



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
Community Hall  
10350 Torre Ave, Cupertino, CA  
Thursday, March 7, 2019  
7:00 PM  
**MEETING**  
**DRAFT MINUTES**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Commissioners present: Helene Davis, Neesha Tambe, Judy Wilson, Gopal Kumarappan, Xiangchen Xu  
Commissioners absent: None  
Staff present: Jeff Milkes, Kevin Khuu, Toni Oasay-Anderson  
Guest speakers: None

**APPROVAL OF MINUTES**

1. Special Meeting of February 7, 2019  
Commissioner Davis motioned to approve the draft minutes. Vice Chair Kumarppan seconded. Motion passed unanimously.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

Tejas Billa, Caroline Spencer, and Elena McPherson, representing the Rolling Hills 4-H Alpaca Project, separately requested support from the Commission for a fence extension project at McClellan Ranch to host three alpacas and asked to place the item on a future agenda.

Lisa Warren, Cupertino Resident, commented on the property next to Sedgwick Elementary. Supported the City in negotiating a partnership with the Cupertino Union School District for shared use.

Chris Nutter, 3<sup>rd</sup> grade teacher at Collin Elementary, commented against the use of herbicides at Cupertino parks and schools. Reviewed the negative effects of herbicide use and supported alternative methods.

## WRITTEN COMMUNICATIONS

None

## OLD BUSINESS

### 2. Prioritization of Items for 2019-2020 Parks and Recreation Commission

Jeff Milkes, Director of Recreation and Community Services, reviewed the history of the item that was presented during the last meeting, updates made to the list per Commission direction received, and requested feedback.

Vice Chair Kumarappan suggested categorizing the list, to separate out the long term and short term items. Commissioner Xu added "Joint Use Agreement with CUSD for Facilities" to the list. Staff requested feedback from the Commission on which items to populate future agendas from July to June of FY 19-20.

Jennifer Griffin, Cupertino Resident, supported the alpaca extension at McClellan Ranch. Prioritized the following items: Blesch House, acquiring more parkland, owning more land and building ground parks, the property next to Sedgwick Elementary, off-leash dog park item, Rancho Rinconada partnership, and Lawrence-Mitty property.

The Commission reviewed the Draft Council Work Plan items and compared it to their current proposed FY19-20 work plan. The Community Gardens, Strategic Plan, All-Inclusive Playground, Athletic Field Policy, Teen Engagement and Marketing Plan items were already scheduled. The Commission requested adding a presentation to review the top 10 to 12 key elements that have risen from the comments and feedback received during the Master Plan process and how it was incorporated into the plan, scheduling a future presentation from Magical Bridge about the program, and recommended a phased approach to working on the Athletic Field Policy.

The Commission then reviewed their list of items and assigned them as short or long-term projects and the corresponding priority level.

- Code of Ethics: short term and high priority, but based on City Council's direction
- Lawrence-Mitty Update: to be scheduled
- Blesch House Update: to be scheduled (including the Barn)
- Cupertino Shuttle Survey: April, before the Strategic Plan Item
- State of the Trails: long term item and joint meeting with Bicycle Pedestrian Commission for August
- Partnership with CUSD/Sedgwick Property: to be scheduled

- Partnership with Rancho Rinconada: to be scheduled, with some research, update in May
- Dog Off Leash Park Trial: high priority, schedule earlier than next fiscal year, recommended doing this now and then evaluate in February
- Collaboration with Other Commissions: long term, possibly a joint meeting or update from the Bicycle Pedestrian Commission (talk about the Shuttle, Trails, etc.), possible special joint meeting in June
- Outreach Method: possible collaboration with Technology, Information & Communication Commission, scheduled for June
- Utilization data of Facilities at Parks: quarterly update in the Director's report, to show the utilization trends of key facilities
- Accreditation: long term project, to be scheduled
- Property Acquisitions: standing item, as opportunities arise
- Parklets: long term, as opportunities arise
- Neighborhood Walk: remove from list, field trip item
- Welcome to the City Onboarding Process: long term project
- Department Web Page: presentation in August
- Joint Use Agreement with CUSD: presentation possibly in May
- Add in: Collaboration with FUHSD or any other school districts

In reviewing the Commission goals, staff requested feedback on the example goals provided. Vice Chair Kumarappan requested postponing the decision to the next meeting. Chair Tambe requested setting item number 5 into the May meeting, item number 7 to the April meeting, and number 10 to the to be scheduled list. Also requested bringing the alpaca farm and herbicide use item, mentioned during Oral Communications, back to the Commission at the April meeting.

