



# AGENDA

## Meeting of the Scotts Valley Parks and Recreation Commission

**Date: October 16, 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 10-13-14 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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<p><b>Notice regarding Parks and Recreation Commission Meetings:</b> 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.</p> <p><b>Agenda and Agenda Packet Materials:</b> 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: <a href="http://www.scottsvalley.org">www.scottsvalley.org</a> 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 <a href="http://www.scottsvalley.org">www.scottsvalley.org</a>.</p>
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**CALL TO ORDER**                      6:00 p.m.

**ROLL CALL**

<p><b>PUBLIC COMMENT TIME</b></p> <p>This portion of the agenda is reserved for discussion by the public of items which are <b>NOT</b> 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 special meeting minutes of 9-18-14

## **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. Shade Structure at Skatepark, video presentation by Ben Lemus (oral)
2. Recreation Division Park and Program Update, staff report
3. Park Impact Fees and Master Plan – 5-year review of funds collected and expenditures
4. Glenwood/K Street Update, clarification on fencing/lighting (oral)
5. Parking on City Park Property, relevant ordinances (oral)

## **FUTURE AGENDA ITEMS**

1. Octagon Building
2. Animal Control
3. Arborist Reports
4. Split Rail Fencing
5. 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.

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**CITY OF SCOTTS VALLEY  
PARKS AND RECREATION COMMISSION  
MEETING MINUTES  
September 18, 2014**

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

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

**ABSENT:**

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

**PUBLIC COMMENT**

Commissioner Brannan attended the City Council meeting on June 18, 2014 and improvements to the Glenwood Trail were discussed without input from the subcommittee.

Commissioner Seib asked for more detail to be included with agenda topics to help identify the issue that will be discussed.

**CONSENT AGENDA**

**M/S: Smith/Thelen**  
**Approve minutes of August 21, 2014**  
**Approve: 5/0/0**

**ALTERATIONS TO REGULAR AGENDA**

None

**REGULAR AGENDA**

**Linear Park Trail**

Comm. Sanguinetti spoke with SVPD Chief regarding noise along the linear trail and at the tennis courts. Chief Weiss encourages residents to call with noise complaints. City code defines park hours as sunrise to ½ hour past sunset, and prohibits excessive noise at any time. Commissioners recommended posting laminated signs at entrances to the trail to educate the public, and the online site "Next Door" was discussed.

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**M/S: Brannan/Thelen**

**“Ask Chief Weiss to write a letter to be mailed to Skypark residents which includes the phone number people should call to report violations. Direct Public Works to post two laminated signs at entrances to the Linear Park Trail and two more along the trail stating the ordinance and phone number to call to report violations.”**

**Carried: 5/0/0**

**Skate Park Shade Structure**

Guest speaker not able to attend. RDM Ard asked Commissioners for a brief history of the project.

**Parks and Recreation Bylaws**

Commissioners reviewed the general codes and bylaws attached and advised RDM Ard to correct meeting place and time for Parks and Recreation meetings. Commissioners agreed that the purpose of the Parks and Recreation Commission is to advise City Council, and that they serve at the pleasure of the Council. Subcommittees are utilized to save staff time. Commissioner Sanguinetti added that the Commission’s purpose remains the same, even as staff and needs change over time.

**M/S: Seib/Sanguinetti**

**“To accept the Parks and Recreation Commission bylaws with corrections to meeting location and time, and forward to City Council for approval.”**

**Carried: 5/0/0**

**Recreation Division Park and Program Update**

RDM Ard reported that two new vans were purchased for the Recreation Division, one by the Advocates and one with funds from Lennar. The project to repair the erosion at the Siltanen Pool is slated to begin next week. Pump track is now open!

**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: October 16, 2014**

**City of Scotts Valley**  
**PARKS AND RECREATION COMMISSION STAFF REPORT**

**DATE:** October 16, 2014  
**TO:** Parks and Recreation Commissioners  
**FROM:** Kristin Ard, Recreation Division Manager  
**SUBJECT:** Parks and Recreation Update

**SUMMARY OF ISSUE**

**Recreation Division:**

What an AMAZING month October has been for the Recreation Division. We had the grand opening of the Scotts Valley Pump Track and the Annette Marcum Community Garden. The Senior Center is hosting a Sponsor Appreciation and Raising of the Flag ceremony this Friday evening. The flagpole and labor was generously donated by the Moose and the actual flag was donated by our former Senior Center Coordinator, Janet O'Neil. Next up is our first Movie in the Park at Skypark on Friday, October 17! Free for the community, we will be showing Hotel Transylvania at 7:00pm.

At Siltanen Park, the Public Works staff has been working hard and was able to complete the retaining wall for the hillside erosion near the pool. They have completed grading, and once the pool closes for the season they will fill in the cavities around the pool by cutting a hole in the pool deck and pumping in concrete.

Linear Park Trail had signs posted at all entrances regarding park hours and noise with the corresponding municipal codes. In addition, Chief Weiss wrote a letter with the police department phone number included, and Recreation mailed it out to each resident and home owner on September 24.

