



AGENDA

Meeting of the Scotts Valley Parks and Recreation Commission

Date: September 18, 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 9-15-14 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 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.

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.

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 special meeting minutes of 8-21-14

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. Linear Park Trail – oral, example of proposed signage available at meeting
2. Skatepark Shade Structure – oral, video presentation from Ben Lemus
3. Parks and Recreation Commission Bylaws – staff report
4. Recreation Division Park and Program Update – staff report

FUTURE AGENDA ITEMS

1. Park Impact Fees
2. Octagon Building
3. Animal Control
4. Arborist Reports
5. Split Rail Fencing
6. Parking on City Park Property
7. Lodato Park Challenge Course

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
August 21, 2014**

CALL TO ORDER: 6:01pm

ATTENDANCE: Eric Seib, Commission Chair
Wendy Brannan, Commissioner
Pam Smith, Commissioner
Nick Thelen, Commissioner

ABSENT: David Sanguinetti, Commissioner

STAFF: Recreation Division Manager, Ard
Public Works Director, Hamby
Administrative Secretary, O'Neil

PUBLIC COMMENT

Commission Chair Seib reminded Commissioners maintain focus on the agenda topics and limit tangential discussions.

Commissioner Brannan noted that all present should have a current certificate on file regarding Brown Act training.

RDM Ard announced a community event planned for Scotts Valley families at Skypark on the evening of Friday, October 17th – a FREE outdoor movie “Hotel Transylvania” with refreshments available for purchase.

CONSENT AGENDA

Approve minutes of June 19, 2014

M/S: Brannan/Seib Approve: 4/0/1

ALTERATIONS TO REGULAR AGENDA

None

REGULAR AGENDA

Recreation Division Park and Program Update

RDM Ard reported a record attendance at the 4th of July Fireworks Spectacular, at \$40,006.00 almost double the gross income over last year. She noted the need for additional volunteers to help with all aspects of the event and asked Commissioners for ideas.

She encouraged Commissioners to go online and set up their account on the new Recreation Department site now that the new software program is “Live” !

The Scotts Valley Advocates have approved replacing the children’s picnic tables in the Skypark Birthday Gazebo as a next project.

Linear Park Hours

RDM Ard read the letter submitted to Commissioners by Don Hutchison, a resident of the Skypark neighborhood, describing noise disturbance along the linear trail during night and early morning hours. Concerned neighbors present at the meeting brought a copy of the Scotts Valley City Noise Ordinance and asked that Commissioners consider solutions for education and ordinance enforcement. Comm. Brannan asked staff to invite someone from SVPD to the next meeting to discuss options.

Park Impact Fees

RDM Ard and PW Director Hamby discussed rules pertaining to the use of Park Impact Fees collected by the City from developers. It was reported that recent totals were \$500,000.00. The funds are one-time monies, amounts depend on construction each year. Commissioner Seib would like to see the DIF income and expenditures for five years. PW Director Hamby recommended that Commissioners prioritize items listed in the CIP.

Commissioners asked staff to provide copies of the Parks Master Plan; identify which parks are on the DIF list; determine if Community Center funds used for the Community Garden could be repaid.

Glenwood

On June 18 City Council reviewed four options for the Glenwood site and voted to leave it in its current condition and open the trail without improvements. Commissioner Brannan asked staff to follow up with Deputy City Manager Kates regarding indemnification.

Octagon Building

City Council voted to pledge \$12,500 to the Historical Society to begin rebuilding the Octagon Building on the corner lot by the SV Water District. Commissioner Brannan expressed concern that Deputy City Manager Kates had not consulted the Parks and Recreation Commission before the decision was made. She asked staff to provide a plot map of MacDorsa park to help visualize placement of the building within the park, and recommended that Commissioners ask Council to reconsider their decision pending further review.

Commissioners asked to see Parks and Recreation Bylaws at the next meeting.

