



City of Santa Clara

Meeting Agenda

Senior Advisory Commission

Monday, November 17, 2025

5:00 PM

Hybrid Meeting
Santa Clara Senior Center
Room 205
1303 Fremont Street
Santa Clara, CA 95050

The City of Santa Clara is conducting the Senior Advisory Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

<https://santaclaraca.zoom.us/j/97590069803>

Meeting ID: 975 9006 9803

Or join by phone: 669-900-6833

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

1. 25-1597 [Review and Approve the Senior Advisory Commission Minutes of October 20, 2025](#)

Recommendation: Approve the Senior Advisory Commission Minutes of October 20, 2025

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. 25-1598 [Discuss and Develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26](#)

Recommendation: Discuss and develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26.

3. 25-1599 [Senior Advisory Commission Election of Vice Chair for FY 2025/26](#)

Recommendation: Elect a Vice Chair to serve the Senior Advisory Commission for the FY 2025/26 term.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Monday, January 26, 2026 at 5:00 p.m.

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

25-1597

Agenda Date: 11/17/2025

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Review and Approve the Senior Advisory Commission Minutes of October 20, 2025

RECOMMENDATION

Approve the Senior Advisory Commission Minutes of October 20, 2025

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Draft Senior Advisory Commission Meeting Minutes October 20, 2025



City of Santa Clara

Meeting Minutes

Senior Advisory Commission

10/20/2025

5:00 PM

Hybrid Meeting
Santa Clara Senior Center
Room 205
1303 Fremont Street
Santa Clara, CA 95050

The City of Santa Clara is conducting the Senior Advisory Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

<https://santaclaraca.zoom.us/j/97590069803>

Meeting ID: 975 9006 9803

Or join by phone: 669-900-6833

CALL TO ORDER AND ROLL CALL

The regular meeting was called to order by Staff Liaison Jennifer Herb at 5:15 p.m.

A motion was made by Commissioner Soto to excuse Commissioners Manivannan and Vaz. Motion failed due to lack of second.

Present 4 - Commissioner Rick Andrews, Commissioner Kris Kapadia, Commissioner Rebecca Selden, and Commissioner Alma Soto

Absent 2 - Commissioner Srinivasan Manivannan, and Commissioner Maria Vaz

CONSENT CALENDAR

Approved the Consent Calendar

1.A [25-1003](#) Review and Approve the Senior Advisory Commission Minutes of August 18, 2025

Recommendation: Approve the Senior Advisory Commission Minutes of August 18, 2025

1.B [25-1067](#) Proposed 2026 Calendar of Meetings for the Senior Advisory Commission.

Recommendation: The Commission makes a recommendation to the City Council to adopt the proposed 2026 calendar of meetings for the Senior Advisory Commission.

A motion was made by Commissioner Andrews, seconded by Commissioner Soto to approve the Minutes of August 18, 2025 and the proposed 2026 Calendar of Meetings for the Senior Advisory Commissioner.

Aye: 4 - Commissioner Andrews, Commissioner Kapadia, Commissioner Selden, and Commissioner Soto

Absent: 2 - Commissioner Manivannan, and Commissioner Vaz

PUBLIC PRESENTATIONS

Previous Senior Advisory Commissioner Wanda Buck shared thoughts on the Brown Act and advised Commissioners to be careful not to violate the Brown Act.

GENERAL BUSINESS

2. [25-925](#) Review of Meeting Procedures and Protocols, the Brown Act, and Public Records Act

Assistant City Attorney, Jennifer Beyers provided a presentation and offered guidance to the Commission on meeting procedures and protocols, the Brown Act, and Public Records Act.

3. [25-924](#) Senior Advisory Commission Election of Chair and Vice Chair for FY 2025/26

Recommendation: Elect a Chair and Vice Chair to serve the Senior Advisory Commission for the FY 2025/26 term.

Commissioner Andrews nominated himself for the role of Chair. Commissioners Andrews, Kapadia, Selden, and Soto accepted the nomination with a 4-0-2 vote.

Commissioner Kapadia made a motion, seconded by Commissioner Soto to continue the vote for Vice-Chair to the November Meeting.

Aye: 4 - Commissioner Andrews, Commissioner Kapadia, Commissioner Selden, and Commissioner Soto

Absent: 2 - Commissioner Manivannan, and Commissioner Vaz

4. [25-1070](#) Discuss and Develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26

Recommendation: Discuss and develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26.

The Commission began to brainstorm goals for the FY 2025/26 WorkPlan. Topics included:

- Tour of Senior Center
- List of park amenities available to public
- Assess Census information of older adults per Santa Clara District
- Review Senior Needs Assessment
- Review Senior Center Membership data
- Research senior housing/tiny homes available in Santa Clara?
- Awareness of natural gas ban for older adults

STAFF REPORT

Recreation Manager Castro shared the following items:

- Halloween Home Decorating Contest nominations taken through, Monday, October 27.
- Diwali celebration at Live Oak Park, Thursday, October 23.
- SpooktaClara Halloween event at Central Park on Saturday, October 25 from 12 - 4 p.m.
- Nebula Rider art installation in Santa Clara for 3 more weeks.
- Henry Schmidt Park playground rehabilitation renovation to begin soon.
- Warburton Park rehabilitation project and International Swim Center project are both in the final design phase.

