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. 25-317 [Action on the Parks & Recreation Commission Minutes of the March 10, 2025, Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the March 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. 25-364 [Receive Presentation and Provide Input on the Creek Trail Network Expansion Master Plan Project](#)

Recommendation: Provide input on Creek Trail Network Expansion Master Plan Project.

3. 25-333 [Receive a Presentation and Progress Report on the Parks & Recreation Master Plan Process](#)

Recommendation: Receive the Parks & Recreation Master Plan Progress Report presentation and provide feedback.

4. 25-342 [Status Update on the Progress Made on the FY 2024/25 Parks & Recreation Commission's Work Plan Goals](#)

Recommendation: Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission's work plan goals.

5. 25-318 [Discuss and Develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2025/26](#)

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

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Monday, May 12, 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
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Agenda Report

25-317

Agenda Date: 4/14/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

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

RECOMMENDATION

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

Prepared by: Fairbanks Jones IV, Office Specialist II

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the March 10, 2025, Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

03/10/2025

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

Commissioner Caldwell called the meeting to order at 7:07 PM.

Present 4 - Commissioner Dana Caldwell, Commissioner Eversley Forte, Commissioner Derek DeMarco, and Commissioner Vikas Gupta

Absent 3 - Vice Chair Maureen Chu, Chair Sajid Hai, and Commissioner Brittany Ricketts

Commissioner Forte made a motion, seconded by Commissioner DeMarco to excuse Commissioner Hai from the March 10, 2025 Parks & Recreation Commission meeting. The motion carried by the following vote:

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Absent: 3 - Vice Chair Chu, Chair Hai, and Commissioner Ricketts

Commissioner Forte made a motion, seconded by Commissioner DeMarco to excuse Commissioner Chu from the March 10, 2025 Parks & Recreation Commission meeting. The motion carried by the following vote:

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Absent: 3 - Vice Chair Chu, Chair Hai, and Commissioner Ricketts

CONSENT CALENDAR

1. [25-260](#) Action on the Parks & Recreation Commission Minutes of the February 10, 2025, Meeting

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

Commissioner DeMarco made a motion, seconded by Commissioner Gupta, to recommend approval of the February 10, 2025 Parks & Recreation Commission Minutes as amended, by correctly stating the annual Senior Center Membership for Santa Clara residents is \$37 per year. The motion carried by the following vote:

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Excused: 2 - Vice Chair Chu, and Chair Hai

Absent: 1 - Commissioner Ricketts

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [25-293](#) Make a Recommendation to City Council to Adopt Updated Definitions for Field User Categories, Field User Priorities of Use, and Relevant Recreation Fields and Turf Areas Reservations: Practice & Games Fees for the Municipal Fee Schedule 2025/26.

Recommendation: Make a Recommendation to City Council to Adopt Updated Definitions for Field User Categories, Field User Priorities of Use, and Relevant Recreation Fields and Turf Areas Reservations: Practice & Games Fees for the Muni Fee Schedule 2025/26.

Commissioner Gupta made a motion, seconded by Commissioner Forte to recommend to City Council to adopt Updated Definitions for Field User Categories, Field User Priorities of Use, and Relevant Recreation Fields and Turf Areas Reservations: Practice & Game Fees for the Muni Fee Schedule 2025/26.

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Excused: 2 - Vice Chair Chu, and Chair Hai

Absent: 1 - Commissioner Ricketts

3. [25-325](#) Review and Make Recommendations to City Council regarding the Land Valuation Appraisal Report Dated December 31, 2024, and the Park Development Costs Proposed to be Used in the Calculation of Parkland In-Lieu Fees for New Residential Development for FY 2025/26

Recommendation: Recommended that the Commission solicit input from the public and provide recommendations to the City Council on the following:

- (a) The Land Valuation Appraisal Report dated December 31, 2024; and
- (b) The proposed adjustment of 2.3% to the Park Improvement Value in alignment with the State of California, Department of General Services Construction Cost Index (CCCI) and prior Council direction.

Commissioner Gupta made a motion, seconded by Commissioner Forte to recommend to City Council to accept the Land Valuation Appraisal Report dated December 31, 2024, and the Park Development Costs proposed to be used in the calculation of Parkland In-Lieu Fees for new residential development for FY 2025/26

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Excused: 2 - Vice Chair Chu, and Chair Hai

Absent: 1 - Commissioner Ricketts

4. [25-313](#) Discussion and Development of Parks & Recreation Commission Work Plan Goals and Activities for FY 2025/26

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

A motion was made by Commissioner DeMarco, seconded by Commissioner Forte, that this item be continued at the next regular Parks & Recreation Commission meeting on April 14, 2025. The motion carried by the following vote:

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Excused: 2 - Vice Chair Chu, and Chair Hai

Absent: 1 - Commissioner Ricketts

5. [25-261](#) Status Update on the Progress Made on the FY 2024/25 Parks & Recreation Commission's Work Plan Goals

Recommendation: Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission's work plan goals.

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

--No update.

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.

--No update.

Goal B.2.: Review residential developer proposed schematic designs for new neighborhood parks that serve new residential development.

--No update.

Goal C.1.: Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024.

--No update (completed)

Goal C.2.: Participate in Citywide Special events.

--No update.

Goal D.: Partner with at least one other commission to build upon/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event.

--No update.

Goal E.: Participate in the Parks & Recreation Master Plan Process.

--No update

Goal F.: Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect to the City Manager and City Council.

--No update.

STAFF REPORT**Deputy Director Seale**

Over the last few days there has been an increase in vandalism at park buildings, most notably Agnew Park, and the community building restroom at Lawrence Station Area Parks. Santa Clara PD has been very responsive to the increase in vandalism.

Director Sparacino

The Commission will have the opportunity to provide interactive feedback regarding the FY 2025/26 Work Plan, and the Parks Master Plan. The Commission's feedback relative to community prioritization will help outline the Master Plan. Council briefings will be based on what is heard from community and Parks & Recreation Commission.

The Director provided updates on items going to City Council on March 11, and in April. On March 11, staff will be going to seek Council approval to amend the existing agreement with LPA, Inc. Council approval is needed to authorize the City to increase funding for the design needed for renovation of the ISC.

Recreation Manager Castro

Kindness Ambassador Program: Volunteers help mitigate issues that arise at the Magical Bridge Playground and assist patrons on how to best improve play. First group of adult volunteers have been fingerprinted and trained, and have been at the Magical Bridge Playground on a regular basis. The Department continues to solicit more volunteers for the Kindness Ambassador Program. Youth groups have been going out to the Magical Bridge Playground regularly with recreation staff to do activities.

The Spring/Summer Program Registration has started. The Activity Guide came last week. City Attorney's Office has invited Commissioners to attend the Ethics Training on March 17th. Wizard of Oz tickets are on sale now. It's an amazing show, full of costumes, sets, and panels in the back. The first show will be March 21. The Department is always looking for volunteers. Mission College, the proposed location for this year's 4th of July, and the Updated Wade Brummel Scholarship Program will be going to Council for approval tomorrow, March 11. Staff have just started soliciting non-profits to partner with City for the Art & Wine Festival, from now through April. Interviews will start in May.

COMMISSIONERS REPORT**Commissioner Caldwell**

Visited Maywood Park, and noted that Eisenhower ES has taken the backstop down. Maywood Park is in decent shape, but weeds are growing tall around trees. Deputy Director Seale mentioned that Maywood Park would be mowed within the week. He also visited Bill Wilson Park and reported that the bottle filling station was not operable. He walked around the perimeter of the ISC and noticed graffiti on the north side restroom building on the roll-up door. On the south side of the main building, the finish on the building is starting to fall off, and there appears to be signs of dry rot.

Commissioner DeMarco

Didn't know what day the class schedule would go live. He had checked a few different sites for a couple of weeks leading up to activation. Unfortunately, he missed registration. The Commissioner stated that he has been filling out the commissioner visitation forms over the last two months, and was not sure if there was a benefit to providing his visitation data. Deputy Director Seale encouraged all commissioners to continue submitting comments as it has helped with getting the playground manufacturer for Westwood Oaks, and Homeridge Park to speed up their response to warranty issues, and with shipping replacement parts.

Commissioner Forte

Visited Lick Mill Park. He was invited to meet up with a local walking group. He checked with instructor friends regarding teaching classes, and commented that it is challenging to find instructors available for daytime scheduling, which aligns with comments previously made by Recreation Manager Castro.

Commissioner Gupta

Took his usual walks around his neighborhood parks. He wanted to see what Henry Schmidt Park looks like from the resident side and it looks fine, fences are neat and tidy. He started swimming regularly so he can't wait to get back into the ISC for lap swim.

ADJOURNMENT

Commissioner DeMarco made a motion, seconded by Commissioner Gupta to adjourn the Parks & Recreation Commission Meeting at 8:41 PM until the next regular meeting on April 14, 2025, at 7:00 PM in the Sparacino Conference Room at City Hall.

Aye: 4 - Commissioner Caldwell, Commissioner Forte, Commissioner DeMarco, and Commissioner Gupta

Excused: 2 - Vice Chair Chu, and Chair Hai

Absent: 1 - Commissioner Ricketts

MEETING DISCLOSURES

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Agenda Report

25-364

Agenda Date: 4/14/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Receive Presentation and Provide Input on the Creek Trail Network Expansion Master Plan Project

BACKGROUND

The City is currently in the process of developing a Creek Trail Network Expansion Master Plan (Master Plan). The Master Plan includes the following three corridors (Attachment 1):

- Calabazas Creek: Benton Street to the Bay Trail just north of Highway 237
The Calabazas Creek corridor extends through Earl R. Carmichael Park.
- Hetch Hetchy: Calabazas Creek to the Guadalupe River
The Hetch Hetchy corridor extends through Lick Mill Park and the Ulistac Natural Area.
- Saratoga Creek: Forbes Avenue to Monroe Street
The Saratoga Creek corridor extends through Bowers Park, Central Park, Bill Wilson Jr. Park and Homeridge Park.

The Master Plan will be completed based on the findings resulting from the 2013 Creek Trail Network Expansion Feasibility Study, engineering analysis, and input from stakeholders, including members of the public.

- Engineering Drawings - including trail segments and crossings
- Architectural Drawings - project location maps including typical trail cross sections with habitat preservation and integration
- Trail Design Standards and Guidelines - including typical trail widths, signage, and cross slopes
- Cost Estimates - including probable costs based on conceptual plans
- Final Report - summarizing project findings, concepts, constraints, design guidance, and recommendations on trail implementation and phasing

DISCUSSION

As noted in the FY 2024/25 and 2025/26 Adopted Biennial Capital Improvement Program Budget, "Santa Clara has...placed a priority on enhancing multi-modal transportation for residents and businesses by providing additional bicycle facilities throughout the City based on the Bicycle Master Plan, adopting a Pedestrian Master Plan, creating a Shared Mobility Permit Program (bicycle and scooter share), and is in the process of completing a Creek Trail Network Expansion Master Plan for future expansion of trail facilities to complement the existing San Tomas Aquino Creek Trail." Santa Clara hopes to build upon the success of the San Tomas Aquino Creek Trail (STACT), which is the

most used pedestrian and bicyclist facility in the city according to data presented in the Bicycle Master Plan Update 2018 and the Pedestrian Master Plan.

In the fall of 2017 Santa Clara initiated the Creek Trail Network Expansion Master Plan (Master Plan). The Master Plan builds upon the City's 2013 Creek Trail Network Expansion Feasibility Study, which provides an overview of three corridors under investigation and serves as background to the Master Plan. The study can be accessed on the City's website at:

<https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/traffic-engineering/santa-clara-creek-trail-master-plan>

The purpose of the Master Plan is to more fully assess the feasibility and functionality of the trail corridors to support off-street, grade-separated trail routes. The feasibility of the trail corridors has changed with new policies adopted by partner agencies and an eye toward the impacts of climate change on the two creeks under evaluation. The functionality of the trail corridors to provide a different type of pedestrian and bicyclist experience located off busy city streets, and the utility of the routes to access important venues and seamlessly connect with the on-street bicycle and pedestrian network is explored.

The Master Plan project kicked off with the project consultant, Jana Sokale, completing a review of relevant City documents including the 2013 Creek Trail Network Expansion Feasibility Study, Bicycle Master Plan, and other planning documents to help guide the initial development of the trail concept plans. In addition, the project team began data collection and analysis tasks which included a review of topographic surveys, right-of-way maps, utility maps, field observation visits, and creek conditions. The project team also prepared a draft traffic analysis to evaluate at-grade roadway trail crossings. Upon completion of these tasks, trail alignments and concepts for the three corridors were prepared for initial review by stakeholders and City Departments.

