



# City of Santa Clara

## Meeting Minutes

### Parks & Recreation Commission

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11/10/2025

7:00 PM

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

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

Join Zoom meeting

<https://santaclaraca.zoom.us/j/87526051515>

Meeting ID: 875 2605 1515

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

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

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

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

#### **CONSENT CALENDAR**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No further updates.

**Recreation Manager Castro**

Absent.

**Senior Management Analyst McDowell**

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

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

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

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

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

**Commissioner Chu**

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

**Commissioner DeMarco**

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

**Commissioner Gupta**

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

**Commissioner Forte**

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

**Commissioner Souza**

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

**ADJOURNMENT**

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

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

**MEETING DISCLOSURES**

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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