



**CITY OF MORRO BAY  
RECREATION AND PARKS COMMISSION  
AGENDA**

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*The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.*

**Notice of Regular Meeting  
July 18, 2024 – 6:00 p.m.  
Veteran’s Memorial Building  
209 Surf St., Morro Bay, CA**

Chairperson – Vacant  
June Swall  
Betty Winholtz

Vice Chair – Drew Sidaris  
Megan Fazio

**Public Participation:**

Public participation is allowed in the following ways:

- Community members may attend the meeting in person at the Morro Bay Veterans Hall.
- Alternatively, members of the public may watch the meeting and speak during general Public Comment or on a specific agenda item by logging in the Zoom webinar using the information provided below. Please use the “raise hand” feature to indicate your desire to provide public comment.

Please click the link below to join the webinar:

➤ <https://us02web.zoom.us/j/82722747698?pwd=aWZpTzcwTHIRTK9xaTlmWVNWRWFUQT09>

Password: 135692

- Or Telephone Attendee: 1 (408) 638-0968 or 1 (669) 900-6833 or 1 (346) 248 7799; Webinar ID: 827 2274 7698; Password: 135692; Press \*9 to “Raise Hand” for Public Comment.
- Members of the public may watch the meeting either on cable Channel 20 or as streamed on the City [website](#).
- Community members are encouraged to submit agenda correspondence in advance of the meeting via email to Advisory Board Members at [RPC@morrobayca.gov](mailto:RPC@morrobayca.gov) prior to the meeting. Agenda Correspondence received by 10 a.m. on the meeting day will be posted on the City website.

**ESTABLISH QUORUM AND CALL TO ORDER**

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS / PRESENTATIONS**

**MORRO BAY SENIOR CITIZENS, INC. LIAISON REPORT**

## **PUBLIC COMMENT**

Members of the audience wishing to address the Board on business matters not on the agenda may do so at this time. For those desiring to speak on items on the agenda, but unable to stay for the item, may also address the Board at this time.

### **A. CONSENT CALENDAR**

**A-1 Approval of Minutes from Recreation and Parks Commission meeting, May 18, 2024.**

**Staff Recommendation: Approve as submitted.**

**A-2 Recreation Services Division Status Report**

**Staff Recommendation: Receive and file.**

**A-3 Recreation Services Division Participation Reports – May 2024 – June 2024.**

**Staff Recommendation: Receive and file.**

**Facilities, Parks, and Open Space Hourly Use**

**Recreation Classes and Affiliated Clubs**

**Aquatic Programs**

**Sports**

**Senior Services**

**Youth Services**

### **B. PUBLIC HEARINGS – None**

### **C. BUSINESS ITEMS**

**C-1 Staff Report – Cloisters Lawn Area Reduction and Tree Planting Considerations**

**Staff Recommendation: Receive and file.**

**C-2 Staff Report – Approval of Excused Absence Request for Commissioner Fazio**

**Staff Recommendation: Approve absence.**

**C-3 Staff Report – Mermaid, Pirate, & Sea Creature Parade**

**Staff Recommendation: Receive and file.**

**C-4 Staff Report – Aquatics Programs January 1st – June 14th**

**Staff Recommendation: Receive and file.**

**C-5 Staff Report – Coast Girls Softball 2024**

**Staff Recommendation: Receive and file.**

**C-6 Staff Report – Adult Softball - Spring 2024**

**Staff Recommendation: Receive and file.**

**C-7 Staff Report – Coed Adult Soccer 2024  
Staff Recommendation: Receive and file.**

**C-8 Staff Report – Election of Chair  
Staff Recommendation: Receive and file.**

**C-8 Staff Report – Discussion of Morro Bay’s 60<sup>th</sup> Celebration  
Staff Recommendation: Engage in Discussion.**

#### **D. FUTURE AGENDA ITEMS**

#### **E. ADJOURNMENT**

Adjourn to the next regular Recreation and Parks Commission meeting at 6 p.m. **Thursday, September 19, 2024**, held at the Veteran’s Memorial Building; 209 Surf St., Morro Bay CA, 93442.

This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Morro Bay Community Center, 1001 Kennedy Way, for any revisions, or call Recreation Services at 805-772-6278 for further information.

Materials related to an item on this agenda submitted to the commission after distribution of the agenda packet are available for public inspection upon request by calling the Recreation Services at 805-772-6278.

In compliance with the Americans with disabilities act, if you need special assistance to participate in a city meeting, please contact the Recreation Services at least 24 hours prior to the meeting to ensure reasonable arrangements can be made to provide accessibility to the meeting.

This agenda is available for copying at the Morro Bay Public Library.



MINUTES – MORRO BAY RECREATION AND  
PARKS COMMISSION  
REGULAR MEETING – May 16, 2024  
HYBRID IN-PERSON/TELECONFERENCE – 6:00 p.m.

City of Morro Bay Recreation and Parks Commission conducted this meeting in accordance with Assembly Bill 361 (2021-22) and Government Code section 54953 in response to the present State of Emergency in existence due to the threat of COVID-19. This meeting was held via teleconference for all participants.

MEMBERS PRESENT:	Drew Sidaris	Vice-Chair
	June Swall	Commissioner
	Betty Winholtz	Commissioner
	Megan Fazio	Commissioner
ABSENT:	Ray Purcell	Chair
STAFF PRESENT:	Kirk Carmichael	Recreation Services Manager
	Ken Zink	Sports Supervisor
	Angelica Jepsen	Youth Services Supervisor
	Nicole Young	Administrative Technician

ESTABLISH QUORUM AND CALL TO ORDER

<https://youtu.be/8sgrz1GbuZY?feature=shared>

Vice Chair Drew Sidaris called the meeting to order at 6:00 p.m.

MOMENT OF SILENCE

PLEDGE OF ALLIGIANCE

COMMISSIONERS ANNOUNCEMENTS

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=604>

STAFF ANNOUNCEMENTS

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=66>

MORRO BAY SENIOR CITIZEN, INC. LIAISON REPORT

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=611>

PUBLIC COMMENT

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=637>

The Public Comment period for the Consent Agenda was opened.

None

The Public Comment period was closed.

A. CONSENT CALENDAR

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=643>

A-1 APPROVAL OF MINUTES FROM RECREATION AND PARKS COMMISSION MEETING, MAY 16, 2024

MOTION: Commissioner Winholtz moved to receive and file. Commissioner Swall seconded the motion. Motion passed unanimously, 4-0.

[https://youtu.be/8sgrz1GbuZY?si=-rDPE49Sz\\_t11\\_ZA&t=646](https://youtu.be/8sgrz1GbuZY?si=-rDPE49Sz_t11_ZA&t=646)

A-2 RECREATION SERVICES DIVISION STATUS REPORT

MOTION: Commissioner Swall moved to receive and file. Commissioner Fazio seconded the motion. Motion passed unanimously, 4-0.

<https://youtu.be/8sgrz1GbuZY?si=p7aE4mIkhpBMSwf7&t=664>

A-3 RECREATION SERVICES DIVISION PARTICIPATION REPORTS – MARCH 2024 – APRIL 2024

MOTION: Commissioner Winholtz moved to receive and file. Commissioner Swall seconded the motion. Motion passed unanimously, 4-0.

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=873>

B. PUBLIC HEARINGS

No public hearings.

C. BUSINESS ITEMS

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=898>

C-1 STAFF REPORT – STANDING PARKS REPORT

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=898>

Public Works Director, Greg Kwolek; Maintenance Division Manager, Carlos Mendoza; and City Engineer, Cindy Cecil introduced themselves and shared what they had in mind for what types of items they would bring to the Recreation and Parks Commission Meetings.

MOTION: Commissioner Swall moved to receive and file. Commissioner Fazio seconded the motion. Motion passed unanimously, 4-0.

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=2498>

C-2 STAFF REPORT – ESTERO BAY YOUTH BASKETBALL 2024

<https://youtu.be/8sgrz1GbuZY?feature=shared&t=2528>

Sports Supervisor Ken Zink presented the staff report on Youth Basketball 2024 Season and answered questions from the commission.

MOTION: Commissioner Swall moved to receive and file. Commissioner Winholtz seconded the motion. Motion passed unanimously, 4-0.  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=2680>

C-3 STAFF REPORT – HOLIDAY HANGOUTS: BRICK CHALLENGE CAMP 2024  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=2698>

Youth Services Supervisor Angelica Jepsen presented the staff report on Brick Challenge Camp 2024 and answered questions from the commission.

MOTION: Commissioner Swall moved to receive and file. Commissioner Fazio seconded the motion. Motion passed unanimously, 4-0.  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=2845>

C-4 STAFF REPORT – DISCUSSION OF MORRO BAY 60<sup>TH</sup> ANNIVERSARY OF INCORPORATION  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=2862>

Recreation Services Manager, Kirk Carmichael, shared the ideas that the 60<sup>th</sup> Anniversary Committee has come up with so far and invited the commission to share their thoughts. Mayor, Carla Wixom, shared additional conceptual ideas with the commission regarding the City's Anniversary.

All commissioners were eager to take on a task or help in some capacity.  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=3131>

D. FUTURE AGENDA ITEMS  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=3570>

Commissioner Winholtz asked if the commission would be interested in going to City Council to reaffirm their positions on the Recreation and Parks Commission. Recreation Services Manager, Kirk Carmichael, asked if Commissioner Winholtz would like to review the bylaws and identify those areas that need to be reviewed.

E. ADJOURNMENT  
<https://youtu.be/8sgrz1GbuZY?feature=shared&t=3965>

Meeting adjourned at 7:09p.m. The next regularly scheduled Recreation and Parks Commission meeting will be September 19, 2024, at the Veteran's Memorial Building, 209 Surf St., Morro Bay, CA 93442.

Recorded by:

Nicole Young  
Administrative Technician





AGENDA NO: A – 2

MEETING DATE: July 18, 2024

## STATUS REPORT

**TO: Recreation and Parks Commission**

**DATE: July 12, 2024**

**FROM: Recreation Services Division Staff**

**SUBJECT: Recreation Services Division Status Report**

### **RECOMMENDATION:**

Staff recommends Commission review the Status Report and accept it for file.

### **SUMMARY:**

The following is a brief review of the status of current Recreation Services Division projects and programs.

### **Facilities and Property Use**

In May, the Morro Bay Community Center hosted a “far out” wedding – the Auditorium was decked out for a 60’s themed ceremony and reception! The Cruisin’ Car Show took place the same weekend, fancy cars were seen all throughout town. The Cruisin’ Car show hosted a BBQ Lunch in the Multi-Purpose room.

In June, the Morro Bay Community Center hosted Project Surf Camp’s Summer Learning Institute Conference. This 4-day conference provides unique opportunities for attendees to experience Project Surf Camp. The Camp also sets up at Coleman Park and Basketball Court for one night for a “Grapes and Hops” Fundraiser to raise money for camp operations. Central Coast wineries and breweries set up for a one of a kind tasting experience with a beautiful view of the Rock.

### **City Website/Recreation Pages/Facebook/Instagram**

Staff continues to add content and update web pages as needed, including calendar items such as program sign-up dates. The department uses the City’s Facebook and Instagram pages to announce program registration, upcoming events, and other important and interesting information as it arises.

### **Community Activity Guide**

Staff is currently working on an electronic activity guide that will feature all our classes, youth activities, aquatics, senior activities, and sports. Our intent is to launch in 2024.

### **Aquatics Programs**

The City of Morro Bays Aquatic programming provides a positive, safe environment to learn and improve swim skills, get exercise, and work on rehabilitation. Lap Swim is offered Monday through

Friday and Sundays. Aqua aerobics is offered Monday through Friday. And Master's Swimming is offered Tuesday and Thursday mornings. The aquatic staff provides group and private swim lessons Tuesday through Fridays for four two-week sessions. Private and semi-private swimming lessons are offered on Sundays throughout the year. In addition, we have partnered with the San Luis School District to provide Summer Experience swim class Monday through Friday for two three-week sessions.

### **Adult Softball**

4 teams are playing coed adult softball on Monday nights. The summer season will culminate with a tournament on August 11.

### **Adult Social Kickball**

Adult social kickball started on June 26. Four teams started in the first inaugural season of our league. Games are on Wednesday\ evenings at Lila Keiser Park.

### **Coast Girls Softball**

The All-Star teams are winding to a close with State games. The Coast Softball Advisory Board will have a season recap meeting on July 16 to discuss the season.

### **Junior Lifeguards**

Junior Guards is back in action. Sessions totals are: 49 in Session A, 52 in Session B, 51 in Session C, and 48 in Session D. The End of the Season Bash will be August 9<sup>th</sup> at the Veterans Memorial Building.

### **Flag Football**

Flag football is underway. We have 23 teams playing in 4 divisions. The season will culminate in playoffs and a championship game on August 9<sup>th</sup> at Morro Bay High School.

### **Rock to Pier Run**

Rock to Pier Run Registration is open for the 10K and half Marathon Race. The event will take place on July 20. This year, the Kiwanis will cook the breakfast and we will be joined by the band "Silk Ocean".

### **Morro Bay Seniors**

During June we held the first inaugural Bocce Ball Tournament and it was a great success! Eight teams competed for the coveted prize of being the first Champions! The courts are getting more use now that the word has spread throughout the community.

