



Parks & Recreation Commission Agenda

REGULAR MEETING OF PARKS & RECREATION COMMISSION

March 4, 2020

7:00 p.m.

City Council Chamber – 70 N. First Street

CALL TO ORDER

Chair Mitchell

ROLL CALL:

Chair Mitchell

Commissioners: Abraham, Beitz, Doherty, Fidrych,
Ishibashi, and Teeter

APPROVAL OF MINUTES

- A. Regular Meeting – February 5, 2020*

PRESENTATIONS

- A. Recognition of Parks Supervisor Vince Huppe Upon His Retirement*

ORAL REQUESTS

NEW BUSINESS

- A. Update on Parks Capital Projects*
- B. Commission Workplan

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 (Recreation Manager Bissell)



Parks & Recreation Commission Agenda

INFORMATION ONLY

- A. Good of the Game

ADJOURNMENT

NEXT MEETING:

Regular Meeting: April 1, 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
February 5, 2020
MINUTES**

The Parks and Recreation Commission convened for its regular meeting on Wednesday, February 5, 2020 at 7:00 pm, in the Campbell City Hall, Council Chambers, 70 N. First Street, Campbell CA.

ROLL CALL

PRESENT: Fidrych, Beitz, Mitchell, Doherty, Ishibashi
Absent: Abraham, Teeter
STAFF: Recreation Services Manager Bissell, Public Works Superintendent Alex Mordwinow, Recording Secretary Rebekah Rodriguez

APPROVAL OF MINUTES:

MSC: Doherty/Ishibashi to approve the minutes of the special meeting of Parks and Recreation Commission of January 8, 2020.

AYES: Ishibashi, Doherty, Beitz, Fidrych, Mitchell

ABSTAIN: None

NOES: None

Oral Requests:

NONE.

Announcements:

A. Census 2020

Margarita Mendoza gave an announcement regarding the 2020 Census Day. The benefit of this census is to provide funding for cities, schools and various agencies. Two handouts were given to the commissioners; one that showed the timeline for the census, and the other was a Save the Date flyer with general information for Census Day on April 1, 2020. This year's census will be electronic which is new this year. Postcards will be sent out which will have a link to the where they can fill out the questions and public can do the census by going to the link. From March 12-20, an invitation will be sent out to all households and from March 16-24, a reminder letter will be sent out to those households who haven't responded. April 1 will be Census Day here in the City of Campbell for all employees and all will be notified to fill out the census. The hope is to get the majority to fill out the census this year. Campbell has had a good response rate and we want to keep it up again this year. Flyers will also be distributed at the Fun Run event as well. This census will be provided in different languages and all information will remain confidential.

Vice Chair Fidrych asked who is paying for the flyer and the response was that the US Census Bureau is paying for it. They provided funding to the county and the county divided it between the different cities.

New Business:

A. Proposed Changes to the Park, Field and Athletic Use Policy

Lauren Merriman, Recreation Supervisor, gave a verbal report on the Proposed Changes to the Park, Field and Athletic Use Policy. During 2013 and 2014, City staff held many meetings with youth sport organizations to review and identify ways to improve and clarify the policy. In June 2015, City Council approved the suggested changes in the policy and those were implemented immediately. The purpose of this report is to provide additional suggestive changes to the policy, review the previous policy changes, and discuss implementations. One major change for the proposal is to change the application period from three times a year to two times a year; this is necessary since it affects the publication of the activity guide. With the closure of the fields from November to March, it eliminates a period of time, but for the Spring season, from March through June, they would do their applications in November, and for the Fall season, August to November, they would do their application in April. In making this change, it would help the sports organization plan as they have been so far. This would be the major change in the policy. Since there are no tennis courts now, it would be best to update the policy to reflect this change. Formatting will also be updated to reflect new policies. Fees have not increased in a few years, so those would be increased to be consistent with CPI. It was asked if it is going to be a one time or annual change. It will be addressed this year during the budget cycle. Fees would apply to both youth groups and adult groups. Residency does have an effect on the rate as opposed to those who are not Campbell residents. It was also asked what the difference is with free and fee based; it is based on nonprofit organization opposed to profit or private individuals. Nonprofit get priority and the first deadline will apply to them. Field users have been working with City staff regarding field space needs and they are willing to work with staff for scheduling and any other issues that come up for them. Campbell Little League have forgone renting with Campbell, but they are going to rent the fields for smaller groups. It was asked if the baseball fields on Hamilton Avenue are city owned, but they are part of Campbell Little League.

