



AGENDA
CITY OF SEASIDE
ART AND HISTORY
COMMISSION

REGULAR MEETING
Oldemeyer Center
986 Hilby Avenue
Tuesday, February 11, 2020
5:45 PM

1. CALL TO ORDER

2. ROLL CALL - ESTABLISHMENT OF QUORUM

ART AND HISTORY COMMISSION

Steven Russell	Chair
Janies Silveria	Vice Chair
Francoise Avery	Commissioner
Yollette Merritt	Commissioner
Emerson Brown	Commissioner
Clayton Schuster	Commissioner
Hamish Tyler	Commissioner

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. JANUARY 14TH, 2020

5. REVIEW OF AGENDA

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

6. BUSINESS ITEMS

A. WELCOME NEW COMMISSIONERS

B. ARCHIVE ESTIMATE

C. ANNUAL WORK PLAN 2020

D. AVERY GALLERY SCHEDULE ADDITION: YOUTH ARTS COLLECTIVE

E. ART AND HISTORY BROCHURE

F. UPDATES

1. ORAL HISTORY
2. CA REVEALED
3. KNITSTRAVAGANZA 2020

7. COMMISSIONER REPORTS

8. STAFF COMMUNICATION

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
March 10th, 2020
5:45pm
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, 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. Live streamed meeting videos as well as videos of past meetings are available on the City's website at: <http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

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Minutes

CITY OF SEASIDE ART & HISTORY COMMISSION

REGULAR MEETING
Oldemeyer Center
986 Hilby Avenue
January 14, 2020
5:45 p.m.

1. **CALL TO ORDER: 5:49pm**

2. **ROLL CALL – ESTABLISHMENT OF QUORUM:**

ART AND HISTORY COMMISSION:

Steven Russell	Chair	X
Janie Silveria	Vice Chair	X
Francoise Avery	Commissioner	X
Yollette Merritt	Commissioner	Late – 6:17
Emerson Brown	Commissioner	Excused

3. **PUBLIC COMMENTS:**

- Micheal Wildgoose: Akin Miller's Legacy:

- What the city has, was packed correctly and safely by the city.
- Some of his estate was also left to CSUMB or the Buddhist Center
- He is concerned by the boxes of photos and slides
- Staff suggests that the boxes are in the closet downstairs in Oldemeyer that has paper in it.
- Commissioner Russell informed him that the archive assessment will address those boxes.
- Mr Wildgoose would like to go through the boxes.
- Staff informed the commission that the archivist Lori Lindberg will be coming on Jan 20th and will see the boxes containing Akin's art work.

4. **APPROVAL OF MINUTES: December 10th, 2019**

Motion: Commissioner Silveria, Second: Commissioner Avery, Passes Unanimously

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)

- Added to Agenda:

- Portal Project: David Little, Guest, Staff Liaison For Neighborhood Improvement
- Motion: Commissioner Avery, Second: Commissioner Silveria, Passes Unanimously

- **Motion to Move Items E – H to next month:**
 - Motion: Commissioner Russell, Second: Commissioner Avery, Unanimously Passes

6. BUSINESS ITEMS:

a. Appointment of New Chair and Vice Chair for SAHC

- Commissioner Russell will remain Chair.
 - i. Passes unanimously
- Commissioner Silveria will remain Vice Chair until at least the next meeting.

b. Utility Boxes (Community Development Director: Gloria Stearns)

- Hand out given
- Seaside Creates is near the local businesses, and they have students to come in from CSUMB to do work study projects
- They have been asking the businesses about injecting art into the community and the businesses want music theme art
- A CSUMB student did her services hours by creating a business survey
- They want to keep the theme of music specifically to the Broadway downtown area.
- The boxes are brand new and stainless steel, the thought it to wrap them instead of painting since they are new.
- She has asked for suggestions as to how to find someone to do the art for the wraps.
- How do you take something that is a high quality and high class for downtown. She would rather not have student art, and would be aiming for a professional artist.
- She wants more performances and events on Broadway, loosening up food truck regulations etc, to create a vibe of fun.
- This is what the businesses down there are looking for.
- We have 110 bike racks and there are people who want to do art on those.
- Commissioner Russell asks for clarification as to who will be spearheading getting art on these boxes and bike racks.
- The bike racks would be harder to wrap, so we might want to consider painting for those.
- She could use the help to get artists interested in this project.
- The commission wants to use best practices to get this going.
- The commission can definitely put this out to professional artists.
- The commission was also wanting to work on upper Broadway.
- Ms. Stearns mentioned that they have approved 106 units of housing on upper Broadway and will have pops of color that will be going in soon.
- She suggests the commission start thinking about things that will compliment that level of development.
- The commission has asked if she could pass along some of the contacts in the transition, and set up online portals for submissions.

c. Portal Project (Staff Liaison, Neighborhood Improvement: David Little)

- Has been with seaside for about three years
- Neighborhood Improvement Commission heads Neighborhood Watch
- They are also involved in the replacement of street signs.
- The push is to replace all of the signs when the streets are paved.
- The Seaside sign is on Del Monte and Cyn Del Rey
- When he first came to Seaside, he noticed in gift shops that there was no Seaside paraphernalia, its only Monterey and Carmel.
- This project means that people know where they are.
- The Seahorse is grey in reality and they are trying to paint it blue to make it more prominent.
- In the hand out they have made the seahorse blue, added rocks that will hide solar lights, and a power solar panel.
- They had a private donor who wanted trees put behind the sign, but they cannot hide business, the lights were chosen as a compromise between the business and the donor.
- The seahorse was originally gray as that is how it was submitted.
- This will be going to BAR.

