



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, October 3, 2016
7:00 pm
Regular Meeting

Highlands County Park
8500 Highway 9
Ben Lomond, CA 95005

I. CALL TO ORDER / ROLL CALL

II. AGENDA MODIFICATIONS OR LATE ADDITIONS

III. CONSENT AGENDA (Action)

- A. Approve minutes from August 1, 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. Presentation from Carol Childers of Community Bridges followed by Q & A
- 2. Presentation from George Galt of Boulder Creek Recreation District Board followed by Q & A
- 3. Review changes to Parks Commission By-laws (Pages 13-16)
- 4. Discuss benefits of & reasons for a County Parks Ranger, and potential Junior Ranger program
- 5. Optional tour of Highlands Park facility led by Jeff Gaffney at 6:15pm

VII. REGULAR AGENDA – Action Items - (none)

VIII. WRITTEN CORRESPONDENCE LISTING (Page 17)

IX. ADJOURNEMENT



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 & RECREATION COMMISSION Minutes of August 1, 2016, 7:00 p.m. meeting 979 17th Avenue Santa Cruz, California

I. ROLL CALL

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

II. AGENDA MODIFICATIONS:

Motion to accept the agenda as presented. (Roberts/ Rapoza 5/0)

III. CONSENT AGENDA

Approved minutes from June 6, 2016. (Roberts/ Sibille 4/0)

Motion to move Maintenance Status Report to item 1 under Regular Agenda – Informational Items. (Roberts/ Rapoza 5/0)

Motion to accept and file reports. (Rapoza/ Bennett 5/0)

IV. ORAL COMMUNICATIONS (none)

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

VI. REGULAR AGENDA – Information Items

1. The Commission and members of the public discussed an item that was on the Maintenance Status Report.
2. The Commission and the Director discussed possible future drone policy.

VII. REGULAR AGENDA – Action Items

3. Motion for the Commission Chair to work with staff on future meeting formats and locations. (Roberts/ Bennett 5/0)
4. Motion for Commission Chair to work with staff and consult County Counsel regarding by-law changes. (Roberts/ Sibille 5/0)
5. Motion for Commission to discuss the Mission Statement at the next workshop. (Rapoza/ Sibille 5/0)

VIII. ADJOURNMENT – Meeting Adjourned at 8:36 p.m. (Sibille/ Roberts 5/0)



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: September 28, 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)

The restrooms at **Ben Lomond Park** were repainted in their entirety.

The California Conservation Corps (CCC) worked three days removing non-native vegetation at the 2 acre **future Felton Library** site.

The roof replacement for the Covered Bridge at **Felton Park** received final completion status. All work to the historic bridge was done in accordance with federal historical rehabilitation standards.

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)

The sidewalk along Cunninson Lane, providing the main pedestrian access way to **The Farm Park**, was repaired. The sidewalk which functions as the ADA access path was plagued by uneven surfaces caused by upheaval from tree roots. Staff grinded down raised trip hazards and jack hammered and replaced entire sections of failing concrete providing a smooth and even access way to the park.

Staff reinstalled signs at **Anna Jean Cummings Park** prohibiting the use of motorized model aircraft.

Twelve canary pine trees were removed alongside the **Governmental Services Building at 701 Ocean Street**. The pine trees were exhibiting signs of distress and removed before they could potentially cause damage to the adjacent building. The work included grinding out stumps below finished grade.

A pathway bridge at **Moran Lake Park** was repaired by Parks staff. Repairs included installation of a new railing and retaining wall. The repairs ensure safe and unobstructed access through the park is maintained.

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)

Staff installed landscaping around the new restroom and concessions building at **Polo Grounds Park**. The new perimeter landscaping, irrigated by a water-efficient drip system, features native and drought tolerant plant material accented by boulders. The new planting area provides a welcoming face to the new building.

A new 12,000 square foot turf area was installed at **Seascape Park**. Prior to installing sod, staff prepared the area by removing weeds, repairing and expanding the irrigation system, grading, and installing gopher wire under the entire area. The completed lawn area will serve as the primary venue for the annual Walk to End Alzheimer's scheduled on September 24th. The new space will compliment future investments planned for the park including a brand new play structure, a new drinking fountain and new picnic area along the bluff.