Vice Chair Fidrych asked about the snack shack at the Community Center, would those be upgraded for the use of the fields. For example, at the field at Lincoln Glen they have an Icee machine for the kids after the game; could we have one at our field after games. It was asked if the snack shack has the capability to do this at our field and offset the cost of the field, but the response was it wouldn't have the staffing for it and the City wouldn't explore it any further.

Chair Ishibashi asked about the demand for the same field on the same days and time. Response to that is each group has their own space but if a large group asked for it, we would work together to see how much space they need for that time, but it has never been an issue before.

MSC: Doherty/Beitz to approve proposed changes with minor formatting to the Park, Field and Athletic Use Policy going to City Council.

AYES: Ishibashi, Doherty, Beitz, Fidrych, Mitchell

ABSTAIN: None

NOES: None

Committee Reports:

Parks and Creek Trail: Chair Doherty said there is a lot of work on the Los Gatos Creek Trail and at Campbell Park and they are looking good. Jack Fischer Park and John D are also looking good.

Trees: Chair Abraham was not present and nothing to report.

Special Events: Chair Mitchell reported that the Valentine Fun Run is this coming weekend with beautiful weather, and many will be volunteering, and Bunnies and Bonnets is coming up soon.

Staff Reports:

A. Parks – Public Works Superintendent, Alex Mordwinow

- John D. Morgan Park just completed a mainline replacement at the Pony League field, and this will add more water pressure to the fields.
- This past MLK event was a joint event with the City of San Jose and City of Campbell held at Hamann Park and there were about 180 volunteers. Assemblyman Evan Low provided donuts and coffee and the City of Campbell provided lunch at the event. It was an enjoyable event.
- Turf Sweeper has now arrived, and staff has been trained on it for use in the Spring.
- April 18 will be the next Great American Litter Pick Up event at Campbell Park we normally have about 200 to 300 volunteers for this event.
- May 2 volunteer event at Fischer Park for mulching and painting benches and putting fibar down at the playground.
- Engineering staff met with City Council at a study session on the John D Morgan playground and they are leaning towards option number one with a little twist with a net climber option included. Engineering staff will report to PRC next month on the final version. Discussion on bathroom changes were not added as it is not part of this project. There are concerns about parking and removing Redwoods to provided ADA parking.
- Fields are closed but with weather permitting they will open on March 15.
- The Goosinator has not been used since November but when the fields open, it will be introduced again on the field.

B. Recreation & Community Services – Recreation Manager Bissell

- Heritage Theatre updates:
 - Foghat 2/20/20 – still plenty of tickets
 - LeAnn Rimes changed her concert date from 3/13/20 to 3/23; there are still tickets left
 - Jake Shimabukuro 4/4/20 – Sold Out
- Summer Activity Guide preview is coming out at the end of February. It will be online only and include summer day camps, specialty camps, sports camps and swim lessons.
- Recreation is now hiring for summer jobs (Day Camp Leaders and Lifeguards). Job postings can be found on the City's website.
- Valentine Fun Run is this Saturday. Thank you to the Commissioners who have signed up to volunteer. We have 565 runners pre-registered.
- Friday, March 6th the Campbell Historical Museum will be hosting a History Happy Hour from 5:30 to 7:30 pm featuring Aisha Piracha-Zakariya, the Director for the League of Women Voters. Tickets are \$15 and must be purchased in advance. You can learn more at www.campbellmuseums.com.

- Regina is retiring and her last day will be 2/19/20. There will be lunch in Q80 at the Community Center from 12:30 to 1:30 pm to honor her.

Good of the Game

Commissioner Beitz had no suggestions.

Commissioner Doherty has nothing.

Commissioner Ishibashi had a question regarding payment system for signing up for classes, is there an update on that and Natasha responded that she has bids from three responsive bidders and in-person evaluations will be the following week. Fall 2021 will probably be when the system goes live, if the systems change.

Chair Mitchell had nothing either only that she is looking forward to volunteering on Friday and watching the event on Saturday.

Commissioner Fidrych mentioned that his son and daughter participated at the Martin Luther King event and his son loves to dig; when he goes to the beach that what he does all day. At the event, he loved digging and had a great time and his daughter helped plant flowers. The other comment he had was about the event the Mayor had last week where he was the only one from the commission; he told her what they were doing and the progress of John D. Morgan Park. That's when she mentioned about the bathrooms and was wondering if something came out of the study sessions.