The ability of Santa Clara to deliver new trail projects relies upon partnerships and agreements with landowners and agencies with jurisdiction over the three corridors. These potential trail corridors are located on lands partially owned by City of Santa Clara, Valley Water, City and County of San Francisco (Hetch Hetchy), Peninsula Corridor Joint Powers Board (Caltrain), Caltrans, County of Santa Clara and various other private landowners. Over the past several years, the consultant team has reviewed background materials, conducted fieldwork, undertaken survey work, prepared base maps, identified preliminary trail alignments and developed conceptual engineering solutions for trail underpasses, overcrossings, bridges and at-grade crossings and explored avenues for mitigating trail impacts on the environment. These preliminary designs have been further refined through hydraulic studies and traffic analyses. The preliminary trail alignments and engineering designs have been presented and reviewed by many of the landowners and agencies.

The project team met with the following stakeholders to discuss the initial trail alignments and to gather feedback and comments on the proposed trails:

- City Departments
- Valley Water (formerly Santa Clara Valley Water District)
- San Francisco Public Utilities Commission (SFPUC) for Hetch Hetchy
- Caltrans, District 4
- Caltrain/Peninsula Corridor Joint Powers Board (JPB)
- High-Speed Rail Authority

- Santa Clara County Roads and Airports Department
- Santa Clara County Parks and Recreation Department
- City of Sunnyvale
- Mission College
- Ulistac Natural Area Restoration and Education Project
- Private Landowners Proposing Development Projects along the three corridors

Comments received by the City project team on the initial trail alignments indicated several concerns from the stakeholders including safety, infrastructure access, emergency access, site and parking impacts, environmental deterioration, noise impacts from trail users, railroad clearances, roadway impacts, and access easement agreements. Based on this input, the project team modified the initial trail alignments to address stakeholder comments and resolve any issues identified. Consequently, the stakeholder input helped guide the project team to identify roadway and rail crossing options.

In addition to stakeholder coordination, City staff has requested input on specific plans, park master plans and development proposals that have the potential to impact the three trail corridors. This coordination has been intended to preserve land for trails, acquire land or easements along the three corridors and secure funding through development agreements when an appropriate nexus exists between development projects and pedestrian and bicycle circulation.

Since the completion of the 2013 Creek Trail Network Expansion Feasibility Study much has changed in regard to trail planning in the region. In December 2021 Valley Water adopted "Public Trails on Valley Water Lands: Policy Criteria and Guidance." In 2015 San Francisco Public Utilities Commission (SFPUC) adopted "SFPUC Interim Water Pipeline Right of Way Use Policy for San Mateo, Santa Clara, and Alameda Counties." These policies have implications for trail development along the three potential trail corridors. The consultant team has evaluated this new guidance.

The project team is currently working with stakeholders to address any outstanding issues with the redesigned trail alignments. Once the trail concept designs are considered feasible by the project team, they will be presented to the public for comment. It is anticipated that the first round of public outreach events will be scheduled for spring/summer 2025 and the public release of the draft report will be in late 2025. The final report and project completion are anticipated following a public review of the draft report.

Measure R Compliance

The Creek Trail Network Expansion Master Plan Project, when finalized and approved, may be subject to Measure R. In November 2016, voters passed Measure R, 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 days (180) days or more, and prohibits its use be changed, abandoned or discontinued without such sale, lease, disposal or changed use having first been authorized by a two-thirds majority of the electorate. In addition, Measure R requires substantial building, construction, reconstruction or development be authorized by ordinance subject to referendum. The referendum process is set forth in the Elections Code. The Master Plan, if approved, will include changes to existing parks that may be considered as "substantial building, construction, reconstruction, or development".

At this time, staff would like to introduce the project to the Commission and highlight upcoming opportunities for community engagement over the coming months.

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>>

RECOMMENDATION

Provide input on Creek Trail Network Expansion Master Plan Project.

Prepared by: Ralph Garcia, Senior Civil Engineer, Public Works and Consultant Jana Sokale

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

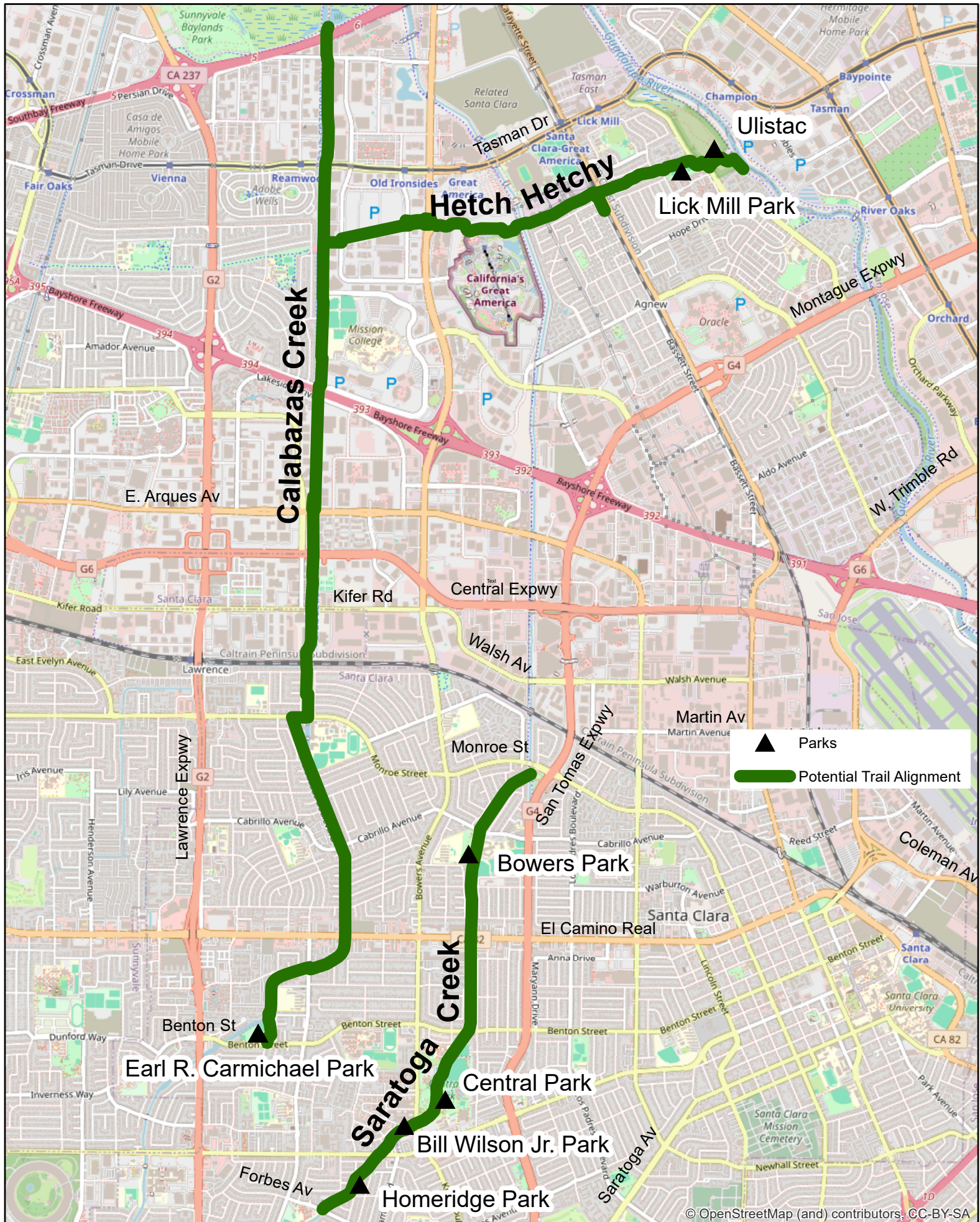
Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Creek Trail Master Plan Corridor Map
2. Presentation - Creek Trail Network Expansion Master Plan

Creek Trail Master Plan

Attachment 1





Creek Trail Network Expansion Master Plan

Parks & Recreation Commission

**April 14, 2025
RTC 25-364**



Agenda

- **Welcome and Introductions**
- **Trail Master Plan Overview**
 - **Brief Overview of Santa Clara Creek Trail Network Expansion Project**
 - **Schedule and Future Public Meetings**
- **Comments and Questions**



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

Creek Trail Network Expansion Master Plan and Environmental Review

City Staff

Ralph Garcia, Senior Civil Engineer, Project Manager

Michael Liw, Assistant Director of Public Works/City Engineer

Steve Chan, Transportation Manager

Carol Shariat, Principal Transportation Planner

Nicole He, Associate Engineer



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

Creek Trail Network Expansion Master Plan and Environmental Review Consultant Team

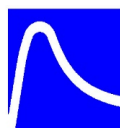
Jana Sokale
ENVIRONMENTAL PLANNING



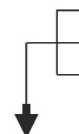
Hill Associates
Landscape Architecture
Planning



Balance
Hydrologics, Inc.®



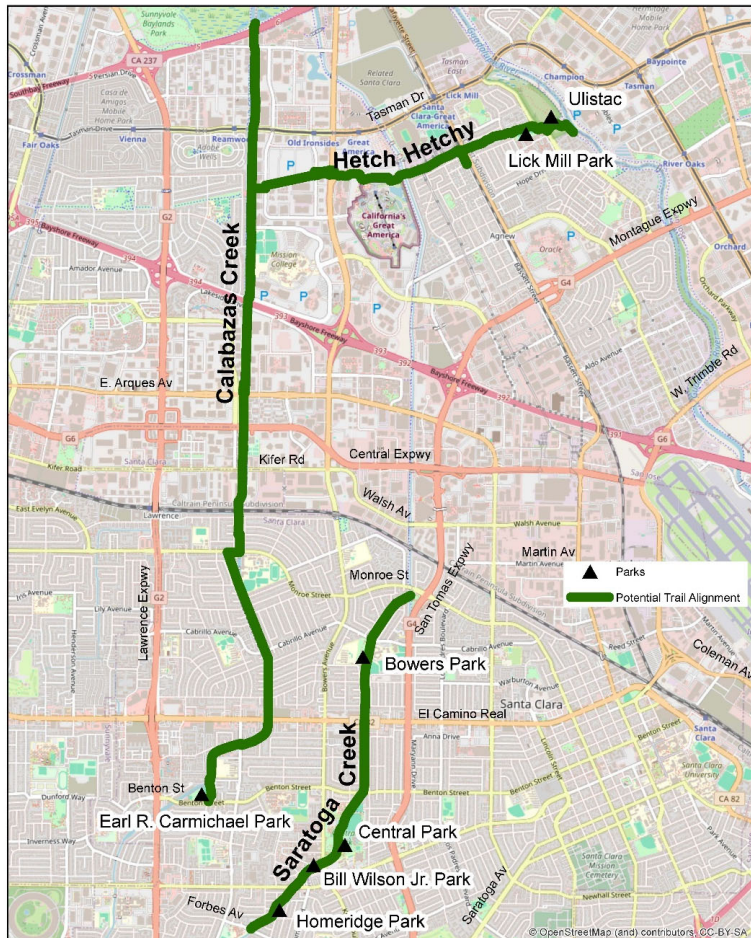
COTTON, SHIRES & ASSOCIATES, INC.
CONSULTING ENGINEERS AND GEOLOGISTS



PLS Surveys, Inc.
2220 Livingston St. Suite 202
Oakland, CA 94606



Creek Trail Master Plan



Study Locations

- **Calabazas Creek**
 - Earl R. Carmichael Park
- **Saratoga Creek**
 - Homeridge Park
 - Bill Wilson Jr. Park
 - Central Park
 - Bowers Park
- **Hetch Hetchy Corridor**
 - Lick Mill Park
 - Ulistac Natural Area



**City of
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The Center of What's Possible

Trail Connections to:

- Light Rail – Reamwood Station
- ACE and Capital Corridor Rail Lines
- Central Park
- Ulistac Natural Area
- Youth Soccer Park
- Great America Theme Park
- Santa Clara Convention Center
- Levi's Stadium (49ers)
- John W. Christian Greenbelt in Sunnyvale
- Tech Businesses
- San Tomas Aquino Creek Trail
- Guadalupe River Trail
- San Francisco Bay Trail





Purpose

Build upon the 2013 Feasibility Study to provide the framework for a comprehensive, integrated network of off-street trails for future implementation.

Goals

- Provide connections between neighborhoods, employment centers, schools, recreation sites and transit facilities.
- Link the trail network to existing and planned regional trail systems.
- Require new developments to connect individual sites to the existing and planned trail network.



Trail Planning Objectives

- Identify trail alignments that maximize the use of public/quasi-public lands and minimize encroachment on private property.
- Plan trail alignments that strengthen the pedestrian and bicycle network by connecting to regional routes, alternative travel modes and activity centers.
- Preserve and restore the natural environment of the creek corridors as habitat for wildlife.
- Identify trail alignments that maximize year-round use and are easy to maintain.
- Develop trail alignments that coordinate the goals and needs of all public agencies.
- Engage the community in the trail planning process.
- Seek opportunities for collaboration and partnerships.



