



# City of Sunnyvale

## Notice and Agenda

### Parks and Recreation Commission

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Wednesday, January 8, 2020

7:00 PM

Laurel Room - Senior Center, Sunnyvale  
Community Center, 550 E. Remington Dr.,  
Sunnyvale, CA 94087

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#### **CALL TO ORDER**

#### **SALUTE TO THE FLAG**

#### **ROLL CALL**

#### **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

#### **CONSENT CALENDAR**

[20-0079](#)

Approve the Parks and Recreation Commission Meeting  
Minutes of December 11, 2019

**Recommendation:** Approve the Parks and Recreation Commission Minutes of  
December 11, 2019 as submitted.

#### **PUBLIC HEARINGS/GENERAL BUSINESS**

[20-0080](#)

Rank 2020 Study Issues

#### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

[20-0081](#)

Parks and Recreation Proposed Study Issues, Calendar Year:  
2021

**NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

**-Staff Comments**

**ADJOURNMENT**

*Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Community Services Administration at (408) 730-7336. Agendas and associated reports are also available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Community Services Administration at (408) 730-7336. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))*



# City of Sunnyvale

## Agenda Item

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**20-0079**

**Agenda Date:** 1/8/2020

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**SUBJECT**

Approve the Parks and Recreation Commission Meeting Minutes of December 11, 2019

**RECOMMENDATION**

Approve the Parks and Recreation Commission Minutes of December 11, 2019 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft Parks and Recreation Commission

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Wednesday, December 11, 2019

7:00 PM

Neighborhood Room - Recreation Center,  
Sunnyvale Community Center, 550 E.  
Remington Dr., Sunnyvale, CA 94087

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### **CALL TO ORDER**

Chair Kenton called the meeting to order at 7 p.m. in the Neighborhood Room at the Community Center, Recreation Building.

### **SALUTE TO THE FLAG**

Chair Kenton led the salute to the flag.

### **ROLL CALL**

**Present:** 4 - Chair Ralph Kenton  
Vice Chair Prakash Giri  
Commissioner Lauren DeCarlo  
Commissioner Mike Michitaka  
**Absent:** 1 - Commissioner Henry Alexander III

Commissioner Alexander III's absence is excused.

Council Liaison Melton (present)

City Staff present:

Damon Sparacino, Superintendent of Community Services  
Jim Stark, Superintendent of Parks and Golf  
Cherise Brandell, Director of Library and Community Services  
Jackie Davison, Administrative Aide

### **ORAL COMMUNICATIONS**

None.

### **CONSENT CALENDAR**

Vice Chair Giri moved and Commissioner Michitaka seconded the motion to approve the Parks and Recreation Commission Meeting Minutes of November 13, 2019 as

submitted. The motion carried by the following vote:

**Yes:** 4 - Chair Kenton  
Vice Chair Giri  
Commissioner DeCarlo  
Commissioner Michitaka

**No:** 0

**Absent:** 1 - Commissioner Alexander III

[19-1013](#) Approve the Parks and Recreation Commission Meeting Minutes of November 13, 2019

### **PUBLIC HEARINGS/GENERAL BUSINESS**

[19-1241](#) Recommend the City Council Approve an Agreement Between the City of Sunnyvale, the Sunnyvale School District, and Fremont Union High School District for the Development and Operation of the Lakewood Branch Library and Learning Center at Lakewood Elementary School

Director of Library and Community Services, Cherise Brandell gave a presentation on the Agreement between the City of Sunnyvale, Sunnyvale School District and the Fremont Union High School District on the Lakewood Branch Library and Learning Center. Highlights included background, original assumptions for facility, 2016 to 2018 actions, building summary, key terms in MOU, next steps, fiscal impact and recommendation.

Commissioners inquired about: the design, computer accessibility, parking, size, programming and operating costs of the Branch Library. Ms. Brandell or City staff responded to all questions.

Chair Kenton asked if there was a motion.

