



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

REGULAR MEETING  
440 HARCOURT AVE (COUNCIL CHAMBER)  
Monday, May 19, 2025  
5:30 PM

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***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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1. To view this meeting: Please click on the following link to the City of Seaside's Recreation YouTube Channel: [https://www.youtube.com/channel/UC8Y\\_aD\\_dLjYsqZYtSwnaKNg](https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg)
2. To view or participate in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link:  
<https://us02web.zoom.us/j/81754708643?pwd=RjNEU2xNMDhlNFFpWjB6b0pGSGgzdz09>  
**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](mailto: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

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**1. CALL TO ORDER**

**2. ROLL CALL - PARKS AND RECREATION**

Bobby Maxwell	Chair
Karla Lobo	Vice Chair
Alicia Louise Gaines-Lynch	Commissioner
James White	Commissioner
Jeanette Walton	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. JANUARY 27, 2025 MINUTES**

**6. BUSINESS ITEMS**

**A. DISCUSSION ON A POTENTIAL PARKS AND RECREATION MASTER PLAN PROJECT – INDOOR FACILITY DEVELOPMENT (VICE CHAIR, KARLA LOBO)**

**B. RECEIVE UPDATE ON SEASIDE MUNICIPAL CODE SECTION 2.28 RECREATION AND PARK COMMISSION**

**C. REVIEW AND DISCUSS THE DEVELOPMENT OF THE 2025/2026 WORK PLAN**

**7. REPORTS FROM RECREATION STAFF**

**8. REPORTS FROM PARKS STAFF**

**9. REPORTS FROM COMMISSIONERS**

**10. ADJOURNMENT**

Next Regularly Scheduled Meeting:  
June 16, 2025  
5:30 PM

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The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:

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**MINUTES**  
CITY OF SEASIDE  
PARKS AND RECREATION  
COMMISSION

**SPECIAL MEETING**  
440 Harcourt Ave (Council Chamber)  
Monday, January 27, 2025  
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>	
Alicia Louise Gaines	Commissioner	<u>      </u>	(Excused Absence)
James White	Commissioner	<u>  X  </u>	
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   Thomas Korman   X  

**3. PUBLIC COMMENTS:**

\* None

**4. APPROVAL OF NOVEMBER 18, 2024 MINUTES:**

\* Chris Moulton/James White (with 1 correction) (3 yes & 1 abstain) M/S/P

**APPROVAL OF DECEMBER 16, 2024 MINUTES:**

\* Chris Moulton/James White (3 yes & 1 abstain) M/S/P

**5. REVIEW OF AGENDA:**

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

\* None

**6. BUSINESS ITEMS:**

**A. NOMINATION AND ELECTION OF A NEW CHAIR AND VICE CHAIR FOR THE PARKS & RECREATION COMMISSION:**

\* Commissioner Moulton nominated Bobby Maxwell as Chair and James White as Vice Chair.

\* Commissioner Lobo nominated Karla Lobo as Chair and Bobby Maxwell as Vice Chair.

\* Commissioner Maxwell and Commissioner Lobo accepted being voted as Chair.

- \* Commissioner White declined as Vice Chair and nominated Karla Lobo as Vice Vice Chair. Commissioner Lobo accepted as Vice Chair.
- \* The Commissioner voted for Chair and Vice Chair. Bobby Maxwell received four votes for chair and Karla Lobo received two votes for Chair. Karla Lobo received four votes for Vice Chair.
- \* Bobby Maxwell is the Chair and Karla Lobo is the Vice Chair after the vote.
- \* No Public Comment.

**B. SUBMISSION OF FORM 700:**

- \* All the Parks & Recreation Commissioners (except one) attended the meeting and turned in their completed Form 700.
- \* No Public Comment.

**C. DISCUSS PROJECT IDEAS FOR POTENTIAL ALLOCATION OF FUNDS FROM THE NEIGHBORHOOD IMPROVEMENT COMMISSION IN FISCAL YEAR 2025/2026:**

- \* Commissioner Lobo's recommendation's was the Tree Program, Track Program, Pal Program, and Swimming Lessons.
- \* Chair Maxwell agreed with Commissioner Lobo.
- \* The Commissioners and staff discussed the Pal Program.
- \* No Public Comment.

