



AGENDA

CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION

REGULAR MEETING
HYBRID MEETING
Monday, August 16, 2021
5:30 PM

MASKS ARE REQUIRED FOR IN PERSON PARTICIPATION.

This meeting is compliant with Governor Newsom's Executive Order N-29-20 which allows local legislative bodies to hold public meetings electronically only, without a physical location for public participation, accessible only telephonically or otherwise electronically (video conferencing) to all members of the public seeking to observe and address the local legislative body, in order to avoid public gatherings, and until further notice. This meeting will be held in a hybrid format providing a physical location at 986 Hilby Ave, Seaside Ca, 93955 – Oldemeyer Center – Seahorse Room

DETAILS FOR PUBLIC PARTICIPATION IN THIS PUBLIC MEETING:

IN PERSON PARTICIPATION: Protective face coverings required at all times, including when speaking.

REMOTE PUBLIC COMMENTS To make a public comment, the following options are available:

- Before the Meeting via Email: Written comments can be emailed to dmeewis@ci.seaside.ca.us Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)". Written comments must be received by 4:00 p.m. on the day of the meeting. All submitted comments will be provided to the Commission for consideration and compiled as part of the record.
- During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Clerk will call speaker names and unmute speaker microphones (on the phone, press *6). You will have up to 3 minutes to provide your comments, with time set by the discretion of the Chair. ***Please note, written comments will not be read but will be included in the final record.***

VIRTUAL MEETING ACCESS

This meeting can be watched via the City of Seaside You Tube channel

<http://bit.ly/SeasideYouTube>

Or by joining the Zoom webinar link:

<https://us02web.zoom.us/j/89130428445?pwd=V0Y1Zk12TktXaFICZnpGWnh2OTE4dz09>

Or call in phone number: 669-900-9128

WEBINAR ID: 891 3042 8445

Passcode: 343311

1. CALL TO ORDER

PARKS AND RECREATION

Franco Pacheco	Chair
Bobby Maxwell	Vice Chair
Rich Cadigan	Commissioner
James White	Commissioner
Alicia Louise Gaines-Lynch	Commissioner
Dianne Nielson	Commissioner
Chris Moulton	Commissioner
Robert Daniels	Commissioner

2. PUBLIC COMMENT

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

3. APPROVAL OF MINUTES

A. May 17, 2021 Minutes

B. June 28, 2021 Minutes

4. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

5. BUSINESS ITEMS

A. RECEIVE PRESENTATION ON THE REVISIONS TO THE CUTINO PARK MASTER PLAN AND RECOMMEND APPROVAL TO THE BOARD OF ARCHITECTURAL REVIEW

B. DISCUSSION ON CONSIDERING A SECOND DOG PARK (COMMISSIONER PACHECO)

C. DISCUSSION ON A TREE SUB-COMMITTEE (COMMISSIONER DANIELS)

D. DISCUSSION ON ADDITIONAL DOG BAG DISPOSAL DISPENSERS AT TRINITY PARK (COMMISSIONER CADIGAN)

E. DISCUSSION ON BIKE PATH DIRECTIONAL SIGN FOR THE AREA OF DEL MONTE BOULEVARD AND CANYON DEL REY BOULEVARD (COMMISSIONER CADIGAN)

6. REPORTS FROM RECREATION STAFF

7. REPORTS FROM PARKS STAFF

8. REPORTS FROM COMMISSIONERS

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
November 15, 2021
Time: 5:30 p.m.
HYBRID MEETING

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:
<http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.



**MINUTES
CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION**

**REGULAR MEETING
VIRTUAL ONLY
Monday, May 17, 2021
5:30 p.m.**

1. CALL TO ORDER:

The meeting was called to order at: 5:33 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

PARKS & RECREATION COMMISSION:

Franco Pacheco	Chair	<u> X </u>	
Bobby Maxwell	Vice Chair	<u> X </u>	
Rich Cadigan	Commissioner	<u> X </u>	
James White	Commissioner	<u> X </u>	
Alicia Louise Gaines-Lynch	Commissioner	<u> </u>	(Excused Absence)
Willie Gray	Commissioner	<u> X </u>	
Dianne Nielson	Commissioner	<u> X </u>	
Chris Moulton	Commissioner	<u> X </u>	
Robert Daniels	Commissioner	<u> X </u>	

STAFF:

Dan Meewis X Terry Navarro X Ashley Collick X Scott Ottmar X
Dave Fortune X Nisha Patel X

3. GUESTS:

* Laura Murphy – Environmental Committee

4. PUBLIC COMMENTS:

* None

5. APPROVAL OF February 22, 2021 MINUTES:

* Rich Cadigan/Bobby Maxwell M/S/P (A roll call vote was taken and the motion passed).

6. BUSINESS ITEMS:

1. Discussion on returning to in-person meeting:

* Commissioners and Staff discussed in-person meetings starting in August 2021 with streaming on YouTube. They discussed possibly having a live zoom webinar too for people who cannot be at the meeting in person.

* The Commissioners voted and accepted the motion – “The Parks & Recreation Commission support meeting in person as soon as possible and to direct staff to do that”. Rich Cadigan/Willie Gray M/S/P (A roll call vote was taken and the motion passed).

*** Public Comment:**

****** Laura Murphy wanted to share that the Environmental Committee also discuss the in-person meetings. In general, the entire committee felt that having some kind of hybrid to allow for enhance public participation was very important towards inclusion of community participants. They strongly feel that continuing to have something of the nature of the zoom webinar format while they also start to meet in person would be highly encouraged.

