



AGENDA

Meeting of the Scotts Valley Parks and Recreation Commission

Date: March 20, 2014

Time: 6:00 p.m.

| | | |
|---|---|--|
| CITY OF SCOTTS VALLEY 1 Civic Center Drive Scotts Valley, CA 95066 (831) 438-3251 | MEETING LOCATION Recreation Division Offices 361 Kings Village Road Scotts Valley, CA 95066 | POSTING: The agenda was posted 3-14-14 at City Hall, SV Senior Center, SV Recreation Offices and on the Internet at www.scottsvalley.org . |
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|---|--|
| Council Appointed Commissioners <i>Eric Seib, Chair</i> <i>Wendy Brannan, Board Member</i> <i>David Sanguinetti, Board Member</i> <i>Pam Smith, Board Member</i> <i>Nick Thelen, Board Member</i> | City Staff Members <i>Scott Hamby, Public Works Director</i> <i>Kristin Ard, Recreation Division Manager</i> <i>Carol O'Neil, Administrative Secretary</i> |
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| <p>Notice regarding Parks and Recreation Commission Meetings: The Parks and Recreation Commission is scheduled to meet on the 3rd Thursday of each month at 6:00 pm in the Recreation Division offices located at Skykpark Park located at 361 Kings Village Road, Scotts Valley, CA 95066.</p> <p>Agenda and Agenda Packet Materials: The Parks and Recreation Commission agenda is available for review by 5:00 pm the Monday before the Thursday meeting on the Internet at the City=s website: www.scottsvalley.org and in the registration office of the Recreation Office, located 361 Kings Village Road, Scotts Valley, CA. Pursuant to Government Code '54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the registration office of the Recreation Office during normal business hours, Monday-Friday, 8:00 am to 5:00 pm. In accordance with AB 1344, such documents will be posted on the City=s website at www.scottsvalley.org.</p> |
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CALL TO ORDER 6:00 p.m.

ROLL CALL

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| <p>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.</p> |
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ALTERATIONS TO CONSENT AGENDA

(Commissioners can remove or add items to the Consent Agenda.)

CONSENT AGENDA

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the Chair.)

- A. Approve Parks and Recreation Commission meeting minutes of 2-20-14

ALTERATIONS TO REGULAR AGENDA

(Commissioners can remove or add items to the Regular Agenda.)

REGULAR AGENDA

(Persons wishing to speak on any item may do so by raising their hand to be recognized by the Chair.)

1. Skypark Bocce Court Improvements Presentation - staff report
2. Recreation Division Update - staff report
3. Contribution Program - staff report
4. Lennar Meeting for Playground Timeline and Parameters - staff report
5. Community Garden Update – staff report
6. Octogon Building Relocation - (oral) map attached
7. City Funds Available for Projects (oral)
8. Subcommittee Update – staff report
9. Glenwood/K Street Site Plan – staff report
10. Prioritization of City Wide Evaluation – staff report
11. Pump Track Update - staff report
12. Future Agenda Items
 - Theater Project Update
 - MacDorsa Park Playground Layout and Additional Uses

ADJOURNMENT

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 Recreation Office 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 the Recreation Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

**CITY OF SCOTTS VALLEY
PARKS AND RECREATION COMMISSION
MEETING MINUTES
February 20, 2014**

CALL TO ORDER: 6:00pm

ATTENDANCE: Commissioner Seib, Chair
Commissioner Brannan
Commissioner Sanguinetti
Commissioner Thelen

ABSENT: Commissioner Smith

STAFF: Public Works Director Hamby
Recreation Division Manager Ard
Deputy City Manager Kates
Administrative Secretary O'Neil

GUESTS: Dean Bustichi, City Council Member
Debbie Muth, Scotts Valley Historical Society
Eric Taylor, Scotts Valley Historical Society

PUBLIC COMMENT

Commissioner Brannan stated that work has been done by the members of the Historical Society to salvage flagstone at Scott House between the house and former barn area. Flower bulbs are being replanted around the house also.