The tennis court resurfacing project was completed at **Aldridge Lane Park**. Large surface cracks and depressions that have long interfered with tennis matches were repaired. The new court surface includes three coats of acrylic resurfacer to ensure a smooth and level playing surface, a bi-color blue and green color scheme, fresh court lines and a new net.

Staff assisted in preparing **Aptos Village Park** and **Pinto Lake Park** for a busy fall season of events including Grazing on the Green and the Special Z Games. Preparations included repairing and staining picnic tables and benches at Aptos, spreading mulch in landscape beds at Aptos, and trail maintenance at Pinto Lake.

SIMPKINS FAMILY SWIM CENTER

A new hot water system, providing on-demand hot water to the **Simpkins Family Swim Center** locker rooms was installed. The ultra energy efficient system replaced the less efficient, ten year old system that completely failed leaving patrons without hot water in the locker rooms.

Staff assisted in preparations for the 2nd Annual Parks and Rex Event hosted at Simpkins. The pool deck and pools were prepared and staged to accommodate a variety of activities.

All maintenance staff received training on the topics of cleaning and disinfecting play equipment and department protocols for safety issue communication.

A Safety Committee was formed with one representative from South County, North County, Mid County and Simpkins. The Committee will meet regularly to reasearch best practices and propose implementable ideas aimed at creating a safer work place.



County of Santa Cruz

PARKS, OPEN SPACE, AND CULTURAL SERVICES

979 17TH AVENUE, SANTA CRUZ, CA 95062

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

JEFF GAFFNEY
DIRECTOR

DATE: September 28, 2016
TO: Parks & Recreation Commission, Arts Commission
FROM: Mary Chavez, Program Coordinator
RE: Facilities Division Status Report- September/October 2016

Summary for reservations in the Parks for the months of September and October 2016, (excluding SFSC):

Attendance at Reserved Facilities:

2016 has proven to be another full year of reservations and events in County Parks. Reservations have included hundreds of rentals for picnics, meetings, weddings, special events, athletic field and fitness programs scheduled in parks countywide. Staff estimates that over 112,000 park visitors attended events in reserved facilities during the months of September and October.

Center and Meeting Room Rentals in September and October 2016:

During these two months there were 42 weddings, receptions and events held at our various Park Centers with rental revenues totaling \$52,150. The same months in 2015 hosted 34 weddings and events with \$39,100 in revenue, reflecting a revenue increase of 25%. There were also 48 meeting room rentals totaling \$1,500.

Picnic Rentals in September and October 2016:

There were 60 picnics in the reservable picnic areas with rental revenues totaling \$8,900. Non-profit organizations and some local businesses scheduled approximately 15 of these picnic rentals (about 25%).

Athletic Fields:

The fall sports season has been in full swing and baseball, soccer and volleyball programs have continued to grow, filling the 18 athletic fields with these sports activities. There have been 670 individual bookings with rental revenues totaling \$37,000 during these two months. Another successful Santa Cruz Classic Tournament took place in September with the Polo Grounds and Anna Jean Cummings Park hosting this annual countywide tournament run through the Santa Cruz County Youth Soccer League, which boasts over 5,600 players between the ages of 6 and 18, who also play their fall seasons in all four parks with soccer fields.

Special Events and ongoing programs:

The special event season has included a wide variety of festivals, 5k fun runs, and non-profit community events and fundraisers. September hosted the delectable **Grazing on the Green** (Santa Cruz Cancer Benefit Group) at Aptos Park, **SLV Fellowship Picnic** at Felton Covered Bridge Park, **I/You Venture Picnic** (Family Services Association) at Aptos Park, and the 30th annual **Coastal Clean Up Day** (CA Coastal Commission/ Save Our Shores) in countywide beaches and rivers, with 8,403 pounds of pollution collected by 2,092 volunteers. **Walk for Water 5k** (Christ Lutheran Church) took place at Pinto Lake County Park. Seascape Park hosted the annual **Walk to End Alzheimer's**, October events included three walk/runs at Pinto Lake County Park: the **Breast Health Walk** (Palo Alto Medical Foundation, Sutter Health), the **Post Apocalyptic Zombie Fun Mud Run** (Special Z Games), and the **Day of the Dead 5k** (Watsonville Kids Running Club). **Surf City AIDS Ride** (Santa Cruz AIDS Project) staged their annual ride from the County Governmental Center.