**City of
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Master Plan Investigations

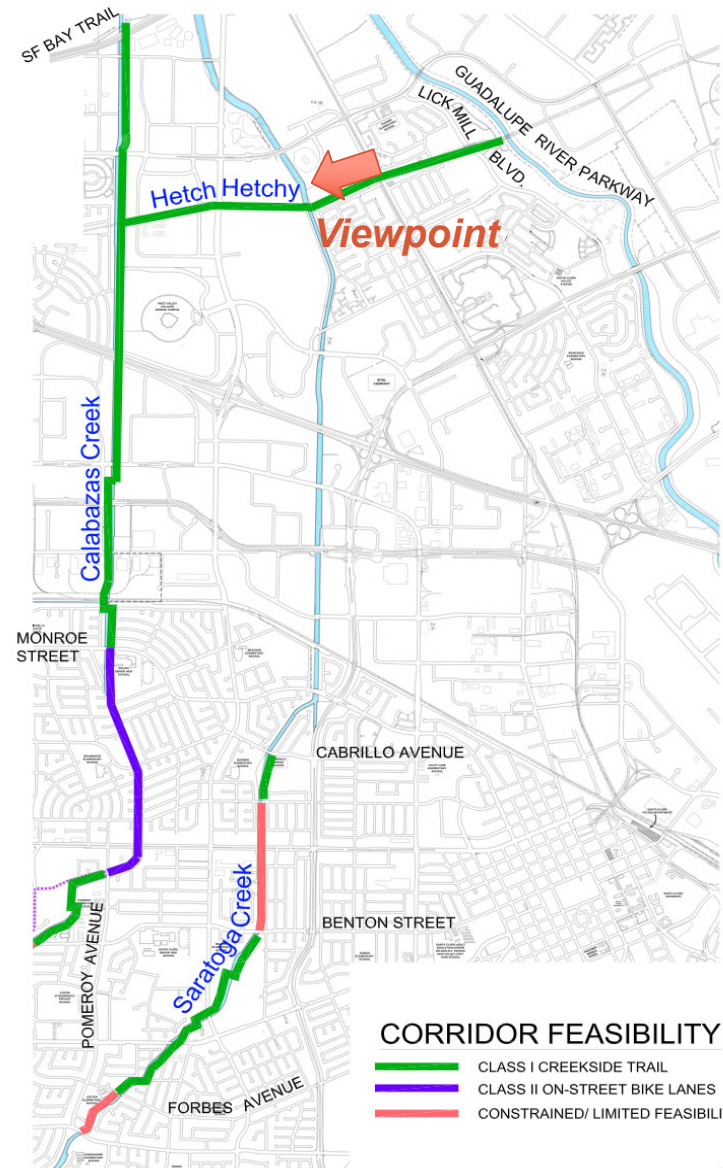
- Survey and Preliminary Engineering
- Traffic Analysis
- Hydraulic Analysis
- Stakeholder Coordination
- Trail Design Guidelines
- Draft Trail Master Plan
- Public Outreach
- Final Trail Master Plan



Corridor Feasibility Summary



Hetch Hetchy corridor looking west from the railroad tracks toward Great America Theme Park.





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Land Availability

- Ownership
- Easements
- Mitigation Sites
- Top of Bank Width
- Topography and Elevations
- Existing Vegetation
- Trails extending through City Parks
- Climate Change – Sea Level Rise and Flooding
- Maintenance Access Requirements – Valley Water
- Utility Conflicts



Trail Feasible

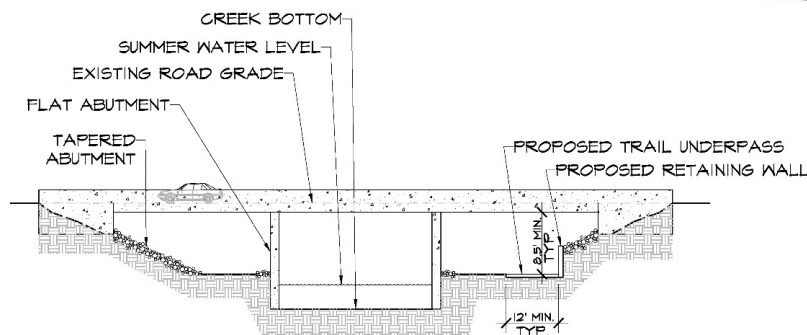


No Potential for Trail



Bridges Investigated for Underpass Feasibility

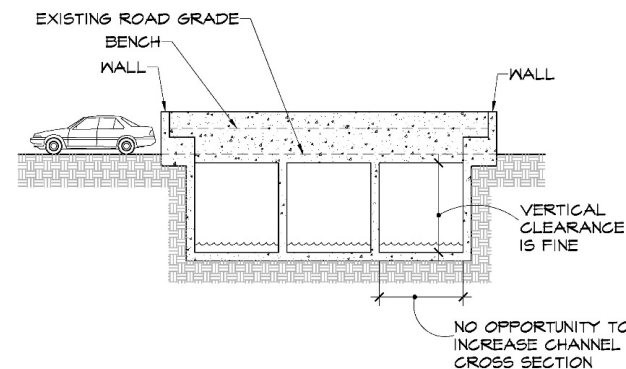
- Calabazas Creek Trail
 - Highway 237
 - Old Mtn. View-Alviso Road
 - Tasman and LRT
 - Scott Boulevard
 - Kifer Road
 - Machado Avenue
 - Warburton Avenue
- Saratoga Creek Trail
 - Cabrillo Avenue
 - Benton Street
 - Kiely Boulevard (road reconstruction)
 - Homestead Road



TFVS STRUCTURE

Trail Underpass Feasible

- Adequate Clearance
- Ability to Layback Walls to Increase Channel Capacity



BOXC STRUCTURES

No Potential for Trail Underpass



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Habitat Sensitivity

- Importance of Riparian and Wetland Habitats along the Creeks
- Valley Water Vegetation Preserves
- Sensitive and Listed Plant and Wildlife Species
- Climate Change Impacts



Spawning California Central Coast steelhead.



Planning for Trails: Plans, Joint Use Agreements and Development Agreements

- **Calabazas Creek**
 - High Speed Rail Plan
 - Sunnyvale Lawrence Station Area Plan
 - Santa Clara Lawrence Station Area Plan
- **Saratoga Creek**
 - Central Park Master Plan
 - Homestead Park Renovation
- **Hetch Hetchy Corridor**
 - Patrick Henry Specific Plans
 - Mission College Master Plan Update
 - Ulistac Natural Area Joint Use Agreements with Valley Water
 - Kylli Development Agreement (Democracy Way)



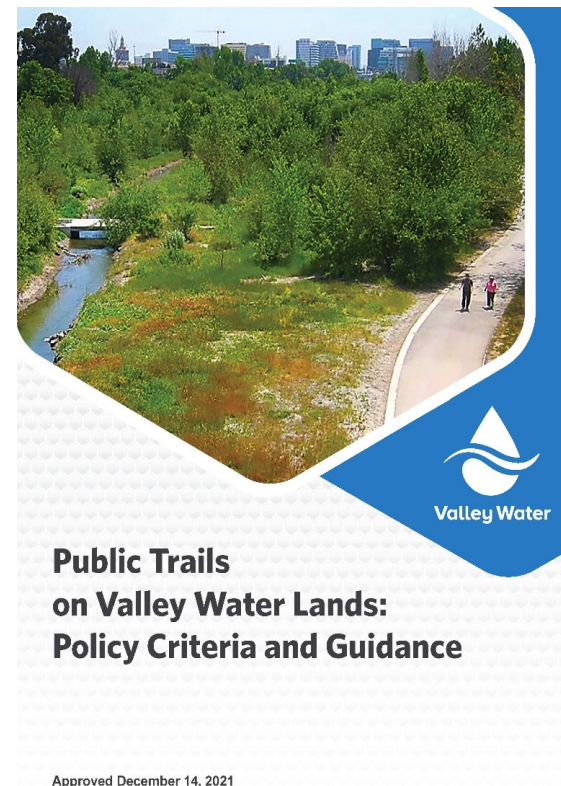
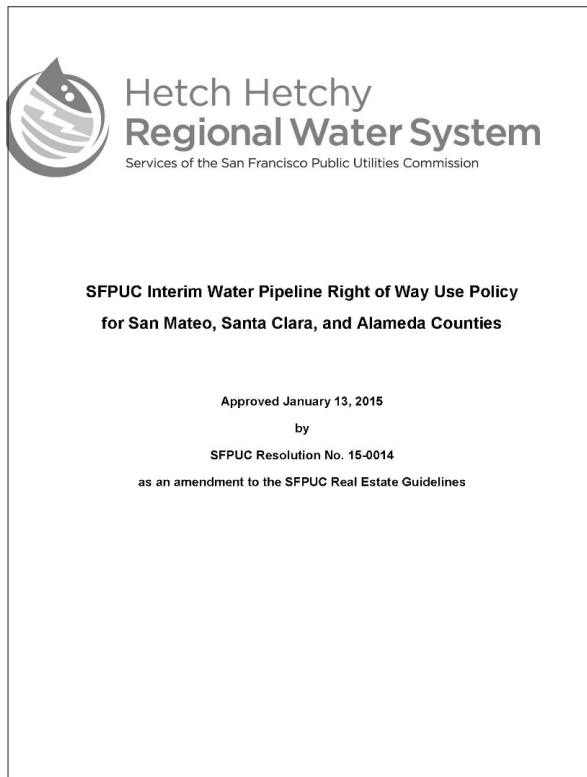
Stakeholder Outreach

- Calabazas Creek
 - Valley Water
 - Joint Powers Board/Caltrain
 - Caltrans
 - County Roads and Airports
 - County Parks and Recreation
 - City of Sunnyvale
 - Mission College
- Saratoga Creek
 - Valley Water
- Hetch Hetchy Corridor
 - San Francisco Public Utilities Commission (SFPUC)
 - High Speed Rail Authority
 - Union Pacific Railroad (UPRR)
 - Valley Water
 - Ulistac Natural Area Restoration & Education Project (UNAREP)
 - Kylli Redevelopment Team
 - Patrick Henry Specific Plan (PHSP) and Property Owners



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Changes in Stakeholder Policies





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Summary of Existing Conditions and Preview of Trail Master Plan Concepts





Calabazas Creek

Land Availability Map



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Calabazas Creek Trail Crossings

- **3 Pedestrian Overcrossings:**
 - Crossing Options at Caltrain/JPB/HSR adjacent to Calabazas Creek
 - Pedestrian Overcrossing at Central Expway adjacent to Calabazas Creek
 - Pedestrian Overcrossing at Highway 101 adjacent to Calabazas Creek
- **5 Undercrossings and Ramps:**
 - Kifer Road
 - East Arques Avenue/Scott Boulevard
 - Tasman Road
 - Old Mountain View – Alviso Road
 - Highway 237

- **6 At-grade Crossings:**
 - Pomeroy Avenue
 - El Camino Real
 - Warburton Avenue
 - Cabrillo Avenue
 - Machado Avenue
 - Monroe Street



Old Mountain View
– Alviso Road
bridge under
reconstruction



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Highway 101 Pedestrian/ Bicycle Overcrossing