ALTERATIONS TO REGULAR AGENDA

None

CONSENT AGENDA

Approve January 16 minutes:

M/S: Brannan/Thelen

Approve 4/0/1 with Commissioner Smith absent

ALTERATIONS TO REGULAR AGENDA

None

REGULAR AGENDA

Scotts Valley Historical Society Presentation

Debbie Muth, member of the Scotts Valley Historical Society and Planning Commissioner, gave a brief history of Scotts Valley and founder Hiram Scott. She stated that Scott House is in need of a new roof, and painting inside and outside. Their vision for Scott House includes an historical garden and a museum to house items currently on display at City Hall as well as artifacts that would be donated to the City if there was a museum. There will be an open house at Scotts House before the City Council meeting on March 19, and the public is invited to attend. Regular meetings of the Historical Society the 4th Tuesday of each month at 4:00 at Scott House are also open to the public.

Eric Taylor talked about two proposed sites for reconstruction of the Octagon Building in MacDorsa Park.

Commissioners discussed the Polo Barn project, specifically the need for a plan for deconstruction in order to preserve materials that could be used in other restoration projects.

Mushroom Restoration Update

Public Works Director Hamby told the Commission that he is waiting to hear from the project manager regarding the scope of the work and where it will take place.

Polo Barn Community Park and Trail

Public Works Director Hamby presented three park concept plans provided by Lennar Homes. Once the developer signs the formal agreement, Deputy City Manager Kates suggests inviting them to a Parks and Recreation Commission meeting to discuss the parameters of the park project, and then proceed with public hearings to gather input from the community. At this time there has been no dialog about a trail system.

Community Garden Project

Commissioners reviewed attachments from the City Council meeting where the Community Garden Project was approved, to be funded in part by a loan from Community Center revenue. Commissioners requested that staff report on the balances of City funds and how they operate.

Commissioner Brannan voiced concerns about the location and timing of the new project, and asked to see estimates of yearly maintenance and water costs.

City Council Member Bustichi asked Commissioners to develop a management plan for the garden, including a recommendation for rental fees. Commissioners Thelen and Smith will work with RDM Ard to gather information from garden projects in other areas.

Theater Project

Postponed due to absence of Lee Besse.

Safe Route to School

PW Director Hamby reviewed the project design of the route which begins at Glenwood Drive, crosses two bridges, and ends at the Siltanen Park play structure. It is funded by a grant. Commissioners asked if lighting is part of the plan, PW Director Hamby will research this. Construction should begin in June. A separate project for a sidewalk on Vine Hill School Road in front of the school is also planned.

Pump Track Update

Commissioner Thelen reported that a meeting was held on February 13, and the Planning Department has approved the temporary use permit. Goal now is approval of the grading plans and permit.

Parks Update: Storm Damage and City Wide Evaluation

PW Director Hamby reported that there was no damage from the recent rainstorm. RDM Ard noted projects on the park evaluation that have now been completed, specifically upgrading playground surfaces with new woodchips.

MacDorsa Park Playground Layout and Additional Uses – Commissioner Brannan asked to move this item to the March 20 meeting.

City's Facility Use Contracts and Website

Commissioner Brannan discussed having facility use agreement forms available online to facilitate the park rental process, and the need to have the form with name of contact person on file for all rentals.

Water Use Reduction and Rationing

Commissioner Brannan asked for clarification regarding the City's obligation to organizations that lease park fields in times of drought, and the ability to restrict use if there is reduced water. RDM Ard will check the Site Use Agreement and confer with the City Attorney.

Recreation Programs Update

Commissioners had reviewed the detailed recreation program update prepared by RDM Ard which included an overview of new programs. RDM Ard asked commissioners to help get the word out about recreation programs.

CIP 2013

RDM Ard explained three projects that are being completed this year. Playground upgrades include the teeter-totter at Skypark, and turtle and steering wheel at Hocus Pocus Park. Playground resurfacing with woodchips is being done now at all of the parks. Community Center flooring is now completed.

