



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

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Monday, September 16, 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.*

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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>

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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.

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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. 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).

4. 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.

5. APPROVAL OF MINUTES

A. AUGUST 19, 2024 MINUTES

6. BUSINESS ITEMS

A. REVIEW AND FINALIZE THE RECOMMENDATIONS FOR POTENTIAL CHANGES TO SEASIDE MUNICIPAL CODE SECTION 2.28 RECREATION AND COMMISSION TO PRESENT TO THE CITY COUNCIL FOR CONSIDERATION

B. DISCUSS IDEAS FOR THE POTENTIAL ALLOCATION OF FUNDS FROM THE NEIGHBORHOOD IMPROVEMENT COMMISSION

7. REPORTS FROM RECREATION STAFF

8. REPORTS FROM PARKS STAFF

9. REPORTS FROM COMMISSIONERS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
October 21, 2024
5:30 PM

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MINUTES
CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION

REGULAR MEETING
440 Harcourt Ave (Council Chamber)
Monday, August 19, 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> </u> (Excused Absence)
James White	Commissioner	<u> </u> (Excused Absence)
Chris Moulton	Commissioner	<u>X</u>
Jeanette Walton	Commissioner	<u>X</u>
Karla Lobo	Commissioner	<u>X</u>

STAFF:

Dan Meewis X Terry Navarro X

3. GUESTS:

- * Jeannie Reese - FOSPA
- * Christy Pappas

4. PUBLIC COMMENTS:

- * None

5. APPROVAL OF JULY 15, 2024 MINUTES:

- * Dianne Nielson/Karla Lobo (with corrections) M/S/P

6. REVIEW OF AGENDA:

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

- * None

7. BUSINESS ITEMS:

A. RECEIVE UPDATE FROM FOSPA:

- * Jeannie Reese gave a presentation on the update of what FOSPA has done and are continuing to do in the parks. She stated that FOSPA's goal is to foster a sense of community, unity, and civic pride by volunteering together to improve Seaside city parks and neighborhoods. There are eleven FOSPA parks. They are currently rotating between parks. They meet every Saturday

from 10:00 a.m. to 12:00 p.m. Their schedule is posted on Seaside City's website. Jeannie stated that one of the FOSPA members announced that they needed more work buckets. On the Saturday workday after that announcement the community brought in new work buckets for them because they think what FOSPA does is cool. They are preparing areas for new planting season by clearing out plants that are dead or invasive species, mulching and weeding. They are creating passive rainwater collection systems. Jeannie gave an update on Capra Park, Highland Otis Park, Havana Soliz Park, and Lincoln Cunningham Park, and the Robust Vegetable Gardens at Capra Park and Havana Soliz Park. She also gave an update on the future plans for the signs for the gardens at Havana Soliz Park and Capra Park and the future plans for the mural on the shed structure at Havana Soliz Park. Jeannie discuss Blue Zones Project events and their events. Please see the attached presentation for more information.

* No Public Comment.

B. CONDUCT A STUDY SESSION AND PROVIDE RECOMMENDATIONS FOR UPDATES TO THE SEASIDE MUNICIPAL CODE SECTION 2.28 RECREATION AND PARK COMMISSION:

