



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

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Monday, November 18, 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>

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. OCTOBER 21, 2024 MINUTES

6. BUSINESS ITEMS

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

B. DISCUSSION ON HOLIDAY LIGHTS CONTEST AND POTENTIAL COLLABORATE WITH THE NEIGHBORHOOD IMPROVEMENT COMMISSION

7. REPORTS FROM RECREATION STAFF

8. REPORTS FROM PARKS STAFF

9. REPORTS FROM COMMISSIONERS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
December 16, 2024
5:30 PM

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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, October 21, 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>X</u>
Chris Moulton	Commissioner	<u>X</u>
Jeanette Walton	Commissioner	<u> </u> (Excused Absence)
Karla Lobo	Commissioner	<u> </u> (Excused Absence)

STAFF:

Dan Meewis X Terry Navarro X

3. GUESTS:

* Jeannie Reese - FOSPA

4. PUBLIC COMMENTS:

* None

5. APPROVAL OF SEPTEMBER 16, 2024 MINUTES:

* Dianne Nielson/Chris Moulton 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)

* To table Business Item 7A until the November 18, 2024 Parks & Recreation Commission meeting. Dianne Nielson/Bobby Maxwell M/S/P (A roll call vote was taken and the motion passed – 3 Yes and 1 No)

* No Public Comment

7. PRESENTATION:

A. RECEIVE AN UPDATE FROM FRIENDS OF SEASIDE PARKS ASSOCIATION (FOSPA) (JEANNIE REESE, FOSPA SECRETARY):

* Jeannie Reese gave a presentation on the update of what FOSPA has done

and are continuing to do in the parks and talked about the further improvements at Lincoln Cunningham Park with the trails part. 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. They fulfill their goal every Saturday they meet. They are getting ready for new planting in November 2024. They are creating passive rainwater collection systems and they are continuing mulching. At Havana Soliz Park the City put a new underground water tank in the park. There was a ribbon cutting for the picnic area at Havana Soliz Park on September 21, 2024. The designer of the mural that is going on the garden shed was at the ribbon cutting taking ideas from the community of what they would like to see on the mural. They are working on getting the sign for the food gardens. Approximately 50 students from Stevenson School fulfilled their community service hours at Highland Otis Park. At Lincoln Cunningham Park the park stewards purchased rocks to line the pathway in the pollinator habitat and finished it on September 14, 2024. On September 30, 2024 there was groundbreaking for the trails at Lincoln Cunningham Park. There are seven stewards at this park. They are hoping that after the trails are completed, that one of the first things that goes into the park is play equipment and they would love to have a picnic area and a shade area. Everyone is welcome to join FOSPA on Saturday park workdays from 10:00 a.m. to 12:00 p.m. Please see the attached presentation for more information.

- * Commissioner White congratulated FOSPA for getting things done in the parks. He stated that the children's play equipment should go into Lincoln Cunningham Park. He thanked Jeannie for her presentation.
- * Vice Chair Nielson stated that the presentation was so impressive and is so effective to see the pictures of what is happening. The before and after ideas were so special. She thanked Jeannie for all the efforts.
- * Chair Maxwell agrees that the children's play equipment should go into Lincoln Cunningham Park. He believes that this is on the Parks and Recreation Work Plan. Staff, Chair Maxwell and Jeannie discussed getting the students from MPUSD involved in volunteering at the parks like the students at Stevenson School did.
- * No Public Comment.

8. BUSINESS ITEMS:

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

- * This item was tabled until the November 18, 2024 Parks & Recreation Commission meeting.
- * No Public Comment.

B. DISCUSS COMMISSIONER ATTENDANCE AT THE 2025 CALIFORNIA PARKS AND RECREATION SOCIETY CONFERENCE IN SACRAMENTO:

- * Dan Meewis gave a presentation on the 2025 California Parks and Recreation Society Conference. He stated during the City of Seaside's Fiscal Year 24/25 budget process, the Parks and Recreation Commission's budget had \$5,000.00 allocated for Commissioners to attend the California Parks & Recreation Society's (CPRS) annual conference. CPRS will be holding its annual conference in Sacramento from Tuesday, March 18 – Friday, March 21, 2025. CPRS was founded in 1946, and is a nonprofit, professional, and public interest organization with over 4,000 members. There are five regions and 15 districts. Seaside is part of region 2 in district 6. There are seven sections. Dan went over the tentative schedule and cost. Please see the attached presentation and documentation for more information.
- * Vice Chair Nielson stated she has to think about it for a while before she makes a decision about going.
- * Chair Maxwell stated he would like to go.
- * Commissioner Moulton had a question about the out of pocket cost.
- * No Public Comment.

