



County of Santa Cruz

DEPARTMENT OF PARKS, OPEN SPACE & CULTURAL SERVICES

979 17TH AVENUE, SANTA CRUZ, CA 95062

(831) 454-7901 FAX: (831) 454-7940 TDD: (831) 454-7978

JEFF GAFFNEY
DIRECTOR

PARKS AND RECREATION COMMISSION AGENDA

Monday, August 1, 2016
7:00 pm
Regular Meeting

Simpkins Family Swim Center
979 17th Avenue
Santa Cruz, CA 95062

I. CALL TO ORDER / ROLL CALL

II. AGENDA MODIFICATIONS OR LATE ADDITIONS

III. CONSENT AGENDA (Action)

- A. Approve minutes from June 6, 2016 Page 1
- B. Consider Reports:
 - 1. Maintenance Section – Status Report Page 2-3
 - 2. Facilities Section – Status Report Page 4
 - 3. Recreation Section – Status Report Pages 5-7
 - 4. Aquatics Section – Status Report..... Pages 8-10
 - 5. Planning Section – Status Report..... Pages 11-12

IV. ORAL COMMUNICATIONS

Opportunity for persons to address the Commission on matters which are within the scope of responsibility of the Commission but not on today's agenda. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Oral Communications.

V. DIRECTOR'S REPORT

VI. REGULAR AGENDA – Information Items

- 1. Discuss possible future drone policy in County Parks (Page 13)

VII. REGULAR AGENDA – Action Items

- 1. Discuss meeting formats and locations for 2017
- 2. Make updates to Parks and Recreation Commission By-laws (Pages 14-17)
- 3. Discuss Mission Statement (Page 18)

VIII. WRITTEN CORRESPONDENCE LISTING (Page 19)

IX. ADJOURNEMENT



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JEFF GAFFNEY
DIRECTOR

PARKS & RECREATION COMMISSION Minutes of June 6, 2016, 7:00 p.m. meeting 979 17th Avenue Santa Cruz, California

I. ROLL CALL

Present: Kate Minott, Mariah Roberts, Jim Rapoza, Alex Sibille
Staff: Jeff Gaffney, Jennifer Mead

II. AGENDA MODIFICATIONS:

Motion to accept the agenda as presented. (Minott/ Rapoza 4/0)

III. CONSENT AGENDA

Approved minutes from April 4, 2016 and accepted and filed reports.
(Minott/ Sibille 4/0)

IV. ORAL COMMUNICATIONS (none)

V. DIRECTOR'S REPORT – Director Jeff Gaffney gave his report to the Commission.

VI. REGULAR AGENDA – Information Items

1. Director Gaffney reported back on potential options for Pickleball courts at Brommer Park.
2. Director Gaffney and the Commission reviewed the Parks 2016-17 Budget.

VII. REGULAR AGENDA – Action Items

3. Kate Minott was elected Chair of the Commission (Sibille/ Rapoza 4/0)
 - a. Steven Bennett was elected Vice-Chair (Minott/ Rapoza 4/0)
4. Motion for current Chair and new Chair to work with staff to issue a letter of proclamation declaring July Parks & Recreation month by the end of June (Rapoza/ Sibille 4/0)

VIII. ADJOURNMENT – Meeting Adjourned at 8:07 p.m. (Minott/ Sibille 4/0)



County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS PARKS, OPEN SPACE, AND CULTURAL SERVICES DIVISION

979 17TH AVENUE, SANTA CRUZ, CA 95062

(831) 454-7901 FAX: (831) 454-7940 TDD: (831) 454-7978

JOHN J. PRESLEIGH
DIRECTOR OF PUBLIC WORKS

DATE: July 27, 2016
TO: PARKS & RECREATION COMMISSION
ARTS COMMISSION
FROM: GRETCHEN ILIFF, MAINTENANCE DIVISION
RE: STATUS REPORTS ON CURRENT PROJECTS

PARKS, BUILDING, AND GROUNDS MAINTENANCE

NORTH COUNTY PARKS (Highlands, Ben Lomond, Felton Covered Bridge, Probation, Michael Gray Field, Quail Hollow Ranch and the North Coast)

Uniforms are coming! The uniform committee selected the color and style of new maintenance staff uniforms and the staff should be all wearing them by the end of the month.

Staff repaired a water line at the Michael Grey Field.

Staff rototilled the arena at Quail Hollow ranch, replaced several broken corral boards, and added base rock to some of the horse stalls.

