



AGENDA
CITY OF SEASIDE
PARKS AND RECREATION

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Monday, May 20, 2024
5:30 PM

NOTICE: *The City Council and the City's Boards, Commissions and Committees, will hold its public meetings in person, with a virtual option for public view based on availability.*

1. To view this meeting: Please click on the following link to the City of Seaside's Recreation YouTube Channel: https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg

2. To view this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link:

<https://us02web.zoom.us/j/81754708643?pwd=RjNEU2xNMDhINFFpWjB6b0pGSgGgzdz09>

WEBINAR ID: 817 5470 8643

3. To listen by phone: Please call (669) 900-6833

Enter the meeting ID 817 5470 8643 and passcode 417485 when prompted. There is no participate code – press the pound sign # after the recording prompts you.

4. To make 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 at least two (2) hours prior to the meeting time on the day of the meeting.

During the Meeting via Oral Comments: When the Chair calls for public comment, members of the public participating in person and wishing to address the Commission may approach the podium when the Chair calls for public comment.

1. CALL TO ORDER

2. ROLL CALL - PARKS AND RECREATION

Bobby Maxwell	Chair
Dianne Nielson	Vice Chair
Alicia Louise Gaines-Lynch	Commissioner
James White	Commissioner
Chris Moulton	Commissioner
Robert Daniels	Commissioner
Jeanette Walton	Commissioner
Karla Lobo	Commissioner

3. 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.

4. APPROVAL OF MINUTES

A. APRIL 15, 2024 MINUTES

5. 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).

6. BUSINESS ITEMS

A. DISCUSS AND REVIEW POTENTIAL LOCATIONS TO HAVE A NEW VOLLEYBALL COURT (COMMISSIONER WALTON)

B. DISCUSS AND REVIEW THE BOARDS, COMMISSIONS & COMMITTEES HANDBOOK AND THE REQUIREMENTS OF BEING A PARKS & RECREATION COMMISSIONER (CHAIR MAXWELL AND VICE CHAIR NIELSON)

C. REVIEW AND ADOPT THE PARKS AND RECREATION COMMISSION FISCAL YEAR 2024-2025 WORK PLAN

7. REPORTS FROM RECREATION STAFF

8. REPORTS FROM PARKS STAFF

9. REPORTS FROM COMMISSIONERS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
June 17, 2024
5:30 PM

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
440 Harcourt Ave (Council Chamber)
Monday, April 15, 2024
5:30 p.m.

1. CALL TO ORDER:

The meeting was called to order at: 5:30 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

PARKS & RECREATION COMMISSION:

Bobby Maxwell	Chair	<u>X</u>	
Dianne Nielson	Vice Chair	<u>X</u>	
Alicia Louise Gaines	Commissioner	<u>X</u>	
James White	Commissioner	<u>X</u>	
Chris Moulton	Commissioner	<u> </u>	(Excused Absence)
Robert Daniels	Commissioner	<u> </u>	(Excused Absence)
Jeanette Walton	Commissioner	<u>X</u>	
Karla Lobo	Commissioner	<u>X</u>	

STAFF:

Dan Meewis X Terry Navarro X Leslie Liantero X

3. GUESTS:

- * Jeannie Reese – FOSPA
- * Dave Pacheco – City Councilman

4. PUBLIC COMMENTS:

* None

5. APPROVAL OF FEBRUARY 26, 2024 AND MARCH 18, 2024 MINUTES:

* Alicia Gaines-Lynch/James White M/S/P

6. 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)

* None

7. BUSINESS ITEMS

A. RECEIVE UPDATE FROM FOSPA:

- * Jeannie Reese gave a presentation on the update of what FOSPA has done and are continuing to do in the parks. She stated that FOSPA mission is to foster a sense of community unity and civic pride by volunteering together to

improve city parks and neighborhoods. There are eleven FOSPA parks. They are currently rotating between parks. They meet every Saturday from 10:00 a.m. to 12:00 p.m. Jeannie went over their purpose for the parks. On a weekly basis, FOSPA volunteers are currently weeding and mulching. They create water wells, berms, and swales so that rain water stays with the plants and doesn't end up in the sewers. She gave an update on Beta Park, Capra Veggie Garden, Capra Park, Farrallones Park, Havana Soliz Park, Havana Soliz Community Garden, Highland Otis Park, Lincoln Cunningham Park, Martin Park, and their events. Please see the attached presentation for more information.

- * Commissioner White stated he was impressed about the water resistant plants that they have to plant in the parks. He stated it was a very good presentation.
- * Vice Chair Nielson stated it was an amazing transformation at Fernando Park with all the hard work the FOSPA has done in conjunction with the City. It is important to have parks.
- * Commissioner Lobo and Jeannie talked about mulching in the parks in detail. Commissioner Lobo wanted to know who has access to the storage shed at Havana Soliz Community Garden and is it locked. Jeannie stated that the shed is locked and City staff has access to it. Some of the people that work in the park have accessed. Commissioner Lobo wanted to know if the signage will be in other parks. Jeannie stated it should be. Commissioner Lobo asked about the youth program for the parks. Jeannie stated that FOSPA does presentations and the students have the ability to choose. The water tanks was discussed. Commissioner Lobo and Jeannie discussed some of the recommendation that FOSPA have suggested.
- * No Public Comment.

B. CONTINUED DISCUSSION ON WAYS TO IMPROVE COMMUNICATION WITH REGARD TO THE PROMOTION OF CITY SPONSORED PROGRAMS AND EVENTS (CHAIR MAXWELL):

- * Chair Maxwell stated that some things have changed for the good. He stated that he spoke to some people about the Parks & Recreation Commission being included in the discussion of scheduling of ribbon cutting events.
- * Commission Gaines stated that she was disappointed that the ribbon cutting at Sabado Park was not cancelled due to the rain.
- * Commission Lobo and staff discussed the process of the planning of ribbon cutting events. Staff can send out emails in advance about these events.
- * Vice Chair Nielson wanted to know if an email can be sent out when there is an opportunity for commissioners to volunteer at some of the events. Staff stated they can email in advance about volunteer needed at some of the events.
- * No Public Comment

C. DISCUSSION ON THE EARTH DAY CELEBRATION PLAN (CHAIR MAXWELL):

- * Chair Maxwell stated that the itinerary is already done by Vice Chair Nielson. They need direction on the location of the tree planting. There was a discussion of where the one small tree will be planted and who will be helping. They discussed the Arbor Day flag for the event and who will raise it.
- * Commissioner Lobo will be picking up the supplies for their activity that they will be doing at the event and the items for the Parks & Recreation Commission table.
- * No public comment.

D. IDENTIFY WAYS TO HAVE THE COMMISSION BE MORE INVOLVED IN THE PLANNING FOR PARK RIBBON CUTTING EVENTS IN THE FUTURE (CHAIR MAXWELL):

- * Chair Maxwell stated that he spoke to some people about the Parks & Recreation Commission being included in the discussion of scheduling of ribbon cutting events.
- * Commissioner Lobo suggested that it be required to have at least one Commissioner at each park ribbon cutting events.
- * Staff suggested the maybe the chair of Parks & Recreation can be included in the meetings, so the commission can give input and be aware of when the ribbon cuttings will be.

E. MAKE FINAL RECOMMENDATIONS AND APPROVE THE 2024-2025 WORK PLAN TO SUBMIT TO THE CITY COUNCIL:

- * The Commissioners and staff reviewed and discussed what should be adjusted and added to the 2024-2025 Work Plan.
- * Moved to prior year accomplishments as completed:
 - ** FY 23-24 CIP and budget review
 - ** Review Seaside Municipal Code section 9.08
 - ** Wheeler Street Tennis Courts and Pickleball
 - ** Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental in 2023/24
 - ** Seek Input for needs within Recreation Depart. & funding for those needs
 - ** Attend workshops in 2023/24
 - ** Institute Adopt a Park program
- * Updated items on Work Plan:
 - ** FY 24-25 CIP and budget review – April 2025
 - ** Update Proposed Activities for “Increase the communities awareness of the Public input process for parks and recreation programs and projects” to read “Promote the input process through the City’s social media, City Clerk office, tabling at events, and collaborate with other non-profits, and community based organizations to increase awareness”.

- ** Update Proposed Activities for “Seek grant funds” to read “Advocate and seek public funds available through the Office of Grants and Local Services, National Recreation & Park Association, and Monterey Community Foundation, etc.”
- ** Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental – updated Proposed Activities to read “Collaborate with other City Commissions and FOSPA. Participate in park clean-ups and other activities and events”.
- ** Attend workshops – High Priority
- ** Seek Input for needs within Recreation Department & funding for those needs – Spring 2025. Update Proposed Activities to read “Gather, review, and endorse needs and funds for inclusion in FY 24-25 budget”.
- ** Update Proposed Activities for “Blues in the Park collaboration” to read “Have commission participate by tabling at the event” – Ongoing.
- ** Updated “Work with environmental commission for tree plantings” to read “Work with other commissions, public works, and FOSPA for tree planting.
- ** Implement a water safety program for local youth – Ongoing
- ** Update “Irrigation for parks” to read “Irrigation such as underground water tanks for parks” – High Priority
- ** Update “Community gardens” to read “Support improvements at the community gardens” – High Priority
- ** Improve the Sand Volleyball Court at Highland Otis Park – FY 24-25
- * Add to Work Plan:
 - ** Goal/Objective - Parks & Recreation Commission community event
Proposed Activities – Develop and implement a community event during the Parks and Recreation month of July
Priority Ranking – High Priority
Timeline for Completion – July 2024
 - ** Goal/Objective - Review locations for an indoor facility
Proposed Activities – Research possible areas for an indoor facility for recreational activities such as a gym, etc.
Priority Ranking – High Priority
Timeline for Completion – Ongoing
- * Updated items on Ongoing Projects:
 - ** Updated “Manzanita Stuart Park” to read “Manzanita Stuart Park, Lincoln Cunningham Park and Havana Soliz Park trail system project”.
 - ** Updated “Work collectively with Environment Commission” to read “Work collectively with other City Commissions”.
- * Staff suggested that going forward the business items on future agenda’s Should pertain to the 2024/25 Work Plan. The Commissions all agreed.
- * No Public Comments.

8. **REPORTS FROM RECREATION STAFF:**

- * Staff reported that the Older Adults Spring Fling Sock Hop Luncheon and Dance is on Thursday, April 18, 2024. Volunteer are always welcomed. The Annual Golden Easter Egg Hunt was held on Saturday, March 30, 2024 from 11:00 a.m. to 1:00 p.m. It was a big event. The new activity guide is out now. Registration for

residents is on Monday, May 13, 2024 and non-residents is on Wednesday, May 15, 2024. Monterey Bay FC will be running the soccer camp. Monterey Bay FC will be giving discount tickets for the Older Adult Program for a game in September 2024. Staff is working on Blues in the Park and the 4th of July. The Farmer's Market will be open the same time as the 4th of July event because they are both on Thursday. They have a new Sports Coordinator now. Pal soccer is going on now. They have about 100 children signed up for that. Junior Giant registration is open now.

