



# City of Saratoga Parks and Recreation Commission

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## **MINUTES**

**DATE:** Tuesday, January 13, 2009

**TIME:** 6:30 p.m. – 8:30 p.m.

**LOCATION:** Saratoga City Hall  
Senior Center – Magnolia Room  
19655 Allendale Avenue  
Saratoga, CA 95070

### **Call to Order – 6:30 p.m.**

#### **Roll Call:**

**Present:** Chair Thomas Soukup, Vice Chair Vita Bruno, Commissioners Denise Goldberg, Lerry Wilson

**Absent:** Commissioner Katherine Forte

**Staff:** Recreation & Facilities Director Michael Taylor, Public Works Director John Cherbone, Park Lead Worker Shawn Gardner, Administrative Analyst II Crystal Morrow

**Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, this meeting was properly posted on January 8, 2009.

**Accept Agenda Items:** No additional items may be added pursuant to Government Code Section 54954.2.

**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 or written communications

#### **Commissioner Announcements**

- Bruno announced that organizers of the Mustard Faire are looking for volunteers to coordinate a recreational activity for the event. Anyone interested in helping in this manner should contact Norm Koepernik at (408) 971-9636.

**Approval of Draft Minutes:** Draft Parks and Recreation Commission Minutes for November 18, 2008

- BRUNO MOVE TO APPROVE MINUTES
- WILSON SECOND
- APPROVED: 4-0

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

#### **1. Michael Taylor, Director of Recreation & Facilities**

- Taylor reported that the Recreation & Facilities Department is conducting a mid-year analysis of revenues. The Department has found that class enrollment has declined somewhat, which is being attributed to the downturn in the economy.
- Taylor added that he is looking for an alternate location for the Men's Tuesday night drop-in basketball program, which was meeting at Saratoga High School.
- Wilson suggested that Taylor speak with West Valley College, Sacred Heart School, and St. Andrews to see if they have space available in their gym.

## **2. John Cherbone, Director of Public Works**

- Cherbone noted that work progress at Kevin Moran Park is moving ahead smoothly. He added that the modifications around the backstop of El Quito Park are complete and the rehabilitation of the picnic area is nearly finished.
- Cherbone also mentioned that the City is waiting for funding before moving forward with purchasing play equipment for Ravenwood Park.

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

- Goldberg reported that PEBTAC formed a subcommittee to determine what trail maps could be created and then posted on the City website.

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

- Morrow informed the Commission that the Council Retreat is scheduled for January 30, 2009 from 8:00 a.m. to 4:00 p.m.
- Morrow added that the City is asking residents to submit photos to the City for use on the City website and asked the Commissioners if they wanted to volunteer to be part of the Website Advisory Group.

### **Old Business:**

#### **5. Park and Trail Use Subcommittee Report**

Issue: During the November 2008 meeting, the Parks and Recreation Commission (PRC) and Pedestrian, Equestrian, and Bicycle Trails Advisory Committee (PEBTAC) agreed to form a subcommittee of PRC, PEBTAC, and Youth Commission members that would explore no cost/low cost opportunities to promote use of Saratoga's parks and trails. The Subcommittee met on December 17, 2008 to discuss opportunities to encourage residents to use the City's parks and trails.

Action: Accept report and determine if additional action is necessary.

- Morrow reported on the Park and Trail Use Subcommittee meeting on December 17, 2008, including a summary of the main ideas developed during the meeting. These included:
  - o Geocaching in Saratoga parks
  - o Weekend in Saratoga – a guide for the perfect weekend in Saratoga, which would highlight Saratoga parks and trails
  - o Photo contest of Saratoga's parks and trails
  - o Parks and trails programming on KSAR and in partnership with Saratoga High School's Media Arts Program
- Wilson added that there is no cost to have programs played on KSAR. The Commission would need to provide content to the Saratoga High School Media Arts Program. Wilson said he would continue talking to Saratoga High School to see if the idea would work out.

- Wilson also mentioned that he was looking for programs similar to "Weekend in Saratoga" that could be emulated.
- The Commission agreed to propose to the Youth Commission to manage geocaching in Saratoga parks at the joint meeting in March.
- The Commission also decided to propose that the PEBTAC manage the photo contest of Saratoga parks.

## **6. Joint Meeting with the Saratoga Youth Commission**

Issue: During the May 2008 PRC meeting, the Commission agreed to hold a joint meeting with the Youth Commission in March 2009. Because both Commission's meet on the same night, the meeting is currently scheduled to take place during the PRC's regular meeting on March 10, 2009.

Action: Develop a list of discussion items for the joint meeting with the Youth Commission on March 10, 2009.

- The Commission agreed to discuss the following items at the joint meeting with the Youth Commission:
  - o After school program update
  - o Concerts
  - o Geocaching in Saratoga parks
  - o Local school music group performances in City parks
  - o Renaming of the North Campus
  - o Youth Commission film festival

## **7. North Campus Naming Process**

Issue: The Council has directed the PRC to lead a public process to name the North Campus.

