



## *Parks & Recreation Commission Agenda*

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### **REGULAR MEETING OF PARKS & RECREATION COMMISSION**

**PLEASE NOTE:** The July 1, 2020 Parks & Recreation Commission meeting will be conducted pursuant to the Governor's Executive Order N-29-20.

**Date:** July 1, 2020

**Time:** 7:00 pm Pacific Time (US and Canada)

**Location:** The meeting will be held via Zoom Meeting and all Commissioners will participate via Zoom.

**Register in advance for this webinar:**

[https://us02web.zoom.us/webinar/register/WN\\_12zMrq1mR5m-8Ax-yLuw3Q](https://us02web.zoom.us/webinar/register/WN_12zMrq1mR5m-8Ax-yLuw3Q)

**After registering, you will receive a confirmation email containing information about joining the webinar.**

### **AGENDA**

CALL TO ORDER Chair Mitchell

ROLL CALL: Chair Mitchell  
Commissioners: Abraham, Beitz, Doherty, Fidrych, Ishibashi, and Teeter

APPROVAL OF MINUTES

A. Regular Meeting – May 6, 2020\*

PRESENTATIONS

A. Campbell Park Conceptual Design\*

ORAL REQUESTS

NEW BUSINESS

A. Update on Operating and Capital Budgets



## *Parks & Recreation Commission Agenda*

### COMMITTEE REPORTS:

- A. Parks & Creek Trail: Chair Doherty – Members Fidrych and Teeter
- B. Trees: Chair Abraham – Members Beitz and Ishibashi
- C. Special Events: Chair Mitchell – Members Abraham and Beitz

### STAFF REPORTS

- A. Parks (Public Works Director Todd Capurso)
- B. Recreation & Community Services (Acting Recreation and Community Services Director Natasha Bissell)

### INFORMATION ONLY

- A. Good of the Game

### ADJOURNMENT

### NEXT MEETING:

Regular Meeting: August 5, 2020

In compliance with the Americans with Disabilities Act, assisted listening devices are available for meetings held in the Council Chamber. If you require accommodation to participate in the meeting, please contact Natasha Bissell in the Recreation and Community Services Department at 408.866.2771.

\*Indicates written report

**CITY OF CAMPBELL  
PARKS & RECREATION COMMISSION  
CAMPBELL, CALIFORNIA  
May 6, 2020  
MINUTES**

The Parks and Recreation Commission convened for its regular meeting on Wednesday, May 6, 2020 at 7:07 pm, via Zoom Meeting.

**ROLL CALL**

**PRESENT:** Abraham, Beitz, Doherty, Fidrych, Ishibashi, Mitchell, Teeter

**Absent:**

**STAFF:** Recreation Services Manager Bissell, Public Works Director Todd Capurso, Recording Secretary Rebekah Rodriguez

**APPROVAL OF MINUTES:**

**MSC:** Fidrych/Teeter to approve the minutes of the regular meeting of Parks and Recreation Commission of March 4, 2020.

**AYES:** Ishibashi, Doherty, Beitz, Fidrych, Mitchell, Teeter

**ABSTAIN:** Abraham

**NOES:** None

**Presentations:**

Amy Olay gave a presentation on the John D. Morgan Park (Budd Avenue) Improvement Project – Final Conceptual Design to the commission. This item came forward to the PRC in January to show two conceptual layouts and in February as part of a study session with council. The purpose of this item is to get the recommendations from the commission for the council to approve the final conceptual design. There was a recap by PRC and Council comments on both conceptual designs were addressed for final approval by Council. Comments received for Council showed an overwhelming consensus for the first conceptual design, the “Fun in the Forest” theme, the more vertical of the two designs. Both designs include the net climber which was part of alternative #2, but there are options. At the Council study session, it was suggested to separate the youth and tot areas and the sound/sensory area, with a barrier. Conceptual alternative #2 shows what the perimeter would look like and how it would be enclosed with three gates for entrances/exits. The net climber alone is cost prohibitive and requires a large footprint, so the concept is to incorporate the net climber into the three-tier play tower structure. The slides and tower will remain, and the net climber amenity will be added.

The sensory area is surrounded by a 42” high fence for separation so that there is no visual interruption from the rest of the playground. It was discussed how to provide for a separation between the youth area and the tot area. It is meant to be an open playground, but the spinner climber has been centered, so there will be a visual separation. The existing tot play area has aged equipment and does not meet the safety standards. One possible recommendation is to design it as a stage area where seats could be added, but the council did not see this as being necessary.

