



CITY OF SEASIDE

# BOARDS, COMMISSIONS & COMMITTEES HANDBOOK

*Innovate - Include - Inspire*

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[WWW.CI.SEASIDE.CA.US](http://WWW.CI.SEASIDE.CA.US)



# Welcome to the City of Seaside!

We love community volunteers. The expertise and guidance that our volunteer Commissions provide the City Council as the final decision-making body is a vital role and relied upon heavily by the Council when issues are discussed.

Commissions were created for the purpose of overseeing distinct issues and subjects affecting a city. Although the Council and 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 please contact, the staff liaison supporting your commission, or contact the City Clerk at [cityclerk@ci.seaside.ca.us](mailto:cityclerk@ci.seaside.ca.us).

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## OUR 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**

Provide an increasingly safe community

### **CREATE**

Create vibrant, sustainable economic development

### **PROVIDE**

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

### **DEVELOP**

Develop & implement a quality infrastructure program

### **ACHIEVE**

Achieve and sustain fiscal health and wellness

# ROLES & RESPONSIBILITIES

The credibility of the Council and commissions 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.



## PRESERVING THE PUBLIC TRUST

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

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

- Understand that you are in a visible position and represent the City and its citizens. Information received in the performance of official council or 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.
- No special favors or privileges can be given to individuals or accepted by a Council member or commissioner 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.
- Do not attempt in any way to gain special treatment, favors or gifts from anyone inside or outside of the city because of your position.

# CODE OF CONDUCT

(adopted November 7, 2019)

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.

*“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 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 effectively 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.

# ETHICS

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 Council, 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 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.

<https://localethics.fppc.ca.gov/login.aspx>

A screenshot of the login page for the Fair Political Practices Commission website. The page has a dark red header with the text "FAIR POLITICAL PRACTICES COMMISSION", "AB 1234 Local Ethics Training", and "Office of the Attorney General". Below the header is a red bar with "Account Creation & Login" and a "[Help]" link. The main content area is white and contains a "Login" section with a note: "This site is for local officials only. For state officials, please visit the Attorney General's website at [oag.ca.gov/ethics/](http://oag.ca.gov/ethics/)". There are input fields for "E-mail Address:" and "Password:", a "Log In" button, and a link for "Forgot Your Password? Click here to go to the Password Request Page". Below this is a "Create a New Account" section with input fields for "E-mail Address:", "Password:", and "Confirm Password:", and a "Create Account" button. At the bottom, there are three links: "Fair Political Practices Commission Website", "AB1234 Local Ethics Training", and "State of California Department of Justice - Office of Attorney General Ethics Training".

# CONFLICT OF INTEREST CODE

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 commissions. Consequently, it is inevitable that matters will occasionally come before those commission 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 public 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.

# CONFLICT OF INTEREST CODE *continued*

If a Council Member or 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 board and a board member has a direct or indirect financial interest, that board member must disqualify him/herself from participating in the deliberation and must abstain from voting. An explanation for the abstention should be given to the board and that reason will be recorded in the minutes. Once the board has made a statement of disqualification, the board member 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.

**CALIFORNIA FORM 700**  
FAIR POLITICAL PRACTICES COMMISSION  
A PUBLIC DOCUMENT

## 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, 2017, through December 31, 2017.  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2017.  
 Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)  
 The period covered is January 1, 2017, 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 ( ) EMAIL 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 \_\_\_\_\_ Signature \_\_\_\_\_  
(month, day, year) (File the originally signed statement with your filing official)

Clear Page

Print

FPPC Form 700 (2017/2018)  
FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)



# 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 COUNCIL MEMBER OR 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 board, 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. This includes communications on personal devices.

Here’s a [guide to the public records act](#) if you want to know more, or you can contact the City Clerk.

### The People’s Business

A GUIDE TO THE CALIFORNIA PUBLIC RECORDS ACT

REVISED APRIL 2017



# COMMISSIONS

The City Council encourages active citizen participation in the business of city government. Commissions 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.

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.

## **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 COMMISSIONS

## **PLANNING COMMISSION (ALSO SERVES AS THE BOARD OF ARCHITECTURAL REVIEW)**

**TERM:** 4 YEARS | **MEETING DATE & TIME:** 2ND & 4TH WEDNESDAY OF EACH MONTH AT 6 PM

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. 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 & HISTORY COMMISSION**

**TERM:** 4 YEARS | **MEETING DATE & TIME:** 2ND WEDNESDAY OF EACH MONTH AT 5:30 PM

A&H advises and facilitates the protection of the City's cultural resources including the collection, promotion, display and preservation of Seaside's historical artifacts, and encourages and promotes programs of artistic merit.

