



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Monday, June 9, 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. **25-629** [Action on the Parks & Recreation Commission Minutes of the May 12, 2025, Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the May 12, 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. **25-628** [Elect a Vice Chair of the Parks & Recreation Commission for FY 2025/26](#)

Recommendation: Nominate and elect a Vice Chair for the Parks & Recreation Commission for the FY 2025/26 term.

3. 25-685 [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.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting for Parks & Recreation Commission is on Monday, July 14, 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.

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

25-629

Agenda Date: 6/9/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the May 12, 2025, Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the May 12, 2025, Meeting.

Prepared by: Sandy Le, Office Specialist III

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 May 12, 2025, Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

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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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

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Agenda Report

25-628

Agenda Date: 6/9/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Elect a Vice Chair of the Parks & Recreation Commission for FY 2025/26

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

At the beginning of each fiscal year (FY), the Parks & Recreation Commission (Commission) elects a Chair to facilitate the monthly meetings and a Vice Chair to preside over the meeting in the event the Chair is unavailable. The role of the Chair is to facilitate monthly meetings, speak at City Council meetings when necessary to convey the work of the Commission, and to work with the Staff Liaison on preparation of the Commission meeting agendas. The role of the Vice Chair is to fulfill the role and responsibilities of the Chair when the Chair is not available.

DISCUSSION

A new Chair was elected at the May 2025 Regular Meeting, and the Commission voted to continue the election of the Vice Chair to the June 2025 Regular Meeting of the Commission. Commissioners may nominate any individual commissioner to serve in the position (Vice Chair). Nominated commissioners can either accept or decline. If they accept the nomination, the Chair will allow for discussion, public comment, and then call for a vote. The commissioner who receives the most votes for the Vice Chair position will assume the responsibilities of the role for which they were elected starting in July 2025.

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.

FISCAL IMPACT

There is no fiscal impact to this action.

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

Nominate and elect a Vice Chair for the Parks & Recreation Commission for the FY 2025/26 term.

Prepared by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Damon Sparacino, Director of Parks & Recreation



Agenda Report

25-685

Agenda Date: 6/9/2025

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 June 9, 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.

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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 Goals FY 2024/25 for June 9, 2025, Meeting



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

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	Work Plan F is complete as of May 12, 2025	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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