Future Agenda Items

Linear Park Trail
Skatepark Shade Structure
Parks and Recreation Commission Bylaws
Octagon Building
DIF/Park Master Plan
Animal Control
Arborist Reports
Split Rail Fencing
Parking on City Park Property
Lodato Park Challenge Course

ADJOURNMENT: 7:45pm

Next Meeting: September 18, 2014

City of Scotts Valley
PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: September 18, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager
APPROVED: Scott Hamby, Public Works Director
SUBJECT: **Parks and Recreation Commission Bylaws**

SUMMARY OF ISSUE

As requested by the Parks and Recreation Commission during the August meeting, a copy of the Bylaws is attached for review. There was discussion about whether there is need for a Parks and Rec Commission, and if so, what is protocol between the Commission, City and Council.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

RDM to get Council approval on changes in Bylaws that the Commission deems necessary.

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Chapter 2.20

PARKS AND RECREATION COMMISSION*

Sections:

2.20.010	Purpose.
2.20.020	Members.
2.20.030	Duties.
2.20.040	Bylaws.

* Prior ordinance history: Ords. 68.1 and 141.

2.20.010 Purpose.

The Scotts Valley parks and recreation commission is established for the purpose of advising the city council on matters concerning city parks, open space, recreation, arts, cultural activities and/or other park and recreation services, or such other duties as may be directed from time to time, by the city council. (Ord. 68.2 § 1 (part), 1991)

2.20.020 Members.

A. The parks and recreation commission shall be comprised of five members to be appointed by the city council as provided in Section 2.21.010 of this title. Members shall serve at the pleasure of the city council and any member may be removed by the city council at any time.

B. In addition, the president of the board of trustees of the Scotts Valley Union School District may appoint one member of said board of trustees as an ex officio nonvoting member of the commission.

C. All members of the parks and recreation commission shall be subject to the limitations set out in Section 2.21.030 A of this title.

D. A chairman and vice-chairman shall be appointed annually by the commission from among its members entitled to vote. (Ord. 141.2 § 2, 1995; Ord. 141.1 § 2, 1991; Ord. 68.2 § 1 (part), 1991)

2.20.030 Duties.

The commission shall perform the following specific duties:

A. Advise the city council regarding policies for the acquisition, development, maintenance, and improvement of park facilities and make recommendations as appropriate.

B. Formulate and recommend to the city council, fee schedules, policies, rules and regulations for parksites and other recreation facilities.

C. Formulate and recommend to the city council a recreation and park program for the inhabitants of the city

which emphasizes general educational and recreational objectives for children and adults of the city; promotes and stimulates public interest in parks and recreation programs; and which encourages to the fullest extent possible, the cooperation of the local school authorities and other public and/or private agencies or interests.

D. Advise the city council regarding the acceptance or rejection of offers of donations of money, personal and/or real property to the city for recreational, park purposes and use and make recommendations where appropriate.

E. Advise the city council regarding the recreation division and parks division budgets and make recommendations as appropriate.

F. Perform other duties relating to recreation and park matters as may be dictated from time to time by the city council. (Ord. 68.2 § 1 (part), 1991)

2.20.040 Bylaws.

The commission shall adopt, and from time to time may amend, proposed bylaws for the conduct of its business and the holding of regular and special meetings. The bylaws, or any amendments thereto, shall not become effective unless and until they are first approved by resolution of the city council. The bylaws, or any amendments approved by the council, shall become the official bylaws of the commission. (Ord. 68.2 § 1 (part), 1991)

RESOLUTION NO. 1480

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY APPROVING BYLAWS
OF THE SCOTTS VALLEY
PARKS AND RECREATION COMMISSION**

BE IT RESOLVED by the City Council of the City of Scotts Valley that the **BYLAWS** (hereto attached) of the City of Scotts Valley Parks and Recreation Commission are hereby approved.

This resolution was adopted at a duly held regular meeting of the City Council on the 7th day of April 1993 by the following vote:

AYES: Lopez, Miller, Shulman, Koshland
NOES: None
ABSENT: Schmidt

Approved: *Gina Koshland*
Gina Koshland
Mayor

Attest:

Judi Coffman
Judi Coffman
City Clerk

CITY OF SCOTTS VALLEY
PARKS AND RECREATION COMMISSION

BYLAWS

ORGANIZATION AND MEMBERSHIP

In accordance with Section 2.20.010, the Scotts Valley Parks and Recreation Commission is hereby created for the purpose of acting as an advisory agency to the Council of the City on matters concerning parks, open space, recreation, arts, cultural activities, or services, insofar as they may relate to recreation, and such other activities or things as may be directed from time to time by the Council of the City. The commission shall consist of five members to be appointed by the Council of the City. Members shall serve four-year terms. There shall also be appointed as ex-officio non-voting member of the commission, one person to be appointed by the president of the Scotts Valley School District Board. All members of the commission shall serve at the pleasure of the council and any member may be dismissed by the council at any time.