Cross country season is taking place at Pinto Lake County Park, with 8 middle school and high school meets in September and October. **Surf season** has also resumed and September hosted 2 surf contests at Pleasure Point, 1 contest at 41st Avenue (the Hook) and the annual two-day Skimboard contest at Moran Lake Beach.



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

DATE: September 28, 2016
TO: Arts Commission, Parks and Recreation Commission
FROM: Kathy DeWild, Program Coordinator
RE: Recreation & Cultural Services Division Status Report – September, 2016

ARTS AND CULTURAL

Art Exhibitions

Vanessa Stafford's acrylic paintings are on exhibition at the Simpkins Family Swim Center / Parks office through October 14. Shelly Errington's photographs go up the week of October 17.

Mural Project

With funding from Public Works, the new Mural Project will bring fresh artwork to faded murals, as well as oft-tagged retaining walls or other surfaces, in unincorporated Santa Cruz County. The first area identified for a facelift is a 280' x 15' stretch of retaining wall on Soquel Drive, near Rio Del Mar. A Call to Artists will go out in early October.

Artist of the Year Award – The Arts Commission selected the 2017 Artist of the Year; the announcement about the awardee for 2017 will be made in the new year.

Percent for Arts – Public Art Projects – Bruce Myers installed boulder seating at the Farm Park; work continues on other elements of his public art project, including the bridge and mosaics.

ADULT AND SENIOR PROGRAMS

Trip-goers enjoyed a day on Angel Island on Aug. 25, complete with a narrated tram tour around the island, breathtaking views of the San Francisco Bay and an enriching tour of the immigration station and its fascinating history. This was quite a special treat as the two tours are generally not combined.

On Aug. 31, Giants fans took a trip to AT&T Park and watched their favorite team win!

Lucky winners of a lottery drawing were treated to a free cruise aboard the *Chardonnay II* on Sept. 1, generously offered by Chardonnay II Sailing Charters.

Also in September, participants journeyed to Fish Camp to ride the Sugar Pine Railroad through some of Sierra National Forest's most magnificent scenery. Next, a lovely lunch was enjoyed at

The Mission of the Santa Cruz County Department of Parks, Open Space and Cultural Services is to provide safe, well designed and maintained parks and a wide variety of recreational and cultural opportunities for our diverse community

the beautiful Tenaya Lodge, complete with a mouth-watering slice of apple pie, smothered with a delectable caramel sauce. Lastly, a unique shopping experience was had at the Coarsegold Historic Village.

Five travelers joined Collette in September for extended trips to New Orleans and Italy.

October trips include a Napa Valley River cruise and tour of Mare Island, and an Apple Hill tour with a visit to Marshall Gold Discovery SHP.

YOUTH RECREATION PROGRAMS

Mar Vista ACE

School resumed in mid-August and staff was happy to see familiar faces and meet many new participants and their families. During the first week, children created representatives of themselves for the weekly drawing of "jobs" and Star of the Week, personalized mula buck envelopes for our reward system, and made friendship bracelets. Favorite activities were enjoyed such as marble rollercoasters and games of Pac Man, Alien Nation, Cone Ball, Hawk & Mouse and more. Next was Olympics Week, coinciding with the last week of the summer Olympics. Participants enjoyed torch relays, Olympic food sculptures with vegetables, track and field activities, flag-making, soccer and more. During Friendship Week, children made friendship pins to share, cards, parachute people and played games such as Ant Tag, Capture the Flag, People to People, Clean Your Room and more. The highlight of the week was an ice cream social!

September was great at Mar Vista ACE. We kicked off the month with Vocation Appreciation Week, which featured games such as First Responders, Stick the Band-Aid, Medical Charades, Bucket Brigade and more. Projects included lego home creations, watercolor scenes and pipe cleaner art. Balloons and Battleships Week included activities such as balloon volleyball, tissue paper balloon scenes, balloon rockets, Beat the Balloon, Human Battleship, Battle Royal and more. We also had a wonderful time during the first field trip of the year to Pump'd. The changing of the seasons was celebrated during Festival of Fall Week with projects such as leaf animals, fall trees with multi-colored leaves and leaf rubbings and games of Electricity, Hawk and Mouse, Fall Wars, Protect the Cone and more. The last week will feature a focus on Water Resources.