The playground was missing a passive area where the surface treatment would be made of mulch which would keep the project under budget and allow it to proceed as an all-inclusive project. The sound area was a concern to Council; it was determined that the decibels described as 105 is compared to a loud lawnmower and 60 decibels would be of two people talking to each other. This would need to meet the

safety standards once the playground is ready for inspection. The other play elements part of the park are very colorful, and do not follow the “Fun in the Forest” theme, but there will be earth tone colors for play equipment. Blue is a calming color for people with autism so there may be more blue toned equipment.

Discussion about the parking evaluation came next; there are three ADA parking spots and it does not seem that three are adequate. Looking at the two tree areas near the parking lot, the trees are in ill-health so it would be ok to remove the trees and add ADA spaces. If the spots are re-measured in the existing lot, it looks like we could gain possibly 5 more spaces. At this point, it would be recommended to propose adding another project for council’s consideration in the upcoming CIP budget process, not part of this project but focused on parking. The project totals are funded by \$2.1M comprised of grant money plus \$1.1M from local match. The next step is to go to council for final recommendations and approval for final conceptual design.

Commissioner Ishibashi asked about funding and how secure the city’s funding is for this contribution towards this project. Does the city have to spend a \$1M in order to get a \$1M? How does it all work out? Amy responded that the \$1M is coming from the park dedication fund and it is secure. If we were to spend less, the match would be less as well, but it is not anticipated that it would be less.

Vice Chair Fidrych asked if we need to take into consideration “new normal” and increase our distancing for new playground equipment. The consultant answered the questions as to how the 6-foot distancing and the equipment is geared around having the distance in place. There are about 12-13 feet distance from the equipment so there is nothing to worry about regarding social distancing. Another question was about the passive area, if it will have equipment or just a relaxing space. It could serve as a quiet area and that is why it is a passive area.

Chair Mitchell asked about the current parking situation if the council did approve a CIP project to address the parking issues. Is the current situation enough? The current parking situations are adequate for all-inclusive projects.

Commissioner Teeter had questions about the budget, but they were addressed and answered.

Commissioner Abraham asked about the passive area, if the mulch was chosen due to the budget cost and it was responded that yes it was. It is something that is affordable and we could start off with this option for now.

No public comments came in. Further discussion from the commissioners at this point before a roll call vote: Vice Chair Fidrych asked about the passive area covered with mulch not being something comfortable to sit on. Todd Capurso responded to this comment and we are sensitive to the budget at this point and what is happening now is affecting construction cost and it could be an alternate to include something else and it will be considered moving forward.

Commissioner Ishibashi liked the conceptual design and is very happy with it.

Commissioner Teeter also loves the design and is happy to know that the City funds are locked in for this project. She asked about the security of the money obtained by the County and Amy responded that it

is not an issue and it is secured, and we are good to proceed with the project. Todd also added that the City funds are already in hand and ready for these types of projects (where fees have already been paid).

MSC: Ishibashi/Doherty to recommend the City Council approve the final concept design presented this evening.

AYES: (Roll call vote was done) Abraham, Beitz, Doherty, Ishibashi, Teeter, Fidrych, Mitchell

NOES: None

ABSTAIN: None

### **Oral Requests:**

NONE.

### **New Business:**

### **Committee Reports:**

**Parks and Creek Trail:** Chair Doherty has only been at John D. Morgan Park and everything is looking good and very few people have been out to that park.

**Trees:** Chair Abraham had no report.

**Special Events:** Chair Mitchell reported that all special events have been cancelled. Looking forward to next year to make up these events when things come back to normal.

### **Staff Reports:**

#### **A. Parks – Public Works Director Todd Capurso**

- Todd Capurso gave a verbal report on how things started to change the third week of March with the Shelter in Place order that came from the County. The Order was received, and staff immediately had to balance between how to keep the public safe and the workforce safe. The emphasis was to maintain some open space to have physical activities for the public to do. This was a change of what the maintenance levels would be, and a modified schedule came in place, a third of the workforce came in at a time. This didn't only affect Parks, but also Streets Maintenance and Signal Maintenance. Something to think about was which amenities would remain open and which ones would close. The children's play area was the first area to close due to the cleaning of the surface was a priority and could not be performed to keep up with use. The decision of keeping park restrooms open was made since the parks were still open and for use. There has been a decrease of landscape maintenance but keeping the safety of the facilities. Tennis courts, hand ball courts, basketball courts and the track were kept open if social distancing was followed, but people were not appropriately following the social distancing order, so we closed these courts. We removed the hoops at the basketball courts. We had to fence off the track but there is access around the fence from the adjoining neighborhood to the community center.
- Due to the change of the weather, weeds are coming in and now we are back to the more conventional use of the park, more normal maintenance of the parks. Tennis courts will be opened by the end of this week since it is part of the updated order. Full maintenance activities will be back in full force next week. Our volunteer projects have had a hold but the last one we

got in was the replanting project on Harrison and Civic Center Drive. The Arbor Day event didn't happen this year and we were not able to plant a tree but did recognize others for their care of the trees. The Great American Litter Pick Up event was also cancelled and will not be rescheduled this year. The Public Works Week BBQ has also been cancelled. Other celebratory events have also been cancelled as well.

