



Agenda
City of Scotts Valley
Parks and Recreation Commission
Date: September 15, 2022 - 6:00 pm

CITY OF SCOTTS VALLEY	MEETING LOCATION	POSTING:
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066	Zoom Mtg: https://us02web.zoom.us/j/87804042904	Agenda Posted 9/9/22 Parks & Rec & www.scottsvally.gov

Any documents produced by the City and distributed to a majority of the Commission regarding any item on this agenda will be made available on the City's website at the following link: <https://www.scottsvally.org/AgendaCenter/Parks-Recreation-Commission-10>

P&R Commissioners

David Sanguinetti, Chair
Heidi Denger, Commissioner
Gillian McGlaze, Commissioner
Rebecca Sorci-Murray, Commissioner
Martin Spierings, Commissioner

City Staff Members

Chris Lamm, Public Works Director/City Engineer
Ali Robinson, Recreation Division Manager
Elisa Welsh, Administrative Secretary III

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, this regular meeting of the Parks & Recreation Commission will be conducted through videoconference. Appointed Officials and City Staff Members will be participating remotely via videoconference.

Public Participation:

The meeting will be available on Zoom. For those wishing to participate via Zoom you can join the following ways:

- Please click the link below to join the webinar: <https://us02web.zoom.us/j/87804042904>
- Or One tap mobile :
US: +16694449171,,87804042904# or +16699009128,,87804042904#
- Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 444 9171 or +1 669 900 9128 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799
- Webinar ID: 878 0404 2904

You will be given opportunities to provide public comment at the appropriate times throughout the meeting via Zoom. If you are participating via dial-up only, use *9 to raise your hand at the requested time.

Agenda
City of Scotts Valley
Parks and Recreation Commission
Date: September 15, 2022 - 6:00 pm

How to comment via Zoom:

1. 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. Our usual time limits of 3 minutes per individual, or 5 minutes for an individual who is representing a group of three or more, will apply. Please note that per our standard practice, this is not a question and answer time, but simply a time for you to provide your comments to the Commission.
2. There is an option on Zoom to raise your hand. Please click on this option when the Chair announces that public comment will be taken. Zoom places people in line automatically. If you are participating via dial-up, you can raise your hand at the appropriate time by pressing *9. When it is your turn, you will be unmuted, and you will be able to make your comments based on the above time frames. Once your time is up, you will once again be muted and the next person in line will be given their opportunity to speak.

How to comment via email:

1. Members of the public may provide public comment by sending comments to the Parks & Recreation Division via email at rec@scottsvally.gov.
2. Additional materials and emails must be received by 5:00 pm the day of the meeting and will be distributed to agenda recipients prior to the meeting.
3. Emails received after 5:00 pm the day of the meeting will not be included in the record.

Call to Order: 6pm

Roll Call

Consent Agenda

Approval of May 19, 2022 and August 18, 2022 meeting 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.)

Parks and Recreation Staff Update: PWD Chris Lamm

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

Agenda
City of Scotts Valley
Parks and Recreation Commission
Date: September 15, 2022 - 6:00 pm

the minutes of the meeting. A time limit of three minutes per individual will be allowed.

Regular Agenda

1. Welcome new Commissioner Denger - Chair Sanguinetti
2. Little League presentation - Little League
3. ADA Update - PWD Lamm
4. Subcommittee & Elections Discussion - ROM Robinson
5. Ad-Hoc Committee Updates

Future Agenda Items

Adjournment

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.



Meeting Minutes
City of Scotts Valley
Parks & Recreation Commission
DATE: May 19, 2022

CITY OF SCOTTS VALLEY

Recreation Division
361 Kings Village Road, SV
Scotts Valley, CA 95066

MEETING LOCATION

Zoom Mtg.
<https://us02web.zoom.us/j/85492437546>

POSTING:

Agenda Posted on City website &
SV Park & Recreation

Any documents produced by the City and distributed to a majority of the Board regarding any item on this agenda will be made available at Scotts Valley Rec, 361 Kings Village Drive, Scotts Valley, during normal business hours, Monday- Friday, 8am to 5pm.

Present:**P&R Commissioners**

Dave Sanguinetti, Chair
Gillian McGlaze
Martin Spierings

City Staff Members

Chris Lamm, Public Works Director/City Engineer
Char Ashfield, Administrative Secretary

Meeting called to order at: 6:00 pm

Consent Agenda:

M/S: McGlaze/Spierings to approve April 21, 2022 meeting minutes. Carried: 3/0

Additions/Deletions to Regular Agenda: None

Parks and Recreation Update:

- PWD Lamm informed the Commission that Commissioner Seib has resigned. Councilmembers Johnson and Reed have been reminded that they need to appoint new commissioners as soon as possible.
- Applications for the Recreation Administrative Assistant job have been received and interviews will take place next week. We are hoping the new employee will be on board by mid June.
- The Recreation Division Manager position has gone out to hire.
- Planning for the Fourth of July celebration (to be held on July 3rd) is underway. Since we no longer have the recreation temp staff to man the event, volunteers and volunteer captains will be used. Anyone interested is asked to contact PWD Lamm.
- The City was informed that the \$757,000 grant for the replacement of the 5-12 year old playground structures has cleared the first hurdle for funding.

Public Comment Time: Ellen Buckingham expressed her opinions regarding her perception of the City's ADA non-compliance and difficulties linking to the Parks & Recreation Commission meetings via zoom (emails attached). Chair Sanguinetti acknowledged her frustration, informed her that the linking difficulties have been rectified and agendaized ADA compliance for the June meeting.