October will begin with Transportation Week. Children love this week because on Wednesday they'll get to bring their bikes and scooters (with helmets, of course) to ACE and participate in activities such as Red Light, Green Light and a timed obstacle course. We will also play Transportation Jeopardy, Flo's V8 Café, Wheelbarrow Races, At the Train Station, scooter relays and more. October also calls for Pumpkins & Pals and Friendly Ghost and Ghouls Week. Participants will play festive games such as Guess the Ghost, Count Dracula and Graveyard. They will also create marshmallow mummies, spiders and jack-o-lantern quesadillas. Staff are also gearing up for a carnival on Oct. 26, complete with games, prizes and the ever-popular cardboard maze for kids to crawl through.

Kinder Enrichment and Transitional Kinder (KE/TK) Held at Mar Vista Elementary School, the children spend the morning and early afternoon in the Kinder Room, joining the older kids in the A.C.E. room from 2:20-6 p.m. Set-up for the first day of KE/TK started on August 17; staff had to spruce up the room, ensure that there were enough supplies, transplant a few spiders and start activity planning. The three themes for August were Welcome, All About Me, and Farm Life.

The program headed into September with the weekly theme "shapes." The children got to play with different shapes to make pictures. The second week covered Apples; the children learned of the life cycle of an apple, got to make little apple pies, and focus on how small an apple seed really is. The third week of programming focused on the future and space travel. U.F.O.s were created with paper plates and cups, the children found out many inventions developed for the space program became day-to-day products, such as Tang. The last week of the month is a staff favorite - Autumn - were leaf rubbing, fall colors, and weather patterns are explored. We introduce a great movement song about a grey squirrel with a nut. Look for some spooky specialty programming in October, and in no time we will be talking about snowman crafts.

La Selva Beach ACE - La Selva Beach After-school Childhood Enrichment is off to a great start to the 2016-2017 school year! The first week's theme was Back to School Celebration with fun activities such as a CD fish craft, scavenger hunt and fire in the forest games, an egg drop experiment, and a quesadillas cooking activity. The highlight for our Back to School Celebration week was a Back to School Celebration Potluck Party which included music, a dance competition, pizza, food and drinks, prizes, and good times! Field trips included Manresa Beach, though future field trips are on hold until bus transportation is sorted out; the SCMTD route serving the area was discontinued due to low ridership. Children from the La Selva Beach A.C.E. program continue to participate in the La Selva Beach Library's hour-long minecraft sessions on Thursday afternoons. We also have four youth volunteers from Aptos Junior High, all who were past participants, helping us out every day after school. We are off to a great start at La Selva Beach A.C.E. and look forward to a terrific Fall season!

QUAIL HOLLOW RANCH INTERPRETIVE PROGRAMS

Recent Interpretive Programs and Activities:

- Simon Stapleton and Sue Proctor led a "Fun with Succulents" workshop on August 21 from 1-3 p.m.
- Paul Haskins led a "Snakes Alive" discussion with live animals on August 21 from 1-4 p.m.
- Christian Schwarz led a Dragonfly-watching walk for a group of seven participants on September 4. It was very productive, with 11 species of dragonflies and damselflies seen well by all participants.
- The Santa Cruz Astronomy Club gazed into the cosmos on September 9 from 7:30-9 p.m.
- Paul Haskins led a Reptile Discovery show and tell with live animals on September 11 from 2-4 PM.
- On September 18, Master Gardener Carri Wagner taught a class on Landscape Garden Design for a group of participants from 1-3 p.m.
- Vai Campbell taught a group of enthusiastic and ecologically-conscious participants about strategies to implement Water-smart Gardening techniques on September 18 from 3-4 p.m.

