



CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
Teleconference Special Meeting
Monday, November 16, 2020
6:00 PM
DRAFT MINUTES

CALL TO ORDER

Chair Kumarappan called the meeting to order at 6:00p.m. via remote teleconference.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: Gopal Kumarappan, Carol Stanek, Neesha Tambe,
Xiangchen Xu, Sashikala Begur
Commissioners absent: None
Staff present: Joanne Magrini, Whitney Zeller, Rachelle Sander,
Zach Korach, Toni Oasay-Anderson
Guest speakers: None

APPROVAL OF MINUTES

1. Subject: Meeting Minutes of November 5, 2020.
Recommended Action: Review and approve the minutes for the November 5, 2020
Parks and Recreation Commission meeting.

Vice Chair Stanek motioned to approve the draft minutes for the November 5, 2020
Parks and Recreation Commission meeting. Commissioner Tambe seconded the
motion. Motion carried unanimously with five votes yes.

POSTPONEMENTS

No Postponements

ORAL COMMUNICATIONS

No Oral Communications were received

WRITTEN COMMUNICATIONS

No Written Communications were received

OLD BUSINESS

2. Subject: Updated Administrative Procedures Within the Community Funding Grant Policy.

Recommended Action: Review and provide feedback on updated administrative procedures within the Community Funding Grant Policy, including an earlier submission date for applications, clarification on how applications will be organized and reviewed, eligibility requirements, program funding cap, and affirmation that all qualified applicant materials will be brought to City Council.

Recreation Supervisor, Rachelle Sander, provided a presentation on updated administrative procedures within the Community Funding Grant Policy.

Commissioner Tambe commented that she approved of the new submission date for applications. She noted that she wants to make sure the Historical Society is not included in whatever cap is decided on, that she would like to see receipts for expenses prior to evaluating applications, and suggested a sliding scale for those organizations that receive funding for festivals to make it more sensitive to smaller or less funded organizations.

Vice Chair Stanek commented that organizations may be relying on the fee waivers and added that she would like Council to decide on a funding range rather than a funding cap.

Chair Kumarappan questioned Sister Cities getting additional funding through the grant program and questioned limiting funding organizations that receive fee waivers. The Chair suggested having City Council determine a funding cap.

Commissioner Begur commented that Commission should have knowledge of what funds are available for the grant program, so that the Commission can provide options to the City Council to consider.

Commissioner Xu commented that a five-year funding history for the program is helpful in determining a potential cap.

Commissioner Begur agreed that City Council makes the final decision for funding but would like to have a guideline from City Council on what budget should be designated to the grant program.

Commissioner Tambe clarified the comments of the Commissioners, including that all commissioners agree with the earlier submission date, a preference for annual feedback from Council on what they are willing to spend on the program, agreeance

that Council should receive all applicant information, and enforcing the portion of the application which requests information on other funding sources and their amounts.

Chair Kumarappan agreed with Commissioner Tambe's comments and added that he agreed with Commissioner Begur's comments that it would be helpful to know what budget the City Council is willing to assign to the program before providing a recommendation. He added that the Commission would like to see funding for the Historical Society through the grant program, included in the budget.

Vice Chair Stanek noted that the Commission seemed to agree on an earlier application date and removing restrictions for organizations that receive a fee waiver.

Director of Parks and Recreation, Joanne Magrini, commented that a motion is not needed, but that staff are retaining the Commission's feedback and proposed a funding range of \$70,000 to \$90,000 based on the three-year average provided by Finance, to address the Commissioner's comments. She shared that the item would be brought to City Council at their December 1st meeting.

NEW BUSINESS

No new business

STAFF AND COMMISSION REPORTS

No staff or commission reports.

ADJOURNMENT – Chair Kumarappan adjourned the meeting at 7:42 p.m. to the December 7, 2020 meeting at 7:00 p.m.

Respectfully submitted,

Whitney Zeller, Administrative Assistant
Parks & Recreation Department

Minutes approved at the _____ regular meeting