2. Review and Discuss the Adopt a Park Program:

a. Discuss allowing schools to adopt city parks (Commissioner Cadigan)

***** Commissioner Cadigan discussed with the other Commissioners about allowing schools to adopt city parks. The document is in the draft stage. The Commissioners can email staff if they have any ideas about this.

b. Discuss fees/donations for the Adopt a Park Program:

***** Commissioner Cadigan went over the draft document with the fees and donations. This is a working document. He suggested renaming the document or have two programs. The two programs would be “Adopt a Park Program” and “Donation Commemorative Program”. Commissioner Nielson stated she would like to suggest having them as two separate Programs. Staff suggested to keep the donations and gifts included in the Document. Staff stated they need to review the City’s donation and gift policy. The City attorney has reviewed the document and will need to review it again when the document is completed. Commissioner Cadigan will change the title and add what is suggested and get it ready to review at the next regular meeting.

*** Public Comment:**

****** Laura Murphy wanted to suggest that they use the policies that address the use of pesticides in parks. She would like it in the Adopt a Park Program guidelines. She also wanted to encourage adding verbiage to the guidelines stating anyone wanting to adopt a park should engage in outreach and education with the community surrounding the park.

3. Discuss issues related to Encanto Park and make recommendations:

***** Commissioner Cadigan reported about Encanto Park. He stated that it is really not a park and it really is a cul-de-sac with a curb painted red. He has witnessed what is going on there from ring doorbell videos and in his discussions with the nearby community. Because it has such a nice view, there tends to be lots of vehicles throughout the night that are using this area as a hangout to do drugs, have sex, and other things like that. Commissioner Cadigan stated he has witnessed (through the videos) people under the influence walking through front yards, through their plants and right next to peoples windows. You can tell they are high or drunk. He suggested that the City should put up barriers or a chain-link fence around the area to take away the view to discourage that type of behavior. Not only is it being a nuisance, it

is becoming a safety concern in that neighborhood.

- * The Commissioners voted and accepted the motion – “That the Parks & Recreation Commission direct staff to convey to the City Council that the Commission recommends to vesting in Encanto Park as recommended in the past City document”. Rich Cadigan/Chris Moulton M/S/P (A roll call vote was taken and the motion passed).

4. Update on the Park maintenance and upkeep schedule:

- * Staff reported that they have five allocated staff to perform all of the assignments on the enclosed handout. They have one person out for an extended period of time, so they only have four staff member at this time. The assignments are mowing (two staff), irrigation (one to two staff), playground equipment inspections (one staff), spray application (one to Two Staff), backflow inspection (one to two staff), delivery of the water buffalo (two staff), contract oversight (one staff), special events (two to five five), setup for Christmas (five staff), prep sites for reservations (one to two staff), Cutino Park maintenance (two to three staff), projects (three to five), tree trimming (in-house) (two to three staff), small equipment maintenance (one staff) and training (five staff). Staff went over all the details about the assignments with the Commissioners.
- * Staff reported that they work with FOSPA. They provide a trailer that has wheelbarrows, rakes, shovels and other things. They bring it to the park when FOSPA does their clean up days. Then staff picks up the trailer after they are done. Staff also picks up all the garbage and weeds and dispose it.
- * Public Comment:
 - ** Laura Murphy thanked Staff for their information. She also stated that knowing that Public Works is under staff at this time and there is so much to be done in the parks, it is a great opportunity to explore how they might coordinate and cooperate with the community efforts that are underway to do work in the parks. That way the department and community groups will all be working together.

5. Update on the Laguna Grande Joint Powers Agency:

- * Dan Meewis reported that he is the liaison for the City of Seaside. He attended one meeting so far two weeks ago. He stated he is still learning a lot what is going on there. At the last City Council meeting, they approved \$24,982.00 to go to the City of Monterey who also is doing the same amount. Then the Regional Park is putting forward \$60,000.00 for the trail maintenance study and environmental review. There will be a meeting at the park with a biologist to do a biotic study for the park which is the beginning steps for the trail maintenance plan and the environmental review. There will another meeting this week to go over and create a trail maintenance schedule. It will still need to go to the Coastal Commission and the Water Quality Board. This process is about a year.

6. Review & Discuss Tree Survey and make recommendations:

- * Commissioner Nielson discussed and reviewed the tree survey with other Commissioners. She stated it could be handed out at different events. Commissioner Cadigan stated that if the survey is mailed out, a self-addressed envelope should be included to mail it back. Staff stated they should still go out to the public around the parks that they are growing to plant trees and ask for public comments. They could add a public comment flyer with the survey when mailing it out. Commissioner Moulton stated they should have an education piece to education the community about some of the trees before sending out the survey. Commissioner Daniels agreed with Commissioner Moulton, however, his concern is the water source.

*** Public Comment:**

- ** Laura Murphy agrees about educating the community about the trees. She would like staff to clarify whether there are stipulations as part of the Tree City USA designation. She believes that there are stipulations. Laura stated while there is no specific requirements to plant a given number of trees, there must be a tree board or department, a tree care ordinance and a budgeted community forestry program;
<http://www.arborday.org/programs/treecityusa/standards.cfm>

7. Provide three tentative dates in June to hold a joint Art & History Commission (SAHC) and Parks & Recreation Commission (PRC) meeting to review and discuss a submitted application for Park, Recreational Facility, City-Owned Building and Street Naming application:

- * Staff stated that the Art & History Commission provided three dates. Those dates are Thursday, June 24, 2021, Monday, June 28, 2021 and Tuesday, June 29, 2021.
- * The Commissioners voted and accepted the motion – “That they meet with the Art & History Commission on Monday, June 28, 2021 at 5:30 p.m.”
Dianne Nielson/Chris Moulton M/S/P (A roll call vote was taken and the motion passed). Seven Yes/ One No.

7. REPORTS FROM RECREATION STAFF:

- * Staff reported that registration day for recreation program was today. It was the first registration in over a year. Lessons sold out online in three minutes. They have been hosting vaccination clinics on Monday and Thursday until August 2021. Staff is excited and looking forward about opening up again.