Meeting adjourned at 7:36 pm.

Respectfully submitted:



Rebekah Rodriguez, Recording Secretary

MEMORANDUM



City of Campbell
Public Works Department

To: Parks and Recreation Commission
From: Todd Capurso, Public Works Director
Subject: Recognition of Vince Huppe

Date: March 4, 2020

Vince Huppe will be retiring from City service after a 31 year career with the City of Campbell on March 30, 2020.

In October 1988, Vince began his career with the City as a Park Maintenance Lead Worker for the Public Works Department. On December 10, 1990, he was promoted to the position of Parks Maintenance Supervisor. During his tenure with the City, Vince has provided support and leadership to the Parks Maintenance Section and has provided exceptional customer service and volunteer opportunities to the entire Campbell community. His knowledge of parks maintenance practices and procedures has been an asset to the City, and the condition of all Campbell parks is a reflection of Vince's continued dedication. Vince's efforts have enabled Campbell residents and visitors alike to have an enjoyable, safe experience while visiting our parks.

Vince will be recognized by the City Council on March 17. The March 4 meeting of the Parks and Recreation Commission will be Vince's last Commission meeting and this would be the appropriate time for the Commission to recognize Vince for his 31 years of dedicated, professional, and valuable service to the Campbell community.

MEMORANDUM



City of Campbell
Public Works Department

To: Parks and Recreation Commission

Date: March 4, 2020

From: Todd Capurso, Public Works Director

Subject: Capital Improvement Program Update - Park Projects

The City of Campbell plans and programs capital projects over a five-year time horizon via the Capital Improvement Plan (CIP). The CIP provides the City with a strategic planning document that guide infrastructure investments that are greater than \$25,000 in value over a multi-year period. This capital plan is included in the City's annual budget document and is also known as the 5-Year Capital Improvement Plan. In the upcoming budget cycle, the CIP will fund projects that will constructed between Fiscal Year 2021-2025.

As the City commences its annual budget development process, Public Works staff will present the Parks and Recreation Commission with an update regarding projects that have already been budgeted and are in various stages of progress, as well as also updating the Commission with regard to projects being considered for inclusion in the FY 2021-25 CIP.

Projects previously budgeted and currently in progress:

1. Campbell Park Improvements
2. John D. Morgan Park – Budd Avenue – All-Inclusive Playground

Projects adopted in the FY 2020-24 CIP:

1. John D. Morgan Park – Rincon Ave – Playground Renovation
2. Virginia Park Improvements

Projects under consideration for the proposed FY 2021-25 CIP:

1. Campbell Park Pathway
2. John D. Morgan Park – Restroom Replacement (Budd side)
3. John D. Morgan Park – Parking Lot Improvements
4. Community Center Track – Resurfacing

Attachments: A – FY 2020-24 CIP Summary – by Category
B – FY 2020-24 CIP Summary – by Funding Source

Capital Improvement Plan Summaries

By Category

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Community Center						
Project						
Auxiliary Gym Upgrades	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000
Community Center Pool Design		350,000				350,000
Sub-total	\$ 54,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 404,000

Parks & Open Space						
Project						
Campbell Park Improvements	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
JDM Improvements - Budd	1,775,000	25,000				1,800,000
JDM Improvements - Rincon			46,000	385,000		431,000
JDM Rincon Recreational Bldg. Assessment		50,000				50,000
Los Gatos Creek Trail Feasibility Study		100,000				100,000
Virginia Park Improvements		70,000	250,000			320,000
Sub-total	\$ 1,775,000	\$ 1,745,000	\$ 296,000	\$ 385,000	\$ -	\$ 4,201,000

Public Facility (Buildings)						
Project						
ADA Transition Plan Improvements	\$ 50,000	\$ 50,000	\$ -	\$ 50,000		\$ 150,000
Parking Guidance System	\$ 200,000					200,000
Sub-total	\$ 250,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 350,000

Public Facility (Equipment)						
Project						
In-Car Video System	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Patrol and SWAT Sniper Rifles		75,000				75,000
Mobile Command Center (Mobile EOC)			300,000			300,000
Sub-total	\$ 70,000	\$ 75,000	\$ 300,000	\$ -	\$ -	\$ 445,000