Vice Chair Giri moved and Commissioner DeCarlo seconded to recommend that the City Council approve an Agreement with the Sunnyvale School District and Fremont Union High School District for a Joint Use Lakewood Branch Library and Learning Center at Lakewood Elementary School. The motion carried by the following vote:

**Yes:** 4 - Chair Kenton  
Vice Chair Giri  
Commissioner DeCarlo  
Commissioner Michitaka

**No:** 0

**Absent:** 1 - Commissioner Alexander III

[19-0995](#) Annual Review of Code of Ethics and Conduct for Appointed Officials

Superintendent of Community Services, Damon Sparacino, informed the Commissioners that this was the annual review of the Code of Ethics and Conduct for Appointed Officials. Superintendent Sparacino asked if there were any questions and handed out the signature page which was collected after the meeting.

Vice Chair Giri asked if there were any changes from 2018. Superintendent noted there were no changes.

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

[19-1243](#) Parks and Recreation Commission Proposed Study Issues, Calendar Year: 2020

Chair Kenton gave an update on where we are in the process and next steps. No action was taken.

**NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

Commissioner Michitaka spoke more on dogs being off-leash and asked staff if there was any way to enhance signage. Superintendent of Parks and Golf, Jim Stark recommended that Commissioner Michitaka contact Public Safety when he noted issues.

Chair Kenton asked if this would be looked at in the study issue that was proposed. Superintendent Stark noted that it would be looked into.

Council Liaison Melton noted that the ordinance related to animals was recently overhauled.

Chair Kenton asked how long it would take to update the code if enhancements were needed. Liaison Melton said it could take a couple of years.

Vice Chair Giri asked if a presentation could be given in 2020 on the usage of parks and park facilities. Staff said that yes, one could be given in 2020.

**-Staff Comments**

Superintendent Stark informed the commissioners that in 2020 their Urban Forest Manager would be giving the presentation on the Urban Forest Management Plan.

Superintendent Stark passed out the 20-year Parks Maintenance Plan.

Chair Kenton asked if we could get a presentation on the updated Boards and Commission Policy. Superintendent Sparacino not that he would reach out to see if this should be at a commission level or if the Clerk's Office would be doing a training.

Superintendent Sparacino noted that the Council Liaison would be rotating in January and thanked Liaison Melton for his time and input at the Parks and Recreation Commission.

**INFORMATION ONLY REPORTS/ITEMS**

[19-1219](#)      2020 Master Work Plan

Staff passed out the final work plan.

Vice Chair Giri asked who owns the work plan. Superintendent Sparacino said LCS did.

**ADJOURNMENT**

Chair Kenton adjourned the meeting at 7:55 p.m.



# City of Sunnyvale

## Agenda Item

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**20-0080**

**Agenda Date: 1/8/2020**

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Rank 2020 Study Issues





# City of Sunnyvale

## Agenda Item

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**20-0131**

**Agenda Date: 2/27/2020**

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### **2020 COUNCIL STUDY ISSUE**

#### **NUMBER**

DPW 20-03

**TITLE** Waste Reduction Initiative in Sunnyvale Parks

#### **BACKGROUND**

**Lead Department:** Department of Public Works  
**Support Departments:** Environmental Services Department  
Office of the City Manager  
**Sponsor(s):** Parks and Recreation Commission  
**History:** 1 year ago: N/A  
2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What precipitated this Study?**

By creating opportunities to recycle in public spaces, municipalities can capture more materials for recycling, create and support a culture of recycling, and demonstrate the value of recycling materials. As a City, Sunnyvale has an opportunity to lead efforts to reduce garbage going to the landfill. Community Services and Parks staff regularly receive requests from residents and parks users to add recycling capabilities in Sunnyvale parks.

##### **What are the key elements of the study?**

This Study will consider the impact of separating waste (i.e., plastic, aluminum cans, food scraps, etc.) in Sunnyvale's public parks. The Study will analyze the fiscal impacts both operationally and in capital outlay required to separate waste at the park site rather than downstream at the Sunnyvale Materials Recovery and Transfer Station. The Study will also analyze the potential positive benefits, economic and social, of separating park waste on-site rather than further down the stream.

