



AGENDA

Meeting of the Scotts Valley Parks and Recreation Commission

Date: April 17, 2014

Time: 6:00 p.m.

CITY OF SCOTTS VALLEY 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 will be posted 4-4-14 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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Notice regarding Parks and Recreation Commission Meeting:
 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.

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 A.M. 11-44, such documents will be posted on the city's website at www.scottsvalley.org.

CALL TO ORDER 6:00 p.m.

ROLL CALL

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.

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 3-20-14

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. Recreation Division Park and Program Update - staff report
2. Lennar Meeting for Playground Timeline and Parameters - staff report
3. Community Garden Update - staff report
4. Prioritization of City Wide Evaluation - staff report, copy of complete report with pictures available
5. Future Agenda Items
 - MacDorsa Park Playground Layout and Additional Uses
 - Octagon Building Relocation
 - Glenwood/K Street Site Plan

Meeting Cancelled

Due to

ADJOURNMENT

Lack of a Quorum

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 931-435-3251 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 SCOTT'S VALLEY
PARKS AND RECREATION COMMISSION
MEETING MINUTES
March 20, 2014**

CALL TO ORDER: 6:00pm

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

ABSENT: Commissioner Thelen

Meeting Cancelled

Public Works Director Mabry
Recreation Division Manager Ard
Deputy City Manager Kates
Administrative Secretary O'Neil

GUESTS: Glen Patterson, Bocce Advisory Group Representative

PUBLIC COMMENT

Commissioner Brannan expressed concern about an oak tree at the back perimeter of the community garden space that has loose soil up against the base of the trunk that may be unhealthy for it. She also asked Commissioners to RSVP regarding Parks and Recreation meeting notifications so it can be determined if there will be a quorum for the meeting.

ALTERATIONS TO REGULAR AGENDA

None

CONSENT AGENDA

Approve minutes of February 20, 2014.

M/S: Brannan/Sanguinetti

Approve: 2/0/2

ALTERATIONS TO REGULAR AGENDA

REGULAR AGENDA

Skypark Bocce Courts Improvement Presentation

RDM Ard explained that an informal Bocce Advisory Group has been formed to identify needs for the Skypark Bocce Courts, and introduced the members present. Glen Patterson described two projects the group would like to accomplish to improve safety, a ball rack and a shade structure. Commissioners

discussed the need for each and specifics of the projects. Commissioners were very supportive of the projects. Commissioner Brannan will research shade/umbrella options, staff will determine next step on the ball rack project and PW Director Hamby will check with the City Attorney regarding guidelines for volunteers working on City property.

Recreation Division Update

RDM Ard gave a report on programs and parks, informing Commissioners that enrollment in the school age recreation programs has increased and revenue for the department is up.

Contribution Program

RDM Ard opened discussion to review Contribution Program policy and make decisions regarding updating guidelines and printed materials.

Commissioner Sanguinetti advised that details regarding the specific engraving be removed in favor of more general statement.

Meeting Cancelled

Approve the Contribution Program brochure and application form as revised

M/S: Brannan/Sanguinetti

Approved: 4/0/1 with Commissioner Thelen absent

Approve bench or table donation honoring an individual or organization by name alone, or with choice of two wording options for a memorial donation. Engraving for benches will be on the top board only, and for tables on the center board only. Any other requests will be subject to

Commission approval.

M/S: Brannan/Sanguinetti

Approved: 4/0/1 with Commissioner Thelen absent

Due to

Lennar Meeting for Playground Timeline

Deputy City Manager Kates updated Commissioners on status of Lennar contract with the City. Lennar will be asking for an extension of the project start date which was originally scheduled for April 15, 2014. Staff recommends postponing discussion until the next regular meeting on April 17, 2014 or the Special Meeting proposed for April 9, 2014.

Postpone discussion of the Polo Ranch Playground until there is a signed agreement with Lennar which is expected on April 2, 2014.

M/S: Smith/Sanguinetti

Approved: 4/0/1 with Commissioner Thelen absent

Lack of a Quorum

Community Garden Update

City Council has requested recommendations from the Commission for their meeting on April 16. RDM Ard and Commissioner Thelen have been gathering information.

