



# City of Saratoga Parks and Recreation Commission Regular Meeting

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## ***MINUTES***

**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**

**Present:** Thomas Soukup, Marc Johnson, Christine Zak, Terry Ward, Vita Bruno

**Staff:** Mainini Cabute

**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
- SOUKUP MOTIONED TO APPROVE THE MINUTES.
- JOHNSON 2<sup>ND</sup> HIS MOTION.
- COMMISSIONERS APPROVED MINUTES.

### **Old Business:**

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

**Issue:** In calendar 2012, the PRC has conducted two 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.

- ZAK REPORTED THAT THE LET'S WALK MONTALVO TRAIL WAS A SUCCESS AND THAT APPROXIMATELY 20 PEOPLE ATTENDED. ZAK ALSO STATED THAT PARTS OF THE TRAIL ARE NARROW AND MODERATELY STRESSFUL TRAIL.
- VITA AND MARYANNE WILL WORK TOGETHER TO ORGANIZE THE FREMONT OLDER WALKING EVENT ON 9/17.

## 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.

- JOHN CHERBONE WAS UNABLE TO MAKE THE MEETING.
- ZAK PRESENTED ON DAFFODIL PROJECT AND STATED THAT SHE WOULD LIKE STAFF TO PREPARE THE GROUND BEFORE THE PROJECT AND PLACE DAFFODILS AT A VISIBLE LOCATION.
- COMMISSIONERS SUGGESTED THE FOLLOWING LOCATIONS: JOE'S TRAIL, AREAS WHERE HISTORIC SIGNS EXIST, MEDIANS AT SARATOGA AVENUE, DIRT PATCH BY KEVIN MORAN, ANYWAY NEAR SIGNS, AND WILDWOOD PARK'S HILLSIDE.
- ZAK EXPRESSED CONCERN THAT WILDWOOD HILLSIDE HAS NO IRRIGATION SYSTEM BUT JOHNSON STATED THAT DAFFODILS DON'T REQUIRE THAT MUCH IRRIGATION SINCE THEY ARE PLANTED IN THE NOVEMBER AND RECEIVE MUCH RAIN IN THE FOLLOWING MONTHS.
- COMMISSIONERS DISCUSSED USING KING ALFRED BULBS AND SUGGESTED BUYING FROM ORCHARD SUPPLY OR SUMMER WINDS.

## 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

- COMMISSIONERS AGREED THAT NEXT TIME COMMISSIONERS NEED TO CONDUCT MORE OUTREACH AND WILL INCLUDE SCHOOL DISTRICTS & PARKS.

## 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.

- COMMISSIONERS REVIEWED THE GROUP USE POLICY.
- JOHNSON STATED THAT THERE ARE FEW PARKS THAT MAKE EVENTS DISCUSSED IN THIS POLICY OPTIMAL AND BELIEVES THAT EVEN WILDWOOD IS SUBOPTIMAL.
- COMMISSIONERS STATED THAT SARATOGA RESIDENTS WANT TO KEEP SARATOGA A QUIET SLEEPY TOWN AND LARGE EVENTS AT THESE PARKS MAY NOT BE WELCOMED BY RESIDENTS.
- ZAK MOTIONED TO APPROVE THE PROPOSED POLICY.
- WARD SECONDED THE MOTION.
- ALL COMMISSIONERS APPROVED.

#### **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 Fredericksburg 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.

- COMMISSIONERS STATED THAT JOHN CHERBONE SHOULD ATTEND THE MEETING AND TO CHANGE THE ORDER OF THE MEETING TO MAKE THIS ITEM FIRST ON THE AGENDA.
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**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
- COMMISSIONERS AGREED THAT THE FOLLOWING ITEMS SHOULD BE ON THE NEXT AGENDA:
- FREDERICKSBURG ACCESS
- RECAP OF LETS WALK FREMONT OLDER

#### **Adjournment**

- JOHNSON MOTIONED TO ADJOURN
- WARD 2<sup>ND</sup> HIS MOTION.
- COMMISSIONERS ADJOURNED THE MEETING.

Respectfully Submitted:

Mainini Cabute, Administrative Analyst II