**D. RECEIVE A PRESENTATION ON THE RECOMMENDATION FROM THE RECREATION AND PARKS COMMISSION TO MAKE TEXT AMENDMENTS TO CHAPTER 2.28 OF THE SEASIDE MUNICIPAL CODE "RECREATION AND PARK COMMISSION":**

- \* Staff gave a presentation on the recommendation to make text amendments to chapter 2.28 of the Seaside Municipal Code. Please see the attached staff report and presentation for further information.
- \* No Public Comment.

**7. REPORTS FROM RECREATION STAFF:**

- \* Staff reported that the Older Adult Holiday Luncheon was on Saturday, December 21, 2024 and the New Year's Eve Dance was on Tuesday, December 31, 2024. They were very successful. They started a new Adult Baseball League. The Father/Daughter Dance is in February. The new activity guide is out.

**8. REPORTS FROM PARKS STAFF:**

\* Staff gave an update on the contract at Lincoln Cunningham Park. There is not a completion date set yet.

**9. REPORTS FROM COMMISSIONERS:**

\* Commissioner White stated he is really happy to see all the kids that use the parks.

\* Chair Maxwell stated that the Parks & Recreation Commission has openings. He attended the Holiday Luncheon. Chair Maxwell wanted to remind the Commission that the tenth anniversary of the opening of Pacchetti Dog Park is coming up in April 2025.

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

**RESPECTFULLY SUBMITTED,**

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**Terry Navarro, PRC Clerk**

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**Bobby Maxwell, PRC Chair**

**Next Regular Scheduled Meeting**

**March 17, 2025**

**Time: 5:30 p.m.**

**HYBRID (Virtual & In-Person)**

Attachments from the  
January 27, 2024  
Meeting



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.A.**

**TO:** Parks and Recreation Commission

**BY:** Dan Meewis, Recreation Director

**DATE:** January 27, 2025

**SUBJECT: NOMINATION AND ELECTION OF A NEW CHAIR AND VICE  
CHAIR FOR THE PARKS & RECREATION COMMISSION**

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**RECOMMENDATION**

Selection of a new Chair and Vice Chair of the commission.

**BACKGROUND**

Every year the commission needs to select a new Chair and Vice Chair. This typically happens at the first or second meeting of the year. Commissioners will be able to nominate a fellow commissioner to serve in either role. If the nomination is accepted, a vote will be held to determine who will serve as the new Chair or Vice Chair.

**FISCAL IMPACT**

No fiscal impact with this item.

**ATTACHMENTS**

None

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**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.B.**

**TO:** Parks and Recreation Commission

**BY:** Dan Meewis, Recreation Director

**DATE:** January 27, 2025

**SUBJECT: SUBMISSION OF FORM 700**

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**RECOMMENDATION**

Review Form 700 and submit to the City Clerk

**BACKGROUND**

Every year, each commissioner needs to file Form 700 with the City Clerk.

**FISCAL IMPACT**

No fiscal impact with this item.

**ATTACHMENTS**

1. California Form 700
- 
-

**STATEMENT OF ECONOMIC INTERESTS  
COVER PAGE  
A PUBLIC DOCUMENT**

Date Initial Filing Received  
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

State

Judge, Retired Judge, Pro Tem Judge, or Court Commissioner  
(Statewide Jurisdiction)

Multi-County \_\_\_\_\_

County of \_\_\_\_\_

City of \_\_\_\_\_

Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

Annual: The period covered is January 1, 2024, through  
December 31, 2024.

Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Check one circle below.)

-or-

The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through  
December 31, 2024.

The period covered is January 1, 2024, through the date of  
leaving office.

-or-

Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_

The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through  
the date of leaving office.

Candidate: Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary (required)**

▶ Total number of pages including this cover page: \_\_\_\_\_

**Schedules attached**

Schedule A-1 - Investments – schedule attached

Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule A-2 - Investments – schedule attached

Schedule D - Income – Gifts – schedule attached

Schedule B - Real Property – schedule attached

Schedule E - Income – Gifts – Travel Payments – schedule attached

-or-  None - No reportable interests on any schedule

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_  
(month, day, year)

Signature \_\_\_\_\_  
(File the originally signed paper statement with your filing official.)



