



## *Parks & Recreation Commission Agenda*

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

April 3, 2019

7:00 p.m.

City Council Chamber – 70 N. First Street

#### CALL TO ORDER

Chair Ishibashi

#### ROLL CALL:

Chair Ishibashi

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

#### APPROVAL OF MINUTES

- A. Regular Meeting – March 6, 2019\*

#### ORAL REQUESTS

#### NEW BUSINESS

- A. John D. Morgan Park (Budd Avenue) Improvements\*
- B. Campbell Park Improvement Project\*
- C. Parkland Dedication Fund Annual Review\*
- D. Commission Work Plan

#### COMMITTEE REPORTS:

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

#### STAFF REPORTS

- A. Parks (Public Works Director Capurso)
- B. Recreation & Community Services (Recreation Manager Bissell)
- C. General Plan Update (Public Works Director Capurso)



## *Parks & Recreation Commission Agenda*

### INFORMATION ONLY

- A. Good of the Game

### ADJOURNMENT

### NEXT MEETING:

Regular Meeting: May 1, 2019

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  
March 6, 2019  
MINUTES**

The Parks and Recreation Commission convened in regular session on Wednesday, March 6, 2019 at 7:00 pm, at the Campbell City Hall, Council Chambers, 70 N. First Street, Campbell CA.

**ROLL CALL**

PRESENT: Doherty, Ishibashi, Abraham, Fidrych, Teeter, Beitz  
Absent: Mitchell (excused)  
STAFF: Recreation Services Manager Bissell, Public Works Director Todd Capurso, Recording Secretary Joy Francois

**APPROVAL OF MINUTES:**

**MSC:** Doherty/Teeter to approve the minutes of the regular meeting of Parks and Recreation Commission of February 6, 2019.

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

**NOES:** None

Oral Requests:

NONE.

New Business:

**A. All-Inclusive Playground – John D. Morgan Park – Director Capurso**

Director Capurso gave an update on the All-Inclusive Playground project for the play lot at John D. Morgan Park. These playgrounds take up a lot more room; there are open turf areas, and changes in elevation for slides and climbing structures. The County initiated a grant program a couple of years ago to encourage cities and agencies to build these inclusive play lots. We applied for a \$1M grant and we were successful. Some concerns that have come up are that when you build a play lot like this it could be seen as a destination. When Jack Fischer Park first opened it was considered a destination and there were lots of bus trips there. There will be 16 more of these playgrounds built in this area so that should take away a little of the notion of being a destination. We will come back to you with more details, perhaps as early as next month. He distributed copies of the Council report that went to Council on March 5.

There was discussion about using the parking lots at the church across the street or the CSI school.

**B. Park Tour Dates**

The Commissioners agreed on March 30 for the parks tour. They will meet at City Hall at 10:30 am. Commissioner Teeter will meet the group at the Rotary playground at 1:00.

**C. Bunnies and Bonnets Parade**

Ms. Bissell said the Bunnies and Bonnets parade will be held on Saturday, April 20 at noon. If the Commissioners would like to participate in the parade they need to be there by 11 am. Commissioners

Teeter, Doherty and Abraham said they would participate. Ms. Bissell said she would pair them with the Youth Commissioners.

### **Committee Reports:**

**Parks and Creek Trail:** Chair Fidrych said he appreciates being the Chair of this committee. He did not get out to the parks this month due to the rain. Commissioner Abraham said she noticed the rubber surface around the barrel at Stojanovich Park is coming up. Supervisor Huppe said staff does small repairs but if it's large a contractor is called in.

**Trees:** No report.

**Special Events:** Chair Abraham said the Bunnies and Bonnets parade was already discussed. She also said she enjoyed the Fun Run.

### **Staff Reports:**

#### **A. Parks: Public Works Parks Supervisor Huppe and Director Capurso**

##### **Supervisor Huppe**

- April 27 will be the Great American Litter Pickup at 9 am at Campbell Park.
- Last year we started our turf conversion on the fields at the Community Center from cool season grass to Bermuda grass. This week we've been taking down the fences at the football field... Soccer is postponed due to rain.
- We had our first coyote sighting at the Los Gatos Creek Trail.
- We have installed new parks signs that we made, they are big and reflective

##### **Director Capurso**

- Mentioned that the signs were delayed because of the new ordinance regarding dogs in the parks.
- There was a Council priority session on Feb. 22. Council reaffirmed their priorities for the remainder of this fiscal year:
  - The City may need to switch to district elections at some point.
  - How to implement Measure O.
  - Maintaining the general Plan as a priority. Preservation of parks and open space was a priority.

B. Recreation and Community Services: Recreation Manager Bissell

- Summer preview classes are now on line. The full guide will be out the end of April.
- The preschool is having an open house tonight.
- Misty Booth will be retiring in June after 35 years with the City Recreation department.
- Arbor Day celebration will be March 13 at Capri Elementary School at 9:00.