**City of
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Kifer Road Trail Underpass



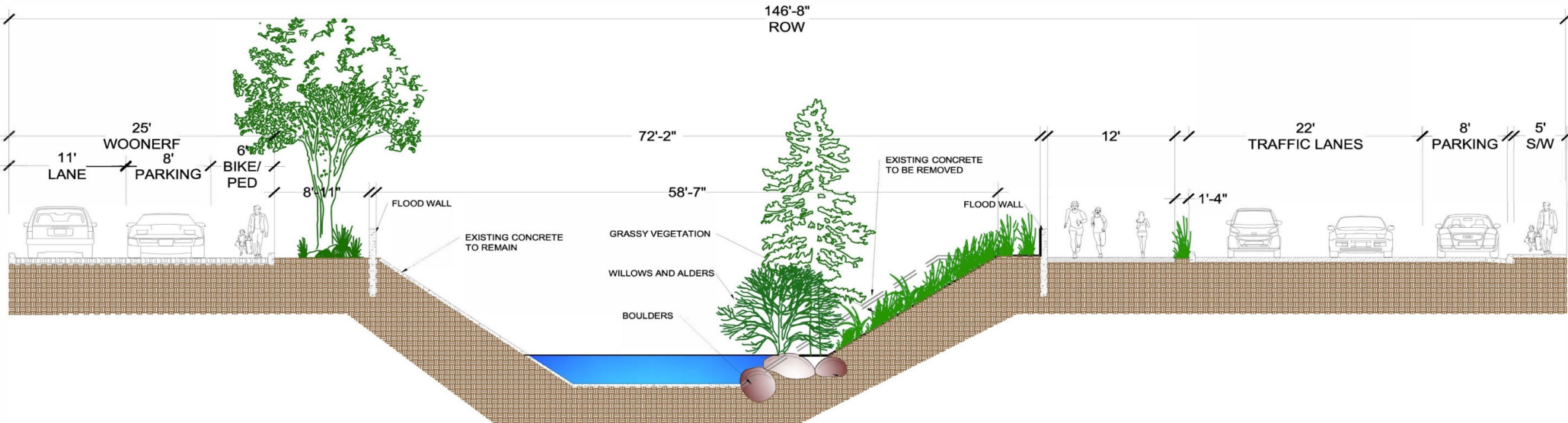


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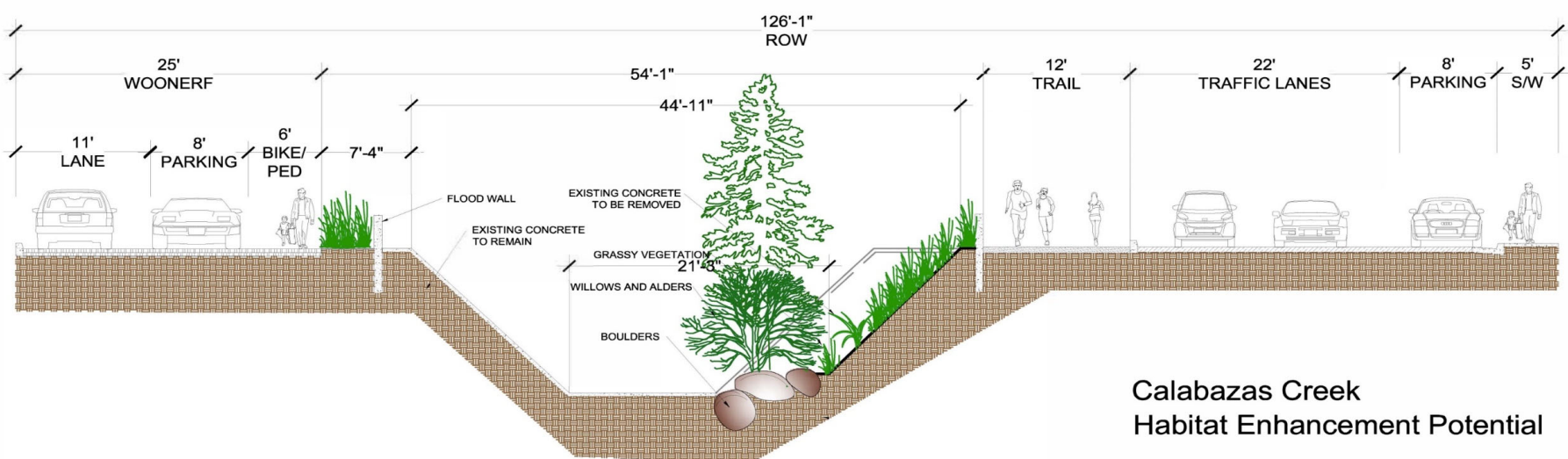
Potential opportunity for habitat restoration of Calabazas Creek and development of a trail from Pomeroy to Georgetown



View of the concrete lined channel - Warburton looking north toward Cabrillo.



Georgetown PI to El Camino Real



El Camino Real to Pomeroy Ave

Calabazas Creek
Habitat Enhancement Potential



Hetch Hetchy Corridor Land Availability Map



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Hetch Hetchy Trail Crossings

- **1 Pedestrian Overcrossing:**
 - Pedestrian Overcrossing at UPRR/HSR Rail Corridor/Lafayette Street
- **1 Pedestrian/Bicycle Bridge:**
 - San Tomas Aquino Creek
- **5 At-grade Crossings:**
 - Patrick Henry Drive
 - Old Ironsides Drive
 - Great America Parkway
 - Avenida De Los Arboles
 - Lick Mill Boulevard

Lick Mill Park at Avenida De Los Arboles
and Fairway Glen Drive





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Hetch Hetchy Right of Way



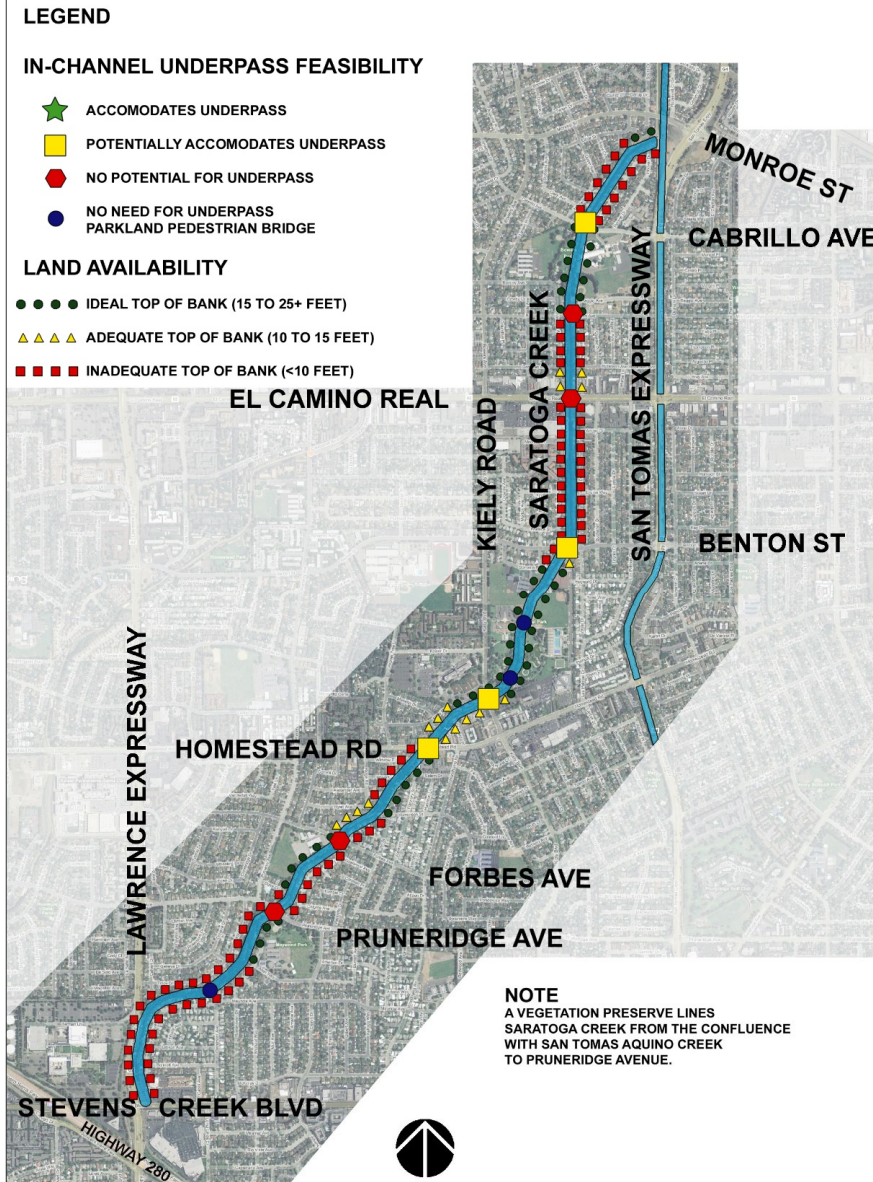
View looking west from UPRR railroad tracks toward Great America Theme Park.



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Hetch Hetchy Connection to San Tomas Aquino Creek Trail at Levi's Stadium and Great America Theme Park





Saratoga Creek

Land Availability Map



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Saratoga Creek Trail Crossings

- **2 Undercrossings and Ramps:**
 - Homestead Road
 - Kiely Boulevard
- **1 Pedestrian/Bicycle Bridge:**
 - Stevenson Street
- **5 At-grade Crossings:**
 - Forbes Avenue
 - Benton Street
 - El Camino Real
 - Warburton Avenue
 - Cabrillo Avenue



Limited top of bank for a trail in many areas along Saratoga Creek.



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Saratoga Creek



Looking downstream at Homestead Road bridge.



Upcoming Events and Milestones*

- Project Kick-off Community Meeting – May 2025
- Series of Community Outreach Meetings – Spring 2025
- Circulation of Draft Creek Trail Network Expansion Master Plan – Summer 2025
- Series of Follow Up Community Outreach Meetings – Fall 2025
- Final Creek Trail Network Expansion Master Plan – Winter 2025/26

**Check project website for exact meeting dates.*



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Questions and Comments





Project Website and Sign Up for Email Updates

Review the Creek Trail Network Expansion Feasibility Study and
Sign Up for Master Plan Updates at:

SantaClaraCA.gov/CreekTrailPlan



Agenda Report

25-333

Agenda Date: 4/14/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Receive a Presentation and Progress Report on the Parks & Recreation Master Plan Process

BACKGROUND

The City of Santa Clara has experienced significant residential growth in recent years, placing higher demands on existing facilities and new demands for additional amenities and programs in other areas of the City. To ensure the community's needs are met, a system-wide Parks and Recreation Master Plan is needed to provide an inclusive framework for the consistent, thoughtful and inclusive planning for the acquisition, development, operation, maintenance and administration of the existing and new parks and recreation resources, programs and facilities.

On September 12, 2023, the City Council approved an agreement for professional services with Wallace Roberts & Todd, LLC (Consultant) to provide professional services for the development of the City-wide Parks and Recreation Master Plan. The scope of services includes project management, community engagement, resource and data collection, implementation and development of the final plan and supporting materials. The Consultant works closely with staff, City Commissions and the City Council to prepare an appropriate plan, through assessment and analysis of current parks and recreation facilities, programs and services, park system mapping, demographic and recreational demand/trend analysis, review of research best practices and the identification of viable implementation strategies.

At the August 12, 2024, Commission meeting, the City's Consultant presented an overview of the proposed process to be used in developing the City's Parks and Recreation Master Plan, and the Commission provided feedback.

DISCUSSION

The purpose of this item is to provide an opportunity for the Consultant to present an overview of the data collection work that is underway, provide the Commission with an overview of the next phase of the process, and for the Commission to provide additional input on the project

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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact associated with this report

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

Receive the Parks & Recreation Master Plan Progress Report presentation and provide feedback.

Prepared by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Parks & Recreation Master Plan Update Presentation



