



Agenda
City of Scotts Valley
Parks and Recreation Commission
Date: November 18, 2021 – 6:00 pm

CITY OF SCOTTS VALLEY Recreation Division 361 Kings Village Road Scotts Valley, CA 95066	MEETING LOCATION Zoom Mtg: https://us02web.zoom.us/j/87267259572	POSTING: Agenda Posted on 11/15/21 at Parks & Rec & www.scottsvalley.org
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Any documents produced by the City and distributed to a majority of the Commission regarding any item on this agenda will be made available on the City's website at the following link: <https://www.scottsvalley.org/AgendaCenter/Parks-Recreation-Commission-10>

P&R Commissioners

David Sanguinetti, Chair
Eric Seib, Vice-Chair
Cathie Simonovich
Martin Spierings
Gillian McGlaze

City Staff Members

Chris Lamm, Public Works Director/City Engineer
Char Ashfield, Administrative Secretary

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, this regular meeting of the Parks & Recreation Commission will be conducted through videoconference. Appointed Officials and City Staff Members will be participating remotely via videoconference.

Public Participation:

The meeting will be available on Zoom. For those wishing to participate via Zoom you can join the following ways:

- Join from a PC, Mac, iPad, iPhone or Android device:
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You will be given opportunities to provide public comment at the appropriate times throughout the meeting via Zoom. If you are participating via dial-up only, use *9 to raise your hand at the requested time.

How to comment via Zoom:

1. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Chair will announce that public comment will be accepted. Our usual time limits of 3 minutes per individual, or 5 minutes for an individual who is representing a group of three or more, will apply. Please note that per our standard practice, this is not a question and answer time, but simply a time for you to provide your comments to the Commission.
2. There is an option on Zoom to raise your hand. Please click on this option when the Chair announces that public comment will be taken. Zoom places people in line automatically. If you are participating via dial-up, you can raise your hand at the appropriate time by pressing *9. When it is your turn, you will be unmuted, and you will be able to make your comments based on the above time frames. Once your time is up, you will once again be muted and the next person in line will be given their opportunity to speak.

How to comment via email:

1. Members of the public may provide public comment by sending comments to the Parks & Recreation Division via email at svrec@scottsvally.org.
2. Additional materials and emails must be received by 5:00 pm the day of the meeting and will be distributed to agenda recipients prior to the meeting.
3. Emails received after 5:00 pm the day of the meeting will not be included in the record.

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Parks and Recreation Commission
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Call to Order: 6pm

Roll Call

Consent Agenda

Approval of May 27, 2021 meeting minutes.

Additions/Deletions to Regular Agenda

(Any person wishing to speak on the consent or regular agenda may do so by raising their hand as the item is called out by the chairperson.)

Department Update: PWD Lamm

Public Comment Time

This portion of the agenda is reserved for discussion by the public of items which are NOT agendized. No action may be taken by the Commission except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Commission to be concise and to the point. All speakers are requested to sign their name at the podium so their name may be accurately recorded in the minutes of the meeting. A time limit of three minutes per individual will be allowed.

Regular Agenda

1. **Proposition 68 Update – PWD Lamm**
2. **Annual Parks Walkthrough – Subcommittee Report – Chair Sanguinetti/Commissioner Spierings**
3. **Recreation Reactivation Draft Implementation Plan – PWD Lamm**
4. **Commissioner/Committee Updates – All Commissioners**

Future Agenda Items

Adjournment

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The City of Scotts Valley does not discriminate against persons with disabilities. The Commission meeting locations are accessible facilities. If you wish to attend a Commission meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the Scotts Valley Recreation at (831) 438-3251 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a Commission meeting be available in an alternative format consistent with a specific disability, please call Scotts Valley Recreation. The California State Relay Service (TDD to voice: 1-800-735-2929, voice to TDD: 1-800-735-2922), provides telecommunications devices for the Deaf and will provide a link between the TDD caller and users of telephone equipment.



Meeting Minutes

City of Scotts Valley

Parks & Recreation Commission

DATE: May 27, 2021

CITY OF SCOTTS VALLEY

Recreation Division
361 Kings Village Road, SV
Scotts Valley, CA 95066

MEETING LOCATION

Zoom Mtg:
<https://us02web.zoom.us/j/83965925788>

POSTING:

Agenda Posted on 5/24/21
Parks & Rec & www.scottsvally.org

Any documents produced by the City and distributed to a majority of the Board regarding any item on this agenda will be made available at Scotts Valley Rec, 361 Kings Village Drive, Scotts Valley, during normal business hours, Monday – Friday, 8am to 5pm.