Recreation Supervisor Herb shared the following item:

- Senior Center Oktoberfest BBQ on Thursday, October 23 from 12 - 1 p.m.

COMMISSIONERS REPORT

Commissioner Kapadia shared a story about an older adult he met at the Senior Center, who was looking for assistance with getting medicine. Commissioner Kapadia introduced him to the Health & Wellness Coordinator at the Senior Center who was able to provide him with resources.

ADJOURNMENT

Commissioner Soto made a motion, seconded by Commissioner Andrews that the meeting be adjourned at 7:07 p.m.

Aye: 4 - Commissioner Andrews, Commissioner Kapadia, Commissioner Selden, and Commissioner Soto

Absent: 2 - Commissioner Manivannan, and Commissioner Vaz

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.



Agenda Report

25-1598

Agenda Date: 11/17/2025

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Discuss and Develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26

BACKGROUND

Annually, the Senior Advisory 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 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 initiative includes beginning the development of goals and objectives at the October meeting, with finalization occurring in November. Implementation of the new workplan goals and objectives is anticipated to begin in January 2026.

DISCUSSION

At the November 17, 2025, Regular Meeting, commissioners will continue to brainstorm possible goals and activities and finalize 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 Senior Advisory Commission may choose to use these goals to guide their activities or may

develop new goals and activities for FY 2025/26:

- Goal 1: Participate and advocate for older adults during community meetings related to Senior Housing developments in Santa Clara.
- Goal 2: Support and advocate for the Lawn Bowl facility and Club at Central Park.
- Goal 3: Participate and advocate for older adults during community meetings related to new or rehabilitated park projects in Santa Clara.
- Goal 4: Participate and advocate for older adults in community meeting related to safe transportation and street projects in Santa Clara.
- Goal 5: Assist in the implementation of Senior Needs Assessment survey and outreach plan Participate in the Parks & Recreation Master Plan process.
- Goal 6: Advocate for Age-Friendly accessibility in the built environment in Santa Clara.

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 Senior Advisory 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 Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26.

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENT

1. Draft - Senior Advisory Commission Work Plan FY 2025/26



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

SENIOR ADVISORY COMMISSION

**MUNICIPAL CODE, PRIORITIES, AND WORK PLAN
FY 2025/26**

CITY MUNICIPAL CODE

The City of Santa Clara charter includes the following sections that mandate the formation of a Senior Advisory Commission and its role.

Sec. 2.120.110 Senior Advisory Commission.

There shall be a City Senior Advisory 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, and shall have the following powers, functions, and duties:

- (a) Study, review, evaluate, and make recommendations to the City Council relative to any and all matters affecting elderly people in the City of Santa Clara.
- (b) Make such studies and submit to the Council such reports or recommendations respecting matters affecting elderly people, and such matters as the Council may from time to time request.

COUNCIL PRIORITIES

City Council priorities are organized into four Priority Areas of Focus with subcategories. The subcategories are strategic outcomes for each Priority Area of Focus.

- 1. **Excellent City Government** – Valued City Services, Reliable Funding, Well-Managed Stadium, Trusted and Engaged City Government
- 2. **Reliable Infrastructure** – Resilient and Well-Maintained Infrastructure, Accessible Transportation Options
- 3. **Outstanding Quality of Life** – Affordable Housing and Supportive Services, Safe Community, Quality Parks Programing and Cultural Amenities
- 4. **Thriving Community** – Vibrant Local Community

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 coming from these priorities are stated in the following section.

GOALS

Goal #1: Participate and advocate for older adults during community meetings related to Senior Housing developments in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #2: Goal 2: Participate and advocate for older adults during community meetings related to new or rehabilitated park projects in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #3: Participate and advocate for older adults in community meetings related to safe transportation and street projects in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #4: Advocate for Age-Friendly accessibility in the built environment in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #5: Assist in the implementation of Senior Needs Assessment

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
A. Open and circulate Survey to the public B. Conduct Focus Groups in multiple languages C. Review data D. Develop Senior Needs Assessment Plan				

Goal 6:

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

October 20 Brainstorming

- Tour of Senior Center
- Park amenities available
- Census information of older adults per District
- Senior Needs Assessment
- Sr. Center Membership data
- Senior Housing/Tiny homes available in Santa Clara?
- Awareness of natural gas ban



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-1599

Agenda Date: 11/17/2025

SUBJECT

Senior Advisory Commission Election of Vice Chair for FY 2025/26

BACKGROUND

At the beginning of each Fiscal Year (FY), the Senior Advisory Commission appoints a Chair and Vice Chair. The Chair facilitates the monthly meetings, speaks at City Council meetings when necessary, and works with the Staff Liaison on preparing the agenda. The Vice-Chair serves in these roles in the event the Chair is unavailable. At the October 20, 2025, meeting the Commission selected a Chair.

DISCUSSION

At the November 17 meeting, the Senior Advisory Commission may nominate individuals for Vice-Chair. Individuals nominated can either accept or decline the nomination. Commissioners then vote for the position. The Commissioner with the majority votes in the role will assume the responsibilities at the next regular meeting of the Commission and continue through FY 2025/26.

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 Senior Advisory Commission's 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

Elect a Vice Chair to serve the Senior Advisory Commission for the FY 2025/26 term.

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

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