8. REPORTS FROM PARKS STAFF:

- * Staff reported that Ellis Park’s project design is done. They are putting a Sport Court in that includes soccer, basketball and volleyball. There will be an ADA pathway, picnic area, playground improvements and landscaping. This will replace the horseshoe pit area. This project will be awarded in July 2021.

- * Staff reported that at Laguna Park the consultant is working hard on finishing the plans. The plans were expected to be completed to 95% last week. The project is to install the ADA music instruments, merry-go-round and the ADA pathway. They are planning for late summer construction.
- * Staff reported that the work at Cutino Park has been delayed. It is going to the City Council on June 3, 2021 to reward an amendment to the design contract for the designer. They are designing a new playground, a new parking lot with lighting, a pump track, landscaping, additional grass, another set of bleachers, benches and an ADA pathway.
- * Staff reported that Highland Otis Park is 100% complete and designed. The project will go out to bid in the beginning of the next fiscal year. The construction should start this summer. They will be installing a swing set and an ADA parking space at the top of the park. The swing set at the bottom of the park was removed and there are no plans in replacing it because it needs a safe area around the swing area.
- * Commissioner Pacheco is very concerned about how hard the older age volunteers have to work to help keep up the parks. He wanted to know at what point is the City itself will be at the level that is at standards. Staff stated that in the past years they had to lay off staff due to the budget and economy. Staff would love to be back where they were with enough park staff. Going to the City Council meetings and voicing their opinions may help get more staffing.

9. REPORTS FROM COMMISSIONERS:

- * Commissioner Daniels reported that he is stewarding Havana Soliz Park. He has notice that the water retention is bad and they are trying to conserve as water as possible. He found a gardening technique call Back to Eden. They covered the land with an inch or two of wood chips that helps with water conservation. They make sure they do not have to use the Water Buffalo as frequently. He like to plan a day for outside organizations to come out and help with the park.
- * Commissioner Moulton reported that he is still working on locations for the community garden.
- * Commissioner Nielson reported that they should form a sub-committee for the Community garden. She went over the Water Buffalo schedule for the parks. She stated that FOSPA has a rotating schedule for the parks they take care of. She went over that schedule and informed everyone that if they wanted to be added to their schedule to contact FOSPA. She has drove by the Pickle ball area and stated that there is quite a bit of parking available there on the courtside of the park.
- * Commissioner White reported that he is happy to see that Cutino Park is being used for activities that it was designed for. The new facility on Sonoma is also being used very well.
- * Commissioner Cadigan reported that he would work on the Adopt a Park Program document and sent it to staff to review and then go from there.

- * Commissioner Maxwell wanted to thank everyone for their hard work and participation on the Parks & Recreation Commission.
- * Commissioner Pacheco reported the he is really moved and touched about seeing all the volunteers that help with the parks. He has enjoyed working alongside of them. He thanked all the Commissioners.

10. ADJOURNMENT: The meeting was adjourned at: 7:24 p.m.

Next Joint Special Scheduled Meeting

June 28, 2021

Time: 5:30 p.m.

VIRTUAL ONLY

Attachment from the
May 17, 2021 Meeting

Adopt A Park Guidelines & Regulations

Work in City Parks, picnic areas, athletic fields, playgrounds, and open spaces shall be done in a safe manner

- Wear light or bright colored clothing, hard sole shoes and use gloves or safety glasses if applicable
- Use sun block and/or wear a hat
- Use proper lifting techniques
- Work only during park hours and always with two or more people
- Take breaks, drink liquids, and dress appropriately. Do not overexert yourself
- Do not bring small children or pets unless they can be closely monitored
- Never pick-up material/objects that you or others deem as hazardous or dangerous. Immediately call 911

Click [here](#) for the City of Seaside Recreation Services page

Click [here](#) for the City of Seaside Illness and Injury Prevention Program (2018)

Click [here](#) for the City of Seaside Parks and Recreation Area Municipal Code

City of Seaside Park Descriptions

Seaside Mini-Parks

Beta Park

This is a small neighborhood park situated off Elm Street. Facilities at the site include a children's playground, open play area and paved pathway. This park is currently served by Friends of Seaside Parks Association

Capra Park

Capra Park is located at the corner of Sonoma Avenue and Luzern Street. Facilities include two playground areas (upper and lower), a picnic area and paved pathways. This park is currently serviced by Friends of Seaside Parks Association

Durant Park

This park is located at the corner of Wanda Avenue between Vallejo Street and Darwin Street. Facilities include a playground area, an open play area, picnic and barbecue area, benches, and paved pathways. This park is currently serviced by Friends of Seaside Parks Association

Ellis Park

Ellis Park is located off Hilby Avenue adjacent to the Oldemeyer Center. This park is currently undergoing a complete renovation with an estimated re-opening in fall 2021.

Farallones park

This park is located off Hilby Avenue between Flores Street and Harding Street. Facilities at the site include a playground area, open play area, paved pathways and small parking area. This park is currently serviced by Friends of Seaside Parks Association.

Fernando Montgomery Park

This park is located on Fernando Street between Mingo Ave. and San Pablo Ave. This park is currently serviced by Friends of Seaside Parks Association.

Highland Otis Park

This park is located off Mingo Ave. between Highland St. and Mendocino St. Facilities at the site include a playground area, open play area, paved pathways and small parking area with ADA accessibility. This park is currently serviced by Friends of Seaside Parks Association.

Roberts Lake ECO Park

This park features a nature-based play area and an outdoor classroom. The main focus of this area is to teach our community about water stewardship and water ecology while embracing nature-based play.

