



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/TTY: call 711

JEFF GAFFNEY
DIRECTOR

PARKS AND RECREATION COMMISSION AGENDA

Monday, December 5, 2022
7:00pm – 9:00pm
Regular Meeting (virtual)
Meeting Link <https://us06web.zoom.us/j/3689630872?pwd=aGR4eEFySDNtMkFnbkE0aUx5OXhEQT09>

Zoom Meeting
Meeting ID: 368 963 0872
Passcode: 790501

I. CALL TO ORDER / ROLL CALL

II. AGENDA MODIFICATIONS

III. ORAL COMMUNICATIONS

Any person may address the Commission during its Oral Communication period. Speakers must not exceed three (3) minutes in length or the time limit established by the Chair, and individuals may speak only once during Oral Communications. All Oral Communication must be directed to an item listed on today's Consent Agenda, Closed Session Agenda, yet to be heard on Regular Agenda, or a topic not on the agenda that is within the jurisdiction of the Commission. Commission members will not take actions or respond immediately to any Oral communication presented regarding topics not on the agenda but may choose to follow up later, either individually, or on a subsequent Commission Agenda. Oral communications will normally be received by the Commission for a period not to exceed thirty (30) minutes. If, at the end of this period, additional persons wish to address the Commission, the Oral Communication period may be continued to the last item on the agenda.

IV. CONSENT AGENDA

- a. Approve minutes from October 3, 2022.....Page 3-4
- b. Consider Reports:
 - 1.Aquatics Section ReportPage 5
 - 2.Planning Section Report.....Page 6-7
 - 3.Recreation Section Report.....Page 8-9
 - 4.Reservations Section ReportPage 10
 - 5.Volunteer Section Report.....Page 11-13

V. COMMISSIONER REPORTS

VI. DIRECTOR'S REPORT

VII. REGULAR AGENDA – Action Items

- a. Discuss and adopt resolution approving the commission's findings under AB 361
- b. Parks and Recreation Commission bylaws change

VIII. REGULAR AGENDA – Information Items

- a. Discuss cup tax subcommittee update

IX. NEXT MEETING: Monday, February 6, 2023, 7:00-9:00 p.m. - Virtual Meeting via Zoom if determined by the commission

X. WRITTEN CORRESPONDENCE LISTING

XI. ADJOURNMENT



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

JEFF GAFFNEY
DIRECTOR

PARKS & RECREATION COMMISSION Minutes of October 3, 2022, 7:00 p.m. Regular Meeting Virtual via Zoom

I. ROLL CALL

Present: Monica Martinez, Maggie Duncan-Merrell, Martha Victoria Vega, Tricia Wiltshire Potts, Katherine Lee
Staff: Jeff Gaffney, Noah Ross

II. AGENDA MODIFICATIONS

III. ORAL COMMUNICATIONS

1. Barbara Chamberlain Subject: Spoke on Aptos Village Park and desire to have a plaque commemorating Cabrillo Host Lions Club.
2. Mariah Roberts Subject: Thanked new commissioners. Spoke of County Park Friends recent funds hand off for Willowbrook. Also spoke on accessibility concerns at coastal access in Aptos.
3. Yadira Flores Subject: Reiterated accessibility concerns at Aptos coastal access. Also spoke on inclusivity at parks and park sites around the county.
4. Janet Sparks Subject: Reiterated comments on a plaque for Cabrillo Host Lions at Aptos Village Park.
5. Becky Steinbruner Subject: Reiterated comments on a plaque for Cabrillo Host Lions at Aptos Village Park. Asked for a chance to discuss this at the next meeting.
6. Barry Scott Subject: Reiterated comments on a plaque for Cabrillo Host Lions at Aptos Village Park.

IV. CONSENT AGENDA

Motion: Approve Minutes of August 1, 2022 (Martinez/Lee 5/0)

V. COMMISSIONER REPORTS

Martinez 5th District: Spending lots of time at Highlands Park. Shared info on event held by Granite Rock, Sat Oct 8th at the quarry across from Quail Hollow Ranch. Supports Friends of Quail Hollow Ranch.