9. REPORTS FROM RECREATION STAFF:

- * Staff reported that they have been busy working on their upcoming activity guide putting together some new program for the winter/spring. They held the City's 70's birthday celebration is on October 13, 2024 from 4:00 p.m. to 8:00 p.m. Sky Elements did a 12 minute drone at Seaside Middle School. They had a celebration in City Hall Chambers for residents that have been in Seaside for fifty years or more. The Seaside Stars event is on Saturday, November 16, 2024. There will be five new stars installed. They have hired a few lifeguards.

10. REPORTS FROM PARKS STAFF:

- * Staff stated that the ground breaking for the trail project at Lincoln Cunningham Park was on Monday, September 30, 2024 at 3:30 p.m. The estimated work to be completed by March 2025. At Havana Soliz Park, the underground water tank was installed and is operational. The volleyball court and fencing is complete. Cutino Park plan project for the next fiscal year is to paint the conex storages and sandblast the concrete in front of them. At Capra Park the swing set was painted and the sidewalk was patched. At Mescal Neil Park, a water tank was installed and some fencing was replaced and a new BBQ was installed. The design for the San Pablo Bridge is being finalized. The demolition is expected to start in late October 2024. The swing set at Sabado Park has been installed. A new picnic table was Installed at Pacchetti Dog Park. Trinity Park had trees removed and replanted seven trees in the park. At Beta Park, staff was to replace the driveway off of Luzern Street to build a gate for maintenance. Staff ordered bike racks and are waiting for them to be delivered.

11. REPORTS FROM COMMISSIONERS:

- * Vice Chair Nielson stated she tabled at the City's 70th birthday event. She also volunteered at the Older Adults Halloween Luncheon & Dance. She requested that staff invest in getting new carts for the kitchen.
- * Commissioner Moulton stated he runs a podcast for the Monterey Bay FC Union and it is called the Union Report. They are providing employer and coaching interviews available on You Tube and Instagram. They are trying to grow the footprint in Seaside on the Peninsula.
- * Commissioner White stated he attended the City's 70's birthday event and celebration in City Hall Chambers for residents that have been in Seaside for fifty years or more. He spoke first about his history in Seaside. He stated the event was very interesting.
- * Chair Maxwell stated he attended the City's 70's birthday event and celebration in City Hall Chambers for residents that have been in Seaside for fifty years or more. He thanks staff for all the work they do.

11. ADJOURNMENT: The meeting was adjourned at: 6:31 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Regular Scheduled Meeting

November 18, 2024

Time: 5:30 p.m.

HYBRID (Virtual & In-Person)

Attachments from the
October 21, 2024 Meeting



Friends of Seaside Parks Association (FOSPA)

Update
October 2024

FOSPA'S GOAL:

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



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



City Projects - Havana Soliz - New Underground Tank



Ribbon Cutting for New Picnic Area at Havana Soliz, 9-21-2024



Havana Soliz - 9/21/2024



Future Plans: Signs for Havana Soliz and Capra Food Gardens





Welcome to the Havana Soliz Community Garden!

All crops are tended by the community, for the community. You are invited to harvest ripe produce, but please take only what you will use and follow the suggestions in each bed.
If you are interested in learning more and getting involved, please visit: 

¡Bienvenido a Havana Soliz Jardin Comunitario!

Todos los cultivos son cuidados por la comunidad, para la comunidad. Estas invitado a cosechar los productos maduros, pero por favor toma solamente lo que vas a utilizar y sigue las sugerencias en cada cama. Si desean aprender más y participar, por favor visiten: 



Design for Mural on Garden Shed at Havana Soliz

Seaside Havana Soliz Park Garden Shed Final Design

Background color is changed to a dark teal to distinguish from the plethora of greens



Here is the final design! :) This color mock up is a quick rendition to show general idea of colors on the wall. They will be refined similarly to my mural at the Monterey Beach Hotel ([see here](#)).

Blue Zones and FOSPA are commissioning the mural.