Manzanita Stuart Park

This park is located off San Pablo Ave. between Yosemite St. and Mescal St. Facilities include a playground area. There is a bridge across San Pablo Ave. that connects this park with Lincoln Cunningham Park.

Martin Park

Martin Park is located between Luxton St. and Lowell St. and can be accessed either off Broadway Ave. or Mingo Ave. Facilities at the site include a playground area, open play area, paved pathways and small parking area with ADA accessibility.

Portola Leslie Park

This park is located adjacent to Marin Luther King School. There are picnic tables and benches.

City of Seaside Park Descriptions

Seaside Mini-Parks (continued)

Sabado Park

Sabado Park is located between Harding St. and Darwin St. and can be accessed from either San Pablo Ave. or Mingo Ave. There is a small playground at this park.

Trinity Park

Located off Trinity Ave. between Hillsdale St. and Fremont Blvd., this park has a large grass area, playground, picnic tables and BBQ area.

Seaside Neighborhood Parks

Havana Soliz Park

Located between Havana St. and Lincoln St., the park is accessed either from La Salle Ave. or San Pablo. An open area with pathways and picnic tables adorn this park.

Lincoln Cunningham Park

With a small playground, open areas with pathways and picnic tables, this park is accessed off San Pablo Ave. just east of Yosemite St.

Pacchetti Dog Park

Pacchetti Park is the City's first Off Leash Dog Park, named after Seaside's first paid fire chief and in honor of the city's first K-9 unit. This Park is located on the southwest corner of Kimball Ave. and Noche Buena St. This park is currently serviced by Friends of Seaside Parks Association.

Seaside Community & Regional Parks

Cutino Park

Cutino Park is a 6.62-acre multi-use park located at the corner of San Pablo Ave. and Noche Buena St. Cutino Park is one of the most heavily used parks in the City. Existing facilities at the site include a lighted youth baseball field, spectator seating, concession and restroom building, storage building, basketball court, handball court, playground area, concrete fountain, picnic area and paved pathways.

Laguna Grande Park

Laguna Grande Park was established in 1950 as a regional park with the Monterey Peninsula Regional Park District. The park has several picnic areas, playground, restrooms, BBQ facilities, and a stage.

Donations & Gifts

Donations are important to the vitality of the City of Seaside and its mission to preserve, enhance and strengthen the quality of life in the community. You can add to the beauty of a park, make a difference in a child's life, or honor someone or something special by making a donation or gift to the City of Seaside Recreation and Parks Department.

Donations and gifts to the City of Seaside Recreation and Parks Department may be made in any amount to aid or benefit the services and facilities provided by the department. Gifts may be designated for a specific program, park, or purpose. Gifts may also be unrestricted in which case they will be dispersed to the area of greatest need at the sole discretion of the City of Seaside Recreation and Parks Commission.

Tax Deductions:

Although the Recreation and Parks Department is a municipal government entity and not part of a nonprofit organization, gifts and donations given to the City of Seaside can be tax deductible if made solely for "public purposes" such as parks and recreation. The IRS Code, at 26 U.S.C.170(c)(1) defines a "charitable contribution" (which is tax deductible) to include "a contribution or gift to or for the use of a State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes".

Donors:

Those wishing to donate must complete a written proposal to the Recreation and Parks Department Commission for consideration. Donors are encouraged to speak with Department staff to discuss potential areas of need with the recreation and parks system.

Donation Process:

- Complete the attached application and submit to City of Seaside Recreation and Parks Department
- Application to be reviewed by Recreation and Parks Commission
- Department staff shall notify donor, in writing within 30 business days
- With a positive review decision, Department staff will initiate and finalize the Donation and Gift Agreement between the City and the Donor
- Once the donation is accepted, constructed/installed, it will be deemed as donated to the City of Seaside

Types of Donations:

- Monetary
- Commemorative trees and shrubs
- Small park amenities
 - Benches
 - Lights
 - Etc.
- Large park amenities
 - Playgrounds
 - Sport Courts
 - Picnic shelters

Donations & Gifts

Commemorative Donations:

Donations may be made to honor and commemorate individuals, families, and/or organizations. Items purchased, installed, or planted are the property of the City of Seaside and shall be maintained by the Parks staff according to department standards. All commemorative donations shall be approved by the City of Seaside Recreation and Parks Commission.

Recognition:

Donor recognition will be in the form of an engraved bronze plaque (3"x 8") installed in/on the bench or picnic table, in a landscape rock at the base of a tree or an engraving/inscription on features such as a tile, brick, paver, post, or landscape rock. Upon approval of the application for the requested donation, the commemorative feature will be installed within 120 days of receipt of donation. The plaque and commemorative feature will be guaranteed for 10-years after installation. If the commemorative feature is damaged within the 10-year term, it will be repaired or replaced at no cost to the donor. The City of Seaside Recreation and Parks Commission reserves the right to approve all language and content on the plaques or engravings.

Term:

The initial dedication term will be for a period of 10-years. Once the 10-year term is completed, the donor will have the right of first refusal to renew for an additional 10-years for a cost of ??????. Efforts will be made to contact the donor six months prior to the end of the 10-year term. If no contact is made or the donor chooses not to renew, all engraved item(s) shall be removed. The removed item(s) may be picked up by the donor at no cost. Items will be disposed of after one year. If it is not renewed, then the feature may be rededicated by a new donor.

Possible Relocation of Commemorative Donation:

Every effort shall be made to honor the placement location of the commemorative feature; however, future park development or unforeseen circumstances may require relocation within the 10-year term. The donor shall be notified by the City of Seaside in the event of relocation. The City of Seaside retains the right to relocate the commemorative feature at any time.

Cost are as follows and subject to change:

- Tree - 15 gallon \$XXX
- Tree – 24" Box \$XXX
- Bench \$XXX
- Picnic Table (ADA) \$XXX
- Specialty Feature \$XXX - \$XXX

Frequently Asked Questions

How do I Adopt A Park?