Regular Agenda:

1. **Appointment of Vice-Chair:** Commissioner McGlaze volunteered to serve as Vice-Chair.
2. **Bocce Committee Update:** Commissioner McGlaze brought the Commission up to date on her meeting with bocce representatives from the Senior and City bocce leagues. They will confer with their members and bring more information on easily maintained bocce court surfaces to their next meeting with Commissioner McGlaze on June 2nd.
Public Comment: Ellen Buckingham expressed her displeasure with the sound volume of the meeting. She was informed that the volume is controlled by individual attendee's computers.
3. **CIP:** PWD Lamm reviewed the CIP with the Commission and asked for questions and comments. The Commission asked various questions regarding priority and flexibility. M/S: McGlaze/Spierings to accept the draft CIP as presented by staff.
Carried: 3/0

Meeting Minutes
City of Scotts Valley
Parks & Recreation Commission
DATE: May 19, 2022

Public Comment: Ellen Buckingham expressed her opinion regarding the City's ADA noncompliance and the need for motion activity for the disabled. Chair Sanguinetti expressed the Commission's support and budget constraints.

4. **Committee Updates and Assignments:** Since two commissioner seats are vacant, committee assignments will be updated when these seats are filled.

Trails: Chair Sanguinetti informed the Commission that he contacted the Land Trust regarding the scheduled maintenance for the Glenwood trails. The brushing is scheduled to take place next week.

Future Agenda Items:

- ADA Review
- Synthetic Turf at Siltanen

Adjournment: Meeting was adjourned at 7:00 pm.

The City of Scotts Valley does not discriminate against persons with disabilities. The Board meeting locations are accessible facilities. If you wish to attend a Board 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 Recreation office 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 Board meeting be available in an alternative format consistent with a specific disability, please call the Recreation office. 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.

Char Ashfield

From: Ellen Buckingham <ellenb@cruzio.com>
Sent: Wednesday, May 18, 2022 3:31 PM
To: SVPR-rec
Subject: public comment to be read on 05/19/2022

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

To the parks and rec commission,

You put the wrong email address in the agenda section so our email comments are being returned to the public.

This is to be read and included in the minutes of the 05/19/2022 meeting.

Sadly at your last meeting several other members of the public were unable to join the zoom meeting because you put the wrong link where you stated "click here to join" There was a correct address in a different area of the agenda, but this was not a hyperlink. Unfortunately, parks and rec is excluding many disabled community members by making it tedious and impossible for some to join in these meetings. This has happened before and I am beginning to question why this is a repeat problem. The legality of these meetings is also in question.

Over the years, I have compiled lists on how to make some parks and rec activities more accessible. Sadly, several suggestions have been ignored causing exclusion of disabled community members. A mandated Access Audit and Transition Plan was done on Scotts Valley in March of 2016. This was done to bring the city in compliance with ADA requirements. The city is far behind in the suggested timeline for the multitude of failures in meeting ADA mandates. Even the disabled parking places at Siltanen Park are not compliant and therefore not enforceable. In the March 2021 meeting, one proponent of more inclusive parks suggested it might draw more people with disabilities to our parks if we could install a wheelchair swing or We Go Round. A Parks and Rec commissioner indicated it would be negative draw. This kind of ableism seems to go unchecked by commission members and the city. Your focus is clearly in other areas exclusive of the disabled in our community.

I brought up on numerous occasions that having a disabled section in the 4th of July parade and fire works is only part of the solution. You need to **publicize** that there is disabled parking and an accessible section **in all flyers and advertising** of the parade and fire works. Last year and other years there was a significant lack of publicity for the disabled section and so many people would not attend due to not wanting to fight traffic and not know if there would be a place to park or to let down a wheelchair lift. I realize it may be extremely difficult for those on the commission to understand what it is like to require a lift system to access a wheelchair and a then secure 4 tie downs to safely be transported to an activity. It is critical that **some effort be made to include people of all abilities and publicize that an event is accessible**. The disabled section last year had many nondisabled people in it. Why not have people there to point out that the section was for disabled only....not to question what their disability is...just to point it out from the entry points would suffice. I will continue to lend my access ramp for the parade disabled section as I have for the last several years.

I suggest each and every member of the P and R commission do some work to educate yourselves on issues of access and disability. Clearly this is needed. You might start with watching Crip Camp. Keep in mind that the final passages of the 504 act and ADA is not the be all and end all. Playground equipment, for example, that is considered ADA compliant is not accessible to most in wheelchairs. "Accessible by transfer" assumes for example that the person has sufficient upper body strength and control to hold on to a spring horse.

Siltanen park has a ramp that goes nowhere near the disabled swing. It dumps the wheelchair user directly into wood chips (which by the way are considered ADA compliant!) Every try pushing a wheelchair over wood chips? The sand area has PIP in a small section but it leads to the steps. Is a parent in a wheelchair supposed to drag themselves out of their chair and try to pull themselves up the steps to reach their child?? Using PIP as a substrate is a start, however all children benefit from vestibular stimulation. Having inclusive equipment such as a We Go Round would benefit all. I have had to clarify more than once to commission members that inclusive means access to all. It is not designed just for a disabled person. It is used and enjoyed by everyone. Simply placing a wall of spinning objects is not enough and is an insult.

Sadly, there is an extreme lack of diversity and lot of discrimination in Scotts Valley. Scotts Valley is clearly dominated by whites and able bodied in all government sectors. Women have always been a minority on the city council, parks and rec commission and GPAC. Your exclusivity has a significant psychological impact on anyone with differences. It causes mental health issues and even suicides.

When there was a public meeting held in Skypark on what the public wanted, it was made clear by the public that wheelchair access and wheelchair ride-on equipment was a high priority. I find it unfortunate that no one from the commission had ever shown up at our prepandemic disabled swim on Friday afternoons. It was a popular and engaging program. You might have learned something had you chosen to join in.