## **NEIGHBORHOOD IMPROVEMENT PROGRAM COMMISSION**

**TERM:** 3 YEARS | **MEETING DATE & TIME:** 1ST TUESDAY OF THE MONTH AT 6 PM

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 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 YEARS | **MEETING DATE & TIME:** 3RD MONDAY OF THE MONTH AT 5:30 PM

PRC advises on matters pertaining to parks and public recreation for the advancement of 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.

## **HOMELESS COMMISSION**

**TERM:** 3 YEARS | **MEETING DATE & TIME:** 4TH THURSDAY OF THE MONTH AT 6:30 PM

The Homeless Commission is responsible to plan, advocate, support and collaborate with those effected by homelessness.

# **ACTIVE COMMISSIONS** *continued*

## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**TERM:** 2 YEARS | **MEETING DATE & TIME:** 3RD WEDNESDAY OF THE MONTH AT 5:30 PM

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.

## **ENVIRONMENTAL COMMISSION**

**TERM:** 3 YEARS | **MEETING DATE & TIME:** 2ND TUESDAY OF EACH MONTH AT 5:30 PM

The Environmental Committee investigates and advocates sound environmental policy and action in the areas of air quality, water quality, energy and waste management, flora and fauna protection and community planning.

## **COMMISSION ON JOBS, OPPORTUNITIES & BUSINESSES IN SEASIDE**

**TERM:** 3 YEARS | **MEETING DATE & TIME:** 3RD MONDAY OF THE MONTH AT 4:00 PM

The C-Jobs was established to provide recommendations to the City Council on policies, programs, and projects, which may encourage investment, increase job creation, improve workforce training and other opportunities, or otherwise expand business opportunities in Seaside.

## **COMMUNITY SAFETY ADVISORY COMMISSION**

**TERM:** 3 YEARS | **MEETING DATE & TIME:** TBD

The CSAC is not a review board of specific police actions, whether internal or external, but a forum for discussions regarding community safety concerns and leveraging the experience of persons outside of policing to improve the Department and the community relations.

# COMMISSIONS POLICIES & PROCEDURES



# 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:**

- Understand the role and responsibility of the Board.
- Be informed of its functions, work programs and relationship with other bodies. Represent the overall public good, not the exclusive point of view of a sole group or interest.
- Keep all lines of communication open. Each appointed member serves as a communication link between the community, the City Council, and staff.
- 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.
- Establish a good working relationship with fellow appointed members, the City Council, and your staff liaison.

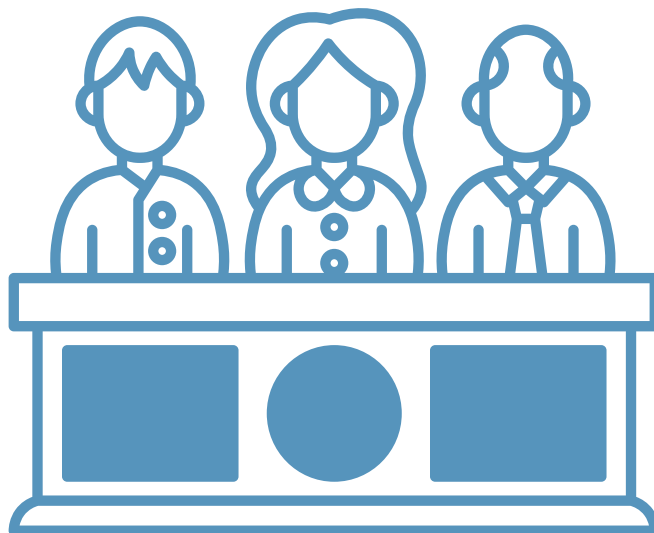
# APPOINTMENT REQUIREMENTS & PROCESS

## **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  
FOR  
COMMISSIONS**



*Submit  
Application*

*Application  
Review/  
Wait for  
Vacancy*

*Interview with  
Mayor/  
Council  
Sub-Committee*

*City Council  
Consideration*

*Appointment/  
Re-Appointment*

# **PROCESS FOR FILLING VACANCIES**

## **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 the Mayor Pro Tem. 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).

## **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.

### **Be Prepared**

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.

### **Staff Liaison & Commission Administration**

Each Commission is appointed a staff liaison, who works to facilitate the agenda, work-plan and resources needed for your board or committee. The Staff Liaison for the City Council, is the City Manager. Your staff liaison is a vital resource as they are aware of the City Council priorities as well as the City resources and rules. Commissioners and staff are expected to work courteously and professionally with each other at all times. Any questions, issues or concerns about the commission, the work plan or other city business can be directed to your staff liaison or the Chair of your Board.

Commissioners are encouraged to use their staff liaison as a resource and contact them directly if they require additional material or clarification of data. Council & Commissioners are not allowed to direct staff for individual projects. Working through the Chair or staff liaison, any ideas or projects can be agendaized for action by the entire commission.

# **GETTING STARTED:** *continued*

## **You've Been Appointed! Now What?**

### **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**

The City of Seaside appreciates all commission volunteers and acknowledges the effort it takes to participate on a board, commission or committee. However, there may be circumstances that necessitate removing a commissioner from their position. A member of a commission may be removed from office by a vote of the majority of all members of the City Council. (SMC 2.14.090)

Attendance is critical for effective operations of commissions, as quorums are required to conduct business. Failure to adhere to the attendance policy can result in removal from a position. 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.



# GETTING STARTED: *continued*

## You've Been Appointed! Now What?

### **Business Cards**

Commissioners may request business cards from the Office of the City Clerk. This is on a request only basis. 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. Commissioners are allowed one set of business cards (250) produced by the city within a twelve month period. If more cards are requested, they are to be produced by the City, at the expense of the Commissioner.

### **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. Each year the City attempts 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

MEETING TYPES

BROWN ACT

PROCESS FOR DEVELOPING THE AGENDA

CONDUCTING THE MEETING

MEETING PROCESS

PUBLIC COMMENT

ELECTION OF OFFICERS

ROLE OF THE CHAIR

ATTENDANCE & RESPONSIVENESS

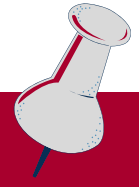


# MEETINGS

## 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.



*The Seaside  
Municipal  
Code outlines  
meeting  
frequency for  
each board. If  
a regular  
meeting falls  
on a holiday,  
the meeting is  
canceled.*

## REGULAR MEETINGS

72 hours advance notice

## SPECIAL MEETINGS

24 hours advance notice

## EMERGENCY MEETINGS

1 hour advance notice

**ALL MEETINGS REQUIRE A QUORUM**

# MEETINGS

## **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 City'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 agendized 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**

### Commission Agendas:

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.

### Council Agendas:

Council Agendas are finalized by the Mayor, Mayor Pro Tem, City Manager and City Attorney through the Agenda review process. However, any Council Member may cause for an item to be placed on the agenda as described in detail SMC 2.02.080.

# MEETINGS

## **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 that the board will take action on. The Chairperson establishes the amount of time public speakers are authorized to speak on each item, typically limiting comments to three (3) 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.

# MEETINGS

## **Role of the Chair**

The principal role of the Chair is to manage the Council or Commission 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 & Responsiveness**

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

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.

# MEETINGS

## Attendance & Responsiveness (continued)

Many items that come before commissions have time requirements to be completed; otherwise it causes a liability for the city and frustration for residents and businesses that are trying to complete projects. If you are unable to attend a meeting: please communicate with your Chair or staff liaison prior to the meeting. If you know in advance that you will be unavailable for a meeting in the future, please communicate that too. This will protect the City, your commission and provide better, more responsive services to our community.

### DID YOU KNOW?

Even the City Council has an attendance policy:

*"Councilmembers are expected to attend all meetings of the City Council. If a councilmember absents himself without permission from all regular city council meetings for sixty days consecutively from the last regular meeting he attends, his office becomes vacant and shall be filled as any other vacancy."*

*(Ord. 382, 1970; prior code § 1-200(A-5))*

*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. If a problem with absenteeism arises, it should be handled between the appointed member and the Staff Liaison or the City Clerk.*



# BASIC CITY ORGANIZATION

IT IS IMPORTANT FOR COMMISSIONERS TO BE FAMILIAR WITH THE CITY ORGANIZATION, DEPARTMENTS AND THEIR OPERATIONS.



# **BASIC CITY ORGANIZATION**

## **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 5:00 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.

## **City Budget**

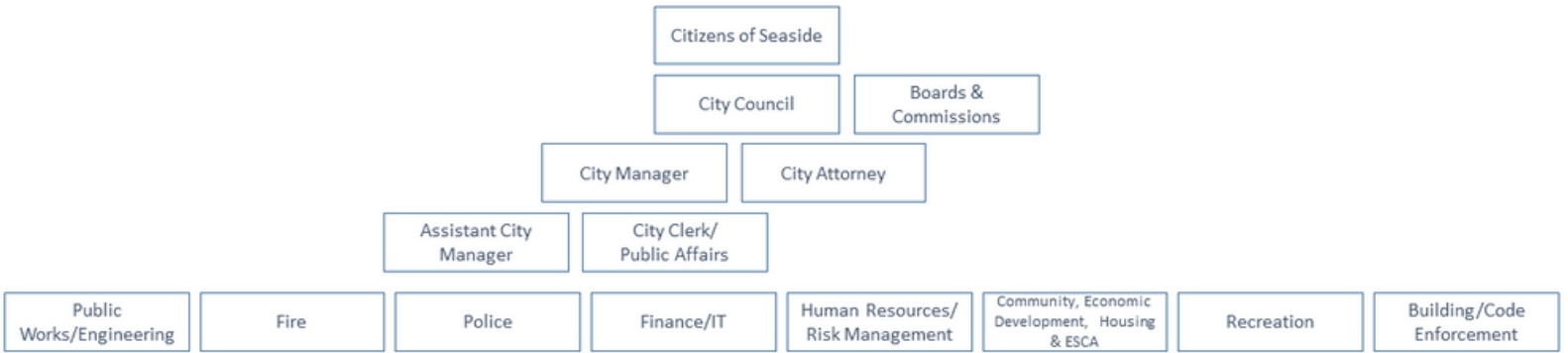
The City budget document is an important document because the preparation of the budget by the City staff, and its review and adoption by the City Council, determines how resources available to the City are to be utilized by the City in the forthcoming fiscal year.

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.

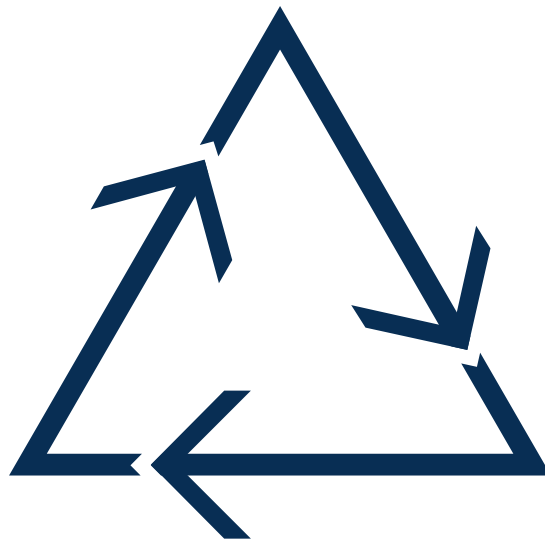
The City Budgets are all available on our City website:  
<http://www.ci.seaside.ca.us/609/Strategic-Plan>

## City of Seaside Organizational Chart



### **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 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 public meetings, records management, public information and marketing, website, social media, press inquiries and conducting City Elections.

### **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 DEPARTMENTS**

## **HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT**

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 DEPARTMENT**

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.

# **CITY DEPARTMENTS**

## **ENGINEERING & PUBLIC WORKS DEPARTMENT**

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.

## **FINANCIAL & INFORMATION SYSTEMS DEPARTMENT**

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. 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.

## **COMMUNITY, ECONOMIC, HOUSING & ESCA DEPARTMENT**

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 DEPARTMENT**

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 & INSTRUCTIONS



# ANNUAL WORK PLANS

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 City 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 2022, July 1, 2022 – June 30, 2023), 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.

THANK YOU!



**DEAR BOARD, COMMISSION & COMMITTEE MEMBERS,**

Thank you for being a member of Seaside's Boards, Commissions and/or Committees.

I know that for you, this service is an "add on" to the many other things that you have to do, including your career, family, other volunteer opportunities/obligations and your social life. I appreciate that you are willing to serve and I hope your time and input is always valued.

Thank you for bringing your passion, intellect, insight, experience and resources to the table. Thank you for all your experience, skills, knowledge and education to move our City forward.

Our community is greatly enriched through the work of those before us, the work you are doing now and as we pave the way for future leaders.