



City of Saratoga Parks and Recreation Commission Regular Meeting

Agenda

DATE: Tuesday, July 12, 2016

TIME: 6:30 p.m.

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

Call to Order

Roll Call

Commissioners: Ping Li, Renee Paquier, Rick Pearce, Pallavi Sharma, Terry Ward

Report on Posting of the Agenda: Pursuant to Government Code Section 54954.2, this meeting was properly posted on July 5, 2016.

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:

May 10, 2016

New Business:

1. Parks and Recreation Commission tri-panel pamphlet

Issue: At the previous meeting, the PRC expressed interest in creating a tri-panel pamphlet to inform and promote the PRC, its sponsored events (i.e., Movie Nights, Let's Work!), and information about city parks.

Action: Work with Recreation Intern Edgardo Lopez to incorporate as many of the Commission's ideas into the tri-pamphlet and figure out how to effectively distribute it (e.g., real estate agent's welcome packets)

Old Business:

1. Community Feedback/ survey

Issue: Commissioners conducted community surveys at Movie Night.

Action: Chair Pearce and Commissioner Sharma will present the survey data and analysis to the commission and will discuss next steps.

2. Volunteer Work at Quarry

Issue: Commissioner Ping Li will report back about the June 4 *Let's Work!* outing.

Action: Create a schedule following the summer hiatus and establish a plan for moving forward to improve community outreach such as creating a street median banner and using social media.

3. **Movie Night**

Issue: The Commission should evaluate the June 17 Movie Night and ways to be better prepared for the next two:

- July 15 *Star Wars* (Terry)
- August 19 *Good Dinosaur* (Renee)

Action: PRC to discuss the logistics (who's doing what) for the next two Movie Nights.

4. **Phase 2, Park Signage, & Reservation Policy at Quarry Park**

Issue: Commissioners requested more information about the status of park signage and reservation policy at Quarry Park. Commissioners Li and Paquier were scheduled to meet with Councilmember Miller to discuss Phase 2 of Quarry Park.

Action: Staff will present an update to the Commission about phase 2 of Quarry Park and the reservation policy. Commissioners Li and Paquier will update the Commission about their meeting with Councilmember Miller.

5. **Update on Work Plan**

Issue: At the last meeting, the PRC requested an update about the West Valley College partnership with the Park Management department's nesting boxes project. The last correspondence occurred in January 2016.

Action: Staff will provide an update.

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

<u>Commissioner</u>	<u>Park</u>
Li	Wildwood, Foothill
Paquier	El Quito, Gardner
Pearce	Bell Grove, Congress Springs, Ravenwood
Sharma	Beauchamp, Brookglen
Ward	Azule, Kevin Moran

Agenda Items for Next Meeting September 13, 2016

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 Adam Henig at 408.868.1272 or ahenig@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, Adam Henig, Recreation Supervisor 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 5, 2016 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.



City of Saratoga
Parks and Recreation Commission
Regular Meeting

MINUTES (Draft)

DATE: Tuesday, March 8, 2016

TIME: 6:30 p.m. – 9:00 p.m.

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

Call to Order 6:35

Present: Ping Li, Renee Paquier, Rick Pearce, Terry Ward, Pallavi Sharma

Absent :

Report on Posting of the Agenda: Pursuant to Government Code Section 54954.2, this meeting was properly posted on March 3, 2016.

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 12, 2016

-COMMISSIONER PAQUIER GAVE MOTION TO APPROVE

-COMMISSIONER WARD GAVE SECOND MOTION

-APPROVED 4-0-1 (SHARMA ABSENT)

Old Business:

1. Community Feedback/ survey

Issue: Commissioners Pearce and Sharma recently completed their Community Feedback Survey that asks 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. The survey has been distributed via Facebook, Nextdoor, and City website news: <https://www.surveymonkey.com/r/PRC2015Survey>. According to Commissioner Pearce, the City received 53 responses immediately after the survey released in November. The City resent the survey to the general public in January and has received an additional 87 responses for a total of 140. Commissioners plan to provide hard copies of survey at Blossom Festival on March 19th, future Quarry events, and at assigned parks.