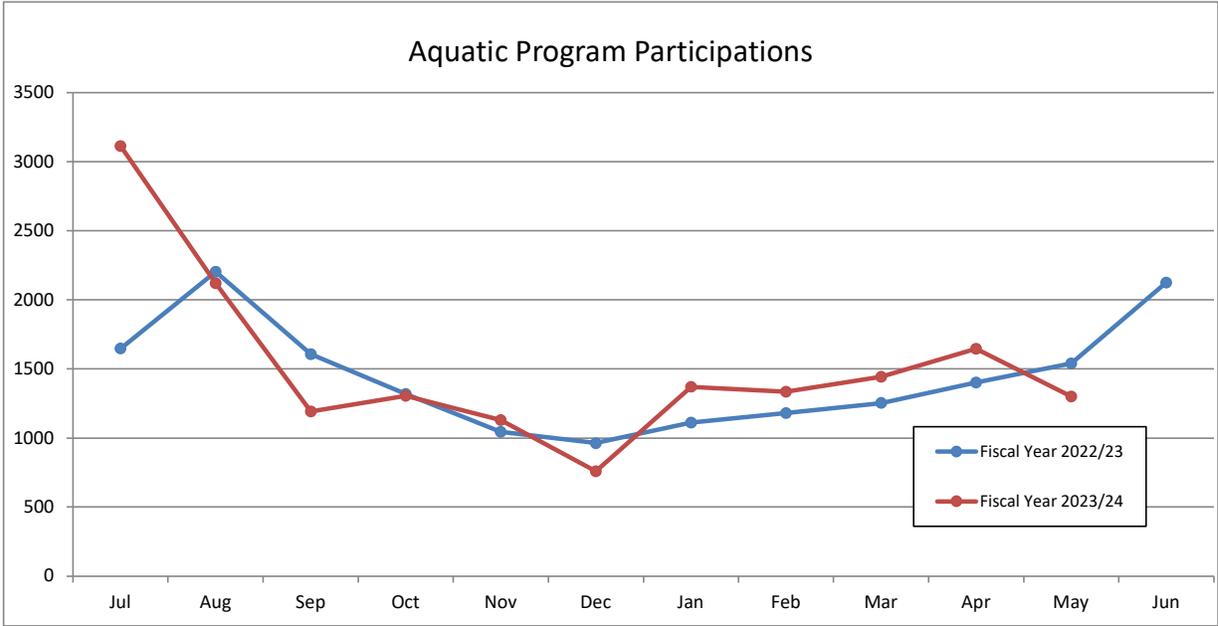
The Cuesta Emeritus summer semester started on June 10 and all the classes are full. We even added an extra Yoga class each week to accommodate the participation numbers.

### **Kids Club Children's Center/Kids' Camp**

Kids' Camp is in full swing. We just wrapped up week 4 which means we are halfway through our summer program. We have gone on field trips to Cloister's Park, Del Mar Park, Avila Valley Barn and Pool, and the SLO Movie Theaters. We still have lots of fun activities and trips planned to finish out the summer. We will be going to the SLO Childrens' Museum, Cloisters Beach, a cruise/kayak field trip in the bay, and the Ravine Waterpark. Kids' Camp has also been swimming each Monday at the Morro Bay Aquatic Center. Our theme is Kids' Camp University, each week focuses on a different career field. Campers will get the opportunity to learn about different career paths as we have invited different speakers to share information on their careers. Kids' Club will begin again August 15<sup>th</sup> when the school year begins.

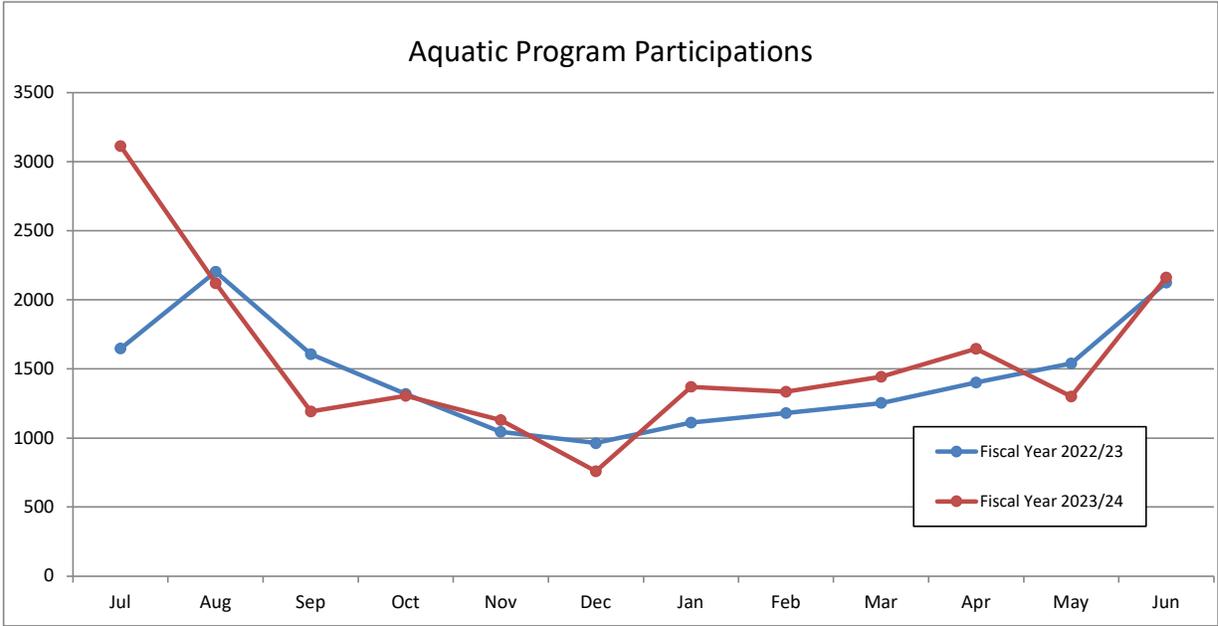
City of Morro Bay  
Recreation Services Division  
*Aquatic Programs*  
PARTICIPATION REPORT  
May 2024 & May 2023

<u>Participations</u>	<u>24-May</u>	<u>23-May</u>	<u>FY 23/24 Total to Date</u>	<u>FY 22/23 Total to Date</u>
Lap Swim A.M.	146	176	1760	1453
Lap Swim P.M.	704	916	9060	9350
Masters Swim	43	21	473	337
Aqua Zumba	0	0	0	0
Aqua Aerobics	123	191	1567	2012
Rec Swim	0	0	276	0
Parent & Me Swim Lessons	0	0	0	0
Level 1 Swim Lessons	0	0	0	24
Level 2 - 5 Swim Lessons	0	0	0	0
Private/Semi Private Lessons	138	136	1263	542
Group Lessons*	147	100	1342	1424
Youth Swim*	0	0	0	42
Youth Water Polo*	0	0	0	0
Summer Experience	0	0	910	0
Floating Pumpkin Patch	0	0	62	85
	<b>1301</b>	<b>1540</b>	<b>16713</b>	<b>15269</b>



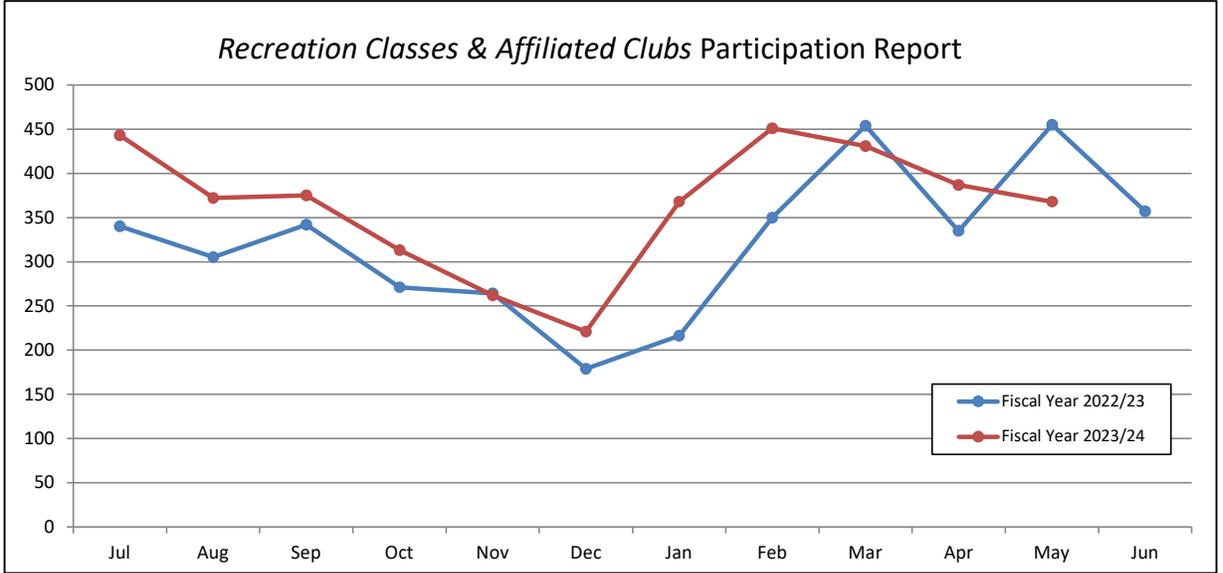
City of Morro Bay  
Recreation Services Division  
*Aquatic Programs*  
PARTICIPATION REPORT  
June 2024 & June 2023

<u>Participations</u>	<u>24-Jun</u>	<u>23-Jun</u>	<u>FY 23/24 Total to Date</u>	<u>FY 22/23 Total to Date</u>
Lap Swim A.M.	121	171	1881	1624
Lap Swim P.M.	698	682	9758	10032
Masters Swim	34	30	507	367
Aqua Zumba	0	0	0	0
Aqua Aerobics	173	179	1740	2191
Rec Swim	90	95	366	95
Parent & Me Swim Lessons	0	0	0	0
Level 1 Swim Lessons	0	0	0	24
Level 2 - 5 Swim Lessons	0	0	0	0
Private/Semi Private Lessons	179	0	1442	542
Group Lessons*	336	385	1678	1809
Youth Swim*	0		0	42
Youth Water Polo*	0	0	0	0
Summer Experience	531	583	1441	583
Floating Pumpkin Patch	0	0	62	85
	<b>2162</b>	<b>2125</b>	<b>18875</b>	<b>17394</b>



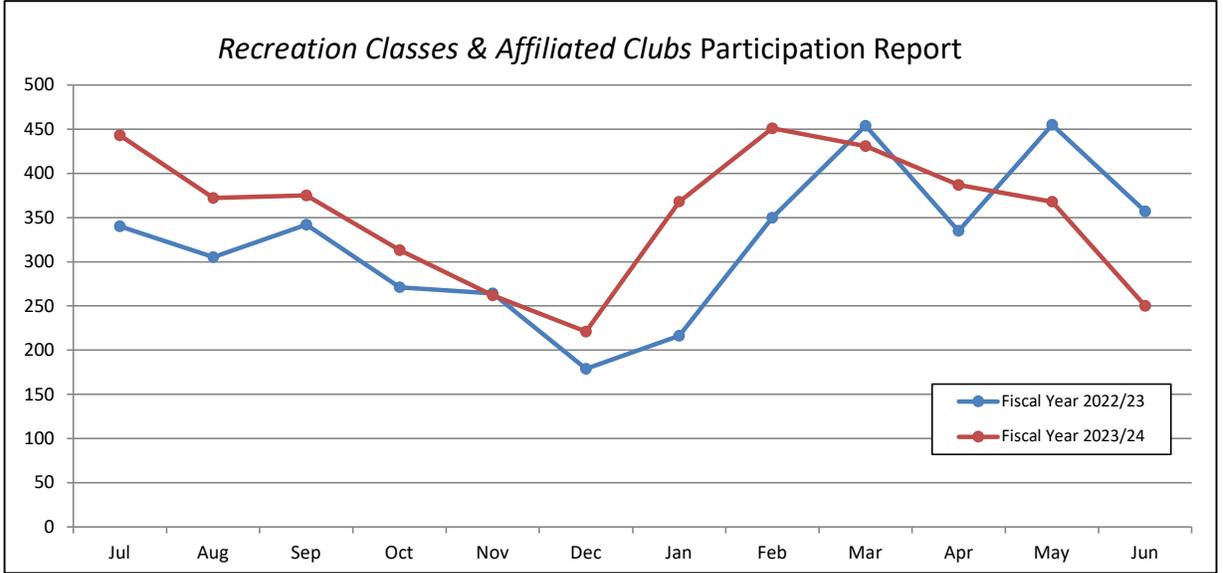
City of Morro Bay  
 Recreation Services Division  
*Recreation Classes & Affiliated Clubs*  
**PARTICIPATION REPORT**  
**May 2024 & May 2023**

<b>Participations</b>	<b>24-May</b>	<b>23-May</b>	<b>FY 23/24 Total to Date</b>	<b>FY 22/23 Total to Date</b>
<b><u>CLASSES</u></b>				
Freestyle Fitness	44	30	422	379
Karate, Okinawan	27	15	154	30
Karate, Tang Soo Do	0	50	103	464
Karate, Tang Soo Do for Kids	0	41	68	173
Dance Fit	56	63	819	283
Pilates	22	21	313	226
Quilt Fever	103	18	497	78
Tennis	0	0	0	0
Zumba	38	95	468	871
Open Flow	36	66	396	403
Arts and Crafts Club for Kids	0	0	138	2907
	<b>326</b>	<b>399</b>	<b>3378</b>	<b>2907</b>
<b><u>AFFILIATED CLUBS</u></b>				
Tennis Playday	0	0	137	0
White Caps Band	42	56	336	406
	<b>368</b>	<b>455</b>	<b>3851</b>	<b>3313</b>



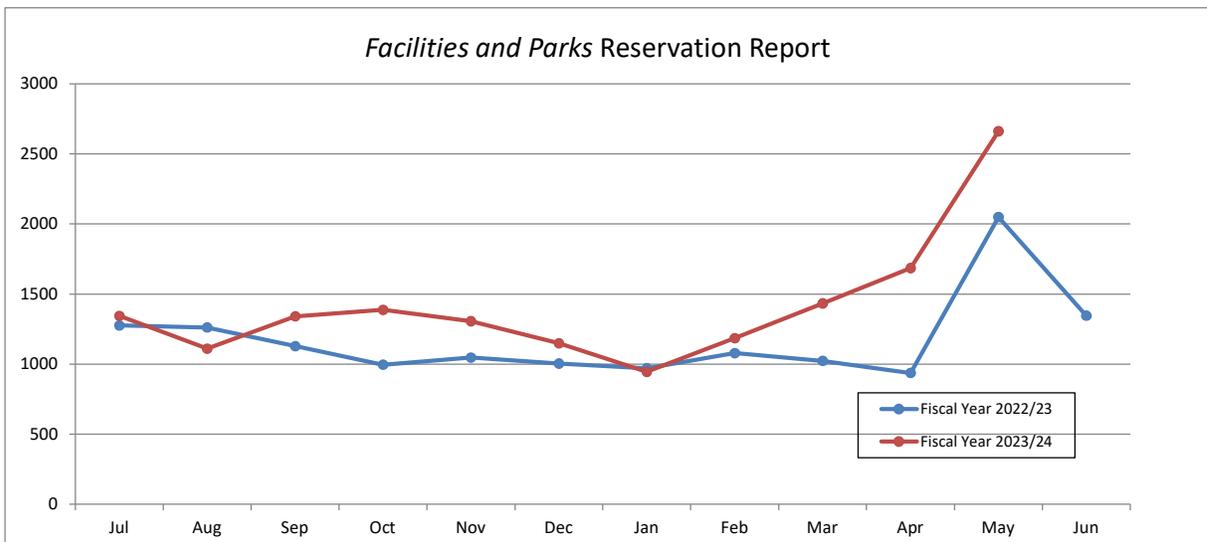
City of Morro Bay  
 Recreation Services Division  
*Recreation Classes & Affiliated Clubs*  
**PARTICIPATION REPORT**  
**June 2024 & June 2023**

