



# County of Santa Cruz

## DEPARTMENT OF PARKS, OPEN SPACE & CULTURAL SERVICES

979 17<sup>TH</sup> AVENUE, SANTA CRUZ, CA 95062

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

JEFF GAFFNEY  
DIRECTOR

### PARKS AND RECREATION COMMISSION AGENDA

Monday, February 3, 2020  
7:00pm – 9:00pm  
Special Meeting

Simpkins Swim Center  
979 17<sup>th</sup> Avenue  
Santa Cruz, CA 95062

**I. CALL TO ORDER / ROLL CALL**

**II. AGENDA MODIFICATIONS OR LATE ADDITIONS**

**III. ORAL COMMUNICATIONS**

Opportunity for persons to address the Commission on matters which are within the scope of responsibility of the Commission or on today's Agenda. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Oral Communications. Commissioners will not take actions or respond immediately to any public communications presented regarding topics not on the Agenda but may choose to follow up later, either later, or on a subsequent Commission Agenda.

**IV. CONSENT AGENDA**

- a. Approve minutes from December 9, 2019.....Page 2-4
- b. Consider Reports:
  - 1. Aquatics Section Report.....Page 5-6
  - 2. Maintenance Section Report.....Page 7
  - 3. Planning Section Report.....Page 8
  - 4. Recreation Section Report.....Page 9
  - 5. Reservations Section Report .....Page 10
  - 6. Volunteer Section Report.....Page 11-17

**V. COMMISSIONER REPORTS**

**VI. DIRECTOR'S REPORT**

**VII. REGULAR AGENDA – Information Items**

- a. Youth Resource Bank Annual Cabaret (Page 18)
- b. Presentation on Parks PRIMO! project (Page 19)
- c. Review Commission's Communication Strategies (Page 20-21)
- d. Review Roberts Rules (Page 22-26)

**VIII. REGULAR AGENDA – Action Items (none)**

**IX. WRITTEN CORRESPONDENCE LISTING (none)**

**X. ADJOURNMENT**



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### PARKS & RECREATION COMMISSION Minutes of December 9, 2019, 7:00 p.m. meeting 979 17<sup>th</sup> Avenue Santa Cruz, CA 95062

#### I. ROLL CALL

Present: Jim Rapoza, Mariah Roberts, Maggie Duncan-Merrell, Kate Minott, Steven Bennett  
Staff: Jeff Gaffney, Jennifer Mead

#### II. AGENDA MODIFICATIONS

Accept agenda as presented (Bennett/Rapoza 5/0)

#### III. CONSENT AGENDA

Kate Minott: Move Consent item 6.b to be considered under Regular agenda item VII.c

Modification to October 7, 2019 minutes:

- Change motion VII.b to read "Parks Director work with appropriate stakeholders to develop strategy for management of Snowy Plover habitat at Scott Creek Beach"
- Add Katherine Sweet to oral communications, Subject: Anna Jean Cummings
- Minutes approved as modified. Reports accepted and filed. (Rapoza/Duncan-Merrell 5/0)

#### IV. ORAL COMMUNICATIONS

1. Supervisor Zach Friend Subject: Thank you to Parks Department and Parks Commission
2. Katherine Sweet Subject: Commission agenda item process and Anna Jean Cummings Park
3. Vivian Fetter-Evan: Subject: Anna Jean Cummings trails
4. Lisa Sheridan Subject: Anna Jean Cummings trails
5. Jean Brocklebank Subject: Thank you to Parks Department and Parks Commission
6. Kane Silverberg: Subject: Illegal camping at Anna Jean Cummings Park
7. Bert Pool: Subject: Volunteer Day & trash pickup at Anna Jean Cummings Park

#### V. COMMISSIONER REPORTS

Duncan-Merrell 3<sup>rd</sup> District: Thank you to Leslie Keedy for her work at University Terrace Park in Santa Cruz City.

Bennett 4<sup>th</sup> District: I attended the Arts & Craft Fair at the Vets Memorial Hall – it was a nice event.

