



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
Community Hall  
10350 Torre Ave, Cupertino, CA  
Thursday, May 2, 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: Xiangchen Xu, Gopal Kumarappan, Neesha Tambe, Helene Davis, Carol Stanek

Commissioners absent: None

Staff present: Christine Hanel, Kevin Khuu, Toni Oasay-Anderson, Carl Valdez, Cheri Donnelly, Ursula Syrova, Brian Gathers

Guest speakers: None

**APPROVAL OF MINUTES**

1. Regular Meeting of April 4, 2019

Commissioner Davis motioned to approve the draft minutes as submitted. Vice Chair Kumarappan seconded. Motion passed with 4 yes and 1 abstain.

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

Chair Tambe moved New Business, item number 5, to next on the agenda.

**NEW BUSINESS**

5. Receive a Pest Management Program Presentation from the Public Works Department

Carl Valdez, Superintendent of the Public Works Service Center, introduced Cheri Donnelly, Environmental Programs Manager, Ursula presented to the Commission about the City's integrated pest management program, reviewing the current pest control methods for City locations, parks, and school properties.

Hans Toensfeldt, representing 4-H, shared the group's experience working with the UC Davis integrated pest management program and products/solutions they have used.

Chris Nutter, representing Collins Elementary School, suggested the City research and trial alternative methods to using pesticides and herbicides, referencing City of Menlo Park as an example.

Commissioner Stanek brought to the Commission's attention a petition, that parents started, for the City to not use Roundup at school fields. Suggested that staff reach out to address this petition. Staff will speak to the City's Public Informational Officer to spread the word and clarify on the City's current pest management practices, meets annually to review current practices, will reach out to the City of Menlo Park, and confirmed that the City hosts a yearly meeting with the school district and will bring this item to the agenda for the next meeting.

## **OLD BUSINESS**

### **2. Discussion and Recommendation to City Council on the Revision of the Community Funding Policy**

Toni Oasay-Anderson, Management Analyst, reviewed the history of the item with the Commission and the proposed revisions to the policy, to be brought forward to City Council on May 13 for review and adopted on June 18.

The Commission reviewed the policy and suggested changes presented by staff. Decided on the following:

- Requested City Council set the overall funding cap for the program
- Set \$20,000 as the requested limit per applicant, subject to annual review
- A separate evaluation process for new applicants vs past recipients
- Update the tiered funding structure to 4 tiers:
  - o <\$1000, \$1000 to \$5000, \$5000 to \$10,000, \$10,000 to \$20,000
- Change bullet point number 10 under evaluation criteria to an informational item instead and be part of the point system given
- Approve the proposed restrictions/guidelines, but alter the last bullet point to say "Events sponsored by the City's Community Grant Funding must use the City Logo for any marketing products, subject to the City's guidelines"
- Change "If requested, recipients must provide full financial statements for the organization" and a more defined breakdown of the budget.

- Change procedure number 5 to “45 days to the end of the fiscal year” and add a recommendation to all applicants to attend the April Parks and Recreation Commission meeting and May City Council study session.
  - Streamline the application process so each organization submits one proposal, even if requesting multiple grants for different projects.
  - Add in the application if the grant requested is one time use or recurring use
  - Add “...and/or partnerships with other community or city organizations” to the seventh bullet point under the evaluation criteria
  - Add into the application saying that the applicant understands that by receiving the grant from the City, they will do additional outreach and marketing to members of the community, beyond the existing organization.
  - Staff will present to City Council the current recommendations on the grant applicants, then present the updates to the policy to affect future evaluations.
3. Continue the Discussion of the 2019/2020 Parks and Recreation Commission Work Plan Items, based on the Approved City Council Work Plan
- The Commission reviewed the documents provided by staff and compared the City’s work plan to the list put together by the Commission. Suggested the following updates:
- For the Teen Engagement item under Community Livability on the City’s Work Plan, list that as Teen Quarterly Update on the Commission’s work plan.
  - Add the Strategic Partnerships with Non-Profits to the Items to be Scheduled.
  - Add Art in Unexpected Places to the Commission’s work plan (as a possible joint meeting or presentation with the Fine Arts Commission)
  - Add Policies on Non-Profit Support to the Commission work plan.
  - Requested adding receiving an update on the shuttle bus trial and the all-inclusive playground

Staff will incorporate the items into the new work plan format and will bring the item back to the Commission for their review and approval at the next meeting.

4. Review of Future Agenda Items and Additions/Prioritization for Parks and Recreation Commission’
- The Commission reviewed the June agenda items.

## **NEW BUSINESS**

6. Propose Ideas and Discuss Possible Opportunities for Collaboration with Other Commissions
- The Commission suggested the following ideas:
- Working with the Fine Arts Commission on the Art at Unexpected Places, to possibly incorporate it into the All Inclusive Playground, and on the summer

and neighborhood events.

- Working with the TICC and Library Commission to create a digital gateway at the Library that shows all Commission related events and projects and will schedule a presentation.
- Joint meeting with or presentation from the Bicycle Pedestrian Commission to analyze the connection of all parks and recreation services.
- Requested staff review finalized work plans across all Commissions to match items and call out opportunities for partnerships.

## **STAFF AND COMMISSION REPORTS**

### **7. Receive Monthly Update Reports from:**

- Director
  - o Reminded the Commission about sending bios and head shots to staff
  - o The Recreation Department's name has changed back to the Department of Parks and Recreation
  - o Opening of BBF this coming Saturday from 10am to 6pm.
- Commissioners
  - o Vice Chair Kumarappan attended the Parent Advisory Committee with CUSD, shared their initiative on Parent/Teen engagement and to help teens with the transition from Middle to High School.
  - o Commissioner Stanek had taken part in the interview process for the Neighborhood Events staff and attended the Big Bunny Fun Run. Mentioned about the construction on the McClellan Ranch parking lot and the clearing of the Community Gardens.
  - o Commissioner Xu mentioned about the City creating a set shuttle service to the Library and suggested working with the school district.
  - o Chair Tambe attended the City Council meeting and spoke about the new shuttle system and the Parks and Recreation System Master Plan, clarifying what the plan actually entails.
  - o Commissioner Davis attended the Regnart Creek Trail meeting and reiterated that the Commission did recommend to approve the trail as all off road.

**ADJOURNMENT** – Chair Tambe adjourned the meeting at 9:43 p.m.

Respectfully submitted,

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