



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Monday, July 13, 2026

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).

Meeting Invite Link: <https://santaclaraca.zoom.us/j/88682184126>

Meeting ID: 886 8218 4126

Or join by phone:(669)900-6833

Chair Gupta has provided advance notice of remote participation. He will attend the meeting remotely from: C56 Ram Marg, Shastri Nagar, Jaipur 302 016, INDIA.

Vice Chair DeMarco will preside over the meeting in person.

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A. 26-743 [Approval of the Parks & Recreation Commission Meeting Minutes of June 8, 2026](#)

Recommendation: Approve the Parks & Recreation Commission Meeting Minutes of June 8, 2026

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. 26-755 [Discuss and Develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2026/27](#)

Recommendation: Discuss and develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2026/27.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next regular meeting of the Parks & Recreation Commission is scheduled for Monday, August 10, 2026.

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

Agenda Report

26-743

Agenda Date: 7/13/2026

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Approval of the Parks & Recreation Commission Meeting Minutes of June 8, 2026

RECOMMENDATION

Approve the Parks & Recreation Commission Meeting Minutes of June 8, 2026

Prepared by: Priscilla Candel-Ramirez, Staff Aide

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Meeting Minutes of June 8, 2026



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

06/08/2026

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).

Via Zoom: <https://santaclaraca.zoom.us/j/84105673039>

Webinar ID: 841 0567 3039

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.A. [26-658](#) Approval of the Parks & Recreation Commission Meeting Minutes of May 11, 2026

Recommendation: Approve the Parks & Recreation Commission Meeting Minutes of May 11, 2026

Commissioner Forte made a motion, seconded by Commissioner DeMarco, to recommend approval of the May 11, 2026, 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

Mike Walke presented on behalf of the Santa Clara Police Activities League in support of obtaining the Commission's approval for the non-profit to provide parking services at the upcoming Art & Wine Festival.

Kimberly Williams presented on behalf of Santa Clara Schools Foundation in support of obtaining the Commission's approval for the non-profit to provide parking services at the upcoming Art & Wine Festival.

Andrew Ratermann presented on behalf of Santa Clara Parade of Champions in support of obtaining the Commission's approval for the non-profit to provide parking services at the upcoming Art & Wine Festival.

Flaoiana Chelliah and Abigail Andrade presented on behalf of Santa Clara High School PTSA in support of obtaining the Commission's approval for the non-profit to provide parking services at the upcoming Art & Wine Festival.

Nathan Pavlov addressed the Commission and shared personal background related to growing up in Santa Clara and recent medical and financial hardships. He expressed appreciation for the City and referenced a project he is developing titled Climate to Change.

GENERAL BUSINESS

2. [26-650](#) Action on Applications from Non-Profit Organizations Serving Youth or Seniors in Santa Clara to Provide Volunteer Support at the 2026 Art & Wine Festival

Recommendation: It is recommended that the Commission receive the presentations, consider the proposals, and provide a recommendation to staff on the eligibility of the applicants to provide the required services.

Commissioner Forte made a motion, seconded by Commissioner Caldwell, to approve four non-profit organizations to provide parking services at the Art & Wine Festival.

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

3. [26-647](#) Discuss and Update the Parks & Recreation Commission's FY 2025/26 Work Plan Goals and Activities

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

The Commission discussed the item. No action was taken.

4. [26-648](#) Discuss and Develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2026/27

Recommendation: Discuss and develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2026/27.

The Commission discussed the item. No action was taken.

5. [26-649](#) Elect a Chair and Vice Chair of the Parks & Recreation Commission for FY 2026/27

Recommendation: Nominate and elect a Chair and Vice Chair for the Parks & Recreation Commission for the FY 2026/27 term.

Commissioner Forte made a motion, seconded by Commissioner Caldwell, to nominate Commissioner Gupta for Chair and to nominate Commissioner DeMarco for Vice Chair.

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

STAFF REPORT

Parks & Recreation Director Damon Sparacino reported that Parks & Recreation Month will be recognized in July and that the pickleball survey has been launched, with an invitation to be sent to Commissioners. The Director also noted that the Senior Nutrition Agreement with the County is scheduled for 06/09/2026 Council Consent Calendar. Additionally, at the Council meeting, another budget hearing will be held for those interested in broader budget discussions. He also provided an update on the Fourth of July celebration at Mission College. It will include additional children's activities, expanded food booths and VIP parking for Commissioners. A "know before you go" email will be sent to Commissioners prior to the event. The Director thanked everyone for their support and encouraged attendance at the 06/23/26 Council meeting for the Parks & Recreation Month proclamation.

COMMISSIONERS REPORT

Commissioner Caldwell attended the International Swim Center groundbreaking and the Downtown Campbell Historic Car Show, which he described as a strong community event.

Chair Chu attended the City of Santa Clara dance recital and continues visiting parks throughout the City, including several in North Santa Clara.

Commissioner DeMarco attended the dance recital, appreciated the updated ticketing system, and noted he will be out of town for the Fourth of July event.

Commissioner Forte shared that the Special Olympics will be held locally in two weeks and noted that, although he is unable to coach this year due to the time commitment, it remains something he would like to do in the future.

Vice Chair Gupta attended the International Swim Center groundbreaking. He described it as a highlight of his year. Additionally, he expressed appreciation for Magical Bridge Playground and the efforts behind it.

Commissioner Souza attended the Health and Wellness Fair at the Senior Center and the Night Market. He shared observations from visits to Maywood Park, Henry Schmidt Park, and Eddie Souza Park, including maintenance concerns at the Eddie Souza dog park.