Motion to schedule a Special Meeting of the Parks and Recreation Commission on April 9 to draft recommendations regarding the Community Garden.

M/S: Smith/Seib

Approved: 4/0/1 with Commissioner Thelen absent

Octagon Building Relocation

PW Director Hamby stated that two locations for reconstructing the Octagon Building are being considered, and presented a map of one, the triangular piece of land next to the Water District near MacDorsa Park for review.

City Funds Available for Projects

PW Director Hamby stated that he checked with City Manager Ando and said that there are no savings account funds for Parks and Recreation use. Monies are allocated for CIP projects based on budget figures.

Subcommittee Update

M/S Ando presented the Parks and Recreation Subcommittee list for review. She explained that staff would benefit by having a Bocce Improvement Subcommittee added.

Create a new Bocce Improvement Subcommittee to coordinate input from the Bocce Advisory Group.

M/S: Seib/Brannan

Approved: 4/0/1 with Commissioner Thelen absent

Commissioner Sanguinetti volunteered to serve on this committee, with Commissioner Smith, alternate. It was decided that the Community Garden could be included with the Community Center Design/Skypark Long Range Plan Subcommittee. Various concerns regarding the pathways, patio and parking at the Community Center were mentioned.

Glenwood/K Street Site Plan

Deputy City Manager Kates provided a map showing the trailhead parking lot with turnaround space on K Street adjacent to Scotts Valley High School. Gate and lighting needs were discussed.

Prioritization of City-Wide Evaluation

RDM Ard stated that Doug Evers of Proactive Risk Management Services will be doing inspections at Skypark, Siltmen, Hobus Ponds and MacDorsa Parks and will present his report to this morning prioritizing safety/maintenance needs.

Accept staff recommendation to postpone prioritization until the report is received.

M/S: Smith/Sanguinetti

Approved: 4/0/1 with Commissioner Thelen absent

Pump Track Update

RDM Ard reported that the contract has been signed and a civil engineer is drawing up the plans. Approximate start date for building is April 13.

Future Agenda Items

Remove Theater Project from Parks and Rec Agendas
MacDorsa Park Playground Layout and Additional Uses
Octagon Building

Next Meeting: **Special Meeting, Wednesday April 9, 2014**
 Regular Meeting, April 17, 2014

Adjourned: **7:58pm**

Meeting Cancelled

Due to

Lack of a Quorum

Agenda No. ___1___

Date __April 17, 2014__

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: April 17, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager
SUBJECT: Recreation Division Update

Meeting Cancelled

SUMMARY OF ISSUE

Recreation Division:

The Recreation Division continues to see great enrollment for Spring classes and programs. Skate Camp, held Spring Break week, was a huge success getting such positive feedback from parents and the children. Most children who were signed up for the Little Shredders Camp, a one hour camp, chose to stay for the skate school hours too they were having so much fun! Aquatics has enrollment in all the new Spring classes: Adult Water Exercise, Practice Swim and Rec. Swim. Staff had a great training before the pool opened and they were very excited to receive a few new toys for teaching. We are also excited to offer a punch card option for Rec. Swim payment.

Our Summer Activities Guide is on-line and registration has begun. I am very proud of each person in our office as we have already received a compliment stating "Scotts Valley Rec. is offering great things this Summer"! It takes a lot of working together to make good things happen and our division is doing a great job of implementing new ideas.

Senior Center:

The Senior Center celebrated 25 years Hoe-down style on Friday, April 4th! It was a great success. Close to 90 people participated. Each brought a dish to share and the Senior Center Board President provided the chicken for all. To rope in the night, the square dance caller from Roaring Camp had everyone on their feet for some western fun!

Parks Update:

Commissioner Brannan and I walked the parks for locations to put benches and tables. Along the way Commissioner Brannan noticed a couple of other items that would be nice, an ADA drinking fountain for Siltanen and a large oak tree for Hocus Pocus!

The dog park has received some upgrades. New faucets were installed so the water shuts off on its own. The platforms were removed, saving the trex, and Public Works cleaned out underneath and weeded. In addition, we received a donation of 15 yards of really nice wood chips. Volunteers collected money from dog park users and replaced the canopy on the shade structure.