**Estimated years to complete study:** 1 year

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): Moderate  
Funding Required for Non-Budgeted Costs: \$ 50,000  
Funding Source: Will seek budget supplement

The cost associated with the Study is to hire a waste management consultant to evaluate current practices regarding waste generated in parks and to provide cost estimates to separate recyclables at park sites. The consultant will also be expected to provide feedback on potential benefits of

separating waste at parks. The level of effort is considered moderate as staff and management will be meeting with the consultant to advise on current practices, use of current infrastructure and other various challenges at each park site in the City.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: Yes

Reviewed by Boards/Commissions: Parks and Recreation Commission

**STAFF RECOMMENDATION**

Support. This policy issue merits discussion at the 2020 Study Issues Workshop.

Staff supports this Study Issue as it directly relates to the City's Policies and Goals:

Policy 3.2.1 Solid Waste Management - Goals and Policies

Goal 3.2E. Minimize potential future City liability for wastes generated in the City.

Goal 3.2F. Maintain sound financial strategies and practices that will enable the City to provide comprehensive solid waste management services to the community while keeping refuse rates at or below countywide averages for cities using cost of service pricing.

Prepared by: Jim Stark, Superintendent of Parks and Golf

Reviewed by: Cherise Brandell, Director, Library and Community Services

Reviewed by: Chip Taylor, Director, Department of Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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**20-0100**

**Agenda Date: 2/27/2020**

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### **2020 COUNCIL STUDY ISSUE**

#### **NUMBER**

DPW 20-11

**TITLE** Evaluate Feasibility of Dog Off-leash Hours in Select Sunnyvale Park(s)

#### **BACKGROUND**

**Lead Department:** Department of Public Works

**Support Departments:** Office of the City Manager  
Office of the City Attorney  
Library and Community Services

**Sponsor(s):** Parks and Recreation Commission

**History:** 1 year ago: N/A  
2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What precipitated this Study?**

A group of residents attended both City Council and Park and Recreation Commission meetings requesting off-leash dog hours at one or more City parks. Residents suggested that City parks should have specified hours during the day where the public can let their dogs run off-leash in select areas. Some of the benefits of off-leash dog parks mentioned during public comment include: promoting good canine physical health and socialization, a positive way to meet your neighbors and build community and not having to drive to a dog park.

Also, some nearby cities such as Mountain View and Foster City do currently provide off leash dog hours in selected City Parks. Cupertino is currently doing a 10-month off-leash dog area trial at Jollyman Park due to end on July 31, 2020. Residents highlighted this during public comment at both Park and Recreation Commission and City Council meetings.

##### **What are the key elements of the Study?**

This Study will consider the impact of allowing dogs to be off-leash during specified hours in City parks. In addition to analyzing the positive benefits of allowing dogs to be off-leash, the Study will analyze the potential effect on other park users, user groups such as soccer and little league baseball, effect on park maintenance and exposure to potential legal liabilities for both the City and residents. The Study will also provide recommendations related to best practices for allowing off-leash dog areas in City parks (i.e. rules, location, hours, etc.) including, a possible pilot project.

Completion of this Study will provide data to assist in evaluating the feasibility of allowing off-leash dog hours in Sunnyvale parks.

**Estimated years to complete study:** 1 year

**FISCAL IMPACT**

**Cost to Conduct Study**

Level of staff effort required (opportunity cost):	Moderate
Funding Required for Non-Budgeted Costs:	\$75,000
Funding Source:	Will seek budget supplement

The cost associated with the Study is to hire a consultant to conduct the feasibility study. The level of effort is considered moderate as staff will be facilitating public outreach, meeting with the consultant to advise on current and past practices, reviewing park locations and history and consider any necessary changes to the Municipal Code. The Study would also include an assessment of potential costs including operating and capital.

**Cost to Implement Study Results**

Unknown. Study would assess potential costs.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: Yes

Reviewed by Boards/Commissions: Parks and Recreation Commission

**STAFF RECOMMENDATION**

Support. This policy issue merits discussion at the 2020 Study Issues Workshop.

