



A G E N D A
CITY OF SEASIDE
PARKS AND RECREATION

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Monday, July 15, 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 participation based on availability. The City of Seaside utilizes Zoom tele-conferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of public through this means is at their own risk.*

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 or participate in 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=RjNEU2xNMDhlNFFpWjB6b0pGSgGgzdz09>

WEBINAR ID: 817 5470 8643

PASSCODE: 417485

3. To listen or participate by phone: Please call (669) 900-6833
Enter the **WEBINAR 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 by 2:00 p.m. 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.

When the Chair calls for public comment, members of the public participating on Zoom and wishing to address the City Council can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9 to "Raise Hand"; press *6 to unmute.

5. In accordance with the City's Remote Meeting Participation Policy for Public Comment: The City of Seaside reserves the right to refuse, limit, and/or revoke use of video conferencing technology and the option for virtual public participation. Granting use of the virtual

participation in no way constitutes an endorsement of any person or group to display hateful conduct, including sending or posting hateful images, making violent threats, or targeting others with hateful or abusive speech. The City may remove any participant that violates its agreement or applicable policy with proper notice as outlined in the conditions of use/meeting access.

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
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. REVIEW OF AGENDA

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

5. APPROVAL OF MINUTES

A. MAY 20, 2024 MINUTES

B. JUNE 10, 2024 MINUTES

6. BUSINESS ITEMS

A. DISCUSS WAYS TO INCLUDE YOUNG ADULTS TO BE INVOLVED IN THE PARKS & RECREATION COMMISSION AS ACTIVE PARTICIPANTS OR COMMISSIONERS (VICE CHAIR NIELSON)

B. DISCUSS IDEAS OF REPLACING THE OLD BIKE RACKS WITH NEW ONES AT THE OLDEMEYER CENTER (VICE CHAIR NIELSON)

C. REVIEW AND DISCUSS AND MAKE RECOMMENDATIONS FOR POTENTIAL CHANGES TO SEASIDE MUNICIPAL CODE SECTION 2.28 RECREATION AND PARK COMMISSION (CHAIR MAXWELL)

- 7. REPORTS FROM RECREATION STAFF**
- 8. REPORTS FROM PARKS STAFF**
- 9. REPORTS FROM COMMISSIONERS**
- 10. ADJOURNMENT**

Next Regularly Scheduled Meeting:
August 19, 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, May 20, 2024
5:30 p.m.

1. CALL TO ORDER:

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

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

PARKS & RECREATION COMMISSION:

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

STAFF:

Dan Meewis X Terry Navarro X Nisha Pastel X

3. GUESTS:

- * Dave Pacheco – City Councilman
- * Sheri Damon – City Attorney

4. PUBLIC COMMENTS:

- * None

5. APPROVAL OF APRIL 15, 2024 MINUTES:

- * Alicia Gaines/Karla Lobo 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. DISCUSS AND REVIEW POTENTIAL LOCATIONS TO HAVE A NEW VOLLEYBALL COURT (COMMISSIONER WALTON):

- * Commissioner Walton stated that they should be more strategic about where to place a volleyball court so it could be more visible and could potentially get more participation. She suggested Laguna Grande Park.

- * Commissioner Lobo asked if there were any recommendation that has been seen. Commissioner Walton stated she does not have any recommendation except Laguna Grande Park.
- * Commissioner Gaines suggested San Pablo Park or Lincoln Cunningham Park.
- * Chair Maxwell stated that they already have a volleyball court at Highland Otis Park and they are working on getting donations for the sand and the border to hold the sand.
- * Commissioner Nielson stated she agrees that they have a volleyball court to finish at Highland Otis Park and they should continue to with that first.
- * No Public Comment.

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

- * Chair Maxwell asked all the Commissioners if they have been to a Boards, Commissions, and Committees training. He stated he spoke to the City Clerk about another training and was told a future training is being planned to be scheduled and it will be held at the Oldemeyer Center. Chair Maxwell stated he hopes all the Commissioners will be able to attend.
- * Chair Maxwell suggested that the Commissioners take home the updated handbook to read and review it. He stated that it is important to know what their responsibilities are and what sort of behaviors they should have to each other and everyone they meet. Chair Maxwell stated that they are held at a high standard because they represent the City of Seaside.
- * Staff stated there was one training in July 2022 and one in July 2023. Staff stated they would send the Commissioners the training video and materials from the July 2023 training.
- * Vice Chair Nielson recommended that they read the “Code of Conduct” and “Ethics” in the handbook. Chair Maxwell read those two topics to all of the Commissioners. Vice Chair Nielson asked if they have not done the online ethics course should they go to the web link that is provided in the handbook and complete the course. Staff stated they should do that every two years.
- * No Public Comment

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

- * Staff stated that at the last meeting the Commissioners put all their input into the work plan, however, they forgot to officially vote and adopt the work plan. The Commissioners have one more opportunity to look over the work plan and make any changes or revisions before voting and adopting the work plan. Then it can be sent to the city clerk to be attached to the budget.

- * Commissioner Lobo had the opportunity to review the Parks & Recreation Commission work plans that have been created in the past. She put together a document with her recommendations on how they should restructure the work plan. Please see the attached document for more details.
- * Commissioner Lobo stated the Commission was established by Ordinance No. 1 on October 13, 1954 and changes or updates have not been done throughout the past years. Her document of recommendations shows what they can potentially change it to and restructure the duties of the commission and update the current statement including the vision, mission and value statement. Commissioner Lobo stated she was still working on finishing her document of recommendations and wanted the Commissioners to see what she had so far. She was hoping to table this to the next Parks & Recreation meeting so the Commissioners had time to review her document and add they own recommendations if they had any.
- * Staff stated that they are two months behind on getting the Parks & Recreation Commission work plan submitted so there is no possibility for them to extend it for one more meeting because the work plan needs to be adopted so it can be part of the budget cycle in the beginning of June The budget meetings will be on June 11, 2024 and June 12, 2024. Changing the ordinance cannot be changed in that time frame.
- * Commissioner Lobo still feels that this is an opportunity to change the Ordinance because it has not been changed since 1954. She stated that the Commission focused more on parks and needs to focus on recreation more.
- * Commissioner Daniels agrees that the Commission should focus more on recreation. He stated that in the past two years they have focus on 90% parks. He wanted to know what they can do in the recreation part. Staff stated they can set up meetings with the director and staff and take a tour in the recreation facilities. They can review the recreation policies, staff handbook and the Master Plan and make recommendations.
- * Vice Chair Nielson agrees that the work plan needs to be updated and modernizing. She stated there are some pieces in the work plan that can be updated. She also stated that looking over the work plan in the next nine month or so to update the work plan is a good idea.
- * Commissioner Moulton stated he agrees that the mission statement and the propose changes should be done. He feels that some of the work plan goals/objectives are redundant. He went over all 17 work plan goals/objectives and discuss which ones that could be combined. He stated that in the Commission handbook under the fiscal year work plan it states there should be no more than five goals/objectives of the work plan. He feels they need to consolidate the 17 work plan goals/objectives they have.
- * Chair Maxwell feels that the grant funding is important to be on the work plan. He agrees that some of the work plan goals/objectives are redundant. He also stated that the Commission can only make recommendation to make changes in parks and in recreation.

