



# AGENDA

## Meeting of the Scotts Valley Parks and Recreation Commission

**In-Person and Remote Access**

**Date: February 15, 2024**

**Time: 6:00 PM**

| CONTACT INFORMATION                                                                                                                                      | MEETING LOCATION                                                                                                                                                                                  | POSTING                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recreation Division<br>361 Kings Village Road<br>Scotts Valley, CA 95066<br>(831) 438-3251                                                               | City Council Chambers<br>1 Civic Center Drive<br>Scotts Valley, CA 95066<br>Or Zoom Video Conference<br><a href="https://us02web.zoom.us/j/86905757283">https://us02web.zoom.us/j/86905757283</a> | Agenda posted on 2-9-2024<br>at City Hall, SV Senior<br>Center, SV Public Works<br>Building, and on the<br>Internet<br>at: <a href="http://www.scottsvalley.gov">www.scottsvalley.gov</a> |
| COMMISSIONERS                                                                                                                                            | CITY STAFF MEMBERS                                                                                                                                                                                |                                                                                                                                                                                           |
| David Sanguinetti, Chair<br>Gillian McGlaze, Vice Chair<br>Heidi Denger, Commissioner<br>Kate Kelsey, Commissioner<br>Rebecca Sorci-Murray, Commissioner | Allison Pfefferkorn, Recreation Division Manager<br>Brian Youmans, Administrative Secretary                                                                                                       |                                                                                                                                                                                           |

| MEETING NOTICE AND AGENDA PACKET MATERIALS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Notice regarding Parks and Recreation Commission Meetings:</b><br/>The Parks and Recreation Commission meets regularly on the 3rd Thursday of each month at 6:00 PM in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066, and via Zoom Webinar remote access.</p> <p><b>Agenda and Agenda Packet Materials:</b><br/>The Parks and Recreation agenda packet is published at least 72 hours in advance of the regular meeting and is available for review at the Recreation Division office at 361 Kings Village Road, Scotts Valley, CA. The agenda packet is also available for viewing on the City's website at <a href="http://www.scottsvalley.gov">www.scottsvalley.gov</a>.</p> <p><b>Public Participation:</b><br/>For those wishing to participate via Zoom you can join the following ways:<br/>Zoom Webinar meeting link: <a href="https://us02web.zoom.us/j/86905757283">https://us02web.zoom.us/j/86905757283</a><br/>Or dial one of these numbers: (669) 900-9128 or (669) 444-9171<br/>Webinar ID: 869 0575 7283</p> <p>Whether attendance is in-person or remote, you will be given opportunities to provide public</p> |

comment at the appropriate times throughout the meeting. The time limit is up to 3 minutes for an individual, or 5 minutes for someone who is representing a group of three or more, at the discretion of the Chair. Please note that this is not a question-and-answer time, but simply a time to provide comments to the Commission. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Chair will announce that public comment will be accepted.

**How to comment via in-person attendance:**

Please proceed to the public comment podium when the Chair opens the item for public comment.

**How to comment via Zoom Webinar:**

Use the webinar attendee option to “raise hand” when the Chair opens the item for public comment. The Clerk will unmute you when it is your turn. If you have joined via Zoom phone call, dial \*9 or your phone to “raise your hand”, and the Clerk will unmute you when it is your turn.

**Call to Order**

**Roll Call**

**Staff Updates**

1. Staff Update - RDM Pfefferkorn

**Public Comment Time**

This portion of the agenda is reserved for discussion by the public of items which are NOT agendized. No action may be taken by the Commission except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Commission to be concise and to the point. All speakers are requested to sign their name at the podium so their name may be accurately recorded in the minutes of the meeting. A time limit of three minutes per individual will be allowed. If speaking on behalf of a group, the speaking time limit will be 5 minutes.

**Consent Agenda**

(Any person wishing to speak on the consent agenda may do so by raising their hand as the item is called out by the chairperson.)

1. 12-21-23 Parks and Recreation Commission Minutes

**Additions/Deletions to Regular Agenda**

(Any person wishing to speak on the consent or regular agenda may do so by raising their hand as the item is called out by the chairperson.)

**Regular Agenda**

(Any person wishing to speak on the regular agenda may do so by raising their hand as the item is called out by the chairperson.)

