



# AGENDA

## SPECIAL MEETING Scotts Valley Parks and Recreation Commission

**Date: April 24, 2014**  
**Time: 6:00 p.m.**

<b>CITY OF SCOTTS VALLEY</b> 1 Civic Center Drive Scotts Valley, CA 95066 (831) 438-3251	<b>MEETING LOCATION</b> Recreation Division Offices 361 Kings Village Road Scotts Valley, CA 95066	<b>POSTING:</b> The agenda was posted 4-17-14 at City Hall, SV Senior Center, SV Recreation Offices and on the Internet at <a href="http://www.scottsvalley.org">www.scottsvalley.org</a> .
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<b>Council Appointed Commissioners</b> <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>	<b>City Staff Members</b> <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 Meetings:**

The Parks and Recreation Commission is scheduled to meet on the 3<sup>rd</sup> 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](http://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](http://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

## **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.

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**CITY OF SCOTT VALLEY  
PARKS AND RECREATION COMMISSION  
MEETING MINUTES  
March 20, 2014**

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**CALL TO ORDER:** 6:00pm

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

**ABSENT:** Commissioner Thelen

**STAFF:** Public Works Director Hamby  
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

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**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 engraver be removed in favor of a more general statement.

### **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

### **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

### **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**

RDM Ard 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, Siltanen, Hocus Pocus and MacDorsa Parks and will present his report to this month prioritizing safety/ maintenance needs.

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### **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**

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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  
**SUBJECT:** Recreation Division Update

#### 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 Activity 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.

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##### **Senior Center:**

The Senior Center celebrated 25 years Hoe-down style on Friday, April 4<sup>th</sup>! 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 workers. We welcome volunteers and their help. There is a form at the Recreation Office to be signed before volunteering.

**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.

**FISCAL IMPACT**

Will be determined by each project.

**STAFF RECOMMENDATION**

Enjoy!

**TABLE OF CONTENTS**

**PAGE**

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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:** Lennar Meeting for Playground Timeline and Parameters

#### **SUMMARY OF ISSUE**

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**

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

#### **TABLE OF CONTENTS**

#### **PAGE**

## 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 fencing, 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

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

#### STAFF RECOMMENDATION

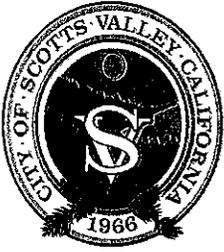
To give Recreation Division Manager input on the Community Garden Rules and Regulations, cost and to recommend/approve changes.

#### TABLE OF CONTENTS

Rules and Regulations

#### PAGE

2-3



## **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
- A random draw lottery 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, thruigienses, 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 tools 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.
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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:** **Prioritization of City Wide Evaluation**

#### **SUMMARY OF ISSUE**

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**

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\$1175 for playground inspections.

#### **STAFF RECOMMENDATION**

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

#### **TABLE OF CONTENTS**

Outline of Parks inspections

#### **PAGE**

254

## 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 bounded 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	Kard/Ross Rec	
2MOD	2	2-5 Play Structure – uplifted rubber 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	Kard/Ross Rec	
2MOD	14	5-12 Play Structure – uplifted rubber tiles on ADA access	Money?	
2MOD	15	Sitting Bench – anti-skateboarding deterrents on bench are broken		X
3LOW	3	2-5 Play Structure – hole where 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 – Slidewinder 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"	Kard	
3LOW	12	5-12 Play Structure – multiple platforms are delaminating	Kard	
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

**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 has rust and plastic is delaminating	Kard	
2MOD	8	5-12 Play Structure -- multiple breaks 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 anchoring 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 spring platform anchors 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	

**Skypark**

Priority	Ref#	Location		COM.
1HIGH	2	5-12 Play Structure – hand support 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	Kard/Ross Rec	
2MOD	3	5-12 Play Structure – concrete walkway elevated ½ inch	Public Works	
2MOD	8	5-12 Play Structure – seesaw foundation is exposed above surface material	Public Works	
2MOD	9	2-5 Play Structure – no signage	Kard/Ross Rec	
2MOD	13	2-5 Play Structure – edge of concrete ADA access transfer space is exposed	Kard	
2MOD	15	2-5 Play Structure – no transfer space for wheelchair access to transfer platform	Kard	
3LOW	4	5-12 Play Structure – no transfer space for wheelchair access to transfer platform	Kard	
3LOW	5	5-12 Play Structure – insufficient surface material – will be less than minimum 9” soon	Kard, budget	
3LOW	6	5-12 Play Structure – tree branches too low (less than 84”)		X
3LOW	7	5-12 Play Structure – paint on 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	