



AGENDA

CITY OF SEASIDE
PARKS AND RECREATION
COMMISSION

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Monday, August 21, 2017
5:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**
2. **ROLL CALL - ESTABLISHMENT OF QUORUM**

PARKS AND RECREATION

Ernest Suber	Chair
Bobby Maxwell	Vice Chair
James White	Commissioner
Alicia Louisa Gaines-Lynch	Commissioner
Rich Cadigan	Commissioner
Bob Constant	Commissioner

3. **PUBLIC COMMENT**
4. **REVIEW OF AGENDA**
If there are any items that arose after 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)
5. **APPROVAL OF MINUTES**

A. July 17, 2017 Minutes

6. **BUSINESS ITEMS**

A. DISTRIBUTION OF NEW BOARDS & COMMISSION HANDBOOK

B. TOUR RECREATION FACILITIES - FIELD TRIP - 5:45 P.M.

The Parks and Recreation Commission will conduct a walking field trip through the Oldemeyer Center, 986 Hilby Avenue, Seaside, walk to the Pattullo Swim Center, 1148 Street, Seaside and the Youth and Education Center, 1136 Wheeler Street, Seaside.

They will depart the Youth and Education Center at approximately 6:30 p.m. to go to Soper Community Center, 220 Coe Avenue, Seaside. For information call (831) 899-6801.

C. DISCUSS AND PROVIDE DIRECTION ON CITY COUNCIL REQUEST THAT THE PARKS AND RECREATION COMMISSION GATHER PUBLIC INPUT AND PROVIDE A RECOMMENDATION TO THE CITY COUNCIL BY DECEMBER 2017 PRIORITIZING THE USE OF \$150,000 OF FUNDS BUDGETED FOR THE FISCAL YEAR 2017-18

7. REPORTS FROM RECREATION STAFF

8. REPORTS FROM PARKS STAFF

9. REPORTS FROM COMMISSIONERS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:

September 18, 2017

Time: 5:30 p.m.

Oldemeyer Center

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, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

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 Government Code Section 54954.2(a) or Section 54956.



MINUTES

CITY OF SEASIDE PARKS & RECREATION COMMISSION

REGULAR MEETING
Oldemeyer Center
986 Hilby Avenue
Monday, July 17, 2017
5:30 p.m.

1. CALL TO ORDER:

The meeting was called to order at: 5:31 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

PARKS & RECREATION COMMISSION:

Ernest Suber	Chair	<u> X </u>
Bobby Maxwell	Vice Chair	<u> X </u>
James White	Commissioner	<u> </u> (Excused Absence)
Alicia Louisa Gaines-Lynch	Commissioner	<u> </u> (Excused Absence)
Rich Cadigan	Commissioner	<u> X </u>
Bob Constant	Commissioner	<u> X </u>

STAFF:

Nancy Towne X Dan Meewis X Terry Navarro X Dave Fortune X

3. VISITORS & GUESTS:

- * Dave Pacheco – City Councilman
- * Gayle Tier

4. PUBLIC COMMENTS: None

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. APPROVAL OF July 17, 2017: Bob Constant/Bobby Maxwell M/S/P

7. BUSINESS ITEMS:

a. Building Better Community Grant Application Status:

- * Staff reported that their application to the NRPA and the American Water Charitable Foundation's was approved for the 150,000 for the Building Better Communities Grant for the development of Robert's Lake ego recreation station (an outdoor classroom offering environmental education programming & a nature-based play area).
- * Staff met with Catherine Crockett, chair of Sustainable Seaside and gave her a site visit. Catherine stated she is excited to be part of this project.
- * Staff reported that the acceptance of the NRPA and the American Water Charitable Foundation's Building Better Communities Grant will be on the July 20, 2017 City Council meeting. A copy of the power point was handed out to review.

b. Review of Parks, Recreation and Community Services Plan:

- * The plan is a little out dated and a document was handed out with some updates.
- * Staff and the Commissioners discussed the plan in regards to the cost of each park. There is \$150,000 for improving the parks this year & staff asked for input from the Commissioners on how to use the funding and who to get involved; like FOSPA.
- * Commissioner Constant requested to have the plan updated. Staff discussed the cost of updating the plan and the time frame it would take to update the plan.
- * Staff discussed the signs for the parks and the cost of the signs & passed out handouts.

c. July 2017 Parks and Recreation Month Proclamation:

- * Staff reported that the July 2017 Parks and Recreation Month Proclamation will be presented at the July 20, 2017 City Council meeting for approval. A copy of the Proclamation was handed out for review. Staff asked if one of the Commissioners could come to the meeting to accept the Proclamation. Commissioner Maxwell stated he will be at the meeting.

9. STAFF COMMUNICATION:

- * Staff reported that there are extra Sunday Blues hats available.

10. COMMISSIONER REPORTS:

- * Commissioner Constant wanted to know what the Recreation Department was doing. Staff reported that their summer programs have started and all are full. There will be a Friends and Family Potluck on July 19, 2017 for the summer camps and a trip to the Santa Cruz Boardwalk on July 21, 2017 to end summer camp. Staff is looking into adding some new programs; like movies in the park, a new junior lifeguard program, senior overnight trips and adding Saturday programs.

11. ADJOURNMENT: The meeting was adjourned at: 6:25 p.m.

Next Regularly Scheduled Meeting

September 18, 2017
Oldemeyer Center
Time: 5:30 p.m.

Handouts from
the July 17, 2017
Meeting

Media Release

City of Seaside

Contact:

Gloria Stearns

Economic Development Manager

gstearns@ci.seaside.ca.us

831.899.6830



FOR IMMEDIATE RELEASE

Nature-Based Play Area Coming to Seaside Will Make Outdoor Learning Fun
Robert's Lake nature-based play area will promote natural play and environmental stewardship

Seaside, CA July 17, 2017 – The City of Seaside, in partnership with Sustainable Seaside, has been selected as a Building Better Communities grant recipient from the American Water Charitable Foundation and the National Recreation and Park Association (NRPA). The City of Seaside is one of three communities awarded this grant in 2017.

Community parks like Robert's Lake are vital in connecting children to nature. Nature-based play areas foster an appreciation for environmental stewardship, while providing opportunities for physical activity. In Seaside, community members will benefit by having a space dedicated to the education of urban water ecology for people of all ages, especially children. The project will include an outdoor classroom, fun nature-based play equipment and seating. Sustainable Seaside, together with the Seaside Recreation Department, will offer environmental education programming, especially about water.

"Successful communities invest in their parks," said Craig Malin, Seaside City Manager. The grant funding will help the City of Seaside to leverage investment in its parks and programming, especially for youth and seniors.

