



# City of Sunnyvale

## Meeting Minutes - Final 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

Approve the Parks and Recreation Commission Minutes of November 13, 2019 as submitted.

### **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.

Chair Kenton asked if there was a motion.

Vice Chair Giri moved and Commissioner DeCarlo seconded to recommend that the City Council approve the 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 noted 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.