Future Agenda Items

Update of Commission Sub Committees
Glenwood/K Street Site Plan
City Funds Available for Projects
Community Garden
MacDorsa Park Playground Layout and Additional Uses

Next Meeting: March 20, 2014

Adjourned: 8:10pm

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014

TO: Parks and Recreation Commissioners

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Skypark Bocce Court Improvements Presentation

SUMMARY OF ISSUE

There are two Bocce Leagues that utilize the Skypark Bocce Courts during the Spring, Summer and Fall. They have established a Bocce Advisory Group which gathers information and needs from the Bocce players. The projects at the top of the 'to do list' are shade, permanent ball racks, weep holes and drainage, sidewalks around all sides of courts and fundraising for projects. Many of these projects are for the safety and ease of our Senior Center Bocce League, however, all Bocce players would benefit too.

FISCAL IMPACT

Some City staff time but mostly volunteer labor and fundraising.

STAFF RECOMMENDATION

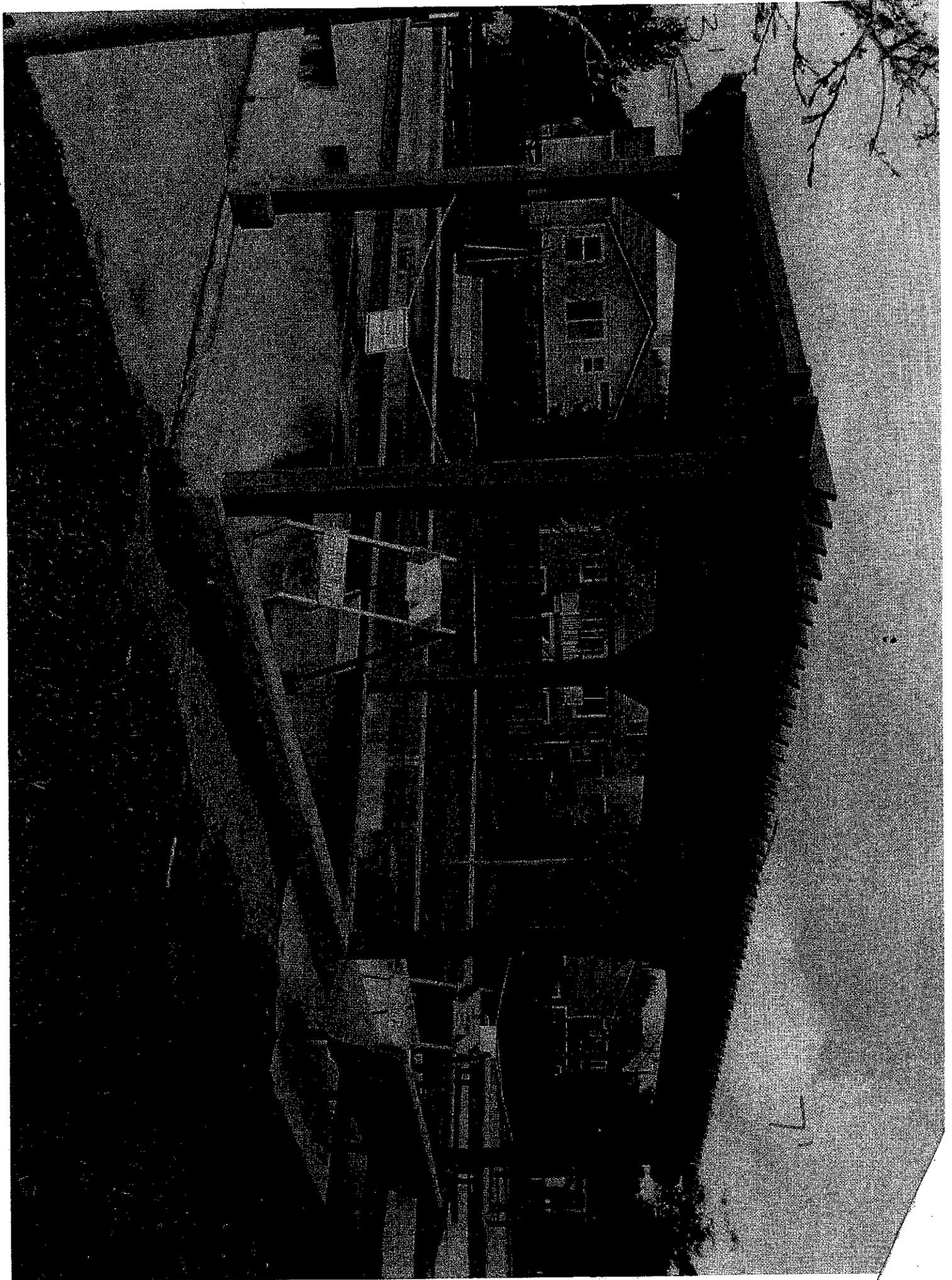
Topic is for information and discussion purposes.

