



CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
Cupertino Library – 2nd Floor ThinkTank
10800 Torre Ave, Cupertino, CA
Thursday, February 7, 2019
6:30 PM
SPECIAL MEETING
MINUTES

CALL TO ORDER

Chair Tambe called the meeting to order at 6:30 p.m. in the Cupertino Library ThinkTank, at 10800 Torre Ave, Cupertino, CA.

PLEDGE OF ALLEGIANCE

Commissioners present: Helene Davis, Neesha Tambe, Judy Wilson, Gopal Kumarappan, Xiangchen Xu
Commissioners absent: None
Staff present: Jeff Milkes, Kevin Khuu, Timm Borden
Guest speakers: None

CEREMONIAL MATTERS AND PRESENTATIONS

1. Chair/ Vice Chair Selection

Commissioner Wilson nominated Chair Tambe to continue as chair for the next year. Commissioner Davis seconded. Motion passed with 4 yes and 1 abstain. Commissioner Davis nominated for Commissioner Kumarappan as vice chair. Commissioner Wilson seconded. Motion passed unanimously.

APPROVAL OF MINUTES

2. Special Meeting of January 10, 2019

Commissioner Wilson motioned to approve the minutes. Commissioner Davis seconded. Motion passed with 3 yes and 2 abstain.

3. Special Meeting of January 24, 2019

Vice Chair Kumarappan motioned to approve the minutes. Commissioner Wilson seconded. Motion passed with 3 yes and 2 abstain.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

Liana Crabtree, Cupertino Resident, requested the Commission's support in spreading outreach of the Santa Clara County Library District's Tri-Annual Survey.

Sophia Badillo, board member of the Rancho Riconada Parks and Rec District, suggested a partnership with the City to increase the overall programming at the pool and its cost efficiency. Shared her email contact information: sophiabadillo4cupertino@gmail.com.

Sandra Yeaton, board member of the Rancho Riconada Parks and Rec District, also supported a potential partnership with the City to better utilize the pool. Invited the Parks and Rec Commissioners to attend their board meetings, on the second Thursday of the month at 6:30 p.m.

Kitty Moore, Cupertino Resident, commented on the Planning Commission's review of the parkland municipal code on February 26. Suggested increasing field use fees and considering park deficient areas when looking into revising the field use policy. Spoke about the use funds from Apple being used for the Library expansion instead of the Lawrence-Mitty acquisition.

WRITTEN COMMUNICATIONS

The Commission reviewed an email communication sent by email. Will be added as public record.

OLD BUSINESS

4. Survey on Improving Council-Commissions Communications

Timm Borden, Interim City Manager, reviewed a survey distributed to all Commissions, the history of the Code of Ethics item that was reviewed by City Council, and clarified future expectations. Requested responses from past and current Commissioners, within a week of the meeting.

A revised work plan, creation flow chart was submitted to the Commission as a desk item and will be included as public record. Timm reviewed the flow chart and clarified that potential work plan ideas, that would consume significant staff time and City resources to accomplish, will be collected between July to December and input into the next fiscal year's work plan. There will be a work program study session on March 19 and City Council will adopt their work program on April 2. The Commission will create their work program based on the approved Council work program. Items of interest that require little staff time and City resources to accomplish can be added throughout the year. The model was created to realign the Commission's work plan with City Council's work program and the City's budget cycle. Can be adjusted in the future and requested feedback from the Commission.

Liang Chao, Cupertino Resident, reviewed the history of this new process and emphasized the goal of improving the working relationship between City Council

and the Commissions. The process could be revised in the future. Confirmed that City Council can change the approved work plan if pressing matters arise during the year.

Kitty Moore, Cupertino Resident, inquired how an item from the Parks and Recreation Master Plan or General Plan would be initiated and worked on sooner.

To answer Kitty's question, Timm confirmed that the public could attend the Parks and Recreation Commission or City Council meeting, to propose the prioritization of the project. It could then be placed in the Capital Improvement Plan process to be reviewed in May with the budget. If there is an urgency, then it will be prioritized higher and worked on instead of another project.

Vice Chair Kumarappan suggested sharing the draft code of ethics with the new Commissioners. In regards to the flow chart, expressed concern that it would restrict the Commission's ability to function. Supported alignment towards the City Council priorities and budget, but not limiting Commissions to City Council directives only and being rigid. Affirmed that funds can be reallocated between items within the same operational standpoint.