SELECTION OF OFFICERS

As soon as practical, following the first day of November of each year, a chairperson and vice-chairperson shall be appointed by the commission from amongst its members.

CHAIRPERSON

The chairperson shall be selected by a majority vote of the members. The chairperson shall preside at all regular meetings and shall call all special meetings. He/she shall decide on all points of order and procedure during the meeting and his/her decision shall be final unless overruled by a vote of the commission. He/she shall represent the commission before the council whenever the chairperson, the commission, or the council considers it necessary.

VICE-CHAIRPERSON

The vice-chairperson shall be selected by a majority vote of the members. He/she shall assume all duties of the chairperson in the absence or the disability of the chairperson.

SECRETARY

The city manager shall designate a city employee to act as secretary who shall keep a record of commission proceedings and transactions.

ACTING CHAIRPERSON

In case of absence of both the chairperson and the vice-chairperson from any meeting, an acting chairperson shall be elected from amongst the members present to serve only during the absence of the chairperson and vice-chairperson.

MEETINGS

Open Meetings: All regular and special meetings of the commission shall be open meetings to which the public and the press shall be admitted.

Regular Meetings: Regular meetings of the commission shall be held on the third Thursday of each month and shall begin at 7:00 p.m. at city hall or another place specified at the previous regular meeting place.

Special Meetings: A special meeting may be called by the chairperson of the commission or by vote of the commission. Notice of such special meetings shall be given as required by law; and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Quorum: A quorum shall consist of three members of the commission.

Absence of Quorum: In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum, however, until a 15 minute period after the scheduled time of the meeting has elapsed.

COMMITTEES

All standing or special committees of the commission which may be necessary to carry out the functions or purposes of the commission shall be established by the chairperson or by vote of the majority of the commission. Such committees may include, but not be restricted to, members of the commission. The chairperson of the Parks and Recreation Commission shall make all committee assignments and appoint the chairperson of each committee. A verbal or written report may be made at any meeting of the commission by the chairperson or member of a committee on the subject under consideration by such committee.

VOTING

All questions shall be resolved by a majority vote of the members present. The vote shall be taken by a roll call vote, voice vote, by the raising of hands, or by any other manner calculated to ensure an accurate determination of the vote provided that at the request of any member the vote shall be taken by a roll call vote.

PARLIAMENTARY PROCEDURES

Roberts Rules of Order, revised, will govern procedures of the Parks and Recreation Commission meetings.

AMENDMENTS

Adoption: Immediately upon a favorable vote of the commission, these bylaws shall be in full force and effect; any and all provisions of previously adopted bylaws, policies, or procedures which may be totally or partially in conflict herewith, are hereby repealed.

Effect: These bylaws shall not be considered or construed as superseding any ordinance or direction of the City Council of the city of Scotts Valley, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the commission may direct its activities. Bylaws shall not be effective unless and until they are first approved by resolution of the city council.

City of Scotts Valley
PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: September 18, 2014
TO: Parks and Recreation Commissioners
FROM: Kristin Ard, Recreation Division Manager
SUBJECT: **Parks and Recreation Update**

SUMMARY OF ISSUE

Recreation Division:

The Recreation Division had a VERY busy start with Fall registration, it caught each one of us by complete surprise! We experienced numerous last minute registrations for our school-age programs, going LIVE with our new software program, all topped off by just trying to keep up. The Recreation Division Office staff deserves a BIG thank you for working together and hanging in.

I am happy to report even through crazy busy times, the Recreation Division was able to get two new Dodge vans. The price was so good, the City purchased one with Lennar money and the Advocates paid for the second. We are feeling fortunate to have reliable and safe vehicles for our staff and the children in our programs. In addition, the Siltanen Family Swim Center will receive a new automatic pool cover which is scheduled to be installed in October when lessons finish. The retaining wall for the hillside erosion next to the pool was also approved and should break ground next week.

Lastly, the Scotts Valley Pump Track is open and has been well received!

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

Enjoy!

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