- * Commissioner Gaines stated her opinion is that they are not ready to submit their work plan. There are so many things that needs to be changed and maybe they can come together again next month and revisit this.
- * Vice Chair Nielson stated she feels they should approve the work plan at this meeting and work on the changes for the next fiscal year. Commissioner Lobo disagreed.
- * No Public Comments.
- * Commissioners voted on the motion: "To have a special meeting on Monday, June 10, 2024 at 5:30 p.m. to complete the work plan and adopt it."
Karla Lobo/Alicia Gaines M/S/P (A roll call vote was taken and the motion passed - 4 Yes, 1 Abstain, and 1 No).

8. REPORTS FROM RECREATION STAFF:

- * Staff reported that registration for residents was on Monday, May 13, 2024 and non-residents was on Wednesday, May 15, 2024. Registration went well. They have the line-up for Blues in the Park. The 4th of July event is being put together really nicely and they are partnering with the Farmer's Market. The Farmer's Market will be open the same time as the 4th of July event because they are both on Thursday. On April 29 the Recreation Director and the Mayor went to Richmond California to tour Fab Lab at Kennedy High School. The Fab Lab is a workshop equipped with computer-controlled machines for "rapid prototyping", open to students, teachers, staff and the community. The City of Seaside is partnering with Chevron on getting a Fab Lab. The details are being worked on now. Hopefully, Seaside will have a Fab Lab in 2025. They received a \$10,000.00 grant from Chevron for their STEM program.

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. The design consultant just completed the 100% plan and is still working on the complete package and the specs for the Lincoln Cunningham arterial trail. The project should be expected to go out to bid in the next couple of weeks. They anticipate awarding that contract in mid-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 should be completed in the next two weeks. The project at Cutino Park is completed. The ribbon Cutting was held on Saturday, April 20, 2024 at 9:30 a.m. They are going to install a green screen behind the homes on Noche Buena. The green screen is backed ordered and expected to be installed by the end of the fiscal year. If the budget is approved they plan to paint the iconic storage boxes and to sand blast the concrete in front of the boxes. The mural at Cutino Skate Park is expected to be installed in late June 2024. The mural inside the Oldemeyer Center is expected to be installed in August 2024. Sabado Park ribbon cutting was held on Saturday, April 13, 2024 at 9:30 a.m. In the next fiscal year they will install a new swing set at Sabado Park. At the Wheeler Street Tennis Courts the resurfacing and painting is scheduled for mid-June. The green screen that they are

going to install on the fence closes to Wheeler Street that will help with wind, visibility, and noise level is back ordered. It should be installed by the end of the fiscal year. They are going to install two themed bike racks. At Martin Park they are going to install fish bike racks and at Trinity Park they are going to install some heron bike racks.

10. REPORTS FROM COMMISSIONERS:

- * Commissioner Daniels stated he would like more information about the recreation department so he will know what he can assist on.
- * Vice Chair Nielson stated she wanted information on the count of the Tree Give Away Program. Staff stated 121 people did the application and 64 people have picked up their tree vouchers. They have about 150 tree vouchers. Vice Chair stated she volunteered at the last Older Adults Luncheon and Dance.
- * Commissioner Lobo stated they are having their last track meet at Seaside High School on Saturday, May 25, 2024 at 9:30 a.m. She coaches for the Marina PAL. There are 90 children in the Marina PAL and 70 of the children are from Seaside.
- * Chair Maxwell stated that the Tree Give Away Program should be started earlier in the year because they are missing the opportunity for free water from the rain and the availability of the variety of trees at the Hana Gardens. He thanked the City Council for giving a window of opportunity to do some more plan revisions to the Parks and Recreation Master Plan. There was a lot of input from the community. Chair Maxwell thanked City Councilman Pacheco for speaking up about the facilities.

12. ADJOURNMENT: The meeting was adjourned at: 7:06 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Special Scheduled Meeting
June 10, 2024
Time: 5:30 p.m.
HYBRID (Virtual & In-Person)

