



A G E N D A
CITY OF SEASIDE
ART AND HISTORY
COMMISSION

SPECIAL MEETING
OLDEMEYER CENTER (CONF. RM.)
986 HILBY AVENUE, SEASIDE
Tuesday, March 8, 2022
5:45 PM

PUBLIC COMMENTS: To make a public comment:

Before the Meeting via Email: Written comments can be emailed to CityClerk@ci.seaside.ca.us Include the following subject line: "Public Comment Item #" (insert the agenda item number relevant to your comment). Written comments are due at least two (2) hours prior to the start of the scheduled meeting time. All submitted comments are provided to the Commission for consideration.

VIRTUAL MEETING ACCESS

This meeting can be watched via the City of Seaside You Tube channel
https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg

1. CALL TO ORDER

ART AND HISTORY COMMISSION

Emerson Brown
Francoise Avery
Janie Silveria
Yollette Merritt
Madison Parker

Chair
Vice Chair
Commissioner
Commissioner
Commissioner

2. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

3. PUBLIC COMMENT FOR COMMISSIONS

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. APPROVAL OF MINUTES

A. FEBRUARY 8, 2022

5. BUSINESS ITEMS

A. REVIEW WORKPLAN 2022 (CHAIR BROWN)

RECOMMENDATION: Review and adopt the 2023 Art and History Commission work plan.

B. STEVEN RUSSELL COMENDATION (VICE CHAIR AVERY)

RECOMMENDATION: Discuss and approve sending a recommendation to Council for Steven Russell, former Arts and History Commission Chair to receive a proclamation.

C. TREE CITY USA PRESENTATION (COMMISSIONER MERRITT)

RECOMMENDATION: Provide information to the Art and History Commission regarding Seaside's Tree City program.

6. COMMISSIONER REPORTS

A. MONTEREY COUNTY POET LAUREATE DANIEL SUMMERHILL COMENDATION (COMMISSIONER MERRITT)

RECOMMENDATION: To recognize Daniel Summerhill as the Poet Laureate for Monterey County.

B. CITY OF SEASIDE ARCHIVES MARCH 2ND VISIT (COMMISSIONER MERRITT)

RECOMMENDATION: Report on the March 2, 2022 archive visit by Vice Chair Avery and Commissioner Merritt.

C. YOUTH LOCAL HISTORY AND POETRY ENGAGEMENT (COMMISSIONER MERRITT)

RECOMMENDATION: To provide the Commission with a report on youth local history and poetry engagement.

7. STAFF COMMUNICATION

A. UPDATE ON SEASIDE'S BLACK HISTORY MONTH PROGRAM

RECOMMENDATION: Receive report from staff on the 37th annual Black History

Month program and Virtual Art Show.

B. COMMISSION LIAISON TRAINING REPORT

RECOMMENDATION: Receive report from staff on the commission liaison training.

8. ADJOURNMENT

Next Regularly Scheduled Meeting:
APRIL 12, 2022
5:45 PM

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

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



**CITY OF SEASIDE
STAFF REPORT**

Item No.:4.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **FEBRUARY 8, 2022**

PURPOSE

Approve minutes from February 8, 2022 Art and History Commission meeting.

BACKGROUND

The Art and History commission met at a regularly scheduled meeting. Minutes have been attached for consideration and approval.

FISCAL IMPACT

None.

ATTACHMENTS



MINUTES

**CITY OF SEASIDE
ART & HISTORY COMMISSION**

**ZOOM MEETING
Oldemeyer Center
986 Hilby Avenue
February 8th, 2022
5:45 p.m.**

1. CALL TO ORDER:

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

Emerson Brown	Vice Chair	X
Francoise Avery	Commissioner	X
Madison Parker	Commissioner	X
Yollette Merritt	Commissioner	X
Janie Silveria	Commissioner	X

3. PUBLIC COMMENTS:

4. APPROVAL OF MINUTES: January 11th 2022

Move: Silveria, 2nd: Parker
Avery – Aye
Silveria – Aye
Parker – Aye
Brown – Aye
Merritt – Aye

5. REVIEW OF AGENDA:

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required)

