



**CITY OF CUPERTINO  
PARKS AND RECREATION COMMISSION  
Community Hall  
10350 Torre Ave, Cupertino, CA  
Thursday, April 4, 2019  
7:00 PM  
MEETING  
MINUTES**

**CALL TO ORDER**

Chair Tambe called the meeting to order at 7:00 p.m. in the Community Hall, at 10350 Torre Ave, Cupertino, CA.

**PLEDGE OF ALLEGIANCE**

Commissioners present: Xiangchen Xu, Gopal Kumarappan, Neesha Tambe, Helene Davis, Judy Wilson

Commissioners absent: None

Staff present: Jeff Milkes, Kevin Khuu, Toni Oasay-Anderson, Gail Seeds, Chris Corrao

Guest speakers: Heather Minner

**APPROVAL OF MINUTES**

1. Regular Meeting of March 7, 2019

Commissioner Davis motioned to approve the draft minutes. Vice Chair Kumarappan seconded. Motion passed unanimously.

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

Sophia Badillo, resident and elected board member of Rancho Rinconada, spoke on the current situation of the Rancho Rinconada pool and it's program. Suggested the City add more programming during the pool's off hours.

**WRITTEN COMMUNICATIONS**

Accepted a written communication from the Rolling Hills 4H Alpaca Project, which will be posted on the website as public record.

Chair Tambe moved item numbers 5 and 6 up to next on the agenda.

## **NEW BUSINESS**

5. Receive a Brown Act Presentation by the City Attorney  
Heather Minner, City Attorney, presented to the Commission the rules and regulations of the Brown Act, what's allowed and not allowed, what is considered an open and public meeting, and example consequences for violations.
6. Receive a Cupertino Shuttle Survey Results Presentation by the Public Works Department  
Chris Corrao, Senior Transit and Transportation Planner for the Public Works Department, presented to the Commission the recent shuttle survey and potential program through a shuttle powered service with Via. The recommended pilot program would run for 18 months. Item will be presented to City Council on April 16<sup>th</sup>. Chair Tambe recommended speaking to the local sports teams and other Recreation organizations, Rotary, the Chamber of Commerce and local schools about the program.

Vice Chair Kumarappan motioned for the Parks and Recreation Commission to support the Via shuttle program. Commissioner Wilson seconded. Motion passed unanimously.

## **OLD BUSINESS**

2. Receive the Update on the Citywide Parks and Recreation System Master Plan  
Gail Seeds, Park Improvement Manager, presented to the Commission an update on the master plan. Reviewed the history of what happened since the draft was released in January. Tentatively scheduled to present to City Council on April 16<sup>th</sup> to review the scope of action items that are tied to the environmental clearance evaluations. If approved, the revised draft plan will be released in May of 2019.

Sherman Cater, Cupertino Resident, requested the City remove Memorial Park as a potential location for the major use facilities (aquatics and fine arts center) proposed in the Master Plan, due to poor connectivity and parking opportunities.

3. Discussion and recommendation to City Council on the priority of the Community Funding Grant Applications received for FY 2019/2020  
Commissioner Davis recused herself from the item due to a conflict of interest.  
Toni Oasay-Anderson, Management Analyst, provided an update on the Community Funding grant application process. Commissioner Wilson asked for more guidelines from City Council on how to organize and rate the applications in the future.

The following residents/groups addressed the Commission:

- Dr. Sulochina Lulla, Breathe California

- Alex Bennett, Heart of the Valley
- Carrie Ziedman, Cupertino Historical Society
- Lauren Merriman, Friends of Deer Hollow Farm
- Bill Kerr, Cupertino Historical Society
- Rocky Aroda, InAtalent
- Sharon Blaine, Cupertino Historical Society
- Gail Fretwell-Hugger, Cupertino Historical Society
- Jennifer Furlong, Cupertino Historical Society
- Carol Stanek, Cupertino Resident
- Sujatha Venkatraman, West Valley Community Services

The Commission agreed to not alter the requested grant amounts in their consideration of ranking the proposals for this current year. Suggested the following the changes/refinements to the Community Funding Policy for next year and asked for more criteria for the evaluation process:

- A designated cap on the total available funds to award
- Separate evaluation and funds available for proposals submitted from previous grant recipients vs new applicants or higher prioritization for new applicants
- Separate evaluation and funds for applications defined by the requested grant amounts (i.e. a tiered funding system)

Chair Tambe requested adding percentage of fundings to the excel comparison chart (comparison of the grant request to the total operational cost for the program). The Commission recommended the Cupertino Historical Society be removed from the Community Funding Grant process and granted an annual fund from the City, similar to the Sister Cities.

