



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
**Teleconference Special Meeting**  
**Monday, December 7, 2020**  
**7:00 PM**  
**DRAFT MINUTES**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Commissioners present: Gopal Kumarappan, Carol Stanek, Neesha Tambe,  
Xiangchen Xu  
Commissioners absent: Sashikala Begur  
Staff present: Joanne Magrini, Whitney Zeller, Rachelle Sander, Jenny  
Koverman, Kevin Khuu  
Guest speakers: None

**APPROVAL OF MINUTES**

1. Subject: Meeting Minutes for the November 16, 2020 Special Meeting.  
Recommended Action: Review and approve the minutes for the November 16, 2020 Parks and Recreation Commission special meeting.

Vice Chair Stanek motioned to approve the draft minutes for the November 16, 2020 Parks and Recreation Commission special meeting. Commissioner Tambe seconded the motion. Motion carried with 4 votes yes and Commissioner Begur absent.

**POSTPONEMENTS**

2. Subject: Project Evaluation Criteria and Process.  
Recommended Action: Discuss and adopt a process and criteria for project evaluations.

Item was postponed to the next meeting.

3. Subject: Athletic Field Use Policy Youth Sports Organization Feedback and Next Steps.

Recommended Action: Receive an update on the Athletic Field Use Policy youth sports organization feedback and next steps.

Recreation Supervisor, Jenny Koverman, provided an update on the Athletic Field Use Policy youth sports organization feedback and next steps.

Commissioner Xu commented that the outreach method be flexible so the community can provide their input.

Commissioner Tambe recognized that there is limited field availability for some sports versus others, such as cricket, and that we have not done anything to provide these sports additional space. Commissioner Tambe added that given the demographic of the City, we need to have spaces that people can go that will not be crowded.

Commissioner Stanek commented that leaving some Sundays available for makeup games would be good because it is disruptive to leagues when games are rained out.

#### **ORAL COMMUNICATIONS**

No Oral Communications were received

#### **WRITTEN COMMUNICATIONS**

No Written Communications were received

#### **OLD BUSINESS**

No Old business

#### **NEW BUSINESS**

4. Subject: Status of the Fiscal Year 2020-21 Work Program and First Quarter Budget.

Recommended Action: Receive a report on the status of the Fiscal Year 2020-21 Work Program and first quarter budget.

Director of Parks and Recreation, Joanne Magrini, provided a report on the Fiscal Year 2020-21 Work Program and First Quarter Budget.

Commissioner Tambe suggested to add to the February agenda, best practices regarding what the Commission would like to see incorporated in the Work Program dashboard.

Chair Kumarappan added that it is good to have milestones set for each item and would also like to discuss in February ideas for the Work Program dashboard.

5. Subject: Community Feedback Regarding Playground Equipment Replacement Options for Creekside Park and Varian Park Tot Lots.

Recommended Action: Receive an update on community feedback regarding playground equipment replacement options for Creekside Park and Varian Park tot lots.

Recreation Supervisor, Rachelle Sander, provided an update on community feedback regarding playground equipment replacement options for Creekside Park and Varian Park tot lots.

Vice Chair Stanek shared that feedback in the Parks and Recreation System Master Plan included more natural looking play structures and nature play and would like to see this included.

Commissioner Tambe recommended including fitness equipment in the budget and would like to make sure we are using all funds set for this fiscal year. Commissioner Tambe agreed with Vice Chair Stanek's comments on nature play and added that we should connect with other commissions such as bike ped and fine arts to collaborate with them.

Commissioner Xu recommended to consider facilities for older kids.

## **STAFF AND COMMISSION REPORTS**

### **6. Subject: Monthly Update Reports.**

Recommended Action: Receive monthly update reports from the Director of Parks and Recreation and commissioners.

Director Magrini provided a presentation on COVID updates, upcoming events, and other department announcements.

Commissioner Tambe shared that she attended the meeting to discuss the Commissioner Handbook. The discussion included subcommittees and updates on work program items.

## **COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

Commissioners discussed attendance at upcoming Mayor's meetings as follows:

January – Chair Kumarappan

February – Commissioner Xu

March – Commissioner Tambe

## **FUTURE AGENDA SETTING**

Commissioner Tambe requested the following agenda items:

- Formal update on the strategic plan
- Update on the inclusive playground
- Specific agenda item on Memorial Park and the ponds

Vice Chair Stanek requested the following:

- Proposed dates for the next year and interim steps for all Commission Work Program items

Commissioner Xu added that she would like to discuss Memorial Park.

Chair Kumarappan requested to have a standard agenda item for the Work Program that can be provided as an update quarterly.

## **ADJOURNMENT**

Chair Kumarappan adjourned the meeting at 8:58 p.m. to the January 7, 2021 meeting at 7:00 p.m.

Respectfully submitted,

Whitney Zeller, Administrative Assistant  
Parks & Recreation Department

*Minutes approved at the \_\_\_\_\_ regular meeting*