



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

## Amended 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  
January 16, 2025 – 6:00 p.m.  
Veteran’s Memorial Building  
209 Surf St., Morro Bay, CA**

Chairperson – Betty Winholtz  
Vice Chair – Drew Sidaris  
June Swall  
Megan Fazio  
James Costanzo

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, July 18, 2024.  
Staff Recommendation: Approve as submitted.
  
- A-2 Approval of Minutes from Recreation and Parks Commission meeting, November 21, 2024. Staff Recommendation: Approve as submitted.

#### **B. PUBLIC HEARINGS – None**

#### **C. BUSINESS ITEMS**

- C-1 **Staff Report – Aquatics – Summer 2024**  
**Staff Recommendation: Receive and file.**
  
- C-2 **Staff Report – Aquatics – Fall 2024**  
**Staff Recommendation: Receive and file.**
  
- C-3 **Staff Report – Floating Pumpkin Patch 2024**  
**Staff Recommendation: Receive and file.**
  
- C-4 **Staff Report – Soccer – Fall 2024**  
**Staff Recommendation: Receive and file.**
  
- C-5 **Staff Report – Coed Adult Softball - Fall 2024**  
**Staff Recommendation: Receive and file.**
  
- C-6 **Staff Report – 2024 Holiday Tree Lighting**  
**Staff Recommendation: Receive and file.**
  
- C-7 **Staff Report – Staff Report – 2024 Breakfast with Santa**  
**Staff Recommendation: Receive and file.**
  
- C-8 **Staff Report – Adopt Morro Bay**  
**Staff Recommendation: Review and discuss.**

**C-9 Staff Report – Make the Necessary Findings to Add an Emergency Item to the Agenda to appoint a Recreation and Parks Commission member to the City's Waterfront Master Plan Advisory Committee (WMPAC)**

**Staff Recommendation:**

- 1. Make the necessary findings to add this agenda item as an emergency item less than 72 hours prior to the meeting; and**
- 2. Appoint a Recreation and Parks Commission member to the City's Waterfront Master Plan Advisory Committee (WMPAC).**

**D. FUTURE AGENDA ITEMS**

**E. ADJOURNMENT**

Adjourn to the next regular Recreation and Parks Commission meeting at 6 p.m. **Thursday, March 20, 2025**, 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 – July 18, 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

STAFF PRESENT:        Kirk Carmichael        Recreation Services Manager  
                                 Greg Kwolek              Public Works Director  
                                 Carlos Mendoza         Maintenance Division Manager  
                                 Nicole Young             Administrative Technician

**ESTABLISH QUORUM AND CALL TO ORDER**

<https://youtu.be/Qh4QBQ14ZY?si=9Uh3pc96U95SOVjk&t=10>

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/Qh4QBQ14ZY?si=vnr0pYMkabNx\\_il3&t=90](https://youtu.be/Qh4QBQ14ZY?si=vnr0pYMkabNx_il3&t=90)

**STAFF ANNOUNCEMENTS**

<https://youtu.be/Qh4QBQ14ZY?si=hpul0PKK2K68QOkF&t=120>

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

[https://youtu.be/Qh4QBQ14ZY?si=NMg7jr\\_djm9bZp0x&t=408](https://youtu.be/Qh4QBQ14ZY?si=NMg7jr_djm9bZp0x&t=408)

**PUBLIC COMMENT**

[https://youtu.be/Qh4QBQ14ZY?si=oCHE9ub8Y5\\_jejtJ&t=480](https://youtu.be/Qh4QBQ14ZY?si=oCHE9ub8Y5_jejtJ&t=480)

The public comment period for the Consent Agenda was opened.

Judy, Morro Bay, shared her passion for past and present Recreation Services.

The Public Comment period was closed.

A. CONSENT CALENDAR

[https://youtu.be/Qhl4QBQ14ZY?si=vPxf6bcBLrXI\\_kVg&t=606](https://youtu.be/Qhl4QBQ14ZY?si=vPxf6bcBLrXI_kVg&t=606)

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

A-2 RECREATION SERVICES DIVISION STATUS REPORT

A-3 RECREATION SERVICES DIVISION PARTICIPATION REPORTS – MAY 2024 – JUNE 2024

MOTION: Commissioner Winholtz recommended the idea to combine individual month graphs into one graph. Commissioner Swall made a motion to receive and file the consent calendar. Commissioner Winholtz seconded the motion. Motion passed unanimously, 4-0. <https://youtu.be/Qhl4QBQ14ZY?si=egdNw8chfU6xbzS8&t=650>

B. PUBLIC HEARINGS

No public hearings.

C. BUSINESS ITEMS

<https://youtu.be/Qhl4QBQ14ZY?si=jA8TBNfNHe4ugMkE&t=715>

C-1 STAFF REPORT – CLOISTERS LAWN AREA REDUCTION AND TREE PLANTING CONSIDERATIONS

<https://youtu.be/Qhl4QBQ14ZY?si=eKVkuTWxY1u2ZNI4&t=720>

Public Works Director Greg Kwolek and Maintenance Division Manager Carlos Mendoza presented on Cloisters Park lawn reductions and tree planting requests raised by Cloisters residents.

The public comment for item C-1 was opened.

<https://youtu.be/Qhl4QBQ14ZY?si=4cOYDGjjmY3pQaob&t=2102>

Cory, Morro Bay, expressed concern about possible lawn reduction.

Judy, Morro Bay, expressed concern regarding lack of weeding and parkway upkeep.

Susan, Morro Bay, suggested a volunteer group to form to help with the weeding.

Staff responded to questions and concerns raised during public comment.

MOTION: Commissioners heard considerations, but no motion was made.

