



AGENDA
CITY OF SEASIDE
PARKS AND RECREATION

SPECIAL MEETING
VIRTUAL ONLY
Monday, January 10, 2022
5:30 PM

Pursuant to California Government Code section 54953(e)(1)(A) and (C) and the Seaside City Council's resolution authorizing virtual participation in public meetings given the COVID-19 pandemic; meetings of the Seaside City Council and its Boards, Commissions and Committees are being conducted with a hybrid format providing both in person and virtual (electronic) participation in order to promote social distancing and protect the health and safety of attendees.

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 are due at least two (2) hours prior to the start of the scheduled meeting time. All submitted comments are provided to the Commission for consideration.
- During the meeting via Public Comment: 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. You will have up to 3 minutes to provide your comments, with time set by the discretion of the Chair.

VIRTUAL MEETING ACCESS

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

https://www.youtube.com/channel/UC1Cu7854Ohtjpr_XV1tDvRg

Or by joining the Zoom webinar link <https://us02web.zoom.us/j/89130428445>

Or call in phone number: 669-900-9128

Zoom Meeting ID: 891 3042 8445

1. CALL TO ORDER

PARKS AND RECREATION

Franco Pacheco

Bobby Maxwell

Rich Cadigan

James White

Alicia Louise Gaines-Lynch

Dianne Nielson

Chris Moulton

Robert Daniels

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

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. Comments on specific agenda items are heard under that item. For the public record, please state your name.

3. APPROVAL OF MINUTES

A. November 15, 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. INTRODUCTION OF THE NEWLY APPOINTED COMMISSIONER

B. REVIEW AND DISCUSS AND MAKE COMMENTS ON THE CAPITAL IMPROVEMENT PROJECT (CIP) LIST

C. REVIEW AND DISCUSS THE SEASIDE MUNICIPAL CODE SECTION 9.08

6. REPORTS FROM RECREATION STAFF

7. REPORTS FROM PARKS STAFF

8. REPORTS FROM COMMISSIONERS

9. ADJOURNMENT

Next Special Scheduled Meeting:
Febrary 28, 2022
Time: 5:30 p.m.
VIRTUAL ONLY

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
HYBRID MEETING
Monday, November 15, 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)
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 Dominique Davis X
Nisha Patel X

3. GUESTS:

* Dave Pacheco – City Councilman

4. PUBLIC COMMENTS:

* None

5. APPROVAL OF August 16, 2021 and September 20, 2021 MINUTES:

* Rich Cadigan/Dianne Nielson M/S/P (A roll call vote was taken and the motion passed for both).

6. BUSINESS ITEMS:

1. Update on Commissioner Orientation Training:

* Staff reported that they anticipate that the Board and Commissioner training will be available by December 17, 2021. Staff will be prerecording the orientation so it will be available on demand for the current board members and for the new Commissioners. The Orientation will included an assessment and a certificate of completion that will be added to the Commissioner's files. once the training is available and distributed to all the Boards and Commissioners they will have a 60-day period that they can run through it. The orientation will cover topics such as Code of Contact, Brown Act and information regarding public record request and participation in public meetings that maybe new for some of the Commissioners.

- * Commissioner Maxwell wanted to know if the orientation will be available virtual only or in-person. Staff stated that the initial launch is set to be virtual and it will be prerecorded so you will be able to click on a link and self-guide through the orientation. At this time, there is no plans to have an in-person orientation, however, hopefully it can be added at a later time.

2. Discuss changing the February 21, 2022 meeting due to the City Observed Holiday:

- * Change February's Parks & Recreation Commission meeting to Monday, February 28, 2022 at 5:30 p.m. Dianne Nielson/Bobby Maxwell M/S/P (A roll call vote was taken and the motion passed).

3. Discussion on establishing a youth garden project:

- * Commissioner Daniels reported that he did some research on different areas to have a youth garden. He wanted to get the other Commissioners and input on how to get it started and funded. He stated the project would be a community garden with the teaching of gardening for the youth. Commissioner Daniels ideas for the project would be a pumpkin patch for the upcoming year or have bean planter boxes in specific parks that get the water buffalo.
- * Staff suggested the backyard at the Teen Center. The Teen Center is a program for children in middle school and high school. Staff will research this more to see what program would be best to add this project. Staff stated that once the project is established, the Teen Center, Kids Club and the Preschool would be able to participate in this project. Commissioner White and Commissioner Cadigan stated that the Teen Center would be a good place to start. Staff stated they can set up meeting times to discuss starting this project up at the Teen Center.