1. Introduction to the Scotts Valley Volunteer Program
2. Siltanen Pool Lease

## **Adjournment**

### **ADA Notice**

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 Scotts Valley Recreation 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 Scotts Valley Recreation. The California State Relay Service (TDD to voice: 1-800-735-2929, voice to TDD: 1-800-735-2922), provides telecommunications devices for the Deaf and will provide a link between the TDD caller and users of telephone equipment.

## **Parks and Recreation Commission – February 15, 2023**

### **Staff updates- RDM Pfefferkorn**

#### **Past Events-**

- 4 week watercolor class is in progress.
- Valentines cookie decorating class was held in Friday and was a sold out class.
- A fun Galantines hip hop class brought together dance and a night out for the Gals.
- Garden is taking new plot reservations for 2024

#### **Up Coming Events-**

- Jazzercise is starting back up offering classes 3 times a week in the community center.
- Bike Maintenance for beginners' class will be on 3.2.24.
- Overcoming self doubt workshop on 3.6.24 at the Community Center.
- Gardening class titled: Harvesting Year Round Food will be held at the community garden on 3.16.24.
- Egg Hunt at Skypark 3.23.24.

#### **Updates**

- Staff has implemented an updated Special Event application for all events happening in our parks. This new application will help streamline the permitting process as well as provide a more comprehensive list of needs of the event planners.
- Staff met with the Parks Master Plan consultants and decided to shift the funding for the recreation strategic plan to be spent on focusing consultant efforts on park repurposing and new opportunities.
- Plans are moving forward to implement the solutions presented to the commission at the Dec 22 meeting regarding the tennis and pickleball courts.

#### **Facilities Update-**

- Tot Lot is getting its final inspections. Once Inspections are complete, a ribbon cutting event will be planned for all to attend.
- New Information Kiosks have been installed at the Community Center and Siltanen Park in efforts to better educate residents about happening in our parks.
- An ADA door was installed at the Senior Center which allows members to push a button for the door to open.
- Infield turf on the Siltanen Majors field has been completed and the first season of little league on the new turf has begun.
- New bleacher tops were installed at the Siltanen Softball field dugouts.
- Land Trust has installed a split rail fence at the Glenwood Preserve.



# MINUTES

Meeting of the  
**Scotts Valley Parks and Recreation  
Commission**  
**Date: December 21, 2023**  
**Time: 6:00 PM**

| CONTACT INFORMATION                                                                        | MEETING LOCATION                                                                                                                                                                                  | POSTING                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recreation Division<br>361 Kings Village Road<br>Scotts Valley, CA 95066<br>(831) 438-3251 | City Council Chambers<br>1 Civic Center Drive<br>Scotts Valley, CA 95066<br>Or Zoom Video Conference<br><a href="https://us02web.zoom.us/j/86905757283">https://us02web.zoom.us/j/86905757283</a> | The agenda was posted on 12-15-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at <a href="http://www.scottsvally.gov">www.scottsvally.gov</a> . |

## Call to Order - 6:00 pm

The meeting was called to order at 6:00 PM.

## Roll Call

### APPOINTED OFFICIALS PRESENT:

David Sanguinetti, Chair  
(Via Zoom)  
Gillian McGlaze, Vice Chair  
Heidi Denger, Commissioner  
Rebecca Sorci-Murray, Commissioner  
Kate Kelsey, Commissioner

### CITY STAFF MEMBERS PRESENT:

Mali LaGoe, City Manager  
Allison Pfefferkorn, Recreation Division Manager  
Cathie Simonovich, City Clerk  
Brian Youmans, Administrative Secretary

## Staff Updates

### 1. Staff Updates - Department & Division - RDM Pfefferkorn

- RDM Pfefferkorn gave a summary of recently accomplished events and activities that Parks and Recreation offered: a dog contest Halloween event at Skypark, an instructor lead paint night in the community center, and a holiday themed community special event titled "Crafts and Cocoa". RDM Pfefferkorn then announced upcoming events and workshops and how the department is encouraging participation in them.

- The Parks and Recreation Winter and Spring Activity Guide has been mailed.
- Mayor Jack Dilles gave a Mayoral Proclamation in the planting of a new tree thanks to the fundraising efforts of three local girls.
- The construction of the Skypark Tot lot is on hold due to the inclement weather.
- Each park gazebo has new reservation signs to promote better communication with the public.