Park Naturalist Christian Schwarz is working with Damon Tighe and the California Center for Natural History, as well as the team from Foldscope, to host a Micro-BioBlitz at the Ranch on October 16. Using magnifying optics ranging from hand-lenses to table-top microscopes, they hope to gain a new understanding of the microorganisms that surround us and contribute in varied ways to the functioning of our ecosystems.



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

DATE: September 28, 2016
TO: Parks and Recreation Commission, Arts Commission
FROM: Margaret Ingraham, Aquatics Supervisor
RE: Aquatics Division Status Report

AQUATIC PROGRAMS

FALL

August 22 – November 27, 2016

Lap Pool hours:

Mondays through Friday from 6:00 am to 7:30 pm.

Saturday from 9:00 am to 4:00 pm

Sunday from 9:00 am – 12:30 pm

Warm-water Pool:

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

Monday/Wednesday/Friday	6:00 – 10:30 am 3:00 – 5:00 pm (rec. swim) 6:00 – 7:30 pm
Tuesday/Thursday	6:00 am – 3:00 pm 3:00 – 5:00 pm (rec. swim) 5:00 – 7:30 pm
Saturday	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)
Sunday	9:00 am – 12:30 pm (all ages)

Recreation Swim – This includes the Warm Water Pool, and the shallow area of the 50M pool

Special Events at the POOL:

On August 27th the Parks Department held the second annual **Parks and Rex Event!** This year pooches were able to swim in the small pool at the bottom of the slide! Dog owners were very excited to have the opportunity to allow their dogs in the pool! Over \$6500 was raised for youth programs and Animal Services! Participants enjoyed good food, beer, wine, dog pupitini's, music, paddle boarding and kayaking on the pool, floating hamster wheels, 2 raffle options for amazing prizes, and a beautiful, fun day at the pool!

On Labor Day the Parks Department held their **annual FREE SWIM** which is co-sponsored by the Simpkins Family! Over 500 people enjoyed the pools, slide, Wibit, climbing walls, music and a BBQ sponsored by the Boys and Girls Club.

On September 10th we co-sponsored the first annual ROMP (Roy Orbison Memorial Water Polo) Tournament! Over 40 players participated! The ROMP tournament was sanctioned by USA Water Polo.

On Sunday October 23rd from 1:00 – 4:00 we will hold our first annual **FLOATING PUMPKIN PATCH!** We're putting a fun spin on the tradition of pumpkin picking by creating a patch in the pool! In addition to searching for your perfect pumpkin in the pool we've got plenty of other fun activities planned for the day, including food, games, and prizes!

Swim Lessons:

Fall and Winter Swim lessons – Are held Tuesday and Thursday mornings from 10:30am – 12:30pm and Tuesday, Wednesday, Thursday evening from 4:00 – 7:00 pm.

Private lessons are also available with either our lifeguard/instructors or one of our 4 of private contractors.

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 45 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 – We started child care at the swim center on July 11th and parents have been very excited to have the service available to them. Child care 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

Lifeguard Training Exercises – The September In-service training focused on O2 administration and customer service skills.

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

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.

Swim Scholarships – Friends of Santa Cruz County Parks gave over 28 *Learn to Swim* scholarships this past summer season.

Preventative Lifeguarding, Rescues and First Aid:

With over 150,000 visits annually at the Simpkins Family Swim Center we constantly interact with patrons using preventative lifeguard techniques. Despite our efforts we still have to make rescues and perform first aid.

On a daily basis the preventative lifeguarding interactions between lifeguards and patrons are over 100. Some of the preventative measures lifeguards are responsible for are: recognizing non-swimmers before they get into the deep end, stopping patrons from diving, stopping children from rough housing, running etc...

Rescues and first aid responses are also a part of the daily responsibilities of the lifeguards. So far this year the lifeguard staff has rescued over 20 children, and provided first aid care for over 25 patrons.

Pool Closures – The pool will be closed to the public on Sunday Oct. 18th for the 19th Annual Super Kid Triathlon. The pool will also be closed on Thanksgiving – Thursday, November 26th.



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: SEPTEMBER 28, 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 has sent additional information to the property owner regarding a proposed new trail from Quail Hollow Ranch 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.

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 the specifications for the resurfacing of the courts at Brommer Park and converting one of the tennis courts into four permanent pickleball courts. The plans and specs are on the Board Agenda for September 27, and if approved the bids would be opened on October 28th.