4. Update on the dog bag disposal dispenser and trash cans at Trinity Park:

- * Staff reported that they put the request in for a dog disposal dispenser. Nothing has arrived yet because the supply chain is limited at this time. They are still looking into getting some trash cans.

5. Review 2021/22 Work Plan and provide updates on projects:

- * FY 2021-22 CIP and budget review – This item will be an agenda item on the January 10, 2022 Parks & Recreation meeting. They will discuss what new recreation and park improvements they would like to have added to the budget.
- * Promote public input – They discussed different ways to let the public know about the Parks & recreation meeting.
- * Seek grant funds – Staff is constantly on the look for grants.
- * Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental – Commissioner Pacheco is working with NIC. And Environmental. Commissioner White reported they he went around and looked

at different locations within the City of Seaside. They talked to some of the homeless people and got a head count. They counted about 50 people. The next Homeless Committee meeting will be on December 06, 2021 at 5:30 p.m. It will held at the Oldemeyer Center.

- * Seek, Input for needs within Recreation Department & Funding for those Needs – Timeline for completion changed from March 2021 to March 2022.
- * Attend Workshops – The CPRS Conference is coming back in person in 2022 at the Sacramento Convention Center. There will be daily rates and weekly rates if any of the Commissioner are interested.
- * Explore Trail System in Seaside – Commissioner Pacheco requested to change the priority ranking from medium to low.
- * Review green space area along GJM Blvd – Commissioner Pacheco requested to change the priority ranking from medium to low.
- * Park Clean up – Commissioners talker about increasing the collaboration with FOSPA and the Environmental Committee. Staff stated that Tanja Roos from Blue Zones Project wants to get Blue Zones in the loop with the parks clean up.
- * Review Seaside Municipal Code section 9.08 – This is still being reviewed and updated.
- * Blues in the Park collaboration – This is completed for 2021 and ongoing for future years to come.
- * Institute Adopt a Park program – The Risk Manager and the City Attorney needs to review the document.
- * Work with environmental commission for tree planting – Commissioner Nielson reported that FOSPA, Sustainable Seaside, Volunteers and the Tree Sub-Committee have planted two to five trees or tree like shrubs at Lincoln Cunningham Park, Highland Otis Park, Beta Park, Havana Soliz Park, Martin Park and Mescal Neil Park. There are about twenty planted so far and they have some coming for Capra Park, Durant Park, Farallones Park and Trinity Park. They have exceeded their goal for this year. Hopefully, they can continue this in the next fiscal year. This helps to fully their Tree USA requirement each year.
- * Implement a water safety program for local youth – They had a biggest swim lesson day and hope they can continue to do this once a year in the up coming years.
- * Signs for parks – This came out of the NIC budget and they are in the progress in completing this.
- * ADA Playground Equipment – Laguna Grande Park bid is going to the City Council at the November 18, 2021 meeting, which includes the ADA playground equipment (musical instruments and merry-go-round). The time line after the bid is approved is sometime in January 2022.

- * Irrigation for parks – They are planning to add water tanks at some of the Parks. They are starting at Lincoln Cunningham Park. The plan on putting a water tank at Havana Soliz Park too.
- * Community Garden – Commissioner Moulton has been working with Tanja Roos from Blue Zones, Eric from Sustainability Academy and Commissioner Daniels. There was a discussion of different areas for a community garden.

6. Discuss and consider resuming monthly meeting:

- * Have a Special Parks & Recreation Commission meeting on Monday, January 10, 2022 at 5:30 p.m. Rich Cadigan/Bobby Maxwell M/S/P (A roll call vote was taken and the motion passed).
- * There will be an agenda item on each Parks & Recreation meeting asking if the Commissioners want a meeting the following month. The regular Parks & Recreation meeting are in February, May, August and November. All other monthly meetings would be special meetings.

7. REPORTS FROM RECREATION STAFF:

- * Staff reported that in October 2021 they had the City's birthday, pumpkin plunge and the Halloween Bonanza. They are finishing the Winter/Spring Activity Guide. Registration for the Winter/Spring programs will begin on December 13, 2021. There will be three events in December 2021. Cereal with Santa is on Saturday, December 04, 2021 from 9:00 a.m. to 11:00 am. at the Oldemeyer Center. The Tree Lighting/Winter Wonderland is on Friday, December 10, 2021 from 6:00 p.m. to 9:00 p.m. outside at City Hall. There will be snow for the children. The tree lighting will be at 7:00 p.m. and then Santa will come. The Senior Luncheon is on Saturday, December 18, 2021 from 11:30 a.m. to 3:00 p.m. at the Oldemeyer Center. Pal basketball is coming up. The participants will have to wear masks while playing. They have been hosting ongoing vaccine clinics at the Oldemeyer Center.