<b>Participations</b>	<b>24-Jun</b>	<b>23-Jun</b>	<b>FY 23/24 Total to Date</b>	<b>FY 22/23 Total to Date</b>
<b><u>CLASSES</u></b>				
Freestyle Fitness	22	37	444	416
Karate, Okinawan	20	6	174	36
Karate, Tang Soo Do	0	18	103	482
Karate, Tang Soo Do for Kids	0	12	68	185
Dance Fit	27	59	846	342
Pilates	12	30	325	256
Quilt Fever	67	0	564	78
Tennis	0	0	0	0
Zumba	26	58	494	929
Open Flow	20	34	416	437
Arts and Crafts Club for Kids	0	0	138	3161
	<b>194</b>	<b>254</b>	<b>3572</b>	<b>3161</b>
<b><u>AFFILIATED CLUBS</u></b>				
Tennis Playday	0	0	137	0
White Caps Band	56	56	336	406
	<b>250</b>	<b>310</b>	<b>4045</b>	<b>3567</b>



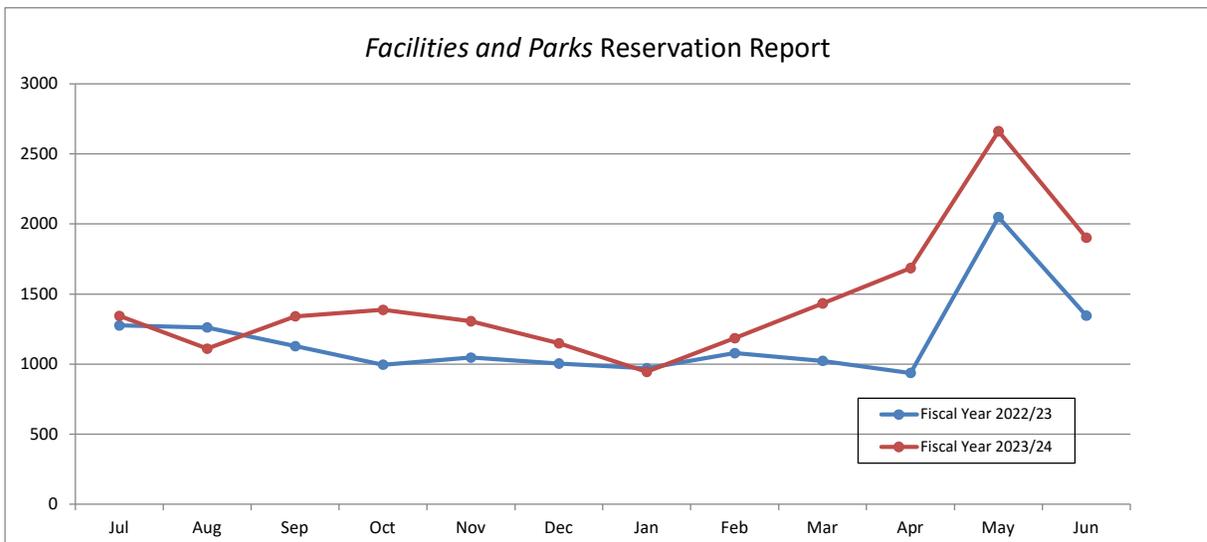
City of Morro Bay  
Recreation Services Division  
**Facilities and Parks**  
RESERVATION REPORT  
May 2024 & May 2023

<b>RESERVATIONS</b>	<b>24-May Hours</b>	<b>23-May Hours</b>	<b>FY 23/24 Total to Date Hours</b>	<b>FY 22/23 Total to Date Hours</b>
<b><u>MBCC Facilities</u></b>				
Auditorium	115	107	1315	1056
Multi-Purpose Room	109	110	997	886
Studio	102	74	646	431
Conference Room	142	60	680	381
Kitchen/BBQ Area	199	161	1465	1733
Game Room	56	61	674	1341
Lounge	77	86	750	885
Other	0	0	31	74
<b><u>VMB Facilities</u></b>				
Assembly Room	142	122	1120	1127
Meeting Room	0	0	7	0
Kitchen / BBQ Area	19	0	150	18
Stage (Started Tracking 03/23)	12	7	36	21
<b><u>Parks / Open Spaces</u></b>				
Centennial Park	0	0	11	5
City Park	681	540	3954	2483
Cloister Park	0	10	37	36
Coleman Park	36	60	538	246
Del Mar Park	134	25	1163	201
Lila Keiser	175	99	808	407
Monte Park	0	0	0	4
Morro Rock	153	129	422	484
Tidelands Park	4	0	44	123
Open Space	506	399	701	834
	<b>2662</b>	<b>2050</b>	<b>15548</b>	<b>12772</b>



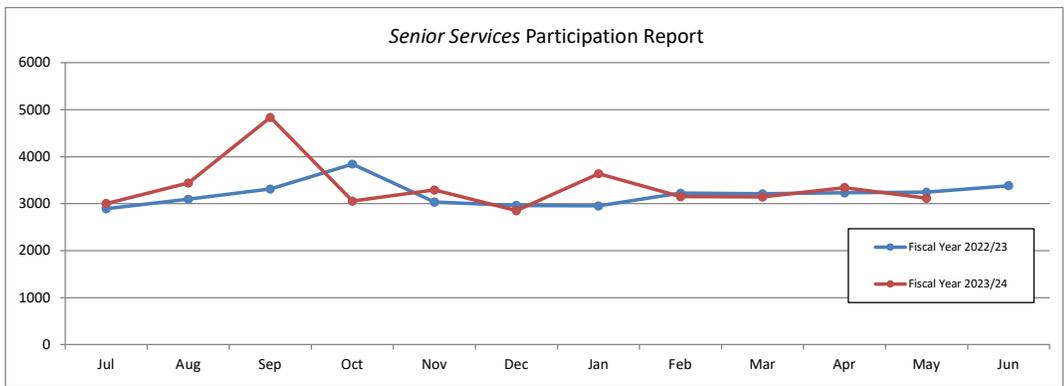
City of Morro Bay  
Recreation Services Division  
**Facilities and Parks**  
RESERVATION REPORT  
June 2024 & June 2023

<b>RESERVATIONS</b>	<b>24-Jun Hours</b>	<b>23-Jun Hours</b>	<b>FY 23/24 Total to Date Hours</b>	<b>FY 22/23 Total to Date Hours</b>
<b><u>MBCC Facilities</u></b>				
Auditorium	109	141	1424	1197
Multi-Purpose Room	40	85	1037	971
Studio	109	116	755	547
Conference Room	112	65	792	446
Kitchen/BBQ Area	146	195	1611	1928
Game Room	58	65	732	1406
Lounge	49	91	799	976
Other	7	8	38	82
<b><u>VMB Facilities</u></b>				
Assembly Room	91	104	1211	1231
Meeting Room	0	4	7	4
Kitchen / BBQ Area	13	17	163	35
Stage (Started Tracking 03/23)	0	14	36	35
<b><u>Parks / Open Spaces</u></b>				
Centennial Park	0	0	11	5
City Park	404	72	4358	2555
Cloister Park	54	51	91	87
Coleman Park	234	179	772	425
Del Mar Park	142	46	1305	247
Lila Keiser	225	43	1033	450
Monte Park	0	0	0	4
Morro Rock	8	0	430	484
Tidelands Park	8	0	52	123
Open Space	94	49	795	883
	<b>1902</b>	<b>1345</b>	<b>17450</b>	<b>14117</b>



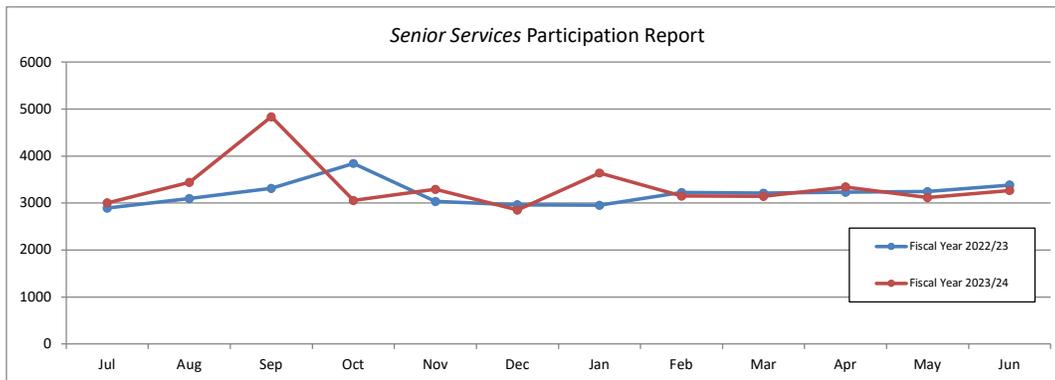
City of Morro Bay  
Recreation Services Division  
Senior Services  
PARTICIPATION REPORT  
May 2024 & May 2023

<u>Participations</u>	<u>24-May</u>	<u>23-May</u>	<u>FY 23/24</u> <u>Total to Date</u>	<u>FY 22/23</u> <u>Total to Date</u>
<b>Activities</b>				
Billiards	34	28	406	394
Bingo	97	84	1007	934
Bridge Club	16	16	175	176
Chess Club	11	8	129	126
Dinners, Potlucks	0	52	212	448
Hand & Foot Cards	37	31	361	352
Meditation Class	0	0	0	72
Life Drawing	32	28	320	331
Ping-Pong & Darts	18	33	260	273
Volunteers	76	79	726	792
Presentations	13	12	156	175
Member Meetings	10	12	122	124
Special Event	15	0	549	325
39+ Dance	37	27	315	367
Fall Concerts	0	0	1600	1400
<b>Support Groups</b>				
Grief	25	24	248	255
Legal Aid	7	6	78	42
HICAP	10	9	188	165
Parkinson's	9	12	114	127
RAMS	0	21	113	190
<b>Fitness</b>				
ACES	217	218	2162	1652
P.A.C.E.	162	125	1449	1289
Tai-Chi	154	160	1621	1491
Walking Groups	12	13	139	148
Pickleball	1755	1592	18638	18617
Bocce Ball	35	57	450	274
Balance Class	118	197	1482	1300
<b>Cuesta Classes</b>				
History	24	0	275	46
Watercolor	41	43	544	511
Drawing	31	42	373	320
Art History	21	36	361	344
Brain Longevity	26	46	387	392
Culinary Arts	11	23	128	185
Senior Laws	0	8	32	8
Yoga	58	197	1669	1231
Smart Phone	6	6	87	99
Writing Life Story	0	0	0	37
	<b>3118</b>	<b>3245</b>	<b>36876</b>	<b>35012</b>



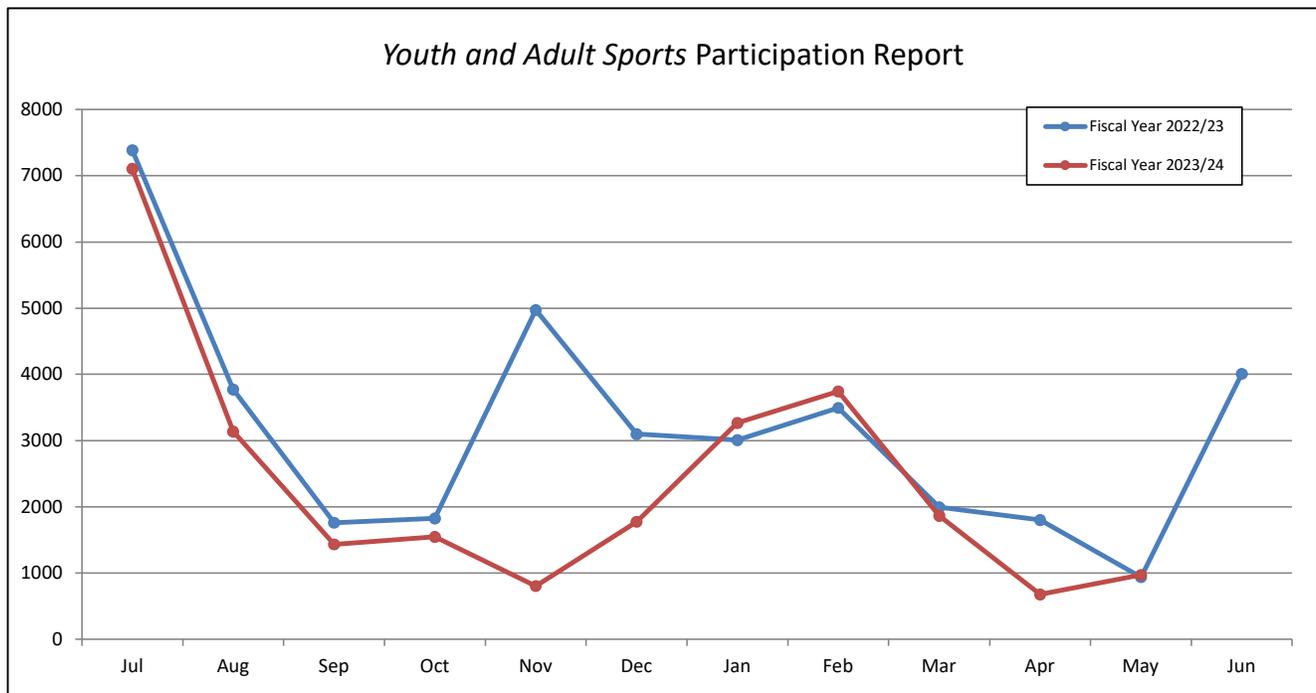
City of Morro Bay  
Recreation Services Division  
Senior Services  
PARTICIPATION REPORT  
June 2024 & June 2023