Commissioner Wilson supported having the Commission work plans all in the same cycle that aligns to the budget and City Council work program, but preferred having more flexibility to respond to the community and add items and not be restrained. Affirmed that the budget can be readjusted during first quarter, mid-year, and third quarter to add in new projects.

Commissioner Davis emphasized that the Commissions are advisory to the City Council and supports realigning the work plan to the City Council work plan. Supports the revised work plan creation process.

Chair Tambe also supports the new work plan creation flow chart and the alignment of the work plan and programs between the Commissions and City Council. Suggested having at least a mid-year review of the work plans to allow some flexibility and ensure possible changes and updates.

The Commission supported having a method for the various commissions to compare and share work plans to promote cooperation.

The meeting recessed from 7:45 p.m. to 7:52 p.m.

5. Development of a Work Plan

Jeff Milkes, Director, presented to the Commission a draft work plan list for the next fiscal year for their consideration and feedback.

Kitty Moore, Cupertino Resident, spoke about a recent insect decline and suggested prioritizing the pollinator pathways item from the Master Plan and inserting it into the work plan, with the goal of having them all throughout City parks.

Liang Chao, Cupertino Resident, suggested the Commissioners look at the City Council work program as an example for their work plan. Speaking on behalf of the Audubon Society, suggested reducing light pollution in the City, adding a small water feature at all of the parks, and planting more native oaks all throughout the City and native riparian vegetation along the creeks and trails.

The Commission discussed and agreed to host a special meeting on July 11.

Commissioner Davis suggested adding back in the Code of Ethics item in the future, all-inclusive playground design review, Lawrence-Mitty update, and the Blesch House (including the barn) to the list.

Commissioner Wilson suggested adding in the Cupertino Shuttle Survey, state of trails update (have separate items: Regnart Creek, Junipero Serra, Haul Road, etc.), Lawrence-Mitty update, partnership with CUSD and the Sedgwick Property, and partnership with Rancho Rinconada.

Vice Chair Kumarappan suggested prioritizing and discussing the dog off leash trial earlier in the year, an item to discuss a specific collaboration mechanism, program, or process with other Commissions from the Parks and Recreation Commission, what outreach methods are being used evaluate data driven decisions, and information on the utilization of all of the facilities at the parks and the partnership with CUSD.

Commissioner Xu suggested adding more all-inclusive focused programs and services.

Chair Tambe suggested working on the dog off leash trial item sooner if possible (group will present to City Council on March 5th), accreditation, CUSD joint use, property acquisitions (a recurring agenda item that reviews what's currently being discussed and potential upcoming locations), moving forward the fee policy item (to Aug or Sept), state of the trails, parklets, Cupertino Shuttle (possible joint meeting with the Bicycle Pedestrian Commission), a Neighborhood Walk (for the

Commissioners to flyer and perform outreach to the neighbors), and a “Welcome to the City” onboarding process (flyers or something for new residents).

Jeff suggested moving the fee policy item towards December, after the LERN visitation in November.

Commissioner Wilson suggested revisiting this document with the additions of the Commissioner’s ideas. Chair Tambe supported adding more info (such as an objective or project line) for each agenda item.

Jeff confirmed postponing several items from upcoming agendas:

- corridor master plan update
- national accreditation update
- field use policy
- recreation department budget packages
- connected or smart city

NEW BUSINESS

None

STAFF AND COMMISSION REPORTS

6. Director’s Report

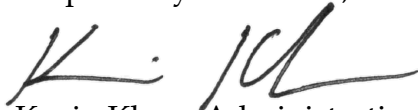
Jeff Milkes presented on the following:

- Community Gardens has come to the top of City Council Priorities
- Outdoor Exercise Equipment at the Parks has also come to the top.

Commissioner Davis attended the Mayor’s Meeting. Commissioner Wilson took insult to the Mayor’s State of the City Address about the lack of outreach to the community and disagreed with that statement, citing the numerous efforts and surveys that have been done over the years. Chair Tambe also watched the State of the City Address and was disappointed by the speech. Asked for specific direction from City Council on how to diversify the Commission’s outreach strategies. Also welcomed the new Commission members.

ADJOURNMENT – Chair Tambe adjourned the meeting at 8:57 p.m.

Respectfully submitted,



Kevin Khuu, Administrative Assistant
Recreation and Community Services Department
Minutes approved at the 03.07.19 regular meeting