8. REPORTS FROM PARKS STAFF:

- * Staff reported the Dave Fortune and his staff have been working with FOSPA with some projects. With the help of \$4,000.00 from NIC, the project of planting the trees were done. They built a retaining wall at Beta Park. They are working on installing the water tanks. Staff has been working on locking the gate at the tennis courts from dusk to dawn.
- * Staff reported that the bids came in for Laguna Grande Park. The bids are going to NPE and they will be asking the City Council for additional funds. The bid for Highland Otis was already awarded for that park project. This project should be completed in March 2022. The bid for Ellis Park was already awarded. The pre-construction meeting is on Wednesday, November 17, 2021. Construction is scheduled to start November 29, 2021. They should have substantial completion by early May 2022 with the final completion in July 2022. Cutino Park is still in design. Construction should start late June 2022 and ending in late October 2022.

- * Commissioner Nielson was concerned about the accessible pathway going through the basketball court at Cutino Park. Staff stated that at the next meeting they will bring the plans and point out the accessible pathway so they can discuss it further. Commissioner Nielson stated she emailed staff her recommendations of what kind of trees to plant at Cutino Park. Staff will look at her recommendations.

9. REPORTS FROM COMMISSIONERS:

- * Commissioner Nielson reported that she is the liaison for the Environmental Committee and FOSPA. The Environmental Committee wants to tackle the litter problem in the City. They are trying to get a schedule started in 2022 to do litter clean up in the City. They are leaning towards wanting to create a sustainability plan rather than a climate action plan. FOSPA has been planting pollinator plants in the parks.
- * Commissioner Maxwell reported that the recreation staff with the senior programs and other programs are great. The senior exercise program and the senior swim program has really help him.
- * Commissioner Pacheco reported that he is very grateful for all the recreation programs.

10. ADJOURNMENT: The meeting was adjourned at: 7:01 p.m.

Next Special Scheduled Meeting

January 10, 2022

Time: 5:30 p.m.

VIRUAL ONLY

Attachments from the
November 15, 2021
Meeting



<http://www.ci.seaside.ca.us/>

CITY OF SEASIDE

Recreation and Parks Commission

FY 2021-2022 Work Plan

&

FY 2020-2021 Accomplishments (Delayed due to COVID-19)

FY 2019-2020 Accomplishments

Members

Franco Pacheco, Chair

Bobby Maxwell, Vice Chair

Rich Cadigan

James White

Alicia Louise Gaines-Lynch

Dianne Nielson

Chris Moulton

Robert Daniels

Staff Liaisons

Dan Meewis, Recreation Director

Nisha Patel, City Engineer

David Fortune, Public Works Superintendent

MISSION STATEMENT

The mission of the Seaside Recreation and Parks Commission is to promote and advocate for parks and recreation services in an advisory capacity, to advance and preserve parks and recreation services, and to ensure safe parks and recreation facilities are available for all residents and visitors to the City of Seaside.

HISTORICAL BACKGROUND

The City of Seaside Recreation and Park Commission consists of seven appointed members who hold office for three years. The Commission was established by Ordinance No. 1 on October 13, 1954. At that time SECTION 1-218 authorized the creation of three special committees of three members each; Recreation and Parks Committee, Public Works Committee and Financial Committee. Since then the committee structure was replaced by a Commission structure. Currently the duties of the Recreation and Park Commission are:

1. To act in an advisory capacity to the City Council, Recreation Director and the boards of trustees of the school districts and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming.
2. Recommend policies on recreational services and facilities to the Recreation Director and the City Council;
3. Consult with the Recreation Director on matters relating to the administration and development of recreation areas, facilities, programs and improvements.
4. Make periodic inventories of recreation services that exist or may be needed and interpret the needs of the public to the City Council, the school boards of trustees and to the Recreation Director.
5. Aid in coordinating recreation services with the programs of other public agencies and voluntary organizations.
6. Advise the Recreation Director in the preparation of the annual budget and a long-range recreation capital improvement program.

7. Advise the Recreation Director in the preparation of the annual budget and a long-range recreation capital improvement program.
8. Advise the City Council on matters regarding trees, plants, landscape, etc.
9. Develop, keep current, and aid in the facilitation of a plan for the development, conservation and care of trees, trails, and parks.
10. Develop and review annually a long-range plan for trees and parks, both naturally occurring and planned.
11. Review, in cooperation with other City Commissions, plans for landscape, planting, trails, etc.
12. Coordinate or conduct planned projects for the advancement trees, parks, and other outdoor recreational areas.
13. In collaboration with other City Commissions, inform residents regarding landscape projects and care.

