



**CUPERTINO**

# CITY OF CUPERTINO

## AGENDA

### PARKS AND RECREATION COMMISSION

10185 N Stelling Rd, Quinlan Social Room

Thursday, December 7, 2023

7:00 PM

#### CALL TO ORDER

#### ROLL CALL

#### CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Cupertino Senior Center  
Recommended Action: Receive a presentation on the Cupertino Senior Center.

#### APPROVAL OF MINUTES

2. Subject: October 5, 2023 Parks and Recreation Commission Meeting Minutes  
Recommended Action: Review and approve the October 5, 2023 Parks and Recreation Commission meeting minutes.  
[A - Draft Minutes](#)

#### POSTPONEMENTS

#### ORAL COMMUNICATIONS

*This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.*

#### WRITTEN COMMUNICATIONS

#### OLD BUSINESS

#### NEW BUSINESS

3. Subject: Discuss City Council Work Program Items for 2024  
Recommended Action: Recommend City Council Work Program Items for 2024.  
[Staff Report](#)  
[A - FY 23-25 Adopted City Work Program](#)  
[B - Items not included in FY 23-25 City Work Program](#)  
[C - Submission Form](#)

- 4. Subject: Parks and Recreation Department Organizational Update  
Recommended Action: Receive an organizational update on the Parks and Recreation Department.  
[A - Parks and Recreation Organization Chart](#)  
[B - Parks and Recreation Functional Organization Chart](#)

**STAFF AND COMMISSION REPORTS**

**COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

**FUTURE AGENDA SETTING**

**ADJOURNMENT**

*In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk’s Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.*

*Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk’s Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.*

*IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City’s website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.*

*Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.*



# CITY OF CUPERTINO

## Agenda Item

---

**23-12817**

**Agenda Date: 12/7/2023**  
**Agenda #: 1.**

---

Subject: Cupertino Senior Center

Receive a presentation on the Cupertino Senior Center.



# CITY OF CUPERTINO

## Agenda Item

---

**23-12818**

**Agenda Date: 12/7/2023**  
**Agenda #: 2.**

---

Subject: October 5, 2023 Parks and Recreation Commission Meeting Minutes

Review and approve the October 5, 2023 Parks and Recreation Commission meeting minutes.



**CITY OF CUPERTINO  
PARKS AND RECREATION COMMISSION  
10185 N Stelling Rd, Quinlan Social Room  
Thursday, October 5, 2023  
7:00 PM  
DRAFT MINUTES**

**CALL TO ORDER**

Chair Stanek called the Parks and Recreation Commission meeting to order at 7:00 p.m. in the Quinlan Community Center Social Room, 10185 N Stelling Rd.

**ROLL CALL**

Commissioners present: Carol Stanek, Jennifer Shearin, Seema Swamy, Hemant Buch  
Commissioners absent: Sashikala Begur  
Staff present: Rachelle Sander, Jessica Javier, Sonya Lee, Robert Kaufman, Susan Michael, Chad Mosley, Matt Morley  
Guest speakers: Rayna Shah, Joyce Cheung, Pranav Gupta, Aarushi Jain, Sonal Mane, Daniel Chu, Taarini Chopra

**CEREMONIAL MATTERS AND PRESENTATIONS**

1. Subject: Teen Programs

Recommended Action: Receive a presentation from the Youth Activity Board and Teen Commissioners on teen programs.

Rachelle Sander, Director of Parks and Recreation, introduced Sonya Lee, Recreation Manager, and Robert Kaufman, Recreation Coordinator, to present on the item. The Youth Activity Board (YAB) – Aarushi Jain, Sonal Mane, Daniel Chu, and Taarini Chopra, presented an overview of YAB, 2022-2023 debrief, and upcoming 2023-2024 programs and events. The Teen Commissioners – Rayna Shah, Joyce Cheung, and Pranav Gupta, presented an overview of the Teen Commission, 2022-2023 debrief, and upcoming 2023-2024 programs.

Commissioner Buch requested clarification on whether the teens have collaborated with corporations for internship opportunities. Recreation Coordinator Kaufman clarified that they have started to discuss the idea of collaborating with more companies for Hack Cupertino and will take the feedback into consideration.

Commissioner Swamy requested clarification on the Spelling Bee and the costs associated with the Window Painting. Recreation Coordinator Kaufman clarified that the Spelling Bee is a local event, exclusive to Cupertino youth, and that they are looking

at ways to expand it. Recreation Manager Lee clarified that the Window Painting has minimal expenses such as paint and paint brushes.