Public Facility (I-T)						
Project						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total	\$ -					

Streets & Signals						
Project						
Accesability Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000		\$ 100,000
Annual Street Maintenance	2,854,450	2,689,000	2,689,000	2,689,000	2,689,000	13,610,450
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
Campbell Ave. @ Page St. Signal	317,000					317,000
Harriet Avenue Sidewalks	205,000	1,150,000				1,355,000
Miscellaneous Storm Drainage Improvements		50,000		50,000		100,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
Traffic and Street Sign Replacement	60,000	60,000	60,000	60,000		240,000
Sub-total	\$ 3,581,450	\$ 4,144,000	\$ 2,894,000	\$ 2,994,000	\$ 2,834,000	\$ 16,447,450

GRAND TOTAL	\$ 5,730,450	\$ 6,364,000	\$ 3,490,000	\$ 3,429,000	\$ 2,834,000	\$ 21,847,450
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Capital Improvement Plan Summaries

By Funding Source

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Capital Improvement Reserve						
Project						
ADA Transition Plan Improvements	\$ 50,000	\$ 50,000		\$ 50,000		\$ 150,000
Annual Street Maintenance	200,000	200,000	200,000	200,000	200,000	\$ 1,000,000
Campbell Ave. @ Page St. Signal	257,000					\$ 257,000
Harriet Avenue Sidewalks	205,000	150,000				\$ 355,000
Mobile Command Center (Mobile EOC)			300,000			\$ 300,000
Parking Guidance System	200,000					\$ 200,000
Sidewalk/Curb and Gutter Improvements	25,000	25,000	25,000	25,000	25,000	\$ 125,000
Traffic & Street Sign Replacement	60,000	60,000	60,000	60,000		\$ 240,000
Sub-total	\$ 997,000	\$ 485,000	\$ 585,000	\$ 335,000	\$ 225,000	\$ 2,627,000

Construction Tax						
Project						
Accessibility Ramps		\$ 50,000		\$ 50,000		\$ 100,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	\$ 125,000
Sidewalk/Curb and Gutter Replacement	75,000	75,000	75,000	75,000	75,000	\$ 375,000
Sub-total	\$ 100,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 600,000

Environmental Services Funds						
Project						
Miscellaneous Storm Drainage Improvements		\$ 50,000		\$ 50,000		\$ 100,000
Sub-total	\$ -	\$ 50,000	\$ -	\$ 50,000		\$ 100,000

Gas Tax (SB 1)						
Project						
Annual Street Maintenance	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000
Sub-total	\$ 700,000	\$ 3,500,000				

Capital Improvement Plan Summaries

By Funding Source

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Grants / Private						
Project						
Annual Street Maintenance	\$ 1,177,450	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 5,225,450
Bike/Pedestrian and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	\$ 100,000
Campbell Ave. @ Page St. Signal	60,000					\$ 60,000
Harriet Ave. Sidewalks		1,000,000				\$ 1,000,000
In-Car Video System	70,000					\$ 70,000
JDM Improvements - Budd	1,000,000					\$ 1,000,000
Patrol and SWAT Sniper Rifles		75,000				\$ 75,000
Sub-total	\$ 2,327,450	\$ 2,107,000	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 7,530,450

Parkland Dedication						
Project						
Auxiliary Gym Upgrades	\$ 54,000					\$ 54,000
Campbell Park Improvements		1,500,000				\$ 1,500,000
Community Center Pool Design		350,000				\$ 350,000
JDM Improvements - Budd	775,000	25,000				\$ 800,000
JDM Improvements - Rincon			46,000	385,000		\$ 431,000
JDM Rincon Recreational Bldg. Assessment		50,000				\$ 50,000
Los Gatos Creek Trail Feasibility Study		100,000				\$ 100,000
Virginia Park Improvements		70,000	250,000			\$ 320,000
Sub-total	\$ 829,000	\$ 2,095,000	\$ 296,000	\$ 385,000	\$ -	\$ 3,605,000

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Sub-total	\$ 300,000	\$ 1,500,000				

Vehicle Impact Fees -Garbage						
Project						
Annual Street Maintenance	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 2,385,000
Sub-total	\$ 477,000	\$ 2,385,000				

GRAND TOTAL	\$ 5,730,450	\$ 6,364,000	\$ 3,490,000	\$ 3,429,000	\$ 2,834,000	\$ 21,847,450
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