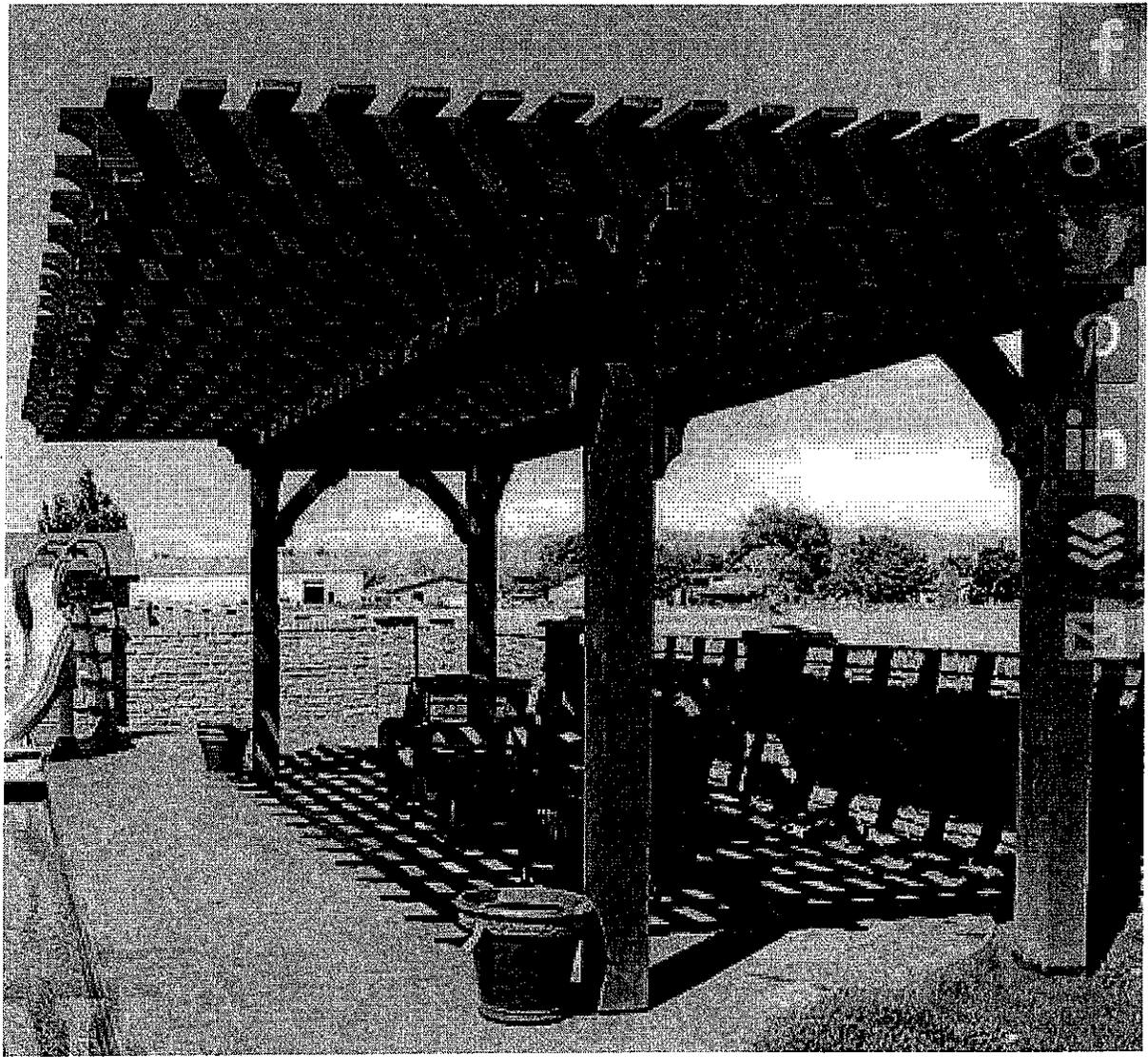
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Skypark Bocce Courts
Shade Structure Example