Motion to Support:

Motion: Commissioner Merritt, Second: Commissioner Avery, passes unanimously

d. Review Boards, Commissions, Committees Handbook/Code of Conduct

- Commissioner Russell had a meeting with the other commission chair and the mayor to go over the new handbook.
- Commissioner Merritt would like to make a suggestion to start the meetings at 6 instead of 5:45.
- The meeting day and time listed for SAHC in the handbooks is incorrect and lists an old date and time.
- Staff did ask for clarification on CSUMB students, and so long as the dorm is a Seaside address they can be on the commission
- Staff will inquire why BAR members do not have to be seaside residents.
- Staff asked for clarification on the working on quorum and the current 5 commissioners makes our quorum 3 persons.
- Workshops are not something that Seaside does if a commission does not reach quorum.
- Staff will provide the 2019 work plan for next meeting, annual work plan template is on page 22 and it is the one the commission follows.
- Code of Conduct:
 - i. If you are wearing your commissioner badge you are representing the city.
 - ii. Commissioner Russell asked who wrote the code of Conduct.
 - iii. Staff is of the understanding that the City Manager in conjunction with the city council and department heads are the ones who wrote it.

e. Annual Work Plan 2020, and Form 700

- 2019 Workplan is in the packet, and will be included in next month's packet.
- It is very well formatted and easy to read
- Commissioner Russell mentioned he was proud to share this workplan with other commissions.

f. Avery Gallery Schedule Addition: Youth Arts Collective

- Moved to February Meeting

g. Art and History Brochure

- Moved to February Meeting

h. Updates – Moved to February Meeting

- * Oral History Update
- * CA Revealed
- * Knitstravaganza 2020
- * Archive Estimate

7. REPORTS FROM STAFF:

- Lori will only be here for about half a day on the 20th of January
- We will be meeting with her to discuss our needs and show her what we have so she can build a proper quote for the city.
- Registration for Knitstravaganza has opened, there are three people already registered.
- Youth Art Registration is still open
- Black History Exhibit Registration will be open until next Monday.
- Post cards have been sent out for all upcoming events.
- 4 Friends reception is this upcoming Friday at Avery Gallery at 7pm.
- The Boys and Girls Club reception will be at Oldemeyer on Thursday.
- Some members of our staff have been asked to be judges for the Boys and Girls Club show.
- In the Black History Exhibit we have asked for collections of items that relate to the Slave Trade, as well as some art work from inmates at Soledad.
- Staff talked to Steven Levinson about contributing some of his Fort Ord Related Black History Items for the Black History Exhibit, and he may be participating.

8. REPORTS FROM COMMISSIONERS:

- Commissioner Silveria: We have been awarded a digitization for the newspapers from CA Revealed. We will need to put all the meta-data into a document, as well as get the papers packed properly and safely for shipping. Commissioner Silveria will be emailing the shipping requirements to staff so that the supplies needed to ship the papers properly can be ordered.
- Commissioner Merritt: The windows from the decommissioned church are still available. There is an exhibit about the DeAnza Trail at Seaside Creates, would

like to make a commendation of thanks for bringing the exhibit to seaside. The exhibit is hanging on the walls of Seaside Creates. There is an initiative with the Buffalo Soldiers coming up soon. The Palm Cemetery in the presidio is the first integrated cemetery in the United States.

- Commissioner Avery mentions that her father did something with Pope McDonald regarding the Buffalo Soldiers.

9. ADJOURNMENT:

Motion: Commissioner Merritt. Second: Commissioner Silveria, 7:33pm

Next Regularly Scheduled Meeting

February 11th, 2020

Time: 5:45 p.m.

Oldemeyer Center

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

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Broadway Businesses Survey

Issued May 8, 2019



How do you like your art?

The City of Seaside is asking the Broadway businesses a few questions about art and we have partnered with CSUMB to help. Please take a moment to complete the following BRIEF survey about art on Broadway between Del Monte Boulevard and Fremont Boulevard. Please return your survey to the CSUMB student who stopped by today OR bring it to Seaside Creates at 656 Broadway between 8am and 5pm before **NOON on May 10th**.



These are examples of painted utility boxes.

If we had painted utility boxes on Broadway, we would like them to be one theme. Which theme would you prefer:

- A. Sea images [like Monterey Bay]
- B. Nature images [like Fort Ord nature]
- C. Music images



— If we had music on Broadway, what kind of live music would you like?

- A. A busker [ie typically a solo artist, on a corner]
- B. A live band - professionals
- C. A live band—students [CSUMB, High School, etc]



Broadway Businesses Survey

Issued May 8, 2019



How do you like your art?

How often would you like live music on Broadway?