* Commissioner Lobo stated that she understood that the recreation department had a track team/club in the past and would like to see if it can be brought back. Staff stated that can be looked in to.

9. REPORTS FROM PARKS STAFF:

* Staff reported that Highland Otis Park playground equipment project is completed. They held the ribbon cutting on Saturday, March 30, 2024 at 9:30 a.m. Fernando Park is completed and the ribbon cutting was held on Wednesday, March 13, 2024 at 3:30 p.m. They are working with the consultant on getting the 90% construction documents ready for bid for the Lincoln Cunningham arterial trail. They anticipate awarding that contract in July 2024. During the Havana Soliz Park improvements they are going to remove some of the walls that are within the park. They will be putting in six picnic tables and three BBQ areas. This will be completed by the end of this fiscal year. They had their final walk through at Cutino Park with the contractor. The contractor will be finishing the list of item. The fence should be coming down in a few days. The Ribbon Cutting is on Saturday, April 20, 2024 at 9:30 a.m. Sabado Park ribbon cutting was held on Saturday, April 13, 2024 at 9:30 a.m. It rained that day, however, there was a large turn-out. The Wheeler Street Tennis Courts are going to be restriped and they are going to be putting in a green screen up on the fence closes to Wheeler Street to help with wind, visibility, and noise level.

* Chair Maxwell asked if the Wheeler Street Tennis Courts were being restriped and resurfaced. Staff stated that they are being painted, crack filled, and will have four pickleball courts. Chair Maxwell stated that the field lights at Cutino Park are not working properly. Staff stated the tower in left field is down and it is an electrical wiring problem. Chair Maxwell asked about the proposal for the mural. Staff stated that they are presenting the mural at the City Council on May 16, 2024.

* Vice Chair Nielson wanted to clarify if they started the work at the Wheeler Street Tennis Courts. Staff stated that they will probably start at the end of May 2024.

10. REPORTS FROM COMMISSIONERS:

* Commissioner Walton stated she attended the Seaside Stars event. She heard a lot of positive thing about that event. She attended three park ribbon cuttings events. She stated it is great to see all the wonderful things that Seaside is doing.

* Commissioner Lobo stated she had the honor to attend the Pal Basketball Banquet. She stated that her son has been playing since he was 5 years old. The Banquet was amazing and there were so many kids and parents there. It was a great event. She stated she has a youth track meet in Pacific Grove on Saturday,

April 20, 2024 at 10:00 a.m.

- * Commissioner White stated that he attended two of the park ribbon cutting events. He stated it was great to see the finish product and all the people and staff that attended.
- * Vice Chair Nielson stated that if anyone would like to help out at the Sustainable Seaside Earth Day event on Sunday, April 21, 2024 from 1:00 p.m. to 4:00 p.m. to please come to the event. The help would be great. She stated she attended a couple of the park ribbon cutting events. She agreed with Commissioner White about it was great to see the finish product.
- * Chair Maxwell stated he attended a couple of the park ribbon cutting events. He attended the Pal Basketball Banquet. He was so proud of his oldest grandson because he got up and spoke briefly. He thanked the engineering department and public works for everything they do. He attended the Laguna Grande Regional Joint Powers Agency meeting last month. He stated that Junior Giants will be starting soon.

12. **ADJOURNMENT:** The meeting was adjourned at: 8:00 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Regularly Scheduled Meeting

May 20, 2024

Time: 5:30 p.m.

HYBRID (Virtual & In-Person)

Attachments From
the April 15, 2024
meeting



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Parks and Recreation Commission
BY: Dan Meewis, Recreation Director
DATE: April 15, 2024
SUBJECT: **RECEIVE UPDATE FROM FOSPA**

PURPOSE

Receive a presentation from Friends for Seaside Parks Association.

BACKGROUND

The Friends of Seaside Parks Association would like to give quarterly updates to the Parks and Recreation Commission on the programs and efforts throughout the Seaside Community.

FISCAL IMPACT

There is no fiscal impact on this item.

ATTACHMENTS



Friends of Seaside Parks Association (FOSPA)

Update April, 2024

FOSPA'S GOAL:

To foster a sense of community unity, and civic pride by volunteering together to improve Seaside city parks and neighborhoods.



PURPOSE:

- To support and facilitate the development and maintenance of parks and open green spaces.
- To pursue sources of funding for neighborhood parks and open green space improvements.
- To create habitat space for native plants, trees, pollinators, and wildlife.
- To improve neighborhoods by encouraging respectful interaction among neighbors and to foster a sense of pride and participation in the cleanliness, safety, health and beauty of the city.



FOSPA Parks

- Beta
- Capra
- Durant
- Farallones
- Fernando
- Havana Soliz
- Highland Otis
- Lincoln Cunningham
- Martin
- Mescal Neil
- Pacchetti Dog Park



On a weekly basis, FOSPA volunteers are currently weeding and mulching.



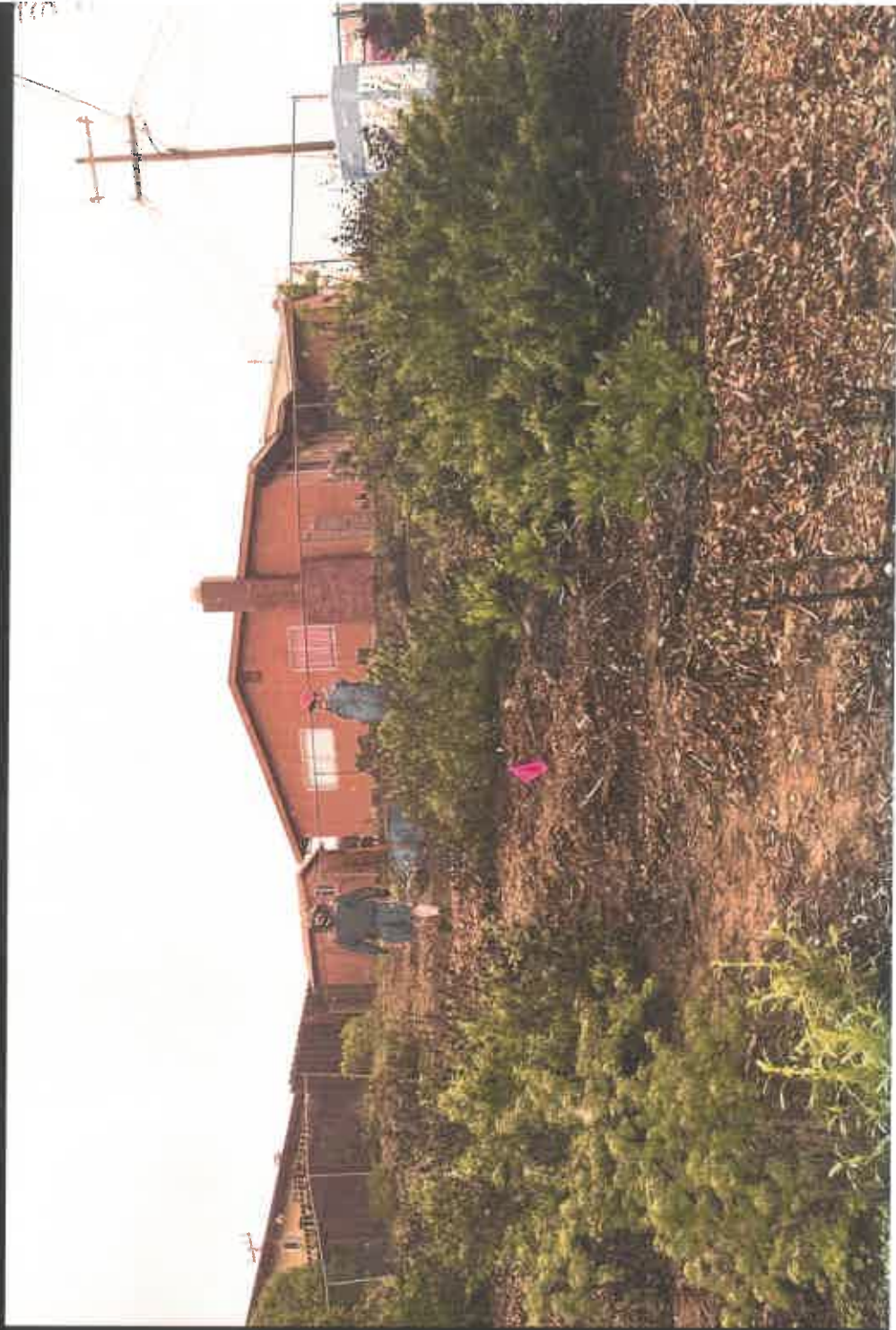
Weeding and mulching



Mulching helps
suppress weeds.
In larger areas, sheet
mulching is
sometimes used.



We create water wells, berms, and swales so that rain water stays with the plants and doesn't end up in the sewers.



Student
volunteers from
the
International
School have
been fulfilling
their community
service hours at
FOSPA parks.



Park Improvement Projects!



Beta Park



November,
2023



January, 2024

Capra Veggie Garden



Capra

With 2023/2024 City FOSPA, the sand will be replaced with ADA “wood chips” and the old swing set will be painted in the upper area of the park.



FOSPA Obtained a grant from Sunlight Giving in Fall, 2022, for playground equipment.