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City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: February 20, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager
SUBJECT: **Recreation Division Update**

SUMMARY OF ISSUE

Recreation Division:

The budget process has begun and I am happy to report an increase in revenues! This is due to all the hard work from each employee at the Recreation Division and I couldn't be more proud. The front office staff provides such incredible customer service for each registration, facility rental, inquiry and much more. The Sports Coordinator had to transition the Activity Guides from one software program to another which helped save us some money, but required retyping and designing every single page. She also has brought new classes to Scotts Valley. Our Vine Hill and Brook Knoll Site Directors have maintained a steady enrollment in the School-Age Recreation programs by maintaining a positive work relationship with the families, and the children love each of them. School-Age Recreation has received several praises from families!

With Summer 2014 just around the corner, the Recreation Division is gearing up for a busy one! School-Age Recreation is planning Artic Rec., Summer Camp 2014. We have lots of new and returning classes, camps, sports and a full schedule for our Aquatics program.

I am also excited to let you know the Recreation Division will be getting a new phone system soon and we are scheduled to go 'live' with our new registration software program January 12, 2015!

Senior Center:

The Senior Center is celebrating 25 years in April Hoe-down style! Swing your partner 'round and join the potluck on April 11 at 5pm at the Senior Center.

Parks Update:

Hocus Pocus, MacDorsa, Skypark and Siltanen all received wood chips. In addition, an inspection will be done on each play structure and individual play component by Doug Evers of Proactive Risk Management Services. I have also asked Doug to address the question regarding the need to excavate wood chips, when and why?

Maintenance has done an amazing job with repairing the soccer fields at Skypark. In addition, I met with Casey from Ross Recreation regarding the need for a ramp in the 5-12 year old play structure area. We found a location that will work and, once he emails the specs, maintenance can pour the concrete ramp. He recommended we cover the ramp with Port in Place since it's not a very large area. The teeter-totter and the new ADA swing have been installed!

FISCAL IMPACT

Will be determined by each project.

STAFF RECOMMENDATION

Enjoy!

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City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager
APPROVED: Scott Hamby, Public Works Director
SUBJECT: **Contribution Program**

SUMMARY OF ISSUE

The Parks and Rec. Commission assisted the Recreation Division with developing a contribution program giving the public the opportunity to have a beneficial impact on our community's recreation and park resources and/or commemorate a deserving individual, group or business. There is a need to review the program in place and make revisions in order maintain standardization of the products used and the consistency on rules to ease the City's responsibility with maintenance, cost etc. The engraving process has been discussed as to allow name only or name, date, and a dedication (in memory of). A proposed Contribution Program flyer and application are attached for review.

FISCAL IMPACT

Staff time for installation and maintenance if applicable.

STAFF RECOMMENDATION

To give Recreation Division Manager input on the Contribution Program flyer and Application and to recommend/approve changes. In addition, to give approval allowing name, date and/or a dedication.