- A. Once a week
- B. Once a month
- C. Only during Farmer's Market
- D. Once a week for a month

Would you like to have a Broadway business association—where businesses determine Broadway events?

- A. Yes
- B. No

Will you help get the Broadway business association started, if that ends up being what people want?

- A. Yes
- B. No

Name:

Business:

Address:

Thank you!



Unknown Utility: PG&E Smart Meter

Name

PG&E Smart Meter

Street 1

Broadway Ave

Street 2

Alhambra St



Unknown Utility: AT&T

Name

AT&T

Street 1

Broadway Ave

Street 2

Noche Buena St



Unknown Utility: AT&T
Name
AT&T

Street 1
Broadway Ave

Street 2
Kenneth St



Unknown Utility: PG&E Smart Meter
Name
PG&E Smart Meter

Street 1
Broadway Ave

Street 2
Noche Buena St



Unknown Utility: Traffic Signal Box (City owned)

Name

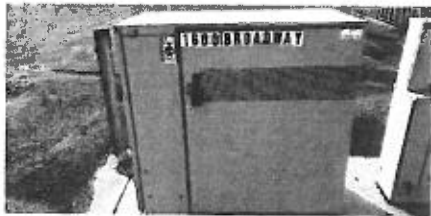
Traffic Signal Box (City owned)

Street 1

Broadway Ave

Street 2

Noche Buena St



Unknown Utility: AT&T

Name

AT&T

Street 1

Broadway Ave

Street 2

Yosemite St



Unknown Utility: PG&E Smart Meter
Name
PG&E Smart Meter

Street 1
Broadway Ave

Street 2
Yosemite St



Unknown Utility: PG&E Smart Meter
Name
PG&E Smart Meter

Street 1
Broadway Ave

Street 2
Fremont Blvd



Unknown Utility: Traffic Signal Box (City owned)

Name

Traffic Signal Box (City owned)

Street 1

Broadway Ave

Street 2

Fremont Blvd



Unknown Utility: Traffic Signal Box (City owned)

Name

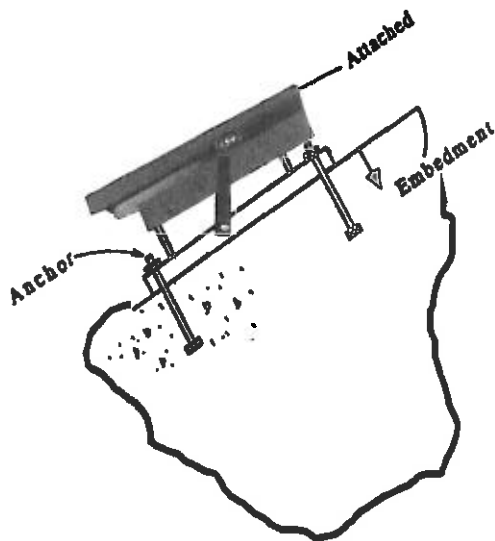
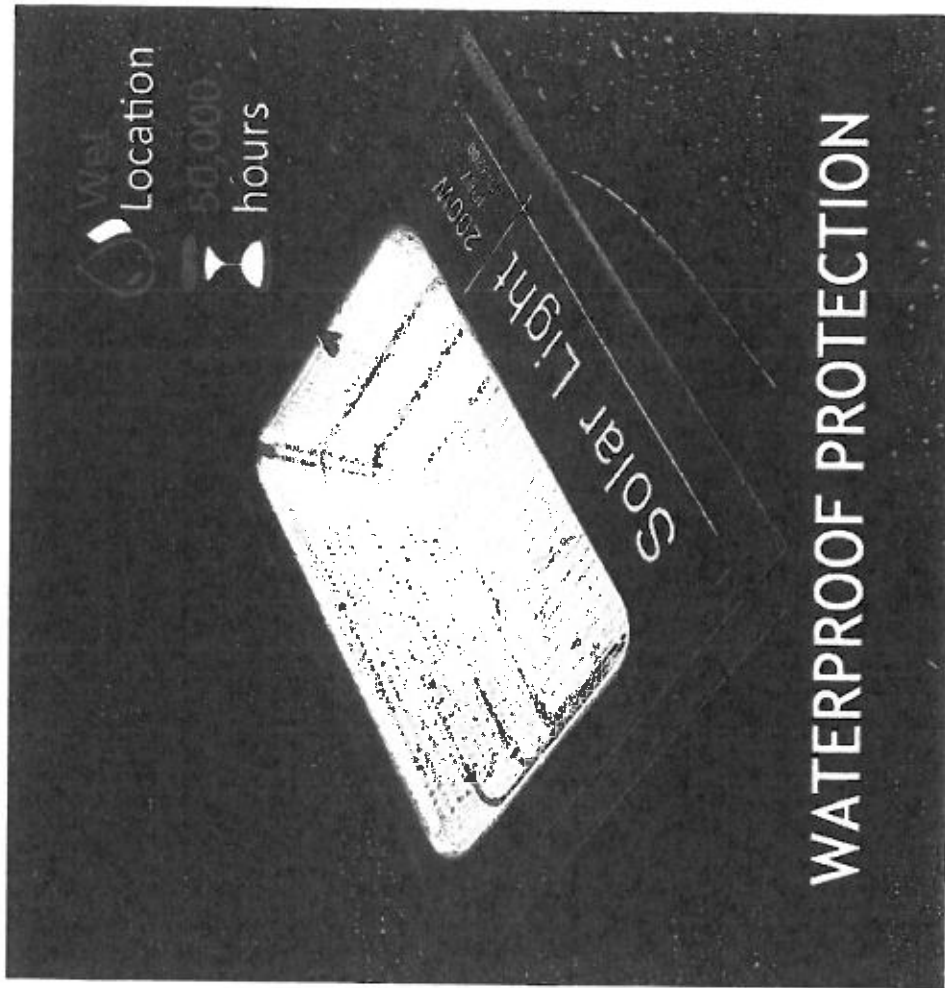
Traffic Signal Box (City owned)