Check out this We Go Round. You will see that the ones who benefit are not just the wheelchair users...

<https://www.playlsi.com/en/ad/we-go--round/>

You can do it right with a little effort, but you need to include the whole community.

Ellen Buckingham

Char Ashfield

From: Char Ashfield
Sent: Thursday, May 19, 2022 8:27 AM
To: Chris Lamm
Subject: FW: Meeting

from: Pamela Way <pamelaway@comcast.net>
Sent: Tuesday, May 17, 2022 2:38 PM
To: Ellen Buckingham <ellenb@cruzio.com>
Subject: Fwd: Meeting

Sent from my iPhone

Begin forwarded message:

From: Pamela Way <soam2!dwav.:@cotr1ci:i.si.Ji~-'C>
Date: May 17, 2022 at 2:35:51 PM PDT
to: mlago@scottsvalley.org, kpowell@loganpowell.com
Subject: Meeting

Scott's Valley is not in compliance with ADA regulations for playgrounds, parking lots or public buildings. It is not right. I tried to zoom in at the last meeting and it appears that it is the same set up for the next meeting which does not include the public- exclusionary! And no agenda again. Nor did I get a response from anyone by mail or phone-again excludes the public and those who want input including the disabled and handicapped and people caring for them like me as a Registered Nurse. Perhaps a letter to the Sentinel might correct this error on your part.

Sincerely,
Pamela Way, RN
831-247-0819

Sent from my iPhone

Char Ashfield

from: Char Ashfield
Sent: Thursday, May 19, 2022 10:14 AM
To: Chris Lamm
Cc: David Michele Sanguinetti; Martin Spierings; Gillian McGlaze
Subject: FW: Undelivered Mail Returned to Sender
Attachments: Undelivered Mail Returned to Sender.eml

Tracking:	Recipient	Read
	Chris Lamm	Read: 5/19/2022 10:15 AM
	David Michele Sanguinetti	
	Martin Spierings	
	Gillian McGlaze	

-----Original Message-----

From: Ellen Buckingham <ellenb@cruzio.com>
Sent: Wednesday, May 18, 2022 2:40 PM
To: SVPR-rec <rec@scottsvally.org>
Subject: Fwd: Undelivered Mail Returned to Sender

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

To be placed in the minutes of the 6PM Parks and Rec meeting:

Yet again you do not allow public input. This time by email. You have a wrong email address so that anyone who wants to comment before 5 pm can not. LOOK at your agenda which posts the wrong email address. It might appear that you really do not want any public input given that agenda items are not made clear and you have given incorrect zoom addresses for meetings multiple times. What's up?



Meeting Minutes

City of Scotts Valley

Parks & Recreation Commission

DATE: August 18, 2022

CITY OF SCOTTS VALLEY

Recreation Division
361 Kings Village Road, SV
Scotts Valley, CA 95066

MEETING LOCATION

Zoom Mtg.
<https://us02web.zoom.us/j/88036037828>

POSTING:

Agenda Posted on City website &
SV Park & Recreation

Any documents produced by the City and distributed to a majority of the Board regarding any item on this agenda will be made available at Scotts Valley Rec, 361 Kings Village Drive, Scotts Valley, during normal business hours, Monday - Friday, 8am to 5pm.

Present:**P&R Commissioners**

Dave Sanguinetti, Chair
Martin Spierings, Commissioner
Gillian McGlaze, Commissioner
Rebecca Sorci-Murray, Commissioner

City Staff Members

Chris Lamm, Public Works Director/City Engineer
Ali Robinson, Recreation Division Manager
Elisa Welsh, Administrative Secretary III

Meeting called to order at: 6:00 pm

Consent Agenda:

No action taken. May 19, 2022 meeting minutes not approved, as they were not attached to the agenda posting. May minutes will be added to the September meeting for approval.

Additions/Deletions to Regular Agenda: None

Parks and Recreation Staff Update:

- PWD Lamm informed the Commission of the following:
 - The complete irrigation replacement at Siltanen is taking place and will take 8-10 weeks.
 - There is current maintenance underway on the linear trail in Skypark: woodchips are being laid, fences are being repaired.
 - A contractor is on site this week to address trip hazards - concrete is being cut to prevent tripping hazards in all park and facility spaces.

Public Comment Time: None

Regular Agenda:**1. New Commissioners:**

Chair Sanguinetti welcomed new Commissioner, Rebecca Sorci-Murray.

PWD Lamm announced at the August 17, 2022 City Council meeting, a new Commissioner was appointed in the last vacant position and will attend the September meeting.

2. Recreation Restoration Plan Update:

RDM Robinson presented the Commission with an updated timeline and 3-month workplan on the Recreation Services Assessment and Restoration Plan prepared by Management Partners in December 2021. Commissioners discussed the nine recommendations in the 3-month plan and expressed support for implementation.

Meeting Minutes
City of Scotts Valley
Parks & Recreation Commission
DATE: August 18, 2022

Commissioner Spierings directed staff to utilize surveys as just one tool to collect data as the pool of community members who complete surveys does not represent or capture the entire voice.

PWD Lamm informed the Commission that he is developing a Strategic Plan for the Parks & Recreation Division and how that fits into the Department's Master Plan. This is a recommendation included in the Restoration Plan.

3. Subcommittee Updates:

o Bocce Subcommittee report:

Commissioner McGlaze updated the Commission on the bocce ball courts. McGlaze spoke to the bocce captains, and they would like the courts to be resurfaced and for a structure to cover the courts for year-round play. PWD Lamm explained that resurfacing the courts and getting a cover is more feasible than redoing the entire courts, which they had previously asked the City to do. Because taking care of the courts is volunteer-based and most of the players are seniors, they also request more assistance from the City in maintaining the courts.

