



CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
Teleconference Special Meeting
Thursday, May 14, 2020
7:00 PM
DRAFT MINUTES

CALL TO ORDER

Chair Kumarappan called the special meeting to order at 7:02p.m. via teleconference.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: Gopal Kumarappan, Carol Stanek, Neesha Tambe,
Xiangchen Xu, Sashikala Begur
Commissioners absent: None
Staff present: Randy Schwartz, Whitney Zeller, Christine Hanel,
Branton Curt, Toni Oasay-Anderson
Guest speakers: Joanne Magrini

CEREMONIAL MATTERS AND PRESENTATIONS

APPROVAL OF MINUTES

1. Special Meeting of February 6, 2020.
2. Meeting of March 5, 2020.
Commissioner Tambe motioned to approve both the February 6, 2020 and the March 5, 2020 minutes. Commissioner Xu seconded the motion. Motion passed unanimously with 5 votes yes.

ORAL COMMUNICATIONS

WRITTEN COMMUNICATIONS

3. Written Communications to be Received at the May 14, 2020 Parks and Recreation Commission Meeting.
Chair Kumarappan acknowledged the written communications received.

OLD BUSINESS

4. Update on Rancho Rinconada Recreation & Park District.
Interim Director Randy Schwartz provided update on the Rancho Rinconada Recreation & Park District. Staff sent notice to the residents of the Rancho Rinconada District and started the process of the survey. One Commission

meeting was held where public comment was received. Due to COVID-19, the process has been halted until further notice.

Community member Jennifer Griffin spoke on the item in favor of maintaining the status quo and did not want the assets for the District transferred to the City.

Branton Curt shared that a flyer was delivered by hand to each resident in the Rancho Rinconada District with information on the survey and that the survey was open from March 7th – 23rd for public comment. The survey will be re-opened for more public comment and the public will be noticed when it will be available.

Commissioners posed questions regarding the content of the survey; Director Schwartz suggested that the subcommittee for this item review the survey before it is published.

Commissioner Begur requested a report of current revenues of the recreation district. Commissioner Begur also requested a report of what investment would be needed for the City to operate the district and where the funds would come from.

Commissioner Tambe requested the percentage of users who live within the district vs the percentage of users who do not live within the district.

Chair Kumarappan suggested that the subcommittee provide an update on this topic at the next meeting.

5. Satellite Community Garden Project.

Chair Kumarappan postponed this item to the June 4, 2020 meeting.

6. Update on the Development of the Specific Plan.

Chair Kumarappan postponed this item to the June 4, 2020 meeting.

New Business Item 8 was discussed at this portion of the meeting.

8. Update on the Coronavirus' Impacts to Cupertino Parks and Recreation Programs.

Randy Schwartz provided an update on the impacts of the Coronavirus to Cupertino Parks and Recreation Programs. All activities with 100 attendees or more have been cancelled through the Summer. Staff are looking into potentially offering summer camp programs that adhere to State and County orders. The golf course and tennis courts have been opened with restrictions following the county order. The City has been offering virtual recreation classes and programs that have been successful and well attended. Staff have been contacting Senior

Center members via email, newsletters and wellness calls. Staff have also been providing food delivery for seniors and Cupertino school districts. The City launched the #CupertinoCares initiative which has included weekly programs and activities to involve the community.

Community member Darcy Paul spoke on the item and asked for clarification on outreach to those who had registered for summer programs and policies for refunds and attendance of summer programs.

Commissioner Tambe suggested diversifying the schedule of popular classes and discouraged recording the classes.

Vice Chair Stanek suggested moving programs outdoors and recommended opening the golf course to foot golf and other uses to provide open space for the community to use.

Interim Director Schwartz shared that refunds are being issued for any programs and rentals that have been cancelled.

Commissioner Begur encouraged staff to research ways mitigate potential issues with non-essential workers enrolling their children in programs.

New Business Item 9 was discussed at this portion of the meeting. (1:47)

9. Outreach to the Public and Mechanisms for the Public to Contact Staff.

Branton Curt proved an update on the item. Facilities were closed on March 16th and notification was sent to the public through the City's website, social media platforms as well as through signage on facility doors. Programs, events and rentals were cancelled immediately after and staff contacted impacted customers via email and phone. The Parks and Recreation Department initiated a virtual recreation program on March 14th and informed residents via email, the City's website and social media. On April 23rd the City began #CupertinoCares initiative, marketing it through the block leader program, social media, email and the City's website. The City has continued to communicate updates through the City homepage, weekly Covid-19 Reports (published Monday, Wednesday and Friday), and social media. Some paid virtual recreation programs will be offered and are available to view on the virtual recreation guide webpage. Public comment inquiries can be directed to the Public Communications Officer, Brian Babcock. The Senior Center, Quinlan and the Sports Center are checking phones and responding to calls within 24 hours.

New Business Item 10 was discussed at this portion of the meeting.

10. Examination of Year-Round Special Events Offered by the City.

Christine Hanel provided reviewed the variety and location of year-round special events offered by the City including over 100 events at 20 different locations throughout Cupertino.

Commissioner Tambe encouraged staff to work with the Commission on any events they anticipate hosting virtually.

7. Discuss the Process and Timeline for Reviewing Community Funding Grant Program Applications.

Randy Schwartz, Christie Hanel and Toni Oasay-Anderson reviewed the background on the Community Funding Grant Program and asked the Commission to provide their input on the evaluation criteria in order to prepare for the June 4th meeting where their recommendation to Council will be decided.

Motioned to amend the application evaluation sheet to include COVID response preparedness under the alignment with City priorities section and converting the second to last section to say application impact with the first bullet point to address past performance and program efficacies and the second bullet point to be originality.

Chair Kumarappan seconded the motion. Motion passed unanimously with 5 votes yes.

Vice Chair Stanek inquired how the new tiered system and new/previous application component will impact the evaluations.

Chair Kumarappan requested that staff provide guidance on the tiered system and new components to the policy when the application packets are sent to the Commissioners for evaluation, as well as guidance on what monetary amount would be reasonable to recommend to Council.

NEW BUSINESS

STAFF AND COMMISSION REPORTS

11. Receive Monthly Update Reports from:

Director

- Interim Director Randy Schwartz welcomed Joanne Magrini as the incoming Parks and Recreation Director.

Commissioners

- Commissioners thanked Randy Schwartz for his help and leadership during his time with the City.

ADJOURNMENT – Chair Kumarappan adjourned the meeting at 10:33p.m. to the June 4, 2020 meeting at 7 p.m.

Respectfully submitted,

Whitney Zeller, Administrative Assistant
Parks & Recreation Department

Minutes approved at the _____ regular meeting