



# City of Saratoga Parks and Recreation Commission Regular Meeting

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## *Agenda*

**DATE:** Tuesday, September 13, 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 September 6, 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.*

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

- July 12, 2016 (Regular Meeting)
- August 19, 2016 (Special Meeting)

### New Business:

#### 1. 60<sup>th</sup> Anniversary Parade

Issue: The Commission plans to participate in the 60<sup>th</sup> Anniversary parade which will take place in the Downtown Village on Saturday, September 17, 2016.

Action: Commissioners Ping and Paquier will update the commission on the parade's current status and the logistics that still need to be worked out.

#### 2. Age-friendly cities

Issue: During the last regular meeting, the Commission mentioned it wanted to discuss ideas of how to incorporate more multi-generational parks and recreation resources into Saratoga.

Action: The Commission should create a list of ideas and/or a plan to make Saratoga age-friendlier.

### Old Business:

#### 1. Parks and Recreation Commission tri-panel pamphlet

Issue: Staff liaison Henig will present a draft of the Parks and Recreation Commission brochure that was designed by Recreation Intern Edgardo Lopez.

Action: The Commission needs to determine if any changes need to be made and the budget that will be set aside for printing costs. Henig will also provide update on usage of sponsors.

## 2. Community Feedback/ survey

Issue: Chair Pearce and Vice Chair Sharma will update the Commission on its survey findings.

Action: Using the data, Commission needs to develop a plan to present the data to City Council and how it wants to move forward with collecting data in the future.

## 3. Volunteer Work at Quarry

Issue: Led by Li, Commission needs to create a plan for this year's *Let's Work!* program. At previous meeting, Commission discussed offering the event on the first Saturday of each month from October through May.

Action: Finalize dates of *Let's Work!* and develop a marketing strategy to increase participation.

## 4. Movie Night

Issue: The Commission should evaluate the 2016 Movie Night series and discuss ways to increase public turnout, movie selection process, and improving event logistics.

Action: Evaluate what worked, what didn't, and how to improve the program next summer.

## 5. Quarry Park Update

Issue: The Commission will learn about any changes to Quarry Park that have been implemented or discussed since the last regular meeting.

Action: Henig will inform Commission on updates to Quarry Park since the previous meeting.

## 6. Nesting Box Project

Issue: Commission 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: Henig will provide an update and Commission can discuss ideas about moving forward.

**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

El Quito, Gardner

Bell Grove, Congress Springs, Ravenwood

Beauchamp, Brookglen

Azule, Kevin Moran

## **Agenda Items for Next Meeting November 8, 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](mailto: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 September 6, 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](http://www.saratoga.ca.us).



# City of Saratoga Parks and Recreation Commission Regular Meeting

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## Minutes

**DATE:** Tuesday, July 12, 2016

**TIME:** 6:30 p.m.

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

**Call to Order - 6:37 p.m.**

**Present:** Li, Pearce, Ward

**Absent:** Paquier, Sharma

**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 items added.

**Oral & Written Communication** *No communications from the public*

**Approval of Draft May 10, 2016 Parks and Recreation Commission (PRC) Minutes:**

- *Commissioner Ward motioned to approve May 10 Minutes.*
- *Li seconded motion.*
- *Motion passed 3-0.*

**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)

*The tri-panel brochure will be designed by the Recreation Department's summer intern, Edgardo Lopez. Lopez inquired about content, layout, and contact person from the commission. All three commissioners agreed that Paquier would be the contact since she had expressed prior interest. Commissioners explained that they want the brochure to be used to primarily focused on the city's parks as well as include information about the Commission and its sponsored events (e.g., Movie Night and Let's Work!) For the parks, commissioners were interested in using symbols to denote the amenities each park offered (e.g., tennis racquet would mean there are tennis courts or a picnic bench to infer that there are picnic tables). They would also like to include a map of the city with references to the parks location. Also, commissioners would like to highlight a few of the city's parks such as Hakone Gardens, Quarry Park, and Historical Park. There should be information about how to reserve the parks too. On the backside, there*

*will be information about the PRC (i.e., names of current commission, meeting time and location) and its sponsored events. As for targeted audiences, Chair Pearce would like to see it included in the “Welcome Packets” for new residents as well as to have them available at PRC events and the community center. Pearce and Commissioners Ward and Li inquired about printing costs. Staff Liaison Henig mentioned that a similar brochure with a print run of 250 costs more than \$400. Pearce and Ward inquired about sponsors. Henig responded that he would follow-up. Lopez will make contact with Paquier and begin working on the brochure.*

## **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.

*Since Sharma was absent and Pearce informed the group that a paid upgrade was necessary in order to obtain the data from SurveyMonkey, there was no formal analysis presented. However, Pearce was able to conduct a cursory review of the data and presented the following (see Exhibit A). Movie Night had added an additional 20 to 30 surveys for a total of 142 responses. Pearce reported that PRC events need more visibility. Ward suggested having articles included in the Saratoga News. Pearce also informed the Commission about that there several respondents cited a lack of restrooms at city parks, not enough shade, and more access to dog poop bags. Li recommended median banners be used for Let’s Work too since they were effective in promoting Movie Night. Also, the commission believes the tri-panel brochure will be effective too in getting the word out. The Commission would like to have the results, an analysis and a draft of the executive summary to present to the Council at their next meeting.*

### **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.

*Li reported that five volunteers showed up at the June 4 Let’s Work! event, which was a lot more than the previous outing when no one showed up. She mentioned they were a “hard working and handy” group of volunteers. They worked on two trails. Next time she would like to have a method of collecting their names and emails so she can reach out to them again for future Let’s Work outings, which is on hiatus until October. At the next meeting, the Commission will formalize future dates (1<sup>st</sup> Saturdays) and outreach methods to expand the number of volunteers who can help out. The Commission would like to invest in a street median banner to promote Let’s Work as well as reach out to high school clubs, civic organizations and West Valley College students (Parks Management). Also, the Commission would like to look into getting sponsors.*

### **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.

*Henig mentioned that many of the details for the next Movie Night have been taken care of. However, food pickup is still needed. Ward has offered to pickup doughnut holes from Rose's while Li will pick up Starbuck's and Gene's. Pierce offered to send out reminders to the vendors. There will be professional costumers at this Movie Night, dressed up in Star Wars themed outfits. Also, the Mayor plans to attend.*

#### **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.

Henig met with Public Works Director John Cherbone and received an update about Phase II of Quarry Park:

*See Exhibit B. A low-cost trail extension is in the works. Cherbone is hoping to gather a group of volunteers (e.g., boy scouts, PRC, etc.) along with his own crew to make an existing trail that is currently closed off to the public more habitable. Along with the clearing of brush, Cherbone is hoping to add picnic tables, benches, and stairs, in hopes of offering sweeping views of Saratoga and the Santa Clara Valley. Also, Cherbone said that the City has secured funding (\$250k) for additional ADA accessibility to reach the upper portion of Quarry Park. There is no funding for the additional trail improvements (\$250k) and restoration of a pond (\$100k, which will be implemented Spring 2017. Recreation Director Taylor informed Henig that the park does have rental fees attached to it yet, but will soon once City Council approves the fees. Li was asked about her meeting with Miller, which has not happened yet. She will continue to reach out. Li inquired if more tools will be need for future Let's Work projects.*

#### **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.

*Henig explained he had not heard back from WVC Park Management. He will inquire again before the next PRC meeting. Commission would like to get Park Management students involved in Phase II of Quarry Park.*

Action: Staff will provide an update.

#### **Commissioner & Staff Reports**

Commissioner

Li  
Paquier  
Pearce  
  
Sharma  
Ward

Park

Wildwood, Foothill – *Parks looks good, stage is fixed.*  
El Quito, Gardner  
Bell Grove, Congress Springs, Ravenwood - *Everything looks good; No more construction done at Bell Grove*  
Beauchamp, Brookglen  
Azule, Kevin Moran - *Everything looks good*

**Agenda Items for Next Meeting September 13, 2016**

- *Li motioned to adjourn.*
- *Ward seconded motion.*
- *3-0 to adjourn at 8:44 p.m.*

Minutes completed by Adam Henig, Recreation Supervisor



# City of Saratoga Parks and Recreation Commission Special Meeting

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## Minutes

**DATE:** Friday August 19, 2016

**TIME:** 6:30 p.m.

**LOCATION:** El Quito Park  
12855 Paseo Presada  
Saratoga, CA 95070

### Call to Order

### Roll Call

- **Present:** Li, Paquier, Pearce, Terry Ward
- **Absent:** Sharma

**Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, this special meeting was properly posted on August 17, 2016.

**Accept Agenda Items:** No items added.

**Oral & Written Communication:** No communication from the public.

### New Business:

#### 1. City of Saratoga 60<sup>th</sup> Anniversary Parade

**Issue:** It was proposed by Commissioner Li that the Parks and Recreation Commission get involved in the parade celebration of the City of Saratoga's 60<sup>th</sup> anniversary on Saturday, September 17.

**Action:** Determine whether or not the commission will participate in the parade and, if so, what would it entail.

*Chair Pearce asked commissioners if they would like to participate in the Parade. Paquier, who is chairing the 60<sup>th</sup> anniversary parade on September 17, motioned to approve participation. Pearce second the motion. Motion passed 4-0. All four commissioners present are expected to participate. Commissioner Li volunteered to serve as the liaison between the parade committee and the commission.*

*Commissioner Paquier asked if Recreation Department would be involved and Staff Liaison Henig said he would follow up. He did mention that he will look into seeing if any independent contract instructors were interested in participating.*

*Commissioner Li proposed purchasing a Parks and Recreation Commission banner to walk in the parade with. She motioned for the commission to purchase the banner using Commission funds (about \$100). Chair Pearce seconded the motion. The motion passed 4-0. Henig and Commissioner Ward will work together on the design of it.*

### Agenda Items for Next Meeting September 13, 2016

- *Pearce motioned to adjourn.*
- *Ward seconded motion.*
- *4-0 to adjourn at 6:55 p.m.*

Minutes completed by Adam Henig, Recreation Supervisor

## List of Parks

- 1 **Azule Park**  
Goleta Ave, Saratoga, California 95070
- 2 **Beauchamos Park**  
Beauchamps Ln, Saratoga, California 95070
- 3 **Bellgrove Park**  
Bellgrove Cir, Saratoga, California 95070
- 4 **Brookglen Park**  
Brookglen Dr, Saratoga, California 95070
- 5 **Central Park Heritage Orchard**  
Bellgrove Cir, Saratoga, California 95070
- 6 **Congress Springs Park**  
12970 Glen Brae Dr, Saratoga, California 95070
- 7 **El Quito Park**  
12855 Paseo Presada, Saratoga, California 95070
- 8 **Foothill Park**  
Seaton Ave, Saratoga, California 95070
- 9 **Gardiner Park**  
19085 Portos Dr, Saratoga, California 95070
- 10 **Hakone Gardens**  
21000 Big Basin Way, Saratoga, California 95070
- 11 **Historical Park**  
20450 Saratoga Los Gatos Rd, Saratoga, California 95070
- 12 **Kevin Moran Park**  
12415 Scully Ave, Saratoga, California 95070
- 13 **Quarry Park**  
22000 Congress Springs Rd, Saratoga, California 95070
- 14 **Ravenwood Park**  
Ravenwood Dr, Saratoga, California 95070
- 15 **Wildwood Park**  
20764 4th St, Saratoga, California 95070

## Parks and Recreation Commission



### Mission Statement:

The Parks and Recreation Commission of the City of Saratoga is dedicated to the planning, acquisition, development, and maintenance of parks, trails, and other recreational areas and facilities promoting a better living environment and assuring that Saratoga continues embracing its most valued natural and historic resources so that citizens may enjoy neighborhood and community opportunities now and in the future. Starting in January, meetings are held at City Hall on the second Tuesday of every other month at 6:30pm.

For commission information contact:

**Adam Henig**

Recreation Supervisor

408.868.1272 // [ahenig@saratoga.ca.us](mailto:ahenig@saratoga.ca.us)

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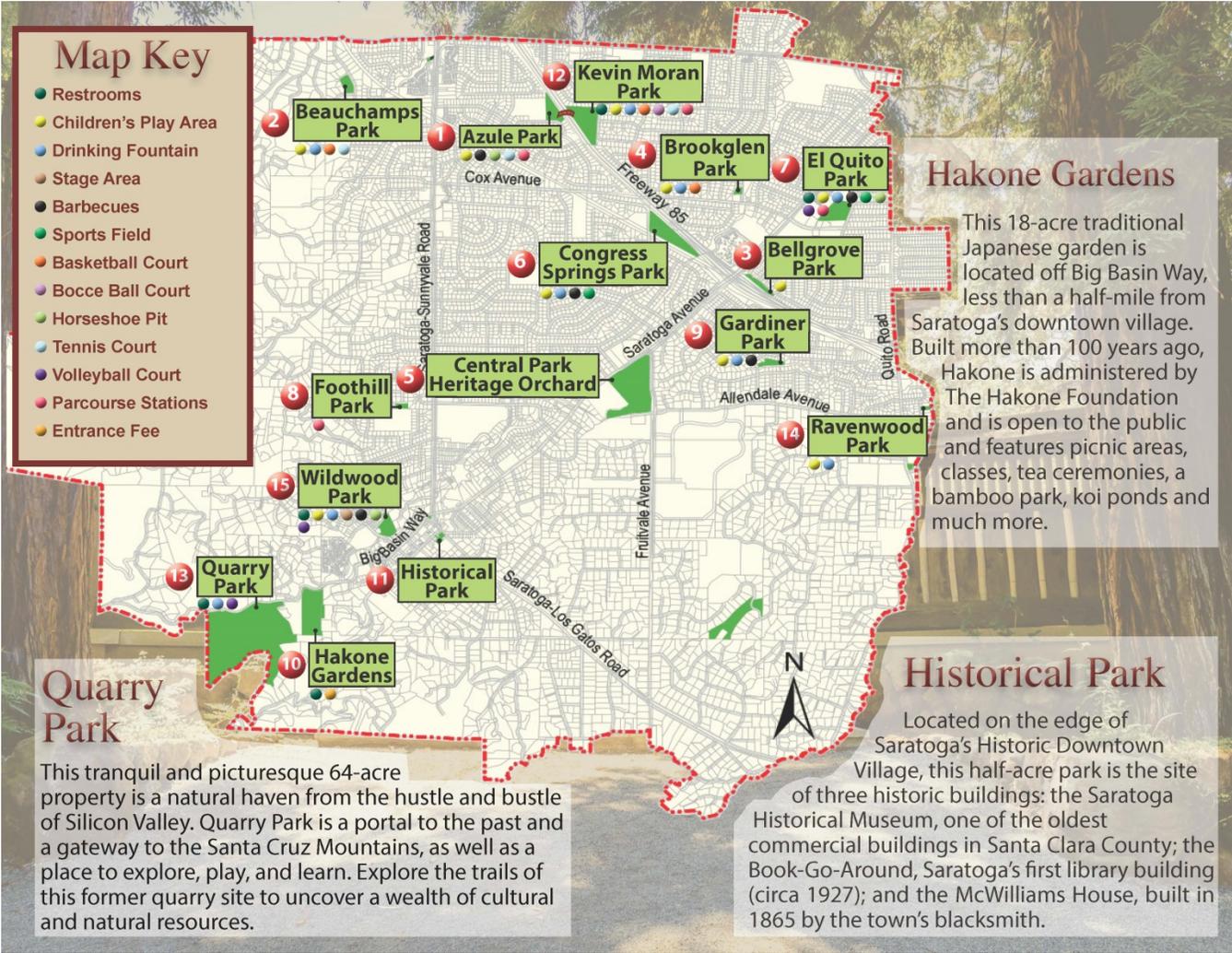
To reserve a park please visit our website at  
[www.saratoga.ca.us/parks](http://www.saratoga.ca.us/parks)



# City of Saratoga



# PARKS



### Map Key

- Restrooms
- Children's Play Area
- Drinking Fountain
- Stage Area
- Barbecues
- Sports Field
- Basketball Court
- Bocce Ball Court
- Horseshoe Pit
- Tennis Court
- Volleyball Court
- Parcourse Stations
- Entrance Fee

### Hakone Gardens

This 18-acre traditional Japanese garden is located off Big Basin Way, less than a half-mile from Saratoga's downtown village. Built more than 100 years ago, Hakone is administered by The Hakone Foundation and is open to the public and features picnic areas, classes, tea ceremonies, a bamboo park, koi ponds and much more.

### Quarry Park

This tranquil and picturesque 64-acre property is a natural haven from the hustle and bustle of Silicon Valley. Quarry Park is a portal to the past and a gateway to the Santa Cruz Mountains, as well as a place to explore, play, and learn. Explore the trails of this former quarry site to uncover a wealth of cultural and natural resources.

### Historical Park

Located on the edge of Saratoga's Historic Downtown Village, this half-acre park is the site of three historic buildings: the Saratoga Historical Museum, one of the oldest commercial buildings in Santa Clara County; the Book-Go-Around, Saratoga's first library building (circa 1927); and the McWilliams House, built in 1865 by the town's blacksmith.

**City of Saratoga  
Standard Donation Agreement**

The undersigned Donor wishes to make a donation to the City of Saratoga as described in more detail below.

Donor is (check and complete all that apply):

- donating \$ \_\_\_\_\_ in a lump sum
- donating \$ \_\_\_\_\_ in \_\_\_\_\_ (monthly, quarterly, etc.) payments of \$ \_\_\_\_\_ in \_\_\_\_\_ installments.
- donating the following (describe products, services, investment securities, real property, etc.):

If this box is checked the City's acceptance of the donation described above is subject to the conditions specified on Attachment 1.

If this box is checked this donation is restricted to the following uses:

City will publicly recognize donor by (describe recognition):

If this box is checked this donation is being made at the behest of Council Member/Commissioner/City Staff Member \_\_\_\_\_.

In connection with administering this agreement, Donor and City shall work through the following primary representatives:

	<b>City of Saratoga</b>	<b>Donor</b>
Primary Representative:		
Address:		
Telephone: Fax: Cell Phone:		
E-mail:		

In addition to the foregoing, Donor and City understand and agree that:

1. The City will provide Donor with a donation receipt indicating the amount of the donation or estimated value of goods or services donated within 30 days of receiving the donation.
2. Donor's contribution to the City will be recognized publicly as described above.
3. Except as provided above, the City may use the donation in any manner at its sole discretion and Donor has no right or obligation to control City's use of the donation.
4. Donor has not and will not receive any goods or services in exchange for the donation and the City will not grant any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City.
5. Donor confirms that unless indicated otherwise above this donation is not made at the behest of a City Council Member or of any member of the Planning or Heritage Preservation Commissions or staff of the Community Development Department.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

**Donor**

**City of Saratoga**

\_\_\_\_\_  
*Name*                      *Title*  
Date: \_\_\_\_\_

\_\_\_\_\_  
James Lindsay, City Manager  
Date: \_\_\_\_\_

ATTEST:  
\_\_\_\_\_  
Crystal Bothelio, City Clerk  
Date: \_\_\_\_\_

APPROVED AS TO FORM:  
\_\_\_\_\_  
Richard Taylor, City Attorney  
Date: \_\_\_\_\_