PARKS & RECREATION COMMISSION

SANTA CLARA PARKS & RECREATION MASTER PLAN

APRIL 14, 2025





AGENDA

- 1 INTRODUCTION
- 2 WHAT WE'VE LEARNED
- 3 PRELIMINARY GOALS & OBJECTIVES
- 4 COMMUNITY WORKSHOP
- 5 NEXT STEPS

1

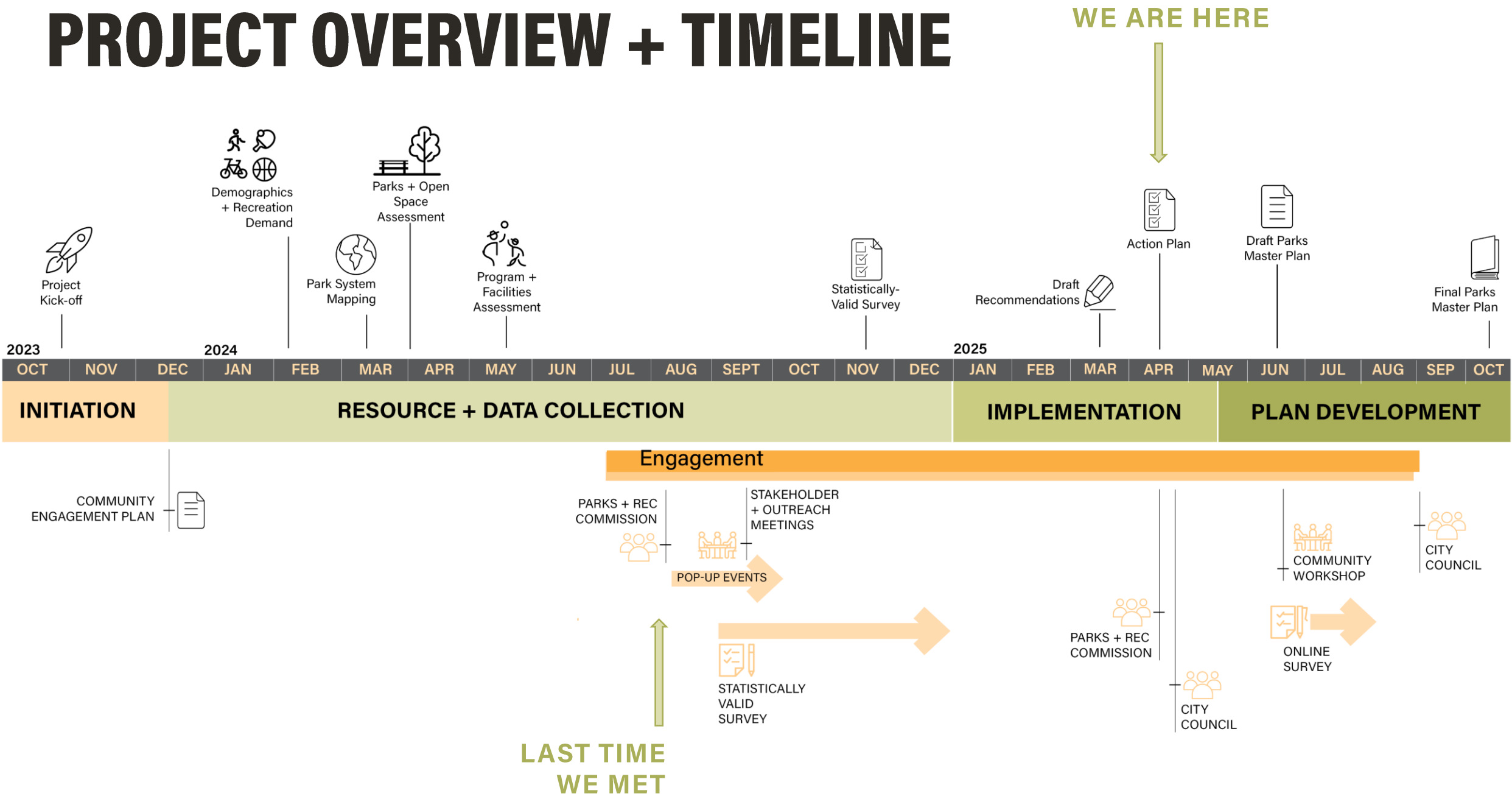
INTRODUCTION

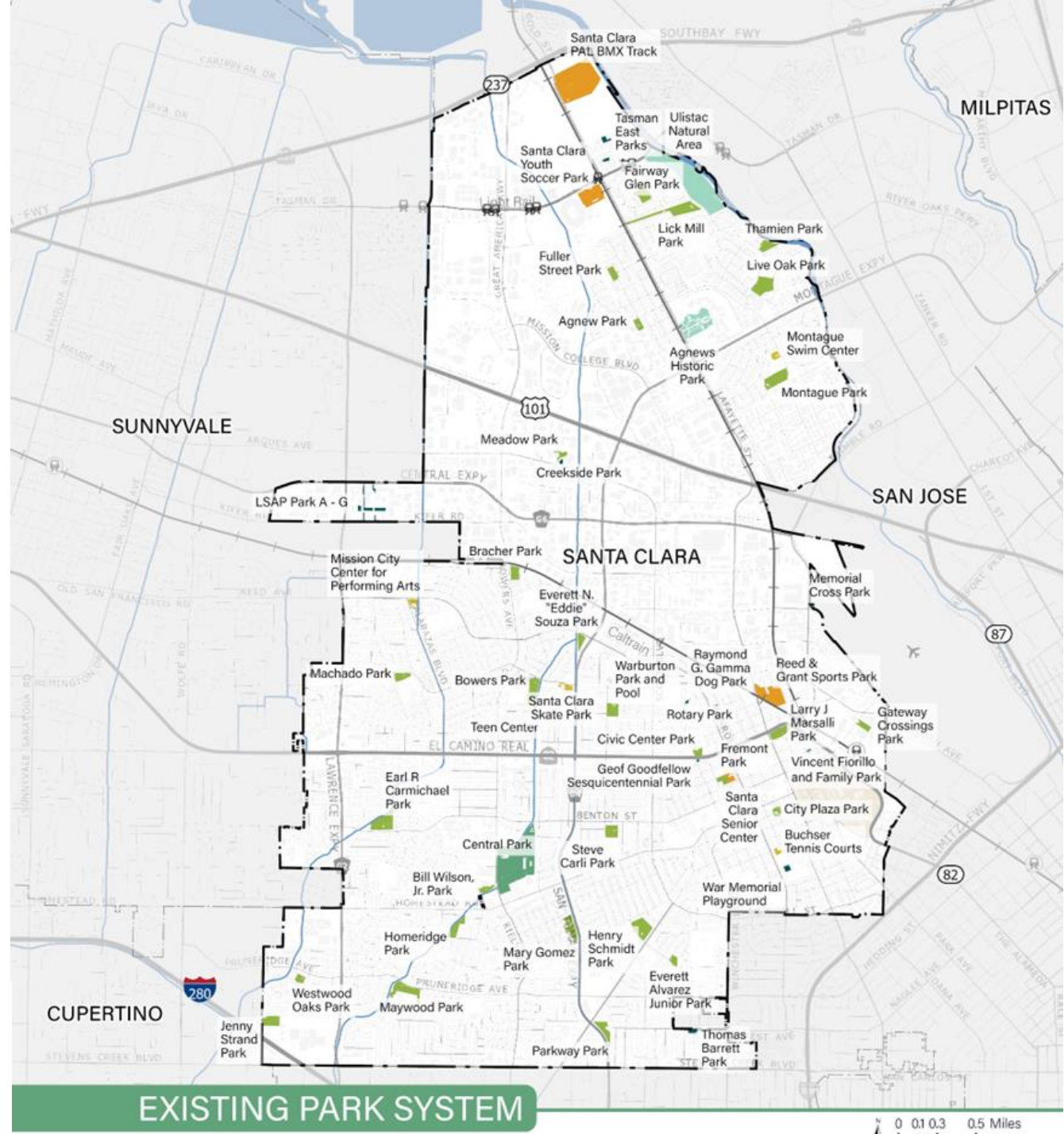


WHY DO A PARKS & RECREATION MASTER PLAN?

- Understand parks and recreation **needs and opportunities**
- Understand **community priorities** for new park amenities, programs
- Create roadmap for **improved operations + funding**
- Provide **policies + standards** based on best practices tailored to Santa Clara

PROJECT OVERVIEW + TIMELINE





2

WHAT WE'VE LEARNED

NEEDS ASSESSMENT PROCESS

EXISTING CONDITIONS



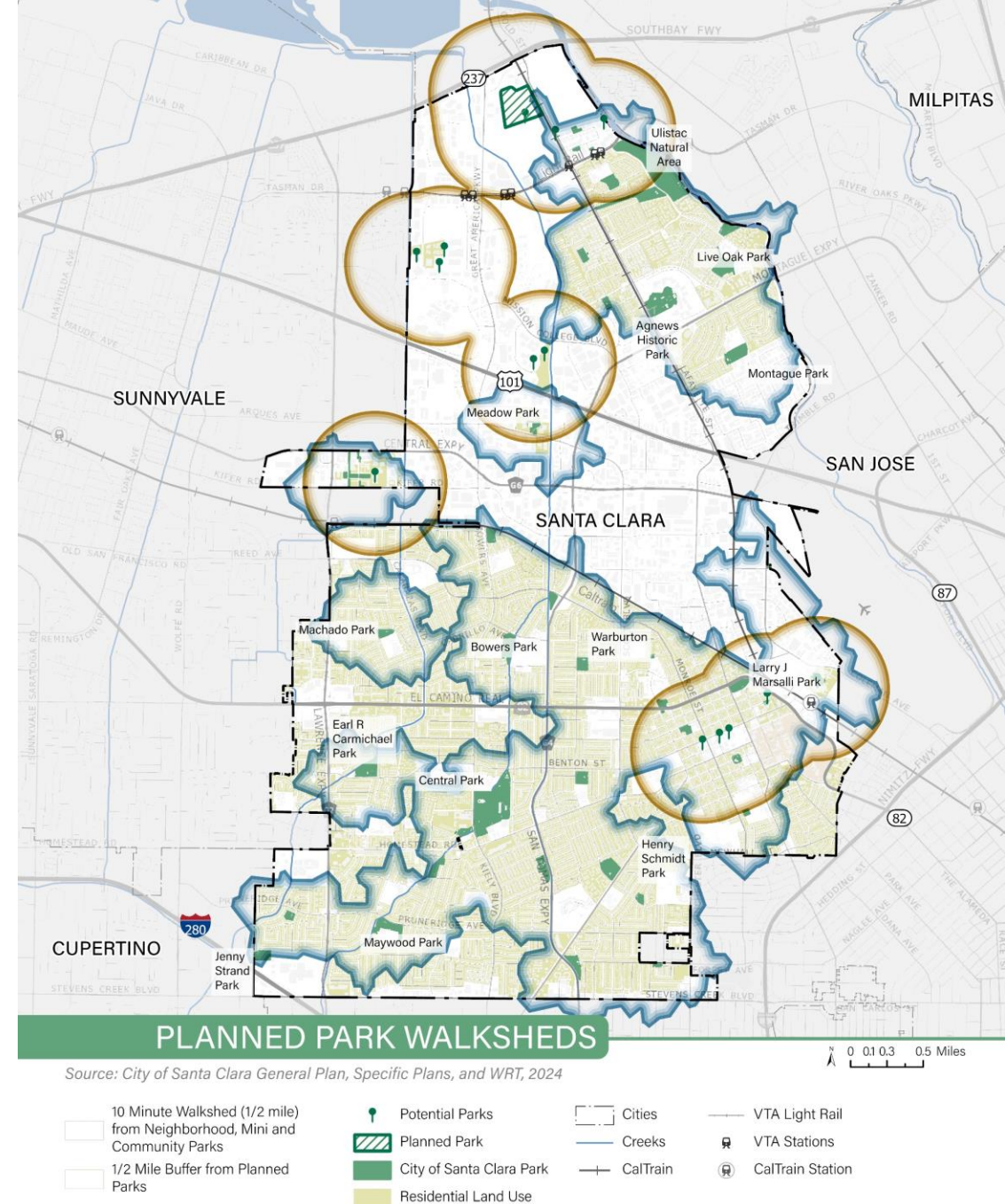
COMMUNITY ENGAGEMENT



**NEEDS
ASSESSMENT**

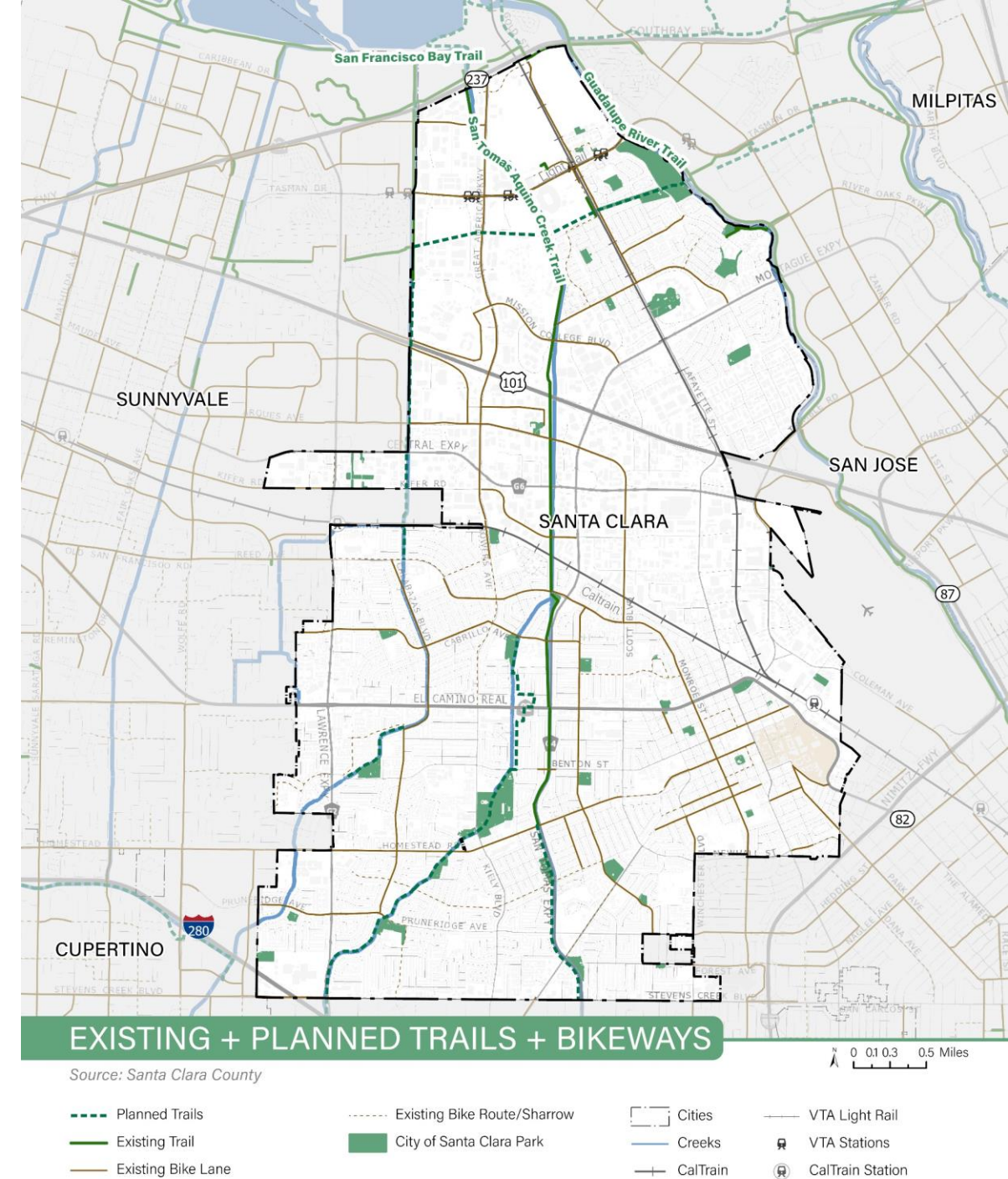
PARKS

- **Parks are distributed unevenly** across Santa Clara—there is not equity in park access
- A need for **additional passive amenities**, such as **open spaces, conservation areas, trees, shade, and picnic areas and shelters**
- There is need for more sports courts, especially **multi-use and pickleball courts**. Sports groups expressed a need for additional **multi-purpose fields**
- The most common reason people visit parks is to **walk**
- There is demand for more **accessible and inclusive** recreational opportunities for various age groups and interests