### Public Comment Time

None.

### Consent Agenda

1. 10-19-23 Parks and Recreation Commission Minutes
2. Review of the 2024 Commission Meeting Calendar

**M/S: Denger/Sorci-Murray**

**To approve the Consent Agenda.**

**Carried 5/0 (AYES: Kelsey, Sorci-Murray, Denger, McGlaze, Sanguinetti)**

### Additions/Deletions to Regular Agenda

None.

### Regular Agenda

1. Skypark Court Management App Presentation and Subcommittee Report On Court Use and Neighborhood Issues

RDM Pfefferkorn gave a history of the Skypark Courts, and summarized the issues that the subcommittee was formed to address. She introduced Rachel Williams from the company REC who gave a presentation in which she described what REC offers and how it can address the issues presented at the Skypark Courts through online reservations, and a real time calendar to see availability of courts.

RDM Pfefferkorn then presented the findings of the Skypark Neighborhood Tennis & Pickleball Joint Use Ad Hoc Subcommittee. These findings included the issues and potential solutions:

- Issue 1: Players not following court etiquette
  - Solution: More court signage for players to better understand court rules
- Issue 2: People parking in unsanctioned areas
  - Solution: "no parking" signage, preventative barriers, REC App, and Enforcement of these rules
- Issue 3: Increase of noise
  - Solution: Reduce hours, REC App, and joint use of SVUSD School courts

Public comment was received from Mark Dettle, a pickleball player, and he expressed concerns about the REC App and hopes to see better solutions for parking.

Vice Chair McGlaze requested that staff look into potential bicycle parking for the courts.

**M/S: Denger/Sorci-Murray**

**To accept presentation of REC app and Subcommittee Report and forward to City Council for consideration. Carried 4/0/1 (AYES: Sorci-Murray, Denger, McGlaze, Sanguinetti; ABSTAIN: Kelsey)**

## 2. Memorial Donation Program

RDM Pfefferkorn presented this item and responded to questions and comments from the Commissioners. This will be presented to the City Council for consideration in the future.

## **Adjournment**

The meeting adjourned at 6:36 PM.

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

**DATE:** 2/15/2024  
**TO:** Honorable Mayor and City Council  
**FROM:** Allison Pfefferkorn, Recreation Division Manager  
**APPROVED:** Mali LaGoe, City Manager  
**SUBJECT:** Introduction to the Scotts Valley Volunteer Program

### **SUMMARY OF ISSUE**

Scotts Valley embodies a tight-knit community where residents share a deep sense of pride in their city. Whether they've been long-time residents or recent transplants, all share a common enthusiasm for making a positive impact, contributing to the beauty of Scotts Valley, and actively giving back to the community. The Volunteer Program is designed for residents to build a community while coming together to improve parks, facilities and open spaces.

#### **Program Overview**

The Volunteer Program consists of organized projects, both group-based and independent, aimed at improving various locations throughout the city. The program is structured with the following ways to volunteer:

**1. Volunteer Days** - Organized projects by the city.

- Quarterly at different locations.
- Low skill projects.
- Weekend/day workdays; Early out days for young people.
- Themed Days - Teen volunteer day, Earth Day Clean up, Help a senior day, Trail Day.
- Registration is required, and participant numbers would be limited.
- Supplies and materials are provided by the City.

**2. Group Projects** - Businesses, schools, troops, clubs, and teams can volunteer for a specific project.

- Specific projects identified by the City.
- The number of hours is dependent on the project.
- Work is done primarily during weekday hours.
- Supplies and materials are donated by the Group and supplemented by the City Maintenance Dept.

**3. Independent**- A resident has a specific skill or interest they can offer the City. From maintenance projects to helping with recreation events.

- The number of hours would be dependent on the project.
- Supplies and materials may be donated by the individual and/or supplemented by the City Maintenance Dept.

### **Types of Volunteer Work**

Volunteers can expect to do many different things during their time. They may work on our trails, in our parks and/or facilities, weeding, raking, cleaning, planting, trimming, etc. While some may have specific pre-approved projects such as painting, refinishing, or repairing, others may volunteer for an event or program.

### **Volunteer Engagement Process**

Those interested in volunteering will be encouraged to visit our Volunteer Program page on our website where they will be guided through the process of becoming a volunteer.