Volunteer Form:

There had been questions brought up from various people regarding volunteer work. We welcome volunteers and their help. There is a form at the Recreation Office to be signed before volunteering.

Meeting Cancelled

Pump Track:

Had a quick email discussion with Commissioner Thelen and engineered plans are being finalized for the pump track!

Bocce:

There is a donation fund set up at the Recreation Division for anyone who would like to donate towards Bocce improvement projects.

Due to

FISCAL IMPACT

Will be determined by each project.

STAFF RECOMMENDATION

Enjoy!

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Lack of a Quorum

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: April 17, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager

Meeting Cancelled

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Lennar Meeting for Playground Timeline and Parameters

SUMMARY OF ISSUE

Due to

The City now has a signed agreement with Lennar Homes. 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. Community Development Director Kates will help schedule this meeting.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

Discussion item only. Meeting with Lennar be a single agenda item.

Lack of a Quorum

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City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: April 17, 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 Annette Marcum Community Garden will be managed under the Parks and Recreation Division for City of Scotts Valley residents only. Two Saturday work days have taken place with many volunteers coming out to help. They have done fertling, put in water pipes, and begun parking lot reconfiguration.

Council is expecting the garden to be ready within the next 2-3 weeks. They have requested the Park and Recreation Commission to bring forth rules and regulations and cost for the Community Garden. Recreation Division Manager Ard has outlined the Process and the Rules and Regulations for the Commission to review.

There will be raised beds at approximately 20 square feet, ground plots at 50 and 100 square feet and some odd shaped plots of different square footage. Recommendation for plot price is \$1.00 a square foot.

FISCAL IMPACT

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

STAFF RECOMMENDATION

To give Recreation Division Manager input on the Community Garden Rules and Regulations, cost and to recommend/approve changes.

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Rules and Regulations

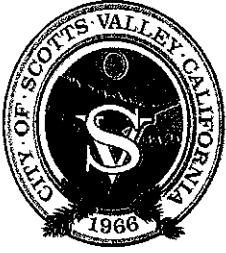
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Meeting Cancelled

Due to

Lack of a Quorum



WELCOME to the Annette Marcum Community Garden!

The fundamental premise for the establishment of the Community Garden in the City of Scotts Valley is to provide a space for growing food and ornamentals in a natural environment.

Being a community garden, each person gives up some individuality in order to work together as a community to achieve this goal.

Those interested in renting a garden plot will:

- Submit an application by _____ 2014 to Recreation Division Office, 361 Kings Village Road, Scotts Valley, CA 95066
- An online drawing will be held on _____ 2014 to select participants and determine plot size.
- Participants will be notified and pay first year fees before preparation and planting can begin.
- Garden plots are available to City of Scotts Valley residents only.
- Garden fees are non-refundable and plots are non-transferable; if you decide to give up your plot, please contact the Recreation Division Office.
- Upon renting/renewing your garden plot, you must sign an agreement and abide by both park and garden rules

Community Garden participants must follow all rules set for Scotts Valley parks and in addition, the following rules and conditions have been outlined for the Community Garden:

1. Community Garden Hours: Sunrise to Sunset
2. Use of any materials in the garden that may be harmful to humans is not acceptable. Organic materials are acceptable such as: soap sprays, sulfur, traps, wood ashes, pepper and onion spray, tangle foot and similar materials
3. Use of fertilizer material or tillage methods harmful to humans, the soil structure, fertility or soil micro-organisms is not acceptable.

UNACCEPTABLE:

Ammonium sulfate, muriate of potash, super-phosphate highly soluble chemical fertilizers, rotenone, pyrethium, sevin, malathion, diazinon, nicotine sulfate.

ACCEPTABLE:

Cottonseed, blood bone, horn or hoof meals, kelp, manure, compost, liquid fish or seaweed, bacillus thuringiensis, soap spray, pepper and onion spray, sulphur, wood ashes, sour milk solution, traps, tanglefoot, marigolds, netting, lady bugs, lace wings, and similar methods and similar fertilizers classified as "organic".