<https://youtu.be/Qhl4QBQ14ZY?si=MwiDmhuv4metZyBC&t=4317>

- C-2 STAFF REPORT – APPROVAL OF EXCUSED ABSENCE REQUEST FOR COMMISSIONER FAZIO  
<https://youtu.be/Qhl4QBQ14ZY?si=2z5aETXstmidtEMw&t=444>  
Recreation Services Manager, Kirk Carmichael, recommended approving the excused absence request for Commissioner Fazio.

MOTION: Commissioner Winholtz moved to approve the excused absence request. Vice Chair Sidaris seconded the motion. Motion passed unanimously, 3-0.

<https://youtu.be/Qhl4QBQ14ZY?si=DyJY1k1zf58iHBgB&t=465>

- C-3 STAFF REPORT – MERMAID, PIRATE, & SEA CREATURE PARADE  
<https://youtu.be/Qhl4QBQ14ZY?si=OkEjGXHR5x-pQTQ-&t=4442>  
Recreation Services Manager, Kirk Carmichael, presented the staff report on the Mermaid, Pirate, & Sea Creature Parade and answered questions from the commission.

MOTION: Commissioner Swall moved to receive and file. Commissioner Winholtz seconded the motion. Motion passed unanimously, 3-0.

[https://youtu.be/Qhl4QBQ14ZY?si=ZpgnwNHR3C8eG5\\_u&t=4634](https://youtu.be/Qhl4QBQ14ZY?si=ZpgnwNHR3C8eG5_u&t=4634)

- C-4 STAFF REPORT – AQUATICS PROGRAMS JANUARY 1<sup>ST</sup> – JUNE 14<sup>TH</sup> 2024  
[https://youtu.be/Qhl4QBQ14ZY?si=oCZM8J\\_7Nlz1Do5P&t=4645](https://youtu.be/Qhl4QBQ14ZY?si=oCZM8J_7Nlz1Do5P&t=4645)  
Recreation Services Manager, Kirk Carmichael, presented the staff report on Aquatic Programs from January 1<sup>st</sup> to June 14<sup>th</sup> and answered questions from the commission.

MOTION: Commissioner Swall moved to receive and file. Commissioner Winholtz seconded the motion. Motion passed unanimously, 3-0.

<https://youtu.be/Qhl4QBQ14ZY?si=VjYByuqwxQBnaRSV&t=5003>

- C-5 STAFF REPORT – COAST GIRLS SOFTBALL 2024  
<https://youtu.be/Qhl4QBQ14ZY?si=3LZ1PK13vUv6jLgE&t=5023>  
Recreation Services Manager, Kirk Carmichael, presented the staff report on Coast Girls Softball 2024 and answered questions from the commission.

MOTION: Commissioner Swall moved to receive and file. Commissioner Winholtz seconded the motion. Motion passed unanimously, 3-0.

<https://youtu.be/Qhl4QBQ14ZY?si=WSlg7HGX59A9K8dX&t=5147>

- C-6 STAFF REPORT – ADULT SOFTBALL – SPRING 2024  
<https://youtu.be/Qhl4QBQ14ZY?si=XXgoFeqUi-NYJj3F&t=5163>  
Recreation Services Manager, Kirk Carmichael, presented the staff report on Adult Softball Spring 2024 and answered questions from the commission.

MOTION: Commissioner Swall moved to receive and file. Commissioner Winholtz seconded the motion. Motion passed unanimously, 3-0.

<https://youtu.be/Qhl4QBQ14ZY?si=FNpUXkMzrm0nqoNe&t=5297>

C-7 STAFF REPORT – COED ADULT SOCCER 2024

<https://youtu.be/Qhl4QBQ14ZY?si=o2tkna3qZuYIESmR&t=5311>

Recreation Services Manager, Kirk Carmichael, presented the staff report on Coed Adult Soccer 2024 and answered questions from the commission.

MOTION: Commissioner Winholtz moved to receive and file the motion. Vice Chair Sidaris seconded the motion. Motion passed unanimously, 3-0.

[https://youtu.be/Qhl4QBQ14ZY?si=fxvCYPXsbKyTm9V\\_&t=5438](https://youtu.be/Qhl4QBQ14ZY?si=fxvCYPXsbKyTm9V_&t=5438)

C-8 STAFF REPORT – ELECTION OF CHAIR

Commissioner Winholtz was recommended among the Commission to be the new Chair.

MOTION: Vice Chair Sidaris moved to elect Commissioner Winholtz as Chair. Commissioner Swall seconded. Motion passed unanimously, 3-0.

C-9 STAFF REPORT – DISCUSSION OF MORRO BAY’S 60<sup>TH</sup> CELEBRATION

<https://youtu.be/Qhl4QBQ14ZY?si=XtU3eicDCN4ccKEQ&t=5770>

Recreation Services Manager, Kirk Carmichael provided an update on the planning for the City’s 60<sup>th</sup> Celebration.

MOTION: The Commission engaged in discussion on the event.

D. FUTURE AGENDA ITEMS

<https://youtu.be/Qhl4QBQ14ZY?si=Ze9vmUbs0hDFwL05&t=5452>

Vice Chair Sidaris recommended a ‘field trip’ to Cloisters Park to walk the park with Recreation, Public Works, and Maintenance departments and discuss City resources in reference to the park. Commissioner Winholtz requests a review of the advisory Bodies Handbook and By-Laws.

E. ADJOURNMENT

Meeting adjourned at 7:50p.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

MINUTES – MORRO BAY RECREATION AND  
PARKS COMMISSION  
REGULAR MEETING – November 21, 2024  
HYBRID IN-PERSON/TELECONFERENCE – 6:00 p.m.