FRONT WALL



BACK WALL



Highland/Otis - Stevenson School

On September 23rd, approximately 50 students from Stevenson School fulfilled their community service hours at Highland/Otis.



Stevenson School at Highland/Otis



Lincoln/Cunningham - Before Picture - 9/14/2024



Lincoln Cunningham Park 9/14/2024

With a grant from Storm Water Education Alliance and Sustainable Seaside, park stewards purchased rocks to line the pathway in our pollinator habitat.



Lincoln Cunningham - Groundbreaking - 9/30/2024



Lincoln/Cunningham Arterial Trail







LINCOLN CUNNINGHAM PARK CONCEPT PLAN

LINCOLN CUNNINGHAM & HAVANA SOLIZ PARKS MASTER PLAN

BRANCO, CA

NOVEMBER 2, 2023

BFS LANDSCAPE

Join us at Saturday Park Workdays



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

Workday schedule at: <http://friendsofseasideparks.org/>

Thank you!





**CITY OF SEASIDE
STAFF REPORT**

Item No.:7.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: October 21, 2024

SUBJECT: **REVIEW AND FINALIZE THE RECOMMENDATIONS
FOR POTENTIAL CHANGES TO SEASIDE
MUNICIPAL CODE SECTION 2.28 RECREATION
AND PARK 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. At

their September 2024 meeting they talked about tax measures L and R to see if it is possible to get money allocated to the Parks & Recreation Commission for park improvements yearly. 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



**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**

Item 7.A.

October 21, 2024

Dan Meewis, Recreation Director

Background

On May 17, 1990, Chapter 2.28 was amended and deleted entirely, and a new chapter 2.28 Recreation and Park Commission was established, and in section 2.28.030 (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.

24/25 Work-plan

During the development of the FY 24/25 work-plan the commission determined that they would like to make changes to Chapter 2.28 and recommend those changes to the City Council.

Meetings

- July
- August (Study Session)
- September

Proposed amendments

Repeal and replace section 2.28.030 Duties section A – L with the following:

- 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)

Commissioner Discussion

During the September meeting there was a commissioner request to take a look at past tax measures to see if there is the possibility to have a percentage of the taxes to go to the commission.

The commission request that staff look into the following voter approved taxes:

- Measure R – 2008
- Measure L – 2017

For these tax measures, the use of the revenue is strictly guided by the ordinance. In addition, the taxes are logged in the budget as Sales and Use Tax, and is added to the General Fund as revenue.

Questions

Parks & Recreation Commission
City of Seaside
2024-2025 Work Plan

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.: 7.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: October 21, 2024

**SUBJECT: DISCUSS COMMISSIONER ATTENDANCE AT THE 2025
CALIFORNIA PARKS AND RECREATION SOCIETY CONFERENCE
IN SACRAMENTO**

PURPOSE & RECOMMENDATION

Discuss and decide if any commissioners would like to attend the annual CPRS conference in March 2025.

BACKGROUND

During the City of Seaside's Fiscal Year 24/25 budget process, the Parks and Recreation Commission's budget had \$5,000 allocated for commissioners to attend the California Parks & Recreation Society's (CPRS) annual conference. CPRS will be holding its annual conference in Sacramento from Tuesday, March 18- Friday, March 21, 2025.

CPRS's mission is to advance the park and recreation profession through education, networking, resources and advocacy. CPRS members are united in their commitment to improving people's lives. This networking happens across disciplines and agency boundaries to achieve together what we cannot do alone. CPRS strives to educate policymakers so that they vote with the premise that parks and recreation is an essential community service.

CPRS was founded in 1946, and is a nonprofit, professional and public interest organization with over 4,000 members who are central to why Parks Make Life Better! CPRS membership is well-distributed, with 86 percent of park and recreation agencies in California boasting at least one individual CPRS member. CPRS also has local, national and international company members that provide solutions to help the members work smarter and faster.

The recreation department sends staff to the CPRS conference for professional development and networking opportunities as the information obtained keeps the staff up to date on the current trends in the field of Parks and Recreation.

ATTACHMENTS

1. 2025 CPRS Connections Conference
-

Reviewed for Submission to the City Council by:



Craig Malin, Interim City Manager



DISCUSS COMMISSIONER ATTENDANCE AT THE 2025 CALIFORNIA PARKS AND RECREATION SOCIETY CONFERENCE IN SACRAMENTO

Item 7.B.