MID-COUNTY PARKS (AJC, Government Center, Emeline Complex, Twin Lakes, Brommer, Felt, Floral, Coffee Lane, Soquel Lyons, Jose Avenue, Winkle Farm, Willowbrook Lane, Moran Lake, Maplethorpe, Santa Cruz Gardens, Heart of Soquel Plaza, The Farm, Mid-County beach access areas)

Staff prepared a new site for a food vendor at The Hook parking lot; Lucy's hot dogs will be selling there this month.

One large dead Eucalyptus tree and one large tree were pruned at Jose Ave Park under the bridge. It took the contractor about 10 days to do the work.

Anna Jean Cumming Park and Brommer Park turf areas were fertilized and aerated this month.

SOUTH COUNTY PARKS (Polo Grounds, Valencia Hall, Hidden Beach, Seascape, Aptos Village, South County Beach access areas, Scott Park, Scott Estate, Aldridge Lane, Mesa Village, Pinto Lake, Freedom Government Annex, Seacliff Village Park)

The metal storage bins at Polo Grounds Park were painted this month

The play structure at Seascape was painted and a few replacement parts were installed.

Staff have been spending time maintaining the drought tolerant landscaping that was installed at the Freedom Governmental Annex; fine tuning the drip irrigation, controlling gophers, and planting replacement plants.

SIMPKINS FAMILY SWIM CENTER

Staff at Simpkins repaired a seal in the main pool pump, replaced a chlorine feed pump, and installed new emergency exit lighting.

Six new temporary staff were hired and received training in equipment operation, playground maintenance and spill prevention.



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JEFF GAFFNEY
DIRECTOR

DATE: July 27, 2016
TO: Parks & Recreation Commission, Arts Commission
FROM: Mary Chavez, Program Coordinator
RE: Facilities Division Status Report- July/August 2016

Summary for reservations in the Parks for the month of July and August 2016, (excluding SFSC):

Attendance at Reserved Facilities:

The summer months of July and August have been seasonally busy. There were approximately 865 bookings of the various Park sites, including reservations of picnic areas, meeting rooms, wedding and event locations, special events and athletic field rentals. Staff estimates that over 79,000 park visitors attended events in reserved facilities during the months of July and August.

Center and Meeting Room Rentals in July and August 2016:

Park Centers host a variety of events, including wedding receptions, family events and various non-profit events. July and August hosted 40 weddings, receptions and events held at our various Park Centers with rental revenues totaling \$44,275. These two months also included 43 meeting room rentals totaling \$1,120.

Picnic Areas in July and August 2016:

Picnic area rentals have filled up the monthly schedules with 80 picnic rentals taking place during these two months and revenues totaled \$11,430. Twenty of these picnics (25%) are annual picnics for non-profits.

Athletic Fields in July and August 2016:

While soccer leagues maintain full use in spring through fall, most spring baseball leagues have finished their season of play. Over 510 individual field bookings in 18 athletic fields took place in July and August, including the annual **Cabrillo Crushers Blast by the Bay** softball tournament in July at Anna Jean Cummings Park and the **Santa Cruz Breakers Cup** soccer tournament, which will take place during two full weekends in July and August for boys and girls youth soccer at Polo Grounds and Anna Jean Cummings Parks. Revenues totaled \$27,820.

Special Events in July and August 2016:

The public at large as well as non-profit organizations have benefited from the wide variety of special events and ongoing programs in County Parks. The month of July hosted the annual **4th of July Celebration** (Aptos Chamber of Commerce) at Aptos Park, the **Polo Grounds Bike Park grand reopening celebration** (Mountain Bikers of Santa Cruz) along with the **White Hawk Dancers** at Pinto Lake County Park and the **Farm to Fork Gala Dinner** (Community Bridges) at Aptos Park. August events include a three-day **CA Beer Festival** (Gen Giammanco Foundation) at Aptos Park, the **Jim Walters Memorial Tournament** (Scotts Valley Boosters) at Highlands Park, the **Tequila and Taco Festival** at the County Government Center and San Lorenzo Park (Gen Giammanco Foundation) and the **Watsonville Music Festival** (Festival Fundraiser Network) at Pinto Lake County Park.