Future Agenda Items:

- ADA updates
- Review the process of appointing Commissioners

Adjournment: Meeting was adjourned at 7:20 pm.

The City of Scotts Valley does not discriminate against persons with disabilities. The Board meeting locations are accessible facilities. If you wish to attend a Board 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 Recreation office 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 Board meeting be available in an alternative format consistent with a specific disability, please call the Recreation office. 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.

Date September 15, 2022

City of Scotts Valley
PARKS AND RECREATION COMMISSION
STAFF REPORT

DATE: September 15, 2022
TO: Parks and Recreation Commission
FROM: Chris Lamm, Public Works Director
SUBJECT: ADA Update

SUMMARY OF ISSUE

Background

The Americans with Disabilities Act (ADA) is a federal law prohibiting discrimination against disabled persons across five titles. Title II of the ADA requires governments to ensure public programs, services and activities are accessible. Title II also establishes physical access requirements for buildings and paths of travel in the public domain.

To document compliance, Title II requires public entities with 50 or more employees to conduct a self-evaluation and transition plan and make reasonable modifications where deficiencies from the ADA are discovered. This typically includes surveying City staff and facilities, including buildings, parks and sidewalks, with respect to accessibility and listing deficiencies. The transition plan list corrective actions based on the self-evaluation. This document includes an itemized list of recommendations and estimates for correcting deficiencies.

In 2016 and 2017 over the course of two phases, the City of Scotts Valley through a contract with Recreation Accessibility Consultants, LLC conducted the self-evaluation and prepared an Access Audit and Transition Plan Recommendation report. In total, 15 facilities (parks and buildings) were reviewed. Over 1,300 deficiencies were identified out of over 13,000 elements inspected, at an estimated value of \$1.2M to correct in 2017. The facilities and parks reviewed were:

Facilities

- City Hall/Police Department
- Community Center
- Public Works Department
- Senior Center
- Wastewater

- Vine Hill Modular
- Brook Knoll Modular
- Scotts Valley Library

Parks

- Camp Evers/ Vern Hart Park
- Hocus Pocus Park
- Lodato Park
- Macdorsa Park
- Scotts Valley Dog Park
- Siltanen Park - Including pool and snack shack
- Skypark - Including recreation building

Discussion

Since completion of the report and documentation of deficiencies throughout the City minimal improvement work has been conducted where ADA improvements are typically associated due to fiscal constraints. Projects that would include typical ADA improvements, such as remodels or renovations, or focused ADA improvements have not been funded. However, in the past two years, several projects have been completed and several are in various stages that will address known deficiencies.

Completed Projects (Number of deficiencies)

2016 - Siltanen Park Restroom ADA Upgrades (21)

2020 - Skypark Public Restrooms ADA Improvements (11)

2020 - Siltanen Parking Lot/ Vinehill School Road ADA ramp and parking (5)

2021- Scotts Valley Library Parking Lot (41)

2022 - Scotts Valley Library Interior Improvements (included above)

Funded and Underway

2022 - Siltanen Pool (2 of 4)

2022/23 -Vine Hill School Modular (26)

2022/23 - Public Works Facility Replacement (51)

2022/23 - Skypark Playground Replacement (11)

2022/23 - Police Department Locker Room Upgrades (tbd)

Funding allocated - Not started

2022/23 - Senior Center ADA \$74k (tbd, 60 identified)

2022/23 - Parks ADA Improvements \$116k (tbd)

2022/23 - City Facility ADA Improvements \$73k (tbd)

Funding Planned - Future years

- 2024 - Brook Knoll Modular Replacement (12)
- 2024 - Parks ADA Improvements \$104k (tbd)
- 2024 - City Facilities ADA Improvements \$147k (tbd)
- 2024 - Wastewater Office Facility Improvements (59)
- 2025 - Skypark Play Structure Replacement (11)
- 2026 - Hocus Pocus Play Structure Replacement (9)
- 2027 - MacDorsa Park Play Structure Replacement (6)

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Receive an update on ADA Access Audit and Transition Plan

Date September 15, 2022

City of Scotts Valley
PARKS AND RECREATION COMMISSION
STAFF REPORT

DATE: September 15, 2022
TO: Parks and Recreation Commission
FROM: Ali Robinson, Recreation Division Manager
SUBJECT: Subcommittee Review & Appointments to Commission

SUMMARY OF ISSUE

Background

The Parks and Recreation Commission is an Advisory Body who handles a variety of parks and community related topics for the City of Scotts Valley. Throughout the year, it has been standard practice to assign Commissioners to subcommittees when further research or exploration is needed on a specific topic. The Parks and Recreation Commission typically has 5 to 10 subcommittees established concurrently with Commissioners assigned to multiple subcommittees.

The work done by these Commissioners on their specific subject is invaluable and offers detailed insight for other commissioners on issues that require action. Having Commissioners work on issues in areas of their expertise is a crucial part of a robust Advisory Body and should be continued. As a public agency body, there are specific guidelines in place for how these Commissioner committees should be formed and having new staff join the department is a great opportunity to look at this process.

In addition to reviewing the Committee formation and definitions, with new Commissioners joining the Commission, it is also a good time to visit the appointment process. The Parks and Recreation Commission is comprised of five members who are appointed by a specific Councilmember.

Discussion

In order to better understand the goals of having subcommittees, it is important that the Commission form and label such Commissioner duties appropriately as to stay compliant with the Brown Act which serves as the guiding legal document of Advisory Bodies in California.

Subcommittees

Under the Brown Act, as it applies to legislative bodies in government agencies, there are three types of Committees:

Standing Committees: these committees have 'continuing subject matter jurisdiction' or a meeting schedule fixed by formal action. An example of these standing committees would be a regular bi-monthly meeting at a specific place to discuss an ongoing subject matter. These committees are subject to the Brown Act and would need an agenda, posting requirements and be open to public to attend.