Vega 4th District: National Night Out is tomorrow. Lots of upcoming south county activity. Would be nice for levee trails to be added to County Parks. Collaborated to add mile markers already.

Wiltshire Potts 2nd District: Been a long-time community member of Parks Commission. History of promotion of accessible playgrounds. Oct 8th is Seacliff Fair. Willowbrook Park Memorial is in final

stretch, Chili Cookoff is Oct 22nd, proceeds go to Deputy Sheriff Association which will fund Willowbrook Project.

Lee 1st District: Enjoys parks around county, especially Leo's Haven, happy to be a part of the commission.

Duncan-Merrell 3rd District: Benchlands cleaned up, thanked city staff and hazmat crew. Spoke on concerns over encampments in neighborhood parks.

VI. DIRECTOR'S REPORT

- Reminder that the public may bring questions or topics to their commissioners, and commissioners may bring items to chair for agenda consideration.
- Spoke on brown act reminders.
- Spoke on Krystal Jones departure to Human Services Department.
- Discussed "Beach Island" verdict. Will be updating as more information is available.

VII. REGULAR AGENDA – Action Items

- a. Motion: Adopt resolution approving the commission's findings under AB 361 (Martinez/Vega, 5/0)

VIII. REGULAR AGENDA – Info Items

- a. CAO's presentation tabled to next meeting.
- b. Discussed Parks Renaming Policy.
- c. Commission discussed potential impact on Cup tax for County Parks and benefits Park Rangers would have for the County. Established subcommittee to establish language for 12/5/22 action item.

IX. NEXT MEETING: Monday December 5th 7:00-9:00 p.m. Virtual Meeting via Zoom.

X. WRITTEN CORRESPONDENCE LISTING (Page xx)

XI. ADJOURNMENT – Meeting adjourned at 8:25 p.m. (Vega/Wiltshire 5/0)



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 TTY: 711

JEFF GAFFNEY
DIRECTOR

Date: December 5th, 2022
To: Parks and Recreation Commission
From: Max Friedmann, Aquatics Supervisor
Subject: Aquatics Section Report

Simpkins Fall Programing

- The Swim Center is currently offering Lap Swim and Open Swim every day of the week and will do so through the fall and winter.
- The Swim Center held its annual Floating Pumpkin Patch on Saturday October 15th. Over 300 people were in attendance and over 250 pumpkins were sold.
- October 24th through November 18th Shoreline Middle School PE classes will take place at the Swim Center 4 days of the week.
- The Swim Center hosts local youth club swim teams as well as Dominican Hospital's rehabilitation classes every Monday, Wednesday, and Friday.
- The Swim Center offers Low Stimulation hours every Wednesday from 3-5pm. This program is geared for folks with adaptive needs that benefit from a quitter environment while using our pools.
- Red Cross Lifeguard certification courses were offered at the Swim Center in October and will continue into November.



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 TTY: 711

JEFF GAFFNEY
DIRECTOR

Date: December 5, 2022
To: Parks and Recreation Commission
From: Rob Tidmore and Mike Pruitt, Park Planners
Subject: Planning Section Status Report

Anna Jean Cummings Mitigation Plantings

Confluence Restoration was awarded the contract for the mitigation planting and 5-year monitoring bid-alt at Anna Jean Cummings. Plantings are expected to occur in early December. Under the contract, Confluence will maintain and monitor the plantings for 4-years.

Coastal Rail Trail

The Department is involved in two separate Coastal Rail Trail projects. The County is the lead agency on Segments 10/11, which runs from 17th Ave to State Park Drive. The City of Santa Cruz is the lead agency, and the County is partnering with the City, on Segments 8/9, which runs from Pacific Ave to 17th Ave (the portion east of the Harbor to 17th Ave is in County jurisdiction). Both projects were recently recommended for grant funding from the 2023 Active Transportation Program (ATP) by California Transportation Commission (CTC) staff. Staff recommendations are not final and need to be approved at the upcoming CTC meeting on December 7-8, but the Department expects the CTC to follow staff recommendations. Segments 10/11 was recommended for \$67.6 million, which will be the largest ATP award in state history if confirmed by the CTC. Segments 8/9 was recommended for \$35.8 million. Both projects will be fully funded for construction if the awards are confirmed by CTC.