Rapoza 5<sup>th</sup> District: The 5<sup>th</sup> District is blessed with great parks and staff does a great job. Felton Discovery Park is progressing despite the rain – hope to have the commission up there after it opens. The homeless issues at Felton Covered Bridge Park is improving. Highlands, Quail and Ben Lomond all look great.

Minott 2<sup>nd</sup> District: I want to acknowledge all the volunteers that came out to Aldridge Lane Park on National Volunteer Day. The neighborhood around Seacliff is so excited to see a flushable toilet coming to the park. A panel has selected a muralist to pain the bathroom. The Lions are working to create a Vet Memorial area somewhere in Aptos Village Area. I'm disappointed the vaping item wasn't included in the agenda – State Parks recently passed an ordinance. Thank you to everybody for the good work.

Roberts 1<sup>st</sup> District: LEO's Haven is coming along – look for the park opening happening in the first 3 weeks of January. We have neighbors interested in support something at Felt St. Park.

## VI. DIRECTOR'S REPORT

- We will be amending the smoking ordinance to include vaping as we review changes to our County Code
- Mary Chavez is leaving us, she is moving to Health Services Agency as a Senior Department Analyst. Big loss for us, but happy for her promotion.
- Process for Commission items: The Chair surveys Commissioners, then the Chair and I discuss what items seem appropriate for the agenda. Important for the public to reach out to their appointed commissioner. We will continue to streamline and improve the process.
- Art and Craft Faire last weekend, it was well attended and always a fun event here at Simpkins.
- Two successful Volunteer Days at Anna Jean Cummings and Aldridge Lane Park.
- I'm participating in the Resource Conservation District Strategic Plan process and some other Parks staff members have given input as well.
- There was a Legislative Roundtable put together by County Board of Supervisors that included local state and federal representatives. The most important thing for us was the Land Water Conservation Fund, we are looking to advocate for the permeant funding of that. The money comes from taxes and services from oil wells off the coast of California. A lot of park land was purchase with these dollars. The legislation is permanent, but ensuring the funding is permanent with be the next step.
- Tomorrow is the BOS meeting tomorrow, three Parks items on the agenda: 1) Felton Park Naming 2) Approving Grant Application for Whale Tail 3) Approving lease for Seacliff park to build skate feature.
- With the Coastal Conservancy and Coastal Commission - Looking to get underserved youth and at-risk youth who do not have easy coastal access to Greyhound Rock area. We want to create programs / overnight accommodations for field trips.
- I'm now the Vice President of the Youth Resource Bank. Commissioner Rapoza is also on the Youth Resource Bank board and has been there a few years longer. It is a great non-profit that wants to provide services to youth that may not be address. i.e. retainer replacement or getting kids out to sporting/arts/cultural events.
- Mountain biking is allowed at all county parks except Quail Hollow Ranch. We have an awesome trail crew at Quail, maybe that is something we should create for Anna Jean Cummings Park.

**VII. REGULAR AGENDA – Action Items**

- a. Update was given by Terry Corwin of County Park Friends
- b. Director Gaffney gave update on Scott Creek Beach
- c. Director Gaffney and Margaret Ingraham answered questions from the Commission about the VIP program

**VIII. REGULAR AGENDA – Information Items**

- a. The 2020 meeting dates were accepted by the Commission (Minott/Bennet 5/0)
- b. The Commission reviewed the Biennial Report and accepted with amendments (Rapoza/Bennett 5/0)

**X. WRITTEN CORRESPONDENCE LISTING (Page 22)**

**XI. ADJOURNMENT – Meeting adjourned at 8:45 p.m. (Minott/Duncan-Merrell 5/0)**



## **Special Events at the Pool**

On Wednesday, January 1 from 10:30 -12:00pm we held the **PLEDGE TO TAKE THE PLUNGE INTO 2020 Event!** All proceeds of pledges will go to Friends of Santa Cruz County Parks for children's learn how to swim scholarships. Participants will make teams and plunge down the slide following their workout. The top five participants who bring in the most money will have their choice of five prizes.

