



City of Saratoga Parks and Recreation Commission

MINUTES

DATE: Tuesday, July 14, 2009

TIME: 6:30 p.m. – 8:30 p.m.

LOCATION: Saratoga City Hall
Warner Hutton House
13777 Fruitvale Avenue
Saratoga, CA 95070

Call to Order – 6:31 p.m.

Roll Call

Present: Goldberg, Soukup, Johnson

Absent: Bruno, Wilson

Staff: Cauthorn, Cherbone, and Morrow

Report on Posting of the Agenda: Pursuant to Government Code Section 54954.2, this meeting was properly posted on July 9, 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 public comments

Commissioner Announcements

- Goldberg announced that the Kevin Moran Park Grand Opening will be held on July 17, 2009 at 4:00 p.m.

Approval of Draft Minutes: Draft Parks and Recreation Commission (PRC) Minutes for the May 12, 2009 meeting.

- SOUKUP: MOVED TO APPROVE AS PRESENTED
- JOHNSON: SECOND
- APPROVED: 3-0

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

1. John Cherbone, Director of Public Works

- Cherbone reported that Public Works is doing some detail work before the opening of Kevin Moran Park on July 17, 2009. Work includes repainting signs, light poles, and placing picnic tables.

- Cherbone added that he expects work on Joe's Trail to start in the fall after the City receives an agreement from the Santa Clara Valley Water District to start work. Once the agreement is signed, the City will put the project out to bid.
- 2. Crystal Morrow, Staff Liaison**
- Morrow reported that the City will be holding a garage sale on August 8, 2009 and encouraged Parks and Recreation Commissioners to participate.

Old Business:

1. Preparation for Joint Meeting with Saratoga City Council

Issue: The City Council conducts joint meetings with each Saratoga Commission. The PRC is scheduled to meet with the Council on September 2, 2009 at 6:00 p.m. in the administrative conference room at City Hall.

Action: PRC will continue to prepare several discussion items for the joint meeting.

- Goldberg noted that she wanted to use this opportunity to refine discussion items for the joint meeting with the Saratoga City Council.
- Johnson asked if the Commission has an annual brainstorming session and suggested that the Commission hold a meeting to develop ideas about the needs and interests of the City related to Parks and Recreation.
- Soukup added that he really hoped to get a better get idea of what the Council thinks the Commission should be focused on.
- Goldberg indicated that she would like to see if the Commission should update the parks and trail master plan. She added that the Commission could do the update rather than paying a consultant to do it.
- Johnson asked if the Commission could play a role in tree planting in City parks.
- Goldberg added that in the past, the PRC had identified potential locations for benches in City parks. The commission could do something similar with trees.
- Johnson also suggested that the PRC could create beautification plans for public property.
- Johnson noted that some of the City's parks have undeveloped areas and suggested that the PRC consider creating plans for these undeveloped areas.
- Johnson suggested that each Commissioner be assigned to adopt a park and notify staff if there are any problems or areas for improvement.
- Goldberg said that this is something that the Commission used to do and asked that park assignments be added to the September agenda.
- Goldberg summarized the list of items to be discussed with the City Council:
 - o Facilitate tree planting and beautification in parks or on City property
 - o Parks and trails master plan update
 - o Supporting recreation programs
 - o Community events that encourage residents to use parks
 - o Plans for portions of City parks that are undeveloped
 - o Inventory parks and determine their needs, such as addition of benches or tree plantings
 - o Evaluate the City's park dedication fees and determine if the City is charging the appropriate amount

2. North Campus Naming Process

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

Action: PRC will finalize plans for the public process to name the North Campus.

- Goldberg suggested that the naming process start after Labor Day.