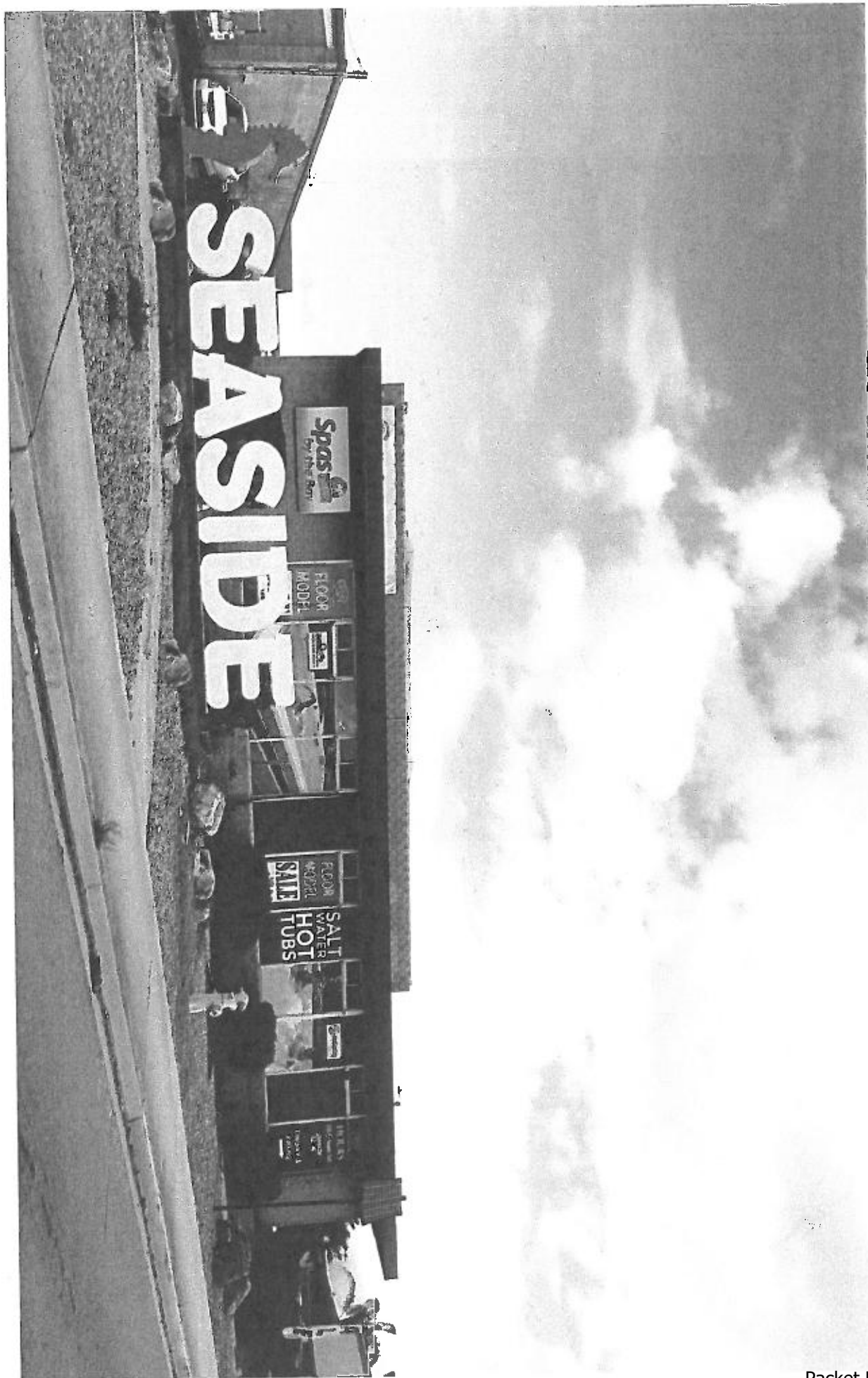
Street 1

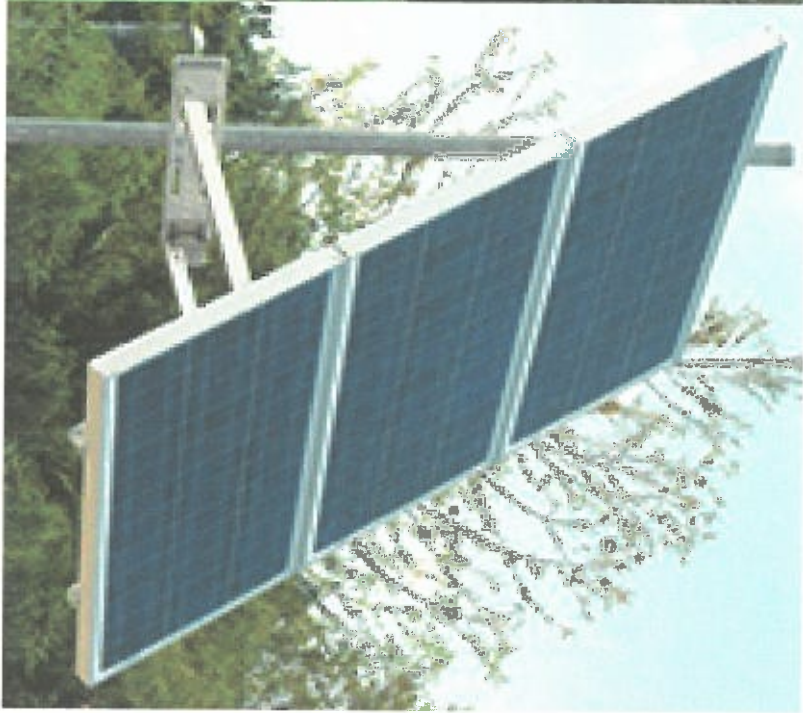
Broadway Ave

Street 2

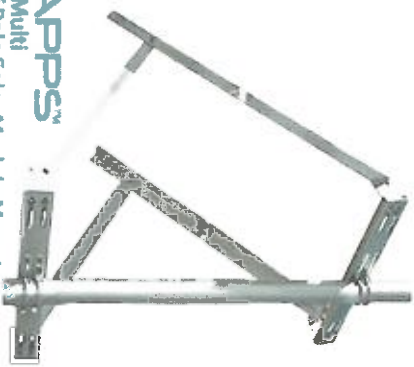
Alhambra St







MAPPS™
SPM1-150
Side of Pole Solar Module Mount pipe not included



MAPPS™
SPM2-Multi
Side of Pole Solar Module Mount pipe not included



Code of Conduct

City of Seaside elected officials, members of boards, commissions, and committees, and staff ("Officials") have an obligation to conduct themselves in accordance with local, state and federal laws and regulations, including ethics regulations, and in accordance with the following Code of Conduct.

City of Seaside Officials will be:

Appreciative – It is a privilege to serve the citizens of and visitors to the City of Seaside. The opportunity to serve should be understood to be a unique and fleeting opportunity that is approached with gratitude.