4. Gardens should be kept clean and must be maintained at all times. **Weeds must be under control yearlong;** this includes all adjoining walkways. Seedling weeds have a negative effect on all surrounding garden plots. **It is your responsibility to maintain the walkways between plots so gardeners can move freely through the area.**

5. Gardeners must plant and keep all vegetation within the established plot boundaries. There is absolutely no planting outside your designated plot boundary. Gardeners are not to plant, go into, or take items from other garden plots without prior approval.
6. All gardeners are to supply their own hoses. Hoses may be left attached to the water bib if there is an agreement with neighbors to share the hose. All hoses must be free of holes or leaks. Do not let water run attended.
7. Organic garden refuse not used as compost should be placed in the designated green waste containers. Non-organic refuse must be hauled away or placed in the garbage bin. This includes all bottles, cans, plastic bags, etc.

8. No trees are to be planted in the gardens, including dwarf varieties.

9. No permanent structures are allowed in the gardens, including tool and supplies.

10. No grass clippings are to be brought into the gardens due to the possibility of accidental introduction of Bermuda grass, weeds, etc.

11. No dogs are allowed in the Community Garden.

12. Report all vandalism and/or damage directly to the Scotts Valley Police Department (831) 440-5670 and to the Parks and Recreation Division (831) 438-3251.

13. The Parks and Recreation Division is not responsible for any losses or damages.

14. Only one plot per household. Any gardener renting more than one plot under a false name will lose both plots. One plot per person, unless approved by Recreation Division Manager.

15. The Parks and Recreation Division reserves the right to render final decisions concerning the above rules and conditions.

Meeting Cancelled

Due to

Lack of a Quorum

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: April 17, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager

Meeting Cancelled

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Prioritization of City Wide Evaluation

SUMMARY OF ISSUE

Due to

Doug Evers of Proactive Risk Management Services has submitted the reports for Hocus Pocus, MacDorsa, Siltanen and Skypark. Recreation Division Manager has attached an outline of his reports sorted by High, Moderate, and Low importance for each park. One immediate concern is at Hocus Pocus, the critical fall height of the ages 5-12 structure reference #10. The City is working on how best to remedy this quickly. With regard to other risks listed, the Recreation Division Manager has already begun working with Public Works, Ross Recreation and Doug Evers for solutions. Public Works has begun corrections given to them and Ross Recreation has placed an order of parts needed to complete repairs outlined in the inspections.

FISCAL IMPACT

\$1175 for playground inspections.

STAFF RECOMMENDATION

Topic is for review and discussion. Give Recreation Division Manager input on solutions.

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Outline of Parks inspections

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Proactive Risk Management Services

City of Scotts Valley Playground Report - March 20, 2014

Hocus Pocus Park

Priority	Ref #	Location		
1HIGH	4	2-5 Play Structure – partially obscured opening on slide		Public Works
1HIGH	10	5-12 Play Structure – critical fall height is 78 inches (max. allowed with sand surface is 48")		Money
1HIGH	13	5-12 Play Structure – sizeable gap between platform and slide		Public Works
2MOD	1	2-5 Play Structure – inadequate signage		Card/Ross Rec
2MOD	2	2-5 Play Structure – uplifter tiles on ADA access		Money?
2MOD	6	2-5 Chain Climber – anchor on climber is too close to surface		Needs more surface material
2MOD	7	5-12 Play Structure – inadequate signage		Card/Ross Rec
2MOD	14	5-12 Play Structure – uplifter tiles on ADA access		Money?
2MOD	15	Sitting Bench – anti-skateboarding deterrents on bench are broken		X
3LOW	3	2-5 Play Structure – hole in end nut/bolt assembly is missing on panel		Ordered
3LOW	5	2-5 Play Structure – worn paint on backhoe and various climbers		Ordered
3LOW	8	5-12 Play Structure – Slide wind anchor bolt is loose		Ordered
3LOW	9	5-12 Play Structure – worn paint on backhoe and various climbers		Ordered
3LOW	11	5-12 Play Structure – distance between exit of small Slidewinder and ADA access is less than 72"		Card
3LOW	12	5-12 Play Structure – multiple platforms are delaminating		Card
3LOW	16	BBQ - unstable		Public Works
3LOW	17	Empty Tree Basin – deep depression		Public Works
3LOW	18	Behind Restrooms – irrigation control box extends above walking surface		Public Works
3LOW	19	2-5 Play Area, southeast side – protruding branches of tree are at eye level		X