Chanticleer Avenue Park: The Parks Department has submitted the development permit application to County Planning for the Phase 1 improvements at the park, and is working with Planning to address issues related to the application. Staff and consultants have provided additional information to the State Office of Historic Preservation for the needed environmental review to approve the Land Water Conservation Fund grant application in the amount of \$500,000 for Phase 1 improvements. The Santa Cruz Playground Project has continued their fundraising efforts and has raised over \$200,000 for the project. There will be a volunteer workday at the park on September 24, 2016.

Farm Park Pedestrian Bridge (Phase 2): The consulting team is currently preparing the revised concept plan. 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): A Notice of Completion was approved by the Board on August 2, 2016. As required by the contract the final payment was withheld for 40 days to insure there were no further claims filed against the general contractor. To date no claims were received and in anticipation of the 40 days passing without a claim, the request for final payment is currently in process for payment to be provided on or about October 3, 2016.

Heart of Soquel Park- Pathway Extension (Phase 2 - extend pathway from Park to the Discovery School, and Phase 3 - extend path from Discovery school to pedestrian bridge on Main St.): Parks staff and SSA Landscape Architects Inc. continued discussions with the adjacent property owners and reviewed and discussed the layout of the proposed trail and potential acquisitions. "Willing Seller" letters have been requested and are in process for three grant applications (CA Urban Rivers, Habitat Conservation Fund (HCF) Trail and HCF Riparian Restoration) for the proposed acquisitions. A purchase order with the design team (SSA Landscape Architects, Inc.) was established for the preparation of a site plan required by the grant application. Staff has also consulted with the California Conservation Corps, the San Jose Conservation Corps and the Santa Cruz County Resource Conservation District for the purposes of submitting these grant applications. Staff is also in conversation with the Planning Department to receive California Environmental Quality Act (CEQA) clearance forms for the purposes of submitting these applications. The grant applications are to be postmarked no later than 5 pm on October 3, 2016, and several other Park and County staff persons are assisting with preparing various materials and exhibits required by these grants in order to meet this fast approaching deadline. These grant applications will be reviewed and if the applications warrant being placed on the short "list" the grant administrators will visit the site and meet with staff and the prospective sellers. Grant awards will be announced in July of 2017 and contracts are anticipated to be completed in September of 2017.

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)

Polo Grounds Restroom: The restroom/concession and storage buildings were installed at Polo Grounds. The electrical contractor has installed the electrical system and it is ready for PG&E to turn on the power. The site contractor has poured the pathways and graded the site. Maintenance staff have planted the planter. The water old water meter has been demolished and the new water meter is now in service. Leaks in the building have been repaired.

Pinto Lake: The Resource Conservation District (RCD) has a contract to do the construction of the first sediment catchment basin on CCC Creek at Pinto Lake County Park. Construction will occur during September and October.

Seascape Park: Directional signs have been installed around the park. A purchase order for new playground equipment has been approved and will be installed this winter.

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 and the final progress payment was issued.

**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.**
- 15) **Revision to By-Laws**

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

- A.** 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.
- B.** 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~~ **Santa Cruz County General Plan**;
- 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.**

- A.** **Unless otherwise publicly noticed,** all business shall be conducted at regular public meetings scheduled ~~quarterly~~ **six times a year**, 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.
- B.** Special public meetings ~~Supervisors, and/or a majority of the Commission, shall direct~~ **shall be directed either by a majority of the Commission or by the Board of Supervisors.**
- C.** 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.**

- A.** At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be **electronically** 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.
- B.** 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.
- C.** 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.
- D.** At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be **electronically** 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.
- E.** 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 meetings 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.

15) **Revision to By-Laws**

A. All changes to by-laws must be discussed and voted upon at the Commission's regular meeting.

B. The Commission Chair and Department Director must be submit a board letter with the proposed changes and final revision to the Board of Supervisors for final approval.

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 Monterey Bay Water Polo to Kate Minott, dated September 16, 2016, thanking the Parks & Recreation Commission, Jeff Gaffney, & Aquatics Staff for their collaboration on a water polo tournament event at the Simpkins Swim Center.