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| Contribution Program Flyer | 1 - 2 |
| Contribution Application | 3 |
| Surfside Signs Engraving Examples | 4 |

An Invitation...

The City of Scotts Valley invites any individual, organization or service group to make a donation to purchase a bench, picnic table, piece of playground equipment or other item to be placed in a Scotts Valley park.

Dedication...

You may choose to have a board for the bench backrest or the top of the picnic table engraved to honor a specific individual, family or organization.

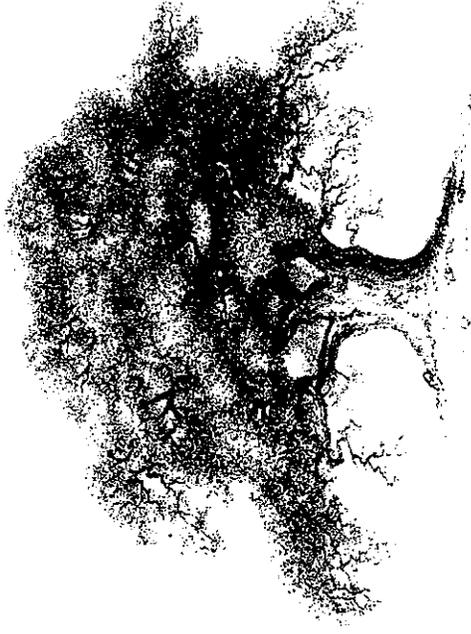
To make an appointment with the Recreation Division Manager, or for more information, please call:

Scotts Valley Recreation

(831) 438-3251

Guidelines

- City and Donor will agree on the location of the donated item.
- Donor agrees to City's right of relocation of donated item, if necessary.
- City approves wording for the engraving.
- City agrees to maintain the donated item as part of its regular inventory, at no further cost to the Donor. Benches and picnic tables will be maintained for 10 years after installation date.
- At the end of the maintenance period, Donor reserves the right to replace the donated item, if required.



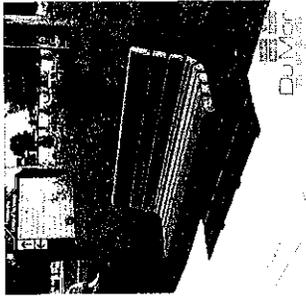
Contribution Program

City of Scotts Valley
Recreation Division



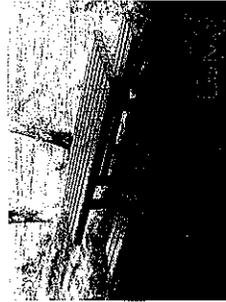
361 Kings Village Rd.
Scotts Valley, CA 95066
(831) 438-3251

Bench



A comfortable bench will be placed in a park or along a walkway of your choice based on open locations. You may choose to have the top board of the backrest of the bench engraved in honor of a specific individual, family or organization.

Benches are available in 4', 6' and 8' lengths.



Picnic Table

Personalize a picnic table in a park of your choice based on space availability. The engraving is done on the center board on top of picnic table.

Picnic table is available in 6', 8' and ADA Accessible.

Locations include...

- Skypark
- Skypark Linear Trail
- Siltanen Park
- MacDorsa Park
- Hocus Pocus Park
- Lodato Park Trail

Engraving

Our engraving is done locally by Gary at Surfside Signs in Soquel. City staff will order your donated item and facilitate delivery and installation to the chosen site.

Other Gifting Items

If you have idea for an item you would like to gift, either to our parks or may be to one of our recreation programs, please contact the Recreation Division Manager so we can make your dream come true.

Donation Process

- Make an appointment with the Recreation Division Manager Monday - Friday, 8am-5pm by calling (831) 438-3251.
- Submit donation form for approval with choice of item, location and engraving request.
- Recreation Division Manager will contact you when item is ready for installation.

Thank you for participating in our commemorative program!