- * The Commissioners and staff reviewed and discussed 2.28.030 Duties and the proposed changes and make recommendation.
- * Commissioner Lobo recommended changes to 2.28.030 Duties that are to remove A - L and replace them with her seven recommended duties. The A – L duties are as followed:
 - 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 pertains 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. Recommended 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 period 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 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.
- * Commissioner Lobo seven recommended duties are as followed:
1. 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;
 2. To recommend to the city council the acquisition of such real and personal property as may be necessary or advisable for recreational facilities;
 3. To recommend and make suggestions concerning any matter pertaining to parks, playgrounds and other recreational facilities which may be brought before the city council;
 4. To serve as the city's bicycle and pedestrian advisory committee;
 5. 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;
 6. Provide input and/or concerns from the community at large pertaining to parks and recreation within the City of Seaside;
 7. Help advice with youth and adult athletic programs and field user groups.
- * Vice Chair Nielson recommended to delete item 4 of Commissioner Lobo's recommended changes. Commissioner Lobo agreed.
- * Vice Chair Nielson stated that urban forests was missing in Commissioner Lobo's recommend duties. Vice Chair Nielson recommended that H-L from 2.28.030 Duties should be combined into one and added to Commissioner Lobo's recommended duties.
- * Vice Chair Nielson recommended to condense item 5 of Commissioner Lobo's recommended changes. Staff stated it should read "To recommend fees or charges to be paid by residents and nonresidents for the use of city recreational facilities, recreation programs and events."
- * Vice Chair Nielson recommended to change the wording on item 6 of Commissioner Lobo's recommended changes to "Seek input and/or concerns from the community at large pertaining to parks and recreation within the City of Seaside." Staff suggest to use the word facilitate instead of seek.
- * There was a discussion about field use. Staff stated that the Parks & Recreation Commission can potentially have a community listening session specifically about field use or facility use. This could be put into the ordinance. Staff suggested combining item 6 and 7 of Commissioner Lobo's recommended changes. Commissioner Lobo's agrees.
- * No Public Comment.

8. REPORTS FROM RECREATION STAFF:

- * Staff reported that summer has concluded and kids are back in school. Fall registration for residents for youth swim lessons was on August 12, 2024 and for non-residents was on August 14, 2024. They are all booked up. They had the last two Blues in the Parks on Sunday, August 03, 2024 and Sunday, August 10, 2024. They had a lot of positive feedback. The next event is "Oaxaca by the Sea". It is on Sunday, September 22, 2024 from 11:00 a.m. to 4:00 p.m. at City Hall Lawn. The City's 70's birthday celebration is on October 13, 2024. Sky Elements will be doing a 12 minute drone show over Roberts Lake. At the last City Council meeting, they approved the five nominations for this year's Seaside Stars.
- * Staff stated that Exotic on Broadway, Concours d' Lemons and Porsche Monterey went well. Commissioner Lobo stated she feels that the City could be more involved in Exotic on Broadway. Table at the event and have City Council staff walk around and be by the stage area. She feel they should close Broadway Avenue further up (both lanes) where it is wider because of safety issues. The way it is now, there is only enough room for police officer to walk or go on bikes or motorcycles to maneuver though the people in a lot of the areas. Commission Lobo stated that no one had Wi-Fi on Broadway.

9. REPORTS FROM PARKS STAFF:

- * Staff that the Lincoln Cunningham contract is being routed to be signed. Once that contract gets signed then they will proceed with the construction. The Fremont Median contract is being routed to be signed. Once that contract is signed they will start work on that. Neighborhood Improvement Commission allocated funds for benches to be installed on General Jim Moore Boulevard. They are getting four benches. They have started pouring some of the concrete last week. There will be four benches on General Jim Moore Boulevard between Hilby Avenue and San Pablo Avenue. The swing set at Sabado Park has been installed.

10. REPORTS FROM COMMISSIONERS:

- * Commissioner Lobo stated she went to the last City Council meeting. She congratulated Chair Maxwell that will be receiving a Seaside Star. She stated that that car week was great.
- * Vice Chair Nielson stated she went to Palenke Arts Indigenous Indian Jazz concert with the Delbert Anderson Jazz Quartet on August 18, 2024. It was excellent. The leader is a Navajo Indian. Vice Chair Nielson stated she volunteered at the Older Adult Luau Luncheon & Dance on Thursday, August 15, 2024. It is always so fun do to that and it lifts her spirit when she is there. She stated that Sand City has a new pocket park that it a neat park to check out.
- * Chair Maxwell stated he attended the National Night Out event at City Hall Lawn on August 06, 2024. He also attended the Neighborhood Improvement Commission meeting on August 06, 2024. He voiced his displeasure with not informed about being part of their work plan ideas. Chair Maxwell stated he volunteered at the Older Adult Luau Luncheon & Dance on Thursday, August 15, 2024. He did not attend Exotic on Broadway because it was too crazy and too many people. He did meet with some of the business owner on Broadway and

some of them said it was the worse day of the year for them. For an example, at Grocery Outlet there were people going in there opening beer and drinking it and throwing the can down in the aisles. The police were overwhelmed with the amount of people there. Thank goodness there was no need for any kind of emergency services because there really was no way in and out of that area. There is still a lot of garbage to be cleaned up on the streets.