Attachments from the
May 20, 2024 Meeting



**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.

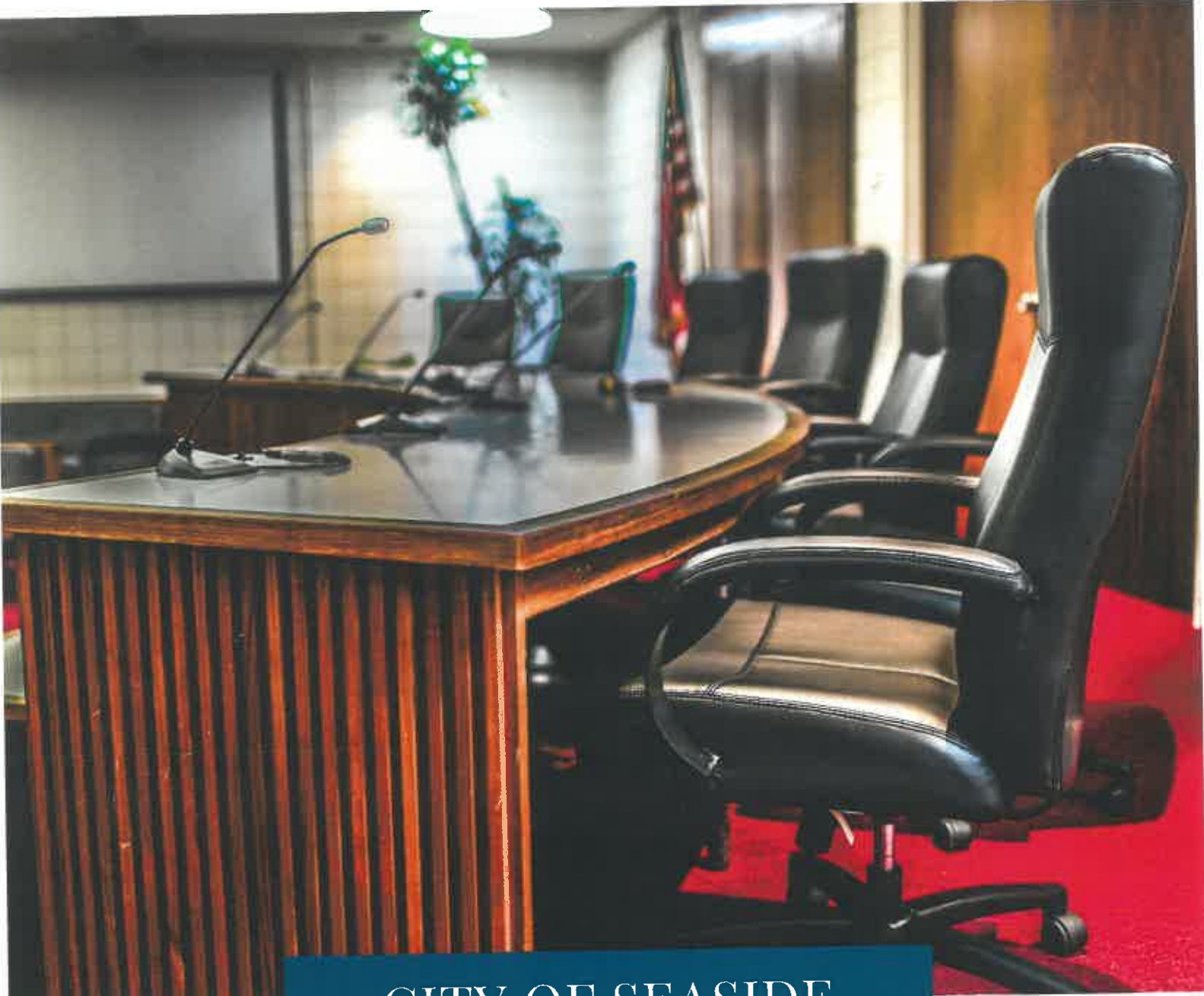
BACKGROUND

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



Innovate – Include – Inspire



WWW.CI.SEASIDE.CA.US

Welcome to the City of Seaside!

We love community volunteers. The expertise and guidance that our volunteer Commissions provide the City Council as the final decision-making body is a vital role and relied upon heavily by the Council when issues are discussed.

Commissions were created for the purpose of overseeing distinct issues and subjects affecting a city. Although the Council and 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 please contact, the staff liaison supporting your commission, or contact the City Clerk at cityclerk@ci.seaside.ca.us.

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Annual Workplan

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 & implement a quality infrastructure program

ACHIEVE

Achieve and sustain fiscal health and wellness

ROLES & RESPONSIBILITIES

The credibility of the Council and commissions 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, consider the following:

- Understand that you are in a visible position and represent the City and its citizens. Information received in the performance of official council or 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 Council member or 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 CONDUCT

(adopted November 7, 2019)

City of Seaside elected officials, members of boards, commissions, and committees, and staff ("Officials") have an obligation to conduct themselves in accordance with local, state and federal laws and regulations, including ethics regulations, and in accordance with the following Code of Conduct.

"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 BE:

Appreciative – It is a privilege to serve the citizens of and visitors to the City of Seaside. The opportunity to serve should be understood to be a unique and fleeting opportunity that is approached with gratitude.

Kind – The City of Seaside is a municipal service organization. The City exists to serve its citizens, visitors, business owners, and employees, and can most effectively do so by demonstrating unsparing kindness to each other and those they come in contact with while representing the City.

Civil – Life in public service demands respectful and supportive behavior. At all times, representatives of the City are to be courteous and polite. To each other, and everyone they meet.

Inquisitive – One of Seaside's great treasures is its remarkable diversity. Seaside Officials are immersed in diverse cultures, perspectives and traditions and must be genuinely interested in and supportive of, rather than judgmental About, other cultures, perspectives, and traditions.

Caring – The youngest, most economically modest, and most inclusively reverent community on the Monterey Peninsula, Seaside exists to be the community where we care for one another, where we create brighter futures for our community's children, where we take care of those in the sunset of their lives and where we reach out to those in need, whoever they may be.

Humble – Look, we're pretty awesome. But let's just be low-key about it.

Self-Aware – Listen more, speak less. Contribute more, complain less. Smile more, frown less. You live in / work for / contribute to a remarkable City and community. Be appreciative.

ETHICS

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 Council, 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 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.

<https://localethics.fppc.ca.gov/login.aspx>

Fair Political Practices Commission AB 1234 Local Ethics Training Office of the Attorney General

Account Creation & Login

Login

This site is for local officials only. For state officials, please visit the Attorney General's website at ago.ca.gov/ethics/

E-mail Address:

Password:

Log In

Forgot Your Password? Click [here](#) to go to the Password Request Page

Create a New Account

E-mail Address:

Password:

Confirm Password:

Create Account

[Fair Political Practices Commission Website](#)
[AB 1234 Local Ethics Training](#)
[State of California Department of Justice - Office of Attorney General Ethics Training](#)

CONFLICT OF INTEREST CODE

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 commissions. Consequently, it is inevitable that matters will occasionally come before those commission 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. Potential conflicts of interest should not be taken lightly. The public 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.

CONFLICT OF INTEREST CODE *continued*

If a Council Member or 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 board and a board member has a direct or indirect financial interest, that board member must disqualify him/herself from participating in the deliberation and must abstain from voting. An explanation for the abstention should be given to the board and that reason will be recorded in the minutes. Once the board has made a statement of disqualification, the board member 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.

CALIFORNIA FORM 700 FAR POLITICAL PRACTICES COMMISSION A PUBLIC DOCUMENT		STATEMENT OF ECONOMIC INTERESTS COVER PAGE		to Filing Review	
Please type or print in ink.					
NAME OF FILER (LAST)		FIRST		MIDDLE	
1. Office, Agency, or Court					
Agency Name (Do not use acronyms)					
Division, Board, Department, District, if applicable			Your Position		
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)					
Agency:			Position:		
2. Jurisdiction of Office (Check at least one box)					
☐ State		☐ Judge or Court Commissioner (Statewide Jurisdiction)			
☐ Multi-County		☐ County of _____			
☐ City of _____		☐ Other _____			
3. Type of Statement (Check at least one box)					
☐ Annual: The period covered is January 1, 2017, through December 31, 2017.		☐ Leaving Office: Date Left ____/____/____ (Check one)			
-or- The period covered is ____/____/____, through December 31, 2017		☐ The period covered is January 1, 2017, through the date of leaving office.			
☐ Assuming Office: Date assumed ____/____/____		-or- ☐ The period covered is ____/____/____ through the date of leaving office.			
☐ Candidate: Date of Election _____ and office sought, if different than Part 1: _____					
4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: _____					
Schedules attached					
☐ Schedule A-1 - Investments - schedule attached		☐ Schedule C - Income, Loans, & Business Positions - schedule attached			
☐ Schedule A-2 - Investments - schedule attached		☐ Schedule D - Income - Gifts - schedule attached			
☐ Schedule B - Real Property - schedule attached		☐ Schedule E - Income - Gifts - Travel Payments - schedule attached			
-OR-					
☐ None - No reportable interests on any schedule					
5. Verification					
MAILING ADDRESS STREET CITY STATE ZIP+4					
(Business or Agency Address Recommended - Public Document)					
DAYTIME TELEPHONE NUMBER ()			E MAIL ADDRESS		
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.					
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.					
Date Signed _____		Signature _____			
(Print Name, Title)		(If not the personally signed statement of your filing officer)			
Clear Page		Print			
FPPC Form 700 (2017/2018) FPPC Advice Email: advice@fppc.ca.gov FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov					

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 COUNCIL MEMBER OR 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 board, 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. This includes communications on personal devices.