FY 20-21 WORK PLAN

The Seaside Recreation and Parks Commission desires and encourages community participation in the decision making process.

<i>GOAL/OBJECTIVE</i>	<i>PROPOSED ACTIVITIES</i>	<i>PRIORITY RANKING</i>	<i>TIMELINE FOR COMPLETION</i>
FY 21-22 CIP and budget review	To review, consider and endorse recommended budget for FY 21-22.	High	April 2021
Promote public input	Gather, review, and endorse needs.	High	Ongoing
Seek grant funds	Advocate and seek public funds available through the Office of Grants and Local Services and National Recreation and Park Association, etc.	High	Ongoing
Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental	Collaborate with other City Commissions and FOSPA.	Medium	Ongoing
Seek Input for needs within Recreation Department & funding for those needs	Gather, review, and endorse needs and funding for inclusion in FY 21-22 budget.	High	March 2021
Attend workshops	Encourage Commissioner attendance.	Medium	Ongoing
Explore Trail System in Seaside	Look for areas of improvement and connectivity	Medium	March 2022
Review greenspace area along GJM Blvd	Research possible uses for area	High	March 2022
Park Clean up	Have commission lead park clean up days	Medium	Monthly

Review Seaside Municipal Code section 9.08	Make necessary amendments to code	High	March 2022
Blues in the Park collaboration	Have commission have more of a hands on approach with	Low	Spring/Summer 2021
Institute Adopt a Park program	Put together policies and guidelines for a community base program	Low	Spring/Summer 2021
Work with environmental commission for tree plantings	Goal of planting at least 15 new trees in City parks	Medium	Spring/Summer 2021
Implement a water safety program for local youth	Twice per year field WSI and screened volunteers to run a drown proofing for the community	High	Summer/Fall 2021 Winter 2022
Signs for parks	Get signs to parks that do not have signs	Low	March 2022
ADA Playground Equipment	Add ADA Playground equipment to the parks	High	April 2022
Irrigation for parks	Look into long term irrigation for the parks	Medium	April 2022
Community garden	Work on a community garden	Medium	February 2022

PRIOR YEAR ACCOMPLISHMENTS

GOAL/OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
Submitted SPP Grant	Submitted a competitive grant in order to encumber funds available to underserved CA communities.	Completed
Provide doggy bag stations at all parks	Allocated funding and personnel for installation.	Completed
Major renovation of Cutino Park	Opened to public August 2019	Completed
Improve Highland Otis Park	Allocated funding for Playground structure, BBQ, ADA, volleyball court improvements	Completed
Improve Metz Park and Rubio Field	Allocated funding for ADA improvements, Basketball and Futsal resurface and stripe	Completed
Roberts Lake ECO Park Peace Pole	Provided funding and locations for Peace Poles	Completed
Improve Durant Park	Allocated funding for Playground structure, ADA and BBQ improvements	Completed
Community input regarding Manzanita Stuart Park	Public forum held regarding facility additions and construction.	Completed
Community input regarding Ellis Park	Public forum held regarding park improvements	Completed
Improve basketball court at Capra Park	Allocated funding for resurface	Completed
Attend Parks and Recreation Workshops during FY 19-20	Five members attended various workshops	Completed
Submit CDBG Grant	Submit a competitive grant in order encumber funds.	Completed

ONGOING PROJECTS

<i>PROJECT</i>	<i>ACTIVITIES</i>
Manzanita Stuart Park	Continue to seek community input into park as required by grant
Recreation and park facilities	Encourage attendance to all parks, recreation center, pool and facilities.
Promote recreation and park activities	Blues in the Park, youth, adult and senior activities.
Monitor park improvements	Ellis Park, Laguna Grande, Capra Park, Highland Otis Park, and Manzanita Stuart Park.
Work collectively with Environmental Commission	Promote and recommend flora in parks and around the City
Work collectively with Homeless Commission	Provide solutions to ensure parks, trails, landscape, and adjacent park areas can be enjoyed by all
ADA playground equipment	Provide ADA playground equipment at Laguna Grande Park

2021



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 5.A.

TO: Parks and Recreation Commission

BY:

DATE: January 10, 2022

SUBJECT: Introduction of the newly appointed Commissioner

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None

Reviewed for Submission to the City Council by:

Roberta Greathouse, Acting City Manager