Chair Tambe moved item number 4 next on the Agenda.

## **NEW BUSINESS**

### **4. Presentation and Discussion on Community Funding Grant Process**

Commissioner Davis recused herself from the item, as she is a board member of the Rotary Club and Cupertino Historical Society. Commissioner Wilson commented that she is a member of the Rotary Club, but did not recuse herself.

Toni Oasay-Anderson, Management Analyst, presented to the Commission an overview of the current community funding program, recent updates made to it and the direction received from City Council. Requested feedback from the Commissioners on the draft evaluation criteria and the ranking criteria for all of the applications submitted, which will be ranked at a future meeting.

Chair Tambe called a recess at 8:59pm and called the meeting to order at 9:05pm.

The following groups reviewed their proposals and requested support from the Commission:

- Jennifer Furlong, Cupertino Historical Society
- Orrin Mahoney, Rotary Club of Cupertino
- Meredith Smith, Cupertino Educational Endowment Foundation
- Liyan Zhao, Silicon Valley Community United
- Sujatha Venktraman, West Valley Community Services
- Agnes Yeung, Northern California Chinese Culture and Athletic Federation
- Sujuan Lai, Silicon Valley Community United
- Qiushuang Zhang, Silicon Valley Community United
- Alex Bennett, Heart of the Valley
- Kalpana Aroda, InAtalent
- Park Chamberlain, Friends of Deer Hollow Farm
- Eugene Wong, Bay Area Chrysanthemum Society

Jennifer Griffin, Cupertino Resident, recommended asking each speaker to mention the name of their organization before they speak. Supported the Deer Hollow Farm White Barn Renovation project.

In reviewing the draft criteria presented by staff, the Commission suggested removing the “completeness” criteria from the points system. Chair Tambe suggested adding criteria involving the applicants’ engagement with City services if the funds are granted. Also requested adding information on the diversity of residents served. Commissioner Xu suggested expanding grants to just more than five groups (based off last year’s grants).

The Commission agreed to review the point system as an “add points” for benefits. Agreed to the draft distribution of points, but moved 5 points from number 8 to 9, removed the eighth criteria from the list and asked to add more clarity to certain items.

Staff estimates the total funding possible from \$30,000 to \$75,000. Chair Tambe suggests looking at the individual rankings, then the group rankings, and then look at the overall top applications and distribute the funds accordingly based on the natural applications that rise to the top. Asked for a list that shows the applications and the associated costs as well as the response to community need.

Chair Tambe suggested being able to recommend to City Council potential partnerships from the Community Funding Grant Program applicants for yearly programs and events.

The Commissions decided on a potential televised special meeting to discuss the results of their assessments, potentially at the last week of March.

3. Review of Future Agenda Items and Additions/Prioritization for Parks and Recreation Commission

The Commission reviewed the future agenda items. Chair Tambe requested adding back the Brown Act Training to a future agenda.

## **NEW BUSINESS**

5. Presentation and Discussion on Department Name Change from Recreation and Community Services to the Department of Parks and Recreation

Jeff Milkes reviewed with the Commission the history of the name change for the Recreation department, along with the recent change in department services. Requested feedback from the Commission on changing the department's name.

Commissioner Wilson moved to change the name back to the department of Parks and Recreation. Commissioner Davis seconded. Motion passed unanimously.

## **STAFF AND COMMISSION REPORTS**

6. Director's Report

Jeff Milkes presented on the following:

- Reminded the Commissioners about completing the survey on Council/Commission relations mentioned by the City Manager's Office.
- Requested quotes from Commissioners to add to the Parks and Recreation System Master Plan.

7. Commissioners' Reports

- Vice Chair Kumarappan attended the CPRS Awards Dinner. Recognized the recipients from the City of Cupertino.
- Commissioner Xu attended the Mayor's meeting. Spoke about collaborations across commissions and TICC/Fine Arts Commission proposed similar ideas. The Bicycle Pedestrian Commission requested an update. Talked about a trip to Magical Bridge with the Mayor and the Fine Arts Commission suggested collaborating to fundraise for the project.

**ADJOURNMENT** – Chair Tambe adjourned the meeting at 10:54 p.m.

Respectfully submitted,

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