Kind – The City of Seaside is a municipal service organization. The City exists to serve its citizens, visitors, business owners, and employees, and can most transformatively do so by demonstrating unsparing kindness to each other and those they come in contact with while representing the City.

Civil – Life in public service demands respectful and supportive behavior. At all times, representatives of the City are to be courteous and polite. To each other, and everyone they meet.

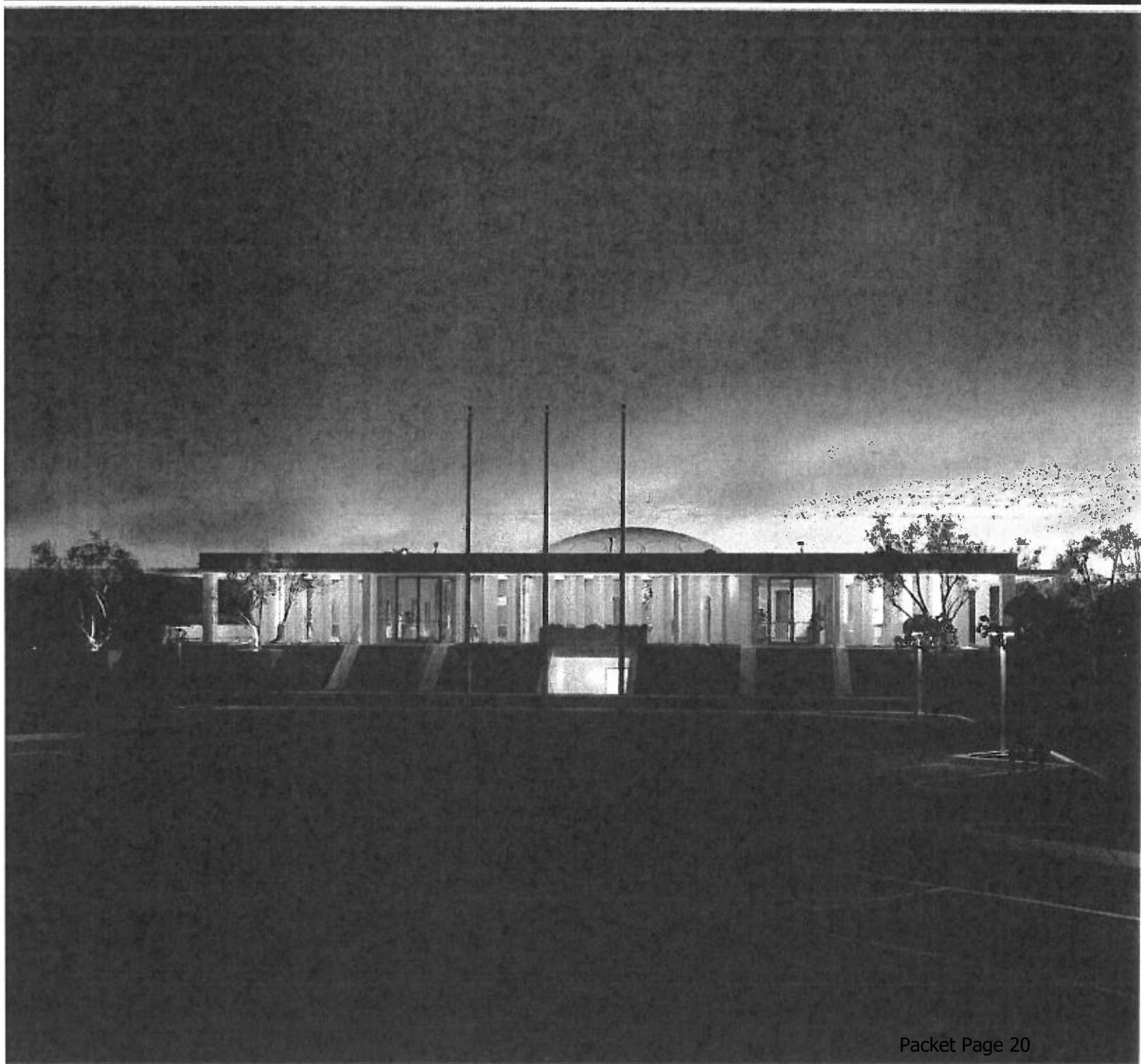
Inquisitive – One of Seaside's great treasures is its remarkable diversity. Seaside Officials are immersed in diverse cultures, perspectives and traditions and must be genuinely interested in and supportive of, rather than judgmental about, other cultures, perspectives, and traditions.

