



AGENDA

CITY OF SEASIDE
NEIGHBORHOOD IMPROVEMENT
COMMISSION

SPECIAL MEETING
440 HARCOURT AVE
Wednesday, November 6, 2024
5:00 PM

NOTICE: *The City Council and the City's Boards, Commissions and Committees, will hold its public meetings in person, with a view option for public participation based on availability. The City of Seaside utilizes Zoom tele-conferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of public through this means is at their own risk.*

VIRTUAL PUBLIC PARTICIPATION INSTRUCTIONS

1. To view this meeting: Please click on the following link to the City of Seaside YouTube Channel: <https://www.youtube.com/c/CityofSeasideCalifornia>
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4. To make public comment, the following options are available:

Before the Meeting via Email: Written comments can be emailed to agonzalez@ci.seaside.ca.us Include the following subject line: "Public Comment Item #____" (insert the agenda item number relevant to your comment). Written comments must be received by 2:00 p.m. on the day of the meeting.

During the Meeting: When the Chair calls for public comment, members of the public participating in person and wishing to address the Commission may approach the podium when the Chair calls for public comment.

When the Chair calls for public comment, members of the public participating on Zoom and wishing to address the City Council can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9 to "Raise Hand"; press *6 to unmute.
5. In accordance with the City's Remote Meeting Participation Policy for Public Comment: The City of Seaside reserves the right to refuse, limit, and/or revoke use of video conferencing technology and the option for virtual public participation. Granting use of the virtual

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1. CALL TO ORDER

2. ROLL CALL - NEIGHBORHOOD IMPROVEMENT COMMISSION

Joan Costello	Chair
Shanda LeBoeuf	Vice Chair
Ramona Olaeta-Reed	Commissioner
Ray Riordan	Commissioner
Tiffinie Meyer	Commissioner
Dennis Alexander	Commissioner

3. 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).

4. PUBLIC COMMENT

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.

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM OCTOBER 1, 2024 MEETING

6. BUSINESS

A. RED CROSS SOUND THE ALARM, SMOKE INSTALLATION ON JANUARY 25, 2025

RECOMMENDATION: To inform the public of this event.

B. SELECT DATE FOR JANUARY 2025 ANNUAL NIC WORK PLAN RETREAT AND DEVELOP PLAN

RECOMMENDATION: To begin the process for planning the Annual Work Plan 2025.

C. ESTABLISH PROCESS FOR CONTACTING COMMISSION LIASIONS TO SUBMIT PROJECT IDEAS FOR 2025/2026

RECOMMENDATION: To begin collaborating with other commissions for the NIC's Annual Work Plan 2025.

D. COMMISSIONERS TO ASSIGN NEIGHBORHOODS FOR HOUSE OF THE MONTH AND TO DETERMINE BUSINESSES OF THE QUARTER

RECOMMENDATION: To nominate house of the month and business of the quarter.

E. JOINT MEETING REQUEST FROM THE HOMELESS COMMISSION TO DISCUSS FUTURE COLLABORATION EFFORTS ON THE ANNUAL WORK PLAN

RECOMMENDATION: To discuss collaboration between the Homeless Commission and the Neighborhood Improvement Commission.

7. REPORTS FROM COMMISSIONERS

This is a time specifically set aside for Commissioners to make brief comments of general interest to the community, make requests that items be added to future meeting agendas as necessary, and report on Committee Assignments.

8. REPORTS FROM STAFF

This is a time specifically set aside for the Staff Liaison to provide updates on non-agendized requests from the Commission, and to provide brief information on topics under the purview of the Commission.

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
December 3, 2024
5:00 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 (831) 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas and videos of past meetings are available on demand and posted at: <http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

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DRAFT MINUTES

CITY OF SEASIDE
NEIGHBORHOOD
IMPROVEMENT
COMMISSION

COUNCIL CHAMBER
Tuesday October 1, 2024
5:00 PM

1. CALL TO ORDER

Chair Costello called the meeting to order at 5:00 p.m.

2. ROLL CALL - NEIGHBORHOOD IMPROVEMENT COMMISSION

PRESENT: MEYER, ALEXANDER, OLEATA-REED, RIORDAN, COSTELLO, LEBOEUF

ABSENT: None

3. REVIEW OF AGENDA

Chair Costello proposed to change Business item 6C on the Agenda to REVIEW AND APPROVE BUSINESS OF THE MONTH CRITERIA

On Motion by Chair Costello and second by Commissioner Alexander and carried by the following vote, the Neighborhood Improvement Commission moved to approve 6C on the Agenda to REVIEW AND APPROVE BUSINESS OF THE MONTH CRITERIA.

RESULTS: 6-0-0-0

AYES: Meyer, Alexander, Oleata Reed, Riordan, Costello, LeBoeuf

NOES: None

ABSTAIN: None

ABSENT: None

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM AUGUST 20, 2024, SEPTEMBER 3, 2024, SEPTEMBER 12, 2024, AND SEPTEMBER 26, 2024

On Motion by Commissioner Alexander and second by Commissioner Meyer and carried by the following vote, the Neighborhood Improvement Commission moved to approve the Minutes from August 20, 2024, September 3, 2024, September 12, 2024 and September 26, 2024.

RESULTS: 6-0-0-0

AYES: Meyer, Alexander, Oleata Reed, Riordan, Costello, LeBoeuf

NOES: None

ABSTAIN: None

ABSENT: None

6. **BUSINESS**

A. DISCUSSION ON PLANNING PROCEDURES FOR THE FY 25-26 ANNUAL WORK PLAN

The Neighborhood Improvement Commissioners discussed developing criteria and a timeline for Commissions to submit project proposals for the Fiscal Year 25-26. The timeline proposed includes a regular Neighborhood Improvement Commission meeting on January 7, 2025 to establish criteria for project proposals. In addition, the Commissioners will discuss what the Neighborhood Improvement Commission means to them as well as vote on a Chair person. The submission window to submit project proposals is proposed for January 20, 2025 through February 30, 2025. In March 2025, proposals will be presented and Commissioners will determine which projects they want to support. April 2025, the Annual Work plan is due.

Presenter: Adolfo Gonzalez, Project Manager

PUBLIC COMMENT:

None.

This was a discussion only. There was no motion to vote.

RESULTS: 0-0-0-0

AYES: None

NOES: None

ABSTAIN: None

ABSENT: None

B. REVIEW AND APPROVE THE HOUSE OF THE MONTH CRITERIA

Adolfo Gonzalez proposed 7 criteria for House of the Month. Criteria includes visible improvements/appearance of the home, the home beautifies the neighborhood, no Blight,

Neat, clean and orderly, Water wise improvements, the home has not previously won the award and no obvious code violations.

Presenter: Adolfo Gonzalez, Project Manager

PUBLIC COMMENT:

None.

On Motion by Commissioner Alexander and second by Commissioner Meyer and carried by the following vote, the Neighborhood Improvement Commission moved to approve the criteria for House of the Month.

RESULTS: 5-1-0-0

AYES: Meyer, Alexander, Oleata Reed, Riordan, Costello, LeBoeuf

NOES: Riordan

ABSTAIN: None

ABSENT: None

C. REVIEW AND APPROVE THE BUSINESS OF THE MONTH CRITERIA

Adolfo Gonzalez presented the criteria for Business of the Month and whether the program is to be every 3 months (quarterly) or every 6 months (semi-annually). The criteria will include Customer experience, Community feedback, Attractiveness of the Business, the Business has not previously won the award and no code violations.

Presenter: Adolfo Gonzalez, Project Manager

PUBLIC COMMENT:

None.

On Motion by Commissioner Meyer and second by Commissioner Alexander and carried by the following vote, the Neighborhood Improvement Commission moved to approve the criteria for Business of the Quarter.

RESULTS: 6-0-0-0

AYES: Meyer, Alexander, Oleata Reed, Riordan, Costello, LeBoeuf

NOES: None

ABSTAIN: None

ABSENT: None

6. REPORTS FROM COMMISSIONERS

Commissioner Alexander mentioned the City Wide Cleanup was a success. Chair Costello reiterated that the City Wide Cleanup is not for businesses, but for Seaside residents only.

7. REPORTS FROM STAFF

Adolfo reminded Commissioners that City Council meeting is October 3, 2024 and the NIC general work plan will be presented. Only two Commissioners are to attend the City Council meeting so there is not a Quorum.

8. ADJOURNMENT

With no further business, the meeting adjourned at 6:15 p.m.

Respectfully submitted,

Jennifer Hancock, Administrative Assistant

Joan Costello, Chair



CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Neighborhood Improvement Program

BY: Adolfo Gonzalez, Project Manager

DATE: November 6, 2024

**SUBJECT: RED CROSS SOUND THE ALARM, SMOKE INSTALLATION ON
JANUARY 25, 2025**

PURPOSE & RECOMMENDATION

To inform the public of this event.

BACKGROUND

The American Red Cross offers a free smoke alarm installation program in Seaside, California, called **Sound the Alarm**. NIC Commissioners volunteer to assist the Red Cross and Seaside Fire Department to do the installations. Members of the community can request a free smoke alarm installation by filling out a form on the Red Cross website. A Red Cross volunteer will then contact you to schedule an appointment.

ATTACHMENTS

None



CITY OF SEASIDE STAFF REPORT

Item No.: 6.B.

TO: Neighborhood Improvement Program

BY: Adolfo Gonzalez, Project Manager

DATE: November 6, 2024

**SUBJECT: SELECT DATE FOR JANUARY 2025 ANNUAL NIC WORK PLAN
RETREAT AND DEVELOP PLAN**

PURPOSE & RECOMMENDATION

To begin the process for planning the Annual Work Plan 2025.

BACKGROUND

The main purpose of the Neighborhood Improvement Commission (NIC) is to recommend and advise the City council in matters pertaining to the general improvement of neighborhoods throughout the City of Seaside. The commission has five objectives: Beautification of Property, Encourage citizens to comply with Code Enforcement regulations, Make recommendations to the City Council, Work with Community Organizations to help clean up the City, Encourage holiday decorations, and conducting Code Enforcement hearings.

All commissions are expected to have a completed Annual Work Plan by April 2025 in advance of the City's budget process. This allows the City Council to consider the NIC's recommendations and budget accordingly. The annual retreat is typically scheduled on a weekend and is open to the public. Today's meeting will focus on setting the date and time of the meeting and developing the format for the plan.

ATTACHMENTS

None



CITY OF SEASIDE STAFF REPORT

Item No.: 6.C.

TO: Neighborhood Improvement Program

BY: Jessica Edwards, Chief Building Official

DATE: November 6, 2024

**SUBJECT: ESTABLISH PROCESS FOR CONTACTING COMMISSION
LIASIONS TO SUBMIT PROJECT IDEAS FOR 2025/2026**

PURPOSE & RECOMMENDATION

To begin collaborating with other commissions for the NIC's Annual Work Plan 2025.

BACKGROUND

In preparation for next years upcoming annual work plan, the NIC wishes to establish a set process by which all commissions can submit ideas to the NIC for consideration. The commission will discuss the most effective means to

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.D.

TO: Neighborhood Improvement Program

BY: Jessica Edwards, Chief Building Official

DATE: November 6, 2024

**SUBJECT: COMMISSIONERS TO ASSIGN NEIGHBORHOODS FOR HOUSE
OF THE MONTH AND TO DETERMINE BUSINESSES OF THE
QUARTER**

PURPOSE & RECOMMENDATION

To nominate house of the month and business of the quarter.

BACKGROUND

On the October 1, 2024 NIC meeting, the commission approved the selection criteria for House of the Month and Business of The Month. The subject of discussion for tonight is for the Commission to assign specific neighborhoods to each commissioner, and to select nominations for both categories.

ATTACHMENTS

None



CITY OF SEASIDE STAFF REPORT

Item No.: 6.E.

TO: Neighborhood Improvement Program

BY: Jessica Edwards, Chief Building Official

DATE: November 6, 2024

**SUBJECT: JOINT MEETING REQUEST FROM THE HOMELESS COMMISSION
TO DISCUSS FUTURE COLLABORATION EFFORTS ON THE
ANNUAL WORK PLAN**

PURPOSE & RECOMMENDATION

To discuss collaboration between the Homeless Commission and the Neighborhood Improvement Commission.

BACKGROUND

The City Manager has suggested that the Homeless Commission meet with the NIC to better understand each other's missions as we develop our work plan activities and projects for alignment.

ATTACHMENTS

None