Ongoing programs include a variety of fitness and recreational programs. **All About Me Fitness** program takes place twice weekly at the Highlands Park meeting room. Save Our Shores coordinated weekly clean-ups through the **Adopt-A-Beach** program at Davenport Beach, along with another successful July 5th clean-up at beaches throughout the county, providing more than 2,000 free bags to 4th of July beachgoers and collecting up to 3,000 pounds of trash and recycling between Davenport and Carmel. **Together in the Park** program, sponsored by Mountain Community Resources, provide for weekly parent-child play groups at Felton Covered Bridge. **Good Dog Santa Cruz** is providing weekly dog training at Willowbrook Park. The **Lucky Steppers Square Dance** group enjoys another fun summer of dancing at the Ben Lomond Dam Park. The Sheriffs Office sponsors a **National Night Out** event at Mesa Village Park in August. **Santa Cruz Pickleball** continues weekly use of Willowbrook Park courts and has biweekly use of Brommer Street Park. Also several new concessionaires are selling good eats at park sites, including **Cleo's Cookies** (Chanticleer Park Neighbors Association) at Pleasure Point Park, The Hook, and Chanticleer Park as well as weekly **Taco Tuesdays**, coordinated by **Food Trucks A Go Go**, at Anna Jean Cummings Park, and **Lucy's Hot Dogs** at The Hook parking lot.



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Jeff Gaffney
Director

DATE: July 27, 2016
TO: Arts Commission, Parks and Recreation Commission
FROM: Kathy DeWild, Program Coordinator
RE: Recreation & Cultural Services Division Status Report – May-July, 2016

ARTS AND CULTURAL

Art Exhibitions

Jane Ferguson's acrylic paintings are on exhibition at the Simpkins Family Swim Center / Parks office through August 1. Jane Ferguson's paintings go up the week of May 30.

Traffic Box Art

Vanessa Stafford completed painting of three traffic controller boxes located at the intersection of Paul Sweet Road and Soquel Drive, near the Highway 1 north on-ramp. The project was funded by the Arts Council and approved by Caltrans.

Community Public Art Projects – Just in Time (JIT) Panel

Work on the second of two community-initiated public art projects, approved by the JIT Panel, was recently begun. Initiated by Haley Turner, Program Manager of the Graffiti Removal Project, the four-panel mural is being painted on the long retaining wall at Soquel Ave. and Cunnison Lane, which is behind the Farm Park bus stop; it features pop-art style imagery inspired by patterns found on a farm, painted by local artist Steve Rankin. See the April 1 edition of the Aptos Times for a story about this project.

Artist of the Year Award – A full house (to the rafters!) was in attendance for Shmuel Thaler's 2016 Artist of the Year "Profile Performance" at the Museum of Art & History on May 27. After awards were presented, Shmuel and longtime friend, Wallace Baine, had a conversation about Shmuel's work while images of his "Photo a Day" project were shown on large screen behind them. Afterward, a few of Shmuel's friends played the "Santa Cruz Song," inviting the audience to sing along. Photos from the evening, as well a snippet of video of the sing-along, can be found on the Parks Department website on the Artist of the Year page.

Nominations for 2017 Artist of the Year have closed. Five artists submitted their work for consideration by the County Art Commission.

Percent for Arts – Public Art Projects - The artwork for the Heart of Soquel has been completed and installed by local artist Juan Ramón Gimeno. Gimeno titled his piece *Old Tree*; sitting atop a 5' concrete pedestal, the surface of textured porcelain and stoneware in neutral colors mimics the look of a weathered, fossilized Cypress tree.

ADULT AND SENIOR PROGRAMS

In June, Senior Mall Walk program participants had their hard work acknowledged at the Mall Walkers 27th annual awards ceremony. Many walkers received awards for attaining their goals and reaching new mileage categories. Volunteers for the program were also honored and recognized for their hard work and dedication. Lastly, we raffled off great prizes donated by generous area merchants. June also featured a trip to see "Motown the Musical" at the Center for the Performing Arts in San Jose and a guided tour of the newly renovated and expanded SFMOMA.

On July 22, Senior Mall Walkers will have a potluck picnic at Anna Jean Cummings Park, complete with a rousing game of Bingo.

August will feature a trip to Angel Island for a narrated tram tour around the island and a guided tour of the Immigration Station. Also, registered Giants fans get to see their team in action playing against the Arizona Diamondbacks. Go Giants!

YOUTH RECREATION PROGRAMS

La Selva Beach Summer Camp

La Selva Beach Summer Camp is in full swing of our third three -week session as we continue with what has been a wonderful summer. The last week of July, the theme is Drama & Theater week with fun, exciting activities such as action movie beach challenge, drama skits, movie monster charades, island hopping, costuming, hula hoop fun, paper bag skits, dance choreography and a summer tree craft. Highlights for Drama & Theater week are a field trip to Jose Avenue Park & the Simpkins Swim Center, Friday Manresa Beach Day, and Thursday Late Night. Our Thursday Late Night Event includes games at the beach, a bonfire, s'mores, a game at Triangle Park and a dance party at the La Selva Beach Club House.

