



**CITY OF CUPERTINO**  
**PARKS AND RECREATION COMMISSION**  
Community Hall  
10350 Torre Ave, Cupertino, CA  
Thursday, November 1, 2018  
7:00 PM  
**SPECIAL MEETING**  
**MINUTES**

**CALL TO ORDER**

Chair Tambe called the meeting to order at 7:01p.m. in the Community Hall, at 10350 Torre Ave, Cupertino, CA.

**PLEDGE OF ALLEGIANCE**

Commissioners present: Helene Davis, Meenakshi Biyani, Neesha Tambe, Carol Stanek, Judy Wilson

Commissioners absent: None

Staff present: Jeff Milkes, Jacqueline Guzman, Gail Seeds, Kim Calame, Kevin Khuu

**APPROVAL OF MINUTES**

1. Special Meeting on October 4, 2018 – Commissioner Stanek motioned to approve the special meeting minutes of October 4, 2018. Vice Chair Biyani seconded. Motion passed with 4 yes and 1 abstain.

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**OLD BUSINESS**

2. Improving Efficiency and Communication of City Commissions  
Jacqueline Guzman, Deputy City Manager, reviewed the history of the subject and presented the results of the survey performed of surrounding cities in regards to their best practices on Commission processes. Requested feedback from the Commission.

For Council liaisons, the Commission didn't agree with the idea, citing staff's role as the liaison. Vice Chair Biyani suggested designating a Council member for the Commissioners to reach out to if they have questions. Chair Tambe suggested a potential benefit for the other Commissions to have a Council liaison.

In regards to having work programs approved by Council, most of the Commission agreed to the idea, but stressed having flexibility to change, add and update it if needed.

For the Mayor's monthly meetings, the Commission supported continuing them and having a more formal structure for the meetings. Agreed the meeting is a chance for the commissions to share what they're working on, to possibly collaborate if there's overlap, and to get specific direction from the mayor.

In regards to protocol, staff recommended following Rosenberg's Parliamentary procedure. The Commission agreed to the recommendation, having audio recordings and to have uniformity in procedures for all commissions. Commissioner Stanek and Chair Tambe supports summary minutes over action minutes. Commissioner Davis prefers the action minutes. Vice Chair Biyani suggested having a training for newly appointed Commissioners. Commissioner Stanek suggested also having a training for the mayor as well.

The Commission agreed to facilitating collaboration between commissions. Chair Tambe supported having a once a year meeting of the chairs of the commissions to share work plans and see if collaborations are possible.

For the draft Code of Ethics and Conduct, staff asked for feedback by November 15<sup>th</sup>. The Commission supported having the Code. Chair Tambe had concerns on #2 in the draft Code and suggested having a follow up protocol to support the Code.

The Commission supports the municipal code clean up, to remove the library, emergency services and senior services to avoid duplication. The Commission suggested having one Parks and Recreation Commissioner attend the Senior Advisory Council meetings or vice versa.

### 3. Neighborhood Events Update

Kim Calame, Recreation Supervisor, presented to the Commission an overview of the trial Neighborhood Events program this past summer, survey results from the participants, achievements from the program, and lessons learned for next year. The Commission agreed to do a joint presentation with staff when this item goes to Council for re-approval and showed full support for the program. Vice Chair

Biyani suggested having more, and earlier, advertising for the free fitness in the park events.

Chair Tambe called a recess at 8:32pm. Called the meeting to order at 8:39pm.

4. Citywide Parks and Recreation System Master Plan – Planning Level Estimates and Potential Funding

Gail Seeds, Park Improvement Manager, presented to the Commission a review of the new major facilities that stemmed from the Master Plan and their potential building and operating costs, as suggested by the Consultant, the costs for the added recreation elements, and potential funding sources.

Venkateswar Bathula, Cupertino Resident, requested the City invest in a better cricket facility for the kids to utilize.

Commissioner Stanek suggested adding the pop up dog parks to the costs. Chair Tambe suggested having more concrete operating costs and to look at private public partnerships first before building new facilities, to combine the Teen and Senior center together into a multigenerational center and to add the on the road approach for Teen services. Suggested adding the traffic and parking facts in considering the major facilities and to highlight any potential functions in the projects that can overlap. Commissioner Davis and Wilson supports the presentation and providing the information to Council.

Staff requested comments and quotes from the Commission to incorporate into the final version. Will follow up with an email.

5. 2018-2019 Draft Work Plan

The Commission reviewed the work plan. Staff inquired about finalizing the January meeting date. The Commission agreed to January 10<sup>th</sup> and moved the Organizational Structure item to December. Staff suggested moving the citywide work plan item from December to January. Will remove the San Francisco Rooftop Park from the special meetings to be scheduled.

## **NEW BUSINESS**

6. Organizational Structure

Chair Tambe postponed this item to the December meeting.

## **STAFF AND COMMISSION REPORTS**

7. Director's Report

Jeff Milkes presented on the following:

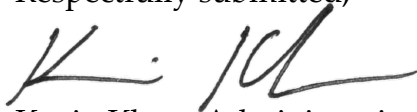
- Due to the Vallco Project, several CIPs were deferred:
  - o Community Gardens (will push to Spring 2019)

- Park Monument Signs
- Turtle Habitat at the Environmental Education Center
- Sports Center Upgrades
- The Electronic Sign Board Project at the Cupertino Sports Center is moving forward.
- Due to the ActiveNet system and to follow best practices, volunteers are no longer cashiers at the Senior Center.
- Recent events:
  - Monster Mash Dance for Parents and Children
  - Pizza and Politics
  - Harvest and Wildlife Festival
  - Mobile Teen Center at Lawson Middle School
  - Haunted House at the Teen Center
- Upcoming Events:
  - Annual Tree Lighting on November 30<sup>th</sup>
- Staff brought to Council suggested changes to the Citywide Work Plan. Had removed items and proposed adding the Strategic Plan and the Off-Leash Dog Park Trial. The Dog Park item was denied, but Council requested an official recommendation, from the Parks and Recreation Commission, to then consider and possibly add back into the work plan. Staff will look into this item.
- Code of Conduct is now posted in most facilities.
- Staff have started the strategic planning process and reviewed example items that will be addressed.

Commissioner Stanek attended the Pooch Plunge and suggested broadening their recommendation to Council to include pop up dog parks. Vice Chair Biyani attended the Commissioner's workshop by San Mateo County and attended the Lawson Middle School Roaming Teen Center Trial and provided highlights.

**ADJOURNMENT** – Chair Tambe adjourned the meeting at 9:52 p.m.

Respectfully submitted,



Kevin Khuu, Administrative Assistant  
 Recreation and Community Services Department  
*Minutes approved at the 12.13.18 special meeting*