



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Special Meeting

Monday, August 18, 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

CONSENT CALENDAR

1. **25-852** [Action on the Parks & Recreation Commission Minutes of the July 14, 2025, Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the July 14, 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. **25-917** [Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals](#)

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 for the Parks & Recreation Commission is on Monday October 20, 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
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-852

Agenda Date: 8/18/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the July 14, 2025, Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the July 14, 2025, Meeting.

Prepared by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the July 14, 2025, Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

07/14/2025

7:00 PM

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

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CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Chu at 7:00 PM.

Present 5 - Chair Maureen Chu, Commissioner Derek DeMarco, Commissioner Eversley Forte, Commissioner Vikas Gupta, and Commissioner Edward A. Souza

Absent 2 - Commissioner Dana Caldwell, and Commissioner Brittany Ricketts

A motion was made by Commissioner DeMarco and seconded by Commissioner Forte to excuse Commissioners Ricketts and Caldwell from the July 14, 2025 Parks & Recreation Commission meeting.

Aye: 5 - Chair Chu, Commissioner DeMarco, Commissioner Forte, Commissioner Gupta, and Commissioner Souza

Absent: 2 - Commissioner Caldwell, and Commissioner Ricketts

CONSENT CALENDAR

1. [25-711](#) Action on the Parks & Recreation Commission Minutes of the June 9, 2025, Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the June 9, 2025, Meeting.

A motion was made by Commissioner DeMarco and seconded by Commissioner Gupta to approve the minutes of the June 9, 2025 Parks & Recreation meeting.

Aye: 5 - Chair Chu, Commissioner DeMarco, Commissioner Forte, Commissioner Gupta, and Commissioner Souza

Excused: 2 - Commissioner Caldwell, and Commissioner Ricketts

PUBLIC PRESENTATIONS

A member of the public spoke regarding finding a large amount of tennis balls in the creek and urged staff to build a higher fence near the ball wall at the Tennis Center in Central Park.

This item was referred to staff.

GENERAL BUSINESS

2. [25-637](#) Action on the Proposed Schematic Design for the New Public Park at 2518 Mission College Boulevard (Irvine Company)

Recommendation: Recommend that the City Council approve the proposed Schematic Design for the New Public Park at 2518 Mission College Blvd.

A motion was made by Commissioner Forte and seconded by Commissioner DeMarco that City Council approve the proposed schematic design for the new public park at 2518 Mission College Boulevard

Aye: 5 - Chair Chu, Commissioner DeMarco, Commissioner Forte, Commissioner Gupta, and Commissioner Souza

Excused: 2 - Commissioner Caldwell, and Commissioner Ricketts

3. [25-712](#) Status Update on the Progress Made on the FY 2025/26 Parks & Recreation Commission's Work Plan Goals

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

The Commission reviewed the work plan. No action was taken on this item.

STAFF REPORT**Deputy Director Dale Seale**

The Placer AI agreement is in its final stages of preparation, and we should have access to the application within a month or so. The Deputy Director will be retiring Friday 7/18/2025. He served the community for just over 12 years as the Deputy Director. He is very grateful to the Commission as well as the Parks & Recreation staff for the many years of service and excellent work.

Recreation Manager Kim Castro

The Wild Robot will be showing in Central Park Friday July 18, 2025. The concert in the Park on July 25, 2025, will be a salsa band. There will be dancing lessons prior to the concert that evening. Alice in Wonderland will be showing at MCCPA. Street Dance will be on August 1, 2025. Fall Registration will start on July 22, 2025. Recreation Manager Castro reminded the Commission that they will soon need to decide on a tree lighter for the Holiday Tree Lighting event. Recreation manager Castro also recognized Office Specialist III Sandy Le's last day on Friday July 18, 2025. Her excellent work and kindness will be missed.

COMMISSIONERS REPORT

Commissioner DeMarco: The Commissioner visited Westwood Oaks Park and noticed a Police presence. The Commissioner also visited the Senior Center & Fremont Park.

Commissioner Forte

The commissioner attended the July 4th event as well as the Special Olympics at Santa Clara University. He also attended concerts at Mission College and the Juneteenth Festival in San Jose and the one in Santa Clara. Commissioner Forte attended the master Plan Committee Meeting. The Commissioner met with a local walking group and decided to inquire with them regarding feedback they may have regarding the parks.

Commissioner Gupta

Visited Westwood Oaks and expressed how fantastic it looked! The Commissioner did quite a bit of traveling with his family in Canada and took note of their public spaces and public plazas. The Commissioner reported how much open space was freely available and how inviting the environment was to their local community. He recommends getting into contact with their Public Works or Parks Departments to learn more about their general aesthetics and community services.

Commissioner Souza

The Commissioner visited Eddie Souza parks roughly 4 times weekly. The Commissioner also visited Thamien, Plaza, War Memorial and the Senior Center for his fitness class. The Commissioner expressed his love and appreciation for the new Magical Bridge Playground.

Commissioner Chu

Thanked the team for the 4th of July Celebration. Loves the summer programming for her children. Made a recommendation for a Tree Lighter Emily Adorable.

ADJOURNMENT

A motion was made by Commissioner DeMarco and seconded by Commissioner Gupta to adjourn the July 14, 2025 Parks & Recreation Commission meeting at 8:40 pm

Aye: 5 - Chair Chu, Commissioner DeMarco, Commissioner Forte, Commissioner Gupta, and Commissioner Souza

Excused: 2 - Commissioner Caldwell, and Commissioner Ricketts

MEETING DISCLOSURES

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Agenda Report

25-917

Agenda Date: 8/18/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Status Update on the Progress Made on the FY 2025/26 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 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 August 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 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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

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

Prepared by: Kimberly Castro, Recreation Manager

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

ATTACHMENTS

1. Parks & Recreation Commission Work Plan FY 2025-2026 for August 18, 2025 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 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

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				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
Plan additional citywide special events				

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			75% of 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	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