**24 Hour Swim-** Starting at noon on Saturday, January 25<sup>th</sup> we hosted the Monterey Bay Swimming Association annual 24 hour swim event. Every hour for 24 hours straight each participant swam a mile (70 laps) and rested for the remaining time in that hour. They were watched over by a rotating staff of at least three of our lifeguards during the entirety of the event. By noon on Sunday, January 27<sup>th</sup> all 11 swimmers completed the challenging swim

## **Aquatics Programs**

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

**Private Swim lessons** are also available with either our aquatics staff or one of our four private contractors.

**Adult Fitness Swimming** – Adult Fitness Swimming remains a very popular program at the Simpkins Family Swim Center. 90-minute coached swim workouts are offered Monday through Friday at 6:00am and 12:00pm, and weekends at 9:00am. A variety of coaches offer swimmers multiple workout choices.

**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, cross training fitness enthusiasts, pre-natal, seniors, and those rehabilitating. 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.

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

**Swim Lesson Scholarship Program** – In collaboration with County Parks Friends and Cradle to Career we have enrolled children from local Live Oak families in youth swim lessons, all expenses paid. Our first cohort of scholarship swimmers started lesson on January 28<sup>th</sup>.



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JEFF GAFFNEY  
DIRECTOR

Date: January 29, 2020  
To: Parks and Recreation Commission  
From: Eric Sturm & Rebecca Hurley, Parks Superintendents  
Subject: Maintenance Section Report

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### North

- Quail Hollow House, roof replacement project out to bid – bid closing date is January 27, 2020.
- Quail Hollow forced air heater was replaced.

### Mini-mid

- Veterans Service Office, restroom floor was replaced – because of damage caused by a faulty wax ring.
- Repaired HVAC at the Veterans Service office
- Replaced laterals and filter sand in the sand filters at Simpkins Swim Center.
- Replaced chlorine tank, chlorine generator plumbing, and wiring on the chlorine generator at Simpkins
- Repaired HVAC Ducting and leaks in roof at Simpkins.
- Deferred maintenance planning.

### South

- Construction of the skate feature at Seacliff Village Neighborhood Park is underway. Expected opening in scheduled for February 8th.
- Minor renovations and updates to the back house at Pinto Lake Park are ongoing. Work includes kitchen renovation, refinishing of the oak floors and interior painting.
- Fall sports field renovations at Polo and Pinto Lake Park were completed. Renovations entailed aerating, over seeding and fertilizing of the playing fields.



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JEFF GAFFNEY  
DIRECTOR

Date: January 29, 2020  
To: Parks and Recreation Commission  
From: Will Fourt, Park Planner  
Subject: Planning Section Status Report

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### **Felton Discovery Park**

Construction is nearly complete at Felton Discovery Park, including walkways, bridge, planting areas, play areas and signage.

**Chanticleer Park:** The construction is mostly complete at Chanticleer Park for the Phase I development including LEO's Haven. The park opened to the public on January 18<sup>th</sup>, 2020.

### **Heart of Soquel Phase 2 & 3**

The County's design consultants have prepared the first draft construction documents for submittal to the County Planning Department for the Building Permit review. Based on the current schedule and staffing resources the primary construction of the trail is anticipated to begin in the late summer or fall of 2020.

### **Farm Future Phases**

On 11/14/19, members of the Parks Department and Supervisor Leopold met on-site with the Statewide Park Program (SPP) Grantor and have been invited to submit the final competitive grant application for \$7,216,000. If awarded this March of 2020, the grant will allow for the installation of a pedestrian bridge and construction of two playground areas, skate and bike features, a ½ basketball and bocce ball courts, two play areas, a permanent public restroom, additional parking, interpretive signage, benches and picnic tables and other park amenities. The proposed park plan was a community driven process that occurred in the summer of 2019; information about the community planning process can be found here <https://www.scparks.com/Home/Parks/ParkProjects.aspx#farm>

### **Seacliff Village Park Phase 2**

Parks met with Soquel Creek Water District regarding the new water meter required for the new restroom building and is working with design consultants to prepare the construction drawings for the site work needed to install the new restroom building already purchased from Public Restroom Company. County Park Friends has also been working with donors and a contractor to install the skatable art feature, which is scheduled to open to the public on February 8<sup>th</sup>.