TRAILS

- Trails are a **high priority** for the community
- Santa Clara has an **extensive north-south trail system**
- There are opportunities for **improved trail connections** between the city's open spaces and parks, and for coordination with bike/ped planning
- **Walking loops** within parks can be added and improved
- **Relationship** between multiuse paths and parks can be improved to ensure good park experience



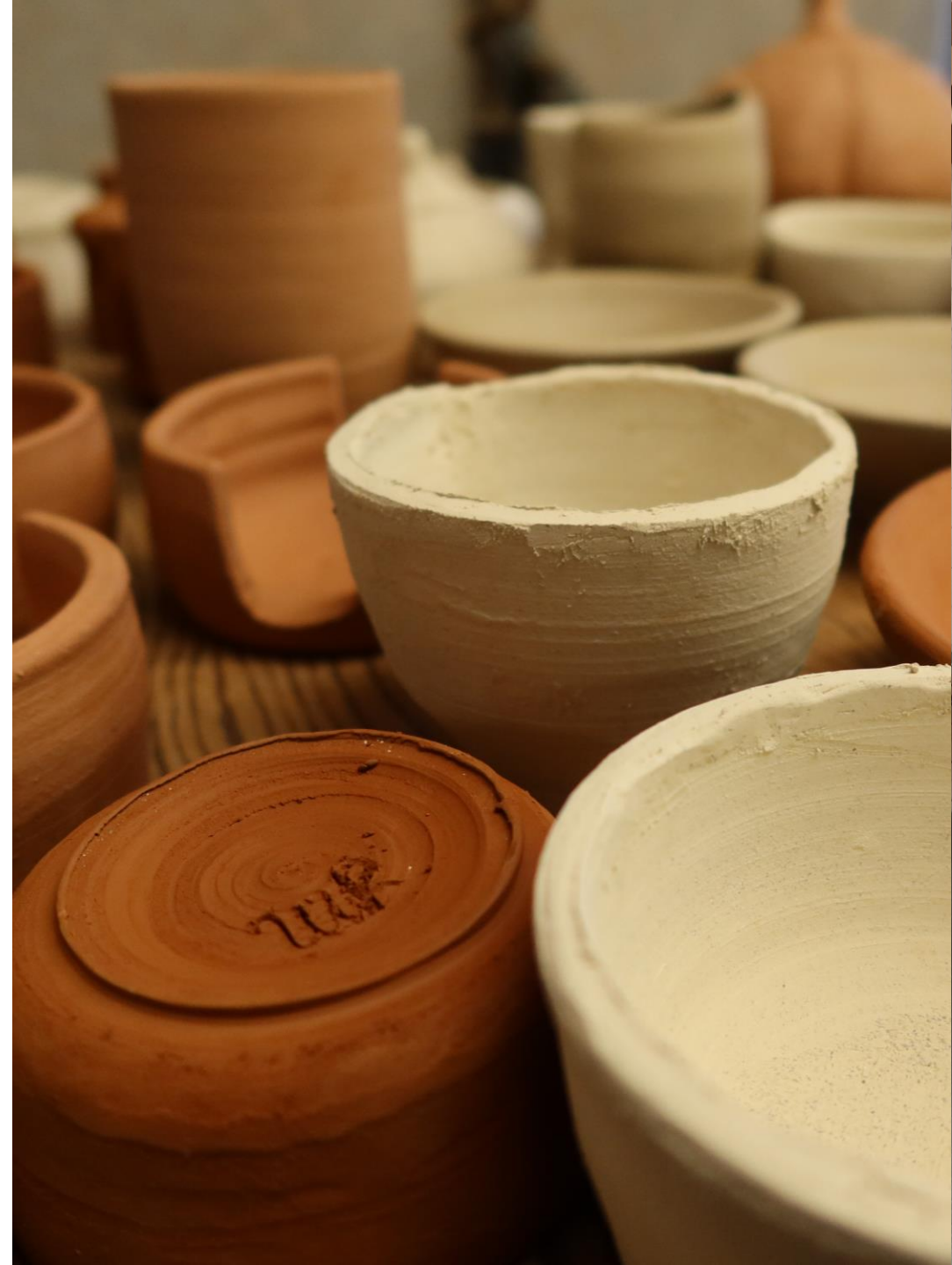
MAINTENANCE/FUNDING

- A need for additional revenue streams to address **deferred maintenance and infrastructure**
- 55% of residents rated the condition of parks as "good". However, **only 9% responded that the condition of parks is "excellent"** which is well below the national average.
- Areas of greatest maintenance priority are **restrooms, paths/trails, graffiti/vandalism repair, litter/trash pickup**
- The department struggles with **hiring and retention of full-time staff**

2024 Importance-Satisfaction Rating Santa Clara, California <u>Maintenance</u>						
Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>High Priority (IS .10-.20)</u>						
Restroom maintenance	29%	2	36%	17	0.1858	1
Path/trail (paved) maintenance	34%	1	56%	5	0.1495	2
Graffiti removal/vandalism repair	27%	4	46%	11	0.1439	3
Trash/litter/waste pickup	27%	3	52%	7	0.1274	4
<u>Medium Priority (IS <.10)</u>						
Community/recreation/senior center maintenance	17%	6	48%	10	0.0868	5
Playground safety & maintenance	21%	5	60%	2	0.0850	6
Pool/splash pad/spray ground maintenance	12%	15	32%	18	0.0805	7
Athletic field maintenance	13%	10	45%	13	0.0724	8
Waterways/rivers/streams	13%	11	44%	14	0.0719	9
Natural area/conservation area management	14%	7	51%	8	0.0695	10
Trail (non-paved) maintenance	13%	9	51%	9	0.0663	11
Athletic outdoor court maintenance	12%	13	45%	12	0.0655	12
Urban forest/tree maintenance	13%	12	54%	6	0.0583	13
Pavilion/picnic area maintenance	13%	8	57%	4	0.0580	14
Landscape care (flower beds)	12%	14	57%	3	0.0513	15
Dog park (off leash) maintenance & care	8%	17	40%	15	0.0501	16
Mowing	11%	16	60%	1	0.0442	17
Specialized facility maintenance	2%	18	38%	16	0.0131	18

PROGRAMS/EVENTS

- **39% of households participated** in Santa Clara Parks and Recreation Department programs over the past 12 months which is **above the national benchmark** of 36%
- Of households that participated in programs, **74% rated the quality excellent/good** which is **below the national benchmark** combined rating of 85%.
- **Inconvenient program times** are the leading barrier to residents participating in programs, followed by **not knowing what is offered** and **program not offered**
- **Fitness and wellness programs, outdoor recreation, aquatic programs, community special events, and swim lessons** are high priorities for the community



RECREATION FACILITIES

- A **community center**, an **indoor track**, and an **indoor gymnasium** are high and medium priorities for the community (statistically-valid survey)
- Many of the high and medium **program priorities cannot be accommodated in the existing facilities**
- Several existing facilities need **expansion or renovation**



AQUATICS

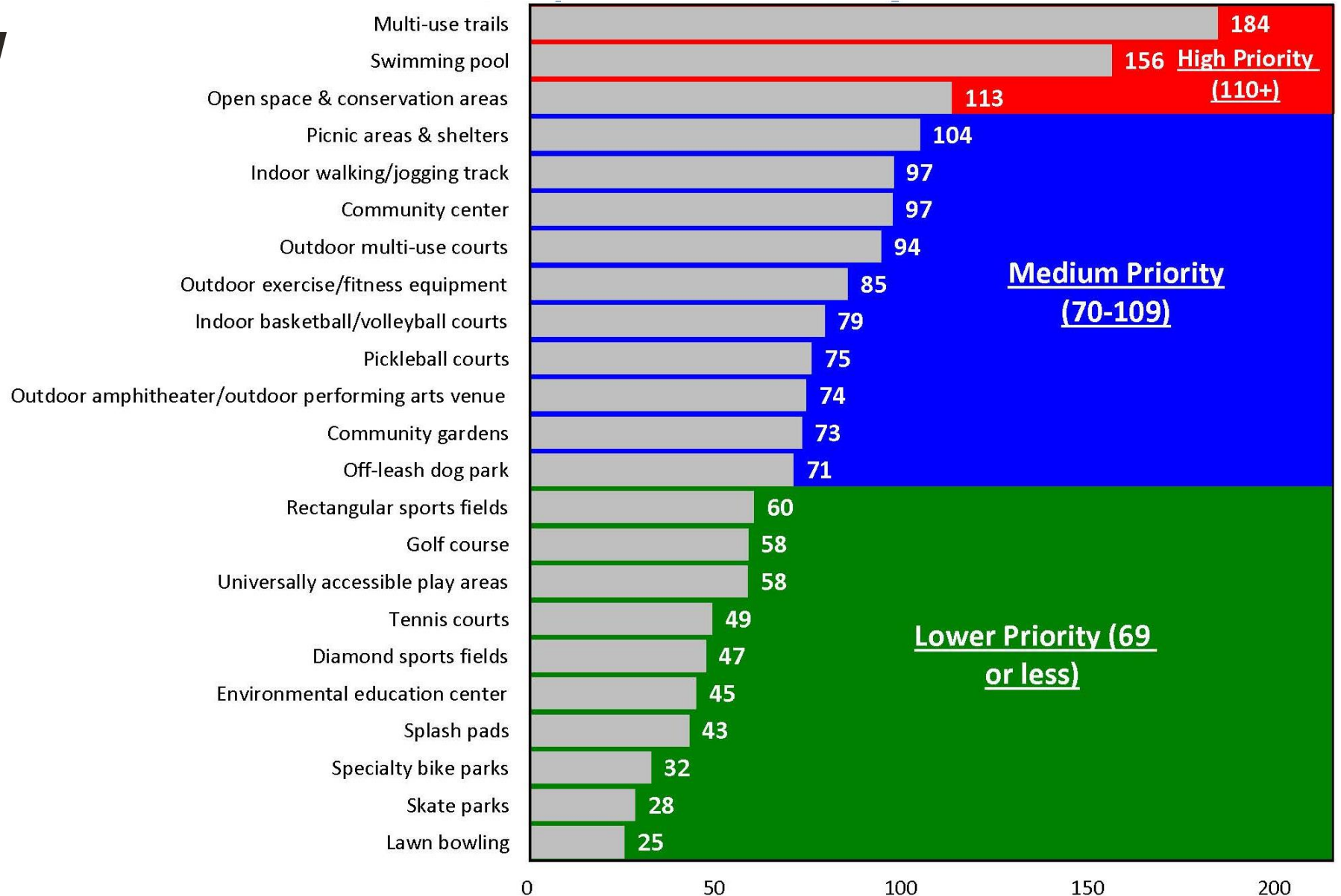
- Swimming pools and aquatic programs are a **top priority** for the community
- Aquatics programs are struggling due to **limited availability of pools** and **outdated facilities**.
- The **ISC has been closed since January 2024**, severely limiting swimming opportunities. The City is working to resolve issues and reopen
- **Funding is a significant barrier** to maintaining and improving facilities



TOP PRIORITIES FOR FACILITIES/ AMENITIES

Multi-use trails and swimming pool scored both high levels of unmet need and level of importance.