Ad-hoc Committees: these committees are made up of solely Commissioners and are less than the quorum. These types of committees are created for a specific purpose and a limited duration. They are specific to a single purpose and are dissolved when their specific task is completed. These types of committees are advisory to the Commission.

In reviewing the Advisory Body Handbooks of California cities compiled in the past 2 years, the following is a table demonstrating the duration limits, if any, other cities are following:

City	Committee Type	Duration
Santa Cruz	Standing Subcommittee	< 6 months
Santa Cruz	Temporary Subcommittee	> 6 months
Morro Bay	Subcommittee	none
San Luis Obispo	Subcommittee	>12 months
Milpitas	Subcommittee	None
Palo Alto	Subcommittee	None
Palo Alto	Ad-Hoc/Temporary Committee	Disband when finished
Scotts Valley City Council	Temporary Subcommittee	>12 months

After understanding the definition of these three types of Advisory Body Committees, the Parks and Recreation Commission would do best to establish Ad-hoc Committees by resolution when a specific item needs further research or representation with a specific group. The Commission could establish Temporary Advisory Committees when the subject demands a regularly scheduled working session and includes members of the public on the committee. An example of this could be as the 2023 Park Master Plan is developed. As any new Committees are created, the Board should set the scope and duration of the Committee. Staff will keep a record of Committees and their expiration date. Staffing of Temporary Advisory Committees will be at the discretion of the Recreation Division Manager.

Appointment to Commission by Council/members

In Chapter 2.21 section of the City of Scotts Valley's Municipal Code, it outlines the timing for Commission appointment as 45 days after a Councilmember is elected to office. They may make new nominations or re-appoint their current Commissioner following their election.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

- Receive information regarding the California Advisory Body regulations regarding Subcommittees and Ad-Hoc Committees.
- Review the current list of Subcommittees and determine if any can be sunsetted.
 - o Staff recommends sunsetting the following:
 - Shugart Park Design
 - Capital Improvement Projects (CIP)
 - Dog Park Representative
 - Donation/Dedication/Naming Process
 - Parks Master Plan
 - General Plan Advisory Committee
- Create a set of Ad-Hoc Committees with scope and duration. Request Staff return with Resolutions at the next meeting and elect Commissioners to serve on the Committees.
 - o Staff recommends creating the following Ad-Hoc Committees with a 6 or 12 month duration:
 - Trails & Open Space
 - Bocce Skypark
 - Playground/Shade

TABLE OF CONTENTS

PAGE

List of Parks and Recreation Commission Subcommittees as of 2022	5
Excerpt from Advisory Body Handbooks from 4 other Cities	6-14
Excerpt from 2020 Brown Act Handbook	15-17
Scotts Valley Municipal Code Chapter 2.010.20 regarding Elections	18

PARKS AND RECREATION SUBCOMMITTEES

SHUGART PARK DESIGN

CAPITAL IMPROVEMENT PROJECTS (CIP)

Primary: Commissioner Seib

Alternate: Commissioner Simonovich

DOG PARK REPRESENTATIVE

Primary: Chair Sanguinetti

Alternate: Commissioner McGlaze

PLAYGROUND/SHADE REPRESENTATIVES

Primary: Commissioner Spierings

Alternate: Commissioner Simonovich

Elizabeth Anderson, Public

Kindra Lloyd, Public

TRAILS REPRESENTATIVES

Primary: Chair Sanguinetti

Alternate: Commissioner Simonovich

DONATION/DEDICATION/NAMING PROCESS

Primary: Commissioner McGlaze

Alternate: Chair Sanguinetti

PARK MASTER PLAN

Primary: Commissioner Seib

Alternate: Commissioner Spierings

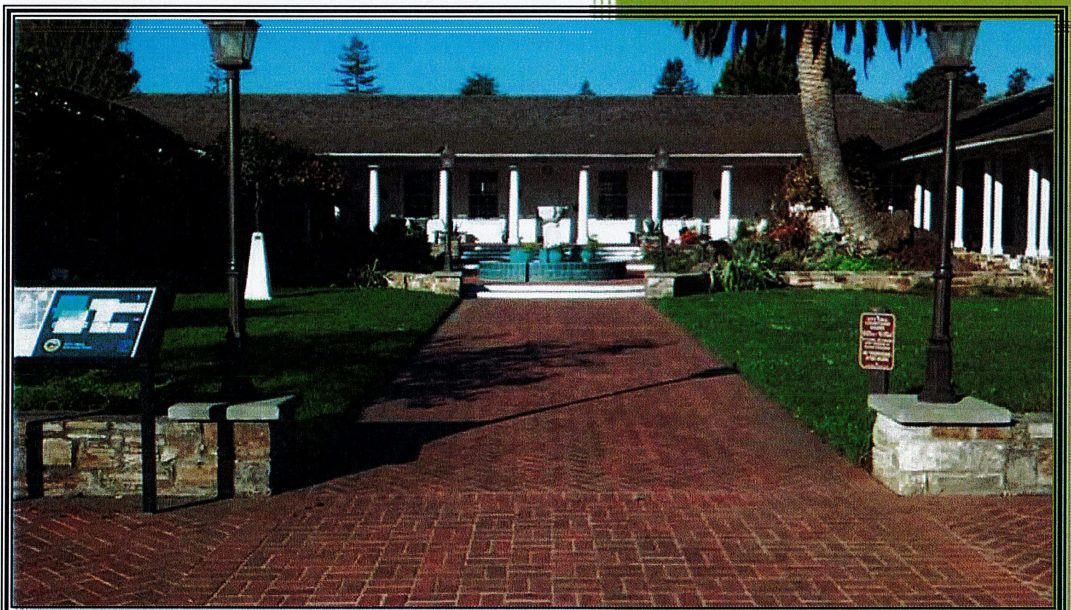
GENERAL PLAN ADVISORY COMMITTEE (GPAC)

Commissioner Simonovich

City of Santa Cruz

Revised 2020

HANDBOOK FOR CITY ADVISORY BODIES



Prepared by the City Manager's
Department / City Clerk's Division

Council Policies *cont'd*

COUNCIL POLICY 5.12

POLICY TITLE: ADVISORY BODY STANDING SUBCOMMITTEES

POLICY STATEMENT:

The City Council recognizes that use of temporary and standing subcommittees is an appropriate way to focus and accomplish the work of advisory bodies.