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.C.**

**TO:** Parks and Recreation Commission

**BY:** Dan Meewis, Recreation Director

**DATE:** January 27, 2025

**SUBJECT: DISCUSS PROJECT IDEAS FOR POTENTIAL ALLOCATION OF FUNDS FROM THE NEIGHBORHOOD IMPROVEMENT COMMISSION IN FISCAL YEAR 2025/2026**

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**RECOMMENDATION**

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

**BACKGROUND**

Each year the Neighborhood Improvement Commission (NIC) receives funds from the Transient Occupancy Tax for their work plan. Last year, the Neighborhood Improvement Commission allocated funds to the Parks & Recreations 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.

In a letter that was sent to the Parks & Recreation Commission staff liaison, the NIC is soliciting proposals for projects to fund with their fiscal year 25/26 work-plan. They would like to receive all proposals by February 28, 2025, so they can review these proposals during their March 1, 2025 retreat.

**FISCAL IMPACT**

No fiscal impact on this item.

**ATTACHMENTS**

1. NIC Letter
- 
-



## RECREATION DEPARTMENT

986 Hilby Avenue  
Seaside, CA 93955  
[www.ci.seaside.ca.us](http://www.ci.seaside.ca.us)

Telephone 831-899-6800  
Fax 831-899-6274

Dear Commission Liaisons and Community Leaders,

Please share this with your Commission members and organizations:

The Neighborhood Improvement Commissioners have decided to start early this year in reaching out to the various Seaside Commissions and Community Groups for project ideas for their 2025/2026 work-plan. In past years, the NIC has been tasked with overseeing the vetting and submission process for potential improvement projects for the City Council to approve as part of the NIC's Annual Work-Plan. Funding for these projects comes from Transitory Occupation Tax (TOT).

The commission will review project ideas that are submitted before our before February 28, 2025, deadline and would appreciate all submissions to arrive before then so that the NIC can review them at their March 1, 2025 Retreat.

### **Guidelines for project submission:**

- Projects should be in support of Neighborhood Improvement Commission
- Objectives -Muni Code Section 2.24.040 (see below).
- Project ideas should be sent by email to NIC liaison Dan Meewis [dmeewis@ci.seaside.ca.us](mailto:dmeewis@ci.seaside.ca.us)
- Fully developed ideas are not required at this point.
- We encourage all submissions that have a connection to the criteria below.

Thank you,

The Neighborhood Improvement Commission

### **Neighborhood Improvement Commission Objectives:**

- Work towards the establishment of neighborhood block organizations to help encourage beautification and reduce vandalism in the neighborhoods
- Encourage citizens to beautify and upgrade their property and landscaping, and to remove items that adversely influence property values
- Encourage citizens to voluntarily comply with the various city codes relating to the general appearance of the City
- Make recommendations to the City Council on ways to improve the appearance of the City and to elicit voluntary cooperation to beautify and minimize vandalism in the City

*Include, Innovate, Inspire*

- Work with service clubs and civic organizations, as appropriate, to help clean up the City and to promote and implement programs which help achieve this goal
- Work towards the establishment of neighborhood block organizations to help encourage beautification and reduce vandalism in the neighborhoods
- Encourage citizens and merchants to decorate their homes and businesses with decorations during the holiday season and to appropriately display the United States flag on national holidays
- Conduct administrative hearings relating to property maintenance



# DISCUSS PROJECT IDEAS FOR POTENTIAL ALLOCATION OF FUNDS FROM THE NEIGHBORHOOD IMPROVEMENT COMMISSION IN FISCAL YEAR 2025/2026

Item 6.C.

January 27, 2025

Dan Meewis, Assistant City Manager / Recreation Director

# About the Neighborhood Improvement Commission

The Commission is entrusted with and holds the duty of making recommendations to and advising the City Council in matters pertaining to general improvement of the neighborhoods within the City



## Background

In July of 2018, the City Council adopted Ordinance 1054 which directed 50% of all transient occupancy tax (TOT) generated by short-term rentals (STR's) to be directed toward community and park improvements, with the Neighborhood Improvement Commission (NIC) providing the recommendations for the use of these funds to the Council for consideration and approval.