### **How to get Involved:**

#### **1. Complete Forms**

- Interested individuals can complete the Volunteer Membership application on the city's website, including a volunteer waiver.

#### **2. Connect with Staff**

- Recreation Staff will contact individuals interested in group or independent projects to gather more information.

#### **3. Get on List**

- Individuals interested in Volunteer Days are added to a list to receive updates on the next scheduled Volunteer Days.

#### **4. Registration**

- Volunteer Day online registration is available on the city's website.
- All Volunteer Days will be posted on the city's website.

### **Coordination and Collaboration**

The Maintenance and Recreation Divisions will work collaboratively to decide on projects and on hosting Volunteer Days.

For group-based projects, both RDM and MDM will guide the group in choosing a project from a list of suitable projects for the group.

The Volunteer Program is a step towards community engagement, allowing residents to actively contribute to the beauty of Scotts Valley. The program's structure ensures inclusivity and diversity, fostering a sense of pride and collaboration among the community members.

### **FISCAL IMPACT**

The fiscal impact to the recreation budget would be minimal.

The purchase of tools, supplies and material for the first year: Estimated \$2500 from the Maintenance budget.

### **STAFF RECOMMENDATION**

Staff recommend the Commission receive the staff presentation and provide feedback on the proposed Volunteer Program.

### **TABLE OF CONTENTS**

1. Volunteer Program Presentation

# VOLUNTEER PROGRAM



# COMMUNITY

Scotts Valley embodies a tight-knit community where residents share a deep sense of pride in their city. Whether they've been long-time residents or recent transplants, all share a common enthusiasm for making a positive impact, contributing to the beauty of Scotts Valley, and actively giving back to the community.

# PURPOSE

The Volunteer Program is designed for residents to build community while coming together to improve parks, facilities and open spaces.



# WAYS TO VOLUNTEER

1

## VOLUNTEER DAYS

Organized projects by the city bringing multiple individuals and/or groups together.

- Quarterly at different locations.
- Low skill projects.
- Weekend workdays; Early out days for youth.
- Themed Days- Teen volunteer day, Earth Day Clean up, Help a senior day, Trail day.
- Participant numbers would be limited.

2

## GROUP

Businesses, schools, troops, club, team can volunteer for a specific project.

- Specific projects identified by the City.
- The number of hours would be dependent on the project.
- Work is done primarily during weekday hours.
- Group donated supplies and City provided supplies/materials.

2

## INDEPENDENT

A resident has a specific skill or interest they can offer the City. From Maintenance projects to helping with Recreation events.

- Number of hours would be dependent on the project.
- Work is done primarily during weekday hours.
- Group/individual donated supplies and city provided supplies/materials

# TYPES OF WORK A VOLUNTEER MAY DO

Volunteers can expect to do many different things during their time. They may work on our trails, in our parks and facilities. While some may have a specific pre approved projects such as painting, refinishing, or repairing.



**PARK CLEAN UP**



**CLEANING**



**WEEDING**



**EVENTS**



**MAINTENANCE**

# HOW TO GET INVOLVED



## COMPLETE FORM

Complete the Volunteer Membership application via our website which includes a volunteer waiver. You will be prompted to make an account on Activenet.com our registration software.



## CONNECT WITH STAFF

If you selected that you were interested in a group or independent project, Recreation Staff will contact you to get more information on specifics of how you are wanting to volunteer.



## GET ON LIST

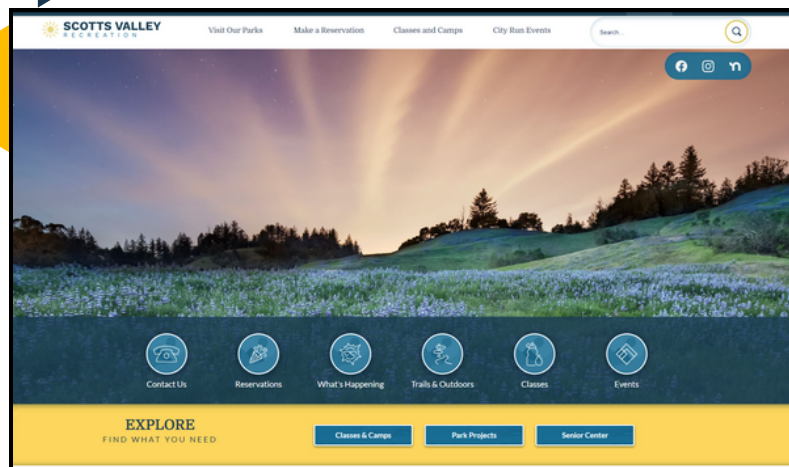
If you are interested in a Volunteer Day, then your name and email will be put on a list to receive updates on the next scheduled day.  
You can also check out our website to register for a Volunteer day.