Present:**P&R Commissioners**

Dave Sanguinetti, Chair
Eric Seib, Vice Chair
Cathie Simonovich
Martin Spierings
Gillian McGlaze

City Staff Members

Tina Friend, City Manager (CM)

Meeting called to order at: 6:00 pm

Consent Agenda:

M/S: Seib/Simonovich to approve March 18 and April 15, 2021 meeting minutes. Carried: 5/0

Additions/Deletions to Regular Agenda: None

Public Comment Time: None. Commissioner Seib asked about the disposition of a community member complaint concerning private property owners' encroachment in Skypark linear park. Staff responded that encroaching property owners will be contacted.

Regular Agenda:

1. **Welcome to new Commissioner, Gillian McGlaze:** Chair Sanguinetti and the Commissioners welcomed new Commissioner Gillian McGlaze.
2. **Discussion of the Parks Element of the Proposed Capital Improvement Plan for FY 2021/22 Budget:** CM Friend introduced and reviewed the parks projects included in the City's Five-Year Capital Improvement Plan. Commissioners discussed the parks element of the Capital Improvement Plan and offered general support of the projects. Commissioners offered history and perspective on the prior Parks Master Plan process and generally supported the proposed consultant-led process to follow adoption of the General Plan. The Commission discussed the need to advance at least the early phases of AI Shugart Park. They also raised the need for tree inspections to ensure safety in City parks. The Commission stated the priority to replace and reopen the closed Vine Hill childcare modular facility to meet community needs and to provide revenue for the Recreation Division.

By consensus, the Commission recommended that the City Council accelerate the purchase of the new lawn mowers and equipment (CIP Project #29) to occur in the upcoming FY 2021/22 rather than the current schedule of FY 2022/23.

3. **Discuss the Update on the Restoration of Recreation Programming, Skypark and Staffing:** CM Friend provided updates on the status of Skypark field restoration, announcing the opening of one-third of the field for use now while the bid process for the full repair is underway. Bids are due on June 9th and the City will award the contract as quickly as possible. Once the project starts, it is an estimated ten weeks until the field can be completely reopened and available for use and reservations.

Meeting Minutes
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CM Friend discussed the status of the Siltanen pool as requiring resurfacing before it can be returned to use. She relayed that the City-supported summer camp operated by the Boys and Girls Club will be open from June 14th - August 6th at the Scotts Valley Community Center and serve 50-60 youth each week.

CM Friend reported that the City continues to work on the Recreation restoration plan and awaits the outcome of the Federal funding request for replacement of the Vine Hill modular building.

Commissioners received and discussed the updates and took no action.

4. **Committee Updates:** The Commission discussed the need to revisit its subcommittees and assignments.

Future Agenda Items:

- Review of subcommittees and assignments
- Glenwood Preserve Mountain Lion Notification Policy

Adjournment: Meeting was adjourned at 7:39 pm.

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City of Scotts Valley Recreation Services Assessment and Restoration Plan

Draft Implementation Action Plan

November 12, 2021



Making the Most of the Draft Implementation Action Plan

Management Partners has developed this draft Implementation Action Plan to assist the City of Scotts Valley with the phasing and scheduling of 24 recommendations. The work involved in implementing the recommendations must be integrated into the other work of the departments and divisions tasked with their completion, along with appropriate assignments of responsibility and with identification of specific planned completion dates. The draft Action Plan begins that process with guidance about a recommended priority assignment. Priority 1 recommendations are those that we believe are the most important to accomplish without delay or are easy to accomplish. Priority 2 have less importance in the near term or they are an added element of complication to complete or require a significant amount of resources (perhaps internal and external) to assist with completion. Priority 3 are the least urgent to complete, either because they require action by a third party over which the City has no direct control, or due to complexity, or their relative importance to department goals.

We suggest that you use this document to prepare a final Action Plan for Scotts Valley. In doing so, the management team will need to identify specific target dates for completing implementation activities associated with each recommendation. Additionally, you may want to modify the described activities for implementing an individual recommendation based on internal knowledge of what will be required for completion or adjust the assignment of responsibility based on pending or future workload or other considerations. Prudent implementation of most recommendations will require “circling back” after the work of implementation has begun to fine-tune the work or the milestones based on experience. This step is not explicitly called out for each recommendation, however, assessing the progress of implementation (via “circling back”) should be a part of your normal management system.