<b>Participations</b>	<b>24-Jun</b>	<b>23-Jun</b>	<b>FY 23/24 Total to Date</b>	<b>FY 22/23 Total to Date</b>
<b>Activities</b>				
Billiards	35	32	441	426
Bingo	85	104	1092	1038
Bridge Club	16	16	191	192
Chess Club	11	10	140	136
Dinners, Potlucks	51	60	263	508
Hand & Foot Cards	34	32	395	384
Meditation Class	0	0	0	72
Life Drawing	32	30	352	361
Ping-Pong & Darts	23	33	283	306
Volunteers	72	76	798	868
Presentations	0	30	156	205
Member Meetings	12	12	134	136
Special Event	50	0	599	325
39+ Dance	35	29	350	396
Fall Concerts	0	0	1600	1400
<b>Support Groups</b>				
Grief	16	35	264	290
Legal Aid	10	5	88	47
HICAP	8	9	196	174
Parkinson's	9	10	123	137
RAMS	0	19	113	209
<b>Fitness</b>				
ACES	208	226	2370	1878
P.A.C.E.	155	133	1604	1422
Tai-Chi	159	157	1780	1648
Walking Groups	11	14	150	162
Pickleball	1658	1613	20296	20230
Bocce Ball	57	58	507	332
Balance Class	119	205	1601	1505
<b>Cuesta Classes</b>				
History	0	0	275	46
Watercolor	84	58	628	569
Drawing	49	38	422	358
Art History	24	47	385	391
Brain Longevity	0	50	387	442
Culinary Arts	0	27	128	212
Senior Laws	0	6	32	14
Yoga	243	205	1912	1436
Smart Phone	3	4	90	103
Writing Life Story	0	0	0	37
	<b>3269</b>	<b>3383</b>	<b>40145</b>	<b>38395</b>



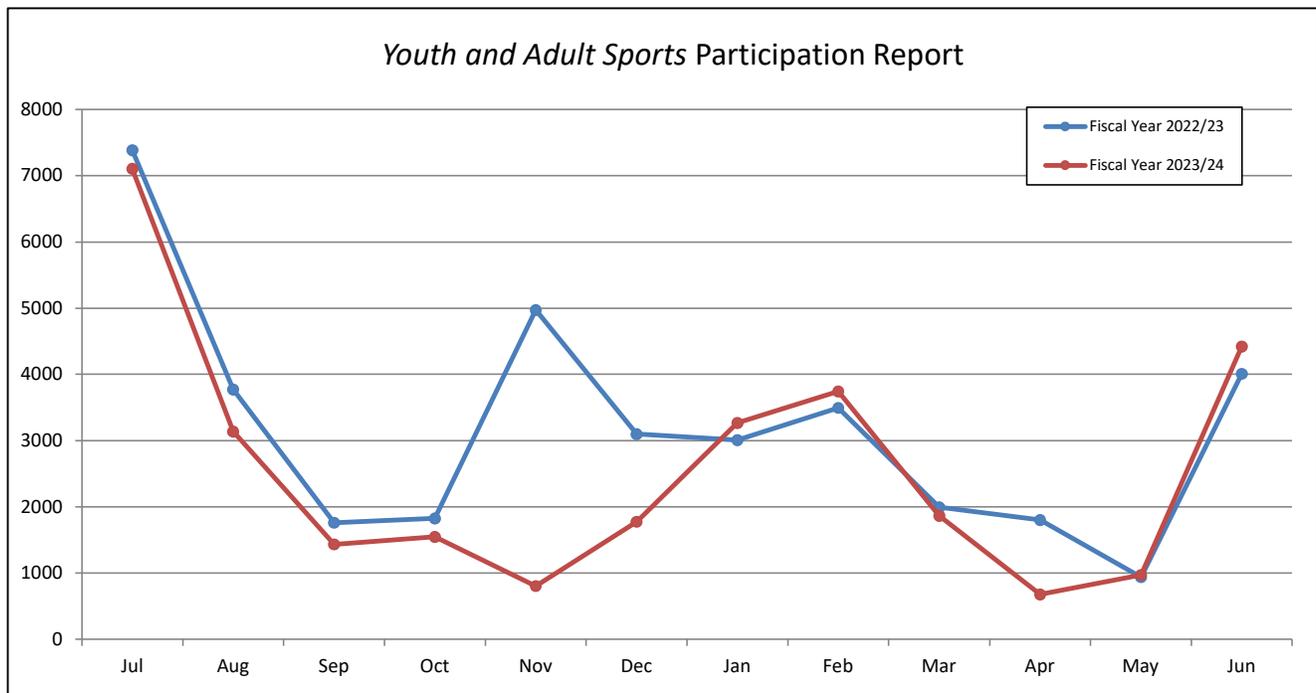
City of Morro Bay  
 Recreation Services Division  
 Youth & Adult Sports  
**PARTICIPATION REPORT**  
**May 2024 & May 2023**

<b>Participations</b>	<b>24-May</b>	<b>23-May</b>	<b>FY 23/24 Total to Date</b>	<b>FY 22/23 Total to Date</b>
Adult Softball	75	375	1564	1997
Coast Girls Softball	740	342	2186	3331
Coast Summer Slam - Girls Softball Tournament	0	0	0	0
Futsal/Soccer	0	224	224	4650
Youth Basketball	0	0	9207	12032
Youth Soccer	0	0	4017	1448
Flag Football	161	0	1549	744
Rock to Pier Run	0	0	847	1164
Jr. Lifeguard Beach 1	0	0	6740	2340
Jr. Lifeguard Beach 2	0	0	0	6350
Jr. Lifeguard Fast Start	0	0	0	0
JG Pool Program	0	0	0	0
Adult Soccer (started 4/24)	125	0	201	0
Adult Kickball (started 6/24)	0	0	0	0
	<b>976</b>	<b>941</b>	<b>26334</b>	<b>34056</b>



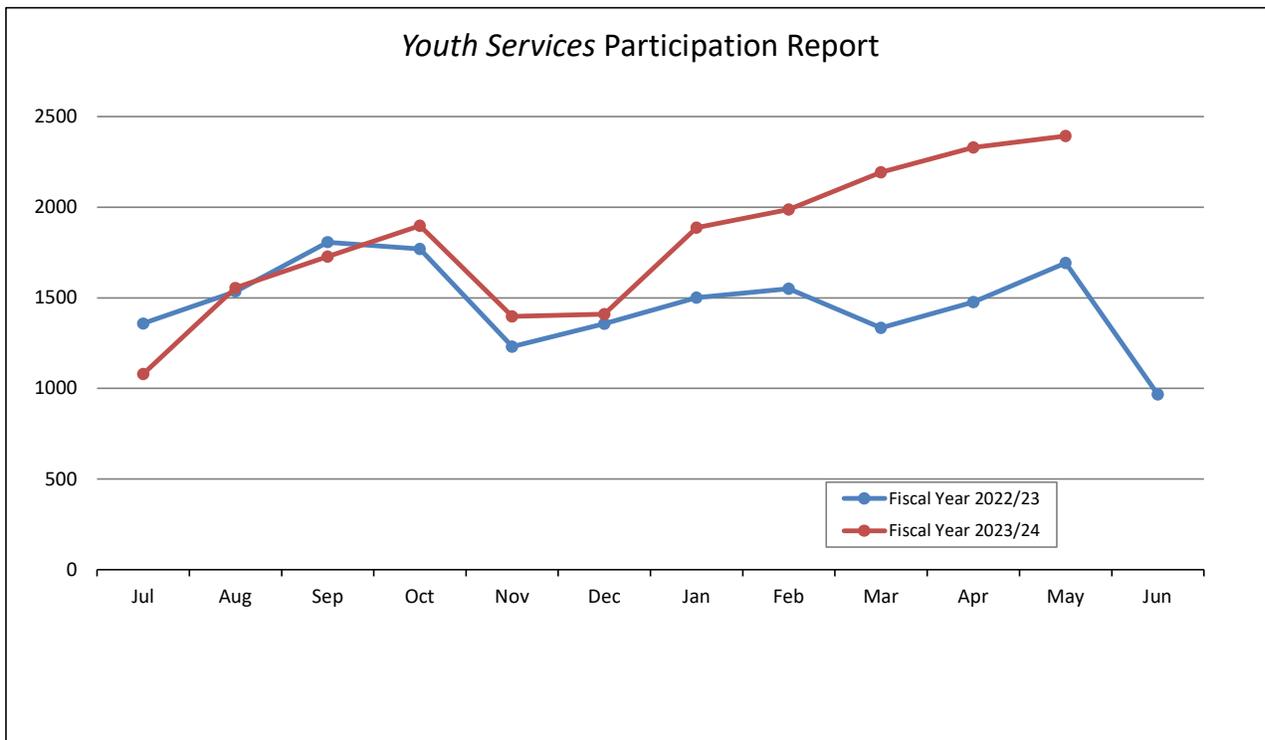
City of Morro Bay  
 Recreation Services Division  
 Youth & Adult Sports  
**PARTICIPATION REPORT**  
**June 2024 & June 2023**

<b>Participations</b>	<b>24-Jun</b>	<b>23-Jun</b>	<b>FY 23/24 Total to Date</b>	<b>FY 22/23 Total to Date</b>
Adult Softball	100	375	1664	1997
Coast Girls Softball	476	360	2662	3331
Coast Summer Slam - Girls Softball Tournament	0	0	0	0
Futsal/Soccer	0	64	224	4650
Youth Basketball	0	0	9207	12032
Youth Soccer	0	0	4017	1448
Flag Football	1288	912	2837	744
Rock to Pier Run	0	0	847	1164
Jr. Lifeguard Beach 1	2558	2300	9298	2340
Jr. Lifeguard Beach 2	0	0	0	6350
Jr. Lifeguard Fast Start	0	0	0	0
JG Pool Program	0	0	0	0
Adult Soccer (started 4/24)	25	0	226	0
Adult Kickball (started 6/24)	48	0	48	0
	<b>4422</b>	<b>4011</b>	<b>30756</b>	<b>34056</b>



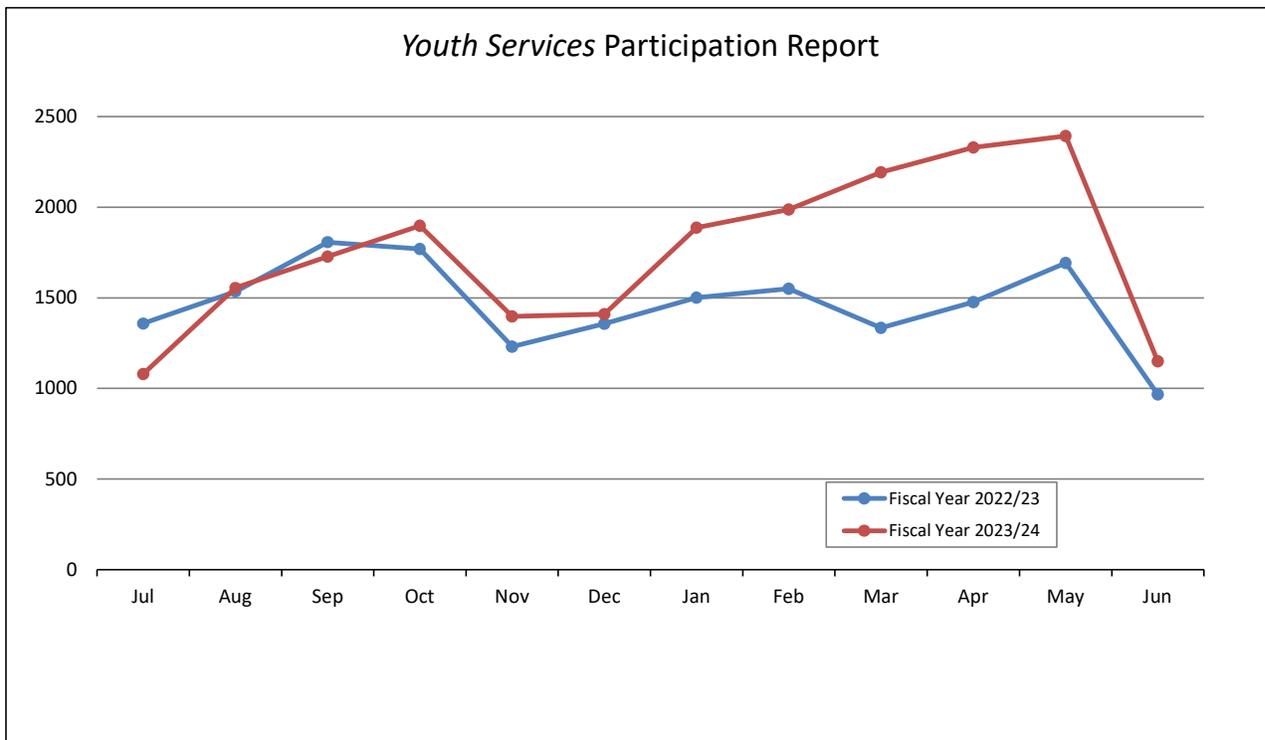
City of Morro Bay  
 Recreation Services Division  
 Youth Services  
 PARTICIPATION REPORT  
 May 2024 & May 2023

<u>Participations</u>	<u>24-May</u>	<u>23-May</u>	<u>FY 23/24 Total to Date</u>	<u>FY 22/23 Total to Date</u>
Kids' Camp	0	0	1652	1988
Kids' Club Before-School	630	484	4621	4329
Kids' Club Kinder Kids	359	273	2431	2653
Kids' Club After-School	1260	704	9595	5740
Kids' Club Drop-in	127	232	1110	1541
Kids' Night Out	17	0	60	33
Emergency Childcare	0	0	0	0
Summer C.A.R.E.	0	0	0	0
Spring Camp/Holiday Hangouts	0	0	389	328
Kids Club/Emergency Care Hybrid	0	0	0	0
	<b>2393</b>	<b>1693</b>	<b>19858</b>	<b>16612</b>



City of Morro Bay  
 Recreation Services Division  
 Youth Services  
 PARTICIPATION REPORT  
 June 2024 & June 2023

<u>Participations</u>	<u>24-Jun</u>	<u>23-Jun</u>	<u>FY 23/24 Total to Date</u>	<u>FY 22/23 Total to Date</u>
Kids' Camp	732	506	2384	2494
Kids' Club Before-School	120	132	4741	4461
Kids' Club Kinder Kids	33	74	2464	2727
Kids' Club After-School	240	192	9835	5932
Kids' Club Drop-in	26	64	1136	1605
Kids' Night Out	0	0	60	33
Emergency Childcare	0	0	0	0
Summer C.A.R.E.	0	0	0	0
Spring Camp/Holiday Hangouts	0	0	389	328
Kids Club/Emergency Care Hybrid	0	0	0	0
	<b>1151</b>	<b>968</b>	<b>21009</b>	<b>17580</b>





Public Works Director, Maintenance Division Manager, Maintenance Lead Worker, and other maintenance workers. These personnel expenditures, estimated at over \$35,000, are charged to the City's General Fund.