Past Special Guests at the La Selva Beach Library include a Magic Show, a Samba Kids Presentation and a Nor Cal Bats presentation. The children have also been going to the library each Thursday afternoon for an hour-long Mine Craft Session that has continued to be very popular.

We have several junior high and high school students volunteering their time at La Selva Beach Summer Camp as part of our Summer Youth Volunteer Program. Each volunteer has gone through an application, interview and training day session. They assist staff and are trained to be possible future recreation leaders. In addition, we have several campers as part of our V.I.T. (Volunteers in Training) program which is also very popular! All campers going into 5th, 6th &

7th grade are eligible to be a V.I.T. They simply need to fill out an application and go through an interview.

Past feild trips have included the Santa Cruz Beach Boardwalk, Raging Waters, Laser Tag & Bowling, Finding Dora Movie as well as a few trips to the Simpkins Swim Center. Each Friday we go to Manresa Beach. Future field trips will include Paramount's Great America and the Santa Cruz Roller Palladium.

We have had an awesome summer and look forward to our last few weeks at La Selva Beach Summer Camp!

QUAIL HOLLOW RANCH INTERPRETIVE PROGRAMS

Park staff met on Tuesday, May 17 to review a new park display on the rare species of the park.

A new day-camp volunteer, Gabe Ahrens, attended the County Park volunteer training given by Oscar Arroyo on Saturday, May 21 in preparation for his participation as a volunteer at this years' Time Travelers Day Camp.

Christian Schwarz organized a training in preparation for the upcoming Small World Series in the fall. The training took place on Sunday, July 10 in which microscope techniques and identification of species were addressed.

Recent Interpretive Programs and Activities:

- Christian Schwarz led a preschool class to the pond for another bug hunt on Sunday, May 23 from 10:00 – 11:30 a.m. a total of about 30 kids attended the program.
- Sean Warton led the San Lorenzo Valley High School Watershed program to the Sandhills with the 4th Trek of the Forbidden Sandhills on Friday May 27 from 12:45-2:45 p.m.
- A pendulum Dowsing class with Susan White-Rose took place on Sunday, May 29 from 2:00 -4:00 p.m.
- Day camp training took place on Thursday, July 7 from 8:30 a.m. – 12:30 p.m. with Jeremy Lin leading. A total of 3 volunteers attended.
- The Santa Cruz Astronomy Club was back for another Stellar Experience Star Gazing at Quail Hollow. A record of about 13 club members has telescopes available. About 20 people attended.
- Time Travelers Summer Day Camp is running Monday through Friday July 11 – 22 from 9:00 a.m. – 3:00 p.m.
- Alex Rinkert offered Birding Through the Habitats on Sunday, July 17 from 8:00 – 10:00 a.m. with 23 in attendance.
- Another Hypertufa Garden Planters class with Simon Stapleton and Karen Coza was offered on Sunday, July 17 from 1:00 – 3:00 p.m. with 13 attending.
- Christian Schwarz will lead a Moth Ball on Sunday, July 24 and Friday July 29 from 8:00 – 11:00 p.m. in celebration of National Moth Week. Christian has attracted notable biologists in the field to assist in identification.



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Jeff Gaffney
Director

DATE: July 27, 2016
TO: Parks and Recreation Commission, Arts Commission
FROM: Margaret Ingraham, Aquatics Supervisor
RE: Aquatics Division Status Report

AQUATIC PROGRAMS

Summer June 11 – August 21, 2016

Lap Pool hours:

Mondays through Friday from 6:00 am to 7:30 pm.
Saturday and Sunday from 9:00 am to 4:00 pm

Warm-water Pool:

The warm-water pool is available for general use on:

Monday – Friday 6:00 – 9:00 am and 1:00 – 3:30 pm (Rec. Swim)

Saturday and Sunday 9:00 am - 10:30 am (adults only)
 10:30 am – 12:30 pm (adults & kids 6 years and younger)
 1:00 – 4:00 pm (Recreation Swim ~ all ages)

Recreation Swim – This includes the Warm Water Pool, splash ZONE, the shallow area of the 50M pool, the slide, climbing wall, and on Fridays and Saturdays the WIBIT (Floating play apparatus)

Summer Swim Lessons – Summer swimming lessons began on June 11th. Sessions are available Monday thru Friday evening, Monday/Wednesday/Friday evening, Tuesday thru Friday morning and Tuesday/Thursday morning. Lessons are also offered on Saturdays!

Private lessons are available as well!

Pool Junior Lifeguard Program – The pool Junior Guard Program is very popular and has been full all summer with a total of 357 children for Junior Guards and 139 children for Little Guards!

The Little Guard program is designed for children ages 5 and 6. They spend the day at the pool and do a variety of activities with emphasis on improving their swimming ability, and safety awareness. The little guards get to participate in a variety of activities including: stand up paddle boarding, kayaking, and fitness based games. They also get to experience sitting in a lifeguard chair, the buoyancy of a lifeguard tube, and they practice performing reaching assists. The little guards also enjoy a day on the beach with the big Junior Guards, and have their own special field trip to the Central Fire Station where they get to hold the fire hose as a firefighter sprays water or attend a presentation from a State Parks Lifeguard who brings the rescue truck and jet ski for the children to climb on.

The Junior Lifeguard program continues to be an incredible experience for children ages 7-13. This program gives children an insight into the fun and rewarding job of protecting and saving lives at the pool. The program strengthens their swimming ability and confidence in and around the water, and introduces them to lifeguard rescue skills. Participants also enjoy special activities such as: kayaking, stand up paddle boarding, CPR demonstrations, climbing wall and slide time, a day at the beach, and a field trip to Golfland in San Jose.

Junior Lifeguard Volunteers – Our Junior Lifeguard volunteer program continues to be successful and rewarding for young adults ages 13 – 15. The program encourages past participants that have reached the age of 13 to volunteer their time helping with the younger children in the program and assisting the leaders. The volunteers allow the program to offer more hands on teaching, and assist the leaders in their daily tasks. The volunteers learn a new level of responsibility, and it gives them a closer look at what being a lifeguard at Simpkins Family Swim Center is all about. Not only do the volunteers benefit, but the junior guard program benefits as well, as we are able to improve the quality of the program without adding staffing costs.

Rebecca Hurley, Aquatic Coordinator received over 20 applications, and accepted 18 to help throughout the summer.

Adult Fitness Swimming – Adult Fitness Swimming is very popular at the Simpkins Family Swim Center. The best-attended workouts are Tuesday and Saturday mornings; up to 49 swimmers fill the 50-meter pool at these times. Fitness swimmers may choose from several different workout times: Mondays at 6:00 am; Tuesday & Friday workouts are at 6:00 am and 12:00 pm; Wednesdays at 6:00 am and 6:00 pm; Fridays at 6 am and 12 pm; Saturday & Sunday workouts are offered at 9:00 am.

Water Aerobics & Exercise – The water exercise classes this year continue to reach their highest capacity to date. Water exercise is an excellent way for people to meet their fitness goals without impact on the joints. Classes are designed to appeal to all levels of ability including, healthy, pre-natal, seniors, and rehabilitating or cross training fitness enthusiasts. A monthly calendar is available with dates, times and instructors names. Previous swimming or water-exercise experience is not required for participation in any of the water exercise classes.

Child Care – Bill Simpkins donated funds to start a child care program at the swim center and staff is very excited to bring this service to the swimmers. Child care started on July 11th and the hours are:

9:30 AM – 1:30 PM weekdays

Cost per child: \$5 per hour ~ or multiple entry passes are available

Ages: 6 months and up

Water Polo – Sundays from 10:30 am - 12:30 pm. Participants must be a member of USAWPA to participate in the program.

Lifeguard Training Exercises – During the summer months lifeguards are required to attend weekly trainings to practice skills and participate in educational sessions. So far this summer staff has covered such topics as:

Victim Recognition

Full facility EAP (Emergency Action Plan) scenario practices

CPR and First Aid skills

Swim Lesson Instructor refreshers

Spinal injury management skill practice

Special Events at the pool:

On July 4th we held our annual FREE SWIM which is co-sponsored by the Simpkins Family! Over 600 families enjoyed the pools, slide, WIBIT, climbing walls and a BBQ sponsored by the Boys and Girls Club.

On August 28th from 12-4 we will be hosting our 2nd annual Parks and Rex event. Join the Santa Cruz County Animal Shelter and the Santa Cruz County Parks Department for this fun and festive special day. This special event is a fundraiser for County youth recreation and aquatic programs.

Pool Rentals:

Swim Teams - The Cabrillo Threshers and Santa Cruz County Aquatics swim teams continue to rent lanes in the 50-meter pool. The swim teams offer school-age competitive swimming programs Monday through Friday from 4:00 to 7:30 p.m.