Recreation Division Office

361 Kings Village Road

Scotts Valley, CA 95066

(831) 438-3251

Monday - Friday, 8am - 5pm



City of Scotts Valley Recreation Division

Contribution Program

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ FAX: _____

Email Address: _____

Item: _____

Engraving: _____

Cost: _____

Engraving: _____

Tax: _____

Shipping: _____

TOTAL: _____

Payment Information

_____ Check (made payable to City of Scotts Valley)

_____ VISA/MC # _____ Exp. _____

1939 Clyde E. Brough 2009

In Memory of Michael Stevens

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014

TO: Parks and Recreation Commissioners

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Lennar Meeting for Playground Timeline and Parameters

SUMMARY OF ISSUE

Council has asked the Parks and Rec. Commission to be involved in the planning of the playground area which will be located on the old Polo Ranch Barn property. The Commission decided it was best to meet with Lennar Homes to find out the timeline for the playground and to know parameters before going out to the public for input. The date for the signed agreement between Lennar Homes and the City has been moved from March to April 2. Staff has been informed that Lennar is still planning to sign.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

Due to no signed agreement between the City and Lennar Homes at this time, postpone meeting with Lennar until Thursday, April 17 meeting.

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City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014

TO: Parks and Recreation Commissioners

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Community Garden Update

SUMMARY OF ISSUE

The community garden project has begun on the open space between the Senior and Community Centers. Council has asked the Parks and Rec. Commission to develop rules and regulations, a reasonable management plan, and costs for the garden. Commissioner Thelen and Recreation Division Manager Ard have gathered information from other agencies and are in the process of reviewing it to develop guidelines for the community garden. Staff is researching yearly operation costs, water usage and costs of a community garden. Council would like Commission's recommendations to be presented at the April 16 Council meeting.

FISCAL IMPACT

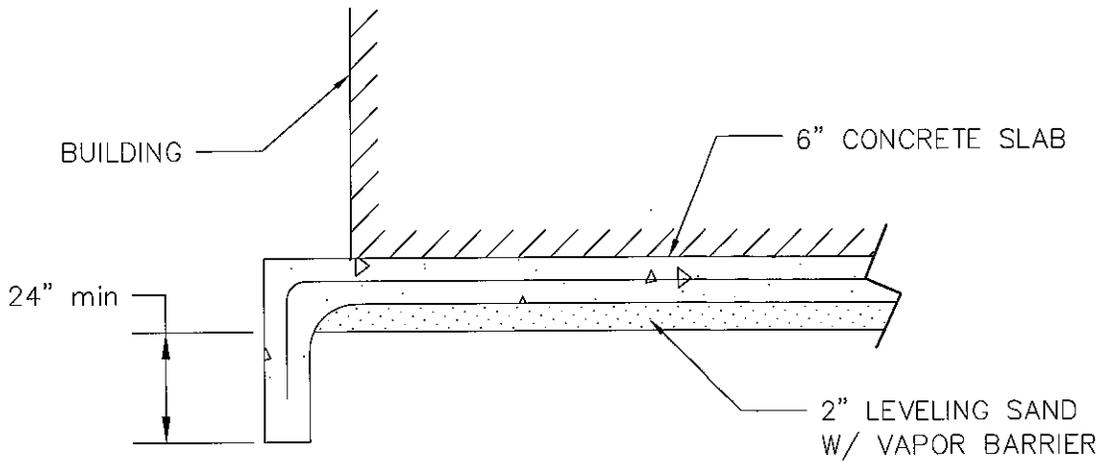
Approximately \$10,000 from Community Center fund for purchase of materials.

STAFF RECOMMENDATION

Hold a Parks and Rec. Commission Special Meeting on Wednesday, April 9 to approve Community Garden rules and regulations, management plan, and cost.