The NIC solicits input yearly from other commissions and non-profits for project ideas.

## NIC Letter

- The NIC sent out a letter to City commission liaisons and non-profits to distribute with the intention to solicit input for 25/26 projects.
- Deadline to submit project ideas is February 28, 2025
- Projects will be reviewed at the NIC retreat on March 1, 2025.



## Past PRC recommended projects

- Wheeler Street Tennis Courts
- Tree Giveaway Program (2 years)
- Tree Trees in Parks
- 4 benches at GJM – Completed
- Adult Fitness Equipment for Lincoln-Cunningham Park
- Additional Water fountains in Parks



# Recommendation

Discuss project ideas for the potential allocation of funds from the Neighborhood Improvement Commission and submit the request by the deadline



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.D.**

**TO:** Parks and Recreation Commission

**BY:**

**DATE:** January 27, 2025

**SUBJECT: RECEIVE A PRESENTATION ON THE RECOMMENDATION FROM THE RECREATION AND PARKS COMMISSION TO MAKE TEXT AMENDMENTS TO CHAPTER 2.28 OF THE SEASIDE MUNICIPAL CODE "RECREATION AND PARK COMMISSION"**

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**RECOMMENDATION**

Consider the recommendation from the Recreation and Park Commission to make text amendments to chapter 2.28 of the Seaside Municipal Code and provide directions to staff.

**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) items A-F, was added to the Seaside Municipal Code. In 2004, the City amended Chapter 2.28 again to include language that was necessary in order for the City to be eligible to become a Tree City USA. At that time in section 2.28.030 items G-L were added to meet the standards for Tree City USA status.

During the commission's 24/25 work-plan development process, the commission determined that they would like to work on making amendments to chapter 2.28. The commission worked on the amendments during their July, August (Study Session), and September meetings.

After multiple discussions, the commission decided on the following proposed amendments to the ordinance:

Repeal and replace code section 2.28.030 (Duties) 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 non-residents 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)

The Commission also discussed looking at past tax measures to see if there is the possibility of having a percentage of those taxes be allocated to the commission to projects that would be specifically for Parks and Recreation. The two tax measures that were requested to be reviewed were Measure R from 2008, and Measure L from 2017.

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

After staff relayed this information to the commission, the commission then requested staff to look into the possibility of having a percentage of the Cannabis tax revenue allocated to the commission similar to how the Neighborhood Improvement Commission receives a funds based on a percentage of the funds collected the Transient Occupancy Tax. Ultimately the commission would also like to add this into the ordinance as well.

## **FISCAL IMPACT**

## **ATTACHMENTS**

None

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**RECEIVE A PRESENTATION ON THE  
RECOMMENDATIONS FROM THE RECREATION  
AND PARKS COMMISSION TO MAKE TEXT  
AMENDMENTS TO CHAPTER 2.28 OF THE SEASIDE  
OF THE MUNICIPAL CODE "RECREATION AND  
COMMISSION"**

Item 6.D.

January 27, 2025

Dan Meewis, Assistant City Manager/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.



Municipal Codes  
and Ordinances

## 24/25 Work-plan

During the development of the FY 24/25 work-plan the Recreation and Parks 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
- October



# Proposed text 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)

# Tax Allocation

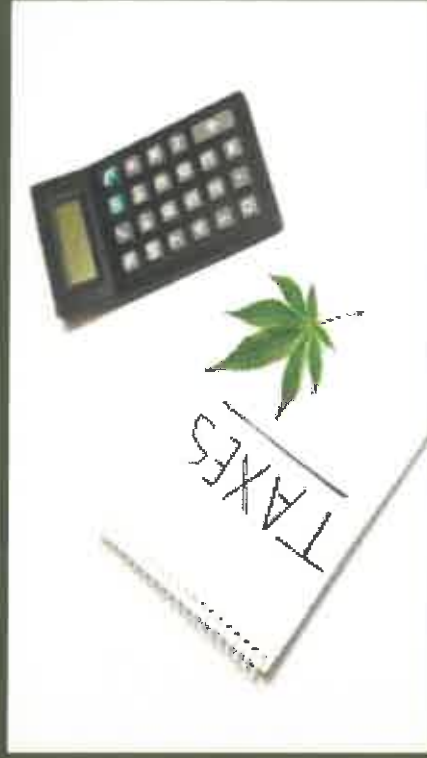
## **Chapter 3.24.121 Affordable housing and neighborhood improvement**

Annually, ten percent of transient occupancy taxes collected can be used for short-term rental program costs and the remaining net funds shall be allocated after the close of the current fiscal year shared. Fifty percent of the net transient occupancy tax collected from short-term rentals shall be set aside in the city of Seaside housing fund to be used to assist with affordable housing projects/activities in accordance with the direction of the city council and fifty percent of the net transient occupancy tax shall be directed toward community and neighborhood park improvements, with recommendations to the city council by the neighborhood improvement commission. (Ord. 1084 § 4, 2020; Ord. 1054 § 6, 2018)

# Tax Allocation Text Amendment Recommendation

## Chapter 5.04.403 Parks and Recreation

Annually, ten percent of the net cannabis tax collected from retail sales shall be directed toward community recreation programs and park improvements, with recommendations to the city council by the recreation and park commission.



## Recommendation

Have staff open up a public hearing and the next City Council meeting, with the recommended changes to Chapter 2.28 of the Seaside Municipal code, and provide direction on the proposed recommended addition to Chapter 5.04 section 5.04.403

# Questions



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.A.**

**TO:** Parks and Recreation Commission

**BY:** Dan Meewis, Assistant City Manager

**DATE:** May 19, 2025

**SUBJECT: DISCUSSION ON A POTENTIAL PARKS AND RECREATION  
MASTER PLAN PROJECT – INDOOR FACILITY DEVELOPMENT  
(VICE CHAIR, KARLA LOBO)**

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**RECOMMENDATION**

Staff recommends that the Commission initiate discussion on the development of a new indoor facility, including an indoor gym, in alignment with current work plan goals.

**BACKGROUND**

As part of our ongoing efforts to meet community needs and advance the Commission's work plan priorities, staff is initiating the first step toward exploring a master plan project for a future indoor facility. This project would potentially include an indoor gym, addressing long-standing community interest in enhanced indoor recreational amenities.

To support this early-stage discussion, Vice Chair Lobo has invited **Gregor and Daniel Berghauer, AIA**, Senior Associate / Senior Architect with **DAHLIN Architecture | Planning | Interiors**, to participate in the meeting. Their expertise will help the Commission begin exploring:

- Preliminary project scope
- Concept-level pricing estimates
- Key planning and site considerations

This conversation is essential to establishing a shared foundation as we assess future facility priorities and determine how best to align with long-term strategic goals and community expectations.

**FISCAL IMPACT**

No fiscal impact with this item.

**ATTACHMENTS**

None

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**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.B.**

**TO:** Parks and Recreation Commission

**BY:** Dan Meewis, Assistant City Manager

**DATE:** May 19, 2025

**SUBJECT: RECEIVE UPDATE ON SEASIDE MUNICIPAL CODE SECTION  
2.28 RECREATION AND PARK COMMISSION**

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**RECOMMENDATION**

Review updates and recommend any additional amendments so it can be included in the next update.

**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) items A-F, was added to the Seaside Municipal Code. In 2004, the City amended Chapter 2.28 again to include language that was necessary in order for the City to be eligible to become a Tree City USA. At that time, in section 2.28.030 items G-L were added to meet the standards for Tree City USA status.

During the commission's 24/25 work-plan development process, the commission determined that they would like to work on making amendments to chapter 2.28. The commission worked on the amendments during their July, August (Study Session), and September meetings.

After multiple discussions, the commission decided on the following proposed amendments to the ordinance:

Repeal and replace code section 2.28.030 (Duties) 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 non-residents 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 regard to the condition and use of Seaside athletic facilities.
  - G. Advise the city council on matters regarding trees, urban forestry 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)

The Commission also discussed looking at past tax measures to see if there is the possibility of having a percentage of those taxes be allocated to the commission to projects that would be specifically for Parks and Recreation. The two tax measures that were requested to be reviewed were Measure R from 2008, and Measure L from 2017.

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

After staff relayed this information to the commission, the commission then requested staff to look into the possibility of having a percentage of the Cannabis tax revenue allocated to the commission, similar to how the Neighborhood Improvement Commission receives funds based on a percentage of the funds collected the Transient Occupancy Tax. Ultimately, the commission would also like to add this to the ordinance as well.

At the February 20, 2025 City Council meeting, the City Council held a public hearing for: INTRODUCTION OF AN ORDINANCE AMENDING TITLE 2 OF THE SEASIDE MUNICIPAL CODE FOR THE PURPOSE OF CORRECTING TYPOS, MIS-NUMBERED CODE SECTIONS, SENTENCE STRUCTURE, MISSING DEFINITIONS, CLARIFICATIONS AND PROPOSED TEXT AMENDMENTS.

For chapter 2.28, the specific amendments were for:

- Revised terms of service for commission members
- Established a standardized process for appointments and removals.
- Required periodic reporting to the City Council for greater oversight.

At the March 6, 2025, City Council meeting, the Council held the second reading of the item. After a detailed discussion that included input from the public, the City Council decided to approve all amendments except for the Chapters relating to the commissions. There was public comment from the Vice Chair of the Parks & Recreation Commission (PRC) requesting to include the proposed changes that the PRC has been working on. The Council directed staff to come back with an updated code of conduct for commissioners, and work with the other commissions to see if there are other amendments that each commission would like to incorporate so it all can be included in the next update.

**FISCAL IMPACT**

There is no fiscal impact for this item.

**ATTACHMENTS**

None

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**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.C.**

**TO:** Parks and Recreation Commission

**BY:** Dan Meewis, Assistant City Manager

**DATE:** May 19, 2025

**SUBJECT: REVIEW AND DISCUSS THE DEVELOPMENT OF THE 2025/2026  
WORK PLAN**

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**RECOMMENDATION**

Discussion on goals and objectives, ongoing projects, potential future projects, and prior years' accomplishments and recommend updates in these areas and approve them for the 2025-2026 work plan.

**BACKGROUND**

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

**FISCAL IMPACT**

No fiscal impact on this item.

**ATTACHMENTS**

1. Parks & Recreation Commissions Work Plan 2024-25 updated 6.12.24
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<http://www.ci.seaside.ca.us/>

# CITY OF SEASIDE

## Parks and Recreation Commission

### FY 2024-2025 Work Plan & Prior Accomplishments

#### Members

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

2 Vacancy

#### Staff Liaisons

Dan Meewis, Recreation Director  
Nisha Patel, City Engineer

## MISSION STATEMENT

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

## HISTORICAL BACKGROUND

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

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

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

## FY 24-25 WORK PLAN

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

### Work Plan Objectives

#### **1. Advisory Body to the City Council**

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

#### **Areas of Interest**

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

**Timeline:** Ongoing

**Cost Estimate: (\$250.00)** Supplies budget for copying, noticing, and educational materials.

**Participants:** Parks and Recreation Commission Members and staff.

**Staff Lead:** Recreation Director

## **2. Programs, Fees, Operating Budget, Collaborations**

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

### **Areas of interest:**

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

**Timeline:** Ongoing

**Cost Estimate: (\$1,500)** Supplies budget for copying, noticing, and educational materials, promotional items for events and activities.

**Staff Lead:** Recreation Director

## **3. 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.

### **Areas of interest:**

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

**Timeline:** August 2024- May 2025

**Cost Estimate: (\$5,000)** Staff time and supplies budget for copying materials. Attend the California Parks and Recreation Conference in Sacramento of March 2025.

**Staff Lead:** Recreation Director

#### **4. Review Capital Improvement Plans, Projects, and Budget Review**

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

##### **CIP recommendations/requests:**

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

**Timeline:** As needed

**Cost Estimate: (\$10,000)** Supplies budget for copying, noticing, and educational materials. Funds for minor park projects, and trees.

**Staff Lead:** Public Works Director, Recreation Director

#### **5. 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.

**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.

**Timeline:** Ongoing

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

**Participants:** sub-committee

**Staff Lead:** Public Works Director, Recreation Director

Estimated FY 24/25 PRC work plan budget: **\$16,750**

## ONGOING PROJECTS

<i><b>PROJECT</b></i>	<i><b>ACTIVITIES</b></i>
Manzanita Stuart Park, Lincoln Cunningham Park and Havana Soliz Park trail system project	Continue to seek community input into park as required by grant.
Recreation and park facilities	Encourage attendance to all parks, recreation center, pool and facilities. Attend and promote events.
Promote recreation and park activities	Blues in the Park, youth, adult and older adult activities.
Monitor park improvements	Laguna Grande, Capra Park, Highland Otis Park, and Manzanita Stuart Park.
Work collectively with other City Commissions	Promote and recommend flora in parks and around the City. Provide solutions to ensure parks, trails, landscape, and adjacent park areas can be enjoyed by all.
Seek Input for needs within Recreation Department and funding for those needs	Gather, review, and endorse needs and funding for inclusion.
Explore Trail System in Seaside at Havana Soliz Park, Lincoln Cunningham Park and Manzanita Stuart Park	Look for areas of improvement and connectivity.

Blues in the Park collaboration	Have commission participate by tabling at the event
ADA Playground Equipment	Add ADA Playground equipment to the parks.
Youth involvement in parks	Advocate having youth interns assist in parks.
Review locations for an indoor facility	Research possible areas for an indoor facility for recreational activities such as a gym, etc.

## PRIOR ACCOMPLISHMENTS

<b><i>GOAL/OBJECTIVE</i></b>	<b><i>ACTIVITIES SUPPORTING GOAL</i></b>	<b><i>STATUS</i></b>
FY 23-24 CIP and budget review	To review, consider and endorse recommended budget for FY 23-24.	Completed
Promote public input in 2023/24	Gather, review, and endorse needs.	Completed
Seek grant funds in 2023/24	Advocate and seek public funds available through the Office of Grants and Local Services and National Recreation and Park Association, etc.	Completed
Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental in 2023/24	Collaborate with other City Commissions and FOSPA.	Completed
Seek Input for needs within Recreation Department & funding for those needs	Gather, review, and endorse needs and funding for inclusion in FY 23-24 budget.	Completed
Attend workshops in 2023/24	Encourage Commissioner	Completed

	attendance.	
Work with environmental commission for tree	Goal of planting at least 30 new trees in City parks.	Completed
Signs for parks	Get signs to parks that do not have signs.	Completed
Implement a water safety program for local youth	Once per year field WSI and screened volunteers to run a drown proofing for the community.	Completed
Community garden	Work on a community garden.	Completed
Submitted SPP Grant	Submitted a competitive grant in order to encumber funds available to underserved CA communities.	Completed
Provide doggy bag stations at all parks	Allocated funding and personnel for installation.	Completed
Major renovation of Cutino Park	Opened to public August 2019.	Completed
Improve Highland Otis Park	Allocated funding for Playground structure, BBQ, ADA, volleyball court improvements.	Completed
Improve Metz Park and Rubio Field	Allocated funding for ADA improvements, Basketball and Futsal resurface and stripe.	Completed
Roberts Lake ECO Park Peace Pole	Provided funding and locations for Peace Poles.	Completed
Improve Durant Park	Allocated funding for Playground structure, ADA and BBQ improvements.	Completed
Community input regarding Manzanita Stuart Park	Public forum held regarding facility additions and construction.	Completed
Community input regarding Ellis Park	Public forum held regarding park	Completed

	improvements.	
Improve basketball court at Capra Park	Allocated funding for resurface.	Completed
Attend Parks and Recreation Workshops during FY 23-24	Five members attended various workshops.	Completed
Submit CDBG Grant	Submit a competitive grant in order encumber funds.	Completed
ADA playground equipment	Provide ADA playground equipment at Laguna Grande Park.	Completed
Review Seaside Municipal Code section 9.08	Make necessary amendments to code.	Completed
Institute Adopt a Park program	Put together policies and guidelines for a community base program.	Completed
Wheeler Street Tennis Courts and Pickleball	Relining pickleball courts, resurfacing the courts.	Completed

**June 12, 2024**