On the following page you will find an Adopt a Park application. Submit the completed application to: The City of Seaside Recreation and Parks Department, located at 986 Hilby Avenue, Seaside, CA.

Who Administers the Adopt A Park Program?

The City of Seaside Recreation and Parks Department administers the Adopt A Park program. All projects will be the be subject to approval by both the Recreation and Parks Department and the Recreation and Parks Commission. In some cases, City Council approval may be necessary.

What if the park I want to adopt is already adopted or serviced by FOSPA?

Park adoption is offered on a first come, first served basis. If the park you want to adopt is already adopted, you can be placed on waiting. FOSPA maintains a few parks (as listed in parks descriptions), you are welcome to assist FOSPA with any of their parks. However, you are encouraged to adopt a park that currently does not have a group or individual that assigned.

What is the cost of adopting a park?

Most supplies needed for adoption must be purchased by the adopter. This may include items such as: long handled tools, trash bags, dust pans, etc. Some equipment may be available upon request. At this time there currently is not a budget for the Adopt A Park program so City resources are limited.

How long does the adoption period last?

Length of the adoption is at the discretion of the City and the Adopting individual or group. The City can cancel the agreement at any time without notice or reason. There is no penalty for the adopter to cancel the agreement. However, if the adopter chooses to terminate the agreement, the location will be made available.



RECREATION DEPARTMENT

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Adopt A Park Application

Name of Individual or Organization: _____ Date: _____

Name of Contact: _____ Phone: _____

Address: _____

E-mail: _____ Cell: _____

Adopt A Park Location Requested: _____

Type of Adoption:

☐ Litter Removal

☐ Vegetation Control

☐ Flower Planting

☐ Cleaning

☐ Other _____

Terms and Conditions

Term: This Agreement shall become effective on the date first set forth and shall continue in effect from year to year thereafter as the parties may mutually agree, provided that either party may terminate this Agreement by giving the other party notice in writing specifying the date of such termination.

Conditions:

- A. The above named individual or organization shall develop and follow a regular schedule of maintenance of the Adopt A Park location as agreed upon by the City of Seaside Recreation and Parks Department.
- B. The above named individual or organization shall report any hazards to City staff.
- C. Each individual volunteer must sign the City of Seaside Adopt A Park Volunteer Waiver (located on following page)
- D. The City of Seaside reserves the right to terminate this agreement at any time.
- E. The City of Seaside reserves the right to refuse or deny projects that may not meet the needs of the Recreation and Parks Department.

I have read the above information and hereby agree to accept the above Terms and Conditions

Adopt A Park Participant Signature

Recreation and Parks Director

Adopt A Park Participant – Printed Name

Date



RECREATION DEPARTMENT

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Adopt A Park Volunteer

Waiver, Release, Hold Harmless, and Agreement not to Sue

I, the undersigned, fully understand that my participation as an Adopt a Park Volunteer exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this program and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of Seaside for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation as an Adopt a Park Volunteer from whatever cause, including the active or passive negligence of the City of Seaside or any other participants in this program. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate as a Adopt a Park Volunteer, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend, and hold harmless the City of Seaside from any and all claims, demands actions or suits arising out of or in connection with my participation in this event.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Signature

Date



RECREATION DEPARTMENT

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Commemorative Application

Name of Individual or Organization: _____ Date: _____

Name of Contact: _____ Phone: _____

Address: _____

E-mail: _____ Cell: _____

Desired Location : _____

Type of Donation:

☐ Tree (15 gal.)

☐ Tree (24" box)

☐ Bench

☐ Picnic Table

☐ Special Request _____

Terms and Conditions

Text: No more than 40 characters per line, up to 4 lines (punctuations and spaces shall be included). Provide desired text exactly how you would prefer it to read. City of Seaside Recreation and Parks Commission reserves the right to approve all content.

Payment: Confirmation of the approved donation request must be completed prior to deposit of payment. Cash, check or money order are the only accepted forms of payment. Please make check or money order payable to City of Seaside. A receipt of donation and plaque approval letter will be provided upon final review of this application.

I have read the above information and hereby agree to accept the above Terms and Conditions

Donor Signature

Donor – Printed Name

Date

MAINTENANCE AND UTILITIES DIVISION

PARK MAINTENANCE SCHEDULE AND WORK ASSIGNMENTS

Assignment

Frequency

Mowing

Requires 2 staff to perform the assignment, 1-mowing, 1-edging and blowing down hardscape

Irrigated

Soper, Metz, City Hall/Library, Laguna Grande
10 Parks and open space

1x per week

Bi-weekly

Non-Irrigated

6 Parks and open space

3 to 4 times a year

Agency Owned Lots

3 vacant lots

3 to 4 times a year

Irrigation

Requires 1 to 2 staff depending upon what is being performed

Monthly

22 systems in parks, open space and center medians.

Maintenance of well.

Computer program check of the 22 systems.

Fill out storm water reports (One for every irrigated system.)

2 x per year

Repairs

As needed

Playground Equipment Inspections

Requires 1 staff to perform the inspection, more staff depending on the extent of the repairs

Monthly

17 playground structures inspected. Takes 1 hour per structure to inspect.

Repairs

As needed

Assignment

Frequency

Spray Application

Requires 1 to 2 staff depending upon the area being sprayed

April-October

Spraying of herbicides is only performed on medians and alleyways. (Not in parks)

Backflow Inspection

Requires 1 to 2 staff (1 for inspections, 2 for repairs)

Yearly

There are 77 backflows inspected by the parks staff. Each inspection takes roughly one hour.

Repairs

As needed

Delivery of the Water Buffalo

Requires 2 staff to hook up and drop off

Daily

The water buffalo is being delivered to one to two parks a day, every week. (dropping off and picking up is 4 manhours per day, 20 manhours per week).