For purposes of this policy, the term advisory body shall include boards and commissions, committees, and task forces established by the City Council.

Standing Subcommittees

A standing subcommittee shall be defined as a body made up of less than a quorum of an advisory body with a specific charge that shall be in existence for more than six months.

Standing subcommittees must comply with the Brown Act.

Standing subcommittees will be staffed to ensure, at a minimum, compliance with the Ralph M. Brown Act.

Council approval must be obtained by an advisory body to establish a standing subcommittee within six months of its establishment.

Fiscal and workload impacts of staffing will be considered by advisory bodies when recommending creation of standing subcommittees and by Council when granting approval.

Temporary Subcommittees

A temporary subcommittee shall be defined as a body made up of less than a quorum of an advisory body with a specific charge that shall be in existence for less than six months.

Temporary subcommittees are not bound by the Brown Act.

Staffing of temporary subcommittees is at the discretion of the department head.

AUTHORIZATION: Council Policy 1 Annual Update of November 17, 1998

ACTV OF PALO ALTO

CITY BOARDS, COMMISSIONS, AND COMMITTEES HANDBOOK

A Reference Guide

USE OF SUBCOMMITTEES AND AD HOC COMMITTEES

BCCs may consider dividing into subcommittees and/or use ad hoc committees to address certain issues when appropriate. The City Council prefers the use of Ad Hoc committees which are short term and established for the BCC to discuss a specific topic or priority. Sub-committees should be used judiciously as it is the wish of the Council that the entire BCC participate in most agenda topics. Sub-committees work independently and bring a report and recommendations back to the BCC. The subcommittee and/or the ad hoc committee would be composed of less than a quorum of the body and set their own schedule. Subcommittee meetings must be noticed under the Brown Act. Ad hoc committees convene for a single topic and disband when the work on a single item is finished. Ad hoc committee meetings need not be noticed or open to the public. The Chair usually makes assignments to subcommittees and ad hoc committees and directs the workflow. BCCs may have both standing subcommittees and ad hoc committees, though it is recommended that BCCs focus their work through Ad Hoc committees.

Ad hoc or "temporary" committees are treated differently under the Brown Act. Ad hoc committees are not subject to the notice and posting requirements of the Brown Act so long as the committee:

- Consists of less than the number of members which would constitute a quorum;
- Has a defined purpose and a time frame to accomplish that purpose; and
- Is advisory such as the committee has not been delegated any decision-making power and will be returning to the full board on its recommendation.

Establishing Ad Hoc Committees

Members of ad hoc committees designed to be advisory to the board/commission may be appointed by the chair, on behalf of the entire board, commission, or committee or by an action of the entire BCC, depending upon the procedures and practices of the BCC. Although, as noted, the ad hoc committee itself is not subject to the Brown Act if the BCC desires to create an ad hoc committee, the action to create the ad hoc committee should be done at a publicly noticed meeting under the Brown Act and the item should be placed on an agenda for that purpose.

ANNUAL WORKPLAN AND PERFORMANCE MEASURES

Each BCC should prepare an annual work plan for proposal to the Council by second quarter of the calendar year. The Council will review

the work plans and provide feedback annually at a dedicated City Council meeting. The annual report should include the results of the prior year's plan. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan.

Council expects BCCs to work on items in the approved workplan. In addition, Council may refer additional items to the BCC in response to new developments. BCCs should refrain from expending their time and that of the staff liaison on items that have not been approved by the City Council. If the BCC would like to add an issue for review after an annual workplan has been approved the City Council, a prompt request by the BCC Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

A workplan template can be found later in the handbook, see **Exhibit A**.

GENERAL PROCEDURES FOR CONDUCT OF BCC MEETINGS

The Chair should recognize other BCC members in the order in which they raise their hands to speak. The Chair should provide an opportunity for each member to speak on an item. BCC members should speak when recognized by the Chair.

CITY OF MORRO BAY

ADVISORY BODIES

HANDBOOK

AND

BY-LAWS

Date: April 26, 2022

Approved by Resolution No. 28-18
Revised by Resolution No. 60-18 on August 14, 2018
Revised by Resolution No. 105-19 on December 10, 2019
Revised by Resolution No. 07-20 on January 28, 2020
Revised by Resolution No. 90-20 on October 13, 2020
Revised by Resolution No. 07-21 on February 9, 2021

Each year the Council selects two of its members (one regular and one alternative) to be "Liaison Members" to each advisory body. The Council Liaison can be called upon to facilitate the flow of information between the Council and that advisory body. The Liaison Member may also attend advisory body meetings and present information regarding advisory body meetings to the Council during Council announcements.

2) Preparing for Your Role

It will be helpful to review the City's Mission Statement, the City's website, and your advisory body's bylaws. Meeting with your advisory body chair and getting to know fellow advisory body members, staff and the Council Liaison will also help you to learn more about your role and to understand expectations. Ask about upcoming issues. Advisory Body Members are required to attend various training programs and workshops offered to you by the City.