Management Partners has identified a proposed timeline for each recommendation based on our experience and knowledge of the circumstances under which the City is currently operating. The proposed timelines must be finalized by the City based on other priorities, work assignments and staffing capacity.

All of the work to implement the strategies is in addition to the normal work of involved city staff. It is also understood that the City currently only has two recreation division employees who are working very limited schedules, which adds complexity to moving forward. Management Partners has staff associates who are experienced in implementing many of the actions identified in this report. We will welcome the opportunity to assist you in doing so, and in any case, we remain available to consult with you in whatever way we can be helpful. Please do not hesitate to contact Steve Toler at SToler@managementpartners.com or Craig Bronzan at CBronzan@managementpartners.com if we can be of assistance.

The discipline of successful project planning is basic to successful execution of the work ahead. We hope that you find the draft Action Plan useful in that regard.

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
Initial Restoration of Recreation Services						
1	Implement a regional approach for providing aquatic programs by partnering with local agencies through a contracted service and/or shared service agreement.	<ul style="list-style-type: none"> Analyze the advantages/disadvantages to a regional approach for programs and services including whether to contract services with another agency or share services Engage regional partners to consider a regional approach to providing aquatic programs including sharing staff, training, and operational responsibilities Identify the approach that best suits the needs of Scotts Valley and regional partners 	Priority 1	Recreation Division Manager	Jan – May 2022	
2	Contract maintenance of the Siltanen swimming pool with a pool maintenance company.	<ul style="list-style-type: none"> Develop an RFP to identify a vendor to perform maintenance functions at the Siltanen swimming pool Solicit proposals Select a vendor Contract with the vendor to provide maintenance services at the swimming pool 	Priority 1	Public Works Director	Jan – May 2022	
3	Develop a collaborative, shared-services model for the provision of instruction classes with the cities of Santa Cruz and Capitola and the County of Santa Cruz.	<ul style="list-style-type: none"> Engage regional partners to discuss a regional approach to providing recreation classes including sharing instructors and facilities, conducting marketing, adopting similar fee structures, and providing complimentary classes Create an action plan to implement. This is an on-going action that continues to refine and revise programs between providers. 	Priority 2	Recreation Division Manager	Jan – June 2022, and then on-going	

¹ Priority 1: Important to accomplish without delay and/or easy to accomplish.

Priority 2: Second tier of importance to accomplish and/or may involve some complexity or time to complete

Priority 3: Least urgent to complete and/or may take longer to set-up or to execute

² To establish clear accountability there should be a single manager assigned responsibility for completing implementation of each recommendation. Where more than one manager is identified in this column, responsibility should be clarified when the Final Action Plan is prepared.

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
4	Conduct a needs assessment to determine demand for recreation classes.	<ul style="list-style-type: none"> Engage community members and recreation class participants to understand the demand for instructional classes, including which classes to offer and how often they may need to be offered Incorporate the results of the needs assessment into planning for the instructional class offerings and the identification of needed instructors This is an on-going action that uses community surveys and program evaluations to evaluate community needs, with result shared on a regular basis with the Parks and Recreation Commission. 	Priority 1	Recreation Division Manager	Jan – June 2020, and then on-going	
8	Outsource all youth and adult sports programs to independent organizations and provide the facilities under a field use fee.	<ul style="list-style-type: none"> Research best practices for outsourcing sports programs to independent organizations and providing the facilities for a fee Determine those best practices most suited for Scotts Valley Engage sports program providers to inform them of the opportunity to provide programs at Scotts Valley facilities 	Priority 2	Recreation Division Manager	April – October 2022	
9	Partner with the City of Capitola to provide the adult softball program in Scotts Valley with reimbursement to the City for the cost of field use.	<ul style="list-style-type: none"> Engage the City of Capitola to discuss their providing an adult softball program in Scotts Valley Inform softball program participants of the change in provider 	Priority 3	Recreation Division Manager	April – October 2022	
Long-Range Planning						
5	Identify the costs and benefits of extending the Boys and Girls Club childcare contract beyond the 2021-2022 school year.	<ul style="list-style-type: none"> Determine the full costs of extending the Boys and Girls Club childcare contract, including city staff time in the analysis Analyze the costs and benefits of providing childcare services with city staff only Identify the benefits of continuing to contract childcare with the Boys and Girls Club 	Priority 2	Recreation Division Manager	Jan – March 2022	Continue with the one-year agreement with the existing provider, extend the CDBG-CV application for the second year to cover the City subsidy, work with the provider to