Here’s a [guide to the public records act](#) if you want to know more, or you can contact the City Clerk.

The People’s Business

A GUIDE TO THE CALIFORNIA PUBLIC RECORDS ACT

REVISED APRIL 2017



COMMISSIONS

The City Council encourages active citizen participation in the business of city government. Commissions 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.

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.

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 COMMISSIONS

PLANNING COMMISSION (ALSO SERVES AS THE BOARD OF ARCHITECTURAL REVIEW)

TERM: 4 YEARS | **MEETING DATE & TIME:** 2ND & 4TH WEDNESDAY OF EACH MONTH AT 6 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. 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.

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 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.

HOMELESS COMMISSION

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

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

ACTIVE COMMISSIONS *continued*

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.

ENVIRONMENTAL COMMISSION

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.

COMMISSION ON JOBS, OPPORTUNITIES & BUSINESSES IN SEASIDE

TERM: 3 YEARS | **MEETING DATE & TIME:** 3RD MONDAY OF THE MONTH AT 4:00 PM

The C-Jobs was established to provide recommendations to the City Council on policies, programs, and projects, which may encourage investment, increase job creation, improve workforce training and other opportunities, or otherwise expand business opportunities in Seaside.

COMMUNITY SAFETY ADVISORY COMMISSION

TERM: 3 YEARS | **MEETING DATE & TIME:** TBD

The CSAC is not a review board of specific police actions, whether internal or external, but a forum for discussions regarding community safety concerns and leveraging the experience of persons outside of policing to improve the Department and the community relations.

COMMISSIONS POLICIES & PROCEDURES



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.
- 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.

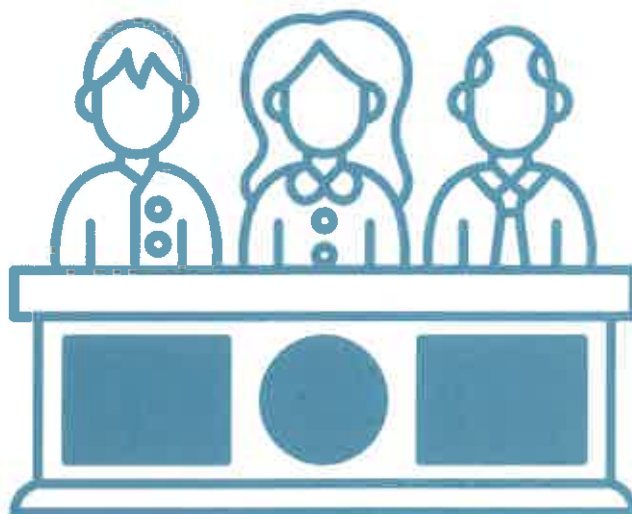
APPOINTMENT REQUIREMENTS & PROCESS

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 FOR COMMISSIONS



*Submit
Application*

*Application
Review/
Wait for
Vacancy*

*Interview with
Mayor/
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).

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 & Commission Administration

Each Commission is appointed a staff liaison, who works to facilitate the agenda, work-plan and resources needed for your board or committee. The Staff Liaison for the City Council, is the City Manager. 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.

Commissioners are encouraged to use their staff liaison as a resource and contact them directly if they require additional material or clarification of data. Council &

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: *continued*

You've Been Appointed! Now What?

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).

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: *continued*

You've Been Appointed! Now What?

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. Each year the City attempts 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.

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.



*The Seaside
Municipal
Code outlines
meeting
frequency for
each board. If
a regular
meeting falls
on a holiday,
the meeting is
canceled.*

REGULAR MEETINGS

72 hours advance notice

SPECIAL MEETINGS

24 hours advance notice

EMERGENCY MEETINGS

1 hour advance notice

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 City'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

Commission Agendas:

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.

Council Agendas:

Council Agendas are finalized by the Mayor, Mayor Pro Tem, City Manager and City Attorney through the Agenda review process. However, any Council Member may cause for an item to be placed on the agenda as described in detail SMC 2.02.080.

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 that the board will take action on. The Chairperson establishes the amount of time public speakers are authorized to speak on each item, typically limiting comments to three (3) minutes.

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.

MEETINGS

Role of the Chair

The principal role of the Chair is to manage the Council or Commission 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.

Attendance & Responsiveness

Regular attendance at meetings is critical to the effective operation of City boards 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.

MEETINGS

Attendance & Responsiveness (continued)

Many items that come before commissions 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.

DID YOU KNOW?

Even the City Council has an attendance policy:

"Councilmembers are expected to attend all meetings of the City Council. If a councilmember absents himself without permission from all regular city council meetings for sixty days consecutively from the last regular meeting he attends, his office becomes vacant and shall be filled as any other vacancy."

(Ord. 382, 1970; prior code § 1-200(A-5))

