



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
Community Hall  
10350 Torre Ave, Cupertino, CA  
Thursday, October 3, 2019  
7:00 PM  
**MEETING**  
**DRAFT MINUTES**

**CALL TO ORDER**

Chair Tambe called the meeting to order at 7:42 p.m. in the Community Hall, at 10350 Torre Ave, Cupertino, CA.

**PLEDGE OF ALLEGIANCE**

Commissioners present: Gopal Kumarappan, Neesha Tambe, Carol Stanek  
Commissioners absent: Xiangchen Xu, Helene Davis  
Staff present: Jeff Milkes, Kevin Khuu, Michael Zimmerman, Christine Hanel, Daniel Mestizo, Whitney Zeller  
Guest speakers: None

**APPROVAL OF MINUTES**

1. Regular Meeting of September 5, 2019

Chair Tambe postponed this item to the November meeting, due to the lack of quorum to vote on the minutes.

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

Resident Steven Chi of Spacebotz First Lego League spoke to the Commission about the need for an all-inclusive playground.

Saratoga resident, Timothy Liu spoke to the Commission about the need for an all-inclusive playground.

Resident Jiajing Liang spoke to the Commission about the need for an all-inclusive playground.

**WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

### **2. McClellan Ranch – Community Gardens Improvements – Update**

Michael Zimmerman, Capital Improvement Project Manager presented the latest conceptual plan for the garden, reviewed direction received from Council in June, discussed garden design, reviewed the project schedule, reviewed cost estimates and explained volunteer forces to be utilized. The new design consists of 115 plots and has a scheduled opening of May 2020, contingent on weather during construction. Jeff Milkes, Director of Parks and Recreation, gave more detail on volunteer utilization and reviewed potential for additional community gardens at satellite locations.

Vice Chair Kumarappan requested clarification on the costs of the project and distinguished which items will be completed by contractors/vendors and what items will be completed by city staff. Vice Chair Kumarappan suggested that there were too many allocations to construction management and would like to see a larger focus on mitigation plans to avoid repeating issues that occurred previously with the community garden project.

Commissioner Stanek expressed concern with the possible timeline delays due to the rainy season and inquired on any procedures in place for processing applications and any existing policies regarding the assignment of plots.

Chair Tambe advised that alternative irrigation and plot structures be researched, such as a reservoir system which can also help in deterring rodents. Chair Tambe also voiced apprehension in the standardization of the plots as well as the use of volunteer to assemble the beds and expressed concern that basing design and construction decisions on budget may decrease the utility and quality of the garden.

## **NEW BUSINESS**

### **3. Receive presentation and provide feedback on the Department Performance Measures and Workload Indicators for FY 19/20**

Christine Hanel, Assistant Director, presented to the Commission about the Recreation Department's current performance measures and workload indicators for the current fiscal year. Reviewed the current measures and explained general trends for the last 3 fiscal years.

Assistant Director Hanel reminded the Commission about the special meeting that will be held next month on November 18, for the visit from the LERN consultant to review the department's marketing plan.

Vice Chair Kumarappan expressed interest in seeing what data and suggestions the LERN consultant will be able to provide and would like to see how targets will update with the new information.

Commissioner Stanek inquired on how automation has impacted workload indicators. Assistant Director Hanel responded that the impact of automation will be reflected in the new quarter.

Chair Tambe asked where there is the greatest potential for growth next year. Assistant Director Hanel responded that senior services are in high demand and that the department will need to keep up with that trend. Chair Tambe requested that information on externalities that can impact the data be included in future reports.

4. Receive a presentation on the second Bobateeno youth and teen event  
Daniel Mestizo, Recreation Coordinator, updated the Commission on the goals of the event, attendance and participation, and feedback for future events. Goals for the event included addressing teen stress, fostering social development, recreation, and resource connection. Attendance this year increased from 500 to 700, and a passport program was used to encourage teens to visit resource booths. There were 115 survey responses following the event with positive feedback. Next year there are plans to continue expanding the scope of the booths and activities offered at Bobateeno.

Vice Chair Kumarappan suggested using an alternative location next year, as there were some noise issues with the proximity to the library.

Commissioner Stanek recognized the passport system as a good idea to keep attendees participating. It was also suggested to incorporate therapy dogs next year to contribute to stress relief.

Chair Tambe suggested adding human bingo to next year's event to allow attendees to interact more with each other, to collect quotes from participants as a marketing tool for the event in future years, and to have local businesses sponsor a large raffle next year. It was also suggested to find smaller ways to incorporate long-term interaction with attendees and share other opportunities to manage stress and mental health.

5. Thumbs Up!  
Item was pulled from the agenda.

## **STAFF AND COMMISSION REPORTS**

6. Receive Monthly Update Reports from:
  - Director
    - o Draft ethics protocol will be added to the November meeting.
    - o Jollyman dog off leash trial has started.
    - o City Council work plan amendment to include the golf course review was denied on Tuesday.
    - o Will bring the CIP prioritization item to the Commission next month.
    - o Master Plan will come to the City Council in December.

- Will host a special meeting between the City Council and the Commission sometime in January to discuss Rancho Rinconada
- Commissioners
  - Commissioner Stanek attended the Mayor's meeting and reported on the following:
    - Bike Ped – Reviewed the Carmen Ave Bridge, Bike Fest event, Regnart Trail was approved.
    - Fine Arts – Young artist contest through November. The subject is "What Makes Me Smile?". Two walls were identified for murals, for art in unexpected places, they are looking for art to place on City swag.
    - Library – Santa Clara County Library district and friends of the library.
    - Teen – Bobateeno
    - Planning – Farmers' Market at the Oaks.
    - Housing – Short term rentals regulations, accessory dwelling units would not be approved for short term rentals.
    - Public Safety – Limiting tobacco products near schools, coyote issues.
    - Sustainability – Zero waste lifestyle speaker presentation, reduce waste.
    - Also attended the Jollyman Off Leash Area trial and has heard positive feedback so far.
  - Vice Chair Kumarappan Reported on Bobateeno and will attend the DOLA

**ADJOURNMENT** – Chair Tambe adjourned the meeting at 10:02 p.m. to the November 7, 2019 at 7:00 p.m.

Respectfully submitted,

Whitney Zeller, Administrative Assistant  
 Parks & Recreation Department  
*Minutes approved at the \_\_\_\_regular meeting*