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
		<ul style="list-style-type: none"> Establish outcome-based standards (what the City expects from the program) to be able to determine whether the current provider is accomplishing what the City expects. 				increase rates to operate at closer-to-full-cost recovery, and carefully monitor performance during that time.
6	Develop a long-term plan for the provision of childcare services in Scotts Valley as an outsourced City service.	<ul style="list-style-type: none"> Using the results of the analysis in Recommendation #5, prepare a long-term financial analysis comparing the use of the Boys and Girls Club, an alternative service provider, and performing the function in-house Determine which option is best suited for Scotts Valley based on accomplishing the outcome based standards and is fiscally sustainable over the long term. Consider offering an extension with the Boys and Girls Club for a period of time while the City prepares a RFP for a long term agreement for this outsourced City service. 	Priority 2	Recreation Division Manager	Jan – December 2022	
10	Form a regional sports council for youth and adult sports where regional providers establish consistent fees and charges, policies, and priorities for the use of facilities in the region.	<ul style="list-style-type: none"> Engage regional partners to discuss creating a regional sports council for youth and adult sports to set standards for program users and fees for use of facilities. Ensure local governments, sports providers, and users are participants of the council This is an on-going action in support of the sports council. 	Priority 3	Recreation Division Manager	September 2022 – April 2023	
20	Develop a Parks and Recreation Master Plan as part of the Parks System Master Plan scheduled for FY 2022-23.	<ul style="list-style-type: none"> Develop on RFQ/P to create a Recreation Master Plan Solicit proposal from vendors for the RFQ/P Review the proposals and select a vendor 	Priority 2	Public Works Director	July 2022 – June 2023	The Recreation Manager will be extensively involved in the development of the plan.

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
		<ul style="list-style-type: none"> Contract with the vendor to assist in the development of a Recreation Master Plan 				
21	Engage the Parks and Recreation Commission in the development of the parks systems Park and Recreation Master Plan(s).	<ul style="list-style-type: none"> Collaborate with the Parks and Recreation Commission to implement Recommendation #20 	Priority 2	Recreation Division Manager	July 2022 – June 2023	
22	Complete a Recreation Division Strategic Plan.	<ul style="list-style-type: none"> Develop on RFQ/P to create a Recreation Division Strategic Plan Solicit proposal from vendors for the RFQ/P Review the proposals and select a vendor Contract with the vendor to assist in the development of a Recreation Division Strategic Plan Collaborate with the Parks and Recreation Commission to develop the plan. 	Priority 3	Recreation Division Manager	March 2022 – December 2022	
Administrative Actions						
7	Develop a joint use agreement between SVUSD and the City for operation of the childcare program, use of facilities, and for funding facilities improvements.	<ul style="list-style-type: none"> Negotiate with SVUSD to develop a joint use agreement for operation of the childcare program and funding of facility improvements 	Priority 3	City Manager	March – October 2022	Operational impacts and scope of services will require input from the Public Works Director and Recreation Division Manager
11	Reestablish a community presence for the Recreation Division in a location that is easily accessible and open to the public for facility rentals.	<ul style="list-style-type: none"> Identify city-owned facilities that are potentially available for the Recreation Division to open a public, easily accessible location for facility rentals Determine which facility is best suited for this need Develop a schedule for having a presence in this location for facility rentals and communicate the location and hours to the public 	Priority 2	Public Works Director	Jan – March 2022	
12	Determine which aspects of facility rentals can be moved online through the computerized registration program to	<ul style="list-style-type: none"> Collaborate with IT to review the computerized registration program to determine which aspects of facility rentals can be moved online 	Priority 1	Recreation Division Manager	March – August 2022	

