



AGENDA
CITY OF SEASIDE
PARKS AND RECREATION

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Monday, August 17, 2026
5:30 PM

Virtual Participation Guide: <https://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>
<https://us02web.zoom.us/j/81754708643?pwd=RjNEU2xNMDhINFFpWjB6b0pGSGgzdz09>

WEBINAR ID 817 5470 8643 | PASSCODE 417485 | (669) 900-6833

1. CALL TO ORDER

2. ROLL CALL - PARKS AND RECREATION

Bobby Maxwell	Chair
Alicia Louise Gaines	Vice Chair
Jeanette Walton	Commissioner
Christy Pappas	Commissioner
Cathleen Pryor	Commissioner
Nichole Munoz	Commissioner
Alice Aguillon	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. JUNE15, 2026 MINUTES

6. BUSINESS ITEMS

A. RECEIVE A PRESENTATION FROM FRIENDS OF SEASIDE PARKS ASSOCIATION (FOSPA)

RECOMMENDATION: Receive a presentation.

B. REVIEW DRAFT UNIFORM POLICY FOR RECREATION STAFF AND PROVIDE FEEDBACK ON COMMENTS ON THE POLICY

RECOMMENDATION: Review the draft Recreation Department Uniform and Professional Appearance Policy and provide comments and recommendations to staff prior to finalization and implementation.

C. REVIEW AND DISCUSS THE BOARDS, COMMISSIONS & COMMITTEES HANDBOOK

RECOMMENDATION: Review and discuss the Boards, Commissions & Committees Handbook

D. ADOPT A PRIORITY LIST FOR UPCOMING PARKS TOURS

RECOMMENDATION: Review the list of parks in Seaside and make a priority list of parks to tour.

E. DISCUSSION AND REVIEW OF CITY EVENTS FOR THE PARKS & RECREATION COMMISSION TABLING OPPORTUNITIES

RECOMMENDATION: Review the City's events and discuss which events the Parks & Recreation Commission would table at.

7. REPORTS FROM RECREATION STAFF

8. REPORTS FROM PARKS STAFF

9. REPORTS FROM COMMISSIONERS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
September 21, 2026
5:30 p.m.

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:
<http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.



MINUTES
CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION

REGULAR MEETING
440 Harcourt Ave (Council Chamber)
Monday, June 15, 2026
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>
Christy Pappas	Commissioner	<u>X</u>
Cathleen Pryor	Commissioner	<u>X</u>
Nichole Munoz	Commissioner	<u>X</u>
Alice Aguillon	Commissioner	<u>X</u>

STAFF:

Dan Meewis X Terry Navarro X Andreas Baer X

GUEST:

* Dave Pacheco – Mayor Pro Tem

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 OCTOBER 20, 2025 MINUTES:

* Alicia Louisa Gaines/Alice Aguillon M/S/P

6. BUSINESS ITEMS:

A. WELCOME COMMISSIONER PRYOR, COMMISSIONER MUNOZ, AND COMMISSIONER AGUILLON TO THE SEASIDE PARKS & RECREATION COMMISSION:

* Commissioner Cathleen Pryor stated she has lived in Seaside for close to forty years. She has raised her five children and has ten grandchildren. She is very active in the Seaside community. She is forward to be part of the team in helping the community thrive.

- * Commissioner Nichole Munoz stated she has been a local of the Monterey Peninsula her entire life and is raising her children in Seaside. She loves Seaside and wants to contribute to whatever in the future holds.
- * Commissioner Alice Aguillon stated she is a lifetime resident of Monterey County and has lived in Seaside about three years. She has one son that is eighteen years old. She has a passion about the ocean. She loves helping people explore a relationship with the ocean whether it's surfing or swimming or ocean knowledge. She is happy to be on the Commission.
- * Staff thanked the new Commissioners for taking the time to volunteer their services in the City of Seaside. Staff stated they are happy to have them and is looking forward in working with them.
- * No Public Comment

B. SUBMISSION OF FORM 700:

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

C. RECEIVE A PRESENTATION ON 2026 EVENTS IN THE CITY OF SEASIDE:

- * Staff gave a presentation on the 2026 events in the City of Seaside. Staff stated that the City of Seaside proudly host and supports a variety of events and programs designed to bring the community together, encourage participation, and enhance quality of life for residents of all ages. The city has fourteen community events, fourteen older adult events and six co-sponsored events. The City's event goals are to strengthen community connections, promote recreation and wellness, celebrate culture and diversity, encourage community engagement, and support local partnerships. Please see the attached presentation for further information.
- * No Public Comment

D. RECEIVE A PRESENTATION ON ONGOING, UPCOMING, AND RECENTLY COMPLETED PARK PROJECTS:

- * Staff gave a presentation on the ongoing, upcoming, and recently completed park projects. Staff stated that the City of Seaside continues to invest in the maintenance, improvement, and expansion of its park system to enhance recreational opportunities, promote community well-being, and improve quality of life for residents. Park projects are prioritized based on community needs, safety considerations, available funding, and alignment with City goals. Staff gave an update on Lincoln Cunningham Park, Laguna Grande Trails Project, Laguna Grande Park, irrigation mapping & plan, Manzanita Stuart Park, Cutino Field light pole, Pattullo Swim Center, benches on Eucalyptus Road and General Jim Moore Boulevard, Durant Park, medians, watering bird deterrent and new work. Please see the attached presentation for further information.

- * Dave Pacheco congratulated the new Commissioners and appreciates their time. He wanted to encourage the Commissioners to advocate for Parks and Recreation and to support others to do the same. He stated that at the next City Council meeting on June 18, 2026 there are several park issues. He encourage the Commissioners to attend that meeting to give their input.

E. REVIEW AND DICUSS THE 2026/2027 WORK PLAN:

- * Staff gave a presentation on the 2026/2027 work plan that was submitted to the City Clerk and City Council. The work plan was due in April. Staff rolled over the work plan from last year due to the last Parks and Recreation Commission was last October 2025 and they have not been able to have another meeting until June 2026. Staff went over the mission statement, the work plan objectives, advisory roles to the City Council, programs, fees, collaborations, staff support & community enrichment, CIP & budget review and ongoing projects. Please see the attached presentation for further information.
- * The Commissioners and staff discussed community engagement, facility enhancements, accessibility improvements, grant opportunities, and trail connectivity. The also discussed the recreation programs and Pattullo Swim programs.
- * Chair Maxwell discussed how he like the 2026-2027 work plan. He went over some of the items on the work plan. He encouraged all the Commissioners to take the work plan home and review it and bring back their ideas for the next year's work plan. Please see the attached work plan for further information.
- * No Public Comment

7. REPORTS FROM RECREATION STAFF:

- * Staff stated that the fourth of July Red, White & Blues event is on July 04, 2026 at City Hall Lawn from 11:00 a.m. to 4:00 p.m. featuring the band Liquid Sky "Jimi Hendrix Tribute". There will be a time capsule unveiling from 2:00 p.m. to 2:30 p.m. Sunday Blues in the Park is on Sunday July 12, 2026, July 19, 2026, July 26, 2026, August 02, 2026, and August 09, 2026. The hours are 1:00 p.m. to 4:30 p.m. The Father's Day Luncheon & Dance is on Thursday, June 18, 2026. Doors open at 10:30 a.m.

8. REPORTS FROM PARKS STAFF:

- * Staff stated that the new Superintendent in Public Works is William Scally.

9. REPORTS FROM COMMISSIONERS:

- * Vice Chair Gaines stated she is glad and grateful to be back attending the Parks & Recreation meetings after a long illness and heart attack. She attended the Juneteenth celebration on Saturday, June 13, 2026. It was a wonderful celebration.
- * Chair Maxwell stated he is the president of Seaside PAL. They just finished their basketball season and had their banquet for the children. Their soccer season just concluded. Now the Junior Giants Program is starting. He welcomed everyone to

come and watch the Junior Giants play at Cutino Park. Chair Maxwell did request to get business cards for the new Commissioners and nametags of all the Parks & Recreation Commissioners. He welcomed all the new Commissioners and thanked all the staff.

10. **ADJOURNMENT**: The meeting was adjourned at: 6:55 p.m.

RESPECTFULLY SUBMITTED,

Terry Navarro, PRC Clerk

Bobby Maxwell, PRC Chair

Next Regular Scheduled Meeting

July 20, 2026

Time: 5:30 p.m.

HYBRID (Virtual & In-Person)

Attachments From the
June 15, 2026 Meeting



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: June 15, 2026

**SUBJECT: WELCOME COMMISSIONER PRYOR, COMMISSIONER MUNOZ,
AND COMMISSIONER AGUILLON TO THE SEASIDE PARKS &
RECREATION COMMISSION**

RECOMMENDATION

We are pleased to announce and warmly welcome Commissioner Cathleen Pryor, Commissioner Nichole Munoz, and Commissioner Aguillon to the Seaside Parks and Recreation Commission.

BACKGROUND

Commissioner Cathleen Pryor was officially appointed to the Commission on March 19, 2026. She has been a Seaside resident for over thirty years and recently retired from Community Hospital of the Monterey Peninsula. Commissioner Pryor has excellent communication skills and customer service skills. She 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.

Commissioner Nichole Munoz was officially appointed to the Commission on June 4, 2026. She has been a local of the Monterey Peninsula her entire life and lives in Seaside. She has twenty years of customer service experience and was an ambassador at Monterey and Salinas Chamber in the recent past. She would like to be more involved with the Seaside community. The Parks and Recreation department for Seaside is dear to her heart. She is a big believer in investing in the youth and the community.

Commissioner Alice Aguillon was officially appointed to the Commission on June 4, 2026. She has been a lifelong resident of Monterey County, and her heart has always been in the community, especially with the youth. She has served on the board of Disabled American Veterans auxiliary Unit 85 in Fort Ord and is involved with The Wahine Project in Monterey. Through those roles she has seen firsthand how meaningful it is to create spaces where everyone feels welcome. As an Operations Manager, she coordinates programs, leads teams and handles logistics. However, her favorite part is connecting with people. She would be honored to bring her experience, passion, and dedication to the Parks and Recreation Commission, to help create safe, inclusive, and enriching programs and spaces that truly serve all members of the community.

Please join us in welcoming Commissioner Pryor, Commissioner Munoz, and Commissioner Aguillon to the team. We look forward to their contributions as we continue to serve the Seaside community with excellence and enthusiasm.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Greg McDanel, City Manager



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.B.

TO: Parks and Recreation Commission
BY: Dan Meewis, Assistant City Manager
DATE: June 15, 2026
SUBJECT: SUBMISSION OF FORM 700

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 for this item

ATTACHMENTS

1. Form 700 - 2025 - 2026
-
-

Reviewed for Submission to the City Council by:

Greg McDanel, City Manager

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 (Supreme, Appellate, Superior Court), 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, 2025, through December 31, 2025.

☐ Leaving Office: Date Left (Check one circle below.)

-or-

The period covered is through December 31, 2025.

☐ The period covered is January 1, 2025, through the date of leaving office.

☐ Assuming Office: Date assumed

-or- ☐ The period covered is through the date of leaving office.

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

4. Schedule Summary (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

☐ Attachment 700-P - Prospective Employment (87200 Filers Only) - 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, Assistant City Manager

DATE: June 15, 2026

SUBJECT: RECEIVE A PRESENTATION ON 2026 EVENTS IN THE CITY OF SEASIDE

RECOMMENDATION

Kennedy Parker, Recreation Program Coordinator, will give a presentation on the 2026 events in the City of Seaside.

BACKGROUND

The City of Seaside hosts and supports a wide range of community events each year that contribute to the cultural, recreational, and economic vitality of the community. These events include City-sponsored programs, partnership events with community-based organizations, and permitted special events organized by external groups.

As part of ongoing efforts to keep the commission informed and to support strategic planning, staff has compiled an overview of events scheduled or anticipated for 2026.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "GMP", is positioned above a horizontal line.

Greg McDanel, City Manager

Event Program Overview

The City of Seaside proudly hosts and supports a variety of events and programs designed to bring the community together, encourage participation, and enhance quality of life for residents of all ages.

Annual Event Totals

- **14 Community Events**
- **14 Older Adult Events**
- **6 Co - Sponsored Events**

Event Goals

- **Strengthen community connections**
- **Promote recreation and wellness**
- **Celebrate culture and diversity**
- **Encourage community engagement**
- **Support local partnerships**

SPECIAL EVENTS

2026



Special Events 2026

Community Events

14

- Father Daughter Dance
- Float N Flick
- Movies in the Park
- Golden Egg Hunt
- Community Resource Fair
- Pool Summer Kick Off
- Red, White, & Blues
- Sunday Blues
- Oaxaca by the Sea
- Seaside Stars
- City Birthday
- Halloween Bonanza
- Winter Wonderland
- Cereal With Santa

Older Adult Events

14

- Valentine's Day Dance
- Older Adults Flea Market
- St. Patricks Day Dance
- Sock Hop Dance
- Mother's Day Luncheon
- Father's Day Dance
- Country Western Dance
- Older Adults Flea Market
- Luau Dance
- Old Hollywood Dance
- Halloween Dance
- Thanksgiving Day Dance
- Community Holiday Luncheon
- New Year's Eve Dance

Co Sponsored Events

2

- National Night Out
- MLK March & Program
- Black History Program
- Juneteenth
- Palenke Arts Festival

Community Events

Community events provide opportunities for residents and visitors to connect through seasonal celebrations, family activities, entertainment, and cultural experiences.

Community Impact

- **Encourage family participation**
- **Supports local vendors and businesses**
- **Creates community pride and engagement**
- **Provides safe and inclusive recreational opportunities**
- **Family-friendly events that create family traditions and encourage community participation throughout the year**
- **Live music, and outdoor activities**

Older Adult Events

The City remains committed to creating meaningful opportunities for older adults through consistent and engaging programming.

Community Impact

- **Encourage Older Adult participation and building healthier lifestyles**
- **Community connection**
- **Inclusion and accessibility activities**
- **Recreation and enrichment activities**
- **Positive aging experiences**
- **Provides safe and inclusive recreational opportunities**



Co-Sponsored Events

Co-Sponsored events allow the City to expand programming opportunities through partnerships and collaborative community support.



Community Impact

- **Increased community outreach**
- **Shared resources and planning**
- **Expand recreational opportunities**
- **Stronger community relationships**



Collaborative Partners

- **Community organizations**
- **Local businesses**
- **Schools and nonprofits**
- **Recreation Partners**



Community Impact

Through community events, older adult programming, and collaborative partnerships, the City continues to create opportunities that foster connection, engagement, and community pride.



Program Achievements

- 34 Total Annual Events
- Opportunities and events for all ages
- Increased participation
- Strong partnerships and collaborations
- Positive recreational experiences for residents





**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.D.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: June 15, 2026

**SUBJECT: RECEIVE A PRESENTATION ON ONGOING, UPCOMING, AND
RECENTLY COMPLETED PARK PROJECTS**

RECOMMENDATION

Thomas Korman, Public Works Director/City Engineer, will give a presentation on the ongoing, upcoming, and recently completed park projects.

BACKGROUND

The City of Seaside continues to invest in the maintenance, improvement, and expansion of its park system to enhance recreational opportunities, promote community well-being, and improve quality of life for residents. Park projects are prioritized based on community needs, safety considerations, available funding, and alignment with City goals.

This presentation provides the Commission with a comprehensive update on the status of various park-related capital improvement projects and initiatives.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "G. McDanel", written over a horizontal line.

Greg McDanel, City Manager

ITEM 6.d.

ONGOING, UPCOMING, AND RECENTLY COMPLETED PARK PROJECTS

Thomas Korman,
PE, Public Works Director/City Engineer

June 15, 2026 | Parks and Recreation Commission Meeting



UPDATE

The City of Seaside continues to invest in the maintenance, improvement, and expansion of its park system to enhance recreational opportunities, promote community well-being, and improve quality of life for residents. Park projects are prioritized based on community needs, safety considerations, available funding, and alignment with City goals.

This presentation provides the Commission with a comprehensive update on the status of various park-related capital improvement projects and initiatives

Updates

- LC Park
- Laguna Grande Pathway
- Laguna Grande benches/Gazebo
- Laguna Grande Park
- Irrigation mapping update
- Stewart Park
- Cutino Field Light pole
- Pool Cover Replacement Complete
- Benches on Eucalyptus and GGM including ADA extension and railing are done.
- Duarte Park Accident Repairs
- Medians
- Watering
- Birds

Lincoln Cunningham Park

5-12 Year Old Playground Soft
opening this week, Grand opening
July 18th

2-5 Year Old Playground on order.



SPEC Play
\$165,779

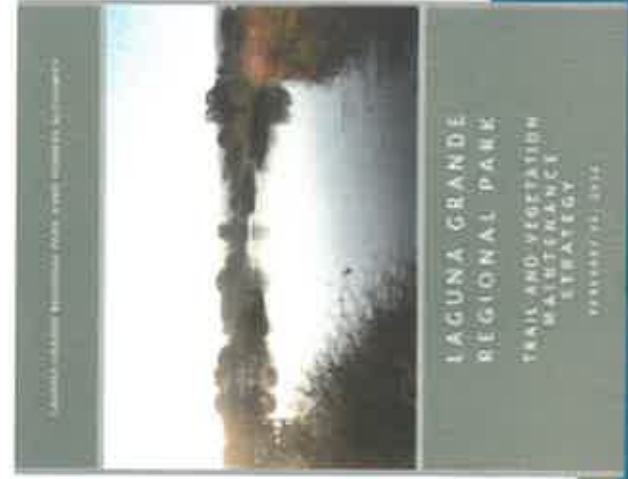
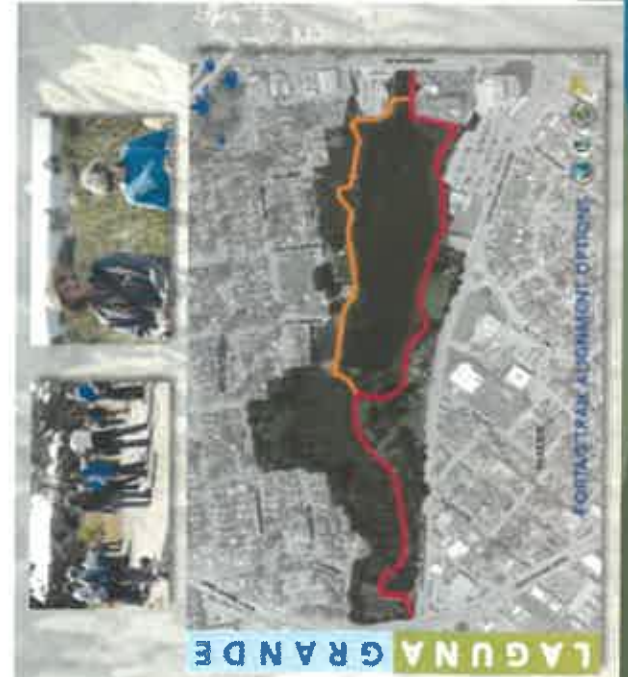


ASSESSMENT FINDINGS

Laguna Grande Trails Project

- Grant funding Received
- Design Contract Approved
- Construction Fall-Spring 2027

Funding Item	Amount
RTP Grant Award	\$1,621,418
Estimated Total Project Cost	\$1,842,520
Estimated City Match	\$221,102
RTP Reimbursement Share	Up to 88%
Local Match Share	Approx. 12%



Laguna Grande Benches

- Benches installed
- ADA pad Poured
- ADA connections & Infill needed
- Gazebo in progress



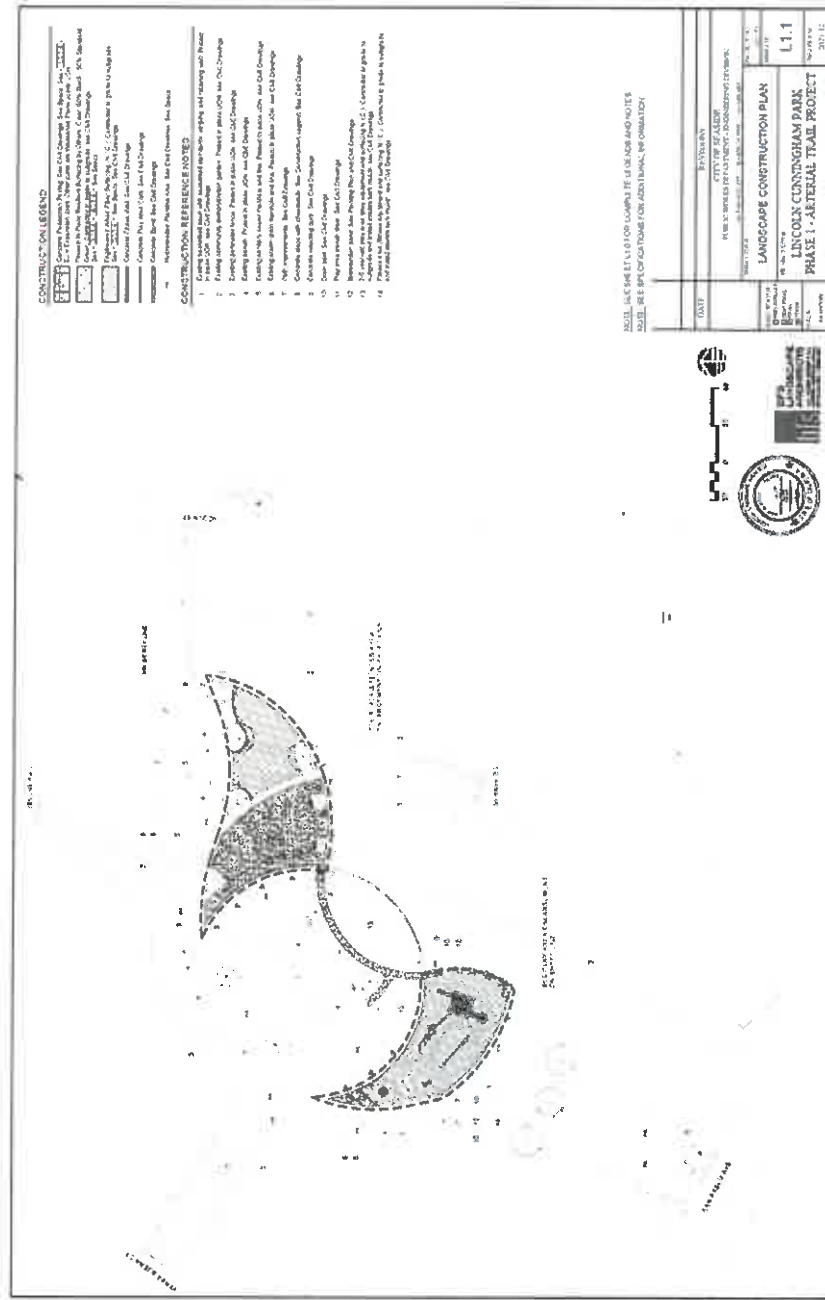
Laguna Grande Park

Replacement Slide Parts on order



Irrigation Plan

- Conducting City-wide survey of parks to map irrigation systems



Stewart Park

Stewart Park playground structure repaired, and playground opened



Cutino Field Light Pole

Pole Replaced in May, 2026



Patulo Swim Center

Pool Cover Replaced
this May.



ASSESSMENT FINDINGS

Benches Eucalyptus Rd and General Jim Moore

- Benches Installed
 - (6 Eucalyptus)
- ADA Pads Poured & Safety Railings Installed
 - (4 along GGM)



Durant Park

Processing Order for Replacement
park parts



Bird Deterrent

Avian control applied to test patch of lawn proving effective at deterring birds

- Active ingredient is Naturally occurring sweet grape flavoring



New Work

- Pathways, Pathways, Pathways
- Weeds in Sonoma Sports Court



Questions



CITY OF SEASIDE STAFF REPORT

Item No.: 6.E.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: June 15, 2026

SUBJECT: REVIEW AND DISCUSS THE 2026/2027 WORK PLAN

RECOMMENDATION

Review and discuss the 2026-2027 work plan that was submitted.

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. Their 2026/2027 work plan was submitted to the City Clerk before the May 1, 2026 deadline.

FISCAL IMPACT

No fiscal impact on this item.

ATTACHMENTS

1. Parks & Recreation Commissions Work Plan 2026-27
-
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read 'G. McDanel', written in a cursive style.

Greg McDanel, City Manager

REVIEW AND DISCUSS THE 2026/2027 WORK PLAN

Parks & Recreation Commission

Item 6.E.

6/15/26

Dan Meewis, Assistant City Manager



Mission Statement

- The mission of the Seaside Recreation and Parks Commission is to promote and advocate for parks and recreation services, advance and preserve facilities, and ensure safe, accessible parks and recreation for all residents and visitors.

FY 2026–27 Work Plan

Objectives

- Advisory role to City Council
- Programs, Fees, Operating Budget & Collaborations
- Staff support & community enrichment
- Review CIP, projects, and budget
- Promote ongoing community engagement

Advisory Role to City Council

- Review proposals and recommendations before City Council review
- Monitor emerging parks & recreation issues
- Provide informed input and policy guidance

Programs, Fees & Collaborations

- Annual review of programs, fees, and rental policies
- Collaborate with city partners and commissions
- Support events: Blues in the Park, community activities
- Request annual budget updates

Staff Support & Community Enrichment

- Assist staff in prioritizing limited resources
- Facilitate a field user group meeting
- Support youth engagement in parks
- Attend Parks & Recreation Conferences, and other trainings
- Identify department needs
- Support funding opportunities

CIP & Budget Review

- 2nd Dog Park location/design
- Laguna Grande Pathway (lighting, trails grant)
- Feasibility study for indoor facility
- ADA playground equipment upgrades
- Irrigation improvements & community gardens
- Replace Cutino Park light towers
- Explore Seaside trail system
- Submit projects to NIC for consideration

Ongoing Projects

- Trail systems: Manzanita Stuart, Lincoln Cunningham, Havana Soliz Parks
- Promote use of parks, recreation center, pool, and facilities
- Support Blues in the Park & youth/adult programs
- Monitor park improvements (Laguna Grande, Capra, Highland Otis, Manzanita Stuart)
- Collaborate with other commissions on landscaping and trees

Looking Ahead

- Community engagement
- Facility enhancements
- Accessibility improvements
- Grant opportunities
- Trail connectivity



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

CITY OF SEASIDE

Parks and Recreation Commission

FY 2026-2027 Work Plan & Prior Accomplishments

Members

Bobby Maxwell, Chair
Alicia Louise Gaines, Vice Chair
Christy Pappas
Cathleen Pryor

3 Vacancy

Staff Liaisons and Commission Clerk

Dan Meewis, Assistant City Manager
Thomas Korman, Public Works Director/City Engineer
Terry Navarro, Administrative Assistant

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 26-27 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 2027- 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.
- Host a Parks & Recreation Commission community event

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 at least one workshop/ training that has a parks & recreation focus
- Seek yearly Input for needs within Recreation Department and funding for those needs
- Youth involvement in parks

Timeline: July 2026- June 2027

Cost Estimate: (\$5,000) Staff time and supplies budget for copying materials. Workshop/training registration fees.

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
- Research Specific grants to aid in the current CIP, project specific, bring at least 1-2 a year
- Include ADA Playground Equipment for all parks as upgrades move forward
- Research Irrigation needs such as underground water tanks for parks and improvements at community gardens
- Explore options for continuing the Trail System through Havana Soliz Park, Lincoln Cunningham Park and Manzanita Stuart Park
- Feasibility study for replacing light towers at Cutino.

Timeline: As needed

Cost Estimate: (\$TBD) Facility feasibility studies, 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 Department & funding	Gather, review, and endorse needs and funding for inclusion in	Completed

for those needs	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
Improve Metz Park and Rubio Field	Allocated funding for ADA improvements, Basketball and Futsal resurface and stripe.	Completed
Roberts Lake ECO Park Peace Pole	Provided funding and locations for Peace Poles.	Completed
Improve Durant Park	Allocated funding for Playground structure, ADA and BBQ improvements.	Completed
Community input regarding Manzanita Stuart Park	Public forum held regarding facility additions and construction.	Completed

Community input regarding Ellis Park	Public forum held regarding park improvements.	Completed
Improve basketball court at Capra Park	Allocated funding for resurface.	Completed
Attend Parks and Recreation Workshops during FY 22-23	Five members attended various workshops.	Completed
Submit CDBG Grant	Submit a competitive grant in order encumber funds.	Completed
ADA playground equipment	Provide ADA playground equipment at Laguna Grande Park.	Completed
Review Seaside Municipal Code section 9.08	Make necessary amendments to code.	Completed
Institute Adopt a Park program	Put together policies and guidelines for a community base program.	Completed
Wheeler Street Tennis Courts and Pickleball	Relining pickleball courts, resurfacing the courts.	Completed by June 2024
Capra Park Updates through NIC funding	Picnic Tables, BBQ, ADA accessibility	Completed April 2025

April 2026



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: August 17, 2026

**SUBJECT: RECEIVE A PRESENTATION FROM FRIENDS OF SEASIDE PARKS
ASSOCIATION (FOSPA)**

RECOMMENDATION

Receive a presentation.

BACKGROUND

Friends of Seaside Parks Association (FOSPA) typically gives quarterly presentations to the Parks & Recreation Commission on their past and current activities in the parks that they are stewards of. This presentation is in line with their past practice.

ATTACHMENTS

1. FOSPA Presentation P&R August 2026
-



Friends of Seaside Parks Association (FOSPA)

Parks and Recreation
Commission
August 2026

FOSPA Mission

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



Current FOSPA Parks

Beta

Capra

Durant

Farallones

Havana Soliz

Highland Otis

Lincoln Cunningham

Martin

Mescal Neil

Pacchetti Dog Park



Many Hands Make Light Work

We meet every Saturday, from
10am to 12 noon - rotating between 9 parks.

Average weekly volunteer count = 25





We weed!



We clean!



**We create passive
rainwater
collection
systems!**





**We sheet
mulch!**



We plant!



We water!

We create pollinator habitats!



Why California Native Plants?

- They take very little water, once established
- They support native pollinators like native bees, birds, butterfly and moth species
- Pollinators are threatened by habitat loss, pesticide use, climate change
- Pollinators are vital to healthy ecosystems that support food production and biodiversity in cities as well as in natural and agricultural areas
- Beautiful, revitalizing, and educational



Bladderpod



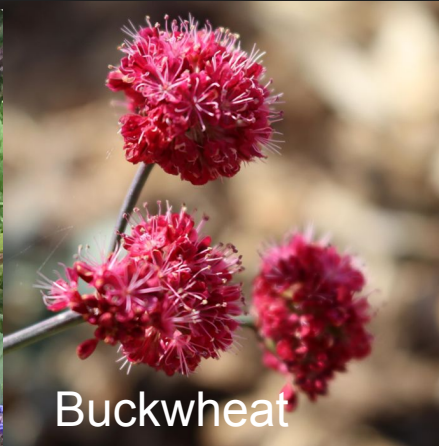
Black Sage



California Poppy



Ceanothus



Buckwheat



Aster



We have fun!



Transformation

Farallones Park



Before



After

Havana Soliz



A new pollinator garden
near the picnic area.

Mescal Neil Park



Lincoln Cunningham

Sept, 2024



August 15, 2025



July, 2026

Lincoln Cunningham Park



2025

In the 2025-2026 planting season, approximately 500 native pollinator plants were planted in FOSPA parks and 16,500 square feet were added!



2026

In 2025, FOSPA was awarded a **Community Social Services Grant.**

Our objective was to reach out to more Seaside residents.



With grant funds we purchased bulletin boards for six FOSPA parks.

We also organized three community events...



Rock'n the Park!



Rock'n the Park!

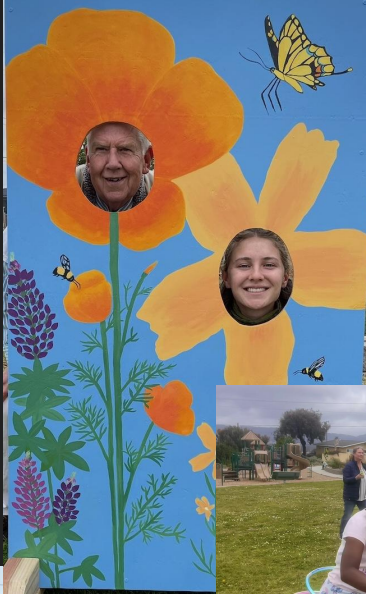
*Come Celebrate the New
Addition to Capra Park*

**Saturday January 17th
12pm - 2pm, Capra Park**

*Hot Dogs! Rock painting!
Remote-controlled car fu*



Park Circuit Challenge



Friends of Seaside Parks is excited to invite you to our...
Amigos de los Parques de Seaside está encantado de invitarles a nuestro...

PARK CIRCUIT CHALLENGE   
DESAFIO DEL CIRCUITO DEL PARQUE!

2 DE MAYO
MAY 2, 11-1 PM

Complete challenges throughout four Seaside parks! Activities end at Beta Park with snacks, rewards for all, and a raffle of four gift cards. Bring your friends, family, and doggies. Get outside, and meet your neighbors!

Completa desafíos en cuatro parques de Seaside! Las actividades culminan en Beta Park con refrigerios, premios para todos y un sorteo de cuatro tarjetas de regalo. ¡Ven con tus amigos, familiares y mascotas! ¡Jal y conoce a tus vecinos!

Scan for details
Escanear para más información
Questions/Preguntas: fospa.info@gmail.com



#4 BETA PARK ← **#3 CAPRA PARK**
Sonoma Ave

#1 DURANT PARK → **#2 FARALLONES PARK**
Wanda Ave





Art, Blooms and Beats!



Friends of Seaside Parks
is excited to announce this
summer's free park festival!

ART, BLOOMS AND BEATS!
June 20th 12 - 2 pm
Highland Otis Park
intersection of Mingo and Mendocino St

*Festival with artmaking for all ages, hula
dancers, drumming by Samba Legal, food
and drinks!*





Plans for 2026-2027



With NIC funds, the City is planning to repave the pathways at Havana Soliz park.

**A HUGE THANK YOU
TO THE P & R
COMMISSION FOR
THIS
RECOMMENDATION
TO NIC.**

Plans also include repaving a service road at Mescal Neil.



Pavement at Havana Soliz

Plans for 2026-2027



Through the Resource Conservation District of Monterey County, we will have five young college graduates assisting in our efforts.

- Two from the Grizzly Corps and three from the California Climate Action Corps.
- With the additional help, our plans are to expand pollinator habitat in all of the FOSPA parks.
- All together, the aim is to expand the pollinator habitat by 100,000 square feet.

Plans for 2026-2027

FOSPA is always looking for ways to attract young people to Seaside parks and share FOSPA's success story.

With the help of the Grizzly Corps and Climate Action Corps fellows, we hope to launch a new program:
“Empowering Seaside Youth with Outdoor Environmental Education and Opportunities”



We have applied for the City of Seaside's Youth Opportunity grant to help make this happen.

“Empowering Seaside Youth with Outdoor Environmental Education and Opportunities”

The youth of today will face overwhelming challenges - climate crisis

This program aims to

Encourage young people to get outdoors

Use the success story of FOSPA to show that they can do something about their environmental future

Encourage a sense of belonging with the natural world

The Program includes

1. monthly outdoor education workshops
2. a pilot 2-day free youth day camp during spring break
3. a 5-day free summer youth day camp
4. a high school Environmental Leaders Intern Program



Join us at Saturday Park Workdays



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

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

Thank you!





CITY OF SEASIDE STAFF REPORT

Item No.: 6.B.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: August 17, 2026

**SUBJECT: REVIEW DRAFT UNIFORM POLICY FOR RECREATION STAFF
AND PROVIDE FEEDBACK ON COMMENTS ON THE POLICY**

RECOMMENDATION

Review the draft Recreation Department Uniform and Professional Appearance Policy and provide comments and recommendations to staff prior to finalization and implementation.

BACKGROUND

The Recreation Department employs full-time, part-time, seasonal, volunteer, and youth intern staff who provide services at a variety of facilities, parks, programs, special events, aquatics operations, and community activities throughout the City. Due to the diverse nature of these assignments, staff members regularly interact with residents, participants, visitors, partner agencies, and community organizations.

To promote a professional image, improve public recognition of City employees, and establish consistent appearance standards across all Recreation programs, staff has prepared a draft **Uniform and Professional Appearance Policy** for Commission review. The proposed policy establishes department-wide expectations for employee appearance while recognizing that uniform requirements may vary depending on individual program assignments.

The draft policy is intended to create a consistent standard for Recreation Department employees while ensuring staff can be easily identified by the public and maintain a safe, professional, and welcoming environment. The policy includes:

- General appearance standards for all Recreation Department employees.
- Uniform requirements for City-issued apparel.
- Program-specific uniform expectations for Aquatics, Camps, Preschool, Sports, Facilities, Older Adult Programs, Front Desk, Youth Interns, Special Events, Administrative Staff, SYRC, Art Programs, and off-site programs.
- Business casual standards for administrative positions.
- Enforcement provisions for employees who fail to comply with the policy

Staff recognizes that implementation of a department-wide uniform policy will impact employees working in a variety of settings. As such, staff is requesting Parks and Recreation Commission input regarding the clarity, practicality, consistency, and overall effectiveness of the proposed policy before it is finalized.

Commission comments will assist staff in refining the document to ensure the policy supports employee professionalism while remaining practical for daily operations and the diverse programming offered by the Recreation Department.

ATTACHMENTS

1. Draft -Uniform Policy
-



Uniform and Professional Appearance Policy

I. PURPOSE

The City of Seaside Recreation Department is committed to maintaining a professional, safe, and welcoming environment for program participants, facility users, residents, visitors, and employees. Staff appearance plays an important role in establishing credibility, ensuring public trust, and allowing participants and community members to easily identify City employees.

II. POLICY STATEMENT

All Recreation Department employees shall maintain a professional appearance while on duty and comply with department-issued uniform requirements.

III. APPLICABILITY

This policy applies to all Recreation Department employees, including full-time, part-time, seasonal, and volunteer staff.

IV. GENERAL APPEARANCE STANDARDS

Employees shall report to work with attire that is clean, neat, professional, and appropriate for their assigned duties. Prohibited attire includes sagging pants, excessively torn clothing, inappropriate graphics or language, unsafe footwear, pajamas, sweatpants, leggings, and other attire deemed unprofessional.

V. UNIFORM REQUIREMENTS

Employees issued City uniforms shall wear them as required by their position and maintain visibility of identifying City apparel while on duty. Staff who come to work without their uniform will be asked to leave and come back with it and will not be allowed to be on the clock until they come back with the appropriate uniform. Staff may also be asked to not report back to work for failing to wear a City uniform. Failure to report to work in uniform is subject to disciplinary action.

VI. PROGRAM-SPECIFIC REQUIREMENTS

Staff shall follow the specific uniform requirements established by the Recreation Department. Each program area does have its own specific requirement for City issued uniforms:

Pool Staff: While on duty all lifeguards must wear City issued shirts and swim suit/shorts/pants with pool appropriate foot wear while on the pool deck. You will need to be identified by the public as a City Employee.

Camps/ Kids Club/STEAM/YEC/DLAMP: While working directly with program participants all staff must wear City issued staff shirt, sweatshirt, or jacket with STAFF on the back. You will need to be identified by the public as a City Employee.

Preschool: While working directly with program participants all staff must wear City issued staff shirt, sweatshirt, jacket, or Apron with the City Logo. You will need to be identified by the public as a City Employee.

Facility Attendants: All Facility Attendants must wear their City issued uniform while on duty. Uniforms should be visible and not covered up with a non-City issued jacket or sweatshirt. Nametag must also be visible at all time. During special events and large rentals, shirts must be tucked in.

Youth Interns: If you are a Youth Intern you must wear your City issued (Youth Intern apparel) at all times while on duty, and it must be visible. You cannot cover up your uniform with another jacket or sweatshirt. Interns that are working in Facilities may opt to wear a City issued jumpsuit in lieu of wearing a staff shirt of sweatshirt, but STAFF on the back of jump suit must be visible at all times.

Front Desk Staff: Staff working the front desk shall wear clothes that are of a business casual style suited for professional interactions with the public. Staff shirts with the City Logo are also allowable to be worn while working at the front desk. (No T-shirts unless it's a City issued staff shirt)

Older Adult Programs: Staff shall wear either a City issued staff shirt with the Logo on the front, or they may choose to wear clothes that fit within a business casual style. During theme days, staff may choose to dress in a way that supports the theme of the event. For Older Adult trips Staff shall wear a City issued apparel with the City Logo present so you may be identified in case of an emergency.

Sports Programs: While working directly with program participants or monitoring the facility all staff must wear City issued staff shirt, sweatshirt, or jacket with STAFF on the back. You will need to be identified by the public as a City Employee.

Special Events: All part-time staff must wear a City issued shirt with STAFF on the back. If staff forgets, their shirt they must wear one of the City vests with STAFF on the back. The exception for this would be for themed events such as Halloween where staff can dress up in a Family Friendly costume if they choose, and approval should come from the staff's direct supervisor prior to the event.

Full-Time Staff: Staff should be following the Employee Personal Appearance and Grooming Standards policy. This would be in addition to the program area you are assigned too, or Business Casual.

Youth Field Trips/Off site programs: All staff must wear a City issued staff shirt with STAFF on the back while chaperoning participants on a field trip, or working in a facility or program that is offsite, such as events/programs at Seaside Schools. You will need to be identified by the public as a City Employee.

Administrative Staff: Staff that do not have direct contact to the public may dress more freely while in the office as long as their attire is neat, clean, and appropriate. This rule would also apply on occasion to other staff in the department who may be working without direct contact to participants or the public. For example, Internal program planning, or office work.

Art Programs: Staff should dress in a business casual manner while working Art Receptions, and follow the other requirements depending on the program they are assisting or working in.

SYRC: Staff working at the SYRC should be dressed in clothes that are of a business casual style suited for professional interactions with the public. Staff apparel with the City Logo is also acceptable.

VII. BUSINESS CASUAL STANDARDS

Administrative Staff who work the front desk will dress in business casual attire. Clean professional jeans are permitted within the Recreation Department under business casual unless otherwise directed.

VIII. ENFORCEMENT

Failure to comply with this policy may result in corrective action in accordance with City personnel policies, up to and including termination.

Employee Signature: _____ Date: _____

DRAFT



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.C.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: August 17, 2026

**SUBJECT: REVIEW AND DISCUSS THE BOARDS, COMMISSIONS &
COMMITTEES HANDBOOK**

RECOMMENDATION

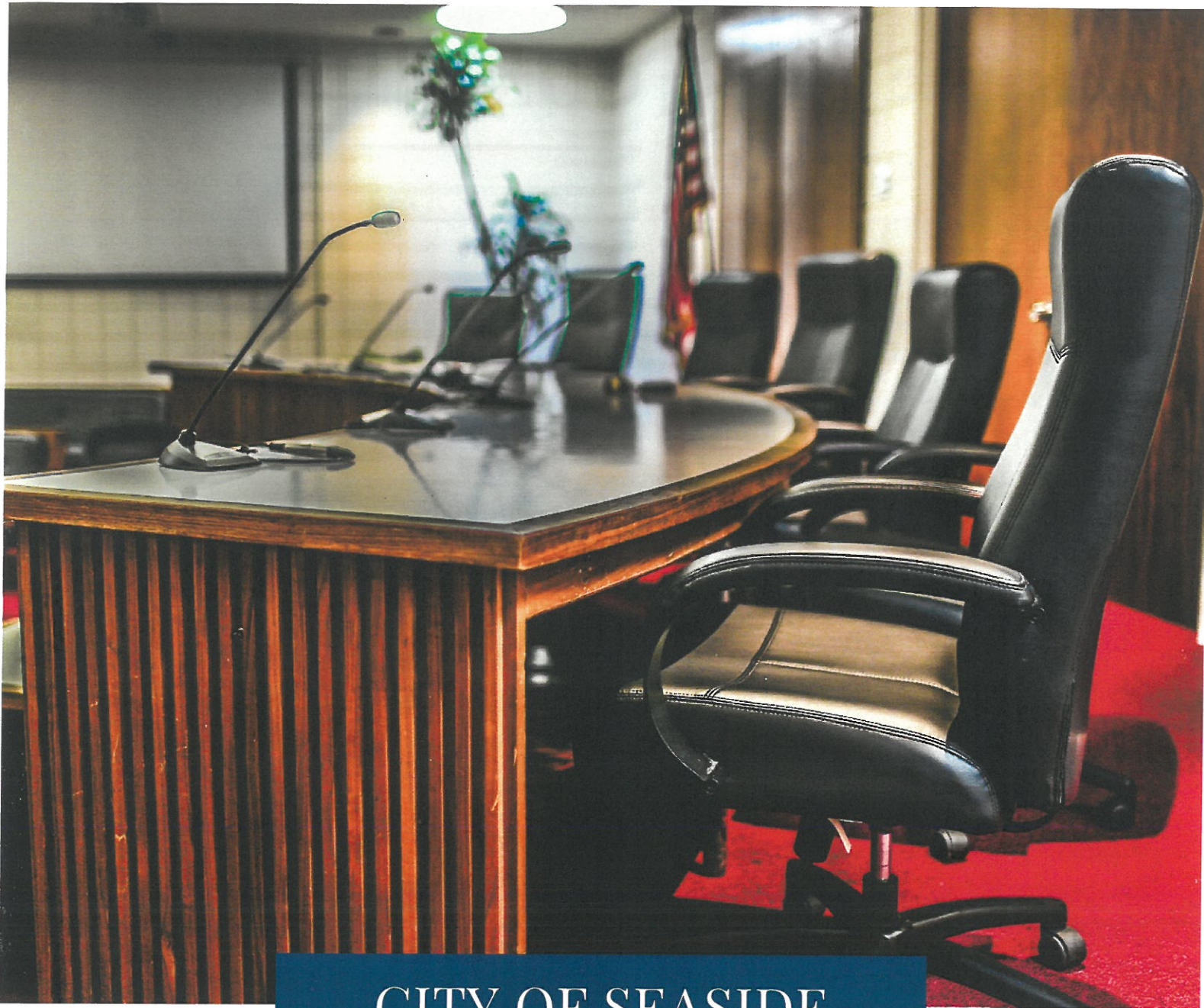
Review and discuss the Boards, Commissions & Committees Handbook

BACKGROUND

Due to the Parks & Recreation Commission not meeting for four months and having three new Commissioners, they will review the current Boards, Commissions & Committees Handbook. They will discuss the handbook's policies, procedures, roles, responsibilities, and any questions about its policies and procedures.

ATTACHMENTS

1. Boards, Commissions & Committees Handbook
-



CITY OF SEASIDE

BOARDS, COMMISSIONS & COMMITTEES HANDBOOK



Innovate - Include - Inspire

WWW.CI.SEASIDE.CA.US



Welcome to the City of Seaside!

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

Commissions were created for the purpose of overseeing distinct issues and subjects affecting a city. Although the Council and commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them. This handbook has been developed to assist members in becoming familiar with standard procedures and protocol. Use this guide as a road map for your term in office.

For more information please contact, the staff liaison supporting your commission, or contact the City Clerk at cityclerk@ci.seaside.ca.us.

CONTENTS

3-5

Mission, Welcome, Roles & Responsibilities, Code of Conduct

6-10

Ethics, Public Records Act, Commissions

11-14

Active Commissions, Policies & Procedures

15-17

Appointment requirements & Process

18-26

Getting Started & Meetings

27-31

City Organization, Budget & Departments

33

Annual Workplan

OUR MISSION

Include

Innovate

Inspire

OUR VISION

Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities.

STRATEGIC GOALS

PROVIDE

Provide an increasingly safe community

CREATE

Create vibrant, sustainable economic development

PROVIDE

Provide leadership to obtain water supply for desired development & quality of life

DEVELOP

Develop & implement a quality infrastructure program

ACHIEVE

Achieve and sustain fiscal health and wellness

ROLES & RESPONSIBILITIES

The credibility of the Council and commissions is very important. Public employees, elected officials and volunteers for public organizations have a responsibility to uphold the public trust. This responsibility demands the highest standards of conduct and education to our individual work assignments.



PRESERVING THE PUBLIC TRUST

We have an obligation to remain objective and to render impartial services. The acceptance of any gift, gratuity, favor or special treatment from any business or individual or member of the City could reflect poorly on the integrity of the City and should be avoided at all times.

In order to maintain a high level of credibility throughout the community and to strengthen public trust, consider the following:

- Understand that you are in a visible position and represent the City and its citizens. Information received in the performance of official council or commission duties should not be used as a means for making private profit or advancing the financial interests of others.
- Official actions should be disassociated from personal affiliations.
- No special favors or privileges can be given to individuals or accepted by a Council member or commissioner whether for remuneration or not.
- Do not accept gifts or benefits which could be construed as having influence over the performance of your official duties.
- Do not attempt in any way to gain special treatment, favors or gifts from anyone inside or outside of the city because of your position.

CODE OF CONDUCT

(adopted November 7, 2019)

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

“The ethical person should do more than he is required to do and less than he is allowed to do.”

*Michael Josephson
Founder of the Josephson
Institute of Ethics*

ANY PERSON IN GOVERNMENT SERVICE SHOULD BE:

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

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

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

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

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

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

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

ETHICS

Assembly Bill No. 1234 requires that all members of a legislative body must undergo public service ethics training every 2 years. The requirement applies to the governing body of local agency as well as Council, boards, commissions, and committees, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Therefore, you are required to complete this training.



The Institute for Local Government and the Fair Political Practices Commission (<http://www.fppc.ca.gov>) developed an online ethics course to help local officials meet their ethics training requirements. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the Clerk's Office.

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

A screenshot of a web browser displaying the login page for the Fair Political Practices Commission (FPPC). The page has a dark header with the text "FAIR POLITICAL PRACTICES COMMISSION", "AB 1234 Local Ethics Training", and "Office of the Attorney General". Below the header, there is a section titled "Account Creation & Login" with a "[Home]" link. The main content area is divided into two sections: "Login" and "Create a New Account". The "Login" section includes a message: "This site is for local officials only. For state officials, please visit the Attorney General's website at ag.ca.gov/ethics/". It features input fields for "E-mail Address:" and "Password:", a "Log In" button, and a link for "Forgot Your Password? Click here to go to the Password Request Page". The "Create a New Account" section includes input fields for "E-mail Address:", "Password:", and "Confirm Password:", and a "Create Account" button. At the bottom, there are links for "Fair Political Practices Commission Website", "AB 1234 Local Ethics Training", and "State of California Department of Justice - Office of Attorney General Ethics Training".

CONFLICT OF INTEREST CODE

The State of California, by statute, follows the common law rule prohibiting a representative of a municipality to vote in its legislative body on any issue that affects them individually, or for any public officer to participate in a matter in which there is a personal or private interest. The Seaside Municipal Code also provides against conflict of interest.

To best serve the community, the City Council appoints persons with knowledge of the issues that face the City to serve on commissions. Consequently, it is inevitable that matters will occasionally come before those commission in which individual members have a direct or indirect financial interest. When this happens, the member must disqualify him/herself from participating in the discussion and abstain from voting. The law also requires appointed members and certain other City officials to report various financial interests including income, interest in real property, and business interests.

The City of Seaside has adopted a local conflict of interest code as required by the Political Reform Act. This Act requires the financial disclosure of interests by certain individuals who are in decision-making positions within state and local government.

As an appointed member, You are required to complete and file the appropriate conflict of interest forms within 10 days of your first meeting and annually thereafter. Forms and assistance will be provided by the City Clerk's Office, including an annual notification regarding Form 700 thirty days in advance of the due date. Financial disclosure forms are filed with the City Clerk, as a matter of public record. The Fair Political Practices Commission (<http://www.fppc.ca.gov>) is available for questions concerning conflicts of interest and disqualifications. Potential conflicts of interest should not be taken lightly. The public has placed a special trust in you that should not be abused. It is also important to note that it is a violation of the City Code to vote on a matter knowing that you have a conflict, and that this can result in forfeiture of your position.

CONFLICT OF INTEREST CODE *continued*

If a Council Member or Commissioner has any doubt as to the propriety or the legality of any proposed action on their part, they are urged to seek the advice of the City Attorney.

When a matter comes before a board and a board member has a direct or indirect financial interest, that board member must disqualify him/herself from participating in the deliberation and must abstain from voting. An explanation for the abstention should be given to the board and that reason will be recorded in the minutes. Once the board has made a statement of disqualification, the board member should leave the room and return only upon conclusion of the matter. The City Attorney may be consulted should it be unclear as to whether or not to abstain.

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

PUBLIC RECORDS ACT

The California Public Records Act (the PRA) was enacted in 1968 to: (1) safeguard the accountability of government to the public; (2) promote maximum disclosure of the conduct of governmental operations; and (3) explicitly acknowledge the principle that secrecy is antithetical to a democratic system of “government of the people, by the people and for the people.”

WHAT DOES THIS MEAN FOR YOU AS A COUNCIL MEMBER OR COMMISSIONER?

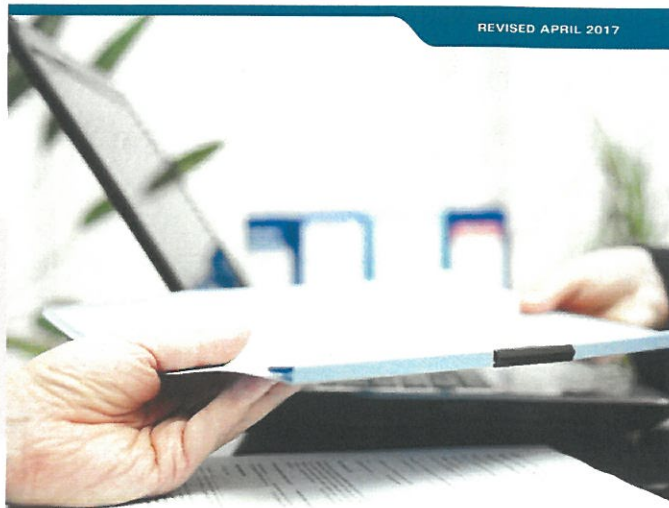
It means that the public’s business is always supposed to be public. Any records that are created as part of your participation on a board, is accountable to the Public Records Act. Emails, voice mails or hard copy records included. If any member of the public requests to see any record, they have the right to request and we have the obligation to provide it, unless it is exempt from disclosure. This includes communications on personal devices.

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

The People’s Business

A GUIDE TO THE CALIFORNIA PUBLIC RECORDS ACT

REVISED APRIL 2017



COMMISSIONS

The City Council encourages active citizen participation in the business of city government. Commissions provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Commissions can improve the quality of city government by providing to make better-informed decisions. These bodies improve lines of communication between the public and Council, create greater opportunities for discussion of public issues and more citizen involvement in City government.

Your role as an appointed representative of the City Council carries with it a significant responsibility. The City Council encourages you to conduct yourself with politeness and courtesy with staff and whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you not abuse that trust.

Commissions are created by the City Council to act as advisory bodies and provide necessary information to the Council to help achieve the overall goals of the community.

Commissions are responsible for the following:

- Provide in-depth analysis of specific issues in their area of responsibility
- Creating a forum to encourage broad citizen participation acting as a review body for Department operations
- Providing an analysis of issues that will be brought forward to the City Council for action

ACTIVE COMMISSIONS

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

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

The duties of the Planning Commission are to prepare and periodically review and revise, as necessary, the City's General Plan and implement the General Plan through actions such as administration of specific plans and zoning and subdivision ordinances. They also vet development proposals prior to submission the Council. BAR is the decision-making body of the architectural review process and is responsible for the review of various residential and commercial design proposals, including second-story residential additions, commercial facade changes, new commercial signs, and other design related projects.

ART & HISTORY COMMISSION

TERM: 4 YEARS | **MEETING DATE & TIME:** 2ND WEDNESDAY OF EACH MONTH AT 5:30 PM

A&H advises and facilitates the protection of the City's cultural resources including the collection, promotion, display and preservation of Seaside's historical artifacts, and encourages and promotes programs of artistic merit.

NEIGHBORHOOD IMPROVEMENT PROGRAM COMMISSION

TERM: 3 YEARS | **MEETING DATE & TIME:** 1ST TUESDAY OF THE MONTH AT 6 PM

The NIP advises in matters pertaining to general improvement of the neighborhoods within the City. The objectives are to encourage citizens to voluntarily, comply with the various city codes relating to the City Council on ways to improve the appearance of the City and to elicit voluntary cooperation to beautify and minimize vandalism in the City.

PARKS AND RECREATION COMMISSION

TERM: 3 YEARS | **MEETING DATE & TIME:** 3RD MONDAY OF THE MONTH AT 5:30 PM

PRC advises on matters pertaining to parks and public recreation for the advancement of park and recreation planning through recommending policies on recreational services, facilities; administration and development of recreation areas, aiding in coordinating recreation facilities, programs and improved recreation services.

HOMELESS COMMISSION

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

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

ACTIVE COMMISSIONS *continued*

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

TERM: 2 YEARS | **MEETING DATE & TIME:** 3RD WEDNESDAY OF THE MONTH AT 5:30 PM

CDAC advises for the Community Development Block Grant Program (CDBG) and assists with evaluation and assessment of proposed and implemented programs to meet community needs at both citywide and neighborhood levels; and to develop realistic goals and objectives to meet identified needs; and to assist in the implementation of the CDBG program and, any modifications as determined by community assessment and HUD program requirements.

ENVIRONMENTAL COMMISSION

TERM: 3 YEARS | **MEETING DATE & TIME:** 2ND TUESDAY OF EACH MONTH AT 5:30 PM

The Environmental Committee investigates and advocates sound environmental policy and action in the areas of air quality, water quality, energy and waste management, flora and fauna protection and community planning.

COMMISSION ON JOBS, OPPORTUNITIES & BUSINESSES IN SEASIDE

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

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

COMMUNITY SAFETY ADVISORY COMMISSION

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

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

COMMISSIONS POLICIES & PROCEDURES



GENERAL GUIDELINES FOR APPOINTED MEMBERS

Appointment to a Commission is an honor. It provides an opportunity for genuine public service. Each appointed member should be aware of the responsibilities that accompany official service with the City. The specific duties of each body vary with the purpose for which it was formed.



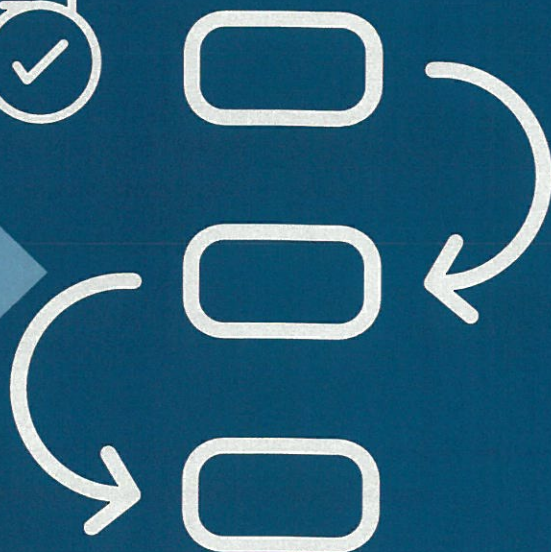
Responsibilities common to all appointed members:

- Understand the role and responsibility of the Board.
- Be informed of its functions, work programs and relationship with other bodies. Represent the overall public good, not the exclusive point of view of a sole group or interest.
- Keep all lines of communication open. Each appointed member serves as a communication link between the community, the City Council, and staff.
- Do your homework and be prepared. Appointed members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate, and act on matters scheduled for consideration. Feel free to seek staff's advice and assistance in advance of a meeting.
- Establish a good working relationship with fellow appointed members, the City Council, and your staff liaison.

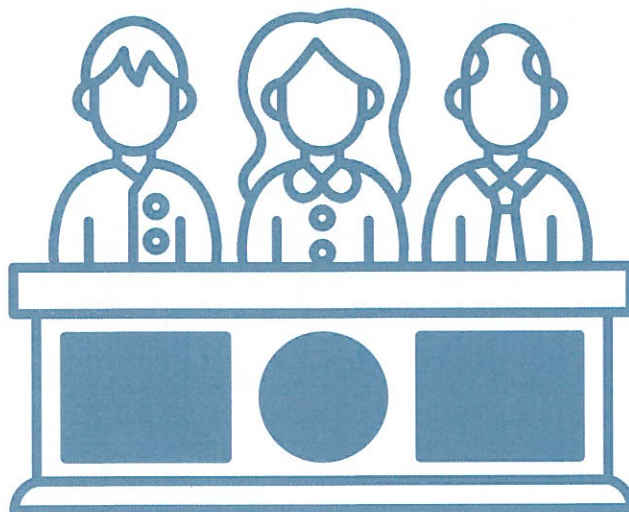
APPOINTMENT REQUIREMENTS & PROCESS

Seaside Municipal Code: 2.14.040 Appointment of Members

The Mayor, with the advice and consent of the City Council, shall make appointments to boards, commissions and committees. The City Council shall establish procedures for recommending applicants for appointment. (Ord. 773 § 1 (Exh. A), 1990)



PROCESS FOR FILLING VACANCIES FOR COMMISSIONS



*Submit
Application*

*Application
Review/
Wait for
Vacancy*

*Interview with
Mayor/
Council
Sub-Committee*

*City Council
Consideration*

*Appointment/
Re-Appointment*

PROCESS FOR FILLING VACANCIES

Application Process

Qualified candidates come from many sources. Individuals who are interested in any commission purpose should submit applications for appointment to the City Clerk. Applications are accepted at any time and are valid for two years. Active recruitment efforts are always occurring, as well.

Recruitment

In the event of a vacancy, the City Clerk advertises to the community for interested and qualified participants through a variety of methods which can include, but is not limited to the following: newsletters, emails, the agenda, newspaper publication, publication at public posting locations, the City website and social media.

Applicant Screening

If a vacancy occurs, all current applications are reviewed to ensure all qualifications are met then forwarded to the Council Subcommittee, which consists of the Mayor and the Mayor Pro Tem. The Council Subcommittee will then schedule a time to make contact with applicants to discuss their background, community history, aspirations or interest in serving. Every reasonable effort will be made to interview all applicants. After contacting each applicant, the Council Subcommittee will make recommendations to the City Council for appointment to fill a vacancy. Appointments and reappointments are made by the full City Council at a publicly noticed City Council meeting (SMC 2.14.040).

Appointment Limitations

By policy, Commissioners are not permitted to sit on more than one City Board, Commission, or Committee. This does not preclude a member from participating in an "outside" agency such as the Water Management District or Regional Park District. (SMC 2.14.130)

Holding Incompatible Offices

Under existing California law, no Commissioner may hold another public office where the two offices are incompatible. When two such offices are incompatible, the member of the board or commission shall be deemed to have forfeited the first office upon acceding to the second. (California Gov. Code Section 1099).

GETTING STARTED:

You've Been Appointed! Now What?

Responsibilities

One of the first duties of a new commissioner is to become familiar with the laws governing the faithful performance of duties. This information may be obtained by referring to City Municipal Code sections governing Boards & Commissions (Seaside Municipal Code Chapter 2.14). Copies of City's Code are available online <http://www.codepublishing.com/CA/Seaside> or can be obtained from the office of the City Clerk. In addition, Members may consult with their Commission's Staff Liaison.

Be Prepared

The role of the Commissioner is to represent the public and the public's best interest. Commissioners are responsible for reviewing meeting materials in advance, attending meetings regularly and on time, notifying the Staff Liaison and their Chairperson in advance if they cannot attend a meeting, and volunteering for committees (if the Commission has any). Commissioners are expected to have knowledge about City goals and the goals and priorities of the City Council. In order to be an effective Commissioner, you are expected to read this handbook to understand how to comply with all State and local laws and rules regarding meetings.

Staff Liaison & Commission Administration

Each Commission is appointed a staff liaison, who works to facilitate the agenda, work-plan and resources needed for your board or committee. The Staff Liaison for the City Council, is the City Manager. Your staff liaison is a vital resource as they are aware of the City Council priorities as well as the City resources and rules. Commissioners and staff are expected to work courteously and professionally with each other at all times. Any questions, issues or concerns about the commission, the work plan or other city business can be directed to your staff liaison or the Chair of your Board.

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

Commissioners are not allowed to direct staff for individual projects. Working through the Chair or staff liaison, any ideas or projects can be agendaize for action by the entire commission.

GETTING STARTED: *continued*

You've Been Appointed! Now What?

Adherence to Policy

Appointed Commissioners should not approve projects that violate adopted City Council policies. Members can make recommendations to the City Council about exceptions to a City policy, and can also recommend policy changes when appropriate.

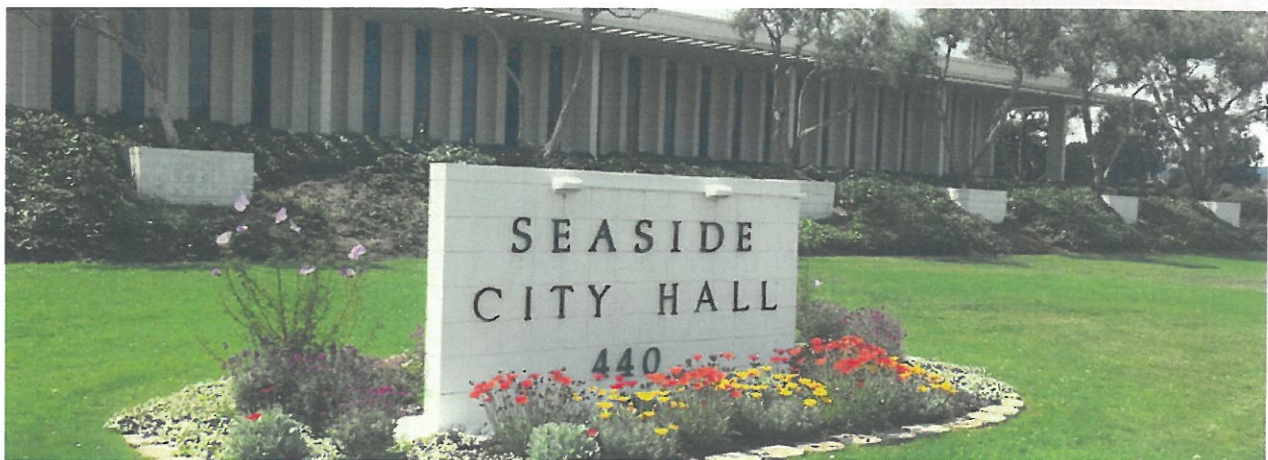
Resignations

A member of an advisory commission who intends to resign shall first file written notice thereof with the City Clerk, addressed to the City Council, with a copy provided to the chairperson of the advisory commission. (SMC 2.14.100).

Removal from Office

The City of Seaside appreciates all commission volunteers and acknowledges the effort it takes to participate on a board, commission or committee. However, there may be circumstances that necessitate removing a commissioner from their position. A member of a commission may be removed from office by a vote of the majority of all members of the City Council. (SMC 2.14.090)

Attendance is critical for effective operations of commissions, as quorums are required to conduct business. Failure to adhere to the attendance policy can result in removal from a position. In the event an individual is unable to perform as a commissioner due to health, business or personal reasons, a formal letter of resignation should be submitted to the City Council for action.



GETTING STARTED: *continued*

You've Been Appointed! Now What?

Business Cards

Commissioners may request business cards from the Office of the City Clerk. This is on a request only basis. Business cards must contain only information concerning the Commission, not personal business information. Business cards will include the name of the Commissioner, the name of the Commission, the regular meeting dates and times and the City's website information. Commissioners are allowed one set of business cards (250) produced by the city within a twelve month period. If more cards are requested, they are to be produced by the City, at the expense of the Commissioner.

Annual Work Plan

Each Commission is required to provide an update to the City Council about its past and future activities through an Annual Work Plan. The Annual Work Plan includes a list of prior year accomplishments. Work Plans are updated each Fiscal Year in accordance with a template and instructions provided by the City Clerk. The Work Plans are to be completed by each Commission and provided to the City Council at a Regular meeting no later than April 15th of each year (SMC 2.14).

Commissioner Appreciation

You have chosen to take on a big role as a volunteer Commissioner, and you deserve a large "Thanks You" for your service. Each year the City attempts to hold a Commissioner Appreciation event to say thank you for volunteering your time, effort. Keep an eye out for the date but in the mean time, please know you are appreciated.



MEETINGS

MEETING TYPES

BROWN ACT

PROCESS FOR DEVELOPING THE AGENDA

CONDUCTING THE MEETING

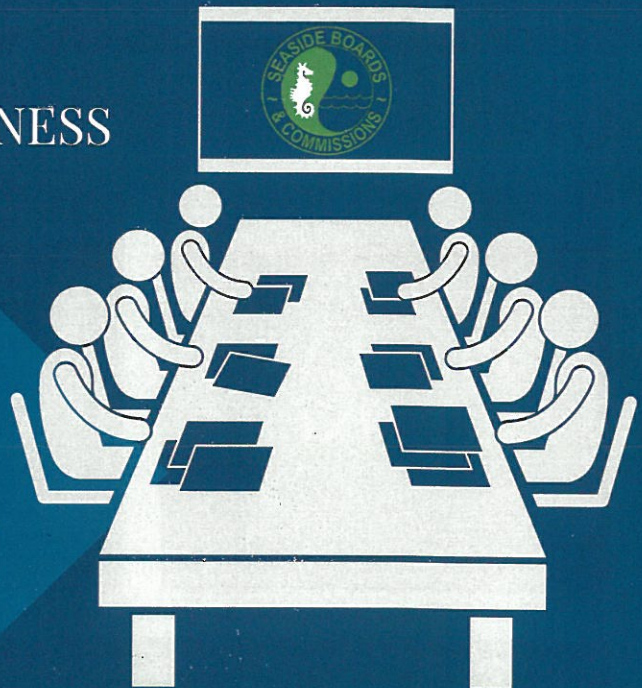
MEETING PROCESS

PUBLIC COMMENT

ELECTION OF OFFICERS

ROLE OF THE CHAIR

ATTENDANCE & RESPONSIVENESS



MEETINGS

Meeting Types

There are three types of meetings: regular meetings, special meetings, and emergency meetings. All meetings must be open session meetings, with limited exceptions for specified items that may be discussed in a closed session. A commission may want to use a meeting as a retreat or a planning session, but such a meeting would still have to be noticed and open to the public. These meetings are subject to Brown Act requirements, and the public may attend all meetings other than Closed Sessions. All meetings require a quorum to proceed with the meeting.

A quorum is a majority (half+1) of the entire Commission membership seats, not just those members present or those seats that are filled. When a quorum is not present for a scheduled meeting, the Commission cannot hold the meeting. If there is a chance that additional members needed to comprise a quorum will arrive within a reasonable time, the Chairperson or Deputy Clerk may orally announce that they will wait for a specified time (e.g., 15 minutes) to make a determination on whether the meeting will proceed or need to be declared cancelled due to lack of a quorum.



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

REGULAR MEETINGS

72 hours advance notice

SPECIAL MEETINGS

24 hours advance notice

EMERGENCY MEETINGS

1 hour advance notice

ALL MEETINGS REQUIRE A QUORUM

MEETINGS

Brown Act - What is it and how does it affect the agenda?

The law which guarantees the public's right to attend and participate in Commission meetings is the Ralph M. Brown Act. The purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. Commissions exist to aid in the conduct of the people's business, and the meetings must be open to the public. The agenda must be posted in an area that is accessible to the public at least 72 hours before the meeting and on the City's webpage for meeting agendas. The agenda must include all items which will be discussed or acted upon by the Commission. The Commission cannot discuss, deliberate, or take action on any item not included on the agenda. Every agenda must allow any member of the public to directly address the Commission on any agenda item before or during consideration of that item.

Every regular meeting agenda must also include time for any member of the public to address the Commission on any item not on the agenda which is within the subject matter jurisdiction of the Commission. The agendas will include a statement that such items cannot be acted upon or discussed in depth until they are included on a subsequent agenda for consideration and possible action.

Process for Developing the Meeting Agenda

Commission Agendas:

The Chairperson works with the Staff Liaison to coordinate the meeting agenda; however, the method by which the agenda is developed varies according to the procedures of the individual Commissions. The Liaison advises the Chairperson of items to be carried forward from prior meetings, as necessary. Any Commissioner can request that an item be placed on a future agenda during a public meeting, or directly to the Chair.

Council Agendas:

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

MEETINGS

Meeting Process

The meetings are called to order by the Chairperson, or Vice Chairperson in the absence of the Chairperson. If neither is in attendance, the Commission selects a Chairperson Pro Tempore to conduct the meeting. The Clerk calls the roll to determine the presence of a quorum, and the Chairperson announces the agenda items for discussion or action. The Chairperson may call for an agenda item out of the order listed on the agenda.

Several things may happen with regard to each item on the agenda:

- The item can be deleted from the agenda.
- The Commission may discuss the matter without taking any action.
- The Commission can hold the matter to a future meeting.
- The Commission can refer the matter to staff or a committee for consideration and a subsequent report to the Commission.
- The Commission can vote in support of a motion or in opposition to the motion on the matter.

Public Comment

Pursuant to the Brown Act, members of the public have a right to comment on any agenda item that the board will take action on. The Chairperson establishes the amount of time public speakers are authorized to speak on each item, typically limiting comments to three (3) minutes.

Election of Officers

The commission chair and vice chair are elected by the commission members and serve a one-year term. The election process is conducted at the beginning of the new calendar year and during the first commission meeting of that year.

MEETINGS

Role of the Chair

The principal role of the Chair is to manage the Council or Commission meeting. This includes helping to set meeting agendas, maintaining the order of business during the meeting, focusing discussion on the issues at hand, and ensuring that the public appearing before the body are treated courteously.

The Chairperson should take a back seat during discussions while all members of the governing body should know and understand the rules of procedure; it is the Chair who is charged with applying the rules of conduct. The Chair should be well versed in those rules, because the chair for all intents and purposes makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself. Because the Chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions.

The chair should strive to be the last to speak at the discussion and debate state, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

Attendance & Responsiveness

Regular attendance at meetings is critical to the effective operation of City boards as a quorum is required to be able to conduct business. Therefore, all Commissioners are expected to attend all of their appointed board, commission, or committee meetings, including study sessions. A majority of Commissioners currently appointed to a commission, half plus one, shall constitute a quorum for the purpose of transacting business. If a quorum of commission members are not present, staff must adjourn the meeting.

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

Commissioners will be deemed absent from a meeting if they are not present for two-thirds (2/3) of the entire meeting.

MEETINGS

Attendance & Responsiveness (continued)

Many items that come before commissions have time requirements to be completed; otherwise it causes a liability for the city and frustration for residents and businesses that are trying to complete projects. If you are unable to attend a meeting: please communicate with your Chair or staff liaison prior to the meeting. If you know in advance that you will be unavailable for a meeting in the future, please communicate that too. This will protect the City, your commission and provide better, more responsive services to our community.

DID YOU KNOW?

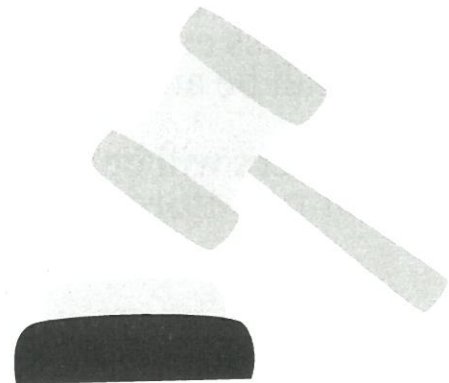
Even the City Council has an attendance policy:

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

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

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

Commissioners will be deemed absent from a meeting if they are not present for two-thirds (2/3) of the entire meeting. If a problem with absenteeism arises, it should be handled between the appointed member and the Staff Liaison or the City Clerk.



BASIC CITY ORGANIZATION

IT IS IMPORTANT FOR COMMISSIONERS TO BE FAMILIAR
WITH THE CITY ORGANIZATION, DEPARTMENTS AND
THEIR OPERATIONS.



BASIC CITY ORGANIZATION

City Council

The five-member City Council is the legislative and policy-making body that is elected on a nonpartisan basis to represent the residents of Seaside. The Mayor is elected every two years in a general election held in November of even-numbered years. Serving with the Mayor, are four members of the City Council who have overlapping terms; every two years, two members of the City Council are also elected by the voters through a general election. Each member of the City Council, including the Mayor, is not subject to term limits.

Policy decisions are made at City Council meetings, which are held on the first and third Thursdays of each month at 5:00 p.m. in the City Council Chambers at City Hall, with special meetings as needed. At these public meetings, the City Council makes policy determinations; approves agreements and contracts; adopts ordinances (local laws) and regulations; and authorizes the expenditure of City funds.

City Budget

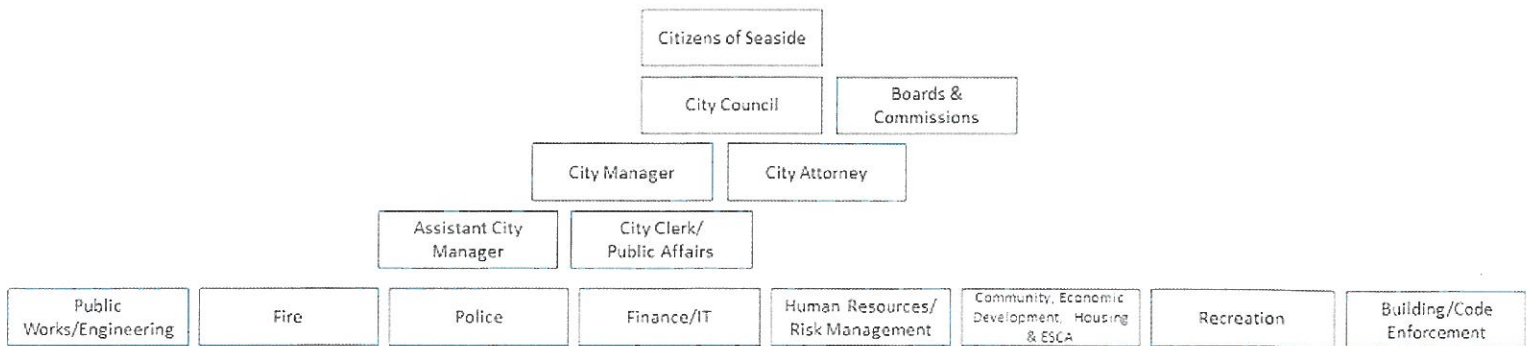
The City budget document is an important document because the preparation of the budget by the City staff, and its review and adoption by the City Council, determines how resources available to the City are to be utilized by the City in the forthcoming fiscal year.

The City has two fundamental functions, the provision of local governance, with decision making to address the issues before the City, and the provision of services to our residents and businesses. Both of these functions, in order to be effective, must have adequate resources devoted to them; conversely, often City officials desire to do more in certain areas, but are limited by what the City can afford.

If you, as a Board or Commission member, have questions about the City's goals/objectives, or about the City's budget, please ask your staff liaison for further explanation.

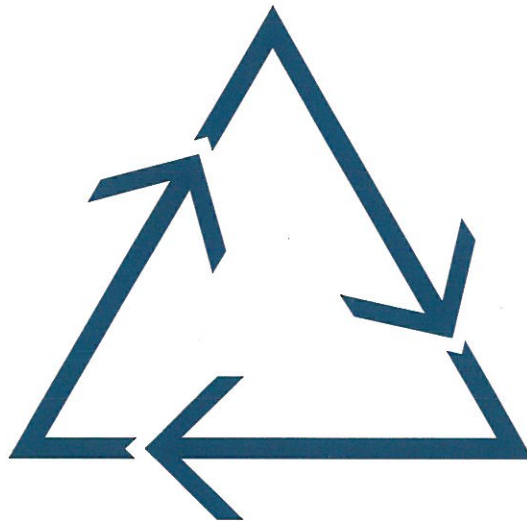
The City Budgets are all available on our City website:
<http://www.ci.seaside.ca.us/609/Strategic-Plan>

City of Seaside Organizational Chart



CITY MANAGER

The City Manager acts as the liaison between the City Council and staff. The City Council sets priorities and provides direction and the City Manager works to implement their direction. City operations are broken down into city departments, which are responsible for providing a variety of services to the community and each of which serves an invaluable and significantly different function.



CITY CLERK

The City Clerk is the local official who administers the democratic processes such as access to City meetings, records, elections and all legislative actions and ensures transparency to the public by enforcing Federal, State and local statutes including the Political Reform Act, The Brown Act, and the Public Records Act. This department is responsible public meetings, records management, public information and marketing, website, social media, press inquiries and conducting City Elections.

CITY ATTORNEY

The City Attorney is also appointed by the Council to represent and guide the City as it relates to the city, state and federal laws as well as keep the Council informed of the legal implications of policy decisions.

CITY DEPARTMENTS

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

The Human Resources Division administers a centralized, merit based personnel system, including recruitment, testing, selection, and placement of employees. They manage the classification of positions and employee relations, which includes negotiations, grievances, discipline and complaints; employee development and training; and employee benefits administration.

FIRE DEPARTMENT

The Fire Department provides the community with professional services to protect the lives, environment and property in the City of Seaside as well as in the City of Del Rey Oaks from fire, disaster and health emergencies. Fire Department personnel are involved in numerous committees, commissions, organizations and outreaches in the community. They are also responsible for disaster preparedness and the Emergency Operations Center (EOC). The EOC is the coordination and communication hub in the event of large-scale disasters. The Fire Department remains focused on their mission to serve as an “all hazards” response force to various types of emergencies; at the same time fulfilling the ever-expanding role in providing emergency medical response to our community.

POLICE DEPARTMENT

The Police Department provides quality law enforcement and proactive services and works in partnership with the community to enhance and maintain a safe environment. The Police department encourages community involvement in keeping our community safe. The Police Department participates in a variety of programs throughout the county to prevent crime, protect citizens and ensure the safety of our community. Police Officers can respond if a crime is committed, but it takes a community working together to make everyone accountable. If you witness a crime, call 911. If it is not an emergency, call the non-emergency line at 394-6811.

RECREATION DEPARTMENT

The Recreation Division provides a wide range of recreation and leisure programs for City Residents. The Division is also responsible for the management of four major recreation facilities and the provision of the recreation programs for families, youth and senior citizens.

CITY DEPARTMENTS

ENGINEERING & PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the design, construction and physical repairs to the City's infrastructure including streets, water systems, sewer system, storm drain system, park facilities, City buildings and transportation/traffic systems. They are also responsible for the design, implementation and administration of the annual Capital Improvement Program.

FINANCIAL & INFORMATION SYSTEMS DEPARTMENT

The Finance Division has several areas of responsibility including General Accounting, Cash Management, Accounts Receivable, Accounts Payable, Payroll, Budget, Grants and Debt Services. This Division provides accurate accounting of all revenues and expenditures, including preparation of financial reports, annual budgets, other financial reports, and supports the preparation of the annual audited financial statements. The Management Information Systems Division is responsible for the administration of the City's computer and telephone network, infrastructure and all related information technology projects.

COMMUNITY, ECONOMIC, HOUSING & ESCA DEPARTMENT

The Community and Economic Development Division is responsible for the administration of the City's planning, economic development and the Community Development Block Grant activities. Planning includes advanced and current planning and environmental review. Economic Development coordinates and implements priority projects. CDBG administers the Commercial Façade, housing rehabilitation and public service grant.

BUILDING & CODE ENFORCEMENT DEPARTMENT

The Building Department mission is to enforce and maintain public safety, health, and welfare. Through the use of building permits, the Building Department can ensure that structures are built to safe building code standards. The Building Department also enforces the City's Municipal Code. Before starting any type of building project or major repairs, it is recommended that the owner contact the Building Department to verify whether or not a permit is required for the scope of work that is being proposed.

ANNUAL WORK PLAN TEMPLATE & INSTRUCTIONS



ANNUAL WORK PLANS

This is a standard template for use by Boards and Commissions in completing their annual Work Plans. Work Plans are based on a fiscal year rather than a calendar year. Work Plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Office of the City Clerk will then transmit the Work Plans to the City Council for approval in May.

PLEASE USE THE FOLLOWING INSTRUCTIONS WHEN COMPLETING THE WORK PLAN:

Cover Sheet (Page 1)

This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2022, July 1, 2022 – June 30, 2023), members' names, Chairperson's name, and vacancies as of April 1. Do not list Commissioner addresses or phone numbers on the Work Plan. This page will need to be updated each year.

Mission Statement (Page 2)

This area of the Work Plan should clearly state the mission of the Board or Commission. The mission may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

Historical Background (Page 2)

This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission). NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the Work Plan where this is done. This page may not need to be updated each year.

Fiscal Year Work Plan (Page 3)

This area should provide the goals/objectives (no more than five) of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments (Page 4)

This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects (Page 5)

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.

THANK YOU!



DEAR BOARD, COMMISSION & COMMITTEE MEMBERS,

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

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

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

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



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.D.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: August 17, 2026

SUBJECT: ADOPT A PRIORITY LIST FOR UPCOMING PARKS TOURS

RECOMMENDATION

Review the list of parks in Seaside and make a priority list of parks to tour.

BACKGROUND

Since 2022, the Parks & Recreation Commission has conducted tours of the City's parks that the Commissioners voted on and approved. The Parks & Recreation Commissioner would like to tour all the parks again. They will review the list of parks in Seaside with staff and make a new priority group list of what to tour and vote to approve the group list.

There have been several improvements to some of the parks in the last few years. Some recent park improvements include:

- David Cutino Park – Major renovations added a new playground, parking lot, lighting, accessible pathways, landscaping, seating, and upgraded recreation facilities.
- Highland Otis Park – Playground replacement completed with new equipment and improved accessibility.
- Manzanita Stuart Park – Playground reopened after repairs and replacement of safety components.
- Laguna Grande Park – New picnic benches were recently installed to provide additional seating for visitors.
- Lincoln Cunningham Park – A new multi-use trail and accessibility improvements are part of the ongoing park enhancement project.

There are twenty-three parks in Seaside. They are as followed:

- Soper Field
- Metz Park
- David Cutino Park
- Robert's Lake Eco-Rec
- Laguna Grande Park
- Ellis Park
- Havana Soliz Park
- Lincoln Cunningham Park
- Manzanita Stuart Park
- Fernando Park
- Sabado Park
- Highland Otis Park
- Portola Leslie Park
- Martin Park
- Beta Park
- Mescal Neil Park
- Capra Park
- Durant Park
- Encanto Park
- Farallones Park
- Trinity Park
- Wheeler Tennis Courts
- Pacchetti Park

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.E.

TO: Parks and Recreation Commission

BY: Dan Meewis, Assistant City Manager

DATE: August 17, 2026

SUBJECT: DISCUSSION AND REVIEW OF CITY EVENTS FOR THE PARKS & RECREATION COMMISSION TABLING OPPORTUNITIES

RECOMMENDATION

Review the City's events and discuss which events the Parks & Recreation Commission would table at.

BACKGROUND

The Parks and Recreation Commission will discuss and review upcoming City events to determine which events the Commission may participate in through tabling and community outreach. The discussion may include identifying events, establishing participation priorities, and considering opportunities to promote Parks and Recreation programs, services, and Commission initiatives.

The upcoming Special Events that the Parks & Recreation Commission can table are as followed:

- Oaxaca by the Sea September 27, 2026, from 11:00 a.m. - 4:00 p.m. — City Hall Lawn
- Seaside 72nd Birthday — October 13, 2026 — Oldemeyer Center
- Halloween Bonanza — October 31, 2026, from 6:00 p.m. - 9:00 p.m. — Oldemeyer Center
- Winter Wonderland — December 4, 2026, from 6:00 p.m. - 9:00 p.m. — City Hall Lawn
- Cereal with Santa — December 12, 2026 9:00a.m. - 11:00 a.m. — Oldemeyer Center

Upcoming Older Adult Events (Doors open at 10:30 a.m.) that Commissioners can volunteer at are as followed:

- Luau Luncheon & Dance — Thursday, August 20, 2026
- Old Hollywood Luncheon & Dance — Thursday, September 17, 2026
- Halloween Luncheon & Dance — Thursday, October 15, 2026
- Thanksgiving Luncheon & Dance — Thursday, November 19, 2026
- Community Holiday Luncheon — Saturday, December 19, 2026
- New Year's Eve Luncheon & Dance — Thursday, December 31, 2026

ATTACHMENTS

None