Lastly, the Recreation Office is happy to report each work station now has a new computer. Also, we have a new front counter on order which will allow our office assistants to be first to greet the public. This will help minimize interruptions for the Administrative Secretary. We were able to purchase this with ergonomic funds because our counter is a work station but you can only stand at it. Needless to say, we are extremely excited!

**FISCAL IMPACT**

None at this time.

**STAFF RECOMMENDATION**

Enjoy!

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**City of Scotts Valley**  
**PARKS AND RECREATION COMMISSION STAFF REPORT**

**DATE:** October 16, 2014  
**TO:** Parks and Recreation Commissioners  
**FROM:** Kristin Ard, Recreation Division Manager  
**SUBJECT:** Park Impact Fees and Master Plan

**SUMMARY OF ISSUE**

As requested by the Commission, a five year overview showing the monies collected from park impact fees and the expenditures from the fund has been provided. I have also included the list of scheduled parks where funds from the park impact fees can be used. The Parks Master Plan will be available at the meeting for review.

Also included is the City Wide Projects/Needs which lists finished projects and those remaining to be done.

**FISCAL IMPACT**

None at this time.

**STAFF RECOMMENDATION**

Discuss projects needing to be done which can be funded by Park Impact Fees. Decide if Recreation Division Manager should present any projects to Council.

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CITY OF SCOTTS VALLEY  
DEVELOPMENT IMPACT FEE FUNDS

FUND NO.	FUND NAME & PROJECT DESCRIPTION	FUND BALANCE 7/1/2009	IMPACT FEES	INTEREST EARNINGS	COST DETAIL	TOTAL COSTS	FUND BALANCE 6/30/2010
9	<b>PARKS &amp; RECREATION FACILITIES</b> Glenwood Long-Term Management Plan Mower	219,280	45,010	1,155	(60,728) (14,715)	(75,443)	190,002
		FUND BALANCE 7/1/2010	IMPACT FEES	INTEREST EARNINGS	COST DETAIL	TOTAL COSTS	FUND BALANCE 6/30/2011
9	<b>PARKS &amp; RECREATION FACILITIES</b> Glenwood Long-Term Management Plan	190,002	50,211	1,087	(1,972)	(1,972)	239,328
		FUND BALANCE 7/1/2011	IMPACT FEES	INTEREST EARNINGS	COST DETAIL	TOTAL COSTS	FUND BALANCE 6/30/2012
9	<b>PARKS &amp; RECREATION FACILITIES</b> Siltanen Pool Surfacing Skypark Undergrounding/Landscape Skypark Asphalt Paving	239,328	137,577	803	(10,047) (11,445) (63,359)	(84,851)	292,857
		FUND BALANCE 7/1/2012	IMPACT FEES	INTEREST EARNINGS	COST DETAIL	TOTAL COSTS	FUND BALANCE 6/30/2013
9	<b>PARKS &amp; RECREATION FACILITIES</b> Recreation Computer Upgrade	292,857	196,429	594	(3,675)	(3,675)	486,205
		FUND BALANCE 7/1/2013	IMPACT FEES	INTEREST EARNINGS	COST DETAIL	TOTAL COSTS	FUND BALANCE 6/30/2014
9	<b>PARKS &amp; RECREATION FACILITIES</b> Recreation Computer Upgrade Playground Safety Inspections Playground Mulch Skypark See-Saw Glenwood Bridge Project (Grant Match)	486,205	186,177	1,088	(3,533) (1,175) (17,090) (4,912) (50,000)	(76,710)	596,760