Contract Oversight

Requires 1 staff to meet with and follow up on contracts

Daily/Weekly

Staff oversees landscape and tree service contracts with contractors.

Landscape contracts include West Broadway, North Fremont, Ord Grove, General Jim Moore Blvd, Coe Ave and Monterey Rd.

The city allocates \$60,000 per year to trim and remove trees as needed.

Special Events

Requires 2 to 5 staff depending upon the set up

Below is a list of Special Events that Parks Staff sets up for throughout the year:

Assignment

Frequency

Gold Coast Rods – Car Show

*Monthly
(July-September)*

Fourth of July

July

Concours d' Lemons – Car Show

August

Central Coast Model Boaters - Boat Races

2 x per year

Blues in the Park

4 weekends

City of Seaside Birthday

October

Halloween

October

Tree Lighting

December

Setup for Christmas

Yearly

Requires all 5 staff to set out and pick up for Christmas

Install the lights on the Christmas tree and trees around city hall. Check decorations lights and install on light poles around the city.

5 weeks

Remove all lights and decorations around the city.

3 weeks

Prep Sites for Reservations

Daily/Weekly

Requires 1 to 2 staff depending upon the number of rentals

Staff makes sure the bbq is cleaned out, the area around the site is weedeated and hardscape is clean of any debris

Cutino Park Maintnenance

Weekly

Requires 2 to 3 staff

Weekly staff goes to Cutino Parks to blow off the skate park, clean hardscape around the park and sweep the new artificial turf as needed.

Assignment

Frequency

Projects

Yearly

Requires 3 to 5 staff depending upon the size of the project

Staff tries to complete as many projects throughout the year as they can. Projects come in different sizes. The most recent project was the triangle at the North end of town. Staff removed dead trees and landscape. Updated the irrigation system with drip, planted new trees and landscape and placed ground cover. This project required all 5 staff.

Tree Trimming (In-house)

As needed

Requires 2 to 3 staff

For smaller trees, staff trim in-house whenever possible.

Small Equipment Maintenance

Daily

Requires 1 staff

On a daily basis, staff is using weed eaters, blowers, mowers, chainsaws, etc. Maintenance needs to be performed on these items to keep blades sharpened and equipment tuned up.

Training

Yearly

Requirement of all 5 staff

Staff is required to attend 10 to 12 trainings a year. Some training is through the city, but some staff also needs CE credits for their spray applicator and backflow certifications provided by others.

City of Seaside Tree Survey

Seaside is a vibrant, proudly diverse, energetic and safe community with extraordinary natural beauty. The City of Seaside strives to perpetuate these qualities by thoughtfully planning well-designed spaces that respect community needs and desires while complementing the natural environment. Thriving urban forests contribute to increased environmental quality as well as improved mental and physical health of residents, benefiting residents and the region as a whole. The City of Seaside would like to further develop our urban forest, and your input is critical to understand what you currently value and what you would like to see accomplished with trees in Seaside.

1. Have you ever planted a tree in Seaside?

Mark only one oval.

☐ Yes

☐ No

2. Would you be interested in having a tree planted in honor of someone in your life/community or on your behalf?

Mark only one oval.

☐ Yes

☐ No

☐ Other:

3. Where would you like to see more trees planted?

Check all that apply.

☐ Parks

☐ Front/back yards

☐ Right-of-ways (street, sidewalk, etc.)

☐ Vacant lots

4. Would you be interested in installing rainwater harvesting devices at your home to store water to irrigate trees?

Mark only one oval.

☐ Yes

☐ No

☐ Other:

5. Where and what is your favorite tree in Seaside?

6. What do you think of the holiday tree lighting of the cypress tree at City Hall?

7. Should Seaside plant "community gathering trees," where people can meet to show support and solidarity?

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Other:

8. CSUMB students mapped 185 fruit trees in 10 square blocks of Seaside and found all the fruit listed below. What would you pick and eat?

Mark only one oval per row.

	Nectarine	Guava	Apricot	Loquat	Plum	Avocado	Apple	Pineapple Guava	Lemon	Column 10
Don't just pick one!	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

9. What kind of trees should be planted in Seaside?

Check all that apply.

- ☐ Drought-tolerant
- ☐ Shade trees
- ☐ Fruit trees
- ☐ Native trees
- ☐ Flowering trees
- ☐ Trees that attract wildlife/pollinators

10. What did we forget to ask and what more do you want to share about trees in Seaside?



**MINUTES
CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION
ART AND HISTORY
COMMISSION**

**JOINT SPECIAL MEETING
VIRTUAL ONLY
Monday, June 28, 2021
5:30 p.m.**

1. CALL TO ORDER:

The meeting was called to order at: 5:32 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

PARKS & RECREATION COMMISSION:

Franco Pacheco	Chair	<u> X </u>
Bobby Maxwell	Vice Chair	<u> X </u>
Rich Cadigan	Commissioner	<u> X </u>
James White	Commissioner	<u> X </u>
Alicia Louise Gaines-Lynch	Commissioner	<u> X </u>
Willie Gray	Commissioner	<u> X </u>
Dianne Nielson	Commissioner	<u> X </u>
Chris Moulton	Commissioner	<u> X </u>
Robert Daniels	Commissioner	<u> X </u>

ART & HISTORY COMMISSION:

Hamish Tyler	Chair	<u> X </u>
Emerson Brown	Vice Chair	<u> X </u>
Steven Russell	Commissioner	<u> X </u>
Janie Silveria	Commissioner	<u> X </u>
Francoise Avery	Commissioner	<u> X </u>
Yollette Merritt	Commissioner	<u> </u> (Unexcused Absence)

STAFF:

Dan Meewis X Terry Navarro X Ashley Collick X Sarah Tier X
Dave Fortune X Scott Ottmar X Nisha Patel X

BUSINESS ITEMS:

- 1. Review Application for Naming of Parks, Streets, City Owned Building and Recreational Facilities for naming a street after former City of Seaside City Manager, Tim Brown, and make recommendation to the City Council:**

*** Staff did a presentation on the City of Seaside's Street Naming Policy:**

1. Has made lasting and significant contributions of the protection of natural or cultural resources.
 - a. Procured 400 acres under FOR A for Seaside

1. Substantial contributions to the betterment of a Seaside facility that has positively impacted the community.
 - a. This procurement also included areas of Seaside such as the Blackhorse and Bayonet Golf Course, which added jobs to the city.
2. Is associated with economic development or redevelopment that improves the quality of life for Seaside Residents.
 - a. FORA included the creation of the CSUMB campus. He also responsible for the Embassy Suites Hotel Project.
3. The policy for the naming a street after someone who was employed with the city would be that the person would need to have been employed by Seaside for a minimum of 10 years.
 - a. He was employed with the city for four years.
4. Applications must be reviewed by the Parks and Recreation Commission and the Seaside Art and History Commission within a thirty-day period to make a recommendation to the City Council.
5. Street proposed to be renamed for Tim Brown

*** Public Comment:**

1. Alex Miller: Wanted to inform both commissions that the Neighborhood Review Commission has agenda items with both commissions coming up, regarding the budget. He does support sticking to the city policy.
2. Carol McKibben: Author of Racial Beach Hub, she urges the commissions to make an exception to the employment length criteria. She feels he has had a huge impact on Seaside, and played a role in the recovery of Seaside with Fort Ord left the area. He worked at a challenging time; she uses Seaside as an example in her Urban California Classes as a place that made a recovery due to his work.
3. The Browns: Thanked the commission for coming together to do the joint meeting. She understands the criteria of the time of employment, but she feels the lasting impact her Father made to the city is significant enough that he is deserving of such an honor. The city was able to reap the benefits of the land from Fort Ord; he brought developers to the city, so we could have economic growth and bring about employment opportunities.
4. Helen Rucker: She is happy that the commission is taking time to discuss this matter, she knew Mr. Brown. She is happy that the commissions want to learn some of the history of the city. She hopes the commissions take the time to review the history versus dismissing it because he does not meet the qualifications of time employed with Seaside. She worked closely with him traveling to get Seaside on the map. Ms. Rucker said the federal government was not aware of Seaside when Fort Ord was closed down, and asks the commission to rescind the motion.
5. Alice Jordan: Urges the commission to honor Tim Brown by overlooking the number of years. She was always taught that it was not the quantity but the

quality, and Mr. Brown took many trips to Washington DC to make sure Seaside would have economic advantages, making Seaside a destination and not just a pass through. She is speaking on behalf of Tim Brown, and she knows that Mr. Brown and Mayor Jordan worked together with a mission for the City of Seaside. There was a lot of work put forward. People were not willing to come to Seaside at that time. She is asking if the commissions are looking at the number of years, to ask who has been here that number of years that they could name a street after. She suggests that they revisit the policy of number of years.

6. Ruthie Watts: She worked with Mr. Brown while he was working with the Embassy Suites and CSUMB. She feels he helped put Seaside on the map, and she hopes that the commissions consider naming the street after him as she feels he deserves the honor.

*** Commissioners Comment:**

1. Commissioner Avery - She did not know Mr. Brown, but her parents did, and they spoke time when Seaside was not on any of the locals maps. She feels it is important to look at what the person has done and not the number of years.
2. Commissioner Daniels - He would also like to reiterate that the ten year policy needs to be re-examined, due to how critical the time was in Seaside history.
3. Commissioner Tyler - Would like to know if either one of the commissions has the power to offset the city policy of ten years. He feels it is not a question of if the man should be honored, but rather if the commissions have the right to supersede the city policy. Staff clarifies that this is a recommendation that goes to City Council, and will go to City Council regardless of the recommendation of the commissions.
4. Commissioner Gaines-Lynch - She agrees with Commissioner Tyler regarding the ten-year rule, and feels it would be good to take the question of it to City Council.
5. Commissioner Cadigan - In his previous career he had to adhere to City Policy, and as a Supervisor he found that when you do not follow the policy, you open the door to more concessions to the policy. He feels if they want to continue this, they need to first look at changing the policy stating that its ten years minimum, and thus it unfortunately does not meet the criteria.
6. Commissioner Avery - Would like to know how long the policy has been in place. Staff has an understanding that the policy was written in 2008, prior to that there was no policy.
7. Commissioner Davis - Would like clarification that the commissions do not have the power to accept or deny the application, and they are just making a recommendation. Commissioner Pacheco states that Commissioner Davis is

correct; the commissions are just giving a recommendation on the application.

8. Commissioner Pacheco - Wants to know if in the commissions can include in the recommendation that the ten-year rule be reconsidered. Staff confirms that can be part of the recommendation. He asks if we deny it and add that the commissions recommend changing the ten-year rule, the city council can go from there. Staff confirms that is correct.
9. Commissioner Tyler - Suggests making the change recommendation to 4 years so that Mr. Brown would qualify.
10. Commissioner Brown - Would like to know if there could be a change made to instead of years, it be changed to a term of office. He also like to know if each qualification is weighted equally or if they are weighted based on the contribution of each rule in the policy. He also would like to know where the street that would be named after Mr. Brown is located.
11. Commissioner Avery - Thinks changing it to a term would be good.
12. Commissioner Moulton - Would like to know if there is a waiver for part of the policy currently available. Staff clarifies that there is not an official waiver policy.
13. Commissioner Gaines-Lynch - Pointed out that the policy states Volunteer not paid position. Staff clarifies that it is an additional part not a singular part of the policy. Staff adds that as City Manager is a paid position there is no term of service like an elected official, additionally the street that would be named after Mr. Brown would be in the new development in the golf course.
14. Commissioner Pacheco - Would like clarification on how to add those extra items to the recommendation. It was clarified that the person who made the motion would have to agree to amend the motion. He would also like to know if the application is denied could Ms. Brown reapply. Staff clarifies she can reapply.
15. Commissioner Nielson - Feels the criteria is not clear that every one of the items must be met.