Currently, the only public areas in the City where dogs are allowed off-leash are the fenced in dog parks at Las Palmas Park and Seven Seas Park. The Study will give City staff and City Council the necessary information to make an informed decision whether to move forward with allowing dogs to be off leash during certain hours at select City parks.

Previously in 2013, the feasibility of off-leash alternatives was looked at as part of *Study Issue DPW 13-14 Feasibility of Establishing Additional Dog Parks and Alternatives in Sunnyvale's Park System*. On July, 23, 2013 City Council considered this item in *RTC 13-178 Discussion and Possible Action Regarding Feasibility of Establishing Additional Dog Parks and Off-Leash Alternatives in Sunnyvale's Park System and Budget Modification No. 2*. City Council voted in favor of Alternative 1 - Approve Budget Modification No. 2 to appropriate \$100,000 from the Park Dedication Fund in FY 2013/14 for the purpose of making improvements to Las Palmas Dog Park, including the addition of natural grass and a separate area for small dogs. Council also approved Alternative 2 - Approve inclusion of new dog parks at Lakewood and Fair Oaks Parks as part of the scopes of work for the approved major renovation capital projects at each site in the Park Dedication Fund 20-year plan. However, Council did not approve Alternative 3 which would have directed staff to amend the Municipal Code to allow dogs off-leash at designated locations and times in Sunnyvale's Park system and establish rules for such under the authority of the Director of Public Works. At that time, there were concerns from a risk management and liability perspective that unfenced, off-leash options posed a substantial risk due to the unpredictability of dog behavior. Many residents that frequently use parks also opposed having off-leash areas, based on negative experiences with off-leash dogs.

Since there are new pilot and trial studies in nearby cities, the data from those trials would help provide additional information for this analysis that would be different from the previous analysis in 2013.

Prepared by: Jim Stark, Superintendent of Parks

Reviewed by: Damon Sparacino, Superintendent of Community Services

Reviewed by: Cherise Brandell, Director, Library and Community Services

Reviewed by: Chip Taylor, Director, Public Works Department

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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20-0133

Agenda Date: 2/27/2020

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### 2020 COUNCIL STUDY ISSUE

#### **NUMBER**

LCS 20-02

**TITLE** Evaluate the Feasibility of Hosting an Annual Halloween Pet Parade

#### **BACKGROUND**

**Lead Department:** Library and Community Services Department

**Support Departments:** Office of the City Manager

Office of the City Attorney

**Sponsor(s):** Parks and Recreation Commission

**History:** 1 year ago: N/A  
2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What precipitated this Study?**

The Duo Duo Project (a nonprofit organization) organized the Halloween Pet Parade in 2019 with the City acting as a significant co-sponsor by waiving all permit and associated service fees (such as banner, and sound permits and street closures as well as public safety officer costs), awarding neighborhood/event grants, and supporting marketing efforts.

Given the City's level of involvement in this event, the Parks and Recreation Commission requests that City staff study the feasibility of having the Library and Community Services Department assume responsibility for organizing the annual Sunnyvale Halloween Pet Parade with volunteer support from the Duo Duo Project.

##### **What are the key elements of the Study?**

This Study will consider the fiscal and operational impacts of the City (Library and Community Services Department as the lead) assuming responsibility for organizing the annual Halloween Pet Parade. Options to be analyzed will include organizing the event as a stand-alone event, or remaining as a potential event sponsor and waiving fees.

**Estimated years to complete study:** 3 to 6 months

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): Minor

Funding Required for Non-Budgeted Costs: Negligible

Funding Source:

**Cost to Implement Study Results**

Average event management costs associated with the Library and Community Services Department facilitating the annual State of the City and Hands on the Arts events are \$50,000 to \$75,000. The level of staff effort to facilitate and manage an additional city-wide special event in Downtown Sunnyvale within 60 days of the State of the City would be extremely high.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: Yes

Reviewed by Boards/Commissions: Parks and Recreation Commission

**STAFF RECOMMENDATION**

Consider. This policy issue merits discussion at a future Study Issues Workshop.

