



# City of Saratoga Parks and Recreation Commission Regular Meeting

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## ***AGENDA***

**DATE:** Tuesday, September 11, 2012

**TIME:** 6:00 p.m. – 8:30 p.m.

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

### **Call to Order**

### **Roll Call**

**Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, this meeting was properly posted September 7, 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:**

- July 10, 2012

### **Old Business:**

#### **1. Let's Walk Saratoga- Guided Walk at Quarry**

**Issue:** In calendar 2012, the PRC has conducted 2 Let's Walk Saratoga events at Joe's Trail and Village Montalvo. There is one walk tentatively scheduled for Saturday, October 20, 2012 at Fremont Older. At the recent Joint Meeting with the City Council and the PEBTAC Committee, the Council expressed their interest in having a guided walk coordinated by the PRC of the Congress Sprints Quarry. Two members of the PEBTAC Committee expressed interest in participating in the coordination of the event and may attend this Commission meeting to discuss coordination.

**Action:** Discuss next Let's Walk Saratoga event at Fremont Older and begin coordination of guided walk at the Quarry.

#### **2. PRC Work Plan**

**Issue:** At the recent Joint Meeting with Council and PEBTAC, the PRC briefly discussed its work plan with Council. This item will be a standing item to discuss the various items on the work plan, such as the two Master Plans for Village Creek and the Quarry. This item will also include discussions regarding the Nesting Boxes and the Daffodil Bulb planting projects until such time these individual items require extensive conversation.

Action: Director of Public Works, John Cherbone will be present to discuss Master Plan expectations of both the Quarry and Village Creek trail and discuss the possibility of place mile markers at trails. Will also discuss Nesting Project and Daffodil Bulb Project.

### **3. Wildwood Cinema Movie Night**

Issue: On September 8, 2012, the City, PRC, and Saratoga Monte Sereno Community Foundation hosted Wildwood Cinema Movie Night 2012. During the event, the movie Madagascar was shown for free. The PRC would like to host more movie nights event in the summer of 2013.

Action: Discuss movie night 2012

## **New Business**

### **4. Group Use Policy**

Issue: In May 2012, the City Manager's Office (CMO) volunteered to take over the task of coordinating large events at parks. City staff created a streamlined process for coordinating events with three important goals to accomplish. First, staff strives to present a one-stop-shop and customer-friendly process where event coordinators are informed at the earliest stage possible about the various requirements involved in conducting a large event. Second, staff works to preserve the integrity of the parks, to ensure their longevity so that community members may continue to enjoy them. Finally, city staff considers the experience of residents who live near the parks where events will take place and aspires to maintain relationships with mutual respect. Prior to this shift of responsibilities, event coordinators made reservations either online or in person, depending on the park selected, and event requirements were not monitored by any department after the initial reservation. Staff asks that the PRC review the policy and make recommendations to the City Council. The City Council will meet on this item at its September 19, 2012 agenda.

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

### **5. Fredericksberg Drive Access**

Issue: At the recent Joint Meeting with Council and PEBTAC, concerned residents attended the meeting to express their frustration with the wall that blocks access to Fredericksberg Drive. Council members stated that they would like to begin the process of reaching out to the neighbors that live near that access to inform them that the Council would like to discuss and consider the removal of the wall.

Action: Develop process of how to address the Fredericksberg Access issue and agendize the topic for the November 13<sup>th</sup> meeting to allow residents to attend the meeting and give their feedback.

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

## **Agenda Items for Next Meeting**

- November 13, 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](mailto: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 September 7, 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](http://www.saratoga.ca.us).