



A G E N D A

CITY OF SEASIDE
CITY COUNCIL

REGULAR MEETING

VIRTUAL ONLY

Thursday, June 3, 2021

7:00 PM

This meeting is compliant with Governor Newsom's Executive Order N-29-20 which allows local legislative bodies to hold public meetings electronically only, without a physical location for public participation, accessible only telephonically or otherwise electronically (video conferencing) to all members of the public seeking to observe and address the local legislative body, in order to avoid public gatherings, and until further notice.

REMOTE PUBLIC COMMENTS To make a public comment, the following options are available:

- Before the Meeting via Email: Written comments can be emailed to CityClerk@ci.seaside.ca.us Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment). Written comments must be received by 4:00 p.m. on the day of the meeting. All submitted comments will be provided to the City Council or the Board for consideration, compiled as part of the record, and may be read into the record.
- During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Clerk will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your comments, with time set by the discretion of the Mayor. Please note, written comments will not be read but will be included in the final record.

In an effort to ensure the virtual process closely follows our normal process, public comment will be accepted in writing during the meeting, but may not be read into the record during the meeting. They will be included in the final administrative record.

VIRTUAL MEETING ACCESS

This meeting can be watched via the City of Seaside You Tube channel

https://www.youtube.com/channel/UC1Cu7854Ohtjpr_XV1tDvRg

Or by joining the Zoom webinar link <https://us02web.zoom.us/j/81936832059>

Or call in phone number: 669-900-9128

Zoom Meeting Id 819 3683 2059

1. CALL TO ORDER

2. ROLL CALL – ESTABLISHMENT OF QUORUM

Ian N. Oglesby
David R. Pacheco
Jason Campbell
Jon Wizard

Mayor
Mayor Pro Tem
Council Member
Council Member

3. INVOCATION AND PLEDGE OF ALLEGIANCE**4. 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).

5. PUBLIC COMMENT

Members of the public wishing to address the Board on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

6. PUBLIC AGENCY COMMUNICATIONS

This is a time specifically set aside for representatives of public agencies to make brief comments of general interest to the City Council and the community.

A. SEASIDE POLICE DEPARTMENT PARTNERING WITH THE JUNETEENTH COALITION & COMMITTEE CULTURAL FESTIVAL ON JUNE 19, 2021**7. PRESENTATIONS****A. VACCINATION UPDATE****B. MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN PRESENTATION BY LAURA EMMONS, EMERGENCY SERVICES PLANNER (COUNTY OF MONTEREY)****C. PUBLIC WORKS DEPARTMENT ARBOR DAY TREE PLANTING UPDATE****8. CONSENT AGENDA****A. APPROVE MINUTES FROM MAY 18, 2021 SPECIAL MEETING**

RECOMMENDATION: Approve special meeting minutes as presented in agenda packet.

B. APPROVE MINUTES FROM MAY 20, 2021

RECOMMENDATION: Approve minutes as presented in agenda packet.

C. APPROVE AND FILE CITY CHECKS

RECOMMENDATION: Approve and file the accounts payable and wired payments made during the period of May 8, 2021 through May 21, 2021 including the payroll and benefits checks, direct deposits and wired payments related to the pay period ending May 20, 2021. Total Accounts Payable and Payroll for the above referenced period is \$2,133,209.57.

D. PROCLAMATION DECLARING THE WEEK OF JUNE 21-27, 2021 AS POLLINATOR WEEK IN THE CITY OF SEASIDE

RECOMMENDATION: Proclaim the week of June 21-27, 2021 as Pollinator Week in the City of Seaside.

E. PROCLAMATION DECLARING MAYORS FOR PEACE AS REQUESTED BY MAYOR PRO TEM PACHECO

RECOMMENDATION: Proclaim Mayors For Peace as requested by Mayor Pro Tem Pacheco.

F. APPROVE THE RESOLUTION CREATING THE CLASSIFICATION OF HUMAN RESOURCES ANALYST AND MODIFYING THE POSITION ALLOCATION LIST TO ADD AN ASSISTANT CITY MANAGER IN THE COMMUNITY, ECONOMIC DEVELOPMENT, AND HOUSING DEPARTMENT

RECOMMENDATION: Approve resolution creating classifications and modifying the position allocation list.

G. APPROVE A FEE WAIVER REQUEST FROM PALENKE ARTS ORGANIZATION TO USE LAGUNA GRANDE PARK TO HOLD THEIR FIFTH ANNUAL PALENKE ARTS FESTIVAL AND APPROVE THE SPECIAL EVENT APPLICATION

RECOMMENDATION: Approve a request from Palenke Arts for a fee waiver in the amount of one thousand, twelve dollars and thirty cents (\$1,012.30) related to their Fifth Annual Arts Festival at Laguna Grande Park on June 13, 2021.

H. APPROVE RESOLUTION ACCEPTING SB91 EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) GRANT OF \$575,000.00 FOR THE CITY'S RESIDENTIAL RENT AND UTILITY ASSISTANCE PROGRAM

RECOMMENDATION: Approve the resolution to accept the Monterey County and United Way Rent and Utility Assistance Relief Program grant funds in the amount of \$575,000.00.

This is an administrative clean up item as Council approved this item at the March 18, 2021, but the resolution was not attached to the staff report.

I. DECLARATION OF VACANCIES ON THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES

RECOMMENDATION: Declare vacancies on the Art & History, Homeless Commission, Commission on Jobs, Opportunities and Business in Seaside, Youth Commission and Neighborhood Improvement Commission.

J. APPROVE A RESOLUTION MODIFYING THE ANNUAL CITY COUNCIL OUTSIDE ASSIGNMENTS FOR JANUARY 1, 2021 TO DECEMBER 31, 2021

RECOMMENDATION: Approve the resolution modifying the City Council's outside committee assignments to change Councilmember Wizard as the primary representative for Community Human Services of Monterey County JPA and Councilmember Alexis Garcia-Arrazola as the alternate representative. Modifications also include appointing City Clerk Dominique Davis as the primary representative on the Access Monterey Peninsula Board.

9. BUSINESS ITEMS

A. PROCLAMATION DECLARING JUNE AS PRIDE MONTH IN THE CITY OF SEASIDE AS REQUESTED BY COUNCILMEMBER CAMPBELL

RECOMMENDATION: Proclaim the month of June as Pride Month in the City of Seaside as requested by Councilmember Campbell.

B. AUTHORIZATION TO FLY PRIDE FLAG AT CITY HALL AS REQUESTED BY COUNCILMEMBER CAMPBELL

RECOMMENDATION: Authorize City staff to fly the Pride Flag at City Hall during the month of June 2021, as requested by Councilmember Campbell.

C. CONSIDER ADOPTION OF A DISPLAY OF FLAGS ON PUBLIC PROPERTY POLICY

RECOMMENDATION: Consider and adopt a display of flags on public property policy.

D. INTRODUCTION TO THE AMERICAN RESCUE PLAN ACT

RECOMMENDATION: Receive and discuss presentation outlining the American Rescue Plan Act

10. COUNCIL MEMBER REQUESTS

**11. MAYOR, CITY COUNCIL, CITY MANAGER AND CITY ATTORNEY
COMMENTS AND REPORTS ON COMMITTEE ASSIGNMENTS**

This is a time specifically set aside for members of the City Council, the City Manager and City Attorney to make brief comments of general interest to the community, make requests that items be added to future City Council meeting agendas as necessary and report on committee assignments.

12. ADJOURNMENT

Next Regularly Scheduled Meeting:
June 17, 2021
7:00 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:

<http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.



DRAFT MINUTES
CITY OF SEASIDE
CITY COUNCIL

SPECIAL MEETING
VIRTUAL ONLY
Tuesday, May 18, 2021
5:00 PM

1. CALL TO ORDER

Mayor Oglesby called the meeting to order at 5:00 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

ABSENT: None

3. PUBLIC COMMENT

PUBLIC COMMENT: Alexis Magdaleno, Dianne Nielson, Sylvia Shih, Bernie Gomez

5. BUSINESS ITEMS

**A. RECEIVE A PRESENTATION ON THE DRAFT FISCAL YEAR 2021-2022
OPERATING BUDGET, CAPITAL IMPROVEMENT PROGRAM, POSITION
CONTROL LIST, SALARY SCHEDULE, AND RESERVE AMOUNTS AND
PROVIDE DIRECTION TO STAFF AS TO ANY CHANGES TO BE MADE
PRIOR TO ADOPTION**

Finance Director Victor Damiani presented the budget summary for each department and; responded to questions from the Council. The department heads reviewed their goals and objectives and also responded to questions and comments from the Council.

PUBLIC COMMENT: Chelsea Tu, Bernie Gomez, Laura Murphy, Lyvesha Franklin

6. ADJOURNMENT

The meeting adjourned at 11:33 p.m.

Respectfully submitted,

Dominique L. Davis, City Clerk

Ian N. Oglesby, Mayor



DRAFT MINUTES
CITY OF SEASIDE
CITY COUNCIL

REGULAR MEETING
VIRTUAL ONLY
Thursday, May 20, 2021
7:00 PM

1. CALL TO ORDER

Mayor Oglesby called the meeting to order at 7:00 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard
ABSENT: None

3. INVOCATION AND PLEDGE OF ALLEGIANCE

A moment of silence was held for the invocation. The pledge was led by Council Member Campbell.

4. REVIEW OF AGENDA

No changes.

5. PUBLIC COMMENT

Scott Waltz, Eloise Shim, Pastor Kenneth Murray, Pastor Harold Lusk, Peter Kaiser, LisAnne Sawhney, Call in participant (9419)

6. PUBLIC AGENCY COMMUNICATIONS

None

7. PRESENTATIONS

A. VACCINATION UPDATE

Fire Chief Mary Gutierrez presented the item and responded to questions from the Council.

B. SEASIDE BUSINESS WALK & LISTEN SESSIONS UPDATE FROM MAYOR PRO TEM PACHECO AND COUNCILMEMBER GARCIA-ARRAZOLA

Council Member Garcia-Arrazola presented the item and responded to questions from the Council.

8. CONSENT AGENDA

Item 8C was pulled by Mayor Pro Tem Pacheco and items 8F and 8I were pulled by Peter Kaiser.

On motion by Council Member Campbell and seconded by Mayor Pro Tem Pacheco and passed by the following vote the City Council moved to approve the consent agenda except for items 8C, 8F and 8I.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

A. APPROVE MINUTES FROM MAY 6, 2021

ACTION: APPROVED

B. APPROVE AND FILE CITY CHECKS

ACTION: APPROVED & FILED

C. REQUEST FOR CO-SPONSORSHIP AND FEE WAIVER FOR 2021 HOT CARS COOL NITES CAR SHOWS

Mayor Pro Tem Pacheco pulled item and requested information regarding waiving of certain fees. Recreation Director Dan Meewis responded to questions.