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A SECTION A

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C2G
C2G / CIVIL CONSULTANTS GROUP, INC.
 Engineers/Planners
 4444 Scotts Valley Drive / Suite 6
 Scotts Valley, CA 95066

T (831) 438-4420
 F (831) 438-4420

**SCHEMATIC LAYOUT FOR COMMUNITY BUILDING
 CIVIC CENTER DRIVE
 CITY OF SCOTTS VALLEY**

DATE: 3/13/14
 DRAWN: DPP
 SCALE: 1"=50'
 SHEET: 1 OF 1

Agenda No. 8

Date March 20, 2014

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014

TO: Parks and Recreation Commissioners

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Scott Hamby, Public Works Director

SUBJECT: **Parks and Rec. Commission Subcommittee Update**

SUMMARY OF ISSUE

Commissioners requested a copy of Parks and Rec. Subcommittees. Attached is the current list from October 2012 for review. Staff would like to add Bocce Improvements to the subcommittee list. The Bocce Advisory Group has been discussing shade structures, court drainage and weep hole height, sidewalk all the way around the courts, ball racks, the turf, fundraising and indoor courts. In order to ensure decisions made on court improvements are in the best interest of the community, meet required safety standards for being in a public park and follow City protocol for project completion, staff feels it's necessary to have representation from a Park and Rec. Commissioner.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

To review current subcommittee list and make necessary changes. In addition, to add Bocce Improvements to the subcommittee list and appoint a Park and Rec. Commissioner to the subcommittee.

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Parks and Recreation Subcommittees

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PARKS AND RECREATION SUBCOMMITTEES

10-18-12

GLENWOOD (SHUGART) PARK DESIGN

Commissioner Brannan
Commissioner Seib
Alternate: Commissioner Smith

POLO RANCH

Commissioner Brannan
Commissioner Smith

COMMUNITY CENTER DESIGN/SKYPARK LONG RANGE PLANNING

Commissioner Thelen
Alternate: Commissioner Seib

DOG PARK REPRESENTATIVE

Commissioner Sanguinetti

PLAYGROUND REPRESENTATIVE

Commissioner Brannan

TRAILS REPRESENTATIVE

Commissioner Sanguinetti

FIELD USE COMMITTEE

Commissioner Seib

PARK MASTER PLAN

Commissioner Seib
Commissioner Smith

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager
APPROVED: Scott Hamby, Public Works Director
SUBJECT: **Glenwood/K Street Site Plan**

SUMMARY OF ISSUE

Commission requested a site plan of Glenwood and K Street. Discussion has been made regarding space for a vehicle to turn around instead of backing out.

FISCAL IMPACT

Undetermined at this time. There will be a cost for development of parking lot, sidewalk, curb and gutter.

STAFF RECOMMENDATION

Topic is for discussion.

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Glenwood/K Street Site Map

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City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014

TO: Parks and Recreation Commissioners

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Prioritization of City Wide Evaluation

SUMMARY OF ISSUE

A preliminary evaluation of City wide facility and park needs was established by a Parks and Rec. Commissioner and the Recreation Division Manager. Questions have come up regarding how best to prioritize the list. To assist the City, a playground inspection of four of the City's parks, Hocus Pocus, Mac Dorsa, Skypark and Siltanen will be done by Doug Evers of Proactive Risk Management Services. Reports should be complete and submitted to the Recreation Division by March 24. The changes necessary will be rated to help guide the Commission, Recreation Division, and Public Works Department in prioritizing the list.

FISCAL IMPACT

\$1175 for playground inspections.

STAFF RECOMMENDATION

To postpone prioritization of City Wide Evaluation until May 15 meeting to allow time for receiving and reviewing the inspection reports by Doug Evers.

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City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: March 20, 2014

TO: Parks and Recreation Commissioners

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Pump Track Update

SUMMARY OF ISSUE

A Pump Track is in the process of being developed at Skypark. The contract has been signed with a civil engineer to create the necessary drawings needed to move forward. An approximate build date is in April after the Sea Otter Classic on April 13. The build date is pending permit approval.

FISCAL IMPACT

None. Pump Track is being funded by donation.

STAFF RECOMMENDATION

Topic is for information and discussion purposes.

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