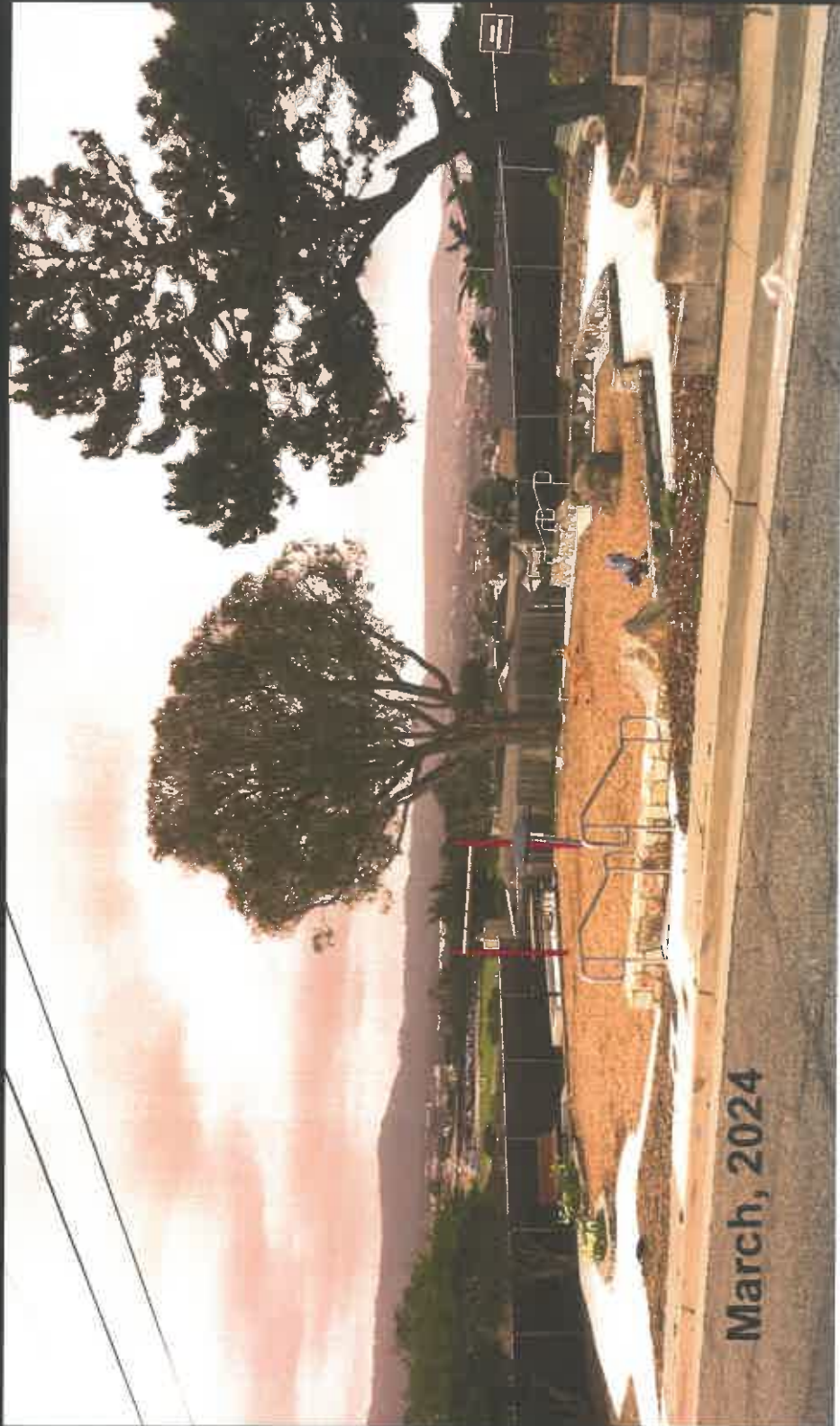
In cooperation with the Seaside City Council, Engineering and Public Works Department, along with the Neighborhood Improvement Commission, the park now has new walkways, new retaining walls, and a variety of playground equipment.

Fernando Park



November, 2023

Fernando Park



March, 2024

Fernando Park

FOSPA plans to put in California native plants.



Havana Soliz

Thanks to City funds, a revitalized picnic area for family gatherings and community groups with six new picnic tables and three new barbeques is due to be installed this Spring.



Havana Soliz Community Garden

Working with a grant obtained by the Blue Zones Project, FOSPA is coordinating the addition of a storage shed, signage, and irrigation for the Community Garden.



Havana Soliz Community Garden

The
storage/tool
shed was built
at the park in
December.
We hope to
have a mural
on the shed



Havana Soliz Community Garden

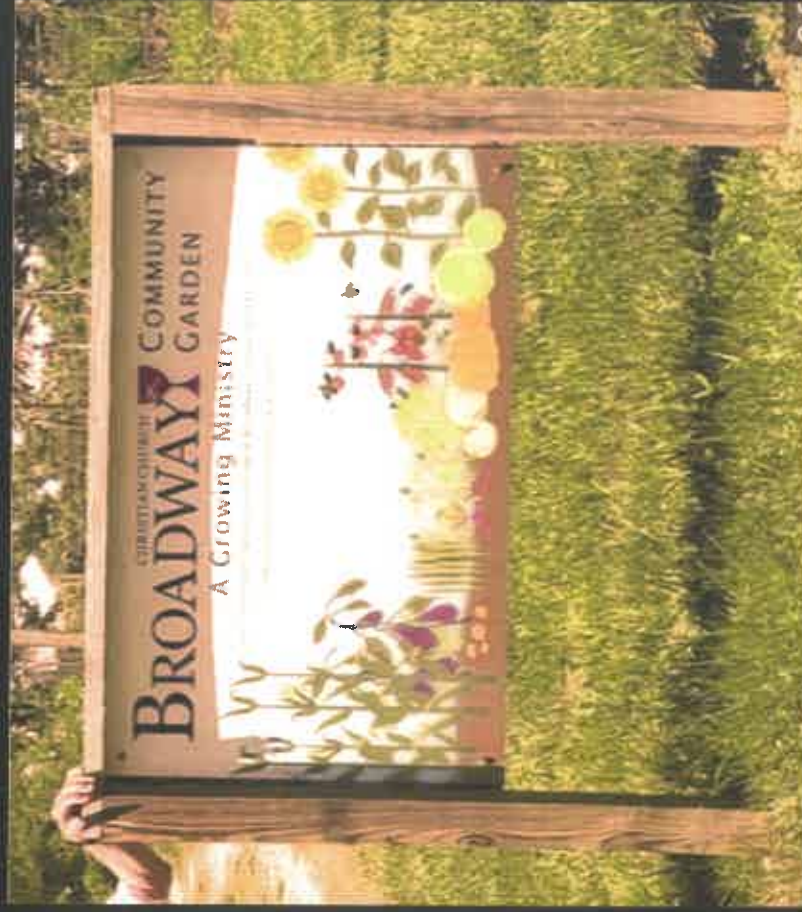
Sample Welcome Sign

Signage will include:

- 1) A welcome sign
- 2) Instructions about garden “etiquette” - when to harvest
- 1) Signs for individual crops

Signs will be in English and Spanish

Blue Zones Project will also provide signage for the Capra Park veggie garden.



Highland Otis

The lower area of Highland Otis now has a finished play area.



November, 2023



February, 2024

Highland Otis



Highland/Otis

With 2023-2024
City/FOSPA funds
the Volleyball
Court will have a
new curb and the
sand replaced



Lincoln Cunningham

Looking forward to
the trails project to
begin this summer
in July - August.



Martin Park

The City installed a new hose bib and FOSPA planted California natives in a small garden area.



Through a grant from Monterey Bay Aquarium, Employee Action fund, an underground water tank will be installed at the park this spring near the pollinator garden at the top of the hill.

Mescal/Neil



Events!



Blue Zones and
FOSPA volunteers
joined forces in
December at
Lincoln
Cunningham.

Lincoln Cunningham



The Blue Zones Project, Monterey County will join FOSPA volunteers in 2024 on

Saturday, June 1st at Havana-Soliz

Saturday, September 14 at Lincoln Cunningham Park

Saturday, November 16th at Havana-Soliz Park in collaboration with Sun Street Centers (Great American Smokeout)

Havana Soliz

A poster for a "Tree Pruning Workshop" by Friends of Seaside Parks. The poster features a green background with a large tree branch and two small inset photos showing people pruning trees. The text on the poster includes the event title, date, location, time, and a note about the workshop structure.

Tree Pruning Workshop

Saturday, December 16, 2023
Havana-Soliz Park in Seaside, CA
10:00am to 12:00pm

First hour lecture, second hour hands-on
BYO pruning shears if you have em!

FRIENDS OF SEASIDE PARKS

FOSPA sponsored a tree pruning workshop at Havana Soliz in December.

FOSPA and
Sustainable
Seaside will have
a table at the Night
Market 831 in
Sand City on
Friday, April 5th



Beta Park

To complement Sustainable Seaside's Earthday celebration on April 21st, FOSPA will sponsor a special work day on the 20th at Beta Park.



CELEBRATE EARTH DAY AT BETA PARK

SATURDAY
APRIL 20TH
10AM TO 12PM

located in
Seaside
between
Vallejo & Luzern
cross-streets
Elm & St. Elmo

GET OUTSIDE!
VOLUNTEER!
PLANT PLANTS!
HAVE FUN!

Come and play for Earth Day!

Help weed, mulch, and plant!
Enjoy goodies and giveaways!
Get ideas and inspiration!

Bring the kiddos and the doggies!



FRIENDSOFSEASIDEPARKS.ORG

We work in conjunction with City of Seaside

- Mayor Oglesby
- City Council
- Public Works Staff
- Engineering Staff
- Neighborhood Improvement Commission
- Park & Recreation Commission
- Environmental Commission

Community Partners

- Sustainable Seaside
- Blue Zones Project
- Resource Conservation District of Monterey County
- Xerces Society
- MC Gives



Join us at Saturday Park Workdays

- Every Saturday 10am - 12pm, rotating each week through nine parks.
- Find our park workday schedule at:

<http://friendsofseasideparks.org/>



Thank you!





**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: April 15, 2024

SUBJECT:

**CONTINUED DISCUSSION ON WAYS TO IMPROVE
COMMUNICATION WITH REGARD TO THE
PROMOTION OF CITY SPONSORED PROGRAMS
AND EVENTS (CHAIR MAXWELL)**

PURPOSE

On-going discussion on improving the communication for City sponsored events and programs.

BACKGROUND

Over the last few months, the Parks and Recreation Commission has been discussing ways to improve communication throughout the City for the promotion of events and programs. There has been robust discussion about the City Social Media, Website, and other methods of communication. The commission would like to strategize and help find solutions to increase community involvement in the variety of projects that are currently underway, and those that will be underway in the near future.

The goal is to reach as many Seaside residents as possible when the City is communicating ribbon cuttings/ground break events, town halls, new recreation programs/events, public service announcements, and other types of events where community input is needed.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.C.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: April 15, 2024

SUBJECT: **DISCUSSION ON THE EARTH DAY CELEBRATION
PLAN (CHAIR MAXWELL)**

PURPOSE

Discussion on the planning for the upcoming Earth Day and Arbor Day Celebrations.

BACKGROUND

The Parks and Recreation Commission have been planning an Arbor Day celebration in conjunction with the Earth Day event that is being sponsored by Sustainable Seaside and Co-Sponsored with the City of Seaside. This continued discussion with going over the plans, potential assignments, and any outstanding items that need to be addressed before the event. There will be one more Commission meeting prior to the event to finalize the plan.

FISCAL IMPACT

There is no fiscal impact on this item.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.D.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: April 15, 2024

SUBJECT:
**IDENTIFY WAYS TO HAVE THE COMMISSION BE
MORE INVOLVED IN THE PLANNING FOR PARK
RIBBON CUTTING EVENTS IN THE FUTURE
(CHAIR MAXWELL)**

PURPOSE

Discuss ways to work with City staff to become more involved in the planning of future park ribbon cuttings.