11. **ADJOURNMENT**: The meeting was adjourned at: 7:05 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Regular Scheduled Meeting

September 16, 2024

Time: 5:30 p.m.

HYBRID (Virtual & In-Person)

Attachments
from the
August 19, 2024
Meeting



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Parks and Recreation Commission
BY: Dan Meewis, Recreation Director
DATE: August 19, 2024
SUBJECT: **RECEIVE UPDATE FROM FOSPA**

PURPOSE

Receive a presentation from Friends for Seaside Parks Association.

BACKGROUND

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

FISCAL IMPACT

There is no fiscal impact on this item.

ATTACHMENTS



Friends of Seaside Parks Association (FOSPA)

Update August, 2024

FOSPA'S GOAL:

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



Evidence of community



What's happening on Saturday work days?

Preparing areas
for new planting
season

Clearing out
plants that are
dead or invasive
species.



**What's happening on
Saturday work days?**

We are creating
passive rainwater
collection
systems.



**What's happening on
Saturday work days?**

Mulching continues



**What's happening on
Saturday work days?**

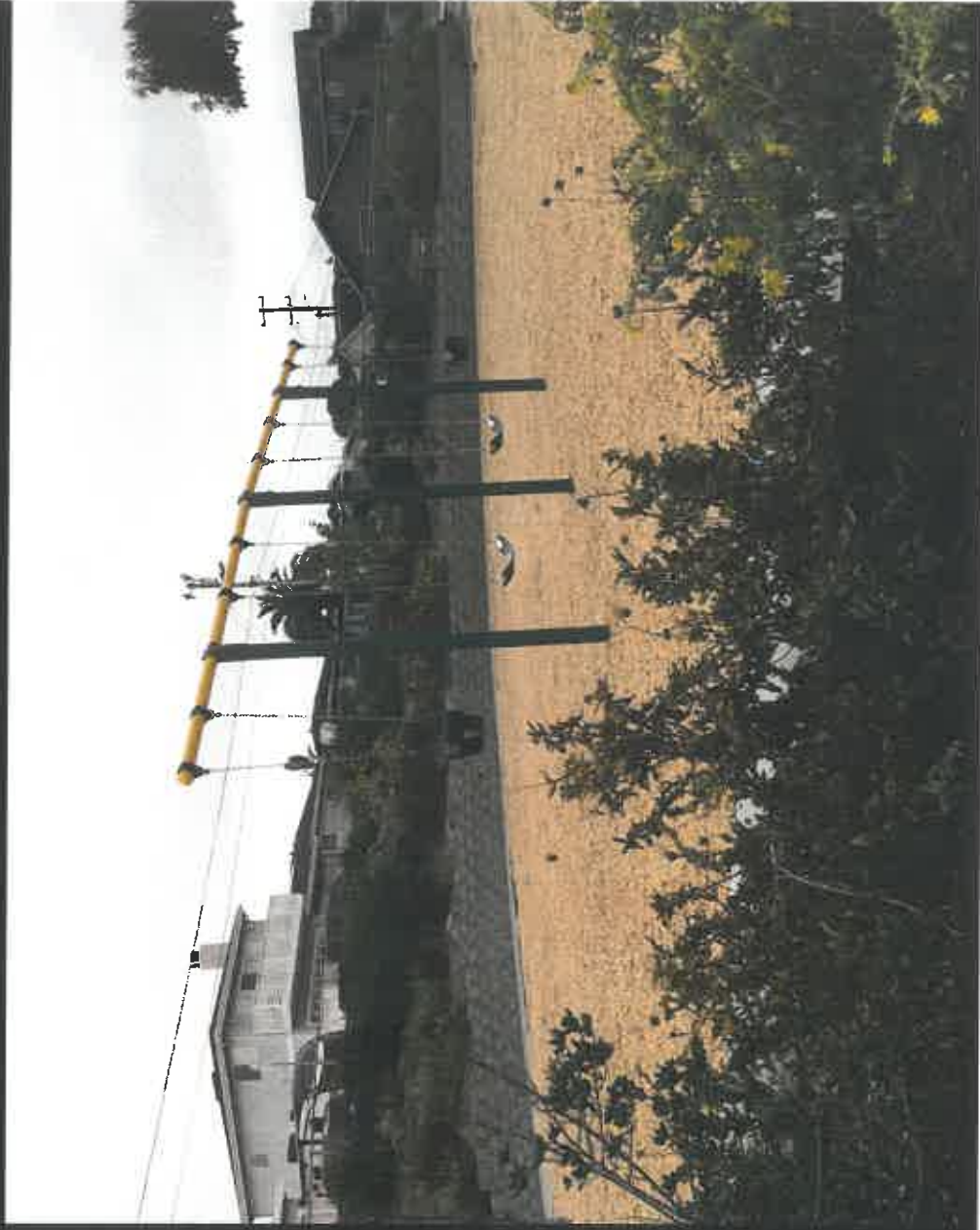
Weeding continues



City Projects: Capra Park

FOSPA asked the City to paint the swing set and replace sand with ADA compliant “wood chips” at the upper level of Capra Park.

Completed Spring,
2024



City Projects: Highland/Otis

FOSPA asked for a curb and new sand for an existing volleyball court. Completed Spring, 2024.



City Projects: Havana-Soliz -

Revitalized picnic area - FOSPA stewards asked for six new picnic benches and three barbeques in addition to taking out two small planters and fixing the rock wall.



Havana Soliz - Revitalized Picnic Area Completed: Summer 2024



Havana Soliz - Revitalized Picnic Area