Through the Building Better Communities grant program the City of Seaside and Sustainable Seaside will design and build an outdoor classroom, ensure the area is accessible, install nature-based play equipment and additional seating. In addition, a demonstration rain garden will be created. Students will come from the area, and bilingual outreach will be conducted. Volunteers from the community will have

opportunities to help create this park feature, together with volunteers from American Water. The outdoor classroom programs will be designed to educate people on issues like water conservation, water ecology, and water quality. Sustainable Seaside, along with their partners, is advising on course content and age-appropriate materials.

“NRPA believes every person should have access to parks and recreation for health, conservation and social equity. That’s why we’re proud to present these communities with the Building Better Communities grant,” said Lori Robertson, NRPA director of conservation. “Ensuring children and families everywhere have the opportunity to engage in physical activity and explore the benefits of nature is essential to building healthier, stronger communities and creating the next generation of environmental stewards.”

“We are excited to give these three communities an opportunity to foster a greater sense of appreciation for the environment in a fun and engaging way,” said Laura Martin, External Affairs Manager, West Virginia American Water and President of the American Water Charitable Foundation. “The projects will not only benefit the children and families in these communities, but they will also encourage the continued viability of and appreciation for our nation’s water resources. The Building Better Communities program supports American Water’s core values of community stewardship and environmental sustainability, and aligns with areas of importance to the company’s employees, including child welfare and education.”

For more information about the Building Better Communities program, visit <http://www.nrpa.org/buildingbettercommunities>.

The City of Seaside is a multi-cultural city of approximately 34,000 people on the Monterey peninsula. Seaside has over 20 parks, and was recently named a Tree City USA. Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities. For more information, visit: www.ci.seaside.ca.us.

The National Recreation and Park Association is a national not-for-profit organization dedicated to ensuring that all Americans have access to parks and recreation for health, conservation and social equity. Through its network of nearly 60,000 recreation and park professionals and advocates, NRPA encourages the promotion of healthy and active lifestyles, conservation initiatives and equitable access to parks and public space. For more information, visit www.nrpa.org. For digital access to NRPA’s flagship publication, *Parks & Recreation*, visit www.parksandrecreation.org.

The American Water Charitable Foundation was established in 2010 with a founding contribution from American Water, the American Water Charitable Foundation is a 501(c)3

nonprofit organization that provides a formal way to demonstrate the company's ongoing commitment to being a good neighbor, citizen, and contributor to the communities where American Water and its employees live, work and operate. The Foundation helps support American Water employee-identified nonprofit endeavors.

#

With a history dating back to 1886, **American Water** is the largest and most geographically diverse U.S. publicly-traded water and wastewater utility company. The company employs more than 6,800 dedicated professionals who provide regulated and market-based drinking water, wastewater and other related services to an estimated 15 million people in 47 states and Ontario, Canada. More information can be found by visiting www.amwater.com.

National Recreation and Parks
Association and American Water
Charitable Foundation

BUILDING BETTER COMMUNITIES GRANT
DEVELOPMENT OF A ROBERT'S LAKE ECO-
RECREATION STATION

Grant Amount: \$150,000.00

Purpose

- Establish greater use and awareness of Robert's Lake for water-based ecology education.
- Offer nature-based recreation and play opportunities for people of all ages and abilities.
- Work in partnership with community organizations to create recreational and environmental learning and volunteer opportunities.
- Create a destination instead of a pass-through.

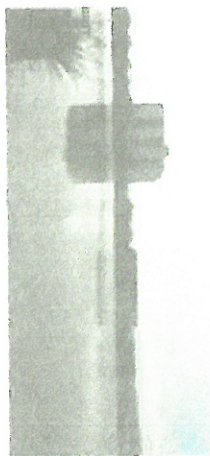
Proposed Improvements

- Construction of active nature inspired play area.
- Construction of a pergola or structure to help enhance outdoor study or observation.
- Improvement of the trail to encourage bicycle and foot traffic.
- Improvement of landscaping to include native and drought tolerant plants
- Add additional site amenities to make the area more attractive and invite to families and tourists less conducive negative conduct.

Lake Overview

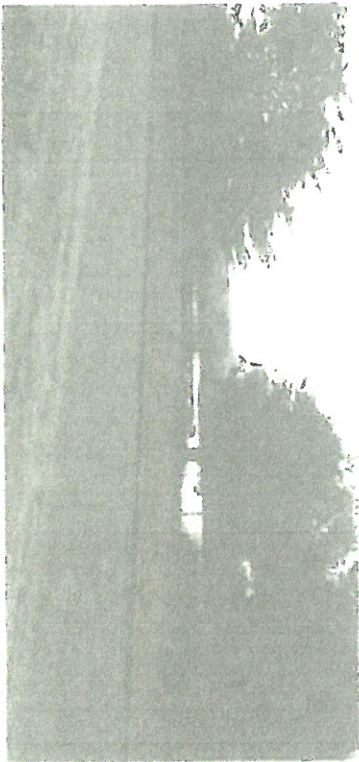


Site Context



Site
Context

Near inter coastal
bicycle trail and major
hotels



Outdoor classroom would overlook the lake



Needs TLC and ADA improvements



City of Seaside CA

Character Photos



Character Photos
Benches or
seating that looks
natural



ADA Walkway



Outdoor
Classroom



Updated Parks

Beta Park	Year Completion:	2008
Location:	Elm Avenue, between Broadway and Sonoma Avenues	
Project Description: New equipment in Beta Park will be for children aged 2 – 5 and 5 – 12. City staff removed existing play equipment and sand at park before installation of the new equipment and installed safety surfacing after installation.		

Farallones Park	Year Completion:	2008
Location:	Harding Street between Hilby and Wanda Avenues	
Project Description: New equipment for children aged 2 – 5. City staff removed existing play equipment and sand at park before installation of the new equipment and installed safety surfacing after installation.		

Wheeler St Tennis Courts	Year Completion:	2008
Location:		
Project Description: Resurface tennis courts, install 2" asphalt concrete overlay, apply acrylic color system, paint playing lines, install new net posts, gear and crank, install new net and center tie-down strap; remove existing concrete gutter and construct natural swale, install new ADA access ramp, and drainage improvements.		
Design: Whitson Engineers		
Construction: Monterey Peninsula Engineering		

Cutino Park	Year Completion:	2008
Location:	San Pablo Avenue and Noche Buena Street	
Project Description: New Restrooms including site work and utility connections. The building is constructed of concrete masonry units over a concrete slab-on-grade foundation, and a wood framed roof. Finishes include paint, stain, ceramic tile, and asphalt shingles. Skylights provide interior daylighting. The building is naturally ventilated.		
Design: HBFL Architects		
Construction: Boronda Construction Inc.		

Metz Park	Year Completion:	2011
Location:	1556 Military Avenue	
Project Description: This park is used by local baseball/softball leagues throughout the year. Improvements include American with Disability Act (ADA) upgrades including three accessible ramps and parking. Other improvements include complete removal of existing retaining wall and fencing and placement of a new CMU retaining wall and new fencing, upgraded guard railing and hand railing, replacement of sewer lateral for the snack shack building on site, and replacement of existing pathway.		
Design: Whitson Engineers Construction: EAR Management		

Fernando Park	Year Completion:	2012
Location:	1700 block of Fernando Street	
Project Description: City staff removed a concrete play structure that was not in compliance with the National Recreation and Park Association Certified Playground Structures as well as the dilapidated swing set.		

Durant Park	Year Completion:	2015
Location:	1300 block of Darwin Street and Vallejo Street	
Project Description: Construction of ADA accessible ramps and pathways, installation of barbecue and picnic table, relocation of swing set, fence relocation and concrete picnic area.		
Design: Whitson Engineers		
Construction: Monterey Peninsula Engineering		

Martin Park	Year Completion:	2015
Location:	500 feet south of the intersection of Luxton Street and Mingo Avenue	
Project Description: The construction of ADA accessible improvements including ADA parking, ramps and pathways, installation of playground equipment, installation of barbecue and picnic tables, and installation of new and removal and replacement of concrete areas.		
Design: Whitson Engineers Construction: Don Chapin		

Trinity Park	Year Completion:	2015
Location:	600 block of Trinity Avenue	

Project Description: The construction of ADA accessible improvements including ADA parking, ramps and pathways, installation of playground equipment, installation of barbecue and picnic tables, and installation of new and removal and replacement of concrete areas.

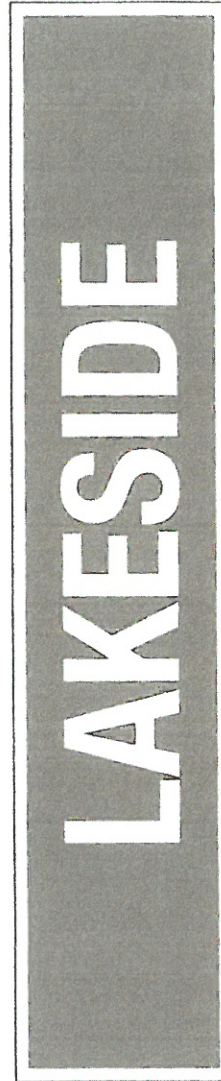
Design: Whitson Engineers

Construction: Don Chapin

24"x48" single sided sandblasted sign
made from 1.5" thick western red cedar

Brown is pantone 490

Light blue is pantone 2925



8"x40" single sided sandblasted sign
made from 1.5" thick western red cedar

Brown is pantone 490

Light blue is pantone 2925

36"x72" single sided sandblasted sign
made from 1.5" thick western red cedar
Brown is pantone 490
Light blue is pantone 2925



9"x45" single sided sandblasted sign
made from 1.5" thick western red cedar
Brown is pantone 490
Light blue is pantone 2925



July 2017 is Parks & Recreation Month

Whereas, Parks and Recreation makes lives and communities better now and in the future; and

Whereas, it is established through statewide public opinion research, 98% of California households visit a local park at least once a year; two in three households visit a park once a month; 50% of households participate in an organized recreation program; and most park use is with family and friends; and

Whereas, residents value recreation as it provides positive alternatives for children and youth to reduce crime and mischief especially during nonschool hours; it promotes the arts, it increases social connections; aids in therapy; and promotes lifelong learning; and

Whereas, residents value their parks for access to outdoor spaces for children and adults to play and be active; exercise and group sports; and

Whereas, parks provide access to the serenity and the inspiration of nature and outdoor spaces as well as preserve and protect the historic, natural and cultural resources in our community; and

Whereas, the residents of the City of Seaside including children, youth, families, adults, seniors, businesses, community organizations, and visitors benefit from the wide range of parks, trails, open space, sports fields, tennis courts, facilities and programs including Soper Field, Cutino Park, Patchetti Park, & Laguna Grande provided by the City of Seaside and

Whereas, the City Council urges all its residents to recognize that parks and recreation enriches the lives of its residents and visitors as well as adding value to the community's homes and neighborhoods; and

Whereas, July is celebrated across the nation as Parks and Recreation Month,

THEREFORE BE IT RESOLVED, the City of Seaside hereby proclaims July 2017 as Parks & Recreation Month and in doing so, urges all its citizens to use and enjoy its parks, trails, open space, facilities, and recreation opportunities.

Approved this day of 2017



City Clerk

440 Harcourt Avenue Telephone (831) 899-6707
Seaside, CA 93955 FAX (831) 899-6227

August 17, 2017

To: All City of Seaside Boards, Commissions and Committee Members

Re: Updated Boards, Commissions & Committees Handbook

Dear All Board, Commission and Committee Members,

During the July 20, 2017 City Council Meeting, the City Council approved the attached updated Boards, Commission and Committees manual. This manual has been posted on our website at <http://www.ci.seaside.ca.us/156/Boards-Commissions> for future reference.

The Boards, Commissions and Committees handbook was developed to help new or existing commissioners understand some of the process and legal requirements associated with their service. This will not answer all your questions but hopefully will provide a baseline of information. Your staff liaison is always available for questions or you can contact me directly. I love hearing from Commissioners!

A few significant changes were approved since the handbook initial adoption in 2014 that I encourage all commissioners to take note of:

Attendance. The attendance policy has been updated. It's imperative that commissioners are able to attend meetings, and if not, to notify your staff liaison as soon as possible. Much work goes into the coordination of meetings and production of meeting packets, and posted meetings that do not obtain a quorum reflects badly on the City and the Commission and disenfranchises citizens attempting to participate. The new policy states that if a Commissioner misses more than twenty-five percent of all regular or special meetings in any four consecutive calendar quarters, unless excused in advance by the Chair or the Staff Liaison, the member shall be automatically terminated as a commissioner. Please be sure to notify your Staff Liaison in advance if you cannot attend a meeting.

The Annual Work Plan Requirement. If you look at the last page of the handbook, there is an outline that will assist your Commission with drafting an annual work plan that must be presented and approved by the City Council.

Clarification of the Application & Appointment Process: Modifications were approved to the application process. Applications are accepted at any time, with or without a vacancy. When vacancies occur, all applications will be reviewed and every reasonable attempt will be made to interview all applicants.

Public Records Act: Recent court rulings have modified the definition of disclosure of public records. As a commissioner, you must realize that your email communications regarding city business, even if on a personal device or personal email account, can be

considered a public record and may require disclosure under the California Public Records Act.

Business Cards: The City will start providing business cards for Commissioners, at their request, so that the public can identify who they are and pass on suggestions and concerns.

Committee Liaisons: A recently adopted process here at the City of Seaside is to assign Committee to Committee Liaisons to act as a bridge between committees to provide synergies.

Annual Appreciation: All BCCs are volunteers. Every volunteer with the City of Seaside donates their time for the betterment of our community. Started last fiscal year and added into the budget for FY 17-18, there will be an annual appreciation event to thank all Board Members for their service.

If you have any questions or concerns about your position, this handbook or about the city, please feel free to contact me at any time. More importantly, thank you for your service to the community and citizens of Seaside. I hope that you find your experience rewarding.

Respectfully,

Lesley Milton-Rerig
City Clerk

City of Seaside
Boards, Commissions & Committees
Handbook





THE CITY OF SEASIDE MISSION:

Include

Innovate

Inspire

Our Vision

Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities.

Strategic Goals

Provide an increasingly safe community

Create vibrant, sustainable economic development

Provide leadership to obtain water supply for desired development
& quality of life

Development and implement a quality infrastructure program

Achieve and sustain fiscal health and wellness



WELCOME TO THE CITY OF SEASIDE!

The expertise and guidance that Boards, Commissions & Committees provide the City Council as the final decision-making body is very important and relied upon heavily by the Council when issues are discussed. These Commissions were created for the purpose of overseeing distinct issues and subjects affecting a city. Although commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them. This handbook has been developed to assist members in becoming familiar with standard procedures and protocol. Use this guide as a road map for your term in office.

For more information about your responsibilities as a Commissioner, please contact the City staff person supporting your board, or contact our City Clerk at cityclerk@ci.seaside.ca.us.

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The credibility of a commission is very important. Public employees, elected officials and volunteers for public organizations have a responsibility to uphold the public trust. This responsibility demands the highest standards of conduct and education to our individual work assignments.

We have an obligation to remain objective and to render impartial services. The acceptance of any gift or gratuity from any business or individual that could reflect poorly on the integrity of the City should be avoided at all times.

In order to maintain a high level of credibility throughout the community and to strengthen public trust, the following suggestions are offered:

- Understand that you are in a visible position and represent the City and its citizens.
- Information received in the performance of commission duties should not be used as a means for making private profit or advancing the financial interests of others.
- Official actions should be disassociated from personal affiliations.
- Avoid special favors or privileges to individuals whether for remuneration or not.
- Do not accept gifts or benefits which could be construed as having influence over the performance of your official duties.

The role of the Commissioner is to represent the public and the public's best interest. Commissioners are responsible for reviewing meeting materials in advance, attending meetings regularly and on time, notifying the Staff Liaison and their Chairperson in advance if they cannot attend a meeting, and volunteering for committees (if the Commission has any). Commissioners are expected to have knowledge about City goals and the goals and priorities of the City Council. In order to be an effective Commissioner, you are expected to read this handbook to understand how to comply with all State and local laws and rules regarding meetings.



CODE OF ETHICS

Adopted July 5, 1979

Ethical behavior is the cornerstone for all aspects of city government. The Seaside City Council reinforces the City's commitment to ethical government by adopting the letter and spirit of this Code of Ethics. The Code's aim is to affirm an identity of excellence and integrity for our City's government through our citizens, our employees and our dealings with other communities and build public trust.

The Code applies to all who represent our City's government. It includes all elected and appointed officials, citizens campaigning for elective office, City employees and others who participate in City government. As representatives of the City, all are required to subscribe to and understand how the Code applies to them. All must agree to practice the values expressed in the Code in day to day service to the City.

"The ethical person should do more than he is required to do and less than he is allowed to do."

**- Michael Josephson;
Founder of the
Josephson Institute
of Ethics**

ANY PERSON IN GOVERNMENT SERVICE SHOULD:

- A. **LOYALTY:** Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- B. **RULE OF LAW:** Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be party to their evasion.
- C. **EFFORT:** Give a full day's labor for a full day's pay; giving to the performance of his/her duties his/her earnest effort and best thought.
- D. **EFFICIENCY:** Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- E. **INCLUSION:** Never discriminate unfairly by dispensing special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- F. **PROMISES:** Make no private promises of any kind binding upon the duties of office, since a Government employee has no private work which can be binding upon public duty.
- G. **CONSISTENCY:** Engage in no business with the Government, either directly or indirectly, which is inconsistent with the ideals and ethics which the public perceives as a faith and trust in public officials.
- H. **CONFIDENTIAL:** Never use any information confidentially in the performance of governmental duties as a means for making private profit.
- I. **INTEGRITY:** Expose corruption wherever discovered.
- J. **PUBLIC TRUST:** Uphold these principles, ever conscious that public office is a public trust.



Ethics Training

Assembly Bill No. 1234 requires that all members of a legislative body must undergo public service ethics training every 2 years. The requirement applies to the governing body of local agency as well as boards, commissions, and committees, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Therefore, you are required to complete this training.

The Institute for Local Government and the [Fair Political Practices Commission](http://www.fppc.ca.gov) (<http://www.fppc.ca.gov>) developed an [online ethics course](http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html) (<http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>) to help local officials meet their ethics training requirements. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the Clerk's Office.

Conflict of Interest

The State of California, by statute, follows the common law rule prohibiting a representative of a municipality to vote in its legislative body on any issue that affects them individually, or for any public officer to participate in a matter in which there is a personal or private interest. The Seaside Municipal Code also provides against conflict of interest.

To best serve the community, the City Council appoints persons with knowledge of the issues that face the City to serve on boards, commissions, and committees. Consequently, it is inevitable that matters will occasionally come before boards, commissions, or committees in which individual members have a direct or indirect financial interest. When this happens, the member must disqualify him/herself from participating in the discussion and abstain from voting. The law also requires appointed members and certain other City officials to report various financial interests including income, interest in real property, and business interests.

The City of Seaside has adopted a local conflict of interest code as required by the Political Reform Act. This Act requires the financial disclosure of interests by certain individuals who are in decision-making positions within state and local government

As an appointed member, You are required to complete and file the appropriate conflict of interest forms within 10 days of your first meeting and annually thereafter. Forms and assistance will be provided by the City Clerk's Office, including an annual notification regarding Form 700 thirty days in advance of the due date. Financial disclosure forms are filed with the City Clerk, as a matter of public record. The [Fair Political Practices Commission](http://www.fppc.ca.gov) (<http://www.fppc.ca.gov>) is available for questions concerning conflicts of interest and disqualifications.

Potential conflicts of interest should not be taken lightly. The City Council has placed a special trust in you that should not be abused. It is also important to note that it is a violation of the City Code to vote on a matter knowing that you have a conflict, and that this can result in forfeiture of your position.



If a Commissioner has any doubt as to the propriety or the legality of any proposed action on their part, they are urged to seek the advice of the City Attorney.

When a matter comes before a Commission in which a Commissioner has a direct or indirect financial interest, the Commissioner must disqualify him/herself from participating in the deliberation and must abstain from voting. An explanation for the abstention should be given to the Commission and that reason will be recorded in the minutes. Once the Commissioner has made a statement of disqualification, the Commissioner should leave the room and return only upon conclusion of the matter. The City Attorney may be consulted should it be unclear as to whether or not to abstain.

Public Records Act

The California Public Records Act (the PRA) was enacted in 1968 to: (1) safeguard the accountability of government to the public; (2) promote maximum disclosure of the conduct of governmental operations; and (3) explicitly acknowledge the principle that secrecy is antithetical to a democratic system of "government of the people, by the people and for the people."

What does this mean for you as a Commissioner? It means that the public's business is always supposed to be public. Any records that are created as part of your participation on a Commission, is accountable to the Public Records Act. Emails, voice mails or hard copy records included. If any member of the public requests to see any record, they have the right to request and we have the obligation to provide it, unless it is exempt from disclosure. Here's a guide to the public records act if you want to know more, or you can contact the City Clerk.

<https://www.cacities.org/Resources/Open-Government/THE-PEOPLE%E2%80%99S-BUSINESS-A-Guide-to-the-California-Pu.aspx>





BOARDS, COMMISSIONS & COMMITTEES

Boards and Commissions are created by the City Council to act as advisory bodies and provide necessary information to the Council to help achieve the overall goals of the community.

Boards and Commissions are responsible for the following:

- Provide in-depth analysis of specific issues in their area of responsibility
- Creating a forum to encourage broad citizen participation
- Acting as a review body for Department operations
- Providing an analysis of issues that will be brought forward to the City Council for action

Active Boards and Commissions in the City of Seaside

Planning Commission	Term: 4 Yrs	Meeting Date & Time: 2nd and 4th Wednesday of each month at 7:00 p.m.
The duties of the Planning Commission are to prepare and periodically review and revise, as necessary, the City's General Plan and implement the General Plan through actions such as administration of specific plans and zoning and subdivision ordinances. They also vet development proposals prior to submission to the Council.		

Board of Architectural Review	Term: 4 Yrs	Meeting Date & Time: 1st and 3rd Wednesday of every month at 5:30 p.m.
BAR is the decision-making body of the architectural review process and is responsible for the review of various residential and commercial design proposals, including second-story residential additions, commercial facade changes, new commercial signs, and other design related projects.		

Art and History Commission	Term: 4 Yrs	Meeting Date & Time: 2nd Wednesday of each month at 5:30 p.m.
A&H advises and facilitates the protection of the City's cultural resources including the collection, promotion, display and preservation of Seaside historical artifacts, and encourages and promotes programs of artistic merit.		



Neighborhood Improvement Program Commission

Term:
3 Yrs

Meeting Date & Time: 1st Tuesday of the month at 6:00 p.m.

The NIP advises in matters pertaining to general improvement of the neighborhoods within the City. The objectives are to encourage citizens to voluntarily comply with the various city codes relating to the general appearance of the City, make recommendations to the City Council on ways to improve the appearance of the City and to elicit voluntary cooperation to beautify and minimize vandalism in the City.

Parks and Recreation Commission

Term:
3 Yrs

Meeting Date & Time: Third Monday of the month at 5:30 p.m.

PRC advises on matters pertaining to parks and public recreation for the advancement of sound park and recreation planning through recommending policies on recreational services, facilities; administration and development of recreation areas, aiding in coordinating recreation facilities, programs and improved recreation services; advise in the preparation of long-range recreation capital improvement program; advises regarding a plan for the development, conservation and care of urban forest resources; and informs residents regarding tree planning, tree care, and forestry programs.

Community Development Advisory Committee

Term:
2 Yrs

Meeting Date & Time: 3rd Wednesday of the Month at 6:30 p.m.

CDAC advises for the Community Development Block Grant Program (CDBG) and assists with evaluation and assessment of proposed and implemented programs to meet community needs at both citywide and neighborhood levels and to develop realistic goals and objectives to meet identified needs and to assist in the implementation of the CDBG program and any modifications as determined by community assessment and HUD program requirements.



COMMISSIONS POLICIES AND PROCEDURES

The City Council encourages active citizen participation in the business of city government. Boards, Commissions, and Committees provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Commissions can improve the quality of city government by providing to make better-informed decisions. These bodies improve lines of communication between the public and Council, create greater opportunities for discussion of public issues and more citizen involvement in City government.

Your role as an appointed representative of the City Council carries with it a significant responsibility. The City Council encourages you to conduct yourself with politeness and courtesy with staff and whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you not abuse that trust.

General Guidelines for Appointed Members

Appointment to a Commission is an honor. It provides an opportunity for genuine public service. Each appointed member should be aware of the responsibilities that accompany official service with the City. The specific duties of each body vary with the purpose for which it was formed.

Responsibilities common to all appointed members:

1. Understand the role and responsibility of the Board, Commission, or Committee. Be informed of its functions, work programs and relationship with other bodies.
2. Represent the overall public good, not the exclusive point of view of a sole group or interest.
3. Keep all lines of communication open. Each appointed member serves as a communication link between the community, the City Council, and staff.
4. Do your homework and be prepared. Appointed members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate, and act on matters scheduled for consideration. Feel free to seek staff's advice and assistance in advance of a meeting.
5. Establish a good working relationship with fellow appointed members, the City Council, and your staff liaison.
6. Understand the scope and authority or your appointed body's responsibility and strive to work within that scope.
7. Be a participant, an active representative, and enthusiastic about your role.



APPOINTMENT REQUIREMENTS & PROCESS

All Commissioners are appointed by the City Council. Each Commissioner's term of office is for a specified term and until successors are appointed and acting, except in the event of resignation or removal from office. Members are volunteer positions, appointed by and serve at the pleasure of the City Council. All members must be residents of the City of Seaside, with the exception of the Board of Architectural Review. (SMC 2.14.140)

Seaside Municipal Code: 2.14.040 Appointment of members.

The Mayor, with the advice and consent of the City Council, shall make appointments to boards, commissions and committees. The City council shall establish procedures for recommending applicants for appointment. (Ord. [773](#) § 1 (Exh. A), 1990)

PROCESS FOR FILLING VACANCIES

This handbook was adopted by the City Council as the procedures established for recommending applicants for appointment.

Application Process Qualified candidates come from many sources. Individuals who are interested in any commission purpose should submit applications for appointment to the City Clerk. Applications are accepted at any time and are valid for two years. Active recruitment efforts are always occurring, as well.



Recruitment In the event of a vacancy, the City Clerk advertises to the community for interested and qualified participants through a variety of methods which can include, but is not limited to the following: newsletters, emails, the agenda, newspaper publication, publication at public posting locations, the City website and social media.

Applicant Screening If a vacancy occurs, all current applications are reviewed to ensure all qualifications are met then forwarded to the Council Subcommittee, which consists of the Mayor and one Council Member representative. The Council Subcommittee will then schedule a time to make contact with applicants to discuss their background, community history, aspirations or



interest in serving. Every reasonable effort will be made to interview all applicants. After contacting each applicant, the Council Subcommittee will make recommendations to the City Council for appointment to fill a vacancy. Appointments and reappointments are made by the full City Council at a publicly noticed City Council meeting (SMC 2.14.040). The Council Member representative will rotate after every appointment recommendation.

Appointment Limitations

By policy, Commissioners are not permitted to sit on more than one City Board, Commission, or Committee. This does not preclude a member from participating in an "outside" agency such as the Water Management District or Regional Park District. (SMC 2.14.130)

Holding Incompatible Offices

Under existing California law, no Commissioner may hold another public office where the two offices are incompatible. When two such offices are incompatible, the member of the board or commission shall be deemed to have forfeited the first office upon acceding to the second. (California Gov. Code Section 1099).



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GETTING STARTED: You've Been Appointed! Now What?

Responsibilities

One of the first duties of a new commissioner is to become familiar with the laws governing the faithful performance of duties. This information may be obtained by referring to City Municipal Code sections governing Boards & Commissions (Seaside Municipal Code Chapter 2.14). Copies of City's Code are available online <http://www.codepublishing.com/CA/Seaside> or can be obtained from the office of the City Clerk. In addition, Members may consult with their Commission's Staff Liaison.

Staff Liaison & Committee Administration

Each Board or Commission is appointed a staff liaison, which works to facilitate the agenda, work-plan and resources needed for your board or committee. Any issues or concerns can either be directed to your staff liaison or the Chair of your Board or Commission. Commissioners may make direct contact with the department representative should they require additional material or clarification of data. On rare occasion, the Commission and staff may present to Council opposing recommendations. Should this occur, staff will objectively present both recommendations for Council's consideration.

Adherence To Policy

Appointed Commissioners should not approve projects that violate adopted City Council policies. Members can make recommendations to the City Council about exceptions to a City policy, and can also recommend policy changes when appropriate.

Resignations

A member of an advisory commission who intends to resign shall first file written notice thereof with the City Clerk, addressed to the City Council, with a copy provided to the chairperson of the advisory commission. (SMC 2.14.100)

Removal From Office

A member of a commission may be removed from office by a vote of the majority of all members of the City Council. In the event an individual is unable to perform as a commissioner due to health, business or personal reasons, a formal letter of resignation should be submitted to the City Council for action. The City Clerk maintains an active file of qualified commissioner applicants. Individuals may not serve concurrently on more than one commission. (SMC 2.14.110)

Business Cards

Commissioners may obtain business cards from the Office of the City Clerk. Business cards must contain only information concerning the Commission, not personal business



information. Business cards will include the name of the Commissioner, the name of the Commission, the regular meeting dates and times and the City's website information.

Annual Work Plan

Each Commission is required to provide an update to the City Council about its past and future activities through an Annual Work Plan. The Annual Work Plan includes a list of prior year accomplishments. Work Plans are updated each Fiscal Year in accordance with a template and instructions provided by the City Clerk. The Work Plans are to be completed by each Commission and provided to the City Council at a Regular meeting no later than April 15th of each year (SMC 2.14).

Commissioner Appreciation

You have chosen to take on a big role as a volunteer Commissioner, and you deserve a large "Thanks You" for your service. The City would like to thank each of you for your service. During the Fiscal Year 2017-18 (date is to be determined) the City intends to hold a Commissioner Appreciation event to say thank you for volunteering your time, effort. Keep an eye out for the date but in the mean time, please know you are appreciated.





MEETINGS

The Seaside Municipal Code requires that commissions meet at least once a month. If a regular meeting falls on a holiday, the meeting is canceled.

Meeting Types

There are three types of meetings: regular meetings, special meetings, and emergency meetings. All meetings must be open session meetings, with limited exceptions for specified items that may be discussed in a closed session. A Commission may want to use a meeting as a retreat or a planning session, but such a meeting would still have to be noticed and open to the public. These meetings are subject to Brown Act requirements, and the public may attend all meetings other than Closed Sessions. All meetings require a quorum to proceed with the meeting.

A quorum is a majority (half+1) of the entire Commission membership seats, not just those members present or those seats that are filled. When a quorum is not present for a scheduled meeting, the Commission cannot hold the meeting. If there is a chance that additional members needed to comprise a quorum will arrive within a reasonable time, the Chairperson or Deputy Clerk may orally announce that they will wait for a specified time (e.g., 15 minutes) to make a determination on whether the meeting will proceed or need to be declared cancelled due to lack of a quorum.

Brown Act - What is it and how does it affect the agenda?

The law which guarantees the public's right to attend and participate in Commission meetings is the Ralph M. Brown Act. The purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. Commissions exist to aid in the conduct of the people's business, and the meetings must be open to the public. The agenda must be posted in an area that is accessible to the public at least 72 hours before the meeting and on the County's webpage for meeting agendas. The agenda must include all items which will be discussed or acted upon by the Commission. The Commission cannot discuss, deliberate, or take action on any item not included on the agenda. Every agenda must allow any member of the public to directly address the Commission on any agenda item before or during consideration of that item.

Every regular meeting agenda must also include time for any member of the public to address the Commission on any item not on the agenda which is within the subject matter jurisdiction of the Commission. The agendas will include a statement that such items cannot be acted upon or discussed in depth until they are included on a subsequent agenda for consideration and possible action.

Process For Developing The Meeting Agenda

The Chairperson works with the Staff Liaison to coordinate the meeting agenda; however, the method by which the agenda is developed varies according to the procedures of the individual Commissions. The Liaison advises the Chairperson of items to be carried forward from prior meetings, as necessary. Any Commissioner can request



that an item be placed on a future agenda during a public meeting, or directly to the Chair.

Conducting Meetings

All meetings are conducted in accordance with Robert's Rules of Order to enable the Commission to determine the will of the Commissioners in a fair and equitable manner. However, failure to follow Robert's Rules of Order in any instance does not invalidate any action taken.

Meeting Process

The meetings are called to order by the Chairperson, or Vice Chairperson in the absence of the Chairperson. If neither is in attendance, the Commission selects a Chairperson Pro Tempore to conduct the meeting. The Clerk calls the roll to determine the presence of a quorum, and the Chairperson announces the agenda items for discussion or action. The Chairperson may call for an agenda item out of the order listed on the agenda. Several things may happen with regard to each item on the agenda:

- The item can be deleted from the agenda.
- The Commission may discuss the matter without taking any action.
- The Commission can hold the matter to a future meeting.
- The Commission can refer the matter to staff or a committee for consideration and a subsequent report to the Commission.
- The Commission can vote in support **of a motion or in opposition to the motion on the matter.**

Public Comment

Pursuant to the Brown Act, members of the public have a right to comment on any agenda item. The Chairperson establishes the amount of time public speakers are authorized to speak on each item, typically limiting comments to three minutes.

Election of Officers

The commission chair and vice chair are elected by the commission members and serve a one-year term. The election process is conducted at the beginning of the new calendar year and during the first commission meeting of that year.

Role of the Chair

At the first meeting of every calendar year, the members of a commission are to elect a chairperson and vice chairperson from their members. The chair shall hold office for one year until a successor is appointed.

The principal role of the Chair is to manage the board, commission, or committee meeting. This includes helping to set meeting agendas, maintaining the order of business during the meeting, focusing discussion on the issues at hand, and ensuring that the public appearing before the body are treated courteously.



The Chairperson should take a back seat during discussions while all members of the governing body should know and understand the rules of procedure; it is the Chair who is charged with applying the rules of conduct. The Chair should be well versed in those rules, because the chair for all intents and purposes makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself. Because the Chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. The chair should strive to be the last to speak at the discussion and debate state, and should not make or second a motion unless he or she is convinced that no other member of the body will do so

Attendance

Regular attendance at meetings is critical to the effective operation of City boards, commissions, and committees. Therefore, all Commissioners are expected to attend all of their appointed board, commission, or committee meetings, including study sessions. Attendance is critical due to the fact a quorum is required to be able to conduct business. A majority of those Commissioners currently appointed to a commission, half plus one, shall constitute a quorum for the purpose of transacting business. The affirmative vote of a majority of those present is required to take any action. If a quorum of commission members are not present, staff must adjourn the meeting.

If you are unable to attend a meeting, call your Chair or staff liaison prior to the meeting. If a problem with absenteeism arises, it should be handled between the appointed member and the respective Chair. If the issue cannot be resolved, the Chair should approach the staff liaison to help work toward a solution.

If a Commissioner misses more than twenty-five percent of all regular or special meetings in any four consecutive calendar quarters, unless excused in advance by the Chair or the Staff Liaison, the member shall be automatically terminated as a commissioner. Commissioners will be deemed absent from a meeting if they are not present for two-thirds (2/3) of the entire meeting.



BASIC CITY ORGANIZATION

Commissioners need to be familiar with the City organization and develop an understanding of the City departments and their operations.

Seaside is a General Law city operating under the Council/City Manager form of government. This sets forth certain guidelines for the City's government and operations.

CITY COUNCIL - The five-member City Council is the legislative and policy-making body that is elected on a nonpartisan basis to represent the residents of Seaside. The Mayor is elected every two years in a general election held in November of even-numbered years. Serving with the Mayor, are four members of the City Council who have overlapping terms; every two years, two members of the City Council are also elected by the voters through a general election. Each member of the City Council, including the Mayor, is not subject to term limits.

Policy decisions are made at City Council meetings, which are held on the first and third Thursdays of each month at 7:00 p.m. in the City Council Chambers at City Hall, with special meetings as needed. At these public meetings, the City Council makes policy determinations; approves agreements and contracts; adopts ordinances (local laws) and regulations; and authorizes the expenditure of City funds.

The City Council meetings are held on the first and third Thursday of each month, with special meetings as needed.

CITY BUDGET

The City budget document is an important document because the preparation of the budget by the City staff, and its review and adoption by the City Council, determines how resources available to the City are to be utilized by the City in the forthcoming fiscal year.

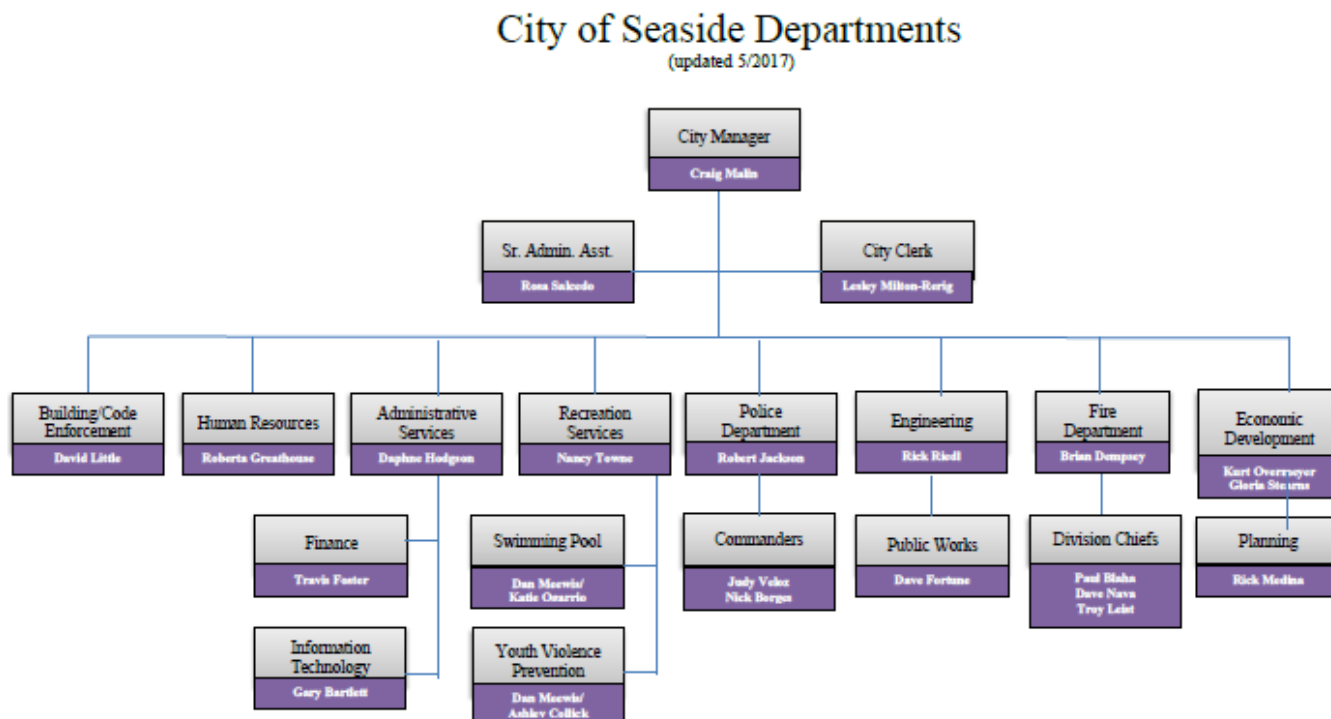
The City has two fundamental functions, the provision of local governance, with decision making to address the issues before the City, and the provision of services to our residents and businesses. Both of these functions, in order to be effective, must have adequate resources devoted to them; conversely, often City officials desire to do more in certain areas, but are limited by what the City can afford.

If you, as a Board or Commission member, have questions about the City's goals/objectives, or about the City's budget, please ask your staff liaison for further explanation.

The City Budgets are all available on our City website:
<http://www.ci.seaside.ca.us/609/Strategic-Plan>



CITY DEPARTMENTS



City Manager

The City Manager acts as the liaison between the City Council and staff. The City Council sets priorities and provides direction and the City Manager works to implement their direction. City operations are broken down into city departments, which are responsible for providing a variety of services to the community and each of which serves an invaluable and significantly different function.

City Attorney

The City Attorney is also appointed by the Council to represent and guide the City as it relates to the city, state and federal laws as well as keep the Council informed of the legal implications of policy decisions.

City Clerk

The City Clerk is the local official who administers the democratic processes such as access to City meetings, records, elections and all legislative actions and ensures transparency to the public by enforcing Federal, State and local statutes including the Political Reform Act, The Brown Act, and the Public Records Act. This department is responsible for the City Clerk is responsible for Coordinating City Council meetings including the preparation and publishing of Agendas and Minutes for public meetings, Maintaining the records management plan for the



entire city, maintenance of the Seaside Municipal Code, responding to requests for public information and conducting City Elections.

Human Resources Division

The Human Resources Division administers a centralized, merit based personnel system, including recruitment, testing, selection, and placement of employees. They manage the classification of positions and employee relations which includes, negotiations, grievances, discipline and complaints; employee development and training; and employee benefits administration.

Fire Department

The Fire Department provides the community with professional services to protect the lives, environment and property in the City of Seaside as well as in the City of Del Rey Oaks from fire, disaster and health emergencies. Fire Department personnel are involved in numerous committees, commissions, organizations and outreaches in the community. They are also responsible for disaster preparedness and the Emergency Operations Center (EOC). The EOC is the coordination and communication hub in the event of large-scale disasters. The Fire Department remains focused on their mission to serve as an “all hazards” response force to various types of emergencies; at the same time fulfilling the ever expanding role in providing emergency medical response to our community.



Police Department

The Police Department provides quality law enforcement and proactive services and works in partnership with the community to enhance and maintain a safe environment. The Police department encourages community involvement in keeping our community safe. The Police Department participates in a variety of programs throughout the county to prevent crime, protect citizens and ensure the safety of our community.

Police Officers can respond if a crime is committed, but it takes a community working together to make everyone accountable. If you witness a crime, call 911. If it is not an emergency, call the non-emergency line at 394-6811.



Recreation

The Recreation Division provides a wide range of recreation and leisure programs for City Residents. The Division is also responsible for the management of four major recreation facilities and the provision of the recreation programs for families, youth and senior citizens.

Engineering & Public Works

The Public Works Department is responsible for the design, construction and physical repairs to the City's infrastructure including streets, water systems, sewer system, storm drain system, park facilities, City buildings and transportation/traffic systems. They are also responsible for the design, implementation and administration of the annual Capital Improvement Program.

Administrative Services

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The Administrative Services Department provides a wide variety of administrative services to the residents of Seaside and to all departments within the City. The Department includes four divisions: Finance, Personnel, Management Information Systems and Risk Management. The Administrative Services Department goal is to continue to seek to improve the efficiency and effectiveness in all areas of Administrative Services in an effort to provide better services at a lower cost.

Finance Division

The Finance Division has several areas of responsibility including General Accounting, Cash Management, Accounts Receivable, Accounts Payable, Payroll, Budget, Grants and Debt Services. This Division provides accurate accounting of all revenues and expenditures, including preparation of financial reports, annual budgets, other financial reports, and supports the preparation of the annual audited financial statements.

Information Systems Division

The Management Information Systems Division is responsible for the administration of the City's computer and telephone network, infrastructure and all related information technology projects.

Risk Management Division

The Risk Management Division provides risk management services for injured employees and citizens and for property damage. Its purpose is to foster and maintain a safe and healthy work environment for employees and a safe City for the residents of Seaside.



Additional services of the Administrative Services Department include the negotiation and administration of the City's franchise agreements, oversight of the purchasing and contracting functions, and mail and copier services.

Community Development

The Community Development Department provides a wide variety of services to the residents and businesses and to all departments within the City. The Department is composed of the following divisions:

- Community & Economic Development
- Building & Code Enforcement Division
- Planning

Community and Economic Development

The Community and Economic Development Division is responsible for the administration of the City's planning, economic development and the Community Development Block Grant activities. Planning includes advanced and current planning and environmental review. Economic Development coordinates and implements priority projects. CDBG administers the Commercial Façade, housing rehabilitation and public service grant.

Building & Code Enforcement

The Building Department mission is to enforce and maintain public safety, health, and welfare. Through the use of building permits, the Building Department can ensure that structures are built to safe building code standards. The Building Department also enforces the City's Municipal Code. Before starting any type of building project or major repairs, it is recommended that the owner contact the Building Department to verify whether or not a permit is required for the scope of work that is being proposed.



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.: 6.C.

TO: Parks and Recreation Commission

BY:

DATE: August 21, 2017

**SUBJECT: DISCUSS AND PROVIDE DIRECTION ON CITY COUNCIL
REQUEST THAT THE PARKS AND RECREATION COMMISSION
GATHER PUBLIC INPUT AND PROVIDE A RECOMMENDATION
TO THE CITY COUNCIL BY DECEMBER 2017 PRIORITIZING THE
USE OF \$150,000 OF FUNDS BUDGETED FOR THE FISCAL YEAR
2017-18**

PURPOSE

RECOMMENDATION

BACKGROUND

FISCAL IMPACT

ATTACHMENTS

- 1.
- 2.

Reviewed for Submission to the
City Council by:

Meeting Date: August 21, 2017



Craig Malin, City Manager