BACKGROUND

Over the last two years, the City has held multiple ribbon-cutting events for parks. These events are generally planned and coordinated between the public works department with assistance from the Recreation department. The Parks and Recreation commission would like to be more involved in the planning process, to ensure that all aspects of the event are being considered, such as day & time of event, invitations to local groups...etc.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.E.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: April 15, 2024

SUBJECT: **MAKE FINAL RECOMMENDATIONS AND APPROVE
THE 2024-2025 WORK PLAN TO SUBMIT TO THE
CITY COUNCIL**

PURPOSE

Discussion on goals and objectives, ongoing projects, potential future projects, and prior years' accomplishments and recommend updates in these areas and approve them for the 2024-2025 work plan.

BACKGROUND

The Parks and Recreation Commission has a work plan that they update each fiscal year to submit to the City Council. Their work plan is organized by projects with details that include which outcome(s) that are being supported, priority classification, estimated timeframe for completing the project, the amount of staff and volunteer resources that are required, and performance targets to measure project output.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS



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

CITY OF SEASIDE

Parks and Recreation Commission

FY 2023-2024 Work Plan & FY 2022-2023 Accomplishments

Members

Alicia Louise Gaines-Lynch, Chair
Bobby Maxwell, Vice Chair
James White
Franco Pacheco
Dianne Nielson
Chris Moulton
Robert Daniels
Jeanette Walton

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 City Council on matters regarding trees, plants, landscape, etc.

8. Develop, keep current, and aid in the facilitation of a plan for the development, conservation and care of trees, trails, and parks.
9. Develop and review annually a long-range plan for trees and parks, both naturally occurring and planned.
10. Review, in cooperation with other City Commissions, plans for landscape, planting, trails, etc.
11. Coordinate or conduct planned projects for the advancement of trees, parks, and other outdoor recreational areas.
12. In collaboration with other City Commissions, inform residents regarding landscape projects and care.

FY 23-24 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>
1. FY 23-24 CIP and budget review	To review, consider and endorse recommended budget for FY 23-24.	High	April 2024
2. Increase the communities awareness of the public input process for parks and recreation programs and projects	Promote the input process through the City's social media, tabling at events, and collaborate with other non-profits, and community based organizations to increase awareness.	High	Ongoing
3. 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
4. Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental	Collaborate with other City Commissions and FOSPA. Participate in park clean ups and other activities and events.	High	Ongoing
5. Attend workshops	Encourage Commission attendance.	Medium	Ongoing

6. Seek Input for needs within Recreation Department & funding for those needs	Gather, review, and endorse needs and funding for inclusion in FY 23-24 budget.	High	March 2024
7. Explore Trail System in Seaside at Havana Soliz Park, Lincoln Cunningham Park and Manzanita Stuart Park	Look for areas of improvement and connectivity.	High	Ongoing
8. Review Seaside Municipal Code section 9.08	Make necessary amendments to code.	High	Fall 2023
9. Blues in the Park collaboration	Have commission have more of a hands on approach with.	High	Spring/Summer 2023
10. Institute Adopt a Park program	Put together policies and guidelines for a community base program.	Low	June 2023
11. Work with environmental commission for tree plantings	Goal of planting at least 15 new trees in City parks.	Medium	Ongoing
12. Implement a water safety program for local youth	Once per year field WSI and screened volunteers to run a drown proofing for the community.	High	Summer 2023/Winter 2024
13. ADA Playground Equipment	Add ADA Playground equipment to the parks.	High	Ongoing
14. Irrigation for parks	Look into long-term irrigation for the parks.	Medium	Ongoing
15. Community garden	Work on a community garden.	Medium	Ongoing
16. Wheeler Street Tennis Courts and Pickleball	Relining pickleball courts, resurfacing the courts. Adding porta-potties & more trashcans.	High	Ongoing

17. Youth involvement in parks	Advocate having youth interns assist in parks.	High	Ongoing
18. Improve the Sand Volleyball Court at Highland Otis Park	Research cost, and work with the Public Works Department on the purchase and installation of new sand.	High	FY 23-24

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. Attend and promote events.
Promote recreation and park activities	Blues in the Park, youth, adult and older adult 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.

POTENTIAL FUTURE PROJECTS

<i>GOAL/OBJECTIVE</i>	<i>PROPOSED ACTIVITIES</i>	<i>PRIORITY RANKING</i>	<i>TIMELINE FOR COMPLETION</i>
Review greenspace area along GJM Blvd	Research possible uses for area.	Low	TBD

PRIOR YEARS ACCOMPLISHMENTS

<i>GOAL/OBJECTIVE</i>	<i>ACTIVITIES SUPPORTING GOAL</i>	<i>STATUS</i>
FY 22-23 CIP and budget review	To review, consider and endorse recommended budget for FY 22-23.	Completed
Promote public input in 2022/23	Gather, review, and endorse needs.	Completed
Seek grant funds in 2022/23	Advocate and seek public funds available through the Office of Grants and Local Services and National Recreation and Park Association, etc.	Completed
Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental in 2022/23	Collaborate with other City Commissions and FOSPA.	Completed
Seek Input for needs within Recreation Department & funding for those needs	Gather, review, and endorse needs and funding for inclusion in FY 22-23 budget.	Completed
Attend workshops in 2022/23	Encourage Commissioner attendance.	Completed
Work with environmental commission for tree	Goal of planting at least 30 new trees in City parks.	Completed
Signs for parks	Get signs to parks that do not have signs.	Completed

Implement a water safety program for local youth	Once per year field WSI and screened volunteers to run a drown proofing for the community.	Completed
Community garden	Work on a community garden.	Completed
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 22-23	Five members attended various workshops.	Completed
Submit CDBG Grant	Submit a competitive grant in order encumber funds.	Completed
ADA playground equipment	Provide ADA playground equipment at Laguna Grande Park.	Completed

March 2023



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: May 20, 2024

SUBJECT:
**DISCUSS AND REVIEW POTENTIAL LOCATIONS
TO HAVE A NEW VOLLEYBALL COURT
(COMMISSIONER WALTON)**

PURPOSE

During the work plan discussion, the commission wanted to continue the process on updating the volleyball court at Highland Otis Park. However, this location does have some challenges for playing volleyball due to the topography of the park. One of the commissioners proposed having a discussion about looking for potential locations for a new volleyball court at another location in the City that may be better suited for a court.

BACKGROUND

At this time, there is a volleyball court at Highland Otis. Park The Parks and Recreation Commission will be discussing potential locations for a new volleyball court that is more visible to tourists and residents.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: May 20, 2024

SUBJECT:

**DISCUSS AND REVIEW THE BOARDS,
COMMISSIONS & COMMITTEES HANDBOOK AND
THE REQUIREMENTS OF BEING A PARKS &
RECREATION COMMISSIONER (CHAIR MAXWELL
AND VICE CHAIR NIELSON)**

PURPOSE

Review the Boards, Commissions & Committees Handbook and the requirements of being a Parks & Recreation Commissioner.

BACKGROUND

The City of Seaside has developed a handbook to assist members of boards, commissions, and committees in becoming familiar with standard procedures and protocol. The Parks & Recreation Commission will be reviewing the handbook to understand their roles and responsibilities.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS



CITY OF SEASIDE

BOARDS, COMMISSIONS & COMMITTEES

Handbook

OUR MISSION:

INCLUDE

INNOVATE

INSPIRE

Our Vision

Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities.

Strategic Goals

PROVIDE

Provide an increasingly safe community

CREATE

Create vibrant, sustainable economic development

PROVIDE

Provide leadership to obtain water supply for desired development & quality of life

DEVELOP

Develop and implement a quality infrastructure program

ACHIEVE

Achieve and sustain fiscal health and wellness

Welcome to the City of Seaside!

The expertise and guidance that Boards, Commissions & Committees provide the City Council as the final decision-making body is very important and relied upon heavily by the Council when issues are discussed. These Commissions were created for the purpose of overseeing distinct issues and subjects affecting a city. Although commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them. This handbook has been developed to assist members in becoming familiar with standard procedures and protocol. Use this guide as a road map for your term in office.

For more information about your responsibilities as a Commissioner, please contact the City staff person supporting your board, or contact our City Clerk at cityclerk@ci.seaside.ca.us.

THE CITY OF SEASIDE MISSION1

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ROLES & RESPONSIBILITIES

The credibility of a commission is very important. Public employees, elected officials and volunteers for public organizations have a responsibility to uphold the public trust. This responsibility demands the highest standards of conduct and education to our individual work assignments.

Preserving The Public Trust

We have an obligation to remain objective and to render impartial services. The acceptance of any gift, gratuity, favor or special treatment from any business or individual or member of the City could reflect poorly on the integrity of the City and should be avoided at all times.

In order to maintain a high level of credibility throughout the community and to strengthen public trust, the following suggestions are offered:

- Understand that you are in a visible position and represent the City and its citizens.
- Information received in the performance of commission duties should not be used as a means for making private profit or advancing the financial interests of others.
- Official actions should be disassociated from personal affiliations.
- No special favors or privileges can be given to individuals or accepted by a commissioner whether for remuneration or not.
- Do not accept gifts or benefits which could be construed as having influence over the performance of your official duties.
- Do not attempt in any way to gain special treatment, favors or gifts from anyone inside or outside of the city because of your position.



CODE OF ETHICS

ADOPTED JULY 5, 1979

Ethical behavior is the cornerstone for all aspects of city government. The Seaside City Council reinforces the City's commitment to ethical government by adopting the letter and spirit of this Code of Ethics. The Code's aim is to affirm an identity of excellence and integrity for our City's government through our citizens, our employees and our dealings with other communities and build public trust.

The Code applies to all who represent our City's government. It includes all elected and appointed officials, citizens campaigning for elective office, City employees and others who participate in City government. As representatives of the City, all are required to subscribe to and understand how the Code applies to them. All must agree to practice the values expressed in the Code in day to day service to the City.

"The ethical person should do more than he is required to do and less than he is allowed to do."

**- Michael Josephson;
Founder of the
Josephson Institute of
Ethics**

ANY PERSON IN GOVERNMENT SERVICE SHOULD:

- **LOYALTY:** Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- **RULE OF LAW:** Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be party to their evasion.
- **EFFORT:** Give a full day's labor for a full day's pay; giving to the performance of his/her duties his/her earnest effort and best thought.
- **EFFICIENCY:** Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- **INCLUSION:** Never discriminate unfairly by dispensing special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- **PROMISES:** Make no private promises of any kind binding upon the duties of office, since a Government employee has no private work which can be binding upon public duty.
- **CONSISTENCY:** Engage in no business with the Government, either directly or indirectly, which is inconsistent with the ideals and ethics which the public perceives as a faith and trust in public officials.
- **CONFIDENTIAL:** Never use any information confidentially in the performance of governmental duties as a means for making private profit.
- **INTEGRITY:** Expose corruption wherever discovered.
- **PUBLIC TRUST:** Uphold these principles, ever conscious that public office is a public trust.