## REGISTRATION

When the time comes, you will receive a link to register for the Volunteer project or Day.  
All Volunteer days will be posted on our website.

# LOGISTICS



## WEBSITE

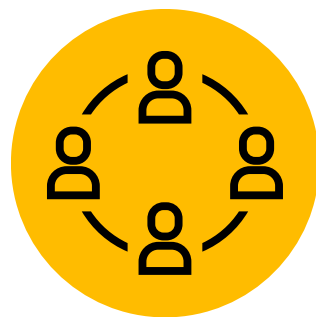
A Volunteer page will be added to our website to display upcoming events, how to volunteer and ways to get involved



## PROJECTS LIST

For groups, a projects list can be made visible to choose what project best fits the group.

| Group or Individual Volunteer Projects                                                                                                                                                                                                                                                                         |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| #1 Fish Park- 20 people- 6 hours (\$500 materials) <ul style="list-style-type: none"><li>Leaves cleanup</li><li>Sand, paint railing and sign</li></ul>                                                                                                                                                         |  |  |
|                                                                                                                                                                                                                                                                                                                |  |  |
| #2 Macdorsa- Approx 10 people 4 hours (\$500 for materials) <ul style="list-style-type: none"><li>Horseshoe pit clean up<ul style="list-style-type: none"><li>Weeding, sand placement, manual hand tool work</li></ul></li></ul>                                                                               |  |  |
| Lodato-20 people 6 hours (\$300) <ul style="list-style-type: none"><li>Basic trail work</li><li>Cut back branches along trail</li><li>Pick up trash</li><li>Clean up entry way to trail head:<ul style="list-style-type: none"><li>Disperse crushed rock</li></ul></li><li>Sign sanded and varnished</li></ul> |  |  |



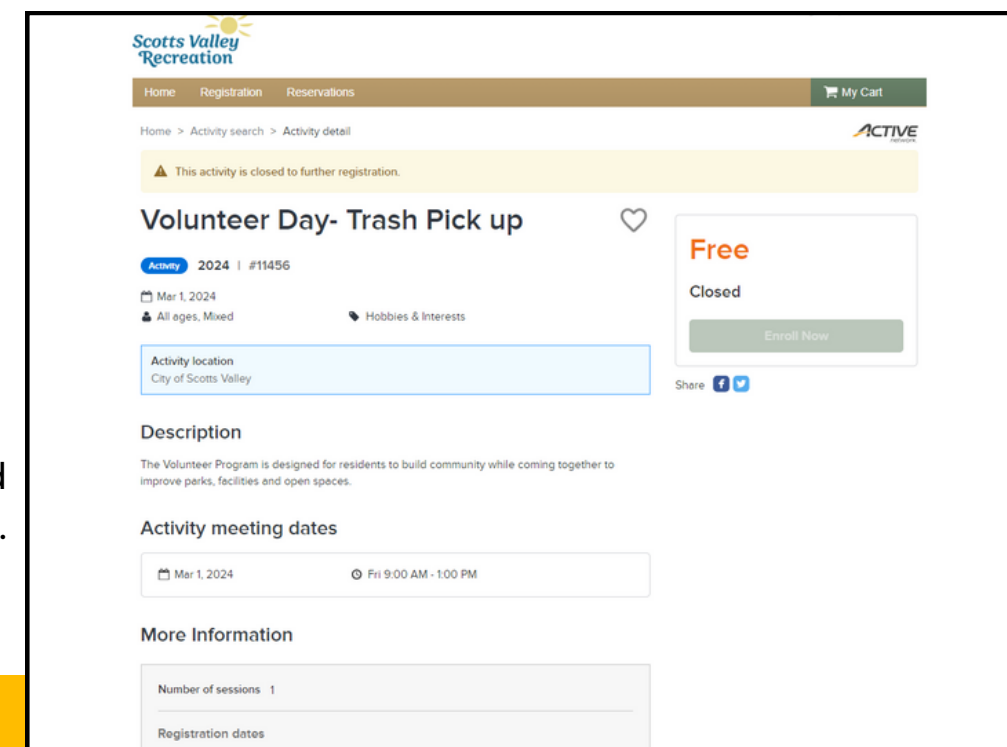
## COORDINATION

The Maintenance and Recreation divisions will collaborate on deciding what projects will be done. It will be a joint effort to host the Volunteer days and project completion.



