



# City of Saratoga Parks and Recreation Commission Regular Meeting

## *Minutes*

**DATE:** Tuesday, May 12, 2015

**TIME:** 6:30 p.m. – 9:00 p.m.

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

### Call to Order

**Present:** Ping Li, Renee Paquier, Rick Pearce, Pallavi Sharma, Terry Ward (Arrived at 6:45 p.m.)

**Absent:** Pallavi Sharma,

**Staff:** Mainini Cabute

**Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, this meeting was properly posted on May 7, 2015.

**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 communications from the public

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

January 13, 2015

- COMMISSIONER LI MOTIONED TO APPROVE
- PEARCE GAVE SECOND MOTION
- 3-0-0

### Old Business:

#### 1. Nesting Box

**Issue:** In early 2011, the PRC and Audubon Society worked together to place nesting boxes in the City's parks and open spaces for Saratoga cavity nesting birds and train volunteers to monitor the boxes. In 2013, the City worked with West Valley Parks Management Department to clean out the nesting boxes. At the September 11, 2014 meeting, Commissioners stated that they would reach out to West Valley Parks Management Department to discuss nesting boxes.

**Action:** Discuss any development since January 13, 2015 meeting discussion.

- *Commissioners discussed nesting box project and confirmed that West Valley College students are completing the project. The WV Parks Management Department will send project update and pictures to the City once it's complete.*

## 2. Volunteer Work at Quarry

Issue: Commissioner Ping Li has been working closely with City staff to develop a volunteer program at the Quarry Park. City staff coordinated a training session for volunteer leaders early in 2015. Commissioner Li, City staff, and West Valley College faculty member, Chris Cruz and a student attend the event. Consultants from HV Harvey conducted the training and created a brochure of the non-native invasive plants that event volunteers will help clear out of the park. The first event will take place on May 9, 2015 beginning at 9 a.m. The event will have a couple of volunteer leaders who will help manage groups. There is no commitment from West Valley College staff or students at this time to attend the event. City staff purchased tools for volunteers to borrow during the event. City staff also prepared liability waiver forms for all volunteers to complete.

Action: Commissioner Li to provide report on May 9<sup>th</sup> event.

- *Commissioners discussed event turn out and possible outreach opportunities. Commissioners suggested that the City borrow tools from Mid-Penninsula Open Space and also brainstormed ideas to have events conducted by various organizations, such as the Rotary Group.*

Terry Ward arrived.

## 3. Outdoor Summer Movie Nights

Issue: The Saratoga Outdoor Movie Nights 2015 program is all set for the summer. This year the 3 series movie night events will be sponsored by Roku, and sponsorship includes funds to pay for movie licenses, movie rental equipment, event banners to be displayed at seven medians in Saratoga, and a banner at the park on event day. Their sponsorship will also pay for services rendered by *Dottie the Clown*. Roku has stated that they will NOT purchase hot chocolate drinks from Starbucks. If there are funds left from their check, the City will use the remainder of those funds to buy hot chocolate powder from a grocery store.

City staff has rented all of the necessary equipment, created the flyer and distributed the flyers electronically to the City's outreach distribution list. The distribution list includes City Facebook, Recreation Dept. Facebook, Nextdoor.com, Twitter, City website news, and Saratoga Unified School District parent distribution list. City staff has also notified the El Quito Association to inform their neighborhood about the event. The 2015 summer movies are the Lego Movie (June 19), Wreck It Ralph (July 17), and Big Hero Six (August 21).

Action: Commissioners to discuss any remaining logistics regarding June and July event.

- *Commissioners discussed future donations for Movie Nights and that other companies may be interested in donating toward the summer events. They also discussed working with nearby companies to coordinate the Food Truck event with the movie night event.*

## 4. Community Feedback/ survey

Issue: Commissioners Pearce and Sharma have been working on the Community Feedback Survey that will ask residents if they have attended PRC events, which ones they have enjoyed and what type of events they would like offered in the future. The community feedback/ survey will help

the development of the future City Parks Welcome Packets/Brochures. City staff will purchase a Survey Monkey membership for the distribution of this survey.

Action: Discuss any development since March 10, 2015.

- *Commissioner Sharma was not present and did not provide any feedback regarding the survey. City staff stated that it would give the PRC access to Survey Monkey in order to conduct the survey.*

## 5. Event Updates:

Action: Discuss upcoming events.

- *No discussion.*

## New Business

None.

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

Commissioner

Li  
Paquier  
Pearce  
Sharma  
Ward

Park

Wildwood, Foothill (Pedestrian pathway, cracks, missing pieces)  
El Quito, Gardner- Fountain keeps clogging up.  
Bell Grove, Congress Springs, Ravenwood (Graffiti on signs)  
Beauchamp, Brookglen  
Azule, Kevin Moran- KMP is great. Azule were throwing chairs out from school.

**Kevin Moran Park- April 18<sup>th</sup> 1970—5<sup>th</sup> year.**

### Agenda Items for Next Meeting

Kevin Moran Dedication Ceremony for Kevin Moran.

Update nesting box

First Movie Night.

**Adjournment 7:26 p.m.**

Respectfully submitted by:

Mainini Cabute, Management Analyst II