



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

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Monday, June 16, 2025
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=RjNEU2xNMDhlNFFpWjB6b0pGSGgzdz09>
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PASSCODE: 417485
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There is no participate code – press the pound sign # after the recording prompts you.
4. To make public comment, the following options are available:

Before the Meeting via Email: Written comments can be emailed to dmeewis@ci.seaside.ca.us Include the following subject line: "Public Comment Item # ___" (insert the agenda item number relevant to your comment). Written comments must be received by 2:00 p.m. on the day of the meeting.

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

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

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1. CALL TO ORDER

2. ROLL CALL - PARKS AND RECREATION

Bobby Maxwell	Chair
Karla Lobo	Vice Chair
Alicia Louise Gaines-Lynch	Commissioner
James White	Commissioner
Jeanette Walton	Commissioner
Christy Pappas	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. MAY 19, 2025 MINUTES

6. BUSINESS ITEMS

A. WELCOME COMMISSIONER CHRISTY PAPPAS TO THE SEASIDE PARKS & RECREATION COMMISSION

RECOMMENDATION: We are pleased to announce and warmly welcome Commissioner Christy Pappas to the Seaside Parks and Recreation Commission.

B. ESTABLISHMENT OF A PRIORITY LIST FOR FY 2025-26 WORK PLAN IMPLEMENTATION

RECOMMENDATION: Staff recommends that the Parks and Recreation Commission discuss and establish a prioritized list of work plan objectives for Fiscal Year 2025–2026, based on the adopted work plan document, past accomplishments, and current community needs.

7. REPORTS FROM RECREATION STAFF

8. REPORTS FROM PARKS STAFF

9. REPORTS FROM COMMISSIONERS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
July 21, 2025
5:30 PM

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

SPECIAL MEETING
440 Harcourt Ave (Council Chamber)
Monday, May 19, 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> X </u>
James White	Commissioner	<u> X </u>
Jeanette Walton	Commissioner	<u> X </u>
Karla Lobo	Commissioner	<u> X </u>

STAFF:

Dan Meewis X

GUEST:

- * Gregor Markel – Managing Principal of Dahlin Architecture (Zoom)
- * Daniel Berghauser – Senior Associate/Senior Architect

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)

* None

4. PUBLIC COMMENTS:

* None

5. APPROVAL OF JANUARY 27, 2025 MINUTES:

* Alicia Lousia Gaines/Jeanette White M/S/P

6. BUSINESS ITEMS:

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

- * Commissioner Lobo wanted this proposed agenda item to initiate discussion on a master plan project in alignment with the current Parks & Recreation work plan goals, specifically focusing on the development of an indoor facility with an indoor gym. Commissioner Lobo invited Gregor Markel to do a presentation on several gymnasium projects they have done.

- * Gregor Markel, Managing Principal of Dahlin, stated that Dahlin is a diverse architecture, planning and interiors firm, practicing globally. They have been in the area for over forty-five years. Gregor did a presentation on their gymnasium experience to show the Parks & Recreation Commission their different projects regarding indoor gym facilities.
- * Daniel Berghauer, Senior Associate/Senior Architect, did a presentation on different gymnasium projects they have been involved with from start to finish. He discussed the time limits of one of their gymnasium projects. It takes about a few years of development time. The cost can vary from \$15,000.00 to \$35,000.00 or more.
- * Commissioner Lobo asked about the time limits and cost. Gregor and Daniel discussed the time limits of one of their gymnasium projects. It takes about a few years of development time. The cost can vary from \$15,000.00 to \$35,000.00 or more. Commissioner Lobo asked what to focus on in the planning stage. Gregor and Daniel stated that one of the key things is to understand your program and uses of the facility. That will help you decide where you would want the facility located. Looking at all the programming and making all the decision up front will help provide more clarity which makes the process go smoother.
- * No Public Comment.

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

- * Dan Meewis, Assistant City Manager gave a presentation on the updates of the ordinance for the Commissions. On April 3, 2025 the City Council approved and adopted the new Code of Conduct. Each Commissioner will need to sign it. On April 17, 2025, the City Council had the first reading of the Title 2 amendments. On May 1, 2025, the City Council had the second reading. On June 1, 2025 the new amendments will go effect.
- * The purpose of the ordinance, what is changing and the standardized terms of service was discussed. All the Commissioners will have a three year term and adhere to the new Code of Conduct. All Commissions will have seven members. Dan went over the compatibility of offices, vacancy clarification, and implementation and next steps. They will be updating the Boards, Commissions & Committees Handbook. There will be new training sessions. Please see the attached presentation for more information.

* No Public Comment.

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

- * Chair Maxwell would like to go back to the old format of the work plan because it was easier to read and update. Commissioner Walton, Commissioner Gaines, and Commissioner White agrees with Commissioner Maxwell.
- * Vice Chair Lobo and staff discussed and explained the new format of the work plan with the Commissioners.

* The Commissioners and staff went over the work plan and discussed each section. They removed some items and added some items. Please see the attached 2024-2025 Work Plan and the updated 2025-2026 Work Plan for the changes and more information.

* No Public Comment.

7. REPORTS FROM RECREATION STAFF:

* Staff reported that registration was on May 12, 2025 for residents and May 14, 2025 for non-residents for the summer programs. They have some new programs. Swimming lessons filled up quickly. Martial Arts Class and Adult Baseball are a few of the new program. The Mother's Day Luncheon was on Saturday, May 10, 2025. Blues in the Park band line-ups are set up. The Fourth of July event feature band will be "The White Album Ensemble". The event will be at City Hall Lawn from 11:00 a.m. to 4:00 p.m.

8. REPORTS FROM PARKS STAFF:

* Staff stated that Lincoln Cunningham Park is open. The new paths are amazing. The playground equipment was approved and should be installed by the middle of August 2025. They did put in a pergola. They are waiting for the picnic tables and BBQ's to put under the pergola. Capra Park got a new picnic bench, water fountain, and a new mural. The grant for Laguna Grande Park is in process. The state is looking at the grant.

9. REPORTS FROM COMMISSIONERS:

* Commissioner Gaines stated she is glad to be back. She is still recovering and things are good.

* Commissioner Walton stated she is honored to be on the Seaside Stars committee.

* Commissioner Lobo stated they had their track meeting this last weekend. They have kids from Seaside and Marina.

* Chair Maxwell stated that they have completed PAL's basketball season. They had the PAL's banquet for the kids and their families. They just finished the PAL's soccer program on Saturday, May 17, 2025. They are looking forward to the Junior Giant's season that should be starting soon. Chair Maxwell wanted to know if Lincoln Cunningham Park will have dog waste stations. He stated that some of the garbage and recycle bins are damaged in some of the parks. He met with Public Works to talk about removing the weeds at Cutino Park.

10. ADJOURNMENT: The meeting was adjourned at: 7:02 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Regular Scheduled Meeting

June 16, 2025

Time: 5:30 p.m.

HYBRID (Virtual & In-Person)

Attachments from the
May 19, 2025 Meeting



**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)**

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 Berghauser, 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



**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**

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

Item 6.B – Chapter 2.14 Updates for Boards and Commissions

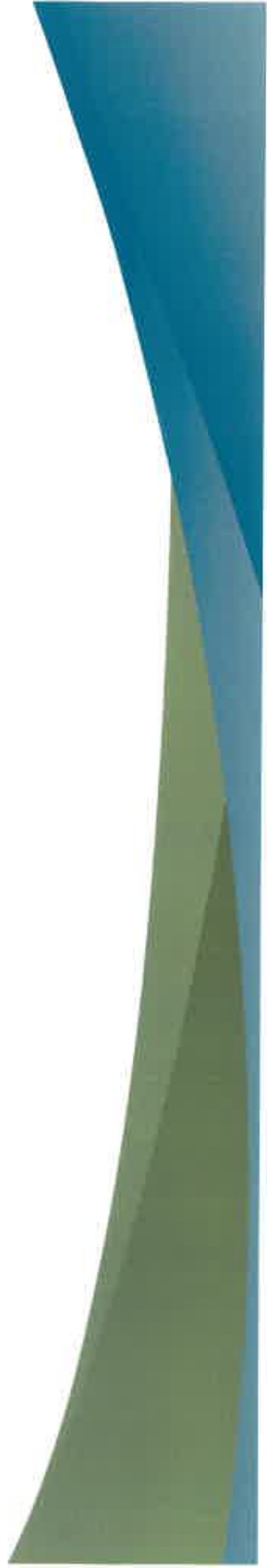
Dan Meewis, Assistant City Manager

May 19, 2025 | Parks & Recreation Commission Meeting



Timeline for Amendments

- April 3, 2025 – Code of Conduct Adopted
- April 17, 2025 – 1st Reading
- May 1, 2025 – 2nd Reading
- June 1, 2025 – Amendments go into effect



Purpose of the Ordinance

An ordinance amending Title 2 – Administration and Personnel – of the Seaside Municipal Code, specifically focused on:

- Modernizing Chapter 2.14: Boards and Commissions
- Aligning with state best practices and FPCC guidance
- Strengthening governance, consistency, and accountability
- Revisit key changes proposed at previous hearings

What's Changing – Overview

- **Key Changes of the Revisions:**
 - ✓ Streamline appointment and removal procedures (2.14.040)
 - ✓ Address potential areas of compatibility (2.14.230)

Standardized Terms of Service

Section 2.14.040 Updates:

- All boards and commissions now follow a uniform term length structure.
- Requires member to adhere to the adopted Code of Conduct.

Clarifies:

- When terms expire
- How reappointments are handled
- Establishes rules for participation

2.14.040 Appointment of members

The mayor, with the advice and consent of the city council, shall make appointments to boards, commissions and committees in

January. The city council shall establish procedures for recommending applicants for appointment. Prior to consideration by the city council, each candidate for appointment to a board or commission shall be required to read, acknowledge, and agree to comply with the Boards and Commissions Code of Conduct, as adopted by resolution of the city council. A signed acknowledgment form confirming such agreement shall be submitted to the Office of the City Clerk as part of the application process. (Ord. 773 § 1 (Exh. A), 1990)

New Section – Compatibility of Office

Section 2.14.230:

- If a commissioner becomes a **certified candidate for City Council:**
 - They are placed on an **automatic, excused leave of absence**
 - Leave lasts until **election certification**

New Section – Vacancy Clarification

Section 2.14.xxx:

- Clarifies that candidate-related absences **do not constitute a vacancy**
- Seat is preserved **unless the candidate is elected**

2.14.230 Compatibility of Offices

- An appointed commissioner will automatically be placed on an excused leave of absence when they become a qualified candidate for the office of **mayor** **or** city council until the time that the general election is certified by adoption of a resolution by the city council.

Implementation and Next Steps

 The Municipal Code will be updated

 New commission handbooks will be distributed

 The City Clerk's Office will lead training

 sessions with all advisory bodies

Goal: Ensure a **smooth transition** and **shared understanding** of new expectations

Questions



**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**

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

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



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

CITY OF SEASIDE

Parks and Recreation Commission

FY 2025-2026 Work Plan & Prior Accomplishments

Members

Bobby Maxwell, Chair
Karla Lobo, Vice Chair
Alicia Louise Gaines
James White
Jeanette Walton

2 Vacancy

Staff Liaisons

Dan Meewis, Assistant City Manager
Thomas Korman, Public Works Director/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

- 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
- Dog Park (identify additional location and design)
- Laguna Grande Park Pathway (explore the idea of lights)(Trails grant)
- Review locations for an indoor facility – Hire a consultant to do a feasibility study for city owned property.
- 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
- Replace fallen light tower at Cutino, and look at replacing all other towers.

Timeline: As needed

Cost Estimate: (\$40,000) Facility feasibility study for an indoor Gym, Supplies budget for copying, noticing, and educational materials. Funds for minor park projects, and trees.

Staff Lead: Public Works Director, Recreation Director

(#5 ON HOLD for FY 25/26)

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.
- Attend FORTAG Meetings to have a better understanding of the FORTAG trail project that runs through Seaside.

Timeline: Ongoing

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

Participants: sub-committee

Staff Lead: Public Works Director, Recreation Director

Estimated FY 25/26 PRC work plan budget: **\$0 (On hold for FY 25/26)**

ONGOING PROJECTS

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

PRIOR ACCOMPLISHMENTS

GOAL/OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
Capra Park Grant (Presented by FOSPA)		Completed – City Council approved a 5-year lease for the space located at Capra that is designated for the community garden.
Improve the condition of the Volleyball court at Highland Otis		Completed – January 2025
Review and update commission ordinance to catch up with current times, enlist help from city clerk office (CC will begin to update ordinances)		Completed by commission for waiting for Council Adoption – FY 25/26
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 2024/25	Collaborate with other City Commissions and FOSPA.	Completed
Seek Input for needs within Recreation	Gather, review, and endorse needs and	Completed

Department & funding for those needs	funding for inclusion in FY 24-25 budget.	
Attend workshops in 2024/25	Encourage Commissioner attendance.	Completed
Work with environmental commission for tree	Goal of planting at least 30 new trees in City parks.	Completed
Signs for parks	Get signs to parks that do not have signs.	Completed
Implement a water safety program for local youth	Once per year field WSI and screened volunteers to run a drown proofing for the community.	Completed
Community garden	Work on a community garden.	Completed
Submitted SPP Grant	Submitted a competitive grant in order to encumber funds available to underserved CA communities.	Completed
Provide doggy bag stations at all parks	Allocated funding and personnel for installation.	Completed
Major renovation of Cutino Park	Opened to public August 2019.	Completed
Improve Highland Otis Park	Allocated funding for Playground structure, BBQ, ADA, volleyball court improvements.	Completed
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Institute Adopt a Park program	Put together policies and guidelines for a community base program.	Completed
Wheeler Street Tennis Courts and Pickleball	Relining pickleball courts, resurfacing the courts.	Completed by June 2024
Capra Park Updates through NIC funding	Picnic Tables, BBQ, ADA accessibility	Completed April 2025

June 2, 2025



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: June 16, 2025

**SUBJECT: WELCOME COMMISSIONER CHRISTY PAPPAS TO THE SEASIDE
PARKS & RECREATION COMMISSION**

RECOMMENDATION

We are pleased to announce and warmly welcome Commissioner Christy Pappas to the Seaside Parks and Recreation Commission.

BACKGROUND

Commissioner Christy Pappas was officially appointed to the Commission on June 5, 2025. She has a degree in Recreation Administration and has a strong passion for community development. Commissioner Pappas is very active in the Seaside community and would like to see the community thrive. She is looking forward to being part of the team in helping the community thrive. Her fresh perspective will be an asset as we continue to grow and improve Seaside's parks, trails, community events, and recreational facilities.

Please join us in welcoming Commissioner Pappas to the team. We look forward to her contributions as we continue to serve the Seaside community with excellence and enthusiasm.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: June 16, 2025

SUBJECT: ESTABLISHMENT OF A PRIORITY LIST FOR FY 2025-26 WORK PLAN IMPLEMENTATION

RECOMMENDATION

Staff recommends that the Parks and Recreation Commission discuss and establish a prioritized list of work plan objectives for Fiscal Year 2025–2026, based on the adopted work plan document, past accomplishments, and current community needs.

BACKGROUND

The Parks and Recreation Commission has developed a comprehensive work plan for FY 2025–26 that reflects the Commission’s mission to advocate for safe, accessible, and enriching recreational services and park facilities throughout Seaside. This plan builds on significant accomplishments and aligns with City Council goals to enhance quality of life for all residents.

To effectively implement the work plan, staff is requesting that the Commission review and prioritize its areas of focus. Prioritization will enable the Commission and staff to allocate time, resources, and partnerships in a manner that achieves the greatest impact.

Next Steps

1. Commissioners individually rank or score projects based on impact, feasibility,

and readiness.

2. Staff aggregates feedback to draft a priority list.
3. The commission reviews and finalizes the prioritized list at the next meeting.
4. Staff proceeds with implementing and scheduling efforts based on Commission guidance.

ATTACHMENTS

1. Parks & Recreation Commissions Work Plan 2025-26 updated 6.2.25
-

Reviewed for Submission to the City Council by:



Greg McDanel, City Manager



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

CITY OF SEASIDE

Parks and Recreation Commission

FY 2025-2026 Work Plan & Prior Accomplishments

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2 Vacancy

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4. Make periodic inventories of recreation services that exist or may be needed and interpret the needs of the public to the City Council, the school boards of trustees and to the Recreation Director.
5. Aid in coordinating recreation services with the programs of other public agencies and voluntary organizations.
6. Advise the Recreation Director in the preparation of the annual budget and a long-range recreation capital improvement program.
7. Advise the City Council on matters regarding trees, plants, landscape, etc.

8. Develop, keep current, and aid in the facilitation of a plan for the development, conservation and care of trees, trails, and parks.
9. Develop and review annually a long-range plan for trees and parks, both naturally occurring and planned.
10. Review, in cooperation with other City Commissions, plans for landscape, planting, trails, etc.
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FY 24-25 WORK PLAN

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

Work Plan Objectives

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Areas of Interest

- Budget review
- Department policies
- Current city and outside proposals for parks and recreation to review
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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

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- Parks & Recreation Commission community event
- Blues in the Park collaboration

Timeline: Ongoing

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Staff Lead: Recreation Director

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Areas of interest:

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- Seek yearly Input for needs within Recreation Department and funding for those needs
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Timeline: August 2024- May 2025

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2025.

Staff Lead: Recreation Director

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

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CIP recommendations/requests:

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Staff Lead: Public Works Director, Recreation Director

(#5 ON HOLD for FY 25/26)

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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.
- Attend FORTAG Meetings to have a better understanding of the FORTAG trail project that runs through Seaside.

Timeline: Ongoing

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

Participants: sub-committee

Staff Lead: Public Works Director, Recreation Director

Estimated FY 25/26 PRC work plan budget: **\$0 (On hold for FY 25/26)**

ONGOING PROJECTS

<i>PROJECT</i>	<i>ACTIVITIES</i>
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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.

PRIOR ACCOMPLISHMENTS

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Work cooperatively with FOSPA and other City Commissions: Homeless, NIC, SAHC, Environmental in 2024/25	Collaborate with other City Commissions and FOSPA.	Completed
Seek Input for needs within Recreation	Gather, review, and endorse needs and	Completed

Department & funding for those needs	funding for inclusion in FY 24-25 budget.	
Attend workshops in 2024/25	Encourage Commissioner attendance.	Completed
Work with environmental commission for tree	Goal of planting at least 30 new trees in City parks.	Completed
Signs for parks	Get signs to parks that do not have signs.	Completed
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June 2, 2025