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JEFF GAFFNEY  
DIRECTOR

Date: January 29, 2020  
To: Parks and Recreation Commission  
From: Kathy DeWild, Program Coordinator  
Subject: Recreation Section Report

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### Adult & Seniors

- Staff are busy planning trips for summer and fall of 2020.
- An informative slide presentation by Collette Vacations will be held at the Parks Dept. conference room on March 12 at 6:00 p.m., highlighting exciting trip destinations for 2020.

### Recreation

- ACE in Feb. will take a trip to the Natural History Museum and Aptos Village Park. Skate Dog's will teach ACE how to skate, and in March, staff from the SPCA will teach animal safety and wildlife awareness. We will also go roller skating, swimming and have a BBQ at Ann Jean Cummings Park.
- The final Girls Explore the Coast field trip will take place the weekend of Feb. 22-23. Staff and participants will travel north to San Francisco and into Marin County, spending the night at Point Reyes Hostel and the next day exploring the headlands.
- A Santa Cruz Public Library librarian continues to come to the La Selva Beach Clubhouse each Thursday for a session of Mine Craft, which includes 19 laptop computers for the kids to use.

### Quail Hollow Ranch

- Patricia Davis of Quail Hollow Kitchens will be taught a full-to-capacity *Artisanal Bread-making Techniques* class on Jan. 26. Participants took home a starter and recipes.
- Master Gardeners will hold a *Pruning Small Trees & Shrubs* class on Feb. 23 from 1:00-3:00 p.m.
- Park Interpreter Dan Lazarus will lead a Nature Journaling workshop for ages 7+ on March 15 from 10:00 a.m.-12:00 p.m.

### Arts

- The Board of Supervisors will consider the Arts Commission recommendation of public artist for Seacliff Village Park phase 2 public artwork on Feb. 25.
- Oil paintings by Jennifer Wildermuth Reyes will be at the Simpkins Family Swim Center/Community Center through mid-March.
- Don't miss the "Vote! Your Voice is Your Vote" exhibition at the County Government Center, 701 Ocean St. on the 3rd floor, with a reception on First Friday - Feb. 7, from 5:00-8:00 p.m.



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Date: January 29, 2020  
To: Parks and Recreation Commission  
From: Shawna Hatch, Reservations Specialist  
Subject: Reservations Section Report

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- Amongst the rain and cold weather, January hosted three events at a park centers and 28 meeting room rentals.
- The Reservation team hosted open houses at the Highlands Park through in January while the AmeriCorps team is using the house for their residency. Large crowds of future wedding groups in attendance.
- We were very busy prepping and attending the Wedding Expo booth at Coconut Grove held on January 26<sup>th</sup>. Park centers continue to be popular wedding and event locations during the peak of summer, with customers appreciating the picturesque and affordable venues for their special occasions.
- Garden plot renewals for Jose Avenue, Felt Street and the Farm Parks have been taking place. Jose Avenue has 14 garden plots, Felt Street Park has 17 + 2 ADA garden plots, and the Farm has 10 + 2 ADA plots. All plots have either been renewed or new gardeners will have an opportunity to “get their garden on”. New gardeners are excited about starting their gardening experience in County Parks. A waitlist is now being generated Chanticleer Park for the first six garden plots there.
- The Chanticleer Legacy Commemorative Program in partnership with Chanticleer Park Neighbors has helped fund raise \$38,500 for benches, tables and trees at Chanticleer Park. All plaque wording has been approved and plaque commemorations should be placed in the park by the end of February.
- South Maintenance team is finishing up construction of a new reservable picnic area at Scott Park. Looking forward to good times coming!!
- Concessions sites are steadily improving. Opportunity and growth await the Rio Del Mar site and talks with local businesses are beginning.
- Our Reservations team is filling an employment vacancy and looking forward to the added support.