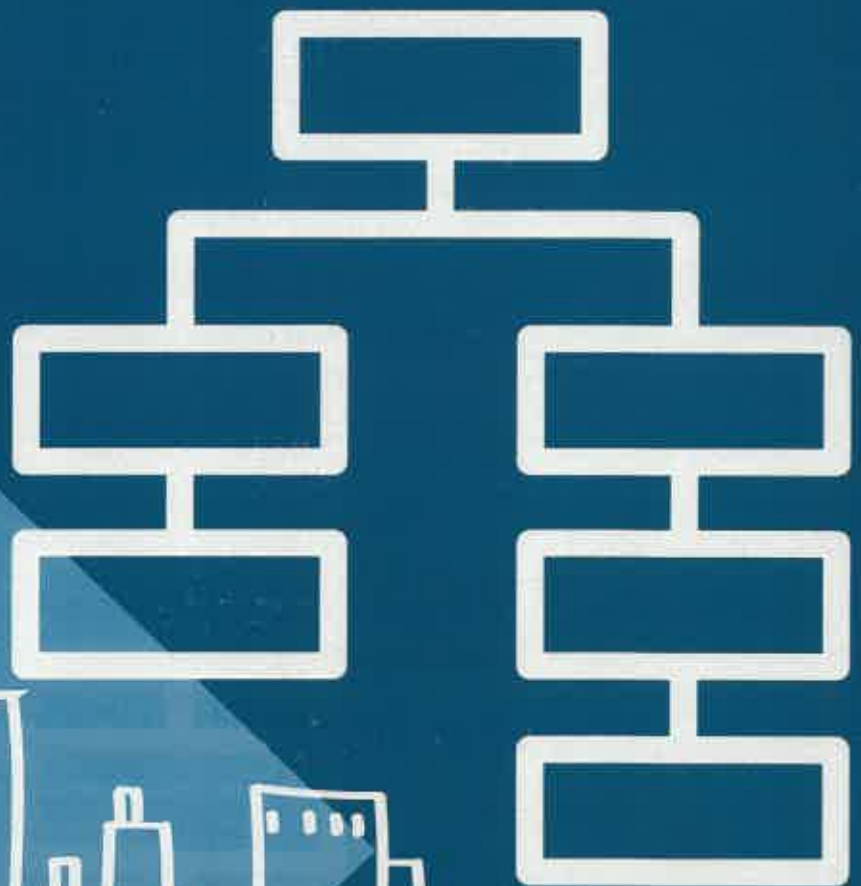
If a Commissioner misses more than twenty-five percent of all regular or special meetings in any four consecutive calendar quarters, unless excused in advance by the Chair or the Staff Liaison, the member shall be automatically terminated as a commissioner.

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 5:00 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.

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.

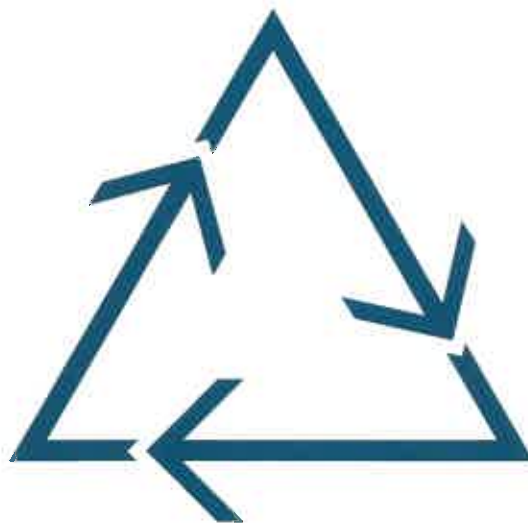
The City Budgets are all available on our City website:
<http://www.ci.seaside.ca.us/609/Strategic-Plan>

City 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 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 public meetings, records management, public information and marketing, website, social media, press inquiries and conducting City Elections.

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 DEPARTMENTS

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

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 DEPARTMENT

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 DEPARTMENT

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.

FINANCIAL & INFORMATION SYSTEMS DEPARTMENT

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, HOUSING & ESCA DEPARTMENT

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 DEPARTMENT

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 & INSTRUCTIONS



ANNUAL WORK PLANS

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 City 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 2022, July 1, 2022 – June 30, 2023), 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.



THANK YOU!

DEAR BOARD, COMMISSION & COMMITTEE MEMBERS,

Thank you for being a member of Seaside's Boards, Commissions and/or Committees.

I know that for you, this service is an "add on" to the many other things that you have to do, including your career, family, other volunteer opportunities/obligations and your social life. I appreciate that you are willing to serve and I hope your time and input is always valued.

Thank you for bringing your passion, intellect, insight, experience and resources to the table. Thank you for all your experience, skills, knowledge and education to move our City forward.

Our community is greatly enriched through the work of those before us, the work you are doing now and as we pave the way for future leaders.



**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

Proposed Changes

A. Background

- Established Oct 13, 1954
- Duties of Commission (12 listed)
 - *To act in an advisory capacity to the city council, recreation director and the board of trustees of the school districts and to cooperate with the other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming*
 - *Recommend policies on recreational services and facilities to the recreation director and the city council*
 - *Consult with the recreation director on matters relating to the administration and development of recreation areas, facilities programs and improvements*
 - *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*
 - *Aid in coordinating recreation services with the programs of other public agencies and voluntary organizations*
 - *Advise the recreation director in the preparation of the annual budget and a long range recreation capital improvements program*
 - *Advise the city council on matters regarding trees, plants, landscape, etc.*
 - *Develop, keep current and aid in the facilitation of a plan for the development conservation and care of trees, trails, and parks.*
 - *Develop and review annually a long range plan for trees and parks, both naturally occurring and planned.*
 - *Review, in cooperation with other city commissions, plans for landscaping, planting , trails, etc*
 - *Coordinate or conduct planned projects for the advancement of trees parks, and other outdoor recreational areas*
 - *In collaboration with other city commissions inform residents regarding landscape projects and care.*

B. Current 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. (current)

- **Proposed Vision, Mission, and Values Statements**

- *Proposed Vision*

- **Our vision is to identify, assess, advise, create, and provide life- and health enriching experiences and activities that will engage all community members with balanced attention to life stages and socio-economic levels.**

- *Proposed Mission*

- ☐ *To recommend to the city council the establishment of an adequate system of parks, playgrounds and any other recreation facility which the commission may deem advisable including operation, management and maintenance of such facilities and the acquisition of necessary equipment;*
 - ☐ *To recommend to the city council the acquisition of such real and personal property as may be necessary or advisable for recreational facilities;*
 - ☐ *To recommend and make suggestions concerning any matter pertaining to parks, playgrounds and other recreational facilities which may be brought before the city council;*
 - ☐ *To serve as the city's bicycle and pedestrian advisory committee;*
 - ☐ *To recommend fees or charges to be paid by residents and nonresidents for the use of city recreational facilities; provided, however, the city council at any time may review the fees or charges and abolish, change or modify such fees or charges or take such other action as the city council deems necessary in connection therewith;*
 - ☐ *Provide input and/or concerns from the community at large pertaining to parks and recreation within the City of Seaside;*
 - ☐ *Help advise with youth and adult athletic programs and field user groups;*

- **Proposed Value**

- *All meetings shall be conducted in a courteous, professional, and efficient manner, and all persons in attendance shall comport themselves in a manner befitting the proceedings.*
 - *Speaking without the Chair's permission or speaking out of turn in the course of any discussion is not acceptable and may be ruled out of order.*
 - *Obscene language or gestures, excessively loud tones, personal attacks, or any other threatening speech or actions are unacceptable and shall be ruled out of order.*

- *Repetitive or unduly argumentative testimony or discussion is not acceptable and may be ruled out of order.*
- *Focus within the scope of the Parks & Recreation Commission, and be respectful of other Commissioners' time.*

C. Work Plan Proposals

a. Advisory Body to the City Council.