6. BUSINESS ITEMS:

A. Election of Chair and Vice-Chair

- Emerson to be Chair, Francoise to be Vice Chair
- Motion: Janie 2nd: Madison
- Madison: Yes
- Janie: Yes
- Yollette: Yes
- Francoise: Yes
- Emerson: yes
- Work Plan 2022

- B. Walk of Fame Policy and Ad Hoc Committee Assignments
 - Information on the walk of fame was presented to the commission, covering the categories, qualifications, application process, recognition, council review, and timeline.
 - Commissioner Avery and Commissioner Brown have been appointed to the Ad Hoc Committee for this project
- C. 2022 Workplan
 - Motion: Move forward with adult and youth poet laureate
 - Summerhill gets recognized at council, Commissioner Merritt will need to send staff as much info as possible.

7. REPORTS FROM COMMISSIONERS:

- Presentation from Commissioner Merritt on the Purposes of SAHC, her recommendations, and ideas.
 - Discussion on how project ownership will function on the workplan

8. REPORTS FROM STAFF:

- A. Black History Month Reception on Friday
- B. There will be a virtual Black History Month event as well
- C. Update on the newspapers from CA Revealed

9. ADJOURNMENT: 8:01PM

Next Regularly Scheduled Meeting

March 8th, 2022

Time: 5:45 p.m.

Zoom Meeting

The City of Seaside is an ADA accessible facility and is committed to include the disabled in all of its services, programs and activities. Any person who requires accommodation to be able to participate in this meeting is asked to contact the office of the City Clerk at 899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements.

Agenda-related writings or documents provided to the Art and History Commission are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



**CITY OF SEASIDE
STAFF REPORT**

Item No.:5.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **REVIEW WORKPLAN 2022 (CHAIR BROWN)**

PURPOSE

Review and adopt the 2023 Art and History Commission work plan.

BACKGROUND

All City of Seaside Boards and Commissions are required to adopt annual work plans and forward them to the City Clerk no later than April 1. Those plans are then presented to the City Council for approval in May.

All work plans must abide by the guidelines set forth in the Commissions Handbook. The commission will need to consider whether it's requesting / recommending additional funding for projects outlined. If so, staff will forward additional funding requests to the City's Finance Dept and Council for consideration.

FISCAL IMPACT

None, unless the commission is requesting additional funds outside of their normal budgets.

ATTACHMENTS

City of Seaside
Art and History Commission
2023 WORK PLAN AND FISCAL YEAR 2021 ACCOMPLISHMENTS

MISSION STATEMENT:

To advise the City of Seaside in the advancement, preservation and protection of Historical and Cultural heritage so that this and future generations may know and appreciate the historical resources, places, people, events and the arts which represent the City of Seaside.

HISTORICAL BACKGROUND:

The Seaside Art Commission was created by Ordinance 70, on May 17, 1956, two years after the City of Seaside was incorporated.

The Seaside History Commission was established by the adoption of Ordinance 593 on October 15, 1981.

These two Commissions were combined to form the Seaside Art & History Commission in 2010 by ordinance number 986.

According to the City ordinance, "The Art and History Commission shall have the power, and it shall be the duty of the commission to make recommendations to the City Council and to advise the council in the following matters:

- A. Pertaining to the encouragement of the arts, crafts and historical activities;
- B. Pertaining to the promotion of programs of artistic merit within the city;
- C. Pertaining to the collection, promotion, display and preservation of Seaside's historical artifacts;
- D. Designate, protect, preserve, enhance and perpetuate those structures and areas of historical, architectural and engineering significance;
- E. Encourage the city systematic collection and preservation of Seaside's historic records and manuscripts. (Ord. 986 § 3, 2010)"

**City of Seaside
Art and History Commission
2023 WORK PLAN AND FISCAL YEAR 2021 ACCOMPLISHMENTS**

GOALS:

1. Explore funding possibilities for commission goals.
2. Maintain a professional, active & educated Art & History Commission for the City of Seaside.
3. Identify, protect, preserve & enhance historic & art resources.
4. Continually support & expand public awareness of Seaside's history, culture and the arts.
5. Recruit, support and promote the exhibition of the arts within the City of Seaside

ACCOMPLISHMENTS (March 2021 – March 2022):

Added virtual art viewing of select pieces from Seaside Art and History section of City's website.