Action: Discuss sample already received and next steps.

- *Commissioner Sharma arrived during the discussion of this item. She recommended that the Commission should end the survey by April.*
- *Based on survey feedback about the effectiveness of median banners, Commissioners discussed the possibility of using the median banners to advertise the Let's Work Volunteer Program beginning next fiscal year. Commissioners also explored the possibility of using West Valley College Electronic Banner*
- *Also based on survey feedback, Commissioners discussed the need to create a reservation policy for the Quarry that is similar to the other City reservations for parks. Commissioners will work more closely with Recreation staff on this item.*

2. Volunteer Work at Quarry

Issue: Commissioner Ping Li worked closely with City staff to develop a volunteer program at the Quarry Park. The first event will take place on May 9, 2015 at 9 a.m. City staff purchased tools, including 7 extractors for volunteers to use during the event. Commissioner Li organized events on December 12th and January 9th. The March 5th event was canceled due to weather. The next two events scheduled will take place on April 9th and June 7th.

Action: Commissioner Li to discuss details of events.

- *Commissioner Li discussed that the next events will focus on new broom growth in the closed upper trail area of the park.*

3. Movie Night

Issue: In past years prior to 2013, the PRC hosted one outdoor movie per year that took place in September at Wildwood Park. In 2013, as a result of Council direction, the PRC piloted a 3-outdoor movie series at El Quito Park. The movie series attracted approximately 150 attendees at each event and Commissioner Paquier obtained donations from Gene's Market, Starbucks, and Action Day Care. At its November 12, 2013 meeting, Commissioners Paquier, Pearce, and Ward volunteered to coordinate the Summer Movie Night series for 2014. The Summer Movie Night series in 2014 and 2015 included more public outreach, including median banners at the 7 designated sections in Saratoga. The movie series for both years was sponsored by Roku. This year the City will be hosting movie nights again in June, July and August. Roku has confirmed it will not be sponsoring Saratoga Movie Nights. The Commission will need to decide whether to solicit for new sponsors. Attached is the list of movies for summer 2016.

Action: PRC to select movies for Summer Movie Night 2016.

- *Commissioners selected the following options for movies this summer:*
- June 17th Minions Peanuts Inside Out Shawn the Sheep (Terry/Pallavi)
- July 15th Good Dinosaur (Rick)
- August 19th Star Wars (Renee)

Renee will help all months

Potential Donors

Intero

PRTM Physical Therapy

Fabrice Rockich

Purchase from Gene's
Rose's Donut
Starbucks

4. Event Updates:

Action: Discuss recent and upcoming events

America in Bloom

- Commissioner Sharma reported that Saratoga will be participating again this year.

New Business

5. Welcome Packets for Real Estate Agents about City Parks

Issue: The Commissioners would like to discuss the idea of providing brochures to real estate agents that contain information about City parks and recreational activities.

Action: Discuss and determine next steps

- *Commissioners will talk to real estate agents about what they may need. Ideas include:*
 - o *Parks information, City activities*

6. Joint Meeting with City Council/Work Plan

Issue: The Commissioners will be meeting with the City Council on March 16th to discuss the 2016 Workplan. The City Council will talk to Commissioners about what they would like the PRC to focus on this year and would like to hear from the Commissioner the future goals.

Action: Discuss and determine Work Plan 2016 goals.

- *Commissioners discussed which topics to present at Joint Meeting with City Council.*

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

<u>Commissioner</u>	<u>Park</u>
Li	Wildwood, Foothill- not present
Paquier	El Quito, Gardner- fine but will revisit after storms
Pearce	Bell Grove, Congress Springs, Ravenwood- looks fine will look after storms
Sharma	Beauchamp, Brookglen-
Ward	Azule, Kevin Moran

Agenda Items for May Meeting

Park Signage/Reservation Policy at Quarry
Brochure
Finalize plans movie night
Phase 2 for parks
Council Joint Meeting Review

Adjourned 8:00 p.m.

- Commissioner Sharma motioned to adjourn.
- Commissioner Ward gave second motion.
- Approved 5-0-0

Respectfully Submitted:

Mainini Cabute

Public Works- Management Analyst II