As an on-going activity, serve as the recommending body for matters as defined in the Municipal Code. Keep abreast of current and emerging issues in parks and recreation. Use information to amend work plan if needed or save projects for future work plan.

Timeline: Ongoing

Staff Lead: Recreation Director

b. Advisory Body for Active Transportation Plan.(sub committee perhaps)(CIP)

As an on-going activity, serve as the recommending body surrounding matters dealing with bike and pedestrian safety on the Bike and Pedestrian Advisory Committee.

CIP Program Recommendation: Spur Trail and Regional Connectivity

Timeline: Ongoing

Areas of interest:

- Work on recommendations for regional connection between Big Sur, Carmel, Salinas, and the BART station in the foreseeable future
- Identify connectivity locations.
- Prioritize the locations based on feasibility, need, and community interest.

Participants: sub-committee

Staff Lead: Director of Civil Engineer, Recreation Director

c. Programs and Fees.

Annually review recreation programs and fees. If any, the Parks and Recreation Commission will make recommendations to the City Council regarding Parks and Recreation operation, programming, fees for service, development impact fees, and rental fees. On request by Council and/or staff, or as the Commission deems appropriate, conduct an evaluation of Parks and Recreation Programs and Fees. Provide consideration and recommendations to the City Council.

Timeline: Ongoing

Areas of interest:

- The Commission will request data from the Recreation Director for the January meetings.
- January 2025- Review the recreation program and fees at the January meeting.

Staff Lead: Recreation Director

d. Staff Support and Community Enrichment.

Provide support to Parks and Recreation staff in managing the prioritization of demand for limited park and recreation resources. Recommend and support staff

in enhancing the City's events, parks, playgrounds, and other recreation programs and facilities.

Timeline: August 2024- May 2025

Areas of interest:

- Participating in Field User Group Meetings

Staff Lead: Recreation Director

e. Review of Capital Improvement Plan and Projects (**CIP continue**).

Make recommendations to the City Council regarding CIP for Parks and Recreation facilities.

CIP Program recommendations/requests:

- Develop Parks and Facilities Master Plan
- Capra Park Grant (Presented by FOSPA)
- Dog Park (identify additional location and design)
- Laguna Grande Park Pathway (explore the idea of lights)

Timeline: As needed

Staff Lead: Recreation Director



MINUTES
CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION

SPECIAL MEETING
440 Harcourt Ave (Council Chamber)
Monday, June 10, 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>X</u>	
Robert Daniels	Commissioner	<u>X</u>	
Jeanette Walton	Commissioner	<u> </u>	(Excused Absence)
Karla Lobo	Commissioner	<u>X</u>	

STAFF:

Dan Meewis X Terry Navarro X

3. PUBLIC COMMENTS:

* None

4. REVIEW OF AGENDA:

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

* Add "Discuss cancelling the June 17, 2024 Regular Parks & Recreation Commission Meeting". This item would be Business Item B. Bobby Maxwell/James White M/S/P (A roll call vote was taken and the motion passed).

5. BUSINESS ITEMS:

A. DISCUSS AND ADOPT THE PARKS AND RECREATION COMMISSION FISCAL YEAR 2024-2025 WORK PLAN:

* Chair Maxwell stated he appreciates all the hard work that Commissioner Moulton and Commissioner Lobo did on the work plans.

* Staff stated that at the April 15, 2024 the Parks & Recreation Commission meeting the Commissioners put all their input into the work plan. At the May 20, 2024 meeting they discussed updating and making changes to the work plan before voting and adopting it. The Commissioners then requested to have a special meeting on June 10, 2024 to complete the work plan and adopt it.

- * Commissioner Moulton went over his recommendation of updates and changes to the work plan with the other Commissioners and staff. He talked about combining some items, what item should be moved to ongoing projects and what items should be low, medium or high priority. Please see the attached document for further details.
- * Commissioner Lobo stated she brought back the document with her recommendations that she brought to the May 20, 2024 Parks & Recreation Commission meeting. She updated the document to include the current work plan goals that they had. Commissioner Lobo is requesting that at the next City Council meeting in July 2024 they begin making the changing to the Ordinance. Staff stated that the changes to the Ordinance will probably start in August 2024.
- * When talking about the background Commissioner Lobo stated they need to focus on the highlighted items on her document. In the past two years, they have not recommended policies on recreational services and facilities to the recreation director and the City Council. Please see the attached document for further details.
- * Commissioner Lobo stated that the mission statement is from 1954. In her document of recommendations she states her proposed vision, mission, and values statements. Please see attached document for further details.
- * Commissioner Lobo went over her recommendations of updates and changes to the work plan items with the other Commissioners and staff. She talked about her five work plan proposals and how they would work. Please see the attached document for further details.
- * The Commissioners and staff discussed the details of Commissioner Moulton's recommendations and Commissioner Lobo's recommendations and gave their input.
- * No Public Comments.
- * Commissioner voted on the motion: "To approve Karla Lobo's work plan proposal with them choosing areas of interest within the five proposed work plan items so they can have five goals." Karla Lobo/Alicia Gaines M/S/P (A roll call vote was taken and the motion passed - 4 Yes and 2 Nos).

B. DISCUSS CANCELLING THE JUNE 17, 2024 REGULAR PARKS & RECREATION COMMISSION MEETING:

- * No Public Comments.
- * Commissioners voted on the motion "To cancel the June 17, 2024 regular Parks & Recreation Commission meeting." Alicia Gaines/Karla Lobo M/S/P (A roll call vote was taken and the motion passed).

6. ADJOURNMENT: The meeting was adjourned at: 6:36 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Regular Scheduled Meeting

July 15, 2024

Time: 5:30 p.m.

HYBRID (Virtual & In-Person)

Attachments from
the June 10, 2024
Meeting



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: June 10, 2024

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

PURPOSE

Review the updated changes to the 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 that meeting, the plan was not adopted. At the May 20, 2024, Parks and Recreation meeting, the fiscal year 2024-2025 work plan was on the agenda to review the changes that were made at the April 15, 2024, meeting and to be adopted. After further review, the commission voted to table the work plan to make more changes and have a special meeting to complete the work plan before adopting it. Typically, commission work plans need to be adopted by April 1st each year, so the work plan can be incorporated into the upcoming annual budget. Staff recommends that the commission reviews the updated document with the changes and 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;
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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.

GOAL/OBJECTIVE	PROPOSED ACTIVITIES	PRIORITY RANKING	TIMELINE FOR COMPLETION
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
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Community input regarding Manzanita Stuart Park	Public forum held regarding facility additions and construction.	Completed
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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

**KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER
COMMISSIONS HANDBOOK**



<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
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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.

DISCUSS AND UPDATE THE MISSION STATEMENT // attend workshops

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:

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7. Advise the City Council on matters regarding trees, plants, landscape, etc.

