



AGENDA

CITY OF SEASIDE
PLANNING COMMISSION

REGULAR MEETING
COUNCIL CHAMBER
440 Harcourt Avenue
Wednesday, October 11, 2017
7:00 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL - ESTABLISHMENT OF QUORUM**

John Owens	Chair
Michael Lechman	Vice Chair
Keith Dodson	Commissioner
Denise Ross	Commissioner
Arlington La Mica	Commissioner
Michael Spalletta	Commissioner
Ian Oglesby	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 City Council 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 minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

5. **APPROVAL OF MINUTES**

6. **BUSINESS ITEMS**

- A. FENCE EXCEPTION APPLICATION No. FE-17-01: BRETT NIELSEN, PROPERTY OWNER AND APPLICANT, IS REQUESTING A FENCE EXCEPTION TO ALL FOR THE CONSTRUCTION OF A FIVE-FOOT FOUR-INCH FENCE WITHIN THE REQUIRED 15-FOOT FRONT YARD SETBACK AND 15-FOOT BY 15-FOOT DRIVEWAY LINE OF SITE WHICH EXCEEDS THE MAXIMUM HEIGHT OF FOUR FEET. THE PROJECT SITE IS LOCATED AT 1808 FLORES STREET IN THE RS-12 ZONING DISTRICT (APN 012-792-002). THE PROJECT IS CATEGORICALLY EXEMPT CLASS 3, SECTION 15303(e) FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

PURPOSE: In accordance with Section 17.30.020.F of the Seaside Municipal Code, fence exception applications are subject to the review and approval by the Planning Commission.

RECOMMENDATION: City staff recommends that the Planning Commission accept public comment and consider the following actions:

1. Adopt the Fence Exception in accordance with the Draft Resolution provided as Attachment 1; or
2. Adopt Motion denying the application with direction to City staff to return with a Resolution containing findings and evidence in support of the denial for final action at the October 25, 2017 Planning Commission Meeting.

- B. STUDY SESSION TO REVIEW THE FOLLOWING TOPICS WITH THE PLANNING COMMISSION:**

- 1. BROWN ACT**
- 2. ETHICS**
- 3. PLANNING COMMISSION REVIEW AUTHORITY**
- 4. SEASIDE VISION AND MISSION STATEMENT**
- 5. SEASIDE STRATEGIC PLAN AND PLANNING COMMISSION**
- 6. BOARDS COMMISSIONS AND COMMITTEES HANDBOOK**
- 7. PLANNING COMMISSION WORK PLAN**

PURPOSE: City staff will conduct study session to discuss with the Planning Commission the conduct and operation of appointed boards and commission shall conduct its public meetings under the Brown Act, an overview of the Seaside Vision and Mission and Strategic Plan adopted by the City Council, the Boards and Commissions handbook recently updated and the Planning Commission Work Plan.

7. **REPORTS FROM COMMISSIONERS**
8. **REPORTS FROM STAFF**

9. **ADJOURNMENT**

Next Regularly Scheduled Meeting:
October 25, 2017
Seaside City Hall
7:00 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, 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.

City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at:
<http://cyp.telvue.com/player?id=T01629&video=52314&noplaylists=1&width=400&height=300>
Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

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.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Planning Commission

BY: Rick Medina, Senior Planner

DATE: October 11, 2017

SUBJECT: **FENCE EXCEPTION APPLICATION No. FE-17-01: BRETT NIELSEN, PROPERTY OWNER AND APPLICANT, IS REQUESTING A FENCE EXCEPTION TO ALL FOR THE CONSTRUCTION OF A FIVE-FOOT FOUR-INCH FENCE WITHIN THE REQUIRED 15-FOOT FRONT YARD SETBACK AND 15-FOOT BY 15-FOOT DRIVEWAY LINE OF SITE WHICH EXCEEDS THE MAXIMUM HEIGHT OF FOUR FEET. THE PROJECT SITE IS LOCATED AT 1808 FLORES STREET IN THE RS-12 ZONING DISTRICT (APN 012-792-002) . THE PROJECT IS CATEGORICALLY EXEMPT CLASS 3, SECTION 15303(e) FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

PURPOSE

In accordance with Section 17.30.020.F of the Seaside Municipal Code, fence exception applications are subject to the review and approval by the Planning Commission.

RECOMMENDATION

City staff recommends that the Planning Commission accept public comment and consider the following actions:

1. Adopt the Fence Exception in accordance with the Draft Resolution provided as Attachment 1; or
2. Adopt Motion denying the application with direction to City staff to return with a Resolution containing findings and evidence in support of the denial for final action at the October 25, 2017 Planning Commission Meeting.

BACKGROUND

The project site is approximately 3,750 square feet in area and is developed with a 1,008 square

foot three bedroom, two-bath house with an attached one-car garage. Adjacent land uses consist of one-story single-family residential dwelling units. A Location Map is provided as Attachment 2. An Aerial Photo is provided as Attachment 3. Site Photographs are provided as Attachment 4. The Applicant's Statement is provided as Attachment 5. Photographs of the fence are provided as Attachment 6. The fence photographs show the following measurements:

1. A pink line which measures the grade of the property at 28-inches behind the masonry wall; and
2. A blue line which measures where the 48-inch (Four-Foot) height limit from the sidewalk (Lowest Grade).

The as-built masonry wall construction is at five-feet four-inches (64-Inches) as measured from the base of the sidewalk which is one-foot four-inches above the maximum four-foot height limit height as measured from the lowest grade. The property owner was notified by City on August 10, 2017 that a building permit would be required for the new fence that was built to replace a wood picket fence. The applicant had indicated that that were reconstructing the front yard fence in order to maintain the sand on their property and provide at least three-foot tall fence barrier above the grade within their property for safety and security. A photo of the previous wood fence is provided as Attachment 7. The previous fence consisted of a 28-inch tall masonry base with a two-foot eight-inch wood picket fence on top. The previous fence was constructed under the City's former fence regulations which based the maximum four height limit within a front yard setback from the highest grade. The fence standards were amended in 2006 to now require the maximum height to be taken from the lowest grade where a fence is constructed between varying grades

ENVIRONMENTAL REVIEW

This project is Categorically Exempt from the California Environmental Quality Act pursuant to Section 15303(e): New Construction of Small Structures. Class 3 categorical exemptions consist of the construction of small structures including fences.

Evidence: Approval of the proposed fence exception would result in the construction of a new five-foot four-inch high masonry wall fence on Flores Street. A fence consists of a minor improvement that is categorically exempt from CEQA.

STAFF ANALYSIS

The applicant's statement in support of a fence exception is provided as Attachment 5 and provides the following reasons to support the approval of the fence exception.

1. Due to the sloping front yard, a higher retaining wall was needed to prevent sand from shifting onto the sidewalk; and
2. Maintaining a fence height of at least three feet above the grade on the project site will provide necessary safety to prevent their grandchild and other persons from potentially falling 48-inches onto the sidewalk; and

3. For aesthetic reasons, they would like to keep the fences along Flores Street at the same height as the neighboring properties to the north and south.

STAFF ANALYSIS AND FINDINGS

Fence exception rules are listed under SMC Section 17.30.020.F.1 and 2. The process mandates that where a physical hardship exists because of unique or unusual topographic conditions or structure location, the commission may approve a fence exception subject to the following findings:

- A general safety hazard to City residents and/or the general public would not be created.
- A traffic-related safety hazard would not be created.
- The fence or wall will not impair visibility at an intersection or traffic safety visibility area.
- The fence or wall will not obstruct vision from an adjoining driveway.
- The fence or wall is compatible with the surrounding neighborhood.

Traffic Safety

The Public Works has reviewed this application and has expressed concern related to how the solid masonry wall is preventing a clear unobstructed view of pedestrians the 15-foot by 15-foot line of site traffic safety visibility area at the driveway. The Public Works Department finds that the distance of the project drive approach from the four-way controlled intersection at San Pablo Avenue and Flores Street will not affect nor impair visibility of vehicles from this intersection.

Based on the visual obstruction of pedestrians, City staff is recommending the following conditions to provide visibility and audible sensor for pedestrians:

1. Installation of a convex mirror at the northwest corner of the driveway to provide visibility of pedestrians backing out of the driveway and visibility of the vehicle for pedestrians walking on the sidewalk.
2. Installation of an audible sensor setback three feet from the back of sidewalk to alert pedestrians of a vehicle backing out of the driveway.

Physical Hardship

A physical hardship (e.g. irregular lot size, slope, building placement, utilities) exists when there are conditions that would preclude the property owner from the reasonable use of their property if the fence exception is not granted. City staff finds that the slope within the front yard is relatively steep and there exists a condition where the sand on the site must be retained to prevent the sand from shifting into the public right-of-way.

Neighborhood Compatibility

The dwellings on the east side of Flores Street have been graded so that the housing pads

is sitting above the street. On the project site, the housing pad is approximately six-feet above the sidewalk. When a taller fence is constructed, City Manager Craig Melin, City Manager that is at a grade with the sidewalk, the fence then typically creates a stark, massive contrast to the view of the site from the public right-of-way and adjoining properties. The pattern of development that has occurred along the east side of the 1800 block of Flores Street has been to create retaining walls with fencing on top for safety and privacy while still maintaining. The height of the as-built wall is consistent with the height of the existing conditions. Furthermore, the height of the proposed as-built wall and the existing walls does not present a stark contrast to the public right-of-way due to the dwellings behind the fences maintaining visibility for visual interest. Planning Condition #4 will require design review approval of paint treatment and use of other material to enhance the appearance of the wall. Public comment letter in support of the fence exception is provided as Attachment 8.

CONCLUSION

Based on the above analysis, staff recommends approval of Fence Exception Application No. FE-17-01 with the conditions as noted in the attached Draft Resolution.

FISCAL IMPACT

ATTACHMENTS

- 1.
1. Attachment 1 - Draft Resolution
2. Attachment 1 - Exhibit A
3. Attachment 2 - Location Map
4. Attachment 3 - Aerial Photo
5. Attachment 4 - Site Photos
6. Attachment 5 - Applicant Statement
7. Attachment 6 - Wall Height Measurements
8. Attachment 7 - Previous Fence Construction
9. Attachment 8 - Public Comment Letter

Reviewed for Submission to the
City Council by:



Attachment 1

PLANNING COMMISSION RESOLUTION NO. 17-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SEASIDE, STATE OF CALIFORNIA, DENYING FENCE EXCEPTION APPLICATION NO. FE-15-01 TO ALLOW FOR A MASONRY WALL FENCE WHICH EXCEEDS THE MAXIMUM HEIGHT REQUIREMENTS OF ZONING CODE SECTIONS 17.30.020.B.1 WITHIN THE REQUIRED FRONT YARD SETBACK LOCATED AT 1808 FLORES STREET (APN # 012-792-002).

WHEREAS, Brett and Colleen Niesen, property owner, and applicant, have applied for approval of a Fence Exception permit to allow for a five-foot four-inch masonry wall fence located within the 15-foot front setback and 15-foot by 15-foot driveway line site visibility triangle of an interior lot; and

WHEREAS, the proposed project requires approval by the Planning Commission, and based on the fact that a portion of the masonry wall fence has already been constructed; and

WHEREAS, it is the responsibility of the Planning Commission to consider and weigh the merits of the application and public input in relation to the policies, standards and intent of the Seaside General Plan and Seaside Municipal Code in relation to the proposed Fence Exception; and

WHEREAS, the Planning Commission considered written information concerning the proposed exception at a duly noticed public hearing held on October 11, 2017; and

WHEREAS, the project is exempt from environmental review subject to Class 3, Section 15303(e): New Construction of Small Structures:

Evidence: Approval of the proposed fence exception would result in the retention of an existing five-foot four-inch masonry wall fence.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission adopts the following findings for the denial of Fence Exemption Application No. FE-17-01:

Finding No. 1

Physical hardships exist based upon unique or unusual topographic conditions or structure location.

Evidence: The lot contains sufficient cross slope in the front yard to establish a unique topographic conditions to establish a physical hardship to justify the issuance of a Fence Exception.

Finding No. 2

A general safety hazard to City residents and/or the general public would not be created.

Evidence: Conditions of approval will be incorporated into the fence design to include a convex mirror at the northwest corner of the site to enable visibility of pedestrians and an audible sensor will be installed three feet in back of the drive entrance to provide audible sound to alert pedestrians of vehicles backing out while walking on the sidewalk.

Finding No. 3

The granting of the fence exception will not result in a detrimental impact to the general health, safety, and welfare of the community and the surrounding property owners.

Evidence: The construction of the masonry wall fence will be located within a portion of the site that will not impair visibility of vehicles or pedestrians at a driveway on the subject parcel or an adjoining parcel based on conditions of approval; and that will not alter or materially impact the enjoyment and use of other surrounding property owners from the use of their land.

Finding No. 4

The issuance of the Fence Exception will be in compliance with the General Plan and Zoning Ordinance of the City of Seaside.

Evidence: The granting of the masonry wall fence exception will not grant a right of special privilege not enjoyed by other property owners similarly situated in that there are special circumstances that are based on physical characteristics associated with the slope of the front yard and the ability to mitigate traffic safety related to pedestrian accessibility within the public right-of-way.

BE IT FURTHER RESOLVED, the City Council hereby grants Fence Exception Application No. FE-17-01 subject to the following terms and agreements:

Planning:

1. Fence Exception Application No. FE-17-01 must be constructed in compliance with the photographs stamped "Received City of Seaside August 28, 2017 Seaside Community Development". The fence exception photographs are provided as Exhibit "A".
2. A convex mirror shall be installed near the northwest corner of the driveway for visibility of pedestrians and vehicles.
3. An audible sensor shall be installed three feet in back of the sidewalk adjacent to the driveway to provide an audible alert to pedestrians on Flores Street of backing out movements.

4. The proposed wall design shall be subject to Design Review approval by the Board of Architectural Review for the final paint selection and/or other treatments to ensure that the fence will provide a high quality design.

Public Works

1. An Encroachment Permit will be required prior to the initiation of any work within the public right-of-way.
2. Prior to final building inspection, any curb, gutter and sidewalk damaged during construction of the fence shall be replaced by a licensed concrete contractor in conformance with the most current applicable engineering standards, and upon the prior issuance of an Encroachment Permit from the Seaside Public Works Division, located at City Hall, 440 Harcourt Avenue, Seaside, CA, (831) 899-6825.

Standard:

1. The Fence Exception approval is subject to revocation procedures contained in S.M.C. Section 17.69.060 in the event any of the terms of this approval are violated or if the uses onsite are conducted or carried out in a manner so as to adversely affect the health, welfare or safety of persons residing or working in the neighborhood.
2. The applicant agrees as a condition and in consideration of the approval of this discretionary permit that it will defend, indemnify and hold harmless the City of Seaside or its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul this approval. The applicant will reimburse the City for any court costs and attorney's fees, which the City may be required by a court to pay as a result of such action. City may, at its sole discretion, participate in the defense of such action; but such participation shall not relieve applicant of his obligations under this condition. The City shall promptly notify the applicant of any such claim, action, or proceeding, and the City shall cooperate fully in the defense thereof.
3. The permit shall have no force or effect unless and until accepted, and the terms thereof agreed to, in writing, by the applicant and property owner within 15 days from the date of its approval.
4. Project approval will become null and void if a building permit is not obtained within one (1) year from the date of approval to begin construction on the project.
5. For purposes of assuring compliance, the applicant, agents, representatives or their assignees agree not to deny or impede access to the subject property by City employees in the performance of their duties.

NOW BE IT FURTHER RESOLVED, the Planning Commission hereby approves Fence Exception Application No. FE-17-01 by the following vote.

AYES:

NOES:

ABSENT:
ABSTAIN:

John Owens, Chairperson

ATTEST:

Planning Commission Secretary

RECEIVED BY
CITY OF SEASIDE

AUG 28 2017

COMMUNITY
DEVELOPMENT



Attachment 2

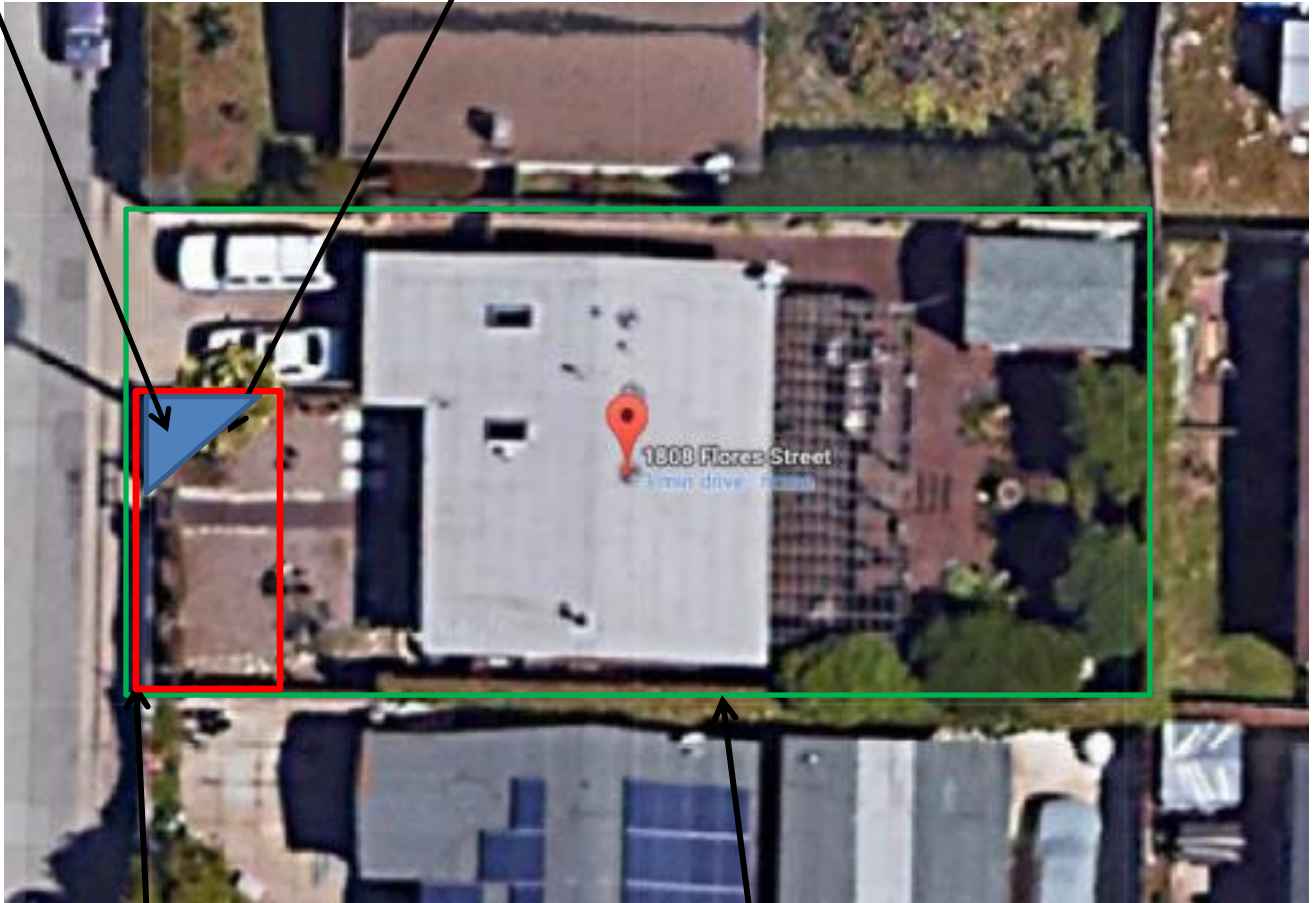
Location Map

Project Site: 1808 Flores Street



Blue Triangle – 15-foot by 15-foot Driveway
Line of Site

Red Line – Area of 15-Foot Front Yard Setback



Yellow Line – Proposed Fence

Green Line – Property Boundary



View from Flores Street



View from Flores Street looking south



View of wall section adjacent to southwest corner of driveway



View of wall looking south on the sidewalk

Resource Management Services Planning Division:

September 22, 2017

Brett Nielsen
1808 Flores St.
Seaside Ca, 93955

Fence Exception Application No. FE-17-01

To whom it may concern with the Planning Commission of the City of Seaside,

My name is Brett Nielsen and I have resided at 1808 Flores Street since 1997. I would have loved to be here personally to be involved in this matter but I had to leave the state for business. I want to say thank you for taking the time to be here in the matter of the retaining wall.

Our house was built on a western facing sand dune in 1952. We inquired about an estimate to have the sand removed and the cost was \$25,000 in 1997. So as an alternative, to manage and prevent further damage, we placed rail road ties with wood fencing on top in our back yard and side yard so that our back neighbor's sand would not come into our yard and our sand would not go into our side neighbor's yard. Now at this time our back neighbor's sand is coming through the wood fence.

When we move into this house there was a 28 inch retaining wall in the front yard already built and even then had reached its limits. So in the front yard we placed a 10 inch solid border on the old fence. That helped for a few years but the sand continued to shift. In May of 2016 we had to have our house tented for termites. Our front and side fencing had also come under sever termite damage to which you can still see on our side fencing.

We went with concrete and stucco fencing to match many of our neighbors and to match the look of our home. We went with the same height as the fencing that the house was originally built with. One of our main concerns is to retain the sand and prevent further damage. But more importantly, if we have to cut the wall we will only have 18" from the inside. I bring this up because our grandson plays out front and if he falls over the edge he will be falling 48 inches to the sidewalk. 48" above the sidewalk is a great height

for level lots, but for those of us that have slanted lots we need to have something to contain our yards.

I am sure by now you know that we would love to save our fence. I want to thank you again for your time in this matter.

Sincerely,

Brett Nielsen

Attachment 6

Delineation of Fence Heights in relation to the sidewalk grade and project site grade



Pink Line – Grade of Project Site behind wall

Blue Line – Four Foot wall height as measured from the sidewalk

Attachment 7

Previous Fence Construction



Imagens capturadas em: Apr 2015 © 2017 Google United States

1820 Flores Street
Seaside, CA 93955-3922
October 2, 2017

City of Seaside
Planning Division
440 Harcourt Avenue
Seaside, CA 93955

SUBJECT: **Fence Exception Application No. FE-17-01** for Brett & Colleen Nielsen

Sir,

It has come to my attention that Brett and Colleen Nielsen have requested approval of a Fence Exception for the property located at 1808 Flores Avenue, Seaside, CA, to construct a 5'4" fence in their front yard.

As I understand it the **Fence Exception Application No. FE-17-01** is requesting permission to place a fence between our two properties.

If this is the case, I ask that they be granted permission to place a fence there. Having worked in the field of construction myself, and having observed the placement of the footers for the fence posts, which are the proper depth, are up to code, and are very well placed, I don't see any problem with what they are trying to do; and support/agree with you granting their request.

If you need to contact me reference this request please feel free to do so.

Sincerely,


Edward Wilson

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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WELCOME TO THE CITY OF SEASIDE!	2
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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.

[illegible]

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.
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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.
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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.
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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).



- 11



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.

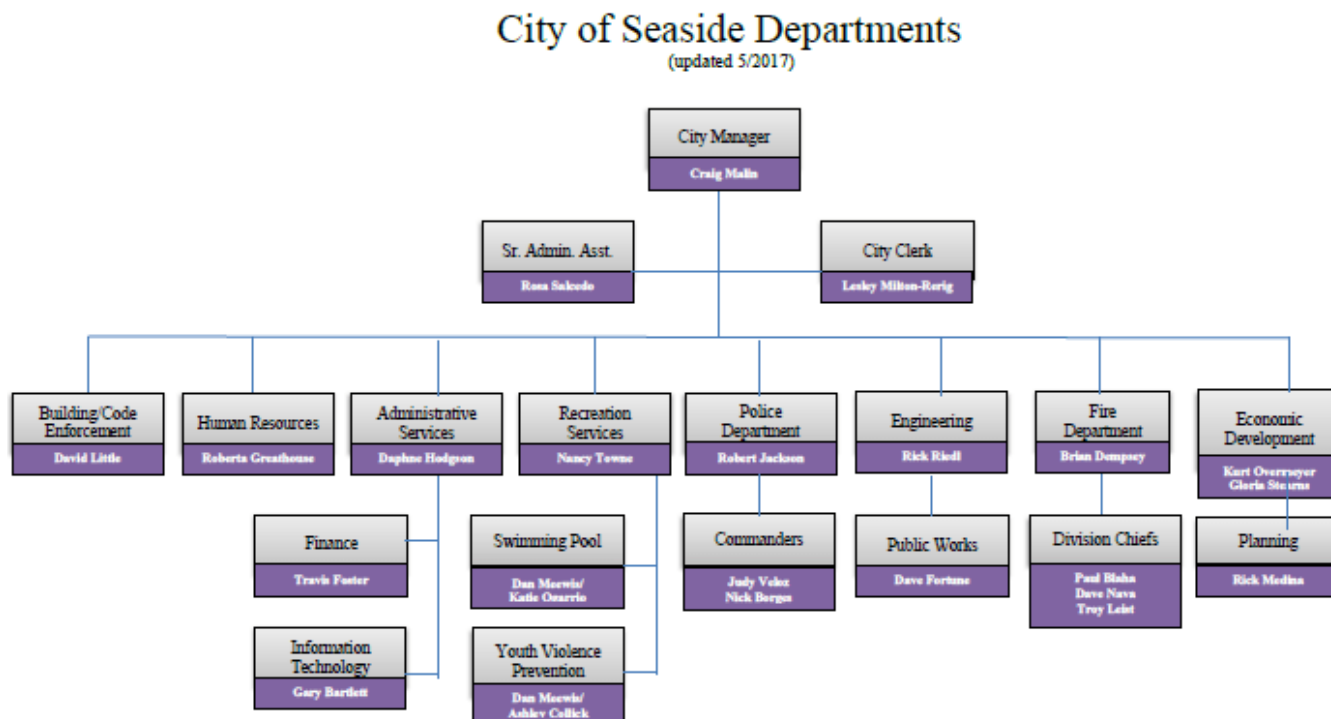
The City has two fundamental functions, the provision of local governance, with decision making to address the issues before the City, and the provision of services to our residents and businesses. Both of these functions, in order to be effective, must have adequate resources devoted to them; conversely, 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.