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MEMBERS PRESENT:	Betty Winholtz	Chair
	Drew Sidaris	Vice-Chair
	June Swall	Commissioner
	James Costanzo	Commissioner
STAFF PRESENT:	Kirk Carmichael	Recreation Services Manager
	Angelica Jepsen	Youth Services Supervisor
	Ken Zink	Sports Supervisor
	Carlos Mendoza	Maintenance Division Manager

**ESTABLISH QUORUM AND CALL TO ORDER**

[https://youtu.be/JvDCaqPiq\\_4?si=Ql8cwga8p8HIBRSz&t=36](https://youtu.be/JvDCaqPiq_4?si=Ql8cwga8p8HIBRSz&t=36)

Chairperson Winholtz called the meeting to order at 6:00 p.m.

**MOMENT OF SILENCE**

**PLEDGE OF ALLIGIANCE**

**COMMISSIONERS ANNOUNCEMENTS**

No Commissioner Announcements

**STAFF ANNOUNCEMENTS**

[https://youtu.be/JvDCaqPiq\\_4?si=Px8z3fJHkxca5kAa&t=77](https://youtu.be/JvDCaqPiq_4?si=Px8z3fJHkxca5kAa&t=77)

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

[https://youtu.be/JvDCaqPiq\\_4?si=bWl0xcb4ynZ1LOge&t=358](https://youtu.be/JvDCaqPiq_4?si=bWl0xcb4ynZ1LOge&t=358)

**PUBLIC COMMENT**

[https://youtu.be/JvDCaqPiq\\_4?si=nrsoZW1PC6RRG\\_Vz&t=431](https://youtu.be/JvDCaqPiq_4?si=nrsoZW1PC6RRG_Vz&t=431)

The public comment period for the Consent Agenda was opened.

Rich, Senior Center Pickleball Representative, spoke on creating additional pickleball courts at Del Mar.

The Public Comment period was closed.

A. CONSENT CALENDAR

[https://youtu.be/JvDCaqPiq\\_4?si=k1pdFvUBFtS1TNjs&t=669](https://youtu.be/JvDCaqPiq_4?si=k1pdFvUBFtS1TNjs&t=669)

A-1 STAFF REPORT – EXCUSED ABSENCE OF MEGAN FAZIO

MOTION: Commissioner Costanzo moved to make a motion to excuse the absence of Commissioner Fazio. Vice Chair Sidaris seconded the motion. The motion passed unanimously, 4-0.

B. PUBLIC HEARINGS

No public hearings.

C. BUSINESS ITEMS

[https://youtu.be/JvDCaqPiq\\_4?si=s2L-OXW9IWx6yyyp&t=714](https://youtu.be/JvDCaqPiq_4?si=s2L-OXW9IWx6yyyp&t=714)

C-1 STAFF REPORT – DISCUSSION OF PLAYGROUND THEMES FOR CITY AND LILA KEISER PARKS

[https://youtu.be/JvDCaqPiq\\_4?si=5wKVmdxkeLiTbJOa&t=725](https://youtu.be/JvDCaqPiq_4?si=5wKVmdxkeLiTbJOa&t=725)

Maintenance Division Manager Carlos Mendoza presented playground themes for City Park and Lila Keiser Park.

MOTION: Chairperson Winholtz called for a Voice Vote, with the motion passing unanimously, 4-0.

[https://youtu.be/JvDCaqPiq\\_4?si=qubGCJ0ZraP3tE-D&t=3107](https://youtu.be/JvDCaqPiq_4?si=qubGCJ0ZraP3tE-D&t=3107)

C-2 STAFF REPORT – 2024 4<sup>TH</sup> OF JULY

[https://youtu.be/JvDCaqPiq\\_4?si=oFUwYbJoXrM6Tf\\_f&t=3324](https://youtu.be/JvDCaqPiq_4?si=oFUwYbJoXrM6Tf_f&t=3324)

Youth Services Supervisor Angelica Jepsen presented the staff report on the 2024 4<sup>th</sup> of July “Family Fun Day” event and answered questions from the commission.

MOTION: Chairperson Winholtz suggested that items C-2 through C-8 be voted on all at once at the end.

[https://youtu.be/JvDCaqPiq\\_4?si=58TJ-rRZlglYSJPM&t=3310](https://youtu.be/JvDCaqPiq_4?si=58TJ-rRZlglYSJPM&t=3310)

C-3 STAFF REPORT – 2024 JUNIOR LIFEGUARDS

[https://youtu.be/JvDCaqPiq\\_4?si=Ws4Aq7Tuatokq2Bb&t=3331](https://youtu.be/JvDCaqPiq_4?si=Ws4Aq7Tuatokq2Bb&t=3331)

Sports Supervisor Ken Zink presented the staff report on the 2024 Junior Lifeguards Program and answered questions from the commission.

C-4 STAFF REPORT – 2024 FLAG FOOTBALL

[https://youtu.be/JvDCaqPiq\\_4?si=RZYaibKHGBQ6RQ26&t=3650](https://youtu.be/JvDCaqPiq_4?si=RZYaibKHGBQ6RQ26&t=3650)

Sports Supervisor Ken Zink presented the staff report on the 2024 Flag Football Program and answered questions from the commission.

C-5 STAFF REPORT – 2024 ROCK TO PIER RUN

[https://youtu.be/JvDCaqPiq\\_4?si=Rg7j9D\\_GENAz1ulz&t=3802](https://youtu.be/JvDCaqPiq_4?si=Rg7j9D_GENAz1ulz&t=3802)

Sports Supervisor Ken Zink reported on the 2024 Rock to Pier Run and answered questions from the commission.

C-6 STAFF REPORT – COED ADULT SOFTBALL – SUMMER 2024

[https://youtu.be/JvDCaqPiq\\_4?si=urMXaQfRMT7NE375&t=4069](https://youtu.be/JvDCaqPiq_4?si=urMXaQfRMT7NE375&t=4069)

Sports Supervisor Ken Zink presented the staff report on the Coed Adult Softball Program from Summer 2024 and answered questions from the commission.