C. General Plan Update: Public Works Director Capurso

Reported above.

Good of the Game

Commissioner Fidrych said he and his daughter attended the Martin Luther King Jr. day of service and loved it. It was a great feel good event.

Commissioner Abraham was at Stojanovich Park last weekend. Her son goes to daycare in San Jose and one of his daycare friends was at the park and said Campbell has the nicest parks.

Commissioner Teeter said the basketball courts at Campbell Park were full last Saturday. Kids playing, guys on their bongos, very well used. Great to see.

Commissioner Beitz said he observed people running every night at the track, even in the rain. He likes the new kid's play area there.

Chair Ishibashi said there have been bear sightings in the Lexington area; there is even a trail cam video so it may not be that long till they are on the Creek Trail.

Meeting adjourned at 7:46 pm.

Respectfully submitted:



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Joy Francois, Recording Secretary

# MEMORANDUM



**City of Campbell**  
**Public Works Department**

**To:** Parks and Recreation Commission

**Date:** April 3, 2019

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

**Subject:** John D. Morgan Park (Budd Avenue) Improvement Project

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## **Purpose**

To update the Parks and Recreation Commission (PRC) on the subject project and to request the formation of a PRC Ad-Hoc Subcommittee to provide input during the conceptual design effort.

## **Background**

In 2017, the Board of Supervisors of the County of Santa Clara established the All-Inclusive Playground Grant (AIPG) program to provide grants to local agencies and non-profits interested in bringing all-inclusive playgrounds into their communities. AIPG funded playgrounds are required to provide design elements to address the needs of all, regardless of age and abilities. This may include people with Autism Spectrum Disorder, Sensory Challenges, Visual and Auditory Impairments, Cognitive, Developmental and Physical Disabilities as well as medically fragile individuals.

In preparation for potential upcoming grants focused on all-inclusive playgrounds, the City assessed existing parks for the possibility of improvements that would include all-inclusive amenities. The effort concluded with John D. Morgan Park - Budd Avenue (JDM) as the most suitable existing city park for an all-inclusive playground.

In March 2018, the City submitted an application and was awarded \$1 million to improve JDM. The City committed to allocating \$1 million in local match in order to receive the \$1 million in AIPG funds for a total project of \$2 million. The grant agreement with the County of Santa Clara was executed on November 10, 2018.

On March 5, 2019, City Council authorized Public Works to issue a Request for Proposal (RFP) for consultant services for the project.

The scope of services requested in the RFP includes:

- Preliminary Design
- Final Design
- Construction Administration
- Inspection Services

Staff will provide project management oversight responsibilities.

## **Discussion**

Engagement with the community, PRC and the Council will be essential in gathering input for playground elements and features to conceptualize alternatives and developing a preferred conceptual design. Outreach efforts will also include surveys either conducted online and/or on-site. Staff is also seeking approval by PRC to establish a PRC Ad-Hoc Subcommittee for this project to guide staff through developing design concepts based on community input. The meetings can be scheduled at a time convenient to the subcommittee with no more than three total meetings.

The timeline to complete the project is three years which would mean the construction must be completed and all reimbursement secured by early summer 2021 and fall 2021, respectively.

The following preliminary schedule is anticipated:

Issuance of RFP	April 2019
Consultant Selection/Notice to Proceed	June 2019
Develop Conceptual Design	July - November 2019
Community Input/PRC Engagement/City Council	
Final Design	November 2019 – March 2020
City Council Approval of PS&E	April 2020
Award	June 2020
Construction	July 2020 – June 2021

## **Next Steps**

After gathering initial community input, staff will convene meetings with the PRC Ad-Hoc Subcommittee to begin conceptualizing possible design alternatives. Staff will return to the PRC in fall 2019 to provide information from the community input/outreach effort and design concepts prior to the session with Council to gather their vision and direction to finalize the conceptual design.

# MEMORANDUM



**City of Campbell**  
**Public Works Department**

**To:** Parks and Recreation Commission  
**From:** Todd Capurso, Public Works Director  
**Subject:** Campbell Park Improvement Project

**Date:** April 3, 2019

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The Campbell Park Improvement Project is funded through the City's Capital Budget with funding provided through the Parkland Dedication Fund. There is \$1.5M allocated toward this project in fiscal year 2019/20.

The project will improve the park by renovating the playgrounds and picnic areas and increasing restroom capacity. After receiving general comments from the Parks and Recreation Commission (PRC) and the City Council regarding the proposed park renovations in November 2017, staff reviewed the comments and began work on refining the scope of the project. Preliminary outreach efforts, consisting of on-site and on-line surveys of Campbell Park users, were conducted by staff. Also, the PRC established an ad-hoc subcommittee who worked with Public Works staff in identifying critical site issues. Staff incorporated the subcommittee's feedback into a conceptual layout which will be utilized as part of the upcoming conceptual design effort.

On March 5, 2018, City Council authorized the Public Works Director to issue the RFP for professional design services associated with the Campbell Park Improvement Project. The scope for the consultant services includes community outreach support, conceptual and final design, and cost estimating.

After completing the consultant selection process, Callander Associates has been determined to be the most qualified consultant. Staff anticipates issuing the Notice to Proceed in mid-April 2019 for additional design services. Staff will return to the PRC in fall 2019 to provide information from further community input/outreach efforts and to present two conceptual alternatives for consideration. The goal is to complete design over the next year and begin construction in the fall of 2020.



Category: New Business

Date: April 3, 2019

## Report to the Parks & Recreation Commission

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**TITLE:** Parkland Dedication Fund Annual Review

### **RECOMMENDATION**

That the Parks and Recreation Commission review and approve recommendations for commitment of Parkland Dedication Fees collected in FY 18 and forward the recommendation to the City Council.

### **BACKGROUND**

The Parkland Dedication Fund is comprised of revenue collected through park impact fees. These fees are paid by developers in Campbell in-lieu of dedicating land or constructing recreational facilities in or near the proposed developments in accordance with the Open Space Element of the General Plan.

Park impact fees collected by the City are governed by the Quimby Act and must be committed within five years of the date when the fees were collected to the following types of projects:

- Acquisition of land for new parks
- Development of a park or recreational amenity
- Rehabilitation of amenities at existing parks or recreational facilities

During the FY 16 Council priority setting workshop one of the priorities set by Council was to establish a regular basis for review of the Parkland Dedication funds. A policy was drafted by the Commission and approved by the City Council on September 20, 2016. This policy provides a basis for annual review by the Parks and Recreation Commission and outlines the following areas as acceptable uses of the Parkland Dedication Fund:

1. Acquire and develop new parks and open space.
2. Rehabilitation of existing facilities on City-owned property which increase the level of diversity of service.
3. Development of new park facilities on existing City-owned property.
4. Rehabilitate existing recreational facilities and open space on non-City-owned property, which increase the level of diversity of service with a joint use agreement.
5. Develop non-City-owned property in conjunction with a joint use agreement.

While there is not a “specified radius” adopted within the Campbell City Ordinance 20.24.100 that requires the fees be utilized within a particular service distance from the development, the service area for a neighborhood park is generally considered to be a

half mile. The fees can also be utilized to support parks and recreational facilities that provide a City-wide asset.

Since the implementation of this policy in February 2016, these fees have been reviewed annually by the Parks and Recreation Commission and a recommendation has been forwarded on to City Council.

## **DISCUSSION**

In FY 16 the fees collected reached an all-time high of \$2,009,861. These fees were allocated to the following projects:

- \$547,000 - JDM Rincon Park Rehabilitation
  - Capital Improvement Project # 18-QQ: \$497,000
- \$270,000 - Virginia Park Rehabilitation
  - Capital Improvement Project FY21-22: \$290,00
- \$250,000 - Aquatic Facility Design
  - Capital Improvement Project: \$250,000
- \$1,050,000 - Acquisition/Development of future park / open space

In FY 17 the collection of these fees tapered off and \$269,803 was collected and allocated to the following projects:

- \$106,000 - Campbell Park Rehabilitation
  - Capital Improvement Project # 17-DD: \$500,000
    - Project established in FY17 CIP process
  - Capital Improvement Project # 17-DD: \$185,000
    - Additional funds requested in FY18 CIP process
- \$25,000 - JDM Budd Park Rehabilitation
  - Capital Improvement Project # 18-PP: \$837,000
    - Project established in FY18
    - Project revised in FY19 to \$880,000
    - Project requires \$1,000,000 in matching funds – shortfall of \$120,000 currently
- \$58,000 - San Tomas Creek Trail Project
- \$80,000 - Acquisition/Development of future park / open space

The total fees collected from development projects in 2017-2018 totaled \$356,337.75.

### Development of 2019 Recommendation

This year staff is recommending that all of the fees collected in fiscal year 2018 be allocated to the proposed all-inclusive playground at John D. Morgan Budd Avenue side. This project received a million dollar grant that requires matching funds from the City. Currently this project is short \$120,000 to meet the required matching funds. It is anticipated that this project will exceed the \$2,000,000 threshold and will still need additional funding. Staff planned to request additional funds during the FY 20 CIP process. The funds collected in FY 18 Parkland Dedication fees would fill the gap

needed to having matching funds as well as provide a buffer for unanticipated costs associated with bring a new playground online. The all-inclusive playground will increase the level of diversity of service to our residents making this play area at John D. Morgan a City-wide asset.

In the event all the funds allocated are not used for this project, staff recommends that the funds be allocated to other existing projects that may require additional funding per Council approval.

### **NEXT STEPS**

Staff will forward the Commission's recommendation of FY 18 Parkland Fee allocations to City Council for approval.

### **ALTERNATIVES**

1. Provide different direction to staff regarding recommended uses for the 2017-18 Parkland Dedication Fees.