2023 Work Plan

Arts

- Art exhibitions: organize and present art exhibits at the Walter Avery Gallery, the premier art space on the Peninsula
 - Black History Month exhibit and reception(date?)
 - Youth Art Competition (date?)
 - Adult Art Competition (date?)
 - Mini exhibits (BGCLUB) (date?)
- Poetry: designate Seaside Poet Laureate & Youth Poet Laureate
 - Recommend to Seaside City Council to designate a city Poet Laureate and Youth Poet Laureate
 - Develop and recommend plan to City Council to set aside funds to celebrate the Seaside with Poetry during National Poetry Month 2023 and annually if possible
 - Incorporate poetry from Laureate into Avery Gallery exhibition opening events and other city events
- Public Art: Pair building owners and artists

City of Seaside
Art and History Commission
2023 WORK PLAN AND FISCAL YEAR 2021 ACCOMPLISHMENTS

- Recommend to City Council that Seaside send out solicitations to city building owners interested in hosting public art
- Once inventory established, recommend to City Council that funds allocated and RFP process developed for artists to propose art projects for available sites

History

- Collaborate with Monterey Peninsula College Library and Monterey County Free Libraries in outreach and program planning for our California Revealed Digital collections.
- Work with CSUMB on annual series Seaside Voices Oral Histories.
- Represent Seaside on area history groups: Archives Round Table, Monterey County History Advisory Commission, and Monterey Bay Heritage Area planning group.
- Have all oral history tapes located in Seaside archives digitized to ensure preservation.
- Work with CSUMB on more Seaside Voices oral histories and develop student capstone projects focusing on Seaside history.
- Continue to advocate for archive storage and workspace to preserve the City's history, archives and artifacts, enabling us to accept donations of family papers and historical materials.
- Continue to advocate for a building to become a City museum, art gallery and cultural center.

Arts & History

- Start the process of getting October designated as National Humanities Month, to celebrate history and the arts.

ANNUAL WORK PLAN TEMPLATE AND INSTRUCTIONS

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

PLEASE USE THE FOLLOWING INSTRUCTIONS WHEN COMPLETING THE WORK PLAN:

- ✓ **Cover Sheet (Page 1)**

This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2016, July 1, 2015 – June 30, 2016), members' names, Chairperson's name, and vacancies as of April 1. Do not list Commissioner addresses or phone numbers on the Work Plan. This page will need to be updated each year.
- ✓ **Mission Statement (Page 2)**

This area of the Work Plan should clearly state the mission of the Board or Commission. The mission may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.
- ✓ **Historical Background (Page 2)**

This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission). NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the Work Plan where this is done. This page may not need to be updated each year.
- ✓ **Fiscal Year Work Plan (Page 3)**

This area should provide the goals/objectives (no more than five) of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.
- ✓ **Prior Year Accomplishments (Page 4)**

This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.
- ✓ **Ongoing Projects (Page 5)**

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



**CITY OF SEASIDE
STAFF REPORT**

Item No.:5.B.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **STEVEN RUSSELL COMENDATION (VICE CHAIR
AVERY)**

PURPOSE

Discuss and approve sending a recommendation to Council for Steven Russell, former Arts and History Commission Chair to receive a proclamation.

BACKGROUND

Steven Russell was a long-serving member and Chair of the Art and History Commission who resigned in January 2022. If the recommendation is approved, staff will obtain approval from the Mayor and Council and create the proclamation. Vice Chair Avery will need to work with staff on providing enough background information on Mr. Russell to compose a proclamation.

FISCAL IMPACT

None

ATTACHMENTS



[NEWS](#)[COMMUNITY](#) ▾[SCIENCE](#)[SPORTS](#)[ENTERTAINMENT](#) ▾[OPINION](#)[LETTER TO THE EDITOR](#)[THE SANDPIPER PDF](#)[NEWS](#)[COMMUNITY](#) ▾[SCIENCE](#)[SPORTS](#)[ENTERTAINMENT](#) ▾[OPINION](#)[LI](#)[Home](#) / [News](#) / [Russell Spreads Passion And Influence To Young Artists](#)

NEWS, SANDPIPER SELECTS / AUTHOR: / 0 LIKES / 552 SEEN / 0 COMMENTS

Russell spreads passion and influence to young artists

Have you ever wondered about the man inside of Room 41 and what lies beneath the cheeriness and humor he brings to the CHS campus? Art teacher Steven Russell, who has begun his second year teaching at CHS, is a seasoned art instructor, although there is much more to him than that.