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JEFF GAFFNEY  
DIRECTOR

Date: January 29, 2020  
To: Parks and Recreation Commission  
From: Margaret Ingraham, Volunteer Program Coordinator  
Subject: Volunteer Program Report

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### **AmeriCorps Team Gold 7**

The AmeriCorps Gold 7 Team with 12 members arrived on January 9<sup>th</sup> and they will be with us through April 10<sup>th</sup>. See the attached introduction pamphlet.

Here are some of the projects they have done and are working on:

#### **Highlands Park:**

Removed invasive plants from in and around the Nature Trail  
Spread chip around the playground area

#### **Ben Lomond Senior Center:**

The team is preparing the front planter beds for a Native Plant Pollinator Garden and did general clean up around the grounds.

#### **Quail Hollow Ranch:**

On Tuesdays 2-4 team members work with our Volunteer Trail Crew on trail maintenance and to build a split rail fence along the far end of the Discovery Loop  
On Thursday 3 team members will join Program Specialist, Dan Lazarus to work on building a school science curriculum for students about Butterfly Pollinator Gardens.

#### **Chanticleer Park:**

6 team members helped to set up and break down for the Grand Opening of the Park.

#### **Scott Creek Beach:**

Team members worked alongside the Tai Kappa Epsilon fraternity to remove sand from the viewing platform, install the rest of the wood panels along the bottom of the platform, and to remove invasive Ice Plant that grows on the dunes. They removed over 2000 lbs. of Ice Plant! Our north coast volunteer, Jay Todd also was involved in this project to help transport tools.



Team member Torey and Fraternity Brother working together.



Team members Jill and Torey with long Ice Plant root.

**Ben Lomond Park:**

The team has started work in the park to continue a restoration project that was started by last year's team. They removed invasive plants, installed sheet composting, and some turn the some of the landscaped areas into Native Plant Pollinator Gardens. Last year's team created one such area as a test and it is doing great and has been well received by maintenance staff. The Native Plant Pollinator Gardens will eventually turn into beautiful landscaped areas that need very little staff attention; thus, saving time for maintenance staff.

The team has also learned about different invasive plant species, native plants, pruning, sheet composting, poison oak (and how to NOT get it), and issues around food insecurities in our County from classes and lectures.

**Other projects and activities:**

The team spent a day at the Boulder Creek Library where past AmeriCorps Teams have restored the grounds and this year's team is monitoring the area for returning invasive plants. The team is working on restoring the riparian corridor behind the Ben Lomond Park and other businesses.

The Team helps with food distribution at the Second Harvest Food Bank in Felton on Thursday mornings.

The Team will be working alongside members of the Downtown Street Team on Thursday morning for the San Lorenzo Estuary Re-vegetation Restoration Project.

So far, they have removed over 2500 cubic feet of invasive plants and spread over 3000 sq. feet of chip.

**Quail Hollow Ranch**

We are training a new volunteer to hold the visitor center open and once he is trained, we will have 4! Our goal is to have enough volunteers to have the visitor center open more regularly for all to enjoy.

The SLV Charter School spent 3 hours at the park removing weeds from the front garden area in preparation for the upcoming restoration of that area.



Weeds being pulled



Area after weed pulling

### **Anna Jean Cummings**

We held a Volunteer Day at Anna Jean Cummings Park on Dec. 7<sup>th</sup> from 9:00 – 12:00. It was a dreary and rainy morning, but we had 11 volunteers show up to help with trail restoration.



### **Pinto Lake County Park**

2 lead volunteers at Pinto hosted another volunteer day for the disc golf course.