According to rough estimates from the Engineers Report received by the City Council on May 14, 2024, the true cost to maintain the District amenities is between 25-35% higher than the revenues collected through the assessment. The City Council in May 2004 directed City staff to subsidize the budgetary gap by using the City's General Fund, and this practice has continued since then.

Historically, unspent budget in the Cloisters Fund was carried over as fund balance to be used for special projects. Currently, the City is holding approximately \$180,000 in fund balance for this purpose. Allocation of these funds for specific projects would require City Council approval.

## **DISCUSSION**

Recent comments from a Cloisters homeowner prompted an analysis of Cloisters irrigation costs by reducing the footprint of the Cloisters lawn area. Attachment 2 shows the 1.13 acres comprising the watered lawn area. The current irrigation schedule and timing have been fine-tuned over the years to minimize costs while keeping the turf alive. Sprinklers water the lawn four times a week, with each session lasting 30 minutes. To save on costs and follow good practice, irrigation is turned off during the winter or for 4-5 months each year. Any reduction in irrigation frequency or duration would lead to drought stress, resulting in browning, nutrient loss, and potential lawn disease.

Irrigation costs for the lawn and also for the entire District, inclusive of the lawn, medians, parkways, other landscaped areas, and the public restroom, over the last five years is as follows:

<b>Year</b>	<b>Lawn Irrigation Cost</b>	<b>Total Cloisters Water Cost</b>
18/19	\$14,313	\$23,323
19/20	\$15,516	\$35,469
20/21	\$17,059	\$40,090
21/22	\$16,829	\$35,040
22/23	\$13,035	\$27,330

One alternative to reduce costs for water is to only water 60% of the lawn. This reduction would offer an annual savings in water use of roughly \$6,000. To achieve this reduction while maintaining aesthetic appeal, staff would recommend building in a delineation between the watered lawn area and the non-watered area. This delineation would be come with a one-time cost of approximately \$25,000 as well as long term maintenance cost.

The lawn area is centrally located along the trail path, open space, restroom, and playground. It features amenities such as picnic tables, trash containers, and BBQs. Visitors use the area for various activities, including reading, resting, playing volleyball, soccer, catch, and picnicking. The lawns also provide additional benefits such as improving air quality, managing stormwater, reducing heat, promoting wellness, reducing stress, and enhancing community appeal. A reduction in lawn size would impact these benefits and the public's use for passive and active recreation.

Given the relatively minor financial benefit offered by a reduction in lawn area at Cloisters as well as the loss of lawn park space, staff does not recommend implementing this alternative.

A second consideration by the Cloisters homeowner suggested planting trees in the Cloisters open space area. The Cloisters Design Guidelines include a recommended view shed corridor to protect and preserve the view of Morro Rock, the ocean, the dunes, and the open space from State Route 1. Planting trees in the Cloisters open space area could impact this view shed depending on the tree species. The Cloisters Design Guidelines recommend several tree species for the Cloisters District, including the strawberry madrone tree, weeping bottlebrush, hybrid laurel, cajeput tree, and purple leaf plum. The estimated cost to purchase trees is \$400 per tree. Additional ongoing costs include watering, pruning, and trimming. Historically, staff has not planted trees in Cloisters out of respect for the viewshed. Due to the limited capacity of the Cloisters Fund operations budget, limited staff capacity, and a historical practice to not impact the Cloisters viewshed with trees, staff is not recommending planting trees in Cloisters Park at this time. Should the Recreations and Parks Commission conclude otherwise, staff requests the Commission set some guidelines to number of trees and placement locations for City Council consideration.

### **CONCLUSION**

Staff recommends the Recreation and Parks Commission review and provide input on options for the Cloisters lawn footprint and additional tree planting at Cloisters Park.

### **ATTACHMENTS**

1. Engineers Report
2. Map of Cloisters Lawn Area
3. View shed corridor map





**CITY OF MORRO BAY**

**CLOISTERS  
LANDSCAPING AND LIGHTING  
MAINTENANCE ASSESSMENT DISTRICT**

**2024/25 ENGINEER'S ANNUAL LEVY REPORT**

**May 14, 2024**

*AFFIDAVIT FOR 2024/25 ENGINEER'S ANNUAL LEVY REPORT*

**CITY OF MORRO BAY**

**CLOISTERS  
LANDSCAPING AND LIGHTING  
MAINTENANCE ASSESSMENT DISTRICT**

This report describes the proposed maintenance, improvements, budgets, zone of benefit and assessments to be levied on parcels of land within the Cloisters Landscaping and Lighting Maintenance Assessment District for the fiscal year 2024/25, as the same existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the San Luis Obispo County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council and, to the best of my knowledge, information, belief, the report, the assessments and diagrams have been prepared and computed in pursuant to the Landscaping and Lighting Act of 1972.

Dated this 14<sup>th</sup> day of May, 2024



Exp. 03/31/2025

*Cynthia Cecil*

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Cynthia Cecil, PE – City Engineer

**CITY OF MORRO BAY**

**CLOISTERS**

**LANDSCAPING AND LIGHTING**

**MAINTENANCE ASSESSMENT DISTRICT**

**ENGINEER’S REPORT**

**Table of Contents**

	<u>Page</u>
I. Overview .....	1
A. Introduction .....	1
B. Assessment History and Current Legislation .....	2
II. Description of the District .....	4
A. Improvements Authorized by the 1972 Act .....	4
B. Maintenance Items .....	4
III. Method of Apportionment .....	6
A. General .....	6
B. Benefit Analysis .....	6
C. Maintenance Tasks .....	7
D. Maintenance Costs .....	7
E. Apportionment of Assessment .....	8
Detailed Maintenance Tasks .....	Attachment A
District Budget - Fiscal Year 2024/25 .....	Attachment B
Parcel/Assessment Table .....	Attachment C
District Boundary Diagram .....	Attachment D

## I. Overview

### A. Introduction

The City Council of the City of Morro Bay (hereafter referred to as “City”), County of San Luis Obispo, State of California, previously formed and has levied and collected annual assessments for the District designated as:

#### CLOISTERS LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT

(hereafter referred to as “District”) pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereafter referred to as the “1972 Act”), and in compliance with the provisions of the California State Constitution Articles XIIC and XIID (hereafter referred to as the “Constitution” or “Proposition 218”).

This Report has been prepared in accordance with Chapter 1, Article 4 (commencing with Section 22565) of the 1972 Act and describes the District and changes to the District including: territories annexed; modifications to the improvements or organization; and the proposed budgets and assessments applicable for fiscal year 2024/25.

#### History

Tract 1996, known as the Cloisters development, is a 124-lot subdivision bounded by State Highway One at the east, Atascadero State Beach at the west, Morro Bay High School at the south, and Azure, Coral, and San Jacinto Streets at the north (the “Cloisters”).

The Cloisters, prior to development, was a privately owned 80-plus acre expanse of open land. The property was historically used for lateral and vertical access and contained a large area of sensitive sand dunes abutting the eastern edge of Atascadero State Beach. Over the years, it was the subject of various land development proposals including an RV park, a 390-unit condominium development, a 466-unit single family residential development, a 455-unit mixed residential development, and a 213-unit residential development. None of these development proposals were approved by the City.

It was well known that any development at the Cloisters was going to require a balance between continuation of lateral and vertical access within and through the property, while at the same time conserving the sensitive plant and wildlife resources present. In addition, the negative impacts of development on the site would have to be sufficiently offset by public resources and public amenities from the site.

Zoning on most of the Cloisters site is Planned Development, Single-Family Residential with the sand dunes and wetlands zoned Environmentally Sensitive Habitat Area (ESHA). The purpose of the Planned Development (PD) overlay zone is to provide for detailed and substantial analysis of

development on parcels, which because of location, size or public ownership, warrant special review. This overlay zone is also intended to allow for the modification of, or exemption from, the development standards of the primary zone which would otherwise apply if such action would result in better design or other public benefit.

On September 23, 1996, the City Council passed Resolution No. 69-96, which accepted the final map for Tract 1996, known as the Cloisters Subdivision, consisting of 124 lots. Lots 1 through 120 were for single-family residential purposes; Lots 121,122 and 124<sup>1</sup> (dedicated for a fire station) were offered to the City subject to the completion of the public improvements; and Lot 123 was offered to the State.

The findings and conditions of approval for the project were numerous. For example, the City Council made findings that the Cloisters project could cause significant environmental impacts relating to land use, visual/aesthetics, affordable housing, traffic generation, air quality, noise, geology, drainage and water quality, ecological resources, and public services; but that these impacts could be mitigated by the recommended conditions. In addition, the City Council made further findings that the Cloisters project was in compliance with the specific policies of the General Plan/Local Coastal Plan (GP/LCP) and zoning ordinance with respect to protection of views, environmentally sensitive resources, public access, circulation, hazards and other requirements so long as the environmental impacts were mitigated. Finally, the City Council made further findings that the Cloisters project complied with MBMC with respect to optional subdivision design and related improvements, and that the optional design was justified in order to contribute to a better community environment through the dedication of extensive public areas, restoration of the ESH area, provision of scenic easements, and provision of larger than usual lots adjacent to such areas, and maintenance of a consistent lot layout pattern adjacent to existing development on the north side of Azure Street.

In order to mitigate the environmental impacts of the project and to provide a greater public benefit as required in a PD overlay zone, the conditions of approval for the project required the applicant to form an assessment district for the maintenance of the public park, bicycle pathway, right of way landscaping, coastal access ways, ESHA restoration areas and any other improved common areas to be privately held or dedicated to the City. The public park area, as well as all open space improvements, and the assessment district were part of many detailed discussions during each City and Coastal Commission hearing. Without this Condition of Approval and the creation of the assessment district, the project would not have been approved and there would not be a Cloisters Development.

## **B. Assessment History and Current Legislation**

In November 1996, California voters approved Proposition 218 that established specific requirements for the ongoing imposition of taxes, assessments and fees. The provisions of the

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<sup>1</sup> Lot 124 of the Cloisters Subdivision (Tract 1996) has been sold and is going through the entitlement process for development of several single-family homes. The City intends to require annexation of new lots within the Tract. This may result in an adjustment to the overall assessment or the assessment per lot.

Proposition are now contained in the California Constitutional Articles XIIC and XIID. All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and in compliance with these provisions of the Constitution.

Pursuant to the Article XIID Section 5 of the Constitution, certain existing assessments were exempt from the substantive and procedural requirements of the Article XIID Section 4, and property owner balloting is not required until such time that a new or increased assessment is proposed. Specifically, the City determined that the annual assessments originally established for the Cloisters were imposed in accordance with a consent and waiver as part of the original development approval for the properties within these areas. As such, pursuant to Article XIID Section 5b, all the property owners approved the existing District assessments at the time the assessments were created (originally imposed pursuant to a 100% landowner petition). Therefore, the pre-existing assessments (the maximum assessment rates adopted prior to the passage of Proposition 218) for this district is exempt from the procedural requirements Article XIID Section 4. However, any new or increased assessment for the Cloisters shall comply with both the substantive and procedural requirements of Article XIID Section 4 before such assessments are imposed.

The assessment district formation proceedings began in August 1996 and concluded with the final public hearing on September 23, 1996, for formation of the District pursuant to the 1972 Act. This formation led to the annual assessment levy of \$148,944 (the "Assessment") for the maintenance of the thirty-four (34) acres of public resource lands including open space and natural lands, wetland area and pond used for drainage mitigation for homes constructed in Cloisters, median landscaping, trees, a neighborhood park and recreation area, fencing and other public improvements. The maximum assessment rates that existed and were adopted in fiscal year 1996/1997 did not include the assessment range formulae (inflationary adjustment) for their maximum assessment rates and therefore will remain static unless those being assessed vote to increase the assessments. Refer to section III D – "Maintenance Costs" for an analysis of the decision to not include an inflationary adjustment in the formulae.

In preparing the various purchase and sale documents for each individual lot, including the Conditions, Covenants, and Restrictions, the owners and developer called out the existence of the assessment district and to make certain that the existence of assessment district was disclosed to anyone who purchased one of these lots. In drafting all the project documents, the City and the developer reinforced the special benefits for the residents of the Cloisters Project from the public amenities and easements maintained by the assessment.

## **II. Description of the District**

### **A. Improvements Authorized by the 1972 Act**

As applicable or may be applicable to this proposed District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping;
- The installation or construction of statuary, fountains, and other ornamental structures and facilities;
- The installation or construction of public lighting facilities;
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
- The maintenance or servicing, or both, of any of the foregoing; and
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5<sup>2</sup>; and
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement;
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
- The removal of trimmings, rubbish, debris, and other solid waste; and
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

### **B. Maintenance Items**

The ongoing maintenance for the District, and the costs thereof, paid from the levy of the annual

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<sup>2</sup> There is no existing bond debt nor is any anticipated at this time.

assessments, are generally described below.

Replacement, maintenance and servicing of improvements include, but are not limited to, turf, ground cover, shrubs, trees, other landscaping, irrigation systems, fencing, signage, trails, walkways, recreation facilities, lighting, restroom facilities, parking and all necessary appurtenances, and labor, materials, supplies, utilities and equipment. The public resources maintained by the assessments from the District are further summarized as follows:

- Parkland: 4 Acres
- Open space meadow and natural land: 18.15 Acres
- Wetland: 5.5 Acres
- Medians and parkways within the public rights-of-way: 1.6 Acres

The levy of assessments contributes to the maintenance of the following items:

**1. Landscaping**

- a. Turf
- b. Planted medians
- c. Planter beds (formerly demonstration garden)
- d. Drainage systems, including gabion channels
- e. Irrigation system (spray and drip)
- f. Scrub/meadow plantings
- g. Trees & shrubs along the sound wall
- h. Willows
- i. Wetland area plantings and pond

**2. Hardscaping**

- a. Asphalt path system
- b. Concrete walkways
- c. Parking lot
- d. Decomposed granite paths
- e. Play area surfacing
- f. Bridge on City owned property

**3. Facilities and miscellaneous**

- a. Barbeques
- b. Bike rack
- c. Benches
- d. Directional signs
- e. Drinking fountains
- f. Fences:
  - i. 6' and 3' solid – Bike Path and Fire Access Fencing
  - ii. Habitat Area (ESHA) fencing and keep out signs
- g. Interpretive panels
- h. Light bollards
- i. Monuments with lights
- j. Observation pier at pond
- k. Picnic tables
- l. Play equipment and sand lot
- m. Restroom
- n. Sound wall
- o. Trash cans

### **III. Method of Apportionment**

#### **A. General**

This section of the Engineer's Report includes an explanation of the special benefits to be derived from the installation, maintenance and servicing of the improvements and the methodology used to apportion the total assessment to properties within the District.

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The proceeds from the District are used to fund the maintenance and upkeep of public resources within the Cloisters development project for the special benefit of the properties located within the project. The continued maintenance and upkeep of these important items is a distinct and special benefit to properties within the District.

Easements were created and reserved in favor of each owner in the Cloisters Development for view, open space, scenic, passive recreation and coastal access across the entirety of Lots 121, 122 and 123; these lots shall not be developed with any improvements or structures unless necessary and proper for the restoration and maintenance of the ESHA. This is another distinct and special benefit conferred on property within the District.

#### **B. Benefit Analysis**

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the Constitution and 1972 Act. The improvements associated with the District have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the proposed development plans and applicable portions of the City GP/LCP as identified previously in this report. As such, these improvements would be necessary and required of individual property owners for the development of such properties, and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are of direct and special benefit to the properties. The method of apportionment (method of assessment) is based on the premise that each assessed parcel within the District receives special benefit from various improvements provided by the

District. The desirability and security of properties is enhanced by the presence of local improvements in close proximity to those properties. The special benefits associated with landscaped improvements are specifically:

- Enhanced desirability of properties through association with the improvements;
- Improved aesthetic appeal of properties providing a positive representation of the area; and
- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.

### **C. Maintenance Tasks**

A list of typical maintenance tasks required to maintain the District in acceptable condition for public use was originally developed based on maintenance standards established for existing parks within the City and is included in this report as Attachment A. Larger maintenance items that are not routine, deferred maintenance, and capital projects are not included in this attachment.

### **D. Maintenance Costs**

The estimated annual cost of maintaining the District was originally developed by the former Recreation and Parks Department based on the tasks required at the time and the City's Flat Rate Manual for Parks Maintenance. District cost calculations included all labor, utilities, insurance, engineering services and depreciation/reserves. The total costs at that time totaled \$148,944. The actual cost of maintenance for the 2023/24 fiscal year is estimated to exceed the assessment amount of \$148,944.

The original formation of the assessment district in 1996 set the fixed assessment of \$148,944 (or \$1,241.20 per assessed parcel) for the entire Cloisters Landscape Lighting Maintenance Assessment District. In 1996, the Consumer Price Index (CPI) was 157 and today (April 2023) the CPI is at 301. This has resulted in a substantial drop in the purchasing power of the assessment district funds, but due to increased efficiency in the service delivery along with some reductions in service originally provided in district, the City has been able to maintain the facilities and accrue an accumulation over time with subsidy from the General Fund. Accumulation of funds ended with the FY 21/22 Engineer's Report and is not projected to continue due to the shortfall of funding and the maintenance burden to the City versus what is collected in the assessment.

The cost estimate, included in this report as Attachment B, shows the estimated allocation of funds collected for the purposes of maintenance of the district. The true costs of maintaining Cloisters Park, as well as the medians and parkways within the Cloisters Assessment District, exceeds the revenue received from the District. The true cost of maintenance is estimated to be 25-30% higher than revenues collected. However, all maintenance costs in excess of the District's available revenues will be subsidized by the General Fund per City Council direction on May 24, 2004.

This estimate in Attachment B shows the allocation of expenses as they will be covered by the assessment revenues. A transfer to the City's General Fund in the amount of \$28,083.00 for

allocation of overhead costs is not directly charged to the District. This Cost Allocation Plan (CAP) includes, but is not limited to, costs for: accounting, management oversight, IT, share of vehicle and equipment use, and general City overhead. This allocation was approved when City Council adopted the updated CAP in April 2023.

**E. Apportionment of Assessment**

The total assessment for the District is apportioned equally to each of the one hundred and twenty residential lots. Lots 121 and 122 (Parcel 1) are Cloisters Park and dedicated Open Space. Lot 124 was originally dedicated for a future fire station, but it was declared as surplus by the City and sold. Lot 124 is currently vacant, but the new owner is going through the entitlement process to develop several single-family homes which is conditioned to be annexed to the Cloisters LLMAD once developed. Lot 123 offered to the State are not assessed. Individual assessments are listed in the table shown in Attachment C.

## Attachment A

### CLOISTERS LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT

#### TYPICAL MAINTENANCE TASKS

Task	Weekly	Twice Weekly	Monthly	Twice Annually	Annually	As Needed
<b>I <i>Turf Maintenance</i></b>						
Mow						XX
Edge/Trim						XX
Fertilize				XX		XX
Aerate/Seed				XX		XX
<b>II <i>Other Landscape Maint.</i></b>						
Prune plants/shrubbery				XX		XX
Maintain weed free						XX
Maintain bark mulch						XX
Rake/distribute gravel/sand			XX			XX
Fertilize				XX		
<b>III <i>Tree Maintenance</i></b>						
Prune trees					XX	
Maintain tree supports						XX
Remove dead trees						XX
<b>IV <i>Irrigation</i></b>						
Maintain/repair irrigation system						XX
Program/check controllers			XX			XX
Hand water as required						XX
Monitor water usage			XX			
<b>V <i>Weed control</i></b>						
Mow open areas				XX		XX
Remove noxious weeds				XX		
Weed identified areas				XX		XX
<b>VI <i>Wetlands</i></b>						
Coordinate maint. with city						XX
<b>VII <i>Paths, walkways, parking lot maintenance</i></b>						
Conduct general safety inspection					XX	XX
Remove foreign objects						XX
Trim/spray pathways						XX

**CLOISTERS  
LANDSCAPING AND LIGHTING  
MAINTENANCE ASSESSMENT DISTRICT**

TYPICAL MAINTENANCE TASKS (cont.)

<b>Task</b>	<b>Weekly</b>	<b>Twice Weekly</b>	<b>Monthly</b>	<b>Twice Annually</b>	<b>Annually</b>	<b>As Needed</b>
<b>VII <i>Paths, walkways, parking lot maintenance (cont.)</i></b>						
Inspect hardscape for damage			XX			XX
Remove dog litter						XX
<b>VIII <i>Pest/Disease Control</i></b>						
Control pests/rodents and plant diseases						XX
<b>IX <i>Litter/trash control</i></b>						
Litter pick up throughout						XX
Remove trash from garbage cans		XX				
Empty ashes from bbq's		XX				
<b>X <i>Restroom</i></b>						
Clean/sanitize/service	Daily M-F					
Maintain roof						XX
Maintain plumbing						XX
Paint structure						XX

**Attachment B**

**CLOISTERS  
LANDSCAPING AND LIGHTING  
MAINTENANCE ASSESSMENT DISTRICT  
DISTRICT BUDGET - FISCAL YEAR 2024/25**

**NAME:** Cloisters Landscaping and Lighting Maintenance Assessment District

**DIAGRAM:** Attached, as Attachment D

**PLANS AND SPECIFICATIONS:** On file in the Office of the City Engineer.

**ESTIMATED COST OF MAINTENANCE:** The table on the following page outlines the estimated budget for the maintenance of the District for fiscal year 2024/25. It also provides a look back at the previous fiscal year including the current fiscal year with expenses as of March 2024.

**CONTRACT SERVICES**

Includes non-routine maintenance and repair costs, as needed.

**PERSONNEL SERVICES**

Includes all daily and routine tasks as well as non-routine maintenance and repair costs.

**INTERFUND TRANSFERS**

Is the accounting practice that calculates and spreads the proportionate share of agency-wide indirect cost to departments and funds that receive a service from other departments (e.g., Payroll, Administration).

**SUPPLIES**

Includes all supplies used in daily tasks as well as non-routine repair and maintenance.

**SERVICES**

Includes utilities, outside engineering, insurance and contract services.

**CAPITAL/DEFERRED MAINTENANCE RESERVE (ACCUMULATION)**

Accumulated funds to be directed towards future use on capital projects, permits, and other one-time expenses.

<b>CURRENT CAPITAL ALLOCATION OF FUND BALANCE</b>	<b>\$138,364</b>
<b>ESTIMATED CAPITAL BALANCE END FY 2023/24</b>	<b>\$138,364</b>
<b>TOTAL ASSESSMENT:</b>	<b>\$148,944.00</b>
<b>PER PARCEL YEARLY ASSESSMENT (\$148,944/120 parcels)</b>	<b>\$1,241.20</b>

## Detailed Financial Summary

Fund Name	Description	ACCOUNT#	Account Type	FY23 Actual	FY24 Projected	FY25 Proposed
Cloisters Park Maint AD	Regular Pay	XXX-XXXX-4110	Personnel Services	\$52,216	\$43,235	\$43,774
Cloisters Park Maint AD	Overtime Pay	XXX-XXXX-4120	Personnel Services	\$102	\$150	\$0
Cloisters Park Maint AD	Standby Pay	XXX-XXXX-4515	Personnel Services	\$2,472	\$0	\$0
Cloisters Park Maint AD	Other Pay	XXX-XXXX-4599	Personnel Services	\$1,375	\$1,011	\$1,000
Cloisters Park Maint AD	Employer Paid Benefits	XXX-XXXX-4910	Personnel Services	\$20,205	\$14,051	\$5,380
Cloisters Park Maint AD	Pension Normal Cost	XXX-XXXX-4911	Personnel Services	\$7,520	\$5,898	\$2,782
Cloisters Park Maint AD	PERS Unfunded Accrued Liability	XXX-XXXX-4912	Personnel Services	\$0	\$9,152	\$3,891
Cloisters Park Maint AD	Labor Costs Applied	XXX-XXXX-4999	Personnel Services	\$31	\$0	\$0
Cloisters Park Maint AD	Uniforms/Safety Equipment	XXX-XXXX-5109	Supplies	\$61	\$65	\$100
Cloisters Park Maint AD	Miscellaneous Operating Supplies	XXX-XXXX-5199	Supplies	\$0	\$0	\$0
Cloisters Park Maint AD	Grounds Maintenance Supplies	XXX-XXXX-5501	Supplies	\$6,195	\$4,062	\$14,697
Cloisters Park Maint AD	Building Maint. Supplies	XXX-XXXX-5502	Supplies	\$16	\$200	\$1,000
Cloisters Park Maint AD	Small Tools	XXX-XXXX-5530	Supplies	\$369	\$1,000	\$500
Cloisters Park Maint AD	Contractual Services	XXX-XXXX-6106	Services	\$0	\$250	\$250
Cloisters Park Maint AD	Other Professional Services	XXX-XXXX-6199	Services	\$0	\$0	\$0
Cloisters Park Maint AD	Utilities	XXX-XXXX-6300	Services	\$0	\$0	\$0
Cloisters Park Maint AD	Electricity	XXX-XXXX-6301	Services	\$2,712	\$2,811	\$2,811
Cloisters Park Maint AD	Water	XXX-XXXX-6303	Services	\$35,040	\$40,000	\$39,361
Cloisters Park Maint AD	Disposal	XXX-XXXX-6305	Services	\$3,562	\$4,117	\$5,315
Cloisters Park Maint AD	Equipment Rental	XXX-XXXX-6810	Services	\$0	\$0	\$0
Cloisters Park Maint AD	Transfers Out	XXX-XXXX-8501	Interfund Transfers	\$273	\$420	\$5,932
Cloisters Park Maint AD	Transfer to General Fund	XXX-XXXX-8510	Interfund Transfers	\$11,203	\$11,942	\$22,151
Cloisters Park Maint AD	TRFR To Capital Imp Fund	XXX-XXXX-8540	Interfund Transfers	\$0	\$0	\$0
			Total:	<b>\$143,352</b>	<b>\$138,364</b>	<b>\$148,944</b>

**Attachment C**

**CLOISTERS  
LANDSCAPING AND LIGHTING  
MAINTENANCE ASSESSMENT DISTRICT**

**PARCEL/ASSESSMENT TABLE**

<b>Lot Number</b>	<b>County Assessor's Parcel Number</b>	<b>Annual Assessment</b>
1	065-387-001	\$1,241.20
2	065-387-002	\$1,241.20
3	065-387-003	\$1,241.20
4	065-387-004	\$1,241.20
5	065-387-005	\$1,241.20
6	065-387-006	\$1,241.20
7	065-387-007	\$1,241.20
8	065-387-008	\$1,241.20
9	065-387-009	\$1,241.20
10	065-387-010	\$1,241.20
11	065-387-011	\$1,241.20
12	065-387-012	\$1,241.20
13	065-387-013	\$1,241.20
14	065-387-014	\$1,241.20
15	065-387-015	\$1,241.20
16	065-387-016	\$1,241.20
17	065-387-017	\$1,241.20
18	065-387-018	\$1,241.20
19	065-387-019	\$1,241.20

<b>Lot Number</b>	<b>County Assessor's Parcel Number</b>	<b>Annual Assessment</b>
20	065-387-053	\$1,241.20
21	065-387-054	\$1,241.20
22	065-387-055	\$1,241.20
23	065-387-023	\$1,241.20
24	065-387-024	\$1,241.20
25	065-387-025	\$1,241.20
26	065-387-026	\$1,241.20
27	065-387-027	\$1,241.20
28	065-387-028	\$1,241.20
29	065-387-029	\$1,241.20
30	065-387-030	\$1,241.20
31	065-387-031	\$1,241.20
32	065-387-032	\$1,241.20
33	065-387-033	\$1,241.20
34	065-387-034	\$1,241.20
35	065-387-035	\$1,241.20
36	065-387-036	\$1,241.20
37	065-387-037	\$1,241.20
38	065-387-038	\$1,241.20
39	065-387-039	\$1,241.20
40	065-387-040	\$1,241.20
41	065-387-041	\$1,241.20
42	065-387-042	\$1,241.20
43	065-387-043	\$1,241.20

<b>Lot Number</b>	<b>County Assessor's Parcel Number</b>	<b>Annual Assessment</b>
44	065-387-044	\$1,241.20
45	065-387-045	\$1,241.20
46	065-388-001	\$1,241.20
47	065-388-002	\$1,241.20
48	065-388-003	\$1,241.20
49	065-388-004	\$1,241.20
50	065-388-005	\$1,241.20
51	065-388-006	\$1,241.20
52	065-388-007	\$1,241.20
53	065-388-008	\$1,241.20
54	065-388-009	\$1,241.20
55	065-388-010	\$1,241.20
56	065-388-011	\$1,241.20
57	065-388-012	\$1,241.20
58	065-388-013	\$1,241.20
59	065-388-014	\$1,241.20
60	065-388-015	\$1,241.20
61	065-388-016	\$1,241.20
62	065-388-017	\$1,241.20
63	065-388-018	\$1,241.20
64	065-388-019	\$1,241.20
65	065-388-020	\$1,241.20
66	065-388-021	\$1,241.20
67	065-388-022	\$1,241.20

<b>Lot Number</b>	<b>County Assessor's Parcel Number</b>	<b>Annual Assessment</b>
68	065-388-023	\$1,241.20
69	065-388-024	\$1,241.20
70	065-388-025	\$1,241.20
71	065-388-026	\$1,241.20
72	065-388-027	\$1,241.20
73	065-388-028	\$1,241.20
74	065-388-029	\$1,241.20
75	065-388-030	\$1,241.20
76	065-388-031	\$1,241.20
77	065-388-032	\$1,241.20
78	065-388-033	\$1,241.20
79	065-388-034	\$1,241.20
80	065-388-035	\$1,241.20
81	065-388-036	\$1,241.20
82	065-388-037	\$1,241.20
83	065-388-038	\$1,241.20
84	065-388-039	\$1,241.20
85	065-388-040	\$1,241.20
86	065-388-041	\$1,241.20
87	065-388-042	\$1,241.20
88	065-388-043	\$1,241.20
89	065-388-044	\$1,241.20
90	065-388-045	\$1,241.20
91	065-388-046	\$1,241.20

<b>Lot Number</b>	<b>County Assessor's Parcel Number</b>	<b>Annual Assessment</b>
92	065-388-047	\$1,241.20
93	065-388-048	\$1,241.20
94	065-388-049	\$1,241.20
95	065-388-050	\$1,241.20
96	065-388-051	\$1,241.20
97	065-388-052	\$1,241.20
98	065-388-053	\$1,241.20
99	065-388-054	\$1,241.20
100	065-388-055	\$1,241.20
101	065-388-056	\$1,241.20
102	065-388-057	\$1,241.20
103	065-388-058	\$1,241.20
104	065-388-059	\$1,241.20
105	065-388-060	\$1,241.20
106	065-388-061	\$1,241.20
107	065-388-062	\$1,241.20
108	065-388-063	\$1,241.20
109	065-388-064	\$1,241.20
110	065-388-065	\$1,241.20
111	065-388-066	\$1,241.20
112	065-388-067	\$1,241.20
113	065-388-068	\$1,241.20
114	065-388-069	\$1,241.20
115	065-388-070	\$1,241.20

<b>Lot Number</b>	<b>County Assessor's Parcel Number</b>	<b>Annual Assessment</b>
116	065-388-071	\$1,241.20
117	065-388-072	\$1,241.20
118	065-388-073	\$1,241.20
119	065-388-074	\$1,241.20
120	065-388-075	\$1,241.20
121	065-386-005	0
122 (Parcel 1)	065-386-016	0
123 (Parcel 2)	065-386-017 065-386-018 065-386-019 065-386-012 065-386-013 065-386-014 065-386-010	0
124	065-386-015	0

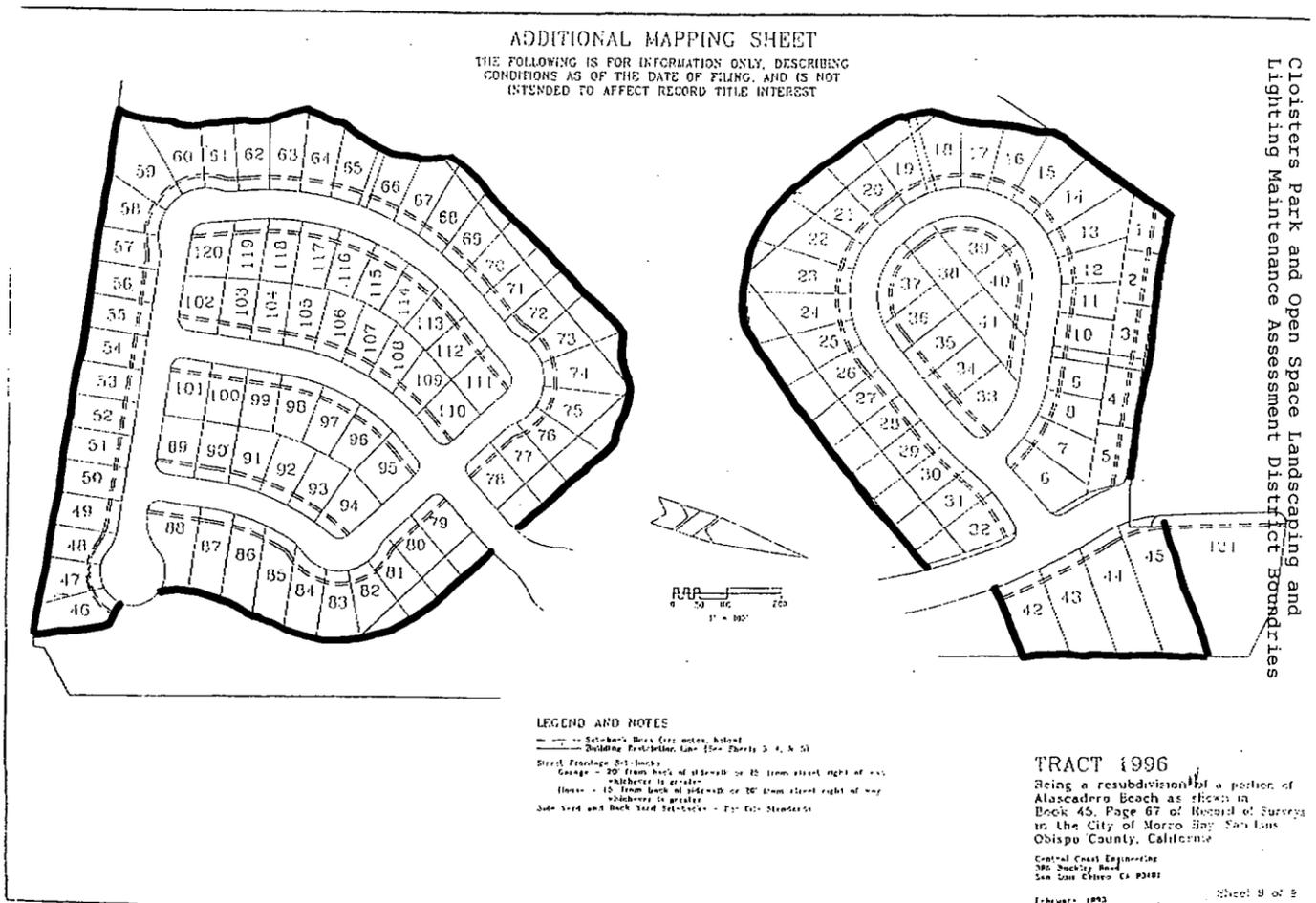


# Attachment D

## CLOISTERS LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT

### DISTRICT BOUNDARY DIAGRAM

The boundary diagram for the District have previously been submitted to the City Clerk in the format required under the 1972 Act and, by reference, are hereby made part of this Report. The boundary diagram and Tract Map are available for inspection at the office of the City Clerk or the City Engineer during normal business hours. The following diagram provides an overview of the District and the lots that are part of the District.





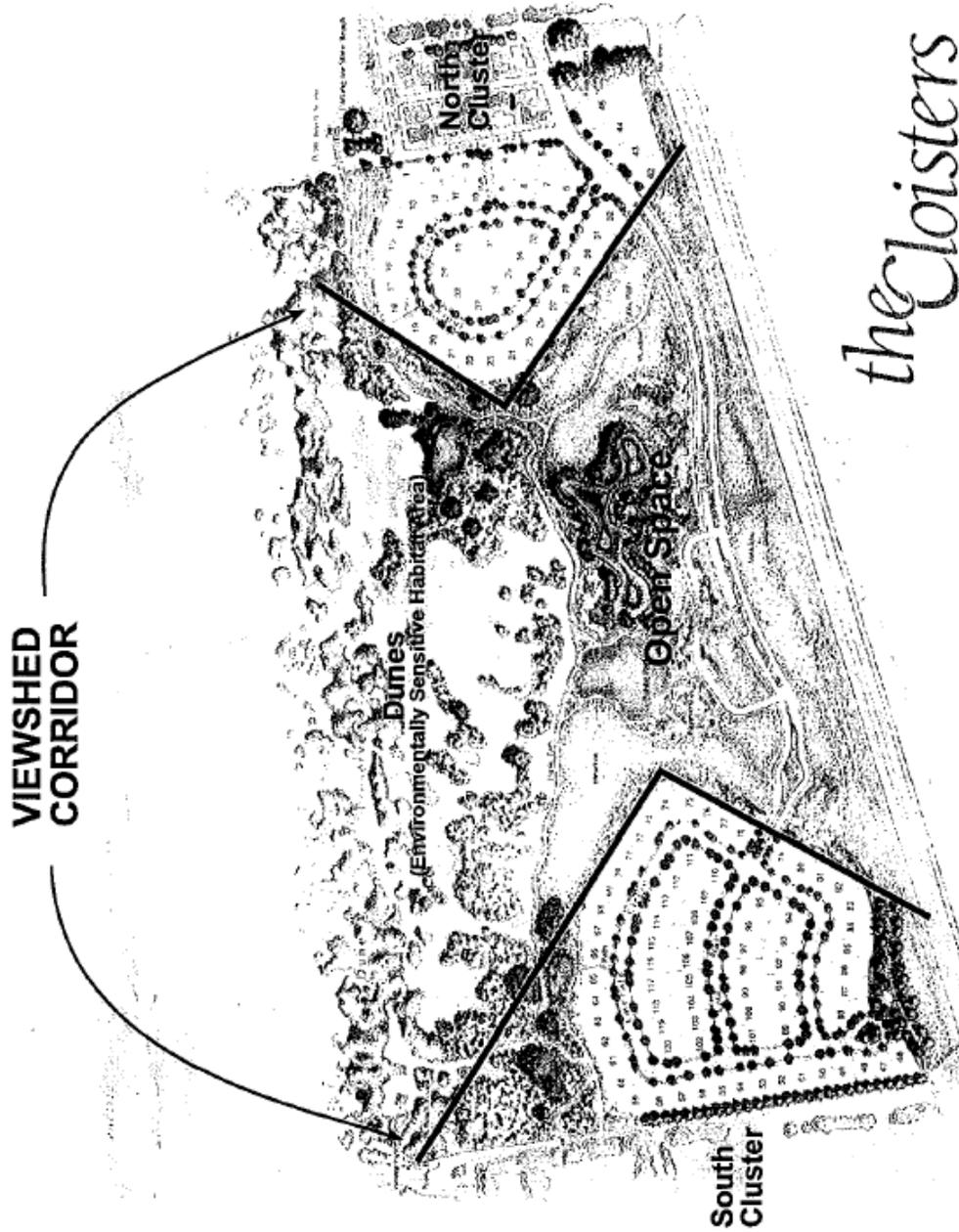


**LAWN AREA**

**CORAL AVE.**

**CLOISTERS LAWN AREA**





*the Cloisters*

MORRO BAY, CALIFORNIA

*Viewshed Corridor Diagram*





AGENDA NO: C - 2

MEETING DATE: July 18, 2024

# STAFF REPORT

**TO: Recreation and Parks Commission**

**DATE: July 12, 2024**

**FROM: Kirk Carmichael, Recreation Services Manager**

**SUBJECT: Approval of Excused Absence Request for Commission Member Megan Fazio**

## **RECOMMENDATION**

Staff recommends the Recreation and Parks Commission (RPC) approve the request submitted by RPC member, Megan Fazio, to excuse her absence from the July 18, 2024 regularly scheduled RPC meeting.

## **ALTERNATIVES**

The Commission may choose not to excuse Ms. Fazio's absence from the July 18, 2024 meeting.

## **BACKGROUND/DISCUSSION**

In April 2022, the City Council adopted Resolution No. 39-22 amending the By-Laws for all standing advisory bodies to establish a policy regarding absences. That policy, which is included in the current Advisory Bodies Handbook and By-Laws, states:

*“Because of quorum requirements, when an absence is anticipated, the individual advisory body member is responsible for notifying the Chair and the staff responsible a minimum of seven days in advance and the absence shall be counted in that member's attendance record. An advisory body member may include a written request that the absence be excused; said request must be submitted in advance and formally approved at a regular meeting of the advisory body. The unexcused absence from two consecutive regular meetings or twenty-five (25) percent of the regular meetings during any calendar year period shall constitute the resignation of such absent member. An advisory body member determined to have not met the attendance requirements herein may submit a written request to the City Council to have the previous absences excused.”*

Staff received a request from RPC member, Megan Fazio, for Commission consideration to excuse her absence for the July 18, 2024 regular meeting. Ms. Fazio's attached email details her reason for the absence, which staff accepts as reasonable and warrants Commission consideration.

## **CONCLUSION**

Staff recommends the Commission approve Ms. Fazio's request for an excused absence from the July 18, 2024 regular Recreation and Parks Commission board meeting.

## **ATTACHMENTS**

Request for Excused Absence submitted by Ms. Fazio.

## Kirk Carmichael

---

**From:** Megan Fazio  
**Sent:** Wednesday, July 3, 2024 10:03 AM  
**To:** Kirk Carmichael  
**Subject:** Megan Fazio unable to attend 7/18 RPC Meeting

Hi Kirk,

I will be in the Bay Area for a work trip the week of Mon 7/15 to Fri 7/19, so I will not be able to attend the Recreation & Parks Commission meeting on Thursday 7/18.

Best,  
Megan

**Megan Fazio**  
mfazio@morrobayca.gov



**AGENDA NO: C - 3**

**MEETING DATE: July 18, 2024**

# **STAFF REPORT**

**TO: Recreation and Parks Commission**

**DATE: July 09, 2024**

**FROM: Angelica Jepsen – Recreation Supervisor**

**SUBJECT: Program Evaluation – Mermaid, Sea Creature, and Pirate Parade**

## **RECOMMENDATION:**

It is recommended the Commission review and accept the program evaluation for file.

## **SUMMARY:**

The Mermaid, Sea Creature, and Pirate Parade is an annual event hosted by Recreation Services for the community. This event is open to all children and families and was cohosted with Mark Tognazzini of Dockside Restaurants. This 16<sup>th</sup> annual event was held on Saturday, May 18<sup>th</sup>. The parade route began at the Morro Rock Parking lot and continued along the Harbor Walk ending at Dockside Too for a celebration. The recreation team provided goody bags for all participants and lunch was provided by Dockside Too.

## **DISCUSSION:**

There were 150 children who participated in the parade with a total of 200 adults and children who attended this event.

## **MARKETING AND PROMOTIONS:**

The event was promoted on our City Facebook page and Instagram as well as at our youth sports programs and Kids Club. A banner was hung in City Park and outside of Dockside Too.

## **COST RECOVERY:**

This program is classified under the Basic Service category which has a target revenue goal of 0-10% cost recovery of program and support costs.

## **FISCAL IMPACT:**

### **Program Expenses:**

Staffing: (hourly with employer paid benefits)	\$182.36
Supplies:	<u>\$266.13</u>

**Total Expenses: \$448.49**

## **PROGRAM RECOMMENDATIONS:**

1. This year the date was moved back to the original weekend which was also the weekend City of Morro Bay hosted the Ironman Triathlon. Staff and cohost Mark Tognazzini recommends that we continue to offer this event on this original weekend.
2. Staff purchased two new banners to hang at City Park and Dockside Too. Staff will continue to promote on the usual locations along with hanging the two banners a month prior to the event.
3. Staff used leftover prizes from the last few years and received a donation of taffy to add to the goody bags. This helped keep cost down for this year's event.
4. Staff purchased a reusable photo backdrop to set up for participants to take photos. This was a big hit, and staff will continue to use it every year.



AGENDA NO: C - 4

MEETING DATE: July 18, 2024

# STAFF REPORT

**TO:** Recreation and Parks Commission **DATE:** July 12, 2024  
**FROM:** Katie Tucker, Recreation Specialist - Aquatics  
**SUBJECT:** Program Evaluation – Aquatics Programs January 1st – June 14th

## **RECOMMENDATION:**

It is recommended that the Commission review and accept this program evaluation for file.

## **SUMMARY:**

Recreation Services offered a variety of aquatics programming to all ages in the community from January 1st – June 14<sup>th</sup>, 2024, at the Morro Bay High School Aquatic Center. Programming included – Open Lap Swim, Aqua Aerobics Class, Master’s Swim Class, Private and Semi-private Lessons, and Junior Guard Boot Camp.

## **BACKGROUND:**

The Morro Bay Aquatics staff provides a positive environment for individuals to learn and improve their swimming skills, exercise, work on rehabilitation and participate in the larger aquatic community. The Aquatics staff provides programming such as: Lap Swim, Aqua Aerobics Classes, Master’s Swim Class, Junior Guard Bootcamp and Private and Semi-Private lessons. Lap Swim, Aqua Aerobics and Master’s Swim have been offered year-round since 2017 and are well attended by participants from the community and surrounding area.

## **DISCUSSION:**

The Aquatics Center was open for 2.5 hours on Mondays, Wednesdays and Fridays. 4.5 hours Tuesdays, Thursdays, and 4.5 hours on Sundays. Pool hours were 6:00 am – 8:00 am Tuesdays and Thursdays, 11:30 am to 2:00 pm Monday through Friday, and 10:00am to 2:30 pm Sundays. To maximize pool use and staff time, multiple programs occurred at the same time.

Programs offered were Lap Swim - 5241 participants, Aqua Aerobics - 707 participants, Master’s Swim - 273 participants, private and semiprivate lessons - 724 participants, and Junior Guard Bootcamp - 492 participants.

Aquatics Staff is also frequently called on to work outside their job descriptions as special event staff and as CPR/First Aid trainers.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>	
Staffing: (hourly with employer paid benefits)	\$66,143
Safety Equipment:	\$868
Contractual Services:	\$981
Telephone:	\$560
Pool Rental:	\$14,310
<b>Total Expenses:</b>	<b>\$82,864</b>

<b><u>Program Revenue: :</u></b>	
<b>Total Revenue:</b>	<b>\$81,725</b>

<b>Net Revenue:</b>	<b>&lt;\$1,139&gt;</b>
<b>Cost Recovery:</b>	<b>98%</b>

**COST RECOVERY:**

This program is classified under the Merit Service category, which has a target revenue goal of 70-79% cost recovery of program and support costs.

**CONCLUSION:**

Aquatics programming provides a positive environment for participants to learn lifesaving skills, rehabilitate, and build strength and endurance. Aquatics programming specifically offers opportunities for children within the community to learn water safety and swimming skills. Aquatics programming meets Morro Bay Recreation Services' Mission Statement by providing a quality service that is essential and necessary to live a healthy, enriched life. Staff will continue to provide this service to our communities in a responsive and courteous manner, while evaluating the program for quality and effectiveness, and adjusting the program as needed.



AGENDA NO: C - 5

MEETING DATE: July 18, 2024

# STAFF REPORT

**TO:** Recreation and Parks Commission                      **DATE:** July 12, 2024  
**FROM:** Ken Zink – Recreation Supervisor  
**SUBJECT:** Program Evaluation – Coast Girls Softball 2024

**RECOMMENDATION:**

It is recommended that the Commission review and accept this program evaluation for file.

**SUMMARY:**

The Coast Girls Softball Spring recreational season took place from February through May of 2024. In total, 79 players participated. We had two 6 & under teams, one 8 & under, two 10 & under and two 12 & under teams. The season culminated in an end of season tournament for all divisions except for the 6 & under (tball) division. After the recreational season, two all-star teams, a 10 & under and a 12 & under squad were formed to enter competitive tournaments.

**BACKGROUND:**

Coast Girls Softball has existed to serve girls in Morro Bay, Los Osos, Cayucos, Cambria, and the surrounding areas. Players can play from 4-16 years old. Games are played in the USA Softball District 5 area, which spans San Luis Obispo County.

**DISCUSSION:**

The program grew from 66 to 79 players from last season, indicating increased interest in participation in the program. This is the first time since the softball program was put on hiatus during covid that we formed 2 “All-Star” teams.

A significant development occurred for the softball program towards the end of the season. The Coast Softball Advisory was formed as a non-profit organization that could serve to support the programs’ needs, advise on elements, and administer the all-star program. The board is occupied by volunteer parents and coaches that will help accomplish the overall mission of Coast Girls Softball League.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>	
Uniforms-jerseys	\$2,142.04
Visors and socks	\$1,812.76
USA Softball Registration	\$364.00

Sponsor Banner	\$100.08
Softballs	\$949.32
Pitching Plate	\$19.56
End of Season Medals/Awards	\$376.64
Umpires	\$1,368.00
Coordinators	\$2,471.43
Employer paid benefits	\$729.49
<b>Total Expenses:</b>	<b>\$10,333.32</b>

<b><u>Program Revenue:</u></b>	
6U Division	\$1,415.00
8U Division	\$1,420.00
10U Division	\$1,770.00
12U Division	1,345.00
14U Division	\$135.00
Sponsorship	\$650.00
EBCF Reimbursement	\$525.00
<b>Total Revenue:</b>	<b>\$7,260.00</b>

<b>Net Revenue:</b>	<b>&lt;\$3,073.32&gt;</b>
<b>Cost Recovery:</b>	<b>70.25%</b>

**COST RECOVERY:**

This program is classified under the Merit Service category, which has a target revenue goal of 70-79% cost recovery of program and support costs. We met our target cost recovery with 70.25% of costs recovered.

**CONCLUSION:**

In conclusion, Coast Girls Softball is now set up to carry momentum into the next season. There is room for improved elements of gamedays at Lila Keiser Park, such as a concession staffed by volunteers from the advisory board. We aim to continue to increase participation and provide quality softball experience to the players in our community.



AGENDA NO: C - 6

MEETING DATE: July 18, 2024

# STAFF REPORT

**TO:** Recreation and Parks Commission                      **DATE:** July 11, 2024

**FROM:** Ken Zink – Recreation Supervisor

**SUBJECT:** Program Evaluation – Coed Adult Softball-Spring Season

**RECOMMENDATION:**

It is recommended that the Commission review and accept this program evaluation for file.

**SUMMARY:**

The Morro Bay adult coed spring softball played games on Monday nights from February 26 through April 29, 2024. Games were all played on the East Field of Lila Keiser Park. There were five teams in total. Four of the five teams qualified for the postseason playoff based on their regular season record. The playoffs were in a single elimination format, with the team that won both games the last Monday night crowned champion.

**BACKGROUND:**

Morro Bay Recreation Services offers a Spring Adult Coed Softball League for adults. Games are played once a week at Lila Keiser. The season culminates with a playoff for teams that qualify.

**DISCUSSION:**

The coed league was up to five teams, with one new team coming into the fold. We hope to continue to offer coed softball in Morro Bay, and provide a program that adults want to participate in.

**FISCAL IMPACT: Please note borders will not be seen on final report**

<b><u>Program Expenses:</u></b>	
Balls	\$280.11
Awards	\$657.94
Umpires	\$870.00
Scorekeeper	\$552.00
Recreation Leader	\$740.80
Employee Paid Benefits	\$410.93
<b>Total Expenses:</b>	<b>\$3,511.78</b>

<b><u>Program Revenue:</u></b>	
Registration	\$3,000
<b>Total Revenue:</b>	<b>\$3,000</b>

<b>Net Revenue:</b>	<b>&lt;\$511.78&gt;</b>
<b>Cost Recovery:</b>	<b>85.4%</b>

**COST RECOVERY:**

This program is classified under the Merit Service category, which has a target revenue goal of 70-79% cost recovery of program and support costs. We exceeded our target cost recovery with 85.4% of costs recovered.

**CONCLUSION:**

Monday night coed softball continues to be a 4-6 team program. The players have settled into a routine and enjoy participation.



AGENDA NO: C - 7

MEETING DATE: July 18, 2024

# STAFF REPORT

**TO:** Recreation and Parks Commission                      **DATE:** July 11, 2024  
**FROM:** Ken Zink – Recreation Supervisor  
**SUBJECT:** Program Evaluation – Coed Adult Soccer 2024

**RECOMMENDATION:**

It is recommended that the Commission review and accept this program evaluation for file.

**BACKGROUND:**

After administering an adult sports survey, Morro Bay Recreation Services sought to offer programs that people in the community most desired to see. Out of 83 responses to the survey, 32 individuals (38.6%) stated they wanted soccer offered. For the soccer specific question of likeliness to participate, 19 individuals responded that they would sign up, with 12 responding with a ¾ based on likeliness to participate.

The league was designed to embody the spirit of play and create community among adults participating. Scores were not recorded in this coed soccer league. We created the rules using neighboring “CC Soccer” coed soccer rules, which is a league based in San Luis Obispo. The games were advertised as games taking place on Thursday nights at Lila Keiser Park. The cost was \$70 and included 2 jerseys, one home and one away for each participant.

**SUMMARY:**

We started the league with two teams of 8 players, with the intent of adding players until we crossed the threshold of creating four teams. After the first week of games with only two teams, we added enough players to split the players into four teams. Our teams were assigned as Sporting Coast, Rock FC, Pirates, and Real Morro. Game times were 6:00pm and 7:00pm. The games were played 7 on 7 style with a goalie, on an Under 10 sized field. Eight weeks of games wrapped up on June 6, 2024.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>	
Uniforms	\$752.00
Balls	\$105.00
Referees	\$571.50
Coordinator	\$313.95
Employer paid benefits	\$168.24

<b>Total Expenses:</b>	<b>\$1,910.69</b>
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<b><u>Program Revenue:</u></b>	
Registration	\$1,725.00
<b>Total Revenue:</b>	<b>\$1,725.00</b>

<b>Net Revenue:</b>	<b>&lt;\$185.69&gt;</b>
<b>Cost Recovery:</b>	<b>90.3%</b>

**COST RECOVERY:**

This program is classified under the Merit Service category, which has a target revenue goal of 70-79% cost recovery of program and support costs. We exceeded our target cost recovery for this program with 90.3% recovery.

**CONCLUSION:**

Based on the results of the survey, the program did not meet our expectation for participation. Several factors could have contributed to this including the day of the week, time, location, marketing efforts, etc.

Recreation Services is collecting information for a wrap-up survey to determine how we can improve a Coed Soccer program if we are to offer it again.



AGENDA NO: C - 8

MEETING DATE: July 18, 2024

## STAFF REPORT

**TO: Recreation and Parks Commission**

**DATE: July 11, 2024**

**FROM: Kirk Carmichael, Recreation Services Manager**

**SUBJECT: Election of New Chair for 2024**

### **RECOMMENDATION:**

Our It is recommended that elections for the 2024 Chair and Vice-Chair be held.

### **SUMMARY:**

Each year the Commission elects a Chair and Vice-Chair at its first meeting following the appointment of new Commissioners. At the March meeting of the RPC, the Chair and Vice-Chair were selected, and Ray Purcell was selected as Chair. Mr. Purcell has since resigned from the RPC leaving a vacant position.

### **PROCEDURE:**

1. Vice-Chair to open the floor to nominations at which time any Commissioner may make a nomination for the office of Chair.
2. After all nominations for Chair are completed a motion to close nominations is required.  
*(Motion to close nominations, second the motion, declare nominations closed.)*
3. The Vice-Chair shall call for a vote.
4. Upon election of the new Chair for 2024 that individual shall preside over the remainder of the meeting and for the remainder of 2024.

Note: If only one (1) person is nominated to an office and nominations are closed, that nominee is declared the new officer by acclamation.





AGENDA NO: C - 9

MEETING DATE: July 18, 2024

## STAFF REPORT

**TO: Recreation and Parks Commission**

**DATE: July 11, 2024**

**FROM: Kirk Carmichael, Recreation Services Manager**

**SUBJECT: Update on Morro Bay Celebration of Incorporation Event**

**RECOMMENDATION:**

It is recommended the Commission review and accept the report for file.

**BACKGROUND, DISCUSSION & CONCLUSION:**

The Recreation Services Manager will be presenting an oral update of recent planning activities.