Havana Soliz - Revitalized Picnic Area



Lincoln Cunningham Park

With a grant through Sustainable Seaside, park stewards purchased rocks to line the pathway in our pollinator habitat.



Mescal Neil - Underground Water Tank installed, June, 2024

FOSPA was award a grant from the Monterey Bay Aquarium Employee Action Fund for an underground tank at Mescal Neil Park.



Robust Vegetable Gardens at Capra and Havana Soliz



Future Plans: Signs for Havana Soliz and Capra Gardens



Future Plans: Mural on Shed Structure at Havana Soliz

Blue Zones and FOSPA are commissioning a mural at the park.

Blue Zones is commissioning a mural at Nations Market - facing Capra Park.



Events

Blue Zones: Collaborative work days in 2024

Havana Soliz: June 1st

Lincoln Cunningham:
September 14th

Havana Soliz: November 16th

FOSPA will share a booth with
Sustainable Seaside at the
West End Celebration August
24 and 25th



Join us at Saturday Park Workdays

Every Saturday 10am - 12pm,
rotating each week through
nine parks.

Find our park workday
schedule at:

<http://friendsofseasideparks.org/>



Thank you!



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)

[Mobile Version](#)

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



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: August 19, 2024

SUBJECT: **CONDUCT A STUDY SESSION AND PROVIDE
RECOMMENDATIONS FOR UPDATES TO THE
SEASIDE MUNICIPAL CODE SECTION 2.28
RECREATION AND PARK COMMISSION**

PURPOSE

Review, discuss, and provide recommendations to update the Seaside Municipal Code Section 2.28 Recreation and Park Commission.

BACKGROUND

The Recreation and Park Commission was established on October 13, 1954. On May 17, 1990, Chapter 2.28 was amended and deleted in its entirety, and a new chapter 2.28 was hereby added to the Seaside Municipal Code.