Meeting Agenda to DRS to Lack of a Quorum

MacDorsa Park

Priority	Ref #	Location	
1HIGH	7	5-12 Play Structure -- sizeable gap between platform and double dip slide	Public Works
2MOD	1	5-12 Play Structure -- inadequate signage	Kard/Ross Rec
2MOD	2	5-12 Play Structure --uplifted rubber tiles on ADA access	Money?
2MOD	4	5-12 Play Structure -- anchor bolt missing on stair handrails, both sides	Ordered
2MOD	6	5-12 Play Structure -- step holes rust and plastic is delaminating	Kard
2MOD	8	5-12 Play Structure -- multiple bolts in decorative material on support posts	Kard
2MOD	10	Perimeter Plastic Border -- broken	Public Works
2MOD	11	Perimeter plastic border -- uplifted anchoring nails	Public Works
2MOD	12	Concrete slab for picnic bench -- bench has been moved exposing a sunken valve cover	Public Works
3LOW	3	5-12 Play Structure -- holes where nut/bolt assemblies are missing on back side maze panel	Ordered
3LOW	5	5-12 Play Structure -- arch climber has rust and plastic is delaminating	Kard
3LOW	9	Play Area -- remnants of anchor platform where seesaw or Tuffrider used to be	Public Works
3LOW	13	Transfer space -- not level for wheelchair access	Kard

Sitatenen Park

Priority	Ref #	Location	
2MOD	1	5-12 Play Structure -- no signage	Kard/Ross Rec
2MOD	3	5-12 Play Structure -- anchoring bolt missing on sign language panel	Ordered
2MOD	6	5-12 Play Structure -- plastic coating on chain climber is delaminating and rusting	Ordered
3LOW	2	Fire Truck Tuffrider -- nut/bolt assembly missing where spindle anchor to fire truck	Ordered
3LOW	4	5-12 Play Structure -- nut/bolt assembly missing on underside of the stepping block	Ordered
3LOW	5	5-12 Play Structure -- no transfer space for wheelchair access	Kard
3LOW	7	Access Platform -- distance between rungs of chain climber are not evenly spaced	Public Works

Meeting Cancelled

Lack of a Quorum

Skypark

Priority	Ref#	Location	Description	Ordering	COM.
1HIGH	2	5-12 Play Structure – hand	up post missing on fire pole	Ordered	
1HIGH	14	2-5 Play Structure – gap between partially bounded are of support post and Slidewinder		Public Works	
2MOD	1	5-12 Play Structure – no signage		Hard/Ross Rec	
2MOD	3	5-12 Play Structure – concrete walkway elevated ½ inch		Public Works	
2MOD	8	5-12 Play Structure – seesaw	rotation is exposed above surface material	Public Works	
2MOD	9	2-5 Play Structure – no signage		Hard/Ross Rec	
2MOD	13	2-5 Play Structure – edge of concrete ADA access transfer space is exposed		Hard	
2MOD	15	2-5 Play Structure – no transfer space for wheelchair access to transfer platform		Hard	
3LOW	4	5-12 Play Structure – no transfer space for wheelchair access to transfer platform		Hard	
3LOW	5	5-12 Play Structure – insufficient surface material – will be less than minimum 9” soon		Hard, budget	
3LOW	6	5-12 Play Structure – tree trunk is too low (less than 84”)			X
3LOW	7	5-12 Play Structure – paint	support post of Humpty climber rusting	Ordered	
3LOW	10	2-5 Play Structure – nut/bolt	assembly missing on viewing dome	Ordered	
3LOW	11	2-5 Play Structure – plastic coating on Slidewinder platform is delaminating and rusting		Ordered	
3LOW	12	2-5 Play Structure – loose bolt on horizontal snake crawl tube adjacent to Slidewinder platform		Public Works	

Meeting Cancelled
 Due to
 Lack of a Quorum