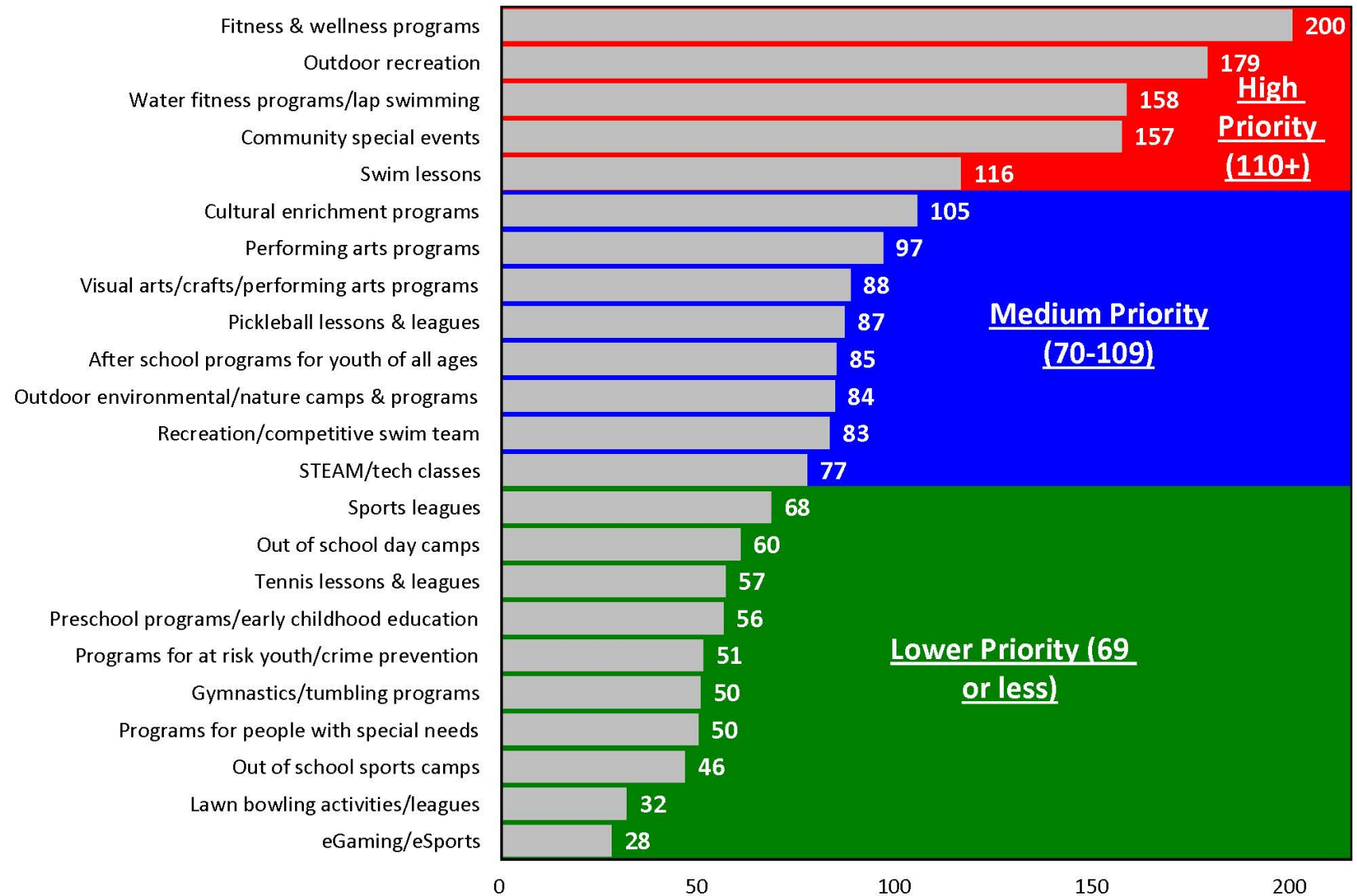
Open space & conservation areas scored lower on levels of unmet need, but high on importance.



TOP PRIORITIES FOR PROGRAMS/ ACTIVITIES

All 5 program/activities deemed High Priority were in the top five on both the unmet needs ranking and importance ranking.

Fitness & wellness programs scored the highest level of unmet need and level of importance with a “perfect” score of 200—the maximum unmet need and importance.



GUIDING THEMES



TRAILS

Walking and biking are fundamental recreational activities..



FUNCTIONAL & INCLUSIVE PARKS

Parks should provide **recreational value** for **all community members**.



SPORTS COURTS

Additional **sports facilities**, particularly **multi-use and pickleball courts**.



OPEN SPACE & CONSERVATION AREAS

Green spaces and conservation areas are important to the community.



PARK COMFORT

More and better-maintained **restrooms, trees and shade, and picnic areas and seating**



AQUATICS

Aquatic facilities and programs are high priority for residents and **outdated facilities** are inadequate.



INDOOR RECREATION FACILITIES

An indoor track, a community center, and indoor gymnasium are high-priority needs.



PROGRAM PRIORITIES

Fitness & wellness, outdoor recreation, and aquatic programs are high priorities



COMMUNITY EVENTS

Residents desire **new and expanded community events**



FUNDING & MAINTENANCE

Funding for maintenance and lifecycle improvements has not kept up with need

3

PRELIMINARY GOALS & OBJECTIVES

PRELIMINARY GOALS & OBJECTIVES

PATHS & TRAILS

Goal: Create new paths and trails to support a robust pedestrian and bicycle network throughout Santa Clara, connecting residents to existing parks, trails, open spaces, and recreation facilities.

Key Objectives:

- Provide **complete walking loops** or walking opportunities in all parks.
- Implement the city-wide planned **multi-use trail network** and ensure that trails are well-integrated into parks, supporting park access and recreation value, and minimizing disruption of green space and user conflicts.
- Provide **trailhead amenities at parks**, including bicycle parking, water fountains/refill stations, and wayfinding signage and maps.
- Identify priority locations near parks for **safe crossing and traffic calming** improvements. Work with public works to implement them.



PRELIMINARY GOALS & OBJECTIVES

FUNDING & MAINTENANCE

Goal: Maintain parks and facilities to the desired standard, with adequate staffing and funding.

Key Objectives:

- Reevaluate and **establish sustainable funding sources** to adequately maintain and operate the parks and recreation system to the City's desired maintenance standard.
- Develop a **comprehensive maintenance management plan** with defined outcomes and maintenance standards for each park in the system utilizing this study as a resource for doing so.
- Develop a **formal marketing program** that aligns with how residents would most like to receive information.
- Develop a **formal partnership policy** and utilize this policy as a foundation for updating existing partnership agreements.



PRELIMINARY GOALS & OBJECTIVES

AQUATICS

Goal: Expand and improve aquatics to meet the community demand and increase accessibility, including recreational and competitive programs and facilities to support them.

Key Objectives:

- Complete **planned improvements to the International Swim Center (ISC)** to serve both recreational and competitive aquatic needs.
- Develop an **aquatics strategy** that **considers adding a second aquatics complex** and transitioning neighborhood pools to other uses or make necessary improvements to existing neighborhood pools.



PRELIMINARY GOALS & OBJECTIVES

RECREATION FACILITIES

Goal: Provide adequate sports facilities to support recreational demand with additional courts and other amenities. Provide multi-purpose facilities to allow for flexibility and increased use.

Key Objectives:

- Explore where and how to **create a new indoor recreation facility** to address the demand for indoor sports and activities, as well as the desire for a multi-purpose community center.
- Enhance the **Community Recreation Center**, the **Senior Center**, and the **Teen Center** to better serve the recreation needs of residents
- Seek opportunities **for increasing recreational access** and use through shared-use sites, including school and college recreation facilities.



PRELIMINARY GOALS & OBJECTIVES

PROGRAMS

Goal: Provide recreation programs for all ages and abilities to meet demand. Understand well what the unmet program needs are and address those gaps in service.

Key Objectives:

- **Add new programs to address unmet needs**, particularly in fitness and wellness, outdoor recreation, and water fitness programs and swim lessons.
- Reevaluate the **schedule and timing of offered programs** and adjust to best meet community needs.
- **Increase awareness** of offered programs, focusing on the City Activity Guide, City website, and email communications.
- Through ongoing data analysis, create strategies to **expand program participation** from all geographical areas.



PRELIMINARY GOALS & OBJECTIVES

FUNCTIONAL, INCLUSIVE, & COMFORTABLE PARKS

Goal: Provide adequate parkland to meet community needs and parks provide real recreational value and are inclusive, comfortable, and accessible for people of all ages and abilities.

Key Objectives:

- **Create new parks** to address the shortage of parkland in Santa Clara, prioritizing park-deficient areas and as part of new development.
- Ensure that parks are of a shape and size that **supports recreational use** and have a **robust mix of relevant amenities**, following the standards provided in this plan.
- Increase park comfort by **providing adequate amenities** like restrooms, trees and shade, picnic and seating areas, drinking fountains, and trash receptacles, ensuring safe, accessible, and pleasant park experiences.
- Use **universal design principles** in the design of all park improvements.



PRELIMINARY GOALS & OBJECTIVES

OPEN SPACE & CONSERVATION AREAS

Goal: Incorporate environmental resiliency into all parks and open spaces with native plants, conservation, and other similar strategies to maximize ecological benefits. Continue to prioritize green spaces.

Key Objectives:

- **Conserve and protect** habitat, riparian corridors, and heritage trees, and use native plants and wildlife-compatible plants for plantings in non-active areas of parks.
- **Reduce demand and consumption of water** and use permeable surfaces and landscaped areas to increase infiltration, filter runoff, and manage stormwater.
- Use trees and landscaping in parks to provide shade and **reduce the effects of extreme heat** and to sequester carbon.



PRELIMINARY GOALS & OBJECTIVES

COMMUNITY EVENTS

Goal: Expand successful and establish new community events to highlight Santa Clara's unique character and culture.

Key Objectives:

- Continue to provide and improve upon popular and successful **community events**.
- Continue to use park spaces for **event programming** to bring greater activation to the park system.
- **Add new community events based** on demand; implement and increase food events, entertainment, holiday celebrations, and cultural celebrations.



DISCUSSION

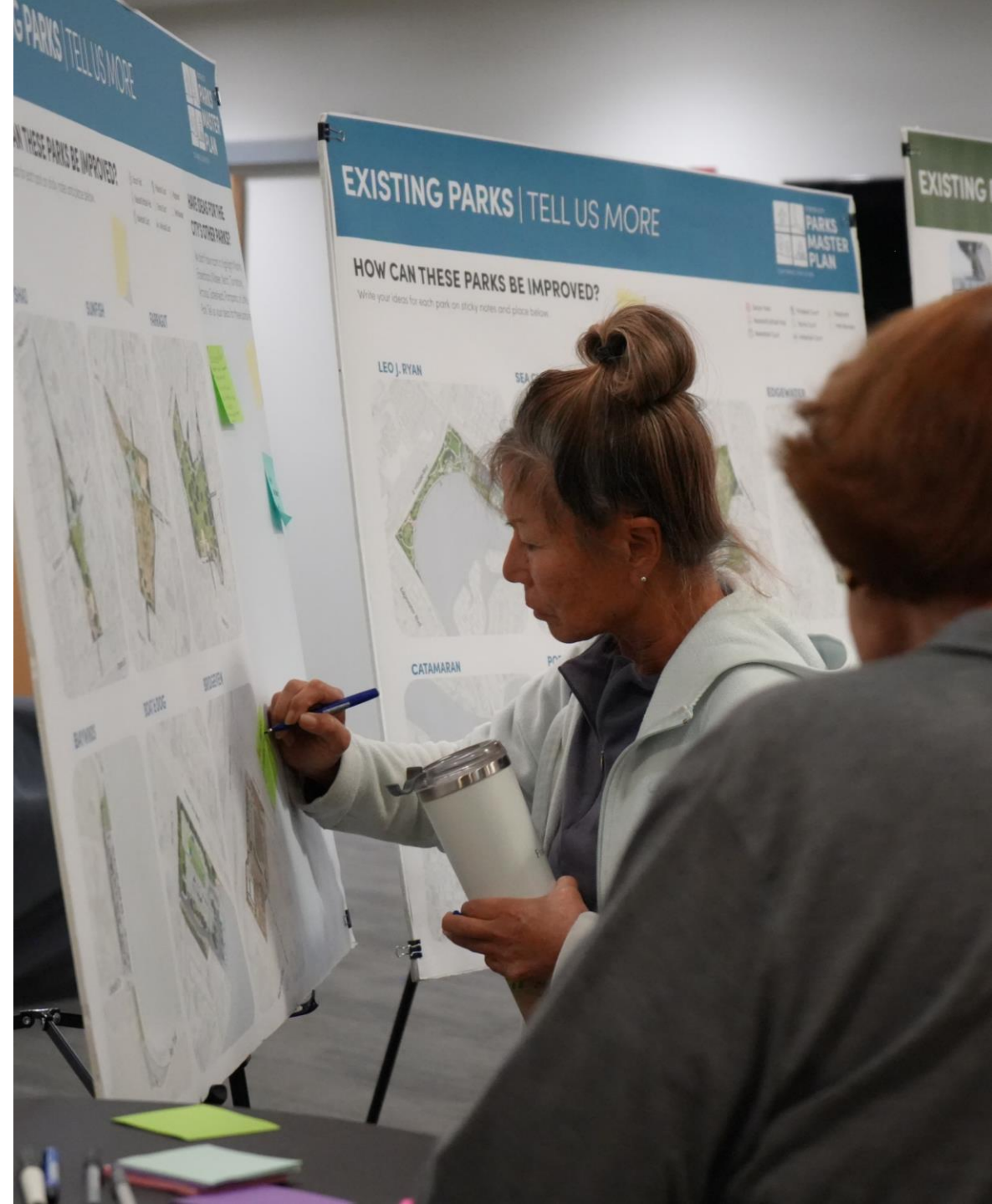
- What questions and observations do you have about the Needs Assessment findings?
- Please provide feedback on the preliminary goals and objectives:
 - What do you especially like or not like?
 - Are we missing anything