Ethics Training

Assembly Bill No. 1234 requires that all members of a legislative body must undergo public service ethics training every 2 years. The requirement applies to the governing body of local agency as well as boards, commissions, and committees, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Therefore, you are required to complete this training.

The Institute for Local Government and the Fair Political Practices Commission (<http://www.fppc.ca.gov>) developed an online ethics course (<http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>) to help local officials meet their ethics training requirements. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the Clerk's Office.

Conflict of Interest

The State of California, by statute, follows the common law rule prohibiting a representative of a municipality to vote in its legislative body on any issue that affects them individually, or for any public officer to participate in a matter in which there is a personal or private interest. The Seaside Municipal Code also provides against conflict of interest.

To best serve the community, the City Council appoints persons with knowledge of the issues that face the City to serve on boards, commissions, and committees. Consequently, it is inevitable that matters will occasionally come before boards, commissions, or committees in which individual members have a direct or indirect financial interest. When this happens, the member must disqualify him/herself from participating in the discussion and abstain from voting. The law also requires appointed members and certain other City officials to report various financial interests including income, interest in real property, and business interests.

The City of Seaside has adopted a local conflict of interest code as required by the Political Reform Act. This Act requires the financial disclosure of interests by certain individuals who are in decision-making positions within state and local government

As an appointed member, You are required to complete and file the appropriate conflict of interest forms within 10 days of your first meeting and annually thereafter. Forms and assistance will be provided by the City Clerk's Office, including an annual notification regarding Form 700 thirty days in advance of the due date. Financial disclosure forms are filed with the City Clerk, as a matter of public record. The Fair Political Practices Commission (<http://www.fppc.ca.gov>) is available for questions concerning conflicts of interest and disqualifications.



Conflict of Interest (continued)

Potential conflicts of interest should not be taken lightly. The City Council has placed a special trust in you that should not be abused. It is also important to note that it is a violation of the City Code to vote on a matter knowing that you have a conflict, and that this can result in forfeiture of your position.

If a Commissioner has any doubt as to the propriety or the legality of any proposed action on their part, they are urged to seek the advice of the City Attorney.

When a matter comes before a Commission in which a Commissioner has a direct or indirect financial interest, the Commissioner must disqualify him/herself from participating in the deliberation and must abstain from voting. An explanation for the abstention should be given to the Commission and that reason will be recorded in the minutes. Once the Commissioner has made a statement of disqualification, the Commissioner should leave the room and return only upon conclusion of the matter. The City Attorney may be consulted should it be unclear as to whether or not to abstain.

Public Records Act

The California Public Records Act (the PRA) was enacted in 1968 to: (1) safeguard the accountability of government to the public; (2) promote maximum disclosure of the conduct of governmental operations; and (3) explicitly acknowledge the principle that secrecy is antithetical to a democratic system of “government of the people, by the people and for the people.”

What does this mean for you as a Commissioner? It means that the public’s business is always supposed to be public. Any records that are created as part of your participation on a Commission, is accountable to the Public Records Act. Emails, voice mails or hard copy records included. If any member of the public requests to see any record, they have the right to request and we have the obligation to provide it, unless it is exempt from disclosure. Here’s a guide to the public records act if you want to know more, or you can contact the City Clerk:

<https://www.cacities.org/Resources/Open-Government/THE-PEOPLE%E2%80%99S-BUSINESS-A-Guide-to-the-California-Pu.aspx>

BOARDS, COMMISSIONS & COMMITTEES

Boards and Commissions are created by the City Council to act as advisory bodies and provide necessary information to the Council to help achieve the overall goals of the community.

Boards and Commissions are responsible for the following:

- Provide in-depth analysis of specific issues in their area of responsibility
- Creating a forum to encourage broad citizen participation
Acting as a review body for Department operations
- Providing an analysis of issues that will be brought forward to the City Council for action

Active Boards and Commissions in the City of Seaside

PLANNING COMMISSION

TERM: 4 YEARS | MEETING DATE & TIME: 2ND & 4TH WEDNESDAY OF EACH MONTH AT 7 PM

The duties of the Planning Commission are to prepare and periodically review and revise, as necessary, the City's General Plan and implement the General Plan through actions such as administration of specific plans and zoning and subdivision ordinances. They also vet development proposals prior to submission the Council.

BOARD OF ARCHITECTURAL REVIEW

TERM: 4 YEARS | MEETING DATE & TIME: 1ST & 3RD WEDNESDAY OF EVERY MONTH AT 5:30 PM

BAR is the decision-making body of the architectural review process and is responsible for the review of various residential and commercial design proposals, including second-story residential additions, commercial facade changes, new commercial signs, and other design related projects.

BOARDS, COMMISSIONS & COMMITTEES

Active Boards and Commissions in the City of Seaside

ART & HISTORY COMMISSION

TERM: 4 YEARS | MEETING DATE & TIME: 2ND WEDNESDAY OF EACH MONTH AT 5:30 PM

A&H advises and facilitates the protection of the City's cultural resources including the collection, promotion, display and preservation of Seaside's historical artifacts, and encourages and promotes programs of artistic merit.

NEIGHBORHOOD IMPROVEMENT PROGRAM COMMISSION

TERM: 3 YEARS | MEETING DATE & TIME: 1ST TUESDAY OF THE MONTH AT 6 PM

The NIP advises in matters pertaining to general improvement of the neighborhoods within the City. The objectives are to encourage citizens to voluntarily comply with the various city codes relating to the City Council on ways to improve the appearance of the City and to elicit voluntary cooperation to beautify and minimize vandalism in the City.

PARKS AND RECREATION COMMISSION

TERM: 3 YEARS | MEETING DATE & TIME: 3RD MONDAY OF THE MONTH AT 5:30 PM

PRC advises on matters pertaining to parks and public recreation for the advancement of sound park and recreation planning through recommending policies on recreational services, facilities; administration and development of recreation areas, aiding in coordinating recreation facilities, programs and improved recreation services.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

TERM: 2 YEARS | MEETING DATE & TIME: 3RD WEDNESDAY OF THE MONTH AT 5:30 PM

CDAC advises for the Community Development Block Grant Program (CDBG) and assists with evaluation and assessment of proposed and implemented programs to meet community needs at both citywide and neighborhood levels and to develop realistic goals and objectives to meet identified needs and to assist in the implementation of the CDBG program and any modifications as determined by community assessment and HUD program requirements.

BOARDS, COMMISSIONS & COMMITTEES

Active Boards and Commissions in the City of Seaside

ENVIRONMENTAL COMMITTEE

TERM: 3 YEARS | MEETING DATE & TIME: 2ND TUESDAY OF EACH MONTH AT 5:30 PM

The Environmental Committee investigates and advocates sound environmental policy and action in the areas of air quality, water quality, energy and waste management, flora and fauna protection and community planning.

HOMELESS COMMITTEE

TERM: 3 YEARS | MEETING DATE & TIME: 4TH THURSDAY OF THE MONTH AT 6:30 PM

The Homeless Committee is responsible to plan, advocate, support and collaborate with those effected by homelessness.

C-JOBS

TERM: 3 YEARS | MEETING DATE & TIME: 3RD MONDAY OF THE MONTH AT 5:30 PM

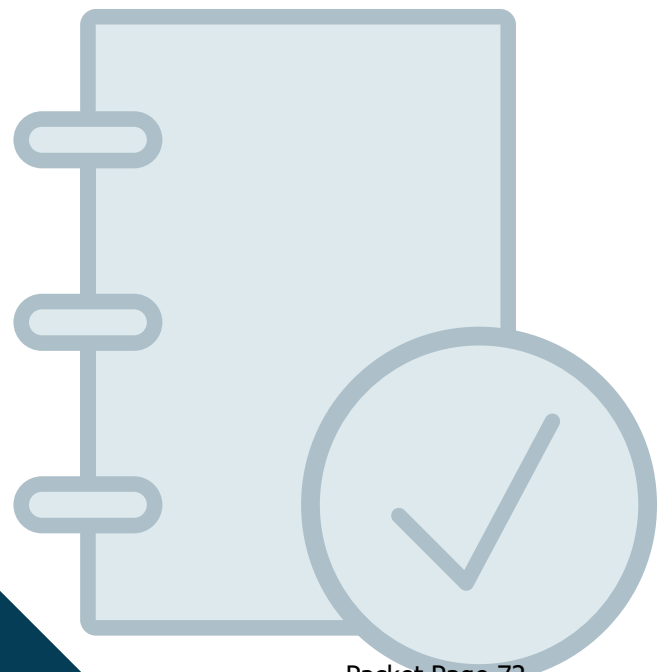
-----ADD INFO-----



Commissions Policies & Procedures

The City Council encourages active citizen participation in the business of city government. Boards, Commissions, and Committees provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Commissions can improve the quality of city government by providing to make better-informed decisions. These bodies improve lines of communication between the public and Council, create greater opportunities for discussion of public issues and more citizen involvement in City government.

Your role as an appointed representative of the City Council carries with it a significant responsibility. The City Council encourages you to conduct yourself with politeness and courtesy with staff and whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you not abuse that trust.





General Guidelines for Appointed Members

Appointment to a Commission is an honor. It provides an opportunity for genuine public service. Each appointed member should be aware of the responsibilities that accompany official service with the City. The specific duties of each body vary with the purpose for which it was formed.

Responsibilities common to all appointed members:

- Understand the role and responsibility of the Board, Commission, or Committee.
- Be informed of its functions, work programs and relationship with other bodies.
- Represent the overall public good, not the exclusive point of view of a sole group or interest.
- Keep all lines of communication open. Each appointed member serves as a communication link between the community, the City Council, and staff.
- Do your homework and be prepared. Appointed members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate, and act on matters scheduled for consideration. Feel free to seek staff's advice and assistance in advance of a meeting.
- Establish a good working relationship with fellow appointed members, the City Council, and your staff liaison.
- Understand the scope and authority of your appointed body's responsibility and strive to work within that scope.
- Be a participant, an active representative, and enthusiastic about your role.



Appointment Requirements & Process

Seaside Municipal Code: 2.14.040 **Appointment of members**

The Mayor, with the advice and consent of the City Council, shall make appointments to boards, commissions and committees. The City Council shall establish procedures for recommending applicants for appointment. (Ord. 773 § 1 (Exh. A), 1990)



Process For Filling Vacancies

- ✓ Submit Application
 - ✓ Application
Review/Watif for
Vacancy
 - ✓ Interview With
Council Sub-
Committee
 - ✓ City Council
Consideration
 - ✓ Appointment/Re-
Appointment!
- 



Process For Filling Vacancies

Application Process

Qualified candidates come from many sources. Individuals who are interested in any commission purpose should submit applications for appointment to the City Clerk. Applications are accepted at any time and are valid for two years. Active recruitment efforts are always occurring, as well.