C-7 STAFF REPORT – COED ADULT KICKBALL 2024

[https://youtu.be/JvDCaqPiq\\_4?si=TyTndvhDADm1Xq2U&t=4152](https://youtu.be/JvDCaqPiq_4?si=TyTndvhDADm1Xq2U&t=4152)

Sports Supervisor Ken Zink reported on the 2024 Coed Adult Kickball program and answered questions from the commission.

C-8 STAFF REPORT – 2024 DOWNTOWN TRICK OR TREAT

[https://youtu.be/JvDCaqPiq\\_4?si=QNI0T40Dty7pjh0B&t=4329](https://youtu.be/JvDCaqPiq_4?si=QNI0T40Dty7pjh0B&t=4329)

Youth Services Supervisor Angelica Jepsen presented the 2024 Downtown Trick or Treat event and answered questions from the commission.

MOTION: Chairperson Winholtz moved to approve items C-2 through C-8.

Commissioner Swall seconded the motion. The motion passed unanimously, 4-0.

[https://youtu.be/JvDCaqPiq\\_4?si=cG3lZG-h8C3idaW5&t=4534](https://youtu.be/JvDCaqPiq_4?si=cG3lZG-h8C3idaW5&t=4534)

C-9 STAFF REPORT – REVIEW OF ADVISORY BODIES HANDBOOK AND BY-LAWS

[https://youtu.be/JvDCaqPiq\\_4?si=JHCAn6edA9mOVg-2&t=4557](https://youtu.be/JvDCaqPiq_4?si=JHCAn6edA9mOVg-2&t=4557)

Recreation Services Manager Kirk Carmichael opened the discussion to review the Advisory Bodies Handbook and By-Laws. Chairperson Winholtz led the discussion.

MOTION: Chairperson Winholtz made the motion to change the handbook wording to say the Recreation Services Manager puts together the agenda and reports, rather than stating the City Manager/City Manager’s Designee does this job. Commissioner Swall seconded the motion. The motion passed 3-1.

[https://youtu.be/JvDCaqPiq\\_4?si=zmlq4iDxvNu3wUan&t=5882](https://youtu.be/JvDCaqPiq_4?si=zmlq4iDxvNu3wUan&t=5882)

D. FUTURE AGENDA ITEMS

[https://youtu.be/JvDCaqPiq\\_4?si=XXCx4MHi3o3d9T38&t=5925](https://youtu.be/JvDCaqPiq_4?si=XXCx4MHi3o3d9T38&t=5925)

Commissioner Sideras would like to discuss the “Adopt Morro Bay” program and look into getting an additional playground at the Cloisters. He mentions the idea is popular among the Seniors. “Adopt Morro Bay” guidelines will be discussed at the next meeting.

Kirk will forward the commission’s recommendations from their review of the Advisory Bodies Handbook and By-Laws to the City Manager.

E. ADJOURNMENT

[https://youtu.be/JvDCaqPiq\\_4?si=whTjC2iCQozHXniL&t=6355](https://youtu.be/JvDCaqPiq_4?si=whTjC2iCQozHXniL&t=6355)

Meeting adjourned at 7:46p.m. The next regularly scheduled Recreation and Parks Commission meeting will be January 16, 2025, at the Veteran’s Memorial Building, 209 Surf St., Morro Bay, CA 93442

Recorded by:

Nicole Young  
Administrative Technician



**AGENDA NO: C-1**

**MEETING DATE: January 16, 2025**

## **STAFF REPORT**

**TO:** Recreation and Parks Commission

**DATE: January 13, 2025**

**FROM:** Katie Tucker, Aquatics Coordinator

**SUBJECT:** Program Evaluation – Aquatics Programs June 15<sup>th</sup> – August 9<sup>th</sup>

### **RECOMMENDATION:**

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

### **SUMMARY:**

Morro Bay Recreation Services offered a variety of aquatic programming to all ages in the community from June 15<sup>th</sup> through August 9<sup>th</sup>, 2024, at the Morro Bay High School Aquatic Center. The programs offered included Lap Swim, Aqua Aerobics Class, Master’s Swim Class, Group Lessons, Private and Semiprivate lessons, Swim Camps and Recreation Swim. We continued our partnership with San Luis Coastal Unified School District to provide the Swim class for Summer Experience.

### **BACKGROUND:**

In the summer, the Morro Bay Aquatic staff provides a positive environment for individuals to learn and improve their swimming skills, exercise, rehabilitate and participate in the larger aquatic community. The Aquatic staff provides programming such as: Lap Swim, Aqua Aerobics Classes, Master’s Swim Class, Group Learn to Swim lessons and Private and Semiprivate Learn to Swim lessons, Recreational Swim, and Summer Experience. Open lap swim provides participants with the opportunity to get in and do their own workout. Master’s Swim provides a coach to facilitate a swim workout and provides stroke technique instruction. Aqua Aerobics is an instructor led workout class, and provides strength, balance and cardio training to participants. Private and Semi-private Lessons are offered year-round and prioritize teaching water safety while teaching beginners learn to swim to more advanced stroke technique. We meet each participant at their current skill level and learning style and ability. Adult Private lessons are available and range from learn to swim to advanced stroke technique for triathlons or other competitions. Group Learn to Swim lessons are offered in the summer and are based on the participants’ level of swimming. Recreational Swim (also known as “Rec Swim”) is offered Mondays in the Summer during Lap Swim time and is an opportunity for the community to have fun in the water and utilize the diving boards. Our aquatic programming has been offered year-round since 2017 and is well attended by participants from the community and surrounding area.