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

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.
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12. In collaboration with other City Commissions, inform residents regarding landscape projects and care.

1.

ADD AN ITEM TO THE LIST BELOW THAT IS HIGH PRIORITY AND IS TO CHANGE ORDINANCE TO REFLECT A MORE UPDATED ORDINANCE THAT IS REFLECTIVE OF THE CURRENT TIMES.

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

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 community's 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 (REMOVE THIS AS IT IS COVERED BY THE BASIC DUTIES OF OUR COMMISSION PER HANDBOOK PG.9)
3. Seek grant funds REMOVE; OR SEE PROPOSED CHANGES IN "TIMELINE FOR COMPLETION" BOX or move to "Ongoing projects"	Advocate and seek public funds available through the Office of Grants and Local Services, National Recreation & Park Association, and Monterey Community Foundation, etc.	Medium	Ongoing TARGET WORK PLAN SPECIFIC GRANTS (NON SPECIFIC GRANTS TAKE OUR ATTENTION OFF OF WORK PLAN ITEMS)
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 Add to proposed activity: Tree planting and support community gardens (REMOVE #9 AND #13)

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

5.	Attend workshops	Encourage Commission attendance.	High LOW	Ongoing Remove and incorporate in mission statement revision
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 (REMOVE THIS AS IT IS COVERED BY THE BASIC DUTIES OF OUR COMMISSION PER HANDBOOK PG.9)
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 LOW	Ongoing Move to "Ongoing Projects"
8.	Blues in the Park collaboration	Have commission participate by tabling at the event	High LOW	Ongoing Move to "Ongoing Projects"
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 REMOVE; COVERED BY#4
10.	Implement a water safety program for local youth Change "implement" to "continue"	Once per year field WSI and screened volunteers to run a drown proofing for the community.	High LOW	Ongoing
11.	ADA Playground Equipment	Add ADA Playground equipment to the parks.	High LOW	Ongoing Move to "Ongoing Projects"
12.	Irrigation such as underground water tanks for parks	Look into long-term irrigation for the parks.	High LOW	Ongoing
13.	Support improvements at the community gardens	Help provide funds for seeds, plants, equipment, etc.	High	Ongoing REMOVE; COVERED BY#4
14.	Youth involvement in parks	Advocate having youth interns assist in parks.	High	Ongoing Remove; unclear.
5.	Improve the Sand Volleyball Court at Highland Otis Park	Research cost, and work with the Public Works Department on the purchase and	High	FY 24-25

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

	installation of new sand.		
16. Parks & Recreation Commission community event	Develop and implement a community event during the Parks and Recreation month of July	High	July 2024 Remove: not enough time to complete
17. Review locations for an indoor facility	Research possible areas for an indoor facility for recreational activities such as a gym, etc.	High Low	Ongoing Move to "ongoing projects"

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.

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

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	Encourage Commissioner	Completed

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

2023/24	attendance.	
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

KEEP IN MIND THERE SHOULD ONLY BE 5 ITEMS PER COMMISSIONS HANDBOOK

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

Proposed Changes

A. Background

- Established Oct 13, 1954
- Duties of Commission (12 listed)
 - *To act in an advisory capacity to the city council, recreation director and the board of trustees of the school districts and to cooperate with the other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming*
 - *Recommend policies on recreational services and facilities to the recreation director and the city council*
 - *Consult with the recreation director on matters relating to the administration and development of recreation areas, facilities programs and improvements*
 - *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*
 - *Aid in coordinating recreation services with the programs of other public agencies and voluntary organizations*
 - *Advise the recreation director in the preparation of the annual budget and a long range recreation capital improvements program*
 - *Advise the city council on matters regarding trees, plants, landscape, etc.*
 - *Develop, keep current and aid in the facilitation of a plan for the development conservation and care of trees, trails, and parks.*
 - *Develop and review annually a long range plan for trees and parks, both naturally occurring and planned.*
 - *Review, in cooperation with other city commissions, plans for landscaping, planting , trails, etc*
 - *Coordinate or conduct planned projects for the advancement of trees parks, and other outdoor recreational areas*
 - *In collaboration with other city commissions inform residents regarding landscape projects and care.*

B. Current 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. (current)

- **Proposed Vision, Mission, and Values Statements**

- *Proposed Vision*

- **Our vision is to identify, assess, advise, create, and provide life- and health enriching experiences and activities that will engage all community members with balanced attention to life stages and socio-economic levels.**

- *Proposed Mission*

- ☐ *To recommend to the city council the establishment of an adequate system of parks, playgrounds and any other recreation facility which the commission may deem advisable including operation, management and maintenance of such facilities and the acquisition of necessary equipment;*
 - ☐ *To recommend to the city council the acquisition of such real and personal property as may be necessary or advisable for recreational facilities;*
 - ☐ *To recommend and make suggestions concerning any matter pertaining to parks, playgrounds and other recreational facilities which may be brought before the city council;*
 - ☐ *To serve as the city's bicycle and pedestrian advisory committee;*
 - ☐ *To recommend fees or charges to be paid by residents and nonresidents for the use of city recreational facilities; provided, however, the city council at any time may review the fees or charges and abolish, change or modify such fees or charges or take such other action as the city council deems necessary in connection therewith;*
 - ☐ *Provide input and/or concerns from the community at large pertaining to parks and recreation within the City of Seaside;*
 - ☐ *Help advise with youth and adult athletic programs and field user groups;*

- **Proposed Value**

- *All meetings shall be conducted in a courteous, professional, and efficient manner, and all persons in attendance shall comport themselves in a manner befitting the proceedings.*
 - *Speaking without the Chair's permission or speaking out of turn in the course of any discussion is not acceptable and may be ruled out of order.*
 - *Obscene language or gestures, excessively loud tones, personal attacks, or any other threatening speech or actions are unacceptable and shall be ruled out of order.*

- *Repetitive or unduly argumentative testimony or discussion is not acceptable and may be ruled out of order.*
- *Focus within the scope of the Parks & Recreation Commission, and be respectful of other Commissioners' time.*

C. Work Plan Proposals

a. Advisory Body to the City Council.

As an on-going activity, serve as the recommending body for all matters as defined in the Municipal Code. All proposals and recommendations to come through the commission prior to presenting to the council. Keep abreast of current and emerging issues in parks and recreation. Use information to amend work plans if needed or save projects for future work plans.

Areas of interest:

- Review and change yearly commission ordinance to catch up with current times, enlist help from city clerk office (CC will begin to update ordinances)
- Budget review
- Department policies
- current city and outside proposals for parks and recreation to review
- Current city council proposal considerations

Timeline: Ongoing

Cost Estimate: Supplies budget for copying, noticing, and educational materials.

Participants: Parks and Recreation Commission Members and staff.