Recruitment

In the event of a vacancy, the City Clerk advertises to the community for interested and qualified participants through a variety of methods which can include, but is not limited to the following: newsletters, emails, the agenda, newspaper publication, publication at public posting locations, the City website and social media.

Applicant Screening

If a vacancy occurs, all current applications are reviewed to ensure all qualifications are met then forwarded to the Council Subcommittee, which consists of the Mayor and the Mayor Pro Tem. The Council Subcommittee will then schedule a time to make contact with applicants to discuss their background, community history, aspirations or interest in serving. Every reasonable effort will be made to interview all applicants. After contacting each applicant, the Council Subcommittee will make recommendations to the City Council for appointment to fill a vacancy. Appointments and reappointments are made by the full City Council at a publicly noticed City Council meeting (SMC 2.14.040). The Council Member representative will rotate after every appointment recommendation.

Appointment Limitations

By policy, Commissioners are not permitted to sit on more than one City Board, Commission, or Committee. This does not preclude a member from participating in an "outside" agency such as the Water Management District or Regional Park District. (SMC 2.14.130)

Holding Incompatible Offices

Under existing California law, no Commissioner may hold another public office where the two offices are incompatible. When two such offices are incompatible, the member of the board or commission shall be deemed to have forfeited the first office upon acceding to the second. (California Gov. Code Section 1099).



Getting Started:

You've Been Appointed! Now What?

Responsibilities

One of the first duties of a new commissioner is to become familiar with the laws governing the faithful performance of duties. This information may be obtained by referring to City Municipal Code sections governing Boards & Commissions (Seaside Municipal Code Chapter 2.14). Copies of City's Code are available online <http://www.codepublishing.com/CA/Seaside> or can be obtained from the office of the City Clerk. In addition, Members may consult with their Commission's Staff Liaison.

Be Prepared

The role of the Commissioner is to represent the public and the public's best interest. Commissioners are responsible for reviewing meeting materials in advance, attending meetings regularly and on time, notifying the Staff Liaison and their Chairperson in advance if they cannot attend a meeting, and volunteering for committees (if the Commission has any). Commissioners are expected to have knowledge about City goals and the goals and priorities of the City Council. In order to be an effective Commissioner, you are expected to read this handbook to understand how to comply with all State and local laws and rules regarding meetings.

Staff Liaison & Committee Administration

Each Board or Commission is appointed a staff liaison, who works to facilitate the agenda, work-plan and resources needed for your board or committee. Your staff liaison is a vital resource as they are aware of the City Council priorities as well as the City resources and rules. Commissioners and staff are expected to work courteously and professionally with each other at all times. Any questions, issues or concerns about the commission, the work plan or other city business can be directed to your staff liaison or the Chair of your Board or Commission. Commissioners are encouraged to use their staff liaison as a resource and contact them directly if they require additional material or clarification of data. Commissioners are not allowed to direct staff for individual projects. Working through the Chair or staff liaison, any ideas or projects can be agendaized for action by the entire commission.



Getting Started:

You've Been Appointed! Now What? (continued)

Adherence to Policy

Appointed Commissioners should not approve projects that violate adopted City Council policies. Members can make recommendations to the City Council about exceptions to a City policy, and can also recommend policy changes when appropriate.

Resignations

A member of an advisory commission who intends to resign shall first file written notice thereof with the City Clerk, addressed to the City Council, with a copy provided to the chairperson of the advisory commission. (SMC 2.14.100). When a resignation occurs, staff will immediately initiate the appreciation process to thank the volunteer for their service to the City of Seaside. This is in addition to invitation to the annual appreciation event.

Removal from Office

The City of Seaside appreciates all commission volunteers and acknowledges the effort it takes to participate on a board, commission or committee. However, there may be circumstances that necessitate removing a commissioner from their position. A member of a commission may be removed from office by a vote of the majority of all members of the City Council. (SMC 2.14.090) Attendance is critical for effective operations of commissions, as quorums are required to conduct business. Failure to adhere to the attendance policy can result in removal from a position. In the event an individual is unable to perform as a commissioner due to health, business or personal reasons, a formal letter of resignation should be submitted to the City Council for action.



Getting Started:

You've Been Appointed! Now What? (continued)

Business Cards

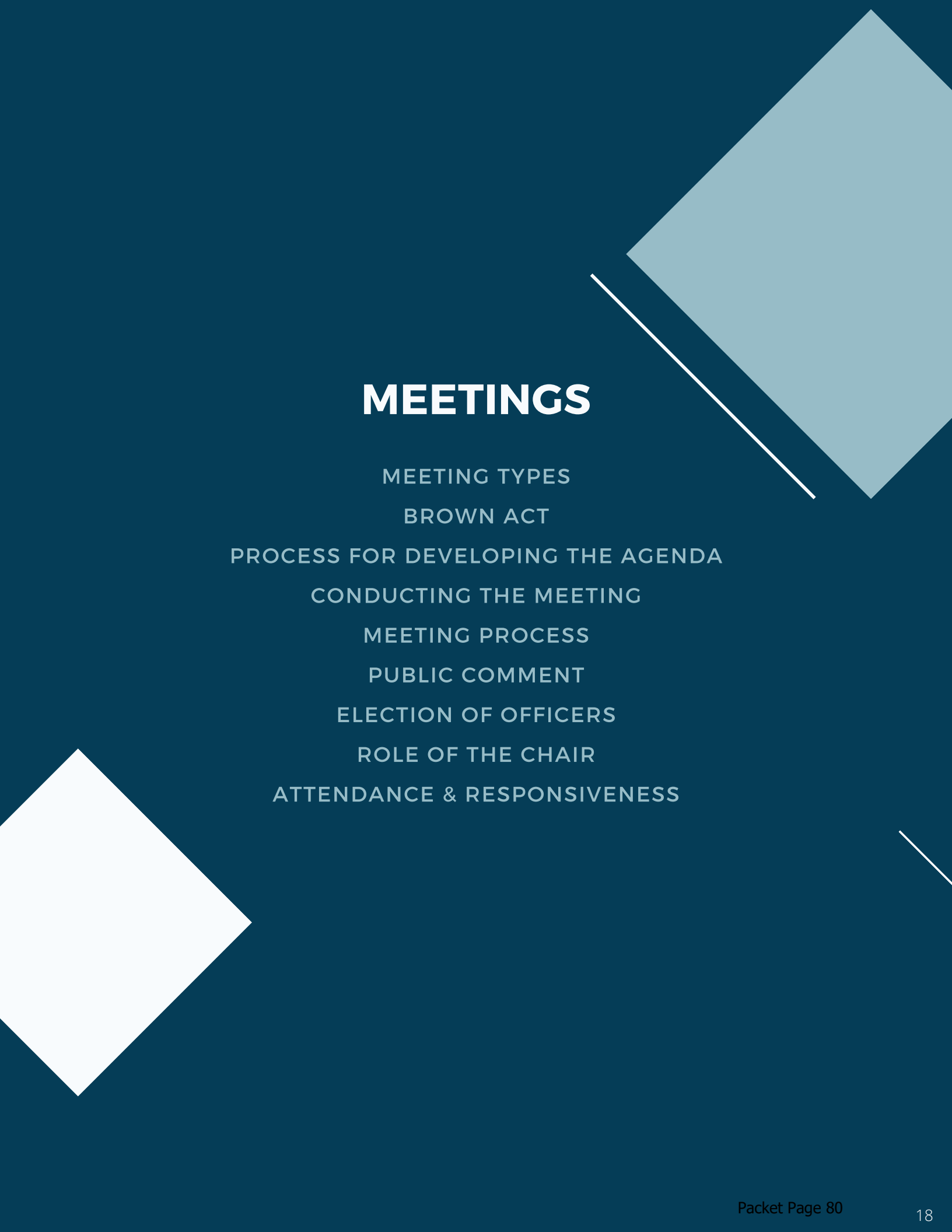
Commissioners may request business cards from the Office of the City Clerk. This is on a request only basis. Business cards must contain only information concerning the Commission, not personal business information. Business cards will include the name of the Commissioner, the name of the Commission, the regular meeting dates and times and the City's website information. Commissioners are allowed one set of business cards (250) produced by the city within a twelve month period. If more cards are requested, they are to be produced by the City, at the expense of the Commissioner.

Annual Work Plan

Each Commission is required to provide an update to the City Council about its past and future activities through an Annual Work Plan. The Annual Work Plan includes a list of prior year accomplishments. Work Plans are updated each Fiscal Year in accordance with a template and instructions provided by the City Clerk. The Work Plans are to be completed by each Commission and provided to the City Council at a Regular meeting no later than April 15th of each year (SMC 2.14).

Commissioner Appreciation

You have chosen to take on a big role as a volunteer Commissioner, and you deserve a large "Thanks You" for your service. The City would like to thank each of you for your service. During the Fiscal Year 2017-18 (date is to be determined) the City intends to hold a Commissioner Appreciation event to say thank you for volunteering your time, effort. Keep an eye out for the date but in the mean time, please know you are appreciated.



MEETINGS

MEETING TYPES

BROWN ACT

PROCESS FOR DEVELOPING THE AGENDA

CONDUCTING THE MEETING

MEETING PROCESS

PUBLIC COMMENT

ELECTION OF OFFICERS

ROLE OF THE CHAIR

ATTENDANCE & RESPONSIVENESS



Meetings

Meeting Types

There are three types of meetings: regular meetings, special meetings, and emergency meetings. All meetings must be open session meetings, with limited exceptions for specified items that may be discussed in a closed session. A commission may want to use a meeting as a retreat or a planning session, but such a meeting would still have to be noticed and open to the public. These meetings are subject to Brown Act requirements, and the public may attend all meetings other than Closed Sessions. All meetings require a quorum to proceed with the meeting.

The Seaside Municipal Code requires that commissions meet at least once a month. If a regular meeting falls on a holiday, the meeting is canceled.

A quorum is a majority (half+1) of the entire Commission membership seats, not just those members present or those seats that are filled. When a quorum is not present for a scheduled meeting, the Commission cannot hold the meeting. If there is a chance that additional members needed to comprise a quorum will arrive within a reasonable time, the Chairperson or Deputy Clerk may orally announce that they will wait for a specified time (e.g., 15 minutes) to make a determination on whether the meeting will proceed or need to be declared cancelled due to lack of a quorum.

REGULAR
MEETINGS

SPECIAL
MEETINGS

EMERGENCY
MEETINGS

ALL MEETINGS REQUIRE A QUORUM



Meetings

Brown Act - What is it and how does it affect the agenda?