Our Aquatic program partners with various local organizations to offer services. Kid’s Camp attends Recreational swim each week, in addition Aquatics Staff provided Kid’s camp participants with a 30-minute group swim lesson at the beginning of each Recreation swim. The Community Foundation of Estero Bay gives scholarships which fund Kids Camp’s participants’ use of the pool. Recreation Services continued its partnership with San Luis Coastal Unified School District to provide the Summer Experience swim class. This program is free to participants as a part of the District’s Summer School offerings. Our organization provides lifeguards and instructors to administer the class. Over the course of 3 weeks participants learn to swim, are introduced to aquatic sports, and learn lifesaving skills. This program is for 5<sup>th</sup> through 8<sup>th</sup> graders in the community. Some students began the course without any swimming experience and completed the course with confidence in the water. We are proud that participants now possess knowledge and skills that can help prevent aquatic emergencies and contribute to a safer water community in Morro Bay.

**DISCUSSION:**

The aquatic center was open 4.5 hours on Tuesdays and Thursdays, 2.5 hours Monday, Wednesday, and Friday, and 4.5 hours on Sundays. Pool hours were 6:00am to 8:00am Monday, Wednesday, and Fridays, and 11:30am to 2:00 pm Monday through Friday. The pool was open 11:00am to 3:30 pm Sundays. To maximize pool space and staff time, multiple programs occur at the same time. Summer Experience was not open to the public but was programmed Monday through Friday 8am - 10am. Program numbers in this period totaled: 3381 Lap Swim participants, 825 Aqua Aerobics participants, 115 Master’s Swim participants, 531 Private and Semi-private lessons participants, and 1136 Group Lessons participants. Youth swim camp had camp 116 participants. Recreation Swim had 531 participants. Summer Experience had 1635 participants.

Aquatic is Staff is called on for special event support and CPR instruction. Lesson registration and payments are collected in May and June.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>		
Staffing: (hourly with employer paid benefits)		\$77,623
Recreation Supplies:		\$0
Aquatics Supplies:		\$0
Cell Phone/Telephone:		\$103
<b>Total Expenses:</b>		<b>\$77,726</b>

<b><u>Program Revenue:</u></b>	
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Pool Revenue:	\$36,799.26
Summer Experience:	\$8,626.00
Community Foundation Scholarship:	\$4,400.00
<b>Total Revenue:</b>	<b>\$49,825</b>

<b>Net Revenue:</b>	<b>&lt;\$27,901&gt;</b>
<b>Cost Recovery:</b>	<b>65%</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 failed to meet the cost recovery target for the summer.

**CONCLUSION:**

Although the summer cost recovery figures show 65% cost recovery, it is slightly misleading. Much of the participation revenue from Summer is credited to the Spring revenue, as users purchase passes prior to the summer, and folks register for summer programs in the spring. Looking at the figures from Spring, our cost recovery was well above target, at 98%. In this light, the figures from Summer and Spring can be seen to comprehensively meet the target cost recovery.

Summer learn to swim classes, Summer Experience and Kid’s Camp lessons are essential to the community. These programs teach lifesaving water safety skills including but not limited to floating, proficient swimming, treading water, proper lifejacket fitting, as well as important water safety knowledge (i.e. never swimming without active adult supervision). Partnering with San Luis Coastal School District and our Youth Services programs allows us to offer programming to an important underserved population in our community.





AGENDA NO: C-2

MEETING DATE: January 16, 2025

## STAFF REPORT

**TO:** Recreation and Parks Commission      **DATE:** January 13, 2025

**FROM:** Katie Tucker, Aquatics Coordinator

**SUBJECT:** Program Evaluation – Aquatics Programs August 10<sup>th</sup> –  
December 31st

**RECOMMENDATION:**

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

**SUMMARY:**

Morro Bay Recreation Services offered a variety of aquatic programming to all ages in the community from August 10<sup>th</sup> through December 31<sup>st</sup>, 2024, at the Morro Bay High School Aquatic Center. The programs offered included Lap Swim, Aqua Aerobics Class, Master's Swim Class, Private and Semiprivate Swim Lessons.

**BACKGROUND:**

The Morro Bay Aquatic staff provides a positive environment for individuals to learn and improve their swim skills, exercise, work on rehabilitation and participate in the larger aquatic community. The Aquatic staff provides programming such as: Lap Swim, Aqua Aerobics Classes, Master's Swim class, and Private and Semiprivate Learn to Swim lessons in the Fall. Open lap swim provides participants with the opportunity to get in and do their own workout. Master's Swim provides a coach to facilitate a swim workout and provides stroke technique instruction. Aqua Aerobics is an instructor lead workout class, that provides strength, balance and cardio training to participants. Private and Semi-private Lessons are offered year-round and prioritize teaching water safety while teaching beginners learn to swim to more advanced stroke technique. We meet each participant at their current skill level and learning style and ability. Adult Private lessons are also available and range from learn to swim to advanced stroke technique for triathlons or other our Aquatic Staff. Aquatic programming has been offered year-round since 2017 and is well attended by participants from the community and surrounding area.

**DISCUSSION:**

The aquatic center was open 4.5 hours on Tuesdays and Thursdays, 2.5 hours Monday,

Wednesday, and Friday, and 4.5 hours on Sundays. Pool hours were 6:00am to 8:00am Monday, Wednesday, and Fridays, and 11:30am to 2:00 pm Monday through Friday. The pool was open 11:00am to 3:30pm on Sundays. To maximize pool space and staff time, multiple programs occur at the same time. Program numbers in this period totaled: 3903 Lap Swim participants, 642 Aqua Aerobics participants, 122 Master’s Swim participants and 425 Private and Semi-private lessons participants.