Caring – The youngest, most economically modest, and most inclusively reverent community on the Monterey Peninsula, Seaside exists to be the community where we care for one another, where we create brighter futures for our community's children, where we take care of those in the sunset of their lives and where we reach out to those in need, whoever they may be.

Humble – Look, we're pretty awesome. But let's just be low-key about it.

Self-Aware – Listen more, speak less. Contribute more, complain less. Smile more, frown less. You live in / work for / contribute to a remarkable City and community. Be appreciative.

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

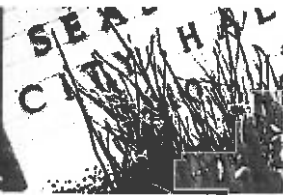
Provide an increasingly safe community

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.

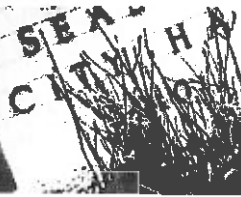
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Preserving The Public Trust

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 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**

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.

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>) developed an **online ethics course** (<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>) 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)

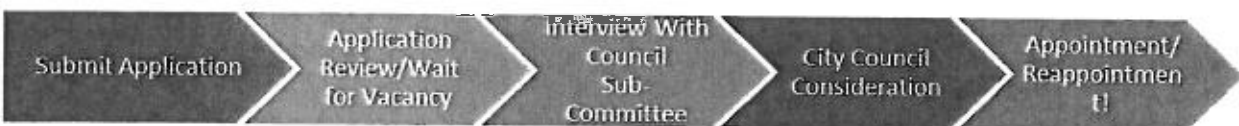
Seaside Municipal Code: 2.14.040 Appointment of members.

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).





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.