CITY OF SCOTTS VALLEY

PARKS AND RECREATION FACILITIES  
PROPOSED PARK SYSTEM AT BUILD-OUT  
JANUARY 1994

PARKS AND RECREATION FACILITIES

#	PARK NAME	TYPE	ACRES		PARK DEVELOPMENT COSTS			TOTAL
			OWNED	NEEDED	ACQUISITION	DEVELOPMENT		
<b>PARKS CURRENTLY OWNED BY CITY</b>								
1	MORROW	MINI PARK	0.50				150,000	150,000
2	GATEWAY NORTH	MINI PARK	0.50					
3	GRANITE CREEK	MINI PARK	0.50				150,000	150,000
4	KENTWOOD COURT	MINI PARK	0.50					
5	LUNDY LANE	MINI PARK	0.75				225,000	225,000
6	QUARRY PARK	NEIGHBORHOOD	5.00				1,000,000	1,000,000
7	MACDORSA PARK	NEIGHBORHOOD	5.00				25,000	25,000
8	SILTANEN PARK	COMMUNITY	7.50					
9	LODATO PARK	OPEN SPACE	40.00				67,500	67,500
<b>PLANNED PARKS</b>								
10	SANDRAYA HEIGHTS	MINI PARK		0.50	261,360	150,000		411,360
11	A. ACQUISITION & DEVELOPMENT	COMMUNITY						
11	SILTANEN PARK - PHASE II	COMMUNITY		3.50	1,599,500	700,000		2,299,500
12	A. ACQUISITION & DEVELOPMENT	COMMUNITY						
12	SKYPARK PARK	COMMUNITY		17.00	4,000,000	3,400,000		7,400,000
12	A. ACQUISITION & DEVELOPMENT							
12	B. COMMUNITY CENTER							
12	C. POOL							
13	POLO RANCH	NEIGHBORHOOD		5.00			1,388,500	1,388,500
14	BERGSTROM	NEIGHBORHOOD		1.00			1,110,800	1,110,800
15	GATEWAY SOUTH	NEIGHBORHOOD		2.50	1,306,800	750,000		2,056,800
16	GLEN CANYON/MT HERMON	NEIGHBORHOOD		2.00	1,045,440	600,000		1,645,440
17	HOLMES	NEIGHBORHOOD		1.00			310,125	310,125
18	CIMERRA	OPEN SPACE					67,500	67,500
19	LISSNER	OPEN SPACE					67,500	67,500
20	GREEN HILLS	OPEN SPACE					67,500	67,500
21	ERBA LANE	NEIGHBORHOOD	0.50				70,000	70,000
<b>SCHOOL SITES</b>								
<b>TOTAL</b>			60.75	32.50	8,213,100	11,609,550		19,822,650

(1) MAY CHANGE DUE TO SKYPARK DEVELOPMENT AGREEMENT

May 15, 2014 - City-Wide Projects/Needs Solid pink = Project completed, Partial pink = Project in the works!

	Score	Project	Description	Cost
<b>ALL PARKS</b>	6,3	Playground signs at each park for ages 2-5 and ages 5-12 (total of 10 signs)	Each park has inadequate signage. Need signs that include no drawings and surfaces maybe hot.	\$6,700
	6,5,5	Wheelchair access platforms at MacDorsa, Siltanen and Skypark 5-12 and 2-5; Entry ramp at Skypark 5-12; Pour in Place or mats at MacDorsa, Siltanen, Hocus Pocus, and Skypark 5-12		\$1200 each
	1,4,1,5	ADA inspection of facilities		
<b>MACDORSA</b>	8	New play structure and ½ basketball court	Cost is for demolition of existing play structure, new play structure and installation. BB court not included in cost.	\$30,000
	2,5	Scott House new roof and paint		
	4,3,2	Retaining walls on hill, posts are rotten	Wooden posts on retaining wall near gazebo are rotten. Cement block \$2,500. Wood \$1800	\$2,500
<b>SKYPARK</b>	7,7	ADA accessible drinking fountain at tennis courts		\$6,100
	4,8,10	Child size picnic tables for Birthday Gazebo	Current tables have rust. Removed some that were rusted through.	\$3,500
	1	Additional Gazebo	2 <sup>nd</sup> rental gazebo for Skypark	
	7,9	Tennis court resurfacing	Courts have cracks and buckles from mushrooms in soil underneath. Repair and resurface.	\$14,000
		Storage shed at tennis court	Rubbermaid shed continually gets broken into.	
		Sidewalks around Bocce courts	Finish sidewalk around courts and add drainage.	\$18,000
	2,9	Shade for Bocce courts	Shade structure over entire courts - \$75,000	
	9	Tennis court shade	Shade coverage over pergolas and benches on ends - Needed for parents watching lessons.	
		Additional bocce courts		
		Tennis court parking lot, handicapped space(s)	Resurface parking lot and add additional spaces.	
10	Linear trail, add fines	Add fines to make level so there isn't a tripping hazard.		
4	Birthday gazebo, rusted	Replace OR try to rid of rust and repaint.		
5,3	Skatepark shade	Shade structure for the skate park possibly over the bleachers.		

<b>SILTANEN PARK</b>	1,3,1	Hillside erosion under pool	Retaining wall built to hold hillside by the pool. Ground squirrels and water run off has caused under the pool to be exposed.	
	9	BBQ upgrade	Entire BBQ and shade cover redone.	
	8,8	ADA drinking fountain		\$6,100
	10,6	Shugart Park lighting along safe route to school		
	9	New pool cover	Install automatic pool cover. Better for keeping pool clean and efficient heating. Vandalism: tables, chairs, trash cans won't go in pool. Currently we purchase a new pool cover every year.	\$7,500
	7	Basketball court resurfacing		
<b>HOCUS POCUS</b>	10,4	Community Center tables and chairs		\$15,000
		Community Center backyard, pathway not to code	Install a 4' X 110' sidewalk. Cost includes excavating and 4" base rock.	\$8,700
<b>GENERAL</b>	2	New modular units at VH and BK with bathrooms and kitchen		
	6	Van for Recreation Division		
	3,7,6	Tree Inspections		
	8	Sand Volleyball Court		
		Shugart Park amenities		
	2	Glenwood Trail parking lot		
		Senior Center door and patio	Cost includes materials and installation of door and concrete patio.	\$5,500
		Senior Center sound system		
		Octagon Building relocation		
		Split Rail Fence Replacement	Split rail fence throughout the City is falling apart.	