- Soukup agreed with Goldberg's suggestion.
- Goldberg explained that the rules for submission and evaluation require that names have either a historical or environmental connection to the site.
- Goldberg suggested that she and Morrow work together on creating a flyer and submission form. Once created, Morrow will send both to the Commission for comments.
- SOUKUP: MOVED THAT GOLDBERG AND MORROW CREATE A FLYER STATING THE PURPOSE OF THE NORTH CAMPUS NAMING PROCESS, THE RULES FOR SUBMITTAL, PROPOSAL DROP OFF LOCATIONS, A WEB ADDRESS WHERE PEOPLE CAN GET MORE INFORMATION OR SUBMIT NAMES, AND A CONTACT THAT THE PUBLIC CAN REACH FOR MORE INFORMATION. IN ADDITION TO THE FLYER, CONTENT FOR A WEB PAGE AND A PRESS RELEASE SHOULD BE CREATED AND PUBLISHED AS SOON AS POSSIBLE. DEADLINE FOR SUBMITTAL SHOULD BE AT LEAST A MONTH AFTER THE FLYER IS PUBLISHED OR UNTIL THE END OF SEPTEMBER, WHICHEVER IS LONGER.
- JOHNSON: SECOND
- APPROVED: 3-0

New Business:

3. Informational Report on Proposed Installation of a Petanque Court in Azule Park

Issue: The PRC has been asked to consider public input on the location of the court in the park and recommend a location for the court to City staff. This report on the proposed petanque court at Azule Park is intended to prepare the Commission for a decision at the September meeting.

Action: Informational item, no action necessary.

- Devin Utter, Saratoga resident, suggested potential petanque court locations in Azule Park, including suggestions for court sizes and amenities. Utter added that while petanque can be played on virtually any surface, the most commonly used surface is gravel over packed rock.
- Goldberg commented that when that the Commission visited Azule Park and looked at proposed locations, the site east of the tennis court appeared to be the best location as it did not require removal of the horseshoe pits or picnic benches.
- Cherbone added that the cheapest option is to build the petanque court on the site east of the tennis court; removing grass, concrete, or park furniture would add costs to the project.
- Cherbone noted that staff is currently in the process of determining what could be built with the \$20,000 the City received from Monte Sereno. He expects work to be in the fall or winter.

4. Recreation Program Enrollment

Issue: During the January 2009 PRC meeting, the Commission decided to discuss opportunities to help increase enrollment in Saratoga's recreation programs.

Action: Discuss and create a plan to help encourage residents to enroll in the City's recreation programs.

- Cauthorn reported on the Recreation and Facilities Department's marketing plan, which she developed with staff several months ago. She added that every city recreation department is seeing a decline in enrollment, partly due to the economy and also due to increased competition.
- Cauthorn added that the PRC could help the Department's outreach efforts by going to public venues, such as Chamber of Commerce events and the local Farmers' Market, to promote Recreation programs and answer questions.

- Cauthorn indicated that If Commissioners are willing to outreach to the community then staff can provide Commissioners with upcoming event dates, informational packets, and Recreation marketing materials.
- Cauthorn also noted that enrollment is actually picking up this summer.
- Goldberg asked which events PRC members could attend to encourage registration in Recreation programs.
- Cauthorn suggested farmers' markets, Chamber of Commerce events, Village events, and neighborhood association meetings and events.

5. September Meeting Date

Issue: Currently, the PRC is scheduled to meet on September 8, 2009. Because Labor Day is September 7, 2009, Commission Chair Goldberg has suggested moving the date of the meeting to September 22, 2009.

Action: PRC will determine whether or not to reschedule the September meeting.

- Goldberg asked if the Commission wanted to reschedule the September meeting date, since September 7th is Labor Day.
- The Commission agreed to keep the meeting date on September 8, 2009.

6. Proposed Ordinance Amending the City Code Requirements for Park Dedication and Fees

Issue: On Wednesday, July 15, 2009, the Saratoga City Council will be asked to adopt amendments to the City Code that will increase parkland dedications from a ratio of three acres per 1,000 residents to five acres per 1,000 residents. Additional changes to the Code that will ensure it complies with State law are also being proposed.

Action: PRC will review the proposed ordinance and make a recommendation to the City Council.

- Cherbone indicated that this agenda item is primarily administrative. It will bring the City's Code into compliance with the General Plan in regards to park dedication and fees.
- SOUKUP: MOVED TO RECOMMEND THAT CITY COUNCIL ADOPT THE PROPOSED AMENDMENT.
- JOHNSON: SECOND
- APPROVED: 3-0

Commissioner Reports

- Goldberg provided an update on Kevin Moran Park grand opening events.

Agenda Items for Next Meeting

- No additional items for the next meeting.
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Adjournment – 9:03 p.m.

Minutes submitted by:

Crystal Morrow, Administrative Analyst II

City of Saratoga – City Manager's Office