The draft EIR for Segments 8/9 was released on September 23, 2022 and comments were due November 14, 2022.

Floral Playground Renovation

A virtual community meeting to provide an update on design options and fundraising status, as well as to collect input on the renovation of the playground was held on Thursday, November 3. Staff also created an online survey to collect additional feedback. 83 people took the survey. During the community meeting, Supervisor Koenig pledged to help fund the project using some of the Transient Occupancy Tax revenue. In addition to the funding from District 1, County Park Friends expects to complete fundraising for the project by early 2023, meeting the original goal of \$420,000. After fundraising is complete, staff will hold another community meeting in Spring 2023 to seek feedback on final playground design options.

Hidden Beach

The State Coastal Conservancy Board of Directors approved funding a second grant for the preparation of construction documents as well as the purchase and installation of the permanent restroom building at their September 22nd meeting. County Parks is working to transfer

ownership of five parcels adjacent to the Park from the Coastal Conservancy. The item is expected to go to the Board for approval in early 2023. The Department will negotiate with SSA Landscape Architects on a contract to prepare the construction documents. When design is complete, the Department will submit for a County building permit and collaborate with GSD to bid the installation of the restroom.

Moran Lake

Technical reports for the project have all been complete. The next step is to start drafting the site plan based on feedback from the project team, input from community events, and information in the technical reports. The project team is meeting with County Planning to discuss next steps at the end of November. Finally, the consultants are continuing to model and monitor the lagoon monthly.

North Coast Facilities and Management Plan

Staff from County Parks and other North Coast partner agencies held a total of 9 community pop-up events in the fall to collect public feedback on the draft vision and goals for the North Coast. The Working Group will reconvene in early 2023 to review public comments and establish a priority list of capital projects based on existing agencies' capital improvement plans. The project website is expected to launch in Spring 2023 to provide the public with more comprehensive information about the project and the North Coast in general.

South County Parkland Acquisition

The current property owners have agreed to an extension of the option to buy agreement until July 31, 2023. This approximately 7-month extension will give the Department another opportunity to seek grant and other funding sources for the acquisition. The agreement will go to the Board in early 2023 for ratification.

Willowbrook

Mercoza, Inc. from San Jose was awarded the contract for the memorial seating area project. The groundbreaking was held on November 14th. Construction is expected to be complete by April 2023. Department staff continues to work with fundraising partners, County Planning and Building permits staff, and SSA Landscape Architects to move forward with the remainder of the reimagining project.

Strategic Plan 5-year Update

The department is kicking off a 5-year update to the Strategic Plan that was adopted in 2017. The update is expected to be complete by Fall 2023. Staff has put together a draft working group for the update and hopes to have a final working group confirmed before the end of the year. Outreach to stakeholders will begin in early 2023.



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 TTY: 711

JEFF GAFFNEY
DIRECTOR

Date: November 29, 2022
To: Parks and Recreation Commission
From: Jaime Jimenez, Recreation Supervisor
Subject: Recreation Section Report

Learning and Enrichment Camps

- We have continued to offer our Learning and Enrichment Camps at La Selva Beach Clubhouse and Mar Vista Elementary school.
- At these sites, Recreation Staff provide various active games, arts and crafts, outdoor nature, and science enrichment activities for stable groups of up to 40 elementary school aged children and twenty pre-school age kids. Programs operate Monday-Friday from 2pm-6pm, with the exception of Wednesdays re-structured days which run from 12:30pm-6pm.

Partnerships with Local Recreation Departments

- We have partnered with the Pajaro Valley Unified School District to offer after-school programs at Mar Vista Elementary school through the ELOP (Extended, Learning, Opportunity Program) for the first academic semester. Santa Cruz County Parks staff are in the process of extending that partnership throughout the remainder of the academic year (June 2, 2023).
- Parks staff have embarked in a partnership with the County Parks Friends non-profit. The recreation team is assisting with transportation and positive recreational experiences through the partnership, offering collaboration and ideas to provide programs throughout the county until 2024 with the OEP (Outdoor Equity Program) grant – titled Young Outdoors Leaders.
- The 6th Annual - Trunk o Treat Special Event took place on Friday, October 28th from 5pm-8pm at the Sheriff's Office Headquarters. The spooktacular evening consisted of candy giveaways, backyard games, decorated trunks, and food vendors made an evening of spooktacular fun. Parks staff attended the event and provided fun activities, candy giveaway and popcorn at their booth.