Aquatics staff is frequently called on for special event support, CPR instruction and training.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>		
Staffing: (hourly with employer paid benefits)		\$67,075
Recreation Supplies:		\$35
Contractual Supplies:		\$78
Cell Phone/Telephone:		\$346
<b>Total Expenses:</b>		<b>\$67,534</b>

<b><u>Program Revenue:</u></b>	
Pool Revenue:	\$54,322
<b>Total Revenue:</b>	<b>\$54,322</b>

<b>Net Revenue:</b>	<b>&lt;\$13,211&gt;</b>
<b>Cost Recovery:</b>	<b>80 %</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:**

We will work hard in the next cycle to improve cost recovery.



Staffing: (hourly with employer paid benefits)		\$1320.00
Recreation Supplies:		\$184.00
Pumpkins:		\$289.00
<b>Total Expenses:</b>		<b>\$1793.00</b>

<b>Program Revenue:</b>	
Pool Revenue:	\$1245.00
Senior Center Donation:	\$250.00
Spencer Fresh Market Donation:	45 pumpkins
Trader Joe's Donation:	30 pumpkins
Albertson's Donation:	35 Pumpkins
Pumpkin Donation total:	125 pumpkins
<b>Total Revenue:</b>	<b>\$1495.00</b>

<b>Net Revenue:</b>	<b>&lt;\$298.00&gt;</b>
<b>Cost Recovery:</b>	<b>83%</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 this target by recovering 83% of the costs associated with the event.

**CONCLUSION:**

This event was another successful offering to the community. Next year we will aim to have all the pumpkins donated for the event.



**AGENDA NO: C-4**  
**MEETING DATE: January 16, 2025**

# STAFF REPORT

**TO:** Recreation and Parks Commission **DATE:** December 31, 2024

**FROM:** Ken Zink, Recreation Supervisor

**SUBJECT:** Program Evaluation – Fall Soccer Season 2024

**RECOMMENDATION:**

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

**SUMMARY:**

The 2024 Estero Bay Youth Soccer League recreational season was held from August 19 through November 11. There were 94 players who participated.

Our Under 6 and Under 8 divisions were coed and played games with teams from Cambria at Lila Keiser Park. For the under 10 and under 12 divisions we played interleague with South Bay (Los Osos) and Cambria teams. For the under 14 division, we combined with teams from Atascadero, Templeton, and South Bay for league play. The season culminated with an end of season tournament for the U10, U12 and U14 age groups. Tournaments were hosted for all team U10 and older.

**BACKGROUND:**

Morro Bay Recreation Services provides the Morro Bay Youth Soccer League for residents of Morro Bay and the surrounding areas. Our Fall Recreational Season is offered for youth ages 4-14.

**DISCUSSION:**

Our total soccer participation dropped from last season. We had 94 players this year, compared to 156 players in the 2023 season. With many players participating in the South Bay Soccer League, we are seeing a decrease in participation.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>	
Referee Equipment	\$49.99
Portable Restroom rental	\$100.09
Field Paint	\$450.58
End of season medals	\$323.62
Soccer balls	\$926.54
Jerseys	\$2,271.59
Goal replacement	\$878.64
Referee training registration	\$165.08

<b><u>Staffing Expenses:</u></b>	
Referees	\$2,325.75
Coordinators	\$8,307.39
Employee paid benefits	\$2,020.30
<b>Total Expenses:</b>	<b>\$17,819.57</b>

<b><u>Program Revenue:</u></b>	
Under 6 Division Registration	\$2,677.50
Under 8 Division Registration	\$4,145.00
Girls Under 10 Division Registration	\$1,546.00
Boys Under 10 Division Registration	\$1,040.00
Boys Under 12 Division Registration	\$1,248.00
Sponsorship	\$1,300.00
EBCF Scholarship Reimbursement	\$1,002.50
<b>Total Revenue:</b>	<b>\$12,959.00</b>

<b>Net Revenue:</b>	<b>&lt;\$4,860.57&gt;</b>
<b>Cost Recovery:</b>	<b>72.7%</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 for this program with 72.7% cost recovery.

**CONCLUSION:**

At this point our soccer program has decreased in participation in the last 2 seasons. We must reach out to South Bay Soccer Association to figure out how many players from Morro Bay are playing in their league. There may be a beneficial partnership we can form with the South Bay Soccer Association. Exploring this partnership could ensure that we reverse the trend of participation decreasing.



**AGENDA NO: C-5**  
**MEETING DATE: January 16, 2025**

# STAFF REPORT

**TO:** Recreation and Parks Commission

**DATE:** January 7, 2025

**FROM:** Ken Zink – Sports Supervisor

**SUBJECT:** Program Evaluation – Coed Fall Adult Softball 2024

**RECOMMENDATION:**

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

**SUMMARY:**

The Morro Bay adult coed Fall softball played games on Monday nights from September 16 through November 18, 2024. Games were all played on the East Field of Lila Keiser Park. There were four teams in total. All four teams were entered in the postseason playoffs. The playoffs were a night of seeded single elimination format, with the team that won both games crowned champion.

**BACKGROUND:**

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

**DISCUSSION:**

The coed league had four teams registered for the Fall 2024 season. Team managers signed up their teams for \$600 for the season. We hope to continue to offer coed softball in Morro Bay, and provide a program that our community wants to participate in.

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>	
Softballs	\$245.35
EOS Awards - T-shirts	\$645.98
<b><u>Staffing Expenses:</u></b>	
Field Prep	\$160.00
Officials	\$576.00
Scorekeeper/Recreation Leader	\$949.00
Coordinator Time	\$298.05
Employee Paid Benefits	\$376.78
<b>Total Expenses:</b>	<b>\$3,251.16</b>

<b>Program Revenue:</b>	
Team Registrations	\$2,400.00
<b>Total Revenue:</b>	<b>\$2,400.00</b>

<b>Net Revenue:</b>	<\$851.16>
<b>Cost Recovery:</b>	<b>73.8%</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 for this program with 73.8% cost recovery.