4

COMMUNITY WORKSHOP

COMMUNITY WORKSHOP OVERVIEW

- Presentation (~20 minutes)
- Breakout Sessions – Small Table Groups
 - Discuss and hear feedback on preliminary goals and objectives, design standards and proposed improvements, in each topic area
 - Parks and Trails
 - Recreation, Aquatics, and Programming
- Group report back



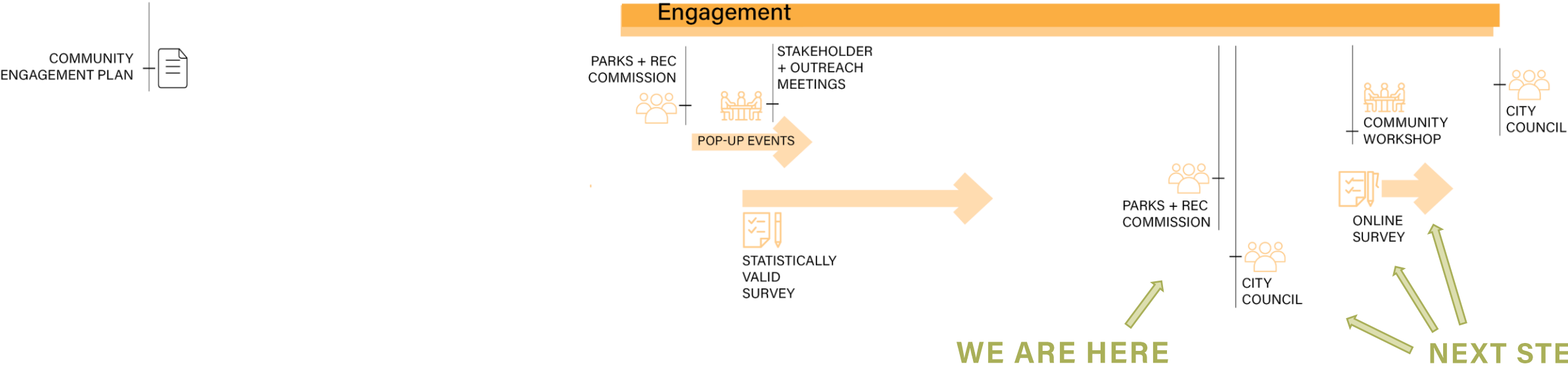
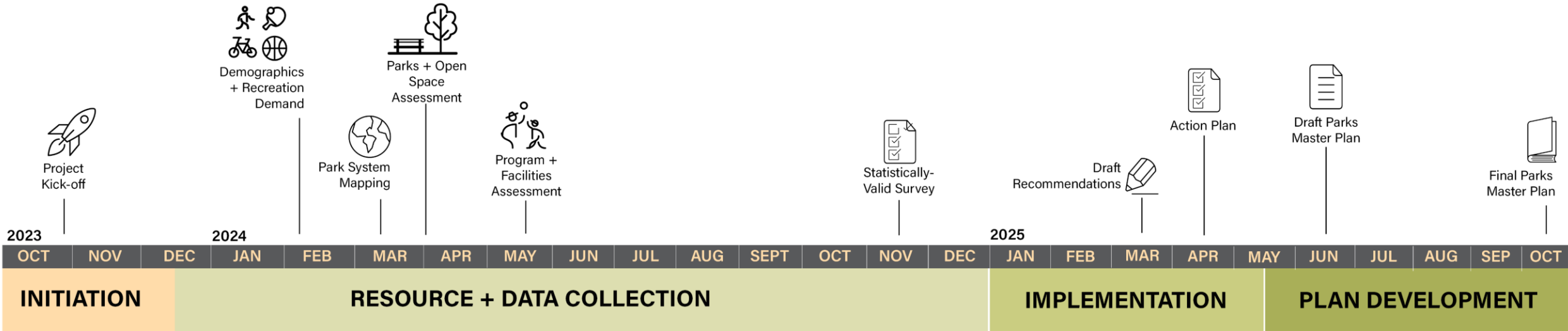
DISCUSSION

- What do you especially like, or not like, about the workshop format?
- Are we missing anything?
- Any other feedback?

5

NEXT STEPS

PROJECT SCHEDULE + NEXT STEPS





Agenda Report

25-342

Agenda Date: 4/14/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Status Update on the Progress Made on the FY 2024/25 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 (Commission) considers three to six specific, measurable, attainable, realistic, and time-bound work plan goals and/or activities for the year.

At the July 8, 2024, Parks & Recreation Commission meeting, the Commission adopted Work Plan Goals A through F, as follows:

- Goal A: Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources.
- Goal B: 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 C: Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024 and participate in Citywide special events.
- Goal D: Partner with one other City commission to build/expand on at least one existing Parks & Recreation event by adding an extra element for patrons to interact with during the event.
- Goal E: Participate in the Parks & Recreation Master Plan process.
- Goal F: 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

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.

At the April 14, 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 2024/25.

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>>.

RECOMMENDATION

Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission’s work plan goals.

Prepared by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Parks & Recreation Commission Work Plan FY 2024/25 for April 14, 2025, Meeting.



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PARKS & RECREATION COMMISSION

**CHARTER, PRIORITIES, AND WORK PLAN
FY 2024/25**

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.

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)

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

GOALS

Goal A:

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

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Review Facility Conditions Report 2018		Completed	Based on the 2018 report and current level the park projects and priority list for future projects seem reasonable.	Projects noted in report are funded in the City's proposed CIP budget.
Visit at least three parks and swimming pools and note facility condition and make recommendations for improvements	All Commissioners	Ongoing	<p>Divide parks and swimming pools for commissioners to visit by interest. The Commission discussed the visitation forms for special events, parks, and aquatic facilities. The final version of the forms and the spreadsheet that will be used to compile the visitation data was completed.</p> <p>At the January 2025 meeting, the Commission received the visitation data update for their visits to events, parks and aquatic facilities.</p>	100% of Commission Members submit evaluation forms for at least 1 (one) park/facility each month.

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;

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Improve Park Project Webpage to highlight community outreach	Hai and Chu	Ongoing	Website structure currently under review by City. The Henry Schmidt Park Playground Rehabilitation Schematic Design with the train depot train theme was approved by Council on April 9, 2024, and project is at 95% design plan completion.	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	Ongoing	Relies on city staff to: <ul style="list-style-type: none">• collect park usage data and share with the Commission• organize community outreach and conduct survey At the January 2025 meeting, The Commission reviewed initial park site visitation data for park patrons that may be used to enhance community outreach and input.	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	Ongoing	In October, the Commission reviewed and recommended approval of the schematic design for the new Mini-Park at 4590 Patrick Henry Drive. At the February 10, Meeting, the Commission recommended City Council approval of the preferred updated schematic design for the Warburton Park Playground Rehabilitation Project—Option 2, with an expanded shade	Schematic designs for all new parks are submitted to the Commission for review and comment

			structure over the playground.	
Act as ambassadors for new parks and engage community to give feedback	All Commissioners	Ongoing		100% of Commission members attend at least 3 community or Council meetings to advocate on behalf of Parks and Recreation programs

Goal C:

1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and

2) Participate in Citywide Special events

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Participate in Art and Wine Festival planning and supervise hosting of Art and Wine Festival	Ricketts, Hai, Forte		<p>Hear Updates, Give Opinions, Meet with Staff, Work at Event.</p> <p>Progress on the upcoming Art & Wine Festival includes: securing 120 artists, sponsors are coming in, recruitment of junior artists will be starting soon, non-profit organization applications will be sent out in the coming weeks, and staff continue to work on merchandising.</p> <p>Chair Hai and Commissioners Caldwell, Chu, Forte, DeMarco, Gupta, and Ricketts all participated at the 2024 Art & Wine Festival in support of the event.</p> <p>This work plan item is complete.</p>	100% of Commission member volunteer for a minimum of 3 hours in support of the Art & Wine Festival

Participate in Citywide Special events.	All Commissioners		<p>Concerts, Movies in the Park, City Council Meetings, Park Openings, Special Events</p> <p>Commissioners attended and participated in the 2024 Holiday Tree Lighting Event on December 6.</p>	100% of Commission member volunteer for a minimum of 3 hours in support of one of the Department's Special Events
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Goal D:

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.

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Plan a cultural event with another commission, and the Community.	Hai, Ricketts, and Forte	2025	<p>Subcommittee to meet on Sunday 9/22/2024 with the members of the Cultural Commission.</p> <p>Subcommittee confirmed that the marketplace event they had been working on with the Cultural Commission would not be moving forward, and the funds needed for the event would be insufficient. They will continue to brainstorm ideas for a joint event with the Cultural Commission.</p>	The event is held in 2025

Goal E:
Participate in the Parks & Recreation Master Plan Process

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff	All Commissioners		The Parks & Recreation Department introduced the Consultant (WRT) at the August 2024 meeting and received input from the Commission.	Staff provides a monthly update on the status of the master plan process
Develop Subcommittees as needed	All Commissioners		Commissioners participated in focus groups for the Parks & Recreation Master Plan and provided feedback to the Consultant (WRT).	75% of Commission members participate in focus group or other community engagement activity for the master plan process.

Goal F:
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.

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff	All Commissioners	Annually		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	<p>The Commission approved three grant scholarships requests at the November 25 Meeting.</p> <p>The Commission will review the draft Wade Brummal Grant Scholarship Program documents at the February or March 2025 Meeting.</p> <p>At the February 10 Meeting, the Commission</p>	Staff provides an annual report of all Wade Brummal Grant/Scholarship requests to ensure Commission is reviewing requests in accordance with established policy

			recommended City Council approval of the guidelines for the Updated Wade Brummal Grant Scholarship Program.	
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Agenda Report

25-318

Agenda Date: 4/14/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

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

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 aims 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.

The updated timeline for this work is to start to develop the goals and objectives at the March meeting, continue to review the workplan in April, then finalize and develop a presentation for Council in May and present to the Council in June. It is expected that the new workplan goals and objectives will be implemented in July 2025.

DISCUSSION

At the April 14, 2025, Regular Meeting, commissioners will continue to brainstorm possible goals and activities for the FY 2025/26 Work Plan. This discussion may include alternative goals and activities, requesting and making commissioner work assignments for the subcommittees working on each of the goals, and support activities.

The Parks & Recreation Commission may choose to use these goals to guide their activities or may develop new goals and activities 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 and participate in Citywide special events.
- Goal 4: Partner with one other City commission to build/expand on at least one existing Parks & Recreation event by adding an extra element for patrons to interact with during the event.
- Goal 5: Participate in the Parks & Recreation Master Plan process.
- Goal 6: 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.

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>>.

RECOMMENDATION

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

Prepared by: Dale Seale, Deputy Parks & Recreation Manager
Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENT

1. Draft - Parks & Recreation Commission Work Plan FY 2025/26



**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 three parks and swimming pools and note facility condition and make recommendations for improvements	All Commissioners	Ongoing		100% of Commission Members submit evaluation forms for at least 1 (one) park/facility each month.

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		Ongoing		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.		Ongoing		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	Ongoing		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	Ongoing		100% of Commission members attend at least 3 community or Council meetings to advocate on behalf of Parks and Recreation programs

Goal #3:**A. Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and****B. Participate in 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				100% of Commission member volunteer for a minimum of 3 hours in support of the Art & Wine Festival
Participate in Citywide Special events.	All Commissioners			100% of Commission member volunteer for a minimum of 3 hours in support of one of the Department's Special Events

Goal #4:**A. 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.**

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
Plan a cultural event with another commission, and the Community.		2025		The event is held in 2025

Goal #5:**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			75% of Commission members participate in focus group or other community engagement activity for the master plan process.

Goal #6:**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		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		Staff provides an annual report of all Wade Brummal Grant/Scholarship requests to ensure Commission is reviewing requests in accordance with established policy