



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
**Teleconference Meeting**  
**Thursday, October 7, 2021**  
**7:00 PM**  
**DRAFT MINUTES**

**CALL TO ORDER**

Chair Stanek called the meeting to order at 7:00 p.m. via remote teleconference.

**ROLL CALL**

Commissioners present: Carol Stanek, Xiangchen (Minna) Xu, Sashikala Begur, Gopal Kumarappan, Neesha Tambe  
Commissioners absent: None  
Staff present: Joanne Magrini, Kevin Khuu, Molly James, Kelsey Hayes, Rachelle Sander, Toan Quach  
Guest speakers: Louise Saadati

**CEREMONIAL MATTERS AND PRESENTATIONS**

1. Subject: KnowBe4 Training

Recommended Action: Discuss mandatory KnowBe4 training with the City's Infrastructure division.

Toan Quach, Innovation Technology Technician, presented on this item. Toan sent an email of the training to the Commissioners and confirmed that they have 21 days to complete the training.

2. Subject: Summer Programs and Events

Recommended Action: Receive a presentation on summer programs and events.

Joanne Magrini, Parks and Recreation Director, introduced Molly James, Recreation Manager, and Kelsey Christian, Recreation Coordinator to present on this item. Molly presented the after season review of Blackberry Farm. Kelsey presented an overview of the events and festivals that occurred this summer.

3. Subject: Senior Strategy Survey

Recommended Action: Receive a presentation on encouraging community input in a survey assessing resource awareness and need among seniors for the Senior Strategy City Work Program Item.

Joanne presented on the information about the survey and when it would be released. Chair Tambe suggested possibly partnering with private organizations such as Age

Friendly Cities, Main Street, Library Foundation, or assisted living facilities to spread the word about the survey.

### **APPROVAL OF MINUTES**

4. Subject: Meeting Minutes for the September 2, 2021 Parks and Recreation Commission Meeting

Recommended Action: Review and approve the minutes for the September 2, 2021 Parks and Recreation Commission meeting.

Commissioner Tambe motioned to approve the minutes. Commissioner Kumarappan seconded. Motion passed unanimously.

### **POSTPONEMENTS**

None

### **ORAL COMMUNICATIONS**

None

### **WRITTEN COMMUNICATIONS**

The Commission had received a written communication for item 5 on the agenda.

### **OLD BUSINESS**

5. Subject: Update on the Dog Off Leash Area Trial at Jollyman Park and Review of the Administrative Policy for the Ongoing Program

Recommended Action: Receive an update on the Dog Off Leash Area trial at Jollyman Park and provide feedback and input on the Administrative Policy for the ongoing program.

Joanne presented on this item and provided an update to the Commission. Louise Saadati presented from the Jollyman DOLA Group.

Written communications for this item included an email to the Commission.

The following community members provided public comment on this item:

Gauri Dutt – Gauri's daughter provided thanks for the Dog Group at Jollyman Park

Sameer Raheja – Reminded the Commission about the previous outreach efforts performed and requested the Commission's support to make the program permanent.

Mary Ellen Chell – Thanked the Commission for their work and asked the Commission to make the program permanent.

Catherine Coe – Sent a letter to the Commission and provided feedback on the DOLA. Opposed moving forward with a permanent program.

Deepa Mahendraker – Addressed some of the concerns brought up during the public comments. Supported the DOLA and the administrative policy.

Seems Lindskog – Congratulated the DOLA group and provided thanks to Joanne. Suggested collecting preliminary data and talking to residents near other parks about establishing other possible DOLAs in the City.

Tony Alexander – Recommended a City ordinance to reference the Jollyman DOLA, rules, and regulations.

Commissioner Begur suggested the Jollyman DOLA group monitor and keep a checklist of dogs that are licensed and vaccinated, for the DOLA users. Commissioner Kumarappan suggested the Jollyman DOLA group also respond and listen to input and feedback from residents near the park. Commissioner Tambe suggested listing the community outreach performed for the Jollyman DOLA for the record, include clear consequences of policy violations within the rules and regulations, and to post this policy near the entrances of the park. Also suggested having a main point of contact for the City to talk about DOLAs with if there are issues, to update the call number on the signs, and to ensure the program is codified. Chair Stanek suggested that the Jollyman DOLA be observed at the same level by Code Enforcement as other parks within the City for dog off leash violations.

Commissioner Tambe motioned to approve the administrative policy with the feedback incorporated from the Commission, including clarification on the violations and fines attached as well as the noticing requirements to the public if there are changes to the policy. Commissioner Kumarappan seconded. Motion passed unanimously.

6. Subject: Update from the Discretionary Fund subcommittee

Recommended Action: Receive an update from the Discretionary Fund subcommittee on the project status and implementation.

Chair Stanek shared a video on the item, the brochure flyer about the Cupertino Labyrinth Quest, and details on the project.

Vice Chair Xu suggested sharing pictures from this project to the City's website. The Commission supported the project.

## **NEW BUSINESS**

7. Subject: Parks and Recreation Discounts, Fee Waivers, and Scholarships

Recommended Action: Receive a presentation on the existing discounts, fee waivers, and scholarships available through Parks and Recreation and provide feedback.

Kevin Khuu, Management Analyst, presented on this item.

Commissioner Kumarappan suggested providing more links or references for each of the scholarships to increase the awareness and knowledge of these opportunities to the public.

Commissioner Tambe suggested utilizing another metric such as an income tax IRS verification form, as a qualification for fee waivers and discounts, to be more inclusive of those who are unhoused and provide them the opportunity to access these City services. Offered to work with staff more closely to create a formal policy on qualifications for fee waivers and discounts.

8. Subject: Potential for Adding a Second Regular Meeting for the Parks and recreation Commission

Recommended Action: Discuss the potential for adding a second regular meeting for the Parks and Recreation Commission.

Commissioner Tambe presented on this item. Commissioner Kumarappan did not support having a second regular monthly meeting, but suggested having more advance notice for the special meetings.

Vice Chair Xu agreed with Commissioner Kumarappan and supported earlier notification and scheduling of special meetings to provide more notice to the public.

Chair Stanek asked Commissioners to think about ways to increase community engagement. No motion occurred on this item.

## **STAFF AND COMMISSION REPORTS**

9. Subject: Monthly Update Reports.

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

Joanne provided the Director's update.

Chair Stanek attended the Pooch Plunge and the Silicon Valley Day and Night Fun Fest.

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

Commissioners to attend the upcoming Mayor's meetings as follows:

- November 10: Vice Chair Xu
- December 8: Commissioner Tambe

## **FUTURE AGENDA SETTING**

Joanne reviewed the upcoming items for the November meeting:

- CIP Projects Update (Memorial Ponds Repurposing, Jollyman All-Inclusive Playground, Creekside Playgrounds Replacement, and Junipero Sierra Trail)
- FY 21-22 Work Program Update and First Quarter Budget Review
- Update from the Discretionary Fund Subcommittee

## **ADJOURNMENT**

Chair Stanek adjourned the meeting at 9:56 p.m. to the November 4, 2021 meeting at 7:00 p.m.

Respectfully submitted,

Kevin Khuu, Management Analyst  
Parks and Recreation Department

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