Private Pool Parties – Private Pool Parties are available on Saturdays & Sundays. A variety of aspects of the facility may be rented for Private Pool Parties, from just the warm pool to aspects accommodating up to 110 people. Private Pool Parties are scheduled on weekends, spring, summer and fall, after the facility has closed to the public.



JEFF GAFFNEY
DIRECTOR

County of Santa Cruz

DEPARTMENT OF PARKS, OPEN SPACE & CULTURAL SERVICES

979 17TH AVENUE, SANTA CRUZ, CA 95062

(831) 454-7901 FAX: (831) 454-7940 TDD: (831) 454-7978

DATE: JULY 27, 2016
TO: PARKS & RECREATION COMMISSION
FROM: SHERYL BAILEY & WILL FORT, PLANNING DIVISION
SUBJECT: PARKS PROJECT PLANNING AND CONSTRUCTION STATUS REPORTS ON CURRENT PROJECTS

NORTH COUNTY PARKS (Highlands, Ben Lomond, Felton Covered Bridge, Probation, Michael Gray Field, Quail Hollow Ranch and the North Coast)

Quail Hollow/Pace Property Trail Planning: Parks staff met with the property owner regarding a proposed new trail from the Quail Hollow to the Pace Property.

Felton Library: Parks staff continues to work with other County staff to develop the scope of work for the first phases of site planning, development permit applications and environmental review for a new outdoor classroom and restoration of native riparian vegetation along Bull Creek

Scotts Creek Beach: Parks staff participated in a Technical Advisory Committee meeting for the initiation of the long-term planning for Scotts Creek lagoon restoration and Caltrans bridge replacement project.

MID-COUNTY PARKS (AJC, Government Center, Emeline Complex, Twin Lakes, Brommer, Felt, Floral, Coffee Lane, Soquel Lyons, Jose Avenue, Winkle Farm, Willowbrook Lane, Moran Lake, Maplethorpe, Santa Cruz Gardens, Heart of Soquel Plaza, The Farm, Mid-County beach access areas)

Brommer Park: The Parks Department prepared a cost estimate for the proposed resurfacing of the courts at Brommer with the addition of permanent pickleball courts, and reconfiguration of basketball hoops. The Department sent a letter to the Santa Cruz Pickleball Club encouraging donations to help fully fund the project.

Chanticleer Avenue Park: The Parks Department has worked with consultants and project partners to prepare a revised site plan for the first phase of park improvements. State Parks placed the Land Water Conservation Grant application on the list of recommended projects for funding in the amount of \$500,000, pending acceptance of environmental review and approval by the National Parks Service. The Santa Cruz Playground Project kicked off their fundraising effort and has raised over \$100,000 for the project.

Farm Park Pedestrian Bridge (Phase 2): As a result of the April 2016 community meeting, the Board of Supervisors approved an expanded scope of work for Waterways Consulting, Inc. on June 28th, 2016. This expanded scope of work will add the requested play areas, an interim bike pump track, and an accessible pathway to connect the two sides of the park with their adjacent neighborhoods. The location and layout of the bridge, the bocce ball court, and previously designed ADA pathway will remain the same.

Once a revised draft conceptual plan is completed we anticipate sharing the revised concept plan with the community sometime this fall.

Heart of Soquel- Park and Parking Improvement Project (Phase 1): The General Contractor, QLM Inc. completed the re-paving and striping of the western parking lot and adjacent properties to the County's satisfaction in June of 2016. A Notice of Completion will be prepared for the Board's approval late August or September of 2016.

Heart of Soquel Park- Pathway Extension (Phase 2 - extend pathway from Park to the Discovery School): Parks staff and SSA Landscape Architects Inc. met with the adjacent property owners (Discovery Pre-School and Law Offices) to define the project's design objectives, schematic plans have been prepared based on the outcome of these meetings and will be reviewed with the property owners the last week of July 2016.

Heart of Soquel Park- Pathway Extension (Phase 3 - extend path from Discovery school to pedestrian bridge on Main St.): On June 3rd, 2016, Parks staff, SSA Landscape Architects Inc. and the County's Chief of Real Property successfully met with the school representatives. Preliminary business talking points were established and it was agreed to resume talks after the November election.

SOUTH COUNTY PARKS (Polo Grounds, Valencia Hall, Hidden Beach, Seascape, Aptos Village, South County Beach access areas, Scott Park, Scott Estate, Aldridge Lane, Mesa Village, Pinto Lake, Seacliff Village Park, Freedom Government Annex)

Aldridge Lane Park: Staff attended a community meeting to discuss desired improvements at Aldridge Lane Park with Supervisor Zach Friend.

