



**CITY OF CUPERTINO  
PARKS AND RECREATION COMMISSION  
EOC  
10350 Torre Ave, Cupertino, CA  
Thursday, February 6, 2020  
7:00 PM  
SPECIAL MEETING  
DRAFT MINUTES**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Commissioners present: Neesha Tambe, Gopal Kumarappan, Carol Stanek, Sashikala Begur  
Commissioners absent: Xiangchen Xu  
Staff present: Randy Schwartz, Christine Hanel, Whitney Zeller, Jenny Koverman, Mellownie Salvador  
Guest speakers: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

1. Introduction of New Commissioner.  
Chair Tambe introduced new Commissioner, Sashi Begur. Commissioner Begur shared a brief overview of her background.
2. Chair/Vice Chair Selection.  
Chair Tambe tabled the item to the March 5<sup>th</sup> meeting.

**APPROVAL OF MINUTES**

3. Special Meeting of January 9, 2020  
Commissioner Stanek motioned to approve, Vice Chair Kumarappan seconded. Motion passed with three yes, one abstention and one absent.

**POSTPONEMENTS**

**ORAL COMMUNICATIONS**

**WRITTEN COMMUNICATIONS**

New Business item 7 was discussed at this portion of the meeting.

7. Blackberry Farm Entrance Road Improvements – Feasibility Study Public Meeting.

Public Work Project Manager, Mellownie Salvador presented on the upcoming public meeting that will be held on Wednesday, February 12, 2020 at the EEC to discuss the Blackberry Farm Entrance Feasibility Study. A formal presentation including the feedback from the meeting will be made at the March 5<sup>th</sup> Parks and Recreation Commission meeting. The feasibility study and report will be presented to council in April.

The Commissioners requested to see the proposals in advance and that it be made available to the public if possible.

Chair Tambe suggested posting a version of the flyer on the gate at the scenic circle entrance to BBF.

Commissioner Stanek suggested sharing the information with Monta Vista High School and Kennedy Middle School.

**OLD BUSINESS**

4. Satellite Community Garden - Update

Recreation Supervisor Jenny Koverman presented an update on potential satellite community gardens. Council had directed staff to use 300k of the community garden funding to create satellite community gardens in Cupertino. The Commissioners were asked to propose at least 2 satellite garden locations and send to Whitney by February 24<sup>th</sup>. Commissioners will later use the evaluation form to rate and evaluate each proposed garden location. At a future meeting the top locations will be identified for master gardeners to review.

Vice Chair Kumarappan suggested adding a minimum of 25 plots to be accommodated for each satellite garden site. Vice Chair Kumarappan also requested data on how many people are on the waitlist for the Community Garden.

Chair Tambe requested a list of where the current and waitlisted residents are located to be able to target areas for potential satellite gardens. Chair Tambe also suggested the list be expanded to include parklet opportunities as well.

Commissioner Stanek requested a list of City owned undeveloped and underutilized properties.

5. Review and Finalize Commission Proposals for the 2020/2021 City Work Program.

Interim Director Randy Schwartz reviewed the items on the Commission Proposals for the 2020/2021 City Work Program, drafted at the January 9<sup>th</sup> meeting by the Commission. The Commissioners changed item three from Summer Events to Annual Events and completed a Project Objective for each item.

6. Parks and Recreation Master Plan Update

Interim Director Randy Schwartz presented an update on the Parks and Recreation Master Plan. The Master Plan Will be going to Council at the February 18<sup>th</sup> Council meeting. Chair Tambe will attend in support of its adoption. Cindy Mendoza will be making the presentation with the assistance of Gail Seeds. We will be requesting approval of the document from Council. Chair Tambe will select two Commissioners to act as a committee to assist City Staff with the strategic plan for the Master Plan.

Chair Tambe requested a joint meeting with Council to review the strategic plan when appropriate.

## **NEW BUSINESS**

8. Schedule Commissioner's Attendance of Mayor's Monthly Meetings.

Commissioners discussed their attendance at the upcoming Mayor's meeting.

March 4 – Neesha Tambe

April 1 – Carol Stanek

May 6 – Gopal Kumarappan

June 3 – Sashi Begur

Remaining meeting attendance will be scheduled via email.

## **STAFF AND COMMISSION REPORTS**

9. Receive Monthly Update Reports from:

- Director

Interim Director Randy Schwartz provided the Director's Report.

- Rancho Rinconada Update, currently scheduled to be on the March Commission meeting agenda.
- Cultures of the World Event - February 13
- Winter Ball - February 28
- Big Bunny 5k - April 11
- The City is accepting applications for Summer jobs

- February 12<sup>th</sup> - BBF Entrance meeting
- Director Search was conducted in December. Did not choose a candidate from the initial candidate pool, will continue a more concentrated recruitment process starting next week.
- Commissioners  
Chair Tambe
  - Spoke at the last Council meeting on the Community Funding Policy item which passed. Applications will be reviewed at a future meeting.

**ADJOURNMENT** – Chair Tambe adjourned the meeting at p.m. to the March 5, 2020 meeting at 8:52 p.m.

Respectfully submitted,

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