**CONCLUSION:**

Our cost recovery slightly decreased compared to last season. We spent more on the end of season awards, and this cost can be reduced if we only purchase one set of shirts for the overall tournament winner instead of the regular season and tournament winners receiving shirts.

We have brought on a new coordinator for the Softball Leagues. We aim to add more teams for next season and will consider hosting a men's league based on a survey of current participants.



AGENDA NO: C-6

MEETING DATE: January 16, 2025

## STAFF REPORT

**TO:** Recreation and Parks Commission      **DATE:** January 10, 2025  
**FROM:** Angelica Jepsen – Recreation Supervisor  
**SUBJECT:** Program Evaluation – 2024 Holiday Tree Lighting

### **RECOMMENDATION:**

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

### **SUMMARY:**

The Holiday Tree Lighting is a family-oriented community event hosted annually by Morro Bay Recreation Services. This year our event was emceed by Mayor Wixom. Guests were offered cookies, donated by Morro Bay Seniors Inc., and hot cider. This year's event featured performances by the children of Kids' Club Children's Center and Morro Bay High School's Dance Fusion Team. The Morro Bay Trolley delivered Santa Claus to the park. Santa Claus read "Twas the Night Before Christmas" to all the children as they gathered around the City Holiday Tree, he also allowed time for each child to have a personal meet and greet with him. Santa Claus led a countdown, and the holiday tree "magically" lit up marking the close of the celebration. With the help of Morro Bay Public Works, we were able to get the tree set up and enough lights to light up the park.

### **DISCUSSION:**

There were approximately 100 participants at this year's event.

This event is hosted by Recreation Staff during typical business hours therefore the staff time does not impact the event cost. We also invite the part-time recreation staff of Kids' Club Children's Center to bring the children of Kids' Club to participate in the event, allowing for the extra staff to assist after their performance. Using our recreation staff eliminates extra staff costs so this year we were able to run the event with no additional staff.

**FISCAL IMPACT:**

**Program Expenses:**

Supplies:	\$13.93
<b>Total Expenses:</b>	<b>\$13.93</b>

**Total Program Cost: \$13.93**  
**Cost Recovery: 0%**

**COST RECOVERY:**

This program is classified as Basic Service with a target revenue goal of 0-10%. (program costs + support costs). This program meets its target revenue. Please note that full-time staff costs for planning and promotion were not included in this report.

**PROGRAM RECOMMENDATIONS:**

1. This year Staff held the Holiday Tree Lighting on the Friday of Morro Bay's Lighted Boat Parade weekend. Keeping it to Friday evening allowed the community to participate in all events occurring this weekend like Lighted Boat Parade and Breakfast with Santa.
2. Staff recommends continuing to invite the children of MB Recreation's Kids' Club Children Center and Morro Bay High School students to perform as well as other local musical/dance groups. We feel that having local youth perform at this event brings families and more of our community together.
3. Staff recommends that we meet in July with Public Works, Tourism, and City Manager to discuss how we want to move forward with our City Park Tree and it's lighting along with other Holiday activities and decorations.
4. Staff recommends funding be allocated to raise the quality of the event. Such additions could include seating, performance floor, additional activities for the children, promotion, and more lights throughout the park and on the tree.
5. Recreation Services runs a monthly newsletter in the Estero Bay News, and this event was added to the November and December newsletter. Staff hopes these efforts will get the word out about our holiday events.
6. Additionally, the Recreation Services staff spent \$526.51 on advertisement signage that will be used for the next few years. A banner for City Park and five yard signs were purchased to use as advertisements throughout the City. Staff added wording that states both this event and the Breakfast with Santa will be on the first weekend in December.



**AGENDA NO: C-7**  
**MEETING DATE: January 16, 2025**

# STAFF REPORT

**TO:** Recreation and Parks Commission      **DATE:** January 11, 2025  
**FROM:** Angelica Jepsen – Recreation Supervisor  
**SUBJECT:** Program Evaluation – 2024 Breakfast with Santa

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

**SUMMARY:**  
Our sixth annual breakfast with Santa was held on December 7<sup>th</sup>, 2024, from 9:00 am to 11:00 am at the Morro Bay Veterans Hall. Tickets were \$12 and included a Pancake Breakfast prepared by the Bay Osos Kiwanis Club and a trip to the elf workshop. In addition to the regular ticket, we also offered a meal only ticket at \$7 for parents and other family members. The elf workshop consisted of booths with different activities for all the children like a hot cocoa booth, craft booths, a face painting booth and a gingerbread house booth hosted by Recreation Staff.

Along with the Pancake Breakfast and the craft and treat booths, children had the opportunity to say hello to Santa and take a picture with the big guy himself.

**DISCUSSION:**  
There were 138 tickets sold (100 preregistered and 38 the day of).

**FISCAL IMPACT:**

<b><u>Program Expenses:</u></b>	
Staffing: (hourly with employer paid benefits)	\$649.80
Food Supplies:	\$615.62
Misc. Supplies:	\$233.96
<b>Total Expenses:</b>	<b>\$1499.38</b>

**Program Revenue:**

Preregistered Tickets (Regular tickets and Meal Only Tickets):	\$1055.00
Day of Tickets (Regular tickets and Meal Only Tickets):	\$387.00
<b>Total Revenue:</b>	<b>\$1442.00</b>

**Net Revenue:** <\$57.38>  
**Cost Recovery:** 0%

**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.

**PROGRAM RECOMMENDATIONS:**

1. This year we hosted our event at the Veterans Hall. Staff recommends that we continue to host this event at this location. Staff feels the location has plenty of room and allows for outside and inside opportunities.
2. This year we utilized a few volunteer groups for this event. We had the Bay Osos Kiwanis and Key Club cook and serve the pancake breakfast. This year we also had 12 volunteers from Morro Bay Highschool Key Club that assisted where we needed. We want to continue to use volunteers for this event, as it keeps staff costs low while offering more activities and opens the activity to more of our community.
3. This year we increased all ticket prices by \$2. This helped to offset the increase in food prices and staff wages.
4. Recreation Services runs a monthly newsletter in the Estero Bay News, and this event was added to the November and December newsletter. Staff hope these efforts will get the word out about our holiday events.
5. Additionally, the Recreation Services staff spent \$526.51 on advertisement signage that will be used for the next few years. A banner for City Park and 5-yard signs were purchased to use as advertisement throughout the city. Staff added wording that states both this event and the Holiday Tree Lighting will be on the first weekend in December.