Whether hosting art students or just students looking for a place to spend free time, Russell's classroom always seems to be thriving with vibrant activity. In addition to the inspiration invoked by Russell's creative artistic abilities, the room provides an upbeat atmosphere for a wide variety of people.

Senior Westley Sutton, who is taking two art classes this year and often visits the room during break and lunch, appreciates the diversity and relaxed environment it provides.

"I'm the type that would spend all day at school making art if I could, and there is no better place than Room 41," Sutton says. "It's like a melting pot of creativity, perspectives and ideas."

In his time at CHS, Russell has already changed the campus art culture, having implemented a new tradition called The Chalk Fest last school year, which he hopes to continue doing in future years. He first learned the idea from one of his mentors who used the project with his advanced students as an incentive to continue coming to class and working hard after the completion of the Advanced Placement portfolio.

In regard to his own artistic experience, Russell began his art career young, learning to occupy himself with drawing at age 3.



"It was a great way for my mother to keep me occupied





RUSSELL PROVIDES HIS ARTISTIC ADVICE TO FRESHMAN
MADDIE SCHMIDT.

Bay, Russell commenced teaching art classes by serving as an art instructor for various nonprofits in Monterey County.

"I [taught] kids how to draw, paint and make a mess," the art teacher says.

Since then, Russell has taught at Watsonville Community School and Seaside High School, where he spent 12 years teaching before coming to teach at CHS. He has also

sporadically taught classes at the YMCA and the Boys & Girls Clubs.

Russell explains that the CHS campus features a talented, ambitious group of artists, which couples nicely with the various resources the school has to offer to the art program.

"I'm able to do a little more variety of instruction [at CHS] because of the availability of resources for kids to use here," comments the teacher, comparing his current experience to those he has encountered at other institutions.

There is no doubt that Russell's fondness of his students is more than reciprocated, as junior and Art II/III student Anna Buzan makes clear: "His humor and artistic abilities make the class so much better."

This art class has also made a significant impression on students just beginning to dabble with art, such as senior Andrew Barron, an Art I student who already appreciates the unique way in which Russell's class allows him to practice personal expression.

"I am looking forward to getting to know him more as the year progresses," Barron explains.

While he graduated from college with a sculpture major, Russell has recently transitioned to an emphasis on paintings, some of which he sells to private collectors. In addition to teaching and making his own art, Russell attends a graduate program through San Jose State University.

Although he juggles a wide variety of hobbies and interests, the artist expresses his passion for teaching, remarking fondly that it is the best part of his day.

"I like teaching kids how to express themselves visually, how to find their own kind of voice in their art-making," Russell stresses.

Senior advanced art student Allie Staehle reiterates the positivity which Russell brings to the CHS art program and sums up the essence of Russell's personality and compassion: "Mr. Russell...really cares about all of his students. He always welcomes you with a hug or asks you how you're doing."

-Melissa Pavloff



NEWS
MELISSA PAVLOFF

COMMUNITY ▾

SCIENCE

SPORTS

ENTERTAINMENT ▾

OPINION

LETTER TO THE EDITOR

THE SANDPIPER PDF

**Carmel High drama dept. to host
Opera-Essence Performances****Pres. election elicits frustration
among voting teens****No Comments****Leave A Reply**