PUBLIC COMMENT: Tinisha Dunn, Eloise Shim, Alan Galbraith

On motion by Mayor Pro Tem Pacheco and second by Councilmember Campbell and carried by the following roll call vote, the Council moved to approve the request for co-sponsorship and fee waiver for 2021 Hot Cars Cool Nites car shows.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

D. APPROVE A RESOLUTION AUTHORIZING THE CLOSURE OF DEL MONTE AVENUE TO THROUGH TRAFFIC FROM TIOGA AVENUE TO THE BEGINNING OF THE GRANITE ROCK BUILDING FOR THE CLASSIC PORSCHE EVENT ON AUGUST 9, 2021

ACTION: APPROVED RESOLUTION NO. 21-41

E. ADOPT A RESOLUTION APPROVING DEDICATION OF EASEMENTS TO CALTRANS FOR THE CANYON DEL REY BOULEVARD (STATE ROUTE 218) FROM DEL MONTE BOULEVARD TO FREMONT BOULEVARD PROJECT

ACTION: APPROVED RESOLUTION NO. 21-42

F. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICE AGREEMENT WITH WHITSON ENGINEERS IN THE AMOUNT OF \$66,000.00 FOR DESIGN OF DRAINAGE IMPROVEMENTS AT THE DEL MONTE MANOR

Peter Kaiser pulled the item and provided comments. There were no other comments from the public.

On motion by Councilmember Campbell and second by Mayor Pro Tem Pacheco and carried by the following roll call vote, the Council moved to adopt a resolution authorizing the City Manager to execute a professional service agreement with Whitson Engineers.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED RESOLUTION NO. 21-43

G. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A QUITCLAIM DEED FOR A LOT LINE ADJUSTMENT AND PARKING SPACE EASEMENTS TO SHEA HOMES FOR PROPERTY WITHIN BAYONET & BLACKHORSE GOLF COURSES.

ACTION: APPROVED RESOLUTION NO. 21-44

H. APPROVE A MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM COMMUNITY PARTNERSHIP FOR YOUTH (CPY)

ACTION: APPROVED

I. APPROVE A FEE WAIVER FROM VISITING NURSES ASSOCIATION (VNA) FOR THE USE OF THE LAGUNA GRANDE HALL FOR FIVE MASS VACCINATION CLINICS (MAY 24, JUNE 7,14,21,28 2021)

Peter Kaiser pulled the item and provided comments.

PUBLIC COMMENT: Call in participant (3815), Pastor Ronald Britt, Annalisa Mitchell

On motion by Mayor Pro Tem Pacheco and second by Councilmember Wizard and carried by the following roll call vote, the Council moved to approve a fee waiver from VNA for the use of the Laguna Grande Hall for five mass vaccination clinics.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

J. APPROVE CONCOURS D' LEMONS SPECIAL EVENT APPLICATION FOR A CAR SHOW ON AUGUST 14, 2021

ACTION: APPROVED

K. APPROVE CO-SPONSORSHIP AND WAIVE ALL FEES RELATED TO THE JUNETEENTH COALITION & COMMITTEE CULTURAL FESTIVAL AND APPROVE THEIR SPECIAL EVENT APPLICATION

ACTION: APPROVED

L. APPROVE A RESOLUTION MODIFYING THE ANNUAL CITY COUNCIL OUTSIDE COMMITTEE ASSIGNMENTS JANUARY 1, 2021 TO DECEMBER 31, 2021

ACTION: APPROVED RESOLUTION NO. 21-45

9. PUBLIC HEARING

A. AN ORDINANCE ADDING CHAPTER 2.17 TO THE SEASIDE MUNICIPAL

**CODE TO ESTABLISH A COMMUNITY SAFETY ADVISORY COMMISSION
(SECOND READING, ROLL CALL VOTE)**

Mr. Malin reiterated that the item was returning for a second vote on the ordinance.

PUBLIC COMMENT: Peter Kaiser, Mitchel Sawhney

On motion by Councilmember Campbell and second by Mayor Pro Tem Pacheco and carried by the following roll call vote, the Council moved to pass to print an ordinance adding Chapter 2.17 to the Seaside Municipal Code to establish a Community Safety Advisory Commission.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED ORDINANCE #2003

B. AN ORDINANCE PROVIDING A TEXT AMENDMENT(S) TO THE SEASIDE MUNICIPAL CODE SECTION 2.02.020 MEETINGS-REGULAR CHANGING THE START TIME OF REGULAR MEETINGS (SECOND READING, ROLL CALL VOTE)

Mr. Malin reiterated that the item was retuning for a second vote on the ordinance.

PUBLIC COMMENT: Peter Kaiser

On motion by Councilmember Campbell and second by Mayor Pro Tem Pacheco and carried by the following roll call vote, the Council moved to pass to print an ordinance providing a text amendment(s) to the Seaside Municipal Code Section 2.02.020 Meetings – Regular, changing the start time of regular meetings.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED ORDINANCE #2004

C. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY SEASIDE AMENDING SECTIONS OF SEASIDE MUNICIPAL CODE TITLE 17,

SECTION 17.14.030, TABLE 2-4 – ALLOWED LAND USES AND PERMIT REQUIREMENTS FOR COMMERCIAL ZONES FOR CANNABIS USES.
(SECOND READING, ROLL CALL VOTE)

Mr. Malin reiterated that the item was returning for a second vote on the ordinance.

PUBLIC COMMENT: Peter Kaiser

On motion by Councilmember Campbell and second by Mayor Pro Tem Pacheco and carried by the following roll call vote, the Council moved to pass to print an ordinance amending sections of the Seaside Municipal Code Title 17, Section 17.14.030, Table 2-4.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED ORDINANCE #2005

10. BUSINESS ITEMS

A. CONSIDER APPROVAL OF THE PARKS & RECREATION COMMISSIONS RECOMMENDATION FOR EXTENDING THE TRIAL PERIOD FOR THE USE OF PICKLEBALL AT THE WHEELER STREET TENNIS COURTS FOR ONE YEAR.

Mr. Meewis presented the item and responded to questions and comments from the Council.

PUBLIC COMMENT: Ramona Oleta-Reed, Call in participant (0002), Vincent Lucido, Monta Potter, LisAnne Sawhney, Pastor Kenneth Murray, Tom Nabozni, Kent White, Pastor Harold Lusk, 1 item read by anonymous sender

On motion by Mayor Pro Tem Pacheco and second by Councilmember Campbell and carried by the following vote, the Council moved to approve the Parks & Recreation Commission recommendation to extend the trial period for the use of pickleball at the Wheeler Street tennis courts for one year, without allowance of pickleball tournaments.

RESULT: 4-1-0-0

AYES: Campbell, Garcia-Arrazola, Pacheco, Wizard

NOES: Oglesby

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

B. CONSIDER AND APPROVE THE NOTE AND SECURITY IN INTEREST IN THE CPY BUILDING LOCATED AT 775 KIMBALL AVENUE

City Attorney Sheri Damon presented the item and responded to questions from the Council.

PUBLIC COMMENT: Pastor Kenneth Murray, LisAnne Sawhney, Pastor Ronald Britt, Pastor Anthony Dunham, Pastor Harold Lusk

On motion by Mayor Pro Tem Pacheco and second by Councilmember Campbell and carried by the following roll vote, the Council moved to approve the note and security in interest in the CPY building located at 775 Kimball Avenue.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

C. CONSIDER THE APPROVAL OF THE NEIGHBORHOOD IMPROVEMENT COMMISSIONS RECOMMENDATIONS

Building Official and staff liaison to the Neighborhood Improvement Commission, David Little provided a presentation and responded to questions from the Council.

PUBLIC COMMENT: Alex Miller, Franco Pacheco

On motion by Mayor Pro Tem Pacheco and second by Mayor Oglesby and carried by the following roll call vote, the Council moved to approve the Neighborhood Improvement recommendations.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

D. AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT WITH NBS IN THE AMOUNT OF \$32,500.00 TO ASSIST IN THE CREATION OF A COMMUNITY FACILITIES DISTRICT (CFD)

Mr. Malin presented the item and responded to questions from the Council.

PUBLIC COMMENT: LisAnne Sawhney

Mayor Oglesby called for a motion to extend the meeting past 10:30 p.m.

On motion by Mayor Pro Tem Pacheco and second by Councilmember Campbell and carried by the following roll call vote, the Council moved to extend the meeting past 10:30 p.m.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

On motion by Councilmember Campbell and second by Mayor Pro Tem Pacheco and carried by the following roll call vote, the Council moved to authorize the City Manager to execute a contract with NBS to assist in the creation of a CFD.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

E. AUTHORIZE CITY MANAGER AND CITY ATTORNEY TO FILE APPROPRIATE DOCUMENTS TO CREATE AN AFFORDABLE HOUSING DEVELOPMENT NON-PROFIT

Mr. Malin presented the item and responded to questions from the Council.

PUBLIC COMMENT: Eloise Shim

Mayor Oglesby commented on the record that the money will come from the affordable housing fund and reopened public comment.

PUBLIC COMMENT: LisAnne Sawhney, Peter Kaiser

On motion by Mayor Pro Tem Pacheco and second by Councilmember Wizard and

carried by the following vote, the Council moved to authorize the City Manager and City Attorney to file appropriate documents to create an affordable housing development non-profit with the flexibility to re-word the mission statement in the future.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

F. DISCUSS AND CONSIDER A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE APPROVING A FISCAL YEAR 2020-2021 BUDGET AMENDMENT TO FUND THE REPLACEMENT OF FIRE HOSE AND APPARATUS DOORS FOR THE CITY FIRE DEPARTMENT IN THE AMOUNT OF \$311,560.00

Fire Chief Mary Gutierrez presented the item and responded questions and comments from the Council.

There were no comments from the public.

On motion by Councilmember Campbell and second by Councilmember Wizard and carried by the following roll call vote, the Council moved to approve the budget amendment to fund the replacement of a fire hose and apparatus doors for the City Fire Department.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

G. DISCUSS AND PROVIDE DIRECTION TO STAFF ON COMMENTING ON PENDING LEGISLATION AMENDING THE BROWN ACT (AB 703)

Ms. Damon introduced the item and responded to questions and comments from the Council. The Council provided direction to send a letter of support of the pending legislation for AB 703.

PUBLIC COMMENT: Pastor Ronald Britt

On motion by Councilmember Campbell and second by Councilmember Wizard and carried by the following roll call vote, the Council moved to approve the direction to support AB 703.

RESULT: 3-2-0-0

AYES: Campbell, Garcia-Arrazola, Wizard

NOES: Oglesby, Pacheco

ABSTAIN: None

ABSENT: None

ACTION: APPROVED

11. COUNCIL MEMBER REQUESTS

A. DISCUSS AN URGENCY ORDINANCE ESTABLISHING A HOSPITALITY WORKER RIGHT TO RECALL (MAYOR OGLESBY)

B. CONSIDER PROCLAMATION DECLARING THE MONTH OF JUNE, PRIDE MONTH IN THE CITY OF SEASIDE AND TO FLY THE LGBTQ+ /PRIDE FLAG AT CITY HALL (COUNCILMEMBER CAMPBELL)

C. MAYORS FOR PEACE PROCLAMATION (MAYOR PRO TEM PACHECO)

12. MAYOR, CITY COUNCIL, CITY MANAGER AND CITY ATTORNEY COMMENTS AND REPORTS ON COMMITTEE ASSIGNMENTS

Verbal reports provided.

13. ADJOURNMENT

With no further business, the meeting adjourned in honor of Marjorie C. Avila at 11:57 p.m.

Respectfully submitted,

Dominique L. Davis, City Clerk

Ian N. Oglesby, Mayor



CITY OF SEASIDE STAFF REPORT

Item No.: 8.C.

TO: City Council

FROM: Craig Malin, City Manager

BY: Jessica Riley, Assistant Finance Director

DATE: June 3, 2021

SUBJECT: APPROVE AND FILE CITY CHECKS

RECOMMENDATION

Approve and file the accounts payable and wired payments made during the period of May 8, 2021 through May 21, 2021 including the payroll and benefits checks, direct deposits and wired payments related to the pay period ending May 20, 2021. Total Accounts Payable and Payroll for the above referenced period is \$2,133,209.57.

BACKGROUND

In accordance with Government Code Section 37208, at each City Council meeting the Council is provided a listing of the payroll and general checks issued since the last report so that it can inspect and confirm these checks. Each purchase has been reviewed and approved by the department making the purchase at the time of procurement. The invoice has been reviewed by the Finance Department prior to payment to ensure that it conforms to the approved budget.

Therefore, in accordance with Government Code Section 37208, the above referenced, and linked list of checks conforms to the approved budget and has been paid. These checks are submitted to the City Council for inspection and confirmation.

A description of the checks and wires exceeding \$10,000 are as follows:

- \$637,065.64 for Payroll and benefits
- \$29,361.18 to California-American Water for Water consumption for multiple City of Seaside service addresses. Billing period of 2/20/2021-4/23/2021. Service addresses include city buildings, parks, fire hydrants, irrigation stations, and city affordable housing.
- \$12,500.00 to Community Human Services for Providing services in accordance

with the community social services grant with the goal of enhancing community and social services. Services are provided by staff at the Family Service Center located at 1178 Broadway Ave in Seaside CA. Invoice Period: 5/1/2021 - 7/31/2021.

- \$25,000.00 to Community Partnership for Youth for Community social services grant reimbursement request for the period 5/1/2021 - 7/31/2021.
- \$13,506.57 to Monterey County Convention & Visitor's Bureau for TID (Tourism Improvement District) Remittance for the reporting period of March 2021 from the 13 City of Seaside motels/hotels.
- \$26,554.64 to Monterey County Sheriff - Coroner for Criminal Justice Information System for the quarter ending 3/31/2021.
- \$16,299.66 to Wallace Group for March 2021 services for Developer Projects including, Campus Town & Ascent Project (\$5,450.91); March 2021 SCSD prof. svcs. For Fremont Sewer Main Upgrade & Del Monte Sewer Main Upgrade projects (\$10,848.75).
- \$36,540.00 to Harris & Associates for 2/28/2021-5/1/2021 services for Fort Ord deconstruction and demolition.
- \$18,495.00 to Harris & Associates for SCSD prof. services for Lift Station Upgrades during 4/4/2021 - 5/1/2021 (\$1,620.00); SCSD project management services for 2/28/2021 - 5/1/2021 (\$14,537.5); 1/31/2021 - 2/28/2021 CEQA support for Fort Ord Demolition.
- \$29,205.00 to The Village Project for Community Social Services grant for the period 5/31/2021 - 7/31/2021.
- \$133,470.21 to Monterey Peninsula Engineering for SCSD prof. services for Lift Station Upgrades during the period ending 3/31/2021.
- \$22,995.50 to Bear Electrical Solutions, Inc. for Traffic signal maintenance for Feb & Mar 2021 (Response and Routine); General Jim Moore/Broadway service.
- \$19,974.41 to Herc Rentals for Purchase of a scissor lift for use on the Presidio of Monterey Annex.
- \$12,069.33 to Monterey One Water for Normal operation and routine preventative Lift Station maintenance for the period of Oct - Dec 2020.
- \$32,886.00 to Dude Solutions, Inc. for Annual Smartgov software and user licenses (16) for the period ending 11/30/2021. Software includes Bluebeam connector, financial connector, GIS connector, Merchant connector, & public portal.
- \$12,932.24 to Sturdy Oil Company for 1,207 gallon ethanol/603 gallons diesel delivered 4/6/2021; 2,200 gallons of regular ethanol delivered 3/25/2021.
- \$40,306.00 to Angelina's Bakery Deli & Café for Preparing and delivering meals, 3x/day, 4x/week for the Great Plates Initiative from 4/19/21-4/24/21, 4/26/21-5/1/21, & 5/3/21-5/8/21.
- \$189,739.58 to K.J. Woods Construction Inc. for Draw request for SCSD professional svcs. for the Del Monte Sewer Main Upgrade. Work through 3/31/2021.
- \$47,852.00 to Googie Grill for Preparing and delivering meals, 3x/day, 4x/week for the Great Plates Initiative from 4/19/21-4/25/21, 4/26/21-5/2/21, & 5/3/21-

5/9/21.

- \$188,681.45 to Olympus & Associates Inc. for Professional services for water tank rehabilitation project. Original contract less retention.
- \$27,323.55 to The Huntington Capital Corporation for Quarterly lease contract payment for the period of 5/8/2021 - 8/7/2021 for: 1.) Vactor and Patch Trucks 2.) 3 pick-up trucks used by the water department, SCSD, and the parks/streets department.
- \$10,677.08 to The Huntington Capital Corporation for Lease from 6/14/2021 - 9/14/2021 for 1) Library and City Hall energy project and 2) Fire Dept admin energy project
- \$23,986.13 to Monterey Bay Military Housing LLC for United Way rental assistance for one tenant for 9 months through 5/31/2021, one tenant for 3 months through 5/31/2021, one tenant for 3 months through 5/31/2021, one tenant for 3/31/2021 & one tenant for 3 months through 5/31/2021.
- \$13,170.00 to Monterey Bay Military Housing LLC for United Way rental assistance for one tenant for 2 months through 6/30/2021 and one tenant for 9 months through 6/30/2021.

The remaining checks, totaling \$512,618.40 include payments to vendors for operating expenditures.

The Checks report is available on the City's website here:

<https://www.ci.seaside.ca.us/194/Check-Draft-Register>

FISCAL IMPACT

There are no additional fiscal impacts.

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.D.

TO: City Council

FROM: Craig Malin, City Manager

BY: Beth Rocha, Associate Planner

DATE: June 3, 2021

**SUBJECT: PROCLAMATION DECLARING THE WEEK OF JUNE 21-27, 2021
AS POLLINATOR WEEK IN THE CITY OF SEASIDE**

RECOMMENDATION

Proclaim the week of June 21-27, 2021 as Pollinator Week in the City of Seaside.

BACKGROUND

The City of Seaside became a BEE CITY Affiliate on April 4, 2019 and has established pollinator habitats in parks across the city in collaboration with Sustainable Seaside, Friends of Seaside Parks Association, the Environmental Commission, and community volunteers.

FISCAL IMPACT

None.

ATTACHMENTS

1. 2021 Proclamation for National Pollinator Week
-

Reviewed for Submission to the City Council by:

A handwritten signature in blue ink, appearing to be "Craig Malin", is written over a horizontal line.

Craig Malin, City Manager

City of Seaside PROCLAMATION



Pollinator Week June 21-27, 2021

WHEREAS, twelve years ago the U.S. Senate's unanimous approval and designation of a week in June as "National Pollinator Week" marked a necessary step toward addressing the urgent issue of declining pollinator populations; and

WHEREAS, Pollinator Week has now grown into an international celebration of the valuable ecosystem services provided by bees, birds, butterflies, bats and beetles; and

WHEREAS, pollinator species such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary to maintain healthy, diverse urban and suburban ecosystems; and

WHEREAS, pollination plays a vital role for the trees and other plants of the community, enhancing quality of life and creating recreational and economic development opportunities; and

WHEREAS, the City of Seaside became a BEE CITY USA Affiliate on April 4, 2019 and committed to increase pollinator awareness and create supporting habitats; and

WHEREAS, volunteers have been integral to the success of new pollinator habitats in the City of Seaside, having established and maintained 1,500 new plants in public spaces over the past two years; and

WHEREAS, the City of Seaside provides recommendations to developers and residents regarding native landscaping to promote conservation stewardship, and will continue to develop information regarding the protection of pollinators and maintenance of their habitats in urban and suburban environments;

NOW THEREFORE, BE IT PROCLAIMED, that, I, The Honorable Ian Oglesby, Mayor of the City of Seaside, California, on behalf of the City Council do hereby proclaim June 21st – 27th, 2021 as "**Pollinator Week**" in the City of Seaside, and I urge all citizens to celebrate Pollinator Week and to support efforts to enhance native pollinator habitats, and further, I urge all citizens to plant native species that support critical pollinator species to promote the well-being of this and future generations.

Ian N. Oglesby, Mayor
June 3, 2021



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.E.

TO: City Council

FROM: Craig Malin, City Manager

BY: Dominique Davis, City Clerk

DATE: June 3, 2021

**SUBJECT: PROCLAMATION DECLARING MAYORS FOR PEACE AS
REQUESTED BY MAYOR PRO TEM PACHECO**

RECOMMENDATION

Proclaim Mayors For Peace as requested by Mayor Pro Tem Pacheco.

BACKGROUND

On May 13, 2021, the City Council received an invitation to join other Monterey County cities in a network of legislative bodies called Mayors for Peace. Mayors for Peace is an international network working first and foremost to abolish nuclear weapons.

FISCAL IMPACT

The annual membership fee is \$20.00.

ATTACHMENTS

1. Proclamation Mayors for Peace
-

Reviewed for Submission to the City Council by:

A handwritten signature in blue ink, appearing to be "Craig Malin", is written over a horizontal line.

Craig Malin, City Manager

City of Seaside PROCLAMATION



Mayors for Peace June 2021

***WHEREAS,** The purposes of the "Mayors for Peace" are to contribute to the attainment of lasting world peace by arousing concern among citizens of the world for the total abolition of nuclear weapons through close solidarity among member cities as well as by striving to solve vital problems for the human race such as starvation and poverty, the plight of refugees, human rights abuses, and environmental degradation and;*

***WHEREAS,** In August 1945, single atomic bombs dropped on the cities of Hiroshima and Nagasaki instantly reduced them to rubble, taking more than 210,000 precious lives. With more than 75 years since the bombings, many survivors (hibakusha) still suffer from the physical and emotional aftereffects of radiation. To spread throughout the world the hibakusha's ardent wish symbolized in the message that "no one should ever suffer as we have", and to ensure it is passed on to future generations, Hiroshima and Nagasaki remain steadfast in our assertion to the world that nuclear weapons are inhumane and continue to call for their abolition and;*

***WHEREAS,** the 76th anniversary of the 1945 bombing of Hiroshima and Nagasaki, Japan approaches, this August 2021, the Monterey Peace and Justice Center (MPJC) introduced the City of Seaside to Mayors for Peace, an international network first and foremost to abolish nuclear weapons and;*

***WHEREAS,** founded in 1982 by the mayors of Hiroshima and Nagasaki, the network has been working with partner cities from around the world toward two main objectives: achieving a world without nuclear weapons and the realization of safe and resilient cities and;*

***WHEREAS,** as of May 1, 2021, the network is composed of 8,027 member cities in 165 countries and regions. Monterey County cities already participating include Carmel-by-the-Sea (June 1985), Marina (June 1985), Pacific Grove (September 2011), and Monterey (April 2018) and;*

***WHEREAS,** the rapidly growing membership is a powerful force for countering the constant threat that nuclear weapons pose to the health and wellbeing of our cities. Fortified by the ratification of the United Nations Treaty on the Prohibition of Nuclear Weapons, which entered into force January 22, 2021, Mayors for Peace is generating real momentum in its advocacy for returning to diplomacy among nations and negotiating the elimination of nuclear weapons and;*

***WHEREAS,** the City of Seaside joining the ranks of participating local partners cities would strengthen the conviction that a nuclear free world is achievable.*

***NOW, THEREFORE BE IT PROCLAIMED,** that I, The Honorable Ian N. Oglesby, Mayor of the City of Seaside, on behalf of the City Council, do hereby proclaim the City of Seaside, Ca. to join the efforts of **Mayors for Peace** and, I call this observance to the attention of all our residents.*

*Ian N. Oglesby, Mayor
June 3, 2021*



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.F.

TO: City Council

FROM: Craig Malin, City Manager

BY: Roberta Greathouse, Human Resources Director/Risk Manager

DATE: June 3, 2021

SUBJECT: APPROVE THE RESOLUTION CREATING THE CLASSIFICATION OF HUMAN RESOURCES ANALYST AND MODIFYING THE POSITION ALLOCATION LIST TO ADD AN ASSISTANT CITY MANAGER IN THE COMMUNITY, ECONOMIC DEVELOPMENT, AND HOUSING DEPARTMENT

RECOMMENDATION

Approve resolution creating classifications and modifying the position allocation list.

BACKGROUND

In the 2021 / 2022 Draft Budget, staff is recommending the addition of several new positions. The Human Resources Analyst is being proposed in the Human Resources / Risk Management Department. It will be filled through the reclassification of the Human Resources Specialist. The Human Resources Analyst will perform professional level confidential work in the full range of human resources program areas including recruitment, selection, examination, equal opportunity employment, employee benefits, training and employee development, labor / employee relations, classification and compensation. The Human Resources Analyst will be assigned to the Confidential Management labor association and the top step annual salary will be established at \$90,988 which is equivalent to the Administrative Analyst II classification.

With the resignation of the Community Development Director, the City Manager is proposing a reorganization to combine the Community Development, Economic Development, and Housing Programs in one Department to be managed by an Assistant City Manager. Staff is requesting Council authorize the modification to the Position Allocation List so the new Assistant City Manager can begin work before July 1, 2021.

The budget impacts of the new job classification and the reorganization have been

included in the FY 2021 / 2022 Proposed Budget.

FISCAL IMPACT

This item is administrative in nature and has no fiscal impact. All costs associated with the reclassification and reorganization have been incorporated into the Fiscal Year 2021 / 2022 Draft Budget.

ATTACHMENTS

1. Resolution
 2. HR Analyst Job Description
-

Reviewed for Submission to the City Council by:



Craig Malin, City Manager

RESOLUTION NO. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

CREATING THE CLASSIFICATION OF HUMAN RESOURCES ANALYST AND MODIFYING THE POSITION ALLOCATION LIST TO ADD ONE ASSISTANT CITY MANAGER IN THE COMMUNITY, ECONOMIC DEVELOPMENT, AND HOUSING DEPARTMENT

WHEREAS, the full-time Classification Plan may be amended upon recommendation of the City Manager and approval by the City Council; and

WHEREAS, in order to provide greater efficiency in the operation of the City and enhance service levels, certain job classifications have been prepared; and

WHEREAS, there is a need to create the Human Resources Analyst job classification in the Human Resources / Risk Management Department; and

WHEREAS, the Human Resources Analyst will be assigned to the Confidential Managers' bargaining unit and paid a top step annual salary of \$90,988, which is equivalent to Administrative Analyst II; and

WHEREAS, the addition of this position will enhance the City's services and will provide valuable support to the community; and

WHEREAS, the Position Allocation List will be modified to eliminate one Community Development Director and add one Assistant City Manager.

WHEREAS, the Finance Department is authorized to make any budget adjustments that are necessary as a result of this change.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Seaside hereby approves modifying the Position Allocation List as proposed.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 3rd day of June 2021, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

HUMAN RESOURCES ANALYST

DEFINITION

Under general supervision or direction, performs professional level confidential work in the full range of human resources program areas including recruitment, selection, examination, equal opportunity employment, employee benefits, training and employee development, labor / employee relations, classification and compensation; conducts research, analysis, and report preparation; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional personnel series. This classification is distinguished from the Human Resources Specialist as the latter performs para-professional activities related to the area of assignment while the Human Resources Analyst is a management level classification responsible for the full scope of higher level human resources analysis and research on both new programs and activities and expanding / enhancing existing programs. Initially, incumbents may have limited professional human resources analyst experience and work under supervision while learning related policies and procedures. As experience is gained, the Human Resources Analyst will work with greater independence of action within established guidelines. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact.

This position is designated "confidential" in accordance with the City's Employee-Employer Relations Procedure (Resolution 01-28).

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Director / Risk Manager. Supervises clerical and / or technical positions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan and coordinate recruitment programs including develop recruitment strategy; prepare job bulletins and recruitment information; determine and place advertising in appropriate media; review and evaluate applications; determine and develop appropriate written, oral and/or performance examination programs; develop, evaluate, and recommend selection instruments.
- Administer and score examinations, analyze results, recommend pass points and establish eligible lists.
- Provide information and interpretation regarding City Personnel rules, regulations and procedures, and Equal Employment Opportunity Plan.

- Conduct a variety of studies including position classification and compensation studies, organizational and staffing, or special studies; prepare and revise class specifications, and prepare recommendations and implementation reports.
- Prepare staff reports and resolutions; make presentations to the City Council and other boards.
- Monitor and promote equal employment efforts.
- Develop and assist with training, employee development, and other related programs.
- Serve on Citywide Committees and work groups.
- Consult with supervisors regarding personnel issues, staffing needs, and interpretation of personnel policies and procedures.
- Conduct independent investigations and assist in disciplinary or grievance procedures.
- Assist in labor relations activities.
- Promote and maintain safety in the work place.
- Organize and conduct, or delegate, new employee orientation and exit interviews.
- Coordinate Workers' Compensation Program: promote and facilitate the modified return to work program with City staff; analyze claims and approve provider requests for services; counsel employees regarding claims and benefits.
- Coordinate Benefits: manage open enrollment for benefits that include, but are not limited to: medical, dental, vision, life, employee assistance program, Long-Term Disability, Section 125 plans, COBRA, and retirement; develop recommendations for plan design and changes in benefit programs, counsel employees regarding program requirements and benefits; coordinates consultant preparation of annual premium rates for various of on-going committees related to benefits.
- Supervise subordinate clerical staff, approve leaves and schedules, provide on-going management support, prepare and/or contribute to performance evaluations.
- Serve as liaison between Human Resources and payroll; provide counsel and assistance to payroll regarding Payroll Change Forms and Memorandum Of Understanding interpretation.
- Assist in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Participate with the development and administration of departmental budgets; monitor expenditures; identify and recommend resolutions for budgetary problems.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration including principles, methods and procedures utilized in recruitment, selection, examination, test development, validation, equal employment, training, classification, labor relations, and salary administration; principles and practices of training methods applied to personnel testing and validation; labor relations practices and legislation; and equal opportunity employment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Statistical concepts and methods.
- Statistical concepts and methods applied to personnel testing and validation.
- Principles and practices of municipal management and government.

- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, finance, budgeting, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Remain abreast of recent and on-going developments, current literature, and sources of information related to the human resources operations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Work independently and as a member of a team.
- Effectively organize, prioritize, and follow-up on work assignments
- Make presentations.
- Promote the mission, values, and standards of an effective public organization, particularly in the area of customer service.
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Resolve conflicts.
- Supervise, train and evaluate assigned staff.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.
- Maintain confidentiality
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Collect, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Skills to:

- Operate a personal computer with ability to use software programs in word processing, spreadsheets and applicant tracking systems.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelors Degree in a related field and two (2) years of experience in personnel/human resources administration, preferably in a public agency. Bilingual in Spanish is desirable but not required.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment.
- IPMA-CP or IPMA-SCP desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds. Physical stamina sufficient to sit for prolonged period of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusion, make valid judgments and decision.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged period of time working at a computer terminal. May work occasional evenings or weekends to conduct testing or attend City Council or other meetings.



CITY OF SEASIDE STAFF REPORT

Item No.: 8.G.

TO: City Council

FROM: Craig Malin, City Manager

BY: Dan Meewis, Recreation Director

DATE: June 3, 2021

SUBJECT: APPROVE A FEE WAIVER REQUEST FROM PALENKE ARTS ORGANIZATION TO USE LAGUNA GRANDE PARK TO HOLD THEIR FIFTH ANNUAL PALENKE ARTS FESTIVAL AND APPROVE THE SPECIAL EVENT APPLICATION

RECOMMENDATION

Approve a request from Palenke Arts for a fee waiver in the amount of one thousand, twelve dollars and thirty cents (\$1,012.30) related to their Fifth Annual Arts Festival at Laguna Grande Park on June 13, 2021.

BACKGROUND

The Palenke Arts Organization is proposing to hold their Fifth Palenke Arts Festival event on June 13, 2021. The organization's mission is to educate and inspire the community of Seaside through the arts and is comprised of a community of multicultural interdisciplinary arts, performers, students, educators and community members who want to transcend their individual differences, and build a better community through the arts. The festival will be a celebration of the arts in Seaside. The Palenke Arts organizers of the event will follow all state and local COVID-19 protocols that are in place at the time of the event. They also plan to work with the City and Fire Department to have a COVID-19 popup vaccination clinic at their event.

They are requesting a fee waiver to waive fees associated with this event and use of the City's stage. The 5th Annual Palenke Arts festival is open to the public and no fees will be charged. Their application was reviewed by the Special Event Committee.

FISCAL IMPACT

Should the City Council approve the request for full fee waiver for the event, the approximate fiscal impact is as follows:

Launa Grande Park Rental Fee	\$ 107.00
Park Deposit	\$ 174.50
<u>Public Works-Setup and Breakdown</u>	<u>\$ 730.80</u>
TOTAL	\$1,012.30

ATTACHMENTS

1. Palenke Arts Fee Waiver Request & Special Event Application 2021
-

Reviewed for Submission to the City Council by:



Craig Malin, City Manager



SEASIDE CALIFORNIA

Fee Waiver Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Palenke Arts
Name of Applicant: Juan L. Saindy
Address: 1713 Broadway Ave. City: Seaside State: CA
Phone: 831-333-6612 Email: info@palenkearts.org

EVENT INFORMATION:

Event Title: 5th Annual Palenke Arts Festival
Event Description: Free Multicultural Celebration of the Arts
Event Date: June 13, 2021 Room(s) Requested: Laguna Grande Park (Lakeside)
Time (including set-up): 9 am - 3 pm Approximate Number of Guests: 200

ADDITIONAL INFORMATION:

Reason for Requesting Fee Waiver: This is a free event for the Seaside Community

Have you received a Fee Waiver in the past? ☒ Yes, the event was on 6/2/2019 ☐ No

What is your organization's tax identification number? 82-1786480

What percentage of your members or participants resides in Seaside? 95%

Is your organization based in Seaside? ☒ Yes ☐ No

Is your organization able to provide liability insurance? ☒ Yes ☐ No

Will alcohol be served or sold at your event? ☐ Yes ☒ No

Applicant Signature: [Signature]

Date: 5/14/21

(For Office Use Only)

Fee Waiver Request: ☐ Approved ☐ Denied ☐ Appealed

Security Deposit Required? ☐ Yes ☐ No

Staff Signature: _____

Date: _____

Notes: _____



POLICY REGARDING ROOM RENTAL FEES AND WAIVERS

Fees may be waived for activities that benefit the majority of Seaside residents. Any new organizations requesting fee waivers are required to submit a letter of intent and complete the Fee Waiver Request form to the Recreation Services Department. The application will be submitted to the City Manager or his designee for review and approval. In the event that the fee waiver request is denied by the City Manager, the request can be appealed to the City Council. Applicants must demonstrate that the following criteria are satisfied:

1. At least 60% of the organization's membership must consist of Seaside residents. The organization must provide documentation verifying membership residency.
2. The organization must be a 501(C)3 non-profit or public benefit organization and provide taxpayer identification number.
3. The organization must provide an in-kind service/donation to benefit and augment the City of Seaside. A written statement must be submitted with the application outlining specific donations and/or services provided by the organization to the City of Seaside.

FEE WAIVERS FOR MEETING ROOMS

1. Meetings are limited to four hours.
2. All organizations receiving fee waivers must give seven days notice of cancellation. If no notice is given of cancellation, the City reserves the right to deny further fee waiver requests.
3. Due to limited space, organizations may not request fee waivers for any more than one meeting room use per year; fee waivers are not intended to provide for ongoing weekly or monthly meeting use.
4. No faith based organizations may apply for fee waivers due to the separation of church and state.

AUDITORIUM RENTAL FEE WAIVER

Organizations requesting the use of the Auditorium must:

1. Pay the non-refundable portion of the deposit per event.
2. An organization requesting use of the auditorium for a special event or meeting may receive no more than one fee waiver request within a 90-day period.
3. Provide special event liability insurance. The following is required:
 - a. Provide an "Occurrence Made" liability insurance policy, naming the city as additionally insured, with limits of \$1 million per occurrence and \$2 million aggregate. A copy of that policy must be provided to the Recreation Services Department.
 - OR
 - b. Purchase Special Event Liability insurance through the Recreation Services Department at the time of fee waiver request. This insurance covers not only the city, but also those renting the facility.
4. Fundraising activities of any nature do not qualify for fee waivers.
5. Special events may be required to provide security at renter's expense. A photocopy of the contract must be on file with the Recreation Services Department. The number of security guards required is determined by the nature of the event and the numbers in attendance.

***A City-sanctioned organization is defined as "any community based group or organization that in cooperation with the Recreation Services Department, provides an entertainment, recreation and/educational service benefiting the citizens of Seaside."**

****All deposits are placed in the maintenance and janitorial fund designated for the upkeep and repair of the Oldemeyer Center.**



**SEASIDE
CALIFORNIA**

Parks and Picnics Facility Use Request Form

Parks and Recreation Division
440 Harcourt Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Palenke Arts
Name of Applicant: Juan L. Sanchez
Address: 1713 Broadway Ave. City: Seaside Zip: 93955
Phone: 831-333-6612 Email: info@palenkearts.org
☐ Resident ☒ Non-Resident

FACILITY RESERVATION:

Intended Use/Activity: 5th Annual Palenke Arts Festival
Reservation Date(s): 6/13/21 Times: (Available 8 AM-Dusk) 9am - 4pm

Location Requested: (All fees per current adopted fee schedule)

Soper

- ☐ BBQ Area 1 ☐ BBQ Area 2 ☐ BBQ Area 3
☐ Large BBQ Area ☐ Entire BBQ Areas

Laguna Grande Park

- ☐ Lakeside BBQ Area 1 ☐ Lakeside BBQ Area 2 ☒ Entire Lakeside BBQ Areas
☐ Eucalyptus BBQ Area ☐ Hillside BBQ Area 1 ☐ Hillside BBQ Area 2
☐ Hillside BBQ Area 3 ☐ Hillside BBQ Area 4 ☐ Hillside BBQ Area 5
☐ Hillside BBQ Area 6

Other

- ☐ Metz BBQ Area ☐ Ellis Park BBQ Area ☐ Robert's Lake

Do you intend to play music? (No amplified, live music, or bands allowed)
Do you intend to use the BBQ pits?

☒ Yes ☐ No
☐ Yes ☒ No

- ☐ Bounce House (additional fee) ☐ Cleaning Deposit*

Estimated Attendance: 200

Total Rental Fee Due: \$ _____

Total Deposit Due: \$ _____



**SEASIDE
CALIFORNIA**

**Parks and Picnics
Facility Use Request Form**

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

I, the undersigned, hereby certify that I will be personally responsible for any damage sustained to the grounds, buildings, furniture, or equipment occurring through the occupancy of said facilities. I will also be responsible for the enforcement of the Department rules and regulations. City Ordinance 9.12020 makes it unlawful for any person to knowingly make, continue or cause to be made or continue any excessive, unnecessary or unusually loud noise. City Ordinance 9.08.060(B)(1) makes it unlawful for any person using a park to consume or have in his/her possession an open container of any alcoholic beverage. **Please be aware that the City does not provide electricity for any park reservation other than a reservation made for a City Function/Event.**

For rentals on Nights/Weekends or Holidays please call 831-394-6811 for police matters. For rental concerns or restroom issues, please call 831-760-2236. If no one responds within 15 minutes, then call 831-860-2336. It is also recommend that you have a copy of your receipt on hand during your rental.

Initials: JLS

IT IS DISTINCTLY UNDERSTOOD AND AGREE, that the applicant assumes all risk for loss, damage, liability, injury, and costs or expenses that may arise during or because of such use or occupancy of the facility of the city of Seaside and its Public Works Department. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will save and hold the City of Seaside and said Public Works Department and/or its employees, free and harmless from any loss claims liability, damage and/or injuries to persons or property that in any way may be caused by applicants use or occupancy of said facilities.

NOTE: All Park Rental Fees Are Non-Refundable
75% of cleaning deposits will be refunded within 14 -21 working days after use of facility.
The remaining 25% of the deposit will be kept in the Janitorial/Maintenance account.

(Rental Area Must Be Clean In Order To Receive a Refund)

Signature of Applicant: _____

Date: 5/14/21

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____

Date: _____

Note: - Original to Resource Management/Recreation Department
- Copy to Police Department - Copy to Parks Division



RECREATION DEPARTMENT

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

California Department of Public Health Household Gathering Acknowledgement Form

I, Juan Sanchez acknowledge that I have received and read the guidelines outlined by the California Department of Public Health (CDPH) on Guidance for the Prevention of COVID-19 Transmission for Gatherings. I agree to abide by the guidelines set forth by the CDPH. Furthermore, I understand that if I am issued a permit to reserve a Picnic & BBQ facility, that gatherings of more than 50 people is strictly prohibited, and the current permit will be revoked as well as future permits, if it is found that more than 50 people are in attendance during permitted use.

Laguna Grande Park
Permit Location

Juan Sanchez
Name

[Signature]
Signature

5/14/21
Date



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Date:

Dear Event Sponsor:

Welcome to the City of Seaside. The following pages include the City of Seaside's Special Events Application and accompanying instructions developed to guide you through the application process.

Effective July 01, 2020 a \$110.00 permit fee was approved by the Seaside City Council. Please enclose a check made out to the City of Seaside with your completed application. Once the completed form is received it will be distributed to all City departments and agencies affected by your event. You will then be notified of the status of your request. On behalf of the City of Seaside we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**

Terry Navarro
City of Seaside
986 Hilby Avenue
Seaside, CA 93955
(831) 899-6805
(831) 718-8603
Email: tnavarro@ci.seaside.ca.us



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Palenke Arts
Name of Applicant: Juan L. Sanchez
Address: 1713 Broadway Ave. City: Seaside State: CA
Phone: 831-333-6612 Email: info@palenkearts.org
Day of Event Contact Name and Phone: Juan Sanchez 831-333-6612

EVENT INFORMATION:

Event Title: 5th Annual Palenke Arts Festival

Event Category:

- ☐ Athletic / Recreation ☒ Concert / Performance ☐ Circus
☒ Celebration / Festival ☐ Parade / March / Procession ☐ Dance
☐ Carnival ☐ Other: _____

Event Date and Time: JUNE 13, 2021
Setup: 9 am Event Start: 12 Event End: 3 pm Clean up: 4 pm

Event Location: Laguna Grande Park (Lakeside)

EVENT DESCRIPTION:

Please provide detailed description of your event. Include details regarding any components of your event such as the use of vehicles, animals, rides, sanitation provisions or any other pertinent information about the event.

The Palenke Arts Festival is a free multicultural arts celebration featuring ^{Seaside} student performances in Ballet Folklorico, hip hop, jazz, choral singing and drumming, as well as a featured performance. We would like to have a COVID Pop up vaccination clinic

Number of Participants: 200 Event Benefiting: ~~SEASIDE~~ PALLENKE ARTS

Federal ID # (if applicable): 82-1786480

☒ 501 C(3) ☐ 501 C(6) ☐ Commercial-For Profit ☐ Other: _____

Will admission be charged? ☐ Yes, tickets cost: _____ ☒ No



SEASIDE CALIFORNIA

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Is the event open to the public? ☒ Yes ☐ No

If no, how will the event be restricted? Indicate plan on detailed schematics:

How will the event be advertised and promoted? Social Media

Signs posted:

Special equipment to be used for proposed event: *(List all electrical needs you may require)*

☐ P.A. System ☐ Generator(s) ☐ Amplified sound / music

☐ Booths ☐ Bleachers ☐ Cooking fuel

☒ Tents *(if available)* ☐ Banners ☐ Barricades

☒ Other: Portable STAGE - SPIDER (ELECTRICAL OUTLET)

Caution tape/cones to establish perimeter. 2 tables + 4 chairs.

Will the event include music or live performances? ☒ Yes ☐ No

Will film, video, or photography be involved with the production of event? ☒ Yes ☐ No

Do you intend to sell food or beverage? ☐ Yes ☒ No

(If yes, please attach Health Department Food Vendor Certificate)

Do you intend to sell other merchandise? ☐ Yes ☒ No

Number of Vendors?

 (For-profit vendors must have business license on file with the City)

Vendor Name

Vendor Address

Describe Merchandise

Will alcohol be served? ☐ Yes ☒ No

Will alcohol be sold? *(If yes, please attach ABC license)* ☐ Yes ☒ No

Parking arrangements:



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division

986 Hilby Avenue, Seaside CA 93955

831-899-6800

Safety / Security / Accessibility (please describe your procedures for crowd control and internal security):

Volunteers will be checking people at the door
for capacity

Security Organization (if required - please attach security contract):

What City services do you anticipate you will need? (i.e. Police, Fire, Public Works, etc.)

N/A

Method of trash collection/disposal and provision for additional sanitary facilities:

Trash will be collected by volunteers at the
end - please provide a few extra trash

Other pertinent information or special requests:

We will be establishing a perimeter with
caution tape and checking temps at the door with
volunteer staff.

APPLICANT AGREEMENT

All applicable fees must be paid 30 days prior to event date. No permit revisions will be accepted less than 14 days prior to the event date. The City of Seaside retains the right to terminate the event at any time should a responsible city official determine any activity related to the event is a threat to public safety and/or property. I (we) agree to abide by all laws, rules and regulations which may apply to this area. I (we) accept specific responsibility for other members of my group and for any damage done to city property and/or facilities, and agree to clean and restore the site to the condition in which it was found prior to the holding of the specific event. I certify under penalty of perjury that all the preceding information is true to the best of my knowledge. **Completed and signed special event form must be submitted to Recreation and Community Activities Director within seven working days of receipt of form.**

Applicant Signature: _____

Date: _____

5/14/21



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

APPLICATION MUST INCLUDE: Detailed schematic of event location indicating specific activity sites. For non-profit organizations, a copy of non-profit status must be submitted.

Attach to application and mail to:

**City of Seaside Recreation Services
Attn: Recreation Director
986 Hilby Avenue
Seaside, CA 93955**

SPECIFIC EVENT CONDITIONS OF APPROVAL

- ✓ Event organizers must clean up any event-related trash.
- ✓ All event noise or sound must be kept to a minimum, particularly before 9:00 a.m. and must not create an annoyance to co-existing events.
- ✓ Permittee is responsible for the actions of all vendors and participants during the event.
- ✓ No activities are permitted onsite that are not included on your permit application.
- ✓ All City ordinances will be strictly enforced (alcohol, dogs, etc.).
- ✓ Permit must be kept on location at all times.

Failure to comply with the above conditions may result in immediate closure of the event and a ban on future events by the organizer in the City of Seaside.

PROVISIONS

Permittee waives all claims against the City, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with, the exercise of this permit and permittee agrees to save harmless, indemnify and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby granted, except those arising out of the sole negligence of the City.

City shall have the privilege of inspecting the premises covered by this permit any and all time. This permit shall not be assigned. City may terminate this permit at any time if permittee fails to perform and covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, sexual orientation, age national origin or physical handicaps. Permittee agrees to comply with the terms and conditions contained herein and all rules and regulation of the City subject to this permit.

Applicant Signature: _____

Date: _____

5/14/21



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

INDEMNIFICATION, DEFENSE, HOLD HARMLESS

Applications must furnish the city with a certificate of insurance in an amount no less than \$1 million naming the City of Seaside as an additional insured. The amount of insurance is subject to increase at the discretion of the Finance Director who is the Risk Manager, depending upon the nature of the event. Such insurance must be primary to any city insurance and the city must have at least ten days' notice of cancellation.

For final event approval, you will need commercial general liability insurance that names "the City of Seaside, its officers, employees and agents" as an additional insured and any other public entities impacted by this event. Insurance coverage must be maintained for the duration of the event. To determine the amount of insurance coverage necessary, please contact Risk Manager. Please obtain the required insurance and mail an original insurance certificate to City of Seaside, Recreation and Community Activities Department, P.O. box 810, Seaside, CA 93955.

Insurance Agency: Mackay Mackay Ins. Insurance Agent: Matt Cleaver
Phone Number: 805-772-6906 Policy Number: 2020-58538

PERMIT HOLDER hereby agrees to protect, defend, indemnify and hold and save harmless **CITY**, its officers, and employees against any and all liability, claims, judgements, costs and demands, however caused, including those resulting from death or injury to **PERMIT HOLDER'S** employees and damage to **PERMIT HOLDER'S** property, arising directly or indirectly out of the obligations or operations herein undertaken by **PERMIT HOLDER**, including those arising from the passive concurrent negligence of **CITY** but save and except those which arise out of the active concurrent negligence, sole negligence, or the sole willful misconduct of **CITY**. **PERMIT HOLDER** will conduct all defense at its sole cost and expense. **CITY** shall be reimbursed by **PERMIT HOLDER** for all costs or attorney's fees incurred by **CITY** in enforcing this obligation.

Applicant Signature: _____

Date: 5/14/21

(For Office Use Only)

Authorization

- ☐ Building _____
- ☐ Planning _____
- ☐ Police _____
- ☐ Fire _____
- ☐ Finance _____

- ☐ Recreation _____
- ☐ Redevelopment _____
- ☐ Public Works _____
- ☐ County Health _____

Comments: _____



PALEART-01

RCHAMBERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/8/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0668959
Mackey & Mackey Insurance Agency, Inc.
P.O. Box 1208
Hanford, CA 93232

CONTACT NAME: Matthew Clevenger
PHONE (A/C, No, Ext): (805) 772-1799 202 FAX (A/C, No): (805) 772-8906
E-MAIL ADDRESS: matt@mackey-insurance.com

INSURED
Palenke Arts
1713 Broadway Ave
Seaside, CA 93955

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Nonprofits' Insurance Alliance of California	NIAC
INSURER B : Employers Preferred Insurance Company	10348
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		2020-58538	6/2/2020	6/2/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ 10,000			2020-58538-UMB	6/2/2020	6/2/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EIG456018500	6/2/2020	6/2/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is named additional insured as respects general liability

CERTIFICATE HOLDER

City of Seaside
440 Harcourt Ave
Seaside, CA 93955

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



MACKEY AND MACKEY INSURANCE AGENCY, INC.

WWW.MACKEY-INSURANCE.COM

Certificates of Insurance:

The attached certificate merely provides evidence of insurance. You may have signed contracts, leases, or other agreements requiring you to provide this certificate. In those agreements, you may assume obligations and/or liability for others. Some of these obligations are not covered by insurance. You should review these with a competent legal counsel.

Additional Insureds:

In addition to providing a certificate of insurance, you may also be required to name your client or customer on your policy as an additional insured. This action requires an actual endorsement / change to your policy and is possible only with the permission of the insurance company. In some cases there may be an additional premium to add additional insureds to your policy.

There are other potential consequences of including additional insureds on your policy which include, but are not limited to:

- 1) Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limits.
- 2) Your policy may provide higher limits than required by contract; but your full limits can be exposed due to the additional insured.
- 3) There may be conflicts in defense when your insurer has to defend both you and the additional insured.

Some contracts, leases and agreements you sign may have indemnity and/or hold harmless requirements that cannot be addressed by an insurance policy. We recommend that these agreements be thoroughly reviewed by you and your legal counsel.

450 Kings County Drive, Suite 101
P.O. Box 1209
Hanford, CA 93232
Phone: (559) 583-9393
Fax : (559) 582-3903

800 Quintana Road, Suite 1A
Morro Bay, CA 93442
Phone: (805) 772-1799
Fax: (805) 772-6906

STATE LICENSE #0668959

695 Price St., Suite 101
Pismo Beach, CA 93449
Phone: (805) 295-6601
Fax: (805) 295-6603



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.H.

TO: City Council

FROM: Craig Malin, City Manager

BY: Ben Nurse, Housing Program Manager

DATE: June 3, 2021

SUBJECT: APPROVE RESOLUTION ACCEPTING SB91 EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) GRANT OF \$575,000.00 FOR THE CITY'S RESIDENTIAL RENT AND UTILITY ASSISTANCE PROGRAM

RECOMMENDATION

Approve the resolution to accept the Monterey County and United Way Rent and Utility Assistance Relief Program grant funds in the amount of \$575,000.00.

This is an administrative clean up item as Council approved this item at the March 18, 2021, but the resolution was not attached to the staff report.

BACKGROUND

Council approved the item at its March 18, 2021 meeting, but the resolution was not included in the packet.

FISCAL IMPACT

No Fiscal Impact.

ATTACHMENTS

1. Resolution
-

Reviewed for Submission to the City Council by:

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Craig Malin, City Manager

RESOLUTION 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

ACCEPTING MONTEREY COUNTY AND UNITED WAY'S SB91 EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) FOR THE RESIDENTIAL UTILITY AND RESIDENTIAL RENTAL ASSISTANCE PROGRAM, AUTHORIZE THE FINANCE DIRECTOR TO ADJUST THE GENERAL FUND FOR THIS GRANT, AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT FOR THIS GRANT.

WHEREAS, A global coronavirus pandemic has resulted in shelter-in-place orders being declared on March 17, 2020 by the Monterey County Health Official; and

WHEREAS, the ensuing economic decline has adversely affected Seaside residents, resulting in many households seeing a decline in income; and

WHEREAS, the income decline often leads to non-payment of rent and utility bills, which puts basic needs like housing and utilities at risk; and

WHEREAS, Monterey County and United Way's SB91 Emergency Rental Assistance Program (ERAP) has chosen to award the City of Seaside \$575,000 to support the City of Seaside's residential rent and utility assistance program for a segment of Seaside residents; and

NOW, THEREFORE BE IT RESOLVED, the City of Seaside accepts the \$575,000 grant from the Monterey County and United Way SB91 Emergency Rental Assistance Program (ERAP) to be used for the City of Seaside's residential rent and utility assistance program, authorizes the City Finance Director to adjust the general fund for the grant, and authorize the City Manager to establish a contract for this grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 3rd day of June, 2021

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk



CITY OF SEASIDE STAFF REPORT

Item No.: 8.I.

TO: City Council

FROM: Craig Malin, City Manager

BY: Dominique Davis, City Clerk

DATE: June 3, 2021

**SUBJECT: DECLARATION OF VACANCIES ON THE CITY'S BOARDS,
COMMISSIONS AND COMMITTEES**

RECOMMENDATION

Declare vacancies on the Art & History, Homeless Commission, Commission on Jobs, Opportunities and Business in Seaside, Youth Commission and Neighborhood Improvement Commission.

BACKGROUND

The City Council routinely declares vacancies on the City's Boards, Commissions and Committees ("BCC") as the City Clerk receives written notice of vacancy from the chairperson or staff liaison. Vacancies occur due to resignations, attendance or issues with non-compliance with rules and regulations according to the Board and Commission handbook. The duties and responsibilities of the BCC members can be found in the adopted handbook at the following link: ([click here](#)).

The following vacancies are requested to be declared and staff requests the Council authorize the City Clerk to post and advertise the vacancies in an effort to encourage citizen engagement and participation:

Art & History (3 Vacancies)
Homeless Commission (1 Vacancy)
Commission on Jobs, Opportunities and Business in Seaside (3 Vacancies)
Youth Commission (11 Vacancies)
Neighborhood Improvement Commission (2 Vacancies)

FISCAL IMPACT

The fiscal impact associated with this item is for the newspaper publication of vacancies which is currently budgeted FY 2020/21.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Craig Malin, City Manager



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.J.

TO: City Council

FROM: Craig Malin, City Manager

BY: Dominique Davis, City Clerk

DATE: June 3, 2021

SUBJECT: APPROVE A RESOLUTION MODIFYING THE ANNUAL CITY COUNCIL OUTSIDE ASSIGNMENTS FOR JANUARY 1, 2021 TO DECEMBER 31, 2021

RECOMMENDATION

Approve the resolution modifying the City Council's outside committee assignments to change Councilmember Wizard as the primary representative for Community Human Services of Monterey County JPA and Councilmember Alexis Garcia-Arrazola as the alternate representative. Modifications also include appointing City Clerk Dominique Davis as the primary representative on the Access Monterey Peninsula Board.

BACKGROUND

The Mayor and Council Members serve as the City's representatives to outside agencies, in addition to their duties on the City Council. At the December 3, 2020 City Council meeting, the Council approve appointments for 2021. A request to modify the appointment list was made by Mayor Oglesby due to the resignation of Mary Mitchell as the representative to Community Human Services (CHS) of Monterey County JPA. As a result, it is requested that Councilmember Wizard as the primary representative for CHS and Councilmember Alexis Garcia-Arrazola as the alternate representative.

Further modification to the appointment list is in response to the resignation of the former Assistant City Manager/City Clerk which leaves the Seaside representative seat on the Access Monterey Peninsula (AMP) Board. The Mayor seeks to appoint the current City Clerk, Dominique Davis to serve as a representative on the AMP Board.

FISCAL IMPACT

None.

ATTACHMENTS

1. Resolution
 2. Attachment A - 2021 Outside agency assignments (Modified)
-

Reviewed for Submission to the City Council by:



Craig Malin, City Manager

RESOLUTION NO. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**APPROVING THE MAYOR'S RECOMMENDATION FOR A MODIFIED
CITY COUNCIL OUTSIDE COMMITTEE ASSIGNMENTS FOR 2021**

WHEREAS, annually, the Mayor considers City Council Member assignments to various commissions, boards and committees in special districts and organizations, joint powers authorities and other agencies; and

WHEREAS, Mayor Oglesby considered the necessary annual appointments made recommendations for City Council member assignments to the various boards, commissions, and committees in special districts and organizations, joint powers authorities and other agencies for January 1, 2021 to December 31, 2021; and

WHEREAS, the City Council approved a portion of the appointments for 2021 during the December 3, 2020. Due to the resignation of Mary Mitchell as the representative to Community Human Services (CHS) of Monterey County JPA, Mayor Oglesby has requested a modification of the list to appoint Councilmember Wizard as the primary representative for CHS and Councilmember Alexis Garcia-Arrazola as the alternate representative and;

WHEREAS, the resignation of the former Assistant City Manager/City Clerk which leaves the Seaside representative seat on the Access Monterey Peninsula (AMP) Board, Mayor Oglesby has requested a modification of the list to appoint City Clerk, Dominique Davis as the representative to the AMP Board and;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside does hereby approve Mayor Oglesby's recommendations for revised City Council Member assignments to various outside commissions, committees and

boards as listed in Attachment A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 3rd day of June 2021, by the following vote:

AYES: 0 COUNCIL MEMBERS:
NOES: 0 COUNCIL MEMBERS:
ABSENT: 0 COUNCIL MEMBERS:
ABSTAIN: 0 COUNCIL MEMBERS:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

SEASIDE CITY COUNCIL MEMBER COMMITTEE ASSIGNMENTS January 1, 2021 –December 31, 2021

Item	Committee	Representative	Alternate	Date/Time
1.	Seaside Groundwater Basin Watermaster	Mayor Oglesby	Council Member Wizard	1 st Wednesday, 2 p.m.
2.	Monterey-Salinas Transit District (MST)	Mayor Pro Tem Pacheco	Council Member Campbell	2 nd Monday, 10 a.m.
3.	Monterey One Water	Council Member Campbell	Mayor Oglesby	Last Monday, 7 p.m.
4.	North Salinas Mosquito Abatement District	Council Member Campbell	Council Member Wizard	2 nd Tuesday, 12 noon
5.	Seaside County Sanitation District	Council Member Wizard	Mayor Pro Tem Pacheco	2 nd Tuesday, 9:30 a.m.
6.	Association of Monterey Bay Area Governments (AMBAG)	Council Member Wizard	Council Member Garcia Arrazola	2 nd Wednesday, 7 p.m.
7.	Monterey Regional Waste Management District (MRWMD)	Council Member Campbell	n/a	3 rd Friday, 9 a.m.
8.	Access Monterey Peninsula Board	City Clerk Dominique L. Davis	Council Member Wizard	3 rd Monday at 5:00 p.m.
9.	Community Human Services of Monterey County JPA	Council Member Wizard	Council Member Garcia Arrazola	3 rd Thursday, 11:30 a.m.
10.	Traffic Advisory Committee	Mayor Pro Tem Pacheco	Council Member Campbell	3 rd Tuesday, 5:00 p.m.
11.	Transportation Agency of Monterey County (TAMC)	Mayor Oglesby	Mayor Pro Tem Pacheco	4 th Wednesday, 9 a.m.
12.	Monterey Peninsula Unified School District (MPUSD) & City of Seaside Trustees and City Council Collaboration	Mayor Oglesby Mayor Pro Tem Pacheco	MPUSD Trustees Dr. Betty E. Lusk, Ms. Alana Myles Ms. Jessica Hare	Called
13.	Laguna Grande Joint Powers Authority	Mayor Pro Tem Pacheco	Council Member Wizard	Called
14.	California Joint Powers Insurance Group	Council Member Campbell	Roberta Greathouse	Called
15.	Homeless Leadership Council	Mayor Pro Tem Pacheco	Council Member Garcia Arrazola	Called

ATTEST: per Resolution No. 21-xx

Dominique L. Davis, City Clerk



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.A.

TO: City Council

FROM: Craig Malin, City Manager

BY: Dominique Davis, City Clerk

DATE: June 3, 2021

**SUBJECT: PROCLAMATION DECLARING JUNE AS PRIDE MONTH IN THE
CITY OF SEASIDE AS REQUESTED BY COUNCILMEMBER
CAMPBELL**

RECOMMENDATION

Proclaim the month of June as Pride Month in the City of Seaside as requested by Councilmember Campbell.

BACKGROUND

At the May 20, 2021, City Council regular meeting, Councilmember Jason Campbell requested the City proclaim June as Pride Month by way of proclamation.

Lesbian, Gay, Bisexual, Transgender and Queer/Questioning persons (LGBTQ+) Pride Month is currently celebrated each year in the month of June to honor and remember the 1969 Stonewall Riots.

FISCAL IMPACT

None

ATTACHMENTS

1. 2021 PRIDE MONTH Proclamation
-

Reviewed for Submission to the City Council by:



Craig Malin, City Manager

CITY OF SEASIDE PROCLAMATION



RECOGNIZING JUNE AS LGBTQ+ **PRIDE** MONTH June 2021

***WHEREAS**, the City of Seaside has a diverse Lesbian, Gay, Bisexual, Transgender and Queer/Questioning persons (LGBTQ+) community and is committed to celebrating and supporting visibility, dignity and equity for all people in the community; and*

***WHEREAS**, many of our residents within the City of Seaside that contribute to the enrichment of our City are a part of the LGBTQ+ community; and*

***WHEREAS**, The City of Seaside has a long and proud history of inclusion and civil rights; and*

***WHEREAS**, the City of Seaside commends the bravery and courage of all those in the LGBTQ+ community that face adversity and various forms of violence; and*

***WHEREAS**, The Supreme Court decision guaranteeing marriage equality in all 50 States was a historic victory for the LGBTQ+ community, yet our country still has far to go with respect to the equitable treatment of the LGBTQ+ community; and*

***WHEREAS**, continued opposition and oppression against members of the LGBTQ+ community make it important for cities to stand up and show solidarity and support for our LGBTQ+ residents and the community at large; and*

***WHEREAS**, several cities across the United States recognize and celebrate June as LGBTQ+ Pride Month, which has become a symbolic month in which the LGBTQ+ community and allies come together in various celebrations of pride.*

***NOW THEREFORE BE IT PROCLAIMED**, Ian N. Oglesby Mayor of the City of Seaside, do hereby proclaim the month of June 2021, as **Lesbian, Gay, Bisexual, Transgender and Queer/Questioning Persons Pride month** in the City of Seaside, symbolizing the City's celebration of diversity, presented this 3^d day of June 2021.*

*Ian N. Oglesby, Mayor
June 3, 2021*



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.B.

TO: City Council

FROM: Craig Malin, City Manager

BY: Dominique Davis, City Clerk

DATE: June 3, 2021

**SUBJECT: AUTHORIZATION TO FLY PRIDE FLAG AT CITY HALL AS
REQUESTED BY COUNCILMEMBER CAMPBELL**

RECOMMENDATION

Authorize City staff to fly the Pride Flag at City Hall during the month of June 2021, as requested by Councilmember Campbell.

BACKGROUND

At the May 20, 2021, City Council regular meeting, Councilmember Jason Campbell requested the City recognize June as Pride Month by way of a proclamation and also requested to have the Pride Flag fly at City Hall.

Pride Month is celebrated every June as a tribute to those involved in the Stonewall Riots of June 1969. Presently, June is a symbolic month for a community of people within and in support of Lesbian, Gay, Transgendered, and Queer/Questioning persons (LGBTQ+). The rainbow flag has been used since the 1970s as a symbol of LGBTQ+ social movements and to celebrate the diversity and support of the LGBTQ+ community.

FISCAL IMPACT

None identified.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Craig Malin, City Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 9.C.

TO: City Council

FROM: Craig Malin, City Manager

BY: Sheri Damon, City Attorney

DATE: June 3, 2021

**SUBJECT: CONSIDER ADOPTION OF A DISPLAY OF FLAGS ON PUBLIC
PROPERTY POLICY**

RECOMMENDATION

Consider and adopt a display of flags on public property policy.

BACKGROUND

At the Council meeting of May 20, 2021, Council member Campbell requested that the Council consider flying the LGBTQ+/PRIDE flag during the month of June at City Hall. The City of Seaside has no clear policy on flags flown at City Hall or on City-owned property. For private property, the City treats flags as miscellaneous signs. Only flags of national, state, or local governments, or nationally recognized religious, fraternal, or public service agencies are allowed to be flown without permit on private property.

In the absence of a clear policy, an ad hoc authorization to fly the LGBTQ+ Flag during the month of June arguably creates a public forum, creating potential inequities among other groups wishing to display their own flags. In other words, if you allow one flag, you should allow all and there is no clear manner in which flags are selected or prohibited.

Accordingly, I have drafted two policies for consideration by the Council. One that only allows the United States Flag, State of California and City of Seaside flags. This policy has the benefit of being very limited and clear.

The other policy allows for the flying of commemorative flags with Council approval. As the policy is currently drafted, a commemorative flag is one that identifies with a specific historical event, cause, nation or group of people that the City Council chooses to honor or commemorate consistent with the City's mission and priorities. In order to

avoid legal challenges, certain flags would be prohibited: flags generally endorsing any particular religious creed or movement, any political party flags; or flags advocating a certain outcome in an election. If the Council chooses to adopt the policy to allow commemorative flags, as currently drafted, the policy would identify City property and flag poles, in particular, as limited public forums, allowing only for governmental speech. Thus, only a City council member could request to fly a commemorative flag on any City-owned property, subject to a hearing and approval by a majority of the Council. The commemorative flag flown must meet certain specifications and be donated. The benefit of this policy is it provides flexibility for the Council majority to fly flags consistent with its priorities and it creates a limited forum, meaning that only the City Council may use the flag poles to support its mission and priorities. A potential downside of this policy is that it requires public hearings and creates potential for some organizations being supported and some not depending upon the political will of the Council.

FISCAL IMPACT

N/A

ATTACHMENTS

1. Resolution
2. Flag policy Seaside-No Commemorative flags
3. Flag policy Seaside-Commemorative allowed

Reviewed for Submission to the City Council by:



Craig Malin, City Manager

RESOLUTION NO. 21-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE
ESTABLISHING A DISPLAY OF FLAGS ON PUBLIC PROPERTY**

WHEREAS, the City of Seaside has not historically had a flagpole policy regarding the display of such flags or the display of any commemorative flags; and

WHEREAS, at the May 20, 2021 meeting a councilmember requested consideration of flying a rainbow flag during the month of June; and

WHEREAS, in the absence of a clear policy regarding flying flags on City owned property, would subject the City to requests from all manner of groups and flags; and

WHEREAS, the City Council desires to establish a flagpole policy for the outdoor display of flags at City flagpoles.

NOW THEREFORE, BE IT RESOLVED, that the City of Seaside hereby adopts the Display of Flags on Public Property policy attached hereto as Exhibit A. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside held on the 3rd day of June 2021 by the following vote:

AYES: __ COUNCIL MEMBERS

NOES: __ COUNCIL MEMBERS

ABSENT: __ COUNCIL MEMBERS

ABSTAIN: __ COUNCIL MEMBERS

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

**EXHIBIT A - CITY OF SEASIDE POLICY ON DISPLAY OF FLAGS ON PUBLIC
PROPERTY**

CITY OF SEASIDE POLICY ON DISPLAY OF FLAGS ON PUBLIC PROPERTY

I. Purpose

- A. The Seaside City Council desires to establish clear guidelines regarding:
 - 1. The indoor and outdoor display of the United States Flag, the California State Flag, and the City of Seaside Flag at City facilities or City-owned or City-maintained flagpoles
- B. In adopting this Policy, the City Council desires to reflect the dignity of the flags flown on flagpoles or displayed at City-owned or City-maintained facilities, as well as the role of the Seaside City Hall as an inclusive gathering location and local symbol of government and democracy.
- C. In adopting this Policy, the City Council declares that flagpoles owned or maintained by the City of Seaside are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of the United States, State of California, and City Flags.

II. Policy

- A. Conformance with Federal and State Regulations. Flags shall be displayed in accordance with Federal and State statutes and regulations, including, but not limited to United States Code, Title 4, Chapter 1 and California Government Code sections 430 et seq., and this Policy.
 - 1. Per California Government Code section 431(a), the Flag of the United States and the Flag of the State of California shall be prominently displayed upon or in front of each public building of the City.
 - 2. Per California Government Code section 434.7, any Flag of the United States or Flag of California that the City purchases must be made in the United States.
 - 3. The United States Flag may only be flown at half-staff in accordance with the guidelines set forth <https://www.usa.gov/flag>. The State of California Flag shall be flown at half-staff if the United States Flag is flown at half-staff or on order of the Governor.
- B. City Facilities other than the Seaside City Hall at 440 Harcourt Avenue, Seaside At facilities that the City owns or maintains (other than facilities maintained by other governmental entities), there may be one flagpole where the United States Flag shall be flown and the State of California flag may be flown as described in Section II. If flags are displayed indoors, those flags are limited to the flag of the United States, State of California and City of Seaside.

C. Seaside City Hall at 440 Harcourt Avenue, Seaside.

1. There shall be seven flagpoles at the Seaside City Hall to fly the following flags in the manner described below: Flag of the United States, Flag of State of California, Flag of Seaside, Flag of the Prisoner of War/Missing in Action, and historical Flags of the United States.
2. The City of Seaside Flag shall fly at half-staff if either the United States or California Flag is at half-staff. The City Manager may order just the City of Seaside Flag to fly at half-staff for no more than 7 (seven) days at the death of a current or former City Council Member or current City staff member or elected City Clerk or Treasurer.

III. Procedures

- A. No other flag shall be placed above the United States Flag and no other flag shall be larger than the United States Flag. Other flags may be flown at the same height and in the same size, in accordance with this Policy. Where both the United State Flag and the California State Flags are flown, they shall be of the same size.
- B. Flags should be hoisted briskly and lowered ceremoniously. The United States Flag should be hoisted first and lowered last.
- C. Flags shall be displayed during operating hours on all days on which the City is open for business, and on national and state holidays. Flags may be displayed twenty-four (24) hours a day as long as they are illuminated during darkness.
- D. Flags shall not be displayed during inclement weather, unless all- weather flags are used and are illuminated during darkness.
- E. When flags are displayed on a single pole, the order from top to bottom shall be: The United States Flag, the California State Flag, and, if displayed, the City of Seaside Flag.
- F. When the flags are flown from adjacent flag poles, the United States Flag shall be flown at the highest point of honor, which is the furthest point to the left from the standpoint of the observer ("the flag's right"). In the case of the Seaside City Hall, this shall mean facing the main doors of City Hall, the United States flag shall be flying from the farthest flagpole to the left away from the building and first seen as walking towards the building. The California State Flag shall be placed in the second position of honor, which is the next further flagpole to the left. The City of Seaside Flag, if displayed, shall be placed in the third position of honor and closest to the building.
- G. When a flag is displayed at half-staff, it shall first be hoisted to the peak for a

moment and then lowered to half-staff position. Before being lowered at the end of the day or when taken down, the flags shall again be hoisted to the peak for a moment and then fully lowered.

CITY OF SEASIDE POLICY ON DISPLAY OF FLAGS ON PUBLIC PROPERTY- COMMEMORATIVE FLAGS ALLOWED

I. Purpose

- A. The Seaside City Council desires to establish clear guidelines regarding:
 - 1. The indoor and outdoor display of the United States Flag, the California State Flag, and the City of Seaside Flag at City facilities or City-owned or City-maintained flagpoles; and
 - 2. The indoor and outdoor display of commemorative flags at the Seaside City Hall.
- B. In adopting this Policy, the City Council desires to reflect the dignity of the flags flown on flagpoles or displayed at City-owned or City-maintained facilities, as well as the role of the Seaside City Hall as an inclusive gathering location and local symbol of government and democracy.
- C. In adopting this Policy, the City Council declares that flagpoles owned or maintained by the City of Seaside are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of the United States, State of California, and City Flags and any Commemorative Flag authorized by the City Council as an expression of the City Council's official sentiments (government speech).

II. Policy

- A. Conformance with Federal and State Regulations. Flags shall be displayed in accordance with Federal and State statutes and regulations, including, but not limited to United States Code, Title 4, Chapter 1 and California Government Code sections 430 et seq., and this Policy.
 - 1. Per California Government Code section 431(a), the Flag of the United States and the Flag of the State of California shall be prominently displayed upon or in front of each public building of the City.
 - 2. Per California Government Code section 434.7, any Flag of the United States or Flag of California that the City purchases must be made in the United States.
 - 3. The United States Flag may only be flown at half-staff in accordance with the guidelines set forth <https://www.usa.gov/flag>. The State of California Flag shall be flown at half-staff if the United States Flag is flown at half-staff or on order of the Governor.
- B. City Facilities other than the Seaside City Hall at 440 Harcourt Avenue, Seaside At

facilities that the City owns or maintains (other than facilities maintained by other governmental entities), there may be one flagpole where the United States Flag shall be flown and the State of California flag may be flown as described in Section II. If flags are displayed indoors, those flags are limited to the flag of the United States, State of California and City of Seaside.

C. Seaside City Hall at 440 Harcourt Avenue, Seaside.

1. There shall be seven flagpoles at the Seaside City Hall to fly the following flags in the manner described below: Flag of the United States, Flag of State of California, Flag of Seaside, Flag of the Prisoner of War/Missing in Action, and historical Flags of the United States.
2. The City of Seaside Flag shall fly at half-staff if either the United States or California Flag is at half-staff. The City Manager may order just the City of Seaside Flag to fly at half-staff for no more than 7 (seven) days at the death of a current or former City Council Member or current City staff member or elected City Clerk or Treasurer.
3. Commemorative Flag
 - a. As expression of the City's official government speech, the City Council may authorize the display of a Commemorative Flag to fly below the City of Seaside flag at the Seaside City Hall flagpoles only.
 - b. The City Council shall only consider a request to display a Commemorative Flag if the request is made by a member of the Seaside City Council and a majority of the City Council members agree to place the discussion on the agenda for a regular or special City Council meeting. Requests to fly a Commemorative Flag by members of the public will not be considered.
 - c. At a noticed and agendized City Council meeting, a majority of Council Members must agree to fly the Commemorative Flag.
 - d. Commemorative Flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than thirty (30) continuous days.
 - e. Commemorative Flags must be temporarily donated for the City's use and be clean, without holes and tears, and be made of an all-weather fabric. Commemorative Flags must be the same size or smaller than the United States, California and Seaside flags that are flown. The City will not be responsible for the condition of the Commemorative Flag once flown and may dispose of any Commemorative Flags not picked up within 30 days after it has been flown. The City will not purchase Commemorative Flags to fly on the City Hall flagpole.

- f. If any other flag is flown at half-staff, the Commemorative Flag will also be flown at half-staff.
- g. A Commemorative Flag as defined in this Policy shall mean a flag that identifies with a specific historical event, cause, nation or group of people that the City Council chooses to honor or commemorate consistent with the City's mission and priorities. The following are not allowed as Commemorative Flags and will not be considered by the City Council:
 - i. Flags of a particular religious movement or creed to avoid the appearance of City government endorsing religion or a particular religious movement or creed;
 - ii. Flags of a political party to avoid the appearance of City government endorsing a political party; and
 - iii. Flags advocating a certain outcome in an election.]

III. Procedures

- A. No other flag shall be placed above the United States Flag and no other flag shall be larger than the United States Flag. Other flags may be flown at the same height and in the same size, in accordance with this Policy. Where both the United States Flag and the California State Flags are flown, they shall be of the same size.
- B. Flags should be hoisted briskly and lowered ceremoniously. The United States Flag should be hoisted first and lowered last.
- C. Flags shall be displayed during operating hours on all days on which the City is open for business, and on national and state holidays. Flags may be displayed twenty-four (24) hours a day as long as they are illuminated during darkness.
- D. Flags shall not be displayed during inclement weather, unless all-weather flags are used and are illuminated during darkness.
- E. When flags are displayed on a single pole, the order from top to bottom shall be: The United States Flag, the California State Flag, and, if displayed, the City of Seaside Flag.
- F. When the flags are flown from adjacent flag poles, the United States Flag shall be flown at the highest point of honor, which is the furthest point to the left from the standpoint of the observer ("the flag's right"). In the case of the Seaside City Hall, this shall mean facing the main doors of City Hall, the United States flag shall be flying from the farthest flagpole to the left away from the building and first seen as walking towards the building. The California State

Flag shall be placed in the second position of honor, which is the next further flagpole to the left. The City of Seaside Flag, if displayed, shall be placed in the third position of honor and closest to the building.

- G. When a flag is displayed at half-staff, it shall first be hoisted to the peak for a moment and then lowered to half-staff position. Before being lowered at the end of the day or when taken down, the flags shall again be hoisted to the peak for a moment and then fully lowered.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.D.

TO: City Council

FROM: Craig Malin, City Manager

BY: Victor Damiani, Finance Director

DATE: June 3, 2021

SUBJECT: INTRODUCTION TO THE AMERICAN RESCUE PLAN ACT

RECOMMENDATION

Receive and discuss presentation outlining the American Rescue Plan Act

BACKGROUND

On March 10, 2021, the House of Representatives approved a Senate-amended version of President Biden's \$1.9 trillion COVID-19 relief package - the American Rescue Plan. The package includes \$350 billion in aid for state and local governments, of which the City of Seaside expects to receive approximately \$8.9 million. Guidance on allowable uses has recently become available and now is a good time for the City to begin initial discussions on how best to use these funds. Local governments will receive funds in two tranches, with 50% provided beginning in May of 2021 and the balance delivered approximately 12 months later. Tonight's presentation will provide information regarding allowable uses of the the funds.

FISCAL IMPACT

Use of American Rescue Plan Act funds are likely to significantly improve the City's financial position.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Craig Malin, City Manager