### **Junior Recreation Volunteers**

Junior volunteers continue to support staff in our afterschool programs and log an average of 50 hours month during the winter months.

### **Volunteers**

Volunteer, Jay Todd continues to routinely pick-up trash on the North Coast beach access points, parking lots, and along the highway on the North Coast. As well, Jay helps with equipment hauling for the Scott Creek Beach volunteer days.

Volunteer, David Kwan comes every Tuesday and Thursday from 10 – 1 to the Parks office to help with tasks for staff.

Volunteer, Mirum Tullis picks up trash on our Miller Property trails and trail access points.

**Eleanor “Ella” Vadnais**—(she/her)

18 years old—St. Paul, MN  
Backyard Chicken Farmer & Media



**Quentin “Q” Semenuk**—(he/him)

18 years old—Texas  
Resident Goofball & HAWC



**Victoria “Tori” Seiden**  
(she/her)

20 years old—Sherman, CT  
Dance Enthusiast & HAWC

**Evon  
“Charmie”  
Smithson**  
(she/her)

18 years old  
Miami, FL

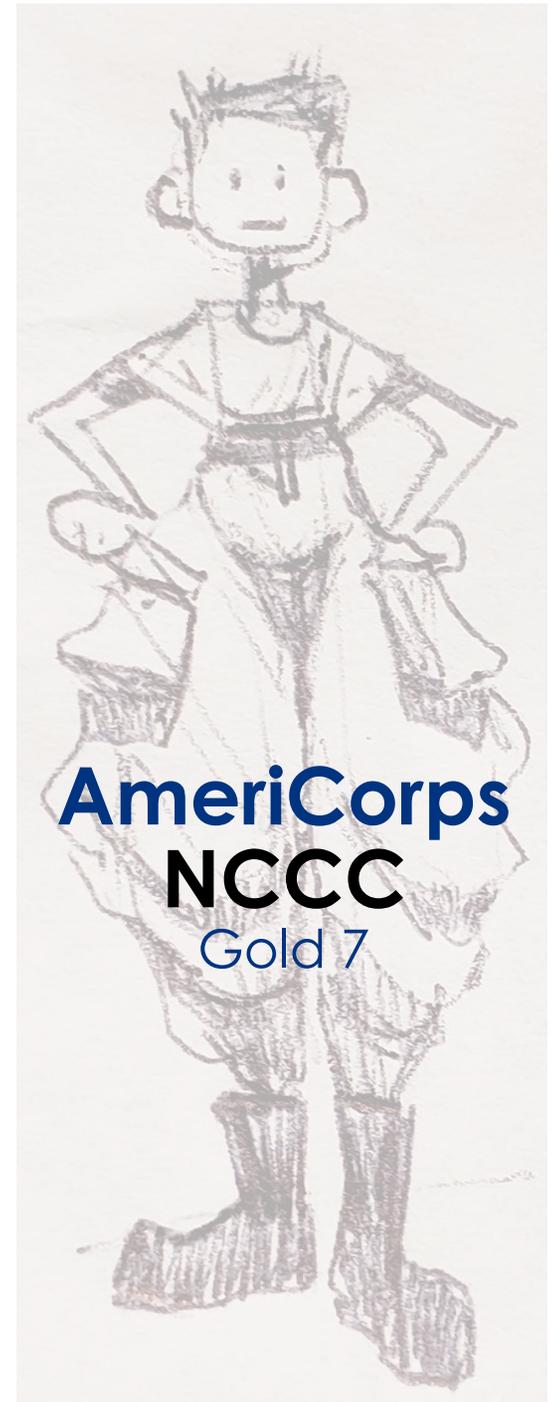
Movie Buff &  
Media Rep



**Jillian “Jill” Gehman**  
(she/her)

21 years old (in January!)  
Philadelphia, PA

Outdoor Adventurer & HAWC



**Emilia “Mama-Emilia” Minhondo**

(she/her)

22 years old—Philadelphia, PA

Assistant Team Leader & LAA



**Seana Joyce**

(she/her)

24 years old—Charleston, SC

Lifelong Learner & Media Rep

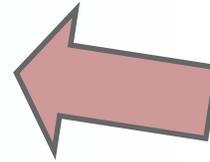


**Tara “Mom” McLaughlin**

(she/her)

23 years old— Pittsburgh, PA

Master Nap Coordinator & VST

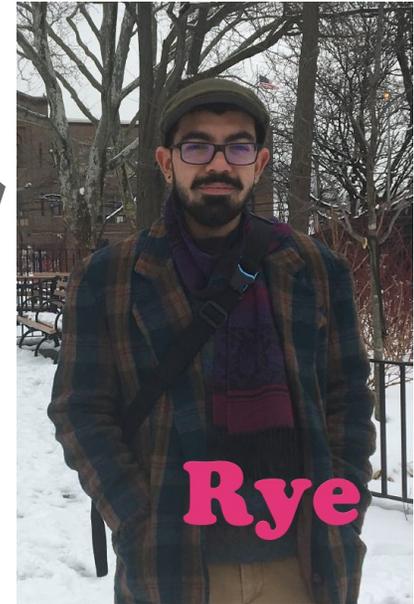
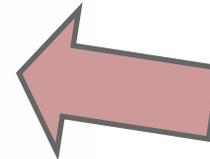
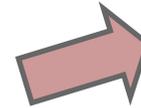


**Ryan “Rye” Gonzalez**

(they/them)

22 years old—Miami, FL

Tea Enthusiast & SLI



**Jonah Houston**

(he/him)

19 years old

Little Rock, AR and New Orleans, LA

Assistant Team Leader & SLI

**Elizabeth “Liz” Lockridge**

(she/her)

18 years old

Weisbaden, Germany and Charleston, SC

Resident Musician & VST



**Sierra**

**Knodle**

(she/her)

26 years old  
Stillwater, MN

Team Leader



**01**

**AmeriCorps NCCC Pacific Region—Sacramento, CA**

**02**

**Habitat for Humanity Flathead Valley—Kalispell, MT**

**03**

**Santa Cruz County Parks Department—Santa Cruz, CA**

**04**

**??? TBD ???**

**MARCH**

**7**

**2020**

**Doors Open**

**6:00 pm**

**YOUTH RESOURCE BANK  
FUNDRAISER**

**ANNUAL  
CABARET**

**EMCEE  
ZACH FRIEND**

**FEATURING THE  
SOULFUL STYLINGS OF  
GRAMMY NOMINATED  
TAMMI BROWN  
AND BAND**

**SHOWCASING STANFORD MUSIC CAMPS  
YOUTH PERFORMERS • AGES 11 TO 20**

*"It's going to be an unforgettable musical evening." –  
Tammi*

**COME FOR THE CAUSE...**

**STAY FOR THE  
GROOVE!**

**Kuumbwa Jazz Center  
320-2 Cedar Street  
Santa Cruz, CA 95060**

*The Youth Resource Bank depends on donations from people and businesses in our community. Funds are used to provide essential needs to vulnerable children and youth in schools, human services and family court.*



**Silent Auction – Live Auction – Raffle Prizes**

Silent Auction opens at 6pm – Show Begins at 7pm

**\$50 Reserved Seating - \$25 General Admission**

For Tickets call: 831-689-9609 or [youthresourcebank.org](http://youthresourcebank.org)

**WE WISH TO EXTEND A SPECIAL THANKS TO OUR 2020 SPONSORS**



**Kelly (Black)  
Mateo Family**



# PRIMO! Santa Cruz County

## Building a Culture of Employee-Driven, Customer-Oriented Improvement

Process Improvement Onward (PRIMO!) is a workplace philosophy that engrains improvement as a part of everyday work; where processes are evaluated and innovated by all levels of the organization and lead to better outcomes for customers. Continuous Process Improvement (CPI) seeks to improve processes incrementally over time by engaging employees who are the experts of their work and empower them to pursue innovations themselves.

Vision: Value people to improve the way government works

Mission: A common culture of improvement centered on customers, driven by employees and focused on measurable outcomes

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### Parks Department PRIMO! Project *Maintenance Crew Deployments*

#### Problem Statement:

Over the past 40 years the number of parks has increased by 426% while staffing levels have only increased by 47% over the same span of time. The Parks Dept. finds that it has become necessary to identify and organize staff resources to address deferred maintenance needs for aging infrastructure. By increasing efficiencies, more maintenance projects can be completed and positively impact the experience of park users and increase staff morale.

#### Business Case and Benefits:

- Increasing maintenance staff time for projects will have profound positive impact on parks, park user experiences and staff morale.
- This effort aligns with both the County's and the Parks Department's strategic plans. It will help meet the County Parks goal for creating a plan to address deferred maintenance projects and for increasing outdoor experiences.
- This can be cost reductive in having staff perform duties that are specific to their qualifications and skill set and in return increase staff morale

#### Goal Statement:

Increase maintenance staff time for projects by 10% in 6 months while maintaining all regular job duties.

#### Team Members:

Rebecca Hurley (Liasion), Mike Pini (Maint. Supervisor), Aaron Dossett (Sr. Maint. Staff – Mid Co.), Katey Higham (Rookie Maint. Staff – South Co), Al Galvan (Bldg. Maint. Supervisor – SFSC), Jeff Crawford (Liasion – North Co.), Parker Bulloch (SFSC staff) & Emilia Gamboa (for consult as subject matter expert)

# Santa Cruz County Parks & Recreation Commission

## Team Charter - August 2016

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### COMMISSION COMMUNICATION STRATEGIES

- Work with Parks staff regarding the budget - but don't 'micro manage.'
- Rotate meetings to hold them alternately in different districts.
- Create a 'listening tour—where commissioners meet with members of the public in each district.
- Collaborate with City Parks Commissions and Departments, also Special Districts.
- Go through Jennifer to coordinate with the whole group—to avoid Brown Act infringement.
- Each commissioner to have regular direct communication with their supervisor—offering support as well as asking for it.
- Be available to represent the Commission at Parks events. [Staff could support this by providing monthly email notifications of upcoming events & activities.]
- Talk to the public, and represent the Parks Commission to the media when appropriate (and as agreed upon).
- Speak for the other Commissioners only if you have *everyone's* agreement about what you will say. Don't represent the entire Commission without their approval.
- Confirm facts/communication strategy with Parks Director and/or staff before moving forward to represent Parks-related issues, plans.
- Show respect for differences—of votes/opinions.
- Be professional.
- Keep regular and open communication with the Parks Director.
- Defer to the Board of Supervisors regarding issues that require funding or policy decisions.
- Engage the public and attempt to develop joint solutions. (Assist them in gaining a sense of ownership.)
- Do the leg work for your supervisor with the public on Parks-related issues where you can.

## Santa Cruz County Parks & Recreation Commission

# Team Charter - August 2016

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- Support fact-based, evidence-based decision-making. Hold to this standard. Be clear with members of the public about what the Commission can and can't do.
- Take opportunities that arise to educate the public in ways that will be helpful to the Parks Department mission.
- Create and offer opportunities for public collaboration with the Department as a way for people to exercise their common values, and to encourage everyone's 'better angels' – (in caring for and about Parks resources and other visitors?).
- Work for consensus where possible.

### From previous commission meetings:

- Commission Chair maintains regular phone/in-person contact with each member.
- Commission has clear working agreements and success measures for their work together.
- Commission uses limited time and energies strategically.
- Commission has check-ins on specific dates for defined actions. / Commission has a list of goals and action steps to follow.
- Commission reviews goals and checks against them.
- Each Commissioner collaborates on at least one joint project in their district each year.
- Commissioners meet regularly with Supervisors and public and community leaders.



## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

## Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote