



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

REGULAR MEETING  
Oldemeyer Center  
986 Hilby Avenue  
Monday, April 15, 2019  
5:30 PM

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**1. CALL TO ORDER**

**PARKS AND RECREATION**

|                            |              |
|----------------------------|--------------|
| Bobby Maxwell              | Chair        |
| Rich Cadigan               | Vice Chair   |
| James White                | Commissioner |
| Alicia Louise Gaines-Lynch | Commissioner |
| Bob Constant               | Commissioner |
| Willie Gray                | Commissioner |
| Michael Evans              | Commissioner |

**2. 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).*

**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. MARCH 18, 2019 MINUTES**

**5. BUSINESS ITEMS**

**A. BEE CITY USA AND THE CREATION POLLINATOR HABITATS IN SEASIDE**

Presentation by Environmental Committee member Laura Murphy and Staff Liaison Beth Rocha regarding: Bee City USA and the creation of pollinator habitats in Seaside, establishing a designated representative from the Environmental and Parks & Rec Committees regarding parks improvements and habitat enhancement, and discussing potentials for Pollinator Week (June 17-23, 2019).

The purpose of this item is for the Parks and Recreation Committee to receive a presentation from representatives of Seaside's Environmental Committee regarding the Bee City USA designation and the obligations required in order to keep the designation active. It's recommended the committee receive the information, provide feedback to the presenters on their ideas regarding the "habitat" obligations, which include placing informational pollinator and plant placards in Seaside parks, and make suggestions on what parks or city facilities the placards should be placed. Also, discuss future collaborations between the Parks & Rec and Environmental committees.

**B. MANZANITA STUART PARK STUDY SESSION**

**C. STUDY SESSION TO COMPLETE THE 2019-2020 ANNUAL PLAN**

**6. REPORTS FROM RECREATION STAFF**

**7. REPORTS FROM PARKS STAFF**

**8. REPORTS FROM COMMISSIONERS**

## **9. ADJOURNMENT**

**Next Regularly Scheduled Meeting:  
May 20, 2019  
Time: 5:30 p.m.  
Oldemeyer Center**

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The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings. City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Live streamed meeting videos as well as videos of past meetings are available on the City's website at: <http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

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## MINUTES

### CITY OF SEASIDE PARKS & RECREATION COMMISSION

**REGULAR MEETING**  
**Oldemeyer Center**  
**986 Hilby Avenue**  
**Monday, March 18, 2019**  
**5:30 p.m.**

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**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>                    |
| Rich Cadigan               | Vice Chair   | <u>  X  </u>                    |
| James White                | Commissioner | <u>      </u> (Excused Absence) |
| Alicia Louise Gaines-Lynch | Commissioner | <u>      </u> (Excused Absence) |
| Bob Constant               | Commissioner | <u>  X  </u>                    |
| Willie Gray                | Commissioner | <u>      </u> (Excused Absence) |

**STAFF:**

Dan Meewis   X   Terry Navarro   X  

**3. VISITORS & GUESTS:**

- \* Jane Klopp – Highland Otis Park Neighborhood Association & FOSPA
- \* Carol Mikkelsen - Highland Otis Park Neighborhood Association & FOSPA
- \* Ashley Collick – Youth, Education & Resource Center
- \* Sandra Miller

**4. PUBLIC COMMENTS:**

- \* Rosemary Kosaka (a resident of Seaside) is not able to attend the monthly Parks & Recreation meetings. Staff read an email from Rosemary with her concerns about when the City is going to remove the signs that say “Dogs are Prohibited” from the parks. Staff also read an email from Public Works responding to Rosemary’s concerns. Please see the attached emails.

**5. APPROVAL OF December 17, 2018 MINUTES:**

- \* Rich Cadigan/Bob Constant M/S/P

## **6. BUSINESS ITEMS:**

### **a. Update on Metz Park/Rubio Field Improvements:**

- \* Staff reported that back in July 2018 \$2599.00 was approved to upgrade the basketball court. It was upgraded from a half court to a full court. They restriped it and redid the surface. They also striped it for football. They are going through the process for the Rubio field sign. BAR recommended that the sign be moved. The approximate cost to move the sign and replace the fencing is \$20,000.00.

### **b. Study Session to Complete the 2019 -2020 Annual Plan:**

**\*\*To discuss and complete the 2019 – 2020 Annual Work Plan:**

- \* Commissioner Cadigan asked staff to email all the Commissioners the 2018 – 2019 Work Plan for them to review and make changes if needed. They will bring their revised version to the next Parks & Recreation Commission meeting to discuss and complete a final draft.

### **c. Receive Update on Prop 68:**

- \* Staff reported that they attended a Grant workshop on how to obtain Prop 68 funds. There was a lot of good information to share with the Commissioners. Staff passed out two handouts from the workshop. One handout was the competitive chart that is the outline and planning tool for applicants. The other handout was the key steps to help applicants plan a competitive SSP project. Staff and the Commissioners discussed how the chart works and went over the key steps. The applicant can request up to 8.5 million per application. The minimum is \$200,000.00. Funding is not guaranteed. The grant period started on July 01, 2018. All applications are due August 05, 2019. The grand award will be awarded by the end of 2019. If you get a grant, the project needs to be completed by March 2022. Capra Park or Manzanita Stuart Park qualifies to do an application for a grant. The Commissioners decided to focus on working on a grant for Capra Park

## **7. REPORTS FROM RECREATION STAFF:**

- \* Staff reported that the Seniors St Patrick's Dance went well and had good attendance. Chair Maxwell did all the cooking. His volunteer efforts are greatly appreciated. Staff encouraged all the Commissioners to get involved in the dances and volunteer. Parent University is coming up on Saturday, March 30, 2019. On Saturday, April 20, 2019 is the Golden Egg Hunt. They are in the planning process of the 4<sup>th</sup> of July event which be at City Hall.
- \* Staff reported that they are going to the California Parks & Recreation Conference next week. Hopefully, they will bring back some great information to share.

**8. REPORTS FROM PARKS STAFF:** None

**9. REPORTS FROM COMMISSIONERS:**

\* Commissioner Constant reported on the article in the Weekly about Laguna Grande Park. He is concerned about the homeless in the park and the cleanliness. He also reported that there was a district court meeting that said that cities cannot restrict the homeless from camping in the parks. He stated that the Commission should get involved and come up with ideas to help the City.

\* Commissioner Maxwell reported that he has gone by David Cutino Park and it looks like the work is coming along really well. He attended a lot of FOSPA meetings. They are a very good group. He stated that Sustainable Seaside is having an Earth Day Event on Sunday, April 28, 2019 at City Hall Lawn.

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

**Next Special Scheduled Meeting**

**April 15, 2019**

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

**Oldemeyer Center**

Attachment from  
the March 18, 2019  
Meeting

**Daniel Meewis - Re: Signs in Seaside parks**

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**From:** Rosemary K <[rakosaka@gmail.com](mailto:rakosaka@gmail.com)>  
**To:** Nancy Towne <[NTowne@ci.seaside.ca.us](mailto:NTowne@ci.seaside.ca.us)>  
**Date:** 3/18/2019 11:10 AM  
**Subject:** Re: Signs in Seaside parks  
**CC:** Bob Constant <[Bconstant2620@gmail.com](mailto:Bconstant2620@gmail.com)>, <[Bobbymaxspal@gmail.com](mailto:Bobbymaxspal@gmail.com)>, Craig ...

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Thank you! I appreciate you forwarding this to others I may have missed and for taking the time. I will also appreciate any response or feedback that the Committee sees fit to share.

Thanks again,

Rosemary

On Mon, Mar 18, 2019 at 8:09 AM Nancy Towne <[NTowne@ci.seaside.ca.us](mailto:NTowne@ci.seaside.ca.us)> wrote:

Hi, I will bring this to the Parks and Recreation Commission's attention at tonite's meeting and let you know. Thank you.

>>> Rosemary K <[rakosaka@gmail.com](mailto:rakosaka@gmail.com)> 3/17/2019 10:38 PM >>>  
 To the Recreation & Parks Commission,

I am unable to attend your monthly meeting tomorrow evening so I am writing this e-mail. I would like to know more about the City's plans to remove the signs that prohibit dogs within the City's parks.

My understanding is that last year, the City Council decided to allow dogs-on-leash in all of the City's parks. There was even a Seaside Dog Parade last June to support the idea that Seaside is, more than ever, a dog friendly city.

