



AGENDA

CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION

SPECIAL MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Monday, February 26, 2018
5:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**
2. **ROLL CALL - ESTABLISHMENT OF QUORUM**

PARKS AND RECREATION

Ernest Suber	Chair
Bobby Maxwell	Vice Chair
James White	Commissioner
Alicia Louisa Gaines-Lynch	Commissioner
Rich Cadigan	Commissioner
Bob Constant	Commissioner
Willie Gray	Commissioner

3. **PUBLIC COMMENT**
Members of the public wishing to address the City Council 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 minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.
4. **APPROVAL OF MINUTES**
 - A. **January 22, 2018 Minutes**
5. **REVIEW OF AGENDA**
6. **BUSINESS ITEMS**
 - A. **DISCUSS, REVIEW AND ACCEPT THE PARKS & RECREATION ANNUAL WORK PLAN**

B. UPDATE ON THE PORTAL PROJECT AND ROBERTS LAKE EGO-RECREATION STATION

C. REPORT ON THE NRPA "MEET ME AT THE PARK" GRANT APPLICATION

7. **REPORTS FROM RECREATION STAFF**
8. **REPORTS FROM PARKS STAFF**
9. **REPORTS FROM COMMISSIONERS**
10. **ADJOURNMENT**

**Next Regularly Scheduled Meeting:
March 19, 2018
Oldemeyer Center
Time: 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, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

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 Government Code Section 54954.2(a) or Section 54956.



MINUTES

CITY OF SEASIDE PARKS & RECREATION COMMISSION

SPECIAL MEETING
Oldemeyer Center
986 Hilby Avenue
Monday, January 22, 2018
5:30 p.m.

1. CALL TO ORDER:

The meeting was called to order at: 5:40 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

PARKS & RECREATION COMMISSION:

Ernest Suber	Chair	<u> X </u>
Bobby Maxwell	Vice Chair	<u> X </u>
James White	Commissioner	<u> X </u>
Alicia Louisa Gaines-Lynch	Commissioner	<u> X </u>
Rich Cadigan	Commissioner	<u> X </u>
Bob Constant	Commissioner	<u> X </u>

STAFF:

Nancy Towne X Dan Meewis X Terry Navarro X Dave Fortune X

3. PUBLIC COMMENTS: None

5. APPROVAL OF November 20, 2017 MINUTES:

Bob Constant/Alicia Gaines-Lynch M/S/P

6. BUSINESS ITEMS:

a. Discuss rescheduling the next meeting in February 2018:

* The next Parks & Recreation Commission meeting will be on 02/26/18 at 5:30 p.m.
Rich Cadigan/Bobby Maxwell M/S/P

b. Discuss process for Community Members to get Park related issues addressed:

* Staff reported that community members can call 899-6825 which is the front desk at City Hall. They will take the message and then email proper staff. The 24 hour non-emergency number is 899-6828. Community members can call that number and leave a message with their name, phone number and a description of the issue. The emergency number is 394-6811 which is the police communication center. They will send out an officer and then call the on-call person.

c. Discuss and Prepare Parks & Recreation's Annual Work Plan:

- * Commissioner Cadigan stated he would do a draft of the Annual Work Plan and Then email it to staff. Staff will then email the draft to all the other commissioners to get their input. The final draft will be discussed and voted on at the Parks and Recreation meeting on February 26, 2018.

d. Discuss the possibility of relocating the Doc Roberts statue from City Hall:

- * The commissioners discussed the possibility of relocating Doc Roberts statue to the Portal Project on the corner of Del Monte Blvd & Canyon Del Rey. Commissioner Cadigan and Commissioner Constant stated they would attend the Neighborhood Improvement Program Commission meeting on 02/06/18 to see if they would like the Doc Roberts statue for the Portal Project. Commission Constant stated that he would attend the Art & History Commission meeting on 02/13/18 to get the okay to relocate Doc Roberts statue. In addition, the commissioners would need to get the okay from the sculptor.

7. REPORTS FROM RECREATION STAFF:

- * Staff reported about the new events coming up. The SYRC Parent University is on Saturday, February 10, 2018. The Father/Daughter Dance is on Friday, February 16, 2018. The City of Seaside will be doing fireworks at the Blackhorse Golf Course on Wednesday, July 04, 2018.

8. REPORTS FROM PARKS STAFF:

- * Staff reported about all the work that was done setting up and taking down of all the lights on the Christmas tree. There were a lot of wonderful compliments from the community.

9. REPORTS FROM COMMISSIONERS:

- * Commissioner Suber thanked all the staff for all their hard work.

10. ADJOURNMENT: The meeting was adjourned at: 6:30 p.m.

Next Special Scheduled Meeting

February 26, 2018

Time: 5:30 p.m.

Oldemeyer Center

Attachment from
the January 22, 2018
Meeting



ANNUAL WORK PLAN TEMPLATE AND INSTRUCTIONS

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 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 2016, July 1, 2015 – June 30, 2016), 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.