The Pet Parade is a positive family and pet focused event within our community. Participants and public who attended the event felt it represented their interests and was an acceptable and inclusive way to promote work-life balance regardless of culture, income, gender or health. The event is aligned with the City's General Plan Goal CC-10 and commitment to high-quality recreation programming. Staff agrees that this event, and the City's increased role, up to and including facilitating the entire event, warrants consideration.

Prepared by: Damon Sparacino, Superintendent of Community Services

Reviewed by: Cherise Brandell, Director, Library and Community Services Department

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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**20-0132**

**Agenda Date: 2/27/2020**

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### **2020 COUNCIL STUDY ISSUE**

#### **NUMBER**

LCS 20-03

**TITLE** Assessment of Needs for Additional Outdoor Sports Programs and Facilities

#### **BACKGROUND**

**Lead Department:** Library and Community Services Department

**Support Departments:** Office of the City Manager  
Office of the City Attorney  
Department of Public Works

**Sponsor(s):** Parks and Recreation Commission

**History:** 1 year ago: N/A  
2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What precipitated this Study?**

Shifts in Sunnyvale's resident demographics and diversity relative to youth, older adults and national origin have led to an increased demand for certain outdoor sports; especially pickleball, tennis and cricket. These activities provide residents the opportunity to take advantage of our favorable year-round weather while providing exercise through social and competitive play.

Additionally, Northern California continues to be a hotbed of activity for tennis. Pickleball is growing rapidly in many neighboring South Bay cities, and cricket is gaining in popularity.

Completion of this Study will assure that Sunnyvale is meeting current and future resident recreation needs while properly planning for future growth in these recreational areas. A competitive analysis, including other South Bay cities, will ensure that Sunnyvale is on the right track in serving the community.

##### **What are the key elements of the Study?**

The purpose of this Study is to consider current recreation trends and community needs relative to certain outdoor sports, especially pickleball, tennis and cricket. The Study would look at programs and facilities in neighboring cities and engage the Sunnyvale community through surveys and needs assessments relative to the activities. The Study should also include current facility use and demand, long-range park capital projects and consider future opportunities and partnerships with the potential to impact land use and service delivery for these emerging recreation needs.

**Estimated years to complete study:** 1 year



**FISCAL IMPACT****Cost to Conduct Study**

Level of staff effort required (opportunity cost): Moderate  
Funding Required for Non-Budgeted Costs: \$ 65,000  
Funding Source: Will seek budget supplement

The cost associated with the Study is to hire a consultant to evaluate current and future opportunities and facilities available for tennis, pickleball and cricket relative to community interests/needs and compare to neighboring cities. The level of effort is considered moderate as staff and management will be facilitating public outreach and meeting with the consultant to advise on current practices, current infrastructure and capital plans, as well as various opportunities and challenges parks within the City present.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue opportunities.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No  
Council Study Session: Yes  
Reviewed by Boards/Commissions: Parks and Recreation Commission

**STAFF RECOMMENDATION**

Support. This policy issue merits discussion at the 2020 Study Issues Workshop.

There are currently no public facilities dedicated to pickleball or cricket within the City of Sunnyvale. While Ortega Park has a public cricket pitch, the fields are predominantly used by youth softball, baseball and soccer, leaving very little availability for cricket play. Additionally, the new synthetic turf field coming as part of the Fair Oaks Park Renovation will be striped with multi-functional field lines, including cricket; however, the overall design and shape of the field is not conducive to regulation cricket play and does not provide for a dedicated pitch.

Prepared by: Damon Sparacino, Superintendent of Community Services  
Reviewed by: Cherise Brandell, Director, Library and Community Services Department  
Reviewed by: Teri Silva, Assistant City Manager  
Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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**20-0081**

**Agenda Date: 1/8/2020**

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Parks and Recreation Proposed Study Issues, Calendar Year: 2021  
Proposed Study Issues\*

Date	Working Title	Summary of Scope	Staff Comments

\*The study issues have been proposed for future sponsorship

Toward the end of the calendar year, no later than October, boards and commissions will review the list of proposed study issues and officially vote on sponsorship for each individually listed study issue. Official sponsorship means that the study issue is approved for ranking with a majority vote of the board or commission. Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation.