



TOWN OF LOS GATOS

TOWN OF LOS GATOS PARKS COMMISSION MEETING

MONDAY, FEBRUARY 1, 2016

6:00 PM REGULAR MEETING
RJ BRYANT SERVICE CENTER
41 MILES AVENUE, LOS GATOS

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. Introduction of new Parks Commissioner, Reza Tavana.
2. **ROLL CALL**
3. **APPROVAL OF THE MEETING MINUTES**
 - A. December 7, 2015 – Regular Meeting (Attachment 1)
4. **VERBAL COMMUNICATIONS**
 - A. Public Speakers (*Three minute time limit per speaker for subjects not agendized.*)
 - B. Commissioners (information only, not for discussion)
5. **COMMISSION MATTERS**
 - A. Chairperson Report
 - B. Review Mission and Work Plan (Attachment 2)
 - i. Survey Questionnaire (Attachment 3)
 - ii. Outreach Activities Accomplished
 - iii. Future Activities
 - iv. Articles & Social Media (Attachment 4)
 - C. Proposed Annual Goal for Commission – Park Safety
 - D. Veterans Foundation of Los Gatos Memorial Selection Panel (Attachment 5)

6. DEPARTMENT REPORTS/ ITEM FOR INFORMATION

Informational Items

- A. Park Operations
- B. Capital Improvement Projects
 - i. FY15/16
 - ii. Upcoming FY 16/17
- C. Upcoming Events
 - i. Spring Into Green
 - ii. Farmers Market

7. COMMISSION/COMMITTEE MEETING REPORTS

- A. Beautification Committee (Corenson)
- B. Goals Committee (Gordon/PPW Staff)
- C. Bicycle and Pedestrian Advisory Commission (Buncic)
- D. Outreach Feedback Committee (Buncic/ Fox/ Huang)

8. ADJOURNMENT

Next Regular Meeting: Monday, April 4, 2016 – 41 Miles Avenue, Los Gatos

Attachments:

- 1) Minutes of Regular Meeting – December 7, 2015
- 2) Parks Commission Mission and Workplan
- 3) Parks Commission Questionnaire
- 4) Revised Communications Form
- 5) Veterans Foundation of Los Gatos Memorial Selection Panel

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Public Works Department at (408) 399-5770. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [29 CFR § 35.102-35.104]



TOWN OF LOS GATOS

TOWN OF LOS GATOS PARKS COMMISSION MEETING

6:00 PM REGULAR MEETING
RJ BRYANT SERVICE CENTER
41 MILES AVENUE
LOS GATOS, CA

DECEMBER 7, 2015 MINUTES

1. **MEETING CALLED TO ORDER**

The Parks Commission Regular Meeting was called to order at 6:03 p.m. by **Vice-Chair Fox**.

2. **ROLL CALL**

Present: Vice-Chair Fox, Commissioners Buncic, Clemm, Corenson, Gordon, Huang and Scott

Absent: Chair Deloumi

Staff: Matt Morley, Director of Parks and Public Works
Steve Regan, Parks and Public Works Maintenance Superintendent
Bob Kass, Special Projects Manager
Stefanie Angulo, Recording Secretary

3. **APPROVAL OF THE MEETING MINUTES**

A. October 5, 2015 – Regular Meeting

MOTION: Motion made by **Vice-Chair Fox** to approve the October 5, 2015 Regular Meeting Minutes. **Seconded** by **Commissioner Buncic**.

VOTE: Ayes: 6 / Absent: 1 (Deloumi) / Abstain: 1 (Fox)

4. **VERBAL COMMUNICATIONS**

A. Public Speakers (*Three minute time limit per speaker for subjects not agendized.*)

None.

B. Commissioners (information only, not for discussion)

Commissioner Scott commented that Congress cleared and sent to the White House a five-year, \$305 billion highway bill that combines the demands of road builders and unions with the wishes of safety advocates and local transit planners.

Commissioner Buncic commented on his support of the Council's approval of partial funding for the Los Gatos Little League backstop replacement at Blossom Hill Park.

5. COMMISSION MATTERS

A. Chairperson Report

Vice-Chair Fox provided an update on the October 20, 2015 Town Council meeting he attended, at which the Council was provided a status update of the Parks Commission.

Vice-Chair Fox provided comments received from a resident which include traffic and retaining wall concerns in the Worcester Loop neighborhood.

B. Review Mission and Work Plan

The Mission and Work Plan was reviewed and acknowledged by the Commission as the working document that the Commission will move forward with.

C. Outreach and Communication Updates

- Park Commission visits and outreach

Commissioner Clemm provided an update on the Town Open House he attended on October 24, 2015.

Commissioner Scott proposed he and others from the Outreach Committee attend the Farmers Market on January 25, 2016 and provide outreach information at a table. **Commissioner Scott** will follow-up with an email.

- Articles/ Social Media

Mr. Morley provided an update on the new Facebook and Twitter accounts that the Parks and Public Works Department has created and that the intent is to use both as an informational base for commissions and department activities.

Mr. Morley provided the Commission with a new Communication Submittal form for Commissioners to fill out to provide staff with articles to be placed on the social media accounts.

D. Bicycle and Pedestrian Master Plan

Mr. Kass provided a summary on the \$40,000 grant opportunity for development of a Bicycle and Pedestrian Master Plan. The **Commission** and **Staff** discussed.

MOTION: **Motion made by Commissioner Gordon** - The Parks Commission is in support of the grant for the Bicycle and Pedestrian Master Plan.

Seconded by Commissioner Buncic.

VOTE: **Motion carried unanimously.**

E. Tree Ordinance – Heritage Trees

Commissioner Corenson asked if the Town has a method for identifying specific, individual trees which are historic or have specific meaning to the Town as being a heritage tree.

Mr. Morley clarified that over the past year, the Town has worked on revising the Tree Ordinance, and part of that revision was setting up the Town to have a heritage tree element. The reason for the item was due to some challenges with the definition of heritage tree in the ordinance. The Town has since revised the Tree Ordinance definition so that there are “significant” trees and “regular” trees and has reserved the term “heritage tree” for a future Heritage Tree Program, similar to what the City of San Jose other jurisdictions have.

F. Nominations/Appointment of Parks Commission Chair and Vice-Chair

1. Floor Open to Nominations

MOTION: Motion made by **Commissioner Scott** to nominate **Commissioner Fox** as **Chair** of the Parks Commission. **Commissioner Fox** accepted the nomination.

Seconded by Commissioner Gordon.

VOTE: Ayes: 7 / Absent: 1 (Deloumi)

MOTION: Motion made by **Commissioner Scott** to nominate **Commissioner Buncic** as **Vice-Chair** of the Parks Commission. **Commissioner Buncic** accepted the nomination.

Seconded by Commissioner Gordon.

VOTE: Ayes: 7 / Absent: 1 (Deloumi)

G. Nominations/Appointment of Beautification Committee Member

1. Floor Open to Nominations

MOTION: Motion made by **Commissioner Scott** to nominate **Commissioner Corenson** for appointment to the Beautification Committee. **Commissioner Corenson** accepted the nomination.

Seconded by Commissioner Buncic.

VOTE: Ayes: 7 / Absent: 1 (Deloumi)

H. Nominations/Appointment of Bicycle and Pedestrian Advisory Commission Member

1. Floor Open to Nominations

MOTION: Motion made by Commissioner Scott to nominate Commissioner Buncic for appointment to the Bicycle and Pedestrian Advisory Commission. Commissioner Buncic accepted the nomination.

Seconded by Vice-Chair Fox.

VOTE: Ayes: 7 / Absent: 1 (Deloumi)

6. DEPARTMENT REPORTS

Informational Items

A. Park Operations

Mr. Regan provided an updates on:

- A backstop will be installed at Blossom Hill Park.
- A full-time Park Service Officer has been hired, which will help enforce park rules.
- CalTrans is going to implement an Adopt-a-Highway Program for maintenance at the circle ramps located at Highways 9 and 17.
- Dead tree removal happening throughout Town.

B. Capital Improvement Projects

1. FY15/16

Mr. Morley provided an update and commented that three projects are on hold at this time (Oak Meadow Park, Bachman Park, and Worcester Park) and will review with Council by February for its direction on these projects.

C. Upcoming Events

None at this time.

D. Town Advisory Bodies Recruitment

Mr. Morley provided an update.

7. COMMISSION/COMMITTEE MEETING REPORTS

A. Beautification Committee

(Corenson)

Commissioner Corenson provided an update on:

- Planter boxes along Santa Cruz Avenue, two of which are available for adoption.
- Clean-up is the first Saturday of every month and volunteers are being accepted.

B. Goals Committee (Gordon/PPW Staff)

None reported.

C. Bicycle and Pedestrian Advisory Commission (Scott)

Commissioner Scott provided an update on the meeting that was held on December 3, 2015.

D. Outreach Feedback Committee (Buncic/ Fox/ Huang)

None reported.

8. ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Next Regular Meeting: Monday, February 1, 2016 – 41 Miles Avenue, Los Gatos

Parks Commission Mission, Goals, and Priorities

Mission:

Through community outreach and engagement, provide the Town with information necessary to advance the vibrancy of Town Parks.

Goals:

1. Live interaction, polling, and feedback from the public on the opinion of parks.

Related Activity

- A. Create polling questionnaire(s).
- B. Develop distribution methods
 - i. Online poll
 - ii. Commissioner Visits to Parks
 - iii. Events

2. Provide Information on parks to the public

Related Activity

- A. Media for distribution
- B. Social media or web presence
- C. Articles

3. Review park infrastructure and make recommendations

Related Activity

- A. Master Plan Input
- B. General Needs (non-capital project)
- C. Capital Project Recommendations
- D. Volunteer Opportunities

Town of Los Gatos Parks Questionnaire

The Town of Los Gatos is looking for your feedback so we can make the parks the best they can be! Please take your time to answer the following questions.

*** 1. Where do you live?**

- Los Gatos
- Monte Sereno
- Other

*** 2. Which Parks do you frequent most? (Click all that apply)**

- Oak Meadow Park
- Bachman Park
- Town Plaza
- Pageant Grounds
- Live Oak Manor Park
- Novitiate Park
- Balzer Field
- Worcester Park
- Kennedy Loop
- Blossom Hill Park
- Creekside Sports Park
- La Rinconada Park
- Oak Hill Play Lot
- Howes Play Lot
- Belgatos Park
-

Heintz, Santa Rosa, and Shannon Valley Open Spaces

Vasona Park

None

Other (please specify)

*** 3. Do you have kids that use the parks? (Click all that apply)**

Yes, Ages 1-5

Yes, Ages 6-10

Yes, Ages 11-15

Yes, Ages 16+

No

*** 4. How often do you go to Los Gatos Park(s)?**

1 time a month

1 time a week

2-3 times a week

4-5 times a week

6-7 times a week

Never

5. We want to know your feedback! Please pick one of the following parks to answer the rest of the questions about.

6. How do you feel about about the overall condition of this park?

1 (poor)

- 2
- 3 (neutral)
- 4
- 5 (excellent)
- Other comments:

7. If applicable, what are your thoughts on the condition of the turf?

- 1 (poor)
- 2
- 3 (neutral)
- 4
- 5 (excellent)
- Other comments:

8. If applicable, what are your thoughts on the condition of the play equipment and facilities?

- 1 (poor)
- 2
- 3 (neutral)
- 4
- 5 (excellent)

Other comments:

9. Do you have any other comments, questions, or concerns?

To provide more feedback about Los Gatos parks please retake the survey and pick a different park.

Click [HERE](#) to check out the Los Gatos parks map for more information about the parks.

Thank You!

Done

Powered by



See how easy it is to [create a survey](#).

Communication Submittal

Commissioner
Name: _____

<i>Date</i>	
<i>Location</i>	
TITLE - (BE BRIEF)	
INFORMATION	

Do you have photos to include? Yes No

Do you have other attachments to include? Yes No

What is the intended publishing location?

Facebook Twitter What's New Web Page



TOWN OF LOS GATOS

OFFICE OF THE TOWN MANAGER
(408) 354-6832
Manager@LosGatosCA.gov

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030

January 18, 2016

RE: Veterans Foundation of Los Gatos Memorial Selection Panel

Dear Community Stakeholder,

In accordance with direction from the Town of Los Gatos Town Council, The Veterans Foundation of Los Gatos (VFLG) has solicited proposals from artists and architect/landscape architect teams for a memorial to be located at the Los Gatos Civic Center to honor the military veterans who have served their country. The request for proposals was released on October 15, 2015 and can be viewed at <http://www.losgatosca.gov/276/Arts-and-Culture-Commission>. Proposals were due on January 11, 2016.

The VFLG would like to invite one (1) individual from your organization to participate on the selection panel consisting of four (4) representatives from the VFLG, and one (1) individual from each of the following organizations:

- Arts and Culture Commission
- Parks Commission
- Library Board
- Friends of the Library
- Youth Commission
- New Museums of Los Gatos
- Los Gatos Music and Arts
- Kiwanis Club of Los Gatos
- Los Gatos Rotary
- Los Gatos Lions Club
- Los Gatos Police Foundation

The selection panel will evaluate and recommend up to four proposals to move forward in the selection process as finalists. Finalists' proposals will be available for public review and comment prior to being presented to the VFLG Board who will make a recommendation for a single proposal to the Los Gatos Town Council. Final approval of the proposal rests with the Los Gatos Town Council.

The selection panel is tentatively scheduled to convene on the following dates: **February 8, February 17, and February 22**. All meetings will be held in the Town of Los Gatos Council Chambers located at 110 E. Main Street, Los Gatos and will be held from 6:00 p.m. to 8:00 p.m.

Please respond to Christina Gilmore, Assistant to the Town Manager, with the name and contact information of the individual nominated by your organization to participate on this selection panel by Friday, January 29, 2016 at 4:00 p.m.



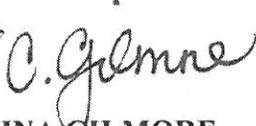
Page 2

January 18, 2016

Veterans Foundation of Los Gatos Memorial Selection Panel

If you have any questions, please feel free to contact Christina Gilmore at cgilmore@losgatosca.gov or at 408-354-6832.

Sincerely,

A handwritten signature in black ink that reads "C. Gilmore". The signature is written in a cursive style with a small dot above the "i" in "Gilmore".

CHRISTINA GILMORE

Assistant to the Town Manager

cc: Town Council
Laurel Prevetti, Town Manager
Jennifer Callaway, Assistant Town Manager
Veterans Foundation of Los Gatos
Jackie Rose, Community Outreach Coordinator