ADJOURNMENT

Commissioner DeMarco made a motion, seconded by Commissioner Caldwell to adjourn the Parks & Recreation Commission Meeting at 9:08 PM until the next regular meeting on July 13, 2026, at 7:00 PM in the Sparacino Conference Room at City Hall.

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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Agenda Report

26-755

Agenda Date: 7/13/2026

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Discuss and Develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2026/27

BACKGROUND

Annually, the Parks & Recreation Commission considers 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 support City Council priorities within existing budget direction and resource limitations.

The City aims to align the Boards, Commissions, and Committees (BCC) workplan goals with the City Council goals on an annual cycle. The process is intended to provide:

Clear Prioritization

Each board and commission will have a defined set of objectives, making it easier for the City 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 the BCC, 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 Commission began brainstorming and developing work plan goals and activities at its May meeting and continued those discussions at the June meeting. Implementation of the FY 2026/27 workplan goals and activities is anticipated to begin in August 2026.

DISCUSSION

At the July 13, 2026, Regular Meeting, commissioners will review and discuss the proposed goals and activities for the FY 2026/27 Work Plan. This discussion may include alternative goals and activities, commissioner assignments to subcommittees supporting each goal, and other related activities.

The Parks & Recreation Commission may choose to continue pursuing goals from prior years or

develop new goals and activities for FY 2026/27, including the following:

Goal 1: Attend and visit city-wide special events, activities, parks, and facilities to inform Parks & Recreation Commission recommendations to City Council.

- Create a draft park visitor and event survey tool (traditional and electronic) to be administered by Staff.
- Commission will review park visitor and event survey responses annually to inform potential recommendations for City Council.

Goal 2: Conduct an annual review of the Parks & Recreation Master Plan implementation.

- Identify and participate in collaboration efforts to strengthen partnerships with school districts, community groups, institutions of higher education, and local businesses to advance Master Plan goals and objectives.
- As required, seek community input, review park rehabilitation designs and park development project designs for compliance with Master Plan goals and objectives, as well as City Park and Play standards.

Goal 3: Review the annual Parks & Recreation budget, programs and services outcomes, and where applicable, provide recommendations to the City Council.

- Receive biannual budget updates from staff, including:
 - Operating budget
 - Staffing
 - Revenue and expenses
 - Capital budget
 - Active project updates
 - 3-5 year CIP project plan
 - Measure I General Obligation Bond expenditure update
- Review annual program and service delivery outcomes
 - Customer satisfaction reports
 - Total annual program, event, participant, and membership reports Total annual facility usage and rental reports
 - Total annual MySantaClara service requests
 - Total annual park maintenance and capital improvements performed, including trees planted and maintained, as well as pathways, sport courts, fixtures, irrigation, facilities, and playgrounds added or rehabilitated
- Review annual Wade Brummal Grant/Scholarship requests in accordance with established policy.

Goal 4: Collaborate on Park & Recreation Commission By-Laws, with a goal of adoption by June 2027.

- Review relevant provisions of the adopted City Charter
- Review City Clerk-issued Commissioner Roles & Responsibilities materials
- Develop operational bylaws

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 <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

Discuss and develop Parks & Recreation Commission Work Plan Goals and Activities for FY 2026/27.

Prepared by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENT

1. Draft Parks & Recreation Commission Work Plan FY 2026_27

Draft City of Santa Clara Parks & Recreation Commission Work Plan 2026/27

Goal 1#

Attend and visit city-wide special events, activities, parks, and facilities to inform Parks & Recreation Commission recommendations to City Council

- Create a draft park visitor and event survey tool (traditional and electronic) to be administered by Staff.
- Commission will review park visitor and event survey responses annually to inform potential recommendations for City Council.

Notes:

- While attending city-wide events, parks, and facilities; Commissioners may interact with the public to learn about their experience
- Post cards/business cards will be made available to hand out to the public
- QR codes may be available on park bulletin boards, signage and posted to the website

Goal #2

Conduct an annual review of the Parks & Recreation Master Plan implementation.

- Identify and participate in collaboration efforts to strengthen partnerships with school districts, community groups, institutions of higher education and local businesses to advance Master Plan goals and objectives.
- As required, seek community input, review park rehabilitation designs, and park development project designs for compliance with Master Plan goals and objectives, as well as City Park and Play standards.

Goal #3

Review the Annual Parks & Recreation budget, programs and services outcomes, and where applicable, provide recommendations to the City Council.

- Receive biannual budget updates from Staff
 - Operating budget
 - Staffing
 - Revenue and expenses
 - Capital budget
 - Active project updates
 - 3-5 year project plan
 - Measure I General Obligation Bond project and expenditure update

- Review annual program and service delivery outcomes
 - Customer satisfaction reports
 - Total annual program, event, participant, and membership reports
 - Total annual facility usage and rental reports
 - Total annual MySantaClara service requests
 - Total annual park maintenance and capital improvements performed, including trees planted and maintained, as well as pathways, sport courts, fixtures, irrigation, facilities, and playgrounds added or rehabilitated
- Review annual Wade Brummal Grant/Scholarship requests in accordance with established policy

Goal # 4

Collaborate on Park and Recreation Commission By-Laws, with a goal of adoption by June 2027.

- Review adopted City Charter
- Review Commissioner City Clerk Issued Commissioner Roles & Responsibilities
- Develop Operational By-laws