Commissioner Wilson motioned to recommend to City Council to fund the top 10 applications based on the Commissions' ranking sheet, with the caveat of separating the Cupertino Historical Society from the process and awarding them their own dedicated funding on an annual basis. Vice Chair Kumarappan seconded. Motion passed with 4 yes and 1 abstain.

The top 10 rated applications are:

- Friends of Deer Hollow Farm – White Barn Renovation
- Rotary – Cupertino Fall Festival
- Euphrat Museum of Art – Museum
- Bay Area Chrysanthemum – Show
- Cupertino Symphonic Band – Equipment
- Santa Clara Audubon society – Wildlife and Harvest Day
- Cupertino De Anza Lion's Charities Inc. – Ride4Diabetes

- Heart of the Valley – Reaching Hearts
- West Valley Community Services – Pantry Overhang
- Breathe CA – Seniors Breath

The Commission also requested a pre-meeting next year to fine tune the Community Grant Funding Process.

4. Review of Future Agenda Items and Additions/Prioritization for Parks and Recreation Commission

Chair Tambe reminded everyone that the Master Plan item and Shuttle Survey item will go to City Council on April 16<sup>th</sup>. Suggested adding scheduling of Commissioners at the upcoming Neighborhood Events. Vice Chair Kumarappan requested adding to May “Opportunities for Collaborations With Other Commissions”. Commissioner Xu requested adding the CUSD Joint Use Agreement for Facilities Presentation in the June meeting.

## **STAFF AND COMMISSION REPORTS**

7. Receive Monthly Update Reports from:

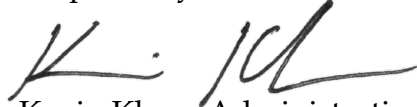
- Director
  - o Addition of the Pest Management Program Presentation to the May meeting.
  - o Alpaca fence extension request, is currently waiting for the design update for the Community Gardens.
  - o Community Gardens were deconstructed and was added as a work plan item for next year.
  - o Rancho Rinconada, overseen by LAFCO, will perform a special study on the governance of the special district. Potential merger of the district and the city or to potentially become a subsidiary of the City.
  - o Work Plan Update – Youth/Teen Engagement, Community Gardens
  - o Renovation of the Cupertino Teen Center
  - o Lawrence Mitty Acquisition
  - o All-Inclusive Playground
  - o Marketing Plan, Strategic Plan, Master Plan
  - o Currently recruiting for a Management Analyst
  - o Filled the Facility Attendant position at Quinlan – Bobby Kaufman
  - o Big Bunny 5K on Saturday, April 20<sup>th</sup>
  - o Holi Festival coming up
- Commissioners
  - o Commissioner Wilson, Commissioner Davis, and Vice Chair Kumarappan attended the Volunteer Appreciation Lunch at the Senior

Center and commended the staff on the event. Commissioner Davis will attend the Big Bunny 5K.

- Commissioner Kumarappan attended the Mayor's meeting and reported on:
  - Bicycle Pedestrian Commission will host a family bike day on April 13<sup>th</sup> and invited the Commissioners to attend.
  - Cherry Blossom Festival on April 28<sup>th</sup>.
  - Housing Commission – also have a community funding grant (HSG) process and recommended learning from their process.
  - Library Commission – wellness program is working well at the Library
  - Will send out other updates to Staff to share with the other Commissioners
- Commissioner Xu attended the City Council meeting on April 2, mentioned that they will setup objective standards on park standards in the future.

**ADJOURNMENT** – Chair Tambe adjourned the meeting at 9:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Khuu'.

Kevin Khuu, Administrative Assistant

Recreation and Community Services Department

*Minutes approved at the 05.02.19 regular meeting*