Action: PRC to continue planning the public process to name the North Campus.

- Morrow gave a brief report on what the Commission has done so far in the North Campus naming process.
- The Commission discussed how long it would be appropriate to accept proposals and decided to keep submissions open from April to May.
- The Commission discussed marketing the contents and agreed to notify the *Saratoga News*, ask staff to include information on the City website and in City's quarterly newsletter, place signage up at the North Campus, placing an announcement on KSAR, send an announcement to school email lists, attend Recreation Department classes to see if participants have suggestions, insert an announcement in the Recreation Activity Guide, and place a flyer at the senior center.
- Goldberg added that the Commission would need to put together an article for the *Saratoga News*, City newsletter, draft an announcement for the website, and make a slide for KSAR.
- Morrow added that a flyer with a submission form on the bottom would be helpful.
- Soukup suggested that the Commission determine several locations where members of the public could drop off their proposals.
- Soukup asked Morrow if the City had any photos of the North Campus that could be used.
- Morrow said she would check and Goldberg added that she might have files that could be used.
- Bruno proposed asking the Youth Commission to participate in the naming process during the Joint Meeting in March.

## **New Business:**

## 8. Saratoga Little League Scoreboard at Congress Springs Park

Issue: The Saratoga Little League is planning to replace the existing scoreboard at Congress Springs Park and has asked to have the PRC review the Little League's proposal.

Action: Accept report and concur or disagree with Saratoga Little League recommendation.

- Staff member Shawn Gardner introduced Brent Plesse representing the Saratoga Little League.
- Gardner explained that the Saratoga Little League has made a lot of positive improvements at Congress Springs Parks, such as installing shade covers for the bleachers and an extra batting cage.
- Plesse explained that all expenses associated with the new scoreboard will be covered by the Little League. He added that while the existing scoreboard still works, the League is looking to purchase a scoreboard that displays the pitch count along with the standard scoreboard features (score, innings, balls, strikes, and outs).
- Plesse noted a new League rule requires that coaches limit the number of pitches thrown by a single play in any given game or week. Adding a pitch count to the scoreboard will make it easier for coaches to track the number of pitches thrown by a single player.
- Plesse shared photos of a scoreboard similar to the one the Saratoga Little League hopes to purchase. The new board is 8 feet tall by 9 feet wide. The existing scoreboard is 3 feet by 9 feet. Additionally, the scoreboard will include signage along the bottom that reads "Home of Saratoga Little League".
- GOLDBERG: MOVE TO SUPPORT SARATOGA LITTLE LEAGUE PROPOSAL TO REPLACE EXISTING SCOREBOARD AT CONGRESS SPRINGS PARK AND RECOMMEND THE LEAGUE EVALUATE THE POSSIBILITY OF ADDING A CITY SEAL OR OAK TREE TO THE SIGNAGE.
- BRUNO SECOND
- APPROVED: 4-0

## 9. Parks and Recreation Commission 2009 Work Plan

Issue: In May 2008, the PRC developed a work plan for the months between July 2008 and March 2009. With the work plan ending in March 2009, staff has recommended that the Commission update the work plan.

Action: Prepare a work plan for March to December 2009.

- Morrow indicated that the Commission's current work plan ends in March 2009 and the Commission has the chance in January to update the work plan for the next year.
- After discussion on existing and potential work items, the Commission agreed on the following work plan:

March 2009	Joint Meeting with Youth Commission <ul style="list-style-type: none"><li>- After school program update</li><li>- Concerts</li><li>- Geocaching in Saratoga parks</li><li>- Local school music group performances in City parks</li><li>- Renaming of the North Campus</li><li>- Youth Commission film festival</li></ul>
May 2009	<ul style="list-style-type: none"><li>- Increasing Recreation Department class enrollment</li><li>- Planning for joint meeting with City Council</li><li>- Informational report on field use</li></ul>

June 3, 2009      Joint Meeting with Saratoga City Council  
-    New City property near Tollgate

July 2009            -    Discussion on Joe's Trail

- Goldberg added that she felt it would be helpful to form a subcommittee to discuss opportunities to develop educational activities or programs for the Heritage Orchard with the Heritage Preservation Commission.
- Goldberg volunteered to be part of the subcommittee and Morrow said she would ask Forte if she would like to participate in the subcommittee.
- Soukup asked if the City had any upcoming tree planting events in the City parks, as it might be a good opportunity for the PRC to get involved.
- Morrow said the City celebrates Arbor Day annually and each year a tree is planted. Morrow offered to involve the PRC in the planning of the event.
- Wilson said he would be interested in helping.

### **Agenda Items for Next Meeting—Tuesday, March 10, 2009**

#### **Adjournment**

- BRUNO: MOVED TO ADJOURN
- GOLDBERG: SECOND
- APPROVED: 4-0
- Meeting adjourned at 9:11 p.m.

Minutes submitted by:  
Crystal Morrow, Administrative Analyst II  
City of Saratoga – City Manager's Office