Polo Grounds Restroom: Construction of the new restroom/concession building and storage building has continued. The sewer and water connections have been placed and are ready for final connection. The electrical connection has been partially completed. The pre-manufactured buildings were delivered and installed.

Pinto Lake: The Resource Conservation District (RCD) has completed designs for two sediment catchment basins in the park, located on Amesti Creek and the CCC Creek. County Parks staff has worked with the RCD on final design, maintenance requirements, mitigation, match requirements and legal agreements for the projects. County Parks completed an appraisal of the basin sites to use the value of the land as grant matching funds. The basin on CCC Creek will be constructed this September.

Seascape Park: The Parks Department has developed a plan for directional signage to the park, which was submitted to and approved by the Seascape Resort property owner. Staff has been working with playground equipment distributors on proposals for replacing the playground.

Seacliff Village Park (Phase 1): The Notice of Completion for the construction was approved by the Board of Supervisors on June 14th, 2016. The project was completed under budget by approximately \$52,748.



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JEFF GAFFNEY
DIRECTOR

Santa Cruz County Code

10.04.150 Model airplanes and boats.

A person shall not operate motorized model airplanes, boats or crafts except in areas designated for such use and subject to all rules and regulations contained in such written permission. [Ord. 2954, 1980; prior code § 8.60.040(o)].

**SANTA CRUZ COUNTY
PARKS AND RECREATION COMMISSION
BY-LAWS**

Sections:

- 1) **Established--Statutory Authority.**
- 2) **Membership.**
- 3) **Term of Office.**
- 4) **Officers.**
- 5) **Organization and Procedures.**
- 6) **Powers and Duties.**
- 7) **Meetings.**
- 8) **Minutes of Meetings.**
- 9) **Quorum for Meetings.**
- 10) **Notice of Meetings.**
- 11) **Public Participation.**
- 12) **Action of Commission.**
- 13) **Vacancies.**
- 14) **Biennial Report.**

1) **Established--Statutory Authority.**

The Santa Cruz County Parks and Recreation Commission is established under the authority of Government Code Section 25208.5 and the County Board of Supervisors, in compliance with Chapter 2.38 and Chapter 2.70 of the Santa Cruz County Code.

The Commission shall advise the County Board of Supervisors and the Department of Parks, Open Space and Cultural Services on recreational programs, facilities, and parklands within the unincorporated area and outside the boundaries of the four special recreational districts of the County of Santa Cruz.

2) **Membership.**

The Commission shall consist of five members, residents of the County, appointed by the County Board of Supervisors. Each Supervisor shall nominate one member.

3) **Term of Office.**

Each member shall serve for a term of four years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term.

4) **Officers.**

The Commission shall elect a Chairperson and Vice-Chairperson. Officers shall be elected during the first meeting in April of each year.

5) **Organization and Procedures.**

A. General Organization. The Commission shall comply in all respects with Sections 2.38.110 through 2.38.250 and 2/38.270 of the Santa Cruz County Code unless otherwise provided herein.

B. County Staff Support. The County Department of Parks, Open Space and Cultural Services shall provide staff support for the Commission. The Director of the department, or the Director's designee, shall serve as administrative secretary to the Commission, and shall prepare and receive copies of all minutes, reports and recommendations submitted to the Board of Supervisors by the Commission. The staff of the Department of Parks, Open Space and Cultural Services shall assist the Commission in discharging its duties.

6) **Powers and Duties.**

The Commission shall be responsible for performing the following duties:

- A. Assess the needs and resources of the County for parks, open space and cultural services, and recommend programs to satisfy those needs;
- B. Advise the Board of Supervisors and the Department of Parks, Open Space and Cultural Services on the formulation, implementation, review and updating of the County master plan for parks, recreation and open space;
- C. Advise the Board of Supervisors and the Department of Parks, Open Space and Cultural Services on the administration of a program of acquisition, development, maintenance and operation of parks and recreational resources, as reflected in the matter plan for parks, recreation and open space;
- D. Advise the Board of Supervisors and the Department of Parks, Open Space and Cultural Services on the preservation of the historic, cultural and natural resources of the County and how best to promote and foster an awareness of this heritage in the citizens of the County;
- E. Cooperate with public, private and quasi-private agencies and organizations involved in parks, open space and cultural services in or affecting the County;
- F. Advise the Department of Parks, Open Space and Cultural Services on the preparation, justification and administration of an annual budget for parks, open space and cultural services;
- G. Evaluate all applications for County funds or services for the support of County-sponsored or County-assisted programs in recreation, arts, and other cultural services, and make recommendations to the Board of Supervisors on such applications; and
- H. Communicate and cooperate with the arts and promotional commissions in order to insure coordination of cultural and social activities.