3) Advisory Body Work Plans

To ensure advisory bodies are assisting the Council on key issues of community concern, the Council and each advisory body establish a work plan. The work plan is derived from the goals and action items approved by the Council. The City Council will ask each advisory body for input into the work plan as part of the two-year City Goal and Action Item plan process. Once the Action Item plan is adopted by the Council, the advisory body will be informed of the specific topics and issues that the advisory body will be addressing for the given period of time. Other issues may arise during the year that the Council may ask an advisory body to consider and on which to make recommendations. If the advisory body desires to add an item to its work plan during the year, the scope must be defined in a motion and receive support by a majority of the advisory body members. Staff will evaluate the required time, resources and impacts on and relation to Council approved goals and work plan then present the request and analysis to the City Council for consideration and approval. Likewise, if it desires to change its meeting times, dates, or location, it must also seek prior approval from the Council.

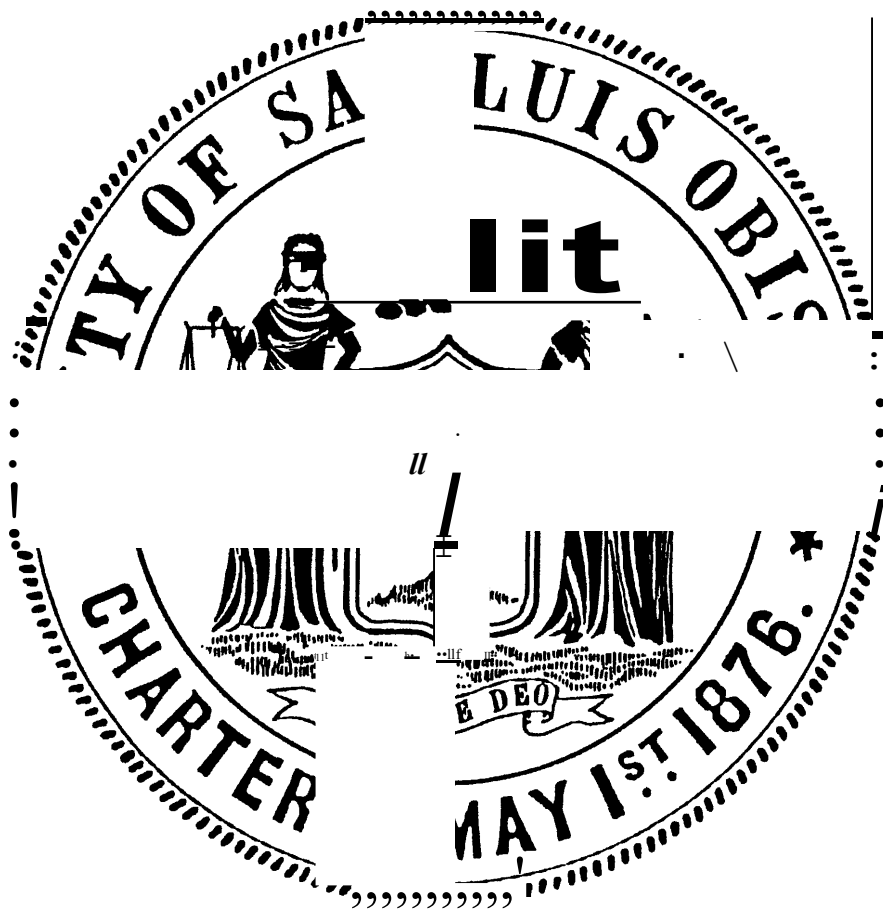
4) Advisory Body Sub-Committees

From time to time it may be desirable for the majority of an advisory body to appoint a sub-committee to address a particular issue related to adopted work plan items. That is especially the case if the issue requires additional work or research. Establishing a sub-committee requires the body to define purpose, parameters and duration of the subcommittee. The number of sub-committee members depends on the size of the advisory body. Per the Brown Act, sub-committees must consist of less than a quorum of the body. Therefore, for a five-member body, sub-committees may consist of two members. Seven-member bodies may have sub-committees composed of two or three members. Sub-committees report back to the full body for discussion before any formal action can be taken on the issue. Staff should be consulted before considering the creation of a sub-committee to determine the impact on staff time.

5) Advisory Body/Staff Relationship

ADVISORY BODY HANDBOOK

Adopted by Resolution No. 11277 (2021 Series)
Updated September 2021



Prepared by the Office of the City Clerk

5. All actions of the Committee shall be decided by a majority vote or consensus and shall be directed through the Committee Chair.
6. Minutes of each meeting shall be forwarded to the City Council and be available as a public record.
7. The Chairperson or any three members of the Committee may call a special meeting provided a week's prior notice is given in writing to each member.
8. All Committee meetings shall be conducted according to Robert's Rules of Order.
9. Except for the ex-officio member (who serves as the coordinator of the volunteer docent group), all Committee members shall vote.
10. Any Committee member with a declared conflict of interest shall not vote on or participate in any discussion of any item or in any manner attempt to influence the decision on that item. The member with such conflict shall remove himself/herself from the room until such discussion has concluded.

ARTICLE 4. **SUBCOMMITTEES**

Subcommittees consisting of less than a quorum of the Committee shall be appointed, as needed, by the Chairperson. Subcommittees shall convene for a specific purpose, study or project and shall have a limited term, not-to-exceed 12 consecutive months. Study subcommittees may include non-Committee members who shall have no voting power.

ARTICLE 5. **OFFICERS**

1. The officers shall be a Chairperson and a Vice-Chairperson who shall be elected at the Committee meeting in April for two-year terms. Special elections for Chair or Vice Chair shall be held at the first meeting following the unscheduled resignation of an officer, or other reason for an officer position to become vacant.
2. The Chairperson shall preside over all meetings of the Committee, assist in preparing all meeting agendas and perform such duties as directed by the Committee.
3. The Vice-Chairperson shall serve in the absence or incapacity of the Chairperson.

ARTICLE 6. **STAFF**

The Director of Parks and Recreation or designee is the staff liaison to the Jack House Committee. The Director may designate such other staff as is necessary to provide support to the Committee.

The Director of Public Works should designate a Public Works staff representative for both the house (building maintenance) and the garden (parks maintenance). The Committee shall receive notification if there are any changes to staff representation.

2020 Brown Act HANDBOOK

Summary of the Major Provisions and Requirements
of the Ralph M. Brown Act

> Summary and Discussion of the Major Provisions of the Brown Act

Text of the Ralph M. Brown Act

Updated including changes effective January 1, 2020



RICHARDS WATSON GERSHON

Representing California public and private entities since 1954

Summary of the Major Provisions and Requirements of the Ralph M. Brown Act

The Ralph M. Brown Act, more commonly known as the "Brown Act," is California's "sunshine" law for local government. The Brown Act is found in the California Government Code commencing with Section 54950. In a nutshell, the Brown Act requires local government business to be conducted at open and public meetings, except in certain limited situations. This paper briefly summarizes and discusses the major provisions of the Brown Act.

I. APPLICATION OF BROWN ACT TO "LEGISLATIVE BODIES"

The requirements of the Brown Act apply to "legislative bodies" of local governmental agencies. The term "legislative body" is defined to include the governing body of a local agency (e.g., the city council or the board of supervisors) and any commission, committee, board, or other body of the local agency, whether permanent or temporary, decision-making or advisory, that is created by formal action of a legislative body. § 54952(a)-(b).

Standing committees of a legislative body, that have either "continuing subject matter jurisdiction" or a meeting schedule fixed by formal action of the legislative body, are also subject to the requirements of the Brown Act. Some common examples include the finance, personnel, or similar policy subcommittees of a legislative body. Standing committees exist to make routine, regular recommendations on a specific subject matter. These committees continue to exist over time and survive resolution of any one issue or matter. They are also a regular part of the governmental structure.

The Brown Act does not apply to "ad hoc" committees comprised solely of members of the legislative body that are less than a quorum of the body, provided these committees **do not have a "continuing subject matter jurisdiction," or a meeting schedule fixed by** formal action of the legislative body. Such ad hoc committees are purely advisory; they generally serve only a limited or single purpose, are not perpetual, and are dissolved when their specific task is completed.

Advisory and standing committees, but not ad hoc committees, are required to have **agendas**, and to have their agendas posted at least 72 hours in advance of their meetings. If this is done, the meeting is considered to be a regular meeting for all purposes. If the agenda is not posted at least 72 hours in advance, the meeting must be treated as a special meeting, and all of the limitations and requirements for special meetings apply, as discussed later.

The governing boards of some private corporations, limited liability companies, and private entities may be subject to the Brown Act under certain circumstances. A private entity's governing board constitutes a legislative body within the meaning of the Brown Act if either of the following applies: (i) the private entity is created by an elected legislative body to exercise lawfully delegated authority of the legislative body; or (ii) the private entity receives funds from a local agency and its governing board includes a member of the legislative body of the local agency who was appointed by the legislative body to the governing board as a full voting member. § 54952(c).

The Brown Act also applies to persons who are elected to serve as members of a legislative body of a local agency even before they assume the duties of office. § 54952.1. Under this provision, the statute is applicable to newly elected, but not-yet-sworn-in, members of the legislative body.

II. DEFINITION OF "MEETING"

The central provision of the Brown Act requires that all "meetings" of a legislative body be open and public. The Brown Act defines the term "meeting" very broadly, § 54952.2, and encompasses almost every gathering of a majority of legislative body members, including:

Any congregation of a majority of the members of a legislative body at the same time and location ... to **hear, discuss, deliberate, or take action** on any item that is within the subject matter jurisdiction of the legislative body.

In plain English, this definition means that a meeting is any gathering of a majority of council members, board of directors or other applicable legislative body, to hear, discuss or deliberate any item of local agency business or potential local agency business. It is important to emphasize that a meeting occurs if a majority gathers to hear, discuss or deliberate on a matter and not just voting or taking action on the issue.

III. EXCEPTIONS TO MEETING REQUIREMENT

There are six types of gatherings that are not subject to the Brown Act. We commonly refer to these exceptions as: (1) the individual contact exception; (2) the seminar or conference exception; (3) the community meeting exception; (4) the other legislative body exception; (5) the social or ceremonial occasion exception; and (6) the standing committee exception. Unless a gathering of a majority of the members of a legislative body falls within one of the exceptions discussed below, even if a majority of members are merely in the same room listening to a discussion of local agency business, they will be participating in a meeting within the meaning of the Brown Act that requires notice, an agenda, and a period for public comment.

2.21.01 O -Appointments to commissions, committees and boards.

Notwithstanding anything to the contrary elsewhere set forth in this code, all appointments to commissions, committees and boards, including the planning commission and the parks and recreation commission, shall be made by the city council; provided, however, that each council-member shall be entitled to have one person on each commission, committee or board (heretofore or hereafter established by the city council) whom that councilmember has nominated for appointment. No person nominated for appointment by any councilmember shall become a member of any commission, committee or board unless and until said person's nomination is confirmed by the city council. New nominations and appointments shall occur forty-five days after the election or reelection of each councilmember. All members appointed to any commission, committee or board shall serve at the pleasure of the city council and may be removed from said commission, committee or board by the city council.

(Ord. 141.1 § 3, 1991: Ord.141 § 3 (part), 1990)