October 21, 2024

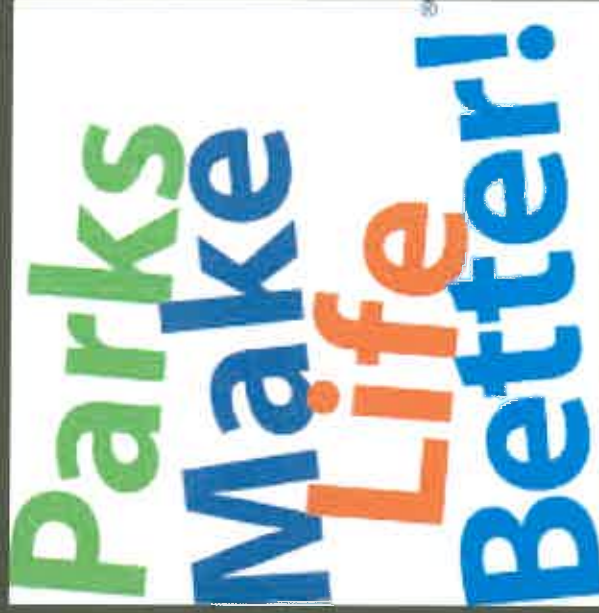
Dan Meewis, Recreation Director

Background

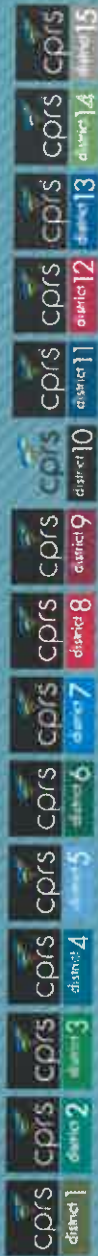
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CPRS Structure



Regions & Districts

- 5 Regions
- 15 districts
 - R1 D1-3
 - R2 D4-6
 - R3 D7, D8, D15
 - R4 D11, D13, D14
 - R5 D9, D10, D12

Sections

- Administrators
- Aging
- Aquatics
- Development & Operations
- Educators
- Recreation
- Recreation Therapy



CPRS Annual Conference

Tentative Schedule

Tuesday March 18
Conference Intensives

- Recreation Therapy Institute
- Parks Make life Better Tour
- Youth Sports Academy
- Aging Services Intensive
- Aquatics Intensive

Wednesday March 19

- Opening Key Note
- Educational Sessions x3
- Expo Hall Open
- Opening Evening Social

Thursday March 20

- General Session
- Educational Sessions x4
- Expo Hall Open
- Evening Social

Friday March 21
Half Day

- Educational Sessions x2
- Closing Key Note

Cost

Friday Half Day - \$220.00

Packet Page 51



Questions

2025 CPRS Connections Conference & Expo



General Information

Thank you for joining us for **CONNECTIONS '25** in Sacramento, CA! The Conference committee members are working hard to bring you the latest information and services for the park, recreation and leisure services profession. The 2025 Conference will provide something for everyone in Parks & Recreation. Registration is now open & our full schedule will be out in the fall so you can add intensives and special event tickets at that time.

Registration Information

Registration for conference is now being accepted through March 5, 2025. After March 5, 2025 all registration will need to be processed onsite.

The Conference is being held Tuesday, March 18 - Friday, March 21, 2025 at the Sacramento Convention Center. Full Registration covers all regular conference educational sessions beginning Wednesday morning and ending with our closing keynote speaker midday on Friday. It does not include pre-conference intensives on Tuesday. Full registration pricing also covers entrance into the exhibit hall with lunch small bites on Wednesday and Thursday in the hall and the Wednesday night Welcome Reception sponsored by Playcore.

Pricing:

Early Bird Discount Full Registration before 11/13/24
Members \$495, Non-Members \$675

Regular Full Registration before 1/22/25
Members \$585, Non-Members \$765

Late or Onsite Registration
Members \$625, Non-Members \$825

Please login to see other current prices.

Badge & Tickets

Your badge and tickets will be mailed to your preferred address beginning in mid-February. If you have not received them by the end of February (prior to conference), please call the CPRS office to have them reprinted. If you are a late registrant, badges will be mailed up to March 5th and the rest will be held at will-call. Any badges that are not reported missing prior to conference or not returned to us by the postal service and need to be reprinted onsite will incur a \$25 badge replacement fee onsite.