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
	accommodate greater flexibility, allow for after-hour use, and streamline administration.	<ul style="list-style-type: none"> Integrate those identified components into the computerized registration program Train staff on the new online registration components including assigning overall management of the program to the Administrative Secretary Inform the public about the availability of online registration 				
13	Conduct a facility fee study at least once every two years, with scheduled cost of living increases in between and based on an analysis of existing market rates.	<ul style="list-style-type: none"> Create a policy to conduct a facility fee study at least once every two years Incorporate cost of living increases and an analysis of existing market rates into the fee study Incorporate the Council-approved cost-recovery goals in Recommendation #14 into the fee study and recommendations Incorporate the fee study as part of the City's overall cost allocation and citywide fee studies where appropriate 	Priority 2	Administrative Services Director	July – December 2022	The Public Works Director and the Recreation Division Manager will need to provide input into the parameters of the study and provide assistance in information gathering.
14	Establish Council-approved cost-recovery goals for each facility to ensure long-term financial stability for facility maintenance.	<ul style="list-style-type: none"> Analyze and identify cost recovery goals needed for each facility to ensure long-term financial stability for facility maintenance Develop a staff report for Council suggesting the cost recovery goals for each facility and the associated fees necessary to achieve those goals Present the recommendations to Council Review/update on a yearly basis 	Priority 1	Public Works Director/ Administrative Services Director		July – December 2022
19	Review and revise the recreation division manager position description to focus on management activities with an established list of priorities and expectations from the Public Works director.	<ul style="list-style-type: none"> Review the recreation division manager position description and update it to include a focus on management activities Develop a list of priorities and expectations for the recreation division manager 	Priority 1	Public Works Director	December 2021 – on-going activity	

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
		<ul style="list-style-type: none"> Communicate the priorities and expectations to the recreation division manager and hold them accountable through regular performance evaluations. Move forward to fill full time Recreation Manager and Administrative Secretary positions 				
23	Provide enhanced training opportunities to the Administrative Secretary I position in the Recreation Division.	<ul style="list-style-type: none"> Research advanced training opportunities to provide to the Administrative Secretary I position, with a focus on training for the recreation software system Select the training opportunities best suited for Scotts Valley Provide the identified training to the Administrative Secretary I 	Priority 1	Recreation Division Manager	January 2022 – June 2022 – on-going activity	
Collaboration and Partnerships						
15	Establish an independent non-profit senior advisory board to operate the senior center with the City providing the facilities for its use.	<ul style="list-style-type: none"> Engage local senior services leaders to create an independent non-profit senior advisory board to operate the senior center Establish a services agreements with the new non-profit organization to operate senior programs and services with the City providing the facility. 	Priority 2	Recreation Division Manager	March – August 2022	
16	Establish clear time, budget, and fee reimbursement expectations in managing special events in the City, especially those organized by third parties.	<ul style="list-style-type: none"> Start with next scheduled special event and complete the review one-by-one as they are scheduled. Determine which special event programs the City wants City staff to participate in Determine the roles and responsibilities for staff, with the appropriate amount of time and budget investment of City staff for special events Determine an appropriate fee for the city to be reimbursed for special event management and 	Priority 1	Recreation Division Manager	Start January 2022 – on-going as special events are scheduled	Other department representatives (e.g., Public Works, Police) will be required depending on the nature of the special events.

Rec No.	Recommendation	Implementation Steps	Priority ¹	Person Responsible ²	Proposed Timeline	Comments
		<p>assistance, especially those organized by third parties</p> <ul style="list-style-type: none"> • Articulate the time, budget and fee expectations to community groups engaging the city for assistance with special events 				
17	Conduct regular outreach to regional providers to discuss assistance and/or collaboration in scheduling special events and promotions.	<ul style="list-style-type: none"> • Identify regional providers of special events and promotions • Engage the identified providers to find opportunities for collaboration or assisting with special events 	Priority 1	Recreation Division Manager	January 2022 – on-going activity	
18	Develop a calendar and implementation plan for special events in 2022 and 2023.	<ul style="list-style-type: none"> • Develop a database of all upcoming special events, including the name of the organizer, type of event, location, and date of the event • Create an implementation plan for city staff for each event, noting the steps needed to execute a successful event, the person responsible for carrying out the step, and date by which each step needs to be achieved 	Priority 1	Recreation Division Manager	January 2022 – on-going activity	
24	Conduct regular meetings with regional recreation providers to learn about service delivery needs and opportunities and determine ways to partner to meet recreation demands in the region.	<ul style="list-style-type: none"> • Engage regional recreation providers to establish a regular meeting to learn about service delivery needs and opportunities and determine ways to partner to meet recreation demands in the region 	Priority 1	Recreation Division Manager	January 2022 – on-going	