AGENDA NO: C-8

MEETING DATE: January 16, 2025

## STAFF REPORT

**TO:** Recreation and Parks Commission

**DATE:** January 8, 2025

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

**SUBJECT:** Review of the Adopt Morro Bay Program Policy

**RECOMMENDATION:**

It is recommended the Commission review and discuss.

**BACKGROUND, DISCUSSION & CONCLUSION:**

The Morro Bay Public Works Department manages the City's Adopt Morro Bay Program. Attached is the policy for review.



# CITY OF MORRO BAY

# ADOPT MORRO BAY PROGRAM POLICY

Public Works Department  
955 Shasta Avenue  
Morro Bay, CA 93442  
(805) 772-6263

## Adopt Morro Bay

Collaborative effort among residents, merchants and community groups and the City to improve and maintain City public areas such as parks, sidewalks and landscaped areas, and to create a brighter, more pleasant environment for everyone who lives, works, and shops in adopted areas while strengthening ties, as the community works together to keep the City attractive to all.

## Program Details

Residents, merchants, or community groups volunteer their time to maintain and provide upkeep to the adopted area. Adopters can work on a variety of projects the City identifies including, but not limited to, planting, mulching and watering trees, maintaining flower beds, weed removal, planting and maintenance of landscaped areas, litter collection, and visual inspection of public trash/recycling containers and benches for damage or vandalism.

## How the Program Works

1. City develops list of public areas available for adoption.
2. Adoptions are on a one or multiple-year basis with the option to renew if both the City and adopter want to continue the adoption of the public area.
3. Resident, merchant or community group submits Adopt Morro Bay Application to City.
4. City reviews application and approves or rejects requested public area location based on availability from the public area adoption list.
5. City and adopter enter into agreement that outlines scope of work for the public area being adopted, delineating duties and schedule of activities to be performed by the adopter and City, as well as the frequency of when those are to be performed, a process for reporting injuries to the City, and a process for reimbursement of pre-authorized expenses for supplies provided by adopter.
6. City will monitor the adopted public area to ensure activities are being satisfactorily performed by the adopter.
7. City will schedule periodic meetings with the adopter to review performance and identify future needs or activities.
8. A recognition sign will be placed at the adopted area with location and sign specifications to be approved by the Public Works Director.
9. City will hold a Call for Projects each January and July, and applications would be presented to the Public Works Advisory Board at its February and August meetings to provide input on potential projects that may involve the Adopter seeking reimbursement for supplies it provides that are pre-authorized and identified in the Agreement Scope of Work.

## Cost

The City will have nominal expenses for recognition signs, supplies and equipment it may provide to the volunteers, such as gloves, refuse bags, pickers and ID badges.



AGENDA NO: C-9

MEETING DATE: January 16, 2025

# Staff Report

**TO:** Recreation and Parks Commission **DATE:** January 15, 2025  
**FROM:** Airlin Singewald, Community Development Director  
**SUBJECT:** Make the Necessary Findings to Add an Emergency Item to the Agenda to appoint a Recreation and Parks Commission member to the City's Waterfront Master Plan Advisory Committee (WMPAC)

## **RECOMMENDED ACTION**

Staff recommends that the Commission:

1. Make the necessary findings to add this agenda item as an emergency item less than 72 hours prior to the meeting; and
2. Appoint a Recreation and Parks Commission member to the City's Waterfront Master Plan Advisory Committee (WMPAC).

## **ALTERNATIVES**

Select a date (in the next 30 days) for a special meeting to appoint a Recreation and Parks Commission member to the City's Waterfront Master Plan Advisory Committee (WMPAC).

## **FISCAL IMPACT**

There is no fiscal impact associated with this action.

## **BACKGROUND/DISCUSSION**

### Background

The City's Waterfront Master Plan has not been updated since it was first adopted in 1996. The Waterfront Master Plan is a vision for the future development, land use, circulation, and infrastructure for both sides of the Embarcadero from Tidelands Park to Morro Rock.

On October 9, 2024, the California Coastal Commission approved the City's grant application for \$750,000 to update the City's Waterfront Master Plan Update. The estimated timeline to complete the update is November 2026.

At the January 16, 2025 Council meeting, the Council approved the formation of a Waterfront Master Plan Advisory Committee (WMPAC) consisting of community members and local stakeholders to act in an advisory capacity and provide recommendations to the Planning Commission and City Council for consideration. The WMPAC will hold monthly public meetings to provide recommendations on policy and design components on the WMP.

The expected time commitment for WMPAC members is 8 to 12 hours per month for the next 24 months.

## Discussion

The Brown Act provides that the Commission may add a non-agendized item for action at a meeting by making requisite findings supported by a four-fifths vote of the Commission. The findings that must be made are: (1) there is a need to take immediate action, and (2) the need for action came to the attention of the local agency subsequent to the agenda being posted.

For this item the need for this action did not come to the city's attention until the City Council meeting on January 15, 2025, when the Council voted to form the WMPAC and designated a R&P Commissioner to the WMPAC. The need to take immediate action is because it is critical that the City form the WMPAC quickly so this appointment cannot wait until the next regular R&P Commission meeting in March 2025.