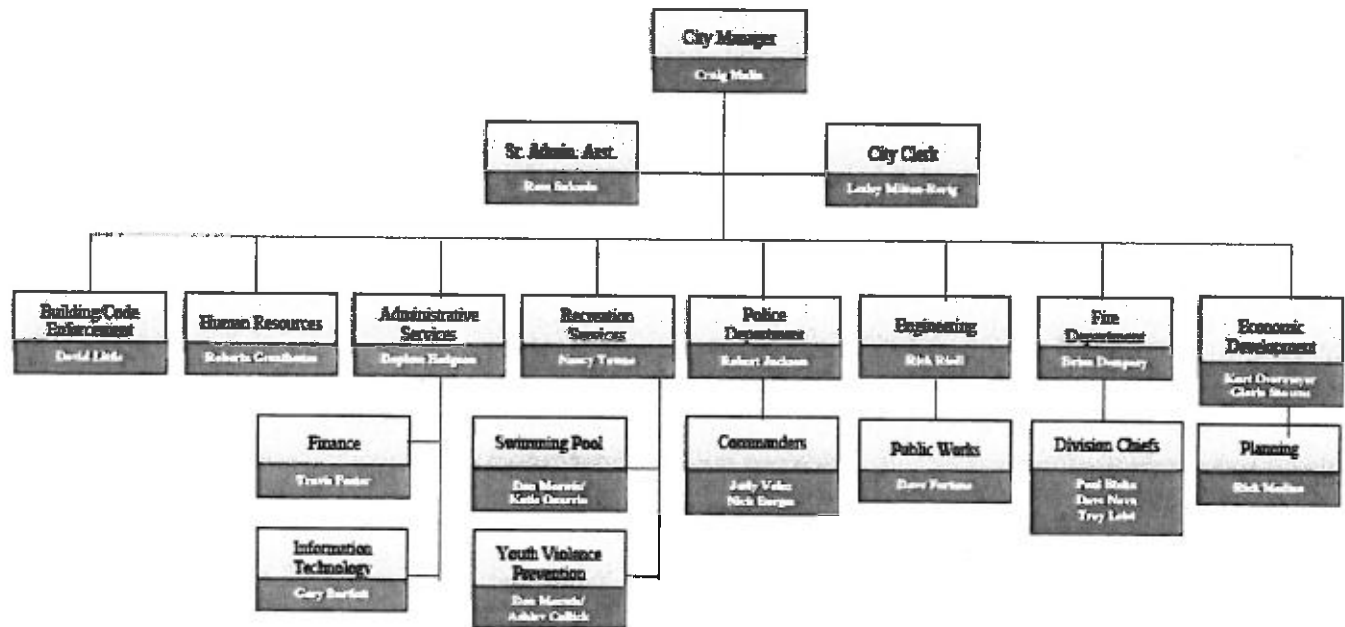
The City has two fundamental functions, the provision of local governance, with decision making to address the issues before the City, and the provision of services to our residents and businesses. Both of these functions, in order to be effective, must have adequate resources devoted to them; conversely, 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 of Seaside Departments (updated 5/2017)



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

- 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
Art and History Commission
2019 WORK PLAN
AND
FISCAL YEAR 2018 ACCOMPLISHMENTS**

MISSION STATEMENT:

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

HISTORICAL BACKGROUND:

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

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

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

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

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

GOALS:

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

ACCOMPLISHMENTS:

PAST YEAR - 2018

- Installed 9 major art pieces at the Oldemeyer Center, Soper Community Center and Pattullo Swim Center.
- Acquired historical books for the archives.
- Advocated for archive management and storage solutions to City.
- Acquired African American art work from James "Akin" Miller.
- Participated in CSUMB's Seaside Voices oral history project by contributing approximately 12 community member local interviews. Commissioner's participated in class presentation of Seaside's local history.
- Finalize Public Art Policy for submission to City Council.
- Participated in first annual Monterey County Archive Crawl.
- Promoted annual Seaside Studio Tour event.
- Held seven art exhibits at Avery Art Gallery.

ONGOING:

- Continuous art exhibits at the Walter Avery Gallery, the premier art space on the Peninsula including the largest Youth Art Competition in Monterey County, Adult Art Competition.
- Annual Black History Month exhibit and reception and Art exhibit.
- Rotating mini-exhibits in the Oldemeyer Center lobby & senior wing.
- Help prepare and participate in Outdoor Art Events.
- Continued networking with area art associations.

- Working with CSUMB on annual series Seaside Voices Oral Histories.
- Representation on area history groups: Archive Round Table, Monterey County. History Advisory Commission, Monterey Bay Heritage Area planning group.
- Networking with Monterey County Historical Society, planned Marina History Commission, FOAA and FOMA.

NEXT YEAR PLANS:

- Develop a Public Utility boxes art project
- Have all aural history tapes located in Seaside archives digitized to ensure preservation.
- Continue to advocate for archive storage and work space to preserve the City's history, archives and artifacts, enabling us to accept donations of family papers and historical materials.
- Finalize and present to City Council Public Art Spaces policy
- Refurbish and update the glass cases at Avery Art Gallery for esthetic and art presentation purposes.
- Continue to advocate for a building to become a City museum, art gallery and cultural center.
- Take part in every public relation opportunity to expand public awareness of Seaside's history and multi-ethnic culture.
- Create a short, readable (multi-lingual) History of Seaside; then expand this to include "Things to Do in Seaside, "Places to See in Seaside" and "Outside Seaside".
- Create some Seaside history class curriculums for all school grades. Provide mini-exhibits for schools.
- Expand and rotate Seaside History section of City's website.
- Develop a Historic Resource Preservation ordinance-backed process as required by the 2018 General Plan that will allow grants applications to fund an inventory of Historic Resources and Historic Designations.
- Work with CSUMB on more Seaside Voices oral histories and develop student capstone projects focusing on Seaside history.
- Collaborate with City, other Commissions and private groups on more public art projects.

- Develop a “digital era clippings” system to maintain a record of current Seaside history.



California State Library
900 N Street
Sacramento, CA 95819

December 19, 2019

Ashley Collick / Janie Silveria
City of Seaside, Art and History Commission
986 Hilby Avenue
Seaside, CA 93955

Dear Ashley and Janie,

California Revealed is excited to move forward to digitize, provide online access, and ensure long-term preservation for the awarded print materials listed in the attached spreadsheet. Please use the attached awards spreadsheet as an inventory and packing list. Please also remember to print, sign, and include a physical copy of the Digitization and Preservation Agreement when you ship your materials. For packaging and shipping of materials please read our Shipping Guidelines. Remember to include an Order Form if you want copies of your audiovisual files. Prior to packing, please ensure that each physical item has a visible Call Number or Temporary Identifier so that it can be matched to its metadata upon receipt by California Revealed.

Metadata Submission

Metadata for your awarded titles has been added to the California Revealed repository (Islandora). You have supplied the minimum metadata required at this point, but we encourage you to enrich your existing records in Islandora using the project's Metadata Guidelines which include the descriptive, rights, and technical metadata fields that you have the option to include. In particular, please confirm format and extent (total number of pages/tapes/reels per title) if possible. You can locate these awarded titles and update their metadata in Islandora: <https://repository.californialightandsound.org>. Please let us know if you update the metadata for these records. If you are a new partner, please set your password here.

Delivery of Materials

We ask that you prepare and deliver the materials and metadata to California Revealed's office in Sacramento between **February 3 and March 13, 2020**.

Please note State Library closure dates: <https://www.calhr.ca.gov/employees/pages/state-holidays.aspx>.

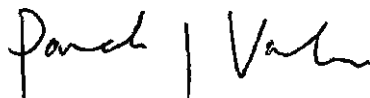
We ask that you ship via FedEx to:

California Revealed
California State Library
900 N Street
Sacramento, CA 95814
Phone: 916.653.5074 | e-mail: team@californiarevealed.org

Please remember to print, sign, and include a physical copy of the Digitization and Preservation Agreement when you ship your materials.

We look forward to hearing about the outreach activities you are planning with the Monterey County Free Libraries and Monterey Peninsula College Library. Please keep us posted; we would love to promote your events. Many thanks for helping to build the California Revealed collection for us all and future generations!

Best Regards,

A handwritten signature in black ink, appearing to read "Pamela | Vadakan". The signature is written in a cursive, flowing style with a vertical line separating the first and last names.

Pamela Vadakan

STATEMENT OF ECONOMIC INTERESTS

Date Initial Filing Received
Official Use Only

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST)

(FIRST)

(MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

☐ State☐ Judge or Court Commissioner (Statewide Jurisdiction)☐ Multi-County _____☐ County of _____☐ City of _____☐ Other _____

3. Type of Statement (Check at least one box)

☐ **Annual:** The period covered is January 1, 20²⁰, through December 31, 20²⁰.

-or-

The period covered is ____/____/____, through December 31, 20²⁰.☐ **Assuming Office:** Date assumed ____/____/____☐ **Leaving Office:** Date Left ____/____/____
(Check one)☐ The period covered is January 1, 20²⁰, through the date of leaving office.

-or-

☐ The period covered is ____/____/____, through the date of leaving office.☐ **Candidate:** Date of Election ____ and office sought, if different than Part 1: _____

4. Schedule Summary (must complete)

► Total number of pages including this cover page: _____

Schedules attached

☐ **Schedule A-1 - Investments** - schedule attached☐ **Schedule C - Income, Loans, & Business Positions** - schedule attached☐ **Schedule A-2 - Investments** - schedule attached☐ **Schedule D - Income - Gifts** - schedule attached☐ **Schedule B - Real Property** - schedule attached☐ **Schedule E - Income - Gifts - Travel Payments** - schedule attached

-or-

☐ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS

STREET

CITY

STATE

ZIP CODE

(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER

E-MAIL ADDRESS

()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____

(month, day, year)

Signature _____

(File the originally signed statement with your filing official.)

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

KNITSTRAVAGANZA 2020

1. Number the trees at Oldemeyer – ***TO BE COUNTED BY JAN 9TH***

2. Dates – Set dates for the phases of the project.

- ***MEDIA RELEASE: JAN 15TH***
- ***REGISTRATION OPEN: JAN 17TH***
- ***REGISTRATION DEADLINE: FEB 21ST***
- ***INSTALLATION: MAR 7TH***
- ***TEA TIME RECEPTION: MAR 7TH 12:30-2:30***

3. Misc –

- Invite mayor and council to reception
- Add fishing tackle to supply list
- Make instructional sheet for closure for installation kits
- Emerson will be talking to The Weekly for PR
- Add “Abstract Highly Encouraged” to donation regulations.
- Trees will be broken up into standardized size modular blocks. People can sign up for multiple blocks in online registration
- PR materials to be finalized and post cards ordered by Jan 10th



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Art and History Commission

BY:

DATE: February 11, 2020

SUBJECT: WELCOME NEW COMMISSIONERS

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.B.

TO: Art and History Commission

BY:

DATE: February 11, 2020

SUBJECT: ARCHIVE ESTIMATE

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.C.

TO: Art and History Commission

BY:

DATE: February 11, 2020

SUBJECT: ANNUAL WORK PLAN 2020

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.D.

TO: Art and History Commission

BY:

DATE: February 11, 2020

**SUBJECT: AVERY GALLERY SCHEDULE ADDITION: YOUTH ARTS
COLLECTIVE**

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.E.

TO: Art and History Commission

BY:

DATE: February 11, 2020

SUBJECT: ART AND HISTORY BROCHURE

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.F.

TO: Art and History Commission

BY:

DATE: February 11, 2020

SUBJECT: UPDATES

PURPOSE & RECOMMENDATION

BACKGROUND

ATTACHMENTS

None