Staff Lead: Recreation Director

b. Programs, Fees, Operating Budget, Collaborations

Annually review recreation programs and fees. If any, the Parks and Recreation Commission will make recommendations to the City Council regarding Parks and Recreation operation, programming, fees for service, development impact fees, and rental fees. On request by Council and/or staff, or as the Commission deems appropriate, conduct an evaluation of Parks and Recreation Programs and Fees. Provide consideration and recommendations to the City Council. Work with city partners to collaboratively on projects that focus on our current work plan goals.

Timeline: Ongoing

Areas of interest:

- The Commission will request operating budget from the Recreation and Park Directors for the January meetings.
- Presentation on current projects list being worked on
- January 2025- Review the recreation and parks program and fees at the January meeting.
- Review current city partners and commissions requests to collaborate on projects that align with our work plan goals. These collaborations include other commissions like Environmental, NIC, and city partners.
- Parks & Recreation Commission community event
- Blues in the Park collaboration

Cost Estimate: Supplies budget for copying, noticing, and educational materials.
Staff Lead: Recreation Director

c. *Staff Support and Community Enrichment.*

Provide support to Parks and Recreation staff in managing the prioritization of demand for limited park and recreation resources. Recommend and support staff in enhancing the City's events, parks, playgrounds, and other recreation programs and facilities.

Timeline: August 2024- May 2025

Areas of interest:

- Participating in Field User Group Meetings
- Attend workshops (1 yearly state/federally or locally funded, recommendations be prior to the beginning of the year.
- Seek yearly Input for needs within Recreation Department and funding for those needs
- Youth involvement in parks

Cost Estimate: Staff time and supplies budget for copying materials.

Staff Lead: Recreation Director

d. *Review Capital Improvement Plans, Projects, and Budget Review*

Make recommendations to the City Council regarding CIP for Parks, Recreation facilities, review operating and CIP budgets for Parks & Recreation departments

CIP recommendations/requests:

- CIP Budget presentation
- Capra Park Grant (Presented by FOSPA) (Discuss)
- Dog Park (identify additional location and design)
- Laguna Grande Park Pathway (explore the idea of lights)(Trails grant)
- Review locations for an indoor facility
- Increase the community awareness of the police input process for parks and recreation programs and projects
- Specific grants to aid in the current CIP, project specific, bring at least 1-2 a year
- ADA Playground Equipment
- Irrigation such as underground water tanks for parks and improvements at community gardens
- Explore Trail System in Seaside at Havana Soliz Park, Lincoln Cunningham Park and Manzanita Stuart Park

Timeline: As needed

Cost Estimate: Supplies budget for copying, noticing, and educational materials.

Staff Lead: Recreation Director

e. *Advisory Body for Active Transportation Plan.(sub committee perhaps)(CIP)*

As an on-going activity, serve as the recommending body surrounding matters dealing with bike and pedestrian safety on the Bike and Pedestrian Advisory Committee.

CIP Program Recommendation: Trails and Regional Connectivity

Timeline: Ongoing

Areas of interest:

- Work on recommendations for regional connection between Big Sur, Carmel, Salinas, and the BART station in the foreseeable future
- Identify connectivity locations.
- Prioritize the locations based on feasibility, need, and community interest.

Cost Estimate: Supplies budget for copying, noticing, and educational materials.

Participants: sub-committee

Staff Lead: Director of Civil Engineer, Recreation Director



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: July 15, 2024

SUBJECT: **DISCUSS WAYS TO INCLUDE YOUNG ADULTS TO
BE INVOLVED IN THE PARKS & RECREATION
COMMISSION AS ACTIVE PARTICIPANTS OR
COMMISSIONERS (VICE CHAIR NIELSON)**

PURPOSE

Discuss ways to get young adults interested in becoming active participants or commissioners in the Parks & Recreation Commission.

BACKGROUND

The Parks and Recreation are resources and services provided for the purposes of leisure, entertainment, and recreational pursuits. The Parks & Recreation Commission provides recommendations on matters pertaining to parks and public recreation planning. By getting young adults involved in the commission, it would provide new and fresh ideas on how to improve parks and recreation programs.

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: July 15, 2024

SUBJECT:

**REVIEW AND DISCUSS AND MAKE
RECOMMENDATIONS FOR POTENTIAL CHANGES
TO SEASIDE MUNICIPAL CODE SECTION 2.28
RECREATION AND PARK COMMISSION (CHAIR
MAXWELL)**

PURPOSE

Review, discuss, and make recommendations to update and make potential changes to Seaside Municipal Code Section 2.28 Recreation and Park Commission.

BACKGROUND

While the Parks & Recreation Commission worked on updating and making changes to their 2024/25 work plan, they felt it was important to update and make changes to the Seaside Municipal Code section 2.28 Recreation and Commission. Updating and making changes to the ordinance is important so it can reflect the most current information, policies, and duties of the commission.

FISCAL IMPACT

No fiscal impact on this item

ATTACHMENTS

Chapter 2.28 RECREATION AND PARK COMMISSION

Sections:

2.28.010 Created.

2.28.020 Composition and terms of office.

2.28.030 Duties.

2.28.010 Created.

There is created a recreation and park commission. (Ord. [773](#) § 1 (Exh. A), 1990)

2.28.020 Composition and terms of office.

The recreation and park commission shall consist of nine regular members. The appointed members of the commission shall hold office for three years. (Ord. [1067](#) § 2, 2019; Ord. [971](#) § 2, 2008; Ord. [887](#) § 2, 2000; Ord. [773](#) § 1 (Exh. A), 1990)

2.28.030 Duties.

The duties of the recreation and park commission shall be to:

- A. Act in an advisory capacity to the city council, director of community services, the boards of trustees of the school districts and the director of community services in all matters pertaining to parks and public recreation, and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming;
- B. Recommend policies on recreational services and facilities to the director of community services and the city council;
- C. Consult with the director of community services on matters relating to the administration and development of recreation areas, facilities, programs and improved recreation services;
- D. 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 director of community services;
- E. Aid in coordinating recreation services with the programs of other public agencies and voluntary organizations;
- F. Advise the director of community services in the preparation of the annual budget and a long-range recreation capital improvement program;
- G. Advise the city council on matters regarding trees, urban forestation endeavors and related resources;
- H. Develop, keep current, and aid in the facilitation of a plan for the development, conservation and care of urban forest resources;

- I. Develop and review annually a long-range plan for urban forestation;
- J. Review, in cooperation with the city forester, annual plans for urban forestry programs;
- K. Coordinate or conduct planned projects for the advancement of the urban forest;
- L. In collaboration with the city forester, inform residents regarding tree planning, tree care, and forestry programs. (Ord. [938](#), 2004; Ord. [773](#) § 1 (Exh. A), 1990)

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