Recreation Programs & Contractual Agreements

- The recreation team continues seeking out potential contractual agreements with groups and individuals in the community to offer positive recreational programs in our county.
- We make strides in fostering human development opportunities and providing a safe place for the community to recreate.
- The Parks team offered and held its first Active Adults Salsa Dance class at Aptos Village Park. A total of eight (8) active adults participated in the class. El Palomar Ballroom will continue to , extended the agreement and will offer the Big East Swing classes along with another Salsa Dance Class.
- Capitola Mall continues hosting the Mall Walkers with a place to meet and exercise for free.
- The Capitola Branch Library agreement between both organizations hosts the Bridge Club for active adults on Mondays from 10:30-12pm
- For youth, we continue working with the La Selva Public Library to offer computer access to youth at the La Selva Beach Clubhouse.

- Turning the Tide Grant – continues to provide 26 youth in the South County coastal stewardship and water safety components alongside with the City of Watsonville Parks & Community Services Department. Family swim lessons are the next milestone now that the participants have taken swim lessons over the summer and have taken fieldtrips to the coastal areas in the County.
- SC County Parks extended the partnership with Agents of Discovery for one (1) more year at six (6) of our SC County Parks. Agents of Discovery is an education technology platform that features a web-based dashboard where SC County Parks team can turn educational content into augmented reality games using a cloud base library full of ready-to-use images, sounds and 3D ARE objects that participants can access the 'gamified' content through a smartphone or tablet. Participating SC County Parks (Anna Jean Cummings County Park, Aptos Village County Park, Heart of Soquel County Park, Pinto Lake County Park, Moran Lake County Park and Quail Hollow Ranch County Park)

Marketing Efforts

- The Department marketing efforts this month consist of creating a bilingual (Spanish/English) spring activity guide to inform the community of upcoming recreational opportunities and to help navigate their interest in our reservations and registrations system and opportunities on the Web.
- The Department has continued to create marketing flyers in both Spanish/English and social media posts and updates.



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 TTY: 711

JEFF GAFFNEY
DIRECTOR

Date: December 5, 2022
To: Parks and Recreation Commission
From: Sarah Shea, Recreation Supervisor
Subject: Reservations Section Report

In addition to strong picnic reservations, meeting room usage has seen an increase, especially with county departments. Aptos Village Park has been very popular this fall in the absence of the Live Oak Community Rooms.

Venue Rentals: October and November were full of weddings, birthday parties, anniversaries and retirement parties held throughout the Parks Venues. Over twenty weddings were conducted and celebrated in the County Parks in October alone, including a beautiful Vietnamese Tea Ceremony and a spooky themed Halloween Wedding at Quail Hollow.

Our team also partnered with the County Clerks Office to host a Tie the Knot Day at Quail Hollow Ranch allowing couples to choose a small, intimate event- an inexpensive opportunity to get married or renew vows in a beautiful setting. We provided a simple ceremony, toast, and yummy cake (thanks to Nothing Bundt Cakes) while allowing couples to make wonderful memories.

In November we held an Autumn Showcase- an open house showcasing our North County Venues, Highlands House and Quail Hollow. We served warm drinks, provided light refreshments, and allowed wedding couples to spend the day planning and dreaming about their big day.

Special Events:

Our team supported, Grazing on the Green, Santa Cruz Cancer Benefit's 38th Annual Fundraiser held at Aptos Village Park.

Additionally, our team provided assistance with the 6th Annual Trunk or Treat Event at the Live Oak Sheriff's Office.

Concessionaires: New vendor, Three Waves Coffee, for the Hook will begin a trial short-term concessionaire permit in December.

We continue to recruit new talent to join our Parks Service Officers Team and build our team of dedicated Park Staff.