Vice Chair Shearin requested clarification on the difference of responsibilities for YAB verses Teen Commission, and whether they have considered a program called Furry Friends to help lower the stress levels of students. Recreation Coordinator Kaufman clarified that they have had something similar to Furry Friends at Bobateeno and will take the feedback into consideration. Recreation Manager Lee clarified that YAB takes the lead on planning teen events, and the Teen Commission is more advisory, helping with outreach of the teen events and spreading awareness of youth-led organizations.

Chair Stanek requested clarification on the recruitment process for YAB members. Recreation Coordinator Kaufman clarified that YAB is a volunteer group and members apply online, interview, and are appointed by him for a one-year term. Clarified that YAB members are evaluated annually and can participate for multiple years. Chair Stanek asked the YAB members and Teen Commissioners what their favorite activity was. The teens responded with a variety events and programs including Bobateeno, Spelling Bee, Hack Cupertino, Cupertino Café, Window Painting, and the Teen Movie Night.

Commissioner Buch recommended exploring options for expanding the Spelling Bee beyond a local event.

Commissioner Swamy recommended expanding the scope of the Leader in Training program.

### **APPROVAL OF MINUTES**

2. Subject: September 7, 2023 Parks and Recreation Commission Meeting Minutes

Recommended Action: Review and approve the September 7, 2023 Parks and Recreation Commission meeting minutes.

Commissioner Swamy motioned to approve the September 7, 2023 Parks and Recreation meeting minutes as submitted. Commissioner Buch seconded. Motion carried with 4 yes and 1 absent.

### **POSTPONEMENTS**

None

### **ORAL COMMUNICATIONS**

MaryAnn Overton, Cupertino resident, supported pickleball.

Albert Wu, Cupertino resident, supported pickleball and presented slides on Equitable Resource Allocation for Pickleball in Cupertino.

Curtis Lee, Cupertino resident, supported pickleball and the addition of eight pickleball courts in the Memorial Park Specific Plan project design.

Rajiv Pathik supported pickleball.

### **WRITTEN COMMUNICATIONS**

Written communications were emailed to the commission and are included for the record.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

3. Subject: Park Amenity Improvements Project Update

Recommended Action: Receive an update on the Capital Improvement Programs (CIP) Park Amenity Improvements project.

Written communications for this item included emails to the commission and are included for the record.

Director Sander introduced Susan Michael, CIP Manager, to present on the item. Presented an overview of the Park Amenities project, provided a status update, and proposals for next steps.

Commissioner Swamy requested clarification on whether the shade structures were permanent or temporary, and how many they plan to fund. CIP Manager Michael clarified they are permanent, and the current plan includes three proposed locations. Commissioner Swamy requested clarification on the prioritization of amenities that contribute to cost recovery. CIP Manager Michael clarified that Parks and Recreation staff has noted the importance of increasing the usability of spaces, and that those amenities be prioritized due to the added benefit of a revenue generating opportunity for the City.

Vice Chair Shearin requested clarification on the status spreadsheet. CIP Manager Michael clarified that the black columns are the generated list from 2021, and the red columns are amenities that have been installed. Vice Chair Shearin requested

clarification on the Hoover Park newly installed amenities as the presentation image showed garbage cans installed. CIP Manager Michael clarified that was a mistake and Hoover Park did not have any garbage cans installed yet. Vice Chair Shearin requested clarification on whether the Commission should consider re-prioritizing. CIP Manager clarified that they are still following the direction from the Commission's prioritization and Parks and Recreation staff for the installations.

Director Sander added that a lot of what was prioritized will not change such as the benches, hydration stations, and garbage cans – until those are installed, staff likely won't be re-looking into other options. Clarified that the dog off-leash area (DOLA) amenities are part of the City Work Program so those will be looked at in conjunction with the park amenity improvements funding.

Commissioner Buch recommended the addition of multi-generational play structure equipment. CIP Manager Michael clarified that the priority is to replace any playground equipment that is aged out and unsafe. Director Sander added that the Memorial Park Specific Plan does include options for multi-generational activities. Chair Stanek clarified that the park amenity improvements are separate from the playground equipment.

Vice Chair Shearin requested clarification on the funding for park amenities verses the playground equipment replacement. CIP Manager Michael clarified that the funding is separate, and they are two different projects.

Chair Stanek requested clarification on the budget for park amenities and whether it was still \$200,000 for five years. CIP Manager Michael clarified that the project is in its fourth year and given budget discussions, \$200,000 was not allocated for this fiscal year. Chair Stanek noted that the project is behind and requested clarification on whether or not there was a plan to catch up and get back on track. CIP Manager Michael clarified that staff is on it and continues to keep the project active. Director Sander added that there were a lot of issues during COVID and new amenities were delayed in delivery.

Chair Stanek recommended that on the 2023 Amenities Survey (Attachment C), the 2023 Park Amenities red text box include the word "existing," and the April 2021 Amenities List orange text box include the word "recommended" to clarify between the two.

Commissioner Swamy requested clarification on expected time frame of completion, whether or not the City is contracting out the installation of the park amenities, and if there were any penalties for contractors completing the work past the deadlines. CIP Manager Michael clarified that there isn't an exact time frame for completion, a good



number of the amenities were purchased and installed by City staff, and usually there is a penalty clause if contractors do not finish on time.

Chair Stanek opened public comment.

Suhas Patil, Cupertino resident, supported DOLA and commented that a fence was not needed at the DOLAs.

Louise Saadati, Cupertino resident, supported DOLA amenities including a three-to-four-foot hedge with a temporary fence at Linda Vista, four benches and shade structures for both Linda Vista and Jollyman, and low lights at Jollyman.

Ishi Chopra, Cupertino resident, supported DOLA amenities including benches and shade structures.

Ansh Chopra, Cupertino resident, supported DOLA amenities including a three-to-four-foot hedge with a temporary fence at Linda Vista, benches and shade structures for both Linda Vista and Jollyman, and low lights at Jollyman.

Chair Stanek closed public comment.

Commissioner Buch recommended a collaboration between the City and DOLA supporters, adding that DOLA supporters could help fund some of the requested amenities given budget constraints.

Commissioner Swamy thanked the DOLA supporters for sharing their passion and encouraged them to share any concerns they have with large dogs.

Vice Chair Shearin supported the direction from City Council for the addition of DOLA amenities and thanked the public for their comments.

Chair Stanek supported safety for all park users and commented that adding a hedge would not only be for the DOLA users, but also those who are walking and are fearful of dogs.

Commissioner Buch requested a response from the DOLA community and staff on his collaboration suggestion between the City and DOLA supporters for funding of DOLA amenities.

## **STAFF AND COMMISSION REPORTS**

Vice Chair Shearin reported on the Fall Fest and Cupertino Bike Fest.

Commissioner Buch reported on the Linda Vista trail.

Commissioner Swamy reported on the Saratoga Creek trail and Cupertino parks.

Chair Stanek reported on the Fall Fest, Pooch Plunge, Labyrinth, upcoming Public Safety Forum, and the September Mayor's Commissioners Meeting. Changes to the Mayor's Meetings include:

- Alternating between in-person and zoom, every other month
- Length of meetings will be 90 minutes
- Scheduled for the second Wednesday of the month
- Attendance is limited to the Chair or Vice Chair, unless neither can attend
- Structure will be more formalized, and attendees will need to submit three bullets of what their Commission is working on for distribution to all

Director Sander provided the Liaison's update on the following:

- Hidden Treasures – Thursday, October 26 from 9 a.m. to 2 p.m. at the Senior Center
- Monster Mash – Friday, October 27 from 5:30 to 8:30 p.m. at the Quinlan Community Center. Advanced registration required.

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

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

November 8 – Chair Stanek

## **FUTURE AGENDA SETTING**

None

## **ADJOURNMENT**

Chair Stanek adjourned the meeting at 8:34 p.m. to the November 2, 2023 meeting at 7:00 p.m.

Respectfully Submitted by,

Jessica Javier, Administrative Assistant  
Parks and Recreation Department

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



# CITY OF CUPERTINO

## Agenda Item

---

**23-12840**

**Agenda Date: 12/7/2023**  
**Agenda #: 3.**

---

Subject: Discuss City Council Work Program Items for 2024

Recommend City Council Work Program Items for 2024.



## CITY MANAGER'S OFFICE

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366  
CUPERTINO.ORG

## PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: December 7, 2023

### Subject

Discuss City Council Work Program Items for 2024

### Recommended Action

Recommend City Council Work Program Items for 2024

### Reasons for Recommendation

On April 4, 2023, the City Council approved the FY 2023-2025 City Work Program, which included a total of 24 projects. Due to budget constraints, the City Council approved funding for 15 of the 24 projects for FY 2023-2024, while the remaining nine were placed on hold. Attachment A includes details on the adopted 24 projects.

The City Council will be reevaluating all City Work Program items in early Spring 2024. Staff is requesting that all Commissions review existing work program items and propose up to three items for Council to consider. These items can be from the nine items that are currently on hold, listed in Attachment A. They can also be from the other items that were not selected during the prioritization process, listed in Attachment B. Commissions can also vote to propose new items as long as they fit the following criteria:

- Timelines are finite in nature, with an expectation of completion within the next 1-2 fiscal years.
- Items are not duplicated in other efforts/programs like Capital Improvement Program (CIP) projects, General Plan, Climate Action Plan, etc.
- Items are not part of general City operations.
- Items fit into at least one of the five Council approved Goals (Public Engagement and Transparency, Transportation, Housing, Sustainability & Fiscal Strategy, Quality of Life).
- Items fit within the Commission's scope outlined in the Cupertino Municipal Code.

All proposals must be submitted using Attachment C. These proposals will be consolidated and submitted for Council consideration in early spring.

### Sustainability Impact

No impact.

Fiscal Impact

Commissioners should keep the City's budget in mind when proposing new items for Council consideration.

California Environmental Quality Act

Not Applicable

---

Prepared by: Astrid Robles, Senior Management Analyst

Reviewed by: Tina Kapoor, Deputy City Manager

Attachments:

A – FY 23-25 Adopted City Work Program

B – Items not included in FY 23-25 City Work Program

C – Submission Form

# FY 2023-25 City Work Program

On April 4, 2023, the City Council approved the FY 2023-2025 City Work Program, which included a total of 24 projects. As part of the City’s budget reduction strategy, the City Council approved funding for 15 of the 24 projects for FY 2023-2024. The remaining nine projects will be considered for funding next year. Details and the breakdown of each year’s projects can be found in the two tables below.

Priority		FY 2023-2024 City Work Program						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
High	5	Vision Zero (3)  <i>*Bike Ped Commission</i>	Develop a Vision Zero Policy and Action Plan and hire a consultant. The Plan will guide policies and programs with the goal of eliminating fatalities on Cupertino roadways. Special emphasis will be placed on routes to, and streets surrounding, Cupertino schools.	\$20,000 additional (Vision Zero is currently funded with \$80K (100-88-844 750-040)).	March 2023 - December 2023	Public Works	400 hrs/ \$105,000	Transportation
	4	Tree List	Project phases: 1) Review and revise development tree list (per Ch. 14.18: Protected Trees) with an emphasis on appropriate trees and native species. 2) Review, revise, and communicate street tree list with an emphasis on appropriate trees and native species. 3) Develop an Urban Forest program scope and cost for future consideration.	1) \$50,000 additional 2) \$60,000 additional 3) \$0	1) January 2024 - June 2024 2) July 2023 - June 2024 3) July 2023- June 2024	1) Community Development 2) Public Works 3) Public Works	1) 150 hrs/ \$45,000 2) and 3) 200hrs/ \$40,000	Sustainability & Fiscal Strategy

\*Projects relevant to Commission Scope

## FY 2023-25 City Work Program

Priority		FY 2023-2024 City Work Program						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
High	3	Public Safety in both residential/commercial areas  <i>*Public Safety Commission</i>	1) Deploy city-owned license plate readers and implement policies to allow neighborhood-owned ones. 2) Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods. 3) Explore best practices to deter crime in commercial areas and bring options to Council.	1) \$60,000 (Already allocated in FY23) 2) \$10,000 additional 3) \$0	1) July 2022-September 2023 2) July 2023-June 2024 3) July 2023-June 2024	1) Innovation Technology 2) City Manager's Office 3) City Manager's Office	1) 100-200 hrs/ \$15,000-\$30,000 2) 200 hrs/ \$30,000 3) 250 hrs/ \$40,000	Quality of Life
	3	Senior Services and Youth Engagement  <i>*Teen Commission</i>	1) Assess Survey results and develop a plan to increase awareness of programs and services for seniors based on gaps identified by the survey. 2) Connect seniors with youth and their families with inclusive activities.	1) \$0 2) \$20,000 additional	1) July 2023-June 30, 2024 2) July 2022-June 30, 2024	Parks and Recreation	1) 400-500 hrs/ \$60,000-\$80,000 2) 200 hrs/ \$30,000	Public Engagement and Transparency
	3	Dogs Off-Leash Area (DOLA) Programs  <i>*Parks and Rec Commission</i>	1) Transition successful trial DOLA programs to permanent programs with a staff level permitting process housed in Parks and Rec 2) Amenities for DOLA programs in City parks, e.g., water facilities for dogs, fencing, benches, etc.	1) \$5,000 2) \$200,000 per year (already allocated in CIP: park amenity improvements)	1) July 2023-June 30, 2024 2) July 2023-June 30, 2024	Parks and Recreation	1) 600+ hrs/ \$93,000+ 2) 400hrs+/ \$70,000+ (Dependent on # of amenities)	Quality of Life

\*Projects relevant to Commission Scope

## FY 2023-25 City Work Program

Priority		FY 2023-2024 City Work Program						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
Medium	2	Preserve existing and develop new BMR/ELI Housing <i>*Planning Commission</i>	Explore opportunities to preserve existing expiring BMR housing. Develop ELI (Extremely Low Income) and BMR housing units for Developmentally Disabled individuals (IDD) on City-owned property as well as the County-owned sites.	\$250,000 (already allocated and will carryover)	July 2021- June 2025	Community Development	1000 hrs/ \$305,000	Housing
	2	Study Session on City-Owned Properties	Inventory and assess existing facilities and prepare a long-range planning report for three City-owned properties (including, but not limited to Blesch, Byrne, and Stocklemeir)	\$90,000 (\$25k for feasibility study and \$65k for long range plan) previously allocated	July 2023 - June 2025	City Manager's Office	100 hrs/ \$16,000	Sustainability & Fiscal Strategy
	2	Housing Element Update <i>*Planning Commission</i>	Update Housing Element and complete rezoning, General Plan Amendments and EIR by December 2023.	\$630,000 additional (\$1,070,000 previously allocated)	September 2020-January 2024	Community Development	2000 hrs/ \$610,000	Housing
	2	Council Governance Reform Package	1. Revised Ethics Policy consistent with City response to the Civil Grand Jury Report authorized on 2/21/2023 2. Investigate and report back on incidents of violations of the Municipal Code and Ethics Policy relative to the Council-staff relationship cited in the Civil Grand Jury Report	1) \$0 2) \$25,000 additional (For both Council and Commission Governance Reform)	1) March 2023 - September 2023 2) March 2023 - September 2023	City Attorney's Office/ City Manager's Office	150 hrs/ \$30,000	Public Engagement and Transparency

\*Projects relevant to Commission Scope



## FY 2023-25 City Work Program

Priority		FY 2023-2024 City Work Program						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
Medium	2	Commission Governance Reform Package	1. Revised Commissioner’s Handbook to align it with Council Procedures Manual 2. Investigate & report back on incidents of violations of the Muni Code re: the Commission-Staff relationship 3. Realignment of Commissioner terms of office 4. Establishment/revision of commissioner qualifications	1) \$0 2) \$25,000 additional (For both Council and Commission Governance Reform) 3) \$0 4) \$0	1) April 2023 - December 2023 2) March 2023 - September 2023 3) March 2023 - October 2023 4) March 2023 - October 2023	City Attorney’s Office/ City Manager’s Office	150 hrs/ \$27,000	Public Engagement and Transparency
	2	Whole City Policy Review	Repeat the 2013 process of compiling and reviewing all City Policies including 1) Administrative and 2) Council policies and provide recommendations/updates, e.g. Green Purchasing, Property Acquisition	1) \$10,000 (Already allocated. This excludes funds related to review of Financial Policies) 2) \$0	December 2022-June 2024	Admin Services/ City Attorney’s Office/ City Manager’s Office	200-500 hrs/ \$30k-\$80k	Public Engagement and Transparency
Low	1	Analyze Potential Revenue Resources	Analyze potential revenue resources such as transient occupancy tax, sales tax, property tax, utility users’ tax, the City-owned municipal water system, and potential lease/rental income to address possible future financing challenges.	\$50,000 (already allocated as part of FY 23 City Work Program)	March 2023 - August 2023	Administrative Services	100 hrs/ \$16,000	Sustainability & Fiscal Strategy

\*Projects relevant to Commission Scope

## FY 2023-25 City Work Program

Priority		<b>FY 2023-2024 City Work Program</b>						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
LOW	1	Support for the Unhoused <i>*Housing Commission</i>	Collaborate and fund jointly with West Valley efforts to address regional needs and find workable support for the Unhoused.	\$50,000 additional	July 2023 - June 2025	Community Development	1000 hrs/ \$90,000	Housing
	1	Fiscal Procedures and Policies Handbook	Develop the handbook to ensure standardization of accounting, budget, investment, procurement policies, procedures, rules and regulations.	\$45,000 (already allocated as part of Moss Adams Contract)	July 2021-September 2023	Administrative Services	200 hrs/ \$30,000	Sustainability & Fiscal Strategy
	1	Budget Audit	Audit the Budget and Budget Policies.	\$15,000 (already allocated as part of Moss Adams Contract)	July 2022-July 2023	Administrative Services	40 hrs/ \$6,000	Sustainability & Fiscal Strategy

## FY 2023-25 City Work Program

Priority		To Be Considered FY 2024-2025 City Work Program						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
High	3	Recycled Water Feasibility Study	Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	\$200,000	July 2023-October 2024	Public Works	800 hrs/ \$210,000	Sustainability & Fiscal Strategy
Medium	2	The Rise: construction stakeholder engagement	Improve engagement with stakeholders to ensure progress with construction and reduce barriers.	\$100,000 additional	July 2023 - June 2025	City Manager's Office	700 hrs/ \$100,000	Public Engagement and Transparency
	2	Revise & Update Heart of the City Special Area	Prioritize following completion of Housing Element: 1. Address effect of AB 2011 and build on Housing Element goals to facilitate housing production in transit-oriented locations 2. Tailor permissible uses to revitalize local public-facing commercial uses (retail/restaurant/entertainment/professional office, etc.)	1)\$1,000,000 additional  2)\$50,000 additional	2) January 2024 - June 2025 3) January 2024 - June 2025	Community Development	2000 hrs/ \$610,000	Quality of Life
	2	Homelessness Jobs Project and Transitional Housing  <i>*Housing Commission</i>	Continue the Homeless Jobs program for two individuals for the third year. Revisit for review and consider Transitional Housing.	\$225,000 additional	July 2023-June 2024	Community Development	200 hrs/ \$61,000	Housing

## FY 2023-25 City Work Program

Priority		To Be Considered FY 2024-2025 City Work Program						
Ranking	Project Title	Description	Estimated Budget	Est. Timeline	Lead Department	Estimated Staff Time/Staff Cost	Goal	
Medium	2	Privacy Screening and Balconies Code  <i>*Planning Commission</i>	Prioritize following completion of Housing Element: Muni Code (Ch.19.28: R-1 Zones) Privacy Screening and Balconies. Update privacy planting list to be climate appropriate/native	\$200,000 additional	January 2024 - January 2025	Community Development	300 hrs/ \$92,000	Quality of Life
	2	Pond Repurposing at Blackberry Farm	Repurposing ponds at Blackberry Farm, focus on groundwater recharge.	\$50,000 additional	July 2023 – June 2024	Public Works	150 hrs/ \$40,000	Quality of Life
Low	1	New Bicycle-Pedestrian Plan  <i>*Bike Ped Commission</i>	1) Update the current Bicycle and Pedestrian Plans and combine them to create a comprehensive Active Transportation Plan. 2) Consider Complete Streets concepts to enhance the interface between Active Transportation improvements and public and private transportation systems.	\$200,000 additional	July 2024 – December 2025	Public Works	750 hrs/ \$200,000	Transportation
	1	Real Estate Purchasing Policy	Create Real Estate Purchasing Policy	\$75,000 additional	June 2025	City Manager's Office	200 hrs/ \$30,000	Sustainability & Fiscal Strategy
	1	280 stretch as scenic highway	Establish/maintain I-280 as scenic highway	\$25,000 additional	July 2023-6/30/2024	Public Works	100 hrs/ \$30,000	Quality of Life

