



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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05/12/2025

7:00 PM

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

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

Join Zoom Meeting

<https://santaclaraca.zoom.us/j/89140287145?pwd=vxTpbZL37PSa9tyNRsapnbNKFauJJP.1>

Meeting ID: 891 4028 7145

Passcode: 863597

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

**Commissioner Chu** called the meeting to order at 7:03 PM.

**Present** 5 - Commissioner Dana Caldwell, Vice Chair Maureen Chu, Commissioner Eversley Forte, Commissioner Derek DeMarco, and Commissioner Brittany Ricketts

**Absent** 2 - Chair Sajid Hai, and Commissioner Vikas Gupta

**Commissioner DeMarco made a motion, seconded by Commissioner Forte to excuse Chair Hai from the May 12, 2025 Parks & Recreation Commission meeting. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Absent:** 2 - Chair Hai, and Commissioner Gupta

**Commissioner Forte made a motion, seconded by Commissioner Ricketts to excuse Commissioner Gupta from the May 12, 2025 Parks & Recreation Commission meeting. The motion failed to pass.**

**Aye:** 2 - Commissioner Forte, and Commissioner Ricketts

**Nay:** 3 - Commissioner Caldwell, Vice Chair Chu, and Commissioner DeMarco

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

### **CONSENT CALENDAR**

1. [25-511](#) Action on the Parks & Recreation Commission Minutes of the April 14, 2025, Meeting

**Commissioner Forte made a motion, seconded by Commissioner DeMarco, to recommend approval of the April 14, 2025, Parks & Recreation Commission Minutes. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

### **PUBLIC PRESENTATIONS**

**None.**

### **GENERAL BUSINESS**

2. [25-566](#) Action on Applications from Non-Profit Organizations Serving Youth or Seniors in Santa Clara to Provide Volunteer Support at the 2025 Art & Wine Festival.

The five applicants include the following organizations:

- Santa Clara School Foundation,
- Santa Clara Police Activities League,
- Santa Clara Parade of Champions,
- Santa Clara High School PTSA, and
- MacDonald High School PTSA.

**Commissioner Caldwell made a motion, seconded by Commissioner Forte, to recommend approval of the five (5) applicants in support of the Art & Wine Festival. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

3. [25-562](#) Review of the FY 2025/26 & FY 2026/27 Proposed Biennial Operating Budget

**Commissioner DeMarco made a motion, seconded by Commissioner Caldwell, to note and file the FY 2025/26 & FY 2026/27 Proposed Biennial Operating Budget item for the Parks & Recreation Department. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

4. [25-560](#) Status Update on the 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.  
*--The Commission received the presentation on the bi-annual operating budget, and informational updates on CIP projects for the Parks & Recreation Department. Goal F is now Complete.*
5. [25-563](#) Elect a Chair and Vice Chair of the Parks & Recreation Commission for FY 2025/26
- Commissioner Forte made a motion, seconded by Commissioner Caldwell to nominate Commissioner Chu as Chair of the Parks & Recreation Commission for FY 2025/26. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

**Commissioner Forte made a motion, seconded by Commissioner Caldwell to continue the election of the Vice Chair to the next regular meeting of the Parks & Recreation Commission on June 9, 2025. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

## **STAFF REPORT**

### **Recreation Manager Castro**

Recreation Manager Castro announced that a ticketing software system is back for the performing arts. She mentioned that there will be a recital next weekend, which will have close to 600 dancers--parking will be limited. This month, she highlighted the Youth Resident Card, a membership to the Youth & Teen Center for \$30/year. Residents of Santa Clara who are 18 and under can have access to recreation swimming, after school care, drop-in play at Reed & Grant, and access of the skate park. She also provides a breakdown of the Art & Wine Festival expenses, encouraged the commissioners to volunteer for the Festival that weekend, and review the bands that will be performing.

### **Deputy Director Seale**

Deputy Director Seale provided an update that the Warburton Park Playground Rehabilitation Project will be going to Council on May 13 for approval of the schematic design.

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

Commissioner Caldwell is upping his workouts at the Senior Center. He walked through Maywood Park and noticed the sprinklers have been on more often and that there is excess runoff. Deputy Director Seale made a note to connect with the parks managers about this.

**Commissioner Chu**

Commissioner Chu thanked staff for the bringing back the ticketing system. She mentioned that her daughter will be participating in the dance recital on Friday and will be backstage to help with the little kids on Saturday.

**Commissioner DeMarco**

Commissioner DeMarco's daughter will be in the Broadway Banana Dance recital. He also visited some parks.

**Commissioner Forte**

Commissioner Forte attended the Health & Wellness Fair and noted that there were a lot of vendors.

**Commissioner Ricketts**

Commissioner Ricketts is excited to be back.

**ADJOURNMENT**

**Commissioner DeMarco made a motion, seconded by Commission Caldwell to adjourn the Parks & Recreation Meeting at 8:47 PM until the next regular meeting on June 9, 2025, in the Sparacino Conference Room at City Hall.**

**Aye:** 5 - Commissioner Caldwell, Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, and Commissioner Ricketts

**Excused:** 1 - Chair Hai

**Absent:** 1 - Commissioner Gupta

**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."

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