The law which guarantees the public's right to attend and participate in Commission meetings is the Ralph M. Brown Act. The purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. Commissions exist to aid in the conduct of the people's business, and the meetings must be open to the public. The agenda must be posted in an area that is accessible to the public at least 72 hours before the meeting and on the County's webpage for meeting agendas. The agenda must include all items which will be discussed or acted upon by the Commission. The Commission cannot discuss, deliberate, or take action on any item not included on the agenda. Every agenda must allow any member of the public to directly address the Commission on any agenda item before or during consideration of that item.

Every regular meeting agenda must also include time for any member of the public to address the Commission on any item not on the agenda which is within the subject matter jurisdiction of the Commission. The agendas will include a statement that such items cannot be acted upon or discussed in depth until they are included on a subsequent agenda for consideration and possible action.

Process for Developing the Meeting Agenda

The Chairperson works with the Staff Liaison to coordinate the meeting agenda; however, the method by which the agenda is developed varies according to the procedures of the individual Commissions. The Liaison advises the Chairperson of items to be carried forward from prior meetings, as necessary. Any Commissioner can request that an item be placed on a future agenda during a public meeting, or directly to the Chair.





Meetings

Meeting Process

The meetings are called to order by the Chairperson, or Vice Chairperson in the absence of the Chairperson. If neither is in attendance, the Commission selects a Chairperson Pro Tempore to conduct the meeting. The Clerk calls the roll to determine the presence of a quorum, and the Chairperson announces the agenda items for discussion or action. The Chairperson may call for an agenda item out of the order listed on the agenda. Several things may happen with regard to each item on the agenda:

- **The item can be deleted from the agenda.**
- **The Commission may discuss the matter without taking any action.**
- **The Commission can hold the matter to a future meeting.**
- **The Commission can refer the matter to staff or a committee for consideration and a subsequent report to the Commission.**
- **The Commission can vote in support of a motion or in opposition to the motion on the matter.**

Public Comment

Pursuant to the Brown Act, members of the public have a right to comment on any agenda item. The Chairperson establishes the amount of time public speakers are authorized to speak on each item, typically limiting comments to three minutes.





Meetings

Election of Officers

The commission chair and vice chair are elected by the commission members and serve a one-year term. The election process is conducted at the beginning of the new calendar year and during the first commission meeting of that year.

Role of the Chair

At the first meeting of every calendar year, the members of a commission are to elect a chairperson and vice chairperson from their members. The chair shall hold office for one year until a successor is appointed.

The principal role of the Chair is to manage the board, commission, or committee meeting. This includes helping to set meeting agendas, maintaining the order of business during the meeting, focusing discussion on the issues at hand, and ensuring that the public appearing before the body are treated courteously.

The Chairperson should take a back seat during discussions while all members of the governing body should know and understand the rules of procedure; it is the Chair who is charged with applying the rules of conduct. The Chair should be well versed in those rules, because the chair for all intents and purposes makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself. Because the Chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. The chair should strive to be the last to speak at the discussion and debate state, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.



Meetings

Attendance & Responsiveness

Regular attendance at meetings is critical to the effective operation of City boards, commissions, and committees as a quorum is required to be able to conduct business. Therefore, all Commissioners are expected to attend all of their appointed board, commission, or committee meetings, including study sessions. A majority of Commissioners currently appointed to a commission, half plus one, shall constitute a quorum for the purpose of transacting business. If a quorum of commission members are not present, staff must adjourn the meeting.

If a Commissioner misses more than twenty-five percent of all regular or special meetings in any four consecutive calendar quarters, unless excused in advance by the Chair or the Staff Liaison, the member shall be automatically terminated as a commissioner.

Commissioners will be deemed absent from a meeting if they are not present for two-thirds (2/3) of the entire meeting.

Many items that come before commissions and committees have time requirements to be completed; otherwise it causes a liability for the city and frustration for residents and businesses that are trying to complete projects. If you are unable to attend a meeting, please communicate with your Chair or staff liaison prior to the meeting. If you know in advance that you will be unavailable for a meeting in the future, please communicate that too. This will protect the City, your commission and provide better, more responsive services to our community. If a Commissioner misses more than twenty-five percent of all regular or special meetings in any four consecutive calendar quarters, unless excused in advance by the Chair or the Staff Liaison, the member shall be automatically terminated as a commissioner. Commissioners will be deemed absent from a meeting if they are not present for two-thirds (2/3) of the entire meeting. If a problem with absenteeism arises, it should be handled between the appointed member and the Staff Liaison or the City Clerk.



BASIC CITY ORGANIZATION

IT IS IMPORTANT FOR COMMISSIONERS
TO BE FAMILIAR WITH THE CITY
ORGANIZATION, DEPARTMENTS AND
THEIR OPERATIONS





Basic City Organization

City Council

The five-member City Council is the legislative and policy-making body that is elected on a nonpartisan basis to represent the residents of Seaside. The Mayor is elected every two years in a general election held in November of even-numbered years. Serving with the Mayor, are four members of the City Council who have overlapping terms; every two years, two members of the City Council are also elected by the voters through a general election. Each member of the City Council, including the Mayor, is not subject to term limits.

Policy decisions are made at City Council meetings, which are held on the first and third Thursdays of each month at 7:00 p.m. in the City Council Chambers at City Hall, with special meetings as needed. At these public meetings, the City Council makes policy determinations; approves agreements and contracts; adopts ordinances (local laws) and regulations; and authorizes the expenditure of City funds.

The City Council meetings are held on the first and third Thursday of each month, with special meetings as needed.

City Budget

The City budget document is an important document because the preparation of the budget by the City staff, and its review and adoption by the City Council, determines how resources available to the City are to be utilized by the City in the forthcoming fiscal year.

The City has two fundamental functions, the provision of local governance, with decision making to address the issues before the City, and the provision of services to our residents and businesses. Both of these functions, in order to be effective, must have adequate resources devoted to them; conversely, often City officials desire to do more in certain areas, but are limited by what the City can afford.

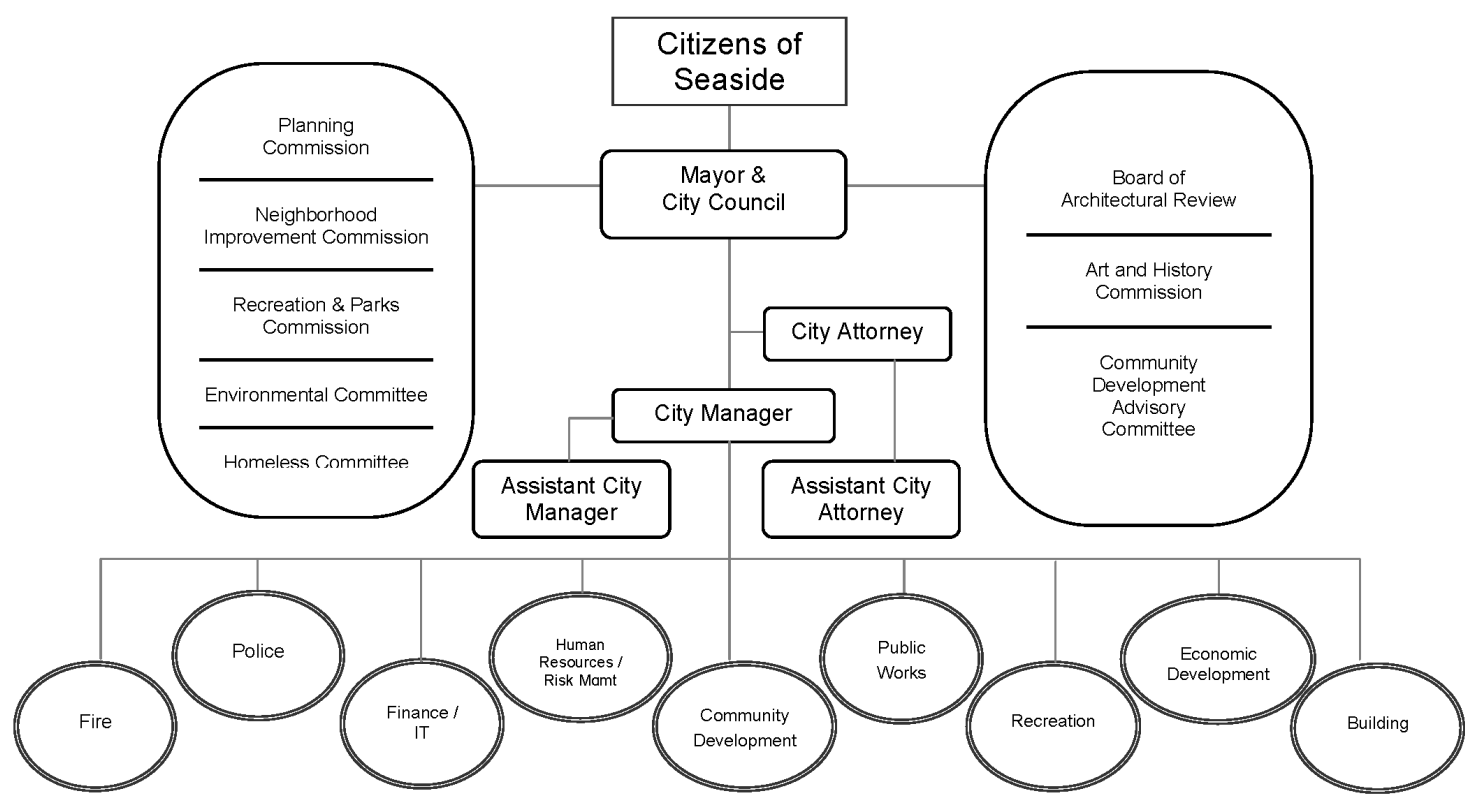
If you, as a Board or Commission member, have questions about the City's goals/objectives, or about the City's budget, please ask your staff liaison for further explanation.

The City Budgets are all available on our City website:

<http://www.ci.seaside.ca.us/609/Strategic-Plan>

CITY DEPARTMENTS

CITY OF SEASIDE ORGANIZATIONAL CHART



CITY MANAGER

The City Manager acts as the liaison between the City Council and staff. The City Council sets priorities and provides direction and the City Manager works to implement their direction. City operations are broken down into city departments, which are responsible for providing a variety of services to the community and each of which serves an invaluable and significantly different function.

CITY ATTORNEY

The City Attorney is also appointed by the Council to represent and guide the City as it relates to the city, state and federal laws as well as keep the Council informed of the legal implications of policy decisions.

CITY CLERK

The City Clerk is the local official who administers the democratic processes such as access to City meetings, records, elections and all legislative actions and ensures transparency to the public by enforcing Federal, State and local statutes including the Political Reform Act, The Brown Act, and the Public Records Act. This department is responsible for the City Clerk is responsible for coordinating City Council meetings including the preparation and publishing of Agendas and Minutes for public meetings, Maintaining the records management plan for the entire city, maintenance of the Seaside Municipal Code, responding to requests for public information and conducting City Elections.