7) **Meetings.**

All business shall be conducted at regular public meetings scheduled quarterly on a Monday at 7:00 p.m. at the Simpkins Family Swim Center/Parks Department Offices, located at 979 17th Avenue, Santa Cruz, California. Special public meetings Supervisors, and/or a majority of the Commission, shall direct.

Any subcommittee meetings composed solely of less than a quorum of the members of the Commission, which are not standing subcommittees of the Commission, shall meet at a time and place convenient for the members of the subcommittee and may be open to the public. Proceedings of any subcommittee meetings shall be presented to the Commission in written form at the Commission's regular meeting.

8) **Minutes of Meetings.**

Official minutes recording the motions entertained and actions taken at each Commission meeting shall be prepared and submitted by the Commission to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

9) **Quorum for Meetings.**

A quorum shall consist of three (3) Commissioners for regular and special meetings. If a quorum is not

present within fifteen minutes of the scheduled meeting time for any regular or special meeting, then such meeting shall be adjourned for lack of a quorum. A notice indicating such an adjournment shall accompany the following agenda for the next meeting.

10) **Notice of Meetings.**

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by four-fifths vote of the membership of the Commission, or if less than four-fifths of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

11) **Public Participation.**

Public participation in Commission meeting shall be allowed as follows:

- A. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
- B. In addition, the agenda will provide for oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission near the beginning of each regular meeting agenda.
- C. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

12) **Action of the Commission.**

Every act of decision taken or made by an affirmative vote of at least three of the Commissioners present at the meeting is the act of the Commission. All such actions of the Commission shall be governed by Roberts Rules of Order.

13) **Vacancies.**

Vacancies on the Commission shall exist (1) on the death, resignation or removal of any Commissioner; and (2) any member who misses three consecutive meetings, without good cause entered into the Commission's minutes or half of the meetings in a calendar year, of the Commission shall be deemed as resigned from the Commission and the Board of Supervisors may be notified of the vacancy on the Commission. Parks Department staff shall notify the Clerk of the Board of any vacancies on the Commission.

14) **Biennial Report.**

- A. A biennial report shall be submitted by the Commission to the Board of Supervisors and to the County Administrative Office on or before January 31st subsequently filed with the Clerk of the Board of Supervisors. The report shall highlight the activities, accomplishments and figure goals of the Commission and shall utilize the following report format:
1. Role(s) of the Commission;
 2. Meeting dates, time and location;
 3. Commission structure;
 4. Commission staff (designated staff or staff assigned through department);
 5. Attendance;
 6. Annual goals and accomplishments (reporting year goals and attainment of those goals; summary of reporting year activities including special projects and projects and workshops or seminars that members have attended, if applicable);
 7. Future goals; and
 8. Recommendations (public and/or private sector actions to advance the goals of the Commission).
- B. In addition to the Report, the Commission may submit progress reports and recommendations to the Board of Supervisors and the County Administrative Office at any time.



County of Santa Cruz

DEPARTMENT OF PARKS, OPEN SPACE & CULTURAL SERVICES

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JEFF GAFFNEY
DIRECTOR

Draft Mission Statements

- 1) To support and encourage the provision, maintenance, acquisition, promotion and enjoyment of high quality and accessible parks, open spaces, recreational programs, facilities and activities to promote health and enhance the quality of life.
- 2) To support and encourage the provision, maintenance, acquisition, promotion and enjoyment of high quality and accessible parks, open spaces, recreational programs, facilities and activities to promote health and enhance the quality of life for all future generations.
- 3) To support and preserve access to parks, open spaces, natural resources, facilities and recreational programs to enhance the quality of life for all generations.
- 4) To support and encourage, via advisement to the Board of Supervisors, the provision, maintenance, acquisition, promotion and enjoyment of high quality and accessible parks, open spaces, recreational programs, facilities and activities to promote health and enhance the quality of life, for all.
- 5) Our mission is to support and advise Santa Cruz County in its work to provide excellent and accessible parks, open spaces, recreational programs and facilities that promote health and enhance the quality of life for all.

WRITTEN CORRESPONDENCE LISTING:

The Written Correspondence Listing is established to act as a report of materials received by the Commission as a whole, but may also include items requested for inclusion by individual Commissioners.

The Parks and Recreation Commission has received the following items of correspondence which require no official action by the Commission at this time:

Sample format below– delete and enter actual correspondence received:

1. Letter from Santa Cruz Pickleball Club, dated July 23, 2016