Commissioner Beitz commented about the geese returning. He did ask if there was a date when the track will be open. Mr. Capurso responded that we don't have a hard date when things will be open but as the orders come out, we will follow the recommendations.

Natasha responded on the track question that there were a lot of calls to dispatch that people were gathering at the track. Places where people tend to gather or congregate should remain closed, so the track is one of those places.

Commissioner Ishibashi commented on the large area near the field; He observed two groups playing soccer and one playing baseball and it was about 20 people gathered. Mr. Capurso wasn't surprised of hearing this since people can be out, but we hope not to close the fields.

Commissioner Teeter commented that she appreciates the Creek Trails has remained opened and she is very happy about that.

Chair Mitchell gave a kudos to staff for being on top of this situation and closing things down and keeping us all safe. Mr. Capurso did say that the hardest thing was to caution tape things off, but people think they can take them down and use the equipment anyway.

**B. Recreation & Community Services – Recreation Manager Natasha Bissell**

- Natasha gave a verbal report that on Friday the 13<sup>th</sup> they shut down their campus. Staff was cut in half and were sent home. The Senior Nutrition Program has been the stable program during this whole time. Staff that have been working have been working on refunds for the canceled classes and other programs. They used to serve 40 to 50 seniors at the location for a hot meal a day, now they are serving over 100 meals a day and delivering 25 meals to homebound seniors. Staff made calls to our Adult Center members to see if they needed anything. Staff has been working with Second Harvest Food Bank to expand services to 30 homebound seniors who will be receiving 5 boxes per person. Staff is coordinating the volunteers to deliver these groceries twice a month. Staff will also be coordinating food distribution at Capri and Rosemary schools every Friday to provide weekend meals to families which include breakfast, lunch and dinners for Saturdays and Sundays.
- A virtual rec has launched at [www.campbellca.gov/virtualrec](http://www.campbellca.gov/virtualrec). Virtual Rec offers daily activities to engage and connect with the community. There will not be printing of the summer activity guide since there will not be additional recreation taking place at the Community Center. Summer camps will be modified to meet CDC guidelines but there will not be fieldtrips or recreation swim for day camps. Camp size is currently reduced to 12 per group. Swim lessons are still in the air if this will be cancelled or not. Software system will go live on December 1 to register children for classes.

Commissioner Ishibashi is happy about the software. He had a question about the summer activities, can they communicate to folks that they want to free their space for those who do need it more? They will be refunded if they can't do it.

Vice Chair Fidrych commented about coding camps online could be an option. Natasha is working with contactors to see if they can do something virtual or not. They will do the best to offer what they can on zoom.

Chair Mitchell appreciated that the seniors are still being fed and it is a lot of work to do to check up on the seniors and make those phone calls to them.

### Good of the Game

Chair Mitchell commented that during Easter, there were posts of the Easter Bunny floating around in Campbell and put a lot of smiles on faces. PD also did the birthday parades that caused many smiles.

Commissioner Teeter said that on Mondays, Wednesdays and Fridays on East Campbell they all come out to the sidewalk to dance and wave to those driving down the street.

Commissioner Fidrych appreciated the meeting on zoom and to see that everyone is well.

Meeting adjourned at 8:15 pm. The next regular meeting is scheduled for June 3.

Respectfully submitted:

*Rebekah Rodriguez*

Rebekah Rodriguez, Recording Secretary

# MEMORANDUM



City of Campbell

Public Works Department

**To:** Parks and Recreation Commission

**Date:** July 1, 2020

**From:** Todd Capurso, Public Works Director

**Subject:** Campbell Park Improvement Project – Final Conceptual Design

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## RECOMMENDATION

That the Parks and Recreation Commission (PRC) recommends that the City Council approve the Final Conceptual Design.

## BACKGROUND

The Campbell Park Improvement Project, funded by the Parkland Dedication Fund, is intended to renovate the existing children's playground by replacing it with new play equipment and provide new larger capacity restroom facilities.