## Items Not Included in FY 23-25 City Work Program

#	Project Title	Description	Goal
1	Student Internship Program	Implement a program to provide internship opportunities for high school and community college students.	Public Engagement and Transparency
2	New Bicycle-Pedestrian Plan	1. Design a new Bicycle-Pedestrian Plan to expand on the expired Bicycle and Pedestrian Plans 2. Integrate Complete Streets concepts to create a better interface between active transportation and VTA transit systems 3. Bicycle and vehicular parking standards revision	Transportation
3	Privacy Screening and Balconies Code	Muni Code: Privacy Screening and Balconies	Transportation
4	Infrastructure Assessment	Perform a Citywide Infrastructure Assessment	Transportation
5	Integrated Plan for Community Engagement	Create Integrated Plan and Database for Community Engagement. The plan should include all possible outreach channels, traditional media, newspaper, including Chinese and other languages, City Channel, the Scene, social media and influencers. community leaders, community groups, HOAs, block leader programs, Chamber and other business groups etc.	Public Engagement and Transparency
6	Development Accountability	Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.	Quality of Life
7	Electrification Study	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings and transportation systems.	Sustainability
8	Visitor Center	Develop an online visitor center/guide so that visitors to Cupertino know where to go. Ideally a (digital) map to identify locations to visit or for photo ops to post on social media.	Public Engagement and Transparency
9	Safe Gun Storage Ordinance	Research best practices for safe gun storage from neighboring jurisdictions. Adopt safe gun storage ordinance to increase public safety for residents.	Quality of Life
10	Sign Ordinance Update	Update existing provisions, particularly in the temporary sign regulations.	Quality of Life
11	Youth Who Work	Encourage more youth and young adults in schools to work and also help small businesses to reduce the burden caused higher minimum wages. For example, the City could provide \$2/hour to compensate local small businesses.	Quality of Life





# CITY OF CUPERTINO

## Agenda Item

---

**23-12819**

**Agenda Date: 12/7/2023**  
**Agenda #: 4.**

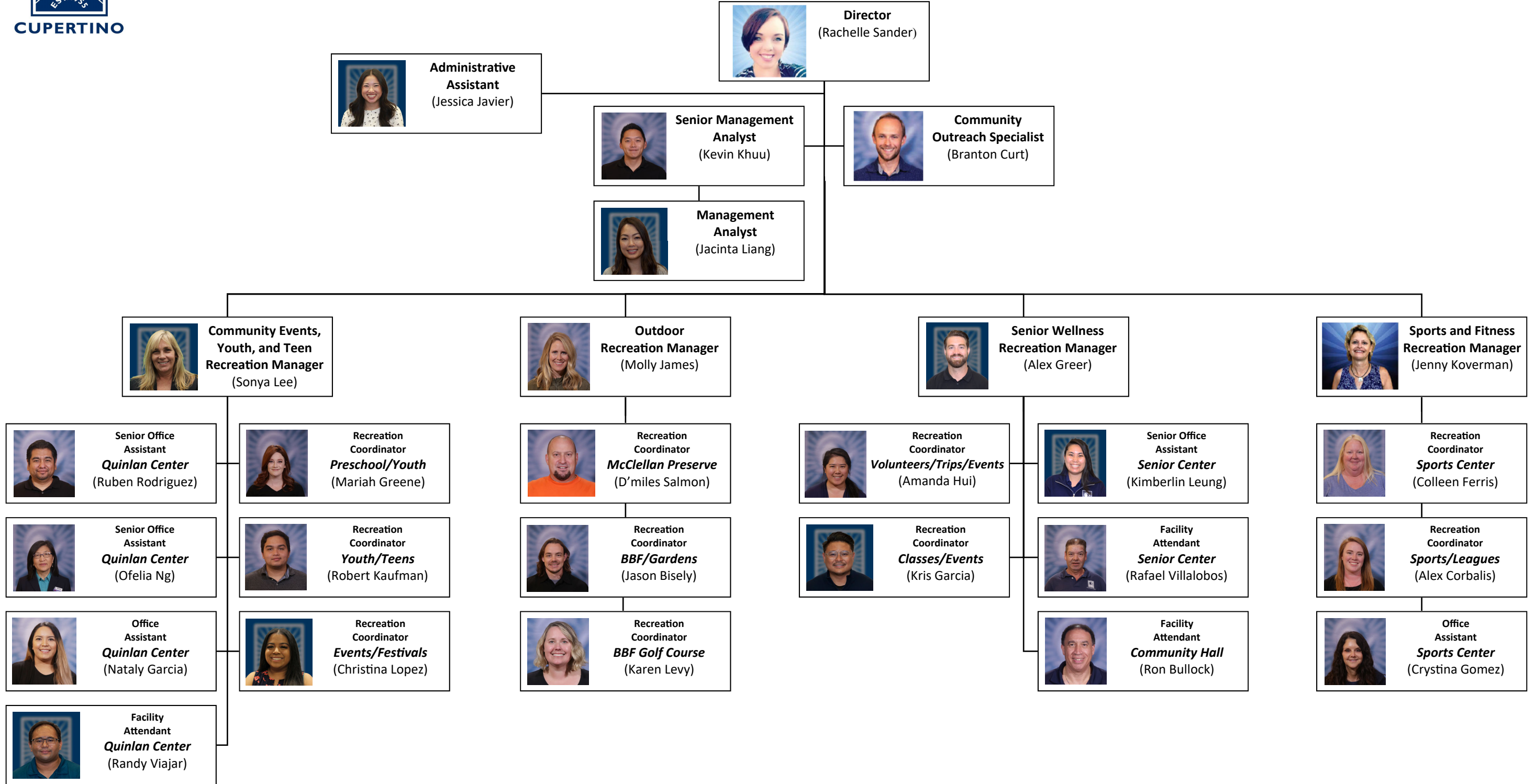
---

Subject: Parks and Recreation Department Organizational Update

Receive an organizational update on the Parks and Recreation Department.



# PARKS AND RECREATION DEPARTMENT ORGANIZATION CHART



**Commission/Board Liaisons**

**Parks and Recreation Commission:** Jenny Koverman  
**Library Commission:** Molly James  
**Teen Commission:** Sonya Lee  
**Senior Advisory Board:** Alex Greer  
**Youth Activity Board:** Robert Kaufman



# PARKS AND RECREATION DEPARTMENT FUNCTIONAL ORGANIZATION CHART FY 2023-2024

**Department Administration**  
Administers the department's financial management and budget processes, policies and procedures, training, marketing, agreements and human resource actions. Works closely with Public Works on Parks and Public Works projects.

- Community Funding Grant Program
- Training and Onboarding
- Recreation Marketing
- Contracts and Agreements
- Budget Process
- Financial Management
- Policy Development
- Human Resources Actions
- CIP and Park Projects
- City Work Program Projects

**Community Events, Facilities, Youth and Teen Recreation Division**  
Operates the Quinlan Community Center, rentals of city facilities/picnic areas and all community events. Oversees the support/permits for large cultural festivals. Provides a variety of youth, teen, adult enrichment and recreation programs, events for youth, teens, and families.

**Senior Wellness and Recreation Division**  
Provides a welcoming and friendly Senior Center for everyone 50+, enhancing a healthy lifestyle through quality education, recreation, services, travel, socials, and volunteer opportunities.

**Outdoor Recreation Division**  
Oversees the Steven's Creek Corridor, including McClellan Ranch Preserve, Blackberry Farm, and the Blackberry Farm Golf Course. Oversees the community gardens, aquatics program, and education of others on nature and wildlife preservation.

**Sports Recreation Division**  
Oversees the Cupertino Sports Center, athletic fields, dog off leash areas, adult sports leagues, drop-in and registered fitness programs, and youth sports programs, camps, and classes.

- Festival Permits
- Quinlan Facilities, Staffing, Programs, and Events
- Summer Events, Fitness Events, & Runs
- Front Line Customer Service
- Preschool
- Facility Permits/ Picnic and Park Building Rentals
- Adult Recreation and Education Programs
- Monta Vista Recreation Center
- Teen Center, Teen Programs/Classes, Leaders in Training
- Youth Programs/ Classes, and Summer Camps
- Teen Commission and Youth Activity Board**

- Senior Center Rentals and Memberships
- Senior Tours and Travel
- Senior Classes and Programs
- Senior Volunteers and Events
- Senior Marketing/ Newsletter
- Community Hall Rentals and Staffing
- Senior Advisory Council**

- Blackberry Farm Pool, Picnic Rentals and Events
- Park Ranger and Corridor Operations
- McClellan Ranch/ Community Gardens
- Environmental Education Center
- Aquatics (Swim Lessons)
- Blackberry Farm Golf Course
- Library Commission**

- Sports Center Classes, Programs & Fitness Opportunities
- Drop-In and Registered Fitness Classes
- Youth Sports Programs, Camps, and Classes
- Athletic Use Policy, Field Permits, and Dog Off Leash Areas
- Adult Sports Leagues
- Parks and Recreation Commission**