CITY DEPARTMENTS

HUMAN RESOURCES DIVISION

The Human Resources Division administers a centralized, merit based personnel system, including recruitment, testing, selection, and placement of employees. They manage the classification of positions and employee relations which includes, negotiations, grievances, discipline and complaints; employee development and training; and employee benefits administration.

FIRE DEPARTMENT

The Fire Department provides the community with professional services to protect the lives, environment and property in the City of Seaside as well as in the City of Del Rey Oaks from fire, disaster and health emergencies. Fire Department personnel are involved in numerous committees, commissions, organizations and outreaches in the community. They are also responsible for disaster preparedness and the Emergency Operations Center (EOC). The EOC is the coordination and communication hub in the event of large-scale disasters. The Fire Department remains focused on their mission to serve as an “all hazards” response force to various types of emergencies; at the same time fulfilling the ever expanding role in providing emergency medical response to our community.

POLICE DEPARTMENT

The Police Department provides quality law enforcement and proactive services and works in partnership with the community to enhance and maintain a safe environment. The Police department encourages community involvement in keeping our community safe. The Police Department participates in a variety of programs throughout the county to prevent crime, protect citizens and ensure the safety of our community. Police Officers can respond if a crime is committed, but it takes a community working together to make everyone accountable. If you witness a crime, call 911. If it is not an emergency, call the non-emergency line at 394-6811.

RECREATION

The Recreation Division provides a wide range of recreation and leisure programs for City Residents. The Division is also responsible for the management of four major recreation facilities and the provision of the recreation programs for families, youth and senior citizens.

CITY DEPARTMENTS

ENGINEERING & PUBLIC WORKS

The Public Works Department is responsible for the design, construction and physical repairs to the City's infrastructure including streets, water systems, sewer system, storm drain system, park facilities, City buildings and transportation/traffic systems. They are also responsible for the design, implementation and administration of the annual Capital Improvement Program.

FINANCE DIVISION & INFORMATION SYSTEMS

The Finance Division has several areas of responsibility including General Accounting, Cash Management, Accounts Receivable, Accounts Payable, Payroll, Budget, Grants and Debt Services. This Division provides accurate accounting of all revenues and expenditures, including preparation of financial reports, annual budgets, other financial reports, and supports the preparation of the annual audited financial statements. The Management Information Systems Division is responsible for the administration of the City's computer and telephone network, infrastructure and all related information technology projects.

COMMUNITY & ECONOMIC DEVELOPMENT

The Community and Economic Development Division is responsible for the administration of the City's planning, economic development and the Community Development Block Grant activities. Planning includes advanced and current planning and environmental review. Economic Development coordinates and implements priority projects. CDBG administers the Commercial Façade, housing rehabilitation and public service grant.

BUILDING & CODE ENFORCEMENT

The Building Department mission is to enforce and maintain public safety, health, and welfare. Through the use of building permits, the Building Department can ensure that structures are built to safe building code standards. The Building Department also enforces the City's Municipal Code. Before starting any type of building project or major repairs, it is recommended that the owner contact the Building Department to verify whether or not a permit is required for the scope of work that is being proposed.

ANNUAL WORK PLAN TEMPLATE AND INSTRUCTIONS

This is a standard template for use by Boards and Commissions in completing their annual Work Plans. Work Plans are based on a fiscal year rather than a calendar year. Work Plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Office of the Clerk will then transmit the Work Plans to the City Council for approval in May.

PLEASE USE THE FOLLOWING INSTRUCTIONS WHEN COMPLETING THE WORK PLAN:

- ✓ **Cover Sheet (Page 1)**

This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2016, July 1, 2015 – June 30, 2016), members' names, Chairperson's name, and vacancies as of April 1. Do not list Commissioner addresses or phone numbers on the Work Plan. This page will need to be updated each year.
- ✓ **Mission Statement (Page 2)**

This area of the Work Plan should clearly state the mission of the Board or Commission. The mission may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.
- ✓ **Historical Background (Page 2)**

This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission). NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the Work Plan where this is done. This page may not need to be updated each year.
- ✓ **Fiscal Year Work Plan (Page 3)**

This area should provide the goals/objectives (no more than five) of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.
- ✓ **Prior Year Accomplishments (Page 4)**

This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.
- ✓ **Ongoing Projects (Page 5)**

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.C.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: May 20, 2024

SUBJECT:
**REVIEW AND ADOPT THE PARKS AND
RECREATION COMMISSION FISCAL YEAR 2024-
2025 WORK PLAN**

PURPOSE

Review the updated document and vote to adopt the work plan.

BACKGROUND

At the April 15, 2024, Parks and Recreation Commission meeting, the commission reviewed and made additions to the fiscal year 2024-2025 work plan. However, at the meeting, the plan was not adopted. Typically, commission work plans need to be adopted by April 1st each year. Staff recommends that the commission reviews the updated document, make any necessary changes and makes the vote to adopt the plan.

FISCAL IMPACT

There is no fiscal impact with this item.

ATTACHMENTS



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

CITY OF SEASIDE

Parks and Recreation Commission

FY 2024-2025 Work Plan & FY 2023-2024 Accomplishments

Members

Bobby Maxwell, Chair
Dianne Nielson, Vice Chair
Alicia Louise Gaines
James White
Chris Moulton
Robert Daniels
Jeanette Walton
Karla Lobo

Staff Liaisons

Dan Meewis, Recreation Director
Nisha Patel, City Engineer

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 nine 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 City Council on matters regarding trees, plants, landscape, etc.
8. Develop, keep current, and aid in the facilitation of a plan for the development, conservation and care of trees, trails, and parks.

9. Develop and review annually a long-range plan for trees and parks, both naturally occurring and planned.
10. Review, in cooperation with other City Commissions, plans for landscape, planting, trails, etc.
11. Coordinate or conduct planned projects for the advancement of trees, parks, and other outdoor recreational areas.
12. In collaboration with other City Commissions, inform residents regarding landscape projects and care.

FY 24-25 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>
1. FY 24-25 CIP and budget review	To review, consider and endorse recommended budget for FY 24 - 25.	High	April 2025
2. Increase the communities awareness of the of the public input process for parks and recreation programs and projects	Promote the input process through the City's social media, City Clerk office, tabling at events, and collaborate with other non-profits, and community based organizations to increase awareness.	High	Ongoing
3. Seek grant funds	Advocate and seek public funds available through the Office of Grants and Local Services, National Recreation & Park Association, and Monterey Community Foundation, etc.	High	Ongoing
4. Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental	Collaborate with other City Commissions and FOSPA. Participate in park clean ups and other activities and events.	High	Ongoing

5. Attend workshops	Encourage Commission attendance.	High	Ongoing
6. Seek Input for needs within Recreation Department and funding for those needs	Gather, review, and endorse needs and funding for inclusion in FY 24 - 25 budget.	High	Spring 2025
7. Explore Trail System in Seaside at Havana Soliz Park, Lincoln Cunningham Park and Manzanita Stuart Park	Look for areas of improvement and connectivity.	High	Ongoing
8. Blues in the Park collaboration	Have commission participate by tabling at the event	High	Ongoing
9. Work with other commissions, public works, and FOSPA for tree plantings	Goal of planting at least 15 new trees in City parks.	Medium	Ongoing
10. Implement a water safety program for local youth	Once per year field WSI and screened volunteers to run a drown proofing for the community.	High	Ongoing
11. ADA Playground Equipment	Add ADA Playground equipment to the parks.	High	Ongoing
12. Irrigation such as underground water tanks for parks	Look into long-term irrigation for the parks.	High	Ongoing
13. Support improvements at the community gardens	Help provide funds for seeds, plants, equipment, etc.	High	Ongoing
14. Youth involvement in parks	Advocate having youth interns assist in parks.	High	Ongoing
15. Improve the Sand Volleyball Court at Highland Otis Park	Research cost, and work with the Public Works Department on the purchase and installation of new sand.	High	FY 24-25

16. Parks & Recreation Commission community event	Develop and implement a community event during the Parks and Recreation month of July	High	July 2024
17. Review locations for an indoor facility	Research possible areas for an indoor facility for recreational activities such as a gym, etc.	High	Ongoing

ONGOING PROJECTS

<i>PROJECT</i>	<i>ACTIVITIES</i>
Manzanita Stuart Park, Lincoln Cunningham Park and Havana Soliz Park trail system project	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. Attend and promote events.
Promote recreation and park activities	Blues in the Park, youth, adult and older adult activities.
Monitor park improvements	Laguna Grande, Capra Park, Highland Otis Park, and Manzanita Stuart Park.
Work collectively with other City Commissions	Promote and recommend flora in parks and around the City. Provide solutions to ensure parks, trails, landscape, and adjacent park areas can be enjoyed by all.

POTENTIAL FUTURE PROJECTS

<i>GOAL/OBJECTIVE</i>	<i>PROPOSED ACTIVITIES</i>	<i>PRIORITY RANKING</i>	<i>TIMELINE FOR COMPLETION</i>
Review greenspace area along GJM Blvd	Research possible uses for area.	Low	TBD

PRIOR YEARS ACCOMPLISHMENTS

<i>GOAL/OBJECTIVE</i>	<i>ACTIVITIES SUPPORTING GOAL</i>	<i>STATUS</i>
FY 23-24 CIP and budget review	To review, consider and endorse recommended budget for FY 23-24.	Completed
Promote public input in 2023/24	Gather, review, and endorse needs.	Completed
Seek grant funds in 2023/24	Advocate and seek public funds available through the Office of Grants and Local Services and National Recreation and Park Association, etc.	Completed
Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental in 2023/24	Collaborate with other City Commissions and FOSPA.	Completed
Seek Input for needs within Recreation Department & funding for those needs	Gather, review, and endorse needs and funding for inclusion in FY 23-24 budget.	Completed
Attend workshops in 2023/24	Encourage Commissioner attendance.	Completed
Work with environmental commission for tree	Goal of planting at least 30 new trees in City parks.	Completed
Signs for parks	Get signs to parks that do not have signs.	Completed

Implement a water safety program for local youth	Once per year field WSI and screened volunteers to run a drown proofing for the community.	Completed
Community garden	Work on a community garden.	Completed
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 22-23	Five members attended various workshops.	Completed
Submit CDBG Grant	Submit a competitive grant in order encumber funds.	Completed
ADA playground equipment	Provide ADA playground equipment at Laguna Grande Park.	Completed
Review Seaside Municipal Code section 9.08	Make necessary amendments to code.	Completed

Institute Adopt a Park program	Put together policies and guidelines for a community base program.	Completed
Wheeler Street Tennis Courts and Pickleball	Relining pickleball courts, resurfacing the courts.	Completed by June 2024

April 2024