On August 7, 2019 and subsequently on September 17, 2019, two conceptual alternative plans, Concept A – "Creek Bank" and Concept B – "Tree Fort", were presented to the PRC and the City Council, respectively. Some of the Commission and Council comments included the following: preference for Concept A; keep picnic tables at existing locations; provide more shade; evaluate water feature feasibility; remove the horseshoe pit; provide separation between the embankment play and sloped pathway; research and review restroom options; resolve pedestrian/bicycle pathway conflicts; location of swings; and review options for the upper area adjacent to Gilman Avenue.

## DISCUSSION

### Final Conceptual Design

In developing the Final Conceptual Design, all comments were taken into consideration. The Final Conceptual Design as shown in Exhibit A, is generally based on Concept Plan A – "Creek Bank" and incorporates features and design elements that address the general comments received. The differences between the Final Conceptual Design and the previously presented Concept Plan A – "Creek Bank" are as follows:

- Picnic Tables – The picnic tables will remain in their existing location adjacent to the lawn area.
- Shade – More shade is added by integrating covers for the play structures and spinner and by placing canopy trees strategically to alleviate the effects of the sun.
- Water Mistlers – Two water mistlers are proposed in lieu of a splash pad type water feature which would not be feasible as it requires costly appurtenances, such as recirculating systems and shower facilities, in order to meet code requirements.
- Horseshoe Pit – The existing horseshoe pit will be removed as part of the Final Conceptual Design.

- Separation between Embankment Play and Sloped Pathway – The Final Conceptual Design includes a two-foot wide rubber surfacing landing between the embankment play and the sloped pathway. This will provide additional separation between play equipment users and pathway users.
- Restroom – Different restroom alternatives were evaluated to increase capacity, and to provide for ADA accessibility and convenience/privacy for parents with young children, while considering security and on-going maintenance and operating needs. The resulting design is a women's and men's restrooms with three stalls in each, consisting of two typical stalls and one enhanced ADA/family stall. The enhanced stall will be larger in footprint for accommodating wheelchair access or room for a stroller with its own sink, hand dryer, and changing station for children. Another added feature will be a fold down seat that can be used for additional seating or for placing carrying bags.

The conceptual design plans previously presented in August 2019 maintained the original construction budget of \$1.3 million. However, the Final Conceptual Design plan as shown in Exhibit A, increases the original construction budget by \$100,000 to \$1.4 million. This is due to adding items such as integrated shades on the play structures, water misters, and enhanced restrooms.

There were also other comments/items received which would significantly expand the original project scope. Comments include:

- New Bike Path – An eight-foot wide bike path has been proposed that would run along the west side of the lawn area. The existing picnic tables will separate the proposed bike path from the playground area. This path configuration was selected to avoid dividing the open lawn area into smaller sections. This work is being proposed as a separate project for funding in FY 2021 in the FY 2021-25 CIP.
- Location of Swings – The existing youth swing set is located east of the play area past the lawn area. The play area (proposed for renovation) cannot accommodate a youth swing set due to the large footprint of the required fall zone. As such, the youth swing set will remain at its current location. However, with an increase in project scope, the area adjacent to the restroom, which is near the youth play area, can accommodate a basket swing for an additional swing area.

The inclusion of a tot swing was also examined as part of the Final Conceptual Design. The area adjacent to the restroom was considered as a potential location for the tot age swing set. This option is not recommended due to the distance and visual separation from the tot area. The recommended option for the tot swing set is to be placed within the proposed tot area; however, the play area footprint would need to increase to provide for the proper fall zone.

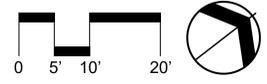
- Upper Area Adjacent to Gilman Avenue – Possible use of the upper area adjacent to Gilman Avenue could incorporate a seat wall at the top of the sloped path.

The swings and the improvements to the upper area adjacent to Gilman Avenue would require an additional \$220,000 on top of the \$100,000 increase described above, for a total increase of \$320,000. If the Council approves an increase to the project budget now, the scope of the Final Conceptual Design can be modified to add in all these items and be constructed as shown in Exhibit B, Expanded Final Conceptual Design. Alternatively, the swings and the seat wall near Gilman Avenue can be phased as a future project and improve Campbell Park per Exhibit A now.

#### Project Schedule

The City Council is scheduled to consider the approval of the Final Conceptual Design and the approval of the Final Plans and Specification on August 18, 2020 and in January 2021, respectively. Construction is tentatively scheduled to begin in May 2021.

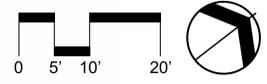
Exhibits:     A – Final Conceptual Design  
               B – Expanded Final Conceptual Design



# EXHIBIT A - FINAL CONCEPTUAL DESIGN

## CAMPBELL PARK IMPROVEMENTS





# EXHIBIT B - EXPANDED FINAL CONCEPTUAL DESIGN

## CAMPBELL PARK IMPROVEMENTS