



City of Saratoga Parks and Recreation Commission Site Visit & Regular Meeting

MINUTES

DATE: Tuesday, July 10, 2012

TIME: 5:00 p.m. – 8:30 p.m.

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

Site Visit- 5:00 p.m.

Congress Springs Quarry Tour- South of Highway 9 (Congress Springs Road)

1. Congress Springs Quarry- Review property and discuss parameters of recommendations for Master Plan

Call to Order

Roll Call

Present: Thomas Soukup, Marc Johnson, Christine Zak, Terry Ward

Not Present: Vita Bruno

Staff: Mainini Cabute and Crystal Morrow

Report on Posting of the Agenda: Pursuant to Government Code Section 54954.2, this meeting was properly posted July 3, 2012.

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.*

Approval of Draft Parks and Recreation Commission (PRC) Minutes:

- May 8, 2012

Old Business:

1. Let's Walk Saratoga

Issue: In February 2011, the City Council approved a resolution to become a Let's Move City. In July, the Let's Move City Ad Hoc prepared a draft Let's Move City plan that was approved by the Council at the August 17, 2011 City Council meeting. The draft plan includes direction to the PRC to organize a program or activity that encourages physical activity. The Commission discussed this Council directive at the September 2011 and November 2011 meetings. During the November meeting, the PRC voted to move forward with Let's Walk Saratoga and formed a subcommittee to work on the project.

Action: Hear report from Let's Walk Saratoga subcommittee on June 16th Let's Walk Saratoga which took place at Congress Springs Park and discuss next event tentatively scheduled for Saturday, August 25th at Montalvo.

-Soukup reported that he walked the full trail, from Saratoga-Sunnyvale Road and back and over a dozen residents participated.

2. PRC Work Plan

Issue: At the January 2012 meeting, the Commission discussed the PRC's 2012 work plan and suggested to include the following projects into the work plan: Let's Walk Saratoga, the Daffodil Planting, the planning for the Village Creek Trail and Quarry property, and placing distance markers on trails and park pathways.

Action: Director of Public Works, John Cherbone will be present to discuss Master Plan expectations and give update on mile markers at trails.

-Zak stated that she would like to push forward with the Daffodil project with bulbs being planted in October or early November. Zak would like to discuss the different project specifics with staff to include the purchase of bulbs and diggers and the possibility of rototilling the area before the event date.

-Commissioners stated the following:

-Kevin Moran should have signs about the path's distance. Soukup suggested that staff could select a place that shows a rough estimate of distance from start point and around the main loop.

-Azule may not require distance marker.

-El Quito should have a sign with total mileage or a sign at mid-point that gives mid-point distance.

-Commissioners suggested that mile-markers should be added on the new signs that will be created if/when new signs are made about Group Use and Alcohol Use.

-Johnson and Ward requested for more information and a status about the Master Plan for Village Creek Trail and Quarry Property.

3. City Council Joint Meeting Agenda

Issue: The PRC and PEBTAC are scheduled to hold a joint meeting with the Saratoga City Council on September 05, 2012 at 6:00 p.m. in the Administrative Conference Room at City Hall. The purpose of the annual meeting is to provide the Council with an update on the status of the Commission and request approval of priorities and goals for the upcoming year.

Action: Develop an agenda for the City Council Joint Meeting.

-Johnson stated that he would like Council to see the work plan list before the actual meeting so that they have an opportunity to review and comment.

-Commission suggested that staff should consider writing a thank you letter to the Saratoga-Monte Sereno Community Foundation from the Council.

4. Wildwood Cinema Movie Night

Issue: On September 10, 2011, the City, PRC, and Saratoga Monte Sereno Community Foundation hosted Wildwood Cinema Movie Night. During the event, the movie *Up* was shown for free. The PRC would like to host more a movie night event in the summer of 2012.

Action: Finalize Movie Night planning activities. City staff has reserved the equipment for the Saturday, September 8, 2012 Movie Night event. The City Council has approved the extension of hours at Wildwood Park and gave the Commission permission to request for funds from the Saratoga-Monte Sereno Community Foundation. City staff also submitted a request of \$900 from the Community Grant funds. Commission should discuss the outreach to Village neighborhood and next steps.

-Staff reported that all equipment and movie has been rented. Staff urged commissioners to conduct outreach and to inform residents living near Wildwood Park about potential noise impact.

New Business

5. Saratoga Parks Ordinance Update

Issue: Since April 2012, staff has been working to improve oversight of large events in City parks. In particular, staff has been identifying ways to prevent conflicting uses in parks, ensure adequate support and facilities for large events, and make coordination of large park events more customer friendly. As a result, staff has been reviewing park requirements for large events in City parks. Staff is requesting that the Parks and Recreation Commission make a recommendation on the ordinance to the City Council at the July 10, 2012 Parks and Recreation Commission meeting. The parks ordinance is scheduled to go before the City Council on August 15, 2012.

Action: Review proposed changes and make a recommendation to the City Council on the changes.

-Johnson asked if there is a movie rating that will be created to regulate the types of movies shown during movie night.

-Soukup stated that there should be park signs that show park capacity.

-Johnson stated that the ordinance is good overall and wanted to know if there could be signs that show the areas that may be reserved.

-Zak suggested that eligible areas that may be reserved should be defined to make it more clear for the guests about who has reserved what.

-Johnson moved to approve changes with the modification of movie ratings and appropriateness of movie, which could be an internal document.

-Soukup moved to second the motion. All Commissioners approved.

Commissioner & Staff Reports *(This includes committee updates and park reports. This section is informational only; no actions will be taken.)*

-Soukup had no update on parks but gave report about Independence Day at Kevin Moran. The event attracted 300-400 people, started at 10 a.m., with fire fighters present. Reported that the Historical Foundation had some people in costumes. Overall, Kevin Moran park was in good shape.

-Zak- reported that Wildwood park is beautiful and there are 3 bird nests but has not gone to Kevin Moran.

-Johnson reported that all of his 3 parks are in great shape and the El Quito bathroom will be upgraded soon.

-Ward stated that Azule and Brookglen are fine.

Agenda Items for Next Meeting

- September 11, 2012

Adjournment

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, contact the Mainini Cabute at 408.868.1275 or mcabute@saratoga.ca.us. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Parks and Recreation Commission Agenda Note:

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Parks and Recreation Commission by City staff in connection with this agenda are available at the office of the City Manager at 13777 Fruitvale Avenue, Saratoga, California 95070. Any materials distributed by staff after the posting of the agenda are made available for public review at the office of the City Manager at the time they are distributed to the Parks and Recreation Commission.

Certificate of Posting of Agenda:

I, Mainini Cabute, Administrative Analyst II for the City of Saratoga, declare that the foregoing agenda for the meeting of the Parks and Recreation Commission of the City of Saratoga was posted on July 3, 2012 at the office of the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070 and was available for public review at that location. The agenda is also available on the City's website at www.saratoga.ca.us.