## REGISTRATION

Each Volunteer Event will be listed on our Active registration site.



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

**DATE:** 2/15/2024  
**TO:** Honorable Mayor and City Council  
**FROM:** Allison Pfefferkorn, Recreation Division Manager  
**APPROVED:** Mali LaGoe, City Manager  
**SUBJECT:** **Siltanen Pool Lease**

### **SUMMARY OF ISSUE**

#### **Background**

The Siltanen Family Swim Center ceased operation due to the pandemic in 2020. Prior to 2020, the Siltanen Pool provided swim lessons, pool rentals for parties, recreation swimming, water aerobics, adaptive swimming, and community events from May-Oct.

The Siltanen Pool is loved by many, and the Recreation office receives many emails and calls inquiring about when the pool will be open and if there will be lessons offered.

Under the current staffing model for the Recreation Division, as recommended in the assessment adopted by City Council in the Fall of 2021, most recreation activities are proposed to be managed through 3rd party operators utilizing City facilities, including the operation of the Siltanen Pool.

In 2023, Recreation staff initiated a Request For Proposal (RFP) for the program management of the pool. After not receiving any complete RFPs, the Recreation Division was unable to offer a full summer of programming. The City was able to secure a partnership with Santa Cruz County that allowed the pool to be open for recreational swimming for a total of 8 weekend days in August.

In September, staff reached out to several pool operators who were unable to submit an RFP last year due to the timing of the RFP. Staff met with several to gauge their interest in running the programming of the pool for the summer of 2024.

Staff received 2 proposals. One from Swan Swim, who operates the programming at the City of Gilroy's pool, and one from Pacific Flow Swim School - Jeff Griffith - Jones, who is the General Manager for Almeden Valley Athletic Club in San Jose.

After reviewing both proposals, Pacific Flow Swim School proved to be a front-runner for the community due to its proposal of offering year-round swimming programs and a lease of the facility.



Year-round operation would be made possible by the installation of a dome. A lease agreement would allow

PFSS to make site improvements, approved by the City, without the confines of City budgets and allow the City to run the pool at little to no cost. A lease agreement will take less city staff involvement due to the tenants' requirement to manage all maintenance of facility, programming, staffing, daily operations and advertising.

Staff met in a closed session with City Council on Feb 7<sup>th</sup> to discuss the details of a lease agreement and received direction to move forward with lease negotiations.

### **Pacific Flow Swim School:**

**Owner/Operator:** Jeff Giffith-Jones; Scotts Valley Resident of 10 years

More than 20 years of experience in the professional recreational industry. Extensive history in aquatic management in the Bay Area.

**Mission:** PFSS will create safer swimmers, teach humans of all ages to swim, exemplify teamwork and leadership, and cultivate a passion for aquatic experiences in local families.

Lease terms are currently in negotiations. Below is an overview of operations, programming and improvements:

#### **Operations**

- Year-round operations made possible with the addition of a covered structure, funded by PFSS.
- Hours of operation 7:00 am-9:00 pm.

#### **Programming**

- Year-round weekly swim lessons based on students' age and ability.
- Resident and Non-Resident pricing.
- Small group and private lessons mid-week and on the weekends.
- Recreation swim mid-week and weekends.
- Weekend Party rentals

#### **Facility Premises**

PFSS has proposed making an investment in the Siltanen Pool with several upgrades to the facilities, including the covered structure and an upgraded pump room.  
Proposed leaseholder improvements investment approx. \$90,000

### **FISCAL IMPACT**

The City of Scotts Valley would be charging rent for the space.

Proposed monthly rent is being negotiated.

### **STAFF RECOMMENDATION**

To receive the staff presentation.

### **TABLE OF CONTENTS**

1. Pool Dome