While the Parks & Recreation Commission worked on updating and making changes to their 2024/25 work plan at their June 2024 meeting, they felt it was important to update and make changes to the Seaside Municipal Code section 2.28 Recreation and Commission. The Commissioners reviewed and discussed the potential changes at their July 2024 meeting. They felt they needed more time to review section 2.28 and voted on having a study session to complete the updates and make potential recommendations. 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.



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: September 16, 2024

SUBJECT:

**REVIEW AND FINALIZE THE RECOMMENDATIONS
FOR POTENTIAL CHANGES TO SEASIDE
MUNICIPAL CODE SECTION 2.28 RECREATION
AND COMMISSION TO PRESENT TO THE CITY
COUNCIL FOR CONSIDERATION**

PURPOSE

Review and finalize the potential changes to the Seaside Municipal Code Section 2.28 Recreation and Park Commission to present to the City Council for consideration.

BACKGROUND

The Recreation and Park commission was established on October 13, 1954. On May 17, 1990, Chapter 2.28 was amended and deleted entirely, and a new chapter 2.28, including duties A-F, was hereby added to the Seaside Municipal Code. In 2004, to qualify for Tree City USA status, the City needed to amend Chapter 2.28 of the Seaside Municipal Code Recreation and Park Commission to incorporate language into the ordinance to meet the standards for Tree City USA status. Duties G-L were added to the ordinance.

While the Parks & Recreation Commission worked on updating and making changes to their 2024/25 work plan at their June 2024 meeting, they felt it was important to update and make changes to the Seaside Municipal Code Section 2.28 recreation and Park Commission. The Commissioners reviewed and discussed the potential changes at their July 2024 meeting. They felt they needed more time to review Section 2.28 and voted on having a study session to complete the updates and make potential recommendations. At their August 2024 meeting, they had their study session to review and discuss the proposed changes and recommendations to Section 2.28 Duties. The

Commissioners will review the final draft and finalize their recommendations. 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

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

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)~~

Replace **2.28.030 Duties A-L** with

- A. 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;
- B. To recommend to the city council the acquisition of such real and personal property as may be necessary or advisable for recreational facilities;
- C. To recommend and make suggestions concerning any matter pertaining to parks, playgrounds and other recreational facilities which may be brought before the city council;
- D. To recommend fees or charges to be paid by residents and nonresidents for the use of city recreational facilities;
- E. Facilitate input and/or concerns from the community, which pertain to parks and recreation facilities, new and existing programs/events, and youth/adult sports field user groups within the City of Seaside;
- F. Facilitate input and/or concerns from youth/adult sports field user groups in regards to the condition and use of Seaside athletic facilities.
- G. Advise the city council on matters regarding trees, urban forestation endeavors and related resources, which may include; development of a long-range plan, conservation and care of urban forest resources, and the coordination of projects and plans for urban forestry programs.
- H. In collaboration with the public works department and/or other tree specialists, inform residents regarding tree planning, tree care, and forestry programs. (Ord. 938, 2004; Ord. 773 § 1 (Exh. A), 1990)



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: September 16, 2024

SUBJECT: **DISCUSS IDEAS FOR THE POTENTIAL
ALLOCATION OF FUNDS FROM THE
NEIGHBORHOOD IMPROVEMENT COMMISSION**

PURPOSE

Discuss ideas for the potential allocation of funds from the Neighborhood Improvement Commission.

BACKGROUND

Each year the Neighborhood Improvement Commission receives funds from the Transient Occupancy Tax for their work plan. Last year, the Neighborhood Improvement Commission allocated funds to the Parks & Recreation Commission for their Trees in the Park Project and their Residential Free Tree Giveaway Program, and to upgrade the Wheeler Street Tennis Courts.

In addition, they allocated funding to other City Commissions for projects to be completed prior to the end of the fiscal year. The Commissioners would like to discuss different ideas for the potential allocation of funds from the Neighborhood Improvement Commission for future projects.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS