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 TTY: 711

JEFF GAFFNEY
DIRECTOR

Date: December 5, 2022
To: Parks and Recreation Commission
From: Margaret Ingraham, Volunteer Program Coordinator
Subject: Volunteer Program Report

Brommer Street Park

The Brommer Street Park restroom building is in the process of getting a new coat of paint by our awesome volunteer Meta.



Before



In process

Felton Discovery Park

In October the focus during the community volunteer day was:

- Removing Bermuda grass from the pollinator bed
- Beautifying the park corridor that leads to the gated exit
- Weeding the area by the rope climbing structure along the fence

10 hours were logged at the park by volunteers.

In November the focus during the community volunteer day was:

- Removing Bermuda grass from the pollinator bed, again..
- Planted several new natives
- Removed and stored the canopy over gravel pit till next summer
- Weeding all around

14 hours were logged by park volunteers.

The next community volunteer day will be Saturday January 7, 2023 from 9:00am – 11.

Highlands Park Senior and Community Center

Linda Skeff organized a group of volunteers to focus on the Fred McPherson Memorial garden and the grounds around the Center. They planted native plants, weeded, removed invasive Blackberry, and spread mulch. They plan to seed Lupin on the berm around the parking lot.

So far, the volunteers have logged over 30 hours.



Polo Grounds County Park

We have scheduled 4 volunteer days at the park, 2 for the Soccer teams and 2 for the Baseball teams. The teams will help the maintenance staff with field maintenance.

Soccer – January 7 and 8, 9-12

Baseball – December 17 and 18, 9-12.

Quail Hollow Ranch

One of our volunteers Ken Koll made a short video on the Microlife in the pond. We have put this video on our County Parks Youtube channel for your viewing pleasure.

The Trail Crew continues to meet weekly keeping the trails in great shape for hikers and equestrians.

Monthly star gazing is offered at Quail by the SC Astronomy Club for free to the public.

The October Star Party Quail Hollow was fogged out (Friday, Oct 21st), but they still had a good turnout from club and public (about 20). The SC Astronomy volunteers engaged with the public for an hour or two and they closed up early.

The November Star Party on the 18th had a small turnout about 8 members from the public and 7 volunteers enjoyed the viewing, including Saturn, Jupiter, Pleiades and a few other fun views.

The next Star Party will be on Friday, December 16th come before the sun sets and get ready to be dazzled by the stars.

Workability volunteers at Anna Jean Cummings and Willowbrook Park

The workability student volunteers have logged 165 hours at Anna Jean and Willowbrook Park since August. Our Parks Maintenance staff supervise the students on

projects; teaching them new skills and giving them valuable work experience. They volunteer in the parks on Tuesdays and Thursdays from 10 – 12

Interns

We are in the process of interviewing interns for an Administrative/Fiscal internship and are hopeful we will find a great match.

AmeriCorps Team

We are fortunate to have been awarded an AmeriCorps team again this year. The team will only be here for ½ of the time we applied for but we are excited to work with the youth of AmeriCorps once again next year. They are scheduled to be here January 9 – February 20th.

Park Host Program

The Parks Department has started a pilot Park Host program. This Park Host program will provide consistent presence at some of our parks. The park hosts will interact with the public and do small projects to help with deferred maintenance.

The first park hosts have been located at Quail Hollow Ranch County Park and we are excited to have the consistent and overnight presence there.

Below are short bios from our new park hosts at Quail Hollow:

My name is Leora. I am from Minneapolis, MN. My background includes community development, events, music, and fine dining. Marky (My Fiancé) and I have lived all over the country building trails for the last 4 years. We just relocated from Bentonville, AR to Felton last week. I am so grateful for the opportunity to host at Quail Hollow Ranch. I look forward to learning more about the ranch, the horses, and you! Please don't be shy about saying hello, and if you notice anything that requires attention, I'm here to assist!

Hi! My name is Mark Tomasic. I'm from Allentown, Pennsylvania. I have been a professional trail builder since 2014, and I've been fortunate to work all over the country. My passion is for bicycles. I've been riding BMX, and mountain bikes most of my life, and building jumps and trail as a hobby for as long as I can remember. My partner Leora and I are super stoked to host at Quail Hollow, and we share a love of travel, food, music, and culture! We love meeting new folks everywhere we go, if you see us, come tell us your story, we'd love to get to know you!!

BEFORE THE PARKS AND RECREATION COMMISSION OF THE COUNTY OF SANTA CRUZ

RESOLUTION NO. 22-1

**SANTA CRUZ COUNTY PARKS AND RECREATION COMMISSION'S
FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING TELECONFERENCE
MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF
EMERGENCY AND HEALTH OFFICER RECOMMENDATION FOR SOCIAL DISTANCING**

WHEREAS, the Parks and Recreation Commission is a legislative body under the Brown Act as defined under Cal. Gov. Code section 54952(b) and Santa Cruz County Code Section 2.38.110; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

WHEREAS, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

WHEREAS, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

WHEREAS, on February 7, 2022, the Parks and Recreation Commission held initial teleconference meeting under AB 361; and

WHEREAS, this Commission has reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing; and

WHEREAS, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the Parks and Recreation Commission deems it necessary to utilize the modified teleconferencing rules set forth in AB 361;

NOW, THEREFORE, the Parks and Recreation Commission makings the following findings by a majority vote:

Section 1. The foregoing recitals are true and correct, and adopted as findings of the Parks and Recreation Commission.

Section 2. Effective immediately, and for the next 30 days, the Parks and Recreation Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

Section 3. No later than thirty (30) days from making today’s findings, or at the next scheduled meeting, the Commission will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Parks and Recreation Commission in Santa Cruz, State of California, this 3rd day of October, 2022, by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Commissioner, Parks and Recreation Commission

ATTEST: _____
Department Staff

Approved as to Form:

Office of the County Counsel

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

Sections:

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

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

- 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 Master Plan for parks, recreation, and open space.
- D. Advise the Board of Supervisors and the Department of Parks, Open Space and Cultural Services on the preservation of the historic, cultural, and natural resources of the County and how best to promote and foster an awareness of this heritage.
- 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 other commissions and boards to ensure coordination of cultural and social activities.

7) **Meetings.**

- A. All business shall be conducted at regular public meetings scheduled at least quarterly on a Monday at 7:00 p.m. weekday at 4 pm but no later than 5 pm at the Simpkins Family Swim Center/Parks Department Offices, located at 979 17th Avenue, Santa Cruz, California, or, from time to time, at an alternate location specified in the public notice. The Commission may call for special public meetings in order to timely conduct Commission business.
- B. Any subcommittee meetings comprised of less than a quorum of the members of the Commission and, 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 agenda for the Commission's 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 sent to each Commission member, to each representative of the news media and to each person who has submitted a written request to the Commission for notification of meetings.
- B. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.
- C. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that member 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.
- D. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon following a determination by a four-fifths vote by the Commissioners present.
- E. If less than four-fifths of the Commission is present, action may be taken on an item of business not appearing on the posted agenda if, by an unanimous vote of the Commissioners present, the Commissioners determine 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.
- F. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be electronically sent to each Commissioner, to each representative of the news media and to each 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.
- G. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these By-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

11) **Public Participation.**

Public participation in Commission meeting shall be allowed as follows:

- A. An opportunity for members of the public to directly address the Commission on any item on the agenda that is 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 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. Unless otherwise determined by the Commission, the time limit will be 3 minutes. 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 Commissioner who misses three consecutive meetings, without good cause entered into the Commission's minutes; or, any Commissioners who misses half of the meetings in a calendar year, of the Commission shall be deemed as resigned from 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 and subsequently filed with the Clerk of the Board of Supervisors. The report shall highlight the activities, accomplishments and 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, workshops or seminars that Commissioners have attended, if applicable);
7. Future goals; and
8. Recommendations may include (public and/or private sector actions that advance the goals of the Commission).

B. In addition to the Biennial Report, the Commission may submit progress reports and recommendations to the Board of Supervisors and to the County Administrative Office at any time.

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:

1. Letter from Jean Brocklebank dated 11/28/2022 regarding commission proceedings.