



# City of Saratoga Parks and Recreation Commission

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## ***ACTION MINUTES***

**DATE:** Tuesday, May 13, 2008

**TIME:** 6:30 p.m.

**LOCATION:** Saratoga City Hall  
Planning Conference Room  
13777 Fruitvale Avenue  
Saratoga, CA 95070

**Call to Order:** Meeting called to order at 6:34 p.m. by Staff Liaison Crystal Morrow

**Roll Call:** Commissioners Vita Bruno, Katherine Forte, Denise Goldberg, Thomas Soukup, Lerry Wilson

**Absent:** None

**Staff:** Public Works Director John Cherbone, Recreation Director Michael Taylor, Administrative Analyst Crystal Morrow

**Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, this meeting was properly posted on May 8, 2008.

**Oral & Written Communication:**

Any member of the public may address the Commission about any matter not on the agenda for this meeting for up three minutes. *Commissioners may not comment on the matter, but may choose to place the topic on a future agenda.*

~ No oral communications ~

- Commission reviewed written communication from Betty Peck and asked staff to contact Mrs. Peck to get more information about her request to have the Parks and Recreation Commission identify new locations for community gardens.
- Bruno asked to have the matter added to a later agenda and also asked the Commission to discuss a survey done in 2005

**Approval of Draft Minutes:** Draft Parks and Recreation Commission Minutes for March 11, 2008.

- SOUKUP: MOVED TO APPROVE
- BRUNO: SECOND
- APPROVED: 5-0

**Reports:** *(This section is informational only; no actions will be taken.)*

**1. John Cherbone, Director of Public Works**

- Reported that there may be opportunities for the PRC to conduct public meetings on matters related to park improvements. Cherbone said he would confirm with the PRC on those opportunities.

**2. Michael Taylor, Director of Recreation & Facilities**

- Recreation Coordinator position has been vacant for past 2 months and Account Clerk out on medical leave, which has left the Department shorthanded.

- Recreation has been doing a lot of online surveys with positive results.
- Council approved demolition of the 2 front buildings at North Campus (Sanctuary & Education buildings), because they are unusable. Buildings to be replaced with landscaping and grassy area.
- Renovations at Fellowship Hall have started, expecting completion in mid-November.
- Youth Commission meets same night as PRC, they have 13 members that are from the middle and high schools in the area.

### **3. Denise Goldberg, Pedestrian, Equestrian, and Bicycle Trails Advisory Committee**

- Parker Ranch work days are done, the volunteers were able to complete 95% of work intended to be completed.
- The PEBTAC reviewed bicycle facilities map at the last meeting. The PEBTAC was opposed to removing Highway 9, Mt. Eden, and Pierce Road from bicycle trails map.
- Cherbone commented that the City Attorney is reviewing liability issues and the issue may go to City Council Closed Session before any decisions are made.

### **4. Crystal Morrow, Staff Liaison**

- PRC workshop was on April 12, 2008
- Calabazas Creek Picnic Area opening held on May 6, 2008
- PRC parks tour on May 7, 2008

#### **Old Business:**

No old business

#### **New Business:**

### **5. Appoint Chair and Vice Chair**

Issue: Parks and Recreation Commission does not currently have a Chair or Vice Chair. According to the City of Saratoga Municipal Code, all Commissions are required to have a Chair.

Action: Parks and Recreation Commission will select Chair and Vice Chair.

- FORTE: MOVED TO ACCEPT SOUKUP AS CHAIR AND BRUNO AS VICE CHAIR
- GOLDBERG: SECOND
- APPROVED: 5-0

### **6. Naming Application for Saratoga Community Center**

Issue: On April 30, 2008, the City of Saratoga received an application from the Committee to Honor Joan Pisani to name the Saratoga Community Center the Joan Pisani Community Center. Per the City's policy on facility naming, the PRC is to review the application and make a recommendation to the City Council.

Action: Parks and Recreation Commission will make a recommendation.

- Presentation from Committee to Honor Joan Pisani
- GOLDBERG: MOVED TO RECOMMEND APPROVAL OF THE NAMING APPLICATION
- BRUNO: SECOND
- APPROVED: 5-0

### **7. FY 2008/09 Park & Trail Capital Improvement Plan**

Issue: Council has directed the Parks and Recreation Commission and Pedestrian, Equestrian, and Bicycle Trails Advisory Committee (PEBTAC) to provide a recommendation on the prioritization of FY 2008/09 park and trail capital improvement projects.

Action: Parks and Recreation Commission and PEBTAC will prioritize the list of FY 2008/09 park and trail projects and share recommendation with the City Council.

- Members of PRC ranked projects and staff calculated project rankings.

RECOMMENDED PRIORITIZATION:

1. Park Restroom Improvement Work
2. Lower Tank Trail (Parker Ranch) Repair Project
3. Village Creek Trail
4. De Anza Trail Phase II
5. Petanque Court at Azule Park
6. Heritage Orchard Monument Sign

**8. Development of Parks and Recreation Commission Work Plan**

Issue: Parks and Recreation Commission has been assigned a number of work items and does not currently have a timeline to address these items.

Action: Parks and Recreation Commission will prepare and adopt a work plan for the next year.

- Staff reviewed work items assigned by Council and those suggested at the Parks Tour and during the May 13, 2008 PRC meeting
- Commission assigned work items to each meeting until March 2009.
- GOLDBERG: MOVED TO APPROVE SCHEDULE SHOWN BELOW
- FORTE: SECOND
- APPROVED: 5-0

**July 2008** Report on Recreation Master Plan

- What role can PRC play in development & implementation of Master Plan?
- Report on Quito Park picnic area improvements  
 Review Ravenwood Park play equipment designs  
 Begin planning for North Campus naming process

**September 2008** Continue discussion on North Campus naming process

Discuss community gardens & opportunities to develop new gardens

Review and discuss 2005 Recreation Survey

- Determine if new survey is needed
- Identify opportunities for PRC to stay in touch with community

Start discussion on Saratoga Parks Preservation and Field Use Initiative

- PRC to identify process for addressing underlying issues in Saratoga Parks Preservation & Field Use Initiative

**November 2008** *Meeting rescheduled to November 18, 2008.*

Joint Meeting with PEBTAC

Discuss opportunities for a Fun Run

Continue discussion on Saratoga Parks Preservation and Field Use Initiative

Complete North Campus naming process

Continue discussion on community gardens, if necessary

**January 2009** Continue discussion on Saratoga Parks Preservation and Field Use Initiative

Continue discussion on 2005 Survey, if necessary

**March 2009** Joint Meeting with Youth Commission

- Park and recreation priorities of Saratoga youth

**9. Preparation for the City Council Joint Meeting**

Issue: Parks and Recreation Commission is scheduled for a Joint Meeting with the Council on June 4, 2008.

Action: Parks and Recreation Commission will determine how the work plan will be presented and identify discussion topics for the Joint Meeting.

- PRC discussed how work plan would be presented and questions the Commission wanted to ask during the City Council Joint Meeting
- Main goals to be presented: Naming North Campus, Saratoga Parks Preservation and Field Use Initiative, continued improvements to Parks and Recreation
- Questions for Council: Does the Council have an interest in having the PRC review and update the Parks & Trail Master Plan?
- BRUNO: MOVED TO APPROVE PRESENTATION PLAN
- GOLDBERG: SECOND
- APPROVED: 5-0

### **Agenda Items for Next Meeting—Tuesday, July 8, 2008**

Report on Recreation Master Plan

- What role can PRC play in development & implementation of Master Plan?

Report on Quito Park picnic area improvements

Review Ravenwood Park play equipment designs

- PRC to post signs at park before meeting

Begin planning for North Campus naming process

### **Adjournment:**

- FORTE: MOVED TO ADJOURN MEETING
- BRUNO: SECOND
- APPROVED: 5-0

Meeting adjourned at 9:11 p.m.

Minutes submitted by:

Crystal Morrow, Administrative Analyst II  
City Manager's Office, City of Saratoga