When I walk my dogs throughout the week, I pass by or through one or more of the following parks: Beta Park, Durant Park, Farallones Park, and Mescal Neil Park. As of this weekend, each of these parks have one to four signs that prohibit dogs: either a white sign with a silhouette of a dog with a red slash over it, or a green sign with white lettering that states (among other things) that "Dogs are prohibited".

Durant Park is the most comical example because of the contradicting signs: there are four signs prohibiting dogs and three green markers in the sidewalk inside the park that read, "Pick up after your dog" or something like this.

I am wondering when these signs will be removed?

I so appreciated last year's change to allow dogs-on-leash within the City's parks. I would appreciate it even more if the signs prohibiting dogs came down to acknowledge this change -- which would further share this news across our community.

Thank you for your consideration and time,

Rosemary Kosaka  
Waring St, Seaside, CA

## Daniel Meewis - Fwd: Re: Signs in Seaside parks

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**From:** Scott Ottmar  
**To:** Daniel Meewis; Monty Miller  
**Date:** 3/18/2019 4:35 PM  
**Subject:** Fwd: Re: Signs in Seaside parks  
**Attachments:** Scott Ottmar.vcf

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Dan

The public works crew removed and replaced 33 signs today. There are 3 parks left to address which should be completed tomorrow.

Scott Ottmar, P.E.  
 Senior Civil Engineer  
 City of Seaside  
 831-899-6885 (office)  
 831-899-6311 (fax)

**Office Hours: Monday - Friday 8:00 am to 5:00 pm**



Please consider the environment before printing  
 and remember to print double-sided whenever possible.

>>>

**From:** Daniel Meewis  
**To:** Monty Miller, Scott Ottmar  
**Date:** 3/18/2019 1:29 PM  
**Subject:** Fwd: Re: Signs in Seaside parks

If I could also get a timeline on when they should all be removed that would be great.

Thanks!

**Dan Meewis**  
 Recreation Superintendent  
 **SEASIDE**  
**CALIFORNIA**  
**831.899.6821**

Winter/Spring registration is open. For a list of programs check out our new [ACTIVITY GUIDE!](#)

>>> Scott Ottmar 3/18/2019 1:26 PM >>>

Monty

Please provide a summary of how many of the "dog" signs were removed from the parks. There is a Park & Rec committee meeting tonight so I would like to update Dan Meewis. Thanks.



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

# CITY OF SEASIDE

## Parks and Recreation Commission

### FY 2018-2019 Work Plan and FY 2017-2018 Accomplishments

#### Members

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

#### Staff Liaisons

Nancy Towne, Recreation Director  
Dan Meewis, Recreation Superintendent  
Rick Riedl, City Engineer  
David Fortune, Public Works Superintendent

## 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 seven 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, director of the Recreation Department 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 director of community services 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 director of the Recreation Department.
5. Aid in coordinating recreation services with the programs of other public agencies and voluntary organizations.
6. Advise the director of community services in the preparation of the annual budget and a long-range recreation capital improvement program.

7. Advise the Recreation Director in the preparation of the annual budget and a long-range recreation capital improvement program.
8. Advise the city council on matters regarding trees, urban forestation endeavors and related resources.
9. Develop, keep current, and aid in the facilitation of a plan for the development, conservation and care of urban forest resources.
10. Develop and review annually a long-range plan for urban forestation.
11. Review, in cooperation with the city forester, annual plans for urban forestry programs.
12. Coordinate or conduct planned projects for the advancement of the urban forest.
13. In collaboration with the city forester, inform residents regarding tree planning, tree care, and forestry programs.

## FY 18-19 WORK PLAN

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

| <b>GOAL/OBJECTIVE</b>                                                       | <b>PROPOSED<br/>ACTIVITIES</b>                                                                                                                                        | <b>PRIORITY<br/>RANKING</b> | <b>TIMELINE<br/>FOR<br/>COMPLETION</b> |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------|
| FY 18-19 CIP and budget review                                              | To review, consider and endorse recommended budget for FY 18-19                                                                                                       | High                        | June 2018                              |
| Promote public input                                                        | Gather, review, endorse needs.                                                                                                                                        | High                        | October 2018                           |
| Seek grant funds                                                            | Advocate and seek public funds available through the Office of Grants and Local Services and National Recreation and Park Association, etc.                           | High                        | Ongoing                                |
| Increase public awareness                                                   | Use media outlets, internet, and periodicals to Increase public awareness of the parks, special use areas, and the open spaces areas available in the City of Seaside | Medium                      | April 2018                             |
| ADA accessibility                                                           | Continue to be proactive in updating and keeping parks and recreation facilities ADA compliant                                                                        | Medium                      | June 2019                              |
| Seek Input for needs within Recreation Department & funding for those needs | Gather, review, and endorse needs and funding for inclusion in FY 18-19 budget                                                                                        | High                        | March 2018                             |

## PRIOR YEAR ACCOMPLISHMENTS

| <b>GOAL/OBJECTIVE</b>                                          | <b>ACTIVITIES<br/>SUPPORTING GOAL</b>                                                                                           | <b>STATUS</b> |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------|
| Restore Parks and Recreation Commission                        | Seaside City Council sought and encouraged members of the community to apply for and sit on the Recreation and Parks Commission | Completed     |
| Roberts Lake Park                                              | Seek public input, discuss and approve the nature based educational and play area at Roberts Lake                               | Completed     |
| Community input regarding FY 17-18 \$150,000 budget allocation | Public forum held October 2017 regarding budget allocation.                                                                     | Completed     |
| Community input regarding Cutino Park                          | Public forum held regarding facility additions and construction                                                                 | Completed     |

## ONGOING PROJECTS

| <b><i>PROJECT</i></b>                  | <b><i>ACTIVITIES</i></b>                                                    |
|----------------------------------------|-----------------------------------------------------------------------------|
| Cutino Park                            | Continue to monitor, recommend, and seek input into the Cutino Park project |
| Recreation and park facilities         | Encourage attendance to all parks, recreation center, pool and facilities   |
| Promote recreation and park activities | Blues in the Park, youth, adult and senior activities.                      |
| Robert's Lake Eco-Recreation Station   | Complete renovations to the park and promote grand opening events.          |

**March 2018**

# Competitive Chart

## Statewide Park Development and Community Revitalization Program (SPP)

January 22, 2019

This Competitive Chart is an outline and planning tool for applicants.

**If the answer to any of these questions is "No", the project may need to be reconsidered or adjusted to meet the competitive priorities.**

- Detailed guidance is found in the January 22, 2019 Final Application Guide.
  - Page citations are listed in this table.
- The Application Guide and staff contacts are available at [parks.ca.gov/spp](http://parks.ca.gov/spp)
- Technical Assistance for this program is available through the Office of Grants and Local Services. See page 56 of the Guide for a summary of assistance available.

| # | Competitive Chart Questions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Application Guide Page(s) | Yes/No |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|
| 1 | <b>Applicant Eligibility:</b> Is the applicant an eligible entity?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 4                         |        |
| 2 | <b>Maximum Grant Amount, Process Overview:</b> <ul style="list-style-type: none"> <li>• Does the applicant understand the grant request for up to \$8.5 million per application is competitive; <del>funding is not guaranteed?</del></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6-8                       |        |
| 3 | <b>Project site ownership, acquisition, lease, or turn-key.</b> <ul style="list-style-type: none"> <li>• Does the applicant understand site control requirements?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 48                        |        |
| 4 | <b><u>Eligible Project Site:</u></b><br>Using the Community FactFinder, does the project site radius have either:<br><ul style="list-style-type: none"> <li>• <del>A ratio of less than 5 acres of parkland per 1,000 residents?</del></li> <li><b>OR</b></li> <li>• A median household income below \$51,026?</li> </ul> <b><u>Competitive Project Site:</u></b> <ul style="list-style-type: none"> <li>• Were the steps in the FactFinder Handbook followed for Project Selection Criteria #1 and #2?</li> </ul> Community FactFinder: <a href="http://ParksforCalifornia.org/communities">ParksforCalifornia.org/communities</a><br>FactFinder Handbook: <a href="http://parks.ca.gov/spp">parks.ca.gov/spp</a> | 15-16, 57                 |        |
| 5 | <b>Type of Project:</b> Project Selection Criterion #3 <ul style="list-style-type: none"> <li>• Create a new park? (10 points)</li> <li>• Expand an existing park? (8 points)</li> <li>• Renovate an existing park? (7 or 6 points)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 18, 58                    |        |
| 6 | <b>Community Based Planning with Residents:</b> Project Selection Criteria #4 <ul style="list-style-type: none"> <li>A. Five meetings at convenient times near project site, with at least two on a weekend or evening?</li> <li>B. Invited and involved a broad representation of residents?</li> <li>C. Residents engaged to design the project concept? Photos?</li> </ul>                                                                                                                                                                                                                                                                                                                                      | 20-23, 49, 59-61          |        |

|    |                                                                                                                                                                                                                                                                                                                                       |              |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|
| 7  | <b>Employment or Volunteer Opportunities:</b><br>Project Selection Criteria #5 <ul style="list-style-type: none"> <li>At least 20 residents will receive meaningful employment or volunteer learning opportunities?</li> <li>Corps Consultation Process followed?</li> </ul>                                                          | 24, 62       |  |
| 8  | <b>Partnerships or Committed Funding:</b><br>Project Selection Criteria #6 <ul style="list-style-type: none"> <li>Project involves three partners, including health organization?</li> </ul>                                                                                                                                          | 26, 63       |  |
| 9  | <b>Environmental Design:</b><br>Project Selection Criteria #7 <ul style="list-style-type: none"> <li>Project will include seven techniques for conservation and "place-making", or SITES, or LEED certification?</li> </ul>                                                                                                           | 27-29, 64-65 |  |
| 10 | <b>Fees and Hours of Operation:</b><br>Project Selection Criteria #8 <ul style="list-style-type: none"> <li>After completion, park will be open to public seven days a week, long daily hours; no public use fees or fees will not deter daily access?</li> </ul>                                                                     | 30, 66       |  |
| 11 | <b>Community Challenges, Project Benefits, and Readiness:</b><br>Project Selection Criteria #9 <ul style="list-style-type: none"> <li>Summarize community's story - challenges and project benefits</li> </ul>                                                                                                                        | 31-32, 67-69 |  |
| 12 | <b>Project Timeline and Applicant Capacity</b> <ul style="list-style-type: none"> <li>Project timeline created with input from other responsible agencies?</li> <li>Project is achievable within Grant Performance Period?</li> <li>Applicant is capable of completing project on time? 30 year operation and maintenance?</li> </ul> | 42-44, 45    |  |
| 13 | <b>Grant Scope/Cost Estimate</b> <ul style="list-style-type: none"> <li>The deliverables will be complete and open to public before final grant payment (20% retention of grant amount for final payment)?</li> </ul>                                                                                                                 | 37-39        |  |
| 14 | <b>Funding Sources</b> <ul style="list-style-type: none"> <li>Grant by itself will pay for total project? Or, if other funds are needed, are the other funds committed/secured (fund raising is not needed)?</li> </ul>                                                                                                               | 40-41        |  |
| 15 | <b>CEQA</b> <ul style="list-style-type: none"> <li>Analysis is complete? Or will be complete within approximately three months from application due date?</li> </ul>                                                                                                                                                                  | 46-47        |  |
| 16 | <b>Authorizing Resolution</b> <ul style="list-style-type: none"> <li>Applicant's governing body approves filing of the application?</li> <li>Reviewed grant contract provisions?</li> </ul>                                                                                                                                           | 35-36        |  |
| 17 | <b>Preparing Application</b> <ul style="list-style-type: none"> <li>Use instructions/Checklist on pages 10-11 to send application</li> </ul>                                                                                                                                                                                          | 10-11        |  |

## Key Steps to Help Applicants Plan a Competitive SPP Project

1. **Be open to using the "Application Guide" (guidelines) to plan a competitive project.** Technical assistance is built into the Application Guide. The application requirements lead applicants to plan successful projects.
  - a. Become familiar with the Application Guide months ahead instead of a few weeks before the application deadline.
  - b. Ask the SPP Team questions early. Attend Application Workshops.
  - c. The "Competitive Chart" at [www.parks.ca.gov/spp](http://www.parks.ca.gov/spp) is a summary to plan the competitive project.
2. **Site Assessment:** Select a project site that meets the goals of Project Selection Criteria 1, 2, and 3 by using the Community Factfinder Tool. For more information, see the Community Factfinder Handbook at [www.parks.ca.gov/spp](http://www.parks.ca.gov/spp) for tips and guidance.
3. **Project Design with Residents:** After selecting a project site, have design meetings with residents reaching Project Selection Criteria #4 goals. Also use Project Selection Criteria 5 through 9 to shape the project concept.

Recognizing that California is an enormous and diverse state, the State is not prioritizing one type of recreation facility over another. Building a successful, sustainable park in an underserved community is like a work-of-art where the park becomes an expression and source of pride for the residents. Neighborhood residents have expertise about what will work in their community. Project Selection Criteria #4-7 and 9 encourages projects that reflect each community's unique needs and creativity.

4. **Project Timeline:** Getting projects ready for construction often requires layers of local reviews, permits, and other steps. The Project Schedule Plan in the Application Guide encourages applicants to start the pre-construction plan before grant awards.
5. **Application Checklist:** Use the Application Checklist in the Guide to organize the application. Except for the Project Selection Criteria response, draft documents may be sent to the SPP team for review before the application deadline.

The SPP Team looks forward to providing technical assistance. Please see [www.parks.ca.gov/spp](http://www.parks.ca.gov/spp) for contacts and technical assistance updates.

We look forward to our continued partnership to improve the quality of life for communities throughout California.

***“Best Practices”***  
**Planning a Competitive Project under the  
Statewide Park Development and Community Revitalization  
Program (SPP)**

SPP is a competitive grant program with specific goals and priorities. The “Application Guide” is crafted as a guide for applicants to reach these goals and priorities. The Application Guide includes a “Project Selection Criteria” section and a “Technical Assistance Section” to guide applicants for project concepts.

The SPP Team conducted over sixty focus groups, public hearings, application workshops, and reviewed 900 applications. From these experiences working with hundreds of applicants, here are essential points to consider:

- 1) **The Application Guide simplifies grant writing.** To ensure a fair process, the Project Selection Criteria responses require chart formats. The chart formats lead applicants to list brief facts (actual project deliverables) instead of narratives.
- 2) **Project planning is the key.** Competitive applicants use the guidelines to plan a competitive project. They review the Application Guide as early as possible, ask questions, and attend Application Workshops. They are open to new ideas.
  - a. Some applicants decide to create a new project concept to fit SPP. They will find a new project site and follow the Project Selection Criteria.
  - b. If they have a pre-determined project, they still consider new concept and design improvements to score more Project Selection Criteria points.
  - c. On the other hand, some applicants with predetermined projects do not make any adjustments. A pre-determined project, with no adjustments based on the Project Selection Criteria, may miss some program goals and priorities, and is usually less competitive.
- 3) **Use the Project Selection Criteria as a concept-level guide.** Start as early as possible following the Project Selection Criteria to plan how to be competitive. This may mean making minor or even major changes to a pre-determined project. After understanding the grant program, some applicants realize they need to pursue a different community, project site, and scope to be as competitive as possible.

**Terry Navarro - Re: Parks & Recreation Commission Regular Meeting for Monday, March 18, 2019**

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**From:** Bob Constant <bconstant2620@gmail.com>  
**To:** Terry Navarro <TNavarro@ci.seaside.ca.us>  
**Date:** 3/14/2019 10:21 AM  
**Subject:** Re: Parks & Recreation Commission Regular Meeting for Monday, March 18, 2019  
**CC:** Daniel Meewis <DMeewis@ci.seaside.ca.us>, Nancy Towne <NTowne@ci.seaside.ca.us>

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Regarding the agenda items for next Monday's meeting, could we get a quick sketch of where we are with the work already approved by the commission, ie.. Gateway at Canyon Del Rey and Del Monte Blvd, Ellis Park, Otis Highland? Please.

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Updates on these projects

- 1) Gateway - Currently under construction. Contractor states he should be complete first week of May.
- 2) Ellis Park & Highland Otis Park - See email from Misty, attached.

Ellis Park:

On 2/20 we went to the BAR Meeting: (minutes still not available) - From my notes I took they are requesting backs with benches. Waiting to ensure that there were no other conditions outlined in the minutes when they are made available. The conceptual plan overall was well received.

Whitson is working on the Construction Documents currently, and we should receive a 65% PS&E by the of April at the latest. Good chance we get it earlier. There is cushion in this schedule in case BAR minutes identify additional conditions.

Highland Otis:

3/7 City Council Approved allocating the remaining \$82,000 from the Parks Improvement Budget to be used for the Design and Construction of the next phase of Highland Otis Park.

We are circulating the contract around for execution in our Laserfiche Forms process for Whitson to do the design of the ADA Parking Space, wood fiber play area for swings and seahorse, driveway approach, pathway, and Trex Boardwalk. - Currently in Kimberly's que.

Conceptual Plan already went through BAR.

Next Step for that will be Whitson preparing the Construction Documents and site survey once contract is executed. They are ready to hit the ground running!

Thank you,

*Misty Bradshaw, PE*

Associate Engineer  
 City of Seaside  
 (831) 899-6886



## **CITY OF SEASIDE STAFF REPORT**

**Item No.: 5.A.**

**TO:** Parks and Recreation Commission

**BY:**

**DATE:** April 15, 2019

**SUBJECT: BEE CITY USA AND THE CREATION POLLINATOR HABITATS IN SEASIDE**

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### **PURPOSE & RECOMMENDATION**

Presentation by Environmental Committee member Laura Murphy and Staff Liaison Beth Rocha regarding: Bee City USA and the creation of pollinator habitats in Seaside, establishing a designated representative from the Environmental and Parks & Rec Committees regarding parks improvements and habitat enhancement, and discussing potentials for Pollinator Week (June 17-23, 2019).

The purpose of this item is for the Parks and Recreation Committee to receive a presentation from representatives of Seaside's Environmental Committee regarding the Bee City USA designation and the obligations required in order to keep the designation active. It's recommended the committee receive the information, provide feedback to the presenters on their ideas regarding the "habitat" obligations, which include placing informational pollinator and plant placards in Seaside parks, and make suggestions on what parks or city facilities the placards should be placed. Also, discuss future collaborations between the Parks & Rec and Environmental committees.

### **BACKGROUND**

Obligations of maintaining the Bee City USA designation will be implemented by the Environmental Committee, but will also require participation by other city staff. The obligations are as follows:

1. Celebration: Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Seaside's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.

2. Publicity & Information: Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Seaside's website which includes, at minimum: a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).

3. Habitat: Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, the following actions: Identify and inventory Seaside real property that can be enhanced with pollinator-friendly plantings. Create a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species. Track (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.

4. Pollinator-Friendly Pest Management: Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.

5. Policy: Establish, through the City of Seaside a policy in the General Plan to acknowledge and commit to the BEE CITY USA designation. Plan Review: Review the General Plan and other relevant documents to: consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.

6. Renewal: After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the City of Seaside's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on the City of Seaside's population.

## **ATTACHMENTS**

1. Butterflies1\_2
2. Butterflies2

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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



## LOCAL BUTTERFLIES of the Monterey Bay Area

"QUICK-GUIDE" TO COMMONLY SEEN LOCAL BUTTERFLIES  
IDENTIFIES FAVORITE FOOD & NECTAR PLANTS FOR THE GARDEN



### QUICK & EASY-TO-USE

Arranged by size from left (small) to right (large)

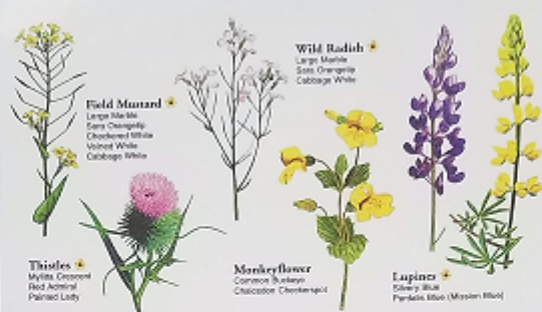
Names: Common name for each species

Size: From wing spread from base to tip

Seasons: When most commonly observed

Descriptions: Color and identifying field marks

Adult butterfly coloring and field marks may vary between male and female of the same species



### Life cycle of a butterfly - A complete metamorphosis