*** Commissioners Recommendation:**

- * The Commissioners voted and accepted the motion – "The application to be denied due to the fact that it is contrary according to the current City policy".
Rich Cadigan/Bobby Maxwell M/S/P

Commissioner Daniels – No
Commissioner Moulton – No
Commissioner Nielson – Yes
Commissioner Gray – No
Commissioner Gaines-Lynch – Yes
Commissioner White – No

Commissioner Maxwell – Yes
Commissioner Cadigan – Yes
Commissioner Pacheco – Yes

Commissioner Avery – No
Commissioner Silveria – No
Commissioner Russell – Yes
Commissioner Brown – Yes
Commissioner Tyler – Yes

Motion passes 8/6

4. ADJOURNMENT:

Next Regularly Scheduled Meeting
August 16, 2021
Time: 5:30 p.m.
VIRTUAL ONLY

Attachments from
the June 28, 2021
Meeting

City of Seaside Park Recreational Facility, City- Owned Building and Street Naming Policy

Request for naming a street after former
City Manager, Tim Brown



Purpose

- To establish a uniform policy regarding requests for the naming or renaming of City owned land and facilities including parks, recreation facilities, buildings, streets and the designation of commemorative street names and plaques, that are compatible with the community interest and will enhance the values and heritage of the City of Seaside.

III. Naming Criteria B. Streets

- Names shall be unique, **easily discernable**, and **simple to pronounce for public safety consideration**. Similar sounding or duplicate names shall not be considered.
- Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification.
- **Streets shall not contain more than 18-letter characters**, including any combinations of spaces, or letters, designations in the base portion of the name.
- Names for public and private streets in a new subdivision shall be **proposed by the developer**, reviewed by the Planning Commission, approved by the City Council. The street names are **adopted by the City when the final subdivision map for the development is recorded**.

III. Naming Criteria C. Commemorative Streets & Plaques

Section 3.C.

Naming after an individual who has served as a City Official or a City employee shall occur after the person has separated from City service and should be based on the following criteria:

- Made contribution over and above the normal duties required by their positions.
- Had a positive impact on the past and future development of programs, projects, or facilities in the City of Seaside.
- Made significant volunteer contributions to the community outside the scope of their job.
- Had exceptionally long tenure with the City of Seaside; a minimum of 10 years.
- Significant public support for a memorial to the city official or city employee on the occasion of their death or retirement.

IV. Naming Procedure

- **A request shall be submitted in writing on the standard application form. Fees associated with administrative and hard costs for the sign or plaque placement. Application fee has been established and will be based on the most current adopted City's Fees and Charges Schedule. The payment of the application fee is required at the time of application submission.**
- **The applicant shall be able to provide clear evidence that the individual to be honored has made significant contribution to the economic vitality and/or quality of life in the Seaside community.**
- **The application will be reviewed for completeness bases upon the naming criteria by staff in the Resource Management Services Department. All recommendations or suggestions will be given the same consideration without regard to the nomination source.**

IV. Naming Procedure cont.

- Completed applications will be forward concurrently for review to the Parks and Recreation Commission and the Historical Commission at a regularly scheduled meeting within a thirty day period.
- Notice of intent to name a park, recreational facility, city owned building, or commemorative naming of a street shall be posted in public places and published in the City's paper of record during the same 30-day review period of the City's commissions.
- After the 30 day review period and public comments period, the request will be placed in the agenda for the next regularly scheduled City Council Meeting as a noticed public hearing for the City Council's consideration.

Application Criteria Responses

- Has made lasting and significant contributions to the protection of natural or cultural resources.
 - Led team that procured 4,000 acres of Federal properties under FORA; and it earned a presidential citation from President Clinton, for land use planning to convert a military installation for civilian use.
- Has made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Seaside which has positively impacted the lives of citizens.
 - Mayor Jordan & City Manager Brown made dozens of trips to Washington to lobby representatives in Congress and the Clinton administration to give Seaside its share of land, including the golf courses and development rights from the Army. This brought growth and job opportunities for the City and continues to have a positive impact to this day.

Application Criteria Responses cont.

- Is associated with an economic development or redevelopment activity that meets the Mission of the City of Seaside and improves the quality of life for its residents.
- When FORA was formed in 1994, the Fort Ord Reuse Plan included the creation of a new CSU campus. At the time Tim Brown stated "As Seaside adjusted to the loss of Fort Ord, it has the responsibility to plan for the future with the transition to an educational community base with the opening of the new university campus. CM Brown was also responsible for the acquisition of the BGC form the Army, as well as Embassy Suites Hotel project. These projects meet the the economic and redevelopment Mission as well as improving the quality of life for the residents.
- Written Justification
 - Tim Brown dedicated his life to public service, and over the years his work benefited a lot of Cities, but the work he was most proud of was the work he did while serving as the City Manager for the City of Seaside. He was the City Manager from 1994 – 1998. He passed away in 2011 and would have been 75 this year. While CM Brown had his fair share of critics, former Mayor Felix Bachofner said "Part of the reason Tim Brown was controversial was because there was just a lot of political controversy at that time. We had different visions but he did a number of things that did benefit the City" (Monterey Hearld 11/16/2011)

Questions