Tickets may be required for meals and/or special events and cannot be replaced if lost.

If you are new to our system and do not have a login and password, you will need to add yourself and enter your address & email. Do not leave your addresses blank or we will not be able to send your information or badge to you. Onsite badge fees cannot be waived for incorrect addresses. If someone is registering a group, please be sure to include individual addresses and emails for the people you add so they will get their information.

If you have questions about your registration processing or login, please contact CPRS HQ 916/665-2777.

Cancellations & Transfers

Transfers:

Registration may be transferred to another representative from your agency at no charge until January 22, 2025. Fee difference will be assessed if necessary due to membership status. A \$50 administrative fee for a transfer will be charged when a request is received after January 22, 2025.

Refund Requests:

Refund requests received in the CPRS office no later than January 22, 2025 will incur a \$50 cancellation fee. Refund requests received between January 22 and February 19, 2025 will be assessed 50% of the registration fee paid and your conference badge and tickets must be returned with your written refund request.

No refunds will be granted after February 19, 2025.

Location

Sacramento Convention Center
1400 J Street
Sacramento, CA 95814

ADA & Special Request Information

For ADA requests and questions concerning accessibility, contact CPRS at 916-665-2777. Accommodations such as interpreters cannot be guaranteed without at least 30 days notice. To help ensure availability, requests must be received by January 22, 2025.

Food Allergies & Preferences:

While we do our best to be aware of food allergies and preferences, it is not always possible for us to accommodate food allergies and preferences at our receptions and lunches in the exhibit hall due to the large number of people being served. If you have specific needs, you may need to provide your own meals during those times. If you have any questions about provided meals, please contact our office.

Membership Status

The member rate will automatically be applied if you are a member of CPRS. If you need assistance with your membership status or login and password, before registering, please call CPRS HQ at 916-665-2777. If you are renewing your membership online, please allow 24 hours for our system to update and reflect current member pricing. For the best registration pricing, [join here!](#)

Students:

Students will need to be CPRS Student Members to receive the student rates. You can join online and upload your student schedule [here](#). Please allow one business day to verify your fulltime status before registering for conference.

Housing Information

Information will be available in the fall

Questions Below

Once you click Register Myself, you will see that we have some required and optional questions below. When you have answered the questions, please be sure to click the Save Responses button. This will ensure that your transaction successfully goes to the online cart when you complete your registration.

When

3/18/2025 - 3/21/2025

Where

Sacramento Convention Center 1400 J Street Sacramento, CA 95814



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Recreation Director

DATE: November 18, 2024

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

RECOMMENDATION

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. At

their September 2024 meeting they talked about tax measures L and R to see if it is possible to get money allocated to the Parks & Recreation Commission for park improvements yearly. 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

1. Commission Lobo's Recommendations
 2. Proposed Ordinance amendments
-
-

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: November 18, 2024

**SUBJECT: DISCUSSION ON HOLIDAY LIGHTS CONTEST AND POTENTIAL
COLLABORATE WITH THE NEIGHBORHOOD IMPROVEMENT
COMMISSION**

RECOMMENDATION

Discuss this year's holiday lights contest and collaborate with the Neighborhood Improvement Commission.

BACKGROUND

In November 2023, the Parks & Recreation Commission received a request from the Neighborhood Improvement Commission (NIC) to collaborate with the Annual Holiday Lights contest that is done throughout the community. At the November 20, 2023, Parks & Recreation Commission meeting, the Commissioners voted on the Holiday Home Decorating Contest, and they agreed to collaborate with the Neighborhood Improvement Commission. On December 18, 2023, the Parks & Recreation Commissioners and staff went on a bus tour and judged 13 houses in Seaside that entered the holiday lights contest. They pick first, second, and third place winners. The winners were announced at the December 21, 2023, City Council meeting.

During the November 6, 2024, Neighborhood Improvement Commission's special meeting, A request was made to collaborate with the Parks and Recreation Commission again for this year's contest. The Parks and Recreation Commission's staff liaison was present at that meeting, and stated during public comment that he would add it to the agenda for the November 18, 2024, Parks and Recreation Commission meeting for discussion.

It is recommended that the commission collaborate with the NIC for the judging of the 2024 Holiday Lights Contest.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS

None
