



CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
Community Hall
10350 Torre Ave, Cupertino, CA
Thursday, May 3, 2018
7:00 PM
MEETING
DRAFT MINUTES

CALL TO ORDER

Chair Tambe called the meeting to order at 7:00pm in the Community Hall, at 10350 Torre Ave, Cupertino, CA.

PLEDGE OF ALLEGIANCE

Commissioners present: Meenakshi Biyani, Neesha Tambe, Carol Stanek, Helene Davis, Judy Wilson

Commissioners absent: None

Staff present: Jeff Milkes, Kevin Khuu, Kim Calame, Timm Borden, David Chen, Kristina Hastings

APPROVAL OF MINUTES

1. Regular Meeting on April 5, 2018 – Commissioner Davis motioned to approve the minutes of April 5, 2018. Commissioner Wilson seconded. Motion passed unanimously.

CEREMONIAL MATTERS AND PRESENTATIONS

2. CIP Presentation

Timm Borden, Director of Public Works, presented to the Commission the current and future Capital Improvement Projects, focusing on the parks and recreation related projects. Reviewed the completed, in progress, and newly proposed projects.

Chair Tambe suggested adding the medicinal garden feasibility study to the category 4 projects and adding more detail about what has been done for the Citywide Parks and Recreation Master Plan projects.

3. Neighborhood Events

Kim Calame, Recreation Supervisor, introduced David Chen and Kristina Hastings to present the new neighborhood events that will be planned for this summer, all throughout the City.

Staff reviewed the background and current plans for the events and requested help from the Commission to spread the word. Events will run from June 30th to Sept 29th.

Vice Chair Biyani suggested creating a flyer to pass out during the upcoming Volunteer Fair on Saturday, May 5th. Also suggested creating an online feedback forum for participants. Commissioner Davis suggested creating an app to get the feedback. Commissioner Stanek suggested marketing the neighborhood events at the Memorial Park events as well. Commissioner Wilson suggested marketing to the block leaders and local neighborhoods.

4. New Enterprise Software

Jeff Milkes, Director of Recreation and Community Services, presented to the Commission the new recreation management software that the department has decided on, Active Net. Reviewed the benefits of the new program and timeline of the implementation process.

Chair Tambe suggested checking on the compliance standards and data management standards of the new software. Vice Chair Biyani suggested adding a feature for customers to check facility availability online and where customers can touch base with the instructors if they have any questions.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

5. Code of Conduct

Kim Calame presented to the Commission the updated version of the Code and reviewed the overall changes. Requested feedback from the Commission. The escalation process will come back to the Commission in August for their review before its presented to City Council for approval.

Commissioner Stanek motioned to approve the code of conduct. Commissioner Davis seconded. Motion passed unanimously.

6. 2017-2018 Commission Work Plan

The Commission reviewed the work plan. Commissioner Stanek suggested adding the off lease dog park item to the items to schedule. Chair Tambe suggested adding the Age Friendly Transportation Service into the items to schedule and removing the Senior Center Repairs item from the list.

NEW BUSINESS

None

STAFF AND COMMISSION REPORTS

7. Director's Report

Jeff Milkes presented on the following:

- The Emergency Management Program - presented on AlertSCC, to join just text your zip code to 888777. Chair Tambe suggested implementing a mesh network API system to spread the word without using data.
- CLASS Software – server crashed recently, but system is being rebuilt.
- Apricots at Varian Park – reached a deal with a non-profit to harvest the apricots.
- Master Plan Meeting – May 17th at 6:30pm at the Quinlan Community Center. Will present the 3 concept ideas for Memorial Park.
- Summer Concert Series:
 - o Cupertino Symphonic Band on June 7
 - o Lyin' I's Eagle Cover Band on June 28
 - o Cocktail Monkeys on July 4
 - o Steel N Chicago on July 5

Commissioner Wilson attended the Block Leader Presentation. Commissioner Stanek attended the Holi Festival. Commissioner Davis attended the Earth Day Festival. Vice Chair Biyani attended the Earth Day Festival, Cherry Blossom Festival, and heard the Teen Commission present about stress at the Cupertino High School Event. Also attended the mayor's meeting: Library Commission is bringing in speakers, next speaker on May 27, has their book sale on May 19th, and will attend the Volunteer Fair, Sustainability Commission presented on their speaker series and Earth Day Events, Library Commission also mentioned about the proposal to combine the library and parks commissions, Fine Arts Commission mentioned they would like to partner with the Parks and Recreation and Teen Commission to promote art. Chair Tambe attended the Cherry Blossom Festival and will attend the Volunteer Fair on Saturday. Has been researching environmentally friendly innovations for building and construction.

ADJOURNMENT – Chair Tambe adjourned the meeting at 8:56 p.m.
Respectfully submitted,

Kevin Khuu, Administrative Assistant
Recreation and Community Services Department
Minutes approved at the ____ regular meeting

DRAFT