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RELATED POSTS

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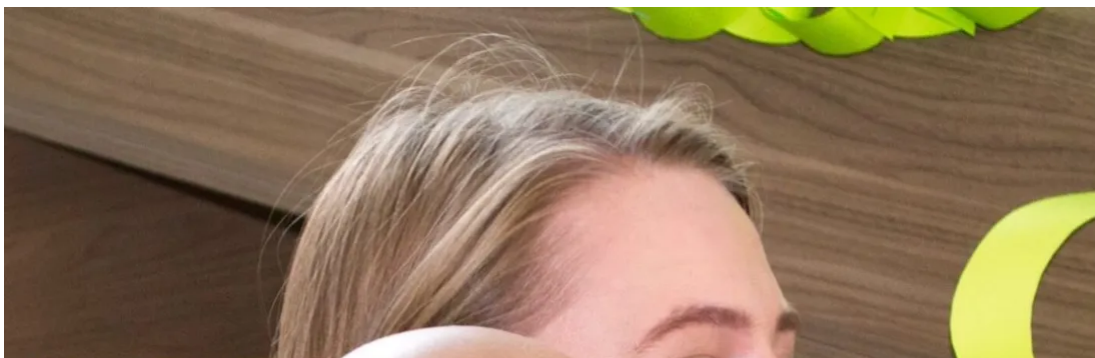
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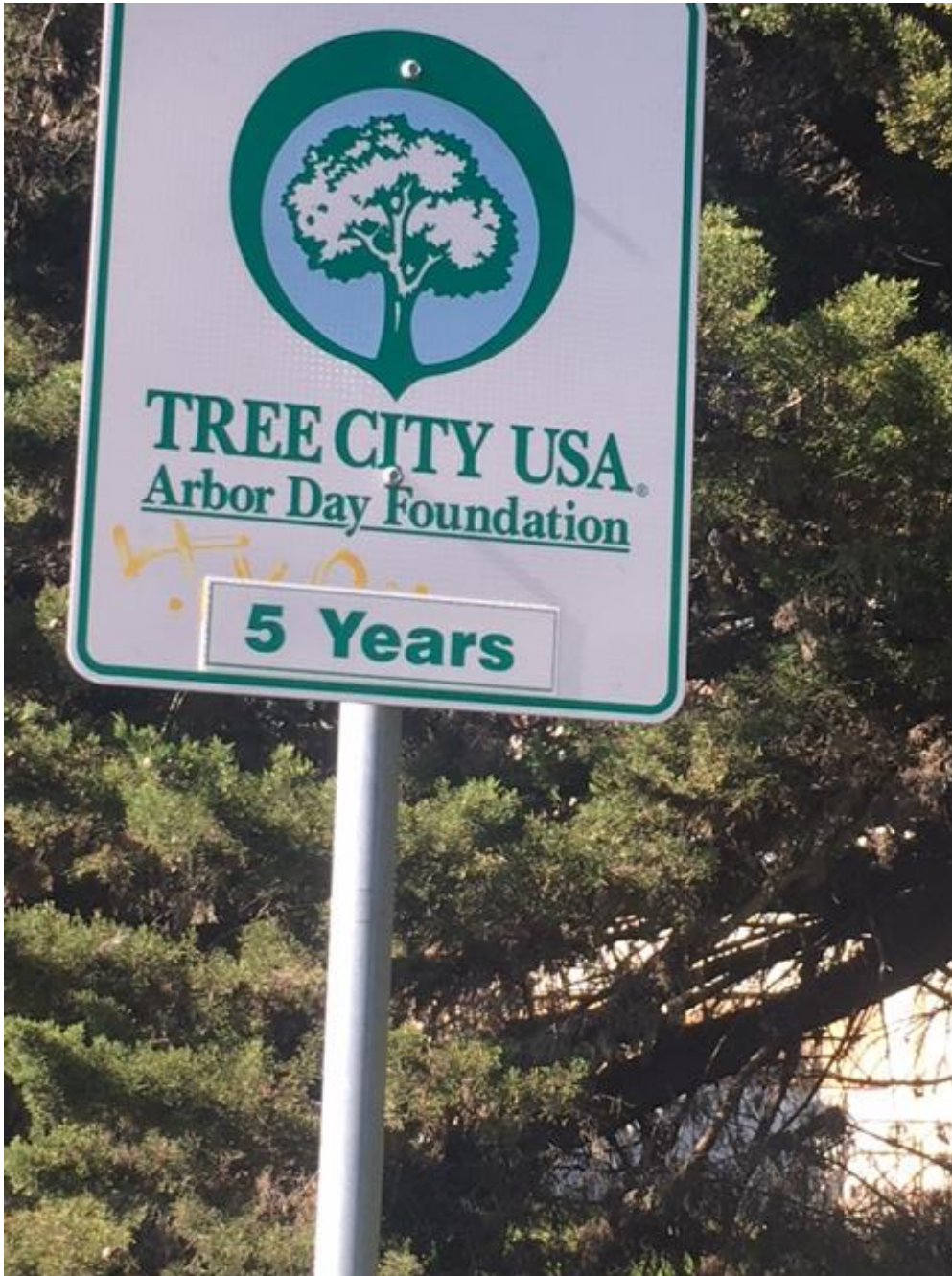


NEWS, SANDPIPER SELECTS

Senior takes initiative to help families of sick children



Roberts Oak c.1890





**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **MONTEREY COUNTY POET LAUREATE DANIEL
SUMMERHILL COMENDATION (COMMISSIONER
MERRITT)**

PURPOSE

To recognize Daniel Summerhill as the Poet Laureate for Monterey County.

BACKGROUND

On February 12, 2022, Commissioner Merritt recommended that Mr. Summerhill receive a commendation for his appointment as Poet Laureate for Monterey County. Mayor Oglesby approved the recommendation. The proclamation for Mr. Summerhill is attached.

FISCAL IMPACT

NONE.

ATTACHMENTS

City of Seaside PROCLAMATION



Daniel B. Summerhill In Recognition

WHEREAS, Daniel Summerhill, published poet and performing artist, resides in Seaside at California State University Monterey Bay (CSUMB); and

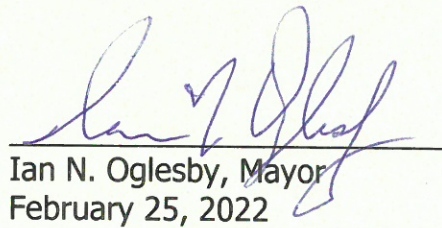
WHEREAS, Daniel Summerhill is Assistant Professor of Poetry/Social Action and Composition Studies at CSUMB, and selected as the inaugural poet Laureate of Monterey County; and

WHEREAS, Daniel Summerhill, invited to the February 8th City of Seaside Art & History Commission meeting, shared his willingness to collaborate in the establishment of a Seaside Poet Laureate initiative; and

WHEREAS, Daniel Summerhill expressed willingness to speak with Seaside youth, encourage interest in poetry, and collaborate in the establishment of a Seaside Youth Poetry initiative.

NOW THEREFORE, BE IT PROCLAIMED, that I, The Honorable Ian N. Oglesby, Mayor of the City of Seaside, on behalf of the City Council, do hereby recognize and commend Daniel Summerhill for his creative and professional accomplishments, and willingness to share his talents and expertise to encourage and in support of the arts and history of the Seaside community.




Ian N. Oglesby, Mayor
February 25, 2022



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.B.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **CITY OF SEASIDE ARCHIVES MARCH 2ND VISIT
(COMMISSIONER MERRITT)**

PURPOSE

Report on the March 2, 2022 archive visit by Vice Chair Avery and Commissioner Merritt.

BACKGROUND

On March 2, 2022, Vice Chair Avery and Commissioner Merritt visited the Seaside archives. An image of a borrowed program is attached.

FISCAL IMPACT

None.

ATTACHMENTS



DR. JOHN L. D. ROBERTS

Founder of The City of Seaside
1891-1949



This booklet was published on behalf of
SEASIDE ART & HISTORY
COMMISSION

Avery Gallery
at Seaside City Hall

THE CITY OF SEASIDE



THE 59th BIRTHDAY
CELEBRATION



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.C.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **YOUTH LOCAL HISTORY AND POETRY
ENGAGEMENT (COMMISSIONER MERRITT)**

PURPOSE

To provide the Commission with a report on youth local history and poetry engagement.

BACKGROUND

Commissioner Merritt requested to discuss this item and will provide a verbal report.

FISCAL IMPACT

None.

ATTACHMENTS



CITY OF SEASIDE STAFF REPORT

Item No.: 7.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: UPDATE ON SEASIDE'S BLACK HISTORY MONTH PROGRAM

PURPOSE & RECOMMENDATION

Receive report from staff on the 37th annual Black History Month program and Virtual Art Show.

BACKGROUND

The 37th Annual Black History Month program occurred on February 20, 2022. The event featured art shown at Avery Gallery and honored community members who are making a difference in Seaside. The community was able to attend this event virtually on zoom as well as on the City's youtube channel. The video is available and can be viewed here: <https://youtu.be/-ya6si9eKDM>

ATTACHMENTS

1. WAG-BHM2022
-



HONORING THE OUTSTANDING CITIZENS WHO SERVE OUR COMMUNITY

THIRTY SEVENTH ANNUAL
**BLACK
HISTORY
MONTH**

VIRTUAL PROGRAM & ART EXHIBIT
SUNDAY, FEB 20, 2022 3:00PM

bit.ly/bhm2022seaside





**CITY OF SEASIDE
STAFF REPORT**

Item No.:7.B.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: March 8, 2022

SUBJECT: **COMMISSION LIAISON TRAINING REPORT**

PURPOSE

Receive report from staff on the commission liaison training.

BACKGROUND

City of Seaside Staff attended a commission liaison training session to get up to speed on policy and procedures as it relates to all Boards and Commissions. Staff reviewed the "Brown Act", staff responsibilities vs. commission duties, and strategies for effective communication. Staff is working together to ensure efficiency and effectiveness within all our Boards and Commissions. The City Clerk will be scheduling training for all the Commissions (and Chair) this month.

FISCAL IMPACT

None.

ATTACHMENTS

Boards, Commissions & Committees Staff Liaison Training

2022



HOSTED BY | DOMINIQUE DAVIS, CITY CLERK



1

GET TO KNOW THE DIFFERENT BCC'S



Our Current Boards, Commissions and Committees

Art and History Commission	Neighborhood Improvement Commission	2022
Community Development Advisory Committee	Planning Commission	
Commission on Jobs, Opportunities & Businesses in Seaside	Recreation and Parks Commission	
Environmental Commission	Traffic Advisory Commission	
Homeless Commission	Community Safety Advisory Commission	





2022



WHY COMMISSIONS EXIST?

Our volunteers are a highly dynamic bunch.

-
- Citizen involvement in local government
 - Advice on ongoing policy issues
 - Advice on current complex issues
 - Technical
 - Political
 - Buy-in on controversial matters
 - Convene stake holders

APPOINTMENTS



- Commissioners are appointed by the Mayor and then approved by the City Council
- Staff Liaisons are appointed by the City Manager and, are typically paired with a department for their professional expertise and connection to the Commissions objective.

2022





AGENDA

- | | |
|------------------------------------|-----------------------------------|
| ✓ Advisory v. Decision Making Body | ✓ Compliance & Regulations |
| ✓ Staff Liaison Guiding Principles | ✓ Effective Meeting Strategies |
| ✓ Board Governance | ✓ Administrative Responsibilities |



ADVISORY V. DECISION-MAKING BODIES

ADVISORY BODIES	DECISION-MAKING BODIES
Art & History Commission	City Council
Community Development Advisory Committee	Planning Commission
Environmental Commission	
Homeless Commission	
Neighborhood Improvement Commission	
Parks & Recreation Commission	
Traffic Advisory Committee	
Commission on Jobs, Opportunities & Business in Seaside	
Community Safety Advisory Committee	

WHAT ARE THE PRIMARY ROLES OF THE COMMISSION AND THE STAFF LIAISON?



COMMISSION

- Advise the city council
- Drafts and recommends policies, procedures and considerations to guide the city council on matters pertaining to their advisory capacity. Directs attention to objectives and initiatives that supports the city council strategic plan.
- Oversight of advisory purview
- Annual work plan (strategic framework)
- Identify and recommend resources of advisory purview
- Use of fiduciary resources in a way that compliments the commissions objectives

STAFF

- Maintain regular contact
- Keeps informed about issues and activities that are related to the commissions advisory purview
- Helps in efficiently implementing advisory recommendations to the city council

2022





COMMUNICATION

◆ Staff

Commissioners

- Document the Commissions actions, directives and recommendations clearly in the minutes and your own notes.
- Demonstrate positive communication and address issues as they occur. Acknowledge and accept when Commission ends and staff work begins.
- Don't let Meetings get off track – work closely with the Chair to ensure the expectations are set and meeting outcomes are clearly identified.
- Learn Communication Styles – this effort builds rapport and connectivity that lead to more productive meetings.

◆ Commissioners

Staff

- Follow the code of ethics as described in the Boards, Commissions and Committees Handbook.
- In general, Commissioners are expected to conduct themselves with politeness and courtesy with staff.

BOARD GOVERNANCE



- | | | |
|--|---------------------------------|---|
| ◆ Seaside Municipal Code
Chapter 2.14 | ◆ Annual Work Plan &
Reports | ◆ Ralph M. Brown Act &
Conflicts of Interest |
| ◆ Parliamentary Procedure | ◆ Form 700* | ◆ Ethics & Sexual*
Harassment Training |

- Applies to certain Board Members, Commissioners and Staff
- Form 700 and Ethics Training are due by April 1, 2022



ANNUAL WORK PLAN & REPORTS

◆ Based on the Fiscal Year

- To be completed by each Board, Commission or Committee and approved at a regular meeting no later than April 1 of each year.
- Annual Work Plan template and instructions are included in the Boards, Commissions & Committees Handbook
- Annual Work Plans are submitted to the City Council by the City Clerk in May.

ACTION ITEM!

Submit the date your Board, Commission or Committee will be approving its Work Plan for
FY 2022/2023

Email: ddavis@ci.seaside.ca.us

COMPLIANCE & REGULATIONS

SEASIDE MUNICIPAL CODE 2.14

- Defines Advisory body as Commission or Committee
- Uniform procedures established
- Establishes that “All advisory bodies, as defined herein, shall act in an advisory capacity to the city council, except as otherwise provided by city ordinance or state law. ([Ord. 773](#) § 1 (Exh. A), 1990)”
- Expressly sets forth each Commission or Committee functions, powers, and duties
- Appointment, Term, Extension & Removal of Office, Meetings, Vacancy, Resignation, Election of Officers, Quorum, Service Limits, Residency, Staff Support, Recordkeeping & Minutes, Annual & Quarterly Reports (aka Work Plans), Compensation, Open Meetings, Rules of Order and Oath of Office.

RALPH M. BROWN ACT

2022

- In General: All meetings must be open to the public.
- “All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend an meeting of the legislative body of a local agency, except as otherwise provided in this chapter.” – Government Code, Section 54953(a)
- Applies to any “legislative body” – decision-making or advisory (including boards, commissions and committees)
- Exception: single purpose or temporary (ad-hoc) subcommittees formed solely of less than a quorum of the legislative body

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A meeting is:

- Congregation of a majority
- Same time and place (including teleconference location)
- To hear, discuss, deliberate or take action on
- Any item within subject matter jurisdiction
- -Government Code, Section 54952.2

Types of Meetings:

- Regular – requires agenda posting 72 hours in advance
- Special – requires agenda posting 24 hours in advance
- Adjourned – requires agenda posting same as special meeting with stated time & place

CONDITIONS FOR VIRTUAL MEETINGS

2022

- Prerequisites:
 - 1) state or local officials have imposed or recommended measures to promote social distancing; or
 - 2) the legislative body determines meeting in person would present imminent risks to the health or safety of attendees
- Public comment in real time: No mandatory advance public comments; agenda must provide opportunity for call-in or internet-based public participation
- No action during internet outages/disruptions
- Legislative body must make periodic findings every 30-days:
 - (1) reconsidered circumstances of state of emergency; and
 - (2) unsafe to meet in person or health officials impose or recommend social distancing
- Roll Call votes

CONFLICTS OF INTEREST

- Governed by the Political Reform Act – mostly applicable for decision-making bodies.
- Commissioner must recuse if there is a disqualifying financial interest.

If you think there is a conflict – advise the Commissioner to follow these steps:

- Recuse yourself on the record from participating in discussion or voting
- Refrain from attempting to influence the decision
- Fill out Declaration of Conflict of Interest Form
- Step down from the dais and leave the